

## 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 28 August 2018 at 11.00am**

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

The Chair declared the meeting open at 11.00am, and welcomed everyone present.

#### 1. Apologies

RESOLVED  
CC 2018/014

Cr Colin Wollstein / Cr Jeremy Holding  
That the Community and Culture Committee accepts an apology for absence on leave from Cr Jan Wheeler.

CARRIED

#### 2. Declarations of Interest

There were no declarations of interest.

#### 3. Confirmation of Previous Meeting Minutes

RESOLVED  
CC 2018/015

Mayor Gary Kircher / Cr Jeremy Holding  
That the Community and Culture Committee confirms minutes of its previous meeting held on 18 July 2018, as circulated, as a true and correct record of that meeting.

CARRIED

In response to the **Action request in the minutes under Agenda Item 4 of the previous meeting**, Group Manager Lisa Baillie advised that, throughout period 1, there had also been an increase in sales at the Opera House – bar sales were three times the period budget, and shop sales had also increased. This was not solely the result of the big shows, but “Mamma Mia!” did have a significant impact.

#### 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 3 July to 13 August 2018.

Group Manager Lisa Baillie spoke to her report, noting that it was in the old format, but she was looking forward to moving across to the new structure of reporting that had been piloted through the Assets Committee meeting earlier in the day. Her aim would be to highlight one business unit of the People and Culture Group in each future group activity report, with the Oamaru Opera House to be the first. It would look at trends, revenues and hires, and future directions.

The following points were highlighted / clarified during discussion on the report:

- The plans for the reconfiguration of the Customer Services foyer would include moving the reception area around, adding computers for online access for visitors, and refreshing furniture to include heritage and modern aspects.
- Some people just want to lodge a CRM without an expectation of a response. The Customer Services Team was contacting a random selection of CRM submitters each week to check on customer satisfaction levels.
- The report's comments on the gallery shows was appreciated. It would be good to see comparable data for attendances in future reports.

**ACTION: Group Manager Lisa Baillie / Gallery Director Jane Macknight**

- Errors in the report were noted for correction:
  - 6.1 Venue Hire Statistics for Not for Profit organisations – the arrow was pointing down, when it should be pointing up (an increase of bookings of 22%).
  - 7.2 The class for Maori in Palmerston had been a Te Reo language class.
  - 7.2 Kids' Book Club – this was hosted by Kerry Gamble (not Gamel).
- The Chair said she was delighted to acknowledge Opera House Director Frances McElhinney recent appointments, and then moved a motion to that effect, as follows:

RESOLVED  
CC 2018/016

Deputy Mayor Melanie Tavendale / Cr Jeremy Holding  
That the Community and Culture Committee extends congratulations to Opera House Director Frances McElhinney for her appointments to the Board of the Performing Arts Network New Zealand (PANNZ) and Oamaru Whitestone Civic Trust as Waitaki District Council's appointee.

CARRIED

Museum, Gallery and Archives Director Jane Macknight joined the meeting at 11.20am.

- There was discussion about the **deaccessioning** process, costs and location options. Ms Macknight advised that the process was not focused on fund-raising. Instead, funds that were raised were quarantined and only used for the benefit of the collection. Recent auctions had been held in Dunedin because there was no auction site in Oamaru.
- Ms Macknight also noted that the deaccessioning process was now available on the Museum's website. The reason to go to public auction is to clearly identify the independent process for disposal of objects. Items are not put into auction on a one-off basis. The Director liaised with Haywards in Dunedin and looked at its proposed suite of auction items for the best potential for uptake. The most recent auction was for 20-30 items, some of which were quite small. Apart from two items, everything else netted less than \$100 each. Valuable items would be the subject of a different process.

Mrs Baillie suggested that the Museum Director could look into auction options and costs (eg for bringing an auctioneer to Oamaru from Dunedin) and report back to the Committee at some time in the future for a more focused gallery / archives discussion.

RESOLVED  
CC 2018/017

Cr Jeremy Holding / Cr Colin Wollstein  
That the Community and Culture Committee receives and notes the information.

CARRIED

The Chair advised her intention to move the meeting into public excluded.  
The media representative and members of the public left the meeting.

## 5. Resolution to Exclude the Public

RESOLVED  
CC 2018/018

Mayor Gary Kircher / Cr Colin Wollstein  
That the public be excluded from the following part of the proceedings of this meeting, namely Agenda Items 6, 7 and 8, as follows:

6. Library Review PE
7. Customer Service Review PE
8. Decisions Regarding Release of Public Excluded Information PE.

CARRIED

The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter – Section 48(1)
<b>Public Excluded:</b>	To protect the privacy of natural persons.
6. Library Review PE	Section 48(1)(a)
7. Customer Service Review PE	(The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.)
8. Decisions Regarding Release of Public Excluded Information PE	To enable the Council to carry out negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item.

CARRIED

**Refer to Public Excluded Minutes**

## 9. Resolution to Return to Public Meeting

RESOLVED  
CC 2018/022

Mayor Gary Kircher / Cr Colin Wollstein  
That the Community and Culture Committee resumes in open meeting and decisions made in the public excluded session are confirmed and made public as and when required and considered.

CARRIED

## 10. Release of Public Excluded Information

In accordance with Waitaki District Council Standing Orders 2016 to 2019, Clause 17.5, and pursuant to Resolution CC 2018/021 of this meeting, the Committee APPROVED the release of previously public excluded resolutions as set out below because there was no need for their ongoing protection under section 48(1) of the Local Government Official Information and Meetings Act 1987.

### Agenda Item 6 – Library Review PE

RESOLVED  
CC 2018/019

Cr Colin Wollstein / Cr Jeremy Holding  
That the Community and Culture Committee receives and notes the information.

CARRIED

### Agenda Item 7 – Customer Service Review PE

RESOLVED  
CC 2018/020

Cr Jeremy Holding / Cr Colin Wollstein  
That the Community and Culture Committee receives and notes the information.

CARRIED

There being no further business, the Chairperson declared the meeting closed at 11.58am.

CONFIRMED at the Community and Culture Committee Meeting held on the 9<sup>th</sup> day of October 2018 in the Council Chamber, Office of the Waitaki District Council, 20 Thames Street, Oamaru.

*[signed]*

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Chairperson