

Notice of Meeting:

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

Date: Tuesday 31 March 2026
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	Stacey Kokaua-Balfour	Cheryl Neill
	Hugh O'Neill	Emma Strybosch
	Cr Mickey Treadwell	

Senior Officer Sian Sutton, Dunedin Destination Manager

Governance Support Officer Lauren Riddle

Lauren Riddle
Governance Support Officer

Telephone: 03 477 4000
governance.support@dcc.govt.nz
www.dunedin.govt.nz

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

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1 OPENING

Emma Strybosch will open the meeting with a reflection.

2 PUBLIC FORUM

2.1 Public Forum

A representative from the Portobello Coronation Hall Society Incorporated will be in attendance to speak to their funding application.

A representative from the Broad Bay Community Centre will be in attendance to speak to the Broad Bay Community Garden funding application.

A representative from the Save the Otago Peninsula (STOP) Incorporate Society will be in attendance to speak to their funding application.

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 - March 2026	7

Otago Peninsula Community Board Register of Interest - March 2026				
Name	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.
	Member	Taieri Catchment 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.
	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.
	Trustee	Yellow-eyed Penguin Trust	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Trustee	Otago Peninsula Biodiversity Group	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	External Issues Komiti	Te Runanga o Otakou	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	TBA	Te Runanga o Otakou-Tangata Tiaki	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Otakou Alternate	Te Runanga o Ngai Tahu	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Member	DoC Te Roopu Kaitiaki	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Committee Member	Ariki Athletics Club	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	Member	Port Otago Technical Committee	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
	RMA Commissioner	Environment Canterbury	No conflict identified.	Withdraw from discussion and leave the table if a conflict of interest is identified. Seek advice on actual or potential conflicts of interest prior to the meeting.
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.	

Hoani Langsbury (Deputy Chairperson) (cont)	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.
	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.
	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.
	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.
	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.
	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.
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.
	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.
Stacey Kokaua-Balfour	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.
	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.
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.
Hugh O'Neill	Owner	Residential Property, Pukehiki	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	Pukehiki Church	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.

	Visitor Accommodation	Residential Property, Pukehiki	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.
Emma Strybosch	Director	E Strybosch 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.
Cr Micky Treadwell	Director	Atawhai Interactive Tapui Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Contractor	Otago Polytechnic	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Co-owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Green Party of Aotearoa	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Otaru Sister City Society (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	Ōtepoti Dunedin Live Music Advisory Panel (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Te Ao Tūroa Partnership (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.

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 Tuesday 10 February 2026, commencing at 10:00 am

PRESENT

Chairperson	Paul Pope	
Deputy Chairperson		
Members	Stacey Kokaua-Balfour	Cheryl Neill
	Hugh O'Neill	Emma Strybosch
	Cr Mickey Treadwell	

IN ATTENDANCE Sian Sutton (Manager Enterprise Dunedin), Glen Hazelton (Project Manager)

Governance Support Officer Rebecca Murray

1 OPENING

Cheryl Neill opened the meeting with a reflection.

2 PUBLIC FORUM

2.1 - Healthy Harbour Watchers/ECOtago

Dr Murray Vickers and Andrew Innes spoke in support of ECOtago late funding application. They outlined the project the funding would contribute to and described the harbour sites where samples were collected and responded to questions.

Stacey Kokaua-Balfour entered the meeting at 10.18am.

3 APOLOGIES

An apology was received from Hoani Langsbury.

Moved (Paul Pope/Hugh O'Neill):

That the Board:

Accepts the apology from Hoani Langsbury.

Motion carried (OPCB/2026/001)

4 CONFIRMATION OF AGENDA

Moved (Paul Pope/Cheryl Neill):

That the Board:

Confirms the agenda with the following addition:

- Adds the late funding application from Healthy Harbour Watchers/ECOtago to Item 9 - Board Discretionary Fund Update and Funding Application.
- The additional application to be considered before Item 5 on the agenda.

Motion carried (OPCB/2026/002)

9 BOARD DISCRETIONARY FUND UPDATE AND FUNDING APPLICATION

A late funding application from Healthy Harbour Watchers/ECOtago was circulated to members. They requested funding towards materials required to carry out the sampling of harbour water.

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

- a) **Approves** the late funding application from Healthy Harbour Watchers/ECOtago (ECOtago Charitable Trust) for \$500.00 towards the materials required to carry out the sampling of harbour water.

Motion carried (OPCB/2026/003)

5 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.

Emma Strybosch updated her register of interest and removed E Strybosch Ltd.

Moved (Paul Pope/Cheryl Neill):

That the Board:

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

Motion carried (OPCB/2026/004)

6 CONFIRMATION OF MINUTES

6.1 OTAGO PENINSULA COMMUNITY BOARD MEETING - 25 NOVEMBER 2025

Moved (Paul Pope/Emma Strybosch):

That the Board:

Confirms the public part of the minutes of the Otago Peninsula Community Board meeting held on 25 November 2025 as a correct record.

Motion carried (OPCB/2026/005)

PART A REPORTS

7 GOVERNANCE SUPPORT OFFICER'S REPORT

This report informed the Board of activities relevant to the Board area.

Dr Glen Hazelton gave an update on the Portobello Board Walk Project, outlined the next steps, and responded to questions.

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

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

Motion carried (OPCB/2026/006)

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

- b) **Agrees** to submit to the Otago Regional Council's draft Navigation Safety Bylaw, noting that it will be ratified at the next Board meeting.

Motion carried (OPCB/2026/007)

Moved (Paul Pope/Hugh O'Neill):

That the Board:

- c) **Votes** for Marion Poole as the Community Boards' Executive Committee's (CBEC) Zone Six Representative.

Motion carried (OPCB/2026/008)

8 MEETING SCHEDULE FOR THE REMAINDER OF 2026

The Board considered the proposed meeting schedule for the remainder of 2026.

Moved (Paul Pope/Cheryl Neill):

That the Board:

Confirms the meeting schedule for the remainder of 2026 for the Otago Peninsula Community Board.

Motion carried (OPCB/2026/009)

9 BOARD DISCRETIONARY FUND UPDATE AND FUNDING APPLICATION (CONTINUED)

This report provides a copy of a funding application for the Board's consideration and an update on the amount in the Board's discretionary fund.

Wild Dunedin – NZ Festival of Nature (The Dunedin Wildlife Trust) requested \$1,000.00 towards hosting Co Theatre Physical to perform Wild Feelings.

Moved (Paul Pope/Emma Strybosch):

That the Board:

- a) **Notes** the discretionary fund update.
- b) **Declines** the funding application from Wild Dunedin – NZ Festival of Nature (The Dunedin Wildlife Trust) towards hosting Co Theatre Physical to perform Wild Feelings.

Motion carried (OPCB/2026/010)

10 COMMUNITY PLAN

Consideration was given to updating the Board's Community Plan.

11 BOARD REPRESENTATION AND ROLES

Board members may provide an update on their representative roles and other responsibilities, such as:

Regional overview, Tomahawk, DCC, ORC and DoC

Paul Pope provided a general update on local roading matters and concerns about wildlife safety.

Harwood and all Back Bays

Cheryl Neill requested the current gravel road maintenance schedule and the status of previously reported roading issues.

Pukehiki and Broad Bay

Hugh O'Neill provided a brief update on activities at the Pukehiki community hall, along with attendance at a recent Aurora meeting in Broad Bay.

Portobello

Stacey Kokaua-Balfour provided a progress update on the pump track project.

Macandrew Bay, The Cove and Company Bay

Emma Strybosch advised recent concerns about roadworks were raised by the community and provided the Board with a summary of issues in the area.

Civil Defence Emergency Management (CDEM)

Paul Pope advised the Board of the potential benefits in establishing a Community Response Group (CRG) with CDEM exploring this option.

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

Notes the Board updates.

Motion carried (OPCB/2026/011)

12 CHAIRPERSON'S REPORT

The Chairperson provided a verbal update at the meeting, which included:

Peninsula Connection Project

Updated Scholarship Application Forms and Criteria

Moved (Paul Pope/Cheryl Neill):

That the Board:

a) **Notes** the Chairperson's update.

b) **Approves** the updated scholarship application form and criteria.

Motion carried (OPCB/2026/012)

13 COUNCILLOR UPDATE

Councillor Mickey Treadwell provided an update on items of interest, which included:

Spectre of Rates Caps

New Years Celebration Fireworks Debate

Grants Review

RMA Reform Submission

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

Notes the Council Activities Update.

Motion carried (OPCB/2026/013)

14 ITEMS FOR CONSIDERATION BY THE CHAIR

There were no items for consideration.

The meeting concluded at 12.13pm.

.....
CHAIRPERSON

PART A REPORTS

COMMUNITY PLAN

Department: Civic

EXECUTIVE SUMMARY

- 1 The Community Board Plan is tabled for discussion at each meeting for the purpose of review and update as required by the Board, below is the link to the DCC website for the community plan:
- 2 https://www.dunedin.govt.nz/_data/assets/pdf_file/0007/148264/OPCB-Community-Plan-2025-2026-November-2025.pdf
- 3 The Board's Community Plan assists to contribute to the Council's 10-year plan with focus on:
- 4 **new and current priorities** (in order of importance with justification and estimated costs for each) for inclusion in the DCC 10-year Plan.
- 5 **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).

RECOMMENDATIONS

That the Board:

- a) **Considers** updating the Board's Community Plan for the 2026-27 year.

Signatories

Author:	Rebecca Murray - Governance Support Officer
Authoriser:	

Attachments

There are no attachments for this report.

- 3 Public consultation on the Dunedin City Council (DCC) 2026–27 Annual Plan will run from Monday, 30 March 2026 to 12 noon on Wednesday, 29 April 2026. Written submissions will be accepted during this period, with submitters able to speak to Council on Wednesday, 13 May 2026.
- 4 The draft Annual Plan introduces a new approach to presenting rates, separating **non-water rates** and **3 Waters rates** to reflect changes in the way water services are funded nationally. Consultation also covers proposals relating to the rating treatment of 3 Waters utilities, stadium funding, and updates to fees and charges.
- 5 Full details on the proposed changes, including financial information and how to make a submission, will be available on the DCC website from 30 March 2026 www.dcc.govt.nz.

Ocean Grove Domain Hall

- 6 The Ocean Grove Community Hall experienced flood damage in 2015 and again in 2024 due to its low-lying location next to the Tomahawk Lagoon.
- 7 Extensive work is required to ensure the building is protected from further flooding and is safe for the community to occupy. The building will require structural work, i.e., new foundations, floor and roof, and will require a full repaint.
- 8 Staff have commenced early discussions with the Ocean Groove Hall Committee to understand the Committee’s future aspirations and their intentions regarding the management of the hall. As yet there has been no decisions made on the future of the hall and staff will liaise with the Community Board accordingly.

Proposed Water Supply Bylaw 2026 – Public Consultation

- 9 Public consultation is underway on the proposed Water Supply Bylaw 2026, which would replace the DCC’s existing Water Bylaw (2011). The consultation closes on Thursday, 2 April 2026.
- 10 The proposed bylaw updates the rules for connection to and use of the public water supply network to reflect changes in national legislation, operational experience, and Dunedin’s ongoing growth. It aims to ensure the water supply network remains safe, reliable, and fit for the future.
- 11 Submissions are invited as part of the consultation process, with submitters able to indicate whether they wish to be heard at the hearing.
- 12 For further information please visit:
<https://www.dunedin.govt.nz/council/currently-consulting-on/current-consultations/proposed-water-supply-bylaw-2026>

Otago Regional Council’s Draft Navigation Safety Bylaw

- 13 At the 10 February 2026 meeting the Board agreed to submit to the Otago Regional Council’s draft Navigation Safety Bylaw.

BOARD DISCRETIONARY FUND UPDATE AND FUNDING APPLICATION

Department: Civic

EXECUTIVE SUMMARY

- 1 This report provides a copy of a funding application for the Board’s consideration and an update on the amount in the Board’s discretionary fund.
- 2 Four funding applications have been received for the consideration of the Board, from:
 - Portobello Coronation Hall Society Inc.
 - Choir!Choir!
 - Save the Otago Peninsula (STOP) Incorporated Society
 - Broad Bay Community Centre (on behalf of the Broad Bay Community Garden)

RECOMMENDATIONS

That the Board:

- a) **Notes** the discretionary fund update.
- b) **Considers** the funding application from the Portobello Coronation Hall Society Inc. to support the upgrade of the hall toilets.
- c) **Considers** the funding application from the Save the Otago Peninsula (STOP) Inc. Society for the purchase of eDNA testing kits.
- d) **Considers** the funding application from the Broad Bay Community Centre on behalf of the Broad Bay Community Garden for the relocation of the community garden.
- e) **Considers** the funding application from Choir! Choir! to support operational expenses.

DISCRETIONARY FUND

- 3 The Board has been allocated \$10,000.00 for the 2025/26 financial year.
- 4 The balance remaining in the fund for allocation for the current financial year is \$7,180.00. The following funds have been allocated in the 2025/26 financial year:

Meeting Date	Amount	Recipient/Purpose
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7 August 2025	\$1,000.00	The Anna and John Caselberg Charitable Trust – to support completion of a retaining wall at the Artists residence in Broad Bay.
11 September 2025	\$600.00	Kokomuka Harwood Community Garden Manatapu Inc – to support the establishment of a community garden at Harwood.
8 December 2025	\$220.00	OARFM “Round the Boards” programme
FUNDS HELD IN RESERVE	\$1,000.00	Youth Scholarship grant
Total Spend to date	\$2,820.00	

Youth Scholarship 2025/2026

- 5 \$1,000 is being held in reserve from the Project Fund for the Youth Scholarship Award for the 2025/2026 year.

Funding Assistance Project Completion

- 6 There were no funding assistance project completion forms received.

Funding Applications

- 7 Portobello Coronation Hall Society Inc. has requested \$2,000 in funding to support the installation of 5 unisex toilets and a disabled toilet in the current Women’s Toilet at the hall. (See Attachment A)
- 8 Choir!Choir! has requested funding of \$1,100 in funding to support the operational expenses, such as venue hire and payment to accompanying musicians to the choir. (See attachment B)
- 9 Save the Otago Peninsula (STOP) Inc. Society has requested \$1,961.55 in funding to support purchase of eDNA testing kits to assist with monitoring the health of Smiths Creek in conjunction with Broad Bay School. (See Attachment C and D)
- 10 Broad Bay Community Centre (BBCC) have requested on behalf of the Broad Bay Community Garden (BBCG) for funding support of \$1527 for the relocation of the community garden to the lawn area of the Broad Bay Community Centre. (See Attachments E-I)

Signatories

Author:	Lauren Riddle - Governance Support Officer
Authoriser:	Sian Sutton - Manager, Enterprise Dunedin

Attachments

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

Name of group applying for funds: Partubella Coronation Hall Society Inc.

Contact person: Christina Neill / Chrissy Hollamby

Address: [Redacted]

Phone Number: [Redacted] Email: [Redacted]

Position held: Treasurer

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

If granted, what was that money used for? To update Hall toilets

How much assistance has your group received previously from the Otago Peninsula Community Board? \$ None

Short description of present project: We are installing 5 Unisex toilets and a Disabled Toilet in the current womens toilet and bar area of the Coronation Hall bringing the toilets into the 21st Century!

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

Total cost of project: \$ 1444.2642

Amount already raised: \$ 13250.00

Amount sought from Otago Peninsula Community Board: \$ 2000.00

Amount sought from any other Dunedin City Council source: \$ 63250.00 from Hall owners. DCC.

How will the rest of the project cost be covered? Various Financial Grant Facilities + Pbo Coronation Hall.

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

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

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? This area of the Pbo Coronation Hall is badly in need of upgrading + a Disabled Toilet is required by law!!

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.



Quote

Quote No **Q004085**

Job No.
Date 02 February 2026
Valid To 04 March 2026

Wayne Cameron

BuildSmart Otago Ltd,
9 Willis Street,
Dunedin, 9016.

Phone: 021 2284531
Email: accounts@webuildsmart.co.nz

GST Number: 97-355-045

853 Portobello Rd (new toilet block)

Pricing is based off the consented plans provided (aba-2024-380) - Archi Tectura Ltd plans dated 10/07/24

Video link - https://youtube.com/watch?v=wAtzw_L1UcA&feature=shared

Hall funded work -
New toilet block not including the Disabled toilet, outside drains, and floor re build.

DCC funded work -
Disabled toilet
Floor re build to the toilet block
Removal and making good old toilet block beside the library, including the removal of the outside door and making good the plaster.

Tags -

- * New Toilet block floor rebuild is an estimate only.
- * No allowance for asbestos testing or removal
- * No allowance for new floor coverings where the new room is created by the library - where walls are removed there will be no floor coverings.
- * No work allowed for in the existing library
- * No allowance for moving existing furniture or books
- * No allowance for structural beams once walls are removed, nothing shown on the plan.

Tags -

Please note there may be unknown variations for rot repairs or other repairs required that are outside the original scope, these will be invoiced out during the job and due for payment within 5 days as per terms of trade. See rates below for this work.

Additional work asked for by the client will also fall under these rates.

In most cases all variation work will be agreed on by both parties before the work starts however on some occasions we will just need to carry on in order not to hold up progress on site.

Variation works may extend out any previously agreed completion dates.

Variations, estimates and PC Sum (provisional sums) will be charged at the below rates:

Building labour \$63.77+gst per hour

Plus admin/overhead and project management if required

Margin on materials, labour & subcontractors of 15%

Variation payments will be due within 5 days as per terms of trade

Name Wayne Cameron - Custodian of Portobello Coronation Hall Society

Phone 0274780424

Email: brenda.wayne@xtra.co.nz

Portobello Coronation Hall :

Bathroom upgrade and removal of second bathroom and removal of exterior door

Consented plans included

Tasks

Description	Amount
Building Labour (General)	19,327.00
Hall funded	

Building Project Management	1,300.00
Hall Funded	
* Project Management	
* Admin	

Costs

Description	Amount
Hall funded - Building Materials	14,926.16
Hall Funded - Plumbing -	10,015.66
Toilet block and HWC work	
4 x basins to run over the existing gully trap.	
Hall funded - Ventilation system	5,560.33
-Supply and install 1 x exterior Smooth Air Extract fan	
-Controlled by 1 x speed controller and occupancy sensor	
-Supply and install 8 x grills	
-Install ducting as required	
-Flashing as required for the exterior wall mounted extract fan motor	
-Boxing to be installed around the extraction ducting as required	
Hall funded - Electrical -	5,391.35
HALL FUNDED WORK	
-10 x Halcyon led dome lights	
-Lights to be controlled by separate 360deg sensors with 1 x manual override switch	
-1 x HWC circuit , New feed run from switchboard to HWC location	
-Install trunking as required around the wall of the main hall for HWC wiring	
-Protect with 16a circuit breaker	
-1 x double socket in store room	
-Liven and test	
-Supply certificate of compliance on completion	
Hall Funded - Gibstopper -	3,823.30
Toilet area	
Hall Funded - Subcontractor painter	1,974.00
Toilet block work	
Hall funded - Bathroom Chattels Supply .	5,107.30
Front of wall toilet fittings	
Hall Funded - Vinyl - supply and install	17,763.64
Scope - main toilets	
Supply and install ply sheet overlay into the new bathroom floors	
Supply and install Tarkett Wallgard 2mm wall vinyl colour Snowflake around all toilet cubicle wall and the main foyer of the bathroom	
Supply and install Tarkett Primo premium commercial vinyl (colour TBC) into the new bathroom cubicles and foyer allowing to cove to a height of 150mm	
Hot weld all joins with matching weld rod	
Supply and install new door transition bar	
Remove all waste from site	

Hall funded - Tip Fees	2,288.10
Hall funded - Plant and general	6,800.00
DCC - Building labour	5,159.00
* Disabled work / part demo and midfloor framing hours for toilet block	
DCC - Building materials	1,988.70
* Disabled work	
DCC - Toilet block floor rebuild	6,470.20
NOTE - PSUM only, this work will need to be done on a time and material basis. Work done like for like under repairs and maintenance work.	
DCC - Plumber	6,505.40
Out side work Disabled toilet	
DCC - Electrical	987.20
DCC FUNDED WORK ACCESSIBLE TOILET -1 x Halcyon led dome light -1 x sensor to control toilet light	
DCC - Gibstopper	882.30
Disabled toilet	
DCC - Painter	621.60
Disabled toilet	
DCC - Chattels	1,735.34
Disabled toilet front of wall fittings.	

DCC - vinyl	3,135.11
Scope - Acc WC Supply and install ply sheet overlay into the floors Supply and install Tarkett Wallgard 2mm wall vinyl colour Snowflake around all toilet cubicle wall Supply and install Tarkett Primo premium commercial vinyl (colour TBC) into the new bathroom floor allowing to cove to a height of 150mm Hot weld all joints with matching weld rod Supply and install new door transition bar Remove all waste from site	
DCC - concrete make good outside	1,470.50
DCC - Plant & General	2,356.00
	Subtotal 125,588.19
	15% GST (15%) 18,838.23
	Total 144,426.42

This Quotation is made under the construction contracts act 2002 for payment claims. All accounts are due and must be paid within 5 days of issue date. Any queries of this account must be made in writing within 5 working days. All collection costs incurred on overdue invoices will be borne by the client. Contract arrangements to be commenced on receipt of your written acceptance of this quotation. This acceptance may take the form of your official order form or letter by means of electronic transmission such as email, or the return of the completed and signed acceptance as per below.

I _____, hereby accept the attached quote as per the conditions set out above,

Signature: _____

Date: _____

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

Name of group applying for funds: Choir 'Choir' (Otago Peninsula Community Choir)

Contact person: Bernadette Newlands

Address: [Redacted]

Phone Number: [Redacted] Email: [Redacted]

Position held: Committee Member in charge of Fundraising

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? N/A

How much assistance has your group received previously from the Otago Peninsula Community Board? \$ 0

Short description of present project: We have established a choir on The Peninsula and are seeking funds for our operational expenses. Our application is specifically to contribute to the costs we will incur this year paying musicians to accompany the choir eg guitarist/keyboard players. We meet weekly in Broad Bay Hall and regularly perform at community events on the Peninsula eg Macarthur Bay School Fair, Anzac Day at Portobello, the Broad Bay Christmas Event, etc

Please attach any additional information which may be useful in explaining the project. - 2026 Budget attached.

Total cost of project: \$ 9,500

Amount already raised: \$ 6,000. this includes DCC Arts Grant. We intend to do more fundraising and earning gigs later this year.

Amount sought from Otago Peninsula Community Board: \$ 1,100

Amount sought from any other Dunedin City Council source: \$ 4,250 (already received)

How will the rest of the project cost be covered? In 2025 we applied for a DCC Arts Grant for 2026 operational costs - Musical Director Costs. Choir weekly door earnings, Choir performances that are paid, Choir Fundraising - Raffle o Market Day.

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

What is the timeframe for completing the project? [OR the date of your event/project?] Dec 2026, The date of

Is your project a one-off, annual or biennial event? Our project is an ongoing one but we are looking at 2026 operational expenses in particular.

How will the project benefit your organisation/club? What are the benefits to the wider community of your project? People love to sing. It's great for their well-being and mental health and builds connection and community. Our choir is inclusive, welcoming and has now been going for nearly 3 years. Members come from all across the Peninsula. It is costly to pay a Musical Director and accompanist but we need to do this to grow the skills and capability of our choir, and to raise our standard skills and sound.

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.

- We will report back at the end of the year to the Board and will send/include receipts and bank statements.
- We have funded the vast majority of our required operational funding ourselves and we will acknowledge the Peninsula Community Board + DCC in local community newsletters.

Choir! Choir! 2026 Budget

Expenses:

People Costs:

Musical Director- 42 weeks @ up to \$100 per week.	\$4200
Accompanists- 42 weeks @ up to \$80 per week	\$3360

Overhead Costs:

Hiring meeting space- Broad Bay Hall or occasionally Macandrew Bay School Library	
Cost: 42 weeks @ \$20 per week	\$840
Printing and purchasing Sheet music/ music copyright license	\$500
Folders for choir members	\$100
Advertising/ Promotion/ Marketing- posters and boards	\$200
Tea/ coffee/ biscuits for supper	\$300

Total Expenses for 2026: \$9,500

Income:

Weekly door koha- \$5 pp from those who can afford to pay	
Averages \$60 per week x 42 weeks	\$2520
Choir fundraising- market day and raffle	\$1200
DCC Arts grant received 19 Dec 25 for 2026 year	\$4250
Koha for performances- Toitu, Otago Museum	\$400
Total Income for 2026:	\$8,370

Shortfall of \$1,130

Current funds in bank \$5,216.10
(This includes DCC Arts grant funds and fundraising/ donations from 2025)



**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

22 September 2025

To Whom it May Concern

The hills are alive with the sound of music on the Otago Peninsula once again!

The local choir that operates out of Broad Bay has been going for the last 2 years. An enthusiastic group from across the Peninsula community have been holding regular recitals at events and other venues. Such a group serves a valuable connection for residents that encourages collaboration and friendship.

While my own vocal range is limited by a general lack of talent, my Board support the group's efforts and its spirit. In an age where work, family and busy personal lives often keep us away from being part of the community, the choir actively fills an important role on the Peninsula. As an organisation it builds community togetherness and support.

The Board fully support the Choir in its endeavours and hope that it is successful in its fundraising so that it may grow and continue.

We wish the Choir well and every success.



Paul Pope
Chairperson
Otago Peninsula Community Board



Dr Jennifer Cattermole
22 September 2025

School of Performing Arts (Te Kāhui Tau)
University of Otago (Ōtākou Whakaihu Waka)
Phone: +64 3 479 4025
Email: jennifer.cattermole@otago.ac.nz

Re. Letter of support for Choir!Choir!'s application for a DCC Creative Communities grant

To whom it may concern,

My name is Jennifer Cattermole, and I am Head of Te Kāhui Tau (the School of Performing Arts) at the University of Otago. I was fortunate to be conductor and music arranger for Choir!Choir!, a community choir who rehearse weekly at the Broad Bay Hall, from 2023-2025.

I'm writing to support Choir!Choir!'s application for a DCC Creative Communities grant. Participation in this choir is enormously beneficial for its members in terms of its positive health and wellbeing aspects. It puts a huge smile on people's faces and brings joy; for some, it is the highlight of their week. The choir is intergenerational, but is largely comprised of retirees – a group who can sometimes feel a little isolated. Choir!Choir! fosters social cohesion and community among its members. Performances such as the annual Anzac Day commemorations and Christmas celebrations at the local hall are community events, and the power of song really brings everyone together.

In short, this community choir is doing wonderful things, both for its members and for the wider community. It is thoroughly deserving of support.

Kind regards,



Associate Professor Jennifer Cattermole (Head of the School of Performing Arts, Otago University).

Broad Bay Community Centre



22nd September 2025

c/o 682 Portobello Road
Broad Bay, Dunedin 9014

To whom it may concern

Letter of Support for Choir! Choir!

The Broad Bay Community Centre committee are fully in support of the funding application being made to you by Choir! Choir!

The Choir was formed a few years ago in Broad Bay and has proved very popular both to members of our local community and to the wider Dunedin community.

The Choir meets every week at Broad Bay hall. It has brought together people from different backgrounds and has proved a uniting force for our community. The singers obviously get a lot from the experience personally, and have entertained the community with Christmas carol concerts, Anzac Day performances, and appearances at events in the city as they have become more proficient.

The Broad Bay Community Centre support this application for funding and wish Choir! Choir! well in this endeavour.

Yours sincerely



Tessa Mills
Secretary, Broad Bay Community Centre



1 Cowal Street, Broad Bay
Dunedin 9014, New Zealand
Phone : [+64] 03 478 0803
Mobile : 027 685 4411
Email : npeat1@gmail.com
www.nevillepeatsnewzealand.com

NEVILLE PEAT

26 September 2025

CHOIR! CHOIR!

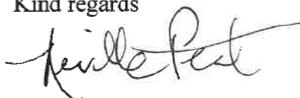
TO WHOM IT MAY CONCERN

My wife and I have been members of the Broad Bay Choir since the group was formed a couple of years ago.

I am writing in support of this Otago Peninsula community group as it continues to build a repertoire, confidence and experience. It has been wonderful to see the choir grow through community connections between the wider Peninsula villages, and to give back to the community through performances locally and in Dunedin city. There is something quite special about a choir experiencing the joy of making music together then sharing what they have learnt.

The choir has benefited from the excellent teaching and leadership we have had from Jen Cattermole and Natasha Manowitz, developing our musical skills and ability to perform successfully as a choir.

Kind regards



Neville Peat MNZM

----- Forwarded message -----

From: **Chris Watts** <Chris.Watts@dcc.govt.nz>
Date: Mon, Sep 22, 2025, 1:12 PM
Subject: Letter of support
To: hellothegoodsco@gmail.com <hellothegoodsco@gmail.com>

Kia ora Amber,

We're looking forward to having you back at Toitū Otago Settlers Museum for our Christmas music sessions on Sunday 14 December, after the wonderful set you performed for NZ Music Month back in May.

Community groups generally form the backbones of their communities, whether it be gardening groups, social sports teams, walking groups, or singing groups. The wonderful thing about choirs is your ability to grow your skills and showcase that, not just for your close community, but also further afield, as you have done by bringing the group into the museum. Sharing that community feeling with museum visitors and diners in our café is an experience valuable to several groups. First, to yourselves, with the growth that comes from sharing your skills in an admittedly scary environment. Public singing is not for the faint-hearted! Second, to the museum, bringing vibrancy and character to our large foyer space. And third, to the visitors, who have a unique and heart warming experience that is often unexpected, as visitors are not necessarily in the museum specifically for the performance.

We value your performances, and very much look forward to welcoming you again, not just for Christmas, but into the future!

Kā mihi,

Chris Watts

Visitor Programmes Co-ordinator

TOITŪ OTAGO SETTLERS MUSEUM | LAN YUAN, DUNEDIN CHINESE GARDEN

A department of the Dunedin City Council

Phone: 021 423 046

Email: chris.watts@dcc.govt.nz

Website:

<http://www.toituosm.com/>

<http://www.dunedinchinesegarden.com/>

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

Name of group applying for funds: Save The Otago Peninsula (STOP) Incorporated Society
 Contact person: Lala Frazer
 Address: C/- The Secretary, [REDACTED]
 Phone Number: [REDACTED] Email: stopincsoc@gmail.com
 Position held: Grant Co-ordinator

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? 2023 Pest Plant control by SWAT (Seek Weeds and Terminate) which uses STOP as their funding agent. 2025 tool purchase for pest plant control.
 How much assistance has your group received previously from the Otago Peninsula Community Board? \$1,000 + 1,705.30 (\$2,705.30)

Short description of present project: Sampling of eDNA is an ongoing project carried out together with the Broad Bay School, that allows the monitoring of the health of Smiths Creek by identifying which species are present. It is particularly important after the recent heavy rain incidents causing slips and heavy sedimentation of the creek. Very few fish have been seen since Oct 2024 and we want to know whether all the previous whitebait species in particular are still present.

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

Total cost of project: \$3,923.10
 Amount already raised: \$0.00
 Amount sought from Otago Peninsula Community Board: \$1961.55
 Amount sought from any other Dunedin City Council source: \$0.00

How will the rest of the project cost be covered? STOP has previously applied for and received eDNA testing kits through the Environmental Protection Agency. Future kits can be funded through further grants and donations.

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

What is the timeframe for completing the project? [OR the date of your event/project?] Ongoing
 Is your project a one-off, annual or biennial event? From time to time, as funds permit

How will the project benefit your organisation/club? What are the benefits to the wider community of your project? Having accurate records of stream health allows STOP to better advocate for support for further restoration efforts. By participating, the school children develop an interest and understanding in the unseen species (including microscopic ones) and strengthen their sense of ownership and commitment to the area. Ongoing restoration efforts provide the downstream community with better flood protection by reducing stream flow peaks. The wider Peninsula community benefits from having a nearby area of ever-developing nature that can be used for education and recreation for years to come.

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.



TE KURA O WHAKAOHORAHI
BROAD BAY SCHOOL

4 Roebuck Rise
Broad Bay
Ōtepoti Dunedin 9014
office@broadbay.school.nz

18 December 2025

Kia ora,

On behalf of Broad Bay School, I am pleased to support the application by Save The Otago Peninsula Incorporated Society for funding to purchase additional environmental DNA (eDNA) testing kits.

Broad Bay School values authentic, place-based learning that connects students with their local environment. The use of eDNA kits aligns strongly with the refreshed Science Years 0–10 curriculum, which emphasises students engaging in real-world scientific investigation, using evidence to explore ecosystems, biodiversity, and living systems.

This project provides an excellent context for tamariki to ask questions, collect and analyse data, and communicate findings. Previous involvement showed high levels of curiosity and engagement, particularly when tamariki explored both familiar species and microscopic organisms, supporting deep scientific thinking and effective use of digital tools.

The project also supports the integration of te ao Māori and mātauraka Māori, helping our tamariki to see themselves as kaitiaki/guardians of the Otago Peninsula and to understand their responsibility for caring for the local environment.

We particularly value the intention of the Incorporated Society to return to the school to share the results with students, reinforcing science as an ongoing, evidence-based process. Broad Bay School is proud to support initiatives that strengthen environmental learning and community partnerships, and we strongly endorse this funding application.

Kā mihi nui,

Rebecca Gilbertson
Tumuaki Principal
Broad Bay School

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

Name of group applying for funds: Broad Bay Community Centre Inc (BBCC) for Broad Bay Community Garden (BBCG) That is, the BBCC is applying on behalf of the Community Garden group, to support the project work being applied for, by providing a bank account as the Community Garden group does not currently have a bank account. The BBCC is purely acting as an “umbrella” support to the application through making available the use of the BBCC bank account to manage any funds granted by the Board to the Community Garden group. _____

Contact person: Jane Ashman _____

Address: _____

Phone Number: _____ **Email:** jane.ashman@otago.ac.nz

Position held: BBCC Treasurer

Has your group made an application to the Board for funding support within the last five years? The BBCC has, but not the Community Garden. **No X**

If granted, what was that money used for? N/A _____

How much assistance has your group received previously from the Otago Peninsula Community Board? \$ N/A _____

Short description of present project:

The Broad Bay Community Centre seeks funding for the relocation of the Community Garden to the lawn area of the Centre. The Garden had been previously located on privately-owned land but the sale of that block has precipitated a move. Funding will enable the establishment of the garden with soil and lattice and supports. _____

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

Total cost of project: \$1527

Amount already raised: \$_0 (see attached budget for voluntary labour involved so far)

Amount sought from any other Dunedin City Council source: \$0

Amount sought from Otago Peninsula Community Board: \$1527

How will the rest of the project cost be covered?

Volunteer labour will do establishment work, including work on dressing degraded sleepers, new signage, and residents will purchase seedlings, seeds, etc. (described in attached budget). _____

What is the timeframe for completing the project? [OR the date of your event/project?] September 2026 _____

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?

The funding will enable the continuation of a vital community service providing a valuable source of food and the provision of a site of community resilience and conviviality. The Garden will contribute to the city network of community gardens, connecting with groups such as Our Food Network. The purpose of the Community Garden is set out in the attached MOU with the BBCC. _____

NOTES:

Applicants should refer to the 'Discretionary Funding Guidelines' contained in the Board's Community Plan for guidance on the Board's priorities.

Although applications will be considered on their merits, regard will also be had to ensuring a fair allocation over all the Community Board area.

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

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

Contact: Paul Pope (Board Chairperson) telephone 027 466 8446 or Rebecca Murray (Governance Support Officer) 474 3487 with any questions.

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

Broad Bay Community Centre



Memorandum of Understanding

**Between the Broad Bay Community Centre and
the Broad Bay Community Garden**

Introduction:

This Memorandum of Understanding (MOU) is between the **Broad Bay Community Centre (BBCC)** and the **Broad Bay Community Garden (BBCG)** – the “Parties”.

Aim:

This MOU is to assist in building and maintaining the relationship between the Parties and is intended to foster co-operation and mutual trust.

The Parties will work together to provide a safe space to be used as a community garden, and when possible, provide education programmes.

The Parties undertake to act in good faith to resolve any matters of difference that may arise in relation to this MOU

The Parties agree to collaborate for the benefit of the community, taking into account the purposes of each of the Parties.

Broad Bay Community Centre Purpose:

As our Constitution states, the BBCC is established and maintained exclusively for charitable purposes (including any purposes ancillary to those charitable purposes), namely:

- To provide an accessible, welcoming venue and focal point for the Broad Bay community.
- To facilitate activities, events and education programmes which will foster community spirit and enhance the well-being of those who live in Broad Bay.
- To manage the affairs of Broad Bay Community Centre Incorporated in an open, transparent and inclusive manner.

Any income, benefit, or advantage must be used to advance the charitable purposes of the **Society**.

Broad Bay Community Garden Purpose:

The Broad Bay Community Garden seeks:

- to demonstrate the health and economic benefits of growing food locally.

- to promote the benefits of sustainable and organic gardening, through the sharing of information, resources, and expertise, in order to build greater community resilience.
- to recognise and promote community gardens as a method for fostering community engagement and establishing a culture of generosity, reciprocity, trust and self-help.

The Parties agree that:

- BBCG will provide a plan of the garden and the way space is to be used.
- The garden will be situated along the hedge on the SW border and extend to the second pole on the fence, leaving space for other activities on the lawn. There must be space to mow lawns along the hedge and between beds.
- A clear space must be left close to Etheridge Rooms for building work and a deck.
- The BBCG must enhance the BBCC grounds - It must be well maintained with compost kept tidy and stored in a way that minimises the presence of rodents.
- Major changes (eg tree planting or more beds) must be advised/discussed.
- Water use will be monitored as the BBCC water is metered, and significant consumption will be charged to the BBCG.
- Storage for garden tools may be provided in the BBCC shed. (Please note the BBCC is not responsible for BBCG equipment or goods stored on the premises. The BBCC's insurance cover does not extend to user's possessions.)
- The BBCG will assist with lawn mowing and other grounds work in lieu of a rental fee.
- The BBCG will provide a representative on the BBCC Committee.
- The BBCG will be responsible for making good any property damaged through their use.
- The BBCG can usually be accessed at any time by community members wanting to tend or gather produce. However, if there is a private event the garden may have to be out of bounds. This could be accomplished by pre-made signs ready to hang on gates and fences saying something like: "Private event, No access".
- If the BBCG organisation wishes to hold events on the premises outside the purpose of tending the garden, this must be discussed with the BBCC Bookings Officer.

- Whilst it is hoped that the Community Garden will be treated with respect by everyone using the premises, the BBCC cannot be held responsible for any damage caused by hirers.
- If the agreement ends or Community Garden organisation disbands, land must be returned to previous state.

Duration:

The MOU will take effect from the xxx 2026.

Should it become necessary for either party to end this MOU, one month's notice must be given in writing.

The MOU will be reviewed at 6-monthly intervals.

Signatures

Signed for and on behalf of the Broad Bay Community Centre

Contact Name:

Role:

Signature:

Date:

Signed for and on behalf of the Broad Bay Community Garden

Contact Name: *Geoffrey Craig*

Role: *Garden Lead.*

Signature: *[Handwritten Signature]*

Date: *12/3/26.*

Otago Peninsula Community Board Application - 2026

Broad Bay Community Centre Inc (BBCC) (for Broad Bay Community Garden)

Budget

Soil	= \$ 763
12 scoops of <u>Super Garden Mix</u> from Nichols + \$55 delivery	
Soil inquiry was also made with Woodland Products but quality of soil mix was not as optimal as Nichol's mix (ratio of bark, etc).	
Landscaping Pegs for Sleeper support	= \$ 212
56 <u>Mitre 10 Landscaping Pegs</u> for 7 beds	
Lattice (around compost bins area)	= \$ 400
4 <u>Mitre 10 Genja Outdoor Diagonal</u> sheets	
Lattice Posts	= \$ 152
3 <u>Mitre 10 Posts</u> 2.4 m	
Total funds requested	= \$ 1527

Please Note

The Broad Bay Community Garden (BBCG) was established in 2011 with grant funding from the Otago Peninsula Community Board.

The BBCG had been previously located on a privately-owned block of land on Clearwater Street, but the sale of that land in January has precipitated a move. The new BBCG location and plan has been approved by the BBCC committee, and a MOU has been completed (see attached). Part of the initial BBCG plan, and required by the BBCC

in the MOU, was the installation of lattice around the compost bins, given the lawn area will continue to host events. The lattice also provides valuable support for plantings which will add to the overall productive capacity and aesthetic value of the garden.

Significant volunteer labour has already gone into moving garden infrastructure from the old Clearwater Street location to the new site. About half a dozen garden volunteers worked over two days (roughly calculated) clearing and tidying the old garden, digging up and transporting approximately 70 garden sleepers, and moving several cubic metres of compost and compost frames (see attached photograph).

The establishment of the new garden will also draw on significant resident volunteer labour. We will seek a local resident artist/signwriter to put together welcome and code of conduct signs. We will also seek a local resident with a water blaster and skill saw to wash and dress degraded sleepers from the old garden before their re-use. Garden volunteers will also personally fund the purchase of seedlings and seeds for the establishment of the new garden (and also planting on an ongoing basis).

Broad Bay Community Centre bank account: 0309030380753 0050 (see attached).

Broad Bay Co-operative
2A Clearwater St
Broad Bay
Dunedin 9014

16 March 2026

To Whom It May Concern

Support for Broad Bay Community Garden

The aim of the Broad Bay Co-operative (aka the Co-op) is to encourage food sustainability. To this end we purchase at the Farmer's Market and distribute to our 32 member households.

The Community Garden was initially started by some of the members of the Co-op in order to further this aim and allow food growing and distribution in the garden area of the Co-op, not just for Co-op members but also the wider community.

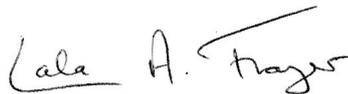
We also saw it as a way for more experienced food growers to share their knowledge with others in the community and encourage more backyard vegetable growing.

It proved an extremely successful project, with many of us appreciating the fresh fruit, herbs and vegetables we were able to harvest from the Community Garden, and also by participating in working bees we were able to increase our knowledge for our home vegetable garden. The Co-op was also able to dispose of waste vegetables in the Community Garden's compost.

Recently the original property was sold and both the Co-op and the Community Garden have moved to the Broad Bay Community Centre.

We should like to offer support for their efforts to reinstate the infrastructure of the Community Garden and we look forward to once again becoming partners, with the aim of food resilience.

Yours sincerely



On behalf of the Broad Bay Co-operative



CHAIRPERSON'S REPORT

Department: Civic

EXECUTIVE SUMMARY

The Chairperson will provide an update on items of interest, which includes:

- Portobello Road Crash Data Analysis
- Ocean Grove Domain Hall
- Irvine Road stormwater upgrade project update
- Biodiversity and Tourism forum dates
- Combined OPCB and WHCB events and projects
- Re-vegetation of slip areas on Portobello Road
- Seawall accident at Macandrew Bay
- Horticulture maintenance for the Peninsula
- Congratulatory to the Otago Peninsula Biodiversity Group

RECOMMENDATIONS

That the Board:

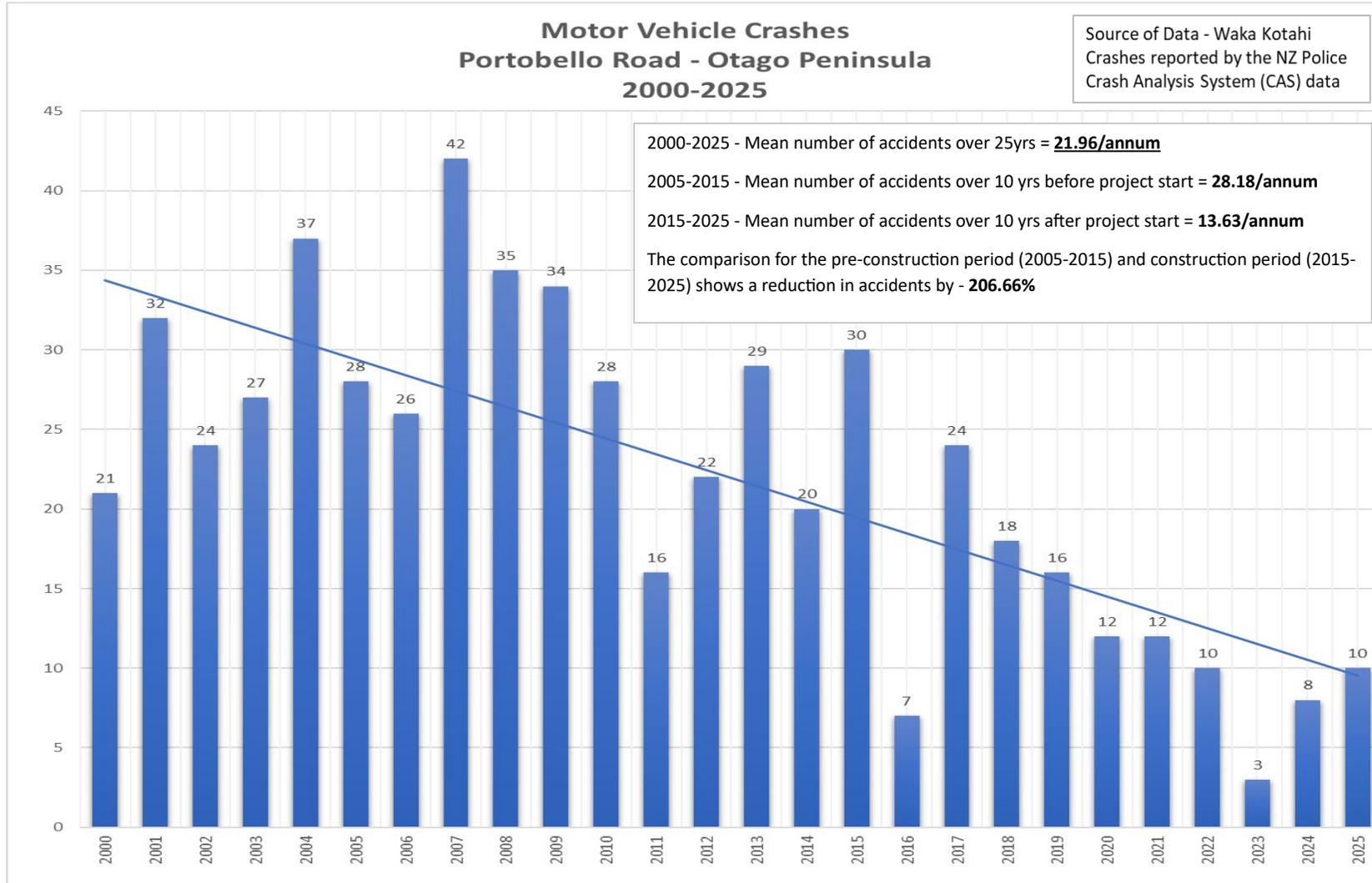
- a) **Notes** the Chairperson's update.

Signatories

Authoriser:	
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Attachments

	Title	Page
↓A	Motor Vehicle - Portobello Road crash data analysis 2000 - 2025	55



ITEMS FOR CONSIDERATION BY THE CHAIR

Any items for consideration by the Chair.

Attachments

There are no attachments for this report.