Akaroa Museum Advisory Committee
AGENDA

Notice of Meeting:
An ordinary meeting of the Akaroa Museum Advisory Committee will be held on:

Date: Wednesday 7 August 2019
Time: 9.30am
Venue: Akaroa Boardroom, 78 Rue Lavaud, Akaroa

Membership
Members
- Pam Richardson - Banks Peninsula Community Board Representative
- Janis Haley - Banks Peninsula Community Board Representative
- David Miller - Friends of the Museum (FOAM)
- Sue Craw - Friends of the Museum (FOAM)
- Meri Robinson - Onuku Rūnanga

1 August 2019

Liz Carter
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https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.
Strategic Framework

The Council’s Vision – Christchurch is a city of opportunity for all.
Open to new ideas, new people and new ways of doing things – a city where anything is possible.

Whiria ngā whenu o ngā papa
Honoa ki te maurua tāukiuki
Bind together the strands of each mat
And join together with the seams of respect and reciprocity.
The partnership with Papatipu Rūnanga reflects mutual understanding and respect, and a goal of improving the economic, cultural, environmental and social wellbeing for all.

Overarching Principle
Partnership - Our people are our taonga – to be treasured and encouraged. By working together we can create a city that uses their skill and talent, where we can all participate, and be valued.

Supporting Principles
- Accountability
- Affordability
- Agility
- Equity
- Innovation
- Collaboration
- Prudent Financial Management
- Stewardship
- Wellbeing and resilience
- Trust

Community Outcomes
What we want to achieve together as our city evolves

Strong communities
- Strong sense of community
- Active participation in civic life
- Safe and healthy communities
- Celebration of our identity through arts, culture, heritage and sport
- Valuing the voices of children and young people

Liveable city
- Vibrant and thriving central city, suburban and rural centres
- A well connected and accessible city
- Sufficient supply of, and access to, a range of housing
- 21st century garden city we are proud to live in

Healthy environment
- Healthy waterways
- High quality drinking water
- Unique landscapes and indigenous biodiversity are valued
- Sustainable use of resources

Prosperous economy
- Great place for people, business and investment
- An inclusive, equitable economy with broad-based prosperity for all
- A productive, adaptive and resilient economic base
- Modern and robust city infrastructure and community facilities

Strategic Priorities
Our focus for improvement over the next three years and beyond

- Enabling active citizenship and connected communities
- Maximising opportunities to develop a vibrant, prosperous and sustainable 21st century city
- Climate change leadership
- Informed and proactive approaches to natural hazard risks
- Increasing active, public and shared transport opportunities and use
- Safe and sustainable water supply and improved waterways
Part A  Matters Requiring a Council Decision
Part B  Reports for Information
Part C  Decisions Under Delegation

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B  7. Committee Members’ Exchange of Information ................................................. 43
1. **Apologies**
   At the close of the agenda no apologies had been received.

2. **Declarations of Interest**
   Members are reminded of the need to be vigilant and 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.

3. **Confirmation of Previous Minutes**
   That the minutes of the Akaroa Museum Advisory Committee meeting held on **Wednesday, 26 June 2019** be confirmed (refer page 5).

4. **Deputations by Appointment**
   Deputations may be heard on a matter or matters covered by a report on this agenda and approved by the Chairperson.
   There were no deputations by appointment at the time the agenda was prepared.
Akaroa Museum Advisory Committee
OPEN MINUTES

Date: Wednesday 26 June 2019
Time: 10am
Venue: Akaroa Boardroom, 78 Rue Lavaud, Akaroa

Present
Members
- Pam Richardson - Banks Peninsula Community Board Representative
- Janis Haley - Banks Peninsula Community Board Representative
- David Miller - Friends of the Museum (FOAM)
- Sue Craw - Friends of the Museum (FOAM)

26 June 2019

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The agenda was dealt with in the following order.

1. **Apologies**

   **Part C**
   There were no apologies.

2. **Declarations of Interest**

   **Part B**
   There were no declarations of interest recorded.

3. **Confirmation of Previous Minutes**

   **Part C**
   **Committee Resolved AMA/2019/00002**

   That the minutes of the Akaroa Museum Advisory Committee meeting held on Wednesday, 27 March 2019 be confirmed.

   Janis Haley/David Miller  
   Carried

4. **Deputations by Appointment**

   **Part B**
   There were no deputations by appointment.

5. **Akaroa Museum Director's Update**

   **Committee Comment**

   1. **Cotrina (Tree) MacLeod**

      The Committee acknowledged the recent death of Tree MacLeod and in particular paid tribute to her work as a past employee at the Akaroa Museum.

   2. **Staff Resources**

      The Museum Director reported on the rise in the number of visitors to the Museum over recent years and the Committee noted that its advocacy, and that of the Community Board, may be needed if the Museum was to lobby for additional staff resource through the next Long Term Plan.
3. Museum Policies
   The Museum Director signalled that two of the Museum’s policies were due for review. Draft documents would be presented to the next meeting of the Committee for endorsement.

4. Next Committee Meeting
   The Committee decided to reschedule its 25 September Committee meeting to Wednesday 7 August 2019, due to several members absence in late September.

Committee Resolved AMA/2019/00003
Original Staff Recommendation Adopted without Change
Part C
   That the Akaroa Museum Advisory Committee:
   1. Receive the information in the Akaroa Museum Director’s Update
       Janis Haley/David Miller
       Carried

Attachments
A Akaroa Museum - Visitors

6. Friends of Akaroa Museum (FOAM) - Presidents Update
   Committee Resolved AMA/2019/00004
   Original Staff Recommendation Adopted without Change
   Part B
   That the Akaroa Museum Advisory Committee receive the information in the Friends of Akaroa Museum President’s Update.
       Pam Richardson/Sue Craw
       Carried

7. Committee Members’ Exchange of Information
   Part B
   There was no information exchanged at this meeting.

Meeting concluded at 10.33am.

CONFIRMED THIS 7th DAY OF AUGUST 2019
5. Akaroa Museum Policy Review

Reference: 19/839302

Presenter(s): Lynda Wallace, Director, Akaroa Museum

1. Purpose of Report

1.1 The purpose of this report is to present to the Committee two key Museum policies for review.

2. Executive Summary

2.1 The Museum’s Acquisitions and Disposals Policy and its Research and Access Policy are both overdue for review. Since their last review in 2011 changes to Council structures and legislative changes require updates to the policies. These are internal policies, used to guide the collecting activities of the Museum and to set the parameters around access to the collections.

3. Staff Recommendations

That the Akaroa Museum Advisory Committee:

1. Review the attached policies, confirm updates and endorse.

4. Context/Background

Issue or Opportunity

4.1 The Museum’s Acquisitions and Disposals Policy is an important guiding document for Akaroa Museum. It provides the framework for decision-making around what comes into the collection and also for deaccessioning. It is provided to external organisations when applying for funding and to other museums or galleries when arranging loans.

4.2 The Museum’s Research and Access Policy provides guidance to Museum staff around making the collections accessible to researchers and other users, and informs those users of the Museum’s conditions of access to collections.

4.3 Both policies are internal (as opposed to Council) documents but need to be regularly reviewed to ensure their relevance.

Attachments

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<tr>
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<td>B</td>
<td>Akaroa Museum Research &amp; Access Policy revisions 24.07.19</td>
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<td>Akaroa Museum Acquisitions &amp; Disposals Policy draft 24.07.2019</td>
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Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:
   (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
   (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council’s significance and engagement policy.

Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Lynda Wallace - Museum Director - Akaroa</th>
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<td>Approved By</td>
<td>Blair Jackson - Director Art Gallery</td>
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Akaroa Museum Advisory Committee
07 August 2019

Akaroa Museum Research and Access Policy

Statement of Purpose:

Akaroa Museum collects, preserves, researches, interprets, displays and otherwise makes available to the public, material and information relating to the natural and cultural heritage of Banks Peninsula.

Akaroa Museum is owned and operated by Christchurch City Council. This policy was adopted by the Akaroa Museum Advisory Committee on XX/XX/20XX. This policy is due to be reviewed by XX/XX/20XX.

Akaroa Museum Research and Access Policy adopted XX/XX/20XX
1. Purpose of this policy

Akaroa Museum is a public museum and its collections are held for the public good on behalf of the community and the wider public, effectively in trust. Akaroa Museum is owned and operated by the Christchurch City Council. Museum staff provide museum users with a public service.

The Museum encourages and facilitates access to the Museum, its collections and its services, both intellectually and physically, but must weigh the right of access against the physical and cultural well being of the collections. The purpose of this policy is to help balance these competing demands, and to assist external researchers in understanding decisions made by staff regarding access to collections.

2. Akaroa Museum and research

Objects are collected by the Museum with thought to their value as evidence. The range of objects in the collections is outlined in the Akaroa Museum Acquisitions and Disposals Policy.

Research is a basic museum activity undertaken in the management, display and interpretation of the collections. Answering research enquiries from collections, associated material and sources external to the Museum is a service offered by the Museum that assists individual or group intellectual access to the collections, promotes interest and understanding of history and heritage, and may help in the development of knowledge about the past, or in inspiring creative responses to collections. This aspect of the service relates directly to the Museum’s purpose.

Museum research may be undertaken by staff, Museum volunteers, or agents contracted to the Museum or Christchurch City Council. All research is valued and all researchers are respected as Museum users, and staff will do their best to assist a researcher in their enquiries.

Research undertaken by the public related to the Museum’s collections (objects) or information that the Museum accumulates as part of its operations (for example, genealogical material) is also a normal public function of the Museum.

For auditing, reporting and security purposes the Museum records research enquiries.
3. Types of research enquiries

3.1 Information enquiries
These are requests for data, or interpretations of data (information), which, if they can be answered by staff, will take the form of a written or verbal answer. These may range in type, for example, a short telephone conversation or email, or a formal or informal presentation to group or class.

3.2 Object enquiries
3.2.1 Object enquiries are generally requests for physical access to objects in the Museum’s collections, requests for provenance information or other information related to an object or collection, or requests to identify objects brought into the Museum.

3.2.2 Physical access to objects in the collections is normally through the gallery displays and changing temporary exhibitions. However, researchers may require access to objects not on display, and wish to interrogate the objects by close examination to develop data for particular research purposes. These enquiries normally result in a visit to the Museum or requests from staff for object photography or other specific research.

3.3.3 Requests to identify objects brought into the Museum by a member of the public are met in accordance with the terms specified on the Object Entry Form, as follows:

Akaroa Museum will act to identify object(s) for owners, in reference to its own collections. The Museum may refer the owner to other specialists. The Museum offers this service in good faith and will accept no liability for information that turns out to be incorrect or misleading.

The Museum cannot give valuations.

3.3 Good faith
Staff will normally conduct a limited level of research on either type of enquiry on behalf of the researcher. This may not be enough to supply an answer to the enquiry, and may only establish that in-depth research is required or that the enquiry cannot be answered by staff here (in which case staff will endeavour to refer the enquirer to other experts). The Museum answers enquiries in good faith and will accept no liability for information that turns out to be incorrect or misleading.

3.4 Commercial gain
Both types of enquiry (3.1 and 3.2) are a specific request for a particular interest rather than a general one, and therefore require staff to shift from general public service to individual service. Where the recipient is using the enquiry for commercial gain, fees may apply which reflects the use of public service for commercial gain. Charges will also be made for photocopies, scans etc. provided to the enquirer.
3.5 Fees & charges
In all cases the Museum reserves the right to recover actual and reasonable costs associated with research requests. These are subject to change and are listed separately to this document.
4. Supervision of researchers

The Museum is responsible to its community and donors to provide appropriate levels of security for the preservation and protection of its collection. Handling is one of the greatest conservation risks to museum objects. For preventative conservation reasons staff have a duty to manage collections access and observe handling, handle objects on behalf of the researcher, or deny handling on grounds of fragility. This is a decision made on a case by case basis.

Other reasons for supervision are to provide physical security and for tracking object movement (i.e. to preserve the recorded locations of the objects and their order in storage and display). There may also be cultural reasons to take into consideration, or an embargo to enforce on objects stored nearby.

So that museum staff can offer an efficient service, staff prepare for researchers wanting access to collections. Therefore, access to collections by external researchers is offered by appointment as it requires planning by staff. The Museum’s Guidelines for Researchers offers further guidance for researchers wanting to make such requests.

5. Researcher responsibilities

In providing access to its collections, the Museum expects that researchers will recognise their responsibilities to the institution, its collection and its staff. Researchers should be organised and clear in their requests, be prepared to share their findings with the Museum and be considerate of the demands their requests make on staff time and resources. Further detail about the Museum’s expectations of researchers can be found in the Museum’s Guidelines for Researchers.
6. Access restrictions

The Museum allows access to all of its collections unless there is a valid reason for restrictions. Staff may refuse access for any of the following reasons:

- access to the collections will not assist the researcher answer their enquiry (the enquiry is misplaced)
- access is precluded by conditions imposed by the donor of the object or material
- complying to the enquiry would be unethical
- more information about the research method or research outcomes are required, for example, in the case of destructive testing. In these cases a more formal research proposal may be requested (the format of this will be discussed with the researcher)
- the request would threaten the integrity of the object(s)
- the request would contravene an embargo or a cultural prohibition
- the request requires wider consultation, e.g. with Ōnuku Runanga before permission can be granted

7. Review of policy

This policy will be reviewed at least every five years.
Akaroa Museum
Research and Access Policy revisions 2019

Update – changes to names and dates of Acts, policies, organisation names, etc.; changes to
descriptions e.g. of buildings post-quakes, or collections to account for new acquisitions

Editorial – re-wording for simplification; correcting typographical errors; minor changes to layout

Policy content – reflects changes in wording of Code of Ethics

Global changes to font (Arial to Calibri) and single space between sentences to reflect current in-
house style. Macrons have been added to Māori words. Pages breaks have been added.

p.2 Update: 2. Akaroa Museum and research. Second paragraph, 2nd sentence, revised to from
answering questions from external sources to ‘collections, associated material and sources external...’

Editorial: 3rd paragraph, ‘Council’ revised to Christchurch City Council

p.3 Update: 3.2.1 – first sentence ‘Object enquiries are generally either requests for physical
access to objects in the Museum’s collections or requests to identify objects brought into
the Museum.’ altered to ‘Object enquiries are generally requests for physical access to
objects in the Museum’s collections, requests for provenance information or other
information related to an object or collection, or requests to identify objects brought into
the Museum.’
Akaroa Museum Acquisitions and Disposals Policy

Statement of purpose:

Akaroa Museum collects, preserves, researches, interprets, displays and otherwise makes available to the public, material and information relating to the natural and cultural heritage of Banks Peninsula.

XXX 2019
Akaroa Museum is owned and operated by Christchurch City Council

Approved by the Akaroa Museum Advisory Committee
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1. Introduction

This policy is divided into several sections. The introduction explains the role of this policy, and the mandate of the Museum to collect. The second section outlines the sorts of content in the various Museum collections. The third section outlines the sorts of objects that the museum would like to acquire in the future, and by what means. Sections four through seven outline decision-making criteria and exclusions related to the Museum’s collecting activities. Sections eight and nine outline processes for dealing with requests for repatriation and the path for de-accessioning and disposal of objects from the collection.

1.1 Role of this policy

The role of this policy is twofold:

- To bring focus to the Museum’s collecting activities;
- To provide a clear path for de-accessioning and disposal of objects no longer required in the collection.

The policy sets limitations and priorities to collecting so the Museum can fulfil its mission in the most direct and effective way. When the Museum accepts an object into its collections, it takes on the responsibility to care for that object (in effect) in perpetuity, with all the resourcing implications that has for a publically funded institution.

The second role of this policy is to lay out a clear path for transparent de-accessioning and disposal of collection items. Although there is a presumption against disposing of objects, objective and informed review of the collections can bring to light irrelevant or excessively deteriorated items that do not warrant further expense from the public purse.

Collections are the heart and soul of a museum, so the Acquisitions and Disposal Policy is of central importance to the way the Museum operates, and a suite of policies and procedures branch out from it to support the collections-related activities.

1.2 Museum development overview

Akaroa Museum meets a public demand for the preservation and interpretation of the unique heritage and history of Banks Peninsula. The Museum was established in the early 1960s by local people to create a museum and collection concerned with this area. Supported by the Akaroa County Council, they formed the Langlois-Etevenaux House Museum Board. They were aided in their mission with professional advice and mentoring from Canterbury Museum and the New Zealand Historic Places Trust. The Langlois-Etevenaux House Museum opened in late 1964.

Local authority backing has always been a key part of the Museum’s support, and the public demand for a Museum was further recognised on 28 April 1986 when the Museum was wholly vested in Akaroa County Council with the Langlois-Etevenaux House Trust Board becoming a Council sub-committee, as minuted:
the financial responsibility for the administration and operation of the Museum [shall] become the responsibility of the Akaroa County Council and the ratepayers of the Akaroa County Council.

The title of the Museum was changed to its current form and a paid full-time curator was installed.

In 1989 local government reorganisation resulted in the formation of a new local authority, the Banks Peninsula District Council, and the Board became the Advisory Committee, a sub-committee of the Akaroa/Wairewa Community Board. In 2006 the Banks Peninsula District Council was abolished, and ownership shifted to the Christchurch City Council. Akaroa Museum became part of the Art Gallery unit of the Community Services group, with local input from the Akaroa Museum Advisory Committee remaining through the avenue of the Akaroa/Wairewa Community Board.

Changes in Council organisation now see Akaroa Museum and the Art Gallery Unit in the Citizen and Community Group. The Advisory Committee retains its role but now is a sub-committee of the Banks Peninsula Community Board. The Advisory Committee currently comprises two representatives from the Friends of Akaroa Museum, one representative from the wider community, one from the Ōnuku Rūnanga, one from the Banks Peninsula Community Board and the Chairman of the Banks Peninsula Community Board (ex-officio).

As well as collections of moveable cultural and natural heritage, Akaroa Museum manages three heritage buildings, all entered on the Heritage New Zealand List/Rārangi Kōrero, and recorded in the Christchurch District Plan, Appendix 9.3.7.2 Schedule of Significant Historic Heritage. Individual building conservation plans were prepared by Ian Bowman in 2004-5.

**Langlois-Eteveneaux House** – Category 1 Historic Place, District Plan Heritage Item 762. This building was the original focus of the Museum, and is situated on Historic Reserve land at the corner of rue Balguerie and rue Lavaud. Built in the early 1840s, the building’s layout has changed several times in its history, but was returned in 1964 to its original two-room form with a central passageway. Changes to the Building Code following the Canterbury earthquakes led to the chimney being dismantled in 2011, an archaeological investigation of the fireplace, and the removal of 1960s material and linings in 2016.

**Customs House** – Category 2 Historic Place, District Plan Heritage Item 726. This is an early 1850s building occupying a site by Daly’s Wharf on rue Balguerie. It became part of the Museum in 1976, opening to the public in 1977. Changes to the Building Code following the Canterbury earthquakes led to the chimney being partially dismantled with the addition of a steel support to the fireplace. The interior underwent restoration in 2016-17.
Court House – Category 2 Historic Place, District Plan Heritage Item 761. The Court House is immediately adjacent to the Museum building. The Court House was built in 1878 on land that had previously been occupied by the French magazine and today has the status of Historic Reserve. The building became part of the Museum in 1990.
2. Existing collections
2.1 Introduction
Akaroa Museum has been collecting since 1964 and has a great diversity of collection objects. The number of collection objects is upwards of 50,000 individual items. Although the collections have been developed around a variety of themes (the categories outlined below), a key shared theme shared is an association with Banks Peninsula related individuals and families.

The latter theme is allied to the Museum’s genealogical collection which, because it is not made up of original documents, is not covered by this policy. Many visits, enquiries and general interest in the Museum collections are generated through genealogical interests, and the Museum is a hub for genealogical research.

The collections are a public resource. In order to manage this resource the collections are intellectually divided into the categories listed and explained below, however, many objects fit across several categories.

2.2 Description of collection categories
Archaeology – Archaeological material is a primary source of social history information and complements other types of objects in the collection. It includes material retrieved during site works associated with building demolition or construction. Sections 44 – 64 of the Heritage New Zealand Pouhere Taonga Act 2014 cover the definition of, and controls over, archaeological sites and their investigation.

Archives and Ephemera – Archives are unpublished material (although perhaps printed) generated by individuals or groups, and include items such as minutes of meetings, registers and rolls, members’ rule books, letters, notes and manuscripts. Important collections include the Akaroa Borough and County Council minute and correspondence books, and material related to roads boards etc. Ephemera is printed material such as tickets, posters, timetables and pamphlets. One of the key sources in the Archives and Ephemera collection is a complete run of the Akaroa Mail newspaper (1876 – present).

Costume and Textiles – This collection comprises of 19th and 20th century clothing and accessories, bedding, table linen and other household textiles. The collection contains two items made from the short-lived Akaroa tweed weaving enterprise. Although the clothing collection reflects fashion, it is primarily collected for its association with Banks Peninsula people and contexts. The areas of this collection complement the Social History collecting themes (below):
- Day wear
- Work and occupations
- Leisure and sports
- Evening wear and best clothes
- Holidays
- Weddings and special occasions
- Hats, footwear and accessories
• Bedding and household textiles
• Commercial textiles

Fine Art – Original or limited edition works depicting aspects of Banks Peninsula collected for their artistic and/or documentary qualities such as the landscape paintings by S.C. Farr and Thomas Cane, and more recently (2007) the large photograph, *Rehutai #2* by Neil Pardington.

Library – Published material, both fiction and non-fiction, with a Banks Peninsula subject matter, author or provenance. Books on local history are the most numerous types in this collection.

Natural History – This is a relatively small collection comprising examples of vertebrate zoology, botany and geology.
• Vertebrate Zoology – Mounted birds, a hectors dolphin skeleton, skeletal remains of mammals and birds, birds eggs
• Botany – Dried specimens mounted on sheets mainly of plants identified by Raoul
• Geology – A collection of polished stones, stone collected as examples of raw materials used in Māori stonework

Photographs and Postcards – The photograph collection is a way of recording people, places and events on Banks Peninsula. The collection includes glass and film negatives, a small number of ambrotypes, and prints ranging from *cartes de visite* to digital. Postcards are collected as visual records (for their picture) and also for their text (the written message), which can record revealing impressions of the area and holiday activities. Several commercial photographers, for example, Jessie Buckland from the early 20th century are represented. In 2018 the Museum acquired negatives from the photographer Donald J. McKay, about 40,000 individual frames, ranging in date from the late 1940s to the early 1980s.

Social History – Objects made or related to life on Banks Peninsula that do not fit into the other categories. The original owners may have been Māori or Pākehā, but if the owner was Māori and the object is in this category then the object is not designated as *taonga*. Generally, the themes of this collection fall under the following headings:
• Settlers – This collection includes objects related to whaling and the contact period, and then the first Pākehā settlers to the area, which include things brought to New Zealand in settlers’ luggage.
• Daily life – Everyday, often domestic things that could be seen as inconsequential and of little value, but nevertheless help people navigate through their daily lives. Many of these objects gain antique value or ‘retro’ appeal, but their acquisition into the Museum collection is because they provide insight into the ways people have lived here.
• Work and occupations – There is a substantial collection of objects related to work and economy, such as fishing, agriculture, farming, and timber milling, and to local commercial activities such as shop and hotel keeping, and the
tourist industry. A small selection of objects also relate to the military careers of several Peninsula men and women.

- Leisure – Individual and group leisure activities and pastimes
- Religion – Religious affiliation
- Commemorative or civic occasions
- Political activity at local or national levels
- Tourism and holidays – Reflecting Akaroa/Banks Peninsula as a holiday destination, including souvenir objects, and also “bach life”
- Cross-cultural objects/design – Things that utilise Māori design motifs or incorporate Māori objects, made by Māori and Pākehā. A significant local producer in this arena was J. H. Menzies (1839-1919)
- Colonial furniture – Locally made furniture especially in native timbers, or imported furniture that reveal aspects of migration, trade and influence

**Taonga** – Here used in a general sense to refer to any objects produced by local Māori before and after contact with Europeans, or objects that have a historical connection to the area through migration, trade or war. The collection reflects mātauranga Māori with particular reference to Māori lifeways and history in Banks Peninsula. This collection includes pieces in wood, stone and bone, and examples of textile work. Also in this collection are images of ancestors.
3. Future collecting

3.1 Process

The development of the Museum’s collections through collecting is core to Akaroa Museum’s mission (statement of purpose) and enables the Museum to fulfil other aspects of its mission, including interpretation. Collecting is a discriminating activity. Adding objects to the collections uses resources – staff time in research and processing new objects into the collection, and a continuing investment in storage and display space and materials.

When a new object is proposed for the collections the decision is made by the curatorial team – the Museum Director and Collections Manager. From time to time opinions from experts or other types of consultation will be undertaken (for example with the Ōnuku Rūnanga liaison) before a decision is made. The proposed acquisition must meet the parameters outlined in this document and be useful to the Museum in fulfilling its mission. It is preferable that an object is richly informative. A rationale for a proposed acquisition should be articulated as part of the decision making process, and this rationale should be reflected in the permanent record related to that object. The rationale links back to this policy and the statement of purpose.

3.2 Methods of collecting

Active collecting: Instances where Akaroa Museum actively seeks out objects in one of its collection areas for acquisition. This may be by means of purchase if necessary, but as there is no acquisitions budget this could only be achieved through specific fund raising or special funding.

Opportunistic collecting: When an opportunity to acquire arises, the acquisition will be considered. This may be by means of purchase if necessary, but as there is no acquisitions budget this could only be achieved through specific fund raising or special funding.

Passive collecting: If appropriate material is offered as a donation or bequest, the acquisition will be considered.

Historically, the Museum has predominantly relied on passive acquisition to develop the collections. In the absence of an acquisitions budget, the Friends of Akaroa Museum from time to time perform an important role of support by making purchases for the collection on behalf of Akaroa Museum.

3.3 Collection categories

Archaeology – The Museum does not actively undertake archaeological fieldwork but will continue to accept donations of locally relevant archaeological finds (passive collecting).
Archives and Ephemera – The Museum will continue to actively collect the Akaroa Mail newspaper, for which it has a programme for binding copies into annual volumes. Opportunistic collection of the records of local organisations and passive collecting of other material will be adopted to develop this collection.

Costume and Textiles – Current collecting is focusing on local production and design. In general, collecting should aim to explain an aspect of life on Banks Peninsula. The aim is not to develop a fashion collection. Duplication of objects will be considered if associated information is judged to warrant it. Where duplication is of a poorly provenanced piece, this may be reason for consideration of deaccessioning and disposal. The main lines for development of this collection are through passive or opportunistic means.

Fine Art – The intention is to develop this collection by opportunistic and passive means so as to reflect artistic activity in the area.

Library – Library items are collected as social history objects (e.g. a family bible) and also as items that contribute to the collection of reference/research material. All three methods of collecting apply to this collection.

Natural history – No in-house expertise in natural history collections exists, so collecting in this area will only be through acquisition of existing prepared specimens or collections. Wet collections will not be considered because of the lack of expertise and appropriate storage for spirit preparations. The main lines for development of this collection will be through passive or opportunistic means and will be based on social history themes:

- Collecting as a pastime
- Hunting, shooting, fishing as sport or work
- Purposeful depopulation/repopulation of species
- Recording human impact on the natural environment
- Specimens related to economic activity
- Specimens that illustrate colonisation
- Conservation

Photographs and postcards – Collecting photographs and postcards so as to create a visual archive will continue in passive and opportunistic ways. In particular, early photographs and photographic media (e.g.: daguerreotypes, ambrotypes, cartes de visite) which are rare, are particularly useful for information they can yield related to people and buildings on the Peninsula. Increasingly there is competition from private collectors which reduces the quantity of new acquisitions.

Social History – The main lines for development of this collection are through passive or opportunistic means, and will be related to the existing themes listed above (2.2). The aim should always be to explain an aspect of life on Banks Peninsula - not to have “one of everything”. Duplication of objects will be considered if associated
information is judged to warrant it. Where duplication is of a poorly provenanced piece, this may be reason for consideration of deaccessioning and disposal.

Items connected to the settlers that arrived on the *Comte de Paris*, the *Monarch* and early ships to Lyttelton Harbour have a special significance for Banks Peninsula, as are items connected to whaling, or French (naval) occupation. However, these are rare, and their acquisition is in competition with private collectors, Okains Bay Māori and Colonial Museum, and overlaps with the larger institutions, Canterbury Museum and the Museum of New Zealand Te Papa Tongarewa.

**Taonga** – The main lines for development of this collection are through passive or opportunistic means. The Museum recognises the principles of tino rangitiratanga embodied in Article II of the Treaty of Waitangi. As much as is practicable the management and development of this collection will be in consultation with Ngāi Tahu, through the avenue, initially, of liaison with Ōnuku Rūnanga, and where appropriate, Wairewa Rūnanga or Koukourārata Rūnanga (the three rūnanga in the collecting area). One line of development of this collection will be to bring material in hands of private collectors into the public domain. Collecting in this area overlaps with Okains Bay Māori and Colonial Museum and the larger public institutions, Canterbury Museum and the Museum of New Zealand Te Papa Tongarewa. Communication and decision making in relation to taonga is guided by relevant Museum policy. See also 7.2 below.
4. Limitations on collecting
Objects that fit the above collecting criteria may not be deemed fit for acquisition for a variety of additional reasons. The Museum will endeavour to recommend a more appropriate institution for rejected material where possible.

4.1 Geographical Boundary
The Museum will restrict its collecting to objects that are from, or have a relationship to, the Banks Peninsula area (excluding the Lyttelton Harbour basin, refer attached map, Appendix, p.20).

4.2 Legal and Ethical
If the Museum, after going through due diligence (6. below) is not satisfied of the legality of the object, the claim to title of the potential donor/vendor, or finds that obtaining the object would be in some way ethically unsound, then it will not pursue collecting the object. Collecting activity, including dealing with donors or vendors, should not compromise Christchurch City Council’s responsibility as a good employer to provide a safe working environment.

4.3 Loans
The Museum will not accept items offered as ‘Permanent Loans’, and will usually reject an object with limitations to full title. The Museum will however consider ‘shared ownership’ in certain circumstances. This will require formalisation and may be managed as loans-in, acquired with agreed restrictions, or acquired with agreed short-notice on and off the Museum premises access for cultural reasons. The method of management will be decided on a case by case basis.

4.4 Human Remains
The Museum will not acquire human remains, but will consider objects fashioned from human bone under guidance from Ōnuku Rūnanga and other relevant sources (Museums Aotearoa Code of Ethics & Professional Practice (2013), Appendix B, Human Remains Policy and Practice).

4.5 Adequate Care
The Museum will only collect objects that it deems it is able to give adequate care. Adequate care refers to the physical, intellectual and, particularly for objects such as taonga, the spiritual states of the object.
- Reasons for rejecting objects on their physical state include:
  - Size - The object is deemed too large or heavy to store or display either with or without specialist equipment
  - Fragility - An object is too fragile to handle or store or display without specialist equipment or storage facility
  - Condition - An object is unstable or requires a degree of conservation or other intervention that is beyond the resources available (including through grants)
  - Risk - An object is deemed to present an unmanageable danger to staff, visitors or the rest of the collection (e.g. infestation, radioactivity, etc.)
- Reasons for rejecting an object on its intellectual state include:
  - A lack of expertise within the staff to document or interpret an object
  - The extent of a collection presenting an overwhelming burden of work to document adequately and completely
  - A weak provenance or lack of contextual information that research cannot recover
  - Duplication without other claims to uniqueness (e.g. through association)

- Reasons for rejecting an object on its spiritual state include:
  - A spiritual danger or barrier to staff (or potential future staff) or visitors
  - Inability to adequately provide tikanga

4.6 Cost / Ongoing Cost
The Museum may not take up an opportunity to collect an object due to the cost of acquiring the object, or the cost of maintaining, restoring or repairing an object once acquired, with view to 4.5 above.

4.7 Expert Advice
The Museum may not take up an opportunity to collect an object following advice received from colleagues, rūnanga, or other experts in the relevant field during consultation.
5. Conflicts of interest

5.1 Institutional conflict

Akaroa Museum is the only fully public museum on Banks Peninsula with professionally trained and experienced staff. The Museum will act in what it perceives as the public’s and the object’s (in terms of physical / intellectual / spiritual) best interest when making acquisitions. Consultation is likely in instances of perceived institutional conflicts of interest.

5.2 Individual conflict
Staff and associated individuals need to declare their private collecting interests, and must not collect in competition with the institution. Such behaviour is unethical and can put the reputation of the institution and its staff at risk. The expectation is that staff will follow the ethical guidelines as laid out in point 3.2.d of the Museums Aotearoa Code of Ethics & Professional Practice (2013).

5.3 Gratuities
Staff should deal with gifts, gratuities, koha, favours or another thing of monetary value by following the appropriate Christchurch City Council policy and in reference to 3.2.b-c. of the Museums Aotearoa Code of Ethics & Professional Practice (2013).
6. Due diligence

6.1 Title and provenance
Prior to acquisition, it is the Museum’s responsibility to:
- Examine the chain of title and ensure that the Museum has access to a valid title over the object in question
- Ensure the object is what it is claimed to be, that its provenance is valid

6.2 Legal and ethical observance
The Museum will not acquire by any direct or indirect means any specimen or object that has been collected, sold or otherwise transferred in contravention of any law or treaty of New Zealand or of any other country that New Zealand is signatory to. As employees of Christchurch City Council, Museum staff will act in accordance with Council policies and procedures. The Museum is bound by Museums Aotearoa Code of Ethics & Professional Practice (2013).

6.3 Heritage buildings
Decisions related to the management of heritage buildings will be led by each building’s conservation plan, and more broadly by the ICOMOS New Zealand Charter.
7. Repatriation

7.1 From Horomaka Banks Peninsula
Requests for repatriation will be dealt with on a case by case basis. The Museum has a responsibility for the physical, intellectual and spiritual well-being of its collections, as well as an ethical responsibility to recognise tangata whenua rights of ownership over taonga Māori. The Museum will look for the best solution to balancing these when dealing with requests for repatriation. Repatriation involves de-accessioning steps 8.3 to 8.6 (below), with the case against retention being built via the claim for cultural ownership made by the party requesting repatriation. Consultation and decision making will be guided by relevant Museum policy.

7.2 To Horomaka Banks Peninsula
The Museum recognises its role in supporting the repatriation of relevant taonga Māori to Horomaka Banks Peninsula. Consultation and decision making will be guided by relevant Museum policy.
8. De-accessioning and Disposal

8.1 Presumption Against Disposal
There is a strong presumption that once acquired objects should remain in the collection in perpetuity. There may be occasions when collection items are deemed to not be relevant to the collection, and may be considered as candidates for disposal. Disposal can only occur in cases where the Museum is the legal owner of the object.

8.2 Reasons for De-accessioning
An object may be considered for de-accessioning if it falls into one or more of the following categories:

- It is no longer relevant to the overall context of the collection
- It can no longer be properly cared for by the Museum
- It poses a hazard or threat to the other collection items, the museum, or staff or visitors
- Its physical condition has deteriorated to the point where it is beyond conservation and has no use for display or reference
- It has been proved to be a forgery
- It has been shown to have been acquired illegally
- It is cultural material of a type for which repatriation is an appropriate option
- It is of inferior quality, either in itself, or relative to other items, and has no known associations with other collection items

Before progressing, the Museum will confirm that it is legally free to dispose of an item.

8.3 Case for De-accessioning
De-accessioning will only be undertaken as a fully informed process, and for sound curatorial or safety reasons. The process of de-accessioning requires rigorous research, and case building for and against retention. Consultation with colleagues and experts outside of the staff of Akaroa Museum may be undertaken as deemed necessary in building the cases for and against. The initial decision is to be made by the curatorial team (director and collections manager), and the arguments and rationale are to be documented. The decision to progress towards de-accessioning is only made when the case for retention is decidedly weak.

8.4 Contact with Original Donor
The Director shall make every effort to contact and consult with the object’s donor prior to progressing the object towards de-accessioning.

8.5 Consideration by the Akaroa Museum Advisory Committee and Banks Peninsula Community Board
The Akaroa Museum Advisory Committee is an avenue for community influence over Museum activities. Details of proposed de-accessions, in the form of a report and recommendation from the Museum Director, will be placed before the Akaroa Museum Advisory Committee for comment. The Director’s report on de-accessioning
will be minuted and progress to the Banks Peninsula Community Board for confirmation.

8.6 De-accession Decision
Affirmation of the Director’s recommendation for de-accessioning by the Akaroa Museum Advisory Committee and the Banks Peninsula Community Board will lead to the proposed de-accession progressing to the final stage of being signed off by the Director of the Art Gallery Unit of the Christchurch City Council.

8.7 Methods of Disposal
Should the decision be made to de-accession an object, it may be disposed of. For an intact object, the preferred methods of disposal are:

- For the object to remain in the public realm by gift, transfer or sale to another museum or similar public institution
- Return to the original owner

Where the preferred options are unsuccessful, sale of the object on the open market is appropriate. Any proceeds of a sale to another institution or into private hands are to be used only for acquiring further collection items for Akaroa Museum. A badly deteriorated item may be destroyed or recycled.

8.8 Documentation
The process and outcome will be documented and kept on file.
9. Policy review
The Acquisitions and Disposals Policy is a public document and will be reviewed from time to time, at least each five years.
10. Appendix
Collecting boundaries (shaded)

Akaroa Museum
Acquisitions and Disposals Policy Review 2019

Revisions

Update – changes to names and dates of Acts, policies, organisation names, etc.; changes to
descriptions e.g. of buildings post-quakes, or collections to account for new acquisitions

Editorial – re-wording for simplification; correcting typographical errors; minor changes to layout

Policy content – reflects changes in wording of Code of Ethics

NB global changes to font (Arial to Calibri) and single space between sentences to reflect current in-
house style. Macrons have been added to Māori words. Pages breaks have been added between
main sections.

p.2 Update: Table of Contents, 8.5 – Akaroa /Wairewa Community Board changed to Banks
Peninsula, page numbers adjusted

p.3 Editorial: 1.2 - addition of a paragraph break

p.4 Editorial: the word ‘abolished’ replaces ‘dissolved’ for historical accuracy

Update: addition of sentence ‘Changes in Council organisation now see Akaroa Museum and
the Art Gallery Unit in the Citizen and Community Group, with the Advisory Committee
retaining its role but now a sub-committee of the Banks Peninsula Community Board.’ Also
composition of the Advisory Committee added.

Update: addition of the information that the Museum’s three heritage buildings are listed
and on the Christchurch District Plan. Conservation plan information moved here also.

Update: Each building’s List category and heritage item number added. L-E House and
Customs House have additional narrative to reflect post-earthquake / Building Code repairs
and changes.

p.6 Editorial: 2.1 – First paragraph, re-wording of collection size information; second paragraph
rewording for simplification

Update: 2.2 – Archaeology a new act was passed in 2014. Last sentence deleted as
misleading with reference to the Protected Objects Act 1975, section 16. Akaroa Museum is
not an authorised museum for issuing certificates of examination (Y forms) for taonga tūturu
under this Act.

Editorial: 2.2 – Costume and textiles removal of excess wording, and the second sentence
(redundant because of repetition)

p.7 Editorial: 2.2 – Library simplification of text
Update: 2.2 - Photographs and Postcards description revised because of expansion of collection since 2011 (DJ McKay collection), and a better knowledge of the content of the collection through cataloguing.

Editorial: 2.2 – Social History removal of excess wording

p.9
Editorial: 3.1 Process – addition of a paragraph break; full title Ōnuku Rūnanga; clarification with term ‘statement of purpose’

Update: 3.1 Process – change from a rationale for acquisition ‘needs to’ to ‘should be’ articulated. In practice, articulating a rationale for collecting objects occurs within the identification and documentation of an object, particularly when the record is added to the collections database and the object becomes intellectually connected to biographies, places, etc. Articulation of the rationale in a collection record is only necessary when it may not appear obvious, or in support of unusually large collections etc.

p.9
Update: 3.2 Methods of collecting – addition of passage relating to FOAM, a role this organisation has increasingly taken since the policy was written in 2011. ‘In the absence of an acquisitions budget, the Friends of Akaroa Museum from time to time perform an important role of support by making purchases for the collection on behalf of Akaroa Museum.’

Update: 3.3 Archaeology – clarification, the Museum will ‘continue to accept donations of locally relevant archaeological finds (passive collecting).’

Edit: Costume and Textiles - removal of excess wording

p.10
Update: Fine Art – The Art Acquisition Committee was unsuccessful and no longer operates. The method of collecting has shifted to opportunistic. Passage adjusted to reflect this.

Update: Library – In practice, since new books are relatively cheap, the Museum is able to acquire these from other budgets. Rewrite: ‘All three methods of collecting apply to this collection.’

Edit: Social History - removal of excess wording. In the second paragraph the full title of Te Papa has been added, and the competitor Okains Bay Māori and Colonial Museum has been added.

p.11
Update: Taonga – addition of tino rangitiratanga embodied in the Treaty of Waitangi

Edit: Taonga - removal of excess wording. The full title of relevant Rūnanga has been added, the full title of Te Papa has been added, and the competitor Okains Bay Māori and Colonial Museum has been added.

p.12
Update: 4.2 Legal and Ethical – addition of rejecting because of risk to employees.

Edit: 4.3 Loans – simplification, and focus made more general to support the case-by-case decision making

Update: 4.4 Human Remains – consideration of objects fashioned from human bone will be guided by Ōnuku Rūnanga and relevant policy
Edit: 4.5 Adequate care – wording adjusted for simplification, first bullet point

p.14 Update: 5.1 Institutional conflict – A new Code of Ethics was published in 2013. This code revised collecting practice to ‘consideration’ of other institutions’ collecting interests. Updated to reflect this change in emphasis

Edit: 5.1 Institutional conflict – addition of a paragraph break

Update: 5.2 / 5.3 – Addition of title of new Code of Ethics published in 2013.

p.15 Edit: 6.1 Title and provenance: typographical error ‘ensue’ corrected to intended ‘ensure’


p.16 Edit: 7.1 – removal of excess wording

Edit: 7.2 – capitalisation of Museum

p.17 Edit: 8.3 Case for deaccessioning – Third sentence on consultation: staff ‘may’ consult rather than staff ‘will’ consult, as the rest of the sentence uses the phrase ‘as deemed necessary’.

Update: 8.5/8.6 – Community Board name change.
6. Friends of Akaroa Museum (FOAM) - Presidents Update

Reference: 19/875993
Presenter(s): David Miller, President, Friends of Akaroa Museum

1. Purpose of Report
   1.1 This report (attached) is to update the Committee on the activities and events of the Friends of the Akaroa Museum.

2. Staff Recommendations
   That the Akaroa Museum Advisory Committee receive the information in the Friends of Akaroa Museum President’s Update.

Attachments

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ACTIVITIES AND EVENTS

Given the recency of the last BPCB Akaroa Museum Advisory Committee Meeting (in late June 2019), there is relatively little new information to add in this update.

1. **Oral History Project.**
   As reported in June, new potential interviewees and interviewers and abstractors have been contacted and work is underway to expand the pool of future interviewees.

2. **Paving for Posterity.**
   The fourth tranche of engraved pavers is growing in size. We expect to have it laid in Spring.

3. **FOAM Support for Recent Museum Acquisitions**
   The JH Menzies-carved Pataka Cabinet is now in New Zealand and undergoing conservation by William Coterill. With Akaroa Museum and Christchurch Art Gallery staff, FOAM viewed the cabinet in its packing case at the Art Gallery last month – even in its particularised state it looked magnificent! The Menzies acquisition is expected to be on show from November 2019.

4. **Night Court, Saturday 3rd August 2019.** The evening of readings from cases heard before the Akaroa Magistrate in the 19th and early 20th centuries was a great success, with much of the community participating and the event an effective sellout. Most grateful thanks to the FOAM volunteers for their brilliant acting, and particularly to Lynda Wallace for her superb transcriptions, and to Nick Davidson for his imperial judiciousness on the night.

5. **FOAM AGM, Friday 18 October 2019.** The date has been set and our guest speaker is John Stuart who will speak about his collection of Peninsula postcards, with a special focus on those featuring Jessie Buckland images.

Dr David Miller
FOAM President
29 July 2019
7. Committee Members’ Exchange of Information

This item provides an opportunity for Committee Members to update each other on recent events and/or issues of relevance and interest to the Committee.