

Notice of Meeting:

I hereby give notice that an ordinary meeting of the Toitū Otago Settlers Museum Board will be held on:

Date: Monday 21 February 2022
Time: 9.30 am
Venue: Via Audio Visual Link

Sandy Graham
Chief Executive Officer

Toitū Otago Settlers Museum Board
PUBLIC AGENDA

MEMBERSHIP

Chairperson	Phil Dowsett	
Members	Cr Rachel Elder Cr Carmen Houlahan Peter Smith	Cr Doug Hall Susan Schweigman
Senior Officer	Cam McCracken, Director - Dpag, Toitū, Lan Yuan and Olveston	
Governance Support Officer	Rebecca Murray	

Rebecca Murray
Governance Support Officer

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Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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1 APOLOGIES

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

2 CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

DECLARATION OF INTEREST

EXECUTIVE SUMMARY

1. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected or independent representative and any private or other external interest they might have.
2. Elected or independent members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.

RECOMMENDATIONS

That the Committee:

- a) **Notes/Amends** if necessary the Elected or Independent Members' Interest Register attached as Attachment A; and
- b) **Confirms/Amends** the proposed management plan for Elected or Independent Members' Interests.

Attachments

	Title	Page
↓A	Toitū Otago Settlers Museum Board Register of Interest	6

Toitū Otago Settlers Museum Board - Register of Interest - current as at February 2022				
Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Phil Dowsett	Owner	Residential Property Ownership - Dunedin	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Rachel Elder	Owner	Residential Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Greater South Dunedin Action Group	Decisions may be considered on the future of South Dunedin.	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Host Parent	Otago Girls High School	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Advisor/Support Capacity	Kaffelagic	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Trails Networks Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Southern Urban Dunedin Community Response Group	Decisions about emergency response recovery may be conflicted	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Keep Dunedin Beautiful (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Okia Reserve Management Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Disability Issues Advisory Group	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Doug Hall	Director/Owner	Hall Brothers Transport Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Dunedin Crane Hire	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Wood Recyclers Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Dunedin Concrete Crushing Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Anzide Properties Ltd - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	The Woodshed 2014 Limited	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Doug Hall Cont.	Owner	Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Farmlands	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Ravensdown Fertiliser	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	PGG Wrightson	Currently no likely conflict	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Silver Fern Farms	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Valley View Development Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Geekfix Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Milburn Processing Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Appellant	2GP	Appellant to the 2GP	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Financial Donor	Dunedin North Community Patrol	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Donor of the use of a building free of charge to the group	North Dunedin Blokes Shed	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Partner	Highland Helicopters	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Supplier	Southweight Truck and Weights for testing Weighbridges Otago & Southland	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Dunedin Chinese Garden Advisory Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Toitū Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Carmen Houlahan	Owner	Residential Property - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Rental Property - North Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Part Owner	Adobe Group Ltd, Wanaka	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Institute of Directors	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Carmen Houlahan Cont.	Member	Otago Property Investors Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Company Owner/Sole Director	Shelf Company - RU There	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Public Art Gallery Acquisitions Committee (Council appointment)	Possible grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Member	Dunedin Public Art Gallery Society (Council appointment)	Possible grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Shareholder	Startup Business	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Mosgjel-Taieri Community Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Susan Schweigman	Volunteer	Dunedin i-Site	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Tapestry Trust of New Zealand	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Peter Smith	Volunteer	Green Hut Track Group	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee and Secretary	Dunedin East Rotary Charitable Trust	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Rotary Club of Dunedin Harbour	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Secretary	Civil Service Harriers	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Otago Settlers Association	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property Owner Dunedin and Naseby	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

CONFIRMATION OF MINUTES

TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 8 NOVEMBER 2021

RECOMMENDATIONS

That the Committee:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 08 November 2021 as a correct record.

Attachments

	Title	Page
A 	Minutes of Toitū Otago Settlers Museum Board meeting held on 8 November 2021	10

Toitū Otago Settlers Museum Board

MINUTES

Minutes of an ordinary meeting of the Toitū Otago Settlers Museum Board held in the Auditorium, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin on Monday 08 November 2021, commencing at 9.30 am

PRESENT

Chairperson	Phil Dowsett	
Members	Cr Rachel Elder	Cr Carmen Houlahan
	Susan Schweigman	Peter Smith

IN ATTENDANCE Cam McCracken (Director - Dpag, Toitū, Lan Yuan and Olveston)

Governance Support Officer Rebecca Murray

1 APOLOGIES

An apology was received from Cr Doug Hall.

Moved (Phil Dowsett/Peter Smith):

That the Board:

Accepts the apology received from Cr Doug Hall.

Motion Carried

2 CONFIRMATION OF AGENDA

Moved (Phil Dowsett/Cr Carmen Houlahan):

That the Board:

Confirms the agenda without addition or alteration.

Motion Carried

3 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

Moved (Phil Dowsett/Cr Rachel Elder):

That the Board:

- a) **Notes** the Elected or Independent Members' Interest Register; and
- b) **Confirms** the proposed management plan for Elected or Independent Members' Interests.

Motion Carried

4 CONFIRMATION OF MINUTES

4.1 TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 27 SEPTEMBER 2021

Moved (Phil Dowsett/Cr Rachel Elder):

That the Board:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 27 September 2021 as a correct record.

Motion Carried

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM AND LAN YUAN DUNEDIN CHINESE GARDEN ACTIVITY REPORT

The report covered the activities of Toitū Otago Settlers Museum (TOSM) and Lan Yuan Dunedin Chinese Garden (Lan Yuan DCG) from 1 July 2021 to 30 September 2021.

The Director – Dpag, Toitū, Lan Yuan and Olveston (Cam McCracken) spoke to the report and responded to members' questions.

Moved (Phil Dowsett/Peter Smith):

That the Board:

Notes the Toitū Otago Settlers Museum and Lan Yuan Dunedin Chinese Garden Activity Report for the period 1 July 2021 to 30 September 2021.

Motion Carried

6 MEETING SCHEDULE

A report from Governance provided a copy of the proposed schedule of meetings for 2022.

Moved (Peter Smith/Susan Schweigman):

That the Board:

- a) **Removes** the proposed May 2022 meeting from the schedule; and
- b) **Approves** the February, April and July meeting schedule for 2022.

Motion Carried

The meeting concluded at 10.16 am.

.....
CHAIRPERSON

REPORTS

TOITŪ OTAGO SETTLERS MUSEUM AND LAN YUAN DUNEDIN CHINESE GARDEN ACTIVITY REPORT

Department: Dunedin Public Art Gallery

EXECUTIVE SUMMARY

- 1 This report covers activities of Toitū Otago Settlers Museum (TOSM) and Lan Yuan Dunedin Chinese Garden (Lan Yuan DCG) from 1 October 2021 to 31 December 2021.

RECOMMENDATIONS

That the Board:

Notes the Toitū Otago Settlers Museum and Lan Yuan Dunedin Chinese Garden Activity Report for the period 1 October 2021 to 31 December 2021.

BACKGROUND

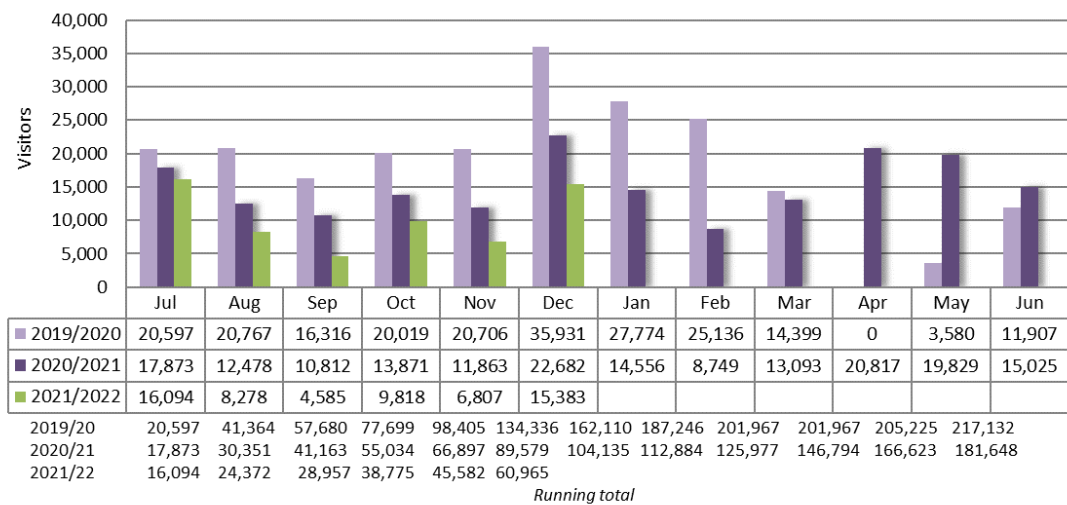
- 2 This report is prepared for the TOSM Board Meeting and details the latest activities and KPI performance at TOSM and Lan Yuan DCG.

DISCUSSION

Visitation

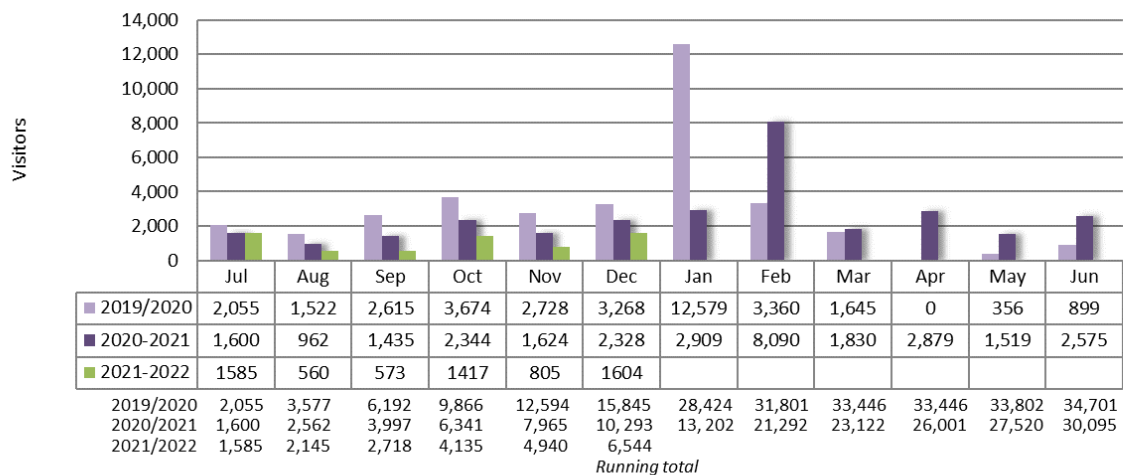
- 3 Visitor numbers at TOSM were down 34% on the corresponding period last year. This is largely due to the restrictions in place in Auckland, Dunedin's biggest domestic tourism market. We were at Alert Level 2 during this period as well which negatively affected local numbers for visitor programmes and commercial events.

TOSM Visitor Numbers



- 4 Visitor numbers at Lan Yuan DCG were down 39% on the corresponding period last year. Like TOSM this is due to COVID-19 restrictions which prevented those from Auckland travelling and lighter numbers than expected for commercial events and visitor programmes.

Lan Yuan DCG Visitor Numbers



COLLECTIONS AND EXHIBITIONS

Exhibitions

- 5 *Wāhine – Woven Women*: This exhibition, installed in the Bullnose Gallery following the inability of the DCC Community Gallery to take the display due to COVID-19 issues, was very well received by the public. An opening ceremony and mihi whakatau was held in conjunction with Kati Huirapa Rūnaka ki Puketeraki on 2 October 2021. The exhibition closed on Sunday 30 October 2021.

- 6 *Mauri Stone*: A perspex cover was created for the mauri stone in the entry to TOSM, as the stone had been covered with cloth since COVID-19 restrictions began. This allows the stone to be seen and enjoyed by visitors.
- 7 *FIRING IT UP - Fifty years of preserving our fire brigade history*: A 1950s Dennis F8 fire engine, recently restored and on loan from the Dunedin Fire Brigade Restoration Society (DFBRS), was delivered to TOSM in October, along with a number of related DFBRS objects. The fire engine and these objects are on display in the NZR Garage.
- 8 *Journey to New Edinburgh filming*: Film work continuing to tell the story of the Journey to New Edinburgh continues behind the scenes. Some of these sequences will ultimately become part of the exhibition displays.
- 9 *Pixie Town*: Another successful Pixie Town display was held in the lead up to Christmas this year. Visitor numbers to TOSM and Pixie Town were slightly less than in previous years, as we expected, but the exhibition and associated events continue to be an important part of the summer offering at the Museum.

Gallery Refreshes

- 10 *Our Voices*: The Our Voices “people posts” containing film excerpts from a range of people in our community have now been refreshed and upgraded.
- 11 *Material Culture*: The exhibition “The Big Day” presenting wedding costumes from the collection is well underway with an opening date to the public scheduled for early March 2022.
- 12 *NZR Garage*: Planning for a refresh of displays in this gallery is also well underway. Work will commence on this in the Gallery in mid-2022.

Exhibitions team

- 13 In addition to the outputs noted above, the exhibition team have been preparing for a filming trip to Fiordland to complete a sequel to Furthest Frontiers.
- 14 Exhibition staff have also supported online content through social media and with the popular Talking Pictures and Curators Corner.

Collections

Collections support of exhibitions

- 15 Collections staff are working hard to prepare costumes and objects for “The Big Day” exhibition. This is a significant task requiring additional casual staff, assistance from volunteers and some specialist mountmaking. In addition, we were able to secure support through the Te Papa National Services Te Paerangi expert assistance programme. This supported the provision of expert advice and significant professional development from a textile conservator and costume mountmaker at minimal cost.

Collections Projects

- 16 *Hazardous Substances in collections*: The first stage of this audit is complete. Following the completion of disposals and database updates, the team will move to the second stage which

will include XRF testing (for heavy metals including mercury – commonly found in social history collections).

- 17 *Conservation of objects:* The Buchanan watercolour albums will be conserved later this year following digitisation of these very early and valuable local Dunedin scenes. Digitisation will make the album content more accessible while protecting the object from repeated page turning and handling pressures.

Gallery Cleaning

- 18 A new regime of regular deep-cleaning of permanent exhibitions commenced in 2021 with the full team working together to clean both the Ara-i-te-uru and Encounters gallery and the Smith Gallery.

Archive Statistics

- 19 The Archivist processed 100 written archive-related public enquiries as well as 16 telephone enquiries.

AUDIENCE DEVELOPMENT

Learning Experiences Outside the Classroom (LEOTC)

- 20 505 students participated in LEOTC programmes at TOSM and Lan Yuan DCG during the October to December period with 113 adults supporting the programme delivery.
- 21 In this current COVID-19 environment and with the safety of our students at the forefront, we ensure that only one class participated in an education programme at any one time. The school group operated as a ‘bubble’ and as per TOSM guidelines, the educator and all adult attendees wore a mask and maintained an adequate social distance from the group. Whilst in the gallery spaces, students aged 12 years and over wore masks, however this wasn’t a requirement when in the classroom space. Programmes were adapted to avoid long discussions, to keep instructions short, and to overcome some of the challenges of mask wearing.
- 22 School attendance began to reestablish in the last weeks of October as most groups that had postponed due to COVID-19 were able attend in term four. We are pleased to report that schools have been very cooperative while we navigate the changing environment.

Public Programmes

- 23 This reporting period aligned with yet another shift in the everchanging COVID-19 environment and the decision was made to cancel all public facing programmes for the months of October and December. The Visitor Programmes team recognise the importance of adapting our offerings to reach our audiences, therefore recorded a video lecture of Emeritus Professor Tom Brooking in relation to Armistice Day. This was posted on YouTube and Facebook on 11 November.
- 24 In commemoration of the 100-year anniversary of New Zealand’s first radio broadcast on 17 November, the faculty of the University of Otago Physics department celebrated with a

demonstration which the Visitor Programmes filmed at TOSM. This was covered by local and national media and was also available to our online audience via Facebook and YouTube.

- 25 To mark St Andrew's Day on 30 November, Lynne Clarke, a member of the City of Dunedin Pipe band performed traditional Scottish bagpipe songs throughout the galleries.
- 26 We are especially pleased that by December our community felt more comfortable participating in our public offerings and the month saw 'A Toitū Christmas' celebrations out in full swing.
- 27 The suite of seasonal activities included:
 - the ever-popular 'Visit Santa!' – an opportunity to meet our socially distanced Santa and have a photo taken while he watches from his fireside chair
 - 'Sensory Santa Sessions' – a chance for our neuro-diverse community members to visit in a quieter before opening hours environment
 - 'The Great Pixie Hunt' – a family friendly trail throughout the gallery spaces finding hidden pixies (of which approximately 2,000 people completed)
 - 'Pop, Scribble and Twist' – a take home craft pack encouraging people to step back in time with traditional crafts from yesteryear and make their own tinsel wreath, 2D Christmas cracker, decorations, and postcard (over 2,000 take-home packs were collected by the public)
 - 'Pixie Town' – the 2021 edition including playgrounds, ferris wheel, circus acrobats, an orchestra and more (\$470 in donations was collected)
 - The Dunedin City Jazz Orchestra and Dunedin Harmony Chorus – performed holiday favourites to around 80 attendees in the NZR Foyer
- 28 This reporting period also saw the appointment of Mary Dawson in the newly created part time Visitor Programmes Coordinator position. This is a very much anticipated and welcome addition working alongside our full time Visitor Programmes Coordinator Chris Watts. This new duo has a passion for TOSM and Lan Yuan DCG and are already developing new engaging experiences for our community.

Commercial Activity

- 29 Commercial activity has been slower this quarter than in the previous year which is reflected in the drop of visitation at both TOSM and Lan Yuan DCG.
- 30 At TOSM we held our annual Christmas evening shopping event which was successful and has become a highlight on the retail calendar each year.
- 31 We launched the TOSM webshop in November with a marketing campaign. There were steady sales during the campaign. We will keep developing the webshop with new products on a monthly basis.
- 32 Lan Yuan DCG retail shop sales were stable in the last quarter but the restrictions on food and beverage over the period meant we had a limited revenue stream.
- 33 There was an excellent response to our Annual Pass special which promoted the sale of new annual passes. It was positive to see the local community supporting Lan Yuan DCG.
- 34 TOSM functions and private events were sporadic due to Alert Level 2 restrictions which hampered many planned bookings. We had some repeat bookings in our new Burnside

Boardroom and some smaller functions in the Josephine Foyer. Most bookings have been postponed to a later date and not cancelled which is promising.

Lan Yuan DCG

35 Due to the ongoing COVID-19 environment no public offerings were planned or took place at Lan Yuan DCG over this reporting period. The Visitor Programme team used this time to plan and prepare for the February 2022 Chinese New Year and Lantern Festival celebrations.

OPTIONS

36 There are no options as this report is for information only.

NEXT STEPS

37 There are no next steps as this report is for information only.

Signatories

Author:	Chris Snow - Operations Manager
Authoriser:	Cam McCracken - Director DPAG, Toitū, Lan Yuan and Olveston Simon Pickford - General Manager Community Services

Attachments

	Title	Page
A	Toitū Otago Settlers Museum Board Delegations	20

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision promotes the cultural well-being of communities in the present and for the future.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arts and Culture Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other strategic projects/policies/plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The activities in this report support the Arts and Culture, Economic Development and Social Wellbeing Strategies.

Māori Impact Statement

The Museum consults with and works with the Ngāi Tahu Advisory Group.

Sustainability

No implications although the principles of sustainability underpins all the activity of TOSM and Lan Yuan DCG.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

This report is for noting purposes only.

Financial considerations

This report is for noting purposes only.

Significance

In terms of the Council’s Significance and Engagement Policy, the matters in this report are deemed to be of low significance.

Engagement – external

This report is for noting purposes only.

Engagement - internal

This report is for noting purposes only.

Risks: Legal / Health and Safety etc.

There are no legal or health and safety risks related to matters in this report.

Conflict of Interest

There are no known conflicts of interest.

Community Boards

There are no known specific implications for Community Boards.

Toitū Otago Settlers Museum Board

REPORTING TO:	Community and Culture Committee
CHAIRPERSON:	As appointed by the Otago Settlers Association Board representatives
DEPUTY CHAIRPERSON:	As appointed by the Otago Settlers Association Board representatives
CONSTITUTION:	Three members of Otago Settlers Association Three members appointed by Council <ul style="list-style-type: none">• Cr Rachel Elder• Cr Doug Hall• Cr Carmen Houlahan
QUORUM:	Four
MEETING FREQUENCY:	As required.

AREA OF RESPONSIBILITY

- 1 To recognise the historic interest of the Otago Settlers Association and seek to encourage their interests in all reasonable ways to enhance their membership, the volunteer involvement, and satisfaction in the facility.

DELEGATIONS

- 1 To advise on policies which will ensure the highest standards of operation for the Toitū Otago Settlers Museum including but not limited to acquisitions and collections, strategic planning, activity development and general marketing strategies.
- 2 To take all necessary initiatives to promote and develop the facility for the benefit of the City and district.
- 3 To seek funds from any appropriate source to advance the facility.
- 4 To plan and recommend in consultation with the Otago Settlers Association the long term redevelopment of the Museum.