

Notice of Meeting:

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

Date: Thursday 20 June 2024
Time: 10:00am
Venue: Portobello Bowling Club, Sherwood Street, Portobello

Sandy Graham
Chief Executive Officer

Otago Peninsula Community Board
PUBLIC AGENDA

MEMBERSHIP

Chairperson	Paul Pope	
Deputy Chairperson	Hoani Langsbury	
Members	Lox Kellas	Stacey Kokaua-Balfour
	Cheryl Neill	Edna Stevenson
	Cr Andrew Whiley	

Senior Officer Jeanine Benson, Group Manager Transport

Governance Support Officer Lauren Riddle

Lauren Riddle
Governance Support Officer

Telephone: 03 477 4000
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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 Public Forum

At the close of the agenda no Public Forum requests have been received

2 APOLOGIES

An apology has been received from Stacey Kokaua-Balfour.

That the Board:

Accepts the apology from Stacey Kokaua-Balfour.

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 June 2024	7

Otago Peninsula Community Board Register of Interest - June 2024					
Name	Date of Entry	Responsibility (ie: Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Proposed Management Plan
Paul Pope (Chairperson)	14/10/2021	Board Chairperson/Director	Spiralis Ltd	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	Hereweka Harbour Cone 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	Residential Property, Portobello	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.
		OPCB representative	Portobello Hall (liaison)	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.
		Project Manager	Te Nukuroa Matamata	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.
		Chair	Hereweka Harbour Cone 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.
Hoani Langsbury (Deputy Chairperson)		Manager	Otago Peninsula 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.
		Deputy Chairperson	Dark Skies Advisory Group	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	Yellow-eyed Penguin 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.
		Trustee	Otago Peninsula Biodiversity Group	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.
		External Issues Komiti	Te Runanga o Otakou	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.
		TBA	Te Runanga o Otakou-Tangata Tiaki	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.
		Otakou Alternate	Te Runanga o Ngai Tahu	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	DoC Te Roopu Kaitiaki	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	Ariki Athletics 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.

	24/09/2020	Member	Port Otago Technical Committee	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.
		RMA Commissioner	Environment Canterbury	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	Predator Free Dunedin	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	Peninsula Biodiversity 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.
		Trustee	Wild Dunedin	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.
Hoani Langsbury (Deputy Chairperson) Cont.	15/04/2021	Member	Technical Advisory Group to the New Zealand Battery 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.
		OPCB representative	Wellers Rock and Wellers Jetty 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.
	24/08/2023	Member	Site Led Committee - Otago Regional Council	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.
	24/08/2023	Committee Member	ORC Regional Leadership Committee	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.
	14/10/2021	Panel Member	Dunedin Hospital Build	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.
Lox Kellas	04/11/2022	Life Member	Dunedin RSA	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.
	02/02/2023	District President Otago Southland	Otago Southland 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.
	04/11/2022	Trustee and Deputy Chair	Dunedin RSA Welfare 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.
	23/01/2020	Trustee	Southern Heritage 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.
	04/11/2022	Life Member	Coastguard Dunedin	Possible conflict if group applies for funding.	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.
Stacey Kokaua-Balfour	22/06/2023	Member	Portobello Community Incorporated	Possible conflict if group applies for funding.	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.

	22/06/2023	Employee	Te Hou Ora Whanāu Services Ltd	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.
	22/06/2023	Member	External Pacific Advisory Committee for te Pūkenga	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.
		Treasurer	Portobello Toy Library	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	Portobello School Board	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	Te Vaka Cook Islands of Dunedin Incorporated	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.
Cheryl Neill		Teacher	Portobello School	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.
		OPCB representative	Harwood Hall (liaison)	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	Portobello Bowling Club	Possible conflict if group applies for funding.	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.
Edna Stevenson	24/09/2020	President	Portobello Library	Possible conflict if group applies for funding.	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.
	22/06/2023	Club Captain	Portobello Bowling Club	Possible conflict if group applies for funding.	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 Andrew Whiley	17/11/2016	Owner/Operator	Whiley Golf Inc and New Zealand Golf Travel Ltd	No conflict identified	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
		Director/Shareholder 22 May 2017	Estate of Grace Limited	No conflict identified	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
		Trustee	Japek (Family Trust) - Property Ownership - Dunedin	Duties to Trust may conflict with duties of Council Office.	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
		Member	Otago Golf Club	No conflict identified	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
		Member	Dunedin South Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Andrew Whiley Cont.		Member	Institute of Directors	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	National Party	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

		Chairman	Volunteer South	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Dunedin Public Art Gallery Society (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
		Member	Grow Dunedin Partnership (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
		Member	Dunedin Shanghai Association (Sister City Society) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	NZ Masters Games Trust Board (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	09/06/2024	Member	New Zealand PGA (Professional Golfers Association)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Chair	Dunedin Community House Executive Committee	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
		Member	Puketai Residential Centre Liaison Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Otago Property Investors Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Otago Peninsula Community Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	21/05/2024	Member	Dunedin Christmas Charitable Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Otago Peninsula Community Board

MINUTES

Minutes of an ordinary meeting of the Otago Peninsula Community Board held in the Portobello Bowling Club, Sherwood Street, Portobello on Thursday 18 April 2024, commencing at 10:00am.

PRESENT

Chairperson	Paul Pope	
Deputy Chairperson	Hoani Langsbury	
Members	Lox Kellas	Stacey Kokaua-Balfour
	Cheryl Neill	Edna Stevenson

IN ATTENDANCE Jeanine Benson (Senior Officer); Andy de Bruin (Waste and Environment Solutions Contractor)

Governance Support Officer Lauren Riddle

1 PUBLIC FORUM

1.1 Public Forum

Hoopers Inlet residents Christine Neill and Fiona Harrison spoke to their concerns regarding refuse collection in the area from 1 July 2024, due to the changes to the DCC kerbside collection service.

2 APOLOGIES

Moved (Paul Pope/ Lox Kellas):

That the Board:

Accepts the apology from Cr Andrew Whiley.

Motion carried

3 CONFIRMATION OF AGENDA

Paul Pope advised that the funding request from the Portobello Hotel had been withdrawn.

Moved (Paul Pope/ Lox Kellas):

That the Board:

Confirms the agenda with the deletion of Item 8 – funding application.

Motion carried (OPCB/2024/011)

4 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

Moved (Paul Pope/ Edna Stevenson):

That the Board:

- a) **Notes** the Elected Members' Interest Register; and
- b) **Confirms** the proposed management plan for Elected Members' Interests.

Motion carried

5 CONFIRMATION OF MINUTES

5.1 OTAGO PENINSULA COMMUNITY BOARD MEETING - 8 FEBRUARY 2024

Moved (Paul Pope/Edna Stevenson):

That the Board:

Confirms the minutes of the Otago Peninsula Community Board meeting held on 08 February 2024 as a correct record.

Motion carried (OPCB/2024/012)

Stacey Kokaua-Balfour arrived at the meeting at 10:07 am.

Hoani Langsbury arrived at the meeting at 10:09am.

PART A REPORTS

6 KERBSIDE COLLECTION SYSTEM AND HOOPERS INLET RECYCLING HUB

Andy de Bruin (Waste and Environment Solutions Contractor) outlined the upcoming changes to the DCC kerbside collection system and confirmed that the collection of the DCC black rubbish bags would cease as of 1 July 2024.

Discussion was held on the practical aspects of refuse collection for the affected residents at Hoopers Inlet, including opting into the DCC kerbside rated scheme, provision of an agreed centralised collection point with the refuse collection contractor, and methods for payment for the "pay per bag" option.

7 EMERGENCY MANAGEMENT OTAGO - COMMUNITY RESILIENCE

Paula Cathie, Emergency Management Advisor for Dunedin City (who attended on behalf of Taylor Hendl) provided an update on Emergency Management Otago, including an overview of

the draft Community Resilience Guide for the Otago Peninsula which had been previously circulated to Board Members.

Board members provided feedback including:

- regular tabletop exercises (scenario based) and training needed
- Sub groups for each of the six areas defined for the Otago Peninsula (as well as sub groups for each area)
- Update of the Emergency Management handout for households
- GIS mapping – change the name from Te Matai to Okia Flats on the map on the resilience guide

Moved (Paul Pope/Hoani Langsbury):

That the Board:

Notes the presentation from Emergency Management Otago on the draft Community Resilience Guide for the Otago Peninsula.

Motion carried (OPCB/2024/013)

8 FUNDING APPLICATION (WITHDRAWN)

The Portobello Hotel funding application was withdrawn.

SCHOLARSHIP 2023/2024

Discussion was held on extending the closing date from 30 April 2024 to 30 May 2024, to allow further promotion of the new annual scholarship.

Stacey Kokaua-Balfour was asked to lead the promotion of the scholarship to youth in the Otago Peninsula Community Board area.

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

Agrees to extend the closing date of the scholarship applications for the 2023-2024 financial year from 30 April to 30 May 2024.

Motion carried (OPCB/2024/014)

9 GOVERNANCE SUPPORT OFFICER'S REPORT

Correspondence - Paul Pope advised that the letter from the Portobello School requesting that speed humps and slow down signs be investigated for Cemetery Road, due to safety concerns, has been forwarded to the Transport Team for consideration.

Draft Annual Plan 2024-25 Dunedin City Council (DCC) – The OPCB submission to focus on completion of the Te Awa Ōtākou section of the Peninsula Connection, the Ōtākou Bus Stop (Ellison's Corner) to the Ōtākou Fisheries corner, The inland section of road ending at Ōtākou bus stop, the Portobello Boardwalk and the landscaping of the Tomahawk School site

Waste Management and Minimisation Plan (2020) – Cheryl Neill and Stacey Kokaua advised they would attend the meeting to be held on 24 April 2024 and provide feedback on waste management concerns for areas such as Hoopers Inlet and Pukehiki.

Moved (Paul Pope/Cheryl Neill):

That the Board:

- a) **Notes** the Governance Support Officer’s Report.
- b) **Agrees** for the Chairperson to prepare a submission on behalf of the Board to the draft DCC Annual Plan 2024/25, noting that it will be ratified at the 20 June 2024 meeting.
- c) **Decides** not to make a Board submission to the Aurora Energy Proposal.

Motion carried (OPCB/2024/015)

Long Term Plan – Otago Regional Council (ORC)

Board members agreed the key issues for the Board’s submission to the Otago Regional Council (ORC) draft Long Term Plan were public transport and bus services on the peninsula.

Moved (Hoani Langsbury/Lox Kellas):

That the Board:

- d) **Agrees** for the Board Chairperson to prepare a submission on behalf of the Board to the draft Otago Regional Council Draft Long Term Plan, noting that it will be ratified at the 20 June 2024 meeting.

Motion carried (OPCB/2024/016)

Moved (Paul Pope/Cheryl Neill):

That the Board:

- e) **Ratifies** the payment of \$49.00 + GST to Ashley Communications for installation of marine channels for the Board’s CD portable radio.

Motion carried (OPCB/2024/017)

10 NAMING OF TWO PUBLIC ROADS AND ONE PRIVATE WAY

The Board considered the names options put forward in the report:

- **‘Ocean Heights Drive’** as the preferred name for the first public road in the subdivision
- **‘Ocean Grove Drive’** as the alternative name for the first public road in the subdivision.
- **‘Kingfisher Place’** as the preferred name for the second public road in the subdivision.
- **‘Teal Lane’** as the preferred name for the private access way of the subdivision

Moved (Hoani Langsbury/Paul Pope):

That the Board:

- a) **Supports** the naming of the first public road of the subdivision to be named, as **‘Ocean Grove Drive’**.

- b) **Supports** the naming of the second public road of the subdivision to be named road as **‘Kingfisher Place’**.
- c) **Supports** the naming of the private way (access way) of the subdivision to be named, as **‘Teal Lane’**.

Motion carried (OPCB/2024/018)

11 COMMUNITY PLAN

The Chairperson advised that the working copy of the current Otago Peninsula Community Board (OPCB) Community Plan would be circulated for review of current priorities and consideration of new priorities by members at the next Board meeting, scheduled for Thursday 20 June 2024.

12 BOARD UPDATES AND REPORT BACKS

Board Members provided verbal updates and report backs on portfolios and activities including:

Cheryl Neill provided an update on:

- Keep Dunedin Beautiful - The Portobello Boat Club have advised that it no longer intends to proceed with installation of a mural on the Portobello boat shed.
- Schools programme – Two Year 8 pupils from each of the local primary schools (Macandrew Bay, Broad Bay and Portobello) will attend the 20 June 2024 meeting to observe how a Community Board meeting runs, and at the conclusion of the 5 September board meeting the Year 8 pupils will run a “mock” Board meeting.

Lox Kellas provided a verbal update on:

- Peninsula Roads – Lox considered that gravel grading was required on Hoopers Inlet Road, repair of sealed surface on the section between 245 – 299 Cape Saunders Road. Vegetation removal needed on Dunedin bound cycle lane on Portobello Road due to obstruction into pathway.
- Civil Defence/Community Response Planning – Lox has met with Taylor Hendl, Emergency Management Advisor for the Otago Peninsula, to provide update of emergency response information held. The portable CD radio, purchased by the Board is ready for storage with the Board’s emergency management kit.
- Pukehiki Hall AGM to be held on 8 May 2024

Edna Stevenson provided a verbal update on:

- Te Umu Kuri (Wellers Rock) – signage still needed, condition of cycleway and general untidiness not resolved.

Stacey Kokaua-Balfour provide a verbal update on:

- Broad Bay concerns for damage to the newly erected school sign on Greig Street
- Broad Bay School have pedestrian safety concerns for Greig Street and seeking road markings or signage to slow traffic speed.

Moved (Paul Pope/Cheryl Neill):

That the Board:

Notes the Board updates

Motion carried (OPCB/2024/019)

Jeanine Benson left the meeting at 11:45am

13 CHAIRPERSON'S REPORT

The Chairperson provided a verbal update on matters of interest including:

- Consultation for the 2024-2025 Annual Plan (Community Plan initiatives and priorities)
- Allans Beach Road Safety – a request for the Board to assist with speed reduction measures, removal of roadside poplar trees for improved visibility
- Broad Bay housing development– Paul Pope and Lox Kellas attended the community-led meeting. No follow up action required by the Board.
- Hereweka Harbour Cone – Sunday 28 April, 10:30am official opening of the walkway
- Portobello Signage – Transport team will address new directional signage for the roundabout at Portobello
- Request from the Pukehiki community for speed reduction measures to be placed on Highcliff Road.

Moved (Paul Pope/Lox Kellas):

That the Board:

Notes the Chairperson's report

Motion carried (OPCB/2024/020)

14 ITEMS FOR CONSIDERATION BY THE CHAIR

There were no items of consideration by the Chairperson tabled.

The meeting concluded at 12:14pm.

.....
CHAIRPERSON

PART A REPORTS

FUNDING APPLICATIONS

Department: Civic

EXECUTIVE SUMMARY

- 1 This report provides a copy of the funding application received for the Board’s consideration. As this is an administrative report only, the Summary of Considerations is not required.
- 2 A funding application has been received from Scott Hall Incorporated, seeking funding of \$1,500 to assist with the completion of the upgrade to the toilet/bathrooms at Scott Hall, Harwood.
- 3 A funding application has been received from the Otago Peninsula Museum Historical Society seeking funding of \$1,000 to assist with the purchase of a heat pump for the main building of the museum.
- 4 The balance of project funds available to the Board as at 14 June 2024 is \$5,792.80.

RECOMMENDATIONS

That the Board:

- a) **Considers** the funding application from Scott Hall Incorporated to assist with the completion of the upgrade to the toilet/bathrooms at Scott Hall, Harwood.
- b) **Considers** the funding application from the Otago Peninsula Museum Historical Society to assist with the purchase of a heat pump for the main building of the museum.
- c) **Notes** the Funding Application report.

Signatories

Author:	Lauren Riddle - Governance Support Officer
Authoriser:	Clare Sullivan - Manager Governance

Attachments

	Title	Page
↓A	Scott Hall Incorporated funding application	19
↓B	Otago Peninsula Museum Historical Society funding application	24

**Application for Funding from the
Otago Peninsula Community Board**

Name of group applying for funds: Scott Hall Incorporated

Contact person: Kesley Schofield

Address: [REDACTED]

Phone Number: [REDACTED] Email: [REDACTED]

Position held: Secretary

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

If granted, what was that money used for? Finishing the upgrade of the bathrooms at Scott Hall in Harwood

How much assistance has your group received previously from the Otago Peninsula Community Board? \$ nil

Short description of present project:

Upgrade the toilets/bathrooms in Scott Hall, Harwood. Prior to the upgrade bathrooms were concrete block (unlined) walls and concrete floors. We are covering the floors, lining the walls, adding heating and hot water (previously only cold) and replacing toilets, sinks, etc

- You are strongly advised to provide an itemised budget on a separate sheet.
- Please attach any quotations for work, goods or services that you may have received.
- Please attach bank details (i.e. copy of bank statement) for the applicant.
- Please attach any additional information which may be useful in support of the application.

Total cost of project: \$ 25,050.00

Amount already raised: \$ 19,227.19

Amount sought from any other Dunedin City Council source: \$ nil
nothing specifically for this project. we do get \$5k per year from the DCC for the running costs of the hall

Amount sought from Otago Peninsula Community Board: \$ 1,500 (please)

How will the rest of the project cost be covered? We have a fundraising quiz night planned for July 2024.

What is the timeframe for completing the project? [OR the date of your event/project?] _____

We are hoping to have work completed by 30 June 2024.

Is your project a one-off, annual or biennial event? One Off

How will the project benefit your organisation/club? What are the benefits to the wider community of your project?

Scott Hall is the community hub for Harwood. The space is used for community functions (meetings, New Years Eve events, pot luck dinners), private functions (celebrations, wakes, training etc) and community groups (cards, gardening, hula hooping).

NOTES:

Applicants should refer to the 'Discretionary Funding Guidelines' contained in the Board's Community Plan 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 Community Board area.

Retrospective grants will be considered on a case by case basis.

This application form and guidelines are also available on the Dunedin City Council website (www.dunedin.govt.nz).

Contact: Paul Pope (Board Chairperson) telephone 027 466 8446 or Lauren Riddle (Governance Support Officer) 474 3428 with any questions.

Deadline for Applications: Applications must be lodged no less than two weeks prior to each Board meeting.

OTAGO PENINSULA COMMUNITY BOARD

DISCRETIONARY FUNDING GUIDELINES

The following guidelines are suggested for the allocation of the Community Board Project Fund (\$10,000 annually).

There shall be three categories with funding going to each.

- Applications from community groups/organisations etc or projects initiated by the wider community.
- Projects and activities/Board member training initiated by the Community Board.
- Scholarship applications (refer to the separate application form and reporting requirements).

When considering any applications or projects the Board shall take into account the following:

- Community Outcome
- If more information is required
- Decision on project should be based on merit
- Letters of support from the community expressing the need for the project
- More than one quote must be provided with the application, ideally three.

It is a condition of funding that applicants will provide a report at the conclusion of the project. This should include (where appropriate) any photos and financial results.

- The report should be received within three months of the project's completion and include copies of receipts etc.
- Applicants are expected to provide a reasonable proportion of the funding themselves.
- Acknowledgement of the Community Board's grant to be included in the promotional material.

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

The following are the meeting dates for 2024 at which applications will be considered (applications must be lodged no less than two weeks prior to each Board meeting):

Thursday 8 February
Thursday 18 April
Thursday 20 June
Thursday 5 September
Thursday 7 November

Scott Hall
 Bathroom Upgrade Costs to Date
 May-24

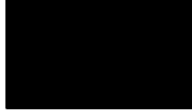
<u>Costs Already Paid</u>	
Carpet Court, flooring materials - both	1,850.00
Garry Cooper, flooring installed - ladies	1,570.90
Placemakers, building materials - ladies	2,091.33
Gas & Water, plumbing demop & install - ladies	3,487.81
Gas & Water - partical plumbing fitoff - ladies	2,680.90
Oakleys, plumbing materials - ladies	1,816.54
Gas & Water, plumbing demo & install - mens	2,831.22
Oakleys, plumbing materials - mens	2,176.26
Mitre 10 - building materials - mens	722.23
	19,227.19
<u>Approximate Costs Still to Come</u>	
Garry Cooper, flooring installed - mens	1,570.90
Al Reid, building - Mens	1,725.00
Gas & Plumbing - Plumbing fitoff - mens	1,725.00
Hand dryers	800.00
	5,820.90
Total Cost	25,048.09
<u>Funding to date</u>	
Specific fundraising - ball 2023, kareoke 2024	6,713.00
Revenue Reserves (including DCC annual grants)	12,514.19
	19,227.19
Current shortfall	5,820.90



Westpac New Zealand Ltd
PO Box 934
Shortland Street
Auckland 1140
Phone: 0800 400 600


3 June 2024

Scott Hall Incorporated



Non - Profit Organisation

Account name: **Scott Hall Incorporated**

Account number: 
Statement Opening date: **4 May 2024**
Statement Closing date: **3 June 2024**
Statement number: **314**

At a glance

your current balance **\$4,811.88**

Current credit interest rates

These are the current per annum interest rates. They are subject to change without notice.

BALANCE	INTEREST RATE
Under \$5,000	0.00%
\$5,000 and over	2.00%

The interest you earned for this period was calculated on your daily credit balance and paid to you monthly.

GOVERNANCE SUPPORT OFFICER'S REPORT

Department: Civic

EXECUTIVE SUMMARY

- 1 This report is to inform the Otago Peninsula Community Board of activities relevant to the Board area including:
 - a) Project Fund
 - b) Submission to the Draft Annual Plan 2024-25– Dunedin City Council
 - c) Submission to the Long Term Plan – Otago Regional Council
 - d) New Zealand Community Boards’ 2024 Conference
 - e) DCC currently consulting on
 - f) Roadworks Schedule
 - g) Dunedin City Council updates

- 2 As this is an administrative report, there are no options or summary of considerations.

RECOMMENDATIONS

That the Board:

- a) **Notes** the Governance Support Officer’s Report.
- b) **Ratifies** the submission to the Dunedin City Council Draft Annual Plan 2024 -2025
- c) **Ratifies** the submission to the Otago Regional Council draft Long Term Plan 2024-24
- d) **Considers** nominating a Board Member as the community representative to attend the 2024 New Zealand Community Boards’ Conference

Project Fund

- 3 The balance remaining in the Project Fund available for allocation for the current financial year is \$5,792.80. The Board had previously approved funding of \$2,050 (on hold for release) with a net balance of \$3,742.80 available.

- 4 The following funds have been allocated in the 2023/24 financial year by the Board.

Meeting Date	Amount	Recipient	Purpose
24 August 2023	\$1,000	Save the Otago Peninsula Inc (STOP)	To fund the cost of herbicides and equipment for pest plant control by the Seek Weeds and Terminate

			(SWAT) group for the 2023-24 financial year.
24 August 2023	\$600.00	OPCB Board project	To produce 3 “Litter Libraries”, supply of equipment for each selected location on the peninsula.
28 September 2023	\$2,207.20	Board project	To purchase a Motorola R7 Premium portable radio as part of the OPCB’s emergency response resources for the peninsula.
28 September 2023	\$200.00	Board Project	To support the cost of 2 blank rounds for a field gun salute by the Dunedin Gunners Association at the 100 th anniversary of the Soldiers Memorial in November 2023.
28 September 2023	\$250.00	Board Project	Commemoration wreath to mark the 100 th anniversary of the Soldiers Memorial in November 2023.
8 February 2024	\$1,000.00	Kamautaurua/Quarantine Island Community Inc.	To contribute to the cost of materials to repair the Lodge roof on Kamautaurua/Quarantine Island.
8 February 2024	\$1,000	Scholarship Grant	Annual Scholarship grant for 2024.
Funds allocated \$6,257.20			
Funds held for release \$2,050.00			
TOTAL FUNDS AVAILABLE \$5,792.80 (Funds held for release \$2,050.00) NET BALANCE OF FUNDS TO DATE - \$3,742.80			

Draft Annual Plan 2024-25– Dunedin City Council

- As agreed at the Board’s April 2024 meeting, a draft submission was prepared and submitted on the DCC’s draft Annual Plan. This submission now needs to be formally ratified (Attachment A).

Otago Regional Council Draft Long Term Plan

- As agreed at the Board’s April 2024 meeting, a draft submission was prepared and submitted on the ORC’s draft Long Term Plan. This submission now needs to be formally ratified (Attachment B)

New Zealand Community Boards’ Conference Attendance

- The 2024 New Zealand Community Boards’ Conference is being held at the Tākina Wellington Convention & Exhibition Centre from 21 – 23 August 2024. Early bird registrations (\$895.00

excluding GST) close on 12 July 2024 and standard registrations (\$995.00 excluding GST) are available following that. The Council’s policy on attendance at this conference is as follows:

- a) Council will cover the accommodation, travel and registration costs for one Community Board member (per Community Board) to attend the biennial Community Boards Conference when it is held in the South Island, and two Community Board members IN TOTAL to attend the conference when it is held in the North Island.
 - b) Individual Community Boards are responsible for covering the costs of any additional delegates they wish to send to the Conference over and above the representatives for whom costs will be met by the Council.
- 8 If the Board wishes to nominate a member to go into the draw for one of the two Council-funded places, please advise Clare Sullivan of the name by 21 June 2024. Any additional members the Board wishes to attend (or those unsuccessful in the draw) can be paid for from the Board’s Project Fund.

What DCC is Currently Consulting On

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

Roadworks Schedule

- 10 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>.

Dunedin City Council Updates

- 11 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>
- 12 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:	Lauren Riddle - Governance Support Officer
Authoriser:	Clare Sullivan - Manager Governance

Attachments

	Title	Page
↓A	OPCB submission to the DCC draft Annual Plan 2024-2025	33
↓B	OPCB Submission to the ORC draft Long Term Plan	36

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision enables democratic local decision making and action by, and on behalf of communities.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Arts and Culture Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	✓
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Other strategic projects/policies/plans	<input type="checkbox"/>	<input type="checkbox"/>	✓

Māori Impact Statement

There are no known impacts for Māori

Sustainability

There are no implications.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

There are no financial implications.

Financial considerations

There are no financial implications.

Significance

This decision is considered low significance in terms of the Council’s Significance and Engagement Policy.

Engagement – external

There has been no external engagement.

Engagement - internal

Internal engagement has occurred with appropriate staff members.

Risks: Legal / Health and Safety etc.

There are no risks.

Conflict of Interest

There are no known conflicts of interest.

Community Boards

This report provides information on activities in or relevant to the Board’s area.

COMMUNITY PLAN

Department: Civic

EXECUTIVE SUMMARY

The Community Board Plan is tabled for discussion at each meeting for the purpose of review and update as required by the Board.

The Board's Community Plan assists to contribute to the Council's 10-year plan with focus on:

- 1 **new and current priorities** (in order of importance with justification and estimated costs for each) for inclusion in the DCC 10-year Plan
- 2 **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)

Signatories

Authoriser:	Clare Sullivan - Manager Governance
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Attachments

There are no attachments for this report.

BOARD UPDATES AND REPORT BACKS

Department: Civic

EXECUTIVE SUMMARY

- 1 Board Members will provide verbal updates and report backs on portfolios and activities including:
 - Keep Dunedin Beautiful
 - Harwood (and Back Bays)
 - Peninsula Roads
 - Civil Defence/Community Response Planning
 - Soldiers Monument 100th anniversary commemoration event
 - Te Umu Kuri (Wellers Rock)
 - Macandrew Bay
 - Broad Bay/Portobello
 - Individual member report backs

RECOMMENDATIONS

That the Board:

- a) **Notes** the Board updates

Signatories

Authoriser:	Clare Sullivan - Manager Governance
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Attachments

There are no attachments for this report.

CHAIRPERSON'S REPORT

Department: Civic

EXECUTIVE SUMMARY

The Chairperson will provide a verbal update on matters of interest including:

- Portobello tourist signage
- Hoopers Inlet (DCC kerbside collection)
- Vandalism at the Macandrew Bay public toilets
- Request for speed reduction Pukehiki

RECOMMENDATIONS

That the Board:

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

Signatories

Authoriser:	Clare Sullivan - Manager Governance
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Attachments

There are no attachments for this report.

