



# **Contract for Services 640/472**

**c21/128**

**Between**

**South Waikato District Council**  
("we", "us", "our" and "SWDC")

**And**

**Timber Museum of New Zealand Trust**  
**(Putaruru Timber Museum)**  
("The Supplier" "you" and "your")

## Schedule D

### Quarterly Reporting Template

<b>Contract No. c21/128</b>	<b>Contract for Services 640/472</b>
<b>Organisation Name</b>	<b>The Timber Museum of New Zealand Trust (Putaruru Timber Museum)</b>
<b>Period</b>	Quarterly Reporting Ending 30 September 2022 (First Quarter)

#### Strategic Goal:

Outcomes	KPI	Evidence	KPI Achieved Y / N
Develop the business to ensure financial sustainability and accountability	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	<b>Business Plan 2019 – 2025</b>  <b>5 Year Plan is currently being updated</b>  <b>Master Plan in Draft Format – compiled by Story Inc. and to be delivered December 2022</b>	<b>Business Plan completed and Council has a copy.</b>
	Council is satisfied with the reports delivered, at the end of each quarter, regarding the progress toward achieving your Business Plan completion.	<b>Annual Audited Report presented to SWDC</b>	<b>Reports completed quarterly</b> <b>Monthly Accountant Cash Flows</b>
	Accurate financial records are maintained, audited and presented annually (as at 31 March) to Council by 31 July.	<b>Annual accounts are prepared by Accountants G Brown &amp; Co.</b>	<b>Presented to Council</b>
<b>Marketing and promotion of the facility to grow users and knowledge of the venue</b>	Develop a market and promotions plan with assistance from SWDC	<b>Plan being formulated with up and coming events</b>	<b>Formulating in-house before seeking SWDC assistance.</b>
	Website is managed and updated monthly.	<b>Website training is being arranged with IT provider for Administration Staff</b>	<b>Ongoing</b>
	Social media platforms are managed daily and updated weekly.	<b>Facebook</b>	<b>Our Facebook page is continually updated with happenings at the museum and we are making use of the</b>

			<b>Tokoroa Community Page and the Pride of Putaruru pages for NZTM events and advertising.</b>
	Investigate regional marketing opportunities with Hamilton Waikato Tourism and Rotorua	<b>Trust Waikato</b>  <b>Rotorua</b>	<b>When Trust Chairperson returns from overseas we are organising a meeting with Trust Waikato CEO and Staff to meet with us at NZTM to address some funding needs – as advised by CEO Dennis Turton during brief introduction at their Trust Waikato Annual Report presentation.</b> <b>Will wait and see where the new Council goes with staffing and where the marketing division lies within a possible new structure</b>
	Have a strong working relationship with Putāruru Moving Forward and Pride in Putāruru.	<b>Pride of Putaruru</b>  <b>Putaruru Moving Forward</b>	<b>Making use of the numbers Pride of Putaruru has for advertising the NZTM. We made the NZTM Function Room available free of charge to Pride of Putaruru to hold a meet the Mayor and Council candidate's night – very successful night. Was good to get more locals through our doors to see what we have to offer here with regard to an event venue.</b> <b>To make contact and liaise with this group to be part of a unified Putaruru approach towards the support of the district.</b>
	Develop an events' calendar showing active promotion of the Timber Museum, Putāruru and the District in conjunction with SWDC.		<b>Now with weather a little more settled we can start to organise our planned events</b>

			and will liaise with SWDC through this process.
	A 10% increase in user numbers annually.		Our numbers are slowly increasing with the opening of our borders and we are seeing quite a few UK holidaymakers. Promotion to Retirement villages is planned
Data collection	Data of the number of users and any trends, is collected and reported on a quarterly basis.	Collate data for monthly reporting.	We daily collect visitor/volunteer/Trustees visitor numbers and they are collated for a monthly table that is presented to the Trustees at their Monthly meeting.
	Survey users of the function rooms, museum and grounds, information is collected and reported quarterly.	Feedback Form to be developed	We are creating a feedback form for visitors to complete upon completion of their visit. We have until now actively promoted our Visitors Book for visitors to comment in. The feedback form will have several specific questions on their visit as just opposed to a comment.
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 plans to be formulated for up and coming events	Work plans are being formulated for café and the village green site/function room. We have obtained funding to hold some summer events at the NZTM
	Liaise with NZTA to ensure safe entry to the facility off State Highway 1.	Trees have been removed from the roadside to clear up site improvement for the entrance to NZTM  Next we need to lobby NZTA for the lowering of the speed limit outside the NZTM.	Not a lot of success with contact with NZTA – even with trying to make contact through SWDC staff. This will need to be done fairly soon as we are nearing the time for the roadside to be tidied up along with NZTM frontage when

			houses are removed. Sheds are being removed now by PD workers.
	Ensure all regulations are achieved and adhered to including planning and building consents and food hygiene Acts.	<b>Café</b>  <b>TrainWorld</b>	<b>Café – Building Consent achieved</b> <b>Fire Report obtained as part of achieving a Building Consent for change of use of this building</b>
<b>Reduce TMNZ reliance on SWDC funding</b>	Obtain further financial support through grants, fundraising or donations with the aim of improving the Trust's financial sustainability annually.		<b>Grant (\$100,000 pa for 3 years) achieved for operational assistance of the NZTM for the production of a Master Plan, Stakeholders interviews and Curatorial Services</b> <b>Initial meeting with another organisation with possible funding for a new exhibits revamp of old unused building</b>
<b>Development of a risk register</b>	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	<b>Health and Safety Risks Register</b>	<b>H&amp;S Hazards Register is maintained.</b> <b>High Risks of weed spraying and chainsaw operations have been mitigated by Groundsman undertaking courses for both.</b>
<b>Adhere to the Health &amp; Safety at Work Act 2015</b>	Hazard identification, incidents and near misses are documented and managed appropriately.	<b>Health and Safety Manual</b>	<b>H&amp;S Manual is updated with any new or ongoing hazards.</b> <b>We have had SWDC Health &amp; Safety Officer on site to brief us in updated H&amp;S obligations/regulations</b>
<b>Support council activities and events as requested</b>	100% of promotional activity and signage includes reference to the South Waikato District Council as a principal funder.	<b>NZTM venue hosting SWDC events</b>	<b>NZTM hosted several SWDC events – and one hosted by Pride of Putaruru for meet the Mayor and Candidates night – a very successful night with turnout of approx. 70 persons</b>

		<p>New promotional material being drafted and will acknowledge SWDC as principal funder</p> <p>Open days for the operation of the Stream Traction Engine</p>	<p>Revising promotional material to include new exhibits and acknowledgement of SWDC</p> <p>Promoting the NZTM with open days whereby the Stream Traction Engine and GMC Truck are operational</p>
<p><b>Partner with organisation and stakeholders to enhance outcomes</b></p>	<p>At least 80% District Networking meetings attended annually.</p>	<p>Meetings with key stakeholders being organised by Story Inc. as part of our Master Plan</p>	<p>To be completed by Story Inc. by December 2022</p>
	<p>Meet with SWDC Marketing staff, at least, biannually to investigate leverage opportunities.</p>	<p>Meeting with SWDC to be arranged</p>	<p>Ongoing – bi-annually</p>

### Additional Narrative

**Policies Developed:**

- Financial Management
- Health and Safety
- Job Description's
- Employment Contracts
- Trustee Reimbursement of Expenses
- Venue Hire
- Trustee Privilege's
- Code of Conduct
- Volunteers Policy and Code of Conduct

**Policies being written as deemed necessary for the effective operation of the NZTM business**

<i>For office use only</i>	
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