

A GUIDE TO FAMILY
HISTORY SOURCES
AT THE
DUNEDIN CITY COUNCIL
ARCHIVES

2008



DUNEDIN CITY
COUNCIL
Kaunihera-a-rohe o Otepoti

INTRODUCTION

This guide describes the services and information sources available at the Dunedin City Council Archives that may be of interest to family historians and genealogists. This is not a complete list of holdings but highlights sources likely to be useful. More comprehensive information regarding holdings may be obtained by contacting the Archivist.

Presently the Dunedin City Council Archives holds the archives of over 100 bodies that were associated in one way or another with the Dunedin City Council. These archives were created by a wide variety of bodies ranging from large authorities such as the City Council itself to the district road boards. This guide briefly describes records created by these organisations that are likely to be of use in family history research.

The reorganisation of local government in 1989 has resulted in the Dunedin City Council Archives becoming the repository for archives of now defunct local bodies covering a fairly large geographic and diverse area from Hyde and Waikouaiti towards the north of Dunedin to Taieri Mouth towards the south.

GENERAL INFORMATION

Location:	Basement level of the Civic Centre building, the Octagon, Dunedin. Take lift from Plaza level to Basement level.
Postal Address:	Dunedin City Council Archivist PO Box 5045 Dunedin
Car Parking:	1 hour metered parks Filleul St and Moray Place, 4 hour metered parks in carpark at corner of Filleul St and Moray Place, also Smith Street, York Place and Haddon Place, parking buildings in Moray Place (YMCA Building), Filleul St (Golden Centre Building) and Great King St.
Open:	9.00 am - 5.00 pm weekdays.
Telephone:	(03) 474-3553
Facsimile:	(03) 474-3594
E-mail:	archives@dcc.govt.nz
Web site:	www.CityofDunedin.com

SERVICES PROVIDED

- Reading room where archives are used.
- Photocopying of documents. Note the Archivist may refuse to copy fragile or oversized documents.
- Copies of photographs from the collection, these may be copied photographically or by laser photocopy if we already have a reference print.
- Telephone, written or e-mail enquiries asking for specific information from the archives, or for information about the archives, will be answered promptly.
- Visitors are welcome but it is advisable to make an appointment. Group visits may be arranged by contacting the Archivist.
- A power point is available for lap top computers

Map of the geographic area covered in the Dunedin City Council Archives



A POTTED HISTORY OF LOCAL GOVERNMENT IN DUNEDIN

The Dunedin Town Board

The history of local government in the Dunedin area began with the establishment of the Dunedin Town Board in 1855 under an Otago Provincial Council ordinance, seven years after organised European settlement began in 1848.

The Town Board was established in response to the growing need for a body to coordinate the development of the fledgling town. The Board was hampered in its activities by a lack of funds and continually struggled to find the money to turn the muddy tracks into streets and create the rudimentary beginnings of the drainage system. The first rate was levied in 1857 but seems to have done little to help the situation. The Town Board was replaced by the Dunedin City Council in 1865.

District Roads Boards

After the establishment of the Town Board, the next step in the development of local government was the formation of the first District Roads Boards in 1856, also by an Otago Provincial Council Ordinance. The Roads Boards administered the construction of local roads in suburban and rural areas and in some areas did much to help the development of communities. Their efforts were coordinated by a General Road Board consisting of the Provincial Council Executive and locally elected representatives.

The Roads Boards went through many reorganisations before gradually being replaced by other forms of local government. Shown on this chart are only those boards which amalgamated directly with a County or Borough.

Boroughs, Counties and Town Boards

Between 1860 and 1886 there was a period of growth in the number of local authorities; about 35 local authorities were established in the Dunedin area. This growth was in response to the growing need for services in the quickly developing settlements and rural areas.

Port Chalmers and Waikouaiti (then called West Hawksbury) established local authorities in the 1860's, and the suburban areas of St Kilda, South Dunedin, Maori Hill and Green Island all established boroughs in 1875 and 1876.

The abolition of the Provincial Governments in 1876 provided further impetus for the establishment of local authorities. New legislation created a new type of authority, the county, and changed the way boroughs were constituted making them more appealing to local communities.

The Waikouaiti and Taieri Counties were established in 1877 and continued for a century until they amalgamated in 1977 to form Silverpeaks County. Peninsula County was also formed in 1877 but did little but meet occasionally to distribute funds to the various Roads Boards on the Peninsula until 1927 when the County was reconstituted. Peninsula County amalgamated with the City in 1967.

In 1882 the need for an intermediate type of local authority suitable to the needs of small rural communities was recognised by the Town Boards Act which resulted in the establishment of Town Boards in Mosgiel, Outram and Greytown (now called Allanton). Mosgiel soon became a Borough and the Greytown Board amalgamated with Taieri County in 1907, but the Outram Town Board continued until 1960 (?) when it amalgamated with the Taieri County. The short-lived Bay Town Board (in the Anderson's Bay area) was formed in 1905 and amalgamated with the City in 1916.

Development of Services

The supply of services such as water, gas, electricity and transport was often begun by enterprising local companies. These companies were later taken over by local authorities for various reasons in some cases the services they supplied became an important source of revenue for the local authority concerned.

Special Purpose Local Authorities

The Ocean Beach Domain Board was originally established in 1884, but was reconstituted in 1892 under a special Act with powers to develop the domain and protect the sandhills from erosion.

The construction of an efficient drainage and sewerage system for the city was long talked about and various plans were devised, but work only began in earnest after the establishment of the Dunedin Drainage and Sewerage Board in 1900. Prior to this time the lack of one coordinating body in the City had long delayed the provision of effective drainage and sewerage in the urban area.

Amalgamations

The years following the turn of the century were marked by a series of amalgamations within the Dunedin urban area as suburban boroughs decided to join the city as they found they lacked the resources to provide more modern services and amenities to their citizens. Further amalgamations occurred in the 1960's.

The most recent reorganisation of local government occurred in 1989 when eight local authorities amalgamated to form the new Dunedin City Council under a scheme designated by the Local Government Commission. The Local Authorities concerned were; the Dunedin City Council, the Silverpeaks County Council, the Port Chalmers Borough Council, the Green Island Borough Council, the St Kilda Borough Council, the Mosgiel Borough Council, the Dunedin Drainage and Sewerage Board and the Ocean Beach Domain Board.

USEFUL RECORDS FOR FAMILY HISTORY

Minutes

Minutes record the decisions of the local authority. They may contain reference to individuals for a variety of reasons. Ratepayers may complain about the potholes in the road outside their property or they may not have paid their rates on time. Staff may also be mentioned in the minutes when appointed or retiring or leaving. Minutes are not usually indexed so are usually only useful if you have a reasonable amount of information about the individual already. For instance you may know that they were a member of a particular Council and want to check the dates they held office, or that they were a contractor in the area and may have carried out contracts for the local council.

Correspondence

Correspondence records may document particular individuals and their relationship with Council. Many older correspondence records are in the form of letter books which are usually indexed by name of the person to which the letter was addressed. This makes searching relatively easy.

Rating and Valuation Records

Rating and valuation records give details of about ratepayers and the property they owned or paid rates on. Usually the ratepayer was the owner but sometimes could be a tenant or lessee. The information is usually arranged according to the legal description, or in later years, the valuation number of the property owned. However for some of the smaller authorities the lists are alphabetical by the name of the ratepayer. Also, for the smaller authorities it is a relatively easy matter to read the whole list and find a person's name.

To make use of these records you need to have a good idea of where and when an individual lived.

Electoral Records

There are also some district electors rolls and burgess lists, these may contain information differing from that found in Parliamentary rolls as they were made up separately.

Staff Records

There may be information relating to employees and contractors who worked for local authorities in minutes, old financial records and correspondence files. Access to more recent staff records may be restricted for reasons of personal privacy.

Cemetery Records

Records are held for most cemeteries now administered by the Dunedin City Council. Most of these records have been transcribed and indexed by the New Zealand Society of Genealogists and it is recommended that the transcriptions are used as a first point of enquiry as they are much easier to use. Copies of the transcriptions are held by the Dunedin Public Library, the Otago Settlers Museum, the Hocken Library and the Dunedin City Council Archives. The original records may be consulted if required, for instance if some doubt exists over the spelling of a name or a date of death. Some original records are held at the Andersons Bay Crematorium.

Building Permit Records

Building permit records may also be of interest to genealogists. The records usually consist of an application form and a plan of the proposed work. You may even find a plan of the house your grandfather built! As different local authorities have been responsible for different parts of the city over the years the quality of the records varies. Be aware that street names and numbers may have changed.

Most building permit records have been microfilmed and indexed by street address and are available from the Building Control Office on the first floor of the Civic Centre. Original plans and applications (if kept) are held in the Archives.

Area	Dates for which records are available
Area within Town Belt	1901-present, microfilm and selected originals.
Maori Hill	1915-present, microfilm and selected originals.
Mornington	1915-present, microfilm and selected originals.
North East Valley	1910-present, microfilm and selected originals.
Roslyn	1912-present, microfilm and selected originals.
Caversham	1904-present, microfilm and selected originals.
South Dunedin	1906-present, microfilm and selected originals.
Andersons Bay	1916-present, microfilm and selected originals.
St. Kilda	ca. 1950's-1989, microfilm and originals.
Green Island	ca. 1950's-1989, microfilm only.
Silverpeaks County (Includes Waikouaiti and Taieri Counties)	ca. 1940's-1989, originals only, not all indexed.
Port Chalmers	ca. 1950's-1989, microfilm and originals.
West Harbour	1943-1963, originals only, 1963-present microfilm and selected originals.
Peninsula	ca. 1950's-1968, originals only, 1968-present, microfilm and selected originals.

Photographs

There is a collection of photographs which are indexed alphabetically according to the subject matter or the persons name. There are photos of Mayors and Councillors, and a few staff but by no means a complete set.

LIST OF RECORDS LIKELY TO BE OF INTEREST

This list describes records held by the Dunedin City Council Archives likely to be of interest to family history researchers.

The left hand column gives a brief description of the relevant local authority. This description gives the dates that the local authority was in existence (if known) and its relationship to other local authorities, such as predecessors and successors.

The right hand column gives a brief description of records likely to be useful.

Please note that the list is not exhaustive and the Dunedin City Council Archives holds records of other bodies such as small domain boards and special purpose committees which may be of interest if you know that an individual was active in a particular organisation

Local Authority	Description of records
Allanton Town Board see <i>Grey Town Board</i>	
Andersons Bay Road Board 1856-1870 Amalgamated with <i>Peninsula Road Board</i>	Minutes 1856-1863
Bay Town Board 1905-1916 Amalgamated with <i>Dunedin City Council</i> . Area previously administered by <i>Andersons Bay Road Board</i> , <i>Peninsula Road Board</i> and <i>Peninsula County Council</i>	Minutes 1905-1914, correspondence 1910-1916, rate book 1912-16. electoral roll 1912-13
Blueskin Road Board 1866-1881 Amalgamated with <i>Waikouaiti County Council</i>	Minutes 1879-1881, correspondence 1879-1881
Caversham Borough Council 1877-1904 Amalgamated with <i>Dunedin City Council</i> . Area previously administered by <i>Caversham Road Board</i>	Outwards letters 1883-1904
Caversham Road Board 1861-1877? Appears to have been dissolved on constitution of <i>Caversham Borough Council</i>	Minutes and annual reports 1863-1872
Deborah Bay Road Board 1865-1870 Became a subdivision of <i>Blueskin Bay Road Board</i> in 1870	Minutes 1866-1872
Dunedin City Council 1865-1989 Amalgamated with <i>Silverpeaks County Council</i> , <i>Port Chalmers Borough Council</i> , <i>St Kilda Borough Council</i> , <i>Green Island Borough Council</i> , <i>Mosgiel Borough Council</i> , <i>Dunedin Drainage and Sewerage Board</i> and <i>Ocean Beach Domain Board</i> to form new Dunedin City Council. See also <i>Dunedin Town Board</i> , <i>Peninsula County Council</i> , <i>Caversham Borough Council</i> , <i>South Dunedin Borough Council</i> , <i>Mornington Borough Council</i> , <i>Roslyn Borough Council</i> , <i>Maori Hill Borough Council</i> , <i>North East Valley Borough Council</i> , <i>West Harbour Borough Council</i>	Minutes 1865-1989, correspondence 1865-1989 Valuation and rating records 1875-present day, these are arranged according to the legal description of the property. Nineteenth century records cover just the area within the Town Belt but this gradually expanded during this century as suburban local authorities amalgamated with the City Council. District Elector's rolls 1891-92, 1913-14, 1915-1989

**Dunedin Drainage and Sewerage Board
1900-1989**

Amalgamated with *Dunedin City Council*. Note that the Board had very close administrative links with the *Dunedin City Council* throughout its history

Dunedin Town Board 1855-1865
Succeeded by *Dunedin City Council*

Cemetery records 1858-1989, includes Northern, Southern, Anderson's Bay, Green Park and Peninsula cemeteries

Minutes 1901-1989, correspondence 1901-1917, (later correspondence and staff records are held with the records of the Dunedin City Council Town Clerks' and City Engineers' Departments), Register of Licensed Plumbers and Drainers 1903-1949

Minutes 1855-1865, outwards correspondence 1856-1862, 1864-1865

Rate book 1857-62. This covers the area within the Town Belt and is arranged according to the legal description of the property. It has been transcribed and indexed by NZSG. Copies of the transcript are available at the Dunedin City Council Archives, Otago Settlers Museum and the Hocken Library

Green Island Borough Council 1875-1888
Amalgamated with *Dunedin City Council*

Minutes 1875-1894, 1929-1989, correspondence 1947-1989, rating records 1952-1989, electoral roll 1933-41

Grey Road Board 1865-1888
Merged with *Taieri County Council*. See also *Saddle Hill Road Board*

Minutes 1872-1888, rating and valuation records 1883-9

Grey Town Board 1886-1907
Amalgamated with *Taieri County Council*. This authority administered the township now known as Allanton

Minutes 1886-1907, rating records 1886-1907

Harlington Road Board 1866-1872?
Merged with *North East Valley Road Board*. Administered the Upper Junction to Sawyers Bay area

Minutes 1866-1872

Hawkesbury Borough Council
See *Waikouaiti Borough Council*

Hawkesbury Road Board 1865-1888
Merged with *Waikouaiti County Council*

Minutes 1872-1879, correspondence 1873-1881, rating records 1877-81

Kaikorai Road Board 1861-1887
Merged with *Taieri County Council*

Minutes 1872-1887, rating records 1877-85

Maori Hill Borough Council 1876-1915
Amalgamated with *Dunedin City Council*

Minutes 1876-1915, correspondence 1876-1915, burgess and electors rolls 1879-93, 1913-17, rating and valuation records 1877-98, 1900-16

<p>Mornington Borough Council 1877-1915 Amalgamated with <i>Dunedin City Council</i>, area previously administered by <i>Mornington Road Board</i></p>	<p>Minutes 1877-1879, 1885-1915, correspondence 1900-1916, burgess and electors rolls 1878-89, 1913-16, valuation and rating records 1876-87, 1891-5, 1899-1900, 1903-16</p>
<p>Mornington Road Board 1865-1877 Dissolved on constitution of <i>Mornington Borough Council</i></p>	<p>Minutes 1875-1877, correspondence 1866-1877</p>
<p>Mosgiel Borough Council 1884-1989 Amalgamated with <i>Dunedin City Council</i>. Area previously administered by <i>Mosgiel Town Board</i>, <i>North Taieri Road Board</i> and <i>Taieri Road Board</i></p>	<p>Minutes 1884-1989, correspondence ca.1890-1989, valuation and rating records 1882-1910, 1912-16, 1922-34, 1936-38, 1946-49, 1953-54, 1976-90, electoral rolls 1886-1890, 1892-1898, 1900-1910, 1913, 1933-41, East Taieri Cemetery records 1904-1990</p>
<p>Mosgiel Road Board 1866-1872? Appears to have merged with <i>Taieri Road Board</i></p>	<p>Rating records 1866-72</p>
<p>Mosgiel Town Board 1882-1884 Dissolved on constitution of <i>Mosgiel Borough Council</i>. Area previously administered by <i>Mosgiel Town Board</i>, <i>North Taieri Road Board</i> and <i>Taieri Road Board</i></p>	<p>Minutes 1882-1884, rating records 1882-1884</p>
<p>North East Valley Borough Council 1877-1910 Amalgamated with <i>Dunedin City Council</i>, area previously administered by <i>North East Valley Road Board</i></p>	<p>Correspondence 1901-1909, rating records 1908-11</p>
<p>North East Valley Road Board 1861-1881 Merged with <i>Waikouaiti County Council</i>. The boundaries of this body included the Pine Hill, Sawyers Bay and West Harbour areas</p>	<p>Minutes 1873-1881, correspondence 1875-1880, rating records 1872-77 (ledger including ratepayers names), 1877-8, 1878-82</p>
<p>North Taieri Road Board 1867-1889 Merged with <i>Taieri County Council</i>. Note that an earlier organisation of this name existed 1861-1865 but no records of this body are held</p>	<p>Minutes 1872-1889, rating records 1865-1872, 1875-1886</p>
<p>Ocean Beach Domain Board 1882-1989 Amalgamated with <i>Dunedin City Council</i></p>	<p>Minutes 1892-1984, 1989, correspondence 1892-1989, staff records ca.1944-1982. Note that an earlier volume of minutes is held by National Archives, Dunedin Regional Office</p>
<p>Otago Heads Road Board 1884-1927 Merged with <i>Peninsula County Council</i></p>	<p>Minutes 1904-1910</p>
<p>Outram Road Board 1870?-1891 Merged with <i>Taieri County Council</i></p>	<p>Minutes 1872-1892, rating and valuation records 1873-92</p>
<p>Outram Town Board 1882-1961 Amalgamated with <i>Taieri County Council</i></p>	<p>Minutes 1882-1960, correspondence 1951-1957, rating records 1895-26</p>

Peninsula County Council 1877-1968

Amalgamated with *Dunedin City Council*. Note that although the Peninsula County Council was formed in 1877 it was more or less inactive until 1926 when it was "revived". Prior to 1926 local authority functions on the Otago Peninsula were carried out by several local roads boards. See also *Andersons Bay Road Board, Peninsula Road Board, Portobello Road Board, Otago Heads Road Board*

Minutes 1926-1968, correspondence 1929-1968, rating and valuation records 1938-68, electoral rolls 1933-41, 1965

Peninsula Road Board 1870-1927

Merged with *Peninsula County Council*

Minutes 1898-1927, correspondence 1923-1928

Pine Hill Road Board 1865-1870

Merged with *North East Valley Road Board*

Minutes 1866-1873, correspondence 1865-1872, record of rates in cashbook 1865-67

Port Chalmers Borough Council 1866 -1989

Amalgamated with *Dunedin City Council*. Area previously administered by the *Port Chalmers Town Board*.

Minutes 1866-1989, correspondence 1866-1989, rating and valuation records 1866-75 (extremely fragile condition, access restricted), 1877-1990, electoral rolls 1883-4 (middle and east wards only), 1901-2 (high and south wards), 1905-6 (east, south, high wards), 1907-16 (all wards), 1933-41 (all wards), cemetery records 1861-1932. Also Port Chalmers Mechanics Institute list of subscribers c.1868-84

Port Chalmers Town Board 1860-1866

Succeeded by the *Port Chalmers Borough Council*

Minutes 1862-1866, correspondence 1862-1866, rating record 1863-66 (extremely fragile condition, access restricted)

Portobello Road Board 1861-1927

Merged with *Peninsula County Council*

Minutes 1861-1864, 1872-1881, 1888-1927, correspondence 1881-1905, electoral roll 1913

Roslyn Borough Council 1877-1912

Amalgamated with *Dunedin City Council*. Area previously administered by *Roslyn Road Board*

Minutes 1906-1912, correspondence 1877-1913, valuation and rating records 1908-13

Roslyn Road Board 1865-1877?

Probably dissolved on the constitution of *Roslyn Borough Council*

Minutes and correspondence 1865-1871, rating records 1867-70

Saddle Hill Road Board 1861-1872

Merged with *Grey Road Board*

Minutes 1867-1888

St. Kilda Borough Council 1875-1989

Amalgamated with *Dunedin City Council*

Minutes 1875-1989, correspondence 1876-1989, electoral rolls 1913-14, 1933-41

Seaside Road Board 1870-1888

Merged with *Taieri County Council*. Administered the Brighton area

Minutes 1884-1886, rating records 1883-85

Silverpeaks County Council 1977-1989

Amalgamated with *Dunedin City Council*. Area previously administered by *Taieri County Council* and *Waikouaiti County Council*

Minutes 1977-1989, correspondence 1977-1989, rating records 1977-1989, various cemetery records

<p>South Dunedin Borough Council 1876-1905 Amalgamated with <i>Dunedin City Council</i></p>	<p>Minutes 1882-1888, 1903-1905, correspondence 1876-1905</p>
<p>Suburban Road Board 1870-1887 Merged with <i>Taieri County Council</i>. Administered the Corstophine, Burnside and Green Island Bush areas</p>	<p>Minutes 1885-1887, correspondence 1882- 1889, rating records 1877-86</p>
<p>Taieri County Council 1877-1977 Amalgamated with <i>Waikouaiti County Council</i> to form <i>Silverpeaks County Council</i>. See also <i>Grey Road Board, Grey Town Board, Kaikorai Road Board, Mosgiel Road Board, North Taieri Road Board, Outram Road Board, Outram Town Board, Saddle Hill Road Board, Seaside Road Board, Suburban Road Board, Taieri Road Board and West Taieri River Board</i></p>	<p>Minutes 1877-1977, correspondence 1877- 1977, rating and valuation records 1952-78, electoral rolls 1914 (Strath Taieri only), 1923 (North Taieri and Outram ridings), 1933-41, 1939, 1950-68</p>
<p>Taieri Road Board 1870-1887 Merged with <i>Taieri County Council</i></p>	<p>Minutes 1872-1888</p>
<p>Waikouaiti Borough Council 1866-1966 Amalgamated with <i>Waikouaiti County Council</i>. Prior to 1909 this authority was known as West Hawkesbury Borough Council</p>	<p>Minutes 1866-1966, correspondence 1866-70, 1898-1934, ca. 1956-1966, rating and valuation records 1866-88, 1891--1908, 1911- 21, 1923-34, 1951-56, 1959-65, electoral roll 1911-12</p>
<p>Waikouaiti County Council 1877-1977 Amalgamated with <i>Taieri County Council</i> to form <i>Silverpeaks County Council</i>. See also <i>Blueskin Road Board, Deborah Bay Road Board, Harlington Road Board, Hawkesbury Road Board, North East Valley Road Board, Pine Hill Road Board, Waikouaiti Borough Council and Waikouaiti Road Board</i></p>	<p>Minutes 1877-1977, correspondence 1877- 1925, ca. 1956-1966, rating and valuation records 1882-1930, 1933-78, electoral rolls 1932 (Waitati area only), 1933-41, 1974</p>
<p>Waikouaiti Road Board 1872-1882 Merged with <i>Waikouaiti County Council</i></p>	<p>Minutes 1872-1882, correspondence 1873- 1881, ledger including ratepayers names 1872-82</p>
<p>West Harbour Borough Council 1877-1963 Amalgamated with <i>Dunedin City Council</i> and <i>Waikouaiti County Council</i>. Area previously administered by <i>North East Valley Road Board</i></p>	<p>Minutes 1877-1963, correspondence 1879- 1884, 1893-1936, 1941-1963, burgess rolls 1897-99, 1913-14, 1933-41, 1950, valuation and rating records 1886-94, 1898-99, 1909- 35, 1937, 1949, 1959-63</p>
<p>West Hawkesbury Borough Council see <i>Waikouaiti Borough Council</i></p>	
<p>West Taieri River Board 1871-?</p>	<p>Rating records 1892-99</p>

OTHER ARCHIVES REPOSITORIES

Various other institutions hold archives and records relevant to genealogists for the Otago area. The major institutions in Dunedin are;

Hocken Library
90 Anzac Avenue
P O Box 56
Dunedin

Otago Settlers Museum
31 Queens Gardens
P O Box 566
Dunedin

Archives New Zealand
Dunedin Regional Office
George Street
PO Box 6183
Dunedin

McNab-New Zealand Collection
Dunedin Public Library
Moray Place
PO Box 5542
Dunedin

Presbyterian Church of New Zealand Aotearoa Archives,
Knox College,
Arden Street,
Dunedin

Smaller institutions are listed in:

Frank Rogers, *Archives New Zealand 4*, Archives Press, Plimmerton, 1992

A Visitors Guide to the Museums of Otago and Southland, Otago Museum