

Notice of Meeting:

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

Date: Thursday 11 September 2025
Time: 10:00am
Venue: Portobello Bowling Club, Sherwood Street, Portobello

Sandy Graham
Chief Executive Officer

Otago Peninsula Community Board
PUBLIC AGENDA

MEMBERSHIP

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

Lauren Riddle
Governance Support Officer

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

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1 OPENING

Paul Pope will open the meeting with a reflection

2 PUBLIC FORUM

2.1 Public Forum - Paul Clements (Quarantine Island/Kamau Taurua Community Inc)

Paul Clements, wishes to speak to the Board to present the Quarantine Island/Kamau Taurua Community Inc 2024-2025 Annual Report.

Copies of the Annual Report were circulated to the Board separately from the agenda.

3 APOLOGIES

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

4 CONFIRMATION OF AGENDA

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

DECLARATION OF INTEREST

EXECUTIVE SUMMARY

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

RECOMMENDATIONS

That the Board:

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

Attachments

	Title	Page
↓A	Register of Interests - September 2025	7

Otago Peninsula Community Board Register of Interest - September 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. 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. 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.	
		OPCB representative	Portobello Hall (liaison)	No conflict identified.	
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. 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. 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. 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. 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. 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. 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. 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. 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.	
		Trustee	Yellow-eyed Penguin Trust	No conflict identified.	
		Trustee	Otago Peninsula Biodiversity Group	No conflict identified.	
		External Issues Komiti	Te Runanga o Otakou	No conflict identified.	
		TBA	Te Runanga o Otakou-Tangata Tiaki	No conflict identified.	
		Otakou Alternate	Te Runanga o Ngai Tahu	No conflict identified.	
		Member	DoC Te Roopu Kaitiaki	No conflict identified.	
		Committee Member	Ariki Athletics Club	No conflict identified.	
Member	Port Otago Technical Committee	No conflict identified.			
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. 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. 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. 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.	
		Chairperson	Peninsula Biodiversity Trust	No conflict identified.	
		Trustee	Wild Dunedin	No conflict identified.	

	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	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.
	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		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.
	07/08/2025	Member	Otepoti Dunedin Destination Plan 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.
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.
	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.
	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.
Stacey Kokaua-Balfour		Member	Portobello School Board	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	22/06/2023	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.
	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.
Cheryl Neill		Teacher	Portobello School	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.

		OPCB representative	Harwood Hall (liaison)	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
		Member	Portobello Bowling Club	Possible conflict if group applies for funding.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
Edna Stevenson	24/09/2020	President	Portobello Library	Possible conflict if group applies for funding.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	22/06/2023	Club Captain	Portobello Bowling Club	Possible conflict if group applies for funding.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	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.
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 22 May 2017	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.
		Member	National Party	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Andrew Whiley (cont)	07/08/2025	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 Association)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Chair	Dunedin Community House Executive Committee	Potential grants recipient	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 Appointment)	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.
		Member	Otepoti Dunedin Destination Plan 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.

CONFIRMATION OF MINUTES

OTAGO PENINSULA COMMUNITY BOARD MEETING - 7 AUGUST 2025

RECOMMENDATIONS

That the Board:

- a) **Confirms** the public part of the minutes of the Otago Peninsula Community Board meeting held on 07 August 2025 as a correct record.

Attachments

	Title	Page
A↓	Minutes of Otago Peninsula Community Board meeting held on 7 August 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 07 August 2025, commencing at 10:00 am.

PRESENT

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

IN ATTENDANCE Sandy Graham (Chief Executive Officer); Jeanine Benson (Group Manager Transport), Senior Officer

Governance Support Officer Lauren Riddle

1 PUBLIC FORUM

1.1 Public Forum

Lesley Hirst and Janet Downe spoke to the funding application (Item 7) on behalf of The Anna and John Caselberg Charitable Trust, and provided background to the funding application.

2 APOLOGIES

Moved (Paul Pope/Cr Andrew Whiley):

That the Board:

Accepts the apology from Stacey Kokaua-Balfour.

Motion carried.

3 CONFIRMATION OF AGENDA

Moved (Paul Pope/ Cheryl Neill):

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.

Cr Andrew Whiley and Hoani Langsbury provided updates to the register of interest, as Chairperson and member of the Ōtepoti Dunedin Destination Management Plan Advisory Panel.

Moved (Paul Pope/ Cheryl Neill):

That the Board:

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

Motion carried

5 CONFIRMATION OF MINUTES

5.1 OTAGO PENINSULA COMMUNITY BOARD MEETING - 22 MAY 2025

Moved (Paul Pope/ Edna Stevenson):

That the Board:

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

Motion carried (OPCB/2025/015)

5.2 OTAGO PENINSULA COMMUNITY BOARD MEETING - 16 JUNE 2025

Moved (Paul Pope/ Edna Stevenson):

That the Board:

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

Motion carried (OPCB/2025/016)

PART A REPORTS

6 OTAGO REGIONAL COUNCIL - UPDATE TOMAHAWK LAGOON

Brett Paterson, Manager Engineering and Mr Josh von Pein, Rivers Flood Recovery Programme from the Otago Regional Council provided a verbal update on flood mitigation for the

Tomahawk Lagoons, including the undertaking of hydrological management, ecological and amenity assessments of the lagoons to help inform next steps towards an overall strategy.

Following discussion, the Board requested quarterly updates be provided by the ORC on progress with the ecological and amenity assessments.

7 PROJECT FUND - FUNDING APPLICATIONS

The report provided a breakdown of project funding allocation for the 2024-2025 financial year and the funding application for the 2025-26 financial year, received for the Board's consideration.

The balance of the Project Fund for the current financial year (2025/2026) was confirmed as \$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).

The Board endorsed the decision of 16 June 2025 meeting for two annual Youth Scholarship Awards for the 2025-2026 year.

Funding Application

A funding application was received from The Anna and John Caselberg Trust seeking funding of \$2,000 to support the completion of a retaining wall and the artists residence in Broad Bay.

Funding criteria consideration

Discussion was held on an enquiry received from the Broad Bay Co-Op seeking an indication from the Board whether a funding application for the purchase a new shed for storage of produce for the Co-op would meet the Board's funding criteria.

The Board agreed to provide feedback to the Co-Op supporting the submission of a funding application for consideration, with the application being required to provide quotes for purchase of a new storage shed.

Moved (Paul Pope/ Hoani Langsbury):

That the Board:

- a) **Endorses** the Youth Scholarships awarding annually of \$1,000 for an Academic Excellence Award and \$1,000 for a Youth Ambassador Award.

Motion carried (OPCB/2025/017)

Moved (Cheryl Neill/ Lox Kellas):

That the Board:

- b) **Approves** the funding application from The Anna and John Caselberg Charitable Trust of \$1,000 to support completion of a retaining wall at the Artists residence in Broad Bay

Motion carried (OPCB/2025/018)

Moved (Paul Pope/ Hoani Langsbury):

That the Board:

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

Motion carried (OPCB/2025/019)

8 GOVERNANCE SUPPORT OFFICER'S REPORT

The report informed the Board of activities relevant to the Board area including:

Transport Update

Jeanine Benson (Transport Manager) provided a verbal update on:

- Central government requirements, costs and timelines for submissions seeking speed limit zones changes. Ms Benson suggested that the incoming Board (for the 2025-2028 triennium) could review the scale of the zones changes sought for the area.
- Tender documents for construction of the Portobello boardwalk under development.

Consultation on Hereweka/Harbour Cone (21 July – 18 August)

Following discussion the Board requested that Paul Pope, as Board Chair, make a submission on the Board's behalf to the Hereweka Harbour Cone Management Plan, before consultation closed on 18 August 2025.

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

That the Board:

Requests that the Board Chairperson prepare a submission on behalf of the Otago Peninsula Community Board for the Hereweka Harbour Cone Management Plan.

Motion carried (OPCB/2025/020)

Moved (Chairperson Paul Pope/Member Lox Kellas):

That the Board:

Notes the Governance Support Officer's Report.

Motion carried (OPCB/2025/021)

9 COMMUNITY PLAN 2025-2026

No discussion was held.

10 NAMING OF ONE PRIVATE WAY OFF PORTOBELLO ROAD

The report from Transport sought support from the Otago Peninsula Community Board on the proposed naming of a private way off 336 Portobello Road (Weller Street). Two new road names were offered as '**Greenwich Way**' and '**Challis Way**'.

Moved (Paul Pope/ Cheryl Neill):

That the Board:

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

Motion carried (OPCB/2025/022)

11 BOARD UPDATES AND REPORT BACKS

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

Keep Dunedin Beautiful – Cheryl Neill advised the KDB awards would be held on 29 August at the Dunedin Public Art Gallery.

Harwood – Cheryl Neill advised that interest had been expressed by a community member in establishing a community garden at Harwood.

Te Umu Kiri/Wellers Rock – Hoani Langsbury confirmed that rocks have been placed and vegetation planted but that illegal parking still remained an issue at the site.

Interpretive boardwalk signage - Edna Stevenson sought the status of the installation of the interpretative signage (as an DCC/Aukaha Ltd project) along the peninsula connection.

Back Bays (and Highcliff) - Lox Kellas spoke of his attendance at two recent community functions, one at the Pukehiki Hall to celebrate funding received from the Dunedin Heritage Fund to undertake work on the frontage of the hall. The other was the presentation of gold star service medals (recognising 25 years) to members of the Portobello Volunteer Fire Brigade in June.

Emergency Management – Lox Kellas confirmed the Board’s CDEM response information folder (held at the Portobello Bowling Clubrooms) would be updated prior to the end of the current triennium (2022-2025).

In response to a question, retiring Board members Lox Kellas and Edna Stevenson spoke on the board projects they would like to see progressed by the new Board in the 2025-2028 triennium, including:

- Community dog parks for the Otago Peninsula area
- Completion of interpretive signage on the peninsula connection
- Civil Defence Emergency Management – community response plans.
- Public toilets for Macandrew Bay for inclusion to the DCC Annual Plan and LTP submissions by the Board.

Moved (Paul Pope/Cr Andrew Whiley):

That the Board:

Notes the Board Updates.

Motion carried

12 COUNCILLOR UPDATE

Councillor Andrew Whiley provided an update on matters of interest to the Board, including Upcoming reports to Council on the Ōtepoti pathway and cycling Moved (Paul Pope/ Cheryl Neill):

That the Board:

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

Motion carried.

13 CHAIRPERSON'S REPORT

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

- Irvine Road subdivision – Paul Pope advised he chaired a public meeting with residents and Council staff, held in July, in relation to the infrastructure 3 Waters works scheduled for Irvine Road and the restrictions to the use of the road during this time by residents. A follow up meeting with the community is expected with 3 Waters staff in late August, early September. Paul Pope confirmed he would chair the meeting with Hoani Langsbury as a back-up (if required).
- Hatchery Road and Raynbird Bay stabilisation work – Paul Pope spoke on the need for plantings to assist in stabilisation of the land.
- Vegetation and weed control for Spring/Summer 2025/26 – Paul Pope requested provision of the Council maintenance plan from the Transport team.

Moved (Paul Pope/Member Cheryl Neill):

That the Board:

- Notes** the Chairperson's report.

Motion carried.

14 ITEMS FOR CONSIDERATION BY THE CHAIR

There were no items for consideration by the Chair.

Date of next meeting:

The final meeting of the 2022-2025 triennium to be held Thursday 11 September 2025, with a farewell and acknowledgement of service by the Board to retiring members Lox Kellas and Edna Stevenson.

The meeting concluded at 11:50am.

.....
CHAIRPERSON

PART A REPORTS

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 Balance of funds available for allocation by the Board for the current financial year is \$7,000.
- 4 The following grants were allocated by the Board to date for the 2025/26 financial year:

Meeting Date	Recipient	Amount
7 August 2025	The Anna and John Caselburg Trust to support completion of a retaining wall for the Artist's residence.	\$1,000.00
	Total spent to date	\$1,000.00

Funding Application

- 5 A funding application has been received from Kokomuka Harwood Community Garden seeking \$600 to support the establishment of a community garden. See Attachment A.

Project Completion report

- 6 A project completion form has been received from the Caselberg Trust for the \$1,000 funding granted to the Board at the 6 August 2025 meeting. See Attachment B.

RECOMMENDATIONS

That the Board:

- a) **Considers** the funding application from the Kokomuka Harwood Community Garden of \$600.00, towards establishment of a community garden at Harwood.

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

Name of group applying for funds: Kokomuka Harwood Community Garden Manatapu Incorporated

Contact person: Trevor Turner

Address: [REDACTED]

Phone Number: [REDACTED] Email: kokomukaharwood@gmail.com

Position held: Chairman/ Treasurer

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

If granted, what was that money used for? Purchase of Horticultural Sand for raised wicking beds

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

Short description of present project: The objective of the Society is to provide a community garden resource that inspires and educates by promoting environmental, economic and social sustainability, in a supportive and participatory neighbourhood project. In particular, to provide quality produce and gardening resources for distribution to our local Pataki Kai and people in need in our community; and provide a context for social interaction and networking within our local community

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

Total cost of project: \$ 11,767

Amount already raised: \$ 4,260

Amount sought from Otago Peninsula Community Board: \$ 600

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

How will the rest of the project cost be covered? Donations, Grands and Fundraising Events

- You are strongly advised to provide an itemised budget on a separate sheet.
- Please also attach any quotations for work, goods or services that you may have received.
- Please attach bank details (i.e. copy of bank statement) for the applicant. The garden fully established by September 2026

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

Is your project a one-off, annual or biennial event? The project will be ongoing a long- project

How will the project benefit your organisation/club? What are the benefits to the wider community of your project? to provide quality produce and gardening resources for distribution to our local Pataki Kai and people in need in our com and provide a context for social interaction and networking within our local community of Kokomuka Harwood

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

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.



Kōkōmuka Harwood Community Garden.

Thank-you for the opportunity to present to the Otago Peninsula Community Board. We are a community-initiated project looking to assist those in our community who are in need and to act as a point of social cohesion for the community.

History

We have been given the use of a vacant section, 46 Harwood Street, Harwood, Dunedin for a period of eight years, by its owner, Emma Prozzer, to set up a community garden. After the eight-year period we will be looking to move the garden to a new home so we have taken this into account in how we are utilizing the section. As a group we have invited those who wish to be involved and we currently have 37 members which represents a large proportion of the families in Harwood. We have formed a not-for-profit incorporated society and in the process of registering as a charity. Our initial goal is to be fully established working community garden by September 2026.

Purpose

The objective of the Society is to provide a community garden resource that inspires and educates by promoting environmental, economic and social sustainability, in a supportive and participatory neighbourhood project. In particular, the Society intends to:

- Educate the community about horticultural practices, the nutritional value of garden produce, and sustainable gardening;
- Provide a context for social interaction and networking within our local community;
- Promote waste minimisation and ecologically sustainable gardening practices;
- Promote health by distributing garden produce and educating the community about the nutritional value and health benefits of such foods;
- Carry out practices which are organic and cruelty and harm free;
- Provide quality produce and gardening resources for distribution to our local Pataki Kai and people in need in our community

We have determined that the best way to use the land is to utilize what is called wicking beds which are raised gardens with a water reservoir in each. This is because the soil depth is poor with has a sand base which makes moisture retention difficult. We also have difficulties watering as we do not have town supply. We have determined that sixteen 1m2 beds will meet our initial needs for garden area. We have been given 8 food grade IBC containers that have been donated for this purpose.

We are looking for funding to assist us to start up and run for the first year. We have individuals donating their time and resources to this project and some have made donations to purchase the required equipment to set up the garden. Where possible we are seeking second hand equipment from the wider community.

We still need some financial assistance to help us with the initial setup costs. We are conscious of the community funding for the Otago Peninsula Community Board is limited and receives multiple requests for grants.

We require horticultural sand rather than beach sand as it is free from sea salt. At the moment, this is something we are having difficulty funding. We are asking for \$600 which will allow us to purchase a portion of horticultural sand required for the wicking beds. If the Otago Peninsula Community Board is able to assist us with any additional funding for this worthy project, it will help us with this getting this project up and running and meeting needs in the community.

I have included some photos of the site of the community garden, pictures of what we are trying to achieve with wicking beds and a landscape design done by a member of our Community Garden Advisory Group. I also have included a budget for the setup costs.

Thank-you for considering our application.

Ngā mihi | Regards



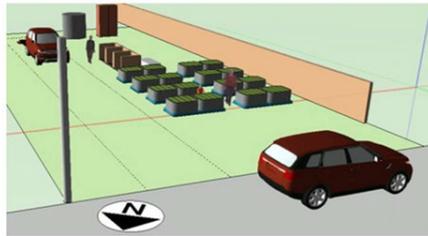
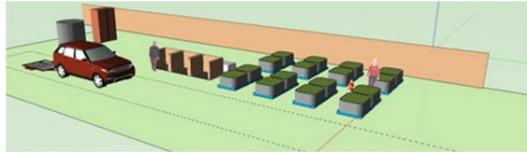
Trevor Turner
Chairman /Treasurer

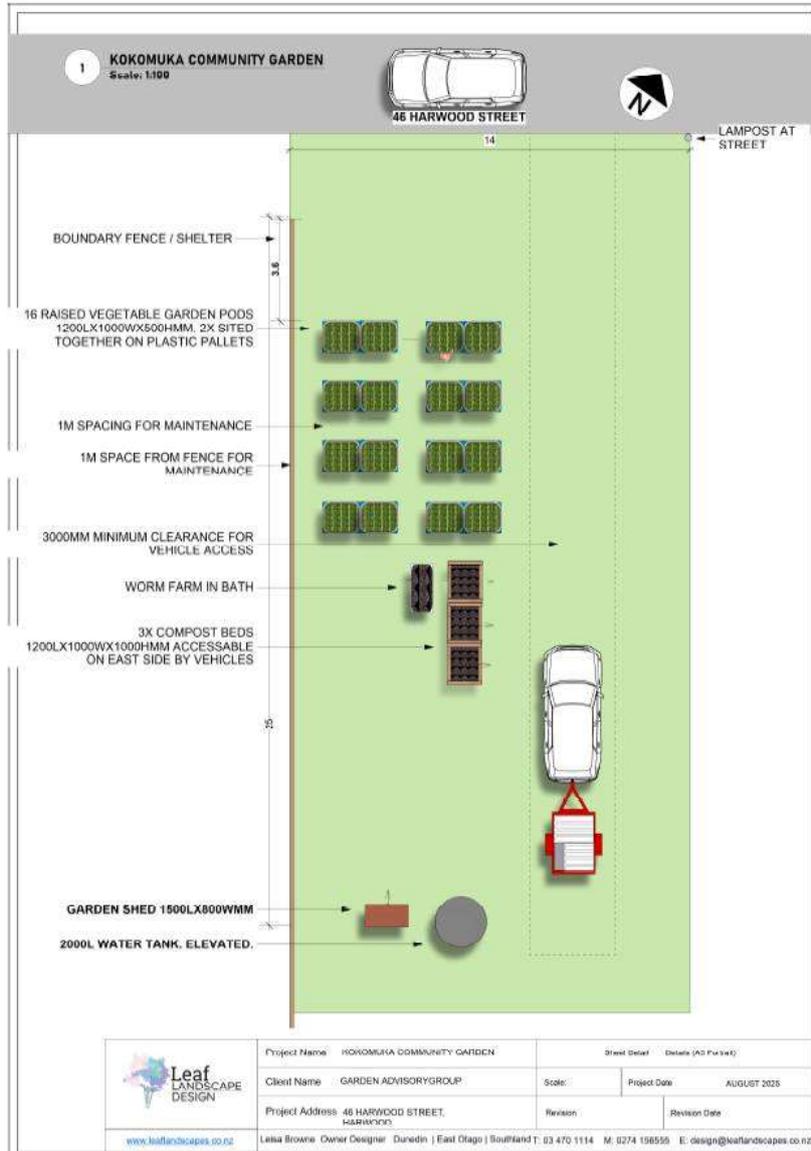




Landscape Design & Horticulture Consultant
310 Harington Point Road, RD2, Lower Portobello, 9077
027 4156555 | design@leaflandscapes.co.nz

**KOKOMUKA
COMMUNITY GARDEN
PERSPECTIVE-VIEW
SCREENSHOTS.**





Kokomuka Harwood Community Garden Startup-Costs Budget

Note: Strikethrough indicates item has been purchased or donated

Description of Cost	Quantity	Unit Cost	Amount	Notes
Xero Accountin Software	12		35.00	\$420.00 \$35/m
Miscellaneous running costs	12		100.00	\$1,200.00 \$100/m
				<u>\$1,620.00</u>
16 of Wicking Garden Beds				
Foodsafe HBG	0		110.00	\$000.00
Horicultural Sand 6m2	18		69.00	\$1,242.00
Topsoil Super Mix 4m2	12		59.00	\$708.00
Pea Straw	4		15.99	\$63.96
Mushroom Compost 2m2	6		42.00	\$252.00
Drainage Pipe 20m	3		99.00	\$297.00
Marley 65mm x 30m Drainflow Pipe	3		288.00	\$864.00
Geotexttle Fabric	1		237.50	\$237.50
Cable Ties 370 x 100	3		43.00	\$129.00
Tank fitting	16		13.24	\$211.84
Paint 4L	1		184.90	\$184.90
biochar	0		92.00	\$276.00
				<u>\$5,346.20</u>
Tools & Equipment				
Garden Gloves 6 pair	6		4.98	\$29.88
Secateurs	1		63.97	\$63.97
Trowel	2		9.92	\$19.84
Fork	2		9.97	\$19.94
Garden Fork	1		40.00	\$40.00
Spade	1		18.62	\$18.62
Hoe	1		33.83	\$33.83
Wheel Barrow	1		159.00	\$159.00
Garden Schredder	1		549.00	\$549.00
2 stroke weed eater multi-tool	1		359.00	\$359.00
Safety Glasses	2		12.55	\$25.10
Ear Muffs	2		20.35	\$40.70
Watering Cans	3		23.06	\$69.18
Propagation Housings	5		12.98	\$64.90
Propagation Tays	25		2.60	\$65.00
Miscellaneous Consumables	1		40.00	\$40.00
On-site toolshed	1		561.60	\$561.60
				<u>\$2,179.56</u>
Community Garden Signage				
H3.2 Non Structural Plywood	1		102.00	\$102.00
90x45 Treated H3.2 Framing	1		48.96	\$48.96
Cement Mix Bag	2		11.94	\$23.88
				<u>\$174.84</u>
Water Tank Collector				
Water Tank 2000 Litres	1		1,269.00	\$1,269.00
H3.2 Non Structural Plywood	1		102.00	\$102.00
90x45 Treated H3.2 Framing	4		48.96	\$195.84
Cement Mix Bag	4		11.94	\$47.76
Tank fitting	1		13.24	\$13.24
Connectors	5		15.00	\$75.00
Tap	1		35.18	\$35.18
Hose 20m	1		79.00	\$79.00
Hose connectors set	1		36.28	\$36.28
Hose Spray Gun	1		20.99	\$20.99
				<u>\$1,864.29</u>
Buildings				
Garden Shed	1		581.60	\$581.60
				<u>\$581.60</u>
				<u>\$11,766.49</u>
			Total	\$11,766.49

Otago Peninsula Community Board	
Funding Assistance Project Completion Form	
<p>Please complete and return this form within three months of the project's completion. Return completed form to:</p> <p>The Governance Support Officer Otago Peninsula Community Board Dunedin City Council PO Box 5045 Dunedin 9058</p> <p>or email governance.support@dcc.govt.nz</p>	
Name of recipient organisation	The Anna and John Caselberg Charitable Trust
Contact person	Barbara Wilkins
Phone Landline	Cell: 021390802
Email	gwilkins@xtra.co.nz
Date of grant	15 August 2025 of \$1,000
Project name	<p>Landscaping Management – Artist residence (Broad Bay)</p> <p>The OPCB grant was used to conduct landscape management by forming a retaining wall at the Caselberg Trust garden Broad Bay Dunedin to future proof the longstanding artists in residence program run by the Trust.</p>
Project completion date	2/9/2025
Actual project cost (Please include detailed breakdown of expenditure)	<p>\$5,750.00</p> <p>Brewer Timber Limited: Drainage and fill for the retaining wall \$2,300.00 Construction and materials \$3,450.00</p>
Comments	<p>The work was completed by a very supportive local builder who has contributed many volunteer hours. Some labour assistance was provided by Trust members.</p> <p>The benefit to the wider community came in ensuring the Residence which is at the heart of the work of the Trust in offering residencies is maintained to ensure maximum health, safety and enjoyment by residents and all associated users.</p>
Signature	<i>Barbara Wilkins</i>

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) OPCB submission to the Hereweka Harbour Cone Management Plan
 - e) DCC currently consulting on
 - f) Roadworks Schedule
 - g) Dunedin City Council updates

RECOMMENDATIONS

That the Board:

- a) **Ratifies** the Board's submission to the Hereweka Harbour Cone Management Plan
- b) **Notes** the Governance Support Officer's Report.

Project Fund

- 2 The Project Fund balance to date for the current financial year (2025-2026) is \$7,000.

Correspondence

- 3 IN: Letter of thanks from The Anna and John Caselberg Charitable Trust (Attachment A)
- 4 OUT: Letter of support for the Broad Bay Boating Club dated 25 August 2025 (Attachment B)

Transport Update

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

OPCB submission to the Hereweka Harbour Cone Management Plan.

- 6 The Board is requested to ratify the submission made by the Board to the Hereweka Harbour Cone Management Plan on 18 August 2025. (Attachment C)



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

01 September 2025.

The Dunedin Peninsula DCC Community Board

Dunedin City Council

PO Box 5045

Dunedin 9054

Attn: Mr Paul Pope

Dear Paul and Community Board Members

RE: DCC Community Board Grant – Anna and John Caselberg Charitable Trust.

I am writing on behalf of the Anna and John Caselberg Trust to say how much we appreciate the ongoing support of the Board for the work of our Trust. The recent grant of \$1,000.00 was a significant help in enabling us to act with urgency to construct the landscaping retaining wall to future proof the property used to offer our longstanding and highly successful residency program.

Our Trustees Janet Downs and Lesley Hirst appreciated the opportunity to present the application at the July meeting and to meet Board members to highlight the value of this Trust to the local Community.

We appreciate there is very high demand on the small funds available for many worthy projects on the Peninsula so once again thank you for your much valued support.

Kind regards

Barbara Wilkins

(Committee Member)

Patron : Dame Gillian Karawe Whitehead DNZM



**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

25 August 2025

To Whom it May Concern

Broad Bay Boating Club Letter of Support

Over recent years the Otago Peninsula Community Board has watched with anticipation and enthusiasm as the Broad Bay Boating Club progress towards the development and implementation of its new building development as a multipurpose community facility.

This project is a tremendous undertaking by the club that will have significant benefits to the Broad Bay Community, Otago Peninsula and the Otago Harbour. As a historic maritime community, the Otago Peninsula has always been integrally linked with our harbour and the boating fraternity, which was highlighted with the club's centenary celebrations held last season.

That linkage has especially become more important with the continued development of the club's youth sailing programmes at Broad Bay, including specialised sailing for young people with disabilities through Sailability Otago. The club also supports water safety education for school children and adults to encourage water-based activities.

The Board recognises the enthusiasm and professional approach taken by the club to this project is to be admired and celebrated and will have considerable community, social and recreational benefits in our region, and the Otago Peninsula Community Board wholeheartedly support the club in its endeavours.

Good luck and best wishes to you all.

Yours sincerely

Paul Pope
Chairperson
Otago Peninsula Community Board



**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

18 August 2025

The Otago Peninsula Community Board submits the following feedback to the Hereweka Harbour Cone Management Plan.

1. That the Council acknowledge the importance of the property's iconic status to the region and ensure its protection from inappropriate structures and fencing that damages the skyline or shape of the landscape.
2. That the property remain as a working farm with appropriate public access for recreation, events and research.
3. Catchment management is imperative for the remaining freshwater values of the area and their connection to the Otago Harbour and Hooper's Inlet. Both Smiths and Stewarts Creek should see their restoration and protection intensified over the next 10 years.
4. The Northeastern slopes of the Hereweka Harbour Cone, below to the neighbouring boundaries of kanuka forest should slowly be fenced and have stock removed to accelerate the native regeneration process.
5. Tracks and walkways should remain and be open to the public, excepting during seasonal farming operations.
6. The land should not be used for commercial exotic forestry.
7. The City Council should acknowledge the fenced area at Bacon Street as a designated dog exercise area.
8. The City Council should transfer the management of the Bacon Street and Camp Road tracks to the Hereweka Harbour Cone Trust with appropriate funding.
9. Signage and track markers should be branded specifically for the Hereweka property.
10. The Trust should have one member of Council and one from the Otago Peninsula Community Board as its membership.
11. Heritage areas, walls, buildings and other relics should be protected, restored and developed for future generations under the auspices of a Heritage Plan.
12. The exotic trees denoting former homesteads should remain as cultural and historical markers on the site.

Paul Pope Chairman
Otago Peninsula Community Board

(Submitted on the behalf of the Otago Peninsula Community Board)

ACKNOWLEDGEMENT OF RETIRING MEMBERS - LOX KELLAS AND EDNA STEVENSON

Department: Civic

In acknowledgement of retiring members:

- Lox Kellas after 23 years of service, as a founding member of the Otago Peninsula Community Board in 2002.
- Edna Stevenson after 12 years of service on the Board.

RECOMMENDATIONS

That the Board:

- a) **Records** its sincere thanks to Lox Kellas for the loyal and conscientious service given to the City of Dunedin as a founding member of the Otago Peninsula Community Board for the 23 year period from 2002 to 2025.
- b) **Extends** sincere appreciation for the services rendered and every good wish for the future.
and;
- c) **Records** its sincere thanks to Edna Stevenson for the loyal and conscientious service given to the City of Dunedin as a member of the Otago Peninsula Community Board for the 12 year period 2013 to 2025.
- d) **Extends** sincere appreciation for the services rendered and every good wish for the future.

Signatories

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

Attachments

There are no attachments for this report.