



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

Contract No. c21/128	Contract for Services 640/472
Organisation Name	The Timber Museum of New Zealand Trust (Putaruru Timber Museum)
Period	Quarterly Reporting Ending 31 December 2022 (Second 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	Business Plan 2019 – 2025 5 Year Plan is currently being updated Master Plan in Draft Format – compiled by Story Inc. and to be delivered December 2022	Business Plan 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.	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
Marketing and promotion of the facility to grow users and knowledge of the venue	Develop a market and promotions plan with assistance from SWDC	Plan being formulated with up and coming events	Ongoing
	Website is managed and updated monthly.	Website training is being arranged with IT provider for Administration Staff	Ongoing
	Social media platforms are managed daily and updated weekly.	Facebook	Our Facebook page is continually updated with happenings and historical memorabilia at the museum. We are making use of the Tokoroa Community Page and the Pride of Putaruru pages for NZTM events and advertising.

	Investigate regional marketing opportunities with Hamilton Waikato Tourism and Rotorua		Difficult to co-ordinated meetings as Manager is only employee on site at present. An invitation to these organisations for them to visit the site and see what we have to offer.
	Have a strong working relationship with Putāruru Moving Forward and Pride in Putāruru.		Communication has not happened either way. We have had some dealings with Pride of Putaruru.
	Develop an events' calendar showing active promotion of the Timber Museum, Putāruru and the District in conjunction with SWDC.	Events calendar in place.	We are planning events for the summer months and will liaise with SWDC through this process.
	A 10% increase in user numbers annually.	Statistics database.	Achieved.
Data collection	Data of the number of users and any trends, is collected and reported on a quarterly basis.	Statistics database.	Regularly recorded and reported to Trustees monthly.
	Survey users of the function rooms, museum and grounds, information is collected and reported quarterly.	Data updated each month.	Ongoing.
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.	Under Trustees supervision and reviewed at monthly Trustees meetings.	Ongoing.
	Liaise with NZTA to ensure safe entry to the facility off State Highway 1.	Under the Grounds Contract.	Regular meeting with SWDC Contract Officer and reviewing at time of Grounds Audit.
	Ensure all regulations are achieved and adhered to including planning and building consents and food hygiene Acts.	About to seek building permit for TrainWorld. Obtained Building Consent for the Café Project.	Regularly reviewed/complied.
Reduce TMNZ reliance on SWDC funding	Obtain further financial support through grants, fundraising or donations with the aim of improving the Trust's financial sustainability annually.		Work in progress.
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	Health and Safety Risks Register	Working document – regularly reviewed.

Adhere to the Health & Safety at Work Act 2015	Hazard identification, incidents and near misses are documented and managed appropriately.	Health and Safety Manual	Implemented.
Support council activities and events as requested	100% of promotional activity and signage includes reference to the South Waikato District Council as a principal funder.	NZTM venue hosting SWDC events New promotional material being drafted and will acknowledge SWDC as principal funder Open days for the operation of the Stream Traction Engine	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 Revising promotional material to include new exhibits and acknowledgement of SWDC Promoting the NZTM with open days whereby the Stream Traction Engine and GMC Truck are operational
Partner with organisation and stakeholders to enhance outcomes	At least 80% District Networking meetings attended annually.		All relevant to NZTM meetings have been attended. Many are not relevant to the NZTM business.
	Meet with SWDC Marketing staff, at least, biannually to investigate leverage opportunities.	Meeting with SWDC.	Ongoing. Meeting to be arranged with new Mayor and CEO and a SWDC Representative is invited to attend all Trustee meetings.

Additional Narrative

In general, the Museum is being excellently presented to the visiting public. We get numerous comments on how good it is looking. The employment of an additional Grounds person has aided us to achieve an extremely good review at our last Grounds Audit.

With the upkeep of the grounds we are developing a programme to replant all the existing gardens.

<i>For office use only</i>	
----------------------------	--