



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**

AGENDA

INGLEWOOD COMMUNITY BOARD

**Wednesday 26 August 2025
at 1.30pm**

Inglewood Library & Service Centre

Mrs	Rebecca	Dearden
Mr	Donald	McIntyre
Mr	Greg	Robinson
Mr	Michael	Self
Cr	Christine	Fabish

Community Boards

Role of Community Boards (s52 Local Government Act 2002)

- a) represent, and act as an advocate for, the interests of its community; and
- b) consider and report on matters referred by the council and other matters of interest
- c) maintain an overview of services provided by the council within the community; and
- d) prepare an annual submission to the council for expenditure within the community;
- e) communicate with community organisations and special interest groups within the community; and
- f) undertake any other responsibilities that are delegated to it by the territorial authority.

Addressing the Community Board

Requests for public forum and deputations need to be made at least one day prior to the meeting. The Chairperson has authority to approve or decline public comments and deputations in line with the standing order requirements.

Public Forum

Public Forums enable members of the public to bring matters to the attention of the committee which are not contained on the meeting agenda. The matters must relate to the meeting's terms of reference. Speakers can speak for up to 5 minutes, with no more than two speakers on behalf of one organisation.

Deputations

Deputations enable a person, group or organisation to speak to the meeting on matters contained on the agenda. An individual speaker can speak for up to 10 minutes. Where there are multiple speakers for one organisation, a total time limit of 15 minutes, for the entire deputation, applies.

Purpose of Local Government

The reports contained in this agenda address the requirements of the Local Government Act 2002 in relation to decision making. Unless otherwise stated, the recommended option outlined in each report meets the purpose of local government and:

- Promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, or transfer the ownership or control of a strategic asset to or from Council.

OPENING

The chairperson, or a person authorised by the chairperson will open the meeting.



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**

Health and Safety Message / Te Whaiora me te Marutau

In the event of an emergency, please follow the instructions of Council staff.

Please exit through the nearest safe Emergency exit.

Once outdoors please move to congregate on the grass verge by the railway line.

Staff will guide you to an alternative route if necessary.

If there is an earthquake – drop, cover and hold where possible.

Please remain where you are until further instruction is given.

APOLOGIES / NGĀ MATANGARO

None advised

REPORTS

- 1 Declarations of Office

ITEMS FOR DECISION BY COMMUNITY BOARD

- 2 Election of Chairperson
- 3 Election of Deputy Chairperson
- 4 Chief Executive's Explanation of Various Acts
- 5 Adoption of 2026 Meeting Dates
- 6 TET Funding Application Support
- 7 Inglewood Stormwater Catchment Management Plan
- 8 Inglewood Community Board Discretionary Fund Update – November 2025

DECLARATIONS OF OFFICE

COMMUNITY BOARD MEMBER DECLARATION OF OFFICE

1. I, [Community Board member name], declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Inglewood community, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Inglewood Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other act.”
2. Ko [Community Board member name], e whakapuaki ana e mahi ai mātou i tā matou pūkenga, whakawātanga hoki ki te whakahaere, ki te whakatutuki i tā matou mahi i runga i te pono me te tōkekenga hei tiaki i ngā painga o te takiwā o Inglewood. Ka noho te kaha me te mana whakahaere me ngā mahinga kua whakareia, kua utaina ki runga i a mātou hei mema o te kaunihera o te takiwā o Inglewood i raro i te maru o ngā ture e kīia nei ko te Local Government Act 2002 me te Local Government Information and Meetings Act 1987, ko ētehi ture kē atu rānei.

Report Details

Prepared By: Ashlee Carter (Governance Advisor)
Team: Governance
Approved By: Julie Straka (Governance Lead)
Ward/Community: District Wide
Date: 13 October 2025
File Reference: ECM 9647901

-----*End of Report*-----

ELECTION OF CHAIRPERSON

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is the election of a Chairperson for the Inglewood Community Board.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU **That, having considered all matters raised in the report:**

[Option 1 - in the case of there being a single nomination for Chairperson]

- a) **Voting System B be used to elect the Chairperson of the Inglewood Community Board; and**
- b) _____ **be elected Chairperson of the Inglewood Community Board.**

OR

[Option 2 - in the case of there being more than one nomination for a Chairperson each clause to be moved separately]

- a) **Voting System [A or B] be used to elect the Chairperson of the Inglewood Community Board; and**
- b) _____ **be elected Chairperson of the Inglewood Community Board.**

SIGNIFICANCE AND ENGAGEMENT / TE HUHUTANGA ME TE WHAKAURUA

2. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being some important because there are no budgetary or levels of service implications. The election of a Chairperson is an administrative matter.

BACKGROUND / WHAKAPAPA

3. The role of a Community Board Chairperson is varied. As a leadership role, it consists of more than chairing and attending meetings. As the face of the Community, the Chairperson will need to participate in other community events and meetings. The Chairperson will also need to actively engage with the Mayor and Councillors on behalf of the Board.
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4. Local Government New Zealand has prepared generic information on the role of a Community Board Chairperson which can be found on the LGNZ website ([here](#)).

How the Chairperson will be determined

5. At the start of this item, the presiding staff member (either the Governance Lead or the Governance Adviser) will ask each Community Board Member in turn whether they wish to be considered for the role of Chairperson.
 6. Where there is more than one expression of interest, each candidate will have five minutes to outline to their fellow board members the reasons why they should be elected Chairperson. The presiding staff member will determine the speaking order by drawing names randomly.
 7. The Local Government Act 2002 prescribes the available methods of voting. The methods of voting are set out below.
 8. Where there is only one candidate for the role of Chairperson, Officers recommend that voting system B be used as only one round of voting will be required. The presiding staff member will call for a mover and seconder to confirm the voting system and the election of the candidate as Chairperson (Option 1 recommendation). The Community Board must confirm the appointment by resolution. The candidate can vote on the matter.
 9. Where there are multiple candidates, the following process will be undertaken:
 - a) The presiding staff member will call for a mover and seconder of the preferred voting system.
 - b) Community Board Members will decide, by resolution, their preferred voting system.
 - c) The presiding staff member will call for a mover and seconder for each individual candidate for the Chairperson role.
 - i) A candidate can move or second their own nomination.
 - ii) No member may move or second more than one nomination.
 - iii) For clarity, unless they abstain, the Council appointee to the Community Board is able to vote on the election of a Chairperson.
 - d) The determination of the Chairperson will be determined following the voting method used in clause b) above.
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Voting Systems for Community Board Chairpersons

10. The Community Board must resolve to use one of two voting systems when electing a Chairperson:

a) Voting System A

A person is elected Chairperson if they receive the votes of a majority of the Community Board Members present and voting.

Procedure

- i) There is a first round of voting for all candidates.
- ii) If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- iii) If no candidate is successful in the second round there is a third, and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- iv) In any round of voting, if two or more candidates tie for the lowest number of votes the person excluded from the next round is resolved by lot.

b) Voting System B

A person is elected Chairperson if they receive more votes than any other candidate.

Procedure

- i) There is only one round of voting; and
- ii) If two or more candidates tie for the most votes, the tie is resolved by lot.

11. Regardless of the voting system chosen, each Community Board Member (including the Council appointee) may only vote for one candidate in each round of voting. A Community Board Member may vote for themselves.

Role of Chairperson

12. A Community Board Chairperson provides the Community Board with strong leadership. The Chairperson is often the face of the Community Board at Council and Committee meetings and in the community, representing the Community Board to other government and community agencies.
13. Being an effective Community Board Chairperson consists of more than just chairing and attending Community Board meetings. It also involves a high level of commitment with leadership and team building skills.
14. The Chairperson needs to lead, guide, co-ordinate and direct business and the activities of the Community Board within its specific terms of reference and delegated authorities.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

15. Whilst choosing a voting system and electing a Chairperson is an administration function, all Community Board Members will be encouraged to support NPDC's commitment to mitigating impacts on climate change during their term.

NEXT STEPS / HĪKOI I MURI MAI

16. Once appointed by resolution the Community Board Member can act as a Community Board Chairperson.

FINANCIAL AND RESOURCING IMPLICATIONS / NGĀ HĪRAUNGA Ā-PŪTEA, Ā-RAUEMI

17. The Remuneration Authority sets the salaries of Community Board Chairpersons.
18. Council will provide the Chairperson with resources and support to carry out their role effectively. Council has budgeted for these expenses.

IMPLICATIONS ASSESSMENT // HĪRANGA AROMATAWAI

19. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
- Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
 - Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.
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Report Details

Prepared By: Claire Kelly (Governance Advisor)
Team: Governance
Approved By: Julie Straka (Governance Lead)
Ward/Community: Kōhanga Moa Ward / Inglewood Community
Date: 15 November 2025
File Reference: ECM 9647904

-----*End of Report*-----

ELECTION OF DEPUTY CHAIRPERSON

MATTER/ TE WHĀINGA

1. The matter for consideration by the Council is the election of a Deputy Chairperson for the Inglewood Community Board.

RECOMMENDATION FOR CONSIDERATION/ NGĀ WHAIKUPU

That, having considered all matters raised in the report:

[Option 1 - in the case of there being a single nomination for Deputy Chairperson]

- a) **Voting System B be used to elect the Deputy Chairperson of the Inglewood Community Board; and**
- b) _____ **be elected Deputy Chairperson of the Inglewood Community Board.**

OR

[Option 2 - in the case of there being more than one nomination for a Deputy Chairperson each clause to be moved separately]

- a) **Voting System [A or B] be used to elect the Deputy Chairperson of the Inglewood Community Board; and**
- b) _____ **be elected Deputy Chairperson of the Inglewood Community Board.**

SIGNIFICANCE AND ENGAGEMENT/ KAUPAPA WHAKAHIRAHIRA

2. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being some important because there are no budgetary or levels of service implications. The election of a Deputy Chairperson is an administrative matter.

BACKGROUND / WHAKAPAPA

3. The role of a community board Deputy Chairperson is varied with providing the community board with strong leadership. To be an effective community board Deputy Chairperson you need to know that it consists of more than just attending community board meetings. It also involves a high level of commitment with leadership and team playing skills.
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4. Local Government New Zealand has prepared generic information on the role of a Community Board Deputy Chairperson which can be found on the LGNZ website ([Here](#)).

How the Deputy Chairperson will be determined

5. At the start of this item, the presiding staff member (either the Governance Lead or the Governance Adviser) will ask each Community Board Member in turn whether they wish to be considered for the role of Deputy Chairperson.
 6. Where there is more than one expression of interest, each candidate will have five minutes to outline to their fellow board members the reasons why they should be elected Deputy Chairperson. The presiding staff member will determine the speaking order by drawing names randomly.
 7. The Local Government Act 2002 prescribes the available methods of voting. The methods of voting are set out below.
 8. Where there is only one candidate for the role of Deputy Chairperson, Officers recommend that voting system B be used as only one round of voting will be required. The presiding staff member will call for a mover and seconder to confirm the voting system and the election of the candidate as Deputy Chairperson (Option 1 recommendation). The Community Board must confirm the appointment by resolution. The candidate can vote on the matter.
 9. Where there are multiple candidates, the following process will be undertaken:
 - a) The presiding staff member will call for a mover and seconder of the preferred voting system.
 - b) Community Board Members will decide, by resolution, their preferred voting system.
 - c) The presiding staff member will call for a mover and seconder for each individual candidate for the Deputy Chairperson role.
 - i) A candidate can move or second their own nomination.
 - ii) No member may move or second more than one nomination.
 - iii) For clarity, unless they abstain, the Council appointee to the Community Board is able to vote on the election of a Deputy Chairperson.
 - d) The determination of the Deputy Chairperson will be determined following the voting method used in clause b) above.
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Voting Systems for Community Board Deputy Chairperson

10. The Community Board must resolve to use one of two voting systems when electing a Deputy Chairperson:

a) Voting System A

A person is elected Deputy Chairperson if they receive the votes of a majority of the Community Board Members present and voting.

Procedure

- i) There is a first round of voting for all candidates.
- ii) If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- iii) If no candidate is successful in the second round there is a third, and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- iv) In any round of voting, if two or more candidates tie for the lowest number of votes the person excluded from the next round is resolved by lot.

b) Voting System B

A person is elected Deputy Chairperson if they receive more votes than any other candidate.

Procedure

- i) There is only one round of voting; and
- ii) If two or more candidates tie for the most votes, the tie is resolved by lot.

11. Regardless of the voting system chosen, each Community Board Member (including the Council appointee) may only vote for one candidate in each round of voting. A Community Board Member may vote for themselves.

Role of Deputy Chairperson

12. A Community Board Deputy Chairperson's role is to act as Chair in the absence of the Chairperson.
13. The Deputy Chairperson needs to assist the Chairperson with leadership, assisting with the activities of the community board within its specific terms of reference and delegated authorities.

**CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA
ĀHUARANGI**

14. Whilst choosing a voting system and electing a Deputy Chairperson is an administration function, all Community Board Members will be encouraged to support NPDC's commitment to mitigating impacts on climate change during their term.

NEXT STEPS / HĪKOI I MURI MAI

15. Once appointed by resolution the Community Board Member can act as a Community Board Deputy Chairperson.

**FINANCIAL AND RESOURCING IMPLICATIONS / NGĀ HĪRAUNGA Ā-PŪTEA,
Ā-RAUEMI**

16. The Remuneration Authority sets the salaries of Community Board members.
17. Council will provide the Deputy Chairperson with resources and support to carry out their role effectively. Council has budgeted for these expenses.

IMPLICATIONS ASSESSMENT / HĪRANGA AROMATAWAI

18. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
- Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
 - Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.
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Report Details

Prepared By: Ashlee Carter (Governance Advisor)
Team: Governance
Approved By: Julie Straka (Governance Lead)
Ward/Community: Kōhanga Moa Ward / Inglewood Community
Date: 15 November 2025
File Reference: ECM 9647906

-----*End of Report*-----

CHIEF EXECUTIVE'S EXPLANATION OF VARIOUS ACTS

PURPOSE

1. The purpose of this report is to provide an explanation of certain laws affecting members of the Council.

RECOMMENDATION

That, having considered all matters raised in the report, the report be noted.

SIGNIFICANCE AND ENGAGEMENT

2. This report is provided for information purposes only, and has been assessed as being of some importance.

DISCUSSION

3. The Local Government Act 2002 (LGA) requires the Chief Executive (or their nominee) to provide a general explanation of the Local Government Official Information and Meetings Act 1987 and certain other laws affecting Elected Members.
4. The information is required to be provided at the first meeting following a triennial general election. It is not a summary of all legislative obligations applicable to elected members or Council. Copies of all legislation can be found online at www.legislation.govt.nz
5. While further information will be provided during the induction programme, given the complexity of this information elected members are advised to seek early guidance from Council Officers as situations arise during the Council term.

Local Government Official Information and Meetings Act 1987 (LGOIMA)

6. LGOIMA promotes transparency and accountability in local government by:
 - a) Providing the public with rights of access to official information held by local authorities, unless there is good reason for withholding it under the Act.
 - b) Ensuring that meetings of councils and committees are open to the public, except in limited circumstances where public exclusion is justified.
 - c) Requiring local authorities to publish agendas and minutes of meetings, and to give public notice of meetings.
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- d) Allowing individuals to request reasons for decisions that affect them personally.
 - e) Enabling the Ombudsman to investigate complaints about decisions to withhold information or exclude the public from meetings.
7. Compliance with LGOIMA is essential to uphold the principles of open and democratic governance. Breaches of the Act may result in investigation by the Ombudsman and reputational consequences for the Council.

Access to Council Information

8. LGOIMA starts from the premise that all Council information is available to the public unless there is good reason exists to withhold the information. Information is not limited to written documents (eg reports, emails, notes) but also includes non-written information which is held by a Council Officer or an Elected Member in their official capacity. Official Information will include written material regardless of the device on which the information is held, provided the member is acting in their official capacity.
9. The reasons for withholding information are set out in the Act. The withholding reasons are relatively narrow and are subject to an overriding public interest test (is the reason for withholding outweighed by other considerations which make it desirable, in the public interest, to release that information).
10. The LGOIMA provides the authority for decision making on whether information should be released to the Chief Executive. Members are entitled to information that is reasonably necessary to enable them to perform their duties as an elected member.
11. Information contained in the Public Excluded section of Council meetings should be considered confidential. Elected members should not discuss or release that information with third parties without first discussing it with the Chief Executive or the Manager Governance. Where an Elected Member releases confidential information and the Council suffers a financial loss as a result, the member may become personally liable for the Council's loss if it can be shown that the member was not acting in good faith.

Local Authority Meetings

12. The LGOIMA requires meetings of Council (including committees) are open to the public unless there is good reason for excluding the public. Those reasons are basically the same as those for withholding information.
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13. When the public is excluded by meeting resolution, it is critical that the confidentiality is maintained. Standing Orders require non-disclosure of confidential information. The Local Government Act 2002¹ must abide by the Standing Orders.
14. Further guidance on LGOIMA and its practical application will be provided in upcoming governance briefings.

Local Authorities (Members' Interests) Act 1968 (LAMIA)

15. LAMIA is one of the key statutes governing the conduct of elected members. It is designed to prevent conflicts between a member's private interests and their public duties.
16. The Act has two primary components:
 - a) Contractual Interests
 - b) Financial (Pecuniary) Interests and Decision-Making.

Contractual Interests

17. An individual is disqualified from being elected or appointed as a member of Council (or its Committees), or from continuing to hold office, if the total payments made by Council to that person under contracts exceed \$25,000 (including GST) in any financial year.
18. This includes contracts made directly with the member or indirectly through entities in which the member has a financial interest (eg companies where the member or their spouse / partner is a shareholder or director).
19. The Regulatory Systems (Internal Affairs) Amendment Bill (introduced in August 2025) has proposed that the \$25,000 threshold be increased to \$100,000. The Governance and Administration Select Committee is expected to report to the house in February 2026.

Financial (Pecuniary) Interests and Decision-Making

20. Elected members must not vote on or take part in any discussions on any matter in which they have a pecuniary interest – other than an interest in common with the public. An example of an interest in common with the public is the setting of rates where all elected members will have a financial interest to some degree.
21. A pecuniary interest exists where a decision could result in financial gain or loss to the member or their spouse / partner.

¹ Sch 7, Cl 16(1) LGA 2002

22. The possible consequences of breaching this provision include:
- a) An elected member's position being vacated (ie ousted from office)
 - b) Invalidation of the Council's decision.

Members' responsibilities

23. Members are responsible for letting Council know of any interests that might result in them benefitting from contracts (directly or indirectly).
24. While it is not a legal requirement, we have a Register of Members' Interests which is published on every Ordinary Council agenda.

Seek advice early

25. There are opportunities to seek exemptions from the Office of the Auditor-General. Elected Members are requested to see advice early (and definitely before participating in decision-making) from the Chief Executive or the Manager Governance.

Secret Commissions Act 1910

26. This Act treats every elected member as an agent of the Council. It sets out rules to prevent corruption and protect the integrity of Council decision-making.
27. Elected members:
- a) **Must not accept gifts or rewards** in return for doing (or not doing) something in their role, or for showing favour or disfavour to someone in relation to Council business.
 - b) **Must not interfere with Council business** or fail to carry out their duties properly if their goal is to gain a gift or benefit from someone with an interest in Council matters.
 - c) **Must disclose any financial interest** they or their close family (partner, parent, or child) have in a contract when they're involved in making that contract on behalf of the Council.
 - d) **Must not help or be involved in any way** with someone else committing an offence under this Act.
28. If convicted of any offence under this Act a person can be imprisoned for up to two years, or fined up to \$1000, or both. A conviction therefore would trigger the ouster provisions of the Local Government Act 2002 and result in the removal of the member from office.
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Crimes Act 1961 (sections 99, 105 and 105A)

29. These provisions relate to corruption and bribery of public officials. They are particularly relevant to elected members in their governance roles.
30. These offences are serious. If convicted consequences include ousting from office and a term of imprisonment of seven years or more.

Bribery and Corruption of Public Officials²

31. Elected members must not accept, ask for, or offer any kind of bribe in return for doing (or not doing) something in their official role. It is also illegal to offer a bribe to someone else in a public role.

Corrupt Use of Information³

32. Elected members must not use or share official information in a dishonest way to benefit yourself or someone else.

Use of Official Information for Personal Gain⁴

33. Elected members must not use information you've learned through your role to make personal gains, even if it's not done in a corrupt way.

Financial Markets Conduct Act 2013 (FCMA)

34. The FMCA sets out how financial products—like shares and bonds—are created, promoted, sold, and managed. It aims to support businesses in raising funds and help individuals reach their financial goals. The Act's main purposes are to:
 - a) Encourage confident and informed participation in financial markets by businesses, investors, and consumers.
 - b) Support the development of financial markets that are fair, efficient, and transparent.
35. If the Council ever issues financial products (such as equity or debt securities) under its borrowing powers, elected members would take on responsibilities similar to company directors.

² S99

³ S105

⁴ S105A

36. This means elected members:
- a) Could be personally liable if a product disclosure statement contains false or misleading information.
 - b) Could face civil or criminal penalties if the Council doesn't meet its legal obligations—such as keeping an audited register of financial products.

Local Government Act 2002 – Register of Pecuniary Interests requirements

37. Since November 2022, the Local Government Act 2002 contains provisions intended to promote transparency, accountability and public trust in local government by ensuring that elected members' financial and other interests are publicly declared and accessible.
38. To ensure compliance, Council maintains a Register of Members' Pecuniary Interests and ensures that a summary is publicly available. In contrast to the register contained on Ordinary Council agendas (which is forward looking), the Register of Interests referred to here is historical.
39. All elected members are required to:
- a) Submit an annual pecuniary interest return each year
 - b) Update the register as soon as practicable if there are any changes to their interests.
 - c) Disclose the following interests⁵
 - a) Directorships or significant shareholdings in companies.
 - b) Employment and business interests.
 - c) Beneficial interests in trusts.
 - d) Real property interests.
 - e) Gifts (including hospitality) over \$500 in value.
 - f) Payments received for activities outside of Council duties.
 - g) Overseas travel funded by third parties.
 - h) Any other matters that could reasonably be seen to influence the member's actions.

⁵ ss54E and 54F LGA

Health and Safety at Work Act 2015

40. The Health and Safety at Work Act 2015 is New Zealand's primary legislation governing workplace health and safety.
41. The Act aims to:
- a) Provide a balanced framework to secure the health and safety of workers and workplaces.
 - b) Protect workers and others from harm by requiring risks to be identified and managed.
 - c) Promote continuous improvement and higher standards of health and safety.
 - d) Foster a culture of worker participation and engagement in health and safety matters.

Implication for the Mayor and Councillors

42. As "Officers"⁶ under the Act, the Mayor and Councillors have a duty to exercise due diligence. This includes:
- a) Acquiring and keeping up-to-date knowledge of work health and safety matters.
 - b) Understanding the nature of the Council's operations and associated risks.
 - c) Ensuring the Council has appropriate resources and processes to eliminate or minimise risks.
 - d) Ensuring there are processes for receiving and responding to information about incidents, hazards, and risks.
43. Management will provide regular reporting and training to assist the Mayor and Councillors with meeting their statutory obligations.

Public Records Act 2005

44. The Public Records Act 2005 sets the rules for how councils and other public organisations must manage their records. It helps make sure government information is trustworthy, easy to access, and properly looked after.

⁶ In this context, the definition of "Officer" can be found in [s18](#) of the Act

45. Under the Act Council must:
- a) Create and keep clear and accurate records of its decisions, actions, and services.
 - b) Protect certain records that are considered important to New Zealand's history or public accountability.
 - c) Only dispose of records (such as deleting or destroying them) if the Chief Archivist has approved it.
 - d) Follow national standards for managing records and information.
46. These rules apply to all formats—paper, emails, texts, and digital files. Councillors should know that anything created or received while doing Council work may be a public record. That means it must be stored properly and kept for as long as needed.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS

47. This report provides a brief summary of legislation that must be provided at the Inaugural Meeting. Council decisions must comply with a much wider range of legislation, some of which will include climate change implications. Council Officers will provide guidance on applicable statutory implications on a case-by-case basis during the decision-making process.

NEXT STEPS

48. Elected Members should seek guidance from the Chief Executive or the Manager Governance if they believe any of the situations above are likely to arise.
49. Officers will provide further guidance on decision-making requirements during the Elected Member induction programme.
50. Copies of all legislation can be found online at www.legislation.govt.nz

FINANCIAL AND RESOURCING IMPLICATIONS

51. This matter is for information purposes only and there are no financial or resourcing implications.
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IMPLICATIONS ASSESSMENT

52. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
- Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
 - Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.
-

Report Details

Prepared By: Julie Straka (Governance Manager)
Team: Governance
Approved By: Gareth Green (Chief Executive)
Ward/Community: District Wide
Date: 13 October 2025
File Reference: ECM 9596583

-----*End of Report*-----

ADOPTION OF 2026 MEETING DATES

PURPOSE

1. The matter for consideration by Council is the setting of Inglewood Community Board meeting schedule for 2026.

RECOMMENDATION

That, having considered all matters raised in the report, the Inglewood Community Board adopt the following meeting schedule for 2026:

Inglewood Community Board	10 February
Inglewood Community Board	10 March
Inglewood Community Board	14 April
Inglewood Community Board	12 May
Inglewood Community Board	9 June
Inglewood Community Board	14 July
Inglewood Community Board	11 August
Inglewood Community Board	8 September
Inglewood Community Board	13 October
Inglewood Community Board	10 November
Inglewood Community Board	8 December

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

2. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being administrative. There are no financial or levels of service implications.

BACKGROUND / WHAKAPAPA

3. The Local Government Act 2002 requires Council to hold the meetings that are necessary for the good governance of the district.¹
4. After each triennial election, Council must set the time and date of its first meeting or adopt a schedule of meetings. This report recommends the Inglewood Community Board adopt the meeting schedule as proposed.
5. Community Boards will adopt their own meeting dates and times. Meeting dates will generally fall into week two of the meeting cycle.

¹ Sch7 cl19(1) LGA

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

6. The meeting cycle is an administrative matter. There are no climate change impacts associated to this report.

NEXT STEPS / HĪKOI I MURI MAI

7. Once Council has adopted a meeting schedule, Council Officers will issue electronic meeting notices to elected members and staff.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Proposed Meeting Structure Graphic 2026 (ECM 9638180)

Report Details

Prepared By:	Ashlee Carter (Governance Advisor)
Team:	Governance
Approved By:	Julie Straka (Governance Manager)
Ward/Community:	District Wide
Date:	14 November 2025
File Reference:	ECM 9645087

-----*End of Report*-----

Proposed Meeting Structure 2026

Cycle 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 (of cycle 1)			Public Engagement		
Week 2 (of cycle 1)	Kaitake Community Board		Puketapu-Bell Block Community Board	Clifton Community Board	Waitara Community Board
Week 3 (of cycle 1)			Finance, Audit and Risk	Council Briefing	
Week 4 (of cycle 1)				Council	

Cycle 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 (of cycle 2)			Going for Growth		
Week 2 (of cycle 2)	Kaitake Community Board		Puketapu-Bell Block Community Board	Clifton Community Board	Waitara Community Board
Week 3 (of cycle 2)			Te Huinga Taumatua	Council Briefing	
Week 4 (of cycle 2)				Council	

NB: Council meets on the last Thursday of every month, and a 4-week meeting cycle has been built around that meeting date.

TET FUNDING APPLICATION SUPPORT

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is to retrospectively formalise support for a TET funding application for security cameras in Inglewood and Urenui.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report [Inglewood Community Board / Clifton Community Board / Waitara Community Board (*delete as appropriate*)] retrospectively endorse the TET funding application for CCTVs in Inglewood and Urenui.

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being some importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: <ol style="list-style-type: none"> 1. Retrospectively endorse the TET funding application. 2. Not endorse the TET funding application.
Affected persons	The persons who are affected by or interested in this matter are Inglewood and Clifton Community Boards.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	Not in the short term. Future operational funding may be required.
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

2. Council Officers recommend that the Inglewood, Clifton and Waitara Community Boards retrospectively support a Taranaki Electricity Trust (TET) funding application for installing security cameras in Inglewood and Urenui. This project aims to improve community safety and assist police investigations by installing high-quality CCTV cameras connected to the NZ Police system.
-

3. The initiative began after Inglewood Community Board members spoke with Inglewood Police. Police representatives also identified a need for cameras in Urenui. Although no Council funding or resources have been budgeted, the project moved forward with support from individual community board members and a funding application to TET.
4. Council officers submitted the application in September 2025 to meet TET's funding deadlines. The project includes eight cameras in Inglewood and three in Urenui, with features like live streaming, recording, and licence plate recognition.
5. TET approved \$98,567 for the project, subject to several conditions: additional quotes, formal resolutions from the Inglewood and Clifton Community Boards, a letter of support from the Waitara Community Board, and confirmation from Police on camera placement.
6. If the community boards don't agree to retrospectively support the application, TET will decide whether to proceed with the grant. No Council funding is currently allocated, but future operational costs may be considered in the 2027–2037 Long-Term Plan.

BACKGROUND / WHAKAPAPA

7. Following concerns regarding community safety, members of the previous Inglewood Community Board have been working for some time on a project for the installation of security cameras in the Inglewood CBD. Discussion with Police representatives on the proposal highlighted a desire for additional cameras in Urenui. Members of the previous Clifton Community Board signalled support for additional cameras in Urenui.
8. No Council funding has been budgeted, nor project planned, within the Council's Long-Term or Annual Plans. Individual Community Board members have, at various times, discussed the opportunity to utilise the Community Boards Discretionary Fund for the project, but no formal consideration has been given and no community board resolutions exist. Other funding sources discussed included a funding application to TET.
9. New Plymouth District Council last applied for TET funding for the redevelopment of Otupaiia. TET allocated funding of \$950,000 for that project at the TET meeting on 18 October 2023.

TET Funding Requirements

10. TET general grant applications for under \$100,000 close on the 20th of each month.
 11. There is one funding round each year for applications over \$100,000. These have an annual close-off date of August in each year.
-

12. In addition, TET provides for one application (whether over or under \$100,000) in any one year.
13. The cut-off for the \$100k+ applications is August of each year. Decisions on those applications are made on October each year.
14. Applications can only be lodged by Council. The usual process is for all applications in the TET funding area to be collated into one application and lodged in the annual over \$100,000 funding round. Prior to lodgement, the Clifton, Waitara and Inglewood community boards would typically consider endorsement of the full application, along with prioritisation of projects (if required).

The cameras project

15. The project would see the installation of eight cameras (three LNR and five PTZ) in Inglewood and three cameras (1 LNR, 1 180-degree and 1 existing) in Urenui. These would be connected to the NZ Police system and only viewable by them. They will be of a high quality to enable prosecutions to be made from the footage provided.
16. The project was initiated following an approach from Senior Constable Alistair Balsom (Inglewood Police) to the Inglewood Community Board about installing CCTV in the main CBD to deter crime, enhance community safety and wellbeing, and assist in criminal investigations. Subsequent consultation with Senior Constable Balsom; and Senior Sergeants Michael Hunt, and Brad Pollock from the Waitara Police Station, (who serve Inglewood), provided crucial feedback on the need for Licence Plate Recognition (LNR) cameras at the main SH Inglewood Junctions, along with Pan/Tilt/Zoom (PTZ) options similar to those used at Waitara, instead of additional fixed cameras.
17. The police representatives also enquired whether Urenui could have an LNR camera covering the main SH intersection. Clifton Community Board members also requested a camera for the Hall/Library area. All cameras must feature recording, live streaming, searchable LNR data, and remote access. The proposal forwarded to TET met all those requirements as a minimum.

The funding for the cameras project

18. NPDC have not lodged any funding applications since the application for the redevelopment of Otupaia.
 19. Following a request from Council Officers on application timing implications, TET advised that if an under \$100k application by Council was received by 20 September, and was funded in October 2025, then Council would retain the ability to apply for a \$100k+ application in August 2026.
-

20. In early September, Officers advised community board members that we would be unable to meet the 20 September lodgement timeframe as
 - a) Council did not have detail to assess the implications, including ongoing OPEX costs.
 - b) We could not secure the approval (by resolution) of the Waitara, Inglewood and Clifton Community Boards and full Council.
21. Following receipt of a detailed proposal, and a discussion with the then Inglewood and Clifton Community Board chairs, and Adrian Sole (LocoCCTV Manager), Officers lodged the application.
22. TET approved funding of \$98,567 for CCTVs in Inglewood and Urenui (from the August 2026 under \$100,000 funding round) subject to:
 - i) Additional quotes being provided;
 - ii) Minuted resolutions from both the Clifton and Inglewood Community Boards;
 - iii) A letter of support from the Waitara Community Board;
 - iv) Copy of the Police evidence of where the cameras are required.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

23. There are no climate change impact and considerations in relation to this matter.

NEXT STEPS / HĪKOI I MURI MAI

24. The resolutions of the Inglewood, Waitara and Clifton Community Boards will be forwarded to TET to satisfy the conditions of the grant. If there is no consensus among the community boards, the community board resolutions will be forwarded to TET for their determination on whether the grant is still approved.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

25. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance. Should there not be agreement amongst the boards, there may be some financial implications (in that the project cannot proceed).
-

OPTIONS / KŌWHIRINGA

26. There are two reasonably practicable options:
- a) Retrospectively endorse the TET funding application.
 - b) Not endorse the TET funding application.

Both options have been assessed together below.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

27. Funding is conditional on minuted resolutions from both the Clifton and Inglewood Community Boards and a letter of support from the Waitara Community Board. Should those conditions not be met, Council will advise TET and it will be at their discretion whether or not the funding is released.
28. No Council funding has been budgeted, nor project planned, similarly no Council resourcing has been allocated. The community board representatives involved in the discussion prior to lodging the application were supportive of the Discretionary Fund covering costs beyond the grant, and specifically the monthly recording costs and yearly maintenance costs prior to consideration during the Long-Term Plan. Should the conditions of the grant be met, Council Officers will determine the extent of any additional costs to implement the project and will seek discretionary funding from the Clifton and Inglewood Community Boards if required.
29. The amount required for ongoing operational funding is also yet to be determined and will be considered by the Clifton and Inglewood Community Boards and Council during the Long-Term Plan 2027-37.

Risk Analysis / Tātaritanga o Ngā Mōrearea

30. Should the conditions of funding not be met, there is a risk that the funding will not be released and the project cannot proceed.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

31. This report seeks the support of the Clifton, Inglewood and Waitara Community Boards and is largely administrative in nature. However, the installation of cameras would promote the community outcomes.

Statutory Responsibilities / Ngā Haepapa ā-ture

32. There are no statutory responsibilities in relation to this matter.
-

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

33. There are no inconsistencies with Council's policies and plans.

Participation by Māori / Te Urunga o Ngāi Māori

34. There has been no participation by Māori in relation to this matter.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

35. Community Views and Preferences are unknown at this point in time. During the meeting cycle, the community will have the opportunity to address the community boards on the matter if they have concerns.

Recommended Option

This report recommends option 1 (retrospectively endorse the application to TET) for addressing the matter.

Report Details

Prepared By: Julie Straka (Manager Governance)
Team: Governance
Approved By: Kathryn Scown (Executive Director CE Office)
Ward/Community: Clifton, Waitara and Inglewood communities
Date: 9 November 2025
File Reference: ECM9640681

-----*End of Report*-----

INGLEWOOD STORMWATER CATCHMENT MANAGEMENT PLAN

PURPOSE/ TE WHĀINGA

1. This report is to inform the Inglewood Community Board about the initiation of a project to create a Stormwater Catchment Management Plan (CMP) for the Inglewood urban stormwater catchment.

RECOMMENDATION / NGĀ WHAIKUPU

That, having considered all matters raised in the report, the report be noted.

SIGNIFICANCE AND ENGAGEMENT / TOHUTOHU KAI WHAKAHAERE

2. This report is provided for information purposes only and has been assessed as being of some importance.

BACKGROUND / WHAKAPAPA

3. In 2024, council adopted its Stormwater Vision and Roadmap, setting the strategy for the delivery of the stormwater service across the district. The stormwater 10-year roadmap prescribes the creation of 13 stormwater catchment plans and the LTP 24/34 has budget allocation to achieve this.
4. The creation of a stormwater CMP, with the holistic approach recommended by our strategy, involves collaboration with stakeholders with an interest and knowledge about the catchments. This includes the community board members, as they are representatives of the local community and have local knowledge about community's needs and concerns in relation to stormwater.
5. Catchments were prioritized at during the creation of the Vision and Roadmap document, and Inglewood's CMP is planned for delivery in 2025-26.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

6. The strategy in the Stormwater Vision and Roadmap promotes stormwater management approaches that integrate climate change impacts on stormwater related hazards, as well as environmental impacts of stormwater.

NEXT STEPS / HĪKOI I MURI MAI

7. The CMP project will be delivered over a 12-month period, starting in October 2025, in collaboration with local hapu and key consultants.
-

8. Community Board members will be briefed about the project's scope and programme and invited to collaborate with the project team contributing their local knowledge, if they are available, through participation in the design of community engagement actions, as well as project milestone workshops.
9. The project's team will produce update reports to the community board through the duration of the project.

FINANCIAL AND RESOURCING IMPLICATIONS / NGĀ HĪRAUNGA Ā-PŪTEA, Ā-RAUEMI

10. The cost of the project is estimated at \$350,000 and it's financed through OPEX Long Term Plan budget allocated to the ST2005 - Stormwater Planning programme of work.

IMPLICATIONS ASSESSMENT / HĪRANGA AROMATAWAI

11. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
 - Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
 - Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

APPENDICES / NGĀ ĀPITI HANGA

- Appendix 1 Inglewood Stormwater CMP Presentation to Community Board (ECM 9599175)

Report Details

Prepared By: Lidia Abenza (Stormwater Planning Engineer)
Team: Three Waters Planning
Approved By: Lucy Rock (Three Waters Planning Lead)
Ward/Community: Kōhanga Moa Ward / Inglewood Community
Date: 9 October 2026
File Reference: ECM 9599139

-----*End of Report*-----



Inglewood Stormwater Catchment Management Plan

26 November 2025

Document Set ID: 9599175
Version: 2, Version Date: 18/11/2025

Context: Stormwater Vision and Roadmap

Stormwater Vision Mana whenua & NPDC Co-creation

To protect and enhance the mauri/lifeforce of water where:

- *Our streams and waterbodies are healthy and flow naturally with clean, fresh water*
- *Are alive with abundant indigenous species*
 - *Support the health of the community*



VISION

- To protect and enhance the mauri of wai/lifeforce of water where:
- Our streams and waterbodies are healthy and flow naturally with clean, fresh water.
 - Are alive with abundant indigenous species.
 - Support the health of the community.

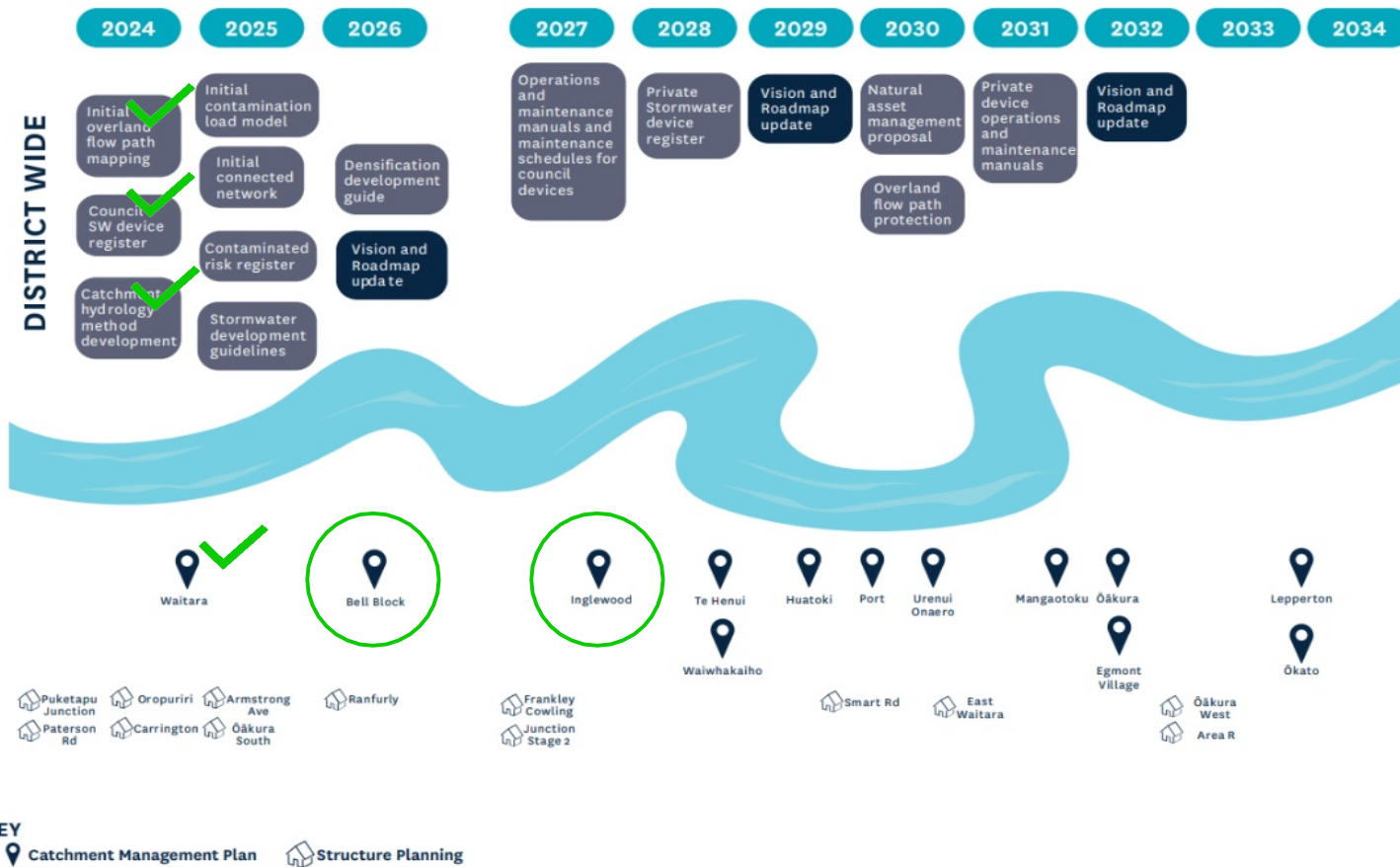
ASPIRATIONS

<p>Stormwater Urban stormwater is managed in a holistic way to reduce contaminants and mimic the natural water cycle minimising effects on stream flows.</p>	<p>Streams And Water bodies Our streams and water bodies, aquatic habitats and coastal environment are protected and restored to support healthy, thriving ecosystems.</p>	<p>Community Our streams and waterbodies are safe and accessible to all and the value of water is recognised and celebrated, empowering communities to connect with awa.</p>	<p>Planning In partnership with Tangata whenua, we proactively plan and manage our urban areas and assets.</p>	<p>Resilience Urban communities are resilient to flooding.</p>
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OBJECTIVES

<p>District Plan requirements, engineering standards, guidelines and processes are all fit for purpose and appropriately implemented</p>	<p>District Plan requirements, engineering standards, guidelines and processes are all fit for purpose and appropriately implemented.</p>	<p>District Plan requirements, engineering standards, guidelines and processes are all fit for purpose and appropriately implemented.</p>	<p>Tangata whenua are proactively involved in the planning and management of urban stormwater, streams and waterbodies.</p>	<p>District Plan requirements, engineering standards, guidelines and processes are all fit for purpose and appropriately implemented.</p>
<p>Areas/activities with high impact or risk (flow or contaminant load) are identified and managed to minimise pollution of our waterways.</p>	<p>Current stream and water body ecological and cultural health are understood, issues identified and resolved where practicable.</p>	<p>Areas of cultural significance are identified and progressively enhanced and local iwi connection with the awa is respected and supported.</p>	<p>Engagement with local communities, development community and other stakeholders is effective.</p>	<p>Flooding incidents are managed to minimise risk and post incident rehabilitation completed.</p>
<p>Treatment devices are functional and able to be maintained.</p>	<p>Stream and water body amenity values, connections and education are enhanced.</p>	<p>Streams and water bodies are safe for recreation and customary activities.</p>	<p>Natural and man-made stormwater assets are proactively managed.</p>	<p>Risks related to flooding and overland flow are understood, mitigated and communicated.</p>
<p>All catchments have an up-to-date catchment management plan</p>	<p>An interdisciplinary & opportunity based approach supports continuous improvement in stormwater & ensures growth is managed.</p>	<p>Stream and water body amenity values, connections and education are enhanced.</p>	<p>Engagement with local communities, development community and other stakeholders is effective.</p>	<p>Flooding incidents are managed to minimise risk and post incident rehabilitation completed.</p>

Context: Stormwater Vision and Roadmap



Why do we need CMPs?

Tool to achieve the Stormwater Vision:

- Capture catchment current state and goals
- Inform future land use changes – development
- Flood risk management
- Alignment with Consenting
- Identification of Opportunities

The Template: Waitara CMP

Catchment management plans (CMPs) capture the current state for each catchment and where the challenges are, and identify opportunities to address these challenges. They are primarily focused on stormwater but take an integrated view where appropriate.

Scope:

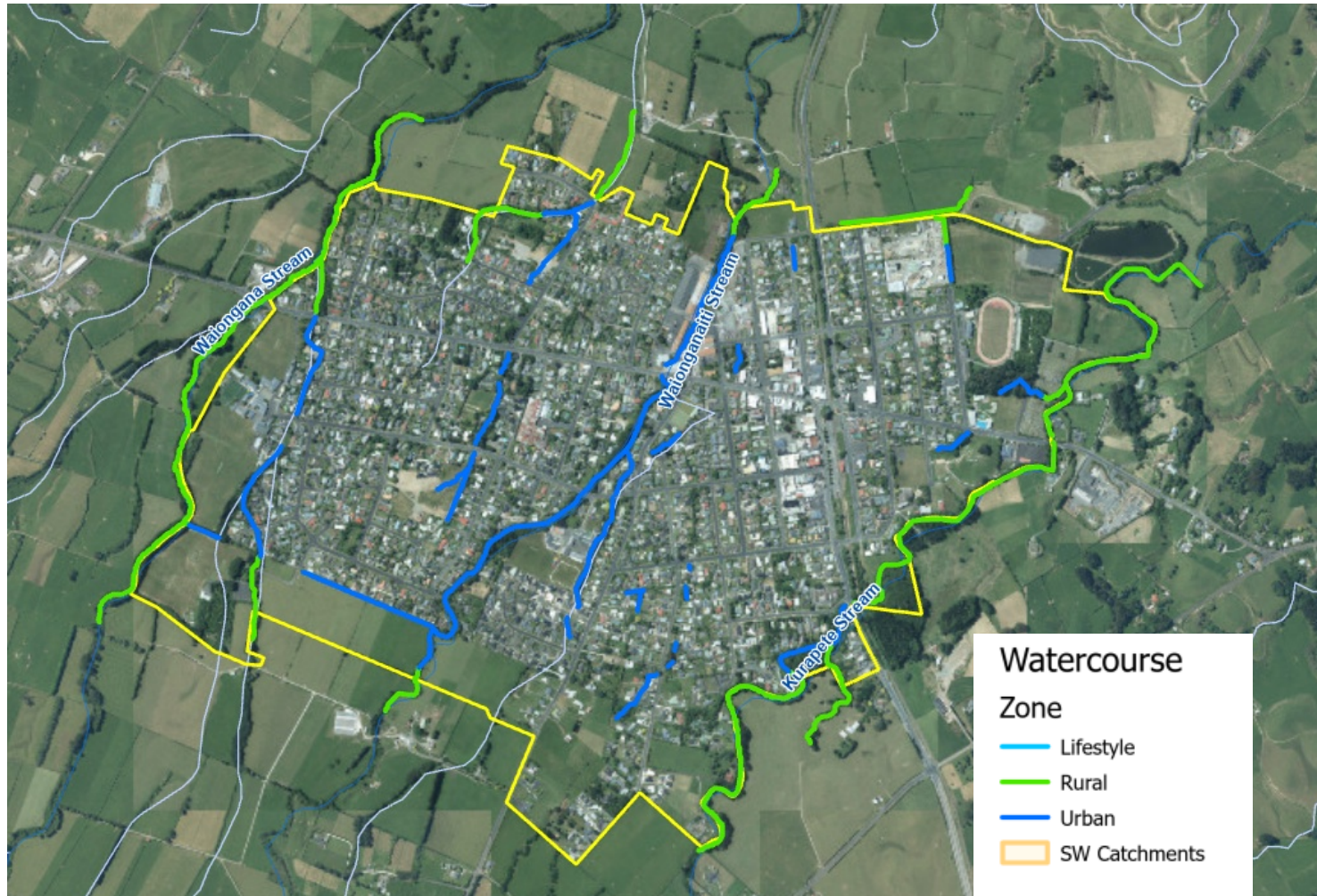
- Urban areas where NPDC manages SW and land use
- Excludes floodplain management (Waiwhakahio, Waitara and Hangatahua/Stony Awa)

The screenshot shows a dark-themed interface for a Storymap Collection. On the left, the title "Te Mahere Hopu Wai O Waitara / Waitara Stormwater CMP" is displayed in white. Below the title, a short description reads: "Explore this Storymap Collection to learn about the Present, Past and Future of stormwater in Waitara". A "Get started" button is visible. At the bottom left, there is a small logo and text: "This CMP has been created by NPDC, Manukorihi and Otaraua Hapū. In collaboration with Morphum Environmental".

On the right side, there are six numbered icons representing different sections of the collection:

- 1 Te Kaupapa / About the Plan (Information icon)
- 2 Mā Muri Ki Mua / Leading With The Past (Compass icon)
- 3 Ngā Puawaitanga / Present (Location pin icon)
- 4 He Tirohanga Ki Anamata / Looking To The Future (Binoculars icon)
- 5 Mahi Ripo / Quick access (Map with magnifying glass icon)
- 6 He Mahere Tohu Waipuke / Flooding Hazard (Mountain and waves icon)

Scope of the CMP



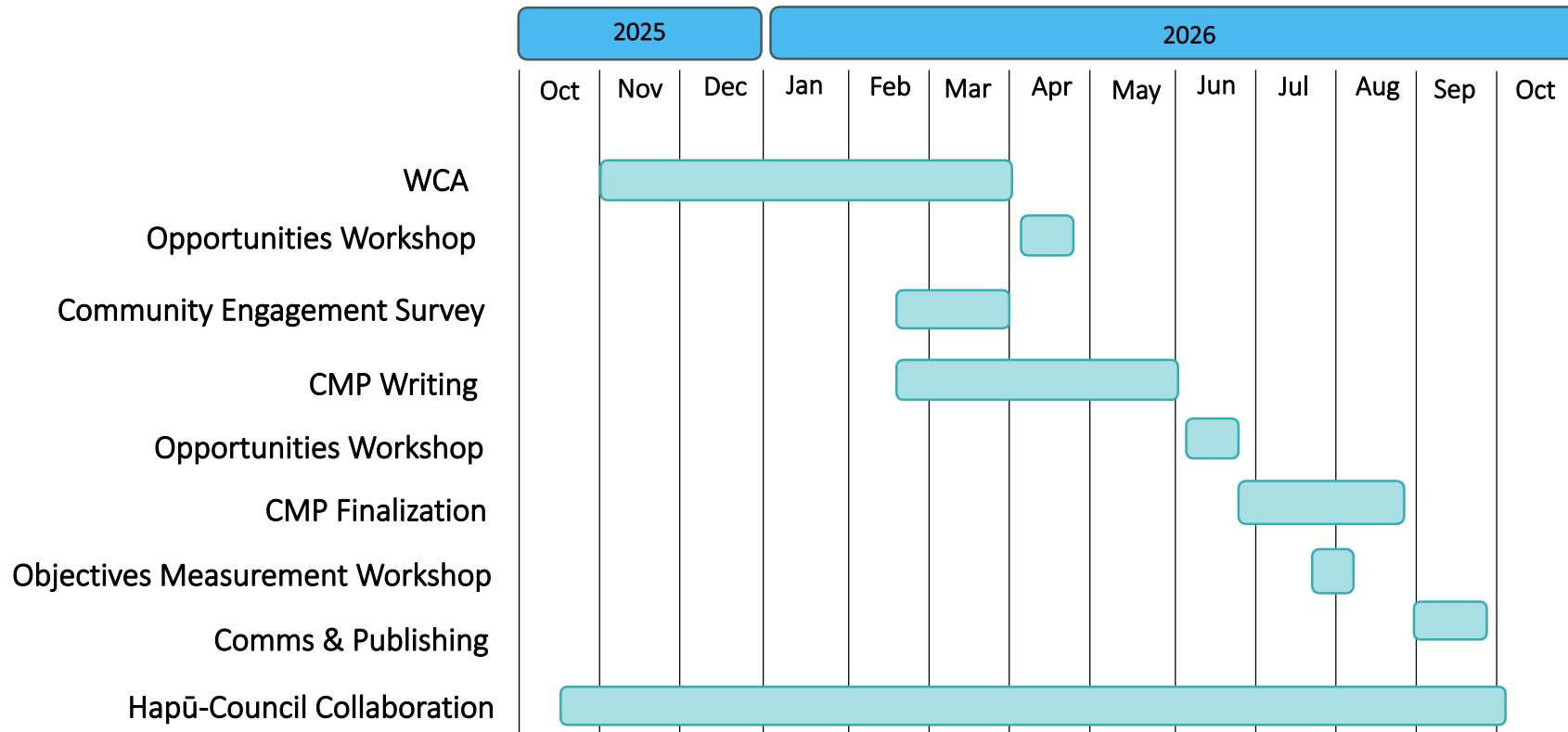
The Project's team

- Nga Hapu o Inglewood:
 - Pukerangiora
 - Ngati maru
 - Puketapu
- David Taylor (Mott MacDonald)
- Morphem Environmental
- NPDC: Lidia (PM), Lucy (Team Lead), Rakei (Matauranga Taiao-Whenua)
- Community Board is valuable stakeholder
- TRC, other NPDC teams

Project Collaboration Milestones 2025-26

DATE & DURATION	DESCRIPTION
October 2025 - 2 hour	Kick off meeting: Introductions and project's scope description. Background information
November 2025 - 4 hour	WCA kick off hui
Nov-December 2025 – One week	WCA field work
January 2026- 2 hour	Progress hui
February 2026	WCA Draft report delivery
Feb-March 2026	Time outside hui for WCA Report review
March 2026	WCA Final Report Delivery
February-May 2026	CMP Content creation (time outside hui writing/review of the CMP)
June 2026	Opportunity Workshop
June 2026	Hui to share draft CMP
July 2026	Objectives Measurement Workshop
September 2026	Final CMP viewing and comms plan for publication.

Project Overall Programme



Next Steps

- How would you like to be involved?

Questions



INGLEWOOD COMMUNITY BOARD DISCRETIONARY FUND UPDATE – NOVEMBER 2025

PURPOSE/ TE WHĀINGA

1. The purpose of this report is to provide a progress report on Community Board Discretionary Fund projects to Monday 10 November 2025.

RECOMMENDATION / NGĀ WHAIKUPU

That, having considered all matters raised in the report, the report be noted.

SIGNIFICANCE AND ENGAGEMENT / TOHUTOHU KAI WHAKAHAERE

2. This report is provided for information purposes only, and has been assessed as being of some importance.

BACKGROUND / WHAKAPAPA

3. This report provides an update on the Inglewood Community Board Discretionary Fund projects. The previous report to the Board was on 27 August 2025 (ECM 9565572).

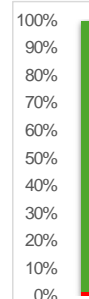
2025/2026 Discretionary Fund

4. Inglewood Community Board has \$150,000 available in the Community Board Discretionary Fund and have not allocated any of the funding for the 2025/2026 financial year.

2024/2025 Discretionary Projects

5. Inglewood Community Board allocated \$147,400 of the 2024/2025 Discretionary Fund. Delivery of these projects must be complete by 30 June 2026.

2024/2025				
Total Fund	\$	150,000.00		
Funds Remaining	\$	2,600.00		
% unallocated			2%	
% allocated			98%	
Project	funds allocated	date allocated	Spend	Stage
Windsor Walkway Seating	1,200	21/08/2024	1,262	complete
Jubilee Park additional funding	1,200	2/10/2024	1,435	complete
TET Stadium - accessibility pathway	40,000	19/03/2025	-	in delivery
CBD Street Hubs	68,000	25/06/2025	-	in delivery
Egmont Road footpath extension	30,000	28/05/2025	30,078	complete
Community AED's	7,000	25/06/2025	-	in delivery
	\$	147,400	\$	32,775



Projects Approved and In Delivery

2024/2025	TET Stadium pathway	<p>Funding Allocated \$40,000 Spend to date \$0 Approved 19 March 2025</p> <p>This funding is a contribution towards the installation of an accessible concrete pathway at TET Stadium, Inglewood.</p> <p>Despite initial delays caused by inclement weather, construction commenced in August 2025. The project remains on track to achieve completion ahead of the targeted timeframe of Christmas 2025.</p> <p>Council to be presented with an invoice of \$40,000 by the contractor upon completion of the project.</p>
	Footpath Extension – Egmont Road, Egmont Village	<p>Funding Allocated \$30,000 Spend to date \$30,078 Approved 28 May 2025 Completed 25 July 2025</p> <p>This project is for construction of a footpath extension from 1033 Junction Road to 1278 Egmont Road, Egmont Village.</p> <p>The footpath extension was delivered between 14-25 July 2025, as scheduled.</p>
	CBD Communal Street-hubs	<p>Funding Allocated \$68,000 Spend to date \$0 Approved 25 June 2025</p> <p>This project aims to revitalise public spaces in the township by refurbishing and relocating existing street furniture and installing new communal seating hubs at four key locations in the Inglewood CBD area.</p> <p>Council Officers have engaged a contractor and begun procurement of the street furniture and for site 1 (outside Inglewood Library).</p>

	AED Units	<p>Funding Allocated \$7,000 Spend to date \$0 Approved 25 June 2025</p> <p>This project is for the purchase and installation of two external AED units for two locations within the Inglewood Community Board area.</p> <p>Procurement of the AED units is underway.</p>
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Projects under active investigation

6. With the establishment of the new Community Board and limited time to scope large-value projects for approval by 30 June 2025, Council Officers will provide the Board with a list of pre-scoped projects from the Parks & Open Spaces and Strategic Planning teams. These projects offer clear benefits to the Inglewood Community Board area but cannot be progressed within the existing Council budgets.
7. Officers recommend the Board select up to \$150,000 worth of projects from this list to ensure feasibility and timely delivery. In parallel, Council Officers will support the Board in identifying and scoping their own project ideas, with the intention of funding these through the 2026/27 Discretionary Fund.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

8. Matters relating to climate change will be considered and reported on at the time individual projects are approved.

NEXT STEPS / HĪKOI I MURI MAI

9. Further updates will be provided at future meetings. Matters requiring a decision on specific projects will be considered through separate reporting.

FINANCIAL AND RESOURCING IMPLICATIONS / NGĀ HĪRAUNGA Ā-PŪTEA, Ā-RAUEMI

10. There are no financial or resourcing implications.

IMPLICATIONS ASSESSMENT / HĪRANGA AROMATAWAI

11. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
 - Council staff have delegated authority for any decisions made;

- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Project Management Update (ECM 9645213)

Appendix 2 Discretionary Fund Board Plan Alignment (ECM 9644192)

Report Details

Prepared By:	Ashlee Carter (Governance Advisor)
Team:	Governance and Strategic Planning
Approved By:	Julie Straka (Manager Governance)
Ward/Community:	Kōhanga Mōa Ward / Inglewood Community
Date:	10 November 2025
File Reference:	ECM 9645193

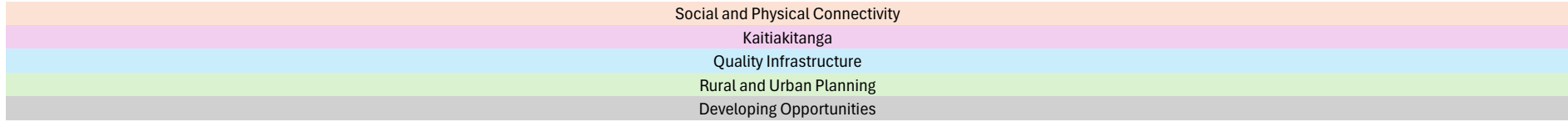
-----*End of Report*-----

Inglewood Community Board - Discretionary Fund Projects Update Report

Category	Project	Status	Milestones	Status	Completion %
Previous FY's - Project in Delivery	Basketball half court - Inglewood (Jubilee Park)	In Delivery	Procurement of all items completed Operational works commenced Concrete & foundational work completed Basketball system installed/lines completed Court complete and open for public use	Complete Complete Complete In Progress	95%
2024/2025FY - Project in Delivery	TET Stadium - accessibility pathway	In Delivery	Contractors scheduled Contractor works for pathway commenced Pathway completion >50% Pathway complete and open for public use Project is financially complete	Complete Complete In Progress	50%
2024/2025FY - Project in Delivery	Inglewood CBD communal street hubs - Site #1	In Delivery	Final design approved by Board Written approval rcvd from NZTA/WakaKotahi for all sites Procurement of hard landscape items for Site #1 Site #1 operational works commenced Site #1 operational works completed Site #1 opening ceremony & feedback rcvd (MikeC to lead)	Complete Complete Complete	40%
2024/2025FY - Project in Delivery	Inglewood Community AEDs (TET Stadium & Tarata Hall)	In Delivery	Site visit to preferred AED locations (TET Stadium & Tarata) Final AED locations agreed (NPDC & Tarata, TET) AED units ordered/, received by NPDC PM AED units installed, regd & available for public use Project is financially complete	Complete Complete In Progress	50%
2025/2026FY - Project in Delivery	[None]	#N/A			
2025/2026FY - Project under Investigation	[None]	#N/A			

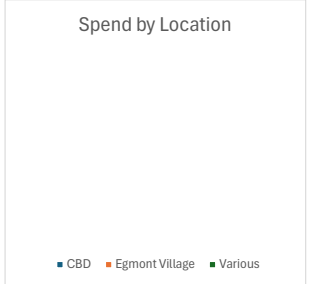
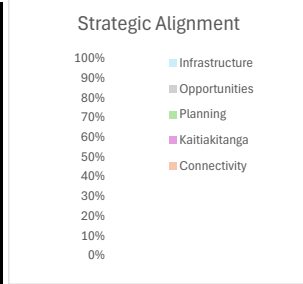
Inglewood Community Board Discretionary Fund Board Plan Alignment

These key focus areas intertwine with each other. They are interconnected but also independent. Progress in one area can impact on, and be impacted by, progress in the other areas.



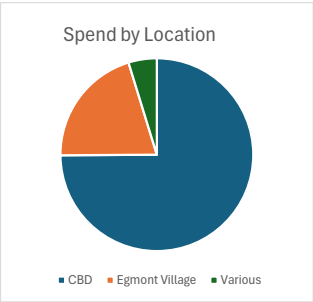
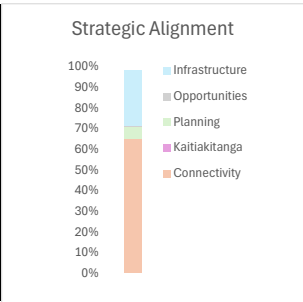
2025/2026
 Total Fund \$ 150,000.00
 Funds Remaining \$ 150,000.00
 % unallocated 100%
 % allocated 0%

Project	amount	% of budget	approval	strategic alignment	Location	Project Lead
		0%				
		0%				
		0%				
		0%				
		0%				
		0%				
		0%				
		0%				
		0%				
Total	\$ -					



2024/2025
 Total Fund \$ 150,000.00
 Funds Remaining \$ 2,600.00
 % unallocated 1.7%
 % allocated 98.3%

project	amount	% of budget	approval	strategic alignment	Location	project lead
Windsor Walkway Seating	1,200	1%	21/08/2024	Opportunities Promote Kohanga Moa as a great place to live and visit	CBD	
Jubilee Park additional funding	1,200	1%	2/10/2024	Planning Appropriate infrastructure to serve a growing community	CBD	
TET Stadium - accessibility pathway	40,000	27%	19/03/2025	Infrastructure Ensuring infrastructure is fit for purpose now and in the future	CBD	
Egmont Road footpath extension	30,000	20%	28/05/2025	Connectivity Strong transport links and infrastructure	Egmont Village	
CBD Hubs	68,000	45%	25/06/2025	Connectivity Retain the village feel and identity	CBD	
Community AED's	7,000	5%	25/06/2025	Planning Appropriate infrastructure to serve a growing community	Various	
Total	\$ 147,400.00					



CLOSING

The chairperson, or a person authorised by the chairperson, may make a statement to close the meeting.