

THIS DEED made the 5th day of December 2006
BETWEEN THE SOUTH WAIKATO DISTRICT COUNCIL (together with its successors hereinafter called "the Council") of the one part

AND THE TIMBER MUSEUM OF NEW ZEALAND TRUST (together with its permitted assigns called "the Trust") of the other part

WHEREAS the Council and the Trust have agreed that the Trust will lease from the Council the land on which is situated the Pufaruru Timber Museum (hereinafter called "the said land") subject to an agreement dated theday of2004 between the Parties relating to the Trust carrying out certain duties and having certain powers while in occupation of the said land ("the Agreement")

NOW THEREFORE this Deed witnesseth that in consideration of the foregoing the Council hereby leases to the Trust and the Trust hereby takes on lease the said land as the same is more particularly described in the Schedule hereto for the term and at the rental set out in the said Schedule

AND IT IS HEREBY COVENANTED AGREED AND DECLARED by and between the parties hereto as follows:

1. THE TRUST shall promptly pay the agreed rental during the term if the same is demanded by the Council.
2. THE TRUST shall permit the Council and its agents with or without workmen and materials and appliances to enter upon the said land for the purpose of inspecting any Council works on or in the said land and carrying out thereto any repairs or maintenance as the Council may consider necessary or advisable. Any repairs or maintenance carried out by or on behalf of the Council in terms of this provision shall be carried out so as to cause as little interference as reasonably practicable to the Trust's occupation and use of the said land.
3. THE TRUST shall not without the prior consent in writing of the Council build or permit to be built or erected any where on the said land any building erection or structure drain or any other thing whatsoever and then only in accordance with plans and specifications approved in writing by the Council.
4. THE TRUST shall use the said land solely in connection with the operation and activities of the Trust and in particular for the purpose of the Trust carrying out its obligations set out in the Agreement and for no other purpose.
5. FOR THE PURPOSE of clarification it is recorded that any and all buildings on the said land are the responsibility of the Trust as to their safety, maintenance, upkeep and ownership.

IN WITNESS WHEREOF this Deed was executed on the day and year first hereinbefore written.

THE COMMON SEAL of THE TIMBER MUSEUM OF)
NEW ZEALAND TRUST was hereto affixed in the)
presence of:)

Castall

THE COMMON SEAL of THE SOUTH WAIKATO)
DISTRICT COUNCIL was hereto affixed in the)
presence of:)

[Signature]

Mayor

[Signature]

Chief Executive Officer



Lease – South Waikato District Council and Timber Museum of New Zealand Trust

SCHEDULE

The said land -	Part Lot 6 DP 19039 and Lot 1 DP 35861; Computer Freehold Register Nos SA6D/935 and SA929/197
Term of lease -	33 years commencing 1 July 2004 and expiring on 30 June 2037
Rental-	\$2.00 per annum plus GST (if demanded)

Payable by equal payments each of \$ on the 1st days of the months of

.....

Right of renewal Further term of 33 years. 3 months notice of renewal to be given. Includes further successive rights of renewal for 33 years.

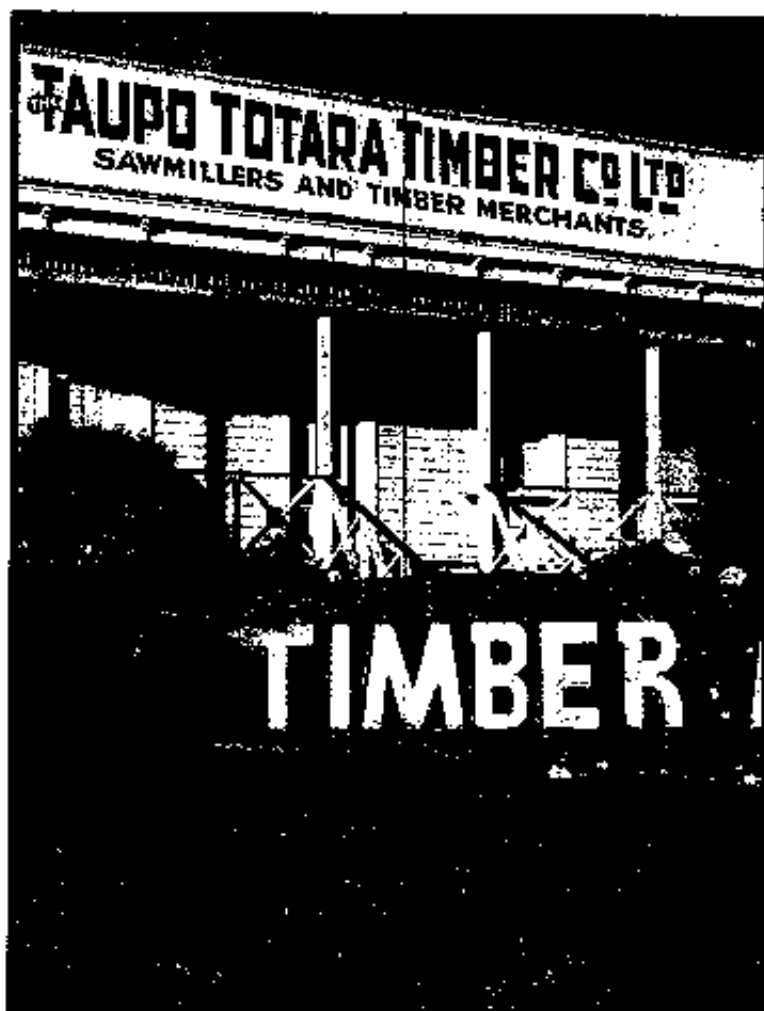
MAR
COUNCIL



South
Waikato
District
Council

GRANT CONTRACT

TIMBER MUSEUM Trust of NZ



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Handwritten signatures and initials.



**South
Waikato
District
Council**

Enquiries to: David Hammond
Phone: (07) 885 0...
Email: david.hammond@southwaikato.govt.nz
Reference: ...

12 October 2006

Timber Museum of NZ Trust
PO Box 103
Putaruru

Attention: Ted Mason

Dear Timber Museum Trustees

LETTER OF ACCEPTANCE

Council was very pleased to have received your contract proposal and appreciates the amount of effort you have undertaken to produce such a quality proposal. It represents a real step forward in the Museum project and an endorsement of Council's past decisions to continue its funding for the facility.

Council shares your excitement and optimism about the future of the Museum and is happy to be a partner in this with you, through the confirmation of funding as outlined in the contract.

We continue to be available to you for support and advice and can be approached at any time.

Yours sincerely

David Hammond
GROUP MANAGER COMMUNITY DEVELOPMENT



The Timber Museum of NZ Trust
P O Box 103
Putaruru

4th October 2006

Mr D Hammond
Group Manager, Community Services
South Waikato District Council
Private Bag 7
TOKOROA 3491

Dear David

RE: TIMBER MUSEUM OF NEW ZEALAND TRUST CONTRACT & REVIEW

Further to our discussions with you on 1 August 2006 regarding the proposed contract for funding, the Trust has been working through the proposed contract, strategic planning process and organisation review templates you provided:

(1) Organisation Review Template:

- The Trust has not completed this. When I met you on Tuesday 12 September, we agreed that it would be inappropriate for the Trust to review another organisation.
- The Trust has however set a benchmarking & review system based on the NZ Museum Standards (modules 1 – 5). The Trustees believe using the Standards to measure and evaluate activities and operation will provide a higher level of assessment and evaluation relevant to the Museum and the Trust's activities. It will also be part of the Employment Contract for the General Manager. You agreed to wait until June 2007 to assess the suitability of the Museum Standards self-assessment module.

(2) Strategic Business Plan:

- The Trustee's have developed a strategic plan incorporating goals, issues and budgets for the three year period 2006 - 2009
- It should be noted that during the processing of defining timelines for many of the issues the annual 30 June period was used as many items occur on an annual basis.

(3) Council Contract

- The Trust has made a number of changes to the original Draft document, primarily to do with the 5 year Vs 9 year grant period and the exclusion of GST from the \$50,000/annum.
- The toilet Grant of \$10,000 per annum has also had the exclusion of GST added to the clause.

(4) Certificate of Insurance

- The Trust has arranged Group Liability Insurance through Law Mooney Williamson Insurance Brokers Ltd, with Rosser Insurance Services as the Insurer. In the Certificate of Insurance you require the Trust to have the Certificate signed by our Broker. Is it sufficient to give you a copy of the Insurance Policy and proof of payment ?

We trust that we have met with all of your requirements and that the Grant Contract can now be signed.

Yours sincerely



Ted Mason
Chairman





TIMBER MUSEUM

1.1 INTRODUCTION

The following information pertains to the Timber Museum grant contract. The contract is for 5 years (from 1 July 2006 to 30 June 2011). The amount budgeted is \$50,000 annually excluding GST. The contract's value is therefore \$250,000 and represents security of funding for 5 years. This contract documentation needs to be completed for the release of this funding to the Trust (Refer to Section 1.3 for more detail on timing of payments).

Council's LTCCP and resolution is that the funding be extended for a further 5 years at the rate of \$30,000 per year. This is subject to funding confirmation through Council's next LTCCP and your Trust's successful achievement of the proposal that you submit to Council and that Council adopts through resolution.

Council is committed to the achievement of the following Community Outcome.

CO2.4 South Waikato's history is protected and preserved.

1.1.1 Contract Process

This is a grant contract that falls within the 'Community Contract' structure adopted by Council in 2005. This was a condition placed upon the grant by Council. In a Community Contract, a proposal is required to be developed by the Trust that meets high level outcomes that the Council outlines. The Trust is to take leadership and develop the programme that will achieve these outcomes. The format for submitting this back to Council is contained in Section 1.5

The contract requires the approval of Council, and the confidence that the proposal will successfully meet the high-level outcomes in Section 1.2. In addition, the Community Contract process requires that the Trust work through the Organisation Review and Organisation Management Plan so that Council has the confidence that is partnering with a group that has ongoing capability and takes its planning seriously. These are returned with the proposal and need to be worked on by the Trust together.

1.2 CONTRACT OUTCOMES

Council is seeking for the Trust to submit back its proposal to meet the following high level outcomes that are drafted around the objects of the Trust, financially sustainability, visitor potential and legislative requirements.

Contract Outcomes To Develop a Proposal To Achieve:

Outcome 1:	To develop the Timber Museum into a regionally significant timber museum facility showcasing the District's timber history with professional educational and interactive exhibits and displays that meet relevant standards.
Outcome 2:	To promote on an ongoing basis the District's timber heritage to local residents and the visiting public in such a way that receives widespread profile.
Outcome 3:	To develop a sustainable financial position for the Timber Museum.
Outcome 4:	To enhance the visual appeal of the site in such a way as is appropriate to a regionally significant timber museum.

1.3 PRICE

Council has budgeted to fund the Trust for 5 years at the amount of \$50,000 annually, exclusive of GST. Neither party will be held to the provisions of this contract beyond the funding period.

Please note that a further \$10,000 annually, exclusive of GST, is allocated for the public provision of toilets. This money is to be accounted separately and is to be dedicated to the toilet facilities alone.

The Trust is to invoice us quarterly for the following 3 months' cost of services. Until contract signing, an advance will be made based on the previous funding level, with an adjustment made for the period following signing, to the new funding level.

1.4 GENERAL CONDITIONS

1.4.1 Interpretation

In this Section, unless the context otherwise requires.

"we", "us", "our" and "SWDC" means South Waikato District Council.

"you" and "your" means the Supplier.

"either of us" means either we or you.

"both of us" or "we both" means both you and us.



1.4.2 Reporting

You shall provide to us six monthly a copy of the previous six month's progress on a format instructed by us that compares the targets as outlined in your proposal, against actual performance. A Performance Measurement Sheet is attached to monitor this progress. You will also verbally present your report, six monthly, to the notified Committee of Council. Presentation to be approximately fifteen minutes in duration. We will receive any copies of management or strategic plans you develop, and a copy of your annual report.

1.4.3 Appraisal of Performance

At practical completion of the grant contract an appraisal of the your performance will be carried out by us. A copy of the completed appraisal will be forwarded to you for comment. The appraisal and any comments received from you will be forwarded to SWDC. The appraisal and your comments will be taken into consideration when evaluating future grant requests. We will be appraising performance by:

- level of success against stated targets
- activities are undertaken in a way that meets health and safety, and other legislative, requirements
- a satisfactory level of Council, public and stakeholder approval regarding your activities, including but not limited to, programmes undertaken, attitude, professionalism.
- The way in which SWDC is acknowledged in your programmes and written material, that demonstrates our contribution to the Museum and value for ratepayer funding

1.4.4 Termination by Either Party

At any other time, and in accordance with the provisions of this agreement, either of us may terminate this agreement by giving the other party not less than 4 months notice in writing. We both will continue to perform our obligations under this agreement up until and including the date of termination.

1.4.5 Resolution of Disputes

We both will use all reasonable endeavours to resolve any dispute between both of us. The media is not be engaged in the dispute process.

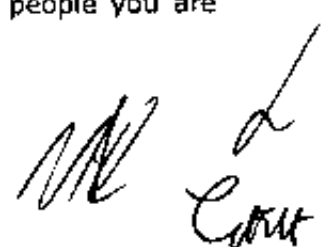
1.4.6 Relationship of the Parties

We both agree that in your activities, you are an independent party to us and are not an agent, partner or employee of us, and that you are responsible for payment of your employees' and contractors' wages, salaries, annual holidays and statutory holidays, sick leave, public liability insurance, income tax, accident compensation levies and any other relevant taxes, levies or items of remuneration of your employees and contractors.

1.4.7 Legislative Compliance

You must comply at all times with your obligations under the Health & Safety in Employment Act 1992 and related legislation. You must observe all of our health and safety requirements, policies and procedures (Appendix A). We will undertake a Hazard Assessment and you will address the issues identified over time, in a prioritised and committed way.

At all times you will comply with the relevant Acts, Regulations, Codes of Practice and Safety Guidelines, Policies, Procedures. You must take all steps necessary to ensure that no act or omission by you or the people you are responsible for:



- Causes a hazard or harm to any person on, in or about the site where you are carrying out the Services; and
- Does or is likely to give rise to the issue of an improvement or prohibition notice, enforcement proceedings or a prosecution under the Health and Safety in Employment Act 1992 or the Resource Management Act 1991.
- You will notify us immediately you become aware that you are or are likely to be in breach of this requirement.

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1.5 PROPOSAL FOR GRANT FUNDING


Please fill in the following table, that will form the way in which Council will monitor progress six monthly. Please add in other methods as you see fit.

Description of the methods you will use to meet these outcomes:	How will we know when you have achieved what you're intending to do? (ie what document or target will be the output?)	Start Date	End Date
Outcome 1: To develop the Timber Museum into a regionally significant timber museum facility showcasing the District's timber history with professional educational and interactive exhibits and displays that meet relevant standards.		1-07-06	30-6-09
Method 1: Introduction of NZ Museum Standards Scheme Module 1	Sign off Reviewer from Museum of NZ - Te Papa following successful audit.	1/01/07	30/06/07
Method 2:			
Outcome 2: To promote on an ongoing basis the District's timber heritage to local residents and the visiting public in such a way that receives widespread profile.		1-07-06	30-6-09
Method 1: Introduction of NZ Museum Standards Scheme Module 5	Sign off from Museum of NZ following successful audit.	1/07/07	30/06/08
Method 2: Comments in visitor register	Demonstrate corrective action to negative responses, especially anything relating to Health & Safety or on going visitor satisfaction.	1/01/07	On going
Outcome 3: To develop the financial sustainability of the Timber Museum.		1-07-06	30-6-09
Method 1: Achievement of budget	Achievement of planned expenditure, and the retention of funds to planned levels.	01/07/06	Annual
Method 2: Achievement of visitor number increases	Monthly visitor register review	01/07/06	Annual
Outcome 4: To enhance the visual appeal of the site in such a way as is appropriate to a regionally significant timber museum.		1-07-06	30-6-09
Method 1: Draft Development Plan	Completion of a first Draft Development Plan covering the High Level stories the Trust wishes to tell at the Museum	1/07/06	Nov 06
Method 2: Individual project plans	Fully costed Project Plans for major capital works, including external sources of funding	1/07/06	As required annually

Certificate of Insurance

(Attached as appendix)

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HUMAN RESOURCES POLICY/PROCEDURE		 South Walkato District Council
TITLE	Health and Safety Policy	
REVIEWED	February 1999; June 2004	
		Page 9

The South Walkato District Council acknowledges the obligations under the Health and Safety In Employment Act 1992 and recognises the need for each of its employees to be provided with a safe and healthy place in which to work. It is Council's policy to make every reasonable effort in areas of accident prevention, injury protection and promotion of the health, safety and welfare of all employees.

The following areas of responsibility are recognised as being essential to the successful implementation of this policy.

MANAGEMENT RESPONSIBILITIES

- Observe and enforce the relevant legislative requirements applying to working conditions in industry.
- Undertake to provide a safe and healthy working environment for all employees, with emphasis on safe work practices and good housekeeping.
- Provide education and instruction in the correct use of all equipment and materials being used by Council employees.

SUPERVISORS' RESPONSIBILITIES

Will be held responsible for the health, safety and working conditions of all employees under their control and are required to:

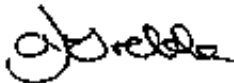
- Provide information on health and safety matters to employees by way of instruction.
- Report work hazards as they are observed.
- Report, and take action over, accidents and incidents.

OTHER EMPLOYEES' RESPONSIBILITIES

Have a responsibility to co-operate in a healthy and safe work place and are therefore required to:

- Observe and practice safe work methods.
- Ensure, when safety equipment is provided, that it is used correctly and at all times.
- Immediately report any unsafe work condition or equipment to their supervisor.
- Immediately report any accidents and incidents.

This policy is to be read in conjunction with Council's policy on Accident/Incident Reporting and its manual on Worksite Hazard Identification.



Arthur Treble
INTERIM CHIEF EXECUTIVE



Neil A Sinclair MNZM JP BDS
MAYOR



AGREEMENT - GRANT CONTRACT FOR: TIMBER MUSEUM

This agreement is made on.....5/12/06.....


Between: The Timber Museum of New Zealand Trust

And: South Waikato District Council

IT IS AGREED as follows:

1. The Timber Museum of New Zealand Trust shall carry out the obligations imposed on it by this contract.
2. South Waikato District Council shall pay the Timber Museum of New Zealand Trust the sum of \$250,000 (five year sum) together with GST at the times and in the manner provided in the contract. All funding is subject to funding confirmation through the Annual Planning and Long Term Council Community Planning processes.
3. South Waikato District Council and The Timber Museum of New Zealand Trust shall carry out and fulfil all other obligations imposed on the party by the contract, as long as funding is confirmed through the processes as outlined in 2. above.

**WITNESS TO THE SIGNATURE
OF THE TIMBER MUSEUM TRUST OF NEW ZEALAND:**



Acting Executive Asst, SWDC Trust

Was hereto affixed in the presence of:

 Signature

Deputy Chair Designation

THE COMMON SEAL of THE SOUTH
WAIKATO DISTRICT COUNCIL was)
Hereto affixed in the presence of:)


Mayor


Interim Chief Executive

Date: _____

TIMBER MUSEUM GRANT CONTRACT PERFORMANCE MEASUREMENT SHEET

The following are the performance indicators of the contract programme that South Waikato District Council is monitoring, with target dates (we will fill this in):

Contract Outcome	Output Measured	Target Timing
Outcome 1: To develop the Timber Museum into a regionally significant timber museum facility showcasing the District's timber history with professional educational and interactive exhibits and displays that meet relevant standards.	<ul style="list-style-type: none"> • Introduction of NZ Museum Standards Scheme (Module 1) – Governance, Management & Planning. • Introduction of NZ Museum Standards Scheme (Module 2) – Care of Collections and Taonga. • Acknowledgement from Museums NZ and or Te Papa. 	Year 1 2006/07 Year 2 2007/08 By end Year 1
Outcome 2: To promote on an ongoing basis the District's timber heritage to local residents and the visiting public in such a way that receives widespread profile.	<ul style="list-style-type: none"> • Production of advertising pamphlets • Update and review of Museum Website • Responding to web/email contacts to foster interest in the Museum. • Implementation of NZ Museum Standards Scheme Module 5 – Relationships with Communities • Written responses from visitors in the Museum Visitors book. 	As required Continual to meet development targets. Constant as required. Year 2 2007/08 Daily
Outcome 3: To develop the financial sustainability of the Timber Museum	<ul style="list-style-type: none"> • Achievement of budgeted revenue and expenditure targets • Meeting visitor number projections • Completion of Projects within approved budget 	Annually at year end (30 June) Annually to match financial years. Events based
Outcome 4: To enhance the visual appeal of the site in such a way as is appropriate to a regionally significant timber museum.	<ul style="list-style-type: none"> • Completion of Draft Site Development Plan. • Review of Development Plan • Preparation of Individual Project Plans, relating to the Devt Plan. 	November 2006 Annual Event based



Law Mooney Williamson
Insurance Brokers Ltd

Tax Invoice

GST Number 51-215-087
Hamilton 130 Granham Street, PO Box 1395, Hamilton, New Zealand
+64 7 957 8600 +64 7 958 8630 <> insurance@lmw.co.nz

Tauranga 15 1st Avenue, PO Box 332, Tauranga, New Zealand
+64 7 928 4590 +64 7 928 4599 <> insurance@lmw.co.nz

Timber Museum of NZ Trust
C/- K Goodman
P O Box 119
TOKOROA

Client Number HAM T2006
Invoice Number 00278593
Invoice Date 15.03.2006

Policy Number NEW POLICY
Insurer Rosser Insurance Services
Policy Type Group Liability
Period Of Insurance 24.02.2006 to 24.02.2007
Invoice Details To effect new Association Liability Insurance as per Schedule and Specification

IMPORTANT NOTICE

Subject to all the terms and conditions of the policy
as issued or to be issued.
All changes in material fact, alterations to the policy and
amendments must be immediately advised to our office.
All occurrences which may give rise to a claim must be
immediately advised to our office.
Premiums apply to all the insurers provided in the
transaction only.
To ensure certainty of cover the amount NOW DUE must
be paid by the 20th of the month following date.

PREMIUM DETAILS

Premium	\$850.00
Company Earthquake	
Fire Service Levy	
Government Earthquake	
GST Tax	\$106.25
AMOUNT NOW DUE	\$956.25

PAYMENT ADVICE

Please detach and return with your payment. Receipts not issued unless requested.

You may pay by direct credit to our bank account BNZ 02-0316-0049994-02 with reference number T2006

Payments by post to

Law Mooney Williamson Insurance Brokers Limited
P O Box 1395
Hamilton

From

Timber Museum of NZ Trust

Broker

Don Law

Client Number

HAM T2006

Invoice Number

00278593

AMOUNT NOW DUE

\$956.25

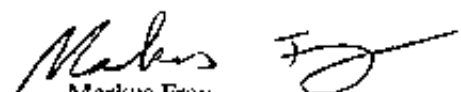
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CERTIFICATE OF INSURANCE**TO WHOM IT MAY CONCERN:**

We, the Insurer to **Timber Museum of New Zealand Trust** confirm Association Liability Insurance is in force as follows:

The Insured:	Timber Museum of New Zealand Trust
The Insurer:	American Home Assurance Company
Policy Period:	24 February 2006 to 24 February 2007 at 4.00 p.m. and subject to annual renewal thereafter as agreed
Policy Number:	AIG Association Liability Policy
Policy Limits:	Association Liability (including sub limits below) (in the aggregate) \$1,000,000 Fidelity (in the aggregate) \$100,000 Employment Practices Liability (in the aggregate) \$100,000 Statutory Liability (in aggregate) Not Insured Employers Liability (for any one occurrence and in the aggregate) Not Insured General & Products Liability (including sub limits below) (any one Occurrence) Not Insured Punitive & Exemplary Damages (any one occurrence and in the aggregate) N/A Forest & Rural Fires Act (any one occurrence and in the aggregate) N/A

The Insurance granted by this certificate is subject to the terms, exceptions, conditions and warranties of Association Liability Policy held by the American Home Assurance Company in the name of **Timber Museum of New Zealand Trust**. This insurance is also subject to any modifications made by endorsement to the above mentioned policy at any time during the period of insurance as detailed above.


Markus Frey
Underwriter, Commercial Liability
Signed and agreed by the Insurer
on 10 October 2006


NAE

COMBINED ASSOCIATION LIABILITY POLICY

CERTIFICATE OF INSURANCE

THE INSURED	Timber Museum of NZ Trust
THE INSURER	Rosser Insurance Services (Underwritten by American Home Assurance)
POLICY TYPE	Combined Association Liability Package
POLICY NUMBER	New Policy
PERIOD OF COVER	From 24/02/2006 to 24/02/2007 (at 4.00 pm)

BUSINESS INSURED - *Your Full Occupation*
Promotion and Management of Timber Museum

INSURED PERSON - *Who we are Insuring*

Insured Person means any past, present or future directors, officers, board members, committee members, trustees, volunteers and employees of the insured organisation, acting for or on behalf of the Insured organisation solely in respect of the performance of Professional Services contemplated by the Insured organisation. Insured Person shall also include any person while acting at the direction of any officer or the board of directors or board of trustees of the Insured organisation on behalf of the Insured organisation.

SCHEDULE OF INSURANCE - *What You Have Insured*

	Limit Of Indemnity (Sum Insured)	Deductible/Excess
AGREEMENT A		
Association Liability Covering breach of duty by the Insured or any other Person for whose actions the Insured is responsible in the performance of professional services on behalf of the association or committed by the Insured as an Insured.	\$ 1,000,000	\$1,000
Employment Disputes Covering damages and costs incurred by the Insured as a result of a claim for any wrongful act in breach of an Employment Agreement, The Privacy Act and the Human Rights Act.	\$ 100,000	\$5,000
Fidelity Guarantee Covering the association in respect of the loss of money as defined, caused through the dishonest, fraudulent or malicious act of an Insured Person or Employee.	\$ 100,000	\$5,000
Automatic Extensions		
- Loss of Documents		
- Defence Costs		
- Representation at investigations and examinations		
- Outside Directorships		
- Retired Individuals		



AGREEMENT B

Statutory Liability

Covering any defence costs and penalties incurred by an insured as a result of an act or omission in violation of a statute other than those acts specifically excluded

\$ Not Insured

Excluded Acts

- * Arms Act 1983
- * Aviation Crimes Act 1972
- * Crimes Act 1961
- * Proceeds of Crimes Act 1996
- * Summary Offences Act 1981
- * Transport Act 1962
- * Transport (Vehicle and Driver Registration and Licensing) Act 1986

AGREEMENT C

Employers Liability

Covering all liability claims for damages (including claimants costs and expenses) as a result of injury sustained by an employee of the insured arising from the course of employment in the business of the Insured that are not covered by the Accident Insurance Act 1998.

\$ Not Insured

AGREEMENT D

General and Products Liability

Covering the Insured for all amounts for which the Insured becomes legally liable to pay by way of compensation and/or punitive and exemplary damages by reason of personal injury or property damage occurring in connection with the business of the association.

Public and Product Liability

\$ Not Insured

Punitive and Exemplary Damage Liability-NZ only

\$ Not Insured

Forest and Rural Fires Act Liability

\$ Not Insured

SITUATION - *Where Your Cover Applies*

New Zealand only.

DEDUCTIBLE/EXCESS - *Your Contribution To The Claim*

As shown under Schedule of Insurance.

RETROACTIVE DATE - *Cover Is Only Provided From This Date*

Applying only to Insuring Agreements A, B and C of this Combined Liability Policy.

Policy inception or as expiring for prior covers.

Handwritten signature and initials, possibly "N/A" and "CMA".

IMPORTANT NOTICE - *Claims Made Policy*

Applying only to Insuring Agreements A, B and C of this Combined Liability Policy.

This policy is on a "claims made" basis. That is, claims or known circumstances must be discovered and be reported in the period of insurance. Potential losses must be advised immediately, however this policy allows for notification of claims for a period of 30 days in the event that this policy is not renewed by the Association.

ENDORSEMENTS - *Alterations To The Policy*

American Home Assurance's Terrorism Exclusion applies to this policy.

WARRANTIES - *Important Obligations With Which You Must Comply*

Standard to the Policy including:

Claims or circumstances which might or could give rise to a claim must be notified to American Home Assurance as soon as reasonably practical. You must do this regardless of when the original cause or event giving rise to the circumstance occurred, as failure to notify will prejudice cover.

As per General Condition 3 it is also a condition of the policy that you do not admit liability for or settle any claim or incur any costs or expenses in connection with a claim without American Home Assurance's written consent.

MR. CURTIS



TIMBER MUSEUM OF NEW ZEALAND TRUST



STRATEGIC PLAN October 2006

ORGANISATION DETAILS

- Timber Museum of New Zealand Trust
 - Address P O Box 103 Putaruru
 - Location: State Highway One, Putaruru
 - Contact Details:

Office Phone	(07) 883 7621
Email	timbermuseum@xtra.co.nz
-
- | | | |
|-----------|---------------|---------------|
| Chairman: | Ted Mason | (07) 883 2852 |
| Secretary | Phil Shattock | (07) 886 2754 |
| Treasurer | Sally August | (07) 886 8373 |
- Tax Status: Incorporated Charitable Trust
 - Registration Date 18 August 2005

BACKGROUND INFORMATION

In 2005 the South Waikato District Council undertook the formation of a new Trust to take over the management and development of the Putaruru Timber Museum (the Museum). SWDC is the single largest benefactor of the Museum through an annual grant, and the Museum is located on Council Reserve land. Council considers the Museum to be of significant importance to the South Waikato District, and a key contributor in achieving its Long Term Plan community outcomes.

In particular there are two key community outcomes relating to the Museum:

Tourism

CO 1.3 "Tourism is developed as a key industry....."

The Museum is located on SH 1, which is advantageous when trying to attract visitors moving through the Central North Island. It is anticipated that the South Waikato will develop into a major tourist destination, given its proximity to Rotorua, and the fast-paced development of both the Waikato River Trails and Maungatautari Ecological Island Trust projects. Both initiatives will attract significant numbers of overseas and domestic tourists as they develop physically and through reputation over the coming years. The Timber Museum is well placed to benefit from those tourist numbers, and through being able to tell the stories of the timber industry in the South Waikato.

Key to that success is being able to link with the two tourist destinations mentioned above, as part of a package covering a round trip from and to Rotorua. Being part of that collective will allow the Museum to benefit through joint effort, as opposed to trying to promote a single-stop tourist destination.

History

CO .4 "South Waikato's history is protected and preserved."

The history of the timber industry in the South Waikato District has been replicated throughout NZ as industry moved from its reliance on indigenous timbers to exotics (primarily *Pinus radiata*). A significant number of sawmills were actively milling indigenous logs from the rich podocarp forests in and around the South Waikato, prior to the first sawmill cutting pine in 1939. Two of Putaruru's largest sawmill companies (TTT & PTY) had switched to 100% pine by the early 1980's, after a rich history in the native sawmilling business.

It is incumbent on the present generation to preserve the history of New Zealand for the education and benefit of future generations. In a SWDC survey in 2005 the No1 priority and need of the South Waikato community was

that "existing business and industries are retained and supported". The Museum houses the history of the most significant single industry in the region, with the timber industry having dominated that landscape for the last 100 years. The stories are there to be told; it is now up to the Trust to bring those stories to all New Zealanders.

The Trust

In mid 2005 the SWDC approached members of the local community regarding their willingness to act as Trustees. As a result four independent Trustees were appointed, with the maximum number of members of the first Board of Trustees being set at eight. In addition to the elected Trustees, the Board of Trustees shall always have:

an appointee of Council as an advisory Trustee;

an appointee of and representing the Ngati Raukawa Trust Board;

an appointee of Carter Holt Harvey Limited (Raukawa and CHH appointees shall remain as Trustees until their appointment is revoked by their parent body by notice in writing to the Board of Trustees).

two appointees from the Putaruru Timber Museum Society (the Society).

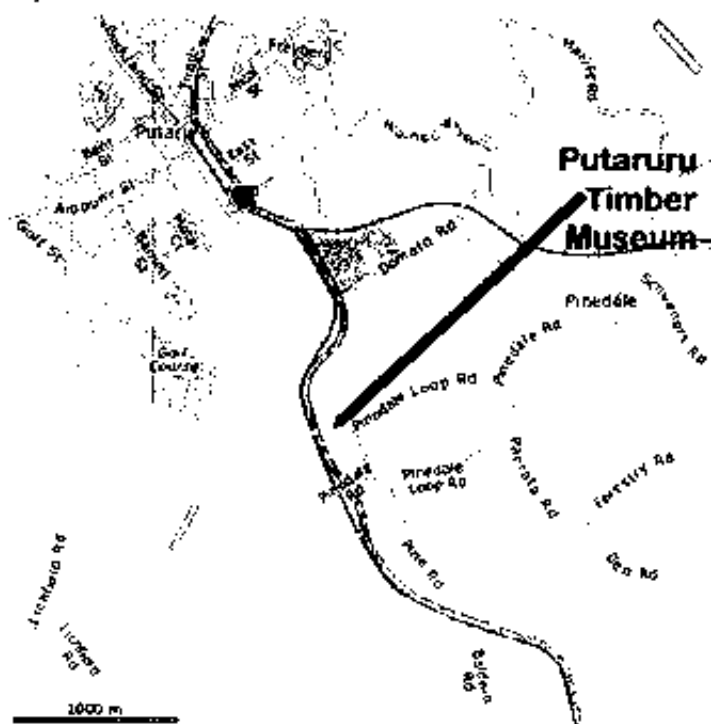
The Timber Museum of New Zealand Trust (the Trust) was formally established in August 2005 upon the signing of the Trust Deed.

The purpose and charitable objects of the Trust are as follows :

1. To provide for the enjoyment of residents of, and visitors to, the South Waikato, now and in the future, a non-profit educational and interactive regional timber museum facility that preserves significant exhibits, assists understanding of the timber industry's rich heritage and displays its sustainable future;
2. To conduct any activities that, in the opinion of the Trust, further object 1 above, and remain firmly within the tenets of that object.

Museum location

The Putaruru Timber Museum is located on approximately 5 hectares of SWDC reserve land, 2.4 km south of Putaruru on State Highway One.



The Society

On 4th May 1972 a public meeting was held for people interested in developing a timber museum in Putaruru. Frank Sneddon (then editor of the Putaruru Press) had been on a visit to Canada, had seen timber museums there, and felt the concept could be replicated in Putaruru. The Putaruru Jaycees Club developed the concept, and from that original public meeting the Putaruru Timber Museum Society emerged.

Members of the Society initially paid an annual subscription of \$2, which over time has increased to \$25. Today there are still 85 paid-up members of the Society. Its members have been the backbone and driving force behind the Museums' development, through their contribution of time, and often equipment. A hard core of volunteers meets almost daily at the Museum to carry out either maintenance or exhibit development work. All site works are carried out by the volunteers at the direction of the Society's executive. It is the Trust's eventual intention to have the Society volunteers report to the General Manager of the Museum, following his/her appointment.



MISSION

To provide an interactive regional facility that tells the stories of the Timber Industry's rich heritage, displays its sustainable future potential and preserves significant exhibits for the benefit and education of visitors.

STATEMENT OF LEADERSHIP

- Have elected representatives (Trustees) who are willing and able to make a meaningful commitment to meeting the Trust's strategic goals
- Employ those who have the competency and skills to implement the strategic goals of the Trust

GOALS

- To establish a professional management team that will enhance its national reputation and its future financial sustainability
- Develop an interactive facility which is attractive to all ages
- To gain the widespread support and acceptance of the local community
- To become part of an established tourist route in the South Waikato and greater Waikato/Bay of Plenty regions
- To secure sources of funding which can ensure sustainability of the facility and its exhibits
- To operate the Timber Museum in line with the New Zealand Museum Standards Scheme

PERFORMANCE & PLANNING

MANAGEMENT

Trustees :

Ted Mason	Chair – Representative of Timber Museum Society
Phil Shatlock	Secretary - Carter Holt Harvey Ltd Representative
Sally August	Treasurer – Community Representative
Alf Williamson	Representative of Timber Museum Society
Kevin Goodman	Community Representative
Graeme Hall	Community Representative
<i>(to be appointed)</i>	Raukawa Trust Representative

Formal qualifications:

2 degrees, accountancy, mechanical engineering

Skills & experience:

Forestry, farming, timber industry
 Business operations & improvement, business success
 Management, administration, finance, accountancy, compliance
 Staff management & relationships
 Sales and marketing
 Self-reliance
 Heavy machinery maintenance & refurbishment
 Community organisations
 Knowledge of local community, including tangata whenua
 Knowledge of history of timber industry
 Knowledge of Museum's history
 Strong connections with Museum volunteers

Key performance and planning issues to work on	Strategies to address each	Timing
Trustees to govern in a professional and effective manner	Monthly meeting schedule established with all agenda items distributed prior to meetings	Revised annually following AGM
	Evaluation of Trust operation and management undertaken annually	July/August
	Undertake organisation assessment based on NZ Museum Standards (Modules 1 – 5)	Medium term
Clear, agreed direction for current & future years	Strategic Plan developed and adopted by the Trust	October 2006
Continuity in times of change (Trust members, Council reps)	Identify potential future Trust members	Bi-annual review
Financial management to be professional, and transparent accounting procedures maintained	All accounts paid on time in accordance with Trust procedures	Monthly by 30th
	Monthly cashflow reports presented.	Monthly for 1 st Tuesday of month meetings
	Annual budget developed and adopted in line with strategic plan	By 31 May annually
	Financial records reviewed annually by suitably qualified person.	July/August, after end of financial year.
Maintain and grow donated services and voluntary contributions	Non-financial records maintained and reported monthly with incorporation into annual report	By last working day monthly
FTE Staff required to manage the Trust & its operation of the Museum facility	Define job description & employment requirements. Employ suitably qualified Manager	Medium term
Integration of Putaruru Timber Museum Society with Trust and its staff (paid and unpaid)	Draft a management structure and promote to Society, staff & supporters	By December 2006
Paid & unpaid staff to be fully effective, keeping up to date with developments	Apply to NZ Museums Leadership Programme for training courses on an annual basis	Longer term
Maintain & grow unpaid support across age brackets	Establish guidelines for volunteers and areas of involvement	By 31 March 2007
	Identify hours worked by volunteers, what they achieve & what they can't achieve	Review monthly for Trustees meeting
Voluntary assistance not increasing	Establish volunteer register including skills, availability of time.	Medium term
	Develop campaign seeking volunteers to enrol and assist	Medium term



MEMBERSHIP AND GROWTH/DECLINE

Key growth issues to work on	Strategies to address each	Timing
Visitor numbers declining	Establish accurate systems for recording visitors to all areas of the facility	Medium term
	Implement a growth target of 20% pa minimum	On-going
Membership of Timber Museum Society not well promoted	Produce membership demographics – age, sex, particular skills/interests	Medium term
	Develop and market a membership campaign	Medium term
	Implement annual targets for membership numbers	

FUNDING

Key funding issues to work on	Strategies to address each	Timing
Ongoing need for funding to ensure appropriate staff can be employed	Establish annual funding application plan Actively seek funding in line with annual work plan.	As per grant organisations' deadlines
Day to day operation and future development are reliant on external funding	Membership Growth Plan to assist with day to day operational costs	Medium term
	Scope development budget in line with facility development plan	Short term

FACILITIES

Key facility issues to work on	Strategies to address each	Timing
Displays are ageing, and some are arguably irrelevant to the Museum's mission; it has no buildings fully adequate for effective museum display and interpretation, and security is minimal.	Refurbishment, cleaning and upgrading of the buildings, displays and environs	Short term
	Collections need to be assessed, irrelevant items removed from display to storage, and existing displays tidied up	Medium term
	Major refurbishment of existing facilities, construction of new buildings and rationalisation of collections	Longer term
Need for greater depth of knowledge to oversee operational aspects of collection management	Engage professional advice to undertake museum collection assessment	Medium term
Skills and training in research, design, word-smithing and exhibition installation are required	Develop standards for all installations & collections in line with image & branding guidelines	Medium term
Identifying and establishing site development plan	Scope "big picture" plan for museum that best suits the museum purpose and collections	Short term

IMAGE & PROMOTIONS

Key image issues to work on	Strategies to address each	Timing
Museum not well publicised	Develop and implement a publicity campaign Undertake user satisfaction surveys and report results	Medium term Medium term
Opportunities for new exhibitions, events and user groups	Identify target markets across the spectrum Investigate & scope new events, activities programme	Medium term Medium term
Standard of promotion needs to be in line with Trust's professional guidelines	Establish image and branding specifications and guidelines.	Medium term
Availability and quality of promotional material including website	Develop and implement marketing plan in line with museum development plan	Medium term

RELATIONSHIPS

Key relationship issues to work on	Strategies to address each	Timing
Build and maintain relationships	Identify key organisations, stakeholders, potential funding partners.	Medium term
	All networking and external meeting attendances to be reported to Board	Monthly
	Establish relationships with other organisations – MEIT, WRTT, Regional Museums, Te Papa	Medium term


HEALTH AND SAFETY COMMITMENT

Key health & safety issues to work on	Strategies to address each	Timing
Health & safety management	Undertake a health & safety assessment Implement new health & safety plan	Medium term

Short term = 0 – 3 months

Medium term = 3 – 12 months

Long term = > 12 months

Signed	Date	Name	Position
	10/10/06	Ted Mason	Chairman

Timber Museum of New Zealand Budget

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Admission Numbers:	2330	6000	8000
Income			
Admission income (\$6 ave)	13980	36000	48000
Commission on goods	1320	3400	4533
Café Income (rental)	583	1500	2000
Conference Lounge hire	4600	8000	8000
Membership Subs (\$25)	0	1500	2000
Grants SWDC	50000	50000	50000
Toilet Cleaning SWDC	6000	10000	10000
Housing rental	8750	15000	12000
Bank Interest received	100	200	300
External Grants received	8000	12000	16000
Total Income	93333	137600	152833
Expenses			
ACC Levies	1000	2000	2000
Advertising/Promotion 5% admiss.	699	1800	2400
Audit expenses	1000	1000	2000
Building Maintenance	1750	3000	3000
Conference Lounge Expenses	2500	5000	5000
Insurance	3500	6000	7000
Licences fees	200	400	500
Office Expenses	3000	3000	3000
Electricity - Museum	3500	7000	8000
Toilets Cleaning/maintenance	2333	5000	5000
Rates	300	600	600
Housing Maintenance	1000	2000	2000
Site Expenses	1500	4000	4000
Sundry expenses	300	700	800
Telephone	1000	3000	3000
Workshop supplies	1000	2000	2000
Wages/Salaries	40800	80000	80000
Capital Development Projects	8000	12000	16000
Total Expenses	73382	138500	146300
Operating Surplus / Deficit	19951	-900	6533

This Budget is based on the this year's Putaruru Timber Museum Society Annual Accounts for Y/E 31 March 2006.
All figures exclude GST

Assumptions:

Year 2006/07 reflects only 7 months of the Trust operating of the Museum

A General Manager will be appointed to take control of the site on 1 December 2006.

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From that date the Trust will receive all Income, and will be liable for Expenses incurred, on the site.

Admissions average \$6, allowing for group concessions etc


Café is run as as present, rental increases reflect increasing numbers

Conference Lounge Hire continues, with closer control

Housing rental declines as they are phased out

Capital Development Projects and Staff Training will be funded by External Grants received

27th September 2006



Timber Museum Budget: Showing Effects of Increased Admissions, Not Related to Any Specific Year

Sep-06

Admission Numbers:	4000	6000	8000	10000	12000	14000	16000	18000	20000
Income									
Admission Income (\$6 ave)	24000	36000	48000	60000	72000	84000	96000	108000	120000
Commission on goods	2267	3400	4533	5867	6800	7933	9067	10200	11333
Café Income (rental)	1000	1500	2000	2500	3000	3500	4000	4500	5000
Conference Lounge hire	8000	8000	8000	8000	8000	8000	8000	8000	8000
Membership Subs (\$25)	1000	1500	2000	2500	3000	3500	4000	4500	5000
Grants SWDC	50000	50000	50000	50000	50000	50000	50000	50000	50000
Toilet Cleaning SWDC	10000	10000	10000	10000	10000	10000	10000	10000	10000
Housing rental	15000	15000	12000	12000	10000	10000	8000	8000	6000
Bank Interest received	100	200	300	400	500	600	700	800	900
Total Income	111367	125600	136833	151067	163300	177533	189767	204000	216233
Expenses									
ACC Levies	2000	2000	2000	2000	3000	3000	3000	3000	3000
Advertising/Promotion 5% admis:	1200	1800	2400	3000	3600	4200	4800	5400	6000
Audit expenses	1000	1000	2000	2000	2000	3000	3000	3000	3000
Building Maintenance	3000	3000	3000	3000	3000	3000	3000	3000	3000
Conference Lounge Expenses	5000	5000	5000	5000	5000	5000	5000	5000	5000
Insurance	6000	6000	7000	7000	8000	8000	9000	9000	10000
Licences fees	400	400	500	500	600	600	700	700	800
Office Expenses	2000	3000	3000	4000	4000	5000	5000	6000	6000
Electricity - Museum	6000	7000	8000	9000	10000	11000	12000	13000	14000
Toilets Cleaning/maintenance	4000	5000	5000	6000	6000	7000	7000	8000	8000
Rates	600	600	600	600	600	600	600	600	600
Housing Maintenance	2000	2000	2000	2000	2000	2000	2000	2000	2000
Site Expenses	3000	4000	4000	4000	5000	5000	5000	5000	6000
Sundry expenses	600	700	800	900	1000	1000	1100	1100	1200
Telephone	2000	3000	3000	3000	3000	3000	3000	3000	3000
Workshop supplies	2000	2000	2000	2000	2000	2000	2000	2000	2000
Wages/Salaries	70000	80000	80000	90000	90000	100000	100000	100000	100000
Total Expenses	110800	126500	130300	144000	148800	163400	166200	169800	173600
Operating Surplus / Deficit	567	-900	6533	7067	14500	14133	23567	34200	42633

Waikato-Thames Region
93 Collingwood Street
PO Box 958
Hamilton
Phone 07 957 3560
Fax 07 838 0054

28 September 2006

Department of Labour



Client ID: 3192083]

Mr Alf Williamson
President
Putaruru Timber Museum Society
PO Box 103
Putaruru

Dear Alf

Museum Workplace Assessment - 27 September 2006

Thank you for your time yesterday, this letter is to confirm the findings of my inspection of the museum premises and activities having regard to its duties under the Health and Safety in Employment Act 1992. I have set out the duties and my findings below.

Duties to customers and clients (section 16 (2))

The Society as a person who controls a place of work must take all practicable steps to ensure customers and clients are not harmed by hazards in or arising from your place of work.

I found no apparent problems with regard to the way the Society is currently managing customer safety. The lighting, signage, access ways and exhibit storage and security were of a good standard from what I observed in my tour of the museum. In the case of work activities we looked at such as the woodturning and the tree pruning examples it was evident that this is managed in a way so that customers are isolated from any hazards arising from this work.

General duties as an employer Part 2 sections 6 to 19

The Society under section 3C of the Act is deemed the employer for any volunteer who works (with your consent/knowledge) on an ongoing and regular basis and where the work is integral to the museums business.

I found that the Society has in place a Health and Safety Manual that sets out a process to comply with hazard management, information and training and emergency procedures. In addition to these procedures I would recommend the manual include an employee acknowledgement form along with a section to cover contractors engaged by you as a principal. Also it would be helpful to include a hazard register for your main work areas – the shop/office and workshop areas so the safety information provided to volunteers can be more specific to the type of hazards present or arising. Also it enables the register to be regularly monitored and updated as needed. (See attached sample sheets that may assist)

Finally with the committee being the main forum by which museum work projects are planned and allocated out I would recommend that a site specific hazard plan be developed for the larger projects so it is clear as to how the hazards will be managed and by whom.

I hope this information and advice is of some to you Alf in relation the Society's efforts to manage its health and safety responsibilities. Please give me a call if you would like any further information or advice on these recommendations or any other matter in regard to general health and safety matters regarding the museum or volunteer work.

Yours Sincerely



Murray Lindeman
Health and Safety Inspector
For Service Manager
Waikato-Thames Region





The Timber Museum of New Zealand Trust

Putaruru Timber Museum

Development Plan – Putaruru Timber Museum

This document references the Strategic Plan of The Timber Museum of New Zealand Trust dated October 2006, with specific reference to the planning strategies relating to Facilities.

The overall planning objective is to have the Museum and the physical exhibits that make up the Museum, tell two over-arching stories:

1. **Indigenous Timber Production & Processing (TTT story)**
2. **Exotic Timber Development & Processing (NZFP story)**

To be able to tell these two principal stories in a structured, practicable, interesting, and educational way, it will be necessary to re-arrange both buildings and exhibits to meet those objectives. The flow of visitors needs to be re-directed through the Museum so the full range of services and stories associated with the Museum can be experienced by those visitors.

Many visitors stop at the Museum to use the café or toilet facilities only, whilst others would be tempted to go into the Museum if the entrance to it were more closely linked to the café entrance. Currently the café entrance is separate from the Museum entrance and wood art shop.

It is proposed that the point of entry for both be through the existing café building, thus giving visitors the choice to move from the café into the Museum once they come in contact with introductory exhibits in the immediate confines of the existing café building.

The conference facility is a significant but under-utilised physical asset which could be better used as a café, in preference to the existing café. Entrance to the new café would therefore continue to be through the current café building, however the former café would become the wood art shop, and office administration building. Once though into the conference facility visitors are within the confines of the Museum and can view the Museum exhibits on the outer extremities. Before leaving the café visitors therefore have to walk back past the ticketing office to leave through the existing café building.

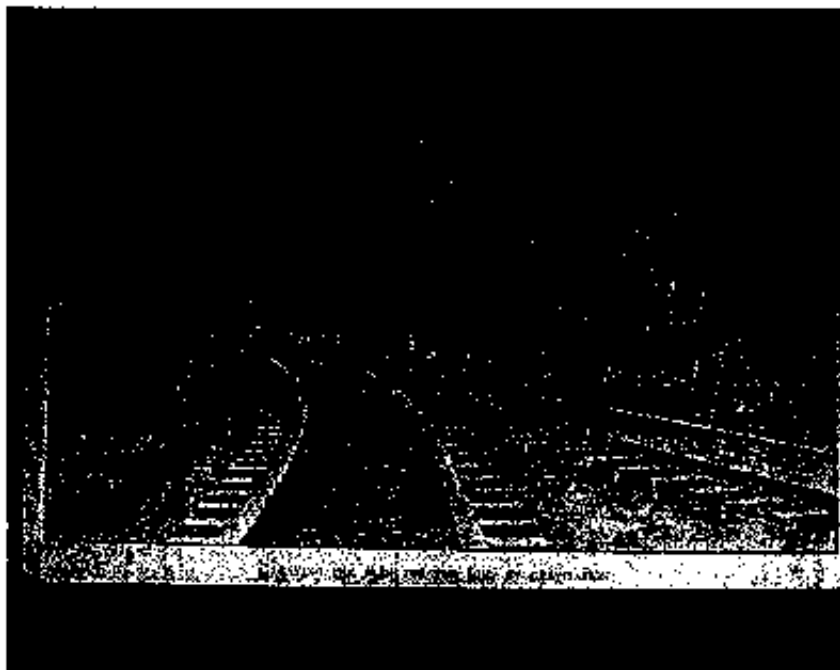


The Museum Stories

For the Museum to be able to tell its stories through its exhibits, it is necessary to break each story down into sub-stories - the intention being to give a logical flow to the story line through physical placement and arrangement of the exhibits. These sub-stories are intended to draw some boundaries around the detail the Museum management should be trying to confine itself to. It is therefore critically important that the layout of the buildings and physical exhibits is done to fit with this key objective. Those stories are to be as follows:

Indigenous Timber Production & Processing (TTT Story)

The first sawmill in the South Waikato was built by Taupo Totara Timber Co Ltd (TTT) in 1903 at Kopakorahi, 9.5 km south of Tokoroa. TTT owned a small block of bush in the immediate vicinity, as well as large holdings of bush in the Mokai area, about 15 km north of Lake Taupo. That same year TTT designed and started constructing a light railway line from Putaruru to Mokai. The track was the most substantial of its type in NZ and required a crossing of the Waikato river at Ongaroto. The 230-foot long laminated timber arch bridge to span the river was a substantial structure even by modern standards. TTT continued to operate that rail link until 1947. TTT remained the largest indigenous sawmilling company in the South Waikato until it switched to cutting plantation pine in the 1980s.



Introduction Video (Use existing or NZ Archives Videos/DVDs)

- Indigenous Resource
- Timber Companies
- Harvesting
- Transport
- Sawmilling
- People

The Indigenous Resource

Sub-story Content

- Pre-European forests
- Tree species

Indigenous Survey – NZ Forest Service

- Timber cruising
- Log scaling
- Road surveying
- Uses of indigenous timber
- Post-harvest land use

Harvest Methods

Sub-story Content

Tree Felling Methods

- Axes
- Handsaws
- Chainsaws

Extraction Methods

- Bullocks
- Steam cable haulers
- Bulldozers
- Helicopter

Loading Methods

- Timber jacks
- Steam haulers
- Push skids
- Rope loaders – pre-hydraulic

Log Transport*Sub-story Content*

- Bullock wagons
- Water – raft, barge
- Trams / trains
- Trucks

Milling Operations*Sub-story Content*

- Pit sawing
- Breakdown sawing
- Steam mills
- Mill locations
- Mill closures – why.
- Milling companies

Timber Distribution*Sub-story Content*

- Tally Offices
- Timber scaling

Transport methods

- Tram / trains
- Truck
- Marketing / sales

Timber Products*Sub-story Content*

House Components

- Framing
- Weather boards
- Flooring
- Windows/doors
- Shingles

Fencing materials

- posts, battens
- Need for treatment
- Heavy construction - bridges



The Communities

Sub-story Content

- Indigenous communities
- Immigrant families

Community facilities

- Housing
- Shops
- Churches
- Cook Houses
- Halls

Recreation / Sport

- Wood Chopping
- Rugby

Village location

- Why located there
- What happened over time

Exotic Timber Development & Processing (NZFP Story)

In 1923 the bond-issuing company NZ Perpetual Forests Ltd purchased its first block of land close to Putaruru, its objective being to establish exotic pine plantations on what was unusually cheap land.

Hundreds of thousands of hectares of easy pumice land south of Putaruru were at the time unsuitable for farming because of 'bush sickness', a wasting condition which affected grazing animals. The first pine trees were planted in 1924 at Pinedale and Waotu, and the company's land holdings in the South Waikato grew substantially over the next 13 yrs. By 1937 its pine plantations covered 83,000 hectares.

NZ Perpetual Forests faced considerable financial and governance difficulties and in 1938 was taken over by NZ Forest Products Ltd, which issued shares in exchange for Perpetual's bonds. NZFP built its first sawmill at Waotu in 1939 to utilise the oldest of its pine forests, and grew to be NZ's largest company through its expansion into sawmilling, innovative wallboard development, pulp & paper manufacturing and through its vertical integration with its forest ownership. NZFP was itself taken over by former indigenous miller Carter Holt Harvey in 1987, and remains a significant part of the South Waikato to this day.

- Timber Companies** (Use existing or NZ Archives Videos/DVDs)
- NZ Perpetual Forests Ltd
 - NZ Forest Products Ltd
 - New Zealand Forest Service
 - Bartholomew Timber Co Ltd
 - Ellis & Burnand Limited
 - Taupo Totara Timber Co Ltd

- Species Resource** *Sub-story Content*
- Pinus radiata
 - Redwood
 - Douglas Fir
 - Eucalyptus
 - Other pines

- Forest Establishment** *Sub-story Content*
- Land selection - why in CNI

Land Clearing

- Machine/hand clearing
- Burning
- Nurseries
- Planting -1929 depression

Silviculture

- Thinning
- Pruning

Forest Protection

- Fires
- Insects & diseases
- Security



**Evolution of
Plantation
Harvesting**

Sub-story Content

Felling methods

- Handsaws
- Chainsaws
- Mechanical harvesters

Extraction methods

- Tractors
- Steam haulers
- Hydraulic haulers
- Loading methods

**Development of
Processing Facilities**

Sub-story Content

- Sawmills
- Re-manufacturing Plants
- Pulpmills
- Papermills
- Plywood Mills
- Wood Preservation

Product Output

Sub-story Content

- Sawn Timber
- Engineered Timber
- Market Pulp
- Papers
- Plywood
- Treated Fencing
- Chemicals
- Effluent / Wastes
- Kilns

Industry Today*Sub-story Content*

- Companies
- Export Markets
- Domestic Markets
- Resources
- Place in NZ Industrial Road Map

Reflection On Communities*Sub-story Content*

- Employment / Careers
- Housing
- Recreation

Influence on communities

- Direct financial inputs
- Skills of workforce
- Dependence

Museum Layout

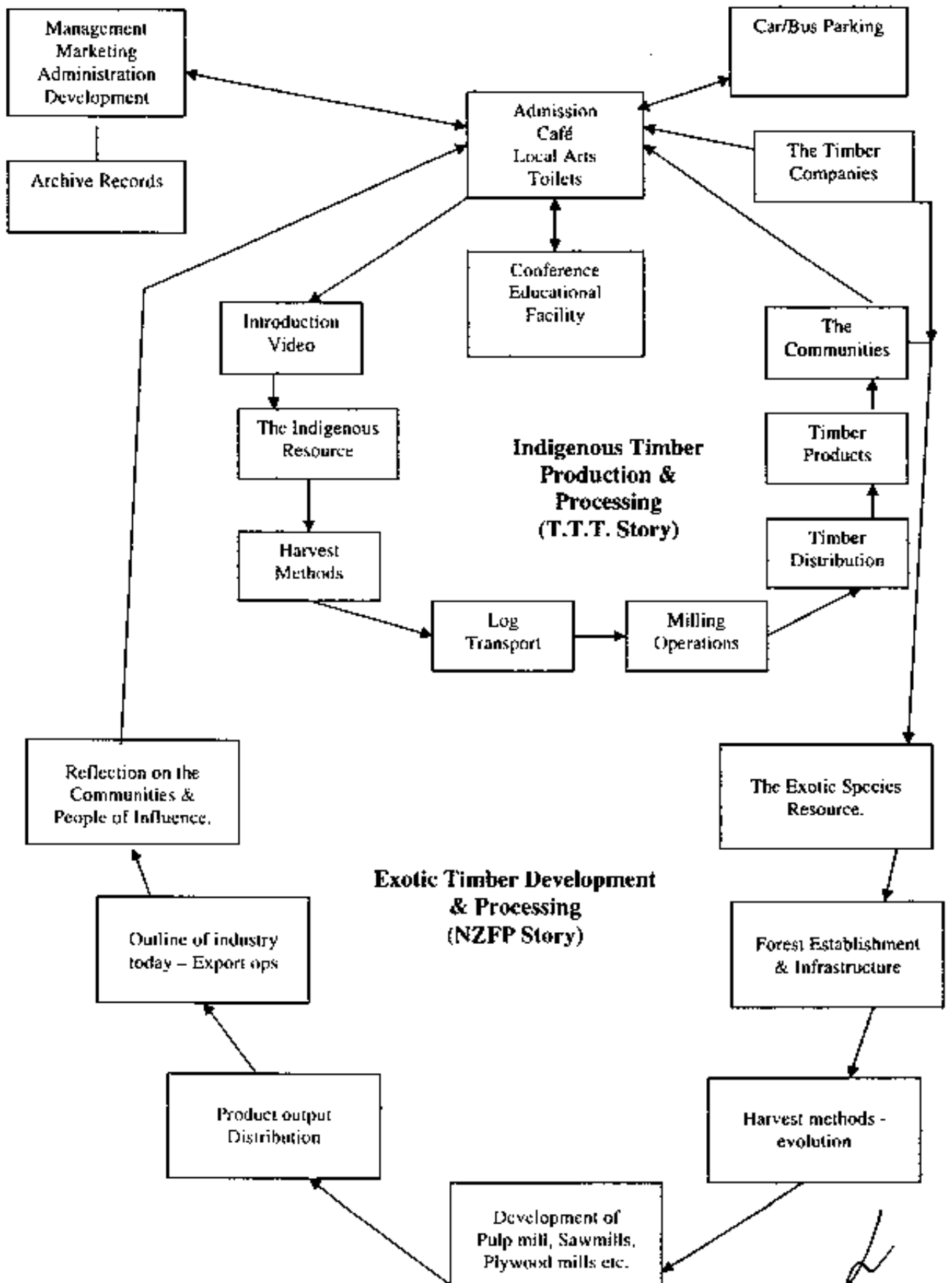
To best present the Museum exhibits to visitors it is proposed that the physical Museum layout be changed to incorporate:

- The two principal stories set out above, and shown in Schematic Appendix 1
- A short tour for visitors who only wish to spend < 30 minutes in the Museum, and
- A longer tour through the entire Museum, taking in the full range of exhibits relating to both stories.



Appendix 1

The Museum Stories



Handwritten signature: L. Curran

David Hammond

From: David Hammond
Sent: Tuesday, 4 July 2006 4:38 p.m.
To: 'tedmason@xtra.co.nz'
Cc: Marion Smith
Subject: Draft Contract for Timber Museum

Council's decision regarding the Timber Museum submission was to grant \$50,000 for the next 5 years, and \$30,000 for the following 5 years **subject to** the Timber Museum Trust entering into a community contract set-up. The decision is **also subject to** Council resolution of the LTCCP and rates on 10 July. I will inform you of any change that may affect you after that date.

Council's community contracts are developed around the achievement of outcomes. Attached is a draft community contract for your group, that is in-line with the format for Council's other community contracts. Please note too that the community contracts structure requires each group to undertake an Organisation Review, and to fill out an Organisation Management Plan, to determine that the group is actively addressing its capacity and capability for the future. These templates are also attached. I make the offer of Council's Economic Development Manager, Marion Smith, to facilitate a workshop around the Organisation Self Review, but can't give the offer that we'll write anything up.

I am very happy to come to your next meeting and talk through these documents to clarify them. Please have a close look at the contract "outcomes" to give me feedback on them - there is scope to develop them. These outcomes are designed to be forward-looking a good match with the objects of the Trust, and the needs of the Trust around development and sustainability. In keeping with other community contracts, we treat a proposed new staff as an 'overhead' that is applied against the achievement of all of the outcomes, and not as an outcome in itself.

Regards
David Hammond
Group Manager Community Development
South Waikato District Council
DDI: 07-885 0770
Mob: 0274-905 287
email: david.hammond@swktodc.govt.nz





TIMBER MUSEUM

1.1 INTRODUCTION

The following information pertains to the Timber Museum grant contract. The contract is for 3 years (from 1 July 2006 to 30 June 2009). The amount budgeted is \$50,000 annually including GST. The contract's value is therefore \$150,000 and represents security of funding for 3 years. This contract documentation needs to be completed for the release of this funding to the Trust (Refer to Section 1.3 for more detail on timing of payments).

Council's LTCCP and resolution is that the funding be extended for a further 2 years at this rate, and then extended a further 5 years at the rate of \$30,000 per year. This is subject to funding confirmation through Council's next LTCCP and your Trust's successful achievement of the proposal that you submit to Council and that Council adopts through resolution.

Council is committed to assisting in the achievement of the following Community Outcome:

CO2.4 South Waikato's history is protected and preserved.

1.1.1 Contract Process

This is a grant contract that falls within the 'Community Contract' structure adopted by Council in 2005. This was a condition placed upon the grant by Council. In a Community Contract, a proposal is required to be developed by the Trust that meets high level outcomes that the Council outlines. The Trust is to take leadership and develop the programme that will achieve these outcomes. The format for submitting this back to Council is contained in Section 1.5.

The contract requires the approval of Council, and the confidence that the proposal will successfully meet the high-level outcomes in Section 1.2. In addition, the Community Contract process requires that the Trust work through the Organisation Review and Organisation Management Plan so that Council has the confidence that it is partnering with a group that has ongoing capability and takes its planning seriously. These are returned with the proposal and need to be worked on by the Trust together.

1.2 CONTRACT OUTCOMES

Council is seeking for the Trust to submit back its proposal to meet the following high-level outcomes that are drafted around the objects of the Trust, financial sustainability, visitor potential and legislative requirements.

Your Proposal will be written to achieve the following:

Outcome 1:	To develop the Timber Museum into a regionally significant timber museum facility showcasing the District's timber history with professional educational and interactive exhibits and displays that meet relevant standards ¹ .
Outcome 2:	To promote on an ongoing basis the District's timber heritage to local residents and the visiting public in such a way that receives widespread profile.
Outcome 3:	To develop a sustainable financial position for the Timber Museum.
Outcome 4:	To enhance the visual appeal of the site in such a way as is appropriate to a regionally significant timber museum.

1.3 PRICE

Council has *budgeted* to fund the Trust for 5 years at the amount of \$50,000 annually, exclusive of GST. However this contract is for the first 3 year term and is subject to ongoing funding confirmation through the annual rate setting process. Neither party will be held to the provisions of this contract beyond the funded period.

Please note that a further \$10,000 is allocated for the public provision of toilets. This money is to be accounted separately and is to be dedicated to the toilet facilities alone.

The Trust is to invoice us quarterly for the following 3 months' cost of services. Until contract signing, an advance will be made based on the previous funding level, with an adjustment made for the period following signing, to the new funding level.

1.4 GENERAL CONDITIONS

1.4.1 Interpretation

In this Section, unless the context otherwise requires.

"we", "us", "our" and "SWDC" means South Walkato District Council.

"you" and "your" means the Supplier.

"either of us" means either we or you.

"both of us" or "we both" means both you and us.

¹ The grant contract proposal must state what standards the Museum facility will adhere to and provide a copy of those standards to Council for monitoring. This contract must state what standards the Museum facility will adhere to and provide a copy of those standards to Council for monitoring. Refer to 1.4.7 Legislative Compliance for legislative compliance needs.

1.4.2 Reporting

You shall provide to us six monthly a copy of the previous six month's progress on a format instructed by us that compares the targets as outlined in your proposal, against actual performance. A Performance Measurement Sheet is attached to monitor this progress. You will also verbally present your report, six monthly, to the notified Committee of Council. Presentation to be approximately fifteen minutes in duration. We will receive any copies of management or strategic plans you develop, and a copy of your annual report.

1.4.3 Appraisal of Performance

At practical completion of the grant contract an appraisal of your performance will be carried out by us. A copy of the completed appraisal will be forwarded to you for comment. The appraisal and any comments received from you will be forwarded to SWDC. The appraisal and your comments will be taken into consideration when evaluating future grant requests beyond the three-year term of this contract. We will be appraising performance by:

- level of success against stated targets
- activities are undertaken in a way that meets health and safety, and other legislative, requirements
- a satisfactory level of Council, public and stakeholder approval regarding your activities, including but not limited to, programmes undertaken, attitude, professionalism.
- The way in which SWDC is acknowledged in your programmes and written material, that demonstrates our contribution to the Museum and value for ratepayer funding

1.4.4 Termination by Either Party

At any other time, and in accordance with the provisions of this agreement, either of us may terminate this agreement by giving the other party not less than 4 months notice in writing. We both will continue to perform our obligations under this agreement up until and including the date of termination.

1.4.5 Resolution of Disputes

We both will use all reasonable endeavours to resolve any dispute between both of us. The media is not be engaged in the dispute process.

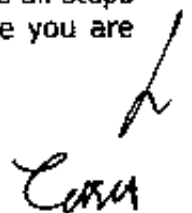
1.4.6 Relationship of the Parties

We both agree that in your activities, you are an independent party to us and are not an agent, partner or employee of us, and that you are responsible for payment of your employees' and contractors' wages, salaries, annual holidays and statutory holidays, sick leave, public liability insurance, income tax, accident compensation levies and any other relevant taxes, levies or items of remuneration of your employees and contractors.

1.4.7 Legislative Compliance

You must comply at all times with your obligations under the Health & Safety in Employment Act 1992 and related legislation. You must observe all of our health and safety requirements, policies and procedures (Appendix A). We will undertake a Hazard Assessment and you will address the issues identified over time, in a prioritised and committed way.

At all times you will comply with the relevant Acts, Regulations, Codes of Practice and Safety Guidelines, Policies, Procedures. You must take all steps necessary to ensure that no act or omission by you or the people you are responsible for:

Handwritten signature and initials, possibly 'CAMA', with a long vertical line extending upwards from the signature.

- Causes a hazard or harm to any person on, in or about the site where you are carrying out the Services; and
- Does or is likely to give rise to the issue of an improvement or prohibition notice, enforcement proceedings or a prosecution under the Health and Safety in Employment Act 1992 or the Resource Management Act 1991.
- You will notify us immediately you become aware that you are or are likely to be in breach of this requirement.

A handwritten signature in black ink, appearing to be 'L. Clark', located in the bottom right corner of the page.

1.5 PROPOSAL FOR GRANT FUNDING

Please fill in the following table, that will form the way in which Council will monitor progress six monthly. Please add in other methods as you see fit.

Description of the methods you will use to meet these outcomes	How will we know when you have achieved what you are intending to do? (ie what documents, targets, will, performance outputs)	Start Date	End Date
Outcome 1: To develop the Timber Museum into a regionally significant timber museum facility showcasing the District's timber history with professional educational and interactive exhibits and displays that meet relevant standards		1-07-06	30-6-09
Method 1:			
Method 2:			
Outcome 2: To promote on an ongoing basis the District's timber heritage to local residents and the visiting public in such a way that receives widespread profile.		1-07-06	30-6-09
Method 1:			
Method 2:			
Outcome 3: To develop a sustainable financial position for the Timber Museum.		1-07-06	30-6-09
Method 1:			
Method 2:			
Outcome 4: To enhance the visual appeal of the site in such a way as is appropriate to a regionally significant timber museum.		1-07-06	30-6-09
Method 1:			
Method 2:			

² Council will undertake to do a Hazard Assessment as a first step toward compliance with HSIE Act responsibilities. This proposal is to commit to addressing the issues identified over time, in a prioritised way.

Certificate of Insurance

Contract for: TIMBER MUSEUM

Funder: South Waikato District Council

Recipient: Timber Museum of NZ Trust

From:

(Insert name of insurer or broker giving the certificate)

WE CERTIFY that we have issued/arranged *(delete which ever does not apply)* insurance cover with the following insurers for the purposes of the above grant contract:

Clause	Type of Insurance	Insurer
8.3	Public Liability/Association Liability	

- 1 If one insurance company or one insurance broker is giving the certificate for all the insurances then one certificate can be issued. Where there is more than one certifier, additional certificates are to be issued so that all types of insurance are certified.
- 2 You will annually (and on request from us) provide evidence of the insurances (including any updates) pursuant to this Clause in the form of a certificate of currency from your insurance company.
- 3 You shall indemnify and keep us indemnified including our servants and agents from and against all losses (excluding consequential losses) which we may incur or be subject to, arising out of or as a consequence of, any breach by you of any term of this agreement or the negligent or wrongful act or default of you. In any event your limit of liability shall be that part of the contract price which we have paid to you pursuant to this Agreement.
- 4 In no event shall this clause limit the indemnities given herein with respect to actions brought by third parties.

Signed on behalf of

(Name of insurer, or broker giving the certificate)

By

Signatory's title

Date

Handwritten signature and initials, possibly 'L' and 'CUSA'.

AGREEMENT - GRANT CONTRACT FOR: TIMBER MUSEUM

This agreement is made on 6/12/06

Between: Timber Museum of New Zealand Trust

And: South Waikato District Council

IT IS AGREED as follows:

1. Timber Museum of New Zealand Trust shall carry out the obligations imposed on it by this contract.
2. South Waikato District Council shall pay the Timber Museum of New Zealand Trust the sum of \$150,000 (three year sum) together with GST at the times and in the manner provided in the contract. All funding is subject to funding confirmation through the Annual Planning and Long Term Council Community Planning processes.
3. South Waikato District Council and Timber Museum of New Zealand Trust shall carry out and fulfil all other obligations imposed on the party by the contract, as long as funding is confirmed through the processes as outlined in 2. above.

**WITNESS TO THE SIGNATURE
OF THE TIMBER MUSEUM TRUST OF NEW ZEALAND:**

.....

Trust

Was hereto affixed in the presence of:

C. Hall Signature

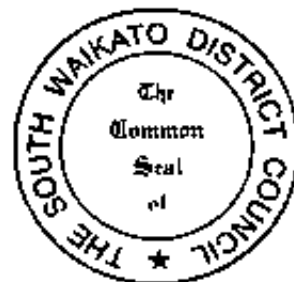
Deputy Chair Designation

THE COMMON SEAL of THE SOUTH
WAIKATO DISTRICT COUNCIL was)
Hereto affixed in the presence of:)

Mayor

[Signature]
Interim Chief Executive

Date: _____



HUMAN RESOURCES POLICY/PROCEDURE		 South Walkato District Council
TITLE	Health and Safety Policy	
REVIEWED	February 1999; June 2004	
		Page 8

The South Walkato District Council acknowledges the obligations under the Health and Safety in Employment Act 1992 and recognises the need for each of its employees to be provided with a safe and healthy place in which to work. It is Council's policy to make every reasonable effort in areas of accident prevention, injury protection and promotion of the health, safety and welfare of all employees.

The following areas of responsibility are recognised as being essential to the successful implementation of this policy.

MANAGEMENT RESPONSIBILITIES

- Observe and enforce the relevant legislative requirements applying to working conditions in industry.
- Undertake to provide a safe and healthy working environment for all employees, with emphasis on safe work practices and good housekeeping.
- Provide education and instruction in the correct use of all equipment and materials being used by Council employees.

SUPERVISORS' RESPONSIBILITIES

Will be held responsible for the health, safety and working conditions of all employees under their control and are required to:

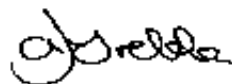
- Provide information on health and safety matters to employees by way of instruction.
- Report work hazards as they are observed.
- Report, and take action over, accidents and incidents.

OTHER EMPLOYEES' RESPONSIBILITIES

Have a responsibility to co-operate in a healthy and safe work place and are therefore required to:

- Observe and practice safe work methods.
- Ensure, when safety equipment is provided, that it is used correctly and at all times.
- Immediately report any unsafe work condition or equipment to their supervisor.
- Immediately report any accidents and incidents.

This policy is to be read in conjunction with Council's policy on Accident/Incident Reporting and its manual on Worksite Hazard Identification.



Arthur Treble

INTERIM CHIEF EXECUTIVE



Neil A Sinclair MNZM JP BDS

MAYOR



TIMBER MUSEUM GRANT CONTRACT PERFORMANCE MEASUREMENT SHEET

The following are the performance indicators of the contract programme that South Waikato District Council is monitoring, with target dates. They are taken directly from 1.5 Proposal for Grant Funding:

Contract Outcome	Output Measured	Target Timing
Outcome 1: To develop the Timber Museum into a regionally significant timber museum facility showcasing the District's timber history with professional educational and interactive exhibits and displays that meet relevant standards.		
Outcome 2: To promote on an ongoing basis the District's timber heritage to local residents and the visiting public in such a way that receives widespread profile.		
Outcome 3: To develop a financially sustainable position for the Timber Museum.		
Outcome 4: To enhance the visual appeal of the site in such a way as is appropriate to a regionally significant timber museum.		

Enquiries to: David Hammond
Phone: (07) 885 0770
Email: david.hammond@southwaikato.govt.nz
Reference: 2318

12 September 2006

Ted Mason
Timber Museum of New Zealand Trust

Attention: Trustees

Dear Ted

GRANT CONTRACT VARIATION

This letter is to confirm that the organisation review form and organisation management plan is not required until the end of June 2007, in consideration of the need for your Trust to employ a manager to assist with the direction you will take. The extent of the organisation review and management plan will also be reviewed in the light of the Strategic Plan that you are developing. What this means is that if the Strategic Plan covers off on many of the areas required by our templates, then very little will be required of the Trust.

Council is rolling out these templates to more of its contracted parties in order to demonstrate for audit requirements, and the community, that it is committing ratepayer funding to groups that have capacity and capability into the future. Accountability, transparency and the ability to measure performance against the objectives contracted for are the reasons for such tools.

I hope this is satisfactory for your group.

Yours sincerely

David Hammond
GROUP MANAGER COMMUNITY DEVELOPMENT

