

Notice of Meeting:

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

Date: Thursday 7 August 2025
Time: 10:00 am
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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www.dunedin.govt.nz

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

ITEM	TABLE OF CONTENTS	PAGE
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	11
5.1	Otago Peninsula Community Board meeting - 22 May 2025	11
5.2	Otago Peninsula Community Board meeting - 16 June 2025	18
PART A REPORTS (Otago Peninsula Community Board has power to decide these matters)		
6	Otago Regional Council - Update Tomahawk Lagoon	22
7	Project Fund - Funding Applications	27
8	Governance Support Officer's Report	46
9	Community Plan 2025-2026	58
10	Naming of One Private Way off Portobello Road	59
11	Councillor Update	73
12	Chairperson's Report	74
13	Items for Consideration by the Chair	76

1 PUBLIC FORUM

1.1 Public Forum

Barbara Wilkins wishes to speak on behalf of the Anna and John Caselberg Charitable Trust funding application.

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	OPCB Register of Interests - August 2025	7

Otago Peninsula Community Board Register of Interest - August 2025					
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.
		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.
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.	identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
Hoani Langsbury (Deputy Chairperson) (cont)	24/09/2020	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.
	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.
	03/04/2025	Independent Commissioner	DCC Reserve Management Plans	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	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.

	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.
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.
	18/06/2025	Committee Member	Portobello Coronation Hall Spociety Inc	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	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Director/Shareholder	Estate of Grace Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Trustee	Japek (Family Trust) - Property Ownership - Dunedin	Duties to Trust may conflict with duties of Council Office.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Otago Golf Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		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)		Board Chair	Volunteer South	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	New Zealand PGA (Professional Golf	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	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	Hereweka Harbour Cone Trust (Council Appointment)	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.
		Member	Dunedin Shanghai Association (Sister City Society) (Council	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Grow Dunedin Partnership (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)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Ice Sports Dunedin Incorporated (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		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.
		Board Member	Dunedin Christmas Charitable Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

CONFIRMATION OF MINUTES

OTAGO PENINSULA COMMUNITY BOARD MEETING - 22 MAY 2025

RECOMMENDATIONS

That the Board:

- a) **Confirms** the minutes of the Otago Peninsula Community Board meeting held on 22 May 2025 as a correct record.

Attachments

	Title	Page
A↓	Minutes of Otago Peninsula Community Board meeting held on 22 May 2025	12

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 22 May 2025, commencing at 10:00 am.

PRESENT

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

IN ATTENDANCE Senior Officer - Jeanine Benson (Group Manager Transport)

Governance Support Officer Rebecca Murray

Paul Pope opened the meeting with a reflection.

1 PUBLIC FORUM

1.1 Save the Otago Peninsula (STOP) Inc Society

Duncan Ross spoke on behalf of the Save the Otago Peninsula (STOP) Inc Society funding application. He provided an overview of the biodiversity work undertaken by the group (and also by the SWAT group) in the peninsula area, and tabled photos of the areas in the peninsula requiring work, and of the poor condition of the current equipment requiring replacement to allow volunteers to undertake the pest plant removal work.

Mr Ross responded to questions.

2 APOLOGIES

Moved (Paul Pope/ Lox Kellas):

That the Board:

Accepts the apology from Deputy Chairperson Hoani Langsbury.

Motion carried

3 CONFIRMATION OF AGENDA

Moved (Paul Pope/Cr Andrew Whiley):

That the Board:

Confirms the agenda with the following additions under the Chairperson's report:

- Removal of rural skip day
- Demolition of wool shed
- Vegetation control at Portobello
- Transport

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.

There were no updates provided.

Moved (Paul Pope/Edna Stevenson):

That the Board:

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

Motion carried.

5 CONFIRMATION OF MINUTES

5.1 OTAGO PENINSULA COMMUNITY BOARD MEETING - 3 APRIL 2025

Moved (Paul Pope/ Lox Kellas):

That the Board:

Confirms the minutes of the Otago Peninsula Community Board meeting held on 03 April 2025 as a correct record.

Motion carried (OPCB/2025/008)

PART A REPORTS

6 GOVERNANCE SUPPORT OFFICER'S REPORT

The Civic report provided an update of activities relevant to the Board area.

Moved (Paul Pope/Cheryl Neill):

That the Board:

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

Motion carried (OPCB/2025/009)

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

- b) **Ratifies** the Board's submission to the DCC 9 year plan 2025-2034 and DCC Local Water Done Well retrospectively.

Motion carried (OPCB/2025/010)

Moved (Paul Pope/Lox Kellas):

That the Board:

- c) **Ratifies** the Board's submission to the ORC Regional Public Transport Plan retrospectively.

Motion carried (OPCB/2025/011)

7 PROJECT FUND - FUNDING APPLICATIONS

The Civic report provided a breakdown of project funding allocation to date for the 2024/25 financial year and two funding applications received for the Board's consideration. The balance of the project fund available for allocation was confirmed as \$3,400.

A funding application from the Save the Otago Peninsula (STOP) Inc Society sought funding of \$1,705.30 to support the purchase of equipment to better support pest plant removal by STOP on the peninsula.

A funding application from the Otago Peninsula Museum and Historical Society sought funding of \$261.88 for the purchase of a recording and typist transcription kit for use in interviewing Peninsula residents who have lived in the area all their lives, to record their stories.

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

- a) **Approves** the funding application from Save the Otago Peninsula (STOP) Inc Society of \$1,705.30 towards the purchase of equipment to assist in pest plant removal on the peninsula.

Motion carried (OPCB/2025/012) with Lox Kellas recording vote against the motion

Moved (Paul Pope/Cr Andrew Whiley):

That the Board:

- b) **Approves** the funding application from Otago Peninsula Museum and Historical Society for funding of \$261.88 to support the purchase of a recording and typist

transcription kit for recording interviews of Peninsula residents who have lived in the area all their lives.

- c) **Notes** the Project Fund Report.

Motion carried (OPCB/2025/013)

8 PROJECT FUND - YOUTH SCHOLARSHIP 2024/25

The report provided information on the Youth Scholarship Fund for the current financial year 2024/25.

Discussion was held on the extension of the application deadline to 31 May 2025 and for an additional Board meeting to be held in June to consider applications before the end of the 2024/25 financial year.

Moved (Paul Pope/Cr Andrew Whiley):

That the Board:

Approves an additional Board meeting to be held on Monday 16 June 2025 in the DCC Council Chamber, Level 2, Dunedin Public Art Gallery, the Octagon, to consider any Youth Scholarship Applications 2024/25 received as at 31 May 2025.

Motion carried (OPCB/2025/014)

9 COMMUNITY PLAN 2025-2026

No discussion was held.

10 BOARD UPDATES AND REPORT BACKS

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

Keep Dunedin Beautiful – Cheryl Neill advised a KDB Clean up week to be held in September and a date is being sought for the Annual KDB Awards.

Back Bays (and Highcliff) – Lox Kellas advised that the current placement of signage on Allans Beach Road and Hoopers Inlet for sea lions needed improvement and roadside vegetation needing clearing.

Moved (Paul Pope/ Lox Kellas):

That the Board:

Notes the Board updates.

Motion carried.

11 COUNCILLOR UPDATE

Councillor Andrew Whiley spoke about the submissions received for the 9 Year Plan 2025-2024 relevant to the Otago Peninsula area, including: completion of the Ōtākou to Harrington Point section of the peninsula connection, destination management and wildlife and biodiversity.

Cr Whiley advised that Council would be deliberating on the submission made to the 9 Year Plan, the week commencing 26 May which would include the submission received on the old Tomahawk School site.

Moved (Paul Pope/ Edna Stevenson):

That the Board:

Notes the report from Cr Whiley.

Motion carried.

12 CHAIRPERSON'S REPORT

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

- Feedback from the DCC 9 year plan 2025-2034 and ORC Regional Public Transport Plan hearings
- Otago Harbour Reserves Management Plan
- Capital upgrade of the water supply to Macandrew Bay
- Changes in Dog Control Bylaw
- Portobello Cemetery (removal of vegetation on the eastern side of the cemetery by Parks and Recreation)
- Portobello Domain (possible community planting project)
- Dog poo bags (for distribution to the community)
- Queens High School Rezoning
- Removal of rural skip day
- Demolition of Sandymount Track woolshed
- Vegetation control at Portobello
- Transport – road works at Irvine Road

Following discussion it was agreed for Paul Pope to write on behalf of the Board to the Ministry of Education re the impact of the rezoning of Queens High School on the peninsula communities.

Moved (Chairperson Paul Pope/Cr Andrew Whiley):

That the Board:

- a) **Agrees** for Paul Pope as Chairperson to write to the Ministry of Education around the impact of the zoning change for Queens High School to the peninsula communities.

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

Motion carried.

13 ITEMS FOR CONSIDERATION BY THE CHAIR

There were no items of consideration by the Chair.

The meeting concluded at 11:47 am.

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CHAIRPERSON


OTAGO PENINSULA COMMUNITY BOARD MEETING - 16 JUNE 2025

RECOMMENDATIONS

That the Board:

- a) **Confirms** the minutes of the Otago Peninsula Community Board meeting held on 16 June 2025 as a correct record.

Attachments

	Title	Page
A 	Minutes of Otago Peninsula Community Board meeting held on 16 June 2025	19

Otago Peninsula Community Board

MINUTES

Minutes of an ordinary meeting of the Otago Peninsula Community Board held in the Toitū Auditorium, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin on Monday 16 June 2025, commencing at 10:05 a.m.

PRESENT

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

IN ATTENDANCE Senior Officer - Jeanine Benson (Group Manager Transport)

Governance Support Officer Lauren Riddle

1 WELCOME

Paul Pope welcomed attendees and the youth scholarship applicants Esmé, Liesel and Reid.

2 APOLOGIES

Moved (Paul Pope/Edna Stevenson):

That the Board:

Accepts the apologies for absence from Cheryl Neill and Lox Kellas, and apologies for lateness from Hoani Langsbury and Stacey Kokaua-Balfour.

Motion carried.

3 CONFIRMATION OF AGENDA

Paul Pope confirmed the meeting was to hear presentations from the youth scholarship applicants and that each applicant would have five minutes to present to the Board with five minutes for questions from the Board.

Moved (Paul Pope/ Edna Stevenson):

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.

There were no updates provided.

Moved (Paul Pope/ Edna Stevenson):

That the Board:

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

Motion carried

PART A REPORTS

5 PROJECT FUND - YOUTH SCHOLARSHIP 2024/25

The balance in the Project Fund available for allocation for the current financial year (2024/2025) was confirmed as \$2,252.82, noting that \$1,000 was held in reserve for the Board's annual Youth Scholarship.

The three applicants spoke in person to their applications to the Board, as follows:

Esmé Blaker

Ms Blaker spoke of her passion for ITF Taekwon-do and the life skills and learnings she had experienced through her commitment to the sport and her achievement in selection for the New Zealand team attending the ITF World Championships, later in the year. She advised the scholarship would greatly assist in her attending the championship in Croatia.

Stacey Kokaua-Balfour arrived at the meeting at 10:15 am.

Liesel Tolson

Ms Tolson spoke of her family background and of her drive and commitment to her academic studies, sports, leadership and service to both her school and local communities. She advised that the scholarship would greatly assist her ability to attend University to further her studies.

Reid Penwarden

Mr Penwarden spoke of the impact of his upbringing on the peninsula which had shaped his personal values and ambitions. He spoke of his academic achievements to date and his future academic and career goals being rooted in combining innovation, conservation and community leadership to assist in the protection of the environment. He advised that the scholarship would be a vote of confidence in his future aspirations.

Hoani Langsbury arrived at the meeting at 10:34 am.

The applicants left the meeting at 10:40am.

Following discussion the Board agreed to establish two Youth Scholarships, an Ambassador Award and an Academic Excellence Award.

Moved (Cr Andrew Whiley/Deputy Chairperson Hoani Langsbury):

That the Board:

- a) **Grants** the 2024-2025 Otago Peninsula Community Board Youth Scholarship Ambassador Award to Esmé Blaker, of \$1,000 payable to the nominated account of AH and Lisbeth L Blaker.
- b) **Grants** the 2024-2025 Otago Peninsula Community Board Youth Scholarship Academic Excellence Award to Liesel Tolson of \$1,000.
- c) **Agrees** for the annual Otago Peninsula Community Board Youth Scholarship to be \$2,000 from the 2025/26 year onwards, being \$1,000 each for the Academic Excellence award and \$1,000 for the Ambassador Award.

Motion carried (OPCB/2025/015)

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

That the Board:

Grant the balance of the Board's project funds for the 2024-2025 financial year, being \$252.82 to the Portobello Volunteer Fire Brigade, to support its ongoing work for the community.

Motion carried (OPCB/2025/016)

The meeting concluded at 11:00 am.

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CHAIRPERSON


PART A REPORTS

OTAGO REGIONAL COUNCIL - UPDATE TOMAHAWK LAGOON

Mr Brett Paterson, Manager Engineering, and Mr Josh von Pein, Rivers Flood Recovery Programme Support from Otago Regional Council will be in attendance to provide a further update to the Board to that provided at the 3 April meeting on the modelling work for the Tomahawk Lagoon including the existing weirs and culverts.

Messrs Paterson and von Pein will also outline the Department of Conservation authorisation of the Otago Regional Council in regard to works at Tomahawk Lagoon. (see Attachment A).

Attachments

	Title	Page
A	Dept of Conservation letter of authorisation to ORC	23

Megan Rowland

70 Stafford Street,
Central Dunedin,
Dunedin 9016

megan.rowland@orc.govt.nz

1/7/2025

Coastal Otago District Office
265 Princes Street
Dunedin Central
doc.govt.nz

DOC-10349642

Tēnā koe,

Authorisation for Tomahawk Lagoon, and associated public conservation land, water level management

This letter is authorisation for Otago Regional Council (ORC) and/or contractors working under their authorisation to undertake works required to manage water levels of Tomahawk Lagoon and associated public conservation land listed below and in Schedule 1.

- Tomahawk Lagoon Wildlife Management Reserve
- Conservation Area – Tomahawk Lagoon
- Tomahawk Lagoon Marginal Strip

This authorisation is valid from 1 July 2025 – 30 June 2030.

The Department of Conservation (DOC) is to be notified 20 working days in advance of any planned works. In the case of emergency work, no notification prior is required, however, notification of work undertaken must be given within 48 hours of it taking place. Notifications are to be sent to: dunedinoffice@doc.govt.nz

Any work undertaken by ORC under this authorisation is to be in accordance with the Health and Safety at Work Act 2015. DOC will notify ORC of any known hazards at the site.

The ORC and any contractors working under their authorisation are to follow the accidental discovery protocols outlined Schedule 2.

Given that the location is coastal there is a chance of encountering marine mammals at any time of the year and breeding activity may be encountered between December and March. Marine mammal protection regulations are to be upheld which includes staying a minimum of 20m from any marine mammals and not operating any vehicle within 50m of them. For more details see the Dunedin Wildlife Care Code. If assistance with marine mammals is required, please call 0800 DOC HOT (0800 362 468).

Nāku noa, nā



Gabe Davies

Operations Manager, Coastal Otago



**Te Kāwanatanga
o Aotearoa**
New Zealand Government

SCHEDULE 1



Tomahawk Lagoon Wildlife Management Reserve



Conservation Area – Tomahawk Lagoon





Tomahawk Lagoon Marginal Strip.



SCHEDULE 2

Accidental Discovery Protocol (ADP) for Cultural Heritage on Public Conservation Land & Water

The Department of Conservation is responsible for all cultural heritage discoveries on public conservation land and water. It is also responsible for contacting the appropriate parties for any discovery.

ORC and contractors working under their authorisation must take all reasonable care to avoid any cultural heritage values on the Land and/or in the Water which includes (but is not limited to) archaeological sites, historic heritage sites, koiwi/burials, artefacts/taonga and protected New Zealand objects. For Māori cultural heritage values sites, evidence of a site may be in the form of shells, bone, charcoal, hangi stones exposed during earthworks or seen eroding out of a shoreline or riverbank, for example. Other features may include pits or low stone formations. Artefacts/taonga may be in the form of toki/adzes, fishhooks, flake tools, wooden/textile objects. Later sites of Pakeha or Chinese origin may be indicated by the presence of broken glass, crockery, clay pipes, slate, metal, match boxes, cutlery etc. and structural features built of rock, brick, concrete, and metal as well as features such as gold tailings, sluice faces, water races, dams, reservoirs. Burials/koiwi may be found from any period and from any ethnic group.

In the event that a suspected site, place, object or koiwi/burial of cultural origin is found during any work on the Land and/or in the Water, work must cease immediately, and advice must be sought from the Coastal Otago Office of the Department of Conservation. The discovery must be GPS'd and photographed in-situ showing close views of the cultural heritage find and showing surrounding views of the area for context. This recording is important to inform on management of the find. ORC and contractors working under their authorisation must not recommence work until permitted to do so by the Department of Conservation.

Please contact Coastal Otago Office of the Department of Conservation at dunedinoffice@doc.govt.nz



**Te Kāwanatanga
o Aotearoa**
New Zealand Government

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 Project Fund for the current financial year (2025/2026) is \$10,000 with \$2,000 of this amount held in reserve for the Board's annual Youth Scholarship for Academic Excellence and Youth Scholarship Ambassador Awards (of \$1,000 each).
- 3 The following grants were allocated by the Board in the 2024/2025 financial year.

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
3 April 2025	\$1000	Portobello School	Board grant towards the replacement of cover for the school/community pool.
16 June 2025	\$1,000	Board's annual youth scholarship (2024-25 year)	Youth Scholarship – Academic Excellence Award to Liesel Tolson
16 June 2025	\$1,000	Board's annual youth scholarship (2024-25 year)	Youth Scholarship – Ambassador Award to Esme Blaker
16 June 2025	\$252.82	Portobello Volunteer Fire Service	Grant for ongoing work for the community.

Funding Applications

- 4 A funding application has been received from The Caselberg Trust seeking \$2,000 to support the completion of a retaining wall. See Attachments A and B.

Funding criteria consideration

- 5 An enquiry has been received from the Broad Bay Co-Op seeking feedback from the Board on consideration of funding to purchase a new shed for storage of produce for the co-op, see attachment C.

Youth Scholarships 2025-2026

- 6 At the 16 June 2025 meeting of the Board it was agreed to grant two annual youth scholarships for Academic Excellence and Youth Ambassador, being \$1,000 per award.
- 7 The Board is requested to endorse this decision to have two annual Youth Scholarship Awards.

RECOMMENDATIONS

That the Board:

- a) **Considers** the funding application from The Caselberg Charitable Trust of \$2,000 towards completion of a retaining wall.
- b) Provides feedback to the Broad Bay Co-op on funding criteria.
- c) **Endorses** the Youth Scholarship awarding annually \$1,000 for Academic Excellence Award and \$1,000 for a Youth Ambassador Award.
- d) **Notes** the Project Fund Report.

Signatories

Author:	Lauren Riddle - Governance Support Officer
Authoriser:	Jackie Harrison - Manager Governance

Attachments

	Title	Page
↕A	Caselberg Trust application and supporting documents	29
↕B	Caselberg Trust - quote for works	38
↕C	Broad Bay Co-op information	39

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

Name of group applying for funds: THE ANITA & JOHN CASELBERG CHARITABLE TRUST

Contact person: BARBARA WILKINS

Address: [REDACTED]

Phone Number: [REDACTED] Email: [REDACTED]

Position held: COMMITTEE MEMBER

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? DOUBLE GLAZING & REPAIR OF WINDOWS

How much assistance has your group received previously from the Otago Peninsula Community Board? \$ 4,500.00

Short description of present project: LANDSCAPE MANAGEMENT AT THE CASELBERG ARTISTS IN RESIDENCE TO CONTAIN A SLIP THROUGH CONSTRUCTION OF A RETAINING WALL.

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

Total cost of project: \$ 5,000.00 (5,750.00 incl GST)

Amount already raised: \$ 3,750.00

Amount sought from Otago Peninsula Community Board: \$ 2,000.00

Amount sought from any other Dunedin City Council source: \$ NO

How will the rest of the project cost be covered? CASELBERG TRUST FUNDS

HOWEVER ANY CONTRIBUTION WOULD ENABLE THESE FUNDS TO BE

- You are strongly advised to provide an itemised budget on a separate sheet. USED FOR THE TRUST'S WORK IN SUPPORTING ART & CULTURE
- 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?] ASAP TO PREVENT FURTHER DAMAGE TO LAND.

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? UNFORTUNATELY, MAINTENANCE TO FUTURE PROOF

THE ARTISTS IN RESIDENCE PROGRAM IS REQUIRED TO ENSURE THE CONTINUING SUCCESS OF THE WORK OF THE TRUST.

NOTES: Applicants should refer to the 'Discretionary Funding Guidelines' contained in the Board's Community Plan WHICH for guidance on the Board's priorities. Although applications will be considered on their merits, regard will also be BENEFITS had to ensuring a fair allocation over all the Board area. This application form and guidelines are also available on THE WHOLE the Dunedin City Council website (www.dunedin.govt.nz). COMMUNITY.

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.



CERTIFICATE OF INCORPORATION

ANNA AND JOHN CASELBERG CHARITABLE TRUST
1799983

ANNA AND JOHN CASELBERG CHARITABLE TRUST is incorporated under the Charitable Trusts Act 1957 this 5th day of April 2006.

A handwritten signature in cursive script that reads 'Neville Harris'.

Neville Harris
Registrar of Incorporated Societies





PO Box 71 Portobello Dunedin 9048
Email caselbergtrust@ihug.co.nz
Website www.caselbergtrust.org

27 June 2025

Mr Paul Pope

The Board Chair

Otago Peninsula Community Board

C/- Dunedin City Council

P. O. Box 5045 Moray Place

Dunedin 9058

Attn: Paul Pope

Dear Paul and Board Members

Re: The Anna and John Caselberg Trust – Application for funding to assist in completing landscaping restoration and upgrade – by construction of a retaining wall to prevent land slippage from the Trust's garden.

The Project:

I am writing on behalf of the Caselberg Trust to ask if the Otago Peninsula Community Board would consider allocating some discretionary funding for the above. The Trust gratefully acknowledges the generous support the Board has provided in the past and in particular the contribution of \$1,000.00 made last September towards the repair and double glazing of windows in the Artists in Residence House. This has made a huge difference to the warmth and comfort of the residence and is a much appreciated improvement.

The Trust has committed \$3,750.00 of its own funds towards this project, which will cover stage 1 plus the GST component as the Trust is not registered for GST, however there is still a shortfall of \$2,000.00 and any assistance from the Community Board to prevent the Trust having to use more of its funds targeted to support the Trust's residency Programme would be very much appreciated. This project is absolutely necessary to restore and prevent further damage to the property.

Background:

The Caselberg Trust was formed in 2006 to purchase the former home of Anna and John Caselberg, an artist and poet respectively, at Broad Bay Dunedin with the purpose of turning it into a residence for artists and writers. The house was renovated through the generous support of volunteers who donated labour and materials and through numerous grants

Patron : Dame Gillian Karawe Whitehead DNZM



PO Box 71 Portobello Dunedin 9048

Email caselbergtrust@ihug.co.nz

Website www.caselbergtrust.org

Anna was a major artist and the daughter of Sir Toss Will Woollaston, one of New Zealand's best known painters. John was a writer, poet and collaborator and friend of Colin McCahon.

Since its beginnings the Trust has provided creative opportunities for numerous artists of various genres (see brochure) to produce new works in an environment of proud literary and artistic historical significance – the cottage having had association with many well-known NZ writers and artists including Charles Brasch, Janet Frame, Frank Sargeson, CK Stead, Ruth Dallas and many others.

The Trust is operated by an enthusiastic group of Trustees and volunteers and enjoys the strong support of the local and wider community.

Major cornerstone sponsors of the Trust are The University of Otago and the Otago Polytechnic and ongoing efforts are being made to procure further sponsorship.

Trust Activities:

As well as providing artists residencies the Trust also organises exhibitions, concerts, collaborations with local Broad Bay school and an international poetry competition. The Trust also holds workshops for the local and wider community including printmaking and poetry.

Please see details in the attached Caselberg Trust Overview document. A Brochure explaining more of the background and work of the Trust which has been prepared by one of our generous and talented committee members.

The Financials:

The Trust's latest financial statements are enclosed.

A written financial report is prepared for each Trust meeting detailing income and expenditure on a monthly basis. Budgets are prepared annually and fundraising goals and the Trust's arts related events projected for the coming year.

The Provider:

The work is to be completed by Darryl Brewer of Brewer Timber who is familiar with this property issue and who has generously provided a very reasonable quote due to his long association with working for the Trust in several building and landscaping projects previously. We trust therefore that his quote only is acceptable. He has also done a previous retaining wall which will abut the Trust's retaining wall so his work is proven and will ensure a seamless quality project completed. If this is a problem please advise.

You will appreciate that there are not many opportunities to apply for funds even though this work is really essential and will reduce ongoing maintenance costs and reduce the need to use the Trust's hard earned funds.

Patron : Dame Gillian Karawe Whitehead DNZM



PO Box 71 Portobello Dunedin 9048
Email caselbergtrust@ihug.co.nz
Website www.caselbergtrust.org

We appreciate that the Peninsula Board has a limited amount of funds allocated for distribution however If the Board felt able to make a significant grant of \$2,000.00 it would be very much appreciated and would assist our Trust in continuing its support for Art, artists of all genres and culture on the Peninsula and wider communities.

If there is any further information you require please feel free to contact me or any of our Trustees.

Thank you for your consideration of this application and we look forward to hearing from you in due course.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Barbara Wilkins", with a long, flowing underline.

Barbara Wilkins

(Committee member Caselberg Trust)

(Ph 021 390 802)

Patron : Dame Gillian Karawe Whitehead DNZM

**ANNA & JOHN CASELBERG CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. STATEMENT OF ACCOUNTING POLICIES

The Financial statements presented here are for the entity ANNA & JOHN CASELBERG CHARITABLE TRUST, a charitable trust incorporated in New Zealand under the Charitable Trusts Act. 1957.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used.

- (a) **Changes in Accounting Policies**
There have been no changes in accounting policies.
- (b) **Fixed Assets & Depreciation**
All fixed assets are initially recorded at cost with depreciation being deducted on all tangible fixed assets, in accordance with rates set out in the Income Tax Act 2007.
- (c) **Goods & Services Tax**
These financial statements have been prepared inclusive of GST as ANNA & JOHN CASELBERG CHARITABLE TRUST is not registered for GST.
- (d) **Income Tax**
No provision for Income Tax has been made as there is no current nor deferred tax payable. The Trust qualifies as a Charitable Trust and is not subject to Income Tax.

2. COMMITMENTS & CONTINGENT LIABILITIES

- (a) At balance date there were no contingent liabilities.

3. OPERATING REVENUE

	2024	2023
	\$	\$
Donations & Bequests	30,870	18,682
Revenue from Projects	1,200	0
Revenue from Self Funded Residency	1,060	861
Sundry Income (Art Sale & Poetry Sale)	2,925	1,392
Interest	<u>4,685</u>	<u>1,477</u>
Total Operating Revenue	40,739	22,413



**ANNA & JOHN CASELBERG CHARITABLE TRUST
FIXED ASSET SCHEDULE
FOR THE YEAR ENDED 31 MARCH 2024**

	<u>Original Cost</u>	<u>Accumulated Depreciation</u>	<u>Book Value 01/04/2023</u>	<u>Additions</u>	<u>Loss</u>	<u>Mths</u>	<u>Depreciation Rate</u>	<u>Amount</u>	<u>Accumulated Depreciation</u>	<u>Book Value 31/3/2024</u>
Land	103,978	-	103,978	-	-	12	0%	-	-	103,978
Buildings	105,124	13,863	91,261	-	-	12	0%	-	13,863	91,261
White Ware	2,651	2,617	18	-	-	12	30%	5	2,622	13
Furnishings	8,188	8,135	25	-	-	12	33%	8	8,143	17
Garden Landscaping	3,651	-	3,651	-	-	12	0%	-	-	3,651
Alterations	73,265	-	73,265	-	-	12	0%	-	-	73,265
Alterations Not in Contract	5,692	-	5,692	-	-	12	0%	-	-	5,692
Studio Bench Tops	4,928	1,923	2,643	-	-	12	10%	264	2,187	2,379
Etching Press	4,658	1,713	2,590	-	-	12	10%	259	1,972	2,331
Website	2,484	1,449	207	-	-	12	50%	104	1,553	104
Fence	7,742	1,965	5,080	-	-	12	10%	508	2,473	4,572
Heatpump	3,828	1,416	2,412	-	-	12	30%	724	2,140	1,688
Curtains	10,000	328	671	-	-	12	25%	168	496	503
McKenzie & Willis	1,860	494	1,366	-	-	12	25%	342	836	1,025
	338,048	33,905	292,859	-	-	12	25%	2,381	36,284	290,478

**ANNA & JOHN CASELBERG CHARITABLE TRUST
STATEMENT OF FINANCIAL POSITION
AT 31 MARCH 2024**

	2024	2023
<u>Assets</u>		
<u>Current Assets</u>		
ANZ - Premium Call A/C	44,741	30,522
ANZ Cheque Account	2,434	8,062
Term Deposit 1001	78,965	75,000
<u>Total of Current Assets</u>	<u>126,140</u>	<u>113,584</u>
<u>Fixed Assets</u>		
as per schedule	290,478	292,858
<u>Total Assets</u>	<u>416,618</u>	<u>406,442</u>
<u>Less Liabilities</u>		
<u>Current Liabilities</u>		
<u>Total Liabilities</u>	<u>-</u>	<u>-</u>
<u>Excess of Assets Over Liabilities</u>	<u>416,618</u>	<u>406,442</u>
<u>Represented by:</u>		
<u>Trust Fund</u>		
Balance at 1 April 2023	406,442	410,376
Excess Income Over Expenditure	10,176	- 2,382
<u>Balance at 31 March 2024</u>	<u>416,618</u>	<u>406,442</u>

The accompanying notes form part of these Financial Statements and should be read in conjunction with the reports contained herein.

For and on behalf of the Trustees:

Trustee _____

Trustee _____

Date _____

ANNA & JOHN CASELBERG CHARITABLE TRUST
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023
<u>Income</u>		
Donations & Bequests (see note A)	30,870	18,682
Revenue From Projects	1,200	-
Revenue from Self Funded Residency	1,060	861
Sundry Income (Art Work, Poetry Sale & Poetry Competition)	2,925	1,392
Interest on Term Deposit	3,965	1,285
Interest on Savings	720	192
<u>Total Income</u>	40,739	22,413
Less Project Direct Costs	18,405	10,809
<u>Gross Revenue</u>	22,334	11,603
<u>Less Expenses</u>		
General Expenses	1,146	1,400
Insurance	2,251	1,895
Interest & Bank Fees	165	63
Heating & Power	916	996
Rates	1,793	3,402
Repairs & Maintenance	3,014	4,001
Telephone, Internet, Website	492	693
	9,777	12,451
Depreciation	2,381	3,086
<u>Total Expenses</u>	12,158	15,536
<u>Excess of Income over Expenditure</u> (see note B)	10,176	(3,933)

Note A

Donations	2,950
Bequests	27,920
	30,870

Note B

The profit of \$10,176 has been reinvested into this Trust.

Brewer Timber Ltd

QUALITY FARM SHEDS

HORSE STABLES, CATTLE & SHEEP YARDS

RETAINING WALLS TIMBER FENCES

Darryl Brewer Phone 03 467 9911

Mobile 021 213 1934

Castleberg Trust Broad Bay
Dunedin.

23th June 2025

Supply and construct 6 meter retaining wall 1
mater high. Wall materials 125 x 125 posts, 20
MPA concrete, H 4 retaining wall timber, 100 mm
drain flow and clean gravel behind wall

Stage 1 construct wall	\$ 3000 00
Stage 2 fit drainage and gravel	\$ 2000 00

Sub total	\$ 5000 00
GST	\$ 750 00
Total	\$ 5750 00

Thank you for the opportunity to quote if you need
more information please phone me on
0212131934 Regards Darryl Brewer

From: [Jane Ashman](#)
To: [Lauren Riddle](#)
Subject: Broad Bay Co-op
Date: Thursday, 24 July 2025 08:37:59 p.m.
Attachments: [20250410_115901.jpg](#)
[20250410_115714.jpg](#)
[Broad Bay Co-op General History as at 2023.pdf](#)

Hi Lauren, details of the attached are in email from Lala Frazer below.

At present the co-op has 25 households as members, and even though we don't have the planned social activities that it used to have (per Lala's attached history), it is still very much a social experience. That is, whenever I pop in to buy some fruit/vegetables/eggs there, more often than not I bump into another member doing the same thing. It is a very easy way to meet folk you mightn't otherwise come in contact with - from a diverse range of ages, backgrounds etc.

At this stage we aren't asking for OPCB funding, but are just trying to see potential ways forward, given that the current property that the co-op uses is up for sale. As per Lala's comment below, it seems the current shed we use on the property could not really be considered buyable/movable by the co-op.

We did consider asking about the park at Frances Street in Broad Bay, but it would have access problems once the road there will be in use for the subdivision next to the park. Access in terms of the vegetables bought from the Farmers Market in town being dropped off there on Saturdays (easy, close access to download the produce needed), and then access by members who have 24/7 access to the co-op.

The Broad Bay Community Centre was also considered, but that's not feasible either, for the same reasons as the park.

We have not yet asked the school if they would have any potential space for the co-op, which brings me to our main question at this stage. Would the co-op having a shed at the school, or on a private property (e.g. on my farm, near the carpark at the far end of Bacon Street, or any other private property) potentially be eligible for any funding from the OPCB? I mean towards the purchasing of a shed, or building a shed (either way, we think it would need to be a movable shed). We are not asking for a commitment for funding, but just whether any of those thoughts of ours so far would exclude us from any potential OPCB funding consideration in the future.

Your thoughts would be much appreciated. When the current property is sold, it may be that we have to call an end to the co-op, but at this stage we at least want to gauge what options we might have.

Ngā mihi

Jane
[REDACTED]

From: Lala Frazer [REDACTED]
Sent: Monday, July 7, 2025 3:51 PM
To: Jane Ashman <jane.ashman@otago.ac.nz>

1. Photos outside and in of current shed - Attached. This does not belong to us and even if we wanted to, we could not take it elsewhere. It is part of the property for sale. Its QV is \$10,000 so can't see us raising that. Cheaper and better to get a standalone garden shed with shelving, that can be made rat proof.

2. History of the co-op attached

3. Never received any funding for the co-op from any other organisation. One year we did take a bring and buy stall to raise extra funds.

4. We are not an incorporated society. I looked at becoming a legal entity when we wanted to apply for Rates Relief, but we did not quite seem to fit the criteria and although we have been paying the rates instead of rent, we are not actually the owner who has to apply with info about their finances.

5. Banking details

ANZ Bank - we were able to show that we are a not for profit and recently they have moved us into the "business" category

[REDACTED]

Hope this helps

Lala Frazer

Treasurer

|

--
lala frazer
[REDACTED]



If you want to go fast, go alone. If you want to go far, go with others.

Broad Bay Co-op History

Background

The Co-op began in the mid to late 1970's (probably about 1976, but the date is uncertain even amongst the founding members). It was started originally as a way of providing goods to a group of vegetarians. At the time, items like wholemeal flour, pulses and even nuts other than walnuts were difficult to source from the local dairy. This was pre-supermarket. These dry goods were purchased in bulk and then repacked in smaller quantities for sale to members. Running parallel was purchasing and distributing fresh fruit and vegetables, and this service is what still remains.

Location

The co-op operated originally out of a garage at 19 Virginia Avenue, then owned by Hendrik and Ellie Koch.



Figure 1: Garage at 19 Virginia Ave, Broad Bay. Initial location of the Co-op

Then we built our own building on the corner of Waikana and Clearwater St on land owned by Peter and Rosemary Johnson (See Figure 2). It was constructed by members using largely recycled timber and had a false front in the style of the US Wild West buildings.



Figure 2: Hardwicke and Molly Knight leaving the Second co-op building on corner of Clearwater and Waikana Streets

This shed has now been replaced by a two-storey house.

When the Johnsons had to sell that section, the Co-op was offered the current building diagonally opposite at 3 Clearwater St, owned by Kevin Sargent, in return for paying the rates. (The Membership fee or levy now covers the rates.) The building had previously been a family home and some recalled how the original owner always kept it meticulously clean, even scrubbing the steps daily. Currently we still have the same oral agreement with the owner, although there is no security of tenure. The shed is neither connected to the town water supply, nor does it have electricity.

For several years, Vic Mills' heritage bus was parked in front.



Figure 3: Vic Mills' bus parked in front of the Co-op at 3 Clearwater St in 2012



Figure 4: The Broad Bay Co-op building at 3 Clearwater St in 2023, with the second part of the Community Garden in front.

The Broad Bay Community Garden, which is on the same site, was first established on one side of the section in 2011, but it has always operated as a separate entity. Once the bus was moved, the Garden extended to the front of the Co-op building as seen in the photo above.

The Co-op as a Social Hub

Most of the early members were households with children and the co-op acted as a social centre. Potluck dinners were held monthly and weekends at Tautuku Adventure Camp were very popular. A potluck Christmas dinner was held at different homes, most notably at “The Retreat” in Moss St Portobello, owned by Joan and Peter Wilson.



Fig 5: Co-op members, Hardwicke and Mollie Knight in the garden at the Retreat at the 1984 Xmas meal

An organiser was one of the Co-op roles. More recently this social role is no longer the reason why people join the Co-op. It is seen more as a distribution hub to enable more sustainable food distribution.

Transition to Fruit and Vegetables Co-op

At its start, all fruit and vegetables from growers were sold at the time through auctions and there were two main auction houses in the area, both near the corner of Midland and Timaru Streets. We had accounts with both and the buyer moved between them to get the best deal. The markup by the time they reached the retail outlets of fruit and vegetable stores or dairies was 100%, so it made sense for vegetable and fruit lovers to buy our produce there so much more cheaply. However one had to buy by the case or sack (for potatoes, kumara, carrots and onions), which is why the co-ops grew up. There were several thriving co-ops, but as far as we know, Broad Bay (formerly known as the Broad Bay and Portobello – with the auction code of BAP) Co-op is the only original one surviving.

One bid a price per case, but there might be 12 cases. The highest bidder got that line and could say how many cases they wanted, and that then set the price for the rest of the line. Anything left, the big buyers could still negotiate a reduced price for the remainder because of bulk purchasing, but if they wanted to be sure of getting something they had to go with the original price bid. The auctioneers liked the co-ops because we could afford to offer a high price (while still being cheaper for our members than retail), but we were not so popular with the commercial buyers. The co-ops were also favoured by the auctioneers because we would buy new items like capsicums which at that time were not freely available. Often the auctioneers would ask us, "How do you cook or prepare that particular fruit or vegetable?"

Later, the supermarkets began selling more cheaply and then they began buying their produce directly from growers, so the profit was not so great, and without them buying the auctions died.

When the auctions ceased to operate, we began purchasing from Turners and Growers, but after the Farmers' Market started and co-op members began going there, they were getting stuff cheaper and fresher, and it became difficult to sell whole cases of produce. It looked at that point as though we might have to close, but by changing to buying at the Farmers' Market, we could buy smaller amounts and try and tailor it to the buying wishes of the members.

As noted, in the early days there were a number of co-ops operating in Dunedin but most eliminated wastage by supplying prepacked boxes. One got a swede or turnips, even if one's family would not eat them. The Broad Bay/Portobello Co-op always operated like a shop, which is one of the reasons we are now the longest surviving co-op in Dunedin, but that meant we needed to put on a suitable markup to cover what was often not inconsiderable waste.

From time to time the Co-op has purchased from local suppliers and still purchases eggs locally.

Also from time to time, organic citrus fruit and avocados from North Island growers, are distributed to co-op members.

Financial considerations

Operating solely like a shop did mean that often you missed out and did not get what you really wanted, and it did put pressure and extra worry on the buyers. Recently when it looked as though we would have to fold because the wastage was outstripping the markup, and membership was down, we made the decision to allow people to pre-order, even though this actually means more work and time for the buyers, who also have to sort everything when they return. However, by drastically cutting wastage to almost nil, it allowed us to get back to breaking even and sometimes even making a small profit, without having to increase the markup to the point where it was cheaper to buy at the supermarket even if one used one's car to get there. It has actually allowed us to make a profit most weeks and build up a small amount of capital, for the first time for many years.

At its height, the Co-op had a limit of 30 households, with a waiting list to join. Today the co-op currently has 25 member households who live from Company Bay to Harwood.

A Co-operative

The Co-op has no paid staff and all the tasks from market buyer to cleaner to treasurer are rotated around members. Without the social function, the Co-operative has become merely a purchasing and distribution centre cutting down on the need to travel into town to shop.

Lala Frazer
Co-op member from 1978 to the present day

October 2023

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 balance
 - b) Correspondence
 - c) Transport Update
 - d) DCC reporting of operational issues to 477 4000
 - e) Local Body Elections 2025
 - f) Local Government Elected Members determination 2025
 - g) Feedback on OPCB submissions to the 9 Year Plan 2025-2034
 - h) Consultation on Hereweka/Harbour Cone
 - i) Gifting of land for a reserve at Portobello from the Otago Peninsula Agricultural and Pastoral Society
 - j) DCC currently consulting on (including the Hereweka/Harbour Cone Management Plan)
 - k) Roadworks Schedule
 - l) Dunedin City Council updates

RECOMMENDATIONS

That the Board:

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

Project Fund

- 2 The Project Fund balance for the current financial year (2025-2026) is \$10,000.

Correspondence

- 3 IN: DCC feedback letter to the Board's 9 Year Plan 2025-34 submissions.
- 4 OUT: OPCB letter of condolence to Alan Cameron's family
OPCB letter to Reid Penwarden re Youth Scholarship 2024-25
OPCB letter of support for the Portobello Volunteer Fire Brigade

Transport Update

- 5 A verbal update will be provided by Jeanine Benson, Manager Transport on transport matters within the community board area.

Reporting of operational issues to Dunedin City Council Customer Services Agency

- 6 The Dunedin City Council Customer Services Agency (CSA) process the reporting of operational issues by the public e.g. potholes, burst pipes, impacts of weather events such as slips or flooding etc.
- 7 As weather events often seem to take place over the weekend, this is important to note that simply texting or calling someone you know at Council, does not get the issue into the DCC system for response.
- 8 To allow the DCC to be able to fix the problem in the most cost effective manner, requires the issue to be entered in to the DCC system and allocated a response/job # (via phoning 477 4000 or the dcc@dcc.govt.nz email address).
- 9 The Community Board is asked to please assist DCC by informing/reminding your community of the correct process to be followed.

Local Government Elected Members determination 2025

- 10 The Local Government Elected Members 2025-26 Amendment Determination 2025 has been circulated to elected members for the amendments to remuneration, allowances and hearing fees in effect. (See attachment B)

Feedback on OPCB submissions to the 9 Year Plan 2025-2034

- 11 The Board received a letter from DCC providing a feedback on the 9 Year Plan 2025-2034 submissions from the Board (See Attachment C)

Gifting of land at Portobello by the Otago Peninsula Agricultural and Pastoral Society

- 12 At the Council meeting held on 24 June 2025 the Council resolved to declare the land (of approximately 1.1734 hectares) gifted by The Otago Agricultural and Pastoral Society to be classified as a reserve, held for the purposes of recreation, subject to section 16 of the Reserves Act 1977.

What DCC is Currently Consulting On

- 13 DCC will be seeking submissions on the future of **Hereweka/Harbour Cone Management Plan** (2012) on how the plan could be updated to better reflect any changes, challenges and opportunities that have emerged over the past decade. The consultation period runs from 21 July until 18 August. A revised draft management plan will then be shared for further public feedback in late 2025. (See Attachment E)
- 14 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

- 15 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

Board or members of the public wishing to advise Council of any operational issues or concerns, e.g. potholes, vegetation, burst pipes, weather event impacts (slips, flooding) are reminded to contact the Dunedin City Council Customer Services Agency on 03 477 4000 or email dcc@dcc.govt.nz.

Reminder - 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>

- 16 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:	Jackie Harrison - Manager Governance

Attachments

	Title	Page
A	Corres In - DCC letter to OPCB re 9YP submissions 2025-34	49
B	Corres Out - Letter of support for Portobello Volunteer Fire Brigade	51
C	LG Elected Members Determination 2025	52
D	DCC media release on consultation for Hereweka Harbour Cone	57



18 July 2025

Paul Pope
Chairperson
Otago Peninsula Community Board
PO Box 5045
Dunedin 9054

Re: submission on the DCC's 9 year plan 2025-34

Dear Community Board Members,

Thank you for your submission on the Council's 9 year plan, and for your presentation at the hearings meeting on 8 May 2025. Council considered community feedback received at its deliberations meeting on Monday 26 to Thursday 29 May 2025; a complete record of the decisions made can be found in the meeting minutes on the Council's website. The 9 year plan 2025-34 was officially adopted by Council on 30 June 2025.

Please find a response to your submission below.

- **Te Awa Ōtākou Peninsula Connection**
Following community engagement, funding for the three sections of Te Awa Ōtākou Peninsula Connection has been retained in the 9 year plan 2025-34.
- **Tomahawk school site development**
Funding for development of this site has not been provided for in the 9 year plan. However, following discussion, it was agreed that staff would work with the relevant Tomahawk groups to present a submission, including a plan, for consideration at the time of the Annual Plan 2026/27.
- **Macandrew Bay beach toilets**
Funding for the construction of new toilets that was in the 10 year plan 2021-31 was removed due to budget constraints and is not included in the 9 year plan 2025-34. Council has 77 existing public toilets around the city, sportsgrounds and playgrounds, which will be maintained to a high standard.
- **Water and waste reticulation services**
Council's Future Development Strategy notes mana whenua's intent for improved infrastructure in the outer Otago Peninsula area. The first step in providing reticulated services is a servicing assessment, which is scheduled for completion in 2025. Following this, an options assessment would be undertaken by a water services provider, expected in the



short term (1-3 years), though the water services provider would make decisions about servicing and the timeframe. Any upgrades that are committed to would likely be undertaken in the medium term.

- **Climate change preparedness**

Council's Future Development Strategy notes the Peninsula's vulnerability to slips and other coastal and climate change hazards. The Infrastructure Strategy included in the 9 year plan details a plan over the next three years to consider existing infrastructure and its resilience in the face of natural events increasing in number and severity. The Strategy also notes the poor condition of Peninsula sea walls and notes the requirement for future investment.

Thank you again for your submission on the 9 year plan 2025-34. Your feedback was appreciated.

Kā mihi nui,

Janet Fraser
CORPORATE PLANNER



**OTAGO PENINSULA
COMMUNITY BOARD**

50 The Octagon | Dunedin 9015 | PO Box 5045 | Dunedin 9054 | New Zealand
E dcc@dcc.govt.nz P +64 3 477 4000 www.dunedin.govt.nz

8 July 2025

To whom it may concern

The Portobello Volunteer Fire Brigade plays an integral part in the Otago Peninsula Community, in delivering first responder medical assistance, along with fire, emergency and civil defence support.

The Brigades's hardworking volunteers devote significant time and expertise in serving their Otago Peninsula Community, with professionalism and empathy.

We are an isolated community from the central Dunedin services and the Portobello Volunteer Fire Brigade provides an essential service.

The Otago Peninsula Community Board have worked with the Brigade often over the years on delivering Civil Defence response during flooding, fires and road closures events. Having the Brigade's support and skills during those responses has been invaluable.

The people in our community are proud of the Portobello Volunteer Fire Brigade and enjoy the reassurance of their care and service.

On behalf of the Otago Peninsula Community Board, we are pleased to support their fundraising efforts for the future.



Paul Pope – Chairman
Otago Peninsula Community Board

24/07/2025
PCO 28221/5.0

Local Government Elected Members (2025/26) Amendment Determination 2025

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

Contents

		Page
1	Title	1
2	Commencement	1
3	Principal determination	1
4	Clause 8 amended (Remuneration, allowances, and hearing fees payable)	2
5	Clause 11 amended (Vehicle-kilometre allowance)	2
6	Clause 15 amended (Home security system allowance)	2
7	Clause 16 amended (Fees related to hearings)	2
8	Schedule 2 amended	3

Determination

- 1 Title**
This determination is the Local Government Elected Members (2025/26) Amendment Determination 2025.
- 2 Commencement**
 - (1) This determination comes into force on 1 September 2025.
 - (2) However, clauses 4, 7, and 8 are deemed to have come into force on 1 July 2025.
- 3 Principal determination**
This determination amends the Local Government Elected Members (2025/26) Determination 2025.

cl 4	Local Government Elected Members (2025/26) Amendment Determination 2025
4	<p>Clause 8 amended (Remuneration, allowances, and hearing fees payable) After clause 8(3), insert:</p>
(3A)	<p>No member of a local authority or a board may receive remuneration for more than 1 office at any one time under any of the provisions of Schedules 2 and 3 and, if a member holds 2 or more offices, the remuneration payable to that member is that payable for the office for which the highest annual remuneration is payable.</p>
5	<p>Clause 11 amended (Vehicle-kilometre allowance) Replace clause 11(3) with:</p>
(3)	<p>The allowance payable to a member for eligible travel is,—</p> <ul style="list-style-type: none"> (a) for a petrol vehicle,— <ul style="list-style-type: none"> (i) \$1.17 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and (ii) 37 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term: (b) for a diesel vehicle,— <ul style="list-style-type: none"> (i) \$1.26 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and (ii) 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term: (c) for a petrol hybrid vehicle,— <ul style="list-style-type: none"> (i) 86 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and (ii) 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term: (d) for an electric vehicle,— <ul style="list-style-type: none"> (i) \$1.08 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and (ii) 19 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.
6	<p>Clause 15 amended (Home security system allowance) Replace clause 15(1)(a) with:</p> <ul style="list-style-type: none"> (a) \$4,500 for purchasing and installing the system; and
7	<p>Clause 16 amended (Fees related to hearings) After clause 16(4), insert:</p>
(5)	<p>Despite subclause (4), this clause applies to the Mayor of the Chatham Islands Council.</p>
2	

Local Government Elected Members (2025/26)
Amendment Determination 2025

cl 8

8 Schedule 2 amended

Amendments relating to Otago Regional Council

- (1) In Schedule 2, Part 1, item relating to Otago Regional Council, item relating to Co-Chair Regional Leadership Committee (2), replace "Regional Leadership" with "Community and Partnerships".
- (2) In Schedule 2, Part 1, item relating to Otago Regional Council, item relating to Co-Chair Safety and Resilience Committee (2), replace "Safety" with "Science".
- (3) In Schedule 2, Part 1, item relating to Otago Regional Council, item relating to Co-Chair Environmental Implementation Committee, replace "Implementation" with "Delivery".

Amendments relating to Carterton District Council


- (4) In Schedule 2, Part 2, item relating to Carterton District Council, item relating to Deputy Mayor, replace "53,815" with "57,696".
- (5) In Schedule 2, Part 2, item relating to Carterton District Council, item relating to Councillor with no additional responsibilities, replace "27,182" with "31,066".

Amendment relating to Hurunui District Council

- (6) In Schedule 2, Part 2, item relating to Hurunui District Council, replace the items relating to Deputy Mayor, Committee Chairs (3), and Councillor with no additional responsibilities with:

Deputy Mayor	44,785
Standing Committee Chair (3)	39,035
Councillor with no additional responsibilities	33,286

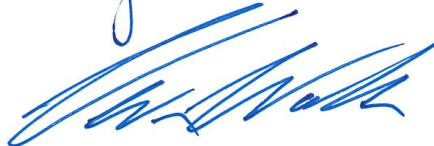
Dated at Wellington this 29th day of July 2025.



Chairperson.



Member.



Member.

Explanatory
memorandum

Local Government Elected Members (2025/26)
Amendment Determination 2025

Explanatory memorandum

This memorandum is not part of the determination but is intended to indicate its general effect.

This determination amends the Local Government Elected Members (2025/26) Determination 2025 (the **principal determination**).

Clause 4 amends clause 8 of the principal determination and is deemed to have come into force on 1 July 2025. This amendment provides that if a member holds 2 or more offices, the remuneration payable to that member is that for the office for which the highest annual remuneration is payable.

Clause 5 amends clause 11 of the principal determination, which sets out the vehicle-kilometre allowance payable by a local authority to a member to reimburse them for their vehicle-running costs incurred in respect of eligible travel on local authority business. The updated vehicle-kilometre allowance rates are payable for eligible travel from 1 September 2025.

The new kilometre allowance rates reflect the table of rates for business motor vehicle expenditure claims for the 2024/25 income year published by the Inland Revenue Department on 6 June 2025. A copy of this table of rates can be found at <https://www.ird.govt.nz/income-tax/income-tax-for-businesses-and-organisations/types-of-business-expenses/claiming-vehicle-expenses/kilometre-rates-2024-2025>

Due to the significant difference in vehicle-running costs between the different vehicle types, the allowance rates payable for diesel vehicles have been separated from petrol vehicles to ensure that the rates accurately reflect reasonable expenditure related to the business use of that particular vehicle type.

Clause 6 amends clause 15 of the principal determination to clarify that the cost of the installation of a home security system also includes the cost of purchasing the system. This amendment comes into force on 1 September 2025.

Clause 7 amends clause 16 of the principal determination and is deemed to have come into force on 1 July 2025. The amendment enables the Mayor of the Chatham Islands Council to claim hearing fees because the Remuneration Authority (the **Authority**) has deemed the Mayor of the Chatham Islands Council to be a part-time role. This change makes clause 16 consistent with clause 12 of the principal determination, which provides that the Mayor of the Chatham Islands Council may claim an allowance for eligible travel time.

Clause 8 amends Schedule 2 of the principal determination.

The amendments relating to Otago Regional Council are deemed to have come into force on 1 July 2025. These amendments reflect the changes that the Council made to the titles of its office role holders. No changes were made to the office holders' annual remuneration rates.

The amendments relating to Carterton District Council and Hurunui District Council are deemed to have come into force on 1 July 2025. The amendments reflect the changes that these Councils made to their councillors' remuneration, as approved by

Local Government Elected Members (2025/26)
Amendment Determination 2025

Explanatory
memorandum

the Authority, due to the resignation of a councillor. Both Councils resolved not to fill the extraordinary vacancy created by the resignation. The amendment relating to Hurunui District Council also reflects that the office holder title of Committee Chairs (3) has been changed to Standing Committee Chair (3).

Issued under the authority of the Legislation Act 2019.
Date of notification in *Gazette*:



MEDIA RELEASE

DCC begins consultation on Hereweka / Harbour Cone

Dunedin (Tuesday 22 July). – The Dunedin City Council is seeking submissions on the future of Hereweka / Harbour Cone.

Hereweka / Harbour Cone covers 328 hectares on the Otago Peninsula and is recognised and appreciated by Dunedin people for its landscape, ecological, heritage and cultural values.

The DCC is seeking public feedback on the current Hereweka / Harbour Cone Management Plan (2012), including thoughts on how the plan could be updated to better reflect any changes, challenges and opportunities that have emerged over the past decade.

The consultation period began on Monday, 21 July 2025 and runs until Monday, 18 August 2025.

DCC Parks and Recreation staff, in collaboration with the Hereweka Harbour Cone Trust, will then review feedback and prepare a revised draft Hereweka / Harbour Cone Management Plan, which will be shared for further public feedback in late-2025.

In January 2008, the Dunedin City Council approved purchase of the 328-hectare property on the Otago Peninsula that has become known as Hereweka, or Harbour Cone. The DCC purchased the land to protect its significant landscape, ecological, heritage and cultural values and in recognition of its potential recreational and commercial values.

The Hereweka / Harbour Cone Management Plan 2012 was adopted in 2012 to provide a policy framework to integrate the multiple objectives that the Dunedin community had for this property, while ensuring that management and enhancements were based on sound principles and in alignment with the values of the property.

After the plan was adopted, the DCC determined that the best vehicle to manage the land in accordance with the plan would be an independent charitable trust. In July 2015, a Memorandum of Understanding was formed between the DCC and Hereweka / Harbour Cone Management Trust Board Incorporated.

Although the property within the plan is not classified as reserve, the DCC will use the review process described in section 41 of the Reserves Act 1977. This will maintain consistency with other management plans and ensure a robust public consultation process.

For more information, visit: www.dunedin.govt.nz/consultation

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:	Jackie Harrison - Manager Governance
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Attachments

There are no attachments for this report.

NAMING OF ONE PRIVATE WAY OFF PORTOBELLO ROAD

Department: Transport

EXECUTIVE SUMMARY

- 1 This report seeks support from the Otago Peninsula Community Board on the proposed naming of a private way off 336 Portobello Road (Weller Street).
- 2 The new road name (for the private way) as proposed by the developer is:
 - a) **‘Greenwich Way’** as the preferred name for the subdivision located at 336 Portobello Road.
 - b) **‘Greenwich Way’** complies with the DCC Road Naming Policy.
 - c) **‘Challis Way’** is the alternative name for the subdivision located at 336 Portobello Road.
 - d) **‘Challis Way’** does not comply with the policy due to similarities with an existing ‘Challis Street’ in Waverley. Despite the naming similarity, staff consider that with a different suffix, the name would be sufficiently distinct from the existing road.

RECOMMENDATIONS

That the Board:

- a) **Supports** the naming of the new private way at 336 Portobello Road as **‘Greenwich Way’** or **‘Challis Way’**.

BACKGROUND

- 3 The DCC Road Naming Policy provides the framework for timely and consistent naming of roads that reflect the identity of the local community. The DCC Road Naming Policy requires that Community Boards consider proposed names for roads in their area. For reference, the Road Naming Policy and Road Naming Procedure can be accessed on the DCC website at www.dunedin.govt.nz/road-naming.
- 4 A ‘legal road’ is any road legally vested in the council for the purpose of a road.
- 5 A ‘private way’ is a privately owned driveway, lane, or access way which serves as access from private properties to a public road.
- 6 The Road Naming Policy requires staff to consult with Community Boards where road names are proposed for Community Board areas.

DISCUSSION

- 7 The table presented below details the options proposed by the property developers or surveyors, and their compliance with the Road Naming Policy. Additional details including a full assessment for each proposed road name, and geographic details of the new roads are provided in Attachments A and B.
- 8 It should be noted that the Road Naming Policy places less weight on the appropriateness criteria with respect to private ways.

SUB-2023-117 336 Portobello Road			
Location of road	Proposed road name	Alternative road name	Recommended road name
Private way off 336 Portobello Road, accessed via Weller Street	Greenwich Way	Challis Way	'Greenwich Way' fully complies with the Road Naming Policy.

- 9 The developer has proposed **'Greenwich Way'** as the preferred option for the private way coming off 336 Portobello Road.
- 10 The name Greenwich is compliant with the DCC Road Naming Policy as it has appropriate historical significance to the area as detailed in the December 2019 Portobello Community Newsletter [2019-12-portobello-newsletter.pdf](#).
- 11 The newsletter notes:
 - a) *You'll notice the Challis Point sign as we approach town. The Challis family once maintained a significantly large market garden nearby. The hedge surrounding this site originated from seeds taken from Ravensbourne. They named their market garden "Greenwich Park." George and Jane Challis arrived in Otago from Tasmania in 1863 with their eldest son, George Jnr. All of their children (8 in total) were born in Dunedin. George Snr passed away in 1904, leaving Jane a widow until 1915. The family managed their market garden, and by 1894, eight of the children worked there. George Jnr began his career as a baby, traveling by push tracks to reach the various local projects his parents had. His love for the sea took him to ports all around Otago. Although not required to assist his parents by sailing the family cutter, he often did so, ferrying produce to Dunedin. There was no road on the Peninsula during those years. George Jnr spent around 50 years in the pilot service and proved to be one of the most skilled and experienced skippers, helping many ships safely navigate in stormy weather. He won first-class yacht races with Thelma for 27 years under every condition. When Boyes took over the meadow management, he donated Thelma at 82. He died at 83 in 1945 and rests in the Andersons Bay Cemetery.*
- 12 Considering the location of the subdivision, which is near the historical Greenwich Park market garden, staff consider the use of Greenwich to be appropriate.
- 13 The developer has provided an alternative name of **'Challis Way'** for consideration.

- 14 The name Challis references the same family from the included excerpt, and the subdivision is located at Challis Point.
- 15 The name Challis is non-compliant with the DCC Road Naming Policy, due to its similarity with the existing street, “Challis Street”, in Waverley. With a different suffix, staff consider the name would be unlikely to cause confusion for emergency services. However, given the two roads are geographically close, duplication should be avoided.
- 16 For both options, the developer has proposed the suffix ‘Way’. As this is a private way, offering right of way to multiple properties, and is a short, enclosed roadway, staff consider ‘Way’ to be an appropriate suffix.

OPTIONS

- 17 The Board supports the preferred name ‘**Greenwich Way**’ or the alternative name ‘**Challis Way**’ proposed for the new private way at 336 Portobello Road.

Option One – Recommended Option

Impact assessment

- 18 There are no impacts identified with this option.

Debt

- No debt funding is required for this option.

Rates

- There are no impacts on rates.

Zero carbon

- There will be no changes to either the city-wide or DCC’s emissions profile.

Advantages

- The road will be named, and sections of landowners gain a street address allowing them to progress with building and access to services.
- The use of potentially offensive terminology is avoided.

Disadvantages

- There are no disadvantages identified with this option.

Option Two – Status Quo

- 19 The Board does not support either of the proposed names for the new private way.

Impact assessment

- 20 There are no impacts identified with this option.

Debt

- No debt funding is required for this option.

Rates

- There are no impacts on rates.

Zero carbon

- There will be no changes to either the city-wide or DCC's emissions profile.

Advantages

- There are no advantages identified with this option.

Disadvantages

- The road will not have a name until new options are presented. This may inconvenience new or potential new property owners within the subdivision.
- The developer may propose a new name that could be less appropriate for the area.
- More staff time would be required to assess road name options.

NEXT STEPS

- 21 If the proposed names are supported by the Community Board, staff will request formal approval from Council to name the road.

Signatories

Author:	Abbey Chamberlain - Senior Transport Planner
Authoriser:	Jeanine Benson - Group Manager Transport Scott MacLean - General Manager, Climate and City Growth

Attachments

	Title	Page
A	Attachment A Proposed Road Name Assessment 336 Portobello Road	65
B	Attachment B Site Map 336 Portobello Road	67

SUMMARY OF CONSIDERATIONS
Fit with purpose of Local Government

This decision enables democratic local decision making and action by, and on behalf of communities. This decision promotes the social, economic, environmental and cultural well-being of communities in the present and for the future.

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"/>	✓
Future Development Strategy	✓	<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"/>

This is an administrative function.

Māori Impact Statement

There are no known impacts for Māori with the proposed road names. Staff continue to work to add Māori names to the Road Name Register in a way that is meaningful for mana whenua.

Sustainability

There are no implications for sustainability.

Zero carbon

There are no changes to Dunedin's emissions profile.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

There are no implications.

Financial considerations

There are no financial implications.

Significance

The significance of this decision is considered low in terms of the Council's Significance and Engagement Policy.

Engagement – external

There has been engagement with the developers.

Engagement - internal

There has been engagement within the Transport Group, Māori partnerships and Business Information Services.

SUMMARY OF CONSIDERATIONS

Risks: Legal / Health and Safety etc.

There are no known risks.

Conflict of Interest

There are no known conflicts of interest.

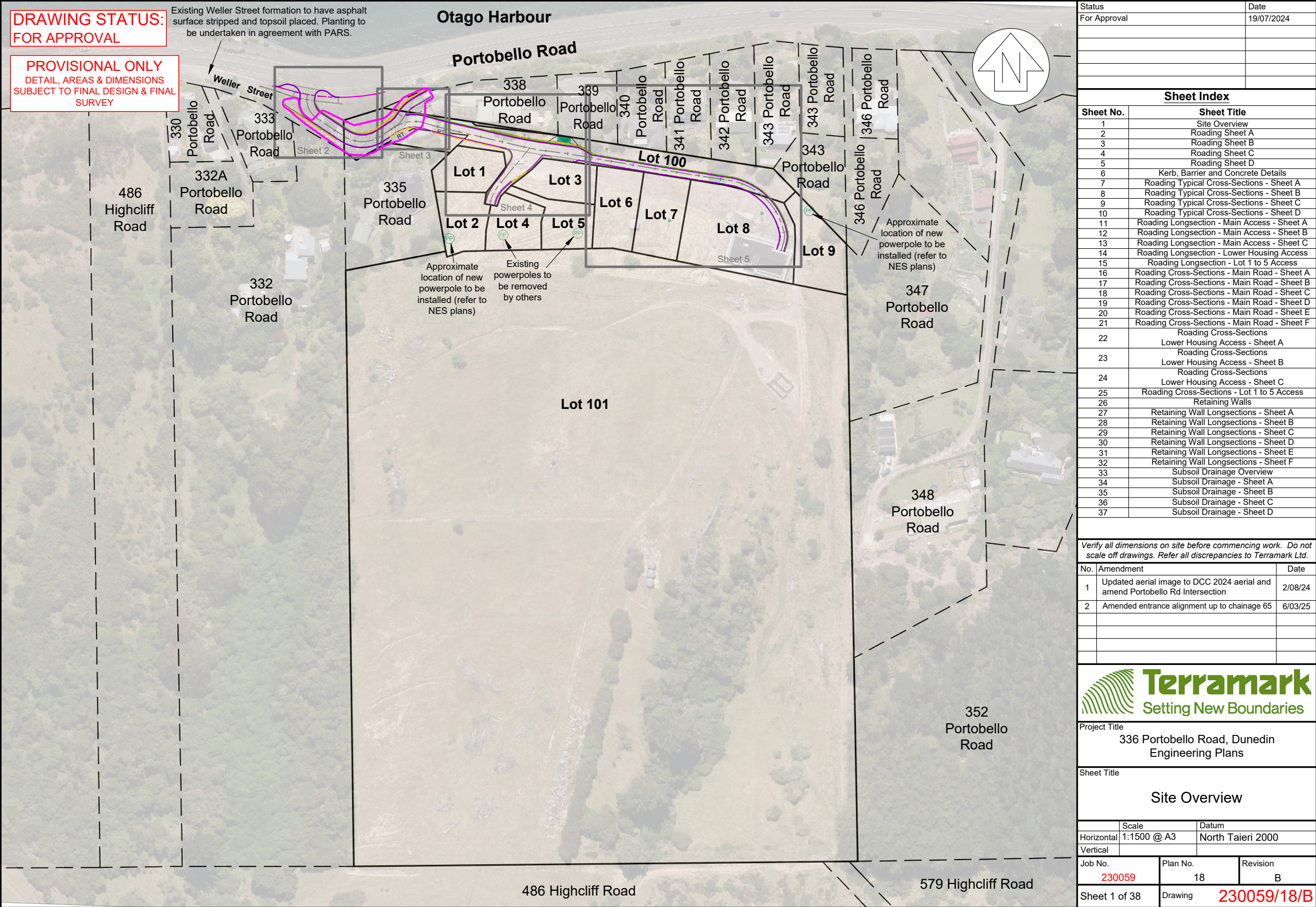
Community Boards

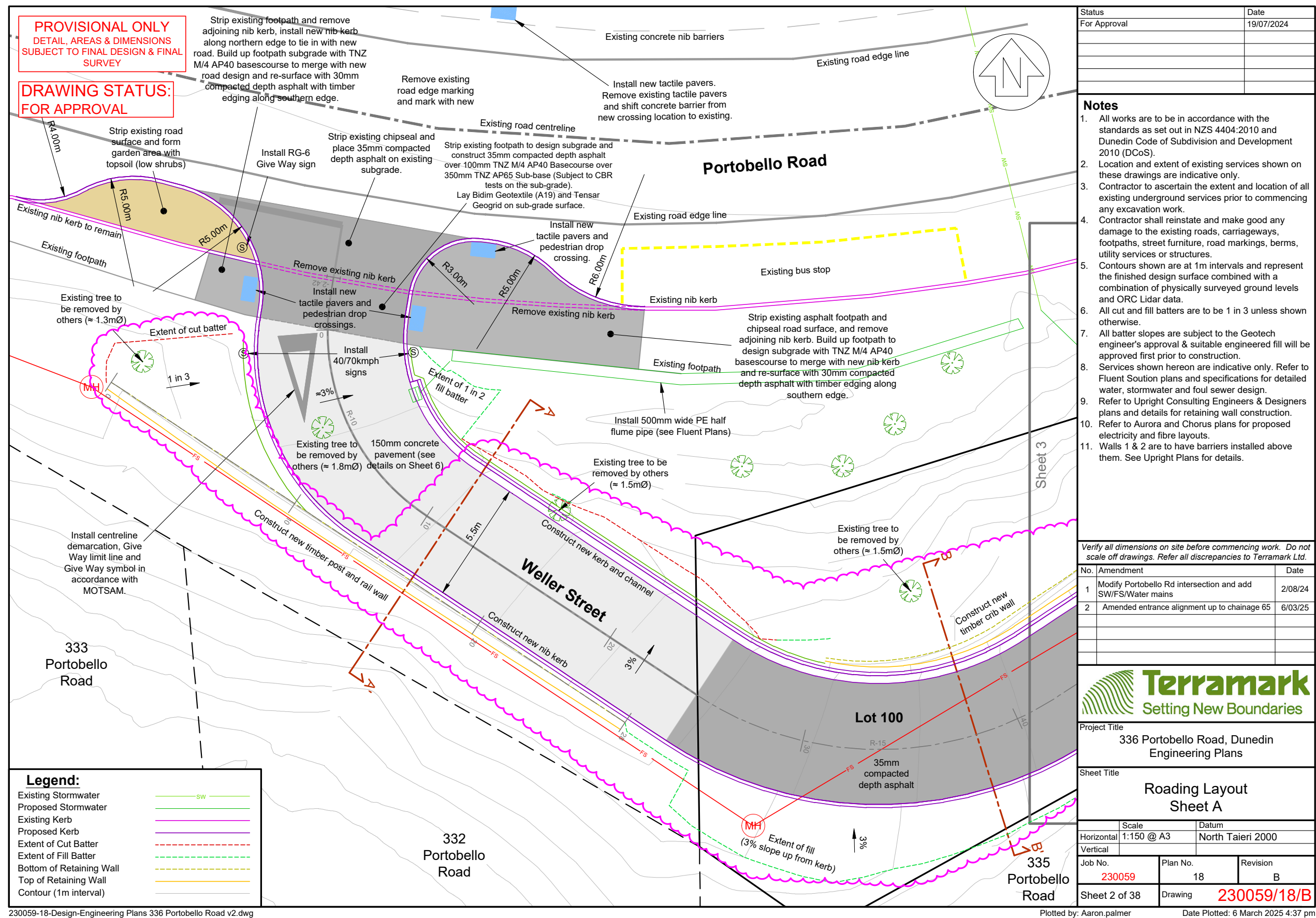
Support from the Otago Peninsula Community Board is being sought.

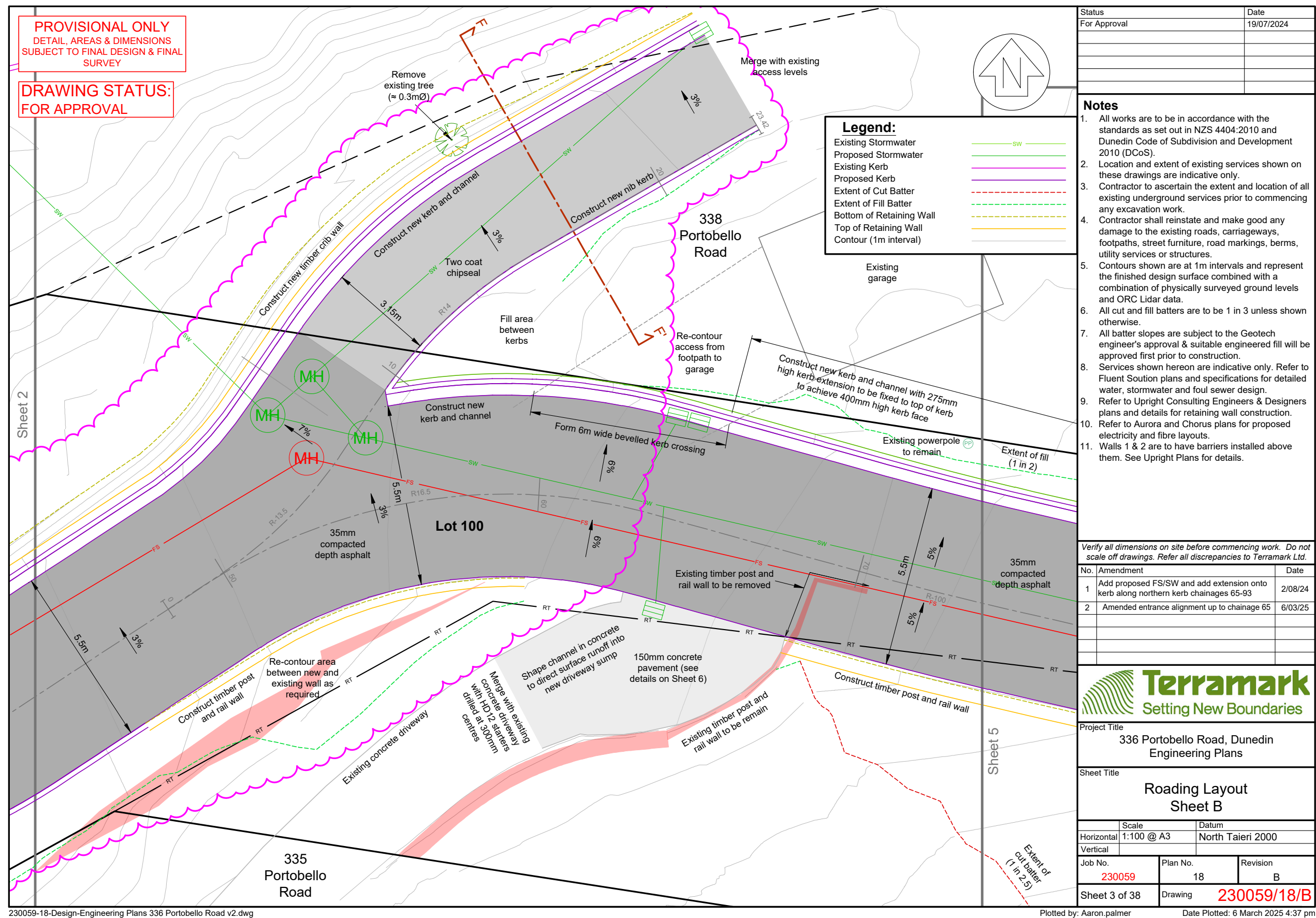
Dunedin City Council proposed road name assessment
Assessment for roadway at 336 Portobello Road

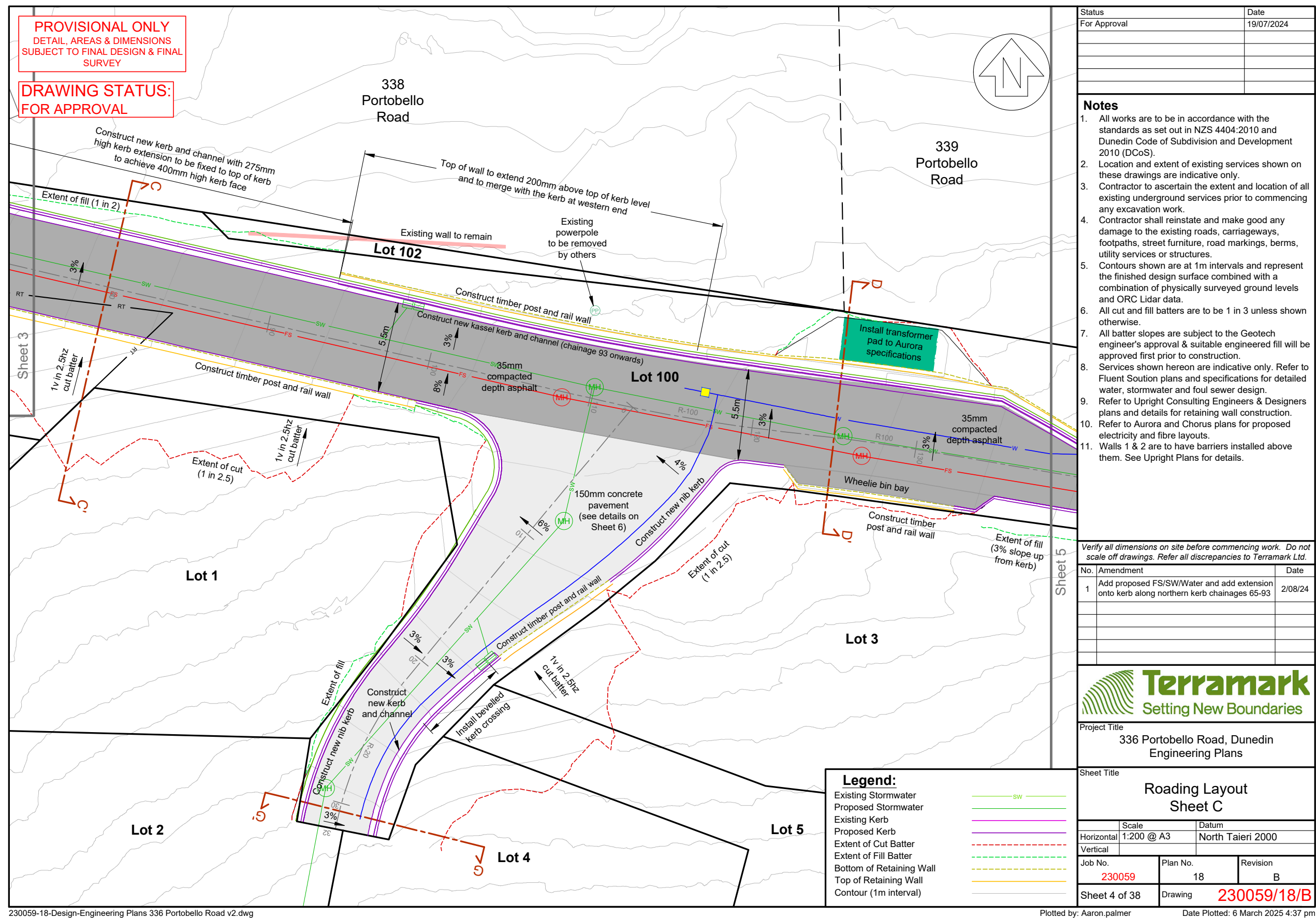
Proposed road name	Greenwich Way (preferred name)	
Description	Named in reference to 'Greenwich Park' which was the original name of the site being subdivided at Challis Point.	
Road Naming Policy criteria	Complies	Transport comment
New road names shall not be the same as, or similar to, existing road names within the city	Yes	"Greenwich" has no similarities within Dunedin.
Roads are to have only one name	Yes	"Greenwich" complies. The road has no other name.
Roads names must be spelled correctly, interpreted correctly, and not be offensive. Names must reflect historical, geographical or cultural significance associated with the area, a common or established theme in the area or the name of a noteworthy person.	Yes	"Greenwich" has a connection with the area as being the original name of the site being subdivided. Greenwich Park was the market garden once maintained by the Challis family in this location.
Roads should not be named after any commercial organisation or any living or recently deceased person	Yes	"Greenwich" does not appear to be named after any commercial organisation or any living or recently deceased person.
Road names must not be anagrams, amalgamations or derivatives of people's names	Yes	No anagrams or amalgamations found.
Names should be 15 characters or less including spaces but excluding suffix	Yes	"Greenwich" complies.
Short names should be proposed for short streets for mapping purposes	N/A	Not considered to be a short road.
Road name suffix	Yes	Applicant proposes 'Way' as the potential suffix. <i>'Way' is defined as "A short, enclosed roadway."</i> Staff consider 'Way' to be an appropriate suffix for the road.
Community Board	tbc	Development sits within the Otago Peninsula Community Board area. Support sought from OPCB on August 7, 2025.
Consultation	N/A	Staff do not consider additional consultation necessary as it is a new road it will not significantly affect residents.
Overall assessment	"Greenwich" complies with the Road Naming Policy	

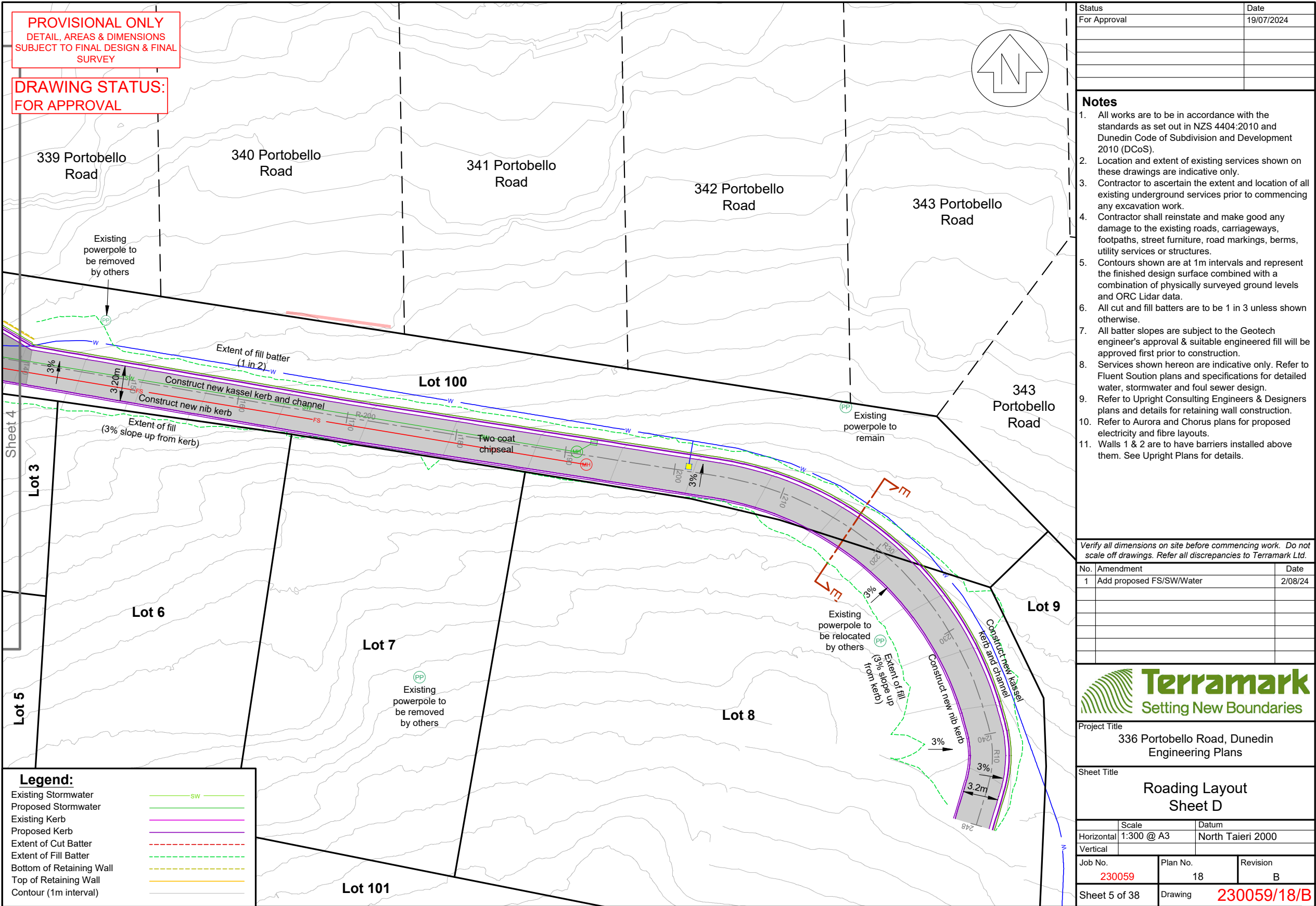
Proposed road name	Challis Way (Alternative option)	
Description	Named in reference to the subdivision location, Challis Point, named for the family Challis.	
Road Naming Policy criteria	Complies	Transport comment
New road names shall not be the same as, or similar to, existing road names within the city	No	"Challis" has similarities to "Challis Street" in Waverley. Considering the name "Challis" is associated with the area of the development, and using "way" as the suffix, staff consider Challis Way would be sufficiently distinct from existing roads.
Roads are to have only one name	Yes	"Challis" complies. The road has no other name.
Roads names must be spelled correctly, interpreted correctly, and not be offensive. Names must reflect historical, geographical or cultural significance associated with the area, a common or established theme in the area or the name of a noteworthy person	Yes	The Challis family once maintained a significantly large market garden nearby. George and Jane Challis arrived in Otago from Tasmania in 1863 with their eldest son, George Jnr. All of their children (8 in total) were born in Dunedin. George Snr passed away in 1904, leaving Jane a widow until 1915. There was no road on the Peninsula during those years. George Jnr spent around 50 years in the pilot service and proved to be one of the most skilled and experienced skippers, helping many ships safely navigate in stormy weather.
Roads should not be named after any commercial organisation or any living or recently deceased person		"Challis" does not appear to be named after any commercial organisation or any living or recently deceased person.
Road names must not be anagrams, amalgamations or derivatives of people's names	Yes	No anagrams or amalgamations found.
Names should be 15 characters or less including spaces but excluding suffix	Yes	"Challis" complies
Short names should be proposed for short streets for mapping purposes	N/A	Not considered to be a short road.
Road name suffix	No	Applicant proposes 'Way' as the potential suffix. <i>'Way' is defined as "A short, enclosed roadway."</i> Staff consider 'Way' to be an appropriate suffix for the road.
Community Board	tbc	Development sits within the Otago Peninsula Community Board area. Support sought from OPCB on August 7, 2025.
Consultation	N/A	Staff do not consider additional consultation necessary as it is a new road it will not significantly affect residents.
Overall assessment	"Challis" does not comply with the Road Naming Policy, however the naming similarities could be managed with a different suffix.	











COUNCILLOR UPDATE

Department: Civic

EXECUTIVE SUMMARY

- 1 Councillor Andrew Whiley will provide an update on matters of interest to the Board, including government review of the 40km speed zones.

RECOMMENDATIONS

That the Board:

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

Signatories

Authoriser:	
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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:

- Tomahawk Lagoon
- Tomahawk School site development
- Irvine Road and Wellers Street subdivisions
- Hatchery Road and Raynbird Bay stabilisation work
- Te Rauone beach – erosion complaint
- Macandrew Bay – P5 parking enforcement
- Hereweka Harbour Cone Management Plan
- Vegetation and weed control for Spring/Summer 2025/26
- DCC Long Term Plan- Public Toilets priority list
- Queens High School Rezoning

RECOMMENDATIONS

That the Board:

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

Signatories

Authoriser:	
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Attachments

	Title	Page
	Public Toilets priority list	75

Scheduled Year of Construction	Planned Location	Current Status
Year 1 2021/22	Changing Places Facility, Dunedin Railway Station area.	Paused – Council asked to consider including in the 2025/26 budget as part of this report
Year 2 2022/23	Central city, The Exchange area Harbour cycleway, St Leonards	Complete Paused – due to budget availability 2024/25 and depending on 9 year plan funding decision by Council
Year 3 2023/24	Otago Peninsula, Harwood Reserve South Dunedin, Navy Park Tunnel Beach (<i>installed in partnership with Department of Conservation</i>) Signal Hill (<i>installed in partnership with Mountain Bike Otago</i>)	Complete Complete Complete Complete
Year 4 2024/25	Outram Glen North Dunedin, close to North Ground sports ground Karitane, Truby King Reserve	Complete Scheduled for 2024/25 Paused – due to budget availability 2024/25 and depending on 9 year plan funding decision by Council
Year 5 2025/26	North Dunedin, Ross Creek area; Waitati, Doctors Point	No work commenced No work commenced
Year 6 2026/27	Green Island Memorial Park playground Central city, Princes Street Market Reserve;	No work commenced No work commenced
Year 7 2027/28	Mosgiel, Brooklands Park area Otago Peninsula, Okia Reserve	No work commenced No work commenced
Year 8 2028/29	Purakaunui Reserve Otago Peninsula, Tomahawk beach	No work commenced No work commenced
Year 9 2029/30	South Dunedin, St Kilda beach Harbour cycleway, Harbour mouth molars area	No work commenced No work commenced
Year 10 2030/31	Waldronville, Kaikorai Estuary area North Dunedin, Māori Hill/Highgate area	No work commenced No work commenced

ITEMS FOR CONSIDERATION BY THE CHAIR

Any items for consideration by the Chair?

Attachments

There are no attachments for this report.