

**Notice of Meeting:**

I hereby give notice that an ordinary meeting of the Community and Culture Committee will be held on:

**Date:** Tuesday 5 April 2022

**Time:** 1.00 pm

**Venue:** Via Audio Visual Link

This meeting will be streamed on the Council's YouTube Page: <https://youtu.be/zPyx3M9qdHg>

Sandy Graham  
Chief Executive Officer

---

**Community and Culture Committee**  
**PUBLIC AGENDA**

---

**MEMBERSHIP**

<b>Chairperson</b>	Cr Marie Laufiso	
<b>Deputy Chairperson</b>	Cr Christine Garey	Cr Carmen Houlahan
<b>Members</b>	Cr Sophie Barker	Cr David Benson-Pope
	Cr Rachel Elder	Cr Doug Hall
	Mayor Aaron Hawkins	Cr Mike Lord
	Cr Jim O'Malley	Cr Jules Radich
	Cr Chris Staynes	Cr Lee Vandervis
	Cr Steve Walker	Cr Andrew Whiley

**Senior Officer** Simon Pickford, General Manager Community Services

**Governance Support Officer** Rebecca Murray

---

Rebecca Murray  
Governance Support Officer

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

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



<b>ITEM</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
1	Public Forum	4
2	Apologies	4
3	Confirmation of Agenda	4
4	Declaration of Interest	5
5	Confirmation of Minutes	16
	5.1 Community and Culture Committee meeting - 15 February 2022	17
<b>PART A REPORTS (Committee has power to decide these matters)</b>		
6	Actions From Resolutions of Community and Culture Committee Meetings	23
7	Community and Culture Committee Forward Work Programme	25
8	Housing Action Plan Update	28
9	Dunedin Former Refugee Steering Group	41
10	Items for Consideration by the Chair	57

**1 PUBLIC FORUM**

At the close of the agenda no requests for public forum had been received.

**2 APOLOGIES**

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

**3 CONFIRMATION OF AGENDA**

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

---

## DECLARATION OF INTEREST

---

### EXECUTIVE SUMMARY

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

### RECOMMENDATIONS

That the Committee:

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

### Attachments

	<b>Title</b>	<b>Page</b>
<a href="#">A</a>	Community and Culture Committee Register of Interest	6

Community and Culture Committee Register of Interest - Current as at 29 March 2022				
Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Mayor Aaron Hawkins	Trustee	West Harbour Beautification Trust	Potential conflict WHBT work with Parks and Reserves to co-ordinate volunteer activities	Withdrawal from all West Harbour Beautification Trust/ DCC discussions involving this relationship.
	Trustee	St Paul's Cathedral Foundation	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property Owner - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Thank You Payroll	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	ICLEI Oceania Regional Executive	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Hospital Local Advisory Group	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Green Party	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Connecting Dunedin (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Board Member	Otago Museum Trust Board (Council appointment)	Duties to Trust may conflict with duties of Council Office. Recipient of Council funding	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Otago Theatre Trust (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Member	Otago Polytech's Research Centre of Excellence	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	LGNZ National Council	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Alexander McMillan Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Cosy Homes Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Chair	LGNZ Policy Advisory Group	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Local Government New Zealand Zone 6 Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Sophie Barker	Director	Ayrmed Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Ocho Newco Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various publicly listed companies	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Property Owner	Residential Property Owner - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Beneficiary	Sans Peur Trust (Larnach Castle)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Mentor	Business Mentors NZ	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Southern Heritage Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Sophie Barker Cont.	Member	Friends Otago Museum	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Peninsula Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Orokonui Ecosanctuary	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Dunedin Heritage Fund Trust (Council appointment)	Duty to Trust may conflict with duties of Council Office	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Otago Settlers Association (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Vegetable Growers Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Committee Member	Otago Anniversary Day Dinner	No conflict identified	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
Cr David Benson-Pope	Member	Dunedin Gas Works Museum Trust (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Owner	Residential Property Ownership in Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee and Beneficiary	Blind Investment Trusts	Duty to Trust may conflict with duties of Council Office	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Yellow-eyed Penguin Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	New Zealand Labour Party	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Heritage Fund Trust (Council appointment)	Duty to Trust may conflict with duties of Council Office	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Connecting Dunedin (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Tertiary Precinct Planning Group (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Delegation holder	Second Generation District Plan (2GP) Authority to Resolve Appeals on behalf of Council (Council appointment)	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Hospital Local Advisory Group	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Rachel Elder	Member	Otago Regional Transport Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Commissioner (Community Representative)	District Licensing Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Greater South Dunedin Action Group	Decisions may be considered on the future of South Dunedin.	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Host Parent	Otago Girls High School	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Advisor/Support Capacity	Kaffelagic	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Rachel Elder Cont.	Member	Dunedin Trails Networks Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Southern Urban Dunedin Community Response Group	Decisions about emergency response recovery may be conflicted	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Keep Dunedin Beautiful (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Okia Reserve Management Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitu Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Disability Issues Advisory Group	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Christine Garey	Trustee	Garey Family Trust - Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Creative Dunedin Partnership (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Women of Ōtepoti	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Symphony Orchestra Foundation Board of Trustees (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Theomin Gallery Management Committee (Olveston) (Council appointment)	No conflict identified	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Chair	Grants Subcommittee (Council Appointment)	No conflict identified	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Local Government New Zealand Zone 6 Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Doug Hall	Director/Owner	Hall Brothers Transport Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Dunedin Crane Hire	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Wood Recyclers Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Dunedin Concrete Crushing Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Anzide Properties Ltd - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	The Woodshed 2014 Limited	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Owner	Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Farmlands	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Doug Hall Cont.	Shareholder	Ravensdown Fertiliser	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	PGG Wrightson	Currently no likely conflict	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Silver Fern Farms	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Valley View Development Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Geekfix Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Milburn Processing Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Appellant	2GP	Appellant to the 2GP	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Financial Donor	Dunedin North Community Patrol	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Donor of the use of a building free of charge to the group	North Dunedin Blokes Shed	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Partner	Highland Helicopters	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Supplier	Southweight Truck and Weights for testing Weighbridges Otago & Southland	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Chinese Garden Advisory Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Toitu Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Carmen Houlahan	Owner	Residential Property - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Rental Property - North Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Part Owner	Adobe Group Ltd, Wanaka	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Institute of Directors	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Property Investors Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Company Owner/Sole Director	Shelf Company - RU There	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Startup Business	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Toitu Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Carmen Houlihan Cont.	Member	Dunedin Public Art Gallery Acquisitions Committee (Council appointment)	Possible grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Member	Dunedin Public Art Gallery Society (Council appointment)	Possible grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Member	Mosgiel Taieri Community Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Marie Laufiso	Property Owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Community Building Trust - Trust Owner of Property 111 Moray Place	Duty to Trust may conflict with duties of Council Office	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Otago Mental Health Support Trust	Potential grants applicant which would result in pecuniary interest. Duty to Trust may conflict with duties of Council Office	Do not participate in consideration of grants applications. If the meeting is in confidential, to leave the room.
	Member	Women of Ōtepoti Recognition Initiative	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Family Member	Staff member a relative	Potential conflict depending on level of staff member involvement	Managed by staff at officer level if a perceived conflict of interest arises.
	Secretary	Brockville Improvements and Amenities Society (BIAS)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Corso Ōtepoti Dunedin Trust	Potential grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Member	Dunedin Manufacturing Holdings Inc	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	National Communications Officer	P.A.C.I.F.I.C.A Inc	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Dunedin Branch Treasurer	P.A.C.I.F.I.C.A Inc	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Green Party of Aotearoa New Zealand	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Age Concern (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Abrahamic Interfaith Group (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Dunedin Refugee Steering Group (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Fair Trading Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Deputy Chair	Grants Subcommittee	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Chair	Social Well Being Advisory Group (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Mike Lord	Trustee	ML Lord Family Trust - Owner of Residential Properties - Dunedin	Duty to Trust may conflict with duties of Council Office	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Fonterra	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Federated Farmers	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Mike Lord Cont.	Director	Mosgiel Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Mosgiel RSA	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.
	Chairperson	Federated Farmers Charitable Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various publicly listed companies	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Otago Rural Support Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Otago Youth Adventure Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Strath Taieri Community Board (Council Appointment)	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	District Licensing Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Jim O'Malley	Owner	Biocentrix Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Mosgiel Association Football Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Ocho Newco Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Ayrmed Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Ice Sports Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Manufacturing Holdings	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Ice Sports Dunedin Incorporated (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Member	Connecting Dunedin (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Okia Reserve Management Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Tertiary Precinct Planning Group (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Waikouaiti Coast Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Jules Radich	Shareholder	Izon Science Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Taurikura Drive Investments Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Jules Radich Cont.	Shareholder	Golden Block Developments Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Cambridge Terrace Properties Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Southern Properties (2007) Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Arrenway Drive Investments Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Golden Centre Holdings Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	IBMS Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Raft Holdings Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Otago Business Coaching Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Effectivise Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Athol Street Investments Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Allandale Trustee Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Aberdeen St No2 Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Public Art Gallery Acquisitions Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Public Art Gallery Society (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Road Safety Action Plan	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
100% Shareholder/Director	Panorama Developments Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Tertiary Precinct Planning Group (Council appointment - alternate)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Saddle Hill Community Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Chris Staynes	Chairman	Cargill Enterprises	Contractor and service provider to DCC	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room.
	Director	Wine Freedom	Supplier to DCC	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room.
	Patron	Otago Model Engineering Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Balmacewen Lions Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Otago Southland Manufacturers Association Trust	Possible co-funder of ED project. Duties to the Trust may conflict with duties of Council	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
	Life Member	Otago Chamber of Commerce	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Chris Staynes Cont.	Deputy Chair	Cancer Society of Otago/Southland	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Board Member	NZ Cancer Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Patearoa Golf Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	President	Balmacewen Lions	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	CJ and CA Staynes Family Trust - Property Owner - Dunedin and Patearoa	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	George Street Wines Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Saddle Hill Investment Trust Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	NZ Association of Amateur Radio and Transmitters	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Board Member	Otago Museum Trust Board (Council appointment)	Duties to Trust may conflict with duties of Council Office. Recipient of Council funding	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Trustee	Theomin Gallery Trust (Council appointment)	Duties to Trust may conflict with duties of Council Office. Recipient of Council funding	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Chairman	Grow Dunedin Partnership (Council appointment)	Duties may conflict with duties of Council Office. Recipient of Council funding	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Dunedin Shanghai Association (Sister City Society) (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Trustee	For Trades Apprenticeship Training Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Social Well Being Advisory Group (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Local Government New Zealand Zone 6 Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Lee Vandervis	Director	Lee Vandervis, Antonie Alm-Lequeux and Cook Allan Gibson Trustee Company Ltd - Residential Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Bunchy Properties Ltd - Residential Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Vandervision Audio and Lighting - Hire, Sales and Service Business	May contract and provide service to DCC	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
Cr Steve Walker	Chairperson	Dunedin Wildlife Hospital Trust	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
	Chairperson	West Harbour Beautification Trust	Potential conflict WHBT work with Parks and Reserves to co-ordinate volunteer activities	Withdrawal from all West Harbour Beautification Trust/ DCC discussions involving this relationship.
	Member	Orokonui Ecosanctuary	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
	Member	Port Chalmers Golf Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Steve Walker Cont.	Member	Keep New Zealand Beautiful	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
	Member	Society of Beer Advocates	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	New Zealand Labour Party	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Port Chalmers Historical Society	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
	Owner	Residential Property - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various publicly listed companies	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	NZ Sea Lion Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Edinburgh Sister City Society (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Connecting Dunedin (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Te Ao Turoa Partnership (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Keep Dunedin Beautiful (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Tertiary Precinct Planning Group (Council appointment - alternate)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	West Harbour Community Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Andrew Whiley	Owner/Operator	Whiley Golf Inc and New Zealand Golf Travel Ltd	No conflict identified	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
	Director/Shareholder 22 May 2017	Estate of Grace Limited	No conflict identified	Withdraw from discussion and leave the table. If the meeting is in confidential leave the room. Seek advice prior to the meeting.
	Trustee	Japek (Family Trust) - Property Ownership - Dunedin	Duties to Trust may conflict with duties of Council Office.	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Otago Golf Club	No conflict identified	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Dunedin South Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Board Member	New Zealand Professional Golfers Assn	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Institute of Directors	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	National Party	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairman	Volunteer South	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.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Andrew Whiley Cont.	Member	Dunedin Public Art Gallery Society (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Grow Dunedin Partnership (Council appointment - alternate)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	NZ Masters Games Trust Board (Council appointment)	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Chair	Dunedin Community House Executive Committee	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Member	Puketai Residential Centre Liaison Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Property Investors Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Chisholm Links Golf Club	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.	

---

## CONFIRMATION OF MINUTES

### COMMUNITY AND CULTURE COMMITTEE MEETING - 15 FEBRUARY 2022

---

#### RECOMMENDATIONS

That the Committee:

**Confirms** the minutes from the Community and Culture Committee meeting held on 15 February 2022 as a correct record.

#### Attachments

	<b>Title</b>	<b>Page</b>
<a href="#">A</a> 	Minutes of Community and Culture Committee meeting held on 15 February 2022	17

---

## Community and Culture Committee

### MINUTES

---

Minutes of an ordinary meeting of the Community and Culture Committee held via Audio Visual Link on Tuesday 15 February 2022, commencing at 1.00 pm

#### PRESENT

<b>Chairperson</b>	Cr Marie Laufiso	
<b>Deputy Chairperson</b>	Cr Christine Garey	Cr Carmen Houlahan
<b>Members</b>	Cr Sophie Barker	Cr David Benson-Pope
	Cr Rachel Elder	Cr Doug Hall
	Mayor Aaron Hawkins	Cr Mike Lord
	Cr Jim O'Malley	Cr Jules Radich
	Cr Chris Staynes	Cr Lee Vandervis
	Cr Steve Walker	Cr Andrew Whiley

#### IN ATTENDANCE

Simon Pickford (General Manager Community Services), Jeanette Wikaira (Manahautū – General Manager Māori, Partnerships and Policy), Cam McCracken (Director – DPAG, Toitū, Lan Yuan and Olveston), Joy Lanini (Manager Community Development and Events), Kirsten Glengarry (Manager Creative Partnerships) and Clare Sullivan (Manager Governance)

**Governance Support Officer** Rebecca Murray

---

#### 1 PUBLIC FORUM

There was no Public Forum.

#### 2 APOLOGIES

There were no apologies.

#### 3 CONFIRMATION OF AGENDA

Moved (Cr Marie Laufiso/Cr Christine Garey):

That the Committee:

**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.

Moved (Cr Marie Laufiso/Cr Mike Lord):

That the Committee:

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

**Motion Carried**

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

##### **5.1 COMMUNITY AND CULTURE COMMITTEE MEETING - 2 NOVEMBER 2021**

Moved (Cr Marie Laufiso/Cr Carmen Houlahan):

That the Committee:

**Confirms** the Community and Culture Committee meeting held on 02 November 2021 as a correct record.

**Motion Carried**

#### **6 MINUTES OF SUBCOMMITTEE AND BOARD**

##### **6 GRANTS SUBCOMMITTEE - 29 JUNE 2021**

Moved (Cr Marie Laufiso/Cr Steve Walker):

That the Committee:

**Notes** the public minutes of the Grants Subcommittee meeting held on 29 June 2021.

**Motion Carried**

##### **7 GRANTS SUBCOMMITTEE - 29 SEPTEMBER 2021**

Moved (Cr Marie Laufiso/Cr Christine Garey):

That the Committee:

**Notes** the public minutes of the Grants Subcommittee meeting held on 29 September 2021.

**Motion Carried**

**8 GRANTS SUBCOMMITTEE - 17 NOVEMBER 2021**

Moved (Cr Marie Laufiso/Cr Rachel Elder):

That the Committee:

**Notes** the public minutes of the Grants Subcommittee meeting held on 17 November 2021.

**Motion Carried**

**9 GRANTS SUBCOMMITTEE - 24 NOVEMBER 2021**

Moved (Cr Marie Laufiso/Cr Steve Walker):

That the Committee:

**Notes** the public minutes of the Grants Subcommittee meeting held on 24 November 2021.

**Motion Carried**

**10 TOITŪ OTAGO SETTLERS MUSEUM BOARD - 27 SEPTEMBER 2021**

Moved (Cr Rachel Elder/Cr Doug Hall):

That the Committee:

**Notes** the public minutes of the Toitū Otago Settlers Museum Board meeting held on 27 September 2021.

**Motion Carried**

**11 TOITŪ OTAGO SETTLERS MUSEUM BOARD - 8 NOVEMBER 2021**

Moved (Cr Rachel Elder/Cr Carmen Houlahan):

That the Committee:

**Notes** the public minutes of the Toitū Otago Settlers Museum Board meeting held on 08 November 2021.

**Motion Carried**

**PART A REPORTS**

**12 ACTIONS FROM RESOLUTIONS OF COMMUNITY AND CULTURE COMMITTEE MEETINGS**

The report detailed the open and completed actions from resolutions of the Community and Culture Committee meetings from the start of the triennium in October 2019.

The General Manager Community Services (Simon Pickford) responded to members' questions.

Moved (Cr Marie Laufiso/Cr Christine Garey):

That the Committee:

**Notes** the open actions from resolutions of the Community and Culture Committee meetings.

**Motion Carried**

### **13 COMMUNITY AND CULTURE COMMITTEE FORWARD WORK PROGRAMME**

The report provided an update of the Community and Culture Committee forward work programme.

Moved (Cr Marie Laufiso/Cr Carmen Houlahan):

That the Committee:

**Notes** the Community and Culture Committee forward work programme.

**Motion Carried**

### **14 DUNEDIN YOUTH COUNCIL SIX MONTHLY REPORT, 1 JULY - 31 DECEMBER 2021**

The report provided an update from the Dunedin Youth Council (DYC) on activities from 1 July – 31 December 2021.

DYC representatives (Jaiyushka Pratap) and (Tallulah Costa) spoke to the report and responded to members' questions.

Moved (Cr Steve Walker/Cr Rachel Elder):

That the Committee:

**Notes** the Dunedin Youth Council Six Monthly Report, 1 July – 31 December 2021.

**Motion carried**

### **15 COMMUNITY AND CULTURE ACTIVITY REPORT FOR THE PERIOD TO 31 DECEMBER 2021**

The report provided an update on progress towards achieving levels of service for the Galleries, Libraries and Museums, incorporating Ara Toi and City of Literature activities, and Community Development and Events, for the period 1 July 2021 to 31 December 2021.

The General Manager Community Services (Simon Pickford), Director – DPAG, Toitū, Lan Yuan and Olveston (Cam McCracken) and Manager Community Development and Events (Joy Lanini) responded to members questions.

Moved (Cr Marie Laufiso/Cr Carmen Houlahan):

That the Committee:

**Notes** the update reports on the Galleries, Libraries and Museums, and Ara Toi activities, and the Community Development and Events activities.

**Motion carried**

## **16 PERFORMING ARTS VENUE UPDATE**

The report updated the Committee on the re-engagement with the performing arts community about options for a mid-sized performing arts venue.

The Manahautū – General Manager Māori, Partnerships and Policy (Jeanette Wikaira) and Manager Creative Partnerships (Kirsten Glengarry) responded to members' questions.

Moved (Cr Christine Garey/Cr Steve Walker):

That the Committee:

**Notes** the Performing Arts Venue update report.

**Motion carried**

## **17 SUMMARY OF ADVISORY GROUP MEETINGS (OCTOBER - DECEMBER 2021)**

The report provided a summary of the DCC's Social Well-being Advisory Group, Disabilities Issues Advisory Group and Dunedin Refugee Steering Group meetings during the period 1 October – 31 December 2021.

Moved (Cr Marie Laufiso/Cr Christine Garey):

That the Committee:

**Notes** the summary of the Social Well-being and Disabilities Issues Advisory Groups and the Dunedin Refugee Steering Group meetings for the period 1 October – 31 December 2021.

**Motion carried**

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

Cr Lee Vandervis – Grants Subcommittee – Grants over \$50k, should these grants be considered by the whole Committee of elected members rather than just those that sit on the subcommittee

Cr Jim O'Malley – Waste Minimisation Grants. Requested a way for these be referenced into the Waste and Environmental Solutions Activity Reports.

**RESOLUTION TO EXCLUDE THE PUBLIC**

Moved (Chairperson Marie Laufiso/Cr Steve Walker):

That the Committee:

Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

<b>General subject of the matter to be considered</b>	<b>Reasons for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>	<b>Reason for Confidentiality</b>
C1 Grants Subcommittee - 29 June 2021 - Public Excluded	S7(2)(j) The withholding of the information is necessary to prevent the disclosure or use of information for improper gain or improper advantage.	.	
C2 Grants Subcommittee - 24 November 2021 - Public Excluded	S7(2)(j) The withholding of the information is necessary to prevent the disclosure or use of information for improper gain or improper advantage.	.	

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act, or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above after each item.

**Motion Carried**

The meeting went into non-public at 2.48 pm and concluded at 2.55 pm

.....  
CHAIRPERSON

## PART A REPORTS

### ACTIONS FROM RESOLUTIONS OF COMMUNITY AND CULTURE COMMITTEE MEETINGS

Department: Civic

#### EXECUTIVE SUMMARY

- 1 The purpose of this report is to detail the open and completed actions from resolutions of the Community and Culture Committee meetings from the start of the triennium in October 2019 (Attachment A).
- 2 As this report is an administrative report only, there are no options or Summary of Considerations.

#### RECOMMENDATIONS

That the Committee:

**Notes** the open actions from resolutions of the Community and Culture Committee meetings shown in Attachment A.

#### NEXT STEPS

- 3 Updated actions report will be provided to future meetings of the Community and Culture Committee.

#### Signatories

Author:	Rebecca Murray - Governance Support Officer
Authoriser:	Clare Sullivan - Manager Governance

#### Attachments

	Title	Page
<a href="#">↓A</a>	Community and Culture Committee Public Open Actions from Resolutions as at March 2022	24

PUBLIC OPEN ACTIONS - COMMUNITY AND CULTURE COMMITTEE RESOLUTIONS 2019-2022						
Meeting Date	Resolution	Report	Resolution or Action to be Taken	Group	Due Date	Status
11 February 2020	COM/2020/006	Non-Financial Activity Report for the two quarters ending 31 December 2019	Noting - Octagon Public Art Installation	Creative Partnerships	31 December 2021	<b>March 2022</b> - Removal of damaged penguin mural and installation of tiles made by Ayesha Green to be arranged with PARS.
4 August 2020	COM/2020/020	Non-Financial Activity Report for the two quarters ending 30 June 2020	Noting - Chinese New Year Celebrations - The events team is planning further sustainability measures for Civic events and will implement these in Summer 2021.	Community	31 December 2021	<b>March 2022</b> - Work on an events sustainability and accessibility programme has been delayed due to COVID and major events work.
15 June 2021	COM/2021/018	Non-Financial Activity Report for the quarter ending 31 March 2021	Noting - Te Rauone Reserve Refurbishment	Creative Partnerships	31 December 2021	<b>March 2022</b> - Awaiting quotes from Precision Steel and Zeal Steel. Final details of metal treatment to be decided, the final choice will be influenced by ongoing maintenance requirements. Structural engineer engaged and drafting of final plans underway. Consenting requirements can be completed once PS1 is provided by the engineer.  Tomohaka Pou Carving of pou has been completed by artist Alex Whitaker; awaiting fabrication of corten elements, which have been delayed due to Covid.

## COMMUNITY AND CULTURE COMMITTEE FORWARD WORK PROGRAMME

Department: Corporate Policy

### EXECUTIVE SUMMARY

- 1 The purpose of this report is to provide a regular update of the Community and Culture Committee forward work programme to show areas of activity, progress and expected timeframes for decision making across a range of areas of work. (Attachment A).
- 2 As this is an administrative report only, there are no options or Summary of Considerations.

### RECOMMENDATIONS

That the Committee:

**Notes** the Community and Culture Committee forward work programme as shown in Attachment A.

### DISCUSSION

- 3 The forward work programme is a regular agenda item which shows areas of activity, progress and expected timeframes for decision making across a range of areas of work.
- 4 As an update report, purple highlights show changes to timeframes. New items added to the schedule are highlighted in yellow. Items that have been completed or updated are shown as bold. Months where no Committee meetings are scheduled are highlighted as grey.

### NEXT STEPS

- 5 An updated report will be provided to future meetings of the Community and Culture Committee.

### Signatories

Author:	Sharon Bodeker - Corporate Planner
Authoriser:	Simon Pickford - General Manager Community Services

### Attachments

	<b>Title</b>	<b>Page</b>
<a href="#">↓A</a>	Forward Work Programme - April 2022	26

Key	
New item	
Changes to timeframes	
Completed; progress to date update	<b>Bold</b>
No meeting month	

Community and Culture Committee Forward Work Programme 2021/2022 - April 2022										
Area of Work	Reason for Work	Council role (decision and/or direction)	Expected timeframe							
			Feb	Mar	Apr	May	June	July	Aug	Sept
Community and Culture Non-Financial Activity Report, incorporating the Otago Museum update	To update the Committee on the activities of the departments reporting to Community and Culture	Notes the Non-Financial Activity Report.  <b>Progress to date:</b> <b>An activity report for the period ending 31 March will be presented to the May 2022 meeting.</b>	Report			Report				
Dunedin Youth Council Report	To update the Committee on the activities of the Dunedin Youth Council.	Notes the six monthly Dunedin Youth Council update reports.  <b>Progress to date:</b> <b>An update report was presented to the February 2022 Committee meeting.</b>	Report							
Minutes	Work of the: Grants Subcommittee Toitū Otago Settlers Museum Board	Noting the minutes from the meetings of the Grants Subcommittee and the Toitū Otago Settlers Museum Board.  <b>Progress to date:</b> <b>Minutes from both the Grants Subcommittee and the Toitū Otago Settlers Museum Board will be presented to the July 2022 meeting.</b>	Report					Report		
Housing Action Plan	Implementation of the Housing Action Plan developed by the Mayor's Taskforce for Housing	Note update reports on the Housing Action Plan. Approve an implementation plan.  <b>Progress to date:</b> An update report on the Housing Action Plan was presented to the November 2021 meeting. An implementation plan will be presented to the April 2022 meeting for approval.			Report					

Area of Work	Reason for Work	Council role (decision and/or direction)	Expected timeframe							
			Feb	Mar	Apr	May	June	July	Aug	Sept
Updates from Advisory Group meetings	Receive minutes and/or updates from advisory and steering groups that relate to the Committee's areas of responsibility.	Notes the minutes and/or updates from advisory and steering groups including the Social Well-being Advisory Group, Disabilities Issues Advisory Group and Dunedin Refugee Steering Group.  <b>Progress to date:</b> A report providing the minutes and updates from the advisory and steering groups will be presented to the May 2022 meeting.	Report			Report				
Māori Pāsifika Innovation Funds	Development of criteria for the fund	Consider and decide on the criteria for the Māori Pāsifika Innovation Fund.  <b>Progress to date:</b> A workshop with Māori and Pāsifika representatives was held in January 2022 on criteria for the fund. Staff are now working on developing the criteria.								
Sims building	Working with the Port Chalmers Foundry Trust on remediation of the site.	Notes update reports.  <b>Progress to date:</b> A report was presented to the January 2022 Annual Plan Council meeting, providing an update on work with the Trust. Further updates will be provided to this Committee.				Report				

Completed work from last schedule:		
Area of Work	Reason for Work	
Māori Development Fund	Development of criteria for the fund	Completed. Criteria was developed and allocations were made in December 2021.

## **HOUSING ACTION PLAN UPDATE**

Department: Property

---

### **EXECUTIVE SUMMARY**

- 1 This report provides an update on the Housing Action Plan ('the Plan'), and an overview of the meetings the Housing Plan Advisor ('the Advisor') has held with stakeholders, as well as the key themes that are emerging from those meetings.
- 2 The Advisor has met with 75 individuals and groups, including iwi, Non-Governmental Organisations, and Community Boards.
- 3 The key themes from these meetings are shown in Attachment A – HAP Key Themes

### **RECOMMENDATIONS**

That the Committee:

**Notes** the Housing Action Plan update.

### **BACKGROUND**

- 4 In 2020 Council requested that staff undertake a review of the Dunedin City Council Housing Policy 1997, the Dunedin City Housing Social Housing Strategy 2010-2020, and asked for six monthly update reports on the Plan adopted by Council in May 2019.
- 5 In January 2022 Council approved a new Dunedin City Council Community Housing Policy, which replaced the Council Housing Policy 1997. This portion of the work is now complete.
- 6 The Plan sets out 16 actions aimed at providing increased and improved housing stock in Dunedin. The actions address three key result area: healthy housing, planning, and delivery.
- 7 Council agreed to take a stewardship role in implementing and advocating for the Plan, and since 2019 there has been progress on several of the 16 actions by departments across Council working together.
- 8 No overall project governance structure or work programme involving internal and external stakeholders had existed. In July 2021 a 2-year Advisor role was created in the DCC (seconded from Kainga Ora) to support coordinated cross sector work on housing development, to develop the Plan, and to identify an appropriate governance structure and create an ongoing work programme.

## DISCUSSION

### PROGRESS – ACHIEVEMENTS IN THE LAST SIX MONTHS

#### **Action Area 1 – Health Housing Recommendations Promote Heathy Homes across all tenures**

- 9 Planning and work towards upgrades of all DCC Community Housing continues. There is \$3 million allocated in the 10 Year Plan 2021-31 for DCC Community Housing and Healthy Homes work. This work includes heating, ventilation and draught stopping.
- 10 Approximately 64% of DCC Community Housing stock has now been audited and improvement work continues to meet Healthy Home standards. There are 53 community housing units which are now healthy homes compliant, and 10 community housing units currently have work underway. The project remains on target to meet the Residential Tenancies (Healthy Homes Standards) Regulations 2019 by 2024.

#### **Action Area 2 – Planning Recommendations: Leadership to Deliver Community Outcomes and Action Area 3 – Delivery Recommendations: Building Homes to meet Community Need**

- 11 The latest published report from the Ministry of Housing and Urban Development (ending September 2021) identifies that Dunedin City has:
  - 302 applicants on the Social Housing Register
  - 52 applicants on the Social Housing Transfer list
- 12 The Advisor has assumed a coordination role for meetings between development/management staff at Kainga Ora and Dunedin City Council staff. The current meetings are:
  - Monthly meetings to assist in early identification of issues with Kainga Ora potential development sites. Kainga Ora have an ambitious build target within the city and are looking to build/develop at speed. Kainga Ora continues to explore appropriate sites for OSM (off site manufacturing) to aid in speed of build.
  - Meetings have been held to aid Kainga Ora in completing an Area Development Strategy. Kainga Ora wants to align any planned development to the DCC future work programme for 3 Waters and Transport upgrades. This review is aimed to inform a long term ‘masterplan’ to fulfil their goals to build both social and possibly affordable housing in the city. Dunedin City Council staff have been actively involved in the process and the outcomes will be shared between the entities.
- 13 An update of the appeals to the 2GP Variation 2 is expected in May 2022.

### HOUSING ACTION PLAN – PROGRESS TO DATE

- 14 The Advisor has continued to meet with a wide range of stakeholders (both internal and external) across the Housing Continuum with an interest in housing in Dunedin. The feedback from stakeholders to this work has been very positive, and they have welcomed the opportunity to work with the DCC to improve housing for our community.





## NEXT STEPS

- 33 The Advisor will continue to meet with stakeholders.
- 34 Hui will be held in May to finalise themes which will inform the Plan and actions.
- 35 An update report will go to the Māori Participation Working Party on 15 June 2022.
- 36 The Advisor will commence on an implementation plan as part of the next phase of this project.

## Signatories

Author:	Gill Brown - Housing Action Plan Advisor
Authoriser:	Robert West - General Manager Corporate and Quality Sandy Graham - Chief Executive Officer

## Attachments

	<b>Title</b>	<b>Page</b>
<a href="#">↓A</a>	HAP Key Themes	35
<a href="#">↓B</a>	HAP Individual and group meetings	40

**SUMMARY OF CONSIDERATIONS**

***Fit with purpose of Local Government***

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

***Fit with strategic framework***

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arts and Culture Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other strategic projects/policies/plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This report responds to Council’s request for progress on the Housing Action plan 2019 and responds to future housing needs in Dunedin.

***Māori Impact Statement***

Future housing need and provision is of significant importance to mana whenua and mataawaka communities. Meetings have been held with Runanga Managers of both Otakou and Puketeraki. The Advisor has ongoing contact with the management of Arai Te Uru Marae. A report will go to the Māori Participation Working Party in June 2022.

***Sustainability***

Planning and future housing need and provision of the community, and its economic, social, and environmental well-being.

***LTP/Annual Plan / Financial Strategy /Infrastructure Strategy***

This report responds to submissions received as part of 10 Year Plan consultation, and to Councils Housing Action Plan 2019.

***Financial considerations***

There are no known financial implications.

***Significance***

This report is considered of low significance in terms of the Councils Significance and Engagement Policy.

***Engagement – external***

The Advisor has met with multiple external parties as outlined in the report.

***Engagement - internal***

The Advisor has had discussions with all key internal departments and stakeholders - Property Services, 3 Waters, Transport, City Development, Community Development, Maori Partnership and Policy, Regulatory Services, and members of ELT.

**SUMMARY OF CONSIDERATIONS**

***Risks: Legal / Health and Safety etc.***

There are no identified risks.

***Conflict of Interest***

There are no known conflicts of interest.

***Community Boards***

The Advisor met with Community Boards in March 2022.

Advocacy

- Building code (standard of new homes vs international standard)  
*'current rules means we are building 2 or 3 star homes – these are poor building and significantly lower quality than other areas of the world'*
- Laws overseeing Boarding Houses (vulnerable communities)
- Lending laws (building on Maori land, co-ownership or other joint models that do not fit the norm)  
*'the banking system does not support building on Maori land (due to the ownership model) so building options are hampered'*
- Security of tenure for those renting (look to Europe long term leases)  
*'if I make a (rental) home that is suitable for me (disabled) how do I have guarantee that I won't be made to move – I have one shot at funding for alterations'*  
*'moving all the time impacts my kids education as they often have to change schools when we move'*
- Community Housing Provider process and difficulty of this
- Impact Investment  
*'can we allow our money to do double duty by financing builds as an investment (with return) as an alternative to standard investment options'*
- Can Council become an advocate for building  
*'how does Dunedin move to be more collaborative and creative in solutions'*

## Affordability

- Land use options  
*'how do we best utilise the land that we have available between us all'  
'are there mixed use options available and how do we find these?'*
- Impact Investment  
*'how do we collaborate as a small group of NGO to create solutions for our city – often one of us is not large enough to gain finance but together or collaboratively, great solutions could be found'*
- Collaborative thinking – creating space for this  
*'I would help with progressive home ownership but don't know how to'*
- Options for 'ownership'  
*'there is land – could it be used in an alternative way eg long term leased to reduce the cost of building'*
- Communicate options available within current rules (duplex, shared equity etc)  
*'The changes to the District Plan are great but it is really hard to understand and navigate and I don't know how or who to ask'*

## Communication

- Regular opportunities/space for groups to come together to encourage (creative) solutions  
*'is there an ability for facilitating linking groups together so that opportunities to problem solve are identified'*  
*'there is enough money if we all work together but there isn't a way for this to happen'*
- Be welcoming, increase Customer Service capabilities (including in correspondence)  
*'The process of presenting a consent for building is scary'*  
*'I need one person to talk to'*  
*'I don't understand what is being asked of me'*
- Language used (too technical /translate the technical speak)/English as a second language)  
*'I can't understand the letters being sent to me and have to pay a consultant which is really expensive'*
- Communicate what could be done (2GP intensification) within rules  
*'I don't know what I am allowed to do on my land'*  
*'I know there have been changes but how do they apply to me?'*  
*'how do I find out?'*
- One person as a single contact for the entire projects process from pre application to completion  
*'I have to tell my story so many times – and I get different answers'*  
*'why do I get different answers when the question is the same?'*
- Communicate options for how new build homes could be more efficient to run once inhabited  
*'I don't know how to make my home work better'*

Communities

- Long term view (make this visible)  
*'which direction is Dunedin planning to grow?'*  
*'what is the long term vision for housing growth within the city?'*
- Allow for diversity within communities – budgets, ages  
*'how do we look after those who cannot afford to downsize and are living in large unsuitable family homes?'*
- Encourage revitalisation  
*'redevelopment of existing buildings is difficult and creative solutions feel unsupported'*
- Policies need to take into account factors such as social isolation/well being/resilience (people and food)
- Building homes/increasing stock of homes that can be adapted (including communication about and adoption of Universal Design)  
*'Why do we future proof houses for technology but not people?'*  
*'how does (DCC) share information to ordinary builders to look to simple design changes?'*
- Vibrant inner city living that creates/supports all budgets/groups (including but not limited to young families, empty nesters, disabled, artists etc)  
*'I would love to live in an apartment but there are none that are affordable'*
- Basic needs for those who do not have housing resilience (showers, toilets)  
*'I just need access to a public shower'*
- Encourage building higher than the Building minimums
- Closer alignment of plans eg aspirations of Iwi/Public Sector/DCC  
*'if everyone was on the same page and worked together there would be some awesome opportunities'*
- Treat well-being as a factor  
*'how do I ensure that what I am building is going to be great to live in?'*

## Process

- Consistency of decision  
*'you can get different answers for the same questions'*  
*'I may choose who I go to, to ensure progress'*
- Clarity of application of rules  
*'what are the rules – what is nice to have rather than required?'*  
*'regarding heritage what are the definitions of 'preferred' or 'suggested' – what is the process to get to it?'*  
*'where do I find clear rules around small transportable homes'*
- Realistic timeframes of processing  
*'some delays are internal information checks'*  
*'I had a meeting and everything was good so I went ahead and placed my application but that didn't change the delay times'*
- Triage of applications  
*'if I have missed something in my application I need to know quickly as delays are expensive'*
- One 'touch point' or single source of the truth for every application  
*'I have to retell my story'*
- Communications (technicality, timeliness)
- Allow utilisation of heritage building while allowing the 'grey' within the rules to be used  
*'heritage is not everything old and old is not necessarily worth keeping'*  
*'there is the ability to be flexible in design while still being compliant when working within an existing building'*
- Allow for creativity of thought/design  
*'there is little encouragement for redesign/reusing of buildings'*  
*'the letters are very technical and not friendly'*
- Encourage creative solutions that utilise any flexibility in Building Code, District Plan etc (knowing where there is capacity to be flexible)  
*'I am getting different answers and this is confusing'*  
*'If I want to do something creative/new who do I talk to?'*

Individuals talked to	Numbers involved	Number of meetings	
Iwi	3	3	Managers from Puketeraki, Otakou and Arai Te Uru
Affiliated with disability groups/disability group representatives/living with disabilities	6	6	
Government Agencies	11	8	District Health Board, Ministry for Social Development (2), Corrections, Ethnic Communities, Ministry for Business and Employment, Kainga Ora, Te Puna Kokiri
Developers	6	5	
Those who have no housing resilience	4	3	
Private home owners/ builders	2	2	
Non Governmental Organisations	13	10	PACT, Emerge Aotearoa, Presbyterian Support, Corstophine Baptist Community Trust, Salvation Army, Te Whare Pounamu Dunedin Women's Refuge, Otago Youth Wellness Trust, Medical Practice
Community Housing Providers	1	1	Otago Accommodation Trust
Real Estate Agents	2	2	
Surveyors	1	1	
Community Groups	4	4	Manager - South Dunedin Network, Manager - Dunedin Night Shelter, Manager and Social Worker - Age Concern
Young People (under 20)	18	4	OUSA, Gen Z, Political Studies Group
Special Projects	4	2	Jasmax(completing the wider hospital master planning), Opera House Trust (Waitati)
<b>Total</b>	75	51	

## DUNEDIN FORMER REFUGEE STEERING GROUP

Department: Community and Planning

### EXECUTIVE SUMMARY

- 1 Council is asked to note the three-year Resettlement Action Plan developed by the Dunedin Refugee Steering Group and approve updated Terms of Reference for the Steering Group.

### RECOMMENDATIONS

That the Committee:

- a) **Notes** the Resettlement Action Plan developed by the Dunedin Former Refugee Steering Group.
- b) **Approves** the Terms of Reference presented for the Dunedin Former Refugee Steering Group.

### BACKGROUND

- 2 The Dunedin Refugee Steering Group (DRSG) was established in February 2017, following the city's selection as a Refugee Resettlement Centre. The Terms of Reference was approved by the Council, with a Councillor delegated the role of Chair. Councillor Laufiso is Chair until the end of the triennium.
- 3 A three-year Resettlement Action Plan was identified as a key outcome of the Group. This has taken longer than three years to develop due to changes in national strategy, changes in Group membership and the local environment.
- 4 The Action Plan was developed over the past 12 months following three workshops with DFRSG members (see Attachment A). The Steering Group confirmed the Action Plan at its February 2022 meeting.

### DISCUSSION

#### Resettlement Action Plan

- 5 The Resettlement Action Plan aims to ensure there is long-term, sustainable support for former refugees who make their home within the city, and to achieve this, better understanding of local needs and challenges.
- 6 Council is asked to note the Action Plan, which will rely on co-operation of Steering Group members and other identified stakeholders, engagement with former refugees, and ongoing

monitoring and review to be achieved. DCC staff will report to the Community and Culture Committee on the Action Plan as part of regular reporting on Steering Group activity.

### Updated Dunedin Refugee Steering Group Terms of Reference

- 7 Changes proposed by the Steering Group members have been highlighted in Attachment B. There is a proposed amendment to the original group title (Dunedin Refugee Steering Group to Dunedin Former Refugee Steering Group) and the inclusion of a Ministry of Ethnic Communities representative on the Group. Group members note the importance of “former” to denote the change in status people achieve, moving from refugees to residents of New Zealand. The inclusion of Ministry staff is recommended with the recent creation of the Ministry of Ethnic Communities and appointment of local staff.

### OPTIONS

#### Option One – Recommended Option – Notes the Resettlement Action Plan, approves the Terms of Reference presented for the Dunedin Former Refugee Steering Group

##### *Advantages*

- Community representatives, government and non-government representatives have contributed to the development of the Action Plan and Terms of Reference presented.
- The proposed Dunedin Former Refugee Steering Group Terms of Reference includes representation from Ministry of Ethnic Communities staff, strengthening links between the community, and local and central government.

##### *Disadvantages*

- There are no known disadvantages.

#### Option Two – Status Quo – Council does not approve the amended Terms of Reference for the Dunedin Former Refugee Steering Group

##### *Advantages*

- There are no known advantages in declining approval of the Terms of Reference.

##### *Disadvantages*

- Declining the proposals could result in disengagement by Steering Group members, who have collaborated on the recommendations.

### NEXT STEPS

- 8 Staff will undertake the required action to deliver on the Council decision.

### Signatories

Author:	Joy Lanini - Manager Community Development and Events
Authoriser:	Simon Pickford - General Manager Community Services

**Attachments**

	<b>Title</b>	<b>Page</b>
<a href="#">↓A</a>	Dunedin Former Refugee Steering Group Resettlement Action Plan 2021 - 2024	45
<a href="#">↓B</a>	Dunedin Former Refugee Steering Group Terms of Reference, February 2022	55

**SUMMARY OF CONSIDERATIONS**

***Fit with purpose of Local Government***

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

***Fit with strategic framework***

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arts and Culture Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks and Recreation Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other strategic projects/policies/plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Māori Impact Statement***

Mana whenua have been invited onto the Steering Group previously, and it's intended there be a new phase of engagement with mana whenua around participation in resettlement.

***Sustainability***

Supporting former refugees to live improved lives within the city contributes to the long-term social cohesion and sustainability of the city.

***LTP/Annual Plan / Financial Strategy /Infrastructure Strategy***

There are no implications.

***Financial considerations***

There are no financial implications.

***Significance***

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

***Engagement – external***

Engagement has included all current members of the Steering Group.

***Engagement - internal***

No internal engagement has been undertaken.

***Risks: Legal / Health and Safety etc.***

There are no identified risks.

***Conflict of Interest***

There are no known conflicts of interest.

***Community Boards***

There are no known implications for Community Boards.

Dunedin Former Refugee Steering Group (DRFSG) Resettlement Action Plan October 2021 - 2024										
	Theme	Aim	Tasks: <i>Actions that need to be taken</i>	Outcomes: <i>How do we know we have achieved the task?</i>	Performance Measurement: <i>How do we know we have done the task well?</i>	Leader: <i>Who will take the lead &amp; be responsible for the task being completed?</i>	Participants: <i>Who will contribute to achieving the task?</i>	Reporting: <i>To whom, what, how &amp; when completion of the task is reported</i>	Time Frame: <i>Start Date; End Date</i>	Resources Required: <i>People, money, objects, information etc</i>
1	<b>Operational Level Inter-Agency Connection</b>	Ensure all relevant organisations are identified and can participate in an Operational / Practice Group in a way that benefits former refugees living within the city.	Consideration of what organisations are best able to capture data and narratives e.g. senior Court Advisor Operational Family Harm (Whangaia Nga Pa Harakeke initiative) Health Representative Community Law Police Family Harm Team Office of Ethnic Affairs	DFROG is established with a strong representation from services working in the resettlement of former refugees	Integrated support services; strong inter-organisational connections	Invitation from DFRSG to DFROG members. First Chair - Ministry of Education with shared chair / administration proposed to support ongoing resourcing	DFRSG members with identified representatives not already attending the meeting	Dunedin Former Refugee DFROG (DFROG) reports to DFRSG. Minutes are not public as they may contain information that identifies whānau / individuals..	Mar-22	Meeting room, administration support
	Inter-agency point of connection, i.e.: dealing with specific service delivery issues	Consultation on the operational level inter-agency connection forum	Establish who will be on the Dunedin Former Refugee DFROG (DFROG).  Access research and training for services working with former refugee communities to improve capability and capacity. E.g.: RASNZ	Representatives meet as outlined, sharing information and resources that promote the well-being of former refugees living within the Ōtepoti Dunedin  DFRSG receives relevant data, trends and narrative  Services have a shared awareness and understanding about challenges and issues faced by former refugees.  Services are capable and have capacity to respond to the complexities of resettlement in NZ	Coordinated approach from services in support of resettlement  Strong connections and relationships between support agencies to continue to support arrivals in next 5 years	DFRSG	Members representing the organisations within the groups  DFRSG	Self and service evaluation  Feedback from community	Ongoing	Meeting room, administration support, information sharing
		Shared understanding of what the forum [would an outsider know what this meant?] would look like	Develop Terms of Reference  Consider and determine wider role and offering of forum within Ōtepoti community. E.g. Could DFROG provide independent reports to court?	Both groups (DFROG and DFRSG) know role and limitations of each group.	Members report clarity around the role of group  Wider community and stakeholders report awareness of group and their role  Forum aligns with Terms of reference	DFRSG and DCC	DFRSG and DFROG	DFRSG  Self and service evaluation  Feedback from community	Ongoing	Meeting room, administration support

Dunedin Former Refugee Steering Group (DRFSG) Resettlement Action Plan October 2021 - 2024										
Theme	Aim	Tasks: <i>Actions that need to be taken</i>	Outcomes: <i>How do we know we have achieved the task?</i>	Performance Measurement: <i>How do we know we have done the task well?</i>	Leader: <i>Who will take the lead &amp; be responsible for the task being completed?</i>	Participants: <i>Who will contribute to achieving the task?</i>	Reporting: <i>To whom, what, how &amp; when completion of the task is reported</i>	Time Frame: <i>Start Date; End Date</i>	Resources Required: <i>People, money, objects, information etc</i>	
	Shared understanding of who to consult with about the forum	Visitors identified by the forum	Visitors attend meetings and members able to consult with them	Members extend their knowledge and improve their judgement around best practice for resettlement of former refugees in Ōtepoti.	DFROG	DRFSG	DRFSG	Ongoing	Meeting room, administration support	
	Shared understanding of how to manage resource limitations for several participating organisations who only have 1 person to attend	Hear from members of both DRFSG and DFROG of resources available. Meetings times to be confirmed DFROG. Set time frame of time commitment in Terms of Reference	Members report that they can adequately resource forum Members report clarity around role and time commitment	Majority of meetings are attended Members are engaged in the lead up and during meetings	DRFSG	DFROG and DRFSG	Ongoing evaluation, feedback and adjustment from members	Ongoing	Meeting room, administration support	

Dunedin Former Refugee Steering Group (DRFSG) Resettlement Action Plan October 2021 - 2024										
Theme	Aim	Tasks: <i>Actions that need to be taken</i>	Outcomes: <i>How do we know we have achieved the task?</i>	Performance Measurement: <i>How do we know we have done the task well?</i>	Leader: <i>Who will take the lead &amp; be responsible for the task being completed?</i>	Participants: <i>Who will contribute to achieving the task?</i>	Reporting: <i>To whom, what, how &amp; when completion of the task is reported</i>	Time Frame: <i>Start Date; End Date</i>	Resources Required: <i>People, money, objects, information etc</i>	
Identification of trends and solutions sought for refugee resettlement in Dunedin	Collection of meaningful and accessible statistics from members	Group members contribute statistical as well as narrative information on numbers of people accessing services / supports. Scope - employment, housing, health, education etc.  Appropriate 'cross service' assessment developed to capture data from former refugees during stages of resettlement	Baseline data for ongoing assessment established: aligning with National Refugee resettlement Strategy and / or DCC Strategic Framework.  Engagement plan developed and undertaken with former refugee community	Annual snapshot shows improvement in well-being over time.  Former refugees engage in assessments	SDHB DCC staff to collate	SDHB All DFRSG and DFROG.	Annually. Report provided to Council and shared with group member organisations, former refugees and MBIE.  Summaries translated for former refugees.	11/1/2021 and ongoing  Annual snapshots  Assessments to fit timeframes and practice from services	Staff time	
	Baseline data collected and collated retrospectively to compliment assessments	Appropriate 'cross service' assessment developed to capture data from former refugees during stages of resettlement	Ongoing assessments show levels of wellbeing for former refugees. These are added to baseline data developed retrospectively	Strong trust relationships between services and former refugees to capture truth of their resettlement journey						
	Engagement plan developed to assess and review 'wellbeing' of former refugees across services	Appropriate 'cross service' assessment developed to capture data from former refugees during stages of resettlement	Data is recorded against assessments and reported to DFRSG	DFRSG able to respond to wider Ōtepoti need for further education and/or resources						
	Gather input from DFROG	Standard agenda item for DFRSG meetings - DFROG Update on Issues, Trends and Solutions  Data from assessments presented at DFRSG meetings without names or identifying markers	DFROG able to give accurate and meaningful data to members of DFRSG	DFRSG well informed and able to champion sustainable work around resettlement	Agenda set by DFRSG Chair	All DFRSG and DFROG members.	DFRSG	Ongoing		
	Gather narrative input from former refugees	Meet with former refugees in ways that work for them to consult and consider issues and solutions - possibly as part of wider assessment around wellbeing	Engagement plan developed and undertaken with former refugee community.	Former refugees attend and contribute to engagements.	DFRSG members	All DFRSG and DFROG members.	Twice annually (minimum)	Oct-21	Meeting spaces, staff time, catering, online meeting capability, interpreters, administration, budget	

Dunedin Former Refugee Steering Group (DRFSG) Resettlement Action Plan October 2021 - 2024										
	Theme	Aim	Tasks: <i>Actions that need to be taken</i>	Outcomes: <i>How do we know we have achieved the task?</i>	Performance Measurement: <i>How do we know we have done the task well?</i>	Leader: <i>Who will take the lead &amp; be responsible for the task being completed?</i>	Participants: <i>Who will contribute to achieving the task?</i>	Reporting: <i>To whom, what, how &amp; when completion of the task is reported</i>	Time Frame: <i>Start Date; End Date</i>	Resources Required: <i>People, money, objects, information etc</i>
2		Synthesise data: stats and narrative	Liaise with other resettlement centres in Aotearoa (led by DCC staff)	Staff will connect via email / online meetings with all other resettlement areas	Reporting to DRFSG	DCC staff	Other agency staff (as identified)	Ongoing	Sep-21	Staff time, online meeting capability
		Identify solutions	DRFSG to identify solutions for widespread issues impacting positive resettlement and to source budget/ resourcing to address these.	Mechanism created and implemented to collect data or narrative which assists group in understanding the wider Ōtepoti attitudes environment and culture for former refugees to resettle within  Carrying out of solutions which add to positive resettlement	Annual review of issues and proposed solutions  Wider Ōtepoti community engaged and supporting the resettlement of former refugees  DRFSG well placed to inform public debate and policy development at local and national levels	DRFSG members	All DRFSG and DFROG members.	Annual	Feb-22	Staff time, budget, resources, information sharing
3	<b>Long-Term Engagement Plan</b>	DRFSG hold regular meetings with former refugees in Dunedin	Meet with former refugees in ways that work for them to consult and consider issues and solutions.	Engagement plan developed and undertaken with former refugee community.  New arrivals are sharing their own ethnic cultural practices	Former refugees attend and contribute to engagements.  Strong trusting relationships between communities and services.	DRFSG and DFROG	All DRFSG and DFROG members.	Twice annually (minimum)	Oct-21	Meeting spaces, staff time, catering, online meeting capability, interpreters, administration, budget

Dunedin Former Refugee Steering Group (DRFSG) Resettlement Action Plan October 2021 - 2024										
Theme	Aim	Tasks: <i>Actions that need to be taken</i>	Outcomes: <i>How do we know we have achieved the task?</i>	Performance Measurement: <i>How do we know we have done the task well?</i>	Leader: <i>Who will take the lead &amp; be responsible for the task being completed?</i>	Participants: <i>Who will contribute to achieving the task?</i>	Reporting: <i>To whom, what, how &amp; when completion of the task is reported</i>	Time Frame: <i>Start Date; End Date</i>	Resources Required: <i>People, money, objects, information etc</i>	
	DFRSG understand: (i) What "well-being" looks like? (ii) What a "good life" looks like? (iii) What "belonging" looks like or means for former refugees	<p>Identify indicators of 'well-being' and 'belonging' covering cultural, social, emotional, physical wellbeing.</p> <p>Identify if well-being indicators outlined in DCC Well-being Strategy are transferable.</p> <p>Develop a 'cross service' definition of well-being arising from community voice, research and literature</p> <p>Review relevant reports and literature to develop the baseline information of where those indicators have been met.</p> <p>Develop a process to capture the journey of former refugees toward well-being.</p> <p>Develop a process to monitor and evaluate barriers to well-being</p> <p>Develop solutions to promote well-being.</p>	<p>The DFRSG has a better understanding of what well-being means to former refugees, and how member organisations and the wider community can support / enhance well-being.</p> <p>The DFRSG has a better understanding of the way the former refugee community nurtures and provides well-being</p> <p>Former refugees provide feedback about the refugee experience of resettlement and service delivery in Ōtepoti</p> <p>Action is taken to respond to the voice of former refugees to promote well-being</p>	<p>Former refugees show evidence of experiencing wellbeing. E.g.: employment, school engagement, owning a home.</p> <p>Support services know who/how to engage with different ethnic communities to promote wellbeing</p> <p>Former refugees are living more independently with less reliance on services.</p> <p>Leaders within the former refugee community are empowered to offer resources and solutions for sustainable 'for the people, by the people' action to promote wellbeing</p>	DFRSG and DFROG	All DFRSG and DFROG members and former refugees	Ongoing		Meeting spaces, staff time, catering, online meeting capability, interpreters, administration, budget	
	Ensure communication and information is provided in appropriate ways to former refugees	<p>Develop and agree to a process for translation. What will be translated and what will be funded by DCC?</p> <p>Summary of each meeting translated and made available to public.</p> <p>Consider what would need happen to encourage former refugees to voice concerns, celebrate achievement and support each other. E.g.: Refugee Support Centre as in CHCH.</p>	<p>All are able to access summary of DFRSG meetings</p> <p>Former refugees are empowered to voice and implement solutions for their communities and to build sustainable strategies and action for positive resettlement</p>	<p>Former refugees know what services are available when they need them</p> <p>Shared and understood expectations about support services available</p> <p>People and whānau can access the services they need</p>	DFRSG and DFROG	DFRSG and DFROG	Ongoing		Staff time, budget, resources, information sharing	

Dunedin Former Refugee Steering Group (DRFSG) Resettlement Action Plan October 2021 - 2024										
Theme	Aim	Tasks: <i>Actions that need to be taken</i>	Outcomes: <i>How do we know we have achieved the task?</i>	Performance Measurement: <i>How do we know we have done the task well?</i>	Leader: <i>Who will take the lead &amp; be responsible for the task being completed?</i>	Participants: <i>Who will contribute to achieving the task?</i>	Reporting: <i>To whom, what, how &amp; when completion of the task is reported</i>	Time Frame: <i>Start Date; End Date</i>	Resources Required: <i>People, money, objects, information etc</i>	
	Ensure resources available for providing interpretation services are: (i) Known about (ii) Utilised effectively and efficiently	<p>Interpreter services funded</p> <p>Develop mechanisms for services to be better aware of the interpreter service and process to be added to list is known.</p> <p>Interpreter service explained and differentiated from MBIE Phone and Video Translation Services</p>	<p>interpreter services is utilised and resourced</p> <p>New organisations are being added to list of organisations who can access interpreter service</p>	<p>Interpreters are readily available and are trusted</p> <p>Wide range of organisations using service</p>	DFRSG and SDHB	DFROG	DFRSG /SDHB	Ongoing	Staff, administration, budget, information sharing	
	Ensure interpreter services are: (i) Known about (ii) Utilised effectively & efficiently	<p>Develop an agreed process for interpreting/translation. What will be funded by DCC?</p> <p>Organisations identifying possible translators for SDHB scheme</p> <p>Engage with Ministry of Business, Innovation &amp; Employment (MBIE) Language Assistance Services Project leaders to ensure the initiatives of this project are beneficial for Dunedin.</p>	<p>Interpreting available where needed and barriers removed for community. E.g.: Court</p> <p>Services are using interpreter services and are confident in translation quality</p>	<p>Interpreter services are readily available and trusted</p> <p>Wide range of organisations using service</p> <p>Former refugees give feedback that they felt safe, heard and were able to express themselves</p>	DFRSG, DCC and SDHB	DFROG to identify groups who might need service  Translators  SDHB	DFRSG / SDHB	Ongoing	Staff, administration, budget, information sharing	
	Provide opportunities for more community members in, and leadership of, DFRSG	Engage with Islam Centre/Otago Muslim Association - Invitation offered twice a year.	Invitation accepted. Both invited guest and group indicate a benefit to in speaking and listening.		DCC Staff			Ongoing		
	Continue to invite Mana Whenua to participate in DFRSG							Ongoing		
	Clarification of how Mana Whenua would like to participate, including receiving information & updates only?	Engage DCC Manahautū (General Manager Māori Partnerships and Policy).			DCC Staff			Mar-22		

Dunedin Former Refugee Steering Group (DRFSG) Resettlement Action Plan October 2021 - 2024										
	Theme	Aim	Tasks: <i>Actions that need to be taken</i>	Outcomes: <i>How do we know we have achieved the task?</i>	Performance Measurement: <i>How do we know we have done the task well?</i>	Leader: <i>Who will take the lead &amp; be responsible for the task being completed?</i>	Participants: <i>Who will contribute to achieving the task?</i>	Reporting: <i>To whom, what, how &amp; when completion of the task is reported</i>	Time Frame: <i>Start Date; End Date</i>	Resources Required: <i>People, money, objects, information etc</i>
4	<b>Feedback for National Refugee Resettlement</b>	Deliver feedback to MBIE on trends identified in Dunedin on refugee resettlement	<p>Invite MBIE to DFRSG meetings via zoom on a regular basis</p> <p>Hear from researchers and/or read research coming from local data. E.g.: Centre for Global Migration - University of Otago</p> <p>Summary of trends, data and narrative from DFROG offered at each DFRSG meeting</p>	DFRSG confident they can contribute data, trends and narrative to MBIE on what is occurring in Dunedin around resettlement	MBIE taking feedback from DFRSG into account around implementation of National Refugee Resettlement Strategy	DFRSG	MBIE	DFRSG	Ongoing	Meeting room, administration support
		Deliver feedback to MBIE on suggestions for national-level former refugee resettlement	Invite MBIE to join DFROG and/or DFRSG meetings via zoom.	DFRSG confident they have a say in the outworking of resettlement especially as it pertains to former refugees coming to Dunedin	DFRSG able to foster a strong framework for resettlement in Ōtepoti	DFRSG	MBIE	DFRSG	Ongoing	Meeting room, administration support
		Receive feedback from MBIE on national-level former refugee resettlement trends	Invite MBIE to join DFRSG meetings via zoom.	DFRSG confident they are up to date on trends, considerations and data coming from MBIE						
5	<b>Building connections with other Resettlement Programmes in Aotearoa / NZ</b>	Provide advice to other resettlement programmes	<p>Invite (usually via Zoom) other resettlement programmes if they request our advise e.g.: Invercargill Red Cross</p> <p>Guests in person at meetings or via zoom as part of agenda of meetings</p>	<p>Requests for advice are presented to members of DFRSG or DCC staff and go through chair to confirm</p> <p>Guests in person at meetings or via zoom as part of agenda of meetings</p>	Feedback recognising the commitment and generous spirit of DFRSG toward achieving robust, effective resettlement in Ōtepoti / Aotearoa	DFRSG	Other resettlement programmes	DFRSG	Ongoing	Meeting room, administration support

Dunedin Former Refugee Steering Group (DRFSG) Resettlement Action Plan October 2021 - 2024										
	Theme	Aim	Tasks: <i>Actions that need to be taken</i>	Outcomes: <i>How do we know we have achieved the task?</i>	Performance Measurement: <i>How do we know we have done the task well?</i>	Leader: <i>Who will take the lead &amp; be responsible for the task being completed?</i>	Participants: <i>Who will contribute to achieving the task?</i>	Reporting: <i>To whom, what, how &amp; when completion of the task is reported</i>	Time Frame: <i>Start Date; End Date</i>	Resources Required: <i>People, money, objects, information etc</i>
		Acquire information, experience and advice from other national and international resettlement programmes	<p>Contact representatives from organisations holding contracts around NZ e.g. Christchurch (Christchurch Resettlement Services) Timaru and Ashburton, Auckland City Council initiatives with Belong Aotearoa and Refugees as Survivors New Zealand (RASNZ)</p> <p>Contact organisations working with former refugees and who show evidence of strong community development around positive resettlement e.g. Host International</p> <p>Consideration of what programmes might work well and/or be adapted in Ōtepoti environment e.g.: Tūmanako Summit: Creating Belonging for Resettled Communities in Aotearoa</p> <p>Invite organisations to speak / present to DFRSG meetings about their work programmes</p>	<p>The DFRSG has a robust understanding coming from the experience and advice of other resettlement programmes</p> <p>The DFRSG is able to consider what programmes might work or could be adapted to work well in the Dunedin environment</p> <p>The DFRSG is equipped to take ideas, programmes and solutions to the Ōtepoti community (mainly the former refugees themselves) to have them speak to what might work well</p>	Informed decision making	DCC Staff	DFRSG Other resettlement programmes	DFRSG	Ongoing with invites where appropriate and/or available	Staff, administration, budget, information sharing
	<b>Implement &amp; Review</b>	The Action Plan is monitored and reviewed to ensure actions and outcomes are on track	Incorporate the Action Plan into the DFRSG meeting agenda	The Plan has ongoing input from agencies and former refugees	Informed decision making	DCC Chair / staff	All DFRSG and DFROG members, former refugees	DFRSG	Ongoing	Staff, administration, budget, information sharing
6			Reports and updates on the Action Plan presented at each meeting	The Plan has ongoing input from agencies and former refugees	Informed decision making	DFRSG members	All DFRSG and DFROG members, former refugees	DFRSG	Ongoing	Staff, administration, budget, information sharing

Dunedin Former Refugee Steering Group (DRFSG) Resettlement Action Plan October 2021 - 2024										
	Theme	Aim	Tasks: <i>Actions that need to be taken</i>	Outcomes: <i>How do we know we have achieved the task?</i>	Performance Measurement: <i>How do we know we have done the task well?</i>	Leader: <i>Who will take the lead &amp; be responsible for the task being completed?</i>	Participants: <i>Who will contribute to achieving the task?</i>	Reporting: <i>To whom, what, how &amp; when completion of the task is reported</i>	Time Frame: <i>Start Date; End Date</i>	Resources Required: <i>People, money, objects, information etc</i>
			Review DFRSG Action Plan in March 2023, with the review including appropriate reflexive questions	The Plan has ongoing input from agencies and former refugees	Review undertaken, including review of outcomes and actions	DRFSG members	All DFRSG and DFROG Group members, former refugees	Former refugee commu	Mar-23	Staff, administration, budget, information sharing
			Identify how the Action Plan promotes former refugee resettlement responsiveness	The Plan has ongoing input from agencies and former refugees	Informed decision making	DRFSG members	All DFRSG and DFROG members, former refugees	Former refugee commu	Ongoing	Staff, administration, budget, information sharing



**DUNEDIN FORMER REFUGEE STEERING GROUP**  
**Terms of Reference**

**1.0 Purpose of Dunedin Refugee Steering Group**

To provide advice, strategic advice and solutions to Council and central government that supports positive resettlement and integration of former refugees living within Dunedin City.

**2.0 Expectations**

Partner members will be accountable for:

- Providing advice on priorities and solutions that take a city-wide perspective on refugee resettlement and integration.
- Communication and engagement – working with the Council, stakeholders and the community to achieve better outcomes for former refugees living within Dunedin City.
- Working with Council staff to involve more people from Dunedin's communities in positive refugee resettlement and integration.
- Setting and overseeing an agreed Action Plan that supports positive resettlement and integration and reflects the national Refugee Resettlement Strategy (the Strategy) and DCC Strategic Framework (the Framework).
- Monitoring progress and reviewing the agreed Action Plan and reporting on this to the Community and Culture Committee of the DCC.

The Action Plan will be determined jointly between members of the Dunedin Former Refugee Steering Group, Council staff and other key stakeholders. The Action Plan will reflect Strategy priorities.

**3.0 Membership**

Dunedin Former Refugee Steering Group membership is by Council approval. The Dunedin Refugee Steering Group includes membership as follows:

- DCC Manager Community Development and Events or delegate (1)
- Kai Tahu representatives (2)
- Ministry of Social Development (1)
- Housing New Zealand (1)
- Ministry of Education (1)
- New Zealand Police (1)
- Southern District Health Board (1)
- Ministry of Ethnic Communities (1)
- Organisations contracted by central government to support resettlement within Dunedin City (1 representative from each organisation)
- Community representatives (2) who have lived experience as a refugee and are not employed by another organisation represented on the Steering Group.

Group members can be co-opted by the Group Chair for a specified time period and to provide expertise on specific issues of relevance.

**4.0 Governance**

The Council will nominate an Elected Member to chair the Dunedin Former Refugee Steering Group.

Revised 11 February 2022

#### **5.0 Reporting**

With Council staff support, the Dunedin **Former** Refugee Steering Group will report on a quarterly basis to the Council's Community and Culture Committee. Reports will be on work undertaken.

Council staff will report back to the Dunedin **Former** Refugee Steering Group on how the Community and Culture Committee considered Steering Group advice and/or recommendations, and how staff and councillors acted on that advice.

#### **6.0 Meetings**

Scheduled meetings will take place six times per annum. Additional meetings can be scheduled if required and agreed by a vote of the Dunedin Refugee Steering Group.

The quorum for meetings is a majority of members.

#### **7.0 Voting**

Items of business will be decided by majority vote of meeting attendees.

#### **8.0 Term of Appointment**

The term of the Chair will commence on appointment, and end on the last day of the Dunedin City Council triennium.

Community representatives (**former** refugees) will be nominated following a call to the community for expressions of interest. The selection panel will appoint the independent members and will determine the term of independent members' appointment. The selection panel will comprise the Dunedin **Former** Refugee Steering Group Chair and Kai Tahu. Where Kai Tahu have not provided a representative, selection will be made by the Chair and two government organisation representatives.

The constitution of the Dunedin **Former** Refugee Steering Group will be reconfirmed following each triennial election. Government and non-government organisations will be invited to provide representation following constitution of the group. Community members will be invited to be reselected or a selection process undertaken.

#### **9.0 Remuneration**

The members of the Dunedin **Former** Refugee Steering Group will not receive remuneration.

Revised 11 February 2022

**ITEMS FOR CONSIDERATION BY THE CHAIR**