

**MEETING AGENDA  
(OPEN SECTION)**

**OTAGO MUSEUM TRUST BOARD MEETING  
1pm, Thursday 30<sup>th</sup> October 2025  
Graham Crombie Board Room, Tūhura Otago Museum**

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Resolution to exclude the public:

*That the public be excluded from the following parts of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

General subject matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 (1) for the passing of this resolution
MINUTES OF THE LAST OTAGO MUSEUM TRUST BOARD MEETING AND ACTION REGISTER (CLOSED)	<i>To enable, without prejudice or disadvantage, commercial activities;</i>  <i>That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies</i>	7 (2) (h), 48 (1) (d)
HEALTH & SAFETY REPORT	To protect the privacy of natural persons;  That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	7 (2) (a), 48(1) (d)
AUDIT COMPLETION REPORT	That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	48(1) (d)
FINANCE	To enable, without prejudice or disadvantage, commercial activities;  That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	7 (2) (h), 48 (1) (d)
DIRECTORS REPORT	To protect the privacy of natural persons;  To enable, without prejudice or disadvantage, commercial activities  That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	7 (2) (a), 7 (2) (h), 48 (1) (d)
KAUPAPA MĀORI	To protect the privacy of natural persons	7 (2) (a)
OTHER BUSINESS	To protect the privacy of natural persons, including that of deceased natural persons.	7(2) (a), 48 (1) (d)

	<p>That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies</p>	
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## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **DECLARATION OF INTEREST**

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#### **EXECUTIVE SUMMARY**

Members will recognise and declare potential conflicts of interests to allow open and transparent discussions. Managing those interests may involve purely the declaration, or in some circumstances, that the member leaves the room for that discussion.

Changes to interests are to be notified to the Secretary as soon as practical, and recognised during the meeting as they become relevant.

#### **RECOMMENDATIONS**

That the meeting:

**Notes and amends** the attached interest register as necessary.

## Otago Museum Trust Board

### Interest Register 15 August 2025

Name of Trustee	Role	Nature of Interest
<b>Jamie Adamson</b>	Deloitte	Partner
	Board member	Athletics Otago Inc
	Member	Council for Otago Medical Research Foundation
<b>David Benson-Pope</b>	Owner	Residential Property Ownership in Dunedin
	Trustee and Beneficiary	Blind Investment Trusts
	Member	Yellow-eyed Penguin Trust
	Member	New Zealand Labour Party
	Member	Dunedin Heritage Fund (Council Appointment)
	Member	Dunedin Public Art Gallery Acquisitions Committee (Council Appointment)
	Member	Otago Museum Trust Board (Council Appointment)
<b>Brigid Casey</b>	Council member	Association of Friends of Otago Museum
<b>Gaynor Finch</b>	Owner	Athol Croft Farm
	Clutha District Council Rep	CDC Combined District Museums
	Councillor	Clutha District Council
	Clutha District Council Rep	Clutha Foundation Trust
	Clutha District Council Rep	Lake Waihola Waipori Wetlands
	Clutha District Council Rep	Milton Area Promotions
	Clutha District Council Rep	Taieri Mouth Amenities Society
	Chair	Tokomariro Awareness Group
	Clutha District Council Rep	Waihola Looking Forward
	Clutha District Council Rep	Project Bruce
<b>Christine Garey</b>	Trustee	Garey Family Trust - Property Ownership - Dunedin
	Member	Women of Ōtepoti
	Member (alternate)	Grow Dunedin Partnership (Council Appointment)
	Member	Otago Museum Trust Board (Council Appointment)
	Member	Sophia Charter (Council Appointment)
	Member	St Paul's Cathedral Foundation (Council Appointment)
	Member	Theomin Gallery Management Committee (Olveston) (Council Appointment)
Trustee	Ashburn Hall Charitable Trust	
<b>Prof David Hutchinson</b>	Employee	University of Otago
	Member	Marsden Fund Council
<b>Prof Nancy Longnecker</b>	Employee	University of Otago
	Member	Otago Institute Council
	President	Friends of Otago Museum
	Board Member	Age Concern Otago
	Member	Green Party Aotearoa New Zealand
<b>Cherry Lucas</b>	Trustee	Otago Farmers Market
	Member	Otago A & P Society

	Trustee	Henderson Lucas Family Trust - Residential Dunedin Property
	Member	NZ Institute of Chartered Accountants
	Member	Otago Museum Trust Board (Council Appointment)
	Member	Dunedin Chinese Garden Advisory Board (Council Appointment)
	Member	Toitū Otago Settlers Museum Board (Council Appointment)
	Member (alternate)	Grow Dunedin Partnership (Council Appointment)
	Member	Mosgiel Taieri Community Board (Council Appointment)
	Member	Te Poāri a Pukekura Partnership (Council Appointment)
	Zone 6 representative	LGNZ
	Member	Taieri Airport Trust
<b>Lisa Matisoo-Smith</b>	Employee	University of Otago
<b>Rachel Wesley</b>	Associate Investigator	Coastal People: Southern Skies CoRE
	Member	New Zealand Archaeological Association
	Deputy Chair	Te Pōari a Pukekura Trust
	Ōtākou Representative	Te Rūnanga o Ngāi Tahu
	Curator Māori	Tūhura Otago Museum
	Member	Mana Whenua Advisory Panel, Aukaha (1997) Ltd
<b>Jeff Wilson</b>	Partner	Findex
	Member	Chartered Accountants Australia and New Zealand
	Director	Brighton Boat Hire Limited
	Member	Otokia Creek & Marsh Habitat Trust



## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **MINUTES OF THE LAST MEETING**

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#### **EXECUTIVE SUMMARY**

Minutes of the previous meetings to be reviewed and confirmed as a true and accurate record of the meeting.

#### **RECOMMENDATIONS**

That the meeting:

**Confirms** the minutes of the last meeting.

**MINUTES**  
**(Open Section)**

**OTAGO MUSEUM TRUST BOARD MEETING**

**1pm, Thursday, 28 August 2025**

**Graham Crombie Board Room, Otago Museum**

**PRESENT:**

Cherry Lucas (Deputy Chair), Gaynor Finch, Nancy Longnecker, Christine Garey, Jeff Wilson, Lisa Matisoo-Smith, David Benson-Pope and Rachel Wesley.

**IN ATTENDANCE:**

**Deloitte:**

Catherine Chisholm

**From Tūhura Otago Museum:**

Ian Griffin (Director)

Jane Gregory (Secretary to the Board)

Anne Bridger, Head of Finance

**1. APOLOGIES**

Apologies had been received David Hutchinson and Jamie Adamson (Deloitte)

**It was moved that** *the apologies are accepted.*

**Moved:** Cherry Lucas

**Seconded:** Gaynor Finch

**CARRIED**

**Acknowledgments**

The meeting opened with an acknowledgement of the passing of Jane Graveson, a long-time Te Pae Ārahi (Māori Advisory Committee) member, and of Raewyn Harris, a previous Mana Whenua representative on the Otago Museum Trust Board.

**2. INTEREST REGISTER**

Rachel Wesley's interests had been updated and it was noted that Rachel is now an employee of the Museum in a part-time role as curator Māori, assisting Gerard O'Regan.

The updated interest register was noted.

**3. MINUTES OF LAST MEETING (open section)**

There were no amendments made to the minutes of the last meeting.

It was noted that the Director's presentation to Central Otago District Council has been postponed until early next year due to the timing of local body elections.

**It was moved that:** *the minutes of the meeting held on 27<sup>th</sup> June 2025 are accepted as a true and accurate record of that meeting.*

**Moved by:** Christine Garey

**Seconded by:** David Benson-Pope  
**CARRIED**

#### 4. ACTION REGISTER

**Action: the Director to prepare a submission to DCC's next Annual Plan flagging that we will be asking for a contribution to some capital projects**

The action was noted and will be undertaken next year to fit in with the DCC planning process.

**Update the Board Orientation pack**

The updated Orientation pack was noted. It was agreed that the Pack is a good induction resource and worth circulating to both new and returning members.

#### 5. CORRESPONDENCE

**Outwards:**

- 17 July 2025      The Board of the Otago Institute – notification that appointment of a OMTB representative is due.
- 5 August 2025    Vice Chancellor, University of Otago – request for confirmation/appointment of OMTB representatives.

**Inwards**

- 29 April 2025    Nancy Longnecker – email to advise her end of term as the Otago Institute representative being June 2025. Email included in these papers for the record.
- 12 August 2025   Vice Chancellor, University of Otago – confirmation of OMTB representatives.

It was noted that the Otago Institute AGM scheduled for 28<sup>th</sup> August had been postponed.

**It was moved that** the correspondence is noted

**Moved:** Cherry Lucas  
**Seconded:** Lisa Matisoo-Smith  
**CARRIED**

#### 6. TRUST BOARD MEMBERSHIP

For information.

#### 7. HEALTH AND SAFETY REPORT

The health and safety charts were noted. There was nothing of note to report.

## 8. DIRECTOR'S REPORT

The Director acknowledged the passing of Jane Graveson, a member of Te Pae Ārahi o Tūhura (2007-2025), and Raewyn Harris, former Mana Whenua representative on the Board (1999-2004)

The Director highlighted key points from his written report and responded to questions from the Board. Key points were:

- Attendance numbers are slightly down on last year, though last year was a record year with over 400,000 visitors recorded.
- The Matariki Ahuka Nui ceremony was well-attended, though slightly fewer people attending than last year.
- Anne Bridger joins the Leadership team as the new Head of Finance.
- The shop is undergoing a refresh with changes being made to layout and stock.
- Charging for international visitors was trialled through the July school holidays with staff greeting visitors and actively encouraging payment. Visitors were accepting of the charge and a modest amount was collected which will help towards the Museum's operational costs.  
Charging is still in place though more low-key during the current changes around the Museum. Payment from international visitors will be strongly encouraged during the cruise ship season.
- Options for new door-counters are being considered and a cost benefit analysis being undertaken. The current counting system is reasonably accurate, but new technology offers opportunities for even more accuracy.
- The Museum is continuing its strategy to engage with the local Pasifika communities and has extended the two one-year fixed term positions (created last year through grant funding) for a two-year fixed term. The roles have changed to meet the needs of the communities. A key output will be the formation of an advisory committee that will inform the nature of Pasifika engagement going forward.  
Leota Meredith has done a magnificent job in connecting with and engaging the majority of the Pasifika communities in Dunedin.
- The Otago Daily times ran an article on the front page this week promoting the appointment earlier this year of Dr Georgia Ciaran in the Philanthropy and Development role. There is planned a strong push for donations and bequests through September for New Zealand Wills Month. The new website, due to be launched soon, will also feature a prominent donate button to encourage more donations.

**It was moved that** *the Director's report and verbal updates are noted.*

**Moved:** Cherry Lucas  
**Seconded:** Nancy Longnecker  
**CARRIED**

## 9. KAUPAPA MĀORI

Rachel Wesley reported that Te Pae Ārahi met yesterday and acknowledged the mahi of Jane Graveson and Raewyn Harris.

Updates from the meeting were that:

- Kare Tipa was welcomed onto Te Pae, representing Moeraki rūnaka.
- Approval was given for minimally invasive sampling (not visible to the eye) of taoka tūturu held in the Museum's collection consisting of heru, southern patu and harpoon points, to identify the

source of the bone used. This is a for a Marden-funded project led by Dr Monica Tromp (University of Otago) and Dr Amber Aranui (Te Papa Tongawera), with Sophie White.

- Approval was given for Tūhura Otago Museum to progress planning for next year's Ahuka Nui celebrations. Te Pae confirmed support for the Museum on the official Matariki day and have suggested that the kai offered at Ahuka Nui could be more aligned with Matariki celebrations. Te Pae also support the Museum organising a Māori craft market in conjunction with Matariki events.

## 10. TREASURER'S REPORT

The financial reports for the 12-month period to the year-end at 30 June 2025 were noted and would be discussed in more detail in the closed session.

Nothing to add.

## 11. POLICY REVIEWS

### a) CCTV Policy

The CCTV Policy is a new policy. It has been reviewed by a lawyer and the Audit Finance and Risk Management committee which recommends that the Board adopt the CCTV Policy.

**It was moved that** *the CCTV policy is adopted.*

**Moved:** Gaynor Finch  
**Seconded:** Cherry Lucas  
**CARRIED**

### b) Privacy Policy

The Privacy policy has been updated to align with the CCTV policy. The updated Policy has been reviewed by a lawyer and the Audit, Finance and Risk Management committee which recommends that the updated Privacy Policy is adopted.

**It was moved that** *the updated Privacy policy is adopted.*

**Moved:** Gaynor Finch  
**Seconded:** Cherry Lucas  
**CARRIED**

## 12. REPORT FROM THE FRIENDS ASSOCIATION OF THE OTAGO MUSEUM

Nancy Longnecker reported that:

- Jane Dodd gave a fantastic presentation at the Friends in Focus talk in the Barclay Theatre in June. This talk was well attended and attracted a different audience. The Friends were grateful to the Museum's Marketing team for promoting this event so successfully.
- This week, artist Ron Esplin spoke to a Friends only group in the Friends room. Again this brought along members who had not come to previous events.
- The next talk will be at the AGM on 16<sup>th</sup> September when Director, Dr Ian Griffin will be speaking about the Museum's plans.
- To engage with Friends and potential members more, talks are followed by an invitation to the Friends room for a cup of tea.
- The Museum's Design team are producing new brochures for the Friends. The Friends will start a recruitment drive once the brochures are ready. The aim is to not only increase membership numbers, but the diversity of members.

- The Friends council are working on a range of activities to celebrate the organisation's 100<sup>th</sup> Anniversary in 2026.

The Friends' report was noted.

### 13. OTHER BUSINESS

There was no other business

### 14. MATTERS IN COMMITTEE

#### Resolution to exclude the public:

*That the public be excluded from the following parts of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

General subject matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 (1) for the passing of this resolution
<b>MINUTES OF THE LAST OTAGO MUSEUM TRUST BOARD MEETING AND ACTION REGISTER (CLOSED)</b>	To enable, without prejudice or disadvantage, commercial activities;  That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	7 (2) (h), 48 (1) (d)
<b>HEALTH &amp; SAFETY REPORT</b>	To protect the privacy of natural persons;  That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	7 (2) (a), 48(1) (d)
<b>DIRECTORS REPORT</b>	To protect the privacy of natural persons;  To enable, without prejudice or disadvantage, commercial activities	7 (2) (a), 7 (2) (h)
<b>KAUPAPA MĀORI</b>	To protect the privacy of natural persons.	7 (2) (a)
<b>FINANCE &amp; GOVERNANCE</b>	To enable, without prejudice or disadvantage, commercial activities;  That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	7 (2) (h), 48 (1) (d)

<p><b>OTHER BUSINESS</b></p>	<p>To protect the privacy of natural persons, including that of deceased natural persons.</p> <p>That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies</p>	<p>7(2) (a), 48 (1) (d)</p>
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**Moved by:** Cherry Lucas  
**Seconded by:** Gaynor Finch  
**CARRIED**

**Moved into closed session: 1.25pm**

**Meeting closed: 2.32pm**

**Next meeting Thursday 30 October 2025**

Signed by:

.....  
 David Hutchinson  
 Trust Board Chair

Date: .....

DRAFT



## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **ACTION REGISTER**

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#### **EXECUTIVE SUMMARY**

A record of actions from the last meeting.

#### **RECOMMENDATIONS**

That the meeting:

**Reviews** the actions as required

**OTAGO MUSEUM TRUST BOARD  
ACTION REGISTER  
From meeting 28 August 2025 – Open Section**

Item number	Date of OMTB meeting	Item	Action reference from minutes	Who responsible	Action completion due date/status
5	29 April 2025	Action Register	<b>The Director</b> to prepare a submission to DCC's next Annual Plan flagging that we will be asking for a contribution to some capital projects	Director	



## OTAGO MUSEUM TRUST BOARD

30 October 2025

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### CORRESPONDENCE

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#### EXECUTIVE SUMMARY

##### Correspondence

##### Outwards:

- |                 |  |
|-----------------|--|
| 17 October 2025 | Friends President, Nancy Longnecker – acknowledgement of Friends appointment to the OMTB.                  |
| 17 October 2025 | Mayor Elect Sophie Barker – request for meeting with Board Chair to discuss DCC appointments to the OMTB.  |
| 21 October 2025 | Mayor Elects and Chief Executives of contributing local authorities – request for appointment to the OMTB. |

#### RECOMMENDATION

That the Board:

**Notes** the correspondence.

17<sup>th</sup> October 2025

Nancy Longnecker  
President, Friends Association  
[nancy.longnecker@otago.ac.nz](mailto:nancy.longnecker@otago.ac.nz)

Dear Nancy

**Friends' appointment to the Otago Museum Trust Board**

With local body elections this month we are writing to all representative organisations to advise that all Trust Board positions officially come up for appointment. However, as already discussed at the June Board meeting and in your emails around that time, we acknowledge that the Friends Association has appointed you to serve a three year term.

We are grateful to the Friends for arranging this change in advance so that it doesn't coincide exactly with local body elections. This helps to maintain continuity of skills on the Board.

As the Friends have already made their appointment this letter is to formally acknowledge your appointment as the Friends representative until June 2028.

Yours sincerely

Jane Gregory  
Secretary  
Otago Museum Trust Board

Sophie Barker  
Mayor elect,  
Dunedin City Council,  
PO Box 5045,  
Dunedin 9054

[mayor@dcc.govt.nz](mailto:mayor@dcc.govt.nz)

17<sup>th</sup> October 2025

Dear Mayor Barker

Congratulations on your election success.

The local body elections signal that the Council needs to decide on its appointments to the Otago Museum Trust Board. The DCC has four of the ten appointed positions on the Board (in accordance with the Otago Museum Trust Board Act 1996), and these need to be appointed within three months of the elections. It would be helpful if these were decided on prior to our 11<sup>th</sup> December board meeting, or at the latest by 31 January 2026, so that the appointees would be able to attend the February meeting.

Please could we meet at your earliest convenience? I would like to discuss the skills and attributes that we are looking for in our Board members, and particularly in the DCC appointees. The DCC holds almost half of the positions around the board table, so the right skills in appointees will support the Museum in achieving good governance through a period of change for the Museum. I attach a Skills Mix paper which provides information about the skills we are looking for in our Board members.

In the past fifteen years the DCC has appointed two or three councillors and has made at least one external appointment. Recent external appointments have been:

- |              |  |
|--------------|--|
| 2024-present | Jeff Wilson (Chartered Accountant and partner in Findex accounting and business advisory services) |
| 2019-2024    | Laura Black (Director, Methodist Mission)  |
| 2011-2019    | Graham Crombie (Chartered Accountant and governance consultant)                                    |

**While we respect your right to decide, we would be grateful if Jeff Wilson and Cherry Lucas could both be reappointed for the 2025-2028 triennium.**

The Board secretary, Jane Gregory can be reached at [jane.gregory@tuhura.nz](mailto:jane.gregory@tuhura.nz) and can assist with making an appointment.

Yours sincerely



David Hutchinson  
*Chair, Otago Museum Trust Board*

21<sup>st</sup> October 2025

**Clutha District Council**

Mayor Jock Martin

Steve Hill, Chief Executive

[help.desk@cluthadc.govt.nz](mailto:help.desk@cluthadc.govt.nz)

[steve.hill@cluthadc.govt.nz](mailto:steve.hill@cluthadc.govt.nz)

**Waitaki District Council**

Mayor Melanie Tavendale

Alex Parmley, Chief Executive

[mtavendale@waitaki.govt.nz](mailto:mtavendale@waitaki.govt.nz)

[aparmley@waitaki.govt.nz](mailto:aparmley@waitaki.govt.nz)

**Central Otago District Council**

Mayor Tamah Alley

Peter Kelly, Chief Executive Officer

[tamah.alley@codc.govt.nz](mailto:tamah.alley@codc.govt.nz)

[peter.kelly@codc.govt.nz](mailto:peter.kelly@codc.govt.nz)

Kia ora koutou

**Contributing Local Authority appointment to the Otago Museum Trust Board**

The local body elections signal the time for our contributing local authorities to make a joint appointment to the Otago Museum Trust Board, according to Section 2(b) of the Otago Museum Trust Board Act 1996.

The appointment needs to be made within three months of the elections, i.e. by 31<sup>st</sup> January 2026. However, it would be helpful if the appointment were made before the end of November so that they could attend our 11<sup>th</sup> December board meeting.

We respect your right to decide on the appointment, but want to let you know that Gaynor Finch, who has held the appointment as a Clutha District councillor since 2011, has expressed an interest in remaining on the Trust Board should you wish her to do so, though she was not re-elected to Council this time. Representative organisations are permitted to make external appointments.

We acknowledge Gaynor's fifteen years of service on the Board, would welcome her experience back at the table, but are also cognisant that the contributing authorities may see this as an appropriate time for a change.

Attached is a Skills Mix paper which outlines the skills and attributes that we are looking for in our Board members. We can also provide more information on request.

Questions can be directed to the Board secretary Jane Gregory [jane.gregory@tuhura.nz](mailto:jane.gregory@tuhura.nz)

Yours sincerely



David Hutchinson

*Chair, Otago Museum Trust Board*

[David.hutchinson@otago.ac.nz](mailto:David.hutchinson@otago.ac.nz)

## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **BOARD MEMBERS - RECORD OF TERMS SERVED ON THE BOARD**

Submitted by: Jane Gregory, Secretary to the Board

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#### **Executive Summary**

**The Board Membership report** is for information and shows the date that each Board member was appointed to the Board, the number of terms served and when their appointment is due for renewal.

Some organisations have agreed to operate a staggered appointment process that is out of synch with local authority elections. This helps the Board to achieve continuity of skills and knowledge, and reduces the risk of a loss of a large proportion of members at one time.

#### **RECOMMENDATION**

That the Board notes the report.

Representative Organisation	Board member	Month/year started on Trust Board for this organisation	Number of complete 3-year terms served in this role	Current 3-year term	Reappointment due date	Status	Notes and additional representative positions held
DCC	Christine Garey	Dec 2022	0	2022-2025	November 2025	Confirmed	Board Chair to meet the Mayor on 29 October to discuss DCC appointments to the board.
DCC	David Benson-Pope	Dec 2022	0	2022-2025	November 2025	Confirmed	Board Chair to meet the Mayor on 29 October to discuss DCC appointments to the board.
DCC	Cheryl Lucas	Dec 2022	0	2022-2025	November 2025	Confirmed	Board Chair to meet the Mayor on 29 October to discuss DCC appointments to the board.  Also served two terms as DCC representative 1996 to 2001
Regional Councils	Gaynor Finch	Feb 2011	4	2022-2025	November 2025	Confirmed	CLAs to may an appointment in due course
Manawhenua	Rachel Wesley	October 2020	1	2023-2026	October 2026	Confirmed	
University of Otago	Professor Lisa Matisoo-Smith	June 2021	1	2024-2027	June 2027	Confirmed	
DCC	Jeff Wilson	September 2024	0	2024-2027	September 2027	Confirmed	Board Chair to meet the Mayor on 29 October to discuss DCC appointments to the board.
Association of the Friends of Otago Museum	Nancy Longnecker	July 2025	0	2025-2028	July 2028	Confirmed	Also served two terms as OI representative June 2019 to June 2025
University of Otago	David Hutchinson	Feb 2011	4	2025-2028	November 2028	Confirmed	Also served one term as OI representative 2008 to 2010
Otago Institute for the Arts and Sciences	Barbara Anderson	November 2025	0	2025-2028	November 2028	Induction pending	



## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **REPORTS: HEALTH AND SAFETY**

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#### **EXECUTIVE SUMMARY**

Attached are regular health and safety charts showing the number of visitors compared to the number of health and safety incidents reported.

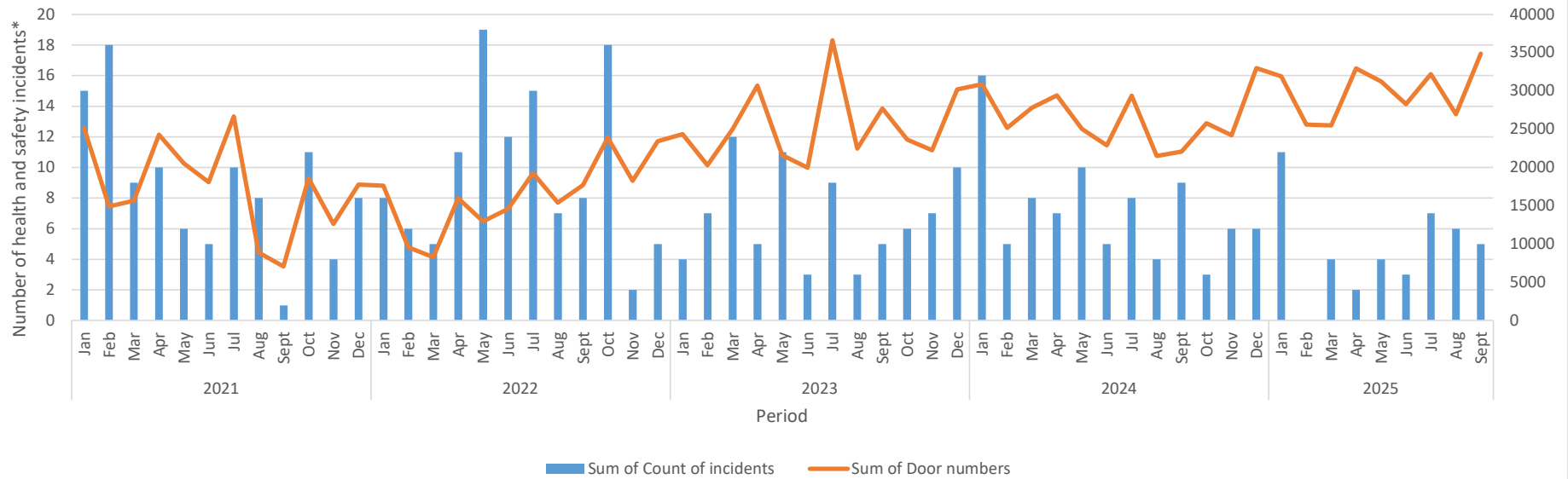
#### **RECOMMENDATIONS**

That the meeting:

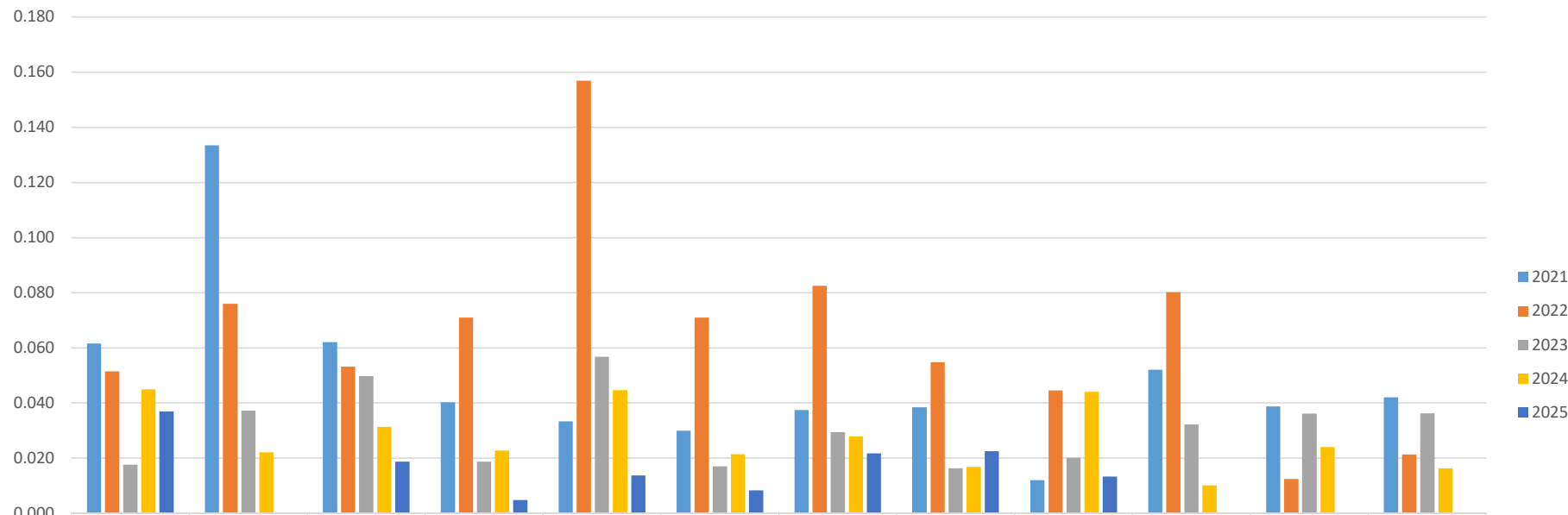
**Notes** the reports.

### Number of Health and Safety Incidents\* Compared to Visitor Numbers

\* includes hazard observations, near misses and incidents.

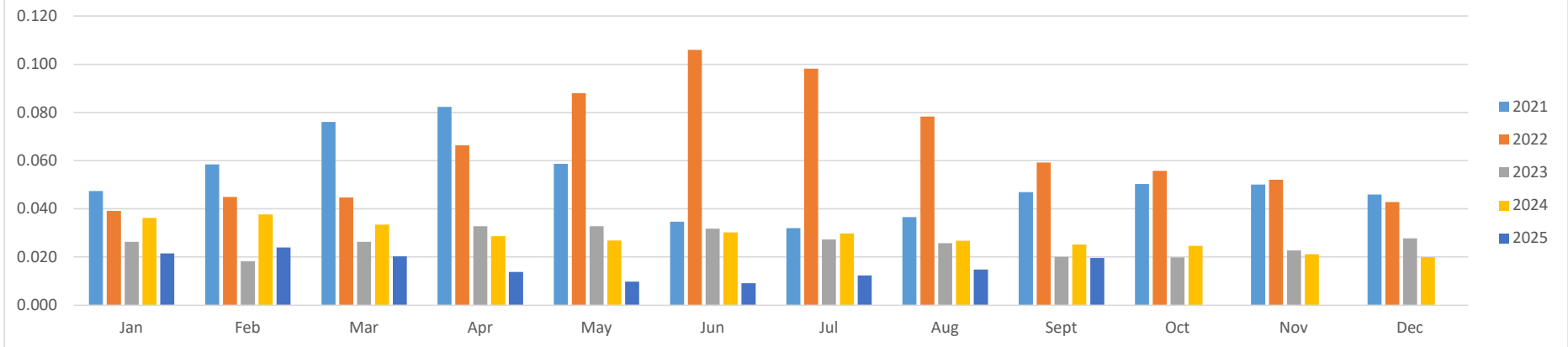


Average Daily Ratio by Month  
Ratio of health and safety incidents compared to visitor numbers



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
■ 2021	0.062	0.134	0.062	0.040	0.033	0.030	0.037	0.038	0.012	0.052	0.039	0.042
■ 2022	0.051	0.076	0.053	0.071	0.157	0.071	0.083	0.055	0.045	0.080	0.012	0.021
■ 2023	0.018	0.037	0.050	0.019	0.057	0.017	0.030	0.016	0.020	0.032	0.036	0.036
■ 2024	0.045	0.022	0.031	0.023	0.045	0.021	0.028	0.017	0.044	0.010	0.024	0.016
■ 2025	0.037	0.000	0.019	0.005	0.014	0.008	0.022	0.023	0.013			

3 month rolling average  
 Ratio of health and safety incidents compared to visitor numbers



## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **ANNUAL REPORT 2024-2025**

Submitted by: Ian Griffin, Museum Director

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#### **EXECUTIVE SUMMARY**

BDO Invercargill, auditors have completed the audit. Their Audit Completion Report will be circulated separately to Board papers and will be discussed in the closed session.

A letter of Representation will need to be signed at the meeting by the Board Chair, as well as the Statement of Responsibility page.

The Annual Report 2024-2025 will be circulated as a separate document to the Board papers. The Report has been reviewed by the auditor and the Audit, Finance and Risk Management committee.

#### **RECOMMENDATIONS**

That the Board **approves the Annual report 2024-2025 for publication.**



## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **TREASURER'S REPORT**

Jamie Adamson, Deloitte

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#### **EXECUTIVE SUMMARY**

The report provides a financial overview of the Otago Museum operations during the period and current financial position.

#### **RECOMMENDATIONS**

That the meeting:

**Notes** the Treasurer's report

# TŪHURA

Otago Museum

Otago Museum

Treasurers Report

For the period ending 31 August 2025

10 October 2025

# Contents

1. Profit & Loss Summary	3
2. Core Operations	3
3. Business Units	4
4. Investment Revenue and Special & Trust Funds	4
5. Balance Sheet Analysis	5

# 1. Profit & Loss Summary

The YTD operating loss after depreciation was \$110,456 (budgeted loss: \$56,706, last year loss: \$46,404). This is made up of:

- A YTD loss from Core Operations and Business Units after depreciation of \$150,237 (budget loss: \$111,570).
- Investment Income & net Special & Trust Fund revenue of \$39,781 (budget: \$54,864).

# 2. Core Operations

*Core Operations* include standard Museum cost centres including exhibition & creative Services and marketing costs; exhibition costs; projects; property services; IT & communication costs; education; sleepovers and holiday programmes and science engagement.

## Trading Activity

- The YTD net loss before depreciation from core operations was \$20,507 which is lower than budget and last year (budgeted: profit \$48,643; last year: profit \$60,531).
- **Revenue** is \$1,051,146 (budgeted: \$1,069,408; last year \$1,181,663).
- **Wages** are \$636,360 (budgeted \$622,275; last year: \$734,100).
- **Direct costs** were \$206,910 (budgeted: \$217,612; last year \$219,658).
- **Indirect costs** are the Museums general overheads and include costs such as audit & accounting, bank fees, power, insurance, rates, phones, printing & stationery etc. These costs are \$228,383 (budgeted: \$180,879; last year: \$167,374).
- **Depreciation expense** was \$171,980 compared to budget \$193,333.

## 3. Business Units

*Business Units include the commercial operations of the Museum - Museum Café; Toitu Café; shop; tours; venues; planetarium; Tropical Forest and Tuhura.*

### Trading Activity

- The YTD net operating profit from business units was \$42,250 (budgeted: \$33,120; last year: \$24,679).
- **Revenue** was \$330,115 which is \$59,996 lower than budget (\$390,111) and lower than last year (\$380,330).
- **Wages** were \$151,082 (budgeted: \$170,791; last year: \$157,073).
- **Direct costs** were \$136,784 (budgeted: \$186,200; last year: \$198,578).

## 4. Investment Revenue and Special & Trust Funds

### YTD Results

- YTD investment revenue of \$15,912 (budgeted: \$21,946; last year: \$16,160).
- YTD Special & Trust revenue is \$23,869 (budgeted: \$32,919, last year: \$24,240).
- Special & Trust Funds total \$11.9m but a significant portion of these are “restricted” funds that have specific instructions attached by the donor as to their use and what they can be specifically spent on.

# 5. Balance Sheet Analysis

The Museum balance sheet indicates a strong position with \$25.5m of net assets. This is represented by:

- \$13.1m of Property, Plant & Equipment (which excludes the value of the collection),
- Other investments (shares and fixed interest bonds) of \$11m,
- STAPP Loan of \$1.1m
- and net working capital (debtors less creditors) of \$1.5m.

However, the balance sheet position does not accurately reflect the cashflow difficulties ahead when considering future operational and capital expenditure requirements and the amount of Special & Trust funds that are restricted.

## 5.1 Debtors

Below is an analysis of the aged debtors.

	31 August 2025		30 June 2025	
	\$	%	\$	%
Current	122,031	35.6%	274,767	91.1%
1 Month	108,508	31.7%	22,185	7.4%
2 Months	-	0.0%	3,203	1.1%
3 Months +	112,061	32.7%	1,409	0.5%
<b>Total</b>	<b>\$342,600</b>	<b>100.0%</b>	<b>\$301,563</b>	<b>100.0%</b>

## 5.2 Creditors

Below is an analysis of aged creditors. The Museum generally pays all creditors on the 20th of each month.

	31 August 2025		30 June 2025	
	\$	%	\$	%
Current	226,270	99.9%	406,329	97.5%
1 Month	-	0.0%	10,666	2.6%
2 Months	-	0.0%	-	0.0%
3 Months +	136	0.1%	(353)	-0.1%
<b>Total</b>	<b>\$226,406</b>	<b>100.0%</b>	<b>\$416,642</b>	<b>100.0%</b>

## 5.3 Equity Analysis

The museum has a number of investments in both New Zealand and overseas equities. Although the investment portfolio has continued to be impacted by the volatility of the global environment, rolling 12-month returns have returned to positive figures.

## 5.4 Loan

The STAPP loan of \$1,065,000 was received during May 2021 and is repayable within five years. There are no repayments required for the first 24 months which were interest free, after which interest has been charged at 3%. As at 31 August 2025 the balance (including capitalised interest) was \$1,139,404.

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## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **DIRECTOR'S REPORT**

Submitted by: Ian Griffin, Director

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#### **EXECUTIVE SUMMARY**

The written Director's report provides a record of activities undertaken by the Museum teams within the reporting period.

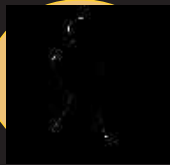
#### **RECOMMENDATIONS**

That the meeting:

**Notes** the Director's report



# Annual Plan Goals



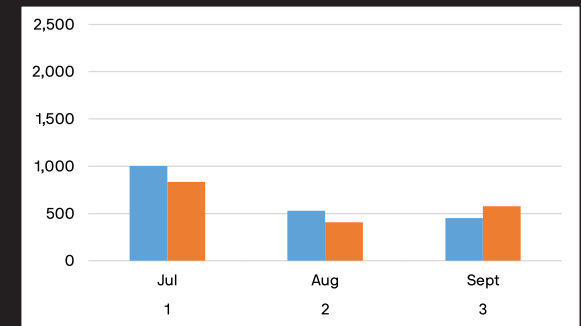
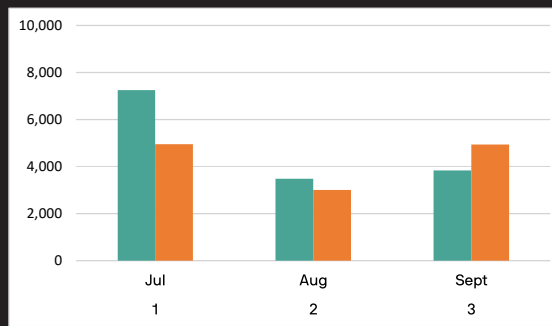
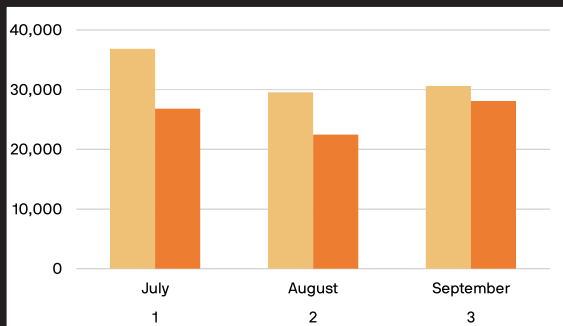
Visitor Numbers  
Target: 300,000  
YTD Total: 26,812  
Prior Year YTD: 36,809



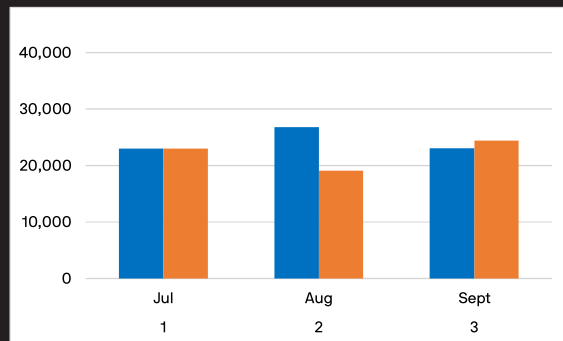
Tuhura Paid Admits  
Target: 65,000  
YTD Total: 4,948  
Prior Year YTD: 7,247



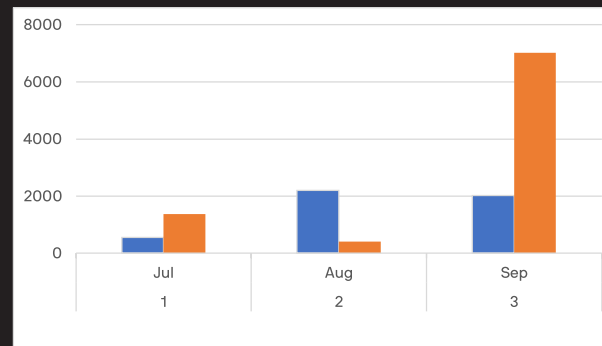
Planetarium Paid Admits  
Target: 12,500  
YTD Total: 832  
Prior Year YTD: 1,001



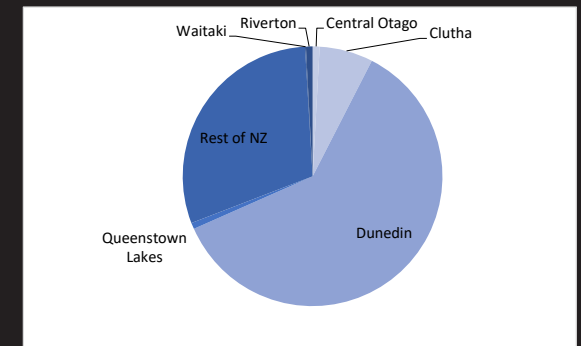
Website Hits



Engagement Science Outreach



Science Outreach by Region





# Annual Plan Goals



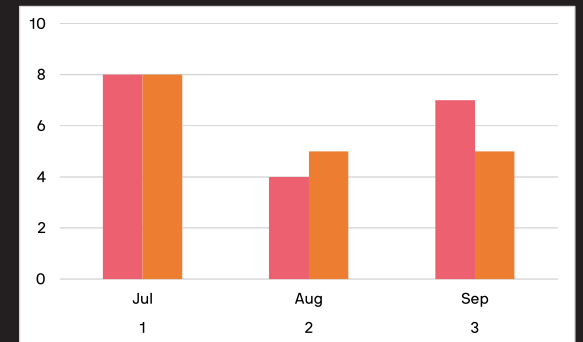
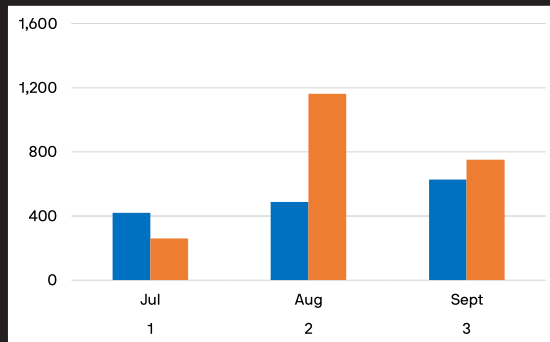
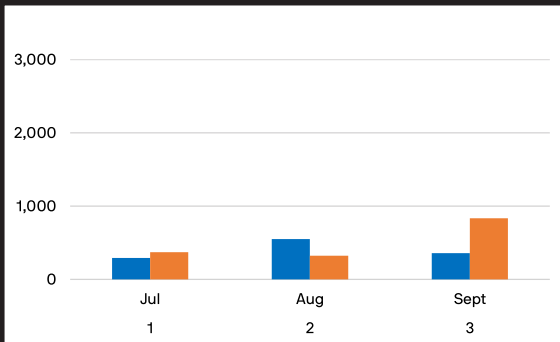
Collection Digitised  
 Target: 10,000  
 YTD Total: 292  
 Prior Year YTD: 369



Educational Engagement  
 Target: 6,000  
 YTD Total: 420  
 Prior Year YTD: 259



Collection-Based Publications  
 Target: 20  
 YTD Total: 7  
 Prior Year YTD: 8



## OTAGO MUSEUM TRUST BOARD MEETING

### Director's Report

For the period 1 August 2025 to 30 September 2025

#### DIRECTORS REPORT

I'm pleased to present highlights from 1 August to 30 September 2025—a period that shows Tūhura Otago Museum bustling with people, progress, and partnership.

Our commitment to kaupapa Māori continues to deepen. Te Pae Ārahi welcomed Kare Tipa (Moeraki) and guided several important decisions: supporting research on anatomical collections under data-sovereignty settings; green-lighting further ZooMS analysis of whalebone taoka; and endorsing Tūhura to again host **Matariki Ahuka Nui** in 2026. Critically, advice that earthquake remediation does not constrain the Tangata Whenua Gallery refresh allows planning to move ahead. We've begun logistics for deinstalling and returning the Heretaunga Whare in partnership with Tamatea Pōkai Whenua, initiated a discussion on the waka taua's future display, and tightened our shop practice by moving to iwi-recognised **Ngāi Tahu Pounamu**.

Our **Tagata Moana** work reached thousands—marking Vanuatu Bislama, Cook Islands, Tonga and Papua Niugini language weeks; opening the New Caledonia short-film season with the Embassy and AFNNZ; and celebrating a Tuvalu community premiere attended by the High Commissioner and MP Seve Paeniu. We renewed connections at Polyfest and advanced engagement for the Pacific Cultures Gallery refresh.

Behind the scenes, Collections had a highly productive period: **6,767 record revisions, 913 new/digitised records**, and **261 objects imaged**. We completed research loans (including skinks to Te Papa), returned major exhibition loans, continued cataloguing the Brian Patrick insect collection, and added notable acquisitions—from a **Coco de mer** to foreign beetles intercepted in imports. Public demand for access and expertise remained strong across Humanities, Taoka Māori and Natural Science.

Education and outreach delivered at scale and with heart. School holiday programmes filled early; sleepovers surged from **9 in Term 3 to 25 booked in Term 4**; university partnerships flourished (notably an ECOL321 cross-disciplinary visit), and **227 learners** engaged in marine studies. Outreach reached communities across Ōtākou and beyond—Winterstellar in Alexandra, workshops at Te Waihora, a Naseby Dark Skies celebration, and large-scale engagement at **Polyfest**. Feedback from schools was enthusiastic—evidence that our science storytelling is landing with tamariki and kaiako.

Front-of-House momentum was palpable. "First Flight" butterfly releases continued to pack out the Tropical Forest; we distributed **1,850 gallery trails** to support self-guided discovery; and a single weekend during the Monster Trucks event saw **2,422** visitors through the Science Centre. We commenced **ZAA** accreditation for Living Environments, began BioZone enhancements (coral and axolotl tanks), and kicked off a Light Zone re-layout for better flow and impact.

Our exhibitions programme was rich and visible: **iNDx** opened to a strong reception; **Peep Show of Birds** enlivened the stairwell; **Heavenly Pop Hits** moved into People of the World; **Arca Arcade** closed after excellent attendance; and the **26th Tūhura Photography Awards** continued to draw audiences. Marketing underpinned these outcomes—achieving **1.4 million social media views** across August–September and finalist status in the **Grand Business South Excellence in Marketing Award**. Facilities

and IT quietly enabled success across building maintenance, the Hutton Theatre refresh, seismic reporting, and upgrading storage and counting systems.

Finally, our people remain our superpower. We welcomed **Jonika Edgecombe** as Pasifika Collections Technician and **Rachel Wesley** back as Curator Māori (part-time), strengthening the bicultural and community-centred mahi that defines us.

In sum, this was a period where scholarship, access, and public joy moved together—he waka eke noa. My thanks to staff, partners, mana whenua, and our communities for the momentum you'll see evidenced throughout the report.

#### **My media work for the Museum:**

I continue to write my weekly Skywatch Column in the Otago Daily Times

[https://www.odt.co.nz/search/results/skywatch?sortby=published\\_at%20DESC](https://www.odt.co.nz/search/results/skywatch?sortby=published_at%20DESC)

<https://www.rnz.co.nz/national/programmes/middayreport/audio/2019002672/southern-lights-visible-in-south-island>

<https://www.rnz.co.nz/news/national/572398/stargazers-wake-early-for-glimpse-of-blood-moon>

I also continue to write my weekly "Skywatch" column in the Otago Daily Times.

[https://www.odt.co.nz/search/results/skywatcher?sortby=published\\_at%20DESC](https://www.odt.co.nz/search/results/skywatcher?sortby=published_at%20DESC)

#### **Talks:**

I have presented one talk this period to the Alexandra U3A on 3<sup>rd</sup> October 2025 which was attended by 40 people.

Nāku iti noa, nā  
Ian Griffin  
Director

#### **KAUPAPA MAORI**

Kare Tipa has been appointed to Te Pae Ārahi by Te Rūnanga o Moeraki, replacing the late Jane Graveson.

A meeting of Te Pae Ārahi was held 27 August with key decisions being: to support research on 'anatomical collections' held subject to data sovereignty conditions; to support further species identification ZooMS analysis on whalebone taoka; and that Tūhura should again host Matariki Ahuka Nui in 2026.

A request for imagery of taoka for a private book on the Glenorchy Kinloch area was declined as the associated text didn't appropriately reflect Kāi Tahu history, nor had a publisher sought to engage with mana whenua towards developing that.

Another meeting fo Te Pae Ārahi was held on 9 October with discussion being: further direction on Matariki Ahuka Nui 2026 including kai offerings and the craft market proposal; a review of the koha

policy and advice that the guidelines were still appropriate; and support for hosting live native fauna including mokomoko (lizards) and visiting kākāpō chicks.

Advice that the earthquake remediation work need not constrain the Tangata Whenua Gallery redevelopment now allows the planning for that to advance. Discussions on the logistics of deinstalling the Heretaunga Whare are underway with Tamatea Pōkai Whenua, and Te Pae Ārahi has requested a discussion paper on the waka taua to inform decision making as to its appropriate future display and place in the collection. A review has been undertaken on the character of Māori styled merchandise offered in the shop, and a shift made to sourcing verified pounamu merchandise through the iwi recognised Ngāi Tahu Pounamu.

## TAGATA MOANA

This period we supported Pasifika Language weeks for Vanuatu Bislama, Cook Islands and Tonga with by public displays and digital screenings outside the Pacific Cultures Gallery of community-selected artefacts. We also supported the Papua Niugini 50<sup>th</sup> Independence Day celebrations (7 September).

On 14<sup>th</sup> September we collaborated with the New Caledonia Embassy and Alliance Française Network NZ (AFNNZ) on their 6<sup>th</sup> Short Film Festival 2025 and provided artefact displays celebrating Kanak (indigenous) New Caledonia peoples.

On 29<sup>th</sup> September the Tuvalu High Commissioner Feue Tipu and MP Seve Paeniu joined the Kaiga Tuvalu Otago community for the premiere screening of *Pulled by the Southern Tides*, a local short film about Tuvaluan families in Dunedin. Their artefacts and self-curated displays were highly praised for their representation of Tuvalu's seven inhabited islands, which face severe impacts from climate change.

Another highlight was meeting the community at the Otago Polyfest (1-5 September) where staff Leota Meredith and Tāne Tāmāti, supported by various staff, hosted an activity table.

Another highlight was establishing contact with the ambassador of Chile to New Zealand, Manahi Parakati, responsible for Rapanui.

Pasifika engagement has continued towards the redevelopment of the Pacific Cultures Gallery.

## COLLECTIONS AND RESEARCH

### Access requests completed

	Image	Item/physical
Humanities	4	4
Taoka Māori	1	2
Natural Science	1	3

### Details:

- Felix Huber, a third year Fashion Design student at Otago Polytechnic, visited on Friday 1 August to look at examples of vintage menswear.

- Clementine George, a third year Fashion Design student at Otago Polytechnic, visited to look at women's clothing from the WWII era, including examples of the impact of rationing on garment design.
- In her role as a U3A Otago board member, Dr Jane Malthus was sent an image of an embroidered Turkish textile.
- Erica Borthwick-Taylor, University of Otago Classics student, visited as part of a project looking into how coins were used for propaganda by the Julio-Claudian dynasty.
- Southern Youth Development asked for a tour of the Humanities stores for up to six children after a Planetarium visit.
- Te Raita Ngamoki evaluated taoka Māori to be selected for viewing by her students in proposed class visits for a Wānanga o Aotearoa raraka course.
- Dan O'Donnell was sent images of an 1857 A.S. Wilson Medical Hall Dunedin token.
- Charlotte Rowley, a student at Otago Polytechnic's School of Art, visited the Museum's insect collections to make sketches for a sculpture project.
- Simon Richardson, an award-winning painter, visited to photograph specimens of native butterflies and moths for a painting project.
- Forty University of Otago Ecology students and staff from ECOL321 visited the Museum to view natural history specimens and cultural items associated with invasive species in New Zealand. This is cross-listed as an Education workshop as specimens were brought into the Museum's education classrooms, and the session incorporated staff and knowledge from across the natural science, Mātauranga Māori, Humanities and Pasifika teams.
- Miles Lamare, an echinoderm expert and head of Marine Science at the University of Otago, received images of *Pseudechinus huttoni* type to be included with a revision of the genus of these sea urchins.
- Richard Robinson, photographer for New Zealand Geographic, visited to take photos of Museum staff with Kyeburn moa footprints for an upcoming publication.
- Christian Heitz, PhD student at Institut für Archäologien, Innsbruck asked for images of the lekythos, E48.421 for a paper on Greek and southern Italian pottery of the 5<sup>th</sup>/4<sup>th</sup> century.
- Images of D33.2095 taurapa and D26.978 hoe from Lake Waihola were sent to Inge Andrew, Project Coordinator for Aukaha, for use in the Dunedin Airport Cultural Narrative written by Megan Pōtiki (Ōtākou).
- An image of a beaded dress was sent to be used for advertising a talk being given as part of 2025 Ōtepoti Dunedin Heritage Festival.
- A group of kairaraka (weavers) from Te Rūnaka o Awarua led by Helen Wilson viewed a range of korowai, kākahu, and kete muka from the collection with provenance to Murihiku, to learn techniques used, particularly in the shaping and patterns.



Detail from woman's 1940s suit, G99.105. Gift of Jan Wilson; Tūhura Otago Museum Collection



Charlotte Rowley sketching a Helm's Stag Beetle at Tūhura Otago Museum.

### Loans

Outward loans sent:

- OL2025-3 Four *Oligosoma* skinks were packed and sent for research loan to Te Papa Tongarewa.
- OL2025-6 Moa eggshell fragments and egg model on loan to Clyde Historical Museum for exhibition.

Inward loans received:

- None

Other loan activity:

- 38 artworks from the Kiingi Tuheitia Portraiture Awards exhibition were returned to the NZ Portraits Gallery, Wellington. The remaining 2 were returned to the artists.
- 33 pieces of jewellery by Jane Dodd were returned to their lenders throughout the country, including 7 to Te Papa Tongarewa.

### Collections item records

	This period	Financial year to date
New/digitised:	913	1,205
Revised:	6,767	9,780
Imaged:	261	696

Details/Highlights:

- Continuing cataloguing large collection of pinned insects donated by Brian Patrick in 2022.
- Inventory of storerooms is ongoing.

### Acquisitions and Deaccessions

	Acquisitions	Deaccessions
<b>Humanities</b>	<b>2</b>	<b>0</b>
<b>Taoka Māori</b>	<b>0</b>	<b>0</b>
<b>Natural Science</b>	<b>4</b>	<b>0</b>

Details/Highlights:

- A 1966 Colin Cole cape.
- Two of the John Reynolds artworks that were Museum Awards in 2016, awarded to Tūhura Otago Museum.
- Coco de mer from Seychelles.
- Seven foreign beetles found in food imports.
- Fragment of snake skin shed found in Dunedin house.
- Box of invertebrate specimens from Sri Lanka, includes a large scorpion, mantids, beetles, and butterflies.



Coco de mer (*Lodoicea maldivica*) from Seychelles, BT2976. Gift of Dr Stella Cullington; Tūhura Otago Museum Collection

### Enquiries

	Public Enquiries	Item Receipts
Humanities	34	3
Taoka Māori	10	8
Natural Science	9	1
Conservation	0	

- Humanities enquiries include: a Robert Falcon Scott-related ice axe; ?Japanese teapot; historic exchange; gardening tools; WWI and WWII service records; 1974 paraplegic commonwealth games; Marcus King painting; slides of Dunedin buildings; photograph of Edmund Hillary; Otago centenary badge; gold panning in Otago; Coptic textiles; the Aramoana massacre; Sarawak pipe: D65.1108; Robert Falcon Scott Memorial at Port Chalmers; the John Turnbull Thomson theodolite; Kodak Retina cameras; animals in the Central Otago goldfields; economics from the Otago gold rush; fashion designer, 20<sup>th</sup> century fashion designer, Jo Dunlap; Crown Lynn map plates; BNZ banking desk; WWII survival knife; translation of Janet Frame into Portuguese; WWII Airforce clothing; 1861 weather in the area of Gabriels Gully; object id; model of the MV Johan van Oldenbarnevelt; historic Otago photographs; 1901 issue of *The Sketcher*; history of a sword in the collection; 19<sup>th</sup> century inquest report; NZ Centennial medal and ribbon; Moroccan cosmetic.
- Natural Science enquires include: rock identifications (x2), fossil bone identification, moth identification, cockroach collection, hoverfly collection, bee identification, spider identification, moa species from Tekapo area.
- Kaupapa Māori enquiries include: historic correspondence with H.G. Robley; two Māori style clocks presented for acquisition consideration by Prof John Broughton; taoka Māori from Tokanui historically donated by R.A.S. Browne ; taoka showing use of kelp in Māori material culture for student research; taoka Māori holdings from Glenorchy and Kinloch; silcrete, pakohe

and pounamu taoka collection holdings; holding of worked kōiwi from Okains Bay Museum for Te Rūnanga o Ōtākou; rehoming of toki pounamu historically found at Slope Point (including social media promotion for taoka returns); taoka tūturu from Little Papanui; an unprovenanced toki pakohe for rehoming; archaeological material from G43/6 (S153/7); obsidian flake from Brighton Island; identification of two unprovenanced toki; identification of toki pounamu associated with Waihao Rūnanga; University Club request for a talk on rock art (scheduled); coastal archaeology exposure at Awamoa, North Otago; rehoming of taoka Māori lithic finds from Herbert.

**Protected Objects Act**

No taoka have been notified to the Ministry of Culture and Heritage under the Protected Objects Act (1975). Works continues on identification of and cataloguing historic taoka for possible Y registration for rehoming with rūnaka.

**Publications & Social Media: On the collection**

	Internal researcher	External researchers
Research publications/papers	1	
Blogs		1
Other	14	

The following is a reference list of recent publications on the collection by internal researchers:

- Harris, Anthony. Odd-looking kelp flies need prod to take flight. *Otago Daily Times*, Nature File, Weekend Mix, 2 August, 2025, p.8
- Harris, Anthony. A cricket that'll make you jump. *Otago Daily Times*, Nature File, Weekend Mix, 9 August, 2025, p.8
- Harris, Anthony. Orange roughly must be taken off the menu. *Otago Daily Times*, Nature File, Weekend Mix, 16 August, 2025, p.9
- Harris, Anthony. At the limit of what is possible for beetles. *Otago Daily Times*, Nature File, Weekend Mix, 24 August, 2025, p.9
- Harris, Anthony. Speeding up life cycle for release. *Otago Daily Times*, Nature File, Weekend Mix, 30 August, 2025, p.9
- Harris, Anthony. Leaf dimple galls caused by mite. *Otago Daily Times*, Nature File, Weekend Mix, 6 September, 2025, p.8
- Harris, Anthony. Disguise master rarely seen. *Otago Daily Times*, Nature File, Weekend Mix, 13 September, 2025, p.9
- Harris, Anthony. Sting in the tail. *Otago Daily Times*, Nature File, Weekend Mix, 20 September, 2025, p.8
- Harris, Anthony. Beetle debuts as biocontrol agent. *Otago Daily Times*, Nature File, Weekend Mix, 27 September, 2025, p.8
- Tara McAllister; Leilani A Walker; Sereana Naepi; Rere-No-A-Rangi Pope; Kiri Reihana; Patricia Hawkins; Jaye Moors; Ani Kainamu; Alana Alexander; Alana McCambridge; Georgia Carson; Kane Fleury; Hanareia Ehau-Taumaunu; Kimberley H. Maxwell; Georgia M Bell; Kristie-Lee Thomas; Jordan Aria Housiaux; Emma Lambert; Sangata Kaufononga; Zaramasina L. Clark; Kate Mauriohooho; Jasmine Lulani Kaulamatoa; Kirita-Rose Escott; Kimiora Henare;

Rawiri Keenan; (2025-09-24) Needed But Not Alone: A navigation guide for Māori and Pacific postgraduates in STEM. MAI Journal: A New Zealand Journal of Indigenous Scholarship. DOI: [10.20507/maijournal.2025.14.2.14](https://doi.org/10.20507/maijournal.2025.14.2.14)

- Five video posts for Wiki o Te Reo Māori 14 – 20 September - Gerard O'Regan: toki poutakata (pounamu adze), Te Umu Kaha; Tāne Tāmāti: matā (obsidian), Rakiura; Rachel Wesley, matapatete (fish hook point), Whareakeake; Kane Fleury: moa footprints, Oteake; Gerard O'Regan: kōauau (bone flute), Kakaunui.

Publications by external researchers:

- Leurquin, Christiane. Museum blog, 9 September 2025. <https://otagomuseum.nz/blog/citizenship-day-celebration-of-new-caledonia/>

### Collection team contributions to projects, exhibitions and programmes

Collection based projects:

- *The Director's Choice* stairwell display was removed and *Peep Show of Birds* installed
- Te Ika a Māui (North Island) kōiwi research project (National Services Te Paerangi funded) has continued with an inventory now completed.
- An on-line hui (15 September) was held with Tamatea Pōkai Whenua on the logistics for the deinstallation and return of the Heretaunga Whare.

In house exhibitions, programmes and gallery projects:

- [Most of] the Martin Phillipps garments that had been on display in Atrium 1 were relocated to the People of the World gallery, where they now form part of the Objects Speak section.
- Continued work on lists of objects selected by the community to be installed in the refreshed Polynesia Gallery early next year.
- A final report was submitted to MBIE for the Vision Mātauranga 'Tātai Aroraki ki te toka, Southern Māori Astronomy' research placement with Victoria Campbell.
- A series of short daily social media video posts on taoka and Māori placenames were made and shared in support of Te Wiki o Te Reo Māori, 14-20 September.
- Taoka selection, motif design and activity advice have been provided for the summer tamariki exhibition.

External projects (e.g.: Industry networks, partnerships, community work and events)

- A basement tour was offered to Hocken Collections staff on 20 August.
- Mātanga tārai waka (waka carving experts) from Te Tai Tokerau, James Eruera and Hine Waitai-Dye, visited to examine and provide insights on the construction of the southern waka in the collection and the Papanui waka at Ōtākou Marae.
- Gerard O'Regan supported a Wairewa Rūnanga hui on the archaeology of Te Kaeao (Tumbledown), Banks Peninsula, including providing an evening talk and on-site interview with Scottie Productions for the new 'Origins' TV series.
- Some staff were able to attend the Annual Archaeology Postgraduate Symposium on 29 August and an important archaeology lecture 'From Grave Robbers to Collaborators' by Dr Peter Meihana (Rangitane) 6 August.
- Papua New Guinea Language Week was celebrated with a group of taoka from the collection displayed in Atrium 1.

- We had a very successful 14 September opening of the New Caledonia season of short films, introduced by Ms Cécilia Madeleine, Official Representative of New Caledonia to New Zealand at the French Embassy in Wellington, along with an associated display of Tūhura Otago Museum collection and community-owned taoka.
- Two basement tours were offered to members of the public on Monday 22 September.
- Sarah Robinson, Project Coordinator Te Unua Museum of Southland, met staff to discuss exhibition processes and spaces.
- Advice on identification and cataloguing of taoka Māori from Roxburgh was given to Ayden Dove, Registrar at Te Pātaka Taoka (Southland Museum collections facility).
- ZooMS testing by Monica Tromp, University of Otago, of repatriated bone taoka identified as possibly kōiwi was facilitated for Te Rūnanga o Ōtākou.
- Gerard O'Regan was interviewed by Paisely McLeod for University of Otago post-graduate research on kōiwi recovery in Cultural Resource Management.
- Allison Elliot interviewed Gerard O'Regan for Victoria University Masters research on the Kotuia project at National Services Te Paerangi and the barriers, issues and ethics of providing digital access to Māori collections in GLAM.
- Kane Fleury, Marcus Richards, and On Lee Lau travelled to Karitane to assist Kāti Huirapa Rūnaka ki Puketeraki with dissection and traditional harvest of a humpback whale which stranded at Doctor's Point on 20 September.
- Taoka Māori staff met with Aukaha to discuss the new Cromwell Museum and review taoka from the Cromwell area that may be suitable for loan.
- Kane Fleury and Cody Phillips travelled to Te Papa to try and resolve historical loan situations and to view storage conditions of entomology collections.
- A display of community sourced objects and textiles to celebrate Tuvalu Language week was installed in Atrium 2 on Monday 29 September.
- Anne Harlow attended the MuseumNext Digital Collections Summit online.
- Gerard O'Regan contributed (online) to the AGM and Council meeting of The Polynesian Society.
- Gerard O'Regan supported the Awarua Marae, Bluff, book launch of Atholl Anderson's "The Welcome of Strangers, A History of Southern Māori".
- University of Otago Anatomy was supported in the delivery of a kōkōwai workshop by Sarah Hudson of Kauae ki Raro, a Māori pigment researchers collective.
- Gerard O'Regan has continued to contribute to NZ Archaeological Association research discussions led by Katherine Watson on sustainable storage solutions for archaeological assemblages.
- Research and content preparation has been initiated for interpretation of taoka Māori at Middlemarch Museum.
- The interdisciplinary collaborative Centre for Computational Culture & Heritage at the University of Otago has been initiated with Gerard O'Regan and Kane Fleury the lead contributors for Tūhura participation.



Gourd, New Caledonia, one of the taoka displayed during the annual festival of New Caledonian short films.  
D30.593 Tūhura Otago Museum Collection

### Archives

- A new Series was processed and added to the collection: **0028: Gallery Development/Management reports** which includes records related to gallery development for the Insect Hall/Invertebrate Gallery, Maritime Hall, Bird Hall, Tangata whenua/ Māori Hall, and a small selection of high-level reports, marketing plans, Southern Land Southern People reports from the 1990's.
- Work began on assembly of the library shelving in the mount store area.



**ARCH 0028:1:3** Sketch of the Insect Hall (1988)

**Honorary curators, volunteer and internship activity**

- Dr Jane Malthus continues to be in demand for talks about the Eden Hore collection.
- Sam and Mike Crawford continue sorting part of the McFarlane Tiwai Taoka Māori Collection, supervised by Tāne Tāmāti, as part of Sam’s Duke of Edinburgh Medal.
- Prof John Broughton and staff have had an initial meeting towards a hei-tiki exhibition.

**Presentations, talks and interviews**

Date	Title	External Audience	Delivered by
30 August 2025	Eden Hore: Central Otago Couture	Word: Christchurch festival	Jane Malthus
10 August 2025	Bringing the Eden Hore Central Otago Collection to life.	Taieri Historical Society	Jane Malthus
16 August 2025	The complex story of Eden Hore	New Zealand Branch of Genealogists - Mosgiel Branch	Jane Malthus
29 August 2025	Cultural connections to New Zealand’s invasive species: highlighting Kuri and Kiore taonga through Mātauranga Māori and Pacifica perspectives	University of Otago Ecology class ECO321	Gerard O’Regan, Kane Fleury, Jonika Edgecombe, Cody Phillips, Anne Harlow, Tāne Tāmāti, Merryn Chynoweth, On Lee Lau
12 September 2025	An introduction to the natural history of Chatham Island	COREAP – U3A Alexandra	On Lee Lau
19 September 2025	Ōnumia: the rarest mammal in the world – Spade-toothed whale ( <i>Mesoplodon traversii</i> )	COREAP – U3A Alexandra	Kane Fleury
20 August 2025	Fast facts in the animal attic (interview)	Edge Afternoons with Sean, Steph & Harrison	Kane Fleury
12 September 2025	Māori Rock Art with Dr Gerard O’Regan Ep - 150 <a href="https://www.archaeologypodcastnetwork.com/rockart">https://www.archaeologypodcastnetwork.com/rockart</a>	International archaeology podcast audience.	Gerard O’Regan
22 August 2025	Contemporary iwi perspectives on Southern Māori archaeology	Wairewa Rūnanga, Little River, Banks Peninsula	Gerard O’Regan

**Conservation**

## Preventive

- Ongoing IPM checks and freezing of objects entering the building.
- On 17 September Pest Gone carried out a quarterly check of pest controls in the Tropical Forest.

## Projects

- Ongoing rehousing, condition reporting, daily monitoring and cleaning.
- Objects selected for the Polynesia Gallery are being assessed for appropriateness for long term display.

## Personnel

- Jonika Edgecombe joined the Collections team on 4 August as Pasifika Collections Technician.
- Rachel Wesley has rejoined the staff as a Curator Māori (part-time).

## EDUCATION, OUTREACH AND FRONT OF HOUSE

### EDUCATION

#### Holiday Club Program

##### Program Overview:

- Duration: 10-day program spanning September and October school holidays.
- Registration Status: Program went live earlier than scheduled due to exceptionally high early interest.
- Capacity: Strong early booking patterns indicate continued popularity of the program

#### Sleepover Programs

##### Term 3 Performance:

- Bookings: 9 sleepovers completed
- School Participation: 6 different schools engaged
- Program Status: Steady demand maintained from previous periods

##### Term 4 Growth:

- Bookings: 25 sleepovers scheduled (167% increase from Term 3)
- School Participation: 15 schools engaged (150% increase from Term 3)
- Operational Response: Two new casual staff members recruited to manage increased capacity requirements and replace departing personnel

#### Education Outside the Classroom (EOTC)

##### Content Development Initiatives:

- Planetarium Program Enhancement:
  - Target Market: Early Childhood Education (ECE) sector

- Development Focus: Replacement of existing Spacetronaut-style programming with age-appropriate content
- Status: Development phase underway
- Program Updates:
  - Sleepover activity curriculum refreshed to enhance educational outcomes
  - Content aligned with current curriculum standards and student engagement best practices

**University Partnership Programs**

Ecology Student Program:

- Participation: 40 university students engaged
- Feedback: Program received highly positive evaluations from participants and faculty
- Impact: Strengthened university partnerships and practical learning outcomes

Marine Studies Program:

- Participation: 227 students engaged in marine biodiversity education
- Focus Area: Hands-on learning experiences in marine ecosystem understanding
- Educational Value: Direct observation and analysis of local marine biodiversity

**Community Engagement**

Homeschool Program Delivery:

- Scope: Multiple homeschool groups accommodated during reporting period
- Program Variety: Diverse educational offerings tailored to different age groups and learning objectives
- Community Impact: Expanded access to specialized educational resources for homeschool families

**Student visits by District**

<b>August</b> Total: 400	<b>4 weeks</b>	<b>September</b> Total: 626	<b>3 weeks</b>
DCC	325	DCC	551
Southland	19	Clutha	18
North Island	56	Invercargill	15
		Waitaki	12

		Wellington	30
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A table recording student number participation follows. Please note, these numbers include multiple programmes by the same class on the same visit, excluded from the Ministry's criteria for student counting, to be reported in Milestone Reports. This table does not include numbers from non-applicable institutions or adults.

Please note that Planetarium numbers for Education programmes are replicated in the Planetarium report.

June 25 & July 25	Y 0-3	Y 4-6	Y 7-8	Y 9-10	Y 11+	TOTAL
<b>Total</b>	123	204	63	80	556	1026
<b>Target</b>	1350	1650	1500	1050	450	6000
<b>% of Target</b>	9%	12.4%	4.2%	7.6%	123.6%	17.1%
<b>Adult Total</b>	148					

## OUTREACH

August:

Date	City/Region	Venue	Event	Audience
Wednesday, 20 August 2025	Dunedin	Union Hall, University of Otago	Chiasma Synapse 2025	250
Saturday, 23 August 2025	Clutha	Balclutha Community Hall, 6 Clyde Street	Vaka Tautua	150
				<b>Total: 400</b>

September:

Date	City/Region	Venue	Event	Audience
1-5 September 2025	Dunedin	Edgar Centre, Dunedin	Polyfest	5000
Tuesday, 2 September 2025	Canterbury	Tūranga Library, Christchurch	Solar Tsunamis	37
Tuesday, 2 September 2025	Canterbury	Tūranga Library, Christchurch	Astrophotography public talk	42
Wednesday, 3 September 2025	Canterbury	Tūranga Library, Christchurch	Solar Tsunamis	61

Wednesday, 3 September 2025	Canterbury	Te Waihora / Lake Ellesmere	Astrophotography workshop	11
Thursday, 4 September 2025	Canterbury	Tūranga Library, Christchurch	Solar Tsunamis	102
Friday, 5 September 2025	Canterbury	Tūranga Library, Christchurch	Solar Tsunamis	50
Friday, 5 September 2025	Central Otago	Central Stories Museum, Alexandra	Winterstellar Schools Day	334
Friday, 5 September 2025	Central Otago	Central Stories Museum, Alexandra	Winterstellar Community Evening	30
Saturday, 6 September 2025	Central Otago	Central Stories Museum, Alexandra	Winterstellar Community Day	166
Tuesday, 9 September 2025	Dunedin	Mosgiel Central Kindergarten	School Visit - Light and Colour	30
Saturday, 13 September 2025	Dunedin	Dunedin City Baptist Church	Greater Green Island Get-Together	1000
Monday, 15 September 2025	Clutha	Clinton School	School Visit - Chemistry	74
Saturday, 27 September 2025	Central Otago	Naseby Town Hall	Dark Skies Celebration	100
				<b>Total: 7037</b>

**Locations visited by Outreach across Aotearoa and Otago:**



### Externally Contracted Outreach:

#### *University of Otago's Solar Tsunamis – Parawhenua Kōmaru*

Marijn and Helen installed the showcase in Tūranga (Christchurch's Central Library) and hosted school visits and screenings of the *Waihiko* planetarium film from 2-5 September.



*Left: Marijn takes the students through an eddy currents demo. Right: Helen talks to students about magnetic fields.*

The team also collaborated with professional astrophotographer Mike White to host a public talk and practical workshop on capturing the aurora.



*Members of the public attend Mike White's talk at Tūranga*



*Mike running a practical workshop at Te Waihora / Lake Ellesmere*

Lastly, planning continues for a trip to Rēkohu/Wharekauri/Chatham Islands. The *Solar Tsunamis* exhibition will be set up in the Kōpinga Marae, and Marijn and Jessa will be running a variety of community engagement and outreach activities with support from Solar Tsunamis team members and other external partners (e.g., the MacDiarmid Institute). This trip is set to happen from 7-14 October.

#### ***MacDiarmid Institute Partnership (MI)***

Marijn is planning MacDiarmid Institute-themed activities for the trip to Rēkohu/Wharekauri/Chatham Island. Associate Professor Anna Garden (MacDiarmid Institute's Deputy Director Outreach and Education) will be joining the trip. Marijn has also been working on converting several MI outreach programs into in-house Education offerings.

#### **Other Engagement & Outreach Activities**

##### ***Mosgiel Central Kindergarten***

Marijn and Christine visited Mosgiel Central Kindergarten to run the *Light & Colour* programme. The students learned about the effects of mixing colours of paint versus coloured light, and experienced diffraction glasses for the first time. The visit was also a great opportunity for more Museum staff to learn how to deliver our outreach programmes.



### **Clinton School**

Marijn and Christine ran a day of chemistry-themed outreach sessions at Clinton school featuring the iodine clock, rapid crystallization, elephant's toothpaste, and more. The students and staff had a great time, and the team received the following feedback from the deputy principal:

*"The school really enjoyed your visit, and this experience has now enabled classes to add this into their writing programme, describing what they saw. We are really appreciative of you coming to our little town, so that our tamariki could celebrate their learning with a bang!"*

Many thanks

*Sarah Cocks (Deputy Principal)"*



*Left: Marijn and Christine meet the students. Right: Christine does the elephant's toothpaste demo.*

### **Winterstellar – Alexandra, Central Otago**

The Tūhura team of Diana and Christine partnered with Winterstellar and Central Otago REAP (Rural Education Activities Programme) to deliver an engaging two-day science outreach program at Central Stories Museum in Alexandra (September 5-6). The team established a StarLab planetarium and comprehensive light science program that captivated audiences across multiple formats.

Friday's dedicated schools program proved highly successful, welcoming 334 visitors including 293 students and 41 accompanying adults. The day concluded with the Museum's special "A Starry Night

at the Museum" evening event, where our team joined astronomers Andy Davey and Paul Le Comte to present interactive light demonstrations to the public.

Saturday's community sessions featured continuous programming with StarLab shows every 30 minutes alongside hands-on science demonstration stations, ensuring visitors of all ages could engage with astronomy and light science concepts throughout the day.



*Christine and Diana running sessions at Winterstellar*

### **Naseby**

To round off the month, we were invited to join in celebrating Naseby's achievement of Dark Skies status. Diana and Helen represented Tūhura for this, travelling to Naseby to deliver an afternoon of StarLab sessions and Star Science demos to the community. We were pleased to see some of our contacts from the Winterstellar event as well as a few familiar Dunedin locals who were in Naseby for the school holidays.



*Left: Diana briefing a group before heading inside the StarLab Right: Diana demonstrating how energy is conducted from a plasma ball to a fluorescent tube*

## FRONT OF HOUSE

### Living Environments

We have begun the process of accreditation with ZAA. Achieving this accreditation is an important step as it will not only strengthen our commitment to the highest standards of animal welfare but also provide visitors with the confidence and reassurance that our animals are well-cared for.

Our bearded dragon has recently been in brumation (dormancy), which is a positive indicator that he is experiencing seasonal changes similar to those in the wild, demonstrating that his environment and care are well-optimised.

In the upcoming months we will also be enhancing the BioZone area of the Science Centre by introducing a coral tank and an axolotl tank, further increasing the biodiversity and educational value of the space.

### Science Centre

Another focus for redevelopment is the Science Centre's Light Zone. This area will be reconfigured to optimise the use of space, improve visitor flow, and create a more engaging and accessible experience. Alongside this work, we have also begun the initial steps of developing relationships with DOC and the Marine Studies Centre, which will support future collaborations and strengthen the educational and conservation outcomes of the Science Centre.

### Visitor Experience

In the months of August and September we printed a total of 1,850 gallery trails. We printed 150 geology trails, 600 new marine mammal trails were printed and used to celebrate and coordinate with the sea lion symposium held at the museum, and 300 additional Wild Wings trails to tie in with our new *Peep Show of Birds* exhibition in the stairwell. We also printed 400 more Tropical Forest trails and 400 more Tūhura Science Centre trails.

Our group bookings remained good with two external holiday programmes visiting during the school holidays, along with another visit from the diabetes study kids and families from Southern DHB. Frenz Fiordland also brought through a seniors group, continuing our community connections. The company A China Travel Ltd have brought groups through regularly over the past two months for our galleries, planetarium, Science Centre, and Tropical Forest, a connection that was made through Christine and Helen's trip to TRENZ earlier this year. We also welcomed an international programmes group from the University of Otago for a tour in August, which was very well received.

Our First Flight Butterfly Releases have continued to draw visitors in with 462 adults and 344 children visiting during this period, including two days where the forest reached full capacity for the show. The school holidays kicked off people in town for the Monster Trucks show at the Forsyth Barr Stadium, resulting in 2,422 people visiting the Science Centre and many more visiting the whole museum in one weekend alone.



A Front of House highlight has been bringing back our science shows for the school holidays along with rostered exploration time, which have seen great numbers. These shows run every Saturday as "Science Saturdays", with the science show also on Tuesdays throughout the school holidays.

## EVENTS

### Public Events

Between August and September 2025, a varied and diverse mix of exhibitions, workshops, film screenings, and community events attracted a combined total of 5,784 attendees, with 4,289 in

August and 1,495 in September. The majority of events during this period were free to the public, with many family-focused events on offer during the beginning of the September/October school holidays.

August was the busier month, with 13 public events on offer. The highlight was the Winter Warmer Market on 15 August, which attracted 2,640 visitors and reinforced the popularity of community markets. This event was a trial run to potentially replace our declining Up Late event (which we had not scheduled through 2025) and was extremely successful with fantastic feedback from attendees and stallholders.

Exhibition offerings also performed strongly, with the Hiroshima Display welcoming 289 visitors and the Science Fair drawing over 600 visitors. Creative and educational workshops such as Lego Robotics and Collage Crafternoon engaged over 140 participants. The Hiroshima Exhibition opening in the HD Skinner Annex attracted a high number of attendees with an O-Taiko performance on the Museum Reserve and a feature in the ODT.

September focused on family engagement and creative activities, with the lead into school holidays. The most attended offering was our Spread Your Wings Makerspace, running throughout School Holidays, which drew 838 participants. The Museum Birthday Party Family Fun Day followed with 240 attendees, reflecting continued enthusiasm for family-oriented programming, while smaller events like the Arca Arcade: Streetfighter Competition and Control Freak Workshop supported exhibition offerings within the Museum and increased attendance for the final weekend of the exhibition. To promote attendance to the Tūhura Photography Awards and *Peep Show of Birds* stairwell exhibition a range of bird-themed school holiday activities were offered. The first week of holidays in September featured Storytime in Animal Attic and the first of our bird-themed workshops.

Across both months, free events accounted for the majority of attendance, demonstrating the value of accessible programming. August was driven by large-scale community participation, while September's strength lay in creativity and interactive learning. Together, the two months showcased a successful balance between educational, cultural, and community-focused experiences.

AUGUST				
Film Screening	1-Aug	Pandemonium Screening - Bislama Language Week	14	FREE
Exhibition Opening	2-Aug	Hiroshima Exhibition Opening - HD Skinner Annex	142	FREE
Exhibition	2 August - 9 August	Hiroshima Display - HD Skinner Annex	289	FREE
Symposium	13-Sep	Sea Lion Penguin Symposium	65	FREE
Exhibition	28 Aug - 3 July	Science Fair	600	FREE
Planetarium Screening	1-Aug	Under the Dome - Everything Everywhere All at Once	50	PAID
Community Market	15-Aug	Winter Warmer Market	2,640	FREE
Workshop	23-Aug	Collage Crafternoon	43	FREE
Workshop	30-Aug	Collage Crafternoon	21	FREE
Wellbeing Activity	13-Aug	Yoga with the Butterflies	46	PAID
Planetarium Screening	1-Aug	Everything Everywhere all at once	50	PAID

Workshop	16-Aug	Lego Robotics Workshop	82	FREE
Performance	17-Aug	Dunedin Rock Choir	74	FREE
Planetarium Screening	27-Aug	PGP Evening – Dinosaur Night	29	PAID
Planetarium Screening	30-Aug	Lord of the Rings Marathon	144	PAID
			<b>4,289</b>	
<b>September</b>				
Workshop	20/09/2025-3/10/2025	Makerspace September - Spread Your Wings	838	FREE
Film Screenings (NZISF)	23-Sep	Bird House Decorating Workshop	20	PAID
Planetarium Screening	5-Sep	Batman and Night Sky Live	50	PAID
Planetarium Screening	11-Sep	Take my Hand	38	PAID
Planetarium Screening	12-Sep	Ready Player One x arca arcade	22	PAID
Family Fun Day	13-Sep	Museum Birthday Party	240	FREE
Exhibition Workshop	20-Sep	Arca Arcade: Control Freak Workshop	15	PAID
Competition	21-Sep	Arca Arcade: Streetfighter Competition	65	FREE
Planetarium Screening	20-Sep	Cars: Morning Tea	45	PAID
Planetarium Screening	21-Sep	Cars: Morning Tea	50	PAID
Collections Tours	22-Sep	Into the Vaults Tour	6	PAID
Storytime	23 September (10.30am)	Storytime in Animal Attic	32	FREE
Storytime	23 September (2.30pm)	Storytime in Animal Attic	10	FREE
Exhibition Opening	25-Sep	iNDx Exhibition Opening	64	FREE
			<b>1,495</b>	

### Perpetual Guardian Planetarium

The Planetarium continues to perform strongly, with most event offerings reaching over 80% capacity. There was particularly strong interest in the *Lord of the Rings* Marathon, which sold out quickly and generated a waitlist. Due to this demand, a second marathon featuring the extended editions of the films has been scheduled for October.

Our monthly Friday night film events also continue to grow in popularity, with recent screenings of *Everything Everywhere All at Once* and *Batman* selling out several days in advance. Each of these evening events includes a planetarium show and highlights our broader Planetarium offerings. These screenings generate significantly higher revenue than our standard daytime shows due to strong uptake and relatively low costs. To further enhance revenue, the candy bar offer has been expanded and continues to perform well.

Special *Cars* screenings with morning tea were held over the weekend of the Monster Trucks event in Dunedin. One session sold 45 tickets, and the second sold out completely.

Daytime session attendance remains steady relative to available content. With no new licensed shows in 2025 we are recycling popular titles such as *Night Sky Live* and *T. Rex*. Across August and September, 1,114 visitors attended daytime Planetarium shows, averaging 21% occupancy (11.14 attendees per session). Ticketing has recently been upgraded to provide more accurate tracking of attendance at individual sessions.

Looking ahead, the outlook for 2026 is positive. Plans are underway to introduce more regular event screenings, supported by enhanced marketing to maintain and grow audience interest. We are also exploring a potential partnership with the BBC to secure new content for 2026, which would further strengthen the Planetarium's appeal and programming diversity.

### **Private Commercial Events**

August featured a steady stream of smaller weekday events and bookings, complemented by two larger functions: a conference dinner and an anniversary celebration for a local business. The anniversary event marked the first major use of the new Beautiful Science Gallery projectors, which received excellent client feedback and highlighted the potential of this upgraded space.

Tūhura also hosted Grant Robertson's book launch, a publicly advertised event run in partnership with the University Book Shop. The key revenue driver during August was an ongoing tertiary booking held daily for over three weeks in the Barclay Theatre. In total, 16 private events were held during the month, attracting an estimated 850 attendees.

September was a particularly busy month, dominated by four tertiary balls and a large corporate dinner, mostly held on Friday and Saturday evenings. Two of the balls exceeded 300 attendees each, and beverage sales reached record highs. Despite the high-risk nature of these events, they were well managed with minimal incidents. The new partnership with Armorguard for security services, introduced earlier in the year, has continued to deliver positive results by reducing incidents and improving staff confidence.

Alongside major events, Tūhura also hosted 15 smaller meetings and workshops across various spaces, including three multi-day events with returning clients. A particularly significant event was the Presbyterian Church's Public Apology to victims of abuse, held in the Hutton Theatre. This event was publicly advertised and received extensive media coverage.

During September, the Hutton Theatre underwent a two-week closure for a major upgrade. The improvements included new carpet, fresh paintwork, and the installation of new seating purchased earlier in the year. While final touches such as Museum branding and a back wall upgrade are still to be completed, the space now offers a modern and significantly enhanced atmosphere. Completion of the final upgrades is due by the end of 2025, with the goal of increasing venue hire opportunities in 2026. Feedback from visitors and potential clients has already been overwhelmingly positive, particularly from families and conference organisers considering future bookings at Tūhura.

## Feedback

*"I'd like to extend an enormous thank-you to you and your amazing team for hosting ----- performance at Tūhura Otago Museum earlier this week, and for your wonderful support. **There was a good, appreciative audience, and a lovely vibe to the event.**"*

*"We just want to extend a massive thank you to you and your whole team at the Museum. **We feel incredibly fortunate to have had your support in making ----- such a smooth, successful, and memorable event.***

*The venue looked stunning, and so many of our guests commented on how special it felt to be able to celebrate in such a unique space. We really appreciate the flexibility and patience you showed us throughout the process.*

*Please pass on our gratitude to everyone involved - was truly a team effort!"*

*"I had the pleasure of watching Batman at the museum today, and I thoroughly enjoyed the experience. **Thank you for hosting such engaging screenings—it really adds something special to the community.** I was wondering if it might be possible for the museum to consider showing The Dark Knight in a future session. It's a film I, and I'm sure many others, would be very excited to see on the big screen in such a unique setting.*

***Thank you for your time and for the wonderful work you do."***

*"I just wanted to let you know that on Saturday I attended a Night Sky Live session. Georgette took it and was fantastic. **She was extremely professional, did a great job upselling, and left a really impressive impression.** Just thought I'd pass that on. "*

Some images from the Winter Warmer Market Night





## EXHIBITIONS AND CREATIVE SERVICES

### Exhibitions & Design

Exhibitions and displays currently open:

- *Director's Choice* Stairwell exhibition to commemorate 10 years of Ian's directorship closed on 15 September 2025
- *Absolutely Agnes – A Hallenstein Family Legacy* is ongoing in People of the World – ongoing
- *Kiingi Tuheitia Portraiture Awards* exhibition in Tāngata Whenua Gallery closed 3 August 2025
- *Heavenly Pop Hits: The Legacy of Martin Phillipps* display on Atrium 1 moved to People of the World Gallery on 4 September 2025.
- *26<sup>th</sup> Tūhura Photography Awards* runs until 13 October
- *Arca Arcade: Round One* in Beautiful Science gallery, closed 21 September

- Stairwell display "A Peep Show of Birds" – opened 19 September, runs until 2 May 2027.
- iNDx art exhibition in Beautiful Science Gallery, 25 September – 7 December. Tom Fox completed a portrait in the Atrium as part of a live demonstration. This piece will be auctioned off with proceeds going to future iNDx exhibition projects



*Ted Fox' portrait of The Chills singer-songwriter Martin Phillipps, of Dunedin.*



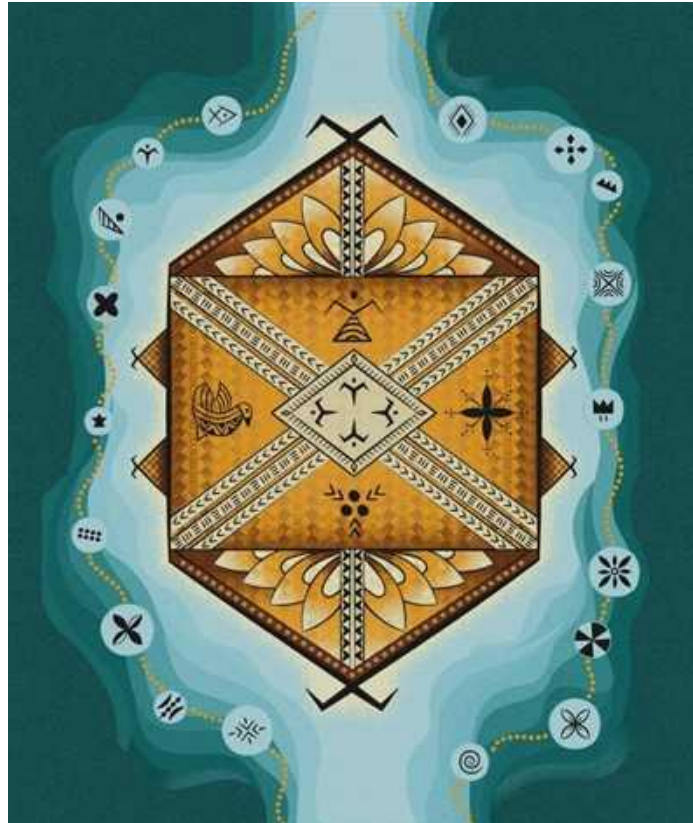
*iNDx art exhibition celebrating the creativity of Aotearoa's autistic artists*

**In Development:**

- Small intervention for the 250<sup>th</sup> birthday of Jane Austen, 17-19 October 2025 in collaboration with the Events Team.
- *The Gallery Gang – Your ultimate crafty family exhibition* – large scale makerspace activities for the holidays. We have developed cute characters who represent each of the Museum's

permanent galleries, and the activities will encourage visitors to explore the wider Museum spaces in more detail.

- *Soft Lines* - Ruby Jones display in Beautiful Science gallery 12 December 2025 – 29 March 2026
- Discussions for a display in the Atrium to coincide with the 100<sup>th</sup> anniversary of the Friends of the Museum in April 2026.
- Pacific Cultures Gallery refresh ongoing. Have engaged with local Samoan artist Ana Teofilo to produce a carpet design for the flooring. Reopening date is largely dependent on the production of the carpet which is due to be installed the week of 8 December 2025. After installation, the carpet will need to be allowed to off-gas for two weeks before objects can be installed. Opening expected late February – early March 2026.



- 27<sup>th</sup> Tūhura Photography Competition and Exhibition – Competition 17 November 2025 – 2 February 2026. Exhibition 2 April – 19 July 2026.
- *Hīkoi o te taoka – Hoiho* - In partnership with the Otago Peninsula Restoration Alliance, life-sized fiberglass penguins will be painted by national artists and toured nationwide to raise awareness and funds for the endangered Hoiho, with their final display at the Museum highlighting both the artists' work and the conservation message.
- Discussions underway for an exhibition in People of the Word gallery to replace *Absolutely Agnes*, likely May 2026.
- Have met with the team at Artsenta to put on a 40<sup>th</sup> anniversary display in the Beautiful Science Gallery in late 2026, focusing on their history and the impact of creativity on mental health.
- Initial discussions underway for a collaboration with iD Fashion Dunedin for a show which has the potential to tour in early 2027.
- *Tohu Whēnua, Tohu Ora*, the Rock Art collaboration with Canterbury Museum ongoing.

**Design:**

- Miscellaneous design services for upcoming programmes and events, including collateral, marketing and supporting materials ranging from the planetarium to makerspace and school holiday programmes.
- Assisting with environment design in the Hutton Theatre.
- Assisted with labels and signage for Tuvalu Language Week display.
- Designing new collateral for marketing including flyers, stickers, signage.
- A lot of work in preparation for the adjustments in the shop. Developing new lines of product (prints, cards, magnets, postcards etc), signage, layout etc.
- Working with the Science team on preparation of interactive development and signage for upgrading displays.
- The team attended online sessions for The Design Conference in Australia.
- Preparation and documentation of incoming items for iNDx exhibition
- Prepared license agreements for imagery in the Photography Awards to be sold in the shop.
- Met with Datacom to discuss options for interactive software to assist the in-house development of touchscreen interactives.
- Prepared for closing weekend events for Arca Arcade.
- Designing of the annual report underway

**MARKETING****Overview**

August and September were busy months, with school holidays, a host of events, and multiple exhibitions/displays. The Marketing team played a key role in promoting these initiatives, supporting recruitment, and leading major projects across the Museum.

**Exhibitions & Displays**

- **Photography Exhibition:** The final promotional push helped attract over **20,000 visitors**, a major success. Overall, the exhibition saw strong national and local media coverage, high online engagement, and excellent visitor feedback.
- **Arca Arcade Exhibition:** Nearly **20,000 people** attended, with excellent online feedback and almost sell-out associated events.
- **iNDx Exhibition:** The opening received strong media coverage, with associated events well received by the community.

**Events & Campaigns**

- **Winter Warmer Market:** marketing campaigns contributed to nearly **3,000 attendees**, with the Events team delivering a highly successful event.
- **School Holidays:** street flags, mall banners, school newsletters, posters, and flyers helped drive attendance, resulting in **23,200 visitors** over the two-week holiday period.

**Awards & Recognition**

- The Museum has been named a **finalist for the 2025 Grand Business South Excellence in Marketing Award**, alongside two other businesses, which reflects the team’s outstanding work regionally.

### Community Engagement & Content

- **Te Wiki o te Reo Māori (Māori Language Week):** content that we produced achieved high reach, exposure, and engagement.
- **Shop Promotion:** A major sale promoted surplus stock while showcasing the refreshed Museum Shop.

### Recruitment

- Multiple roles were advertised in September, generating high engagement and a strong number of applications.

### Projects & Collaborations

- **Science Centre Refresh:** Marketing is leading this project with Design and Living Environments Coordinator Sam Edwards-Ingle. Upgrades to furniture, interactives, and signage are already showing positive impact.
- **Summer Exhibitions Planning:** Marketing has collaborated closely with Design and Exhibitions Manager Shanaya Cunningham on overall concepts, branding, content, displays, and advertising for upcoming exhibitions.

### Media & Publicity

- Strong regional and national coverage was achieved across collections, events, and exhibitions throughout August and September.

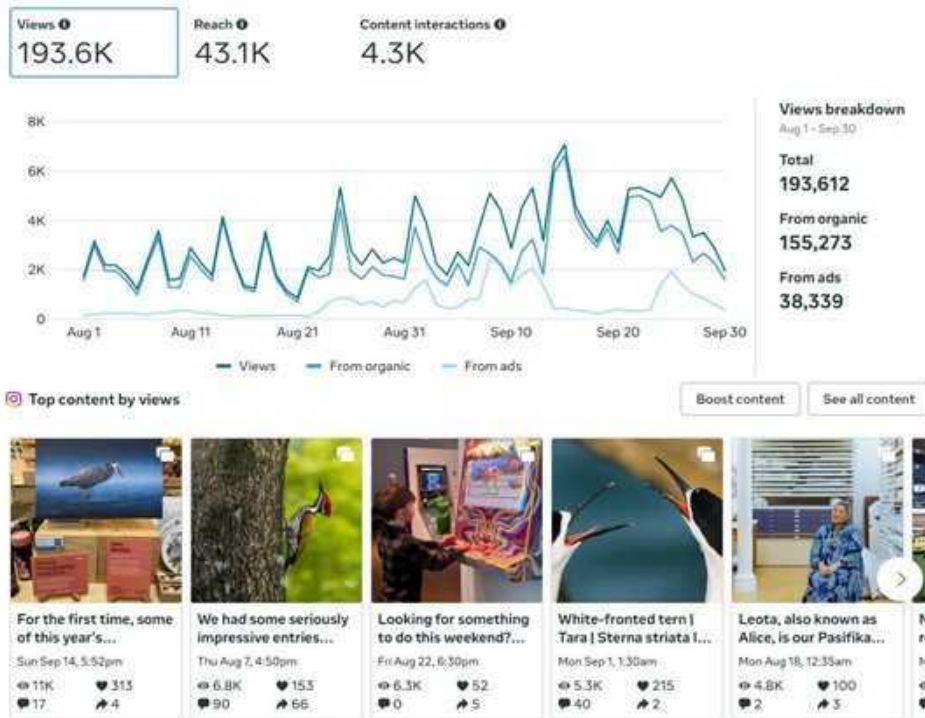
2 Aug	Regional	ODT	<a href="#">Link</a>
2 Aug	Regional	ODT	<a href="#">Link</a>
4 Aug	Regional	ODT	<a href="#">Link</a>
5 Aug	Regional	ODT	<a href="#">Link</a>
6 Aug	Regional	ODT	<a href="#">Link</a>
19 Aug	Regional	ODT	<a href="#">Link</a>
26 Aug	Regional	ODT	<a href="#">Link</a>
28 Aug	Local	Star	<a href="#">Link</a>
31 Aug	National	NZ Herald	<a href="#">Link</a>
3 Sep	International	We Are SA	<a href="#">Link</a>
4 Sep	Local	Star	<a href="#">Link</a>
22 Sep	Regional	ODT	<a href="#">Link</a>
23 Sep	Regional	ODT	<a href="#">Link</a>
24 Sep	Regional	ODT	<a href="#">Link</a>

27 Sep	Regional	ODT	<a href="#">Link</a>
29 Sep	Regional	ODT	<a href="#">Link</a>
29 Sep	National	RNZ	<a href="#">Link</a>
30 Sep	Regional	ODT	<a href="#">Link</a>

### Social Media Results

Facebook and Instagram performance over August and September has been very strong. Engagement from the Photography Competition, Arca Arcade, staff profiles, and multiple events contributed to over 1.4 million views across both platforms — a significant achievement for the team.





### Website Engagement

Website engagement has been strong, with high levels of online ticket sales and interaction with the latest exhibitions. There was one notable peak in traffic, which, upon investigation, appeared to be caused by automated bots from overseas.



### Summary

The Marketing team has successfully managed high-volume campaigns, content creation, and project leadership, contributing to strong visitor numbers, enhanced community engagement, and national recognition for Tūhura Otago Museum.

## **FACILITIES, ASSETS AND TECHNOLOGY**

The Facilities team are working on or have completed the following projects:

- Cleaning the outside of the building.
- Replaced batteries in the Elevated Work Platform.
- Facilities staff completed First Aid refresher courses.
- Moved *The Martin Phillips and the Chills* display to the People of the World gallery.
- Seismic reports for Fels and Ross buildings.
- Hutton Theatre refresh.
- Beautiful Science Gallery – painted wall.
- Top-up first aid kits.
- Clean out spouting around the buildings.
- Made furniture for summer exhibition.

The following IT work has been completed or is underway:

- Beautiful Science Gallery upgrade completed.
- Trialling a replacement camera for counting visitor numbers.
- Server shared storage replaced and in production.

END OF REPORT



## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **KAUPAPA MĀORI**

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#### **EXECUTIVE SUMMARY**

The main kaupapa has been included in the Director's report. A verbal update may be given.

#### **RECOMMENDATION**

None

**OTAGO MUSEUM TRUST BOARD****30 October 2025**

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**POLICY REVIEW: PROCUREMENT - DELEGATIONS OF AUTHORITY**Submitted by: Ian Griffin, Director

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**EXECUTIVE SUMMARY**

The Head of Finance has reviewed the procurement delegations which are currently contained in the Procurement Operational Guidelines. These delegations were last reviewed in 2019 and have become out of date due to changes of roles and responsibilities following the restructure last year.

The Procurement Policy itself, and the wording of the Procurement Guidelines will be reviewed separately over the next few months. These documents are included for information only.

The request is that the Board approve the new delegations which, once approved, will replace the old delegations listed in the Procurement Guidelines.

**For approval:**

- New Delegations of Authority – for approval

**For information only:**

- Procurement Guidelines (to be reviewed in due course)
- Procurement Policy (to be reviewed in due course)

**RECOMMENDATION:**

That the Board **approve** the new Delegations of Authority.

## **UPDATE TO FINANCIAL DELEGATIONS OF AUTHORITY – OCTOBER 2025**

All procurement is made on behalf of the Otago Museum Trust Board. The Board authorises, through its Procurement policy and operational guidelines, delegation to spend within authorised limits subject to the specified approval process.

The authorised signing authorities are outlined in the table below. Key points to note are:

- All amounts specified are the maximum values before GST when expressed in New Zealand dollars (NZD).
- Approval by the delegated authorised person must take place before the expenditure, or financial commitment is made.
- The Director is authorised to approve budgeted expenditure up to \$50,000.
- In the absence of the Director, budgeted expenditure over \$5,000 requires joint approval from the Head of Finance and Deloitte (as third-party oversight).
- Any expenditure above the Director's delegated authority must be approved by the Board Chair.
- Any expenditure above the Board Chair's delegated authority must be approved by a full Board resolution.
- Budgeted expenditure refers to:
  - Items included in the annual budget formally approved by the Board; or
  - Costs associated with a specific project that has received explicit Board approval.
- Expenses exceeding a specific budget line, but still within the overall approved budget, may be authorised by the Head of Finance or Director.
- Non-budgeted expenses that exceed delegated limits must be approved in advance of the financial commitment.
- Under no circumstances should any employee or Board member approve a payment to themselves.
- All staff are subject to the Conflict of Interest policy. No individual may approve transactions that result in personal financial benefit to themselves or related parties.
- All bank payments require two authorised signatories, and the relevant expenditure approval delegation must be met prior to authorisation.

- Any changes to the Director's remuneration or employment terms must be approved in writing by the Board Chair.
- It is unlikely that the Weekend Supervisor will need to authorise more than \$500 as there is a float available, and they have the contact details for the Head of Finance if more is needed.

**Financial Delegations of Authority**

Management level	Weekend Supervisor	Manager	Head of Finance	Director	Board Chair	Board	3rd Party - Deloitte
<b>Urgent incidentals (Weekend/Public Holiday)</b>	\$0 to \$500	Yes (post approved)	N/A	N/A	N/A	N/A	N/A
<b>Budgeted Expenditure</b>	N/A	\$0 to \$2,500	\$2,501 to \$5,000	\$5,001 to 50,000	\$50,001 to \$100,000	\$100,001 and above	Oversight only
<b>Non-Budgeted Expenditure</b>	N/A	N/A	\$0 to \$1,000	\$1,001 to \$50,000	\$50,001 to \$100,001	\$100,001 and above	Oversight only
<b>Budgeted Project Expenditure</b>	N/A	\$0 to \$2,500	\$2,501 to \$5,000	\$5,001 to 50,000	\$50,001 to \$100,000	\$100,001 and above	Oversight only
<b>CAPEX - With in Approved Budget</b>	N/A	N/A	\$0 to \$5000	\$5,001 to \$50,000	\$50001 to \$100,000	\$100,001 and above	N/A
<b>CAPEX - Outside Approved Budget</b>				\$0 to \$25,000	\$25,001 to \$100,000	\$100,001 and above	

Management level	Weekend Supervisor	Manager	Head of Finance	Director	Board Chair	Board	3rd Party - Deloitte
<b>Disposal of Fixed Assets</b>	N/A	N/A	\$0 to \$5,000	\$5,001 to 50,000	\$50,001 to \$100,000	\$100,001 and above	N/A
<b>Expense Claims</b>	N/A	N/A	\$0 to \$1,000	\$1,001 to \$50,000	\$50,001 to \$100,001	\$100,001 and above	N/A
<b>Approving New Employees and Changes to terms and conditions in Payroll</b>				Yes	Yes	Yes	
<b>TOIL (Time off in Lieu)</b>		Yes, and HR		Yes			
<b>Leave Approval</b>		Yes	Yes	Yes	Yes		
<b>Payroll Approval (any two)</b>	N/A	N/A	Yes	Yes			Yes

Management level	Weekend Supervisor	Manager	Head of Finance	Director	Board Chair	Board	3rd Party - Deloitte
<b>Banking Approval - Creditors, IRD etc (any two)</b>	N/A	N/A	Yes	Yes	Yes		Yes
<b>Opening Bank Accounts (any two)</b>	N/A	N/A	N/A	Yes	Yes	Yes	Yes
<b>Long Term Commitments (e.g. Leases)</b>			Checking	Yes	Yes		
<b>Contract Signing</b>	N/A	N/A	N/A	Yes	Yes	Yes	N/A

## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **PROCUREMENT POLICY AND GUIDELINES**

Submitted by: Ian Griffin, Director

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The following documents, the current Procurement Policy and Procurement Guidelines, are included here purely for information to provide context for the updated delegations of authority.

# OTAGO MUSEUM OPERATIONAL GUIDELINES PROCUREMENT

## Delegations & Signing Authorities, Procurement Method/Supplier Selection, and Ordering Procedures

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### Operational Guideline Information

<b>Guideline Title:</b>	Procurement
<b>Status:</b>	Draft
<b>Date first approved:</b>	December 2010
<b>Last modified:</b>	January 2019
<b>Position responsible:</b>	Museum Director
<b>Due for review (date):</b>	April 2022
<b>Scope/Audience:</b>	Museum
<b>Author:</b>	Commercial Director

### Rationale and Background

**Purpose:**

To ensure the correct and complete procedures are followed when procuring goods and services, ensuring that all administrative and audit requirements are met and delegations are complied with.

**Need for Operational Guidelines:**

To ensure all staff are aware of and follow the correct and complete procedures when procuring goods and services.

**Legal obligations (if any):**

- Sales of Goods Act 1908 and amendments
- Consumer Guarantees Act 1993 and amendments
- Any relevant Contracts For Supply
- Suppliers' Terms of Trade
- Audit requirements
- Audit trail requirements

**Operational Guidelines Intent**

Procurement is carried out efficiently, correctly and accountably, using appropriate procedures and documentation, and within defined delegations.

### Operational Guidelines

#### Financial Delegations

**1.1 Financial and signing authority is delegated as set out in the table below:**

<b>Procurement value</b>	<b>Sub-Divisional Director level</b>	<b>Divisional Director level</b>	<b>Museum Director</b>	<b>Chair OMTB</b>
Up to \$1,500 ex GST	<p>These staff may sign orders to allow purchase but must obtain the signature of the relevant Divisional Director within 5 days of availability:</p> <ul style="list-style-type: none"> <li>• All Managers – as per position title.</li> <li>• Accountant</li> <li>• Cafe Cook (trading stock – Food and drink supplies)</li> <li>• Curators</li> <li>• Developer Systems and Interactive Media</li> <li>• Executive Assistant</li> <li>• Head of Exhibitions and Creative Services</li> <li>• Living Environments Officer</li> <li>• Full Dome Producer</li> <li>• Production and projects Officer.</li> <li>• Science Presentation and Outreach Co-ordinators</li> <li>• Weekend Supervisor (on weekends and public holidays only)</li> </ul>	Divisional Directors sign for own budget codes, EO and GPMUS codes, and for other Divisional Director's budget codes in their absence	Museum Director signs for all budget codes for Museum Director initiated expenditure and for Divisional Director's budget codes in their absence	No
\$1,501 to \$2,000	As above, with procurement taking place only after Divisional Director's authorisation and sign-off	As above	As above	No
\$2001 to \$5,000 ex GST	As above, with procurement taking place only after Divisional Director's authorisation and sign-off and must obtain the Museum Director's signature within 5 days	As above with additional sign-off obtained from the Museum Director within 5 days of procurement	As above, and for all orders either before or subsequent to procurement authorised by Divisional Directors	No
\$5,001 to \$50,000 ex GST	As above, with procurement taking place only after Divisional Director's and Museum Director's authorisation and sign off	As above, with procurement taking place only after Museum Director's authorisation and sign off.	As above, in advance of procurement taking place	If appropriate
\$50,001 ex GST and above	If spending is within an already approved budget, authorisation is as above with procurement taking place only after Divisional Director's and Museum Director's authorisation and sign-off.	If within an approved budget, as above, with procurement taking place only after Museum Director's authorisation and sign-off	As above, in advance of procurement taking place	Yes, in addition to Museum Director's authorisation and sign off for any transaction

	Any purchases outside an approved budget must also be authorised and signed-off by the Otago Museum Trust Board chairperson, deputy chairperson or an authorised representative of the chairperson.	If outside an approved budget then additional authorisation and sign-off must be obtained prior to purchase from the Otago Museum Trust Board chairperson or their authorised representative)		outside an approved budget
Two Divisional Directors and a Manager may sign for the Museum Director in his/her absence.				

## Choosing a Procurement Method and Supplier Selection

### 2.1 Low value, low risk goods – below \$1,501 excluding GST in value

Where single items are below \$1,501 excluding GST in value, orders may be made directly to any existing Otago Museum supplier or any new supplier (If credit account required upon approval by the Commercial Director or Director) able to fulfil quality, value and time considerations.

### 2.2 Higher value goods and services – between \$1,501 and \$24,999 excluding GST in value

For all purchases of single items between \$1,501 and \$24,999 excluding GST in value written statement of requirements should be made with two separate, comparable written quotes requested. These quotes must be sighted (or reasons of absence accepted) by the Divisional Director before signing the order form, prior to the Museum Director signing. Where a discounted price has been negotiated with a particular supplier for Example purchases negotiated by the N3 procurement specialists, the two-quote requirement may be waived at the discretion of the Museum Director.

### 2.3 High value, high risk goods and services – over \$25,000 excluding GST

#### Competitive tenders and proposals

Prior to commencing the procurement process at this level a Proposal for Significant Procurement is to be completed and authorised. The market should be researched and a range of potential suppliers identified. This exercise should be in proportion to the size of the market, the value of the goods and services, the significance to the Museum and the complexity of the procurement. Such market research should be documented and recorded.

Clear attention should be given to the procurement considerations set out in the Procurement Policy.

One of the following processes may be followed:

**Registration of Interest or Expressions of Interest:** may be sought to request information from suppliers before seeking tenders or proposals. This may be used when the Otago Museum requires a high level of information about suppliers. A shortlist of suppliers can then be prepared for consideration.

**Request for Proposal (RFP):** may be used for seeking proposals where the outcomes are important and specific but scope for flexibility and innovation is needed. Suppliers are asked to make a proposal to the Otago Museum based on relevant background, facts and specifications outlined in the RFP document. The offer can be based on functional or performance specifications which allow for innovation and flexibility and/or to provide a technical solution to a problem. The Otago Museum's standard contract should be included in RFP documents. This is generally an invitation to treat – a request for contractual offers.

An RFP can be open (advertised, with all possible suppliers responding) or closed (sent to a few suppliers for response). The relevant Director should make the decision as to open or closed and document the factors taken into consideration.

**Request for Tender (RFT):** a formal means of seeking tenders to provide goods or services. It must include all the information that a supplier needs to make a formal offer to the Otago Museum. Generally used when the Otago Museum knows precisely what is required and the manner in which it should be achieved. The specifications should be clearly defined and there is little room for flexibility or innovation. The Otago Museum's standard contract should be included in RFT documents. This is generally an invitation to treat – a request for contractual offers. An RFT can be open (advertised, with all possible suppliers responding) or closed (sent to a few suppliers for response). The relevant Director should make the decision as to open or closed and document the factors taken into consideration.

**RFPs and RFTs should include:**

- the background and need for the procurement
- the specifications
- evaluation criteria that will be used
- rules and procedures governing the tender or proposal – form, content, deadline
- all information required from potential suppliers, including how it should be priced
- budget range if relevant
- type of contract envisaged and main required conditions.
- start and finish dates
- any particular rights (eg intellectual property) the Otago Museum wants to observe or protect
- a requirement for no conflict of interest
- advice of due diligence requirements – references, samples, inspections, information confidentiality etc
- that the lowest or any tender or proposal may not be accepted
- alternative tenders and proposals may be accepted
- the right to reject all tenders/proposal and re-start the process
- the right to suspend or cancel the process

**Other considerations for RFPs and RFTs**

- Care should be taken to avoid making an offer to the supplier in the RFT or RFP documents. There should be clear indication that offers are invited from suppliers, and that the document is not a firm legal offer.
- All tenders and proposals should be acknowledged, recorded and then stored securely. The Museum must treat every participant fairly and equally. Evaluation must achieve a supplier that offers the best value for money and meets the specifications and evaluation criteria stated. Reasons for choice should be recorded and kept.
- Due diligence may be required – ie that a potential supplier has full capacity, financial ability, technical ability, experience and stability to fulfil the requirements of a potential contract. This may include credit and reference checks, site inspections and examination of work and samples. Records of due diligence should be kept.
- The Museum should clearly indicate and recommend the preferred supplier and identify the reasons for selection. Successful and unsuccessful candidates should be formally notified.
- A contract should then be put in place and managed in line with The Museum's Contract for Services Operational Guidelines.

### 3.0 Ordering Procedures

- **Order forms** should be written for purchases of goods and services over \$50, using an official Otago Museum Order Book. No staff member can spend any money without prior approval of the Director or Manager in charge of the account code. Orders must be signed as noted in the financial delegations table (Page 2).
- **A claim for petty cash or reimbursement of expenses** may be used in line with relevant operational guidelines, where the small cost, timeliness or administrative burden does not warrant or allow for an order form
- **A Contract for Supply** should be entered into for all purchases above the value of \$25,000 excluding GST unless prior authority for a different value has been obtained by the Director. An order form must also be filled out and attached to the Contract for Supply.
- **Account codes** must be specified for all purchases. Where multiple codes apply in the one order form, these should be clearly stated on the order form. Lists of account codes are kept with Directors (and Managers where appropriate).
- **Order forms – How to complete and process**

The order form must show:

- Name of supplier                      If a new supplier is being used, a New Supplier form must be attached to the pink copy of the order form. A list of existing suppliers can be found on the Intranet.
- A list of items with unit prices      All efforts should be made to find out about additional costs that might be incurred (eg shipping, admin fees). Purchase orders should contain information or a note about these charges even if the dollar value may not be known at the time of writing the order.
- subtotal (excluding GST)              In exceptional cases where it is not possible to indicate the exact costs or price quoted (for example continuing negotiation for discounts), the estimated maximum amount (excluding GST) should be indicated on the order form, sufficient for the Director to authorise the purchase
- GST amount in the appropriate columns
- Information legibly on all four copies of the order form
- Name of the person originating the order form
- Project/Division clearly written at the bottom of the order form

Process for the order form once complete:

- White copy: give to the supplier, who must be instructed to quote the order form number when invoicing

- Pink copy: placed by the order writer in the pink-slip in-tray directly after completion of the order form. The pink copy is used for internal monitoring purposes
- Green copy: leave in the order book. The Green copy is used by Finance Dept to attach to the supplier's invoice at the time of processing
- Yellow copy: must always remain in the order book
  
- Packing slips, receipts and invoices related to order forms must, wherever reasonably possible, be signed as received, with the order number recorded on them (if not already) and put in the appropriate creditor in-tray
- Staff members' signing authorities may be revoked if these procedures are not followed consistently.

#### Related Documents

- Procurement Policy
- Contract for Supply
- Processing of Creditors Operational Guidelines
- Claim for Reimbursement of Expenses Form
- Petty Cash Administration Operational Guidelines
- Otago Museum Order Book
- Travel Policy
- Travel Booking Guidelines

# OTAGO MUSEUM POLICY

## PROCUREMENT

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### Policy Information

Policy Title:	Procurement
Status:	Approved
Date approved:	10 May 2018
Last modified:	March 2014
Position responsible:	Museum Director
Due for review (date):	May 2021
Scope/Audience:	Otago Museum
Author:	Commercial Director

### Rationale & Background

#### Purpose:

To document principles and considerations for carrying out procurement at the Otago Museum, ensuring that the Museum obtains the required goods and services at the appropriate quality, on the most favourable economic terms, in a timely manner.

#### Need for Policy:

To ensure that Museum funds are used responsibly, effectively and transparently and that a clearly auditable process is followed in matters of procurement.

#### Definitions:

Legal obligations (if any):  
Commerce Act 1986  
Electronic Transactions Act 2005  
Fair Trading Act 1986  
Health and Safety at Work Act 2015  
Otago Museum Trust Board Act 1996

#### Guidelines

Office of the Auditor General – Procurement guidance for public entities

### Policy Intent

To provide clear and robust guidelines for the purchasing of goods and services. To ensure a competitive and transparent procurement process, with an end result of best value for money over whole-of-life and the appropriate use of Museum funds, from both public and private sources.

## Policy Statement

### 1. Principles

When purchasing goods and services, the Museum will be guided by the following principles governing public spending, as set out by the Office of the Auditor General (OAG). By applying these principles sensibly, the Otago Museum can demonstrate that it is spending public money wisely, and properly managing the process of spending:

- **Accountability** – the Otago Museum is accountable for its performance and will be able to give complete and accurate accounts of its use of public funds, including funds passed on to others for particular purposes. The Museum will ensure suitable governance and management arrangements are in place to oversee funding arrangements.
- **Openness** – the Otago Museum should be transparent in its administration of funds, both to support accountability and to promote clarity and shared understanding of respective roles and obligations between itself and any external parties entering into funding arrangements.
- **Value for Money** - the Otago Museum should use resources effectively, economically and without waste, with due regard for the total costs and benefits of an arrangement, and its contribution to the outcomes the Museum is trying to achieve. In addition, the principle of value for money for procuring goods or services does not necessarily mean selecting the lowest price but rather the best possible outcome for the total cost of ownership (or whole-of-life cost).
- **Lawfulness** – the Otago Museum must act within the law, and meet its legal obligations.
- **Fairness** – the Otago Museum has a general public law obligation to act fairly and reasonably. The Museum must be, and must be seen to be, impartial in its decision- making.
- **Integrity** – The Otago Museum will manage public resources with the utmost integrity.

### 2. Procurement Considerations

2.1 Value for Money, Pricing and Conformity – achieving value for money, for the whole of life of the goods and services purchased, is critical.

Value for money does not just relate to the lowest initial cost but also the best value across the life of the good or service, including operational and maintenance costs. Creativity and uniqueness factors may also be considered where applicable.

Conforming includes consideration of all specified requirements, which would generally include:

- Quality of presentation and construction of the goods or services
- Fit for intended purpose
- After sales support and service (including availability of warranties, parts, training and servicing as appropriate)
- Relative environmental impacts of different proposals including energy efficiency
- Timeframes
- Freight costs

- 2.2 Fairness - the Otago Museum shall at all times act fairly and reasonably towards potential and current suppliers. Museum staff should develop constructive procurement arrangements which are fair to all parties and encourage open, timely and transparent communication and manage risks appropriately. Museum staff should not allow any perception of preference towards particular suppliers to arise unless specific preferred supplier arrangements are in place to streamline the cost effective supply of regular services and supplies.
- 2.3 Competent People and Procurement Consultants – the Otago Museum will ensure that staff (and procurement consultants if used) involved in procurement decisions have appropriate skills and knowledge, appropriate delegated authority and a working knowledge of this policy.
- 2.4 Conflicts of Interest – Otago Museum staff involved in the procurement process must ensure they act fairly, independently and are free from bias and conflict of interest. Staff should declare personal or family interest in any potential suppliers, and no staff member or their family should benefit directly or indirectly from a procurement decision. The decision to pursue procurement where such a conflict is identified must be made with the consent of the divisional Director, or in the case of the divisional Director having such a conflict, by the Museum Director or in case of the Museum Director with the consent of the Chairman.
- 2.5 Contractual Considerations – the Otago Museum should take care to avoid creating contract or legal obligations at the early stages of negotiation, especially through the design of tender documents. In general, an invitation to tender or a request for tenders is an “invitation to treat” and not an offer to purchase goods and services which is capable of acceptance by the supplier.
- 2.6 Delegations – all procurement decisions and actions must be made by staff members with appropriate delegated authority. A list of delegated authorities can be found in the Procurement Operational Guidelines. Goods or services shall be purchased for the Museum holding a purchase order approved by the budget holding divisional Director or their delegate.
- A purchase order is not required for goods under \$50.00 in total value, Dunedin City Council rates and DCC compliance costs etc. In this case, the invoice will be approved for payment by the appropriate delegated authority.
- 2.7 Health and safety considerations – Eliminate risks as far as reasonably practicable or minimise risks associated with purchasing or supplying goods and services. Reduce the likely hood of introducing new hazards into the workplace associated with purchasing goods and services.
- The Otago Museum Visa card may be used where invoiced purchases are not practical or cost effective, such as online payments and one-off purchases. All purchases using the Museum Visa card shall be supported by a purchase order form completed by the appropriate delegated authorities as set out in the Procurement Operational Guidelines.
- From time to time for reasons of timeliness, cost effectiveness or efficiency, purchases may be made by duly authorised staff, payment for such is claimed subsequently using a claim for reimbursement or expenses form. Minor expenditure may be made using petty cash in line with Petty Cash operational guideline.
- 2.8 Contact with Suppliers – all communications with a supplier for a particular procurement should be directed through a designated point of contact, be as formal as possible and be recorded as formally as possible.

- 2.9 Otago Museum Specific Considerations – obtaining value for money in procurement for the Otago Museum’s commercial, operational and experiential activities may involve procedures that are not competitive in the accepted sense. Where a competitive process is not appropriate, the Museum will use a procurement approach consistent with those used by similar industry entities.

For example, revenue-generating units of the Otago Museum (Museum Shop, Cafe, Venues, Tūhura Otago Community Trust Science Centre, Perpetual Guardian Planetarium) may use processes in purchasing stock that are not technically competitive but are aimed at delivering net profit targets and preserving brand values.

Creativity is a key ingredient in delivering visitor experiences at the Otago Museum. By its nature, the procurement of creative inputs may not always be competitive in process. However, the usual emphasis on quality, value for money, industry knowledge and management discretion is applied to procurement where creativity is a fundamental requirement.

There are situations where the cost of undertaking a competitive process would be out of proportion to the value of the procurement or when a unique source of supply, or a supplier’s specialist skills, makes a competitive process unproductive. Where selective procurement gives best value for money the Otago Museum must demonstrate that basic principles of accountability and integrity have not been compromised.

- 2.10 Considerations in procurement of items or services - In assessing purchases and competitive tenders for goods or services to the Museum, consideration will be given to:

- Loyalty to organisations that have sponsorship relationships and/or preferred supplier arrangements with Otago Museum and the wider benefits of these arrangements
- For contracted services consideration will be given to suppliers health and safety management policy and procedures and suppliers safety history etc.
- The Museum’s commitment to serve its local community.
- Receiving best value for money
- Delivering outcomes which fit the Museum’s strategic and financial priorities

- 2.11 Record Keeping – documentation, appropriately tailored for the type, method and magnitude of procurement, must be retained. This documentation is required to provide an audit trail on the activity undertaken, including the review/sign off of the authoriser.

- 2.12 Complying with Legislation – Otago Museum staff should be aware of, and comply with, all applicable legislation when procuring goods or services.

- 2.13 Intellectual Property – the Otago Museum should take care to protect its interests when entering into procurement arrangements that may create intellectual property.

- 2.14 Liability – any exclusion or limitation on liability by a supplier should be taken into consideration in achieving value for money and taking on risk. When negotiating a purchase, the maximum cost should be obtained from the supplier and recorded on the purchase order form before procurement takes place. Without a limitation in the contract, the supplier’s liability will be determined by the general law.

- 2.15 Prevention of Fraud – the Otago Museum will reduce the risk of fraud by acting in a fair and transparent manner and following procurement policies and procedures.

- 2.16 Sustainability – the Otago Museum will take sustainability into consideration in its procurement decisions where possible and where best value for money may still be obtained. This may include:
- selecting energy and water efficient appliances
  - giving preference to products to meet social and environmental criteria – eg shortest distance from product origin, biodegradability, recycled content
  - considering emissions and fuel efficiency and/or type when purchasing new vehicles
  - considering the whole-of-life cycle of the good or service
  - selecting environmentally low-impact cleaning, maintenance and collection care chemicals where possible.
- 2.17 Commitment to Otago Suppliers – all other things being equal regarding quality, timeliness and value, preference will be given to suppliers based in Otago.

### **3. Procurement Authorities**

- 3.1 The Museum Director is authorised to complete negotiations for the purchasing of all goods and services required for Museum business. Orders or contracts over \$50,000 excluding GST in a single transaction which is outside an approved budget must be signed in addition by the Otago Museum Trust Board Chairperson, Deputy Chairperson or an authorised representative of the Chairperson.
- 3.2 Divisional Directors are authorised to negotiate expenditure for the Museum up to \$5,000, excluding GST in a single transaction. Orders over \$2,000 excluding GST must be signed in addition by the Museum Director.
- 3.3 Other staff authorisations for commitments up to \$1,500 excluding GST within the current approved operating budget will be as identified in the Procurement Operational Guidelines.
- 3.4 All purchases of computer equipment, cell phones, Apple iPads etc please send your request/proposal to your Manager / Director who will pass it on to the Commercial Director for consideration and if approved purchase.
- 3.5 All international travel beyond Australia by the Museum Director will be signed off by the Otago Museum Trust Board Chairperson, Deputy Chairperson or an authorised representative of the Chairperson.
- 3.6 Claims for reimbursement of expenses by all staff up to \$500 will be signed off by their divisional Director or their authorised representative. Claims for reimbursement of expenses above \$500 will be signed off by the Museum Director. All claims for reimbursement of expenses by the Museum Director will be signed off by the Otago Museum Trust Board Chairperson, Deputy Chairperson or an authorised representative of the Chairperson.
- 3.7 Staff may use one of the Otago Museum Visa cards to make purchases within their approved current operating budgets up to \$1500 Exc GST in order to carry out Museum business. Processes for using the Visa Card are outlined in the Procurement Operational Guidelines

## **Related Documents and Forms**

- Procurement Strategy
- Procurement Operational Guidelines
- Contract for Supply
- Proposal for Action: Significant Procurement
- Travel Policy
- Processing of Creditors Operational Guidelines
- Claim for Reimbursement of Expenses Form
- Petty Cash Administration Operational Guidelines
- Otago Museum Order Book

## OTAGO MUSEUM TRUST BOARD

30 October 2025

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### **POLICY REVIEW: KOHA POLICY AND PROCEDURE**

Submitted by: Ian Griffin, Director

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#### **EXECUTIVE SUMMARY**

The Koha policy and Koha procedure have been reviewed by the Pouhere Kaupapa Māori and the Leadership team to ensure that they are still fit for purpose and provide guidance to staff on when it is appropriate to give koha and the approved dollar amounts.

We compared our Policy with the DCC and University policies and we have made no substantive changes except to add more information about how to apply for koha and the risks of not adhering to the Policy and Procedure.

The University have told us that they do not designate specific amounts of koha to occasions and rather evaluate each on a case by case basis. We prefer to give our staff guidance on expected amounts of koha. These amounts are listed in the Koha procedures. The amounts have been reviewed but not changed as they are considered to be appropriate amounts.

Te Pae Ārahi o Tūhura (Māori Advisory Committee) have reviewed the updated Koha policy and Koha procedure and support their adoption by the Board, as does the Audit, Finance and Risk Management committee.

Note, the Koha procedures have been put forward as being for Director approval (rather than Board approval). This will give flexibility to update the amounts if required, without bringing the Procedure back to the Board. This could be changed to Board approval if the Board recommends this.

#### **RECOMMENDATIONS**

That the Board:

**Adopts** the Koha Policy and Guidelines

## KOHA POLICY

<b>Policy category:</b>		FINANCE (Sensitive Expenditure)	
<b>Position responsible:</b>		Head of Finance	
<b>Date last approved/modified</b>		October 2021 – Otago Museum Trust Board	
<b>Document status</b>	under review	<b>Version number</b>	v2
<b>Approved by</b>	Otago Museum Trust Board	<b>Date approved</b>	
<b>Review frequency</b>	Every two years	<b>Next review due</b>	October 2027

### PURPOSE

Koha are gifts given in the spirit of aroha and manaaki (kindness and respect). Appropriate koha are given by Museum representatives in recognition of tikaka, reflecting the occasion, those present and the mana of both the Museum and tākata whenua.

**“Ko tau rourou, ko taku rourou ka ora ai te takata”**

**With your basket and my basket we will be nourished.**

The Museum is committed to acting in a manner consistent with the articles and spirit of the Treaty of Waitangi and acknowledges the importance of koha as an integral component of tikaka and kawa.

Notwithstanding the spirit in which it is given, koha (especially when it is a cash koha) may present risk to the Museum, including tax regulations and public perception. This policy outlines the principles and process for giving koha to provide guidance to staff in determining the Museum’s contribution to, and approval of payments of koha.

This policy relates to gifts being given on behalf of the Museum while conducting Museum business.

**Koha received by staff as part of their Museum work are dealt with under the Gifts and Gratuities policy**

### SCOPE/AUDIENCE

This Policy applies to:

- All Museum employees, including temporary employees and contracted staff.
- Any person who is involved in the operation of the Museum, including Board members, committee members, volunteers and those people with honorary or unpaid staff status.
- Every business, service or activity of the Museum.

## DEFINITIONS

**Kawa** are the customs, particularly those related to formal activities as defined by an iwi.

**Koha** is a donation, gift, or contribution given to an individual, group, or marae. It has connotations of reciprocity and are important in maintaining social relationships.

**Mana Whenua** are the hapū that hold authority over a territory.

**Manuhiri** are visitors. Mana whenua are never manuhiri at any event taking place within their territory.

**Mihi whakatau** is a formal speech or speeches of welcome to acknowledge those present at a gathering. These normally take place away from a marae setting.

**Pōwhiri** are a ritual of encounter, or welcome ceremony which normally take place on marae.

**Takihaka** are formal rituals and ceremony for a person who has died which normally takes place on a marae.

**Taoka** are property, goods or effects that are treasured or prized, including socially or culturally valuable objects, resources, ideas and techniques.

**Tikaka** are the customary values, practices, rules and regulations as defined by an iwi.

**Unconditional Gift** within this Policy is a donation or gift whereby the donor does not expect any goods or services to be given in return, and/or where the receiver does not expect any form of remuneration for any assistance offered or delivered.

## POLICY STATEMENT

### 1. PRINCIPLES OF GIVING KOHA

All koha, when given by staff members or those representing the Museum, is given on behalf of the Museum.

To avoid risk, koha cannot be given in a range of circumstances, including:

- i. In lieu of salary (i.e. payments to students for assisting at events or for participants in research projects) – these payments should be referred to Human Resources for assistance with processing
- ii. For receipt of goods or services (i.e., for a good or service, including such things as cultural advice or support, the hiring of marae, accommodation, provision of food and/or associated resources) – an invoice should be obtained from the party (supplier or vendor) providing these goods or services
- iii. For research participants (whether an individual or group) where research advice or support, participant expertise and / or time has been given (noting that research grants will have budget to pay research participants as a ‘service’ provided to the research organisation)
- iv. For an implied or expected favour in return.

Further, expenditure for koha must:

- i. Be a one-off unsolicited, unconditional gift
- ii. Adhere to delegated authority
- iii. Be from approved budget provisions
- iv. Be relationally proportionate, moderate and conservative.

## 2. WHEN KOHA MAY BE GIVEN

Koha may be given when:

- Individuals, or mana whenua are invited to participate and/or support the Museum in events or activities, and where no set fee or payment is expected. This includes mihi whakatau, openings, blessings and other formal occasions relevant to the activities of the Museum, as well as guidance, support and cultural mentoring provided to the Museum and its staff.
- Museum representatives are manuhiri when visiting or staying on a marae regardless of the duration of stay.
- Museum representatives attend occasions that involve a formal pōwhiri or when visiting marae on formal occasions, including takihaka.

In instances where Museum staff are conducting one-on-one or very small and informal meetings, a koha is not normally required. Staff may consider providing kai for morning/afternoon tea as a goodwill gesture of appreciation as an alternative to koha.

### **Giving of koha**

A representative of senior standing is the appropriate person to speak and give the koha on behalf of the Museum.

When more than one Museum representative is involved in the activity or event, one koha is given representing the intentions of the entire group or organisation.

All koha when given by staff or others representing the Museum, is given on behalf of the Museum. It is not appropriate for Museum staff, Board or committee members or representatives to pay koha from their personal monies on behalf of, or when representing the Museum. However, individuals who wish to give koha in a personal capacity, are encouraged to do so if it is appropriate and they desire to do so.

## 3. APPROPRIATENESS OF KOHA

Traditionally, koha took the form of food or resources. However, in modern times, koha is often given in the form of money. In some situations, it is appropriate for koha to be in the form of taoka which reference the agenda of the meeting or occasion, or the team/delegation being represented (e.g. books or plants may be presented as a koha).

The value or amount of koha should reflect the level of support and assistance provided, the mana of the occasion, and the mana of the Museum representatives in attendance. Koha given when Board members, members of Te Pae, or the Museum Director are in attendance should benefit their status.

If the appropriateness of koha is unclear, guidance should be sought from the Pouhere Kaupapa Māori who will confirm if the koha is culturally appropriate. The most appropriate method for the giving of koha should be discussed with the Pouhere Kaupapa Māori and the Finance Manager.

According to tikanga, a koha given in context should not be confused with payments for services - when attending a marae or function the koha is a recognition of the occasion and relationship, for which no receipt is expected. Likewise, when koha is received as an unconditional gift, it is not liable to GST. Guidance can be given on how to hand over a koha at the time of approval.

Separate and in addition to koha there may be catering, accommodation and venue hire costs, for which an invoice is required. These costs are confirmed and agreed upon separately with the hosts prior to the event taking place, unless there is a specific request from the host that only a koha be given.

#### 4. PROCEDURE FOR OBTAINING KOHA TO GIVE TO ANOTHER PERSON OR ORGANISATION

While acknowledging that unexpected occasions may occur, we ask that when carrying out Museum business, managers should consider in advance whether there will be a requirement for koha. A request for koha (cash) should be made using the Koha Request form and submitting to the Executive Assistant (EA) at least **2-3 days** prior to the event.

The Executive Assistant will hold a cash float to service koha requests, which will be held in a safe. The Executive Assistant will be responsible for processing koha requests, documenting the purpose and recipient, and handing over koha to the requester. In the EA absence the Head of Finance will step in.

Refer to the **Koha Procedure** for details of appropriate koha amounts for different occasions and the procedure for requesting koha.

#### 5. NON-ADHERENCE TO THIS POLICY AND THE ASSOCIATED KOHA PROCEDURES

Non-adherence to this Koha Policy and the associated Koha Procedures risks a perception that:

- An individual or organisation is receiving unfair advantage
- The Museum is culturally insensitive
- The Museum is not spending public money wisely

And also risks

- Loss of trust in the organisation by the public
- Reputational damage
- Failure to meet audit requirements

Non-adherence, or actions or inactions that do not comply with the Koha Policy and Procedures will be reviewed by the Head of Finance and may be dealt with through our normal disciplinary procedures.

## 6. RELATED DOCUMENTS

- Conflict of Interest Policy
- Koha Procedure
- Gifts and Gratuities Policy
- Sensitive Expenditure Policy
- HR Processes
- Koha request form

## KOHA PROCEDURES

<b>Policy category:</b>		FINANCE (Sensitive Expenditure)	
<b>Position responsible:</b>		Head of Finance	
<b>Date last approved/modified</b>		October 2021 by Otago Museum Trust Board (Koha Guidelines for Management)	
<b>Document status</b>	under review	<b>Version number</b>	v2
<b>Approved by</b>	Director	<b>Date approved</b>	
<b>Review frequency</b>	Every three years	<b>Next review due</b>	

### PURPOSE

The Koha Procedure outlines the approved appropriate amounts of koha to give on behalf of the Museum on different occasions when conducting Museum business, and the processes for requesting and approval of koha.

This document should be read in conjunction with the Koha Policy which outlines the principles of giving koha, when koha may be given and the appropriateness of koha.

### SCOPE/AUDIENCE

This Policy applies to:

- All Museum employees, including temporary employees and contracted staff.
- Any person who is involved in the operation of the Museum, including Board members, committee members, volunteers and those people with honorary or unpaid staff status.
- Every business, service or activity of the Museum.

### PROCEDURE

#### 1. TYPES OF KOHA AND APPROPRIATE AMOUNTS

Where culturally appropriate the Otago Museum will give koha in line with the current approved koha policy. The following guidelines are to assist the Museum's management in determining the appropriate amount of koha for different occasions and circumstances. Where a koha is made by way of a goods (e.g. a book) rather than money (cash/voucher card), the overall value of the koha should approximate these guideline amounts.

### Groups supporting an Otago Museum event

Iwi or performing groups (e.g. kapa haka)	Up to \$500 for group (unless invoiced fee)
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### Officiating individuals and Rūnaka support for Otago Museum events

Whakatau – opening or support	<p>\$200 - \$500 given to the lead of the rōpū (kaikōrero or kaikaraka) to be shared as appropriate.</p> <p>An exception might be on large occasions such as Matariki, which involve several people from each rūnaka. In this case each rūnaka may be given an amount to distribute to their group.</p>
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### Going to an Otago Marae

General hui (part of wider group)	\$50 (single), \$100 (2+ people)
Otago Museum instigated the hui.	Marae fee (invoiced) plus \$100 - \$200 koha in pōwhiri.

### Going to a non-Otago Marae

General hui (part of wider group)	\$100 (single), \$200 (2+ people)
Otago Museum specific group	\$200-\$500
Otago Museum instigated the hui.	Marae fee (invoiced) plus \$200 - \$500 koha in pōwhiri.

### Tangi

Tangi – representing OM for someone close to Otago Museum (e.g. current or past MAC, Board, staff).	\$200 - \$500
Tangi – general as part of wider group	\$100
Tangi - Otago Museum specific group	\$200 - \$500

Contributions to community programmes, e.g., vouchers for prizes, fall outside the koha policy and should be processed within normal purchasing processes.

## 2. PROCEDURE FOR REQUESTING KOHA

All requests must be submitted at least **2–3 days in advance** of when the koha is needed.

Email a request or give a completed koha request form to Executive Assistant\*. The request must include the following details:

- Purpose: what the koha is being used for (e.g., farewell, condolence, celebration)
- Recipient: the person or organisation expected to be receiving the koha
- Presenter: who will be handing the koha over on behalf of the organisation
- Date: When the koha will be given

\* At the time of writing, the Executive Assistant is Jane Gregory

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### 3. APPROVAL AND DISTRIBUTION

All koha requests must go through the approval process set out in this policy.

1. If the appropriateness of koha is unclear, guidance should be sought from the Pouhere Kaupapa Māori who will confirm if the koha is culturally appropriate.
  2. The Director will review all requests in consultation with relevant leadership if needed.
  3. The koha request must then be approved by the Director before it is given.
  4. Once approved, the Executive Assistant will coordinate the preparation and handover of the koha.
  5. The staff member requesting the koha is responsible for ensuring that the koha is given to the designated recipient.
  6. If the koha is not given on the designated day (for example if the proposed recipient does not attend the event, or the event is postponed), the staff member is responsible for the koha until it is presented and they may leave this in the EA's safe until required. If the koha is not likely to be presented within two weeks (14 days) the koha should be returned to the EA and a new application made if needed.
  7. A record of all koha given will be maintained by both the staff member and the Executive Assistant for transparency and reporting purposes. An email from the staff member to Executive Assistant confirming the handover of the koha and amount would meet this requirement for the staff member.
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### 4. GENERAL GUIDELINES

- Staff are encouraged to plan ahead to allow time for thoughtful preparation.
  - Koha is not to be used for personal gifts or informal exchanges without prior approval.
  - Koha to staff e.g. for birth, bereavement, congratulations, should be referred to the HR Manager and are not covered in this policy.
  - Koha from the Museum is not given to staff for the fulfilment of Museum-related duties.
  - Gifts and benefits received by staff are dealt with under the Gifts and Gratuities Policy.
  - Consequences of breaching either the Koha Policy or Koha Procedures are outlined in the Koha Policy.
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### 5. RELATED DOCUMENTS

- Conflict of Interest Policy
  - Koha Policy
  - Gifts and Gratuities Policy
  - Sensitive Expenditure Policy
  - HR processes
  - Koha request form
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## **OTAGO MUSEUM TRUST BOARD**

**30 October 2025**

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### **REPORT FROM THE FRIENDS ASSOCIATION**

Brigid Casey

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#### **EXECUTIVE SUMMARY**

Nancy Longnecker, Friends' President, has provided a written report.

#### **RECOMMENDATIONS**

That the Board

**Notes** the report from the Friends' President.

## Friends of Tūhura Report for the Otago Museum Trust Board, October 2025

At the Friends' AGM in September, honorary life membership was approved for the Friends' patron, Julie Pearse. Brigid Casey and Warren Jowlett retired from the Friends Council and the following were elected:

President: Nancy Longnecker  
 Vice-President: Cushla McKinney  
 Treasurer: Jing Zhang  
 Secretary: Linda Forbes  
 Council members: Loretta Hasu, Rafael Clarke, Joëlle den Toom, Tim Still, Jess Hall

Friends were asked to volunteer to help with the Museum's pop-up gift shop and for planning our 100<sup>th</sup> anniversary in 2026. After the AGM business concluded, Tūhura Director Ian Griffin gave an informative talk, followed by an opportunity to catch up, with food and drinks.

**The HD Skinner Memorial Lecture** will be 5:30 on **Thursday 6 November** in the Hutton.

Reflections of 40 years working in the western Pacific – Why archaeology matters  
 E/Prof Glenn Summerhayes, OL OAM FAHA FSA

Friends are sponsoring a family-friendly book launch on **Saturday 29 November** in the Southern Land, Southern People Gallery. The book aligns with fossils in the gallery, featuring work by E/Prof Ewan Fordyce and illustrations by children of Duntroon Primary School.

*A Discovery in the Rocks*  
 Mary Duff

The Friends are busy planning anniversary celebrations and projects for 2026. The celebration will kick off in mid-April with an exhibit and a gallery trail which highlight connections with Friends. Our major anniversary donation will be support of preparation of the spade-toothed whale for display. The cost is predicted to be ~ \$80,000 and we will fundraise for this. Friends are also working on a legacy book that we will offer to the gift shop, with profits going to the Museum.

Friends are aiming to double our membership. We encourage Trust Board members to take and share our new brochures.

Friends continue to support the Museum with volunteering. As part of our annual reporting to Charities Services, we are meant to provide an estimate of hours volunteered. For the 2024/25 financial year, this was 1850 hours, equivalent roughly to one FTE. Work on the archives project comprises the single largest component at 900 hours.

Nancy Longnecker  
 Friends' President