

Southland Regional Heritage Joint Committee Agenda

Date: Thursday, 19 June 2025
Time: 10am
Meeting room: Southland District Council, Totara Room, level one, 42 Don Street, Invercargill

MEMBERSHIP

Chair	Councillor Paul Duffy	Southland District Council
	Councillor Christine Menzies	Southland District Council
	Councillor Neville Phillips	Gore District Council
	Councillor Browyn Reid	Gore District Council
	Reverend Evelyn Cook	

Contact telephone: 0800 732 732
Postal address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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www.southlanddc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

Health and safety

Toilets – The location of the toilets will be advised at the meeting.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Joint Committee members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the Joint Committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

5 Confirmation of Council Minutes

5.1 Meeting minutes of Southland Regional Heritage Joint Committee, 9 May 2025

6 Public Participation

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732

Southland Regional Heritage Joint Committee

OPEN MINUTES

Minutes of a meeting of Southland Regional Heritage Joint Committee held in the Southland District Council, Council Chamber, Level 2, 20 Don Street, Invercargill on Friday, 9 May 2025 at 9am.

PRESENT

Chair Southland District Councillor – Paul Duffy
 Southland District Deputy Mayor – Christine Menzies
 Gore District Councillor – Neville Philipps
 Gore District Councillor – Bronwyn Reid
 Reverend Evelyn Cook – Iwi representative

APOLOGIES

Gore District Councillor Bronwyn Reid (for lateness)

IN ATTENDANCE

Southland District Council - GM Strategy and Partnerships – Vibhuti Chopra
Southland District Council - Senior Policy Analyst – Ana Bremer
Southland District Council - Manager Community Leadership - Jared Cappie
Southland District Council – Roving Museums Officer - Jo Massey
Southland District Council – Committee Advisor – Fiona Dunlop
Gore District Council – District Curator, Arts and Heritage - Jim Geddes

1 Apologies

There were apologies for lateness from Gore District Councillor Bronwyn Reid.

Moved Chair, Southland District Councillor Duffy, seconded Gore District Councillor Phillips **and resolved:**

That the Southland Regional Heritage Joint Committee accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Extraordinary/Urgent Items

The Chair advised that there was a late item for the meeting being Southland Regional Heritage Committee Funding Report - 1 March 2025 to 30 April 2025.

The reason the item was not included with the agenda was that the information was not available at the time the agenda was compiled. The item cannot wait until a subsequent meeting as there is a decision required on the term deposit which is maturing on 30 June 2025.

Moved Reverend Cook, seconded Gore District Councillor Phillips **and resolved:**

That the Southland Regional Heritage Joint Committee pursuant to section 46A of the Local Government Information and Meetings Act 1987, agrees to consider the late item being the Southland Regional Heritage Committee Funding Report - 1 March 2025 to 30 April 2025.

5 Confirmation of Council Minutes

Moved Chair, Southland District Councillor Duffy, seconded Gore District Councillor Phillips **and resolved that the Southland Regional Heritage Joint Committee confirms the minutes of the meeting held on 20 March 2025 as a true and correct record of that meeting and noted that the freezer and equipment issue be investigated and the list of assets be reported back to the joint committee.**

6 Public Participation

Mr Lou Sanson, chair of the Te Kupeka Tiaki Taoka – Southern Regional Collections Trust addressed the meeting and outlined the role of the Trust. Mr Sanson advised that the Trust would like to be part of the Southland Regional Heritage Committee again.

Reports

7.1 Update on administrative support for Southland Regional Heritage Committee

Record No: R/25/5/19908

Southland District Council - GM Strategy and Partnerships – Vibhuti Chopra and Southland District Council - Senior Policy Analyst – Ana Bremer were in attendance for this item.

The purpose of the report was to provide information for a decision on arrangements for financial administrative support and governance support for the Southland Regional Heritage Committee, for the time remaining until the current Heads of Agreement expires.

The Committee noted that Invercargill City Council had withdrawn from the Southland Regional Heritage Committee and as a result their support had concluded.

There were two options open to the Committee for support, which were as follows:

- a) Great South provide both financial administrative support and governance support
- b) Southland District Council provide both financial administrative support and governance support.

Following discussion, the Committee agreed that Southland District Council would provide both financial administrative support and governance support from no later than 1 July 2025 or earlier if possible.

Resolution

Moved Reverend Cook, seconded Gore District Councillor Reid **recommendations a to c and new d and e (as indicated) and resolved:**

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled “Update on administrative support for Southland Regional Heritage Committee”.
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

~~d) consider a preferred option for administrative support for recommendation to Councils~~

new d) agree that the preferred option for administration support and financial management be Southland District Council from no later than 1 July 2025 or earlier if possible.

New e) agree that payment for administration support and financial management be invoiced to Southland Regional Heritage Joint Committee on a quarterly basis.

7.2 Southland Regional Heritage Fund Criteria

Record No: R/25/5/20297

Southland District Council - GM Strategy and Partnerships – Vibhuti Chopra, Southland District Council - Senior Policy Analyst – Ana Bremer, Southland District Council – Roving Museums Officer - Jo Massey and Gore District Council – District Curator, Arts and Heritage - Jim Geddes were in attendance for this item.

The Committee noted that at its April 2025 meeting it agreed that the criteria for applications to the fund would need to be reviewed as a result of the decision made by Invercargill City Council to withdraw from the joint committee and that there be a refresh of the criteria. This would ensure that applications fit the current model of the joint committee.

The Committee noted that applications would be received from all over Southland, there will be ones received with an Invercargill only focus, while there will be others based in Invercargill but have an Southland region benefit.

(During discussion, the meeting adjourned at 10.42am for morning tea and reconvened at 11.05am.)

The Committee would agree that applications for funding that relate to projects that focus on the Invercargill City Council area will not be considered.

Resolution

Moved Reverend Cook, seconded Gore District Councillor Phillips **recommendations a and b and a new c (as indicated) and resolved:**

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled "Southland Regional Heritage Fund Criteria".
- b) confirms the current Funding Criteria shall remain in place at this time.
- ~~e) notes this will allow applications from residents in the Invercargill City District and for applications for funding that relate to projects focused on the Invercargill City District.~~

new c) agrees that applications for funding that relate to projects that focus on the Invercargill City Council area will not be considered.

7.3 Resolution ratifying email approval for payment for legal advice

Record No: R/25/5/20313

Southland District Council - GM Strategy and Partnerships – Vibhuti Chopra and Southland District Council - Senior Policy Analyst – Ana Bremer were in attendance for this item.

The purpose of the report was to ratify the email approval of \$7,000 to Simpson Grierson for their preparation of legal advice in respect of the obligations of the remaining Southland Regional Heritage Committee members under the current Heads of Agreement.

The Southland Regional Heritage Committee had sought legal advice from Simpson Grierson on the obligations of the remaining members of the Committee under the current Heads of Agreement.

Simpson Grierson provided the advice and provided an initial estimate of costs, with a provision that the initial estimate could increase if further instructions were provided.

During the process of drafting the legal advice, further questions were provided to Simpson Grierson which increased the cost of the final quote.

The Chair of the Committee sought approval from current members on the final cost of legal advice via email, and all members responded with approval.

Resolution

Moved Southland District Deputy Mayor Menzies, seconded Gore District Councillor Reid **and resolved:**

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled “Resolution ratifying email approval for payment for legal advice”.
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Resolves to ratify approval of payment of \$7,000 to Simpson Grierson, for their preparation of legal advice in respect of the obligations of the remaining Southland Regional Heritage Committee members under the current Heads of Agreement.

- e) **Resolves to reimburse Southland District Council for their payment of the invoice from Simpson Grierson, on behalf of the Southland Regional Heritage Committee.**

7.5 Southland Regional Heritage Committee Funding Report - 1 March 2025 to 30 April 2025 – LATE ITEM

Record No: R/25/5/21283

The report was provided to the Committee from Invercargill City Council GM – Finance and Assurance, Patricia Christie.

Chair Duffy spoke to the report. During discussion the Committee advised that they would like to know where the accounts are held. This would be looked into and reported back.

Resolution

Moved Gore District Councillor Reid, seconded Reverend Cook **recommendation a and b (as amended) and resolved:**

That the Southland Regional Heritage Joint Committee:

- a) **receives the report titled “Southland Regional Heritage Committee Funding Report - 1 March 2025 to 30 April 2025”.**
- b) **Agrees to the \$400,000 term deposit maturing on 30 June 2025 and it be reinvested for a further period of 3 months up to 30 September 2025.**

7.4 Chairs Report

Record No: R/25/5/20284

Councillor Duffy updated that the Committee on various issues.

He advised that:

- He had emailed Invercargill City Council to advise that Southland District Council would be taking over the support for the Committee and also thanked them for the staff support of the Committee.
- Great South had been in contact regarding applications received for the funding round.
- He is to have a discussion with Invercargill City Council regarding the assets (including the freezer) to be investigated to establish a clear line of ownership.

Resolution

Moved Gore District Councillor Reid, seconded Southland District Deputy Mayor Menzies **and resolved:**

That the Southland Regional Heritage Joint Committee:

- a) **agrees that a letter be sent to Invercargill City Council to confirm that the Southland Regional Heritage Joint Committee will not be winding up and to also**

establish ownership of assets purchased by the Southland Regional Heritage Joint Committee.

- b) delegate authority for Chair Southland District Councillor Paul Duffy and Reverend Evelyn Cook to identify the regional heritage assets currently sitting with Invercargill City Council records.

Public Excluded

Exclusion of the public: Local Government Official Information and Meetings Act 1987

Resolution

Moved Reverend Cook, seconded Gore District Councillor Phillips and resolved:

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Roving Museum Officer

C8.2 Project Ark - Ongoing Information Services operational support

The general subject of each matter to be considered while the public is excluded, the reason 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	Ground(s) under section 48(1) for the passing of this resolution
Roving Museum Officer	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Project Ark - Ongoing Information Services operational support	s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

The public were excluded at 11.40am.

Southland Regional Heritage Joint Committee

09 May 2025

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 12.03pm.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE SOUTHLAND REGIONAL HERITAGE
JOINT COMMITTEE HELD ON FRIDAY 9 MAY 2025.

DATE:.....

CHAIRPERSON:.....

Project Ark Future

Record no: R/25/6/26303

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☒ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to provide the Southland Regional Heritage Committee with options for continuing digitisation of regional heritage items, post-Project Ark completion.
- 2 The SRHC advisors have provided recommendations for the future of Project Ark beyond June 2025, detailed in "Report to Southland Regional Heritage Committee Project Ark Future 13 June 2025" provided as **Attachment A**.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled "Report to Southland Regional Heritage Committee Project Ark Future".
- b) approve its advisors, Jo Massey and Jim Geddes, to undertake a scoping exercise to assess the availability and potential use of key resources and services beyond June 2025.

Attachments

- A REPORT TO SOUTHLAND REGIONAL HERITAGE COMMITTEE Project Ark future 13 June 2025



REPORT TO SOUTHLAND REGIONAL HERITAGE COMMITTEE

Meeting Date: 13 June 2025

Subject: SOUTHLAND REGIONAL HERITAGE COMMITTEE PROJECT
ARK FUTURE

PURPOSE:

The purpose of the report is for the SRHC advisors to provide recommendations for the future of Project Ark (beyond June 2025) to the Southland Regional Heritage Committee.

The purpose of Project Ark is to provide focused packing, cataloguing and digitising services for collections with priority given to holdings of significance within the Story of Southland that are deemed to be at risk.

The role of the Roving Museum Officer (RMO) within the context of Project Ark is to provide wider and more general hands-on assistance and pastoral care to smaller, mainly volunteer run, museums. The RMO provides regular support for the on-going care, display, interpretation and storage of their collections in liaison with other museum specialists and heritage professionals.

The RMO also facilitates sector training and collective workshops in collaboration with National Services Te Paerangi (Te Papa), professional conservators, and other museum professionals. Engaged and funded under the auspices of SRHC, additional support for the RMO position is provided by Southland District Council and Community Trust South.

The RMO brief is further supported through resources made available for the bulk purchase and targeted distribution of collection-specific conservation materials.

OVERVIEW

In contrast to the task-specific nature of contracted Project Ark activity, the flexibility of the RMO role allows an opportunity for the identification and utilisation of existing skills within Southland's wider museum sector. A good example is the SRHC advisers' network that collectively has the ability to identify needs and recommend appropriate actions as required.

The Southland Regional Heritage Committee recognises the following needs and has identified preferred outcomes based on existing RMO services and Project Ark activity to date: To this end the following priorities for the wider museum sector of Southland are re-confirmed and articulated below:

- Inventory/cataloguing of collections
- Digitisation of collections
- Storage of collections

RECOMMENDATIONS:

It is recommended that the Southland Regional Heritage Committee approve its advisors, Jo Massey and Jim Geddes, to undertake a scoping exercise to assess the availability and potential use of key resources and services beyond June 2025.

This work will require sufficient time and flexibility to allow the advisors to engage meaningfully with stakeholders, gather relevant information, and explore viable options. The findings will inform a report to be presented back to the Committee in September 2025.

This report will outline how the Committee can continue to support the digitisation of heritage collections across the Gore District Council (GDC) and Southland District Council (SDC) areas beyond June 2025.

The scope of the investigation will include:

1. Te Pātaka Taoka – Resources Currently in SRHC Care

- Freezer
- Box Cutter
- Digitising Equipment
- Environmental Monitoring Equipment

2. Te Pātaka Taoka – Regional Support Options

- Arms Storage
- Specialist Storage for Dangerous Goods
- Health & Safety Resources for RMO and Project Ark
- Centralised Digital Resources and Storage

3. Additional Sector Project Support and Potential Providers

- Gore District Museums
- Heritage @ Clutha District Council
- Maitāwhiri Licensing Trust
- Invercargill Licensing Trust
- Aotearoa Gaming Trust

In addition, the SRHC advisors will:

- Propose a prioritised schedule for digitising museum collections across the Gore and Southland district's, based on criteria such as collection significance, readiness, and resource needs.
- Investigate the viability of a contracted for services model as an alternative to the current Council inhouse employment model.

- Work with finance departments within Council to highlight the importance of establishing a dedicated and recurring budget line to support ongoing digitisation efforts.

Audit New Zealand - representation letter for the year ended 30 June 2024

Record no: R/25/6/26067

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 To provide the Southland Regional Heritage Committee with the correspondence sent on behalf of the Committee to Audit New Zealand providing the representation letter for the year ended 30 June 2024.

Background

- 2 The audit representation letter process involves the auditor requesting written confirmation regarding the accuracy and completeness of information used in the audit.
- 3 The representations in the letter were provided to supplement information obtained by Audit New Zealand from Committee records and confirm information provided verbally during the audit process.
- 4 The letter notes that as no formal decision has been made on extending the Heads of Agreement, the Committee has adequate resources to continue operations at its current level for the foreseeable future. For this reason, the Committee continues to adopt the going concern basis of accounting.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled "Audit New Zealand - representation letter for the year ended 30 June 2024".
- b) receives and notes the representation letter sent to Audit New Zealand on behalf of the Southland Regional Heritage Committee as part of the audit process.

Attachments

- A SRHC - Representation Letter 24J - 29 May 2025



29 May 2025

Yvonne Yang
Appointed Auditor
Audit New Zealand
PO Box 2
Christchurch 8140

Dear Yvonne

Representation letter for the year ended 30 June 2024

This representation letter is provided in connection with your audit, carried out on behalf of the Auditor-General, of the financial statements of Southland Regional Heritage Committee (the Committee) for the year ended 30 June 2024 for the purpose of expressing an independent opinion about whether:

- the financial statements:
 - present fairly, in all material respects:
 - the financial position as at 30 June 2024; and
 - the financial performance and cash flows for the year then ended; and
 - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Format Reporting – Accrual (Public Sector).

We understand that your audit was carried out in accordance with the Auditing Standards issued by the Auditor-General, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board.

SRHC - Representation Letter 24/ - 29 May 2025

General representations

To the best of our knowledge and belief:

- the resources and activities under our control have been operating effectively and efficiently;
- we have complied with our statutory obligations including laws, regulations, and contractual requirements;
- we have carried out our decisions and actions with due regard to minimising waste;
- we have met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector (that is, we have carried out our decisions and actions with due regard to probity); and
- any decisions or actions have been taken with due regard to financial prudence.

We also acknowledge that we have responsibility for designing, implementing, and maintaining internal control (to the extent that is reasonably practical given the size of the Committee) to prevent and detect fraud or error, and which enables the preparation of the financial statements that are free from material misstatement whether due to fraud or error.

Representations on the financial statements

We confirm that all transactions have been recorded in the accounting records and are reflected in the financial statements, and that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have fulfilled our responsibilities for preparing and presenting the financial statements as required by the Local Government Act 2002 and, in particular, that:

The financial statements:

- present fairly, in all material respects:
 - the financial position as at 30 June 2024; and
 - the financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Format Reporting – Accrual (Public Sector).
- we believe the methods, significant assumptions, and data used in making and supporting the accounting estimates and the related disclosures in the financial statements [and performance information] are appropriate to achieve recognition, measurement, or disclosure that is in accordance with the applicable financial reporting framework.

- we have appropriately accounted for and disclosed the related party relationships and transactions in the financial statements;
- we have adjusted or disclosed all events subsequent to 30 June 2024 that require adjustment or disclosure;
- we believe the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- we believe the effects of uncorrected disclosure deficiencies, including both omitted and incomplete disclosures, are quantitatively and qualitatively immaterial, both individually and in aggregate, to the financial statements as a whole.
- we have disclosed all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. Where applicable, such litigation and claims have been accounted for and disclosed in accordance with Public Benefit Entity Format Reporting – Accrual (Public Sector).

Representations about the provision of information

We confirm that, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have provided you with:
 - all information, such as records and documentation, and other matters that are relevant to preparing and presenting the financial statements; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- we have disclosed to you the results of our assessment of the risk that the financial statements and statement of performance may be materially misstated as a result of fraud;
- we have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements and the statement of performance.
- we have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements and statement of performance communicated by employees, former employees, analysts, regulators, or others;

- we have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements;
- we have provided you with all the other documents ("other information") which will accompany the financial statements which are consistent with one another, and the other information does not contain any material misstatements.
- we have disclosed the identity of the related parties, all of their relationships, and all of their transactions of which we are aware.

Going concern basis of accounting

We confirm that, to the best of our knowledge and belief, the Committee has adequate resources to continue operations at its current level for the foreseeable future. For this reason, the Committee continues to adopt the going concern basis of accounting in preparing the financial statements and the statement of performance for the year ended 30 June 2024 on the assumption the Heads of Agreement will be extended. We have reached this conclusion after making enquiries and having regard to circumstances that we consider likely to affect the Committee during the period of one year from 29 May 2025, and to circumstances that we know will occur after that date which could affect the validity of the going concern basis of accounting. Whilst the Committee is satisfied this basis of preparation is appropriate, the continued existence of the Committee past 30 November 2025 depends on endorsement by the remaining two participating Councils. While there are indications of continuing support from these Councils, as yet no formal decision to extend the Heads of Agreement has occurred, and therefore there is a material uncertainty that may cast significant doubt on Committee's ability to continue as a going concern.

We consider that the financial statements adequately disclose the circumstances, and any uncertainties, that we can reasonably be expected to be aware of concerning the adoption of the going concern basis of accounting by the Committee.

The representations in this letter are made at your request, and to supplement information obtained by you from the records of the Committee and to confirm information given to you orally.

Yours sincerely

Chairperson, Cr Paul Duffy

Gore District Council Representative, Cr Bronwyn Reid

Southland Regional Heritage Committee Financial Report

Record no: R/25/6/26182

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide the Southland Regional Heritage Committee Financial report – 1 May 2025 – 31 May 2025 and 1 July 2024 – 31 May 2025, prepared by Invercargill City Council staff.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled “Southland Regional Heritage Committee Financial Report”.
- b) receives the financial report prepared by Invercargill City Council.
- c) receives the Report “Southland Regional Heritage Committee Funding Report 1 May 2025 – 31 May 2025” (Attachment a - appendix 1)
- d) receives the Report “Southland Regional Heritage Committee Funding Report 1 July 2024 – 31 May 2025” (Attachment a - appendix 2)
- e) receives the Report “Project Ark - Quarter 3 – Year to Date Report – 31 March 2025” (Attachment a - appendix 3)
- f) agrees to payment of ICC Invoice – Project Ark costs Q3 – March 2025 (Attachment a - appendix 4)
- g) agrees to payment of Audit New Zealand INV-SINV34041 (Attachment a - appendix 5)
- h) agrees to the term deposit maturing on 30 June 2025 being withdrawn on maturity and added to the current account balance. Noting that the current account balances are interest bearing.

Attachments

- A Financial reports for SRHC

FINANCIAL REPORTS FOR SOUTHLAND REGIONAL HERITAGE COMMITTEE

To: Southland Regional Heritage Committee

Meeting Date: Friday 13 June 2025

From: Kathleen Simmonds

Approved: Patricia Christie – Group Manager - Finance and Assurance

Approved Date: 9 June 2025

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

To present to the Committee

- < Funding Report – 1 May 2025 to 31 May 2025
- < Funding Report – 1 July 2024 to 31 May 2025
- < Project Ark Report – up to - 31 March 2025

Recommendations

That the Southland Regional Heritage Committee:

1. Receives the Report "Southland Regional Heritage Committee Funding Report 1 May 2025 – 31 May 2025" (Appendix 1)
2. Receives the Report "Southland Regional Heritage Committee Funding Report 1 July 2024 – 31 May 2025" (Appendix 2)
3. Receives the Report "Project Ark - Quarter 3 – Year to Date Report – 31 March 2025" (Appendix 3)
4. Agrees to payment of ICC Invoice – Project Ark costs Q3 – March 2025 (Appendix 4)
5. Agrees to payment of Audit New Zealand INV-SINV34041 (Appendix 5)
6. Agrees to the term deposit maturing on 30 June 2025 being withdrawn on maturity and added to the current account balance. Noting that the current account balances are interest bearing.

Funding Report – 1 May 2025 – 31 May 2025

As requested, a Funding report from 1 July 2024 – May 2025 has also been included.

Year to date the committee has received income of \$1,916,699.50 and expenses paid of \$1,494,481.69. This results in surplus funds for the year of \$422,217.81.

The funding report has total closing balance of \$1,227,178.58 of which \$400,000 is on term deposit. This term deposit will mature on 30th June 2025. The committee need to indicate how they want to proceed. There are two options to consider –

1. Roll over term deposit for another six months term
2. Withdraw at maturity, 30th June 2025 and deposit into current account.

Given the need to transfer the funds to SDC for management it is recommended that Option 2 be agreed.

There are two invoices for the committee to approve for payment (GST Inclusive) –

1. ICC Project Ark Invoice for Q3 Costs - \$31,631.15
2. Audit New Zealand 30 June 2024 Audit – INV-SINV34041 - \$19,209.60

Project Ark Report – 31 March 2025

Project Ark has a year to date spend of \$170,516. This is mainly in wages and kiwi saver contributions for two people, totalling \$90,945.

The rest of the spend can be attributed to Studio Heritage invoices amounting to \$60,975 and \$18,596 to packing materials.

There is a Q3 invoice to pay for the amount of \$31,631.15.

Transfer of financial administration

Invercargill City Council staff have met with Southland District Council staff to discuss the processes for transferring the financial administration of the committee.

Invercargill City Council have agreed to complete the 2025 Annual Report and audit, as this will be the most efficient as all records have been prepared.

Attachments

1. Appendix 1 – Funding Report – 1 May 2025 to 31 May 2025
2. Appendix 2 – Funding Report – 1 July 2024 to 31 May 2025
3. Appendix 3 – Project Ark – Quarter 3 – Year to Date Report – 31 March 2025
4. Appendix 4 – ICC Project Ark Invoice 2051987 for Q3 Costs
5. Appendix 5 – Audit New Zealand 30 June 2024 Audit – INV-SINV34041

Appendix 1

Southland Regional Heritage Committee Funding Report 01 May 2025- 31 May 2025		
Summary		
Opening Bank Balance as per bank statement 01 May 2025		1,148,684.77
Income		
Rate - Invercargill City Council		0.00
Rate - Southland District Council		53,615.21
Rate - Gore District Council		21,625.68
Term Deposit released		0.00
CTOS-Grant for RMO		0.00
Interest Earned		3,281.42
GST Refunds		20,445.00
Lottery Grant for Project Ark		0.00
Ministry for Culture for Project Ark		0.00
Total Income		98,967.31
Less		
Grants and other payments		
Te Kūpeka Tiaki Taoka - Southern Regional Collections Trust		0.00
Gore District Council		17,708.75
Term Deposit - reinvested		0.00
CTOS-Grant for RMO - paid back to SDC		0.00
MCH-repayment of unsued grant funding		0.00
Admin Grant		0.00
Bluff Maritime Museum 2020-21 Grant		0.00
Te Hiko Southern Journey Ltd 2020-21 Grant		0.00
SRHC Fund		0.00
Admin Fees		0.00
RMO Charge		6,250.00
RMO Expenses		0.00
General Expenses		0.04
Repayment of Unused Grant-NZ Lottery Grant Board		0.00
Project Ark		0.00
Audit Fees - Jun-23		0.00
GST Payment		0.00
Total Expenses		23,958.79
Closing Balance as per bank statement 30 April 2025		1,223,693.29
Forecast Expenditure		152,126.21
Remaining Project Ark forecasted remaining spend - 2024-25 year of \$375,500.00		244,388.50
Closing operating bank balance after current forecasted expenditure		827,178.58
Term Deposit	Maturity Date - 30/06/2025	400,000.00
Total closing balance to date		1,227,178.58
		0.00

Funding Available for Grants & Administration	
Southland Regional Heritage Fund - Opening Balance	797,782.66
Total	0.00
Southland Regional Heritage Fund - Closing Balance	797,782.66
Less Forecasted Spend	14,626.21
Funds Available for Distribution	783,156.45
Administration & Other Museum Grants - Opening Balance	750,902.14
Funding Received	75,240.89
Grants Paid	17,708.75
Other Income	23,726.42
Term Investment Released	0.00
Admin Fees	0.00
RMO Charge	6,250.00
RMO Expenses	0.00
General Expenses	0.04
Project Ark	0.00
Repayment of Unused Funds-NZ Lottery Grant Board	0.00
Repayment of Unused Funds-MCH	0.00
Term Investment (re-invested)	0.00
Other Payments	0.00
Administration & Other Museum Grants - Closing Balance	825,910.66
Less Forecasted Spend	137,500.00
Project Ark forecasted remaining spend - 2024-25 year	244,388.50
Funds Available for Administration & Other Museum Grants	444,022.16
Total Closing Balance	1,623,693.32
Total Funds Available for Grants & Administration	1,227,178.58

Forecast Statement			
	Forecast Expenditure	Uplifted	Balance
<u>Southland Regional Heritage Fund</u>			
Heritage South - towards proposed 2024 annual training opportunity up to - (minutes 23/09/22) change to use 24-25 (minute 28/03/24) retaining current commitment (minutes 25/10/24)	5,000.00		5,000.00
Catlins coast Inc up to (minutes 10th May-24) - to be uplifted once other funding has been applied for rather than just SRHC	8,000.00	2,584.05	5,415.95
SRHC Advisory Group-towards holding 2 textile workshops one with Tracey Wedge and second with Ranui Ngarimu-master weaver (minutes 10th May-24)	15,000.00	10,789.74	4,210.26
Total	28,000.00	13,373.79	14,626.21
<u>Administration Fund</u>			
Te Hikoi Southern Journey Ltd - 2024-25 Grant	15,624.00	15,624.00	0.00
Bluff Maritime Museum - 2024-25 Grant	15,624.00	15,624.00	0.00
RMO Charge - April 2024 to March 2025	75,000.00	75,000.00	0.00
RMO Charge - April 2025 to March 2026	75,000.00	12,500.00	62,500.00
RMO Charge - April 2026 to March 2027	75,000.00		75,000.00
Total	256,248.00	118,748.00	137,500.00
Total Forecaste Expenditure	284,248.00	132,121.79	152,126.21

Appendix 2

Southland Regional Heritage Committee Funding Report 1 July 2024 - 31 May 2025		
Summary		
Opening Balance as per bank statement 01 July 2024		801,475.48
Income		
Rate - Invercargill City Council		358,137.27
Rate - Southland District Council		673,098.96
Rate - Gore District Council		237,882.48
Term Deposit released		400,000.00
CTOS-Grant for RMO		15,000.00
Interest Earned		50,523.25
GST Refunds		34,627.54
Lottery Grant for Project Ark		0.00
Ministry for Culture for Project Ark		147,430.00
Total Income		1,916,699.50
Less		
Grants and other payments		
Te Kupenga Tiaki Taoka - Southern Regional Collections Trust		441,639.20
Gore District Council		194,796.25
Term Deposit - reinvested		400,000.00
CTOS-Grant for RMO - paid back to SDC		15,000.00
Admin Grant		0.00
Bluff Maritime Museum 2020-21 Grant		15,624.00
Te Hikoi Southern Journey Ltd 2020-21 Grant		15,624.00
SRHC Fund		45,317.79
Admin Fees		0.00
RMO Charge		68,750.00
RMO Expenses		1,792.23
General Expenses		1,078.21
Repayment of Unused Grant-MCH		25,633.50
Project Ark		236,202.99
Audit Fees		0.00
GST Payment		33,023.52
Total Expenses		1,494,481.69
Closing Balance as per bank statement 31 May 2025		1,223,693.29
Forecast Expenditure		152,126.21
Project Ark forecasted remaining spend - 2024-25 year of \$375,500		244,388.50
Closing operating bank balance after current forecasted expenditure		827,178.58
Term Deposit	Maturity Date - 30/06/2025	400,000.00
Total closing balance to date		1,227,178.58
		0.00

Funding Available for Grants & Administration	
Southland Regional Heritage Fund - Opening Balance	744,726.66
Funding Received	75,000.00
Heritage South	10,000.00
Otautau Museum & Heritage Trust	2,000.00
Rakiura Museum Te Puka O Te Waka	1,197.00
Southern Secam Train Charitable Trust	10,000.00
Otahuti Tennis Club	2,000.00
Waikawa Districts Museum Inc	2,947.00
Switzers Museum (Waikaia) Inc	1,800.00
Riverton RSA	2,000.00
Catlins Coast Incorporated	2,584.05
Dr Tracey Grant - Textile Workshop	10,789.74
Total	45,317.79
Southland Regional Heritage Fund - Closing Balance	774,408.87
<i>Less Forecasted Spend</i>	<i>14,626.21</i>
Funds Available for Distribution	759,782.66
Administration & Other Museum Grants - Opening Balance	
Administration & Other Museum Grants - Opening Balance	456,748.85
Funding Received	1,194,118.71
Grants Paid	667,683.45
Other Income	247,580.79
Term Investment Released	400,000.00
Admin Fees	0.00
RMO Charge	68,750.00
RMO Expenses	1,792.23
General Expenses	1,078.21
Project Ark	236,202.99
Repayment of Unused Funds-MHC	25,633.50
Term Investment (re-invested)	400,000.00
Other Payments	48,023.52
Administration & Other Museum Grants - Closing Balance	849,284.45
<i>Less Forecasted Spend</i>	<i>137,500.00</i>
Project Ark forecasted spend - 2024-25 year	244,388.50
.	
Funds Available for Administration & Other Museum Grants	467,395.95
Total Closing Balance	1,623,693.32
Total Funds Available for Grants & Administration	1,227,178.58

Forecast Statement			
	Forecast Expenditure	Uplifted	Balance
<u>Southland Regional Heritage Fund</u>			
Heritage South - towards proposed 2024 annual training opportunity up to - (minutes 23/09/22) change to use 24-25 (minute 28/03/24)	5,000.00		5,000.00
Catlins coast Inc up to (minutes 10th May-24) - to be uplifted once other funding has been applied for rather than just SRHC	8,000.00	2,584.05	5,415.95
SRHC Advisory Group-towards holding 2 textile workshops (minutes 10th May-24)	15,000.00	10,789.74	4,210.26
Total	28,000.00	13,373.79	14,626.21
<u>Administration Fund</u>			
Te Hikoi Southern Journey Ltd - 2024-25 Grant	15,624.00	15,624.00	0.00
Bluff Maritime Museum - 2024-25 Grant	15,624.00	15,624.00	0.00
RMO Charge - April 2024 to March 2025	75,000.00	75,000.00	0.00
RMO Charge - April 2025 to March 2026	75,000.00	12,500.00	62,500.00
RMO Charge - April 2026 to March 2027	75,000.00		75,000.00
Total	256,248.00	118,748.00	137,500.00
Total Forecaste Expenditure	284,248.00	132,121.79	152,126.21

Project Ark - Quarter 3 - Year to Date Report - 31 March 2025

	Actual	Budget	Remaining Spend
Annual Costs			
Collection Photographer and Technician (Lottery)	88,296.78	140,000.00	51,703.22
Collection Cataloguers, FTE x1, FTE .5 x1, summer intern (Cultural Heritage)		-	-
Others - KiwiSaver, admin etc	2,648.67	10,000.00	7,351.33
Regional Resource Team - Contractor Costs		146,900.00	146,900.00
2024-25 ACC		494.00	494.00
Contractor Costs - Studio Heritage Invs	60,975.00	29,000.00	-31,975.00
Recruitment Costs - Cataloguers		3,000.00	3,000.00
Travel, Conference, Accommodation		2,500.00	2,500.00
Professional Membership and Fees		-	-
Honorarium - Volunteer travel etc		1,000.00	1,000.00
Conference - National Digital Forum		-	-
Cataloguers' H&S - Ergonomic Assmt		-	-
First Aid Course		-	-
Hard Hats and Vests		-	-
Telephones		1,229.00	1,229.00
Project Related Travel and expenses		5,000.00	5,000.00
		-	-
Packing Materials	18,595.57	20,000.00	1,404.43
Training PD		377.00	377.00
General Expenses / Printing Stationery		5,000.00	5,000.00
Minor Equipment Purchases		-	-
IGH Speed Broadband Connection		2,500.00	2,500.00
Annual costs for server, image backup to cloud		5,000.00	5,000.00
Computer Server - CCL		-	-
Software		500.00	500.00
Consulting Fees		-	-
		-	-
Cultural Advice and Travel Allowances		3,000.00	3,000.00
	170,516.02	375,500.00	204,983.98
Total Invoices received to date - INV-2047753 & INV-20519887			
	135,441.02		
Invoices paid direct by SRHC - ratified via chair and councillors	35,075.00		
	170,516.02		

Invoice Listing for Project Ark - Quarters 1 & 2 December 2024

Name	Vendor Name	Vendor Invoice	Amount	GST	GST Inclusive	Narration 1	Narration 2	Narration 3
Contractor - Wages Lottery Funded	Wages - Lottery Funded - as per ICC Payroll	As per schedule	61,592.49	9,238.87	70,831.36	Contractor - Wages Lottery Funded x2	As per payroll report	Project Ark Costs-ICC INV2047753 Q1&2
Contractor - KS others	Kwi Solver as per GDC Payroll	As per schedule	1,847.61	277.14	2,124.75	Contractor - KS others	As per payroll report	Project Ark Costs-ICC INV2047753 Q1&2
General Exps	Heritage Studio	SRHT-0903	8,580.00	1,302.00	9,882.00	Te Hiko Collection-2023-24 Invoice	Capture 210 Objects	Project Ark Costs-ICC INV2047753 Q1&2
General Exps	Heritage Studio	SRHT-0903	17,220.00	2,583.00	19,803.00	Te Hiko Collection-2023-24 Invoice	Capture - 415 Objects	Project Ark Costs-ICC INV2047753 Q1&2
Materials & other consumables	Conservation Supplies	INV-00000142	13,595.57	2,039.34	15,634.91	Packing Materials	Conservation Supplies	Project Ark Costs-ICC INV2047753 Q1&2
Materials & other consumables	Lansen Juhl New Zealand Ltd	960995/01	5,060.00	750.00	5,750.00	Acid-free Melboard	Lansen Juhl New	Project Ark Costs-ICC INV2047753 Q1&2
			107,535.67					
			16,189.58	GST				
			124,125.25	ICC INV-2047753				
Invoices paid direct by SRHC								
General Exps	Heritage Studio	SRHT-0582-01	2,500.00	360.00	2,860.00	On-site Digitisation At Te Hiko-Project Ark cost #3	Capture - 415 Objects	Project Ark Costs-Heritage Studio SRHT-0582-01 Q1&2
General Exps	Heritage Studio	SRHT-0582-02	4,800.00	720.00	5,520.00	On-site Digitisation At Te Hiko-Project Ark cost #2	Capture - 415 Objects	Project Ark Costs-Heritage Studio SRHT-0582-02 Q1&2
General Exps	Heritage Studio	SRHT-0582-03	21,600.00	3,240.00	24,840.00	On-site Digitisation At Te Hiko-Project Ark cost #1	Capture - 415 Objects	Project Ark Costs-Heritage Studio SRHT-0582-03 Q1&2
			29,000.00					
			4,350.00	GST				
			33,350.00	Pd by SRHC direct				

Invoice Listing for Project Ark - Quarter 3 March 2025

Name	Vendor Name	Vendor Invoice	Amount	GST	GST Inclusive	Narration 1	Narration 2	Narration 3
Contractor - Wages Lottery Funded	Wages - Lottery Funded - as per ICC Payroll	As per schedule	26,704.29			Contractor - Wages Lottery Funded x2	As per payroll report	Project Ark Costs-ICC INV Q3
Contractor - KS others	Kwi Solver as per GDC Payroll	As per schedule	801.06			Contractor - KS others	As per payroll report	Project Ark Costs-ICC INV Q3
			27,505.35					
			4,125.80	GST				
			31,631.15	ICC INV-2051367				
Invoices paid direct by SRHC								
General Exps	Heritage Studio	SRHT-0661	6,075.00			Te Hiko Accommodation Ryverton-20 Aug-3rd Sept	Project Ark data audit	Project Ark Costs-Heritage Studio SRHT-0661
			911.25	GST				
			6,986.25	Pd by SRHC direct				

Appendix 4



TAX INVOICE
GST Number 10-432-146

Invoice Number: 2051987
Debtor Number: DR 64134/0
Date : 05-Jun-2025

Southland Regional Heritage Committee
C/- Invercargill City Council
Private Bag 90104
INVERCARGILL 9840

Description	GST Amount	Inc GST
Project Ark invoice for Quarter3 financial year 2024/2025	4,125.80	31,631.15

GST Amount Total Inc GST
4,125.80 31,631.15

Electronic Payments Bank Account – 02-0924-0019668-03
Payment is to be made at the Civic Administration Building, 101 Esk Street, between 8.00am and 5.00pm
Or mailed to Private Bag 90104, Invercargill
Or by Internet Banking – Use Debtor Number as Reference
For account inquiries please telephone (03) 211 1777 or email service@icc.govt.nz
Please forward remittance advice below with your payment

REMITTANCE ADVICE

INVERCARGILL CITY COUNCIL
Private Bag 90104, 101 Esk Street
INVERCARGILL

Southland Regional Heritage Committee

Debtor No: DR 64134/0

Date: 05-Jun-2025

Invoice : 2051987

Total : 31,631.15

Appendix 5

AUDIT NEW ZEALAND
Mana Arotake Aotearoa

P O Box 3928
Wellington, 6140

Phone No. 04 496 3099
Fax 04 496 3095

Customer No. D849
Invoice No. SINV34041
Invoice Date 25 November 2024

Engagement No. 24J
Due Date 2 December 2024
GST No. 14-290-338

Attn: Kathleen Simmonds (24J)
Southland Regional Heritage Committee
C/-Invercargill City Council
Private Bag 90104
INVERCARGILL , 9840

TAX INVOICE

Memorandum of Professional Fees

Invoice #1 for the audit of the financial statements year ended 30 June 2024	15,201.00
ASQS Fee	1,503.00

Subtotal	16,704.00
G.S.T	2,505.60
Invoice Total \$	19,209.60

Please direct credit to Audit New Zealand at Westpac account number 030049-0000407-00 and provide your Customer number as a reference

If you have any enquiries regarding this invoice please contact accountsreceivable@auditnz.parliament.nz

Income

SDC	GDC	ICC	CTOS Grant-RMO	Term Deposit Rel Interest	GST Refunds	Lottery Grant	Ministry for Culture	
321691.26	86,502.72	87,321.65	15,000.00	400,000.00	4,692.61	12686.81	147,430.00	
83331.65	21,625.68	87,321.65			3,936.47	1495.73		
53615.21	21625.68	87,321.65			3,251.81	20,445.00		
53615.21	21625.68	6,638.00			3,048.99			
53615.21	21625.68	89,534.32			2,599.27			
53615.21	21625.68				12,637.81			
53615.21	21625.68				2,532.80			
	21625.68				2,459.60			
					3,609.20			
					1,211.44			
					3,483.34			
					3,778.49			
					3,281.42			
673,098.96	237,882.48	358,137.27	15,000.00	400,000.00	50,523.25	34,627.54	0.00	147,430.00
								1,916,699.50

Expenses

Te Kūpeka Tiaki Taoka	GDC	Admin Grants	Bluff Maritime M Te Hiko	MCH-repayment of unused grant funding	CTOS Grant-RMO	SRHC fund	Admin Fee	Audit fee	RMO funding	RMO Expenses	General	Project Ark	GST Payments	Bank Fees	Term Deposit
107,637.85	17,209.67		15,624.00	15,624.00	25,633.50	15,000.00	10,000.00			6,250.00	1,792.23	30.00	8,510.00	4,230.86	0.11
107,637.85	17,209.67						2,000.00			6,250.00		225.00	24,840.00	17,923.31	0.06
107,637.85	17,209.67						1,197.00			6,250.00		145.00	71,741.49	10,869.35	0.08
8,315.85	1,497.24						10,000.00			6,250.00		345.00	6,986.25		0.07
110,409.80	17,708.75						2,000.00			6,250.00		160.00	124,125.25		0.05
	17,708.75						2,947.00			6,250.00		172.50			0.07
	17,708.75						1,800.00			6,250.00					0.05
	17,708.75						2,000.00			6,250.00					0.04
	17,708.75						2,584.05			6,250.00					0.07
	17,708.75						10,789.74			6,250.00					0.07
	17,708.75									6,250.00					0.04
	17,708.75														
441,639.20	194,796.25	-	15,624.00	15,624.00	25,633.50	15,000.00	45,317.79	-	-	68,750.00	1,792.23	1,077.50	236,202.99	33,023.52	0.71
															400,000.00

Operating

Opening balance as - 01 July 2024		801,475.48
from Cashbook	Income	1,916,699.50
	Expenses	- 1,494,481.69
Closing Balance		<u>1,223,693.29</u>
Per Bank Stmt - 31 May 2025		1,223,693.29
		-
		-

Resolution ratifying decision not to reinvest term deposit

Record no: R/25/6/26065
Author: Ana Bremer, Senior policy analyst
Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is to ratify the email approval of the decision not to reinvest the \$400,000 term investment held by the Southland Regional Heritage Committee (Committee).

Executive Summary

At the Committee's 9 May meeting, the *SRHC funding report – 1 March 2025 to 30 April 2025* report provided by ICC recommended the Committee agree to a term deposit of \$400,000 maturing on 30 June 2025. The Committee agreed to the \$400,000 term deposit maturing on 30 June 2025 and it be reinvested for a further period of 3 months up to 30 September 2025.

- 2 After this resolution and meeting, information regarding the transfer of financial administration support from ICC to SDC was provided, which found it would be easier for the term deposit to mature and be reinvested after support was transferred to SDC.
- 3 The Committee Chair sought agreement on the maturing of the term deposit from the Committee members via email. The Committee members agreed not to reinvest the deposit until after the transfer of financial administration and support from ICC to SDC.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled "Resolution ratifying decision not to reinvest term deposit".
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) resolves to ratify the decision not to reinvest the \$400,000 term deposit.

Background

- 4 At the Committee's 9 May meeting, the *SRHC funding report – 1 March 2025 to 30 April 2025* was provided as a late item from Invercargill City Council GM – Finance and Assurance, Patricia Christie.
- 5 The report provided a recommendation that the Committee agree to a term deposit of \$400,000 maturing on 30 June 2025. The Committee resolved to reinvest the term deposit.
- 6 After this resolution and meeting, information regarding the transfer of financial administration support from ICC to SDC was provided, which found it would be easier for the term deposit to mature and be reinvested after support was transferred.
- 7 The Committee Chair sought agreement from the Committee members via email. The Committee members agreed not to reinvest the deposit until after the transfer of financial administration and support from ICC to SDC.
- 8 The Committee will now resolve to ratify email approval to ensure the approval is recorded.

Factors to consider

Legal and statutory requirements

- 9 There are no legal and statutory factors to consider.

Costs and funding

- 10 There are no costs and funding factors to consider.

Assessment of significance

- 11 In accordance with Southland District Council's Significance and Engagement policy, this matter has been assessed as not significant.

Recommended option

- 12 The Southland Regional Heritage Committee resolve to ratify the email approval of the \$400,000 term deposit not being reinvested.

Attachments

There are no attachments for this report.

Roving Museum Officer - Annual Report

Record no: R/25/6/28553
Author: Ana Bremer, Senior policy analyst
Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision ☐ Recommendation ☐ Information

Roving Museum Officer - Jo Massey will present the Roving Museum Officer annual report to the Southland Regional Heritage Committee.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled "Roving Museum Officer - Annual Report".

Attachments

A Roving Museum Officer - Annual Report

RMO Annual Report



Portrait of Lady Mary-Anne Erskine (nee Sinclair) Mason (1803-1852). Collection of Wymndham & Districts Historical Society.

April 2024 – March 2025

Introduction

From April to September 2024 RMO work was mainly focused on the collections of the Wyndham Historical Society to the Switzers (Waikaia) Museum Inc. storerooms.

When available from July 2024 days were also spent processing the treated textiles and objects from Waikawa & Districts Museum removed from display for treatment in late 2023.

Additional assistance was given to other museums and societies such as Te Hikoi Heritage Museum and Waikaia (Switzers) Museum Inc.

Time was spent arranging a National Services Te Paerangi 'Object mounting workshop' at the Heritage Precinct in Gore in July and a 'Textile Mounting and Costume Assessment workshop' across four venues and involving five museums and representatives from SDC, GDC and ICC based heritage facilities was organised from 4-13 November 2024.

It is hoped that a similar textile mounting, and assessment workshop developed from projects such as the korowai housing at Te Puka o Te Waka / Rakiura Museum and the proposed reinstallation of textiles at the Switzers (Waikaia) Museum Inc. and Waikawa & Districts Museum will be followed by a kākahu (Māori textiles and fiber) event in 2025.

Significant time was also spent working on a founding collection of Te Hikoi Heritage Museum in early 2025 and from May 2025 onward time will be spent with the Waikawa & Districts Museum and on an inventory of the collections of the Lumsden & District Museum.



Dresses from the collections of Te Hikoi Museum at left and from Switzers (Waikaia) Museum Inc. at right assessed for possible stabilisation/restoration and mounting as part of the planned November 2024 textile workshops. The party dress at left was assessed as too fragile with options for flat case display while the two-piece gown at right may be conserved and restored with options for display in both its original and modified condition.

Te Puka o Te Waka Rakiura Museum

The collections of Te Puka o Te Waka / Rakiura Museum not on display (inside and/or outside) are housed in a museum storeroom with lockable compactable shelving units, vertical slot housing and textile and map bolster units.

Additional visits to Rakiura Museum were made by the RMO to assist volunteers in storing their collections and in developing the kākahu (textile and fibre) cabinet for the display/storage of their significant textiles. Further planning for the storage space was also carried out during visits and some of the larger objects such as whale bones still need to be housed into their final locations and fragile material attended to.



Hinaki or eel pot originally made by Buddie Willa and passed down through Rakiura / Stewart Island Leask and Hicks whanau. Collection of Te Puka o Te Waka / Rakiura Museum, Stewart island. Stephen Davies at left made a box for the temporary storage of this fragile taoka Māori when he and Dr Tracey Wedge were on the island for textile work. An article on the story of this hinaki is in the SDC "The First Edition" magazine (April 2025, p. 23).

The RMO travelled to the Island toward the end of October 2024 when textile conservator Dr Tracey Wedge visited to house the kākahu (Māori textiles and fibre) that rest at Te Puka o Te Waka and to finalise details for the fabrication of the purpose-built storage/display unit and again in November 2024.

While on Rakiura / Stewart Island as part of the textile workshops in November 2024 Dr Wedge made a support for the Bragg whanau korowai (currently on display) so that should it need to come off display it can be supported and boxed into the storage unit.

The condition of a ca. 1930s supplejack hīnaki / eel pot (above) was also assessed, and a temporary storage box made to protect it with discussions held as to how it might be safely displayed in the near future.



Textile Conservator Dr Tracey Wedge and Stephen Davies in October 2023 preparing a surface to receive the rolled whitau (flax fibre) and wool-embellished korowai on inward loan from the Tapi Whanau that rests in the kākahu storage unit at Te Puka o Te Waka / Rakiura Museum. Funding from the SRHC was gained for this visit and for the visit and workshops that were held across four venues including Rakiura / Stewart Island in November 2024. The RMO organised and provided materials for the site visits and workshops and was also able to co-ordinate and transport/accompany a short-term outward loan from Te Hiko Museum to Te Puka o Te Waka Rakiura Museum of a whanau kahu huruhuru for a 'Moko Hauora' on Rakiura around the same time.



Dr Wedge making a support for the Bragg whanau korowai in November 2024. Funding from the SRHC was gained for the October 2023 and November 2024 site visits and workshops. Like the support made for the Tapi whanau korowai a large support board was covered on both sides with an unbleached calico and polyester fill layer shaped to the aho poka (shaping weft rows or darts of the korowai) with the top layer of fine cotton for the Bragg whanau korowai to rest on when off display.

Waikawa & Districts Museum

A project in late October 2023 to improve the display conditions for some of the textiles at the Waikawa & Districts Museum began with the visit of a textile conservator as part of a deinstallation and planned refurbishment.



One of two large, adjoined textile display cases that will be refurbished as part of a textile project at the Waikawa & Districts Museum. The two cases held a variety of objects and materials with textile, metal, wood, paper, and composite objects. These are small objects such as buttons and large items such as the side-saddle on the right. The cases are attractive in their variety and subject matter and significant in their community connectedness and are very popular.

A general workshop on the textiles on display in two large display cases at the Waikawa & District Museum included condition assessments/reporting and dismounting from display by textile conservator Dr Tracey Wedge over three days between 26 October – 30 October 2023.

The RMO packed the textiles and objects as they came off display and those items that could be treated by freezing were wrapped in tissue and boxed, the boxes wrapped in plastic, sealed and transported to the regional freezer (then sighted at the Southland Museum) in Invercargill. They remained in the freezer for 2 weeks at -23°C before being transported back to the Waikawa & District Museum. Two larger boxes awaiting treatment by freezing were dealt with several months later as the regional freezer was unavailable.

There is a need to explore alternate solution to freezing for a small percentages of objects that are made from materials not deemed suitable for this method of treatment.



The currently empty cases were made by a local Waikawa man, and the committee wish to retain them. They have been painted (using low VOC¹ paints) but we still need to make them airtight (or pest-proof) if possible, adjust lighting (LED's but with lower light levels) and add support to chosen costumes and objects on purchased/adjusted and tailor-made mounts for all the objects that are re-displayed.

A SRHC grant for this refurbishment was obtained from the September 2023 funding round. This project was continued from May 2024 with a National Services Te Paerangi (Te Papa Tongarewa) funded workshop on 'object mounting techniques for display' in June 2024 held in Gore to which all of the museums in Southland were invited.



Dr Tracey Wedge and Stephen Davies at left examining the woollen paisley patterned 'going away' dress (WW.1993.786) of Elizabeth (Betsey) Ogilvie Duthie (1855-1925) at the Waikawa & Districts Museum in October 2023. Early Waikawa settler Betsey Ogilvie married John McPherson at Tingwall, Shetland on December 8, 1881, and came out to Aotearoa/New Zealand in 1892. Dr Wedge suggested that the paisley dress may be much earlier than a provenance date of the 1880s (ca. 1840-50s) and that it may have been generationally modified. It was noted as a textile of significance locally, nationally and internationally. Representatives from Waikawa and other museums attended the workshop at various times. At right is Tania Beck, Chair of the Otago Museum that has a collection of textiles they are currently housing and planning to display, so this was a timely opportunity for them.

¹ Low VOC = Volatile Organic Compounds

Planning for a specialised textile mounting workshop for mid-late 2024 with an emphasis on textile surface cleaning and costume mounting on tailor made or adapted mannequins/forms was planned from the textile needs identified in the October 2023 visit.

The RMO processed the collections in the interim and for two days from 7-8 November 2024, as part of a series of textile-based workshops and visits funded via a Southland Regional Heritage Committee grant and presented by textile conservator Dr Tracey Wedge, a workshop/site visit was held at the Waikawa & Districts Museum².

Volunteers and committee members of the museum were given the opportunity to learn about textile assessment and surface cleaning. Project ARK technician Sam Chandler and Invercargill based object conservator Lisa Imamura also attended because of potential mutually beneficial opportunities.

A report on the 'Ogilvy / Duthie / MacPherson' family paisley dress was later provided by Dr Wedge (see appended pdf document 'Textile Assessment Waikawa Paisley Gown') after the workshop visit and will be used for a future funding application should the Waikawa & Districts Museum committee decide to go ahead with the proposed treatment options outlined in the textile report.



Invercargill based object conservator Lisa Imamura and Project Ark technician Sam Chandler surface cleaning post treatment textiles at the two-day Waikawa & District Museum workshop / site visit. It was a great opportunity for volunteers and regional museum staff to learn from an experienced textile conservator and to build mutually beneficial capacity.



The Waikawa & District Museum Inc. received SRHC funding to purchase mannequins / Museum forms that they will adapt to give support to the costumes that they put back on display in their two large display cases.

² See 'Southland textile workshop / site visits November 2024' document attached.

Wyndham & Districts Museum

The Wyndham and Districts Historical Society are currently fundraising for a new museum. Several years ago, the museum was closed to the public because of seismic concerns in the SDC owned building but since then, the collections have been digitised, catalogued and packed.

The collection needed to be exited from the building and the RMO has been working with the committee and volunteers to this end since September/October 2023.

As the regional freezer was not available for this collection move the museum was fumigated and all the boxed collection wrapped in plastic and sealed to protect it and the host collection from possible contamination.

The RMO had the comparatively easy job of taking the boxed collections to the temporary host collection storage facility³ while the Wyndham & Districts Historical Society continued with organising and improving the conditions of an on-site secondary storage shed with additional container storage.



The Wyndham Museum Committee wrapped and sealed all the boxed material that will move to a temporary storage facility. The same space at the old Wyndham Museum building in June 2024.

Most of the 6-months from April – September 2024 was spent by the RMO on this project (and to a lesser degree the Waikawa project). After this time larger items were housed and a truck hired to transport them to Waikawa. Project ARK technician Sam Chandler was able to make some specialised storage boxes using the regional Gunnar (laser box cutting) machine at Te Pātaka Taoka for these additional items and the Southland District Council funded a vehicle for their transport by the RMO.



The compact shelving unit at the Switzers Museum Waikawa purchased through CTS funding for the temporary storage of the Wyndham collections (and the storage of the Switzers museum collection after the Wyndham collection has vacated) are almost at capacity.

³ Switzers (Waikawa) Museum Inc., Waikawa.

Items of interest discovered when material in an isolation room at the old Wyndham & Districts Museum building was being processed by the RMO (for borer treatment via the regional freezer at Te Pātaka Taoka), were the two gilded gesso framed portraits in oil on board of Mary Ann Erskine Sinclair and Captain David Mason (see below).

Painted in a naïve style they appear to have been based on earlier watercolour portraits/paintings so date to the 1850 or earlier because of the dress and painting method. The Mason family and their Patterson descendants have connections to Pukerau and the Wyndham, Southland and the existence of these portraits in the collection of this museum adds to the story of Scottish migration in the context of regional concentrations of Scots in Otago and Southland.



On left is a portrait of Captain David Mason⁴ (Aloa, Scotland 1805-1859) and Lady Mary-Ann Erskine (nee Sinclair) Mason⁵ (Aloa, Scotland 1803-1852). Collection of Wyndham & Districts Historical Society.

Most objects that have been affected by borer or carpet beetle or other infestations can be frozen as a method of preventative or active treatment, but gilded and glazed oil paintings are an exception because of their delicate and composite nature with the risk of damage to these objects being gauged as too high given their significance. The RMO is in consultation with conservators on how to approach the treatment of these two works.

⁴ Son of David Masson and Janet Vannan

⁵ Also known prior to marriage as Lady Erskine, daughter of John St Clair / Sinclair and Mary Mill (Erskine) (Maule). May be connected to The Earl of Mar.

Switzers (Waikaia) Museum Inc.

From April 2023 I had been relocating much of my RMO materials and equipment to Waikaia from September began planning the temporary relocation of part of the Wyndham collection to the Switzers (Waikaia) Museum Inc. building. This work continued through 2024 along with the removal of RMO materials previously stored at the SDC archive building in Invercargill to Waikaia.



Compactable shelving unit at the Switzers (Waikaia) Museum Inc. The collection of the Wyndham & District Historical Society has been stored to maximise space as opposed to access.

I would again like to thank the Switzers Museum, in particular museum chair Mairi Dickson for agreeing to provide temporary respite storage for the more vulnerable aspects of the Wyndham and District Historical Society's collections and RMO materials.

Switzers Museum continues to receive accessions of local, regional and national significance. A short while ago an illuminated address - a 'Testimonial to Nugent Wood from residents of Waikaia' was gifted to the museum.

Resident Magistrate and Warden of Switzers, John Nugent Wood (1827-1909) left a posting in Queenstown in July 1863 and was stationed in Nokomai, where he served as the Switzers goldfield warden for the next 17 years. The Wood family had purchased a property below Carnie's Hill in Waikaia called 'Willowbank' - living there from March 1869. Wood was well respected for his fairness and was awarded the address from the Waikaia district upon relocation to Ashburton in 1880. Recently his gold watch, presented upon his retirement from the bench, was gifted to the museum along with a framed photograph.

These items will add greatly to the early Switzers and Southland gold seeking story and will go on temporary display until a display unit has been designed.



The 1880 illuminated address at left and the gold hunter watch inscribed "Presented to J. Nugent Wood, S.M. and Warden, by his friends on his retirement from judicial duties, 1895" on the inside and with his initials "J.N.R." on the outside.

We had the pleasure of inspecting the watch which the committee have received to present to Mr J. N. Wood on his retirement from the bench. It is a beautiful gold hunting chronograph watch, by Nicole, Nielson and Co., and bears the following inscription:—'Presented to J. Nugent Wood, S.M. and Warden, by his friends on his retirement from judicial duties, 1895.' and on the outside the initials 'J.N.R.' are engraved. The present was despatched by last Monday's mail to Wendonside, (where Mr Wood at present resides), accompanied by the following letter:—

Clyde, 15th July, 1895.

John Nugent Wood, Esq.,

Wendonside, Gore.

DEAR SIR,—On the occasion of your retiring from the position of Warden and Magistrate which you have for so many years honorably filled, a few of your friends and admirers in Central Otago district resolved to send you a small token of the great goodwill and affection they bear towards you.

We, the Central Committee, on behalf of the local sub-committees of Queenstown, Arrow, Cromwell, Upper Clutha, Pembroke, Alexandra, Bald Hill Flat, Matukani, Ophir, Roxburgh, and Clyde, have now very great pleasure in forwarding you the accompanying watch, per registered package.

Trusting that you may be long spared in health and happiness to wear it, and with every good wish.

We remain, dear sir, yours very truly,

B. NAYLOR. R. GILBISON.
Geo. FAIRB. L. D. MACDONALD
Central Committee.

'Presentation to Mr J. N. Wood' Dunstan Times, Issue 1729, 19 July 1895, Page 3.

The smaller mainly volunteer-run museums continue to receive in items of significance to the stories of Southland and that connect to quite geographically distant areas. John Nugent Wood and his wife Susan (nee Latham) for example were also connected to Orepuki with work and whanau and are buried at the St. Johns Cemetery in Invercargill.

Below at left is the wedding dress of Janie Watt (nee Christie, Waikaia 1874-1958) who married George J. Watt (1868-1944) on 29 December 1897. Janie was connected to the Waikaia area via the Christie family, but their story extends to the Riverton area via the Bailey family. Further research on the provenance of this dress is required — we know that it was worn at a marriage in Switzers but apparently it has been modified and may date to an earlier generation.

The purple fabric is an example of the use of mauveine or 'Perkin's Purple' (after the discoverer) — one of the world's first synthetic dyes highly popular in the 1850-60s.

The two-piece dress was assessed by Dr Tracey Wedge at the workshop in Gore in November 2024 and a conservation report generated that will be used for a funding application for stabilisation and mounting so that the museum can safely display this item their museum.



At left the Christie Watt wedding dress on a form it came into the museum on and at centre being assessed at the textile mounting workshop in Gore (November 2024). The dress was treated (frozen) before it was returned to storage at the Switzers (Waikaia) Museum Inc. as a precaution. At right is an image of a dress of a similar vintage from the Ashmolean Museum showing how it might look when stabilised and restored.



At left a Queen Victoria Diamond Jubilee (1897) medal that was presented to Robert Jopp.

The medal came into the Switzers (Waikaia) Museum Inc. with an extensive archive of photographs and information relative to the Jopp and Gee families of Riversdale.

It will go on display with other military items in the museum's war section such as the dead men's pennies from the Robertson brothers at Balfour who featured in a recent SDC 'First Edition' article.

Robert Jopp was one of four New Zealanders composing the bodyguard at the Diamond Jubilee of Queen Victoria and was also a bodyguard when the United Kingdom's King and Queen visited New Zealand in 1902.

Te Hikoi Heritage Museum

Along with a few visits and email enquiries regarding collection care and management with Te Hikoi Museum I have been researching the George Lewis MacLachlan collection – a generalised ‘colonial’ collection of ‘other’⁶ material.

This collection of mainly sharp-edged weaponry was used as a catalyst for establishment of the Wallace Early Settlers Museum and is important in understanding why and how this museum and its collection developed.

Te Hikoi is unique amongst our smaller mainly volunteer museums in Southland in that it holds a comparably large collection of material from ‘other’ culture areas. The origin of this collection is a project that I have worked on intermittently over the years but an invitation to do a talk on the development of the museum for their anniversary celebrations influenced my need to prioritise this work.

Interestingly the collection was split between Te Hikoi and Whanganui Regional Museum, and it is the intention of the RMO to liaise with and hopefully visit Whanganui Regional Museum and the Alexander Heritage & Research Library / Te Rerenga Mai o Te Kāuru to further establish provenance prior to Te Hikoi Heritage Museum putting the material on display and discussing possible repatriations.



RI.0000.292, RI.0000.296, RI.0000.288 and RI.0000.290 shako hat badges from the collections of Te Hikoi Museum that possibly relate to the collections of G. L. MacLachlan with an image of a ‘shako’ style of hat from the Cameronian Scottish Rifles at left for context.

⁶ With other referring to the people, cultures and objects that were marginalized, dispossessed, or otherwise rendered ‘other’ by colonial powers.

Other

Integrated Pest Management

As previously mentioned, I intend to work with an Invercargill based conservator on a funded IPM (integrated pest management) plan for several museums from late 2025. This work may also extend to an IPM strategy that could extend across all our smaller mainly volunteer-run museums but tailored to each as required.

NSTP Object Mounting workshop 1-2 July 2024



Attendees at the NSTP object mounting workshop held at the Maruawai Centre in Gore, Southland on 1-2 July 2024. We were grateful to presenters Alivia and Glynis and National Services Te Paerangi for providing the workshop and to the Gore Heritage Precinct for accommodating the event along with the enthusiastic participants who attended.

A one and a half day National Services Te Paerangi (NSTP) object mounting workshop was held at the Maruawai Centre in Gore, Southland on 1-2 July 2024.

The workshop was initiated in response to the need for Southland's museum volunteers and staff to become familiar with low-cost exhibition methods that incorporate standard collection care principles with achievable techniques.

The workshop delivered by Exhibition Technician Glynis Gardner and Exhibition Preparator Alivia Kofoed (Te Papa Tongarewa, Museum of New Zealand) was attended by 19 individuals from seven museums/organisations representing Invercargill City, Gore and Southland Districts and included volunteers, collection staff and committee members.

The first day consisted of an overview of mount making and its significance in museum exhibitions and the presenters encouraged a practical, interactive approach with participants sharing experiences and solutions.

There were several demonstrations at the workshop including:

Forming and securing simple wire pins around objects, creating a basic wire T-mount, covering a stretcher in fabric and stitching items, a step-by-step guide to basic book mounts and object to surface separation techniques.

These demonstrations were followed by a hands-on session where participants selected objects provided and applied learned techniques.

The second day began with a review and optional continuation of practice sessions. Participants presented objects from their collections needing mounting solutions and were able to discuss possible display options in the group with the presenters.

Regional Textiles Project

Southland Regional Heritage Funding was gained by the RMO in 2023 for two Southland region textile workshops – one based around post European post contact period costume in our smaller museums and the other around kākahu Māori (to be developed from 2025).

Southland textile workshop/site visits November 2024

Background

The catalyst for the workshops was a proposed revisit by textile conservator Dr Tracey Wedge for the mounting/housing of a second korowai at Te Puka o Te Waka – Rakiura Museum⁷.

Another reason was the continuation of the work on two large textile cases (the contents had been removed, packed and sealed and treated via freezing because of an active carpet beetle infestation)⁸ at the Waikawa & Districts Museum.

Additional benefits of this proposed follow-up visit were – volunteer training on surface cleaning⁹ of items that had been treated and instruction in costume-mounting onto forms for several museums who were wanting to change their displays – with a concentration on silhouettes, under structures to fully support garments and suitable forms etc.

Strategic approach

It is always intended that the benefit from any heritage funding or visit from heritage professionals be maximised and lasting. Te Hikoi Museum for example had recently formed a core of volunteers with a particular focus on their textile collection so consideration was given to their upskilling when developing the workshop programme along with regional liaisons with for example Otautau Museum who also had volunteers attending.

It was also important to invite staff from Te Pātaka Taoka Southern Regional Collections Facility (Tisbury, Invercargill) and members of the SRHC Project ARK team for reasons of ongoing regional benefit via upskilling and networking and in anticipation of any future regional servicing.

Additional benefits and future funding applications

As RMO I have seen several costumes in the collections of the smaller museums around Southland that are of not only of local and regional significance but also of national and international importance. This visit was an opportunity to make assessments of several of these costumes for future stabilisation and/or restorations making them suitable for mounting and display at their various museums and raising the profile of those museums as holders of this important cultural material.

⁷ This was a follow-up to work carried out in early 2023.

⁸ Previous work at Waikawa in October 2023 had involved condition reporting and assessments regarding the suitability of materials for freezing alongside packing and documenting/imaging damage. The Waikawa museum committee/volunteers took the opportunity to refurbish the empty textile cases with painting, sealing, improved lighting and the selection/re-selection of items for re-display along with the purchase of suitable mannequins and forms as per the recommendations of Dr Wedge being their focus.

⁹ Low suction vacuuming through screens.

The items proposed for assessment were:

- a) Switzers (Waikaia) Museum Inc. – Christie/Watt wedding dress (deep purple two-piece costume). Assessment and mounting. It is believed that it predates the catalogue date attributed to it.



- b) Te Hikoi Museum – teal green short sleeved taffeta dress. Possible conservation/restoration. Assessment and treatment estimate or suggestions if mounted display not feasible.



- c) Waikawa & Districts Museum – Paisley wool dress. Assessment and mounting. It is believed that it predates the catalogue date attributed to it.



As part of the workshops two of these costumes have reports and estimates for conservation/restoration and/or mounting onto tailor made forms.

It was also hoped that a general visit to the Otautau Museum could be made by the conservator for general storage and display advice and that Otautau and Te Hikoi might benefit from a closer liaison with the special interest textile group at Te Hikoi Museum, Riverton.

Textile Workshops and Assessments – November 2024

A series of textile based workshops and visits funded via a Southland Regional Heritage Committee grant were presented by textile conservator Dr Tracey Wedge assisted by Stephen Davies over nine days from Monday 4 until Tuesday 12 November 2024.

Dr Tracey Wedge has worked in the heritage sector for more than 30 years. Originally from Tai Tokerau Northland Tracey trained in textile conservation in the UK. Tracey has worked in museums, heritage organisations and conservation businesses in Aotearoa New Zealand and the United Kingdom but also has associations with the South.

The workshops and visits were organised and co-ordinated by the RMO who also prepared and supplied materials from the RMO bulk materials budget. Previous to the visit materials were sourced and prepared by the RMO and catering at Te Hikoi Museum, Riverton was provided by the Southland District Council along with workshop resources (copies of textile mounting documents). This workshop at Te Hikoi was attended by a great group of volunteers from Te Hikoi and Otautau Museums as well as an Invercargill based object conservator.

A further two days were spent in a site visit to Rakiura finalising korowai storage at Te Puka o Te Waka Rakiura Museum and then two days were spent at the Waikawa & Districts Museum – with surface cleaning of textiles and a costume assessment for stabilisation being the main themes.

After the weekend it was on to the Gore Heritage Precinct with mounting on forms, making arms and padding out of mannequins, carving from foam, making an underskirt and tulle petticoats. The spacious venue and catering were generously arranged and supplied by Jim Geddes – Curator Arts and Heritage Gore District Council.

Waikawa & Districts Museum

A three-day workshop-based project to dismount and treat the collections in two large display cases at the Waikawa & Districts Museum that evidenced a recent infestation was held in October 2023 with textile conservator Dr Tracey Wedge.

The RMO packed textiles and objects as they were de-mounted. Those items that could be treated by freezing were wrapped in tissue, boxed, the box wrapped in plastic, sealed, and transported to the regional freezer then sighted outside the Southland Museum & Art Gallery, Invercargill where they remained for 2 weeks at -25°C before being transported back to the Waikawa & District Museum.



Collections were transported to the regional freezer by the RMO and members of the Waikawa & Districts Museum committee (then based at the Southland Museum in Gala Street), frozen for two weeks to ensure that there were no active infestations and returned to Waikawa. Assisting the museum in restoring these displays is a priority for the RMO.

The two large 'textile' display cases at the Waikawa Museum held a range of objects and were made from a variety of materials with textile, metal, wood, paper, and plastic/rubber being evident. There were numerous composite objects and small items such as buttons and large items such as the side-saddle on the right of the images below. The cases were attractive in their variety and subject matter – significant in their community connectedness and were very popular.



The now empty cases were made by a local man and the committee wished to retain them so a decision was made just to paint them (using low VOC¹⁰ paints), make them airtight (or pest-proof) if possible, replace lighting (with a more suitable low light/low heat emission option, e.g., LED's) and to add support and/or tailor-made mounts to all the objects as they are re-displayed¹¹.



Dr Tracey Wedge and Stephen Davies at right examining the woollen paisley patterned 'going away' dress (WW.1993.786¹²) of Elizabeth (Betsey) Ogilvie Duthie (1855-1925). Betsey married John McPherson at Tingwall, Shetland on December 8, 1881, and they came to New Zealand in 1892. Dr Wedge suggested that the paisley dress may be earlier than the provenance date of the 1880s (1850s¹³) and that it may have been modified.

Representatives from Waikawa and other museums attended the 2023 visit at various times. At right is Tania Beck, Chair of the Otoutau Museum. The Otoutau Museum has a collection of textiles that they are currently housing and planning to display soon, so this was a timely opportunity for them.

¹⁰ Low VOC = Volatile Organic Compounds

¹¹ A SRHC grant for case refurbishment was obtained by the Waikawa & Districts Museum and was supported via a National Services Te Paerangi (Te Papa) funded workshop organised by the RMO on object mounting techniques for display in July 2024 in Gore to which all of the museums were invited.

¹² The dress was catalogued as part of the packing, digitising and cataloguing initiative Project ARK. See <https://ehive.com/collections/3338/objects/954725/dress-paisley-patterned> but the record will need to be edited based on the 2024 assessment. See attached 2024 assessment report from Dr Tracey Wedge.

¹³ Perhaps from the period of Betsey's mother Mary Ogilvy 1816-1891.

Planning for a specialised textile mounting workshop for mid-late 2024 with an emphasis on textile surface cleaning and costume mounting on tailor made or adapted forms was then initiated and on 7-8 November as part of the resultant series of textile based workshops and visits funded via a Southland Regional Heritage Committee grant presented by textile conservator Dr Tracey Wedge over nine days from Monday 4 until Tuesday 12 November 2024 volunteers and committee members of the Waikawa & Districts Museum Inc. Were given the opportunity to learn about textile assessment and surface cleaning.

This two day workshop / site visit was for the Waikawa Museum but a member of the Project ARK team and an object conservator based in Invercargill were included because of potential future mutually beneficial opportunities.



Invercargill based object conservator Lisa Imamura and Project Ark technician Sam Chandler surface cleaning post treatment textiles at the two-day workshop / site visit in November 2024. It was a great opportunity for volunteers and regional museum staff to learn from an experienced textile conservator.

Additionally, a report on the 'Ogilvy / Duthie / MacPherson' family paisley dress was provided by Dr Wedge (see appended pdf document 'Textile Assessment Waikawa Paisley Gown') after the workshop visit and will be used for a future funding application if the Waikawa & Districts Museum committee decide to go ahead with the proposed treatment options outlined in the report.

Te Hikoi Museum

The first workshop of the series was held at the Te Hikoi Heritage Museum and attended by volunteers and committee members from Te Hikoi Museum as well as a group from the Otautau Museum.

A special interest group at Te Hikoi with a focus on textiles has been formed and the visit was timely with their intended concentration on costume mounting.

The workshop was catered by the Southland District Council and was well attended and received. It is hoped that the networking that occurred will carry on with Otautau and the textile focus group at Te Hikoi working together over time.



At left - materials like 20 m of colico were prepared by the RMO in the weeks prior to the workshop. At right - Dr Tracey Wedge and attendees participating in an assessment of a textile for mounting.



The workshop was very much hands-on with participants doing practical work such as fitting a form to a costume from the collections. Museum forms were adjusted and discussions around suitability for mounting and materials to be used were part of the workshop. There were resources handed out that the museums will be able to use as guides so that they can carry on with this work in the future.

Rakiura Museum

One of the reasons for engaging Dr Tracey Wedge, apart from being one of the few qualified textile conservators in Aotearoa/New Zealand was her experience and previous work with the Kāhaku Māori – in this case the Topi and Bragg whanau korowai at Te Puka o Te Waka – Rakiura Museum.

It was a site visit to complete the work around this (with a mount and box made for the Bragg korowai currently on display) and Tracey was also able to assess other textile items in the collection such as a recently accessioned hinaki (eel pot).



Various volunteers and committee members visited throughout the two days as Tracey and Stephen worked with the collections from 5-6 November 2024. It also provided an opportunity for the RMO to discuss on-going object display and storage needs with the museum.

From 11-12 November an introduction to costume mounting, silhouette, underpinnings and accessories workshop with practical exercises was held at the Maruawai centre (Gore Heritage Precinct) and catered by Gore. There was a great turnout with several staff from Te Pātaka Taoka, the Gore Heritage Precinct and Switzers (Waikāia) Museum Inc. in attendance. It was an opportunity for Switzers Museum to bring their Christie / Watt wedding dress for assessment and additionally five of the garments that were brought down

for the workshop were de-mounted from old unsuitable forms and boxed / sealed for preventative treatment at the regional freezer¹⁴.



Volunteers, committee members and staff from Invercargill, Gore and Waikata participating in costume mounting exercises at the workshop in Gore. The workshop provided a general introduction to costume mounting including silhouettes, underpinnings and accessories with opportunities for practical work.



¹⁴ The garments were transported to and from the regional freezer at Te Pātaka Taoka by the RMO.



Gore Heritage Precinct, Te Pātaka Taoka and Project ARK representatives at the Gore based workshop



Jo Massey (Roving Museum Officer SRHC)

December 2024

Acknowledgements

I would like to acknowledge the Southland District Council for their continued support of this position and recognize the Community Trust South and the Southland Regional Heritage Trust in providing this opportunity for the smaller mainly volunteer museums around Southland through the establishment of the Roving Museums Officer position and their strategic approach that signaled an ongoing commitment to the preservation of Southland's moveable cultural heritage (museums)

The ongoing assistance of Jim Geddes (professional supervisor) and Jared Capple (SDC support) has also been greatly appreciated.



Rakiura Stewart Island November 2024

Finally, I would like to sincerely thank and acknowledge all of those who work and volunteer in Southland's smaller museums and who continue to care for their community's heritage and share our 'Southland' stories.

Kia ora koutou,

Jo Massey - Roving Museum Officer

April 2025

Mō tātou, a mō ngā uri kei te heke mai

For us, and, for the generations to come

Exclusion of the public: Local Government Official Information and Meetings Act 1987

Recommendation

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Applications to the Southland Regional Heritage Committee (30 April 2025 funding round)

C8.2 Fate of the Winds - project proposal 2025

C8.3 Roving Museum Officer Report

C8.4 Southland Regional Heritage Committee Assets

The general subject of each matter to be considered while the public is excluded, the reason 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	Ground(s) under section 48(1) for the passing of this resolution
Applications to the Southland Regional Heritage Committee (30 April 2025 funding round)	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Fate of the Winds - project proposal 2025	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Roving Museum Officer Report	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Southland Regional Heritage Committee Assets	s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

