
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 18 February 2026
Time: 2:00 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Membership Ngā Mema

Chairperson

Pam Richardson - Community Representative

Members

John Curry - Friends of Akaroa Museum (FOAM)

Jeanette Elliot - Friends of Akaroa Museum (FOAM)

Asif Hussain - Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative

Jymal Morgan - Ōnuku Rūnanga

18 February 2026

Banks Peninsula Governance Advisor

Linda Burkes

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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/>

AKAROA MUSEUM ADVISORY COMMITTEE TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

8 December 2025

Chairperson	To be appointed by Te Pātaka o Rākaihautū Banks Peninsula Community Board.
Membership	<ul style="list-style-type: none">• Two Te Pātaka o Rākaihautū Banks Peninsula Community Board members from the Akaroa subdivision.• Two representatives from the Friends of Akaroa Museum.• One community representative• One representative from Ōnuku Rūnanga
Principal Advisor	Director Akaroa Museum
Governance Support	Banks Peninsula Governance Advisor
Quorum	Three
Meeting Cycle	Four times per annum.
Reports To	Te Pātaka o Rākaihautū Banks Peninsula Community Board

1. **Background/Context**

- 1.1 The Akaroa Museum Advisory Committee was established in 2006 as a sub-committee of the Akaroa/Wairewa Community Board replacing an existing body, the Akaroa Museum Board.
- 1.2 The Committee will be known as the 'Akaroa Museum Advisory Committee' and will be a committee of Te Pātaka o Rākaihautū Banks Peninsula Community Board.

2. **Purpose and Responsibilities**

- 2.1 The purpose of the Committee is to provide advice to Te Pātaka o Rākaihautū Banks Peninsula Community Board on the strategic issues facing the Akaroa Museum and the matters arising from them.
- 2.2 Responsibilities of the Committee are:
 - To provide advice on the Akaroa 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 Akaroa Museum's aims.

3. **Appointment of Members**

- 3.1 The Friends of the Akaroa Museum (FOAM) appoint the two Friends of the Akaroa Museum representatives.

- 3.2 The position of Community Representative will be publicly advertised, seeking expressions of interest.
- 3.3 A liaison member should be appointed from each of the Wairewa and Koukourarata Rūnanga to attend Committee meetings when matters of significance to their rohe (district) are being discussed.
- 3.4 The Community Board will appoint the Chairperson of the Committee.

4. Administration

- 4.1 The Committee shall meet quarterly, or as required, and report to Te Pātaka o Rākohaitū Banks Peninsula Community Board following each Committee meeting.
- 4.2 A schedule of quarterly Committee meetings will be adopted annually.
- 4.3 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 and Council's Code of Conduct?

5. Committee Member Resignation

- 5.1 Any member may resign by giving written notice to the Board, if Board-appointed, or to their respective organisation if appointed by that organisation. The vacancy will be filled in accordance with the process set out in Item 3 – Appointment of Members.

6. Remuneration

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

7. Delegations

- 7.1 There are no delegations provided to this Committee.

8. Status

- 8.1 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.

9. Term of the Committee

- 9.1 The Committee will be discharged three months after the Inaugural meeting of the Community Board, following the Local Government triennial election.

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

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Karakia Tīmatanga

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hau hū Tihei mauri ora!	Cease the winds from the west Cease the winds from the south Let the breeze blow over the land Let the breeze blow over the ocean Let the red-tipped dawn come with a sharpened air. A touch of frost, a promise of a glorious day.
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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. Deputations by Appointment Ngā Huinga Whakaritenga

Deputations will be recorded in the meeting minutes.

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

4. Appointment of Committee Chairperson

Reference Te Tohutoro: 25/2625244

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

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

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 8 December 2025, Te Pātaka o Rākaihautū Banks Peninsula Community Board will appoint the Chairperson 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 	Terms of Reference - Akaroa Museum Advisory Committee - 8 December 2025	25/2624370	8

AKAROA MUSEUM ADVISORY COMMITTEE TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

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Akaroa Museum Advisory Committee
Terms of Reference – 8 December 2025
Page 1 of 2

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9. Term of the Committee

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5. Akaroa Museum Director's Update

Reference Te Tohutoro: 26/182607

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

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

Purpose and Origin of the Report Te Pūtake Pūrongo The purpose of this report is to inform members of the Akaroa Museum Advisory Committee about activity at the Museum.

1. Officer Recommendations Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

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

2. Brief Summary

2.1 Visitors

- The Museum has had a strong start to the year in terms of visitors, being always busier on cool, wet days. The total for December was just on 2,500 and the January total is likely to be around 3,500.
- Two charts are attached; one shows the level of visitation from July to December 2025 compared to the previous three years and the other the origin of visitors for the same period.

2.2 Exhibitions

- The exhibition featuring Donald McKay's photographs, *A Rural Life in Black and White*, was deinstalled in mid-February.
- *Tides and Time*, focusing on the history of Akaroa's main wharf, opens on Friday 20 February.
- Mid-year, the Museum will mark the 150th anniversary of the Akaroa Mail with an exhibition, content being developed in conjunction with Michael de Hamel who is marking 40 years as editor.

2.3 Collaborations

- At the end of October last year, in collaboration with Akaroa District Promotions, the Museum announced a photography competition, inviting photographers to capture images of the Akaroa wharf before it is demolished. The competition closed on 31st January.
- A shortlist of 20 of the best images will be displayed in the Museum as part of the *Tides and Time* exhibition where visitors will have the opportunity to vote for their favourite photograph.

- A panel of judges will select winners in professional, amateur and junior categories and cash prizes donated by the wharf main contractor, HEB Construction, will be awarded at a function to be held at the Museum in March.

2.4 *A Rural Life in Black and White*

- Since the launch of the Museum’s publication, *A Rural Life in Black and White*, in September last year, more than half of the print run of 500 has been sold.
- The book is being sold from outlets on the Peninsula and in Christchurch and is finding a wide market despite its specific Banks Peninsula subject matter.
- In December the Listener selected *A Rural Life in Black and White* as one of its 25 best coffee table books for the year, a strong endorsement both of its content and its design and production.

2.5 Upcoming Events

- *Tides and Time* exhibition opens at the Museum, 4.30pm Friday 20 February.

Attachments Ngā Tāpirihanga

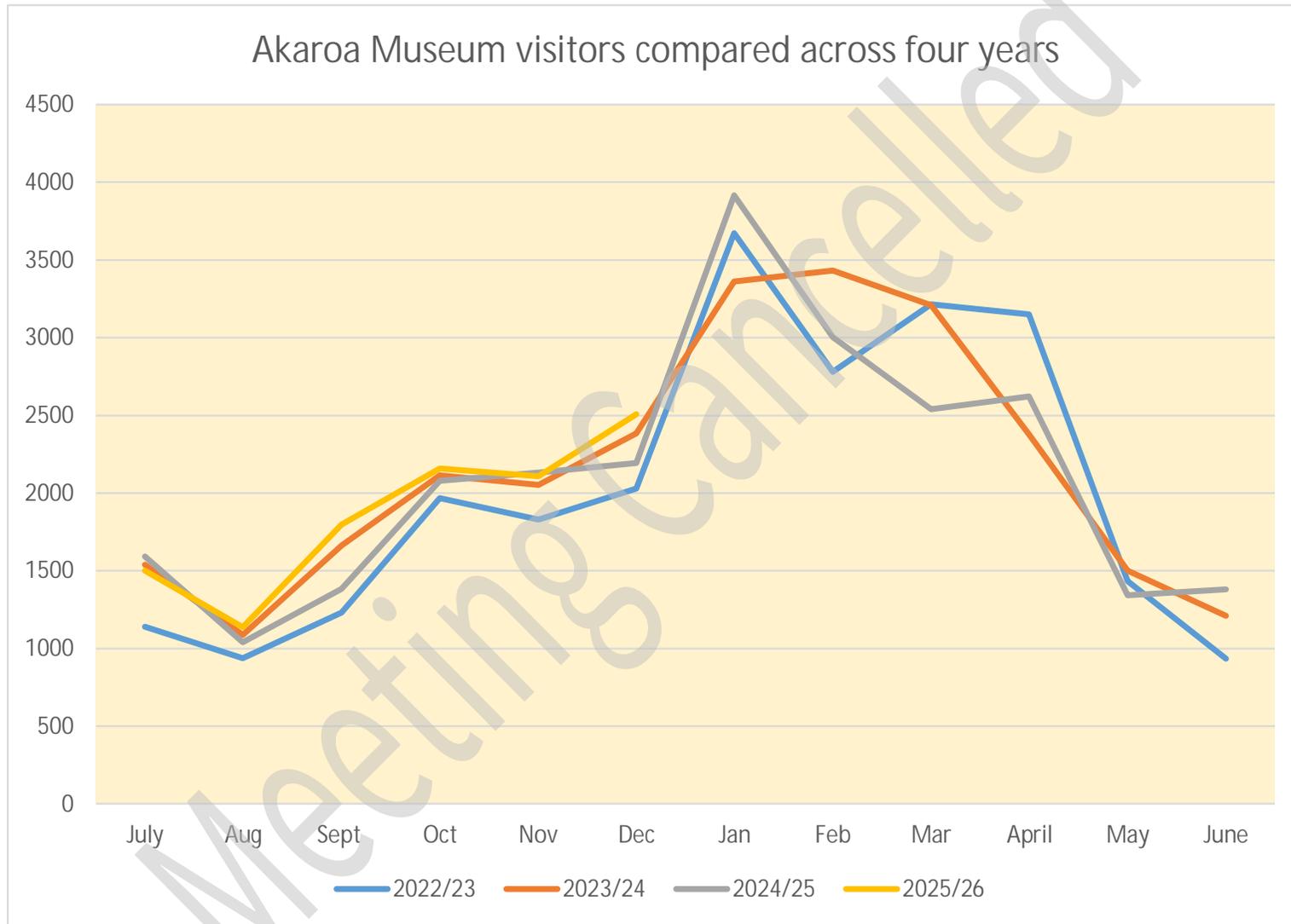
No.	Title	Reference	Page
A 	Akaroa Museum Visitors, Four Year Comparison 2023-26	26/191468	13
B 	Akaroa Museum Origin of Visitors Jul-Dec 2025	26/191230	14

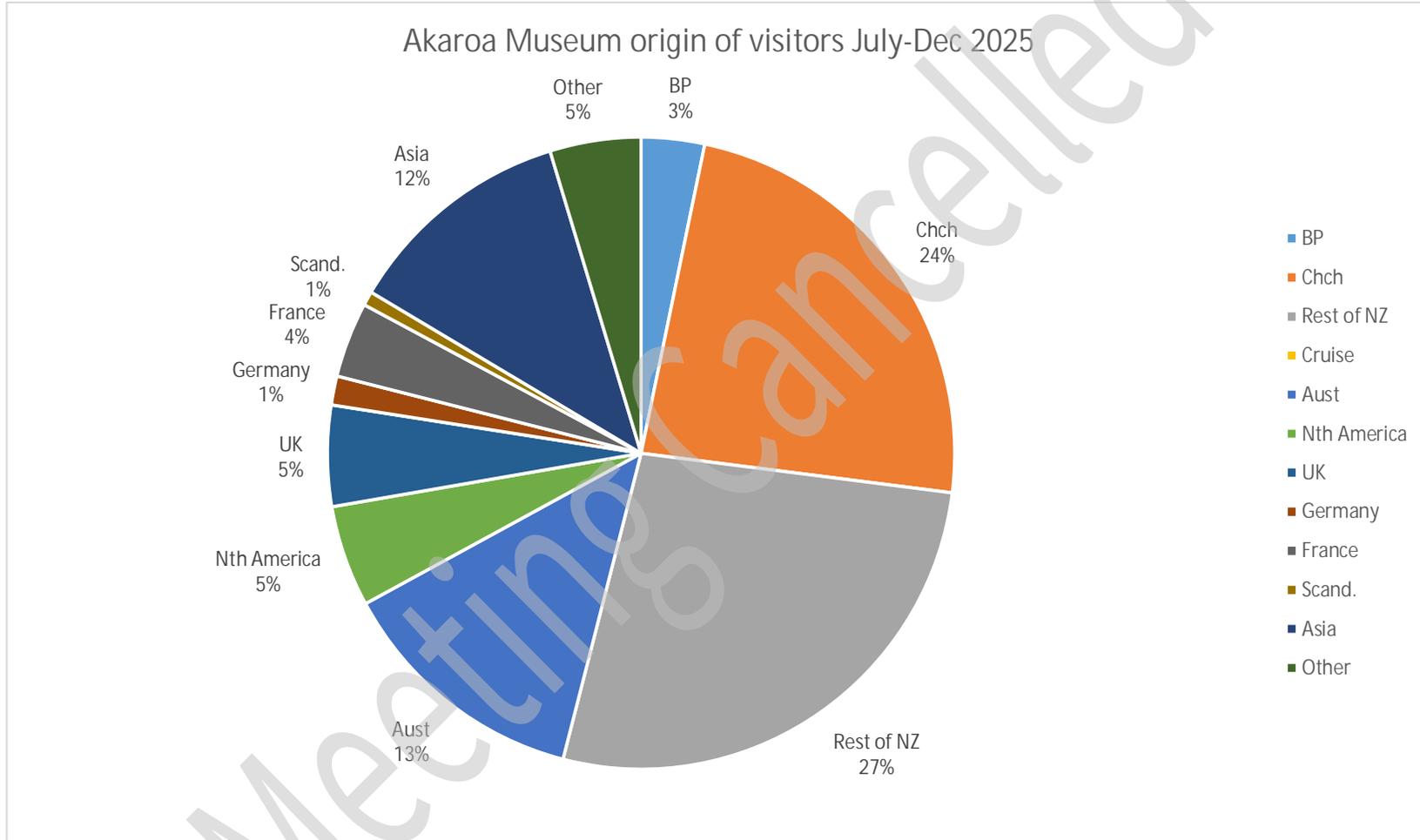
In addition to the attached documents, the following background information is available:

Document Name - Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

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





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

Reference Te Tohutoro: 26/168966

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 Friends of Akaroa Museum (FOAM)	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 18 February 2026

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Friends of Akaroa Museum (FOAM) Report - Akaroa Museum Advisory Committee Meeting 18 February 2026	26/168933	16

**Friends of Akaroa Museum (FOAM)
Report to Akaroa Museum Advisory Committee Meeting
18 February 2026**

Since The Friends of Akaroa Museum (FOAM) last Akaroa Museum Advisory Committee report for the meeting held in August 2025, here is a summary of FOAM's activities in support of the Museum.

FOAM's Annual General Meeting was held 20 August with approximately 40 members and non-members in attendance. Three members were elected to join the Committee. We welcomed back Nigel Harrison as a Committee member and added Jeanette Elliott and Chris McGill. Linda Sunderland has stepped down as Committee member and as FOAM Secretary. Jeanette Elliott has taken on the Secretary's role.

The business section of the AGM was followed by the launch of John Curry's book *From Armagh to Akaroa: The story of the Currys who settled on Banks Peninsula*. John spoke about the process of writing the book with information on accessing various historical sources. The book is now available for purchase at the Akaroa Museum bookshop.

There have been two FOAM members activities in the past three months. The first was an excursion on 16 November when 22 members travelled to Menzies Bay to visit the Rehutai Museum which features the carvings of John Henry Menzies. Special thanks to Paddy Cotter for enabling the FOAM visit. Jane Hart wrote a report on the excursion for the FOAM Summer newsletter.

The second event was FOAM's annual Christmas function that was held on 28 November at The Gaiety Hall in Akaroa.

FOAM's annual fundraiser, the Akaroa Antiques Fair, took place on the first weekend of 2026. Funds are raised by charging antiques dealers a fee to have a stall, by charging attendees an entry fee, and by providing Devonshire Teas. The Fair was well attended, and the money raised in support of Akaroa Museum exceeded the amount raised in 2025.

FOAM continues to be in a strong financial position. Planning is now underway for FOAM's biennial fundraiser, the 'Inside Out' House and Garden Tour that will be held in November.

John Curry

Chairperson

Friends of Akaroa Museum

7. 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

<p>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</p>	<p><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></p>
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Meeting Cancelled

Karakia Whakamutunga

Closing Incantation

Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau, Te tinana te wairua i te ara takatā Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui e! TĀIKI E!	Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Rongo, suspended high above us (i.e. in 'heaven') Draw together! Affirm!
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Meeting Cancelled