

Notice of Meeting:

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

Date: Tuesday 11 March 2025
Time: 10.00 am
Venue: Council Chambers, Dunedin Public Art Gallery, The Octagon,
Dunedin

Sandy Graham
Chief Executive Officer

Civic Affairs Committee
PUBLIC AGENDA

MEMBERSHIP

Chairperson	Cr Bill Acklin	
Deputy Chairperson	Cr Marie Laufiso	
Members	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 Jennifer Lapham

Jennifer Lapham
Governance Support Officer

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

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1 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

	Title	Page
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Civic Affairs Committee Register of Interest as at 31 July 2024				
Councillors are members of all committees				
Name	Responsibility (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
Mayor Jules Radich (cont)	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.
	Member	Southern Heritage Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	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.
	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.
	Committee Member	Otago Anniversary Day Dinner	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.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Sophie Barker (cont)	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.
	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.
Cr Christine Garey	Member	Otago Museum Trust Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	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.
Cr Kevin Gilbert	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.
	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.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Kevin Gilbert (cont)	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.
	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.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Carmen Houlahan (cont)	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.
	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.
	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 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.
	Member	Green Party of Aotearoa New Zealand	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Secretary	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.
Cr Cherry Lucas	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.
	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.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Cherry Lucas (cont)	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.
	Member	Mosgiel Taieri Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Te Pōari a Pukekura Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Mandy Mayhem	Chairperson	Waitati Hall Society Inc	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Blueskin News Committee	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Co-ordinator	Waitati Market	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Co-ordinator	Emergency response group, Blueskin area	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	FENZ Local Advisory Committee for Otago	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Waitati Music Festival Committee	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Blueskin Bay Amenities Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Blueskin A & P Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Keep Dunedin Beautiful (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Zone Representative and Board Member	Keep New Zealand Beautiful	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Coastal Community Cycleway Network	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.
	Member	Disability Issues Advisory Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Property Owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Social Wellbeing Advisory Group (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.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Jim O'Malley (cont)	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	Northern AFC	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.
	Member	Ice Sports Dunedin Incorporated (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Connecting Dunedin (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 (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Regional Transport Committee (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 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 public excluded leave the room. Seek advice prior to the meeting.
	Member	District Licensing Committee (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.
Cr Steve Walker	Trustee	Dunedin Wildlife Hospital Trust	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in public excluded leave the room. Seek advice prior to the meeting.
	Member	Orokonui Ecosanctuary	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in public excluded 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	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.
	Shareholder	Various publicly listed companies	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	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)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Justice of the Peace		No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Predator Free Dunedin	No conflict	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Predator Free Dunedin (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Brent Weatherall	Member	Urban Access	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Business George Street, Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Brent Weatherall Jeweller Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Weatherall Trustee Company	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Residential Rental Properties	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 Public Art Gallery Society (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	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder 22 May 2017	Estate of Grace Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Japek (Family Trust) - Property Ownership - Dunedin	Duties to Trust may conflict with duties of Council Office.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Golf Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin South Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	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.
	Board Chair	Volunteer South	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	New Zealand PGA (Professional Golf Association)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Dunedin Community House Executive Committee	Potential grants recipient	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Property Investors Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Hereweka Harbour Cone Trust (Council Appointment)	No conflict Identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Andrew Whiley (cont)	Member	Otago Peninsula Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Shanghai Association (Sister City Society) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Grow Dunedin Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	NZ Masters Games Trust Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Puketai Residential Centre Liaison Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Board Member	Dunedin Christmas Charitable Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

CONFIRMATION OF MINUTES

CIVIC AFFAIRS COMMITTEE MEETING - 5 NOVEMBER 2024

RECOMMENDATIONS

That the Committee:

- a) **Confirms** the public part of the minutes of the Civic Affairs Committee meeting held on 05 November 2024 as a correct record.

Attachments

	Title	Page
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Civic Affairs Committee MINUTES

Minutes of an ordinary meeting of the Civic Affairs Committee held in the Council Chambers, Dunedin Public Art Gallery, The Octagon, Dunedin on Tuesday 05 November 2024, commencing at 9.00 am

PRESENT

Chairperson	Cr Bill Acklin	
Deputy Chairperson		
Members	Cr Sophie Barker	Cr David Benson-Pope
	Cr Christine Garey	Cr Kevin Gilbert
	Cr Carmen Houlahan	Cr Cherry Lucas
	Cr Mandy Mayhem	
	Mayor Jules Radich	Cr Lee Vandervis
	Cr Steve Walker	Cr Brent Weatherall
	Cr Andrew Whiley	

IN ATTENDANCE Rob West (General Manager Corporate Services).

Governance Support Officer Clare Sullivan

1 PUBLIC FORUM

There was no Public Forum.

2 APOLOGIES

Apologies were received from Crs Marie Laufiso and Jim O'Malley for absence, Crs Bill Acklin and Kevin Gilbert for early departure and Crs David Benson-Pope, Brent Weatherall and Andrew Whiley for lateness.

Moved (Cr Bill Acklin/Cr Cherry Lucas):

That the Committee:

- a) **Accepts** the apologies from Crs Marie Laufiso and Jim O'Malley for absence, Crs Bill Acklin and Kevin Gilbert for early departure and Crs David Benson-Pope, Brent Weatherall and Andrew Whiley for lateness.

Motion carried (CAC/2024/018)

3 CONFIRMATION OF AGENDA

Moved (Cr Bill Acklin/Cr Kevin Gilbert):

That the Committee:

Confirms the agenda without addition or alteration.

Motion carried (CAC/2024/019)

4 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

There were no changes advised.

Moved (Cr Bill Acklin/Cr Kevin Gilbert):

That the Committee:

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

Motion carried (CAC/2024/020)

Cr Weatherall entered the meeting at 9.08 am.

5 CONFIRMATION OF MINUTES

5.1 CIVIC AFFAIRS COMMITTEE MEETING - 17 SEPTEMBER 2024

Moved (Cr Bill Acklin/Cr Kevin Gilbert):

That the Committee:

- a) **Confirms** the minutes of the Civic Affairs Committee meeting held on 17 September 2024 as a correct record.

Motion carried (CAC/2024/021)

PART A REPORTS

6 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.

The General Manager Corporate Services (Rob West) spoke to the report and responded to questions.

Moved (Cr Bill Acklin/Cr Carmen Houlahan):

That the Committee:

- a) **Notes** the Civic Affairs Committee forward work programme.

Motion carried (CAC/2024/022)

7 COMMUNITY BOARD FORUM

Strath Taieri Community Board-

Anna Wilson, Deputy Chairperson and Terina Geddes, Board Member of the Strath Taieri Community Board and provided the Committee an update of Board's priorities for the Strath Taieri area:

- The top priority for the Board and community were flooding. They acknowledge the co-operation between the DCC and ORC but to date there have been no significant major works undertaken to protect the community.
- The second priority is the Taieri Gorge Railway, they support further investigation the inclusion of cycleways where they can be safely accommodated alongside the railway. They would like a definitive time for the train to return to Middlemarch to assist with the promotional plans for the Community. They requested for a new promotional group, Discover Middlemarch, has been established.
- Another priority is the beautification in the Railway area. They would also like to work with Waka Kotahi to enhance the main thorough fares in Middlemarch.
- They would also like a safe and consistent water supply.
- Also would like recycling centres at Hindon and Hyde.
- They asked that the Council to manage wilding pines

Cr Kevin Gilbert left the meeting at 9.38 am.

Waikouaiti Coast Community Board

Alasdair Morrison, Chairperson and Andy Barratt, Deputy Chairperson of the Waikouaiti Coast Community Board addressed the Committee and raised the following issues:

- The Water Treatment plant has not been upgraded and funding is in the proposed budgets and ask that this funding does not cut.
- That the Warrington and Waikouaiti Plant will need to be upgraded.
- An update was provided on the One Coast and they are looking for regular funding for the One Coast facility .
- Raised the issue of a Management plan for the Waikouaiti Estuary and Karitane Harbour, and requests this be commenced.
- Raised ongoing issues for maintenance of roads, trees, ditches etc.

8 PLACE BASED COMMUNITY GROUPS - PRESENTATION TO THE CIVIC AFFAIRS COMMITTEE

A report from Community Services provided an overview of the two place-based groups presenting to Civic Affairs at the meeting.

The Community Partnerships Manager (Gina Huakau) spoke to the report and responded to questions.

Moved (Cr Bill Acklin/Cr Mandy Mayhem):

That the Committee:

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

Motion carried (CAC/2024/023)

Strath Taieri Connect Charitable Trust

Bill Feather, Lenore Templeton and Rebecca Costello spoke on the work of the Strath Taieri Connect Charitable Trust delivering a wellness focus programme in the community.

BIAS Charitable Trust

Irene Harris (Community Advisor for BIAS Charitable Trust) spoke on the work of the Trust. She advised that with the funding from the DCC they have launched a community hub and spoke on the work of the Trust.

Due to the delay of the representatives from the Youth Council arriving at the meeting it was agreed to take item 10 prior to item 9.

10 CIVIC AFFAIRS ACTIVITY REPORT FOR THE PERIOD UNTIL 30 OCTOBER 2024

A report from Governance provided information on work undertaken in the administration of Council governance for the period from 1 May to 31 October 2024.

Moved (Cr Bill Acklin/Cr Steve Walker):

That the Committee:

- a) **Notes** the Civic Affairs Activity Report

Motion carried (CAC/2024/024)

It was moved (Cr Bill Acklin/Cr Steve Walker):

That the Committee:

Adjourn the meeting.

Motion carried

The Meeting adjourned at 10.37 and reconvened at 10.50 am.

9 DUNEDIN YOUTH COUNCIL SIX MONTHLY REPORT, 1 JULY - 31 OCTOBER 2024

Alice Johnston, DYC Deputy Chair, and Lucy Reilly, DYC Secretary, spoke to the Committee and presented a report noting recent activities of the Youth Council from 1 July to 31 October 2024.

11 ITEMS FOR CONSIDERATION BY THE CHAIR

There were no items for consideration by the Chair.

RESOLUTION TO EXCLUDE THE PUBLIC

Moved (Cr Bill Acklin/Cr Mandy Mayhem):

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:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution	Reason for Confidentiality
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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 11.20 am.

.....
CHAIRPERSON

PART A REPORTS

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 a future committee meeting.

Signatories

Author:	Jennifer Lapham - Governance Support Officer
Authoriser:	Scott MacLean - General Manager, Climate and City Growth

Attachments

Title	Page
A Forward Work Programme	23

Key	
New item	
Changes to timeframes	
Completed; progress to date update	Bold

Civic Affairs Committee Forward Work Programme 2025/2026 - March 2025															
Area of Work	Reason for Work	Council role (decision and/or direction)													
			March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March
LGNZ AGM Remits and Rules	Remits and rule changes to be considered at the AGM.	Consider and decide on remits and rule changes as and when required Progress to date:													
Submissions to central government and other external parties.	Provide feedback on proposals from central government and other external parties.	Consider and decide on draft submission on central government and other external parties proposals as and when required.													
External organisations	Consider which organisations require Council representation	A report was presented to the Civic Affairs Committee at the September 2023 meeting. Progress to date: A report will be presented to the June 2025.				Report									
Recognition of Former Mayors	Investigate options and costs for a possible Mayoral Scholarship	Investigate options and costs for a possible Mayoral Scholarship. Progress to date: A report is on the agenda.	Report												

Civic Affairs Committee Forward Work Programme 2025/2026 - March 2025															
Area of Work	Reason for Work	Council role (decision and/or direction)													
			March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March
Activities Report	Information on various governance activities	Progress to date: A report will be presented at the June meeting.				Report									
Place-based groups	Presentations from groups	Two Place-based groups will brief the committee on their work at each meeting. Progress to date: Place based groups will attend the June meeting.				Report									
Presentation from Dunedin Youth Council	A yearly update by the Dunedin Youth Council	Representatives from the Youth Council will present a yearly report and briefing. Progress to date: A date for the presentation for 2025 is to be confirmed.													
Review of Standing Orders	Statutory requirement under Schedule 7, clause 27 of the LGA.	Review Standing Orders Progress to date: The updated Standing Orders Template from LGNZ has been released and is currently being reviewed. A workshop may be scheduled.													
Review of Code of Conduct	Statutory requirement under Schedule 7, clause 15 of the LGA.	Consider and decide on proposed changes to the Code of Conduct Progress to date: A workshop was held on 31 October, and staff are woking on incorporating changes discussed at the workshop for consideration by Council.													
Elected member gift policy		Decide on an Elected Members Gift Policy. Progress to date: The workshop on the Code of Conduct was held on 31 October. Staff will develop a draft Elected Member Gift Policy for future consideration by the Committee.													

COMMUNITY BOARD FORUM

The following Community Boards will present to Civic Affairs Committee.

Mosgiel Taieri Community Board	Andrew Simms (Chairperson) and Dean McAlwee (Deputy Chairperson)
Otago Peninsula Community Board	Paul Pope (Chairperson) and Hoani Langsbury (Deputy Chairperson)
Saddle Hill Community Board	Paul Weir (Chairperson) and Scott Weatherall (Deputy Chairperson)
Strath Taieri Community Board	Anna Wilson (Deputy Chairperson) and Robin Thomas
Waikouaiti Coast Community Board	Alasdair Morrison (Chairperson) and Andy Barratt (Deputy Chairperson)
West Harbour Community Board	Ange McErlane (Chairperson)

Attachments

There are no attachments for this report.

DCC ARCHIVE UPGRADE PROJECT

Department: Business Information Services

EXECUTIVE SUMMARY

- 1 The purpose of this report is to update Council on plans to upgrade the Dunedin City Council Archive ('the DCC Archive') to a storage facility that meets Archives New Zealand ("ANZ") Standards for maintenance of a public archive mandated under the Public Records Act 2005.
- 2 The Archive is of significant cultural importance, and many of the documents are original and unique, which, if lost or damaged, would be a significant loss to the city and New Zealand, and could affect some operations of the Council.
- 3 The Archive is stored in the Lower basement of the Civic Centre, but the facilities did not meet the ANZ Standards for maintenance of a public archive mandated under the Public Records Act 2005. Work to upgrade the archives is nearing completion bringing them to a level that will meet Archives and Records Association of NZ: Te Huinga Mahara ("ARANZ") standards.

RECOMMENDATIONS

That the Committee:

- a) **Notes** the DCC Archive Update report

BACKGROUND

- 4 ARANZ have made several submissions to council in recent years, regarding the condition of the City Archive and the need to rehouse or upgrade the Archives to a suitable standard.
- 5 Renovation work in 2021 was carried out to one of the rooms to mitigate the short-term risk of water damage, along with suitable Archive material being moved offsite to a secure facility. However, a long-term solution was needed.
- 6 As a result of these submissions, an upgrade project was formalised in March 2023 with several options explored as part of this work.
- 7 Funding of \$1m was made available from the Property and BIS budgets to complete the upgrade.

REQUIREMENTS OF AN ARCHIVE FACILITY

- 8 Requirements of an Archive facility are:
 - a) Archives are stored in a dedicated area, separate from public spaces, which allow for ongoing access by authorised users.

- b) Archives are stored in areas that meet preservation needs of their format.
- c) The building in which archives are stored must comply with the New Zealand Building Code that applied at the time of construction and associated codes and standards and be appropriate for use in storing archives.
- d) The building in which archives are stored must have adequate drainage systems to prevent flooding.
- e) Dedicated storage areas for archives must be protected against the external climate.
- f) Dedicated storage areas for archives must be protected against internal hazards e.g., piping systems, vermin, or fire caused by an electrical fault.
- g) A building maintenance programme must be in place.

DISCUSSION

- 9. Staff will present an overview of the work undertaken, explaining the background, the significance of the archives and the renovation work undertaken.

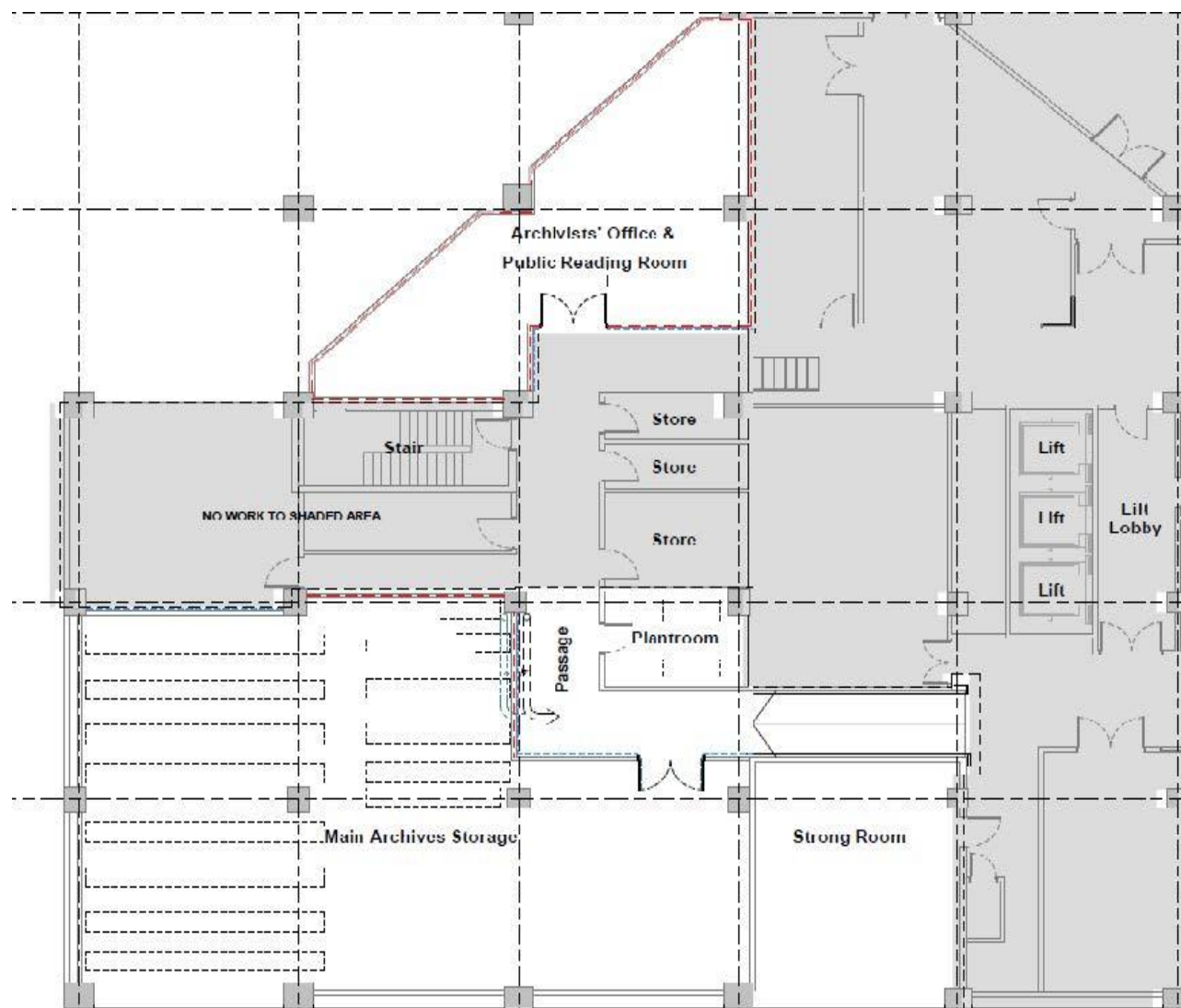
Signatories

Author:	Graeme Riley - Chief Information Officer
Authoriser:	Robert West - General Manager Corporate Services

Attachments

	Title	Page
A	Archives Upgrade Project Presentation	28







History of the DCC Archive

- Established 1983
- Local Government Reorganisation 1989
- Records from 1855 to 2002

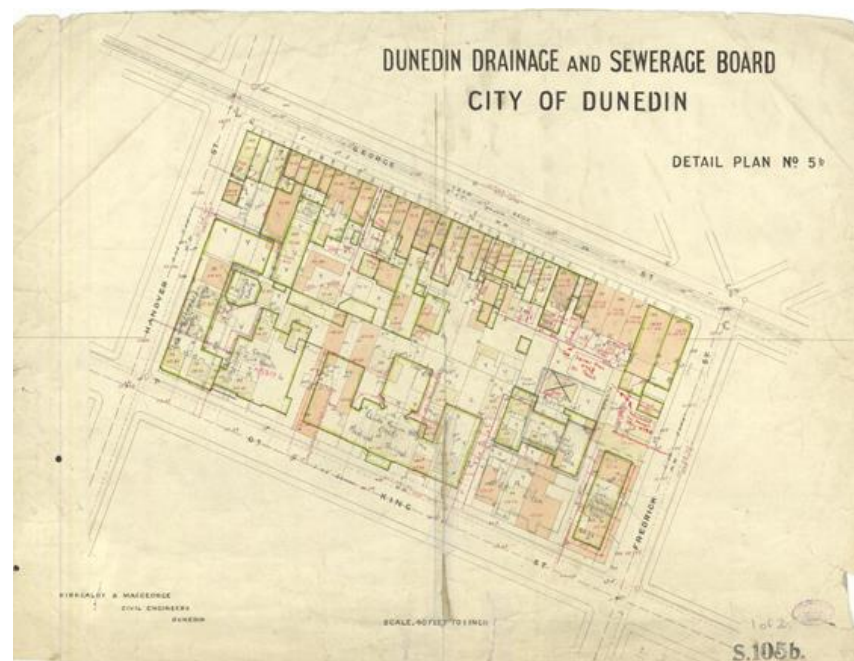




Our Collection

- Valuation and Rates Records
- Building and Drainage Permits
- Cemetery Records
- Minutes & Correspondence
- Photographs

RATE			BOOK		
A Bill of Mortgages in the Parish, under the Provisions of the "Rating Act, 1876" by the			Dunedin Council on the 20th day of		
18th day of			1876		
and ending on the 1st day of			1877		
No. on the	Owner or Person	Description of Property	Rateable Value	Rate at	By whom Rate Paid
Valuation Act	or Person				
<i>Richmond Hill Township</i>					
157	Boyd John B.	One 1/2 Acre	250/0		
158	Davis Robert	One 1/2 Acre	250/0		
159	Davis Robert	One 1/2 Acre	250/0		
160	Davis Robert	One 1/2 Acre	250/0		
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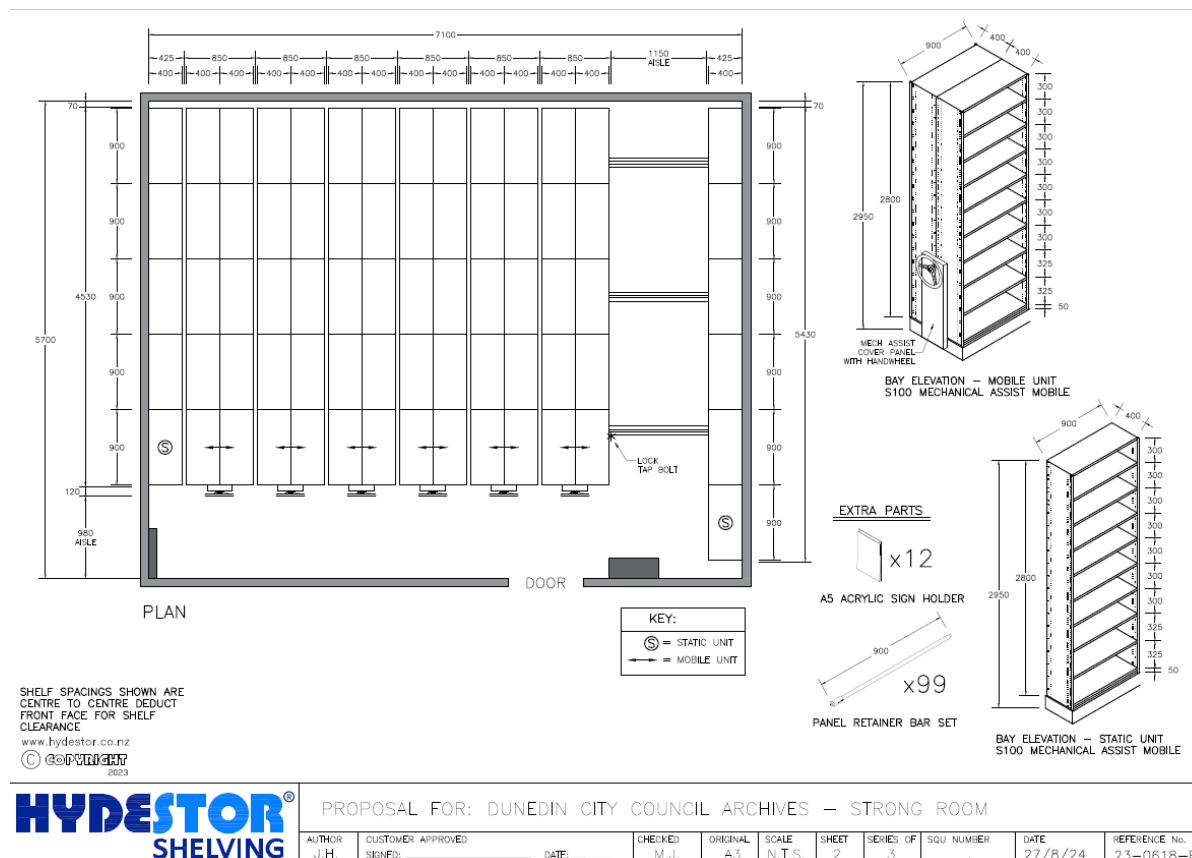
Our Spaces

- Not fit for purpose
- Pipes
- Poor environmental control
- No dedicated research spaces
- Inadequate shelving
- Water seepage



Upgrade Planning

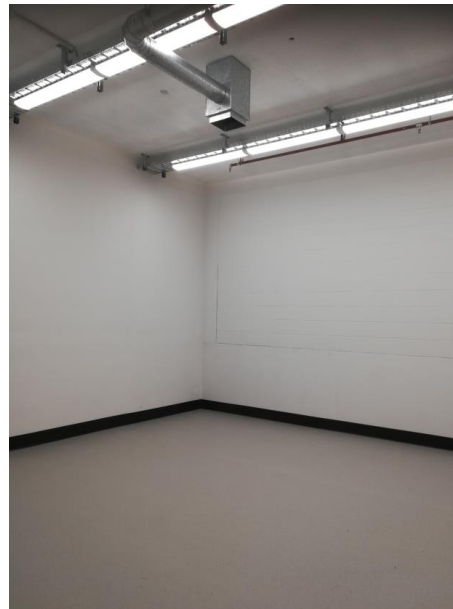
- Many options explored
- Relocation vs renovation
- Project formalised March 2023
- Support from ARANZ & Archives New Zealand





Before

Where we
are now



After





Where we are now



Before



After

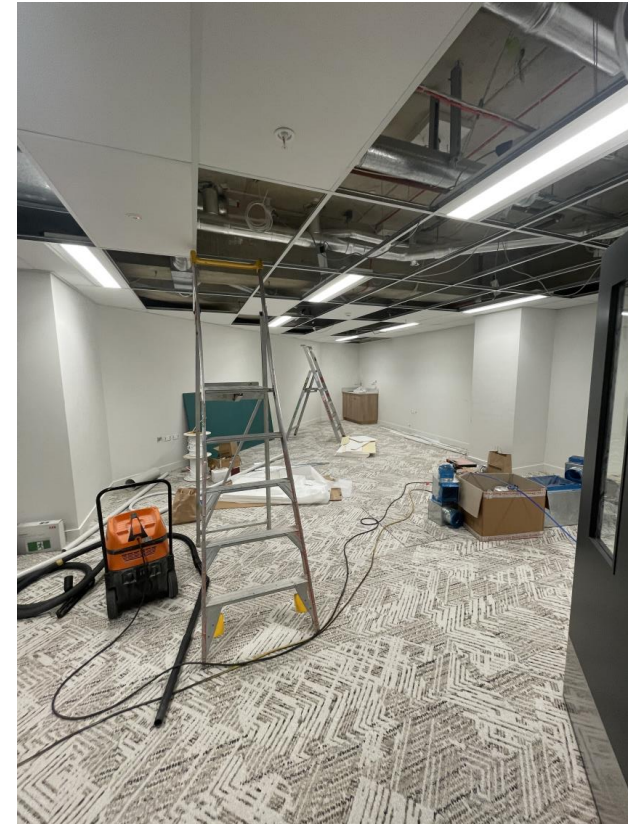




Where we are now



Before



After





Our Services

Contact Us:

Email:
archives@dcc.govt.nz

Phone:
+64 3 474 3553

Address:
Dunedin City Council Archives
PO Box 5045, Dunedin 9054,
New Zealand

Research Services

Internal & External Customers

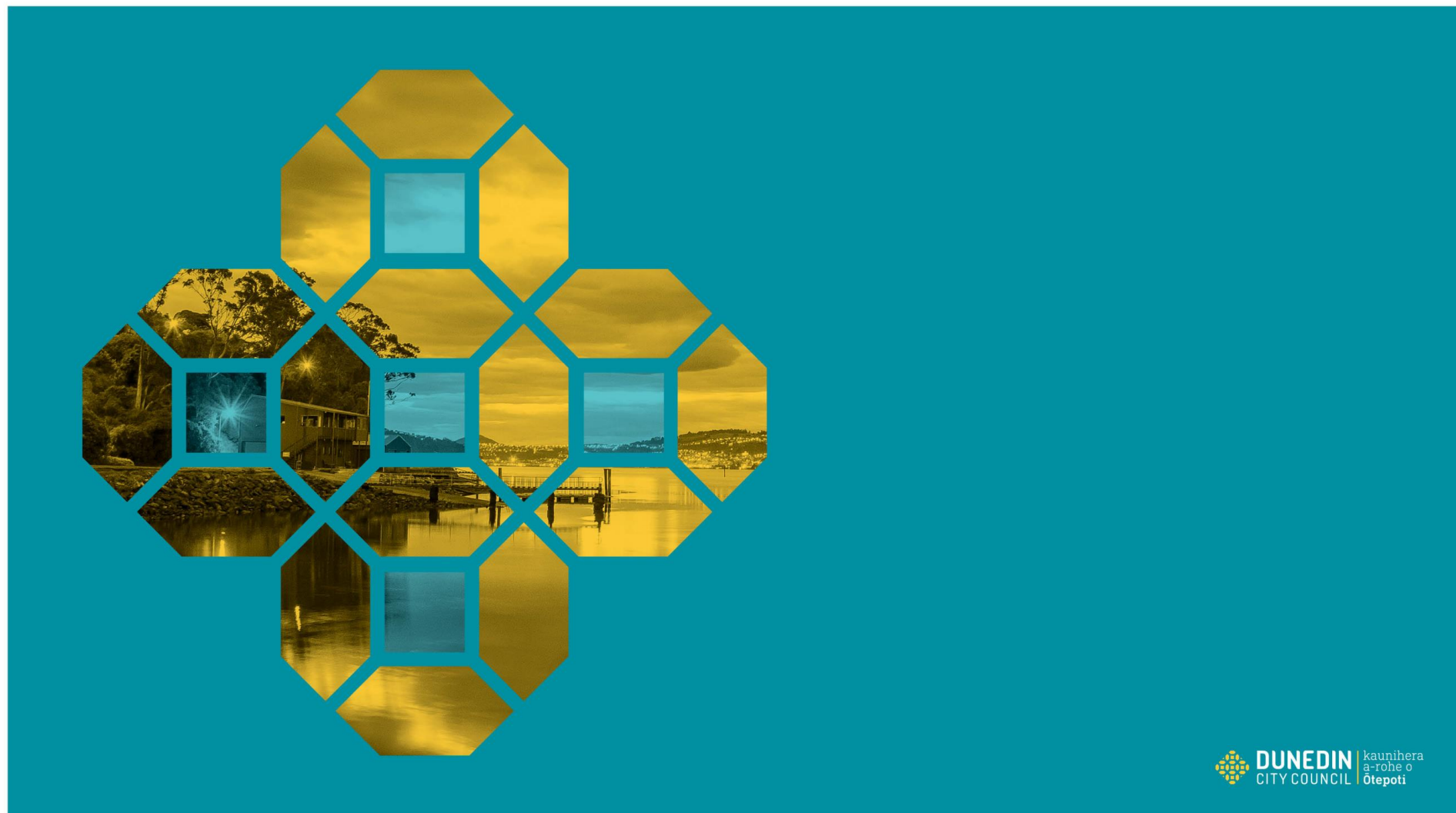
Charges may apply

Visit the Archive:

By appointment only

Monday – Friday 9am-4pm





ITEMS FOR CONSIDERATION BY THE CHAIRPERSON

Any items for consideration by the Chairperson.

Attachments

There are no attachments for this report.