

## Waitaki District Council

### Community and Culture Committee

**CONFIRMED MINUTES of a meeting of the  
Community and Culture Committee of the Waitaki District Council  
held in the Council Chamber, Waitaki District Council Headquarters,  
20 Thames Street, Oamaru  
on Tuesday 1 May 2018 at 9.00am**

---

<b>Present</b>	Deputy Mayor Melanie Tavendale (Chair), Cr Jeremy Holding (Deputy Chair), Cr Guy Percival, Cr Jan Wheeler, and Cr Colin Wollstein.
<b>Apology</b>	Mayor Gary Kircher
<b>In Attendance</b>	Cr Craig Dawson Cr Peter Garvan Cr Bill Kingan Cr Jim Hopkins Cr Hugh Perkins Fergus Power (Chief Executive) Neil Jorgensen (Assets Group Manager / Deputy Chief Executive) Lisa Baillie (People and Culture Group Manager) Paul Hope (Finance and Corporate Development Group Manager) Lichelle Guyan (Heritage, Environment and Regulatory Group Manager) Bill Chou (Information Services Group Manager) Jane Macknight (Museum, Gallery, Archives Director) (part of meeting) Frances McElhinney (Oamaru Opera House Director) (part of meeting) Philip van Zijl (Oamaru Library Manager) (part of meeting) Pam Hicks (Office Manager) Ainslee Hooper (Governance and Policy Advisor)

The Chair declared the meeting open at 9.00am, and welcomed everyone present.

#### 1. Apologies

RESOLVED  
CC 2018/006

Cr Jeremy Holding / Cr Colin Wollstein  
That the Assets Committee accepts an apology for absence on leave from Mayor Gary Kircher.

CARRIED

#### 2. Declarations of Interest

There were no declarations of interest.

#### 3. Confirmation of Previous Meeting Minutes

RESOLVED  
CC 2018/007

Cr Colin Wollstein / Cr Jeremy Holding  
That the Community and Culture Committee confirms minutes of its previous meeting held on 20 March 2018, as circulated, as a true and correct record of that meeting.

CARRIED

#### 4. People and Culture Group Activity Report

The memorandum, as circulated, presented information to the Community and Culture Committee about the activities of the People and Culture Group, for the reporting period 6 March to 16 April 2018.

There was general discussion about the following sections of the report:

- Community visioning – This had been a great process for involving community members. Both Community Boards had since used the community visioning outcomes documents as a foundation for their submissions on the Long Term Plan 2018-28.
- 4.1.1 – Museum – significance work on the Museum Agricultural tools and implements – deaccession process – this would involve 30-40 items, some of which would have no provenance. The process was compliant with international principles.
- Museum Committee – this had not been in existence for a number of years.
- Work of Susan Rapley – she had produced some online resources that can be accessed by schools.
- The Museums Aotearoa Annual Visitors' Survey is nation-wide and conducted annually. It contains a range of questions related to visits to museums. Waitaki had been participating in and supporting it for about a decade (for the museum) and slightly less than that (for the gallery). Information had previously been presented to the Cultural Facilities Development Project Committee. Waitaki ranked fairly well in terms of demographics of visitors; size of offering was where Waitaki was less well ranked. This year's results were not yet available.
- 4.2.2 – Education – an advertising package has been organised with Steampunk HQ. It formed part of the Mailchimp group and provided updates to schools.
- The Opera House had been working on picking up repeat bookings with commercial enterprises; from June, it would be very busy.
- Organised tours are an option, and a flyer has been produced. It is focused on what happens back stage.
- The Opera House had grown its audience by 48%. The Arts Programme and Mailchimp had helped encourage people to it. From a benchmarking perspective, it was punching above its weight in comparison to other similar venues.
- A coordinated strategy focused on how to find a way to reach all of the various groups in Oamaru would help to promote the Opera House as a community facility.
- The Opera House Director's key learnings from her attendance at the Australian Performing Arts Market in Brisbane in February was the benchmarking opportunities.
- Library Manager Philip van Zijl explained the book disposal process and how books were selected (those with the longest period of non-use, eg 3, 5, and 7 years).
- It was clarified that the term "borrowers" in the March 2018 Statistics Waitaki District table under 7.1 referred to people who have a library card, not necessarily that they visited or borrowed a book. It was suggested that the term "card holders" be used instead.  
ACTION: Group Manager Lisa Baillie / Philip van Zijl
- There were a number of new databases accessible via the library now.
- There had been an increased focus on heightening the awareness of the library facilities within the migrant community.

Group Manager Lisa Baillie advised that the report on the future direction of work in the library was expected in the next few weeks. The review team had spoken to staff as well as customers, and benchmarking with other libraries would also be covered in the report. Once that had been done, the library will conduct its own survey of customers, and access to the survey would also be made available at other venues to capture those who do not come to the library (eg at the Opera House, at Council's headquarters – for those who pay rates, dog registrations etc).

RESOLVED  
CC 2018/008

Cr Jan Wheeler / Cr Jeremy Holding  
That the Community and Culture Committee receives and notes the information.

CARRIED

There being no further business, the Chairperson declared the meeting closed at 9.44am.

CONFIRMED at the Community and Culture Committee Meeting held on the 5<sup>th</sup> day of June 2018 in the Council Chamber, Waitaki District Council Headquarters, 20 Thames Street, Oamaru.

*[signed]*

---

Chairperson