

## Akaroa Museum Advisory Committee AGENDA

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### Notice of Meeting:

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

**Date:** **Wednesday 25 May 2022**

**Time:** **2.30pm**

**Venue:** **Via Audio/Visual Link**

Under the current provisions of the Covid-19 Protection Framework (the Traffic Alert system) meeting attendance is only possible via an Audio/Visual link.

Please request access details from [liz.carter@ccc.govt.nz](mailto:liz.carter@ccc.govt.nz) for the Audio/Visual link.

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### Membership

Chairperson

Nigel Harrison - Banks Peninsula Community Board Representative

Members

Jamie Stewart - Banks Peninsula Community Board Representative

Sue Crow - Friends of the Museum (FOAM)

Pam Richardson - Community Representative

Linda Sunderland - Friends of the Museum (FOAM)

Jymal Morgan - Onuku Rūnanga

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**11 May 2022**

Liz Carter  
Community Board Advisor  
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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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## 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 Museum<sup>1</sup>
- One community representative<sup>2</sup>
- One representative from Ōnuku Rūnanga

<sup>1</sup> The Friends of Akaroa Museum representatives to be appointed by that group.

<sup>2</sup> 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.

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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.

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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, 23 February 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.

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## Akaroa Museum Advisory Committee OPEN MINUTES

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**Date:** Wednesday 23 February 2022  
**Time:** 2.35pm  
**Venue:** Via Audio Visual Link

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**Present**

Chairperson  
Members

Nigel Harrison - Banks Peninsula Community Board Representative  
Jamie Stewart - Banks Peninsula Community Board Representative  
Linda Sunderland - Friends of the Museum (FOAM)  
Pam Richardson - Community Representative  
Jymal Morgan - Onuku Rūnanga

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Community Board Advisor  
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- 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.

**1. Apologies Ngā Whakapāha**

**Part C**

**Committee Resolved AMA/2022/00001**

That the apology for absence received from Sue Craw, be accepted.

Pam Richardson/Linda Sunderland

Carried

**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/2022/00002**

That the minutes of the Akaroa Museum Advisory Committee meeting held on Wednesday, 23 June 2021 be confirmed.

Jymal Morgan/Nigel Harrison

Carried

**4. Deputations by Appointment Ngā Huinga Whakaritenga**

**Part B**

There were no deputations by appointment.

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

The Director spoke on the matters raised in her written report:

- Visitors
  - Visitor numbers have decreased drastically because of Covid.
- Operating under Covid Restrictions
  - How the Museum is operating under current Covid restrictions.



- Cancellations from about half of the school groups that had been booked.
  - Events have been cancelled
- Exhibitions
  - Current exhibition will be changed over at Easter
- Collections
  - Staff are working to ensure compliance with changes to firearms legislation.
- Annual Plan
  - Funding proposed to be cut from the Museum budget has been restored in the Draft Annual Plan.
  - Ask people who were supportive of the Museum over the funding to make submissions to the Annual Plan to support its retention.
- Looking forward
  - Staff are considering a second exhibition on Takapūneke, working with Ōnuku Rūnanga.
- Facilities
  - Savings of about one third have been made in the Facilities budget using a locally based contractor.
- Events
  - Antiques Fair still planned at this stage for ANZAC weekend.

**Committee Resolved AMA/2022/00003**

**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/Linda Sunderland

**Carried**

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

President Linda Sunderland spoke to her report:

- Introduction

- Linda introduced herself as the newly elected President of the Friends of Akaroa Museum, replacing David Miller after his exemplary nine years as President.
- Advocacy
  - FOAM had been advocating strongly for the proposed cuts to the Museum budget to be reinstated. She thanked all those who had helped to bring this about.
- Activities and Events
  - Many events have had to be cancelled, resulting in a loss of fundraising. A Covid Policy is being developed to assist with events.
- FOAM Projects
  - Paving for Posterity – able to still continue.
  - Headstone Project – still going ahead.
  - Oral History – a Privacy Policy has been drafted to use in conjunction with this project. Data is going to be transferred to Turanga Library.
- Other Works
  - Both Covid and Privacy Policies are in draft and being reviewed.

**Committee Resolved AMA/2022/00004**

**Officer Recommendation accepted without change**

**Part B**

That the Akaroa Museum Advisory Committee:

1. Receive the information in the report of the President of the Friends of Akaroa Museum dated 23 February 2022

Jymal Morgan/Pam Richardson

**Carried**

**7. Committee Members' Exchange of Information**

**Part B**

**Funding – Annual Plan**

Members were pleased that the funding proposed to be cut from the Akaroa Museum budget had been reinstated, but noted that moving forward the Museum had to plan for funding to continue. Staff reported there is \$20k in next year's budget for capital expenditure.

**Takapūneke**

Suggested that the Museum could do more about the Takapūneke story including sharing it on the Museum website and linking to other websites. All work would need to be done in consultation with Ōnuku Rūnanga.

### **Ōnuku Rūnanga Taonga**

A project is working to record all of the taonga found in the takiwā of Ōnuku Rūnanga. Report will be coming through at the end of the year.

### **Oral Histories**

Members checked to see if two local men had been included in the oral history project. It was reported that a special project would be carried out to record peoples' stories of the recent rainstorm event.

It was noted that "histories" may not be the appropriate name for this project as the recordings were peoples' perspective or memories, not always history per se.

**Meeting concluded at 3.14pm.**

**CONFIRMED THIS 25th DAY OF MAY 2022**

**NIGEL HARRISON**  
**CHAIRPERSON**



## 5. Akaroa Museum Director's Update

Reference / Te Tohutoro: 22/579292

Report of / Te Pou Lynda Wallace - Director

Matua: lynda.wallace@ccc.govt.nz

General Manager / Mary Richardson - GM Citizens & Community

Pouwhakarae: mary.richardson@ccc.govt.nz

### 1. Brief Summary





- 1.1 The purpose of this report is to update the Akaroa Museum Advisory Committee on the recent activity at Akaroa Museum.

### 2. Officer Recommendations Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

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

### Attachments / Ngā Tāpirihanga

No.	Title	Page
A  	Akaroa Museum Director's Update	14
B  	Akaroa Museum comparison of visitor numbers, 2020-22	16

### Confirmation of Statutory Compliance / Te Whakatūtutanga 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

Author	Lynda Wallace - Museum Director – Akaroa
Approved By	Blair Jackson - Director Art Gallery Mary Richardson - General Manager Citizens & Community

## Akaroa Museum Director's Update

### 1.0 Visitors

Visitor numbers have been well down on previous years (see attached chart). For the 10 month period to the end of April this year 13,335 people visited the Museum; during the same period last year more than 22,000 people had been through the doors. Although April brought a boost in visitors as the school holidays, Easter and Anzac weekend all coincided, the visitor total for the year will be at an historic low.

Covid restrictions, with the continued closure of the borders to internationals, and Kiwis being cautious about travelling are the reasons for the low visitor numbers. The return of small numbers of Australian visitors has been noticeable during April and as borders open to people from other countries this situation will ease. Cruises are booked to return to Akaroa and Lyttelton during the coming summer, although not in the numbers seen pre-Covid.

The Museum's annual visitor survey was conducted over a week in April with positive results. All of the respondents reported that they were satisfied with their experience, and more than half rated their visit as extremely satisfying, the highest scoring option.

### 2.0 Covid restrictions

While the country remains at the orange traffic light setting, visitors to the Museum are still required to wear masks and to observe physical distancing. As the science developed around the virus and it became clear that touching surfaces was not considered a significant means of transmission, the Museum brought its various touchscreens and interactives back for visitors.

### 3.0 Exhibitions

A new temporary exhibition, curated by collections manager Daniel Smith, opened on 14 April and will remain on view until October. Titled *The View From Paris – Charles Meryon's Pacific Etchings*, it features a set of Charles Meryon prints recently acquired by the Museum. While Meryon was in the Pacific (and Akaroa) with the French Navy in the early 1840s he made sketches of various subjects that he worked into etchings in the 1860s when he was back in Paris.

### 4.0 Collections

There have been fewer acquisitions this year than in previous years, possibly the result of fewer visitors through the door. Frequently it is visitors who bring items with them to offer to the collection.

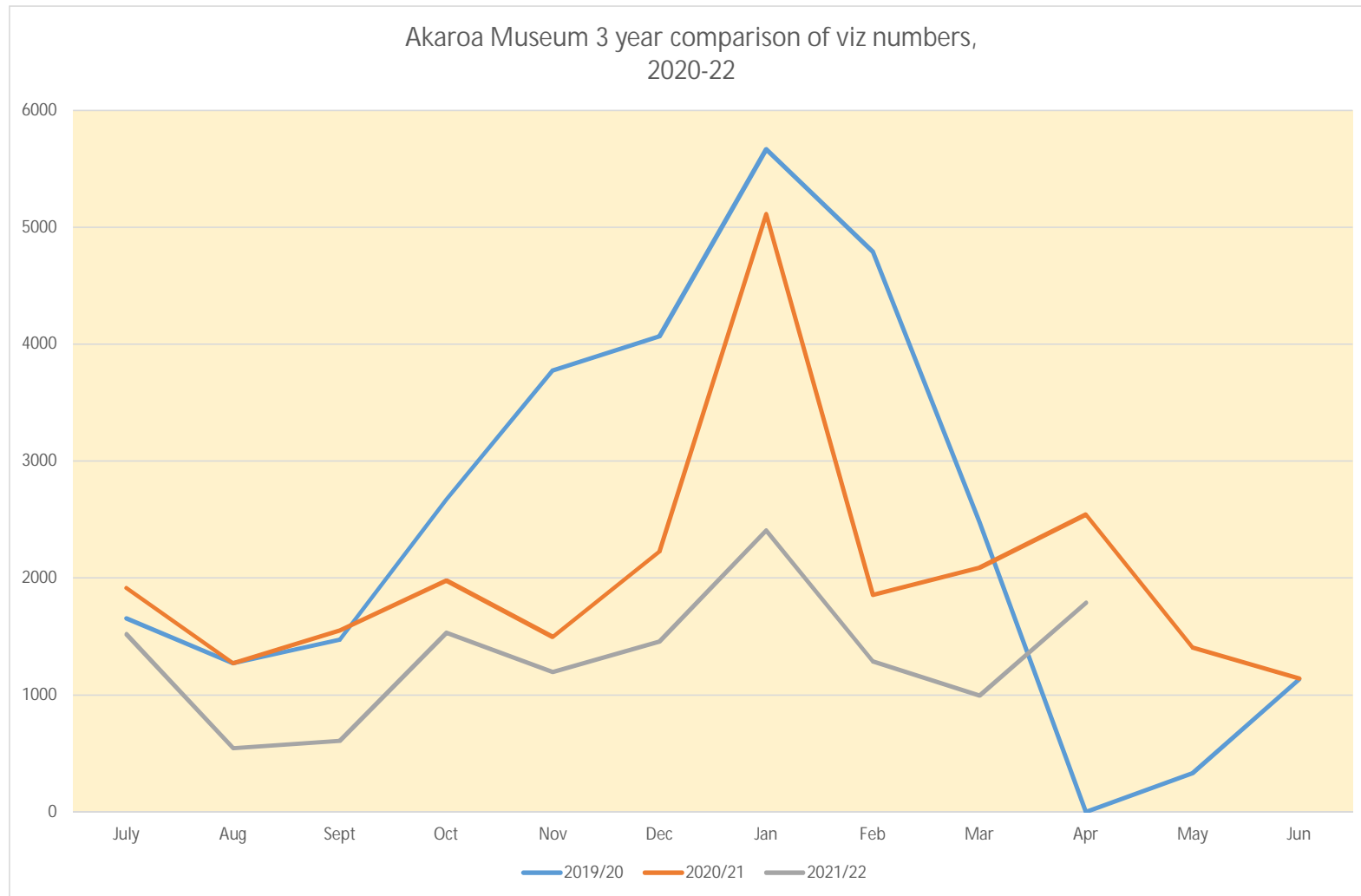
While it is quieter, the Museum is preparing for a collection management software upgrade which will allow us to begin to put collections on line. This will allow the collection to become more accessible – no longer will visitors need to come through our doors to view collection objects but can do so from anywhere.

We are also assessing our needs for additional storage furniture in the collections store to accommodate future growth in the collection. The collections store, built in 2009, still has the capacity to meet our needs but requires extra shelving and a more concentrated arrangement within the store. The 2022-23 capital budget will fund this improvement.

#### 5.0 Upcoming Events

Although the easing of Covid restrictions and drop in case numbers has allowed a degree of optimism about future event planning, some of the events listed below do not yet have confirmed dates.

Comte de Paris Descendants Group AGM	Sun 29 May, Christchurch
Oral History Workshop	Thurs 16 June, Trinity Hall
FOAM Antique Fair	Sat 16/Sun 17 July, at The Gaiety
Combined Museums Quiz Night	date to be confirmed in September
FOAM AGM	date to be confirmed, early Oct
Christchurch Heritage Festival	7-24 October, various venues
FOAM Inside Out Garden Tour	19-20 November, Banks Peninsula gardens





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

Reference / Te Tohutoro: 22/598571

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 ( <b>attached</b> ) 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	Page
A 	Friends of Akaroa Museum Report May 2022	18

Banks Peninsula Community Board  
Akaroa Museum Advisory Board

Friends of Akaroa Museum report – 25 May 2022

General Situation.

Until recently the Friends of Akaroa Museum have been in quiet mode due to the Covid pandemic and the general feeling of caution regarding the spread of the virus. Now that we can mix more freely within the Health Department's Covid precaution protocols we are actively moving forward with our programme.

Advocacy.

FOAM has followed up on previous advocacy with the Council and the Banks Peninsula Community Board regarding the proposed 10% cut to the 2022-2023 Museum's operational budget. We are extremely grateful that the Council have listened and reversed this proposal. It is foreseen the \$40,000.00 will be reinstated in the final annual plan however to reinforce this positive step FOAM provided a written submission to the Annual Plan and a presentation on 09 May 2022.

Activities and Events.

It is satisfying to be able to plan again with more certainty. Thus FOAM is pushing ahead with events and activities in the hope of benefiting the Museum into the future.

**Antiques Fair** – 16/17<sup>th</sup> July, the middle weekend of the school holidays. Planning is in progress and advertising about to commence. Stall holders are booked and we foresee this event actually happening now after two postponements.

**House and Garden Tour** – 19/20<sup>th</sup> November. This is a joint event with Akaroa District Promotions. Planning has commenced with approximately 15 gardens on the programme.

**Quiz Night** – on-hold at this stage, maybe later in the year.

Oral History Programme.

a) The transfer of the Oral History collection is on-hold at present while the implications of the updated 2020 Privacy Act are considered. Advice from The Alexander Turnbull Library has been received and further legal advice may be necessary before final decisions are made. At this point the advice is to proceed with caution.

b) Interviews/Interviewees.

The major effort of the Oral History Project at present is being carried out by David Miller – i.e. creating an oral record of the experiences of local residents and organisations affected by the storm of 15<sup>th</sup> December 2021.

c) Further training of two full days is planned for interviewers by the Alexander Turnbull Library during May and June.

Headstone Project and Paving for Posterity Project

Both of these projects are on-going.

The Headstone project entails recording information related to those buried in the earlier plots of the Akaroa Cemeteries. This information will enhance resources held at the Museum and enable access for the general public.

Paving stones placed at the entrance to the Museum continue to be sold for \$300/paver with the money raised benefiting the Museum.

Policy Work

Work is continuing on both Privacy and Covid Policies. The Privacy Policy is in relation to information held by FOAM while the Covid Policy relates to events where transfer of the virus can occur.

All this work is continuing at this point. We remain grateful to every person who assists in some way with all our undertakings.

Regards,  
Linda Sunderland  
Chair, Friends of Akaroa Museum.

## **7. Committee Members' Exchange of Information**

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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.