

Notice of Meeting:

I hereby give notice that an ordinary meeting of the West Harbour Community Board will be held on:

Date: Wednesday 26 November 2025
Time: 6.00 pm.
Venue: Rolfe Room, Port Chalmers Town Hall, Port Chalmers

Sandy Graham
Chief Executive Officer

West Harbour Community Board

PUBLIC AGENDA

MEMBERSHIP

Chairperson	Jarrold Hodson	
Deputy Chairperson	Barbara Olah	
Members	Duncan Eddy Angela McErlane Wayne Sefton	Cr Doug Hall Marian Poole
Senior Officer	Cam McCracken, Director DPAG and Toitū, Lan Yuan & Olveston	
Governance Support Officer	Wendy Collard	

Wendy Collard
Governance Support Officer

Telephone: 03 477 4000
governance.support@dcc.govt.nz
www.dunedin.govt.nz

Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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1 PUBLIC FORUM

1.1 Port Chalmers Swim Club

Libby Caldwell, Co-President, Port Chalmers Swim Club, will be in attendance to speak to their funding application.

2 APOLOGIES

An apology has been received from Wayne Sefton.

That the Board:

Accepts the apology from Wayne Sefton.

3 CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

DECLARATION OF INTEREST

EXECUTIVE SUMMARY

1. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.
2. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.

RECOMMENDATIONS

That the Board:

- a) **Notes/Amends** if necessary the Elected Members' Interest Register attached as Attachment A; and
- b) **Confirms/Amends** the proposed management plan for Elected Members' Interests.

Attachments

	Title	Page
A	Register of Interests	6

West Harbour Community Board Register of Interest as at 18 November 2025				
Name	Responsibility (ie: Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Proposed Management Plan
Jarod Hodson	Owner	Residential Property , Ravensbourne	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
Barbara Olah	Member (Parent Representative)	Port Chalmers School Board	Potential grants recipient	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
Duncan Eddy	Leaseholder	Pūrākaunui Block	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Life Member	Port Chalmers Historical Society	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Author and Publisher	The Stories Behind the Street Names in Historical Port Chalmers	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Author and Publisher	Main Street Historic Buildings of Port Chalmers	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Volunteer	Halo Project	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Volunteer	Blueskin News	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Volunteer	Waitati Music Festival	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
Ange McErlane	Editor	The Rothesay News	Potential grants recipient	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Life Member	Waste Management Institute of New Zealand	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Committee Member	Port Chalmers Historical Society	Potential grants recipient	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
		Justice of the Peace	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Owner	Residential Property, Port Chalmers	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Chairperson	Deborah Bay Residents' Association	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.

Name	Responsibility (ie: Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Proposed Management Plan
Wayne Sefton	Owner	Hotel	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Owner	Residential Property, Longbeach	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Owner	Section, Carey's Bay	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Life member and Sponsor	Harbour RFC	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Sponsor	Port Chalmers Golf Club	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Sponsor	Port Chalmers Bowling Club	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Sponsor	Various schools and kindergartens in West Harbour	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Member	Port Chalmers Returned Services Association	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Member	NZ Fight and Fitness Academy gym	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
Cr Doug Hall	Sponsor	West Harbour Bowling Club	No conflict identified	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Trustee	Cronus Trust	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Owner	Clickfix Limited	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Member	Dunedin District Licensing Committee (Council Appointment)	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Member	Dunedin Public Art Gallery Society (Council Appointment)	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.

CONFIRMATION OF MINUTES

WEST HARBOUR COMMUNITY BOARD MEETING - 4 NOVEMBER 2025

RECOMMENDATIONS

That the Board:

- a) **Confirms** the minutes of the West Harbour Community Board meeting held on 04 November 2025 as a correct record.

Attachments

	Title	Page
A↓	Minutes of West Harbour Community Board meeting held on 4 November 2025	9

West Harbour Community Board

MINUTES

Minutes of the inaugural meeting of the West Harbour Community Board held in the Council Chamber, Dunedin Public Art Gallery, The Octagon, Dunedin on Tuesday 04 November 2025, commencing at 9.00 am

PRESENT

Chairperson

Jarrod Hodson

Deputy Chairperson

Barbara Olah

Members

Duncan Eddy

Cr Doug Hall

Angela McErlane

Marian Poole

Wayne Sefton

IN ATTENDANCE

Sandy Graham (Chief Executive) and Cam McCracken (Director DPAG and Toitū, Lan Yuan & Olveston).

Governance Support Officers

Lynne Adamson

The Chief Executive chaired the meeting until the election of the Chairperson.

1 APOLOGIES

There were no apologies.

PART A REPORTS

2 WELCOME BY THE CHIEF EXECUTIVE, MS SANDY GRAHAM

The Chief Executive (Sandy Graham) welcomed all to the meeting and provided an introduction to the formal swearing in of members.

3 DECLARATIONS BY MEMBERS

Members made and attested their declarations as required by Schedule 7, Clause 14 of the Local Government Act 2002.

4 VOTING PROCEDURE FOR APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

A report from Civic advised that voting for appointments such as Board Chairperson and Deputy Chairperson of a Community Board was to be carried out in accordance with Schedule 7, Clauses 25(2) and (3) of the Local Government Act 2002 Amendment 2004.

Moved (Barbara Olah/Duncan Eddy):

That the Board:

- a) **Adopts** STV (System A) as the voting method for the appointment of Chairperson and Deputy Chairperson.

Motion carried (WHCB/2025/038)

Moved (Duncan Eddy/ Jarrod Hodson):

That the Board:

- b) **Votes** for the Chair and Deputy Chair via an open and transparent method.

Motion Lost

5 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

The Chief Executive called for nominations for the role of Chairperson.

Moved (Wayne Sefton/Jarrold Hodson):

That the Board:

Appoints Angela McErlane as the Chairperson

Moved (Jarrod Hodson/Duncan Eddy)

That the Board:

Appoints Jarrod Hodson as the Chairperson

Moved (Marian Poole/Barbara Olah)

That the Board:

Appoints Marian Poole as the Chairperson

Moved (Barbara Olah/Marian Poole)

That the Board:

Appoints Barbara Olah as the Chairperson

The Board voted by secret ballot.

On the first round, Marian Poole was excluded.

On the second round, Barbara Olah was excluded

On the third round, Angela McErlane was excluded and Jarrod Hodson was declared the Chairperson.

The Chairperson assumed the chair and called for nominations for the position of Deputy Chairperson.

Moved (Barbara Olah/Marian Poole):

That the Board:

Appoints Barbara Olah as the Deputy Chairperson

Moved (Marian Poole/Barbara Olah)

That the Board:

Appoints Marian Poole as the Deputy Chairperson

Following the vote by secret ballot, Barbara Olah was declared the Deputy Chairperson.

Motion carried (WHCB/2025/039)

The Chairperson (Jarrod Hodson) assumed the chair and welcomed everyone to the Board.

6 MEETING SCHEDULE

A report from Civic requested that the Board give consideration to the date of the next West Harbour Community Board meeting.

It noted the meeting schedule for 2026 will be presented to the meeting being held on 26 November 2025 for the Board's confirmation.

Moved (Marian Poole/Jarrod Hodson):

That the Board:

- a) **Confirms** that its next meeting will be held on 26 November 2025 commencing at 6.00 pm.
- b) **Notes** that the meeting schedule for 2026 will be drafted and considered by the Board at the 26 November 2025 meeting based on a 6.00 pm start.

Motion carried (WHCB/2025/040)

7 LOCAL GOVERNMENT LEGISLATION - BRIEFING FOR THE INAUGURAL COMMUNITY BOARD MEETING

A report from Civic provided a general explanation of the following legislation as required by clause 21 of Schedule 7 of the Local Government 2002:

- a) The Local Government Official information and Meetings Act 1987;
- b) The Local Authorities (Members' Interests) Act 1968;
- c) Sections 99, 105 and 105A of the Crimes Act 1961;
- d) The Secret Commissions Act 1910; and
- e) The Financial Markets Conduct Act 2013.

The Chief Executive (Sandy Graham) spoke to the report and highlighted the obligations of the Board under legislation.

Moved (Jarrod Hodson/Barbara Olah):

That the Board:

- a) **Notes** the advice regarding key legislation that applies to members of Council, its Committees and Community Boards.

Motion carried (WHCB/2025/041)

The meeting concluded at 9.30 am.

.....
CHAIRPERSON

PART A REPORTS

PROJECT FUND

Department: Civic

EXECUTIVE SUMMARY

- 1 An application from the Port Chalmers Swimming Club Inc for \$938.60 towards the cost of the engraving of trophies, ribbons and medals for their upcoming swim season events
- 2 The balance remaining in the Project Fund is \$7,222.00.

RECOMMENDATIONS

That the Board:

- a) **Approves/declines** the application from the Port Chalmers Swimming Club Inc towards the cost of the engraving of trophies, ribbons and medals for their upcoming swim season events.

Signatories

Author:	Wendy Collard - Governance Support Officer
Authoriser:	Jackie Harrison - Manager Governance

Attachments

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Application for Project Funding from the West Harbour Community Board

Name of group/individual applying for funds: Port Chalmers Swimming Club Inc

Address: [REDACTED]

Contact person: Position held/phone & email: Libby Caldwell - Co-President, [REDACTED]
or portswimclub@gmail.com

Alternate contact person: Position held/phone & email: Antonia Wood - Committee member
[REDACTED]

Short description of project (please continue on a separate sheet if needed):

Port Chalmers Swim Club is seeking financial support to enable ribbons, medals and engraving of trophies for our swimming club members. Our swim club teaches people to swim in the West Harbour community from 5 years and up. As a community-based swimming club, our purpose is to make swimming accessible to as many people as possible. We provide affordable, inclusive opportunities for children, young people, and adults to learn and develop swimming and water safety skills in a supportive environment. As part of our role we provide events such as club champs, a dash and splash and swimathon event where we provide prizes to competitors and we are seeking funding to support ribbons, medals and engraving of trophies for the swim club events.

Funding Sources	Requested/raised	Received/raised
WHCB		
Total		

- Please provide an itemised budget of the project on a separate sheet.
- Please also attach 2 quotations for work, goods or services if appropriate and any additional information which may be useful in explaining your project.

What is the timeframe for completing the project? [OR What is the date of your event/project?] The swimming club season runs from the 7th October 2025 until 26th March 2026 throughout the season we have events which include: Swimathon- 9 November, Club Nights – 24 Oct, 21 Nov, 6 March. There is a Christmas Carnival 11 Dec and Dash N Splash 22 Feb. Final Prizegiving is on 29 March.

Is your project a one-off, annual or biennial event? Annual events

How will the project benefit your organisation?

Funding medals, ribbons and engraving of trophies will help our swim club by making swimming more accessible, fun, and motivating for our members. Providing recognition and encouragement for swimmers of all ages and abilities, rewarding effort, improvement, and achievement builds confidence and helps with retention, keeping people engaged in a healthy, lifelong sport.

Rewarding swimmers also allows us to run more inclusive events and competitions, ensuring that all participants feel valued. This support strengthens our club community, helps foster teamwork and sportsmanship, and creates positive experiences for families involved in swimming.

This funding will reduce costs to members and reinvest our own limited funds into training and equipment ensuring the long-term sustainability of the club.

What are the benefits to the wider community of your project?

Providing awards at our swimming club has wider benefits for the community by encouraging participation and helping swimmers of all ages stay engaged in sport. Recognising effort and achievement builds confidence, creates role models, and inspires younger members to get involved. Prize-givings also bring families, friends, and supporters together, strengthening community ties and celebrating shared success. By highlighting not only winning but also effort, improvement, and teamwork, awards promote inclusion and support healthy, active lifestyles across our community.

Has your group made an application to the Board for funding support within the last five years? Yes ☐ No ☒

If granted, how much & what was that money used for? _____

NOTES: Please refer to the 'Discretionary Funding Guidelines' for guidance on the Board's priorities. Although applications will be considered on their merits, regard will also be had to ensuring a fair allocation over all the Board area and the amount of funding remaining in any financial year. This application form is also available on www.dunedin.govt.nz.

Please be aware that if successful you/your organisation is required to submit a final report to the West Harbour Community Board within 3 months of completion of your project

Bank Account: please supply ONE of the following:

pre-printed deposit slip

copy of a bank statement

bank verified handwritten deposit slip with your/your organisation's name, account number & bank details

screen shot from internet banking showing clearly your/your organisation's name, account number & bank details

Contact: governance.support@dcc.govt.nz or telephone 477 4000, or Francisca Griffin with any questions (refer to <https://www.dunedin.govt.nz/your-council/community-boards/west-harbour> for contact details)

Privacy Statement: Please note that the information contained in this application will be available to the media and public. If you wish to have any information withheld please contact the Governance Support Officer.

Return completed form to: West Harbour Community Board, c/o Dunedin City Council, PO Box 5045, Dunedin 9058 or email to governance.support@dcc.govt.nz

Appendix 2: Discretionary Funding for Community Boards

The following guidelines have been approved by Dunedin community boards for the distribution of their discretionary funding:

Guidelines

Implicit in the decision to provide discretionary funding for community boards are the following principles:

1. The discretionary budget should be funded by the general rate.
2. Each board receives the same amount regardless of the size of its territorial area, population or the capital value of the community area.
3. Discretionary funding by the Boards should be identified as a line item in the Annual Plan, so it is subject to public comment in the consultation process. It is over to individual community boards if they wish to determine or indicate a likely apportionment of allocations.
4. Expenditure should be for works or services of local significance to the community board. However, where there are consequential ongoing support or maintenance costs which will need to be funded by the Council in future years, the Council's prior approval will be required.
5. Discretionary expenditure should be in accordance with the priorities set in the community board's Community Plan.
6. The Community Boards need to be aware of the Council's contracts and capital expenditure projects proposed for each community area before the Boards finalise discretionary funding allocations.

**Guidelines for Allocations
from the West Harbour Community Board's Discretionary Fund**

Each of Dunedin's six community boards has a discretionary fund of \$10,000 per annum, funded from the general rate.

The West Harbour Community Board will make allocations from its fund to projects throughout the community based on the priorities set in its Community Plan. Included in this will be an allowance of up to \$4,000 for Board activities and projects. However, if this sum is not used for these purposes then the residue should be made available for use on Community-initiated projects.

Groups and/or organisations wishing to apply for funds will be required to complete the *Application for Funding from the West Harbour Community Board* form.

Evaluation Report:

An evaluation report should be completed by successful applicants and returned to the Board within six months of the receipt of the donation. Failure to do so may be to the detriment of any future applications. A form will be supplied for this purpose.

Note:

All allocations from the discretionary fund will be supported by a resolution passed at a formal meeting of the Board.

Category	Item	Quote 1 (\$)	Quote 2 (\$)	Preferred Supplier
Engraving	Trophies	\$195.5	326.09	Brandwell Moller Ltd
Ribbons	Place ribbons (1st-3rd)	350.75	313.95	RibbonsInc (\$313.95)
Medals	Standard medals for dash n splash places.	429.15		Brandwell Moller Ltd

Total requested \$938.6

RibbonsInc

13A Churchill Road
RD 2 Churchill
Huntly 3772

ribbonsinc@xtra.co.nz



QUOTE

GST No 014-720-502

Cash Customers
Port Chalmers Swim Club.
Dunedin
Att:Antonia Wood

Quote No 68
Date 22/09/25
Customer code C
Reference Port Chalmers Swim

Code	Description	Unit	Qty	Price	GST	Total
R300	Prize Ribbon 50 x 300mm 1st x red x 100 2nd x Royal x 100 3rd x Yellow x 100 Printed WHITE with Club Logo and Swimmer		300.0	0.85	38.25	255.00
FREIGHT	Courier to your Door. Sent Via: NZ Post		1.00	18.00	2.70	18.00

SUB TOTAL 273.00

GST 40.95

TOTAL DUE 313.95

Bank Account Details Are: [REDACTED] . Thank you . Look forward to seeing you again!!

Page: 1 of 1

Quote to:

Port Chalmers Swim Club
Dunedin



412 Tuam Street
Phillipstown
Christchurch 8011
Phone +64 3 366 6336
0800 222 789
info@ribbonsandrosettes.co.nz
www.ribbonsandrosettes.co.nz

Quote

Date	22/09/2025	Estimate #	1600
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[illegible]

- Valid for 60 days from date of estimate -

Subtotal	\$305.00
GST	\$45.75
TOTAL	\$350.75

*If you have any questions regarding this estimate,
please do not hesitate to contact us.*

On acceptance of estimate, please confirm by email

John Swan 2015 Ltd (615386)

TAX INVOICE

366 Moray Place
Dunedin, 9016 03 4772064

GST:61-235-647

DATE	INVOICE NO.
10/09/2020	14867

INVOICE TO
PORT CHALMERS SWIMMING CLUB [REDACTED]

Order No	TERMS	DUE DATE
	Due 20th month	20/10/2020

JOB DESCRIPTION	QUANTITY	Unit	RATE	GST AMT	GST	AMOUNT
engrave trophies	25		13.0434	48.91	S	326.09
TO SUPPLY ENGRAVED TROPHY	1		47.826	7.17	S	47.83
Dedication to fitness						
Repair and supply handles	3		17.3913	7.83	S	52.17
refurb Doherty Family TRophy	1		24.3478	3.65	S	24.35

For Accounts: accounts@johnswan.co.nz
For Orders: orders@johnswan.co.nz

Subtotal	\$450.44
GST	\$67.56
Total	\$518.00

Remittance Advice

For electronic banking remit to John Swan
Account No [REDACTED]

John Swan 2015 Ltd 366 Moray Place Dunedin 9016

BRANDWELL MOLLER (2008) Ltd, PO Box 5322, 24 Mc Bride Street, Dunedin, New Zealand
Tel +64 3 477 6332 fax +64 3 479 2317 Email: office.brandwellmoller@gmail.com



TAX INVOICE

GST registration number: 99-222-344

Invoice date: 5/03/2025
Invoice Number: 339605
Page Number: 1
Your order number: Medals
Our internal reference:

Port Chalmers Swim Club
[Redacted]
DUNEDIN
Customer Code: PORTSWIM

Deliver to :
Licia
Ph: [Redacted]
[Redacted]

Description	Quantity	Price	Amount
12 x Gold / 9 x Silver / 6 x Bronze			
Scroll medal with Duathlon disc (Run/Swim)	27.00	\$6.00	\$162.00
Red, White & Blue ribbon supplied	27.00	\$1.60	\$43.20
Supply vinyl label on back	48.00	\$3.50	\$168.00

Customer Code: PORTSWIM	Total Net	\$373.20
Invoice number: 339605	Rounding	-\$0.03
TO PAY ONLINE [Redacted] PLEASE INCLUDE CUSTOMER	GST	\$55.98
NUMBER AND INVOICE NUMBER.	Invoice Total Including GST	\$429.15

Terms - Payment on receipt of Invoice

BRANDWELL MOLLER (2008) Ltd, PO Box 5322, 24 Mc Bride Street, Dunedin, New Zealand
 Tel +64 3 477 6332 fax +64 3 479 2317 Email: office.brandwellmoller@gmail.com



TAX INVOICE

GST registration number: 99-222-344

Invoice date: 14/04/2025
 Invoice Number: 340421
 Page Number: 1
 Your order number: Shop
 Our internal reference:

Customer Code: PORTSWIM

Deliver to :

Licia

Description	Quantity	Price	Amount
Engraving on trophies	31.00	\$5.00	\$155.00
Repair Broken Cup	1.00	\$15.00	\$15.00

Customer Code: PORTSWIM Invoice number: 340421 TO PAY ONLINE XXXXXXXXXX PLEASE INCLUDE CUSTOMER NUMBER AND INVOICE NUMBER.	Total Net	\$170.00
	GST	\$25.50
	Invoice Total Including GST	\$195.50

Terms - Payment on receipt of Invoice

COMMUNITY PLAN

Department: Civic

EXECUTIVE SUMMARY

- 1 The Community Board Plan is attached for discussion at each meeting for the purpose of review and updating as required by the Board.
- 2 The Board's Community Plan assists to contribute to the Council's 10 year plan and Annual Plan with the focus on:
 - a) **New and current priorities** (in order of importance with justification and estimated costs for each) for inclusion in the DCC 10-year Plan.
 - b) **Items the Board would like for delivery to the community** (for items that would not require support or funding from the DCC, over and above the Community Board funding)

RECOMMENDATIONS

That the Board:

- a) **Notes** the West Harbour Community Board Community Plan.

Signatories

Author:	Wendy Collard - Governance Support Officer
Authoriser:	Jackie Harrison - Manager Governance

Attachments

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1 INTRODUCTION

This Community Board Community Plan summarises the needs and priorities of the communities within the West Harbour Community Board area for the 2024-2025 financial year, and the Dunedin City Council's (DCC) 2021-31 10-year plan. Its primary objective is to signal to the DCC those priorities for our community, with the ultimate goal that they are programmed into the DCC's 10-year plan and funded by the DCC. These priorities are shown in section 3 of this plan.

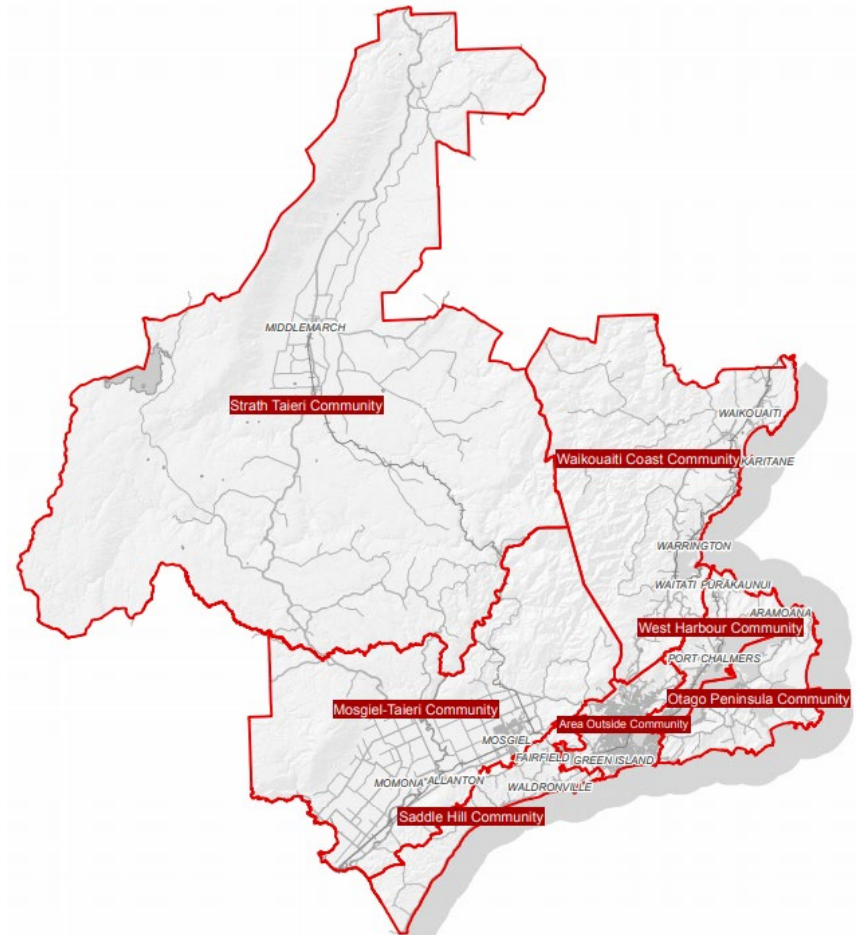
This Plan also includes activities that we, the Community Board, plan to undertake. Our most important role is to be an advocate for our community, but we also proactively support our community in other ways, and these are set out in section 4 of this plan.

This Plan is subject to change and revision as needs arise and priorities alter.

2. KEY INFORMATION

2.1 BACKGROUND

The City of Dunedin has six Community Boards within its boundary, as shown in the map below.



Each Community Board has six elected members, and one councillor representative. The Community Board members are elected every three years as part of the local body elections. Community Boards must comply with the same rules and regulations as council, such as the Local Government Act.

The primary role of a Community Board is one of advocacy for its community. Each Community Board makes representations to the DCC on the priorities those boards have identified for their community area, that they would like to see included and funded in the council's annual plans and 10-year plans.

Any matters of an operational nature, e.g., the reporting of potholes, tree issues etc., are reported to council via the DCC's 477 4000 phone number, and do not form part of the Community Board's priorities.

Each Community Board holds public meetings every two months, and these meetings are advertised on the DCC website and in the Otago Daily Times. The meeting schedule for the 2024 calendar year is provided in Section 6 of this plan. The agendas and minutes from those meetings are also available on the DCC website at:
<https://www.dunedin.govt.nz/council/council-meetings/agendas-and-minutes>

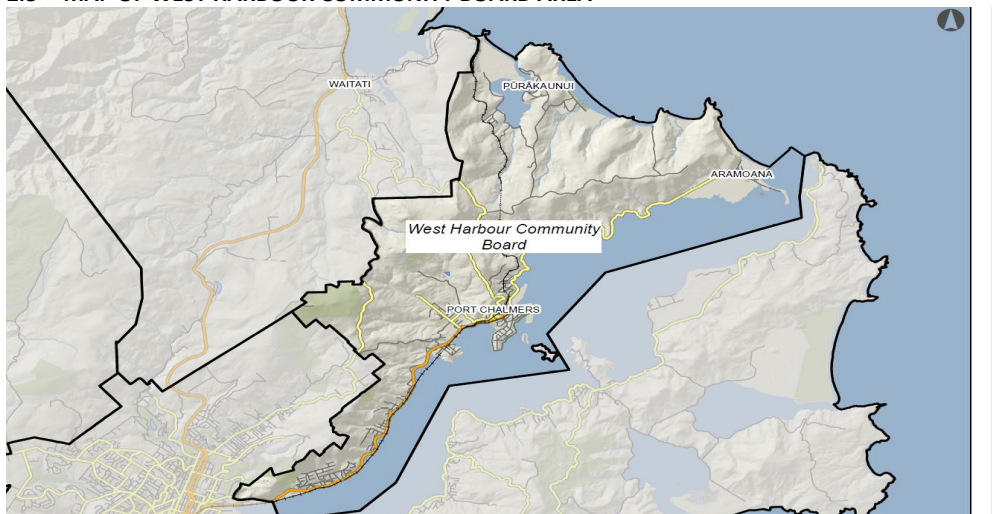
At the start of each meeting, there is a public forum session, which gives anyone from the community the opportunity to present to the board members their views on any topic. Anyone wishing to speak at public forum must make a request to speak at least two working days before the day of the meeting. They can do this via the Chair of the Community Board or contact a Governance Support Officer at the DCC at gsoteam@dcc.govt.nz

2.2 BOARD MEMBERS AND CONTACT DETAILS

Board members for the 2022-2025 triennium are as follows:

Name	Cell phone	Email
Jarrold Hodson (Chair)	027 438 0601	trainplanecar@gmail.com
Barbara Olah (Deputy Chair)	021 068 1699	barbara.olah @gmail.com
Duncan Eddy	021 174 0400	duncaneddy@yahoo.com
Ange McErlane	027 438 0601	ange@angemc.nz
Marian Poole	021 085 25948	marian.p96@gmail.com
Wayne Sefton	027 437 6578	mackieshotel@xtra.co.nz
Cr Doug Hall (Councillor representative)	021 775 773	doughall@dcc.govt.nz

2.3 MAP OF WEST HARBOUR COMMUNITY BOARD AREA



2.4 OUR COMMUNITY

The West Harbour is the gateway to Dunedin City for many thousands of visitors each year.

West Harbour Community Board area runs the length of Ōtākou Otago Harbour from Kaitaki Tamariki/Ravensbourne through to Pūrākaunui. The communities we represent include Maia, Burkes, St Leonards, Roseneath, Sawyers Bay, Koputai/Port Chalmers, Carey's Bay, Deborah Bay, Warauwerawera /Long Beach and Aramoana. Geographically it is a mix of hills, some with virgin native forests and bush, and coastal wetlands. Mana whenua are Kāi Tahu whanui, the descendants of Hāwea, Rapuwai, Waitaha, Kati Mamoe and Kāi Tahu. Their relationship with this area goes back around 700 years. The first Pakeha/Europeans arrived about 1810 as whalers, Scottish settlers followed in 1848. Present day Ōtepoti Dunedin's West Harbour is a vibrant community of approximately 7000 people, many of whom work and study in the city.

3. PRIORITIES FOR OUR COMMUNITY

3.1 New Priorities

We have identified the following new priorities for our community that we would like to see included in the Council's 2021-31 10 year plan. As noted earlier, this plan is subject to change, and so this list of priorities will be included on the agenda of each of our Community Board meetings

Details	Est. Cost	When in 2021-31 10 year plan	Justification	Priority
<p>Port Chalmers Main Street Upgrade</p> <p>Safety for our Community</p> <p>Upgrade the streetscape/urban outlook of the historical centre (George Street) in Koputai Port Chalmers. This project will not only recognise the immense historical significance of Koputai Port Chalmers and its built environment but will significantly enhance the visitor experience of users of the shared path, as well as many visitor and tourists, including the thousands of Cruise passengers each Cruise season November to March.</p> <p>Port Chalmers Public Toilet</p> <p>Additional public toilet</p> <p>Installation of a Disability Park in the DCC Car Park George Street</p> <p>Bike Stands</p>		Year 3 of LTP (2023/24)	Community feedback through public forums, we've also received submissions received requesting this.	1
<p>Public Toilet – George Street Port Chalmers</p> <p>Moved from section 3.2</p>		2022-2023	The volume of Cruise ship passengers is putting pressure on existing toilet, passenger numbers will continue to increase.	1
<p>Port o-loo until permanent</p> <p>Public Toilets are installed at Aramoana</p>				2

<p>Road and Footpath Maintenance Wanaka Street Slip - Ravensbourne Aramoana Road</p> <p>Macandrew Road Blanket Bay Road Upper Junction Road Mount Cargill Road Purakaunui Road Osborne Road</p>				<p>1 1</p> <p>2</p>
<p>Control of Noxious Weeds and pests Control of noxious weeds (such as sycamore) and pests - mustelids in the area. The sycamore clearance/control/native replanting have been met with community wide support. There is, however, significant work still to be carried out and the programme needs to continue.</p> <p>Is this work completed?</p>		2022-2023		3
<p>Port Chalmers Pool hours</p> <p>Advocate for the extension of the Port Chalmers Pool hours to accommodate school holidays in March. There are 11,362 Pool users (Dunedin City Council Long Term Plan)</p>				3

3.2 Current Priorities

The following priorities for our community have been included in the Council's current 10 year plan (2021-31) and are priorities that are to be carried forward into the new 2024-34 10 year plan.

Details	Est. Cost	When in 2025-2024 9 year plan	Justification	Priority
St Leonards Public Toilets				
Public Toilet Pūrākaunui		2028-2029		
Aramoana Destination playground parking			Traffic issues at this location due to lack of parking as play-ground is very popular	1
Back Beach <ul style="list-style-type: none"> carpark safety issues in the Cruise season Wastewater discharge by campervans Speed of traffic 				1
West Harbour Dams. Potential proposal to close the dams.			The West Harbour Community needs the security of water supply to ensure resilience in any emergency. The dams also provide a significant recreation amenity.	
Historic Plaques - designs and installation are being researched				
Extreme Weather Conditions			Preparation for Extreme weather conditions	

4. COMMUNITY BOARD PROPOSED ACTIVITIES

The following table identifies those activities that we as a Community Board would like to deliver to our community. They will be undertaken and funded by the Community Board.

ACTIVITY DETAIL	WHEN (IDEAL)
Community Awards	once per triennium
Advocate for priorities to be included in the DCC 9 year plan	ongoing
Public outreach – engagement on Community Board Projects and Priorities i.e.: plans for George St Koputai Port Chalmers	
Litter Monitoring: installation of stormwater drains filtering; litter monitoring of beaches on both sides of Otago Harbour	ASAP
Historic Plaques - designs and installation are being researched	

5. PLANS

5.1 EMERGENCY PLAN – COMMUNITY BOARD RESPONSE PLAN

Introduction

The Dunedin City Council has a statutory role, as does the Otago Regional Council, under the Civil Defence Emergency Management Act to contribute to Civil Defence Emergency Management (CDEM) within the district. As part of this whole-of-city function, the West Harbour Community Board has responsibility for the interface between the community and Otago Civil Defence Emergency Management.

Our communities have a reasonable level of risk of flooding, fire, tsunami, earthquake resulting in community isolation so pre-planning and management of a specific event will be managed by the West Harbour Community Board on behalf of Civil Defence. This role is supported by authorisations and delegations in the Dunedin City Council Civil Defence Emergency Management Plan.

The Board has representation on the West Harbour Emergency Response Group - comprised of Fire & Emergency, Port Otago, Port Chalmers & District Lions.

The Board also has copies to spare of the “Know Your Neighbours” brochure printed 3 years ago. Copies are available from the Port Chalmers Library & Service Centre, local schools, local real estate agents, and the Board.

5.2 ANY OTHER PLANS?

5.3 COMMUNITY ENGAGEMENT

Ways to have your say on the Community Board’s Community Plan

The Board is very keen to receive your comments on an on-going basis, and you may speak to your comments at any Board meeting. Members of the community are invited to provide feedback.

- Verbally... by contacting a board member directly, anytime
- Written... addressed to the board, postal or email addresses below
- In person... to the board at public events

Please clearly state the issue or suggestion you would like the Community Board to consider, or the specific action you would like to be taken.

Please send written communication to:

The Chairperson
West Harbour Community Board
c/- Dunedin City Council
PO Box 5045
Dunedin 9058

Email: trainplanecar@gmail.com

6. DISCRETIONARY FUND

Each of Dunedin's six community boards has a discretionary fund of \$10,000 per annum, funded from the general rate.

The West Harbour Community Board will make allocations from its fund based on the priorities set in its Community Plan and may make allocations in accordance with the following criteria.

Note:

All allocations from the discretionary fund will be supported by a resolution passed at a formal meeting of the Board.

The funding must be used within one year of the grant application or it must be returned to the Board unless you have provided a report and request for an extension of time.

There is a requirement to report back on the funding grant within 3 months of completion of projects/events. Failure to do so may impact further funding.

Category A: Community Initiated Projects. Please note: apart from the Scholarships, the dollars allocated are a guide only.

A pool of **\$5,000 p.a.** will be available for community initiated projects. Non-profit making groups and/or organisations wishing to apply for funds from Category A will be required to complete the *Application for Funding from the West Harbour Community Board* form. Applications must be lodged no less than one calendar month before the community board meeting at which it is to be considered.

Category B: Board Initiated Projects

A pool of **\$4,000 p.a.** will be available for Board initiated community projects and related activities, which may include such items as attendance at conferences or training workshops, advertising, and communication, producing newsletters, undertaking community surveys/questionnaires, and hosting functions.

Category C: Scholarship

A pool of **\$1,000 p.a.** -2 scholarships of \$500 each will be available for the Community Board Scholarship Programme. The Board will make allocations under Category C as the need arises.

For more information or a copy of application forms Contact Governance Support Office, telephone 477 4000 email: governance.support@dcc.govt.nz or download from the West Harbour Community Board webpage <https://www.dunedin.govt.nz/council/community-boards/west-harbour>

7. COMMUNITY BOARD MEETING SCHEDULE

The table below provides details of the West Harbour Community Board meeting schedule for 2026.

2026
Wednesday 18 February (TBC)

Meetings commence at 6.00 pm pm and will be held in the Rolfe Meeting room, Port Chalmers Hall and Service Centre unless otherwise advised.

All meetings held in the community will be advertised in the Dunedin City Council Meeting Notice advertisement in the Otago Daily Times, The Rothesay News and on the Dunedin City Council Website.

MEETING SCHEDULE

Department: Civic

EXECUTIVE SUMMARY

- 1 The Board is requested to consider the date of the next West Harbour Community Board meeting, which is proposed for Wednesday, 18 February 2026 commencing 6.00 pm.
- 2 A meeting schedule for the remainder of 2026 will be presented to the meeting being held on 18 February 2026 for the Board's confirmation.

RECOMMENDATIONS

That the Board:

- a) **Confirms** that its meeting week will be held on 18 February 2026 commencing at 6.00 pm.
- b) **Notes** that the meeting schedule for the remainder of 2026 will be considered by the Board at the 18 February 2026 meeting.

Signatories

Author:	Wendy Collard - Governance Support Officer
Authoriser:	Jackie Harrison - Manager Governance

Attachments

There are no attachments for this report.

BOARD UPDATES

Department: Civic

EXECUTIVE SUMMARY

1 The Board needs to give consideration to the allocation of the below groups to appropriate Board Members:

- Port Noise Liaison Committee
- Ravensbourne Liaison (including Ravensdown Community Liaison Group – Jarrod Hodson)
- Infrastructure Liaison – Ange McErlane
- Long Beach and Pūrākaunui Amenities Society – Duncan Eddy
- Aramoana Liaison – Barbara Olah
- West Harbour Emergency Response Group – Barbara Olah
- Policing Matters – Wayne Sefton
- Social Media – Duncan Eddy and Jarrod Hodson
- Historic Information panels (Board Project) – Marian Poole
- OAR FM “Round the Boards” Programme Co-ordinator – Duncan Eddy

RECOMMENDATIONS

That the Board:

- a) **Considers** the allocation of Board Members to community groups

GOVERNANCE SUPPORT OFFICER'S REPORT

Department: Civic

EXECUTIVE SUMMARY

1 This report is to inform the West Harbour Community Board on activities relevant to the Board's area including:

- Project Fund
- Appointment to Keep Dunedin Beautiful
- OAR "Round the Boards Package"
- Roadworks Schedule
- Currently consulting on
- Dunedin City Council Updates

RECOMMENDATIONS

That the Board:

- a) **Notes** the Governance Support Officer's Report.
- b) **Considers** appointing a Board Representative to Keep Dunedin Beautiful
- c) **Decides** if the Board would participate in the OAR "Round the Boards" programme for \$220.00 excluding GST.

Project Fund

2 The balance remaining in the Project Fund for allocation for the current financial year is \$7,222.00. The following funds have been allocated in the 2025/26 financial year in funds available for distribution for the 2025/26 year.

Meeting Date	Recipient	Amount
6 August 2025	Rothsay News (annual cost for Community Board advertisement)	\$1,500.00
6 August 2025	Scholarship – Ngaki Koiri (attendance at the Nga Manu Korero national speech competition (15-19 September 2025))	\$500.00
6 August 2025	Metonymic Trust for "Line of Flight" music festival (16-18 October 2025)	\$700.00
6 August 2025	Cost of printing an additional historic information panel for the Board project.	\$78.00
	Total spent to date	\$2,778.00

Keep Dunedin Beautiful

- 3 The Board may wish to appoint a representative to the Keep Dunedin Beautiful Committee.

OAR “Round the Boards” Package

- 4 Over the past several years, our Community Access radio station has hosted a regular weekly feature on the *OAR Morning Show* called 'Round the Boards'. This 10-15min segment provides an opportunity for Dunedin Community Boards to chat informally with programme host Jeff Harford about initiatives and issues of the day, relevant to each community.
- 5 The board is now asked to consider if it wishes to participate in this programme. The cost is \$220 (excl GST) for 11 x monthly sessions. (Attachment A).

Roadworks Schedule

- 6 Information on current notified road closures and the roadworks schedule (a weekly list of programmed works) for Council’s maintained roads is available on the DCC website via these links: <https://www.dunedin.govt.nz/news-and-events/public-notice/roadworks-schedule> and <https://www.dunedin.govt.nz/news-and-events/public-notice/notified-road-closures>.

Currently Consulting On

- 7 For the most up to date information on what DCC is consulting on, please visit <https://www.dunedin.govt.nz/council/currently-consulting-on>

Dunedin City Council Updates

- 8 Board or members of the public wishing to advise Council of any operational issues or concerns, e.g., potholes, vegetation, burst pipes are reminded to contact the Dunedin City Council Customer Services Agency on 03 477 4000 or email dcc@dcc.govt.nz. For any non-urgent matter please contact council via the online “Fix it form” <https://www.dunedin.govt.nz/do-it-online/report/fix-it-form>
- 9 If issues and concerns are not dealt with in a timely manner, Board Members should contact the Governance Support Officer, or the Senior Staff Member appointed to the Board.

Signatories

Author:	
Authoriser:	Cam McCracken - Director DPAG and Toitū, Lan Yuan & Olveston

Attachments

Title	Page
A OAR 'Round The Boards Package 2026	42



Reaching Local Audiences with OAR FM

Proposal for Consideration by Dunedin Community Boards

***'Round the Boards* segment on the OARsome Morning Show with Dunedin Community Boards**

Are you looking for an effective, affordable way to share important updates, stories and messaging with the people of your community?

OAR FM airtime will expand your reach to a broad grassroots listenership that supports a wide range of local initiatives.

OAR FM's *'Round the Boards* Package includes:

- 11 x monthly live-to-air interview* with a Community Board representative (10-15 min) broadcast on the *OARsome Morning Show* with Jeff, Tuesdays at 8.35am.
*interviews can be by telephone or in-person at OAR FM's studio

Plus, your radio feature becomes a valuable online resource as a podcast!

- easily emailed to your mailing lists, online networks
- easily linked from your website and social media
- available from oar.org.nz, Spotify, Apple Podcasts, tunein and more

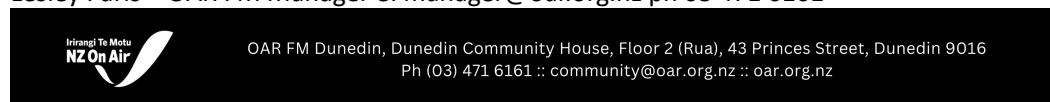
In the past year, nearly 900 *'Round the Boards* podcast episodes were listened to online.

Delivered for \$220 + GST (that's just \$20 + GST per spot)
Payment on invoice to follow requested in advance of the series
commencing (\$253 incl GST)



For further information and to discuss options, please contact:

Jeff Harford – OAR FM Community Liaison e: community@oar.org.nz ph 03 471 6161
Lesley Paris – OAR FM Manager e: manager@oar.org.nz ph 03 471 6161



CHAIRPERSON'S REPORT

Department: Civic

EXECUTIVE SUMMARY

The Chairperson will provide a verbal update on matters of interest since the last meeting.

RECOMMENDATIONS

That the Board:

- a) **Notes** the Chairperson's report

COUNCILLOR UPDATE

Department: Civic

EXECUTIVE SUMMARY

- 1 Councillor Doug Hall will provide an update on items of interest.

RECOMMENDATIONS

That the Board:

- a) **Notes** the Council Activities Update

ITEMS FOR CONSIDERATION BY THE CHAIR

Any items for consideration by the Chair.