

Akaroa Museum Advisory Committee

AGENDA

Notice of Meeting:

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

Date: **Wednesday 21 June 2023**
Time: **2:00pm**
Venue: **Akaroa Boardroom**
78 Rue Lavaud
Akaroa

Membership

Members	Nigel Harrison - Banks Peninsula Community Board Representative
	Asif Hussain - Banks Peninsula Community Board Representative
	Sue Crow - Friends of the Museum (FOAM)
	Pam Richardson - Community Representative
	Linda Sunderland - Friends of the Museum (FOAM)
	Vacant - Onuku Rūnanga

7 June 2023

Natasha McDonnell
Banks Peninsula Governance Advisor
941 5112
Natasha.McDonnell@ccc.govt.nz
www.ccc.govt.nz

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.

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<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>



Developing Resilience in the 21st Century

Strategic Framework

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

Ōtautahi–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

Principles

Being open,
transparent and
democratically
accountable

Promoting
equity, valuing
diversity and
fostering inclusion

Taking an inter-generational approach
to sustainable development,
prioritising the social, economic
and cultural wellbeing of
people and communities
and the quality of the
environment, now
and into the
future

Building on the
relationship with
Te Rūnanga o Ngāi Tahu
and the Te Hononga–Council
Papatipu Rūnanga partnership,
reflecting mutual understanding
and respect

Actively collaborating and
co-operating with other
local, regional
and national
organisations

Ensuring
the diversity
and interests of
our communities
across the city and the
district are reflected in
decision-making

Community Outcomes

Resilient communities

Strong sense of community
Active participation in civic life
Safe and healthy communities
Celebration of our identity
through arts, culture, heritage,
sport and recreation
Valuing the voices of all cultures
and ages (including children)

Liveable city

Vibrant and thriving city centre
Sustainable suburban and
rural centres
A well connected and accessible
city promoting active and
public transport
Sufficient supply of, and
access to, a range of housing
21st century garden city
we are proud to live in

Healthy environment

Healthy water bodies
High quality drinking water
Unique landscapes and
indigenous biodiversity are
valued and stewardship
exercised
Sustainable use of resources
and minimising waste

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

Enabling active
and connected
communities
to own their future

Meeting the challenge
of climate change
through every means
available

Ensuring a high quality
drinking water supply
that is safe and
sustainable

Accelerating the
momentum
the city needs

Ensuring rates are
affordable and
sustainable

Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes

Engagement with
the community and
partners

Strategies, Plans and
Partnerships

Long Term Plan
and Annual Plan

Our service delivery
approach

Monitoring and
reporting on our
progress

AKAROA MUSEUM ADVISORY COMMITTEE

TERMS OF REFERENCE

2 December 2019

1. Name of Committee

The Committee will be known as the “Akaroa Museum Advisory Committee”.

2. Status of Committee

The Committee will be a committee of the Banks Peninsula Community Board.

3. Purpose of Committee

The purpose of the Committee is to provide advice to the Community Board on the strategic issues facing the Museum and the matters arising from them.

4. Responsibilities

Responsibilities of the Committee are:

- To provide advice on the Museum’s aims, objectives and policies and its role in the community.
- To provide a local link with the Museum’s stakeholders including Friends of the Akaroa Museum, local Rūnanga and the wider community.
- To assist in obtaining local support and financial resources necessary to achieve the Museum’s aims.

5. Composition of Committee

- The two Akaroa subdivision members of the Banks Peninsula Community Board
- Two representatives from the Friends of Akaroa Museum¹
- One community representative²
- One representative from Ōnuku Rūnanga

¹ The Friends of Akaroa Museum representatives to be appointed by that group.

² The position of community representative will be publicly advertised, seeking expressions of interest.

In addition, a liaison member should be appointed from each of the Wairewa and Koukourārata Rūnanga, to attend meetings when matters of significance to their rohe (district) are being discussed.

The Community Board will appoint the Chairman of the Committee.

6. Term of Committee

The Committee will be discharged three months from the coming into office of the members of the community board, elected or appointed at, or following each triennial general election.

7. Administration

The Committee shall meet quarterly, or as required, and report to the Banks Peninsula Community Board following each Committee meeting.

A schedule of quarterly Committee meetings will be adopted annually.

As a committee of the Community Board the Committee shall be bound by the various Acts and Regulations governing the operation of a Local Authority and shall also be subject to the Council's Standing Orders.

The Akaroa Museum Advisory Committee will be assisted by the Museum Director and Community Board support staff.

8. Remuneration of Committee Members

Committee members will not be eligible to claim the Council's approved allowances for attendance at meetings.

Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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1. Apologies Ngā Whakapāha

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

2. Declarations of Interest Ngā Whakapuaki Aronga

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 Te Whakaāe o te hui o mua

That the minutes of the Akaroa Museum Advisory Committee meeting held on [Wednesday, 24 August 2022](#) be confirmed (refer page 7).

4. Deputations by Appointment Ngā Huinga Whakaritenga

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 24 August 2022
Time: 2.35pm
Venue: Akaroa Boardroom
78 Rue Lavaud, Akaroa

Present

Chairperson
Members

Nigel Harrison - Banks Peninsula Community Board Representative
Sue Crow - Friends of the Museum (FOAM)
Pam Richardson - Community Representative
Linda Sunderland - Friends of the Museum (FOAM)

Liz Carter
Community Board Advisor
941 5682
liz.carter@ccc.govt.nz
www.ccc.govt.nz

- Part A** **Matters Requiring a Council Decision**
Part B **Reports for Information**
Part C **Decisions Under Delegation**
-

The agenda was dealt with in the following order.

Karakia Tīmatanga – Liz Carter

1. Apologies Ngā Whakapāha

Part C

There were no apologies.

2. Declarations of Interest Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua

Part C

Committee Resolved AMA/2022/00005

That the minutes of the Akaroa Museum Advisory Committee meeting held on Wednesday, 25 May 2022 be confirmed.

Pam Richardson/Linda Sunderland

Carried

4. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

5. Akaroa Museum Director's Update

Committee Resolved AMA/2022/00006

Officer recommendation accepted without change

Part C

That the Akaroa Museum Advisory Committee:

1. Receive the information in the Museum Director's Report

Pam Richardson/Nigel Harrison

Carried

6. Friends of Akaroa Museum (FOAM) - Presidents Update Committee Resolved AMA/2022/00007

Officer recommendation accepted without change

Part B

That the Akaroa Museum Advisory Committee:

1. Receive the information in the report from the President of the Friends of Akaroa Museum

Linda Sunderland/Sue Craw

Carried

7. Committee Members' Exchange of Information

Part B

- Garry Brittenden has been asked by the Council to collect and write stories about the Akaroa Wharf. He has received a great response to an advertisement for people to interview and will be arranging some video interviews as part of the process.
- Takapūneke – exhibition is planned for next year, possibly during the winter months.
- A vote of thanks was given to Liz Carter, Community Board Advisor, who is about to retire from the Council, and has been the administrator for the Committee for many years.

Karakia Whakamutunga

Meeting concluded at 3.29pm

**CONFIRMED BY THE CHAIRPERSON AND COMMUNITY BOARD ADVISOR PURSUANT TO
STANDING ORDER 23.4**

**NIGEL HARRISON
CHAIRPERSON**

**LIZ CARTER
COMMUNITY BOARD ADVISOR**

5. Appointment of Committee Chairperson

Reference / Te Tohutoro: 23/874118

Report of / Te Pou Natasha McDonnell, Banks Peninsula Governance Advisor
Matua: (Natasha.McDonnell@ccc.govt.nz)
General Manager / Mary Richardson, General Manager Citizens & Community
Pouwhakarae: (Mary.Richardson@ccc.govt.nz)

1. Purpose of Report Te Pūtake Pūrongo


- 1.1 The purpose of this report is for the Akaroa Museum Advisory Committee to appoint a Chairperson and recommend this appointment for approval by Te Pātaka o Rākaihautū Banks Peninsula Community Board.
- 1.2 In accordance with the Terms of Reference - December 2019 (**Attachment A**), Te Pātaka o Rākaihautū Banks Peninsula Community Board will appoint the Chairman of the Akaroa Museum Advisory Committee.

2. Officer Recommendations Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

1. Receives the information in the report.
2. Appoints a Chairperson for this meeting.
3. Recommends a Chairperson of the Akaroa Museum Advisory Committee for approval by Te Pātaka o Rākaihautū Banks Peninsula Community Board.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Akaroa Museum Advisory Committee Terms of Reference - December 2019	20/391770	13

Confirmation of Statutory Compliance / Te Whakatūturutanga ā-Ture

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 / Ngā Kaiwaitohu

Authors	Natasha McDonnell - Banks Peninsula Governance Advisor Adrianna Hess - Banks Peninsula Governance Adviser Liz Carter - Community Board Advisor
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AKAROA MUSEUM ADVISORY COMMITTEE

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8. Remuneration of Committee Members

Committee members will not be eligible to claim the Council's approved allowances for attendance at meetings.

6. Akaroa Museum Director's Update

Reference / Te Tohutoro: 23/856001

Report of / Te Pou

Matua:

Lynda Wallace, Museum Director (Lynda.Wallace@ccc.govt.nz)

Senior Manager /

Pouwhakarae:

Mary Richardson, General Manager Citizens & Community
(Mary.Richardson@ccc.govt.nz)

1. Nature of Information Update and Report Origin

- 1.1 To update the Akaroa Museum Advisory Committee on the recent activity at Akaroa Museum.
- 1.2 Scheduled update from Museum Director.

2. Officer Recommendations Ngā Tūtohu


That the Akaroa Museum Advisory Committee:

1. Receive the information in the Report

3. Brief Summary

- 3.1 Detailed information is in the attached report.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Akaroa Museum Director's Update to Akaroa Museum Advisory Committee, June 2023	23/855970	17

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

Confirmation of Statutory Compliance Te Whakatūtututanga ā-Ture

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 Ngā Kaiwaitohu

Authors	Lynda Wallace - Museum Director – Akaroa Neil Semple - Manager Operations & Projects Jackie Heavey - Business Administrator
Approved By	Blair Jackson - Director Art Gallery

Director's Update to Akaroa Museum Advisory Committee, 21 June 2023

1.0 Visitors

Visitor numbers to the Museum have made a good recovery since last year. The easing of Covid restrictions and the opening of international borders has resulted in the return of travellers, both domestic and international. By the end of June our visitor total will have well exceeded 25,000 compared to 15,524 for the same period last year.

Educational groups, primary, secondary and tertiary, continue to be important users of the Museum. More than 650 students visited the Museum and made use of our resources during the past year. Changes to the school curriculum requiring the teaching of New Zealand history have made Akaroa, with its nationally significant historical themes, a popular choice for school trips.

The Museum participated in our sector organisation's national visitor survey again this year, surveying visitors through a week in March with encouraging results. Every visitor surveyed rated their visit as either 'satisfactory' or 'very satisfactory', giving us a 100% satisfied result.

2.0 End of year results

Close to the end of the year, all of the Museum's levels of service targets look likely to be met or exceeded. Targets relating to visitor numbers, hours open to the public, temporary exhibitions produced, collections care and access to collections will be met as we return to a more normal mode of operating post-pandemic.

3.0 Exhibitions

Stitch Work, an exhibition featuring examples of domestic textiles from our collection, was our summer show this year. Two spectacular patchwork quilts that have not been exhibited for a decade were brought out from the collection store, along with tea cosies, lace and embroidery.

Catching Shadows – a century of photography on Banks Peninsula opened in early April. Curated by Daniel Smith, our collections manager, *Catching Shadows* surveys photographers working on Banks Peninsula during the period 1850s to 1950s. The Museum's own excellent photograph collection provided most of the original photographs for the exhibition, supplemented by a small number of loans from other institutions and individuals.

4.0 Collections

The Museum is moving steadily towards getting a selection of its collection on line. An upgrade to the collection management software was the first step; the next will be a check and clean up of data at the object level – a time-consuming and exacting task which may

require additional staff resource to complete. Once this step is complete we will begin putting up a selection of collection records, probably starting with art works and photographs. This project contributes directly to one of our most important levels of service, access to collections. Researchers and other users of the Museum's resources expect digital access to collections and we have been lagging behind other museums in this respect.

5.0 Museum Hardship Fund

The Director's update in September last year carried news of funding success; \$10,928 was received from the Te Papa administered Museum Hardship fund to be used for the Museum's temporary exhibition programme during 2022-23. The grant has been put to good use in *Stitch Work* and *Catching Shadows*, supporting a higher standard of exhibition production, including printed catalogues.

The *Catching Shadows* catalogue in particular is a publication to keep. Dan Smith's careful research, selection of images and scholarly text mean it will have lasting value long after the exhibition is deinstalled.

6.0 Facilities

Capital works undertaken this year have included the replacement of a leaking roof over the southeast corner of the Museum and replacement of failing lighting systems in the shop/foyer space and in the courthouse. Very old audio-visual equipment in the courthouse was also replaced, improving visitors' experience of *The Long Harbour* video. Changes have been made to the Museum's HVAC building management system (BMS) too, to enable better visibility of the system's functioning in Christchurch.

7.0 Collaborations

The Museum team, in collaboration with the organisers of the Readers and Writers Akaroa event, hosted a book signing event at the Coronation Library on Friday 9 June. Carol Markham, author of the Blanche Baughan biography *Enough Horizons*, came to Akaroa to talk about her book and the remarkable woman who is its subject.

8.0 Upcoming Events

Friends of the Museum AGM	4 pm, Fri 29 Sept, Gaiety supper room
French Fest	6-9 Oct, various Akaroa venues



7. Friends of Akaroa Museum (FOAM) - Presidents Update

Reference / Te Tohutoro: 23/873353

Report of / Te Pou
Matua:

Linda Sunderland, President, Friends of Akaroa Museum

General Manager /
Pouwhakarae:

Mary Richardson, GM Citizens & Community,
Mary.Richardson@ccc.govt.nz

1. Purpose of Report / Te Pūtake Pūrongo

Correspondence has been received from:


Name	Subject
Linda Sunderland	The purpose of this report (attached) is to update the Committee on the activities and events of the Friends of Akaroa Museum.

2. Officer Recommendations / Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

1. Receive the information in the report from the President of the Friends of Akaroa Museum

Attachments / Ngā Tāpirihanga

No.	Title	Reference	Page
A 	FOAM Presidents Update - 21 June 2023	23/878877	20

The Friends of the Akaroa Museum (FOAM)

Report to AMAC meeting 21-06-2023

We are now half way into 2023 and things are ticking along smoothly.

Fundraising:

Funds have been received from both the InsideOut House and Garden Tour (November 2022) and the Antiques Fair (January 2023). Three more pavers have been installed at the entrance to the Akaroa Museum providing more funds. These funds are intended to support the functioning of the Akaroa Museum.

Constitution and Policies etc:

A subcommittee has been working on a draft new constitution for FOAM that will meet the requirements of the new legislation introduced into Parliament. Alongside this change is the need for a new membership form and updating of members details.

Our Privacy Policy is due for review and of course the Covid Policy is being reconsidered.

Events:

A Luncheon is planned for Sunday 9th July as a membership drive and to include members in the revision of the Constitution. The opportunity will be taken to also update attendees details on the new membership form. All members of the community are to be invited.

The AGM is planned for Friday 29th September at 5pm in the Gaiety. A guest speaker is yet to be decided.

January 2024 will see the regular Antiques Fair at the Gaiety 3rd/4th January.

Oral History Programme:

The new equipment is fully purchased and interviews are being recorded again. Liaison is occurring regularly with the Alexander Turnbull Library to ensure support and correct procedures.

Keeping in touch:

Our members and the Museum remain forefront with our activities. In this respect members are invited to Museum openings and receive twice yearly newsletters. The newsletter format has been updated to increase readability. Regular emails are sent out to keep members informed of upcoming events and relevant topics.

Recent submissions on behalf of the Museum and FOAM have been made regarding funding of the Museum in the CCC Annual Plan and to Christchurch NZ regarding the draft

Destination Management Plan – with respect to the importance of the history and heritage of Akaroa being taken into account.

A new initiative has been to grant a \$250.00 History Prize annually to a year 13 student at the Akaroa Area School. The prize is intended for a student who displays an aptitude and interest in the topic of History. The first prize was allocated in December 2022.

FOAM has also formally joined the community initiated Akaroa Forum.

The work of FOAM continues.

Linda Sunderland
President
The Friends of the Akaroa Museum (FOAM)

8. 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.