

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 30 th September 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 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 \$8,419.00 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.	Y
	Attend regular District Networking meetings to develop added-value events in partnership with Waikato River Trails, Pride in Putāruru and South Waikato I-sites	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

	<p>Encourage and work with local organisations in securing and supporting events that benefit the South Waikato District</p>	<p>A promotional brochure of the venue is available regionally</p>	<p>The Plaza brochure is available at Pride in Putaruru, iSite Tirau, iSite Matamata and iSite Cambridge.</p> <p>This quarter we saw a new development in an old relationship with the Kensington Theatre across the road. Many years ago they used to hold productions here and, due to unknown circumstances, that relationship deteriorated. Now however, we have rekindled that relationship and successfully held one of their productions here at The Plaza under a joint venture agreement which resulted in over 400 members of our community and neighbouring communities to enjoy over the 5 days of their production. There are already plans in place for future productions to be held at The Plaza.</p> <p>This quarter we also hosted the Te Kura production through Zeal NZ which was a free event to the community.</p> <p>Fundraising movies are not charged a hire fee.</p> <p>Events that occurred in July - September:</p> <ul style="list-style-type: none"> - Arts On Tour NZ - Michael Hurst is the Golden Ass - Zeal NZ production (free to 	<p>Y</p>
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			<p>community)</p> <ul style="list-style-type: none"> - SWDC Meeting - Private Hire (Birthday) - School Holiday Movie: Space Jam - PIP Meeting - School Holiday Movie: Tom & Jerry - Bluelight NZ Free community movie - Mums & Bubs Class - PIP Community Patrol Meeting - PIP Police & Community Meeting - Sunday Movie: Elizabeth - A portrait in Parts - Vaccination days - Private hire (Birthday) - Sunday movie: Tesla - Wellington Comedy show - PIP Business Celebration - Putaruru Theatre Players production: The Mousetrap - Sunday movie: Elvis - Tirau Primary Production - St Mary's Wearable arts production - Louise Upston Friendly Forum <p>Total attendance for this quarter was 5,362 people.</p> <p>Total events for this quarter was 113.</p>	
Innovation	Identify opportunities for the long-term development of programming and funding	A database of concert promoters is maintained annually, and contact is made with all concert promoters each year	Ongoing communication and connection with promoters ensures that we continue to receive bookings and enquiries for	Y

	avenues		<p>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 • 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 2022 & 2023 <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</p>	
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			<p>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> <p>The South Waikato Arts trust are always interested in improving the quality of service and equipment we have here at The Plaza.</p> <p>This quarter saw the installation of a new cinema screen and frame which has dramatically increased the quality of our cinematic movies.</p>	
	<p>Establish relationships with local, regional and national organizations to encourage additional use.</p>	<p>A database of users and interested parties (via email and social media) is maintained at 750 and is updated annually</p>	<p>Email Database: 699. Database emails are sent out regularly to inform community of events</p> <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>Y</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 of The Plaza	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
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 and we are working on organising monthly meetings with Honey and Blaise to discuss maintenance issues.	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)	All incidents are recorded and held on site for reviewing at any time. The Accident and Hazard register is	Y

		Accident and Hazard register is available to Council when requested.	available for viewing at any time.	Y
		Provide the Plaza Health and Safety plan to Council for annual review	The Plaza Health and safety plan has been provided and we are awaiting Council's reviews.	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. That 30% of the Trust's annual income comes from sources independent of Council.	Onboarding onto Funding HQ has begun. This quarter we applied to the SWIFT community funds for the next stage of Theatre Lighting Upgrade. This quarter the income for The Plaza was approximately \$8,419.00 obtained through hires, canteen sales, bar sales, grants and movie takings.	Y Y Y
	Set and collect fees and charges and apply to the aims and objectives of the agreement.	To review the fee structure annually and ensure it is competitive and reflects the calibre of the venue relative to other performing arts venues in the region.	The fee structure has been reviewed and the Trust has not deemed it necessary to raise any fees at this stage.	Y

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>	
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