

**Notice of Meeting:**

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

**Date:** Tuesday 4 February 2025  
**Time:** 10:00 am  
**Venue:** Portobello Bowling Club, Sherwood Street, Portobello

Sandy Graham  
Chief Executive Officer

---

**Otago Peninsula Community Board**  
**PUBLIC AGENDA**

---

**MEMBERSHIP**

<b>Chairperson</b>	Paul Pope	
<b>Deputy Chairperson</b>	Hoani Langsbury	
<b>Members</b>	Lox Kellas	Stacey Kokaua-Balfour
	Cheryl Neill	Edna Stevenson
	Cr Andrew Whiley	
<b>Senior Officer</b>	Jeanine Benson, Group Manager Transport	
<b>Governance Support Officer</b>	Lauren Riddle	

---

Lauren Riddle  
Governance Support Officer

Telephone: 03 477 4000  
governance.support@dcc.govt.nz  
[www.dunedin.govt.nz](http://www.dunedin.govt.nz)

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



<b>ITEM</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
1	Public Forum	4
	1.1 Public Forum	4
2	Apologies	4
3	Confirmation of Agenda	4
4	Declaration of Interest	5
5	Confirmation of Minutes	7
	5.1 Otago Peninsula Community Board meeting - 28 November 2024	7
<b>PART A REPORTS (Otago Peninsula Community Board has power to decide these matters)</b>		
6	Governance Support Officer's Report	12
7	Project Fund - Funding Applications	17
8	Board Updates and Report Backs	19
9	Community Plan 2025-2026	20
10	Councillor Update	21
11	Chairperson's Report	22
12	Items for Consideration by the Chair	23

**1 PUBLIC FORUM**

**1.1 Public Forum**

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

**2 APOLOGIES**

At the close of the agenda no apologies had been received.

**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

	<b>Title</b>	<b>Page</b>
<a href="#">↓A</a>	Register of Interests - February 2025	6

Otago Peninsula Community Board Register of Interest - February 2025					
Name	Date of Entry	Responsibility (ie: Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Proposed Management Plan
Paul Pope (Chairperson)	31/10/2024	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.
		President	Dunedin Amenities 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.
		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.
		Consultant	Upfront Environmental	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 Rūnanga o Ōtākou	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)	14/10/2024 <del>28/11/24</del>	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.
		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.		

---

## CONFIRMATION OF MINUTES

### OTAGO PENINSULA COMMUNITY BOARD MEETING - 28 NOVEMBER 2024

---

#### RECOMMENDATIONS

That the Board:

- a) **Confirms** the public part of the minutes of the Otago Peninsula Community Board meeting held on 28 November 2024 as a correct record.

#### Attachments

	<b>Title</b>	<b>Page</b>
<a href="#">A</a>	Minutes of Otago Peninsula Community Board meeting held on 28 November 2024	8

---

## **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 28 November 2024, commencing at 10:00 a.m.**

#### **PRESENT**

<b>Chairperson</b>	Paul Pope	
<b>Deputy Chairperson</b>	Hoani Langsbury	
<b>Members</b>	Lox Kellas	Edna Stevenson
	Cheryl Neill	

**IN ATTENDANCE** Jeanine Benson, Senior Officer (Group Manager Transport)

**Governance Support Officer** Lauren Riddle

---

Paul Pope opened the meeting with a reflection and welcome members and attendees to the last meeting of 2024.

#### **1 PUBLIC FORUM**

##### **1.1 Public Forum**

Jamie Ledbetter spoke about traffic disruption and safety concerns for the Coronation Hall, playground (and carpark area), McCauley Road and Portobello Road. and tabled written information of her concerns.

Ms Leadbetter expressed her concern for pedestrians on McCauley Rd as it was being used as a shortcut by traffic, including heavier vehicles. The lack of visibility of pedestrians was a serious concern. She sought the Board's support for the install of "Slow Down Children" warning signage and road calming measures on both McCauley and Portobello Roads.

Paul Pope advised he would raise the matter safety for pedestrians in the carpark area beside the Hall and playground reserve with Council staff but that any road calming measures were the responsibility of Waka Kotahi (NZ Transport Agency) and the Board held no jurisdiction to assist.

#### **2 APOLOGIES**

Moved (Chairperson Paul Pope/Deputy Chairperson Hoani Langsbury):

That the Board:

**Accept** the apology from Stacey Kokoaua-Balfour and Cr Andrew Whiley for absence.

**Motion carried.**

### **3 CONFIRMATION OF AGENDA**

Moved (Chairperson Paul Pope/Deputy Chairperson Hoani Langsbury):

That the Board:

**Confirms** the agenda without addition or alteration

**Motion carried**

### **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.

Paul Pope advised we was no longer Chair of the Hereweka Harbour Cone Trust.

Moved (Chairperson Paul Pope/Member Lox Kellas):

That the Board:

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

**Motion carried (OPCB/2024/044)**

### **5 CONFIRMATION OF MINUTES**

#### **5.1 OTAGO PENINSULA COMMUNITY BOARD MEETING - 31 OCTOBER 2024**

Moved (Chairperson Paul Pope/Member Cheryl Neill):

That the Board:

**Confirms** the public part of the minutes of the Otago Peninsula Community Board meeting held on 31 October 2024 as a correct record.

**Motion carried (OPCB/2024/045)**

### **PART A REPORTS**

#### **6 GOVERNANCE SUPPORT OFFICER'S REPORT**

The report from Governance Support informed the Board of activities relevant to the Board area.

Mr Tom Dyer, General Manager Science and Resilience, Otago Regional Council spoke to the Board on the flood impact at Tomahawk Lagoon during the heavy rain event in early October 2024. He provided background to the forming of the lagoon, including the existing weirs and culverts.

He advised that surveying was being undertaken to develop a computerised model to be used to re-size the existing culverts appropriately to improve flow and allow debris to pass through during heavy rain events. Mr Dyer indicated it would take approximately 3 months for the modelling work to be completed and he would update the Board again in March 2025.

Moved (Chairperson Paul Pope/Deputy Chairperson Hoani Langsbury):

That the Board:

**Notes** the Governance Support Officer's Report.

**Motion carried**

## **7 PROJECT FUND - FUNDING APPLICATIONS**

Two funding applications were considered by the Board for:

- Broad Bay Community Centre for \$440.00 to support the quarterly production of the community newsletter 2024-2025
- Portobello Incorporated for \$600.00 to support the production of a community newsletter for 2024-2025.

The balance of project funds was noted as \$5,400 as at 28 November 2024.

Moved (Member Lox Kellas/Member Edna Stevenson):

That the Board:

- a) **Approves** the funding application from the Broad Bay Community Centre and grants the amount of \$440.00 to support the quarterly community newsletter for 2024-2025.
- b) **Approves** the funding application from Portobello Inc and grants \$600.00 to assist with the production of the community newsletter for 2024-2025
- c) **Notes** the Project Fund Report.

**Motion carried (OPCB/2024/046)**

## **8 COMMUNITY PLAN 2024-2025**

There were no updates to the Community Plan.

## **9 BOARD UPDATES AND REPORT BACKS**

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

**Harwood (and Lower Peninsula)** – Cheryl Neill advised that the recycling hub at Hoopers Inlet required weekly clearing by the contractor due to the high amount of use. Cheryl to make contact with DCC contractor.

**Rūnaka Liaison and Biodiversity**

Hoani Langsbury tabled a copy of the draft initial report “Towards a Sustainable Otago Peninsula Community” by the Te Rūnanga o Ōtākou for the information of the Board. He spoke to the content of the report and upcoming meetings to discuss the report with the community.

Moved (Chairperson Paul Pope/Member Cheryl Neill):

That the Board:

**Notes** the Board updates.

**Motion carried**

There was no Councillor’s Update to the meeting due to the apology from Cr Whiley.

**11 CHAIRPERSON'S REPORT**

Paul Pope provided a verbal update on matters of interest including:

- Te Rauone Reserve on site meeting with staff and resident Graham McLean to discuss improvements required at the reserve, such as repairs to the existing sand trap fencing, possible additional planting at the north end of the reserve.

Moved (Chairperson Paul Pope/Deputy Chairperson Hoani Langsbury):

That the Board:

**Notes** the Chairperson’s report.

**Motion carried**

**12 ITEMS FOR CONSIDERATION BY THE CHAIR**

There were no items for consideration by the Chair

The meeting concluded at 11:55 am.

.....  
CHAIRPERSON



### Transport Update

- 5 A verbal update will be provided by Jeanine Benson, Manager Transport, on the following matters:
- Roadside vegetation maintenance
- 6 DCC website link [Maintaining our roads, verges and vegetation - Dunedin City Council](#) provides information for:
1. [Footpath and road repairs](#)
  2. [Vegetation control](#)
  3. [Grass maintenance](#)
  4. [Weed spraying](#)

### Pecuniary Interests

- 7 Members of the Community Board were emailed information on the Local Government Pecuniary Interests Register Amendment Act 2022, along with a template pecuniary interest form for completion and return. Members are requested to provide the completed form to the Governance Support Officer, no later than **14 February 2025**.

### Draft 9 Year Plan 2025-2034

- 8 Draft operating budgets for the 9 Year Plan 2025-2034 were presented to Council on 28-30 January 2025, in preparation for public consultation.
- 9 Public consultation for the 9 Year Plan 2025-2034 will commence on 31 March with the submission period closing on 30 April 2025. Public hearings will be held 6-9 May 2025, with Council deliberations on the 9 Year Plan 2025-2034 to be held on 26-29 May 2025.

### What DCC is Currently Consulting On

- 10 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

- 11 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-notices/roadworks-schedule> and <https://www.dunedin.govt.nz/news-and-events/public-notices/notified-road-closures>.

### Dunedin City Council Updates

**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](mailto:dcc@dcc.govt.nz). Remember to retain the job number allocated to request for future reference.**

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>

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:	

### Attachments

	<b>Title</b>	<b>Page</b>
<a href="#">↓A</a>	Macandrew Bay School newsletter extract	15
<a href="#">↓B</a>	OAR - Round the Boards 2025	16

**Macandrew Bay School Newsletter - 16 December 2024**



**Envirogroup drain painting**

**KHYLA MCBRIDE — DECEMBER 16, 2024**

This term the Envirogroup reflected on our experiences of the floods during the holidays. We explored how a large amount of rain soaks into the land and also runs downhill into streams, and rivers which flows into the ocean. We learnt how rain behaves on human made environments such as rooves, asphalt, concrete and roads. The water cannot soak into these materials but runs off these surfaces, guided through spouting or guttering to drain into stormwater drains. These stormwater drains flow directly to the ocean. We learnt that waste water is different to rainwater and goes down different pipes to a treatment plant.

We found all of our stormwater drains around our school property and noticed there was rubbish in some of the drains. We wanted to teach our classmates that these drains are linked to the sea and to be careful not to litter because the wind can blow rubbish into the drains and ultimately out into the ocean. We thought of lots of different options to teach people but our best idea was to create a mural to share our values of protecting the environment from rubbish especially around stormwater drains because it is where the ocean starts. We are kaitiaki (guardians) of our land and sea.

Thank you very much to the **Otago Peninsula Community Board** for granting the funds to be able to start this project.



## 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 2024, nearly 800 'Round the Boards' podcast episodes were listened to online.**

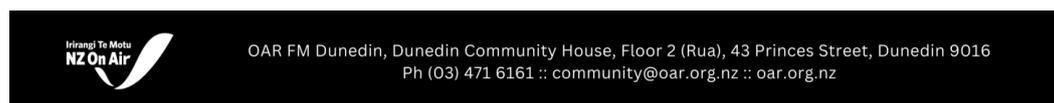
**Delivered for \$220 + GST (that's just \$20 + GST per spot)  
Payment requested in advance of the series commencing**



For further information and to discuss options, please contact:

Jeff Harford – OAR FM Community Liaison e: [community@oar.org.nz](mailto:community@oar.org.nz) ph 03 471 6161

Lesley Paris – OAR FM Manager e: [manager@oar.org.nz](mailto:manager@oar.org.nz) ph 03 471 6161



## PROJECT FUND - FUNDING APPLICATIONS

Department: Civic

### EXECUTIVE SUMMARY

- 1 This report provides a breakdown of project funding allocation and funding applications received for the Board's consideration. As this is an administrative report only, the Summary of Considerations is not required.

### Project Fund

- 2 The balance in the Project Fund available for allocation for the current financial year (2024-2025) is \$4,440 (including \$1,000 held in reserve for the Board's annual scholarship).
- 3 The following funds have been allocated to date for the 2024/2025 financial year by the Board.

Meeting Date	Amount	Recipient	Purpose
5 September 2024	\$1,000	Caselberg Trust	Installation of double glazing to the windows at the Artist's residence at Broad Bay
5 September 2024	\$1,500	Portobello Bowling Club	Installation of acoustic ceiling panels to the clubroom.
5 September 2024	\$300	Portobello School	Board grant to support school community activities
5 September 2024	\$300	Broad Bay School	Board grant to support school community activities
5 September 2024	\$300	Macandrew Bay School	Board grant to support school community activities
31 October 2024	\$120	Portobello Volunteer Fire Service	Donation in remembrance of founding OPCB member Bill Allen.
28 November 2024	\$440	Broad Bay Community Centre	Board grant to support production of quarterly community newsletters
28 November 2024	\$600	Portobello Incorporated.	Board grant to support production of quarterly community newsletters
	\$1,000	Board's annual scholarship (2024-25 year)	(Funds held in reserve)
Funds spent to date	\$5,560		
<b>Balance of funds available \$4,440</b>			



## BOARD UPDATES AND REPORT BACKS

Department: Civic

### EXECUTIVE SUMMARY

- 1 Board Members will provide verbal updates and report backs on portfolios and activities including:
  1. **Keep Dunedin Beautiful** – Cheryl Neill
  2. **Harwood (and Lower Peninsula)** – Cheryl Neill
  3. **School programme/scholarships** – Cheryl Neill/Stacey Kokaua
  4. **Peninsula Roads** – Lox Kellas
  5. **Back Bays (and Highcliff)** – Lox Kellas
  6. **Civil Defence/Community Response Planning** – Lox Kellas
  7. **Te Umu Kuri (Wellers Rock)** – Paul Pope/Edna Stevenson
  8. **Macandrew Bay** – Edna Stevenson
  9. **Broad Bay/Portobello** – Stacey Kokaua
  10. **Harington Point/Otakou** – Hoani Langsbury
  11. **Rūnaka Liaison and Biodiversity** – Hoani Langsbury
  12. **Tomahawk** – Paul Pope
  13. **Social networks/communications** – Paul Pope

### RECOMMENDATIONS

That the Board:

- a) **Notes** the Board updates.

### Signatories

Authoriser:	
-------------	--

### Attachments

There are no attachments for this report.

---

## COMMUNITY PLAN 2025-2026

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:	
-------------	--

### Attachments

There are no attachments for this report.

---

## COUNCILLOR UPDATE

Department: Civic

---

### EXECUTIVE SUMMARY

- 1 Councillor Andrew Whiley will provide an update on matters of interest to the Board.

### RECOMMENDATIONS

That the Board:

- a) **Notes** the report from Cr Whiley.

### Signatories

Authoriser:	
-------------	--

### 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 boardwalk construction/Coronation Hall carpark ( see attachment)
- State of horticultural plantings along Portobello Road
- Tomahawk speed humps (installation)
- 9 Year plan – Board planning for consultation and submission period.
  - unfunded section of the Peninsula Connection, public toilets
- Macandrew Bay Public Toilets (remote opening Summer Hours 6am – 9.30pm)
- Vegetation control (Luss Road, Company Bay)

### RECOMMENDATIONS

That the Board:

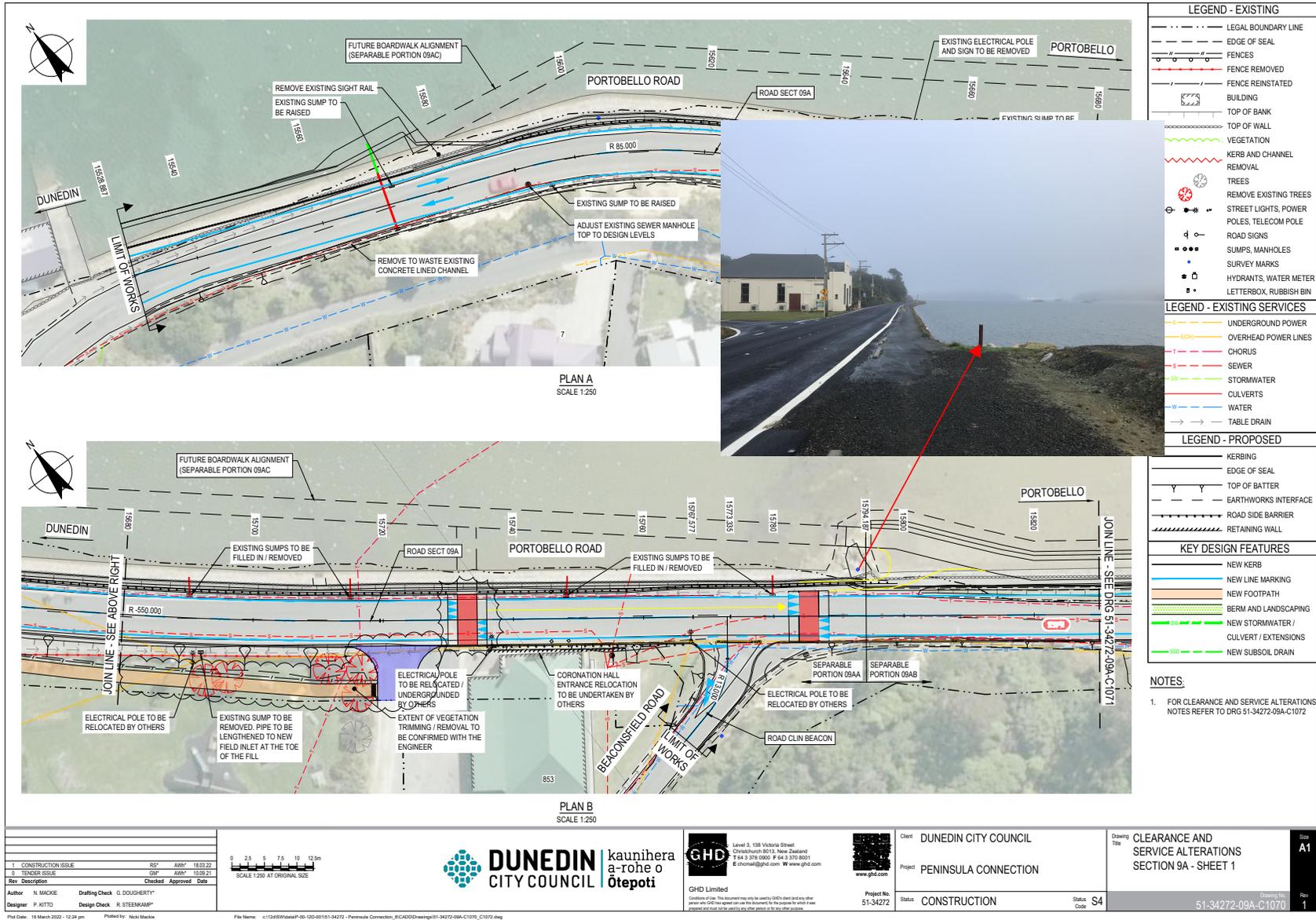
- a) **Notes** the Chairperson's report.

### Signatories

Authoriser:	
-------------	--

### Attachments

	<b>Title</b>	<b>Page</b>
<a href="#">↓A</a>	Portobello board walk design	23



Rev	Description	Checked	Approved	Date
1	CONSTRUCTION ISSUE	ISS	AMB	18.03.22
0	TENDER ISSUE	GM	AMB	10.09.21

Author: R. MACKIE  
 Drafting Check: D. DOUGHERTY  
 Designer: P. WITTO  
 Design Check: R. STEUBENKAMP





---

## ITEMS FOR CONSIDERATION BY THE CHAIR

---

Any items for consideration by the Chair?

### Attachments

There are no attachments for this report.