

Akaroa Museum Advisory Committee AGENDA

Notice of Meeting Te Pānui o te Hui:

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

Date: Wednesday 20 August 2025
Time: 2 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Membership Ngā Mema

Chairperson Pam Richardson - Community Representative
Members John Curry - Friends of the Museum (FOAM)
Nigel Harrison - Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative
Asif Hussain - Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative
Jymal Morgan - Ōnuku Rūnanga
Diana Stronach - Friends of the Museum (FOAM)

5 August 2025

Banks Peninsula Governance Advisor

Linda Burkes

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linda.burkes@ccc.govt.nz

Website: 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/>

What is important to us?

Our Strategic Framework is a big picture view of what the Council is aiming to achieve for our community

Our focus this Council term 2022–2025

Strategic Priorities



Be an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion Ōtautahi-Christchurch and collaborate to build our role as a leading New Zealand city.



Build trust and confidence in the Council through meaningful partnerships and communication, listening to and working with residents.

Adopted by the Council on 5 April 2023



Reduce emissions as a Council and as a city, and invest in adaptation and resilience, leading a city-wide response to climate change while protecting our indigenous biodiversity, water bodies and tree canopy.



Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of today's residents with the needs of future generations, with the aim of leaving no one behind.

Our goals for this Long Term Plan 2024–2034

Draft Community Outcomes



Collaborative and confident

Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe.



Green and liveable

Our neighbourhoods and communities are accessible and well connected, supporting our goals to reduce emissions, build climate resilience and protect and regenerate the environment, especially our biodiversity, water bodies and tree canopy.

To be adopted by the Council as part of the Long Term Plan 2024–2034



A cultural powerhouse

Our diverse communities are supported to understand and protect their heritage, pursue their arts, cultural and sporting interests, and contribute to making our city a creative, cultural and events 'powerhouse'.



Thriving and prosperous

Our city is a great place for people, business and investment where we can all grow our potential, where enterprises are innovative and smart, and where together we raise productivity and reduce emissions.

Our intergenerational vision

A place of opportunity for all.

Open to new ideas, new people,
new investment and new ways
of doing things – a place where
anything is possible.



Ngāi Tahu has rangatiratanga over its takiwā – the Council is committed to partnering with Ngāi Tahu to achieve meaningful outcomes that benefit the whole community

AKAROA MUSEUM ADVISORY COMMITTEE

TERMS OF REFERENCE NGĀ ĀRAHINA MAHINGA

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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Karakia Whakakapi

Karakia Tīmatanga

Kia tau te mauri o runga	May the essence of above settle here
Kia tau te mauri o raro	May the essence of below settle here
Paiheretia te ture wairua	Bind together that we can't see
Paiheretia te ture tangata	and bind that we can see
Hei pou ārahi i a tātou i tēnei wā	And have them guide us at this time
kia tika te whakaaro	May the thought be true
kia tika te kupu	May the words be true
Tihei Mauri Ora	

1. Apologies Ngā Whakapāha

Apologies will be recorded at the meeting.

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, 21 May 2025](#) 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.

Deputations will be recorded in the meeting minutes.

To present to the Committee, refer to the [Participating in decision-making](#) webpage or contact the meeting advisor listed on the front of this agenda.

Akaroa Museum Advisory Committee OPEN MINUTES

Date: Wednesday 21 May 2025
Time: 2.05 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Present

Chairperson Pam Richardson - Community Representative
Members Nigel Harrison - Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative
Diana Stronach - Friends of the Museum (FOAM)

Banks Peninsula Governance Advisor

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

Karakia Tīmatanga

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

Part C

Committee Resolved AMA/2025/00005

That the apologies for absence from Asif Hussain and John Curry be accepted.

Nigel Harrison/Diana Stronach

Carried

The Chairperson recognised Stewart Miller QSM, who recently passed away, as an amazing man and a friend to everyone who never went away with a grudge and always tried to find a resolution.

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/2025/00006

That the minutes of the Akaroa Museum Advisory Committee meeting held on Wednesday, 19 February 2025 be confirmed.

Diana Stronach/Nigel Harrison

Carried

4. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

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

Committee Resolved AMA/2025/00007 Officer recommendation accepted without change

That the Akaroa Museum Advisory Committee:

1. Receives the information in the correspondence report Friends of Akaroa Museum (FOAM) – Presidents Update dated 21 May 2025

Pam Richardson/Nigel Harrison

Carried

6. Akaroa Museum Director's Update

Committee Resolved AMA/2025/00008 Officer recommendation accepted without change

That the Akaroa Museum Advisory Committee:

1. Receives the information in the Akaroa Museum Director's Update Report.

Pam Richardson/Diana Stronach

Carried

7. Committee Members' Exchange of Information Te Whakawhiti Kōrero a ngā Mema Komiti

Part B

Members exchanged the following information:

- A book was shared called 'Pakeha Settlements in a Māori World' covering what was going on from the 1830's to 50's during colonisation. One of the last whaling stations was Oashore and it was possibly the only station that has had an archaeological dig completed. A discussion was suggested with Heritage NZ about the possibility of an archaeological investigation at the site where an old hotel was located adjacent to the Britomart Memorial site.
- The recent heavy rain event caused flooding at floor level in two areas of the museum. They were quickly dealt with and probably caused by blocked drains. The clearing of gutters and drainpipes only occurs every six months, which may not be adequate.

Karakia Whakakapi

Meeting concluded at 2.56pm.

CONFIRMED THIS 20th DAY OF AUGUST 2025

PAM RICHARDSON
CHAIRPERSON

5. Collecting at Akaroa Museum - why, what and how

Reference Te Tohutoro: 25/1500635

Responsible Officer(s) Te Pou Matua: Daniel Smith, Collections Manager, Akaroa Museum

Accountable ELT Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to explain the considerations and process behind acquisitions for Akaroa Museum.
- 1.2 This report was initiated by a request from the Chairperson of Akaroa Museum Advisory Committee as a topic that would have value for members of the committee and interested community members.

2. Officer Recommendations Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

1. Receive the information in the Collecting at Akaroa Museum - why, what and how Report.

3. Background/Context Te Horopaki

- 3.1 The parameters of collecting are defined by Akaroa Museum's Acquisitions and Disposals Policy: part 2 describes the **existing collections**; part 3 **future collecting** – process and methods; part 4 **limitations**.

- 3.2 From that high level there is a process for handling object entry that is intended to assist capturing details about objects offered to the museum, additional research is sometimes needed, and together these feed into decision-making.

Deciding on acquiring or rejecting an object is about weighing up what each object offers the museum as a piece of evidence. Is it rich in potential to develop our knowledge somehow? Does it make existing collections richer? Does it go towards filling in a gap in our existing collections?

- 3.3 Some examples of recent acquisitions will be presented and the reasons they were acquired explained.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Linda Burkes - Banks Peninsula Governance Advisor
Approved By	Lynda Wallace - Museum Director – Akaroa

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

Reference Te Tohutoro: 25/1502756

Responsible Officer(s) Te Pou Matua: Linda Burkes, Banks Peninsula Governance Advisor

Accountable ELT Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

1. Purpose of Report Te Pūtake Pūrongo

Correspondence has been received from:



Name	Subject
John Curry, President	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 correspondence report Friends of Akaroa Museum (FOAM) – Presidents Update dated 20 August 2025

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Friends of Akaroa Museum (FOAM) Presidents Update Report - 20 August 2025	25/1502758	14

Friends of Akaroa Museum (FOAM) Report

20 August 2025

Since The Friends of Akaroa Museum (FOAM) last Akaroa Museum Advisory Committee report for the meeting held in May 2024, here is a summary of FOAM's activities in support of the Museum.

In late May the work on framing the painting, *Akaroa Harbour* by John Gibb, was completed. This involved the fabrication of a new frame and gilding it with 23.75ct gold leaf, and then applying a patina to give an aged appearance consistent with the age of the painting. The reframing cost of \$3,600 was paid for by FOAM.

In July FOAM Treasurer, Diana Stronach, completed the Financial Statement of FOAM for the period 1 July 2023 through to 30 June 2025. The Statement shows that FOAM is in a healthy financial condition following its two successful fundraisers (House and Garden Tour, and the Akaroa Antiques Fair) in late 2024 and early 2025. The Statement will be presented to members at the Annual General Meeting in September.

John Curry

Chairperson

Friends of Akaroa Museum

7. Akaroa Museum Director's Update

Reference Te Tohutoro: 25/1540832

Responsible Officer(s) Te Pou Matua: Lynda Wallace, Director Akaroa Museum

Accountable ELT Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to inform members of the Akaroa Museum Advisory Committee about activity at the Museum.

2. Officer Recommendations Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

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

3. Brief Summary

3.1 Annual Results

For the year ended 30 June 2025 the Museum met or exceeded all its levels of service targets:

- Visitor total was 25,233
- Visitor satisfaction was measured at more than 95%
- Hours open to the public totalled 2,107
- Enquiries received from the public totalled 408, on subjects related to family history, the collection and general history
- The collection grew with the addition of 64 objects, all documented within three months of receipt.

3.2 Exhibitions

Our current exhibition, *French Connections: Language and Culture in Colonial New Zealand* is nearing the end of its run and will be replaced in early September with an exhibition of Donald J. McKay's photographs from the 1950s. The exhibition has been developed to accompany the book *A Rural Life in Black and White* and will open at the same time as the book launch.

Donald has lent the Museum his Speed Graphic camera and accessories for the exhibition, a large camera that he carried around rural Banks Peninsula as he recorded life in the 1950s.

Looking ahead, our summer exhibition will focus on the wharf and next year we'll be marking the 150th anniversary of the Akaroa Mail, developing the exhibition content in conjunction with the Akaroa Mail's editor, Michael de Hamel.

3.3 Collections

With financial support from the Friends of Akaroa Museum we have completed the conservation and reframing of the John Gibb oil painting of Akaroa Wharf and Harbour donated two years ago.

The painting is now clean, bright and in an exhibitable state.

3.4 Events

The launch of *A Rural Life in Black and White* will be the highlight of our year. Published with the generous support of the Friends of Akaroa Museum, this hard-cover book contains 77 photographs selected to illustrate the range of activities, work and social, that rural Peninsula people were engaged in. It is a fitting tribute to the important photo-documentary work of the photographer, Donald McKay, who is now in his nineties.

Collections manager Daniel Smith has written a substantial introduction to the images, extensively quoting the photographer.

A Rural Life in Black and White will be launched at the Museum on Friday 5 September at 4pm.

3.5 Other Events

Friends of the Museum Annual General Meeting, Friday 26 September, 5pm at The Gaiety.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Lynda Wallace - Museum Director – Akaroa
Approved By	Blair Jackson - Director Art Gallery

8. Committee Members’ Exchange of Information Te Whakawhiti Kōrero a ngā Mema Komiti

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.

Karakia Whakakapi

Tukuna te wairua kia rere ki te taumata Ko te matatika te mātāpono hei ārahi i ngā mahi Ka arotahi te tira kia eke panuku, kia eke tangaroa Haumi e, hui e, tāiki e	<i>May the spirit be released to soar to its zenith Ethics is the principle that guides our work As we focus on the success for our community Bring together! Gather together and bind together!</i>
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