



Schedule D Quarterly Reporting Template

| | |
|--------------------------|---|
| Contract No. | Contract for Services 640/599 |
| Organisation Name | South Waikato Arts Trust (SWAT) 'The Plaza' |
| Period | Quarterly Reporting Ending 31 st December 2022 |

Strategic Goal:

| Outcomes | Objectives | KPI | Evidence (Provide evidence and of how the KPIs were delivered and timeframe) | KPI Achieved Y / N |
|------------------|---|--|--|-------------------------------|
| Funding | Funding is used to deliver activities agreed on against your application | No more than 5% variance on annual funding | Annual financial reports for 2021 to 2022 have been provided. | Y |
| | Identify income opportunities to supplement Council's financial contribution | That 30% of the Trust's annual income comes from sources independent of Council (e.g. mirage, charitable funds, and commissions) in each year of this contract | This quarter the income for The Plaza was approximately \$11,899.00 obtained through hires, canteen sales, bar sales, grants and movie takings. | Y |
| Diversity | Liaise with potential user groups and other organisations to enhance the brand and use of The Plaza | 1.Attend Annual Entertainment Venues Association of New Zealand (EVANZ) conference or other similar opportunities. | Ashleigh (Manager) attended the mid-year EVANZ Conference held in Nelson in May. She will be attending the end of year EVANZ Conference in 2023. | Y |
| | Attend regular District Networking meetings to develop added-value events in partnership with Waikato River Trails, Pride in Putāruru and | Six District Networking meetings are attended, and support hosting is available as appropriate | These meetings are to be arranged by Council and none have been organised this year | N |

| | | | | |
|--|---|---|---|---|
| | South Waikato I-sites | | | |
| | Encourage and work with local organisations in securing and supporting events that benefit the South Waikato District | A promotional brochure of the venue is available regionally | <p>The Plaza brochure is available at Pride in Putaruru, iSite Tirau, iSite Matamata and iSite Cambridge.</p> <p>In this quarter we saw another free community movie for the tamariki held at The Plaza by Bluelight NZ, this event had an attendance of over 375 community members locally and from neighbouring towns. We also had the local Community Patrol organisation hold a training sessions for their members. We also hosted a Halloween fundraising event for Type 1 diabetes for the local tamariki as well as several pop up vaccination clinics. Graham Brown & Co had their annual free seminar for the community this quarter as well which was based on mental health.</p> <p>Events that occurred in October - December:</p> <ul style="list-style-type: none"> - Bluelight NZ free community movie - Private hire - 21st Birthday - Community Patrol Training - South Waikato Dance Festival 2022 - Pride in Putaruru AGM - Tirau Seniors day out - The Drover's Wife (movie) - Rennie Pearson Tour - Pop up vaccination clinics - SWDC LTP amendment meeting - Halloween Fundraiser for Type 1 | Y |

| | | | | |
|------------|---|--|---|---|
| | | | <p>diabetes</p> <ul style="list-style-type: none"> - Sunday movie: Queen Bees - Graham Brown Free Mental health seminar - Dancing Queen: A tribute to ABBA concert - Aspire Arts Academy - Rehearsal days - Waikato Regional Council Meeting - Sunday Movie: Cousins - KAP Consultancy - ECE seminar - Diane Willcox school of dance - Exams - Aspire Arts Academy - Production - Diane Willcox school of Dance Production <p>Total attendance for this quarter was 5,552 people.</p> <p>Total events for this quarter was 76.</p> | |
| Innovation | Identify opportunities for the long-term development of programming and funding avenues | A database of concert promoters is maintained annually, and contact is made with all concert promoters each year | <p>Ongoing communication and connection with promoters ensures that we continue to receive bookings and enquiries for shows:</p> <ul style="list-style-type: none"> • Topline Entertainment • Masden Productions • Showcase Entertainment Group are keen to utilise our venue more frequently • Stetson Events LTD have also heard about the amazing facility of The Plaza | Y |

| | | | | |
|--|--|--|--|---|
| | | | <ul style="list-style-type: none"> • Arts on Tour NZ have released their 2023 menu and the South Waikato Arts will continue to select 3 - 4 performances to help support the arts - Productions selected are: <ul style="list-style-type: none"> – The Boy with wings (April) – Jackie goes prima diva (June) – Austen Found (September) • Showtime Australia Pty Ltd are bringing in shows to The Plaza in 2023 & 2024 <p>We also have access to the following databases if we need to book additional content:</p> <p>National Touring Selector - https://touringselector.com/</p> <p>When we have gaps in our events programme we utilise this database of shows to contact presenters.</p> <p>PANNZ Arts Market - http://www.pannz.org.nz/</p> <p>By attending this market we can get a preview of work we can select from.</p> | |
| | Establish relationships with local, regional and national organizations to encourage | A database of users and interested parties (via email and social media) is maintained at 750 and is updated annually | Email Database: 699. Database emails are sent out regularly to inform community of events | Y |

| | | | | |
|--|--|--|--|---|
| | additional use. | | <p>The Plaza Theatre Putaruru Facebook: 1780 followers/friends</p> <p>Regular Updates/advertising to:</p> <ul style="list-style-type: none"> - Facebook events created and shared to (Pride in Putaruru, Matamata Notice Board, The Genuine Tokoroa Page, Cambridge grapevine, Te Awamutu buy Swap and sell, Tirua Community page) - The Plaza Website - South Waikato District Council event page - Creative NZ webpage - Monthly newsletters - In Touch column - The Prattler - Physical posters at The Plaza - Physical posters around Putaruru/Tokoroa <p>We have also developed a relationship with Raukawa FM who we will be advertising through as well.</p> <p>Weekly updated LED sign with upcoming events.</p> <p>Fortnightly advertisement bookings with South Waikato News</p> <p>We have a strong relationship with local organisation who utilizes The Plaza for their fundraising opportunities.</p> | |
| | A relationship is built with Creative Waikato to identify opportunities to promote events and attract varied use | 100% of public events held at The Plaza are listed on the Creative Waikato website | Every event is listed on the Creative Waikato website | Y |

| | | | | |
|-----------|--|--|---|---------------------|
| | of The Plaza | | | |
| Safety | Work with appropriate Council staff to identify potential capital works/development | All building warrant of fitness standards are complied with. Update Council with maintenance and capital development actions on a quarterly basis. | All building warrant of fitness standards are maintained and further information is available on site | Y |
| | A clear COVID response plan | | Our website contains a COVID response plan - https://plaza.org.nz/covid-policy/ | Y |
| | Action responsibilities as per the maintenance schedule attached (Schedule E) | An update is provided to the Property Manager regarding venue maintenance undertaken on a monthly basis | All maintenance issues are advised to Council immediately. | Y |
| | Ensure safety of all patrons and conform with all relevant Health and Safety Regulations | 100% of misses and accidents are reported according to the Health and Safety Regulations (2015) Accident and Hazard register is available to Council when requested. Provide the Plaza Health and Safety plan to Council for annual review | All incidents are recorded and held on site for reviewing at any time. The Accident and Hazard register is available for viewing at any time. The Plaza Health and safety plan has been provided and we are awaiting Council's reviews. | Y Y Y |
| Economics | Identify income opportunities to supplement Council's financial contribution | The onboarding onto Funding HQ and a minimum of four Charitable funding applications are made annually. | Onboarding onto Funding HQ has begun. No funding applications were applied in this quarter. | Y Y |
| | Set and collect fees and charges and apply to the aims | To review the fee structure annually and ensure it is | The fee structure has been reviewed and the Trust has not deemed it necessary to | Y |

| | | | | |
|--|----------------------------------|---|-------------------------------|--|
| | and objectives of the agreement. | competitive and reflects the calibre of the venue relative to other performing arts venues in the region. | raise any fees at this stage. | |
|--|----------------------------------|---|-------------------------------|--|

Additional Narrative

[CLAUSE: IN THE EVENT OF A PANDEMIC / REGIONAL DISASTER THEN THE KPI'S OUTLINED IN THE QUARTERLY REPORT TEMPLATE WILL NOT BE EXPECTED TO BE FULFILLED TO THE REQUIRED 90% PER ANNUAL YEAR FOR THE DURATION OF THE PANDEMIC / REGIONAL DISASTER AND THERE WILL ALSO BE ALLOWED A GRACE PERIOD OF 6 MONTHS TO PROVIDE THE OPPORTUNITY TO MET THE KPI'S]

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