

**Notice of Meeting:**

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

**Date:** Thursday 28 November 2024  
**Time:** 10:00 a.m.  
**Venue:** Portobello Bowling Club, Sherwood Street, Portobello

Sandy Graham  
Chief Executive Officer

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

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**MEMBERSHIP**

<b>Chairperson</b>	Chairperson Paul Pope	
<b>Deputy Chairperson</b>	Deputy Chairperson 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	

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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.



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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**

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.

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## **DECLARATION OF INTEREST**

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### **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 - November 2024	7



Otago Peninsula Community Board Register of Interest - November 2024					
Name	Date of Entry	Responsibility (ie: Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Proposed Management Plan
Paul Pope (Chairperson)		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.
	31/10/2024	Project Manager	Te Rūnanga o Ōtākou	No conflict identified.	<b>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.</b>
	14/10/2021	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.
		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.
	24/09/2020	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.
	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.
	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.
	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.
	09/02/2024	Member	Future Development Strategy Hearing Panel	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.
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.
		Member	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.



	31/10/2024	Trustee and Deputy Chair 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.
	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		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.
	22/06/2023	Employee	Te Hou Ora Whanāu Services Ltd	No conflict identified.	<del>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.</del>
	10/10/2024	Member	External Pacific Advisory Committee for Otago Polytechnic (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.
	09/02/2024	Board Member	Pacific Trust Otago	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	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.
	08/02/2024	Board Member	Dunedin Night Shelter	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.
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.
Cr Andrew Whiley Cont.		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.
	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.
09/02/2024	Board Chair and Acting Chief Executive	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.
09/06/2022	President	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.



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**Otago Peninsula Community Board**  
**MINUTES**

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**Minutes of an ordinary meeting of the Otago Peninsula Community Board held in the Portobello Bowling Club, Sherwood Street, Portobello on Thursday 31 October 2024, commencing at 3:00pm**

**PRESENT**

<b>Chairperson</b>	Paul Pope	
<b>Deputy Chairperson</b>	Hoani Langsbury	
<b>Members</b>	Lox Kellas	Stacey Kokaua-Balfour
	Cheryl Neill	Cr Andrew Whiley

**IN ATTENDANCE**

<b>Governance Support Officer</b>	Jenny Lapham
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**1 OPENING REFLECTION**

Paul Pope opened the meeting with a reflection.

**PUBLIC FORUM**

There was no Public Forum.

**2 APOLOGIES**

Moved (Paul Pope/Lox Kellas):

That the Board:

**Accepts** apologies from Edna Stevenson and Hoani Langsbury for absence and from Cr Andrew Whiley for lateness.

**Motion carried**

**3 CONFIRMATION OF AGENDA**

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

**Confirms** the agenda with the addition of a motion on Item 6 – Project Fund to approve a donation to the Portobello Volunteer Fire Service in remembrance of Bill Allen.

**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.

Lox Kellas, Paul Pope and Stacey Kokaua-Balfour advised updates to the register.

Moved (Paul Pope/Lox Kellas):

That the Board:

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

**Motion carried**

#### **5 CONFIRMATION OF MINUTES**

##### **5.1 OTAGO PENINSULA COMMUNITY BOARD MEETING - 5 SEPTEMBER 2024**

Moved (Paul Pope/Cheryl Neill):

That the Board:

**Confirms** the minutes of the Otago Peninsula Community Board meeting held on 05 September 2024 as a correct record.

**Motion carried**

#### **PART A REPORTS**

##### **6 PROJECT FUND - FUNDING APPLICATIONS**

The report provided a breakdown of project funding allocation and funding applications received for the Board's consideration.

The balance in the Project Fund available for allocation was noted as \$5,600, with \$1,000 held in reserve for the Board's annual scholarship for the 2024-25 year.

Paul Pope sought Board approval for \$120.00 from the project fund to be provided as a donation to the Portobello Volunteer Fire Service in remembrance of the recent passing of Bill Allen, who was a founding member of the original Otago Peninsula Community Board. Bill's family had requested donations to the Portobello Volunteer Fire Service in lieu of flowers.

Moved (Paul Pope/Lox Kellas):

That the Board:

- a) **Approves** making a donation of \$120.00 to the Portobello Volunteer Fire Service in remembrance of former Community Board member Bill Allen.
- b) **Notes** the Project Fund report.

**Motion carried (OPCB/2024/042)**

## **7 TRANSPORT MATTERS**

Jeanine Benson, Manager Transport provided a verbal update on transport matters for the Board area, including:

- Peninsula Connection – clean-up work post the October 2024 rain event
- Harrington Point Road slips (Taiaroa Head)

Discussion was held on the relocation options for tourist signage at Portobello with the Board in agreement to leave the signage in its original position/location.

Moved (Paul Pope/Lox Kellas):

That the Board:

**Extend** their thanks to the 3 Waters, Transport and Governance staff and Council contractors for their work during the October 2024 flood event.

**Motion carried.**

Cr Andrew Whiley left the meeting at 3:30 pm.

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

The report provided an update to the Community Board of activities relevant to the Board area including:

Water Services Survey – information was circulated to members for their information on the upcoming survey (1 – 29 November 2024).

Cr Andrew Whiley returned to the meeting at 3:40 pm.

Moved (Paul Pope/Cheryl Neill):

That the Board:

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

**Motion carried.**

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

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

**Keep Dunedin Beautiful – Cheryl Neill**

3500 volunteers participate in the KDB Clean up week.

**Harwood (and Lower Peninsula)**

Cheryl Neill advised that the Howard Domain was being used as a base for freedom camping and residents ongoing concern with motorcycles being driven on the domain.

**Peninsula Roads**

Lox Kellas advised that road conditions were good considering the recent heavy rain event, with ongoing slips in the area. Some culverts require clearing.

**Back Bays (and Highcliff)**

Lox Kellas acknowledged the work of locals to help clear the roads.

**Macandrew Bay**

Cheryl Neill advised that feedback from Macandrew Bay school pupils on the Marion Street supported the mural being refreshed and repaired.

A suggestion was made for the Board to speak with the Peninsula Lions Club for completion of work to upgrade the existing mural.

**Te Rauone Reserve, Te Umu Kuri (Wellers Rock) – Paul Pope**

Paul Pope advised a meeting has been scheduled for mid-November with the Group Manager Parks and Recreation, himself and Mr Graeme McLean to discuss issues on the reserve.

**Social networks/communications**

Paul Pope tabled a report on data from the Board's Facebook page for the storm event of 3 to 7 October 2024 which included the number of people utilising the Board's page as a source of information during the Civil Defence emergency event.

Jeanine Benson left the meeting at 4:15 pm.

Moved (Paul Pope/Lox Kellas):

That the Board:

**Notes** the Board updates.

**Motion carried**

**10 COUNCILLOR UPDATE**

Councillor Andrew Whiley provided an update on matters of interest to the Board, including the 2023-2024 Annual Report has been approved by Council at the 30 October 2024 meeting. Council workshops also being held in preparation for the 9 Year Plan 2025-2034.

Moved (Paul Pope/Cheryl Neill):

That the Board:

**Notes** the report from Cr Whiley.

**Motion carried**

#### **11 COMMUNITY PLAN 2024-2025**

The Board reviewed the current priorities for the Community Plan and noted the #1 priorities of the Board's Community Plan provided to the 9 Year Plan planning budgets

There were no updates to the Community Plan.

#### **12 MEETING SCHEDULE FOR 2025**

A schedule of the Board's meetings for 2025 was provided for the Board's consideration for 2025.

Moved (Paul Pope/Cr Andrew Whiley):

That the Board:

**Approves** the meeting schedule for 2025.

**Motion carried (OPCB/2024/043)**

#### **13 CHAIRPERSON'S REPORT**

Paul Pope acknowledged the passing of Bill Allen, a founding member of the Otago Peninsula Community Board. He provided a verbal update on matters of interest including:

- Feedback from OPCB presentation to the Civic Committee – 17 September 2024.
- Feedback from the Community Board 9YP workshop with Council – 21 October 2024.
- Civil Defence response during October flood event.
- Tomahawk:
  - Clearing of channel
  - Management of the Weir
  - Sand mining
  - Repairs to walking track from carpark to beach (post rain event)
  - Community response group (OCDEM)
  - Speed Humps
  - Stormwater

Moved (Chairperson Paul Pope/Member Lox Kellas):

That the Board:

**Notes** the Chairperson's report.

**Motion carried**



**14 ITEMS FOR CONSIDERATION BY THE CHAIR**

There were no items for consideration by the Chair.

The meeting concluded at 4:26 pm.

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CHAIRPERSON

## PART A REPORTS

### GOVERNANCE SUPPORT OFFICER'S REPORT

Department: Civic

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#### EXECUTIVE SUMMARY

- 1 This report is to inform the Otago Peninsula Community Board of activities relevant to the Board area including:
  - a) Project Fund balance
  - b) Correspondence
  - c) Transport Update
  - d) Parks and Recreation Update (Portobello Cemetery - tree removal)
  - e) Harington Point (Te Rauone coastal erosion)
  - f) Otago Regional Council – feedback on October 2024 flood event
  - g) DCC currently consulting on
  - h) Roadworks Schedule
  - i) Dunedin City Council updates

#### RECOMMENDATIONS

That the Board:

- a) **Notes** the Governance Support Officer's Report.

#### Project Fund

- 2 The balance in the Project Fund available for allocation for the current financial year (2024-2025) is \$5,480.

#### Correspondence

**INWARDS:** Thank you letter from Portobello School for the Board's \$300 grant (31 October 2024).

#### Transport Update

- 2 A verbal updated will be provided by Jeanine Benson, Manager Transport, on the following matters:
  - Ongoing post October 2024 flood event (including at The Cove)
  - Requests to Council for speed reductions on roads.







31 October 2024

Dear Paul and the Otago Peninsula Community Board,

Thank you very much for your generous donation to Portobello School.  
Your ongoing support to our kura is greatly appreciated.  
The \$300 that you donated to us has not yet been spent or earmarked, but  
we will keep you informed of what we use the money for.

Once again, thank you for your donation.

Yours sincerely

A handwritten signature in blue ink, appearing to be "Tom Hobbs".

Tom Hobbs  
Principal

## 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 \$5,4800, as \$1,000 is 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.
	\$1,000	Board's annual scholarship (2024-25 year)	(Funds held in reserve)
Funds spent to date	\$4,520		
<b>Balance of funds available \$5,480</b>			

### Funding Applications

- 4 A funding application has been received from the Broad Bay Community Centre for \$440.00 to support the quarterly production of the community newsletter 2024-2025. See Attachments A-E.
- 5 Project completions have been received from the Broad Bay Community Centre for the funding grant made by the Board in December 2022 and March 2023 for the community newsletter and new sign for the Broad Bay Community Hall (see attachments F and G)

**RECOMMENDATIONS**

That the Board:

- a) **Approves/declines** the funding application from the Broad Bay Community Centre.
- b) **Notes** the Project Fund Report.

**Signatories**

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

**Attachments**

	<b>Title</b>	<b>Page</b>
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<a href="#">↴F</a>	Project completion form - BBCC re newsletter grant 2023	30
<a href="#">↴G</a>	Project completion form BBC re Hall sign	31

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

Name of group applying for funds: BROAD BAY COMMUNITY CENTRE INCORPORATED \_\_\_\_\_

Contact person: JANE ASHMAN

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position held: TREASURER \_\_\_\_\_

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?

NEWSLETTER, YOUTH GROUP/PA SYSTEM, REWIRING, HALL SIGN \_\_\_\_\_

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

*In last five years:*

NEWSLETTER: \$400(Feb2020) +400(Apr2021) +440(Jan2023) = \$1240

YOUTH GROUP/PA SYSTEM: \$350(Sept 2019)

REWIRING: \$2,500(May 2021)

HALL SIGN: \$600 (May 2023) \$ 4690 \_\_\_\_\_

**Short description of present project:** A community newsletter to be delivered to all households in Broad Bay (approximately 300 households, plus extras to the Portobello and Macandrew Bay dairies). The application is for the next four newsletters. These days we typically aim to do something like two newsletters per year, depending on activities at the hall and other activities locally. \_\_\_\_\_

*Please attach any additional information which may be useful in explaining the project.*

Total cost of project: \$1640 \_\_\_\_\_

Amount already raised: \$1200 \_\_\_\_\_

Amount sought from Otago Peninsula Community Board: \$440 \_\_\_\_\_

Amount sought from any other Dunedin City Council source: \$ - \_\_\_\_\_

How will the rest of the project cost be covered? Via the voluntary labour involved in producing and delivering the newsletter. \_\_\_\_\_

- You are strongly advised to provide an itemised budget on a separate sheet.
- Please also 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.

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

Approximately to be completed during 2025/26 \_\_\_\_\_

Is your project a one-off, annual or biennial event? 4 newsletters @ approximately 2 per year.

How will the project benefit your organisation/club? What are the benefits to the wider community of your project? *The newsletter benefits the BBCC by advertising what is happening at the centre for the locals (and others) to join in on, and what facilities are available. The newsletter helps to create a feeling of community for the residents, updating them with news from the other local organisations as well, including the Otago Peninsula Community Board. Plus, it includes notices from individuals looking for work, offering work etc.* \_\_\_\_\_



**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 Board area. This application form and guidelines are also available on the Dunedin City Council website ([www.dunedin.govt.nz](http://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.**

**Broad Bay Community Centre Incorporated (BBCC)**  
**November 2024, Funding application for newsletter**

**Summary of costings**

The below costings are for the next four newsletters (334 copies each time) to be delivered to approximately 300 Broad Bay households (with additional copies to the Portobello and Macandrew Bay dairies).

The actual timing and size of the newsletter may vary, depending on what news or activities need to be conveyed to the local residents. Typically, the contributions we receive for the newsletter total more than 6 pages (i.e. 3 sheets, double-sided), but we edit it down to 6 pages because feedback from locals is that if longer than that it becomes too onerous to read.

We used to use Warehouse Stationery for our printing as they used to offer us the best rate of \$120.24 per newsletter (6 sides, A4, Black & white). But they have subsequently increased their price significantly – per attached quote it is now \$300.60. Less, but still expensive, is the Uniprint quote, attached, for \$253 per newsletter.

The best quote by far for us is from john@colourcopy (Southern Film), attached, being \$100 per newsletter. However, given that John may not always be available, and lives a little out of town, it is not always possible for us to use his services. The local Broad Bay School has in those circumstances kindly helped us (charging \$120 per newsletter to date). Their photocopying machine neither collates nor staples, and so the office administrator does that part by hand for us. Given all those circumstances, this grant application for the next four newsletters is based on using John twice, and the school twice.

*The volunteer hourly rate below of \$20 is based on a little lower than the current minimum wage.*

**Total cost of project (gst inclusive):**

4 newsletters\* - 334 copies, 3 sheets, double sided, A4, black and white:

\$100 x 2 newsletters (via colourcopy – Southern Film)	\$ 200.00
\$120 x 2 newsletters (via Broad Bay School)	240.00
Plus preparation & delivery volunteer hours required (per below)	<u>1,200.00</u>
	<b>\$1,640.00</b>

**Contribution from BBCC**

Volunteers' hours:

Preparing newsletter 8 hours @ \$20 x 4 newsletters	\$640.00
Delivering newsletter 7 hours @ \$20 x 4 newsletters	<u>560.00</u>
Total BBCC contribution	<b>(1,200.00)</b>

**Funding applied for from Otago Peninsula Community Board** **\$440.00**

\* Note, our most recent newsletter was produced/delivered in August 2024 (photocopied by Broad Bay School for \$120). I did not realise our previous OPCB newsletter funding had already been used up – I should have applied for fresh funding before then (we have been somewhat consumed by working through the requirements of the new Acts per Incorporated Societies and Charities Services, hence the eyes were not as on the ball as they should have been in terms of newsletter funding). If this grant application is successful, please let us know if that August 2024 newsletter should not be accounted for in that grant.

Jane Ashman, Treasurer



161 Albany Street  
PO Box 56  
Dunedin 9054  
New Zealand  
Phone 03 479 8043



Broad Bay Community Centre

**Date:** 13/11/24  
**Quotation No:** 42960  
**Customer Code:** B  
**Phone Number:** 478 0440

Attention: Jane Ashman

Dear Jane

Thank you for the opportunity to submit the following quotation for your consideration:

**Job Title:** A4 Newsletter 80gsm (Broad Bay Community Centre) 2024

**Details:** TBC x Copies  
B/W Digital Print, 2 sides on A4 White Bond 80gsm  
Collate & Staple Left Top  
Files Supplied to Copy Centre

**Materials:** 80.0 GSM White Copy 80 A4

**Flat Size:** A4 Portrait

<b>Quantities:</b>	291	300	334
<b>Printing Price:</b>	195.00	200.00	220.00
<b>Unit Price:</b>	0.67	0.67	0.66
<b>GST:</b>	29.25	30.00	33.00
<b>Total Price:</b>	224.25	230.00	253.00

We hope that the above quotation is to your satisfaction and assure you that your order will receive our utmost attention.

Yours faithfully,

Glen Fowler  
Operations Manager

This Quote remains valid for 30 days.  
Any alterations to the specifications of this quote may incur additional costs.  
Freight charges are additional.

Save The Otago Peninsula (STOP) Inc Soc  
C/- The Secretary  
[REDACTED]  
y  
DUNEDIN  
New Zealand, 9014

Email: stopincsoc@gmail.com

14 November 2024

Attn: The Secretary  
Otago Peninsula Community Board  
C/- DCC  
P O Box 5045  
Dunedin 9054



Dear Sir/Madam

### Support for funding for Broad Bay Community Centre

Save The Otago Peninsula (STOP) Inc Soc would again like to add its support to the application by the Broad Bay Community Centre for funding to produce a local newsletter.

This newsletter is essential for STOP to disseminate news on what it is doing locally. The fact that it is delivered to all the households in Broad Bay, Turnbells Bay and Marumoana means that not only do locals hear about any achievements but also any events. In particular it has proved to be a good source of volunteers, particularly for the work being carried out in the Smiths Creek Catchment on the Hereweka Harbour Cone Block. We note that newcomers to the Bay, who are unlikely to be on any mail lists, often find out about our activities from the local newsletter.

As well, we learn about what activities other groups are involved in, and what is happening locally. This includes the local Community Board. Because the newsletter comes in the letterbox it is easy to catch up with local events, rather than having many facebook pages or blogs with which to keep up to date.

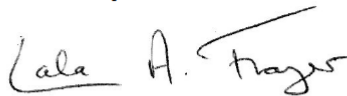
As an organisation that relies on grants, we need to publicise those benefactors, and publishing news items that acknowledges and thanks such donors in local newsletters, is an effective way of doing this. We are able to pass on the newsletters as evidence of fulfilling any media requirements of grant organisations.

Occasionally we receive a letter or message of appreciation that references reading an item in the newsletter.

A local newsletter gives a sense of community, of belonging, and participation to the people who live in the area.

Save The Otago Peninsula would therefore like to support the application for funding for its newsletter from the Broad Bay Community Centre.

Yours faithfully



Lala Frazer  
Project Co-ordinator  
[REDACTED]

Alternative Contact: Secretary, Jenny Winter, [REDACTED]

**From:** Orma Bradfield [REDACTED]  
**Sent:** Thursday, November 14, 2024 9:03 PM  
**To:** Jane Ashman [REDACTED]  
**Subject:** Re: Letter of support for BBCC newsletter application?

I really value the Broad Bay Community Newsletter. It enhances my sense of community, it informs me of what is going on, it promotes inclusion and prevents isolation.

<b>Otago Peninsula Community Board</b>	
<b>Funding Assistance Project Completion Form</b>	
<p>Please complete and return this form within three months of the project's completion. Return completed form to:</p> <p>The Governance Support Officer Otago Peninsula Community Board Dunedin City Council PO Box 5045 Dunedin 9058</p> <p>or email <a href="mailto:governance.support@dcc.govt.nz">governance.support@dcc.govt.nz</a></p>	
Name of recipient organisation	THE BROAD BAY COMMUNITY CENTRE
Contact person	JANE ASHMAN
Phone Landline 034780440	Cell 02102710950
Email	<a href="mailto:jane.ashman@otago.ac.nz">jane.ashman@otago.ac.nz</a>
Date of grant	January 2023
Project name	Broad Bay Community Centre newsletter
Project completion date	April 2024
Actual project cost (Please include detailed breakdown of expenditure)	<p><b>Newsletters printed:</b></p> <p>January 2023 (price doubled by Warehouse Stationery) \$240.48            August 2023 (printed by Broad Bay School) \$120.00            April 2024 (printed by Southern Film) <u>\$100.00</u>  <i>Subtotal</i> \$460.00            Plus preparation &amp; delivery volunteer hours required <u>\$900.00</u>  <i>Total</i> <u>\$1360.00</u></p>
Comments	<p>When we made the application for this grant, Warehouse Stationery offered us the best rate of \$120.24 for the newsletter (6 sides, A4, Black &amp; white). By the time we sent them the first newsletter in this series though, their price had exactly doubled to \$240.48 – and the others we had gained quotes from were of no help cost-wise either. The local Broad Bay School kindly helped with the next one (\$120), but their photocopying machine neither collates nor staples and so the office administrator did that part by hand for us. Luckily we were able to find Southern Film, who printed the next one for \$100. Consequently, instead of the grant covering four newsletters as anticipated, given Warehouse Stationery's doubling of their charge, it only covered 3 newsletters – we reduced how many newsletters we put out annually. We were immensely grateful for your grant.</p>
Signature	Jane Ashman

<b>Otago Peninsula Community Board</b>											
<b>Funding Assistance Project Completion Form</b>											
Please complete and return this form within three months of the project's completion. Return completed form to:											
The Governance Support Officer Otago Peninsula Community Board Dunedin City Council PO Box 5045 Dunedin 9058  or email <a href="mailto:governance.support@dcc.govt.nz">governance.support@dcc.govt.nz</a>											
Name of recipient organisation	BROAD BAY COMMUNITY CENTRE INCORPORATED										
Contact person	JANE ASHMAN (Zoe Fox is no longer on the committee)										
Phone Landline 034780440	Cell 02102710950										
Email	<a href="mailto:jane.ashman@otago.ac.nz">jane.ashman@otago.ac.nz</a>										
Date of grant	May 2023 (\$600)										
Project name	Hall sign – painted by Bruce Mahalski										
Project completion date	October 2023										
Actual project cost (Please include detailed breakdown of expenditure)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Artist (Bruce Mahalski) fee</td> <td style="text-align: right;">\$600</td> </tr> <tr> <td colspan="2">BBCC contribution:</td> </tr> <tr> <td>Use of hall to prepare/paint sign (equivalent rental fee)</td> <td style="text-align: right;">\$ 200</td> </tr> <tr> <td>Attaching sign to hall exterior wall (4 people x 2 hrs x \$23.65)</td> <td style="text-align: right;"><u>\$ 189</u></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b><u>\$ 989</u></b></td> </tr> </table>	Artist (Bruce Mahalski) fee	\$600	BBCC contribution:		Use of hall to prepare/paint sign (equivalent rental fee)	\$ 200	Attaching sign to hall exterior wall (4 people x 2 hrs x \$23.65)	<u>\$ 189</u>	<b>Total</b>	<b><u>\$ 989</u></b>
Artist (Bruce Mahalski) fee	\$600										
BBCC contribution:											
Use of hall to prepare/paint sign (equivalent rental fee)	\$ 200										
Attaching sign to hall exterior wall (4 people x 2 hrs x \$23.65)	<u>\$ 189</u>										
<b>Total</b>	<b><u>\$ 989</u></b>										
Comments	A photo of the sign can be seen on our website <a href="https://broadbay.co.nz/">https://broadbay.co.nz/</a> , favourable comments being received from locals as they enjoy the new look of our hall.										
Signature	Jane Ashman (Treasurer)										

## COMMUNITY PLAN 2024-2025

Department: Civic

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### 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:
  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:	Clare Sullivan - Manager Governance
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### Attachments

There are no attachments for this report.

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## **COUNCILLOR UPDATE**

Department: Civic

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### **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:	Clare Sullivan - Manager Governance
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### **Attachments**

There are no attachments for this report.

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## **CHAIRPERSON'S REPORT**

Department: Civic

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### **EXECUTIVE SUMMARY**

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

- Site meeting with staff – Te Rauone reserve and Te Umu Kuri (Wellers Rock)
- Public rubbish bin collection – Peninsula
- Rubbish bins (Tomahawk carpark)

### **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.

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## **ITEMS FOR CONSIDERATION BY THE CHAIR**

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Any items for consideration by the Chair?

### **Attachments**

There are no attachments for this report.