

Notice of Meeting:

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

Date: Wednesday 11 November 2026
Time: 9:30 a.m.
Venue: Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin

Richard Briggs
Chief Executive Officer

Toitū Otago Settlers Museum Board
PUBLIC AGENDA

MEMBERSHIP

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

Jean Cockram
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.

DECLARATIONS OF INTEREST AS AT NOVEMBER 2026

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 and 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	Register of Interest as at November 2026	5

Toitū Otago Settlers Museum Board - Register of Interest - current as at November 2026					
Name	Date of Entry	Responsibility (e.g. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr John Chambers	01/06/2026	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 Gallery Acquisitions Committee (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 - 26 AUGUST 2026

RECOMMENDATIONS

That the Committee:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 26 August 2026 as a correct record.

Attachments

	Title	Page
	Minutes of Toitū Otago Settlers Museum Board meeting held on 26 August 2026	8

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 26 August 2026, commencing at 9:30 a.m.

PRESENT

Chairperson Mr Phil Dowsett

Members Cr John Chambers Cr Doug Hall
Mr Peter Smith Ms Moira Styles
Cr Brent Weatherall

IN ATTENDANCE Jane Macknight, Exhibitions & Collections Manager - Toitu & Lan Yuan

Governance Support Officer Jean Cockram

1 APOLOGIES

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Committee:

Accepts the apologies for absence from Cam McCracken and Mike Costelloe.

Motion carried (TOSM/2026/006)

2 CONFIRMATION OF AGENDA

The Chair foreshadowed three matters he wished to raise under a new Agenda Item 6 (Items from the Chair).

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Committee:

Confirms the agenda with the addition of Item 6 (Items from the Chair).

Motion carried (TOSM/2026/007)

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.

There were no new declarations of interest.

Moved (Mr Phil Dowsett/Cr Brent Weatherall):

That the Committee:

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

Motion carried (TOSM/2026/008)

4 CONFIRMATION OF MINUTES

4.1 TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 3 JUNE 2026

Moved (Mr Phil Dowsett/Ms Moira Styles):

That the Committee:

Confirms the public part of the minutes of the Toitū Otago Settlers Museum Board meeting held on 3 June 2026 as a correct record with the following alteration:
Moira Styles' title to be corrected from Mrs to Ms.

Motion carried (TOSM/2026/009)

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 April 2026 to 30 June 2026.

Moved (Mr Phil Dowsett/Cr Brent Weatherall):

That the Committee:

Notes the Toitū Otago Settlers Museum Activity Report for the period 1 April 2026 to 30 June 2026.

Motion carried (TOSM/2026/010)

6 ITEMS FROM THE CHAIR

The Chair raised three items for consideration:

1. Raising the profile of the Otago Settlers' Association on the Toitū Otago Settlers Museum website;
2. Reviewing the KPI target for visits to the Museum; and
3. Providing feedback from the Otago Settlers' Association following their preview of the new exhibit, "Te Awa: River of Many Journeys".

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Committee:

- a) **Engages** in further discussion with the Toitū Otago Settlers Museum about its website; and
- b) **Requests** that the Museum visitation KPI target be reviewed.

Motion carried (TOSM/2026/011)

The meeting concluded at 10.00am.

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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 July 2026 to 30 September 2026.
- 2 At the end of the first quarter, we report that the Museum has been busy, with 71,535 visitors which is a 36% increase compared with the corresponding time last year.
- 3 A significant highlight this reporting period was the opening of *Te Awa: River of Many Journeys*, which provides a new immersive introduction to the stories and environment of Te Awa Ōtākou. Alongside this new experience, the museum delivered a varied programme of school-holiday activities, public talks, performances and education experiences.
- 4 Collections work continued across acquisitions, conservation, documentation and digitisation, with 16 new donation groups accessioned into the permanent collection.
- 5 Commercial results were also encouraging, with shop revenue up 14% year-on-year and venue hire generating additional income from equipment and beverage services.

RECOMMENDATIONS

That the Committee:

Notes the Toitū Otago Settlers Museum Activity Report for the period 1 July 2026 to 30 September 2026.

BACKGROUND

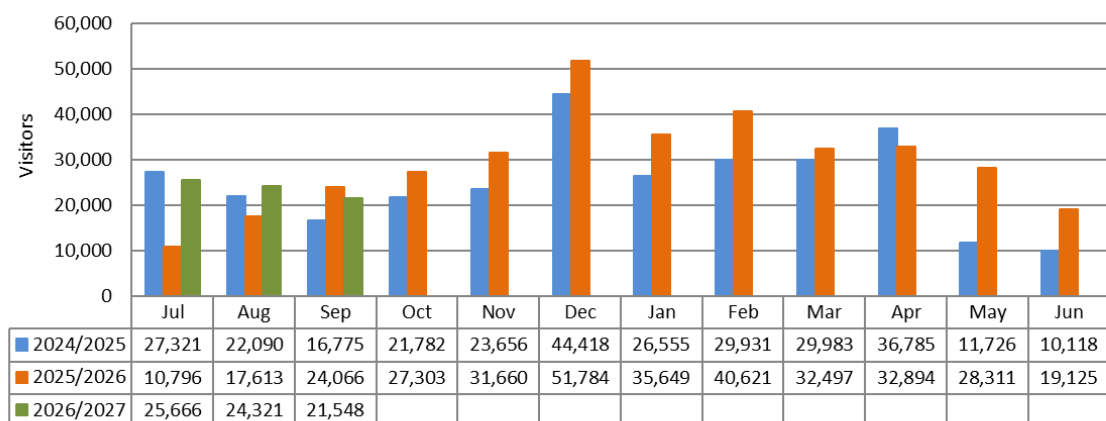
- 6 This report is prepared for the Toitū Otago Settlers Museum Board meeting and provides an update on KPI performance, as well as collections and exhibitions, audience development, commercial performance and operational activities.

DISCUSSION

Visitation

- 7 Toitū recorded 71,535 visitors in this reporting period, representing a 36% increase compared with the first quarter in 2025-26. This strong result maintains the momentum of excellent visitation result achieved last year.
- 8 Visitor feedback continues to demonstrate the appeal of the museum to both local families and visitors from elsewhere. One Dunedin visitor commented, “I can barely get my kids to leave! They’re 9 and 6 and love it every time”, another wrote, “E rata ana mātou te wāhi Tamariki” (we love the children’s area). Another visitor described Toitū as “Such an asset”, and a first-time education visitor from East Otago High School expressed a wish to return as soon as possible.

Toitū Otago Settlers Museum Visitor Numbers



2024/25	27,321	49,411	66,186	87,968	111,624	156,042	182,597	212,528	242,511	279,296	291,022	301,140
2025/26	10,796	28,409	52,475	79,778	111,438	163,222	198,871	239,492	271,989	304,883	333,194	352,319
2026/27	25,666	49,987	71,535									

Running total

COLLECTIONS AND EXHIBITIONS

Exhibitions

New permanent displays

- 9 *Te Awa: River of Many Journeys*, the new visitor attraction is completed and now showing in the foyer. The immersive experience is housed in a dedicated theatrette accessed from the foyer and introduces visitors to Te Awa Ōtākou, Otago Harbour, its whakapapa, ecology and the stories of Ōtepoti Dunedin. Further promotion is planned as the summer and cruise ship season gets underway.

Temporary displays continuing

- 10 The temporary display programme continues to offer a range of stories featuring the social and cultural life of Dunedin. *The CRAFT*, exploring Freemasonry in Dunedin, remains on display in the

Transport and Technology gallery, while *DANCE!*, telling the story of dancer, teacher and choreographer Shona Dunlop MacTavish MBE (1920–2019), continues in the Creative Dunedin space into 2027.

- 11 *Eden in Dunedin: Highlights from the Eden Hore Central Otago Fashion Collection* also continues in the Material Culture gallery. Six additional costumes have been selected for as part of a small refresh in March 2027, timed to coincide with iD Dunedin. Central Otago District Council is planning an Eden Hore self-guided touring route, with Toitū proposed as the starting and finishing point on the map.

Upcoming displays

- 12 Work is advancing on the upgrade of the twentieth-century gallery, with a new interactive display on the Dunedin Sound era expected to be installed in late November as part of *Dunedin: City of Music*. The display will replace the former Cine Club installation.
- 13 Staff are currently working on the ever-popular Christmas exhibitions programme. This year *Pixie Town* will relocate to the southern end of the temporary gallery within the Transport and Technology area, accompanied by a small Christmas case display and free posters for visitors.
- 14 As well as working on the new and changing exhibitions, staff are also continuing to maintain and improve the permanent galleries. Painting and presentation upgrades have been completed in several public areas, and work on object changes for the *New Edinburgh* and *Gold* displays is progressing as resources allow.

Permanent exhibitions updates

- 15 In the Smith Gallery, work on the portrait database is bringing together more complete and consistent collection records. The first stage will establish a single authoritative catalogue record for each portrait on display, incorporating a full biography and, where available, a short film from *Journey to New Edinburgh*. This information will also support the planned launch of the museum's collections online service in 2027.

Digital outputs and public talks

- 16 The museum's stories have also been shared beyond the galleries through digital content, writing and public presentations. Peter Read produced episode 79 of his *Talking Pictures* series, exploring the Toitū Fine Arts collection. This latest episode focused on portraits of Thomas Borrow and George O'Brien, featuring their histories and can be accessed with earlier episodes on the Toitū YouTube channel.
- 17 An Otago Daily Times Cool and Collected article by Curator Seán Brosnahan on Scottish military traditions, "Soldiers honour Scottish traditions", featured on 11 July.
- 18 Seán also gave three external presentations: Street Names of Old Dunedin for Dunedin Public Libraries on 29 July; Pioneer Women of Otago for Dunedin U3A on 13 August; and a talk on Toitū's filmmaking work for Dr Mireille Rebeiz's class of US exchange students on 30 September.

Collections

Acquisitions

- 19 Sixteen new donation groups were accepted into the collection during the quarter. Among the acquisitions were cricket clothing worn by a University of Otago player in 1960, a League of

Frontiersmen uniform and related ephemera from the 1950s, and a kit bag used by the 5th Otago Regiment during the Boer War.

Exhibition support

- 20 Collections staff have also supported the *Dunedin: City of Music* update, preparations for *Pixie Town* and a range of object changes, while conservation of material for the Gold display is nearing completion.

Collections projects

- 21 Several longer-term collections care projects are being advanced alongside this exhibition work. Storage and cataloguing of the hat collection are being improved, and the art store has received new slot storage for smaller framed works, with additional rack storage being procured. A conservator's project to undertake remedial treatment and rehousing of the McIndoe war collection is also close to completion.
- 22 Work to address asbestos contamination in the Mixed Objects Store S104 remains a priority. Testing and clearance have been completed for approximately 75% of the store, with the immediate aim of reaching 90%. The remaining 10%, consisting largely of uncatalogued computer-related material affected by ACD contamination, is intended to be quarantined. This will allow staff to improve the arrangement and efficiency of the cleared storage space.
- 23 The team is working with DCC Business Information Systems to increase digital storage capacity ahead of planned digitisation and collections online projects. Slow processing and retrieval of visual material, including photographs and portraits, remains a problem despite an upgrade to Toitū's network switch capacity. At the same time, the Collection Policy, which was due for review in 2025, is being comprehensively updated to reflect contemporary practice and support future work on collection significance and sustainability. A draft will be brought to the Board for advice.

Conservation projects

- 24 *McIndoe collection:* A conservator was employed to carry out remedial conservation and rehousing of the McIndoe war collection, with the project almost complete at the time of writing.

Archives

- 25 We continue to improve access to the Archive collection through updates and improvements to the cataloguing information on the digital collection database.
- 26 Our first tranche of material has been selected for digitisation in the new year, and will form part of the first outputs of our relaunched collections online in 2027.

AUDIENCE DEVELOPMENT

Enriching Local Curriculum (ELC) – Education

- 27 Toitū's onsite museum and outreach education programmes continue to be popular with local schools allowing ākonga to explore local and wider histories through the museum's collections and spaces. Topics offered this reporting period included Puaka Matariki, Kāi Tahu narratives, the Toitū Stream and early Māori use of the stream, Chinese migration, the gold rush, early settler life and changes in transport, as well as local history from Māori and Pasifika perspectives

and the 1981 Springbok Tour. Other programmes examined clothing and textiles, compared homes of the past with possible homes in 2050, and used museum settings and costumes to support secondary school drama work on the early nineteenth century and the 1940s. Younger learners were also engaged through exploratory and creative play in the New Zealand Railways foyer play area.

Visitor Programmes

- 28 Toitū continues to provide a regular meeting place for community groups whose interests connect with the museum's collections. Spinning and weaving, tapestry and mini-ball dancing remain part of the programme, alongside monthly Toddler Time sessions introducing the museum to its youngest visitors and their families.
- 29 The museum was a popular destination during the winter school holidays, when families were offered a range of activities linked to the collections. *ISPY @ Toitū – Rainbow Road!* encouraged children to search for coloured objects throughout the galleries, complemented by balloon-rainbow, name-plaque and cupcake-decorating activities. *Read All About It – Paper Crafts* drew on Dunedin's printing heritage, with participants using recycled newspapers, experimenting with printing and searching the museum for evidence of the city's print history.
- 30 Public talks and live events brought further audiences into the museum. Speakers included Daphne Lee from the University of Otago's Geology Department, discussing the history of the Geology Museum; new Toitū Registrar Anne Harlow, reflecting on her path into the role; and author Hannah Bulloch, speaking about *Overland to the Island*. A particularly well-attended panel, The Cocker Concert and Lutha, brought together Jeff Harford, Garry McAlpine, Tim Hazledine and Graham Wardrop to discuss the 1970s Dunedin band. Performances by Sunny Side Up and the Dunedin Star Singers in the Josephine Foyer added to the programme, while Puaka Matariki was marked with family drop-in activities making paper star boxes and decorating wooden stars.

COMMERCIAL ACTIVITY

Retail

- 31 Retail performance at Toitū Otago Settlers Museum started quietly in July before gaining momentum in August and September. The quarter saw a strong increase in sales, with approximately 400 more items sold than during the same period last year. Revenue finished the quarter up 14% year-on-year.
- 32 In late August, the Commercial Manager attended the Spring Gift Fair in Auckland to meet with existing suppliers, view new product ranges, and identify potential new brands for the museum shop. Feedback from the event indicated that trading conditions remain challenging across both the general retail and tourism markets. The fair itself was smaller than in previous years, reflecting the difficult trading environment. Against this backdrop, it is encouraging to see Toitū Retail performing positively.
- 33 New stock began arriving in July, following the rollover of the annual budget, in preparation for the busy October-to-March season. The shop is now well stocked for the coming months, with the team focused on processing, displaying, and merchandising new products.

- 34 Over the quarter, approximately 90% of stock in the Toitū shop was barcoded. This will improve processing efficiency, reduce the potential for errors, and streamline transactions for our visitor hosts. All new stock arriving at the museum is now barcoded.
- 35 We remain committed to supporting Dunedin and Otago artists and designers, continuing to expand our range of locally sourced products through the introduction of new lines.

Functions and Commercial Events

- 36 A total of 12 private venue bookings were held at the Museum between 1 July and 30 September 2026, representing a slight decrease compared with the same period last year. Despite this, we achieved KPI revenue targets supplemented through the hire of tables, staging, and audiovisual equipment, as well as the provision of in-house beverage service.
- 37 We are also seeing positive results from our attendance at the *MEETINGS* trade event, which we attend every two years. Several large national organisations and businesses are booking the museum's foyer and Transport Gallery for delegate events and dinners, demonstrating continued interest in Toitū Otago Settlers Museum as a distinctive venue for corporate functions and events.

OPTIONS

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

NEXT STEPS

- 39 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.