



Schedule D Quarterly Reporting Template

Contract No.	Contract for Services 640/472
Organisation Name	Timber Museum of New Zealand Trust (Putaruru Timber Museum)
Period	Quarterly Reporting Ending – First Quarter 30 September 2021

Strategic Goal:

Outcomes	KPI	Evidence	KPI Achieved Y / N
Develop the business to ensure financial sustainability and accountability	A three-year business plan is developed by 30 June 2020. Business Plan to focus on the areas of operation including Conservation and preservation of historical records/archives from Forestry Industry, museum and function space/cafe/restaurant and site overseeing and development	Business Plan 2019-2025	Completed and Council has a copy
	Council is satisfied with the reports delivered, at the end of each quarter, regarding the progress toward achieving your Business Plan completion.	Progress Report re Business Plan presented to SWDC Annual Audited Report presented to SWDC	Reports completed quarterly Monthly Accountant Cash Flows
	Accurate financial records are maintained, audited and presented annually (as at 31 March) to Council by 31 July.	Annual accounts are prepared by Accountants: G Brown & Co	Presented to Council
	Develop sound accounting, governance, operational and administrative policies and procedures. Procedures documented, adhered to and updated as required by 31 December 2019.	Policies developed: <ol style="list-style-type: none"> 1. Financial Management 2. Health and Safety 3. Job Descriptions 4. Employment Contracts 5. Trustee Reimbursement of Expenses 6. Venue Hire 7. Trustee Privileges 	Policies written Attendance at Council meetings Monthly Trustee meetings Regular contact with Accountant Team

Marketing and promotion of the facility to grow users and knowledge of the venue	Develop a market and promotions plan with assistance from SWDC		
	Website is managed and updated monthly.		
	Social media platforms are managed daily and updated weekly.	Social media is regularly updated. It's being used to advise public what is happening at the museum	Continual practice of uploading history memorabilia that we have in the Museum Archives.
	Investigate regional marketing opportunities with Hamilton Waikato Tourism and Rotorua		
	Have a strong working relationship with Putāruru Moving Forward and Pride in Putāruru.		I have just commenced the position of Manager (October 2021) at the Museum. The Managers position is a sole charge Admin position during the week and currently there is a lot on with new Chair/Trustees. Contact is definitely on the to do list.
	Develop an events' calendar showing active promotion of the Timber Museum, Putāruru and the District in conjunction with SWDC.	Events calendar in place	
	A 10% increase in user numbers annually.	Data showing visitor numbers	With the another Covid lockdown in August and Auckland/Hamilton regions still in lockdown the visitor numbers are very low. At the moment we are seeing a few locals which will boost the Museum PR.

Data collection	Data of the number of users and any trends, is collected and reported on a quarterly basis.	Visitor and Museum Statistics Data Spreadsheet supplied.	As above.
	Survey users of the function rooms, museum and grounds, information is collected and reported quarterly.		Feedback Form to record feedback from use currently a Visitors Book that visitors leave comments – all very favourable and love the experience of their visit to the museum.
Upgrade the facility to ensure a professional and well-maintained venue is offered to the public	Prioritise a work plan for development of the café, function rooms, museum and grounds.		Work plan for Café development is to be developed by Consultant. Looking at ways to utilise the Village Green for local events. Covid has seen already organised events/weddings postponed.
	Liaise with NZTA to ensure safe entry to the facility off State Highway 1.		Prior to me starting there was quite a lot of liaison with Waka Kotahi over the removal of trees on site and the state highway roadside in front of the museum. This was done for the improvement of site distance to the entrance of the museum.

	Ensure all regulations are achieved and adhered to including planning and building consents and food hygiene Acts.		On track to identifying/obtaining the necessary consents for the projects here at the museum that require these consents from SWDC.
Reduce TMNZ reliance on SWDC funding	Obtain further financial support through grants, fundraising or donations with the aim of improving the Trust's financial sustainable by 1 July 2021. Business case / funding plan to feed into LTP process in October 2020		SWIFT Grant approved for \$50,000 for the commencement of the café project and a further \$500,000 for the build.
Development of a risk register	Development of a risk register with management mitigation measures for the Trust's operation and future business plan in conjunction with SWDC Health and Safety Manager		H&S Hazards Register maintained. Risks identified – weed spraying and chainsaw operation courses to be undertaken by the Museum Groundsman.
Adhere to the Health & Safety at Work Act 2015	Health and safety policy and procedures are developed and implemented by 30 December 2019. Hazard identification, incidents and near misses are documented and managed appropriately.		H&S Manual is updated with hazards. Incidents/near misses are documented and either removed or mitigated.

Support council activities and events as requested	100% of promotional activity and signage includes reference to the South Waikato District Council as a principle funder.		The site is available to host any SWDC events and any advertising we will do will make reference to the SWDC being our principal funder.
Partner with organisation and stakeholders to enhance outcomes	At least 80% District Networking meetings attended annually.		Ongoing.
	Meet with SWDC Marketing staff, at least, biannually to investigate leverage opportunities.		Ongoing.

Additional Narrative

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