



Southland Regional Heritage Joint Committee

OPEN MINUTES

Minutes of a meeting of Southland Regional Heritage Joint Committee held in the Southland District Council, Totara Room, level one, 42 Don Street, Invercargill on Thursday, 19 June 2025 at 10.01am. (10.01am – 12.48pm (PE 11.17am – 12.48pm))

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

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 no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

1. Gore District Councillors Neville Phillips and Bronwyn Reid both declared a conflict of interest in relation to public excluded item C8.1 - Applications to the Southland Regional Heritage Committee (30 April 2025 funding round) – application i - Gore District Council – Muriwai Project Stage II. They would not take part in discussion or vote.
2. Reverend Evelyn Cook declared a conflict of interest in relation to C8.1 - Applications to the Southland Regional Heritage Committee (30 April 2025 funding round) – applications (iv) Te Runaka o Awarua – Recontextualising Tiwai, (v) Te Runaka o Awarua – Historical photograph collection preservation and (vi) Te Runaka o Awarua Whare Taoko feasibility study and would not take part in discussion or vote.

4 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

5 Confirmation of Council Minutes

Resolution

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

That the Southland Regional Heritage Joint Committee confirms the minutes of the meeting held on 9 May 2025 as a true and correct record of that meeting.

6 Public Participation

There was no public participation.



Reports

7.1 Project Ark Future

Record No: R/25/6/26303

GM Strategy and Partnerships – Vibhuti Chopra was in attendance for this item.

The purpose of the report was to provide the Committee with options for continuing digitisation of regional heritage items post the completion of Project Ark.

Southland District Council Roving Museum Officer - Jo Massey and Gore District Council District Curator - Jim Geddes will undertake a scoping exercise to assess the availability and potential use of key resources and services beyond June 2025.

The Committee noted that the work to be undertaken will require sufficient time and flexibility to allow the staff to engage meaningfully with stakeholders, gather relevant information, and explore viable options.

The findings will be used for a report to be presented back to the Committee in September 2025. The report will outline how the Committee can continue to support the digitisation of heritage collections across the Gore District Council and Southland District Council areas beyond June 2025.

The scope of the investigation will include:

1. Te Pātaka Taoka – Resources Currently in Southland Regional Heritage Committee 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 Roving Museums Officer and Project Ark
 - Centralised Digital Resources and Storage
3. Additional Sector Project Support and Potential Providers
 - Gore District Museums
 - Heritage @ Clutha District Council
 - Mātaura Licensing Trust



- Invercargill Licensing Trust
- Aotearoa Gaming Trust

In addition, to the above, the advisors are to:

- 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.

Resolution

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

That the Southland Regional Heritage Joint Committee:

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

Southland District Council Councillor Menzies abstained from voting.

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

Record No: R/25/6/26067

Councillor Duffy advised that the representation letter had been forwards to Audit New Zealand for the year ended 30 June 2025.

Resolution

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

That the Southland Regional Heritage Joint Committee:

- receives the report titled "Audit New Zealand - representation letter for the year ended 30 June 2024".**
- 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.**



7.3 Southland Regional Heritage Committee Financial Report

Record No: R/25/6/26182

Group Manager Strategy and Partnerships – Vibhuti Chopra and Senior Finance Business Partner – Lesley Smith were in attendance for this item.

The Committee were updated on the financial report for the period 1 July 2024 to 31 May 2025 and 1 May 2025 to 31 May 2025. Also included in the report was information regarding Project Ark.

Invercargill City Council and Southland District Council have met to discuss the transfer of the financial administration of the Committee.

The Annual report and audit of the Committee will be undertaken by the Invercargill City Council.

The Committee noted that at the 9 May 2025 meeting, a resolution was passed for the payment of legal advice from Simpson Grierson. This resolution covered the agreement via email to procure the advice. The invoice for the advice from Simpson Grierson was received by Southland District Council with approval from the Committee sought.

Resolution

Moved Gore District Councillor Phillips, seconded Reverend Cook **recommendations a to h and new l and j (as indicated) and resolved:**

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 of the officer's report)
- d) receives the Report "Southland Regional Heritage Committee Funding Report 1 July 2024 – 31 May 2025" (Attachment a - appendix 2 of the officer's report)
- e) receives the Report "Project Ark - Quarter 3 – Year to Date Report – 31 March 2025" (Attachment a - appendix 3 of the officer's report)
- f) agrees to payment of ICC Invoice – Project Ark costs Q3 – March 2025 (Attachment a - appendix 4 of the officer's report)
- g) agrees to payment of Audit New Zealand INV-SINV34041 (Attachment a - appendix 5 of the officer's report)



- 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.

New i) agrees to payment of Southland District Council invoice 1182813 being for legal advice from Simpson Grierson of \$8,022.98 (noting that the Committee agreed at the 19 May 2025 meeting to approve \$6,976.50 incl GST).

New j) agrees to payment of Great South invoice of Great South invoice 1981 for advertising of \$517.50.

7.4 Resolution ratifying decision not to reinvest term deposit

Record No: R/25/6/26065

Group Manager Strategy and Partnerships – Vibhuti Chopra and Senior Finance Business Partner – Lesley Smith were in attendance for this item.

The purpose of the report was to ratify the email approval of the decision not to reinvest the \$400,000 term investment held by the Southland Regional Heritage Committee.

The Committee at the 9 May 2025 meeting considered a late report regarding the \$400,000 term deposit with a recommendation to agree to the term deposit maturing on 30 June 2025. The recommendation was agreed with the addition of that it be reinvested for a further period of 3 months up to 30 September 2025.

Following the 9 May 2025 meeting the Chair of the Committee circulated an email to the members seeking their approval to not reinvest the \$400,00 term deposit held by the Committee.

Following the above email approval, further information regarding the transfer of financial administration support from Invercargill City Council to Southland District Council was provided, which advised that it would be easier for the term deposit to mature and be reinvested after the financial administration support was transferred to Southland District Council.

Resolution

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

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.

7.5 Roving Museum Officer - Annual Report

Record No: R/25/6/28553

Roving Museum Officer – Johanna Massey was in attendance and spoke to her report.

Resolution

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

That the Southland Regional Heritage Joint Committee:

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

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 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 |
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| 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. |

The public were excluded at 11.17am.

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 12.48pm.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE SOUTHLAND REGIONAL HERITAGE
JOINT COMMITTEE HELD ON THURSDAY 19 JUNE
2025.

DATE:.....

CHAIRPERSON:.....