

**Notice of Meeting:**

I hereby give notice that an ordinary meeting of the Civic Affairs Committee will be held on:

**Date:** Tuesday 17 September 2024  
**Time:** 9.00 am  
**Venue:** Council Chambers, Dunedin Public Art Gallery, The Octagon,  
Dunedin

Sandy Graham  
Chief Executive Officer

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**Civic Affairs Committee**  
**PUBLIC AGENDA**

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**MEMBERSHIP**

|                           |                    |                      |
|---------------------------|--------------------|----------------------|
| <b>Chairperson</b>        | Cr Bill Acklin     |                      |
| <b>Deputy Chairperson</b> | Cr Marie Laufiso   |                      |
| <b>Members</b>            | Cr Sophie Barker   | Cr David Benson-Pope |
|                           | Cr Christine Garey | Cr Kevin Gilbert     |
|                           | Cr Carmen Houlahan | Cr Cherry Lucas      |
|                           | Cr Mandy Mayhem    | Cr Jim O'Malley      |
|                           | Mayor Jules Radich | Cr Lee Vandervis     |
|                           | Cr Steve Walker    | Cr Brent Weatherall  |
|                           | Cr Andrew Whiley   |                      |

**Senior Officer** Robert West, General Manager Corporate Services

**Governance Support Officer** Clare Sullivan

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Clare Sullivan  
Manager Governance

Telephone: 03 477 4000  
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**Note:** *Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.*

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**1 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.

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## **DECLARATION OF INTEREST**

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### **EXECUTIVE SUMMARY**

1. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected or independent representative and any private or other external interest they might have.
2. Elected or independent 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**

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| Civic Affairs Committee Interest Register<br>September 2024 |   |   |  |  |
|---|---|---|--|--|
| Councillors are members of all committees                   |   |   |  |  |
| Name  | Responsibility<br>(i.e. Chairperson etc)                              | Declaration of Interests                                    | Nature of Potential Interest   | Member's Proposed Management Plan  |
| Mayor 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. |
|   | 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  | 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  | Dunedin Hospital Local Advisory Group (Council Appointment) | No conflict identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|   | Member  | Dunedin Council of Social Services (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  | Tertiary Sector Steering Group (Council Appointment)        | No conflict identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
| Member  | Dunedin Club  | 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. |  |

| Name                 | Responsibility (i.e. Chairperson etc)    | Declaration of Interests                                | Nature of Potential Interest   | Member's Proposed Management Plan  |
|----------------------|--|---|--|--|
|                      | Member                                   | Connecting Dunedin (Council Appointment)                | No conflict identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
| Cr Bill Acklin       | Shareholder/Director                     | Dunedin Brokers Limited                                 | No conflict identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                      | Member                                   | APRA - AMCOS  | No conflict identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                      | Entertainer                              | Various functions                                       | 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. |
|                      | Casual Employee                          | Insulmax  | 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                                   | Toitū Otago Settlers Museum Board (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                              | 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. |
|                      | Volunteer                                | Blue Penguins Pukekura                                  | 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. |
|                      | Chairperson                              | Dunedin Heritage Fund (Council Appointment)             | No conflict Identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                      | Member                                   | Dunedin Gasworks Museum Trust (Council Appointment)     | No conflict Identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                      | Member                                   | Dunedin Otaru Sister City Society (Council Appointment) | No conflict Identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                      | Member                                   | Hereweka Harbour Cone Trust (Council Appointment)       | No conflict Identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                      | Deputy Chair                             | Dunedin Food and Drink Tourism Story Group              | No conflict Identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                      | Member                                   | Te Ao Tūroa Partnership (Council Appointment)           | No conflict Identified   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
| Member               | Connecting Dunedin (Council Appointment) | No conflict Identified                                  | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |  |
| Cr David Benson-Pope | 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. |

| Name               | Responsibility<br>(i.e. Chairperson etc) | Declaration of Interests   | Nature of Potential Interest | Member's Proposed Management Plan  |
|--------------------|--|--|------------------------------|--|
|                    | 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 (Council Appointment)                                | 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                                   | Otago Museum Trust Board (Council Appointment)                             | 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. |
|                    | Member                                   | Women of Ōtepoti   | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member (alternate)                       | Grow Dunedin Partnership (Council Appointment)                             | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member                                   | Otago Museum Trust Board (Council Appointment)                             | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member                                   | Sophia Charter (Council Appointment)                                       | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Chairperson                              | Study Dunedin  | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Trustee                                  | Ashburn Hall Charitable Trust Board  | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member                                   | St Paul's Cathedral Foundation (Council Appointment)                       | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member                                   | Theomin Gallery Management Committee (Olveston) (Council Appointment)      | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
| Cr Kevin Gilbert   | Owner                                    | Gipfel Limited - Bakery  | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Trustee                                  | Schlubert Trust - Residential Property                                     | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Trustee                                  | Schlup Family Trust  | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member                                   | BNI  | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member                                   | Business South   | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Shareholder                              | Air New Zealand  | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Trustee                                  | Kevin Gilbert and Esther Gilbert Partnership - Residential Rental Property | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Trustee                                  | Biddies Trust  | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Advisors                                 | Ronald McDonald House Supper Club Committee                                | No conflict identified       | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |



| Name               | Responsibility<br>(i.e. Chairperson etc) | Declaration of Interests   | Nature of Potential Interest                             | Member's Proposed Management Plan  |
|--------------------|--|--|--|--|
|                    | Member                                   | Dunedin Fair Trading Committee (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. |
|                    | Member (alternate)                       | Otago Regional Transport Committee (Council Appointment)                           | No conflict identified                                   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member                                   | Toitū Otago Settlers Museum Board (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                                   | Otago Settlers Association (Council Appointment)                                   | 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. |
|                    | Chair                                    | Food Equity and Education Dunedin (FEED) Charitable Trust                          | No conflict identified                                   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member                                   | National Industry Advisors Group Food and Beverage (Workforce Development Council) | 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. |
| 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. |
|                    | 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                                   | 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                                   | Creative Dunedin Partnership (Council Appointment)                                 | No conflict identified                                   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Trustee                                  | KBCLR Family Trust   | No conflict identified                                   | Seek advice prior to the meeting if actual or perceived conflict of interest arises. |
|                    | Member                                   | Otago Theatre Trust (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                                  | Moray Place 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. |

| Name            | Responsibility (i.e. Chairperson etc) | Declaration of Interests  | Nature of Potential Interest  | Member's Proposed Management Plan   |
|-----------------|---------------------------------------|---|---|---|
|                 | 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 public excluded, 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.   |
|                 | Trustee                               | Corso Ōtepoti Dunedin Trust   | Potential grants recipient  | Withdraw from discussion and leave the table. If in public excluded 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.                                  |
|                 | Secretary                             | BIAS Charitable Trust   | 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.                                  |
|                 | <b>Secretary</b>                      | Dunedin Abrahamic Interfaith Group (Council Appointment)              | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |
|                 | Trustee and Secretary                 | Refugee Support Group   | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |
|                 | Chairperson                           | Dunedin Former Refugee Steering Committee (Council Appointment)       | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |
|                 | Chairperson                           | Social Wellbeing Advisory Group (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.                                  |
|                 | Chairperson                           | Grants Subcommittee (Council Appointment)                             | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |
| Cr Cherry Lucas | Trustee                               | Otago Farmers Market  | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |
|                 | Member                                | Otago A & P Society   | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |
|                 | Trustee                               | Henderson Lucas Family Trust - Residential Dunedin Property           | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |
|                 | Member                                | NZ Institute of Chartered Accountants                                 | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |
|                 | Member                                | Otago Museum Trust Board (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                                | Toitū Otago Settlers Museum Board (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.                                  |
|                 | Member (alternate)                    | Grow Dunedin Partnership (Council Appointment)                        | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |
|                 | Member                                | Taieri Airport Trust (Council Appointment)                            | No conflict identified  | Seek advice prior to the meeting if actual or perceived conflict of interest arises.                                  |







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## **CONFIRMATION OF MINUTES**

### **CIVIC AFFAIRS COMMITTEE MEETING - 6 AUGUST 2024**

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#### **RECOMMENDATIONS**

That the Committee:

- a) **Confirms** the public part of the minutes of the Civic Affairs Committee meeting held on 06 August 2024 as a correct record.

#### **Attachments**

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**Civic Affairs Committee**  
**MINUTES**

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Minutes of an ordinary meeting of the Civic Affairs Committee held in the Council Chambers, Dunedin Public Art Gallery, The Octagon, Dunedin on Tuesday 06 August 2024, commencing at 10.00 am

**PRESENT**

|                           |                     |                      |
|---------------------------|---------------------|----------------------|
| <b>Chairperson</b>        | Cr Bill Acklin      |                      |
| <b>Deputy Chairperson</b> | Cr Marie Laufiso    |                      |
| <b>Members</b>            | Cr Sophie Barker    | Cr David Benson-Pope |
|                           | Cr Christine Garey  | Cr Kevin Gilbert     |
|                           | Cr Carmen Houlahan  | Cr Cherry Lucas      |
|                           | Cr Mandy Mayhem     | Cr Jim O'Malley      |
|                           | Mayor Jules Radich  | Cr Lee Vandervis     |
|                           | Cr Brent Weatherall | Cr Andrew Whiley     |

**IN ATTENDANCE** Scott MacLean (General Manager Climate and City Growth).

**Governance Support Officer** Clare Sullivan

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**1 PUBLIC FORUM**

There was no Public Forum.

**2 APOLOGIES**

Moved (Cr Bill Acklin/Cr Marie Laufiso):

That the Committee:

Apologies were received from Cr Steve Walker for absence and Cr Laufiso for early departure.

That the Committee:

**Accepts** the apologies from Cr Walker for absence and Cr Laufiso for early departure.

**Motion carried (CAC/2024/009)**

### **3 CONFIRMATION OF AGENDA**

Moved (Cr Bill Acklin/Cr Marie Laufiso):

That the Committee:

**Confirms** the agenda without addition or alteration

**Motion carried (CAC/2024/010)**

### **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 Bill Acklin/Cr Marie Laufiso):

That the Committee:

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

**Motion carried (CAC/2024/011)**

### **5 CONFIRMATION OF MINUTES**

#### **5.1 CIVIC AFFAIRS COMMITTEE MEETING - 21 MAY 2024**

Moved (Cr Bill Acklin/Cr Cherry Lucas):

That the Committee:

- a) **Confirms** the public part of the minutes of the Civic Affairs Committee meeting held on 21 May 2024 as a correct record.

**Motion carried (CAC/2024/012)**



**PART A REPORTS**

**6 ACTIONS FROM RESOLUTIONS OF CIVIC AFFAIRS COMMITTEE MEETINGS**

A report from Civic provided the open actions from resolutions of Civic Affairs Committee meetings from the start of the triennium in October 2022.

The General Manager Corporate Services responded to questions.

Moved (Cr Bill Acklin/Cr Marie Laufiso):

That the Committee:

- a) **Notes** the Open Actions from resolutions of Civic Affairs Committee meetings shown in Attachment A in the agenda.

**Motion carried (CAC/2024/013)**

**7 CIVIC AFFAIRS COMMITTEE FORWARD WORK PROGRAMME**

A report from Civic provided an update of the Civic Affairs Committee forward work programme to show areas of activity, progress and expected timeframes for decision making across a range of areas of work.

Moved (Cr Bill Acklin/Cr Marie Laufiso):

That the Committee:

- a) **Notes** the Civic Affairs Committee forward work programme as shown in Attachment A.

**Motion carried (CAC/2024/014)**

**8 COMMUNITY BOARD FORUM**

**West Harbour Community Board**

Duncan Eddy, Member of the West Harbour Community Board, addressed the Committee and raised a number of matters which included:

- More proactive management regarding impact of cruise ships on Port Chalmers community
- Provision of sufficient public toilets in West Harbour
- Requesting a disability park outside the chemist in Port Chalmers
- In 2021 several historical information panels were going to be erected in Port Chalmers but they have not yet been built
- Tree maintenance on Upper Junction Road

### **Saddle Hill Community Board**

Paul Weir, Chair of the West Harbour Community Board addressed the Committee and raised the raised a number matters which included:

- success of the Board’s Youth Ambassador’s Scheme
- Thanked the Council for contractors gritting the roads when frosty
- Board seeks a lower speed limit on the Brighton – Kuri Bush road
- More proactive maintenance for stormwater drains in Ocean View- always an issue when heavy rainfall especially depending on the tides
- Shared pathway Waldronville – Brighton
- Shoreline erosion especially Brighton – Kuri bush
- Residents of McMaster road would like this tarsealed as there is an increasing number of developments now using it so more dust accumulates

The Chair thanked the Board representatives for the presentations.

### **9 PLACED BASED GROUPS - UPDATE REPORT**

A report from Community Services and Community and Planning provided an overview of Place Based Community Groups (PBCG). It summarised key outcomes achieved by PBCGs funded by Council over the past year.

Moved (Cr Bill Acklin/Cr Marie Laufiso):

That the Committee:

- a) **Notes** the update report on Place Based Community Groups

**Motion carried (CAC/2024/015)**

### **10 PLACE-BASED GROUPS**

Kristy Compton, Chair and Teresa Christie, Community Connector from the Taieri Network to speak to the Committee and updated them on the broad range of activities and connections with various groups in the community including the Community Board.

**11 DCC SUBMISSION ON THE OTAGO REGIONAL COUNCIL REPRESENTATION REVIEW**

A report sought approval from the Committee of a draft Dunedin City Council (DCC) submission on the Otago Regional Council Representation Review (the Review).

Moved (Cr Bill Acklin/Cr Marie Laufiso):

That the Committee:

- a) **Approves** the draft DCC submission, on the Otago Regional Council's Representation Review.
- b) **Authorises** the Chief Executive to make any minor editorial changes to the submission if required.
- c) **Authorises** the Mayor or delegate to speak at any hearings in regard to the DCC submission.

**Motion carried (CAC/2024/016)**

**12 AMENDMENT TO LOCAL GOVERNMENT MEMBERS (2024/25) - DETERMINATION 2024**

A report from Civic noted the new rates payable for mileage allowance.

Moved (Cr Lee Vandervis/Cr Christine Garey):

That the Committee:

- a) **Notes** the Local Government Members (2024/25) Amendment Determination 2024

**Motion carried (CAC/2024/017)**

**13 ITEMS FOR CONSIDERATION BY THE CHAIR**

There were no items raised for consideration by the Chair

The meeting concluded at 12.08 pm.

.....  
CHAIRPERSON

## **PART A REPORTS**

### **ACTIONS FROM RESOLUTIONS OF CIVIC AFFAIRS COMMITTEE MEETINGS**

Department: Civic

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#### **EXECUTIVE SUMMARY**

- 1 The purpose of this report is the open actions from resolutions of Civic Affairs Committee meetings from the start of the triennium in October 2022 (Attachment A).
- 2 As this is an administrative report only, there are no options or Summary of Considerations.

#### **RECOMMENDATIONS**

That the Committee:

- a) **Notes** the open and completed actions from resolutions of Civic Affairs Committee meetings shown in Attachment A.

#### **DISCUSSION**

- 3 This report provides an update on resolutions that are being actioned since the last Civic Affairs Committee meeting.

#### **Signatories**

|             |  |
|-------------|--|
| Author:     | Clare Sullivan - Manager Governance              |
| Authoriser: | Robert West - General Manager Corporate Services |

#### **Attachments**

|                    | <b>Title</b>          | <b>Page</b> |
|--------------------|-----------------------|-------------|
| <a href="#">↓A</a> | Open Action List      | 22          |
| <a href="#">↓B</a> | Completed Action List | 23          |





## CIVIC AFFAIRS COMMITTEE FORWARD WORK PROGRAMME

Department: Civic

### EXECUTIVE SUMMARY

- 1 The purpose of this report is to provide a regular update of the Civic Affairs 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). As this is an administrative report only, there are no options or Summary of Considerations.

### RECOMMENDATIONS

That the Committee:

- a) **Notes** the Civic Affairs Committee forward work programme as shown in Attachment A.

### DISCUSSION

- 2 The forward work programme will be a regular agenda item which shows areas of activity, progress and expected timeframes for decision making across a range of areas of work.
- 3 As an update report, purple highlights show changes to timeframes. New items added to the schedule will be highlighted in yellow. Items that have been completed or updated are shown as bold.
- 4 A further report will be prepared for the next committee meeting in August 2024.

### Signatories

|             |  |
|-------------|--|
| Author:     | Clare Sullivan - Manager Governance              |
| Authoriser: | Robert West - General Manager Corporate Services |

### Attachments

|  | Title                                   | Page |
|--|---|------|
| <a href="#">A</a> | Forward Work Programme - September 2024 | 25   |







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## **COMMUNITY BOARD FORUM**

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The following Community Boards, represented by their Chairpersons will present to Civic Affairs Committee. Other Community Board members may be in attendance.

Mosgiel Taieri Community Board - Andrew Simms, Chairperson

Otago Peninsula Community Board - Paul Pope, Chairperson

### **Attachments**

There are no attachments for this report.

## **PLACE BASED COMMUNITY GROUPS - PRESENTATION TO THE CIVIC AFFAIRS COMMITTEE**

Department: Community Services

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### **EXECUTIVE SUMMARY**

- 1 Two place-based groups have been invited to present to the Civic Affairs Committee at the 17 September meeting.
- 2 This report provides a short summary of each place-based group and the area that they operate in.

### **RECOMMENDATIONS**

That the Committee:

- a) **Notes** the report – Place Based Community Groups. Presentation to the Civic Affairs Committee

### **BACKGROUND**

- 3 The Civic Affairs Committee is delegated to decide on Activities of Place Based Community Groups (PBCGs) as detailed in the Council's Committee Structures and Delegations Manual (2023, P. 13).
- 4 The Civic Affairs Committee has invited PBCGs to present to them, so they are updated on the range of activities and services that they deliver in their local communities.
- 5 This report provides a summary of the two PBCGs who will present to the Civic Affairs Committee at the 17 September meeting, namely:
  - Progress of Waikouaiti Area Incorporated (POWA), and
  - South Dunedin Community Network.

### **DISCUSSION**

*Progress of Waikouaiti Area Inc (POWA)*

- 6 Progress of Waikouaiti Area Inc (POWA) is a registered charity with the legal structure of an Incorporated Society.

- 7 They are governed by a committee of seven, led by Chairperson Kathleen Ryan. They employ a Community Engagement Manager, Sonya Billyard and a Newsletter Editor (position currently vacant).
- 8 Their vision is *“a strongly connected, healthy and resilient community. Our mission is to inspire and support locally-led action to enhance the life of the Waikouaiti and Karitane communities by working with the strengths and resources of our place and people.”*
- 9 The community is rural, approximately 40 kilometres (35 minutes) drive from Dunedin’s CBD. The population is growing with commuters and young families moving into the area. New housing is being built with a sub-division off Beach Street.
- 10 POWA runs a busy Foodbank service and maintains a community garden. They offer face-to-face interactions for the community and the Community Engagement Manager also manages an office out of the East Otago Events Centre. POWA produces a monthly Newsletter that is delivered to over 1100 letterboxes and online. They run several community events each year including High Teas, a Fete and this year ran a series of Community Hui in partnership with Kati Huirapa Rūnaka ki Puketeraki, focussed on their local environment and in strengthening local understanding of water resources, and emergency preparedness.

*South Dunedin Community Network (SDCN)*

- 11 The South Dunedin Community Network (SDCN) was established in 2016 because of the 2015 floods.
- 12 Their community hub is in the heart of South Dunedin on King Edward Street where community members can pop in to read a book and have a coffee in the sun, connect with staff, build relationships with other community members, and access resources and information.
- 13 The SDCN collaborates with several groups and organisations who utilise the community hub to provide access to services, education, workshops and more for the betterment of the South Dunedin Community.
- 14 The SDCN empowers their community by providing avenues, tools, and information for community members to give feedback and consult on issues that directly impact them with a particular focus on the impacts of climate change which the area is particularly vulnerable to.
- 15 They host regular hui to engage with and bring together their community and contribute significantly towards the organisation planning and implementation of the South Dunedin Street Festival.
- 16 They have also been integral in working alongside the DCC, particularly the South Dunedin Futures’ team, and in supporting them with community engagement in their work.

**OPTIONS**

- 17 There are no options as this paper is for noting.

**NEXT STEPS**

- 18 There are no next steps associated with this paper.

**Signatories**

|             |   |
|-------------|---|
| Author:     | Gina Hu'akau - Community Partnerships Manager   |
| Authoriser: | Nicola Morand - Manahautū (General Manager Māori Partnerships and Policy)<br>Robert West - General Manager Corporate Services |

**Attachments**

There are no attachments for this report.

**SUMMARY OF CONSIDERATIONS**

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

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

***Fit with strategic framework***

|   | Contributes              | Detracts                 | Not applicable           |
|---|--------------------------|--------------------------|--------------------------|
| Social Wellbeing Strategy               | ✓                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Economic Development Strategy           | ✓                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Environment Strategy                    | ✓                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Arts and Culture Strategy               | ✓                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Waters Strategy                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Future Development Strategy             | <input type="checkbox"/> | <input type="checkbox"/> | <input 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 type="checkbox"/> |
| Other strategic projects/policies/plans | ✓                        | <input type="checkbox"/> | <input type="checkbox"/> |

The activity of PBCGs supports many of the DCC’s plans and strategies. Some PBCGs are also being asked to offer their advice in regard to Parks, Transport and Planning and have participated in DCC forums.

***Māori Impact Statement***

The majority of PBCGs work alongside Māori whānau in their local areas. A few PBCGs have engaged or are engaging with their local Marae, others are yet to develop their relationships with mana whenua or māta waka communities.

***Sustainability***

Many of the PBCGs are implementing sustainability practices into their services and activities. This includes sustainability plans for themselves as groups and in wanting to diversify their income in order to grow their community work.

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

PBCGs deliver community-led development. Working in partnership with the DCC, means that many of their activities relate to the DCC’s LTP and Annual Plan.

***Financial considerations***

There are no financial implications.

***Significance***

There are no matters of significance.

***Engagement – external***

Staff have engaged with all of the PBCG applicants to ensure that their information is correct for the Grants Subcommittee and to understand the future aspirations of each PBCG.







## **DISCUSSION**

- 9 The proposed early engagement provides an opportunity to inform the community and seek feedback regarding community opinions and aspirations.
- 10 The early engagement period is set for the October 9 to October 23. This will be a short and focussed early engagement campaign that looks to build on the 10 Year Plan early engagement that occurred in October 2023.
- 11 The tone of early engagement will be to check back in with the community after last year's early-engagement process and encourage community feedback, while acknowledging the current Dunedin context.
- 12 The current Dunedin context is typified by the acknowledgement of balancing challenges and constraints with the ambitions held for the City of Dunedin.
- 13 An underlying sentiment of responsible investment, listening to community, responding, and delivering DCC activities and services within a financially constrained environment is to be prevalent when creating content for early engagement.
- 14 Key messages would be based around wanting to hear from the community, checking in to see what matters to the community, asking what the community wants to tell Council in relation to the 2025-2034 9 Year Plan.
- 15 Early engagement will include:
  - a) Online survey
  - b) Use of an online tool as an 'ideas wall' for interactive community commentary
  - c) Print media advertising and promotion campaign
  - d) Print flyer for distribution
  - e) Councillor participation
  - f) Provision for Mana whenua and Māori engagement
  - g) Provision for targeted engagement with key stakeholders
- 16 Key focus areas for early engagement will be developed as part of the upcoming workshop series with Councillors.
- 17 Other information to be provided to the community as part of early engagement will include:
  - a) Information about the services and activities delivered by the DCC.
  - b) An update on how the long-term planning process works, and on when the community can expect detailed plans for consultation.
  - c) How to provide feedback to the DCC.

- 18 Early engagement provides an opportunity for the community to express their views and aspirations for the future. Feedback would be gathered online and through targeted approaches.
- 19 An opportunity for engagement with Mana whenua and the Māori community will be provided.
- 20 Targeted engagement will occur with identified stakeholder groups – being youth, Pasifika, and migrant communities.
- 21 It is proposed that a short online survey be utilised. The same approach was taken in the 2023 early engagement, using the same approach and format allows for a consistency of approach and data comparison across both the 2023 and 2024 early engagement processes.
- 22 Feedback from the community would be incorporated into a report for Council consideration alongside other 2025-2034 9 Year Plan reports in November and December.

### **OPTIONS**

- 23 Three options for early engagement are presented below.

#### **Option One – (Recommended Option) Online and Targeted Stakeholder Meetings Early Engagement**

- 24 This option includes online content in the form of a survey and the ideas wall, mana whenua and Māori engagement, targeted stakeholder engagement and the provision of opportunities for Councillor participation. A marketing campaign would be executed to promote awareness and encourage participation.
- 25 This is the only option that provides targeted stakeholder engagement and opportunities for Councillors to meet with residents and hear their feedback directly. This would involve individual councillor participation through opportunities at for example, the Farmers Market, Civic Centre Foyer and on the Library Book Bus.

#### *Advantages*

- Provides a more fulsome opportunity for the community to express their views and aspirations for the future.
- Makes a concerted effort to engage with the community directly.

#### *Disadvantages*

- Will require a reprioritisation of DCC resourcing to meet timing pressures.

#### **Option Two – Only Online Early Engagement**

- 26 This option includes creating online content and providing opportunities for feedback through a survey and an ideas wall. A marketing campaign would be executed to promote awareness of the survey and the ideas wall.

#### *Advantages*

- Takes an online approach to engagement with the community

*Disadvantages*

- Does not offer any face to face engagement.
- Missed opportunity for Councillors to participate.

**Option Three – No Early Engagement**

27 There is no legislative requirement to undertake early engagement.

*Advantages*

- Financial savings to DCC by not undertaking early engagement.

*Disadvantages*

- Misses the opportunity to check back in with the community from the 2023 early engagement process before the formal 2025-2034 9 Year Plan consultation next year.

**NEXT STEPS**

- 28 Once Council approves an approach for early engagement with the community, staff will implement an early engagement programme.
- 29 A considerable amount of work was undertaken by staff in 2023 for what was to be the 10 Year Plan. The 9 Year Plan engagement process, beginning with early engagement, proposes to utilise the marketing collateral already completed including the name and design developed in 2023.
- 30 A workshop with Councillors and a further report to Council will be presented to approve the name and design for the 9 Year Plan 2025-34.

**Signatories**

|             |   |
|-------------|---|
| Author:     | Jeanette Wikaira - General Manager Arts, Culture and Recreation |
| Authoriser: | Sandy Graham - Chief Executive Officer                          |

**Attachments**

There are no attachments for this report.

**SUMMARY OF CONSIDERATIONS**

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

This decision enables democratic local decision making and action by, and on behalf of communities as it will potentially provide an opportunity for the community to express their view and aspirations, in the context of the 2025-2034 9 Year Plan development.

***Fit with strategic framework***

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

Early engagement in the context of the 2024-2024 9 Year Plan development is relevant to all strategies in the DCC's strategic framework.

***Māori Impact Statement***

Staff are in continual engagement with the Māori community. A hui with mana whenua and the wider Māori community is proposed for 2025-20234 9 Year Plan early engagement.

***Sustainability***

Early engagement in the context of the 2025-2034 9 Year Plan will provide an opportunity for the community to express their views and aspirations in terms of DCC's work towards sustainability.

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

Early engagement in the context of the 2025-2034 9 Year Plan is an opportunity for the community to express their views and aspirations which is relevant to all 10 Year Plan strategies and policies.

***Financial considerations***

All options proposed in this report will be met from within existing operating budgets.

***Significance***

This report is proposing an early engagement opportunity in relation to the 2025-2034 9 Year Plan process itself and is therefore not driven by a specific decision/proposal/issue. However, engagement will be delivered in alignment with the principles outlined in the Significance and Engagement policy.

***Engagement – external***

External stakeholders will be approached, depending on the level of engagement determined by Council.

***Engagement - internal***

The early engagement plan has been prepared with input from staff including community engagement practitioners, across all DCC departments. The departments primarily responsible for preparing the report were the 9 Year Plan Workstream Engagement Group, Policy, Communications and Marketing.

**SUMMARY OF CONSIDERATIONS**

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

There are no known risks.

***Conflict of Interest***

There are no known conflicts of interest.

***Community Boards***

The 2025-2034 9 year Plan is of interest to all the community and Community Boards will be provided with information to distribute directly to their communities.

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

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Any items for consideration by the Chair.

### **Attachments**

There are no attachments for this report.