

Notice of Meeting:

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

Date: Monday 27 September 2021
Time: 9.30 am
Venue: Auditorium, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin

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

Telephone: 03 477 4000
rebecca.murray@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.

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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 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 elected representative or independent member 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 Board:

- 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	7

Toitū Otago Settlers Museum Board - Register of Interest - current as at September 2021				
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	Kaffelogic	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.
	Donor of the use of a building free of charge to the group	Fire Brigade Restoration Society	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.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Carmen Houlahan Cont.	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.
	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	Mosgiel-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 North 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.
	Member-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 - 21 JUNE 2021

RECOMMENDATIONS

That the Board:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 21 June 2021 as a correct record.

Attachments

	Title	Page
A 	Minutes of Toitū Otago Settlers Museum Board meeting held on 21 June 2021	12

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 Monday 21 June 2021, commencing at 9.30 am

PRESENT

Chairperson Phil Dowsett

Members Cr Rachel Elder Cr Doug Hall
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

There were no apologies.

Cr Carmen Houlahan entered the meeting at 9.33 am.

2 CONFIRMATION OF AGENDA

Moved (Phil Dowsett/Cr Doug Hall):

That the Board:

Confirms the agenda with the following addition:

Item 7 – Discussion on the Board delegations

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.

Peter Smith clarified that Rotary Club of Dunedin Harbour is the new correct name for this entity.

Moved (Phil Dowsett/Peter Smith):

That the Board:

- a) **Amends** 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 - 22 FEBRUARY 2021

Moved (Phil Dowsett/Cr Rachel Elder):

That the Board:

Confirms the Toitū Otago Settlers Museum Board meeting held on 22 February 2021 as a correct record.

Motion carried

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM AND LAN YUAN ACTIVITY REPORT

The report covered activities of Toitū Otago Settlers Museum (TOSM) and Lan Yuan Dunedin Chinese Garden (DCG) from 1 January 2021 to 31 March 2021.

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

Cr Doug Hall left the room at 9.52 am.

Moved (Phil Dowsett/Cr Carmen Houlahan):

That the Board:

Notes the Toitū Otago Settlers Museum and Lan Yuan Activity Report for the period 1 January 2021 to 31 March 2021.

Motion carried (TOSM/2021/004)

6 DEACCESSION REPORT

The report sought the Boards endorsement of the Director’s decision to deaccession a collection item (Land Rover 1956 Series, Accession no 1996/6/1) from the Toitū Otago Settlers Museum collection.

The Land Rover (Accession no 1996/6/1) has been identified for deaccession following an assessment on its significance, condition, storage, and overall status within the Toitū collection in accordance with the Toitū Collections Policy section 11.

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

Moved (Phil Dowsett/Cr Rachel Elder):

That the Board:

Notes and endorses the Director’s decision to deaccession the Land Rover (Accession no 1996/6/1) from the Toitū collection and dispose of it in accordance with the Toitū Collections Policy.

Motion carried (TOSM/2021/008)

Cr Doug Hall entered the meeting at 10.06 am.

7 DISCUSSION ON THE BOARD DELEGATIONS

The Board Chair (Phil Dowsett) discussed with staff and members of the Board on how best to fulfil the delegations of the Board as set out in the Committee Structure and Delegations Manual.

During discussions it was noted that the Board was scheduled to meet in August and September.

The Director - DPAG, Toitū, Lan Yuan and Olveston (Cam McCracken) responded to members’ questions.

Moved (Phil Dowsett/Cr Rachel Elder):

That the Board:

- a) **Notes** the discussion on the Board delegations.
- b) **Requests** the Board delegations be attached to future Board agendas.
- c) **Cancels** the Boards meeting due to be held in August as there was another Board meeting scheduled for the next month.

Motion carried (TOSM/2021/009)

The meeting concluded at 10.24 am.

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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 April 2021 to 30 June 2021.

RECOMMENDATIONS

That the Board:

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

BACKGROUND

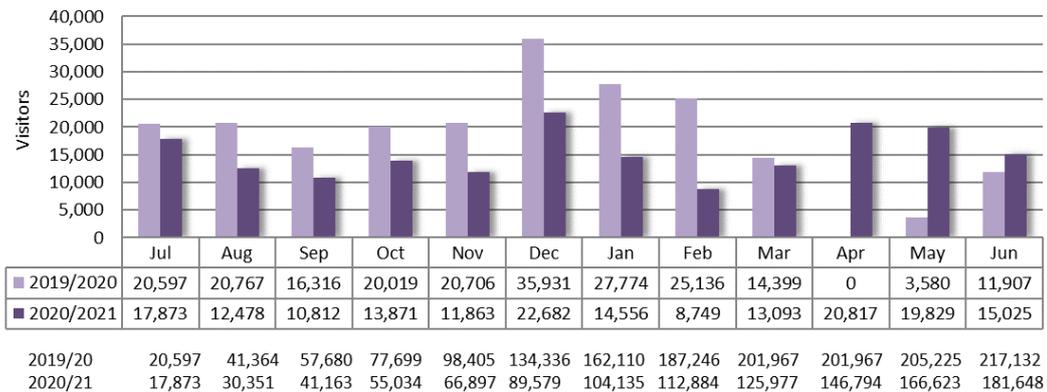
- 2 This report is written for the TOSM Board Meeting and details the latest activities and KPI performance at TOSM and Lan Yuan DCG.

DISCUSSION

Visitors

- 3 There were 55,671 visitors to TOSM during the April 2021 to June 2021 reporting period, the busiest quarter in the 2020/21 financial year. It is difficult to compare to the corresponding period last year given the closures in 2020 due to COVID. April had strong numbers due to Easter, the School Holidays and ANZAC weekend.

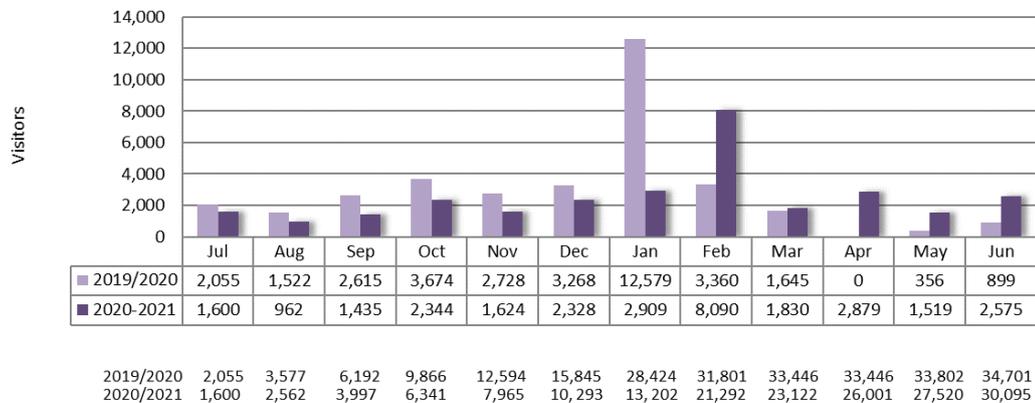
TOSM Visitor Numbers



Running total

- 4 Lan Yuan DCG had 6,973 visitors during the current reporting period. Comparisons are difficult to make with the same quarter last year due to the 2020 COVID disruptions. Total visitation for 2020/21 has been down on the previous year given the total absence of international visitors. In 2019/20 we traded for 7 months in a pre-COVID business environment.

Lan Yuan Visitor Numbers



Running total

Visitor Experience

Exhibitions

1865 Panorama

- 5 An 11-metre long photomural featuring a 360-degree panoramic view of Dunedin in 1865 has been installed in the NZR Garage ‘Bullnose’ space at the southern end of the Museum. Featuring a remarkable level of detail, the panorama has proved popular with visitors interested in the changing Dunedin cityscape.

- 26 Functions and Events at Toitū experienced steady bookings between April 1 – June 30 as we were in COVID-19 level 1 which enables groups to come together with ease. We developed the Burnside Boardroom in the Burns building at Toitū. This is new venue space suited to groups of 20 pax and below, perfect for a casual away-day or board meeting. This venue is almost ready for promotion and is suitable for both internal and external clients.
- 27 The Lan Yuan DCG retail shop had steady sales right up until 30 June. Although a quieter time for Lan Yuan in terms of visitors we still achieved excellent sales of our Chinese Tea and Dumplings/Buns. After expecting Lan Yuan to be very quiet without international visitors we have been pleasantly surprised with the visitation. Our food and beverage and shop sales are comparable with a pre-COVID year.

Lan Yuan DCG

- 28 The annual Legend of Qu Yuan family fun day event took place on Sunday 13 June. An estimated 150 people participated throughout the day in the various activities including stories behind the Dragon Boat Festival, eating zongzi – traditional Chinese sticky rice dumplings, finding the hidden ox, taking part in a tangyuan cooking class, games and calligraphy.

OPTIONS

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

NEXT STEPS

- 30 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 2019-22	21

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

There are no known impacts for tangata whenua. 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 Toitū Otago Settlers Museum and Lan Yuan the Dunedin Chinese Garden.

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.