

Notice of Meeting:

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

Date: Wednesday 26 August 2026
Time: 9:30 a.m.
Venue: Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin

Sandy Graham
Chief Executive Officer

Toitū Otago Settlers Museum Board
PUBLIC AGENDA

MEMBERSHIP

Chairperson	Mr Phil Dowsett	
Members	Cr John Chambers Mr Peter Smith Cr Brent Weatherall	Cr Doug Hall Ms Moira Styles
Senior Officer	Cam McCracken, Director - Dpag, Toitū, Lan Yuan and Olveston	
Governance Support Officer	Jean Cockram	

Jean Cockram
Governance Support Officer

Telephone: 03 477 4000
governance.support@dcc.govt.nz
www.dunedin.govt.nz

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

ITEM TABLE OF CONTENTS		PAGE
1	Apologies	4
2	Confirmation of Agenda	4
3	Declaration of Interest	5
4	Confirmation of Minutes	8
4.1	Toitū Otago Settlers Museum Board meeting - 3 June 2026	8
REPORTS		
5	TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT	11

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.

TOITŪ OTAGO SETTLERS MUSEUM BOARD - DECLARATION OF INTERESTS

EXECUTIVE SUMMARY

1. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an independent or an elected representative and any private or other external interest they might have.
2. Independent and Elected 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 Interests.

Attachments

	Title	Page
↓A	Toitu Otago Settlers Museum Board Register of Interests	6

Toitū Otago Settlers Museum Board - Register of Interest - current as at August 2026					
Name	Date of Entry	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr John Chambers		Owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Owner	Rental Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Otakau Golf Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Opera Otago	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Otago Settlers Association (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.
		Member	Hereweka Harbour Cone Trust (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	Waikouaiti Coast Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Phil Dowsett	20/10/2016	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 Doug Hall	31/10/2025	Trustee	Cronus Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Owner	Clickfix Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Shareholder	Various NZ, US shares and Crypto	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	District Licensing Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Dunedin Public Art Gallery Society (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.
		Member	West Harbour Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Peter Smith	28/11/2016	Volunteer	Green Hut Track Group	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.
		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	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Moirā Styles	11/02/2026	Owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Otago Settlers Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Friends of the Library	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Brent Weatherall	31/10/2025	Owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Owner	Business George Street, Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Trustee	Brent Weatherall Jeweller Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Trustee	Weatherall Trustee Company	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Trustee	Residential Rental Properties	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Dunedin Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Lead	Infrastructure Portfolio (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
		Member	Dunedin Public Art Society (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	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	Strath Taieri Community Board (Council Appointment)	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 - 3 JUNE 2026

RECOMMENDATIONS

That the Committee:

- a) **Confirms** the public part of the minutes of the Toitū Otago Settlers Museum Board meeting held on 03 June 2026 as a correct record.

Attachments

	Title	Page
A↓	Minutes of Toitū Otago Settlers Museum Board meeting held on 3 June 2026	9

Toitū Otago Settlers Museum Board

MINUTES

Minutes of an ordinary meeting of the Toitū Otago Settlers Museum Board held in the Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin on Wednesday 3 June 2026, commencing at 9:30 a.m.

PRESENT

Chairperson Mrs Moira Styles

Members Cr John Chambers Cr Doug Hall
Mr Peter Smith Cr Brent Weatherall

IN ATTENDANCE Mike Costelloe, General Manager, Arts, Culture & Economic Development

Senior Officer Cam McCracken, Director – DPAG, Toitū, Lan Yuan and Olveston

Governance Support Officer Jean Cockram

1 APOLOGIES

Moved (Mrs Moira Styles/Mr Peter Smith):

That the Committee:

Accepts the apology for absence from Phil Dowsett.

Motion carried (TOSM/2026/001)

2 CONFIRMATION OF AGENDA

Moved (Mrs Moira Styles/Cr Brent Weatherall):

That the Committee:

Confirms the agenda without addition or alteration

Motion carried (TOSM/2026/002)

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 or independent representative and any private or other external interest they might have.

Moved (Mrs Moira Styles/Cr Brent Weatherall):

That the Committee:

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

Motion carried (TOSM/2026/003)

4 CONFIRMATION OF MINUTES

4.1 TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 11 FEBRUARY 2026

Moved (Mrs Moira Styles/Cr Doug Hall):

That the Committee:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 11 February 2026 as a correct record.

Motion carried (TOSM/2026/004)

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

A report from Arts and Culture provided an update on the activities of the Toitū Otago Settlers Museum from 1 October 2025 to 31 March 2026.

Moved (Mrs Moira Styles/Cr Brent Weatherall):

That the Committee:

Notes the Toitū Otago Settlers Museum Activity Report for the period 1 October 2025 to 31 March 2026.

Motion carried (TOSM/2026/005)

The meeting concluded at 10.00am.

.....
CHAIRPERSON

REPORTS

TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

Department: Arts and Culture

EXECUTIVE SUMMARY

- 1 This report covers activities of Toitū Otago Settlers Museum (Toitū) from 1 April 2026 to 30 June 2026.

Key highlights of this quarter include:

- Annual visitation of 352,319 visitors, exceeding target by 102,319 visitors and increasing 17% on FY2024/25.
- Quarterly visitation of 80,330 visitors, representing a 37% increase on the same period last year.
- Continued development of major exhibition projects, including *Te Awa: River of Many Journeys* and updates to Dunedin Sound.
- Ongoing delivery of public programmes, education activities, and audience engagement initiatives.
- Growth in venue hire activity and additional revenue from the Museum's recently granted liquor licence.

RECOMMENDATIONS

That the Committee:

- a) **Notes** the Toitū Otago Settlers Museum Activity Report for the period 1 April 2026 to 30 June 2026

BACKGROUND

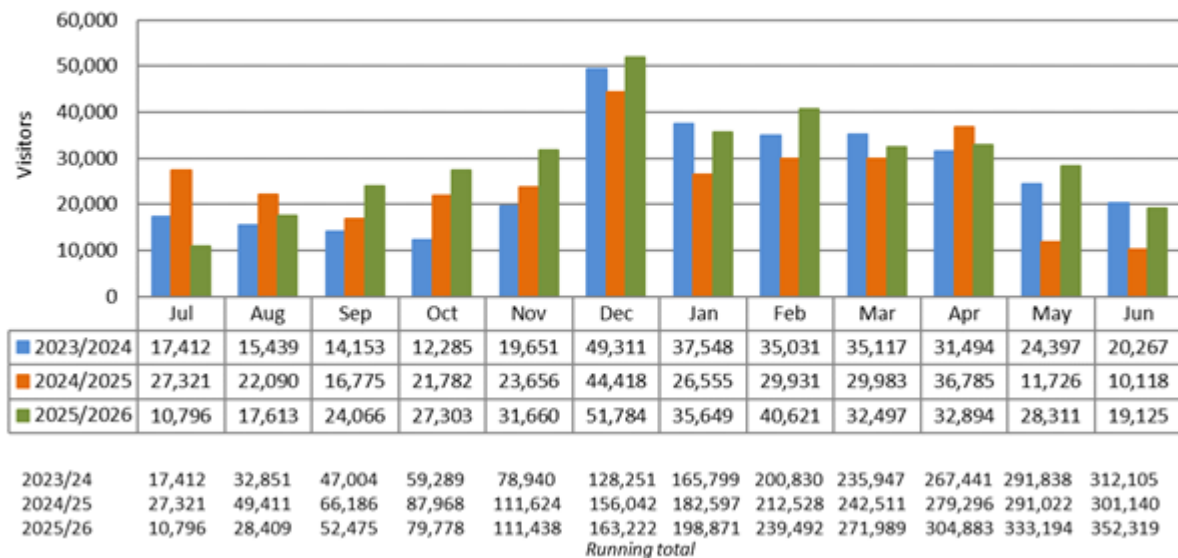
- 2 This report is prepared for the Toitū Otago Settlers Museum Board meeting and details the latest activities and KPI performance at Toitū.

DISCUSSION

Visitation

- 3 Toitū recorded 80,330 visitors in this reporting period, representing a 37% increase compared with the same period in FY 24/25. This is a pleasing result considering the slight decline in visitor numbers that can occur in the shoulder to low season.
- 4 The final visitation number for FY 2025/26 is 352,319 which is a 17% increase on the previous year and is 102,319 above our annual visitation target. The notable increase against previous years is through the summer, Christmas and cruise ship periods.

Toitū Otago Settlers Museum Visitor Numbers



COLLECTIONS AND EXHIBITIONS

Exhibitions

Temporary displays continuing

- 5 *The CRAFT*, a display about freemasonry in Dunedin, continues in the Transport and Technology gallery.
- 6 *DANCE!*, which tells the story of Shona Dunlop MacTavish MBE (1920-2019) dancer, teacher, choreographer, continues in the Creative Dunedin space into 2027. A number of dance programmes, linking to this exhibition, have and continue to be held at Toitū.
- 7 1925-26 SHOW TIME commemorating the 1925-1926 New Zealand and South Seas International Exhibition continues in the Twentieth Century galleries.
- 8 *Eden in Dunedin: Highlights from the Eden Hore Central Otago Fashion collection* continues in the Material Culture gallery. Staff are currently in the process of selecting a dozen new costumes to refresh this display as part of its extended run into 2028.

Upcoming displays

- 9 *Te Awa: River of Many Journeys* Toitū's new immersive ticketed experience is set to launch on 28th August 2026.
- 10 *Dunedin Sound*: We will be installing phase one of this update in the Twentieth Century Galleries during the week of 19 August 2026.
- 11 In Christmas 2026 *Pixie Town* will be staged in the southern end of the temporary gallery, within the transport and technology galleries. This will ease congestion in the Josephine Foyer and allow more space for commercial activities.

Maintenance of permanent exhibits

- 12 *General display updates*: The Exhibitions and Collections team continuously maintain the quality of the permanent exhibits at Toitū. Staff have completed an array of painting upgrades to public spaces. Staff are progressing work on updates to New Edinburgh and Gold displays, as resources allow.
- 13 *Flood in Twentieth Century*: On 5 July collections staff responded to a water damage caused by a roof leak above a back of house area, which then spread into the adjacent galleries. No collection items were affected and been no lasting damage to the exhibition furniture. The affected exhibition space was closed to the public for several days to allow for the drying process.

Permanent exhibition updates

- 14 *Smith Gallery*: Staff continue to make progress on the Portrait database. The stage one goal is to create a single, authoritative catalogue record in our Vernon CMS for the portraits on display which will include full biographies and, where available, a link to scenes in the *Journey to New Edinburgh* film featuring those individuals. These portraits will also be included in our collections online launch in 2027.

Audience feedback

- 15 Some sample feedback we have received over the reporting period includes:
 - "Love Toitu! Never fails to deliver! Such an asset." Anonymous visitor
 - "VERY COOL! Didn't expect it to be so BIG. Loved the car and clothing section. Will come again!" Visitor from New Plymouth
 - "Toitu is so incredible, very enjoyable with such an interesting experience and objects! It really reflects the history here." Visitor from Dunedin
 - "Amazing History. Well told. Love this little Museum. Third time I have been visiting from Whangarei." Visitor from Whangarei
 - "This museum was really cool. We had fun while learning. Thank you so much." Visitors from Canada and Catalunya

Digital outputs and public talks

- 16 Peter Read created *Talking Pictures* episodes 75 through 77. Episodes 75 and 76 were about Scottish photographer and portrait painter John Horsbrugh. Episode 77 explored the story behind an artwork in the Toitū collection signed M B Raynbird, 1889. These are all viewable on the Toitū YouTube channel.

- 17 One ODT *Cool and Collected* article was published: 'A whip's circuitous journey' by Seán Brosnahan on 25 April, [A whip's circuitous journey](#)
- 18 One talk was delivered by Pete Read, Curator: 'Show Ponies' for the opening of the Carriage House at the Roger Mahan Heritage Centre in Geraldine on 2 May.
- 19 Two talks were delivered by Seán Brosnahan, Curator:
 - 'Designing Exhibitions', to Year 9 students at Logan Park High School, 1 May.
 - 'Building and Rebuilding Dunedin', to U3A Dunedin, 28 May.

Collections

Acquisitions

- 20 During this reporting period, 53 donation groups were accepted into the collection. Highlights include material supporting our Creative Dunedin collecting area, particularly relating to the Dunedin Sound; an 1865 New Zealand Exhibition coin produced for Governor Sir George Grey and inscribed "Absent" following his failure to attend; photographs of the Road Services Bus Station prior to the Toitū redevelopment; and a substantial collection of Greggs factory material documenting coffee, herbs, jelly and other product lines produced in Dunedin over the past 30 to 50 years.

Collections projects

- 21 *Exonumia* (medals and badges): We have completed rehousing and auditing these (and our jewellery) collections from the old strong room into secure locked storage within the main collection storage area.

Archives

- 22 Our Outreach database records 22 separate public enquiries. This appears to be incorrect and we are currently working with Outreach to assess if the reporting tool is working accurately. The recording also does not reflect the time spent on an enquiry or whether it included a personal visit to view an object/item on site – some can take several hours to complete and the most basic takes approximately half an hour. The team has been sharing these across four staff – the Manager and two Curators, (and now the Registrar) with the Manager processing the majority of the enquiries.
- 23 *Review of Archive:* We completed an extensive review of the Archive collection, with the aim of identifying priorities for digital access, based upon an analysis of user needs. We are currently scoping out and costing digitisation and assessing staff resourcing capacity for this project.

Sector Engagement and Support

- 24 We continue to be involved with ongoing professional development through National Services Te Paerangi at Te Papa. Where possible we support local and smaller museum organisations through the provision of advice and equipment.
- 25 Two staff members attended the CTANZ (Costume and Textile Aotearoa NZ) symposium in Whanganui in May.

AUDIENCE DEVELOPMENT

Enriching Local Curriculum (ELC) – Education

- 26 Themes explored through Toitū's education programme during this reporting period included migration to New Zealand, WW1 and Anzac Day, simple machines and their history and what they look like now, early Māori voyaging to New Zealand, general museum exploration, the gold rush, conflict, the change over the 20th Century with an emphasis on food, food production, cooking of food, and how the change occurred with the use of technology, kai tahu narratives, the Toitū Stream and early Māori use of the stream, secondary school students using the museum and costumes for early 1800s and 1940s drama scenes, and different modes of transport that the settlers/Māori had and how this evolved overtime.
- 27 Education staff also facilitated a visit for 100 ākonga as part of their school holiday programme, and a group of third year university students for their Local Curriculum and Integration paper focusing on drama.

Visitor Programmes

- 28 In addition to the broad range of programmes and events delivered during this reporting period, three significant areas of focus included Toitū Remembers, in recognition of Anzac Day, International Museum Day, and an always vibrant school holiday period.
- 29 Following the Queen's Gardens dawn service on Anzac Day, Toitū again hosted approximately 600 people for tea, coffee, and Anzac biscuits, followed by a performance by the Red Cross Choir at 10am.
- 30 The Museum wide celebration on International Museum Day consisted of a weekend family fun day featuring balloon artist Pippity Pop, a talk and guided tour of *Eden in Dunedin* with Dr Jane Malthus and Jane Macknight, gold panning, an interactive museum activity for children and families led by educator John Neumegen, a photobooth and dress-ups in the Smith Gallery, I-SPYs in the galleries, and crafts in the Josephine Foyer.
- 31 The April school holiday period was themed around the 1925 New Zealand and South Seas International Exhibition centenary and its circus-like aspect. Free drop in style crafts for children inspired by the exhibition's 'fun house' were made available in the Josephine Foyer. A variety of circus themed baking workshops where children learn to decorate cakes and biscuits using different techniques was well attended, as was an aptly themed gallery trail.
- 32 To conclude the monthly suite of public talks in support of the 1925 Exhibition Centenary, speakers included Alice Lloyd Fitt, propagation officer at the Dunedin Botanic Gardens, discussing David Tannock and the exhibition's botanical side, and Dr Rebecca Rice, Senior Curator Art at Te Papa Tongarewa, placing the exhibition within the wider context of New Zealand's international exhibitions and colonial presentation on the world stage.
- 33 A variety of public talks with guest speakers included A History of Homegrown Food with Our Food Network presenting on historical and current local food production, Terry MacTavish, speaking about the life of her mother, acclaimed dancer Shona Dunlop MacTavish, Tom Myers, from the Dunedin Botanic Garden, and Christopher Havran, of Campbell University, North Carolina, on the work of Marie Catherine Neil who in 1925 conducted a botanical collecting trip to New Zealand's South Island on behalf of Honolulu's Bishop Museum, and Otakou local, ecologist and conservationist, Hoani Langsbury, discussing the history of the Otago Peninsula.

- 34 In celebration of International Dance Day and in collaboration with Dance Ōtepoti, Toitū hosted a full day of community dance sessions, a panel talk, taster classes and demonstrations. A new connection saw the Mosgiel Abilities Resource Centre performing and launching 'Lazy Sunday', a music video in the Josephine Foyer for Music month and New Zealand Sign Language Week. The annual Worldwide Knit in Public Day welcomed knitters from across Dunedin to celebrate the hand craft of knitting through community and visibility and also offered the public an opportunity to make their own Knitting Nancy, learning how to make cord.

COMMERCIAL ACTIVITY

Retail

- 35 Retail performance at Toitū Otago Settlers Museum remained steady throughout Q4, with approximately 3,900 items sold. Sales were lower than the same period last year, which benefited from exceptionally strong sales of the Eden Hore publication.
- 36 The fourth quarter focused on forward ordering of indent stock for the 2026/27 financial year, including Christmas merchandise, calendars, and key tourist product lines. The annual stocktake was also completed successfully, meeting the DCC Finance Departments reporting requirements.
- 37 The team is undertaking the Toitū shop barcoding project. All new stock is now receipted into our stock system with barcodes, while existing stock lines are being retrospectively barcoded. This will improve stock accuracy and streamline the sales process by allowing Visitor Hosts to scan items rather than manually enter product codes.
- 38 A professional photoshoot was completed in May to provide updated imagery for promotional material, the Toitū website, merchandise, and the next edition of the Toitū guidebook, which is planned for reprinting over the next 12 months. The new images reflect the many updates made throughout the museum in recent years.

Functions and Commercial Events

- 39 A total of 16 private venue bookings were held at Toitū Otago Settlers Museum between 1 April and 30 June 2026, compared with 11 during the same period last year.
- 40 Maggie Craig-Pearson has commenced as the new Functions and Retail Assistant replacing Henry Deaker. She is based at Dunedin Public Art Gallery, providing support across Toitū and Lan Yuan when needed. We are still carrying a vacancy for the equivalent position based at Toitū.
- 41 Following the approval of Toitū's licence to serve alcohol earlier in the year, the museum has continued to provide this service for suitable events. The new offering has been well received, with several bookings utilising the service, enhancing the event experience while generating additional revenue and maximising returns from venue hire, we have made an additional \$5,000+ in revenue during Q4 from our beverage service, this is on top of our usual hire rates. In addition, table hire continued to provide a valuable supplementary revenue stream during the quarter.

OPTIONS

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

NEXT STEPS

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

Signatories

Author:	Cam McCracken - Director DPAG and Toitū, Lan Yuan & Olveston
Authoriser:	Mike Costelloe - General Manager, Arts, Culture & Economic Development

Attachments

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision enables democratic local decision making and action by, and on behalf of communities.
 This decision promotes the social well-being of communities in the present and for the future.
 This decision promotes the economic well-being of communities in the present and for the future.
 This decision promotes the environmental well-being of communities in the present and for the future.
 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	✓	☐	☐
Economic Development Strategy	✓	☐	☐
Environment Strategy	☐	☐	✓
Arts and Culture Strategy	✓	☐	☐
3 Waters Strategy	☐	☐	✓
Future Development Strategy	☐	☐	✓
Integrated Transport Strategy	☐	☐	✓
Parks and Recreation Strategy	☐	☐	✓
Other strategic projects/policies/plans	✓	☐	☐

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 as well as Rūnaka on a regular basis

Sustainability

The principles of sustainability underpin all the activity of Toitū and Lan Yuan.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

This report is for noting purposes only.

Financial considerations

This report is for noting purposes only.

Significance

This decision is considered low in terms of the Council's Significance and Engagement Policy.

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.

SUMMARY OF CONSIDERATIONS
<i>Conflict of Interest</i> There are no known conflicts of interest.
<i>Community Boards</i> There are no known implications for Community Boards.