

S9 (2) (a)

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**From:** Terisa Ngobi S9 (2) (a)  
**Sent:** Thursday, 22 September 2016 2:44 p.m.  
**To:** S9 (2) (a)  
**Cc:** S9 (2) (a) ; S9 (2) (a)  
**Subject:** Re: Meeting next week.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Yes we are really excited and this will be a great start for our community.

Yes will get a fono in with Pio and Rasela before next Thursday:)

cheers

Tee

Terisa Ngobi

Social Sector Trial Coordinator/Champion

Email: S9 (2) (a)



On Thu, Sep 22, 2016 at 1:03 PM, S9 (2) (a) <S9 (2) (a)> wrote:

Hi Terisa,

I have spoken with both Pio and Rasella over the last week about the CDS programme and everyone is really excited. Are you able to discuss the work plan and how the \$80,000 grant would be structured with Pasfika for Tomorrow (Pio and Rasella) before we meet that would be great.

Looking forward to starting our work together.

S9 (2) (a)

S9 (2) (a) | Community Advisor  
Department of Internal Affairs Te Tari Taiwhenua  
Direct Dial: S9 (2) (a) | [www.dia.govt.nz](http://www.dia.govt.nz)



**From:** Terisa Ngobi [mailto:S9 (2) (a) ]  
**Sent:** Thursday, 22 September 2016 11:20 a.m.  
**To:** S9 (2) (a)

**Subject:** Re: Meeting next week.

cool really looking forward to it - have a great weekend:)

Terisa Ngobi

Social Sector Trial Coordinator/Champion

Email: S9 (2) (a)



On Thu, Sep 22, 2016 at 11:18 AM, S9 (2) (a) S9 (2) (a)

wrote:

Awesome see you then.

S9 (2) (a)



**From:** Terisa Ngobi [mailto:S9 (2) (a)]  
**Sent:** Thursday, 22 September 2016 11:18 a.m.  
**To:** S9 (2) (a)  
**Cc:** Eve Fone  
**Subject:** Re: Meeting next week.

Kia ora ano <sup>S9 (2) (a)</sup>

Next Thursday 29th Sept at 10am is perfect thank you!

Both myself and LTTM GM Eve Fone will meet with you.

Nga mihi nui

Tee

Terisa Ngobi

Social Sector Trial Coordinator/Champion

Email: S9 (2) (a)



Kia Ora Terisa,

I would like to come and meet with you and the Manager of Life to the Max Horowhenua to discuss the revised work plan and budget for the Pasifika community development programme. <sup>S9 (2) (a)</sup> and I would like to come over and meet with you on Thursday 29<sup>th</sup> September 2016 at 10am if this is suitable.

Many Thanks

S9 (2) (a)

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | [www.dia.govt.nz](http://www.dia.govt.nz)



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S9 (2) (a)

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**From:** S9 (2) (a)  
**Sent:** Monday, 26 September 2016 9:18 a.m.  
**To:** S9 (2) (a)  
**Subject:** RE: CDS  
**Attachments:** CDS Template - Workplan.docx; CDS Template - Budget.docx; Example of Budget 1.docx; Example of Budget 2.docx; Example of Workplan 1.docx; Example of Workplan 2.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi <sup>S9 (2) (a)</sup>

Here's the templates and some examples of workplans and budgets – as usual first year is appointing the worker and doing some community research/engagement to build on what they have already done. Minimum salary for a worker is \$50,000 - \$55,000 up to \$72,000 for really experienced people.

Cheers,

S9 (2) (a)

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | Extn: <sup>S9 (2) (a)</sup> | Fax: +64 3 479 6519  
Level 5, Philip Laing House, 144 Rattray St | PO Box 583, Dunedin 9054, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)

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**From:** S9 (2) (a)  
**Sent:** Friday, 23 September 2016 10:45 a.m.  
**To:** S9 (2) (a)  
**Subject:** RE: CDS

All good ,  
<sup>S9 (2) (a)</sup>

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | [www.dia.govt.nz](http://www.dia.govt.nz)

INTERNAL AFFAIRS

Te Tari Taiwhenua

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**From:** S9 (2) (a)  
**Sent:** Thursday, 22 September 2016 4:36 p.m.  
**To:** S9 (2) (a)  
**Subject:** Re: CDS

Hi <sup>S9 (2) (a)</sup>,

Sorry I haven't got one with me...I'm back in the office tomorrow afternoon...otherwise if you look at the results report for ngati Rangi the template for the report is there and you can tweak that. They need at least three longterm outcomes. Happy to discuss if you want.

Regards,

S9 (2) (a)

Sent from my iPad

On 22/09/2016, at 12:05 PM, S9 (2) (a) S9 (2) (a) wrote:

Hi <sup>S9 (2) (a)</sup>,

I went to go on to community matters to find the templates for the workplan and the revised budget so I can take it to meet with Life to the Max Horowhenua but it has been removed. Are you able to get me a template of each so I can go through it with them. It's just year 1 aye?

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | [www.dia.govt.nz](http://www.dia.govt.nz)

<image001.png>

# Workplan

Long-term outcome #	Planned initiatives to achieve this outcome	Planned activities for each initiative	Milestone(s) or completion date(s)
Short-term outcome			

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**Budget**

PROJECT INCOME:		
Community Development Scheme		\$80,000
	Total (excluding GST)	

PROJECT EXPENDITURE:	
Total (excluding GST)	

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Please do not include any 'in-kind' donations in the expenditure section.



# BUDGET

PROJECT INCOME:		
Community Development Scheme	Year One	\$80,000
	Total (excluding GST)	\$80,000

PROJECT EXPENDITURE:		
Community Development Project Worker's salary		\$60,000
Accident Compensation Corporation (ACC); Kiwisaver etc		\$2,000
Professional Development		\$1,000
Travel / Vehicle Lease		\$3,000
Meetings / hui / wananga		\$1,200
Survey development and reporting / Action Plans		\$4,100
Staff recruitment costs		\$1,400
Rent / Power / Insurance		\$1,000
Telecommunications		\$1,300
ICT (computer lease, software licences, maintenance)		\$1,000
General administration and financial administration		\$4,000
	Total (excluding GST)	\$80,000

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# BUDGET

PROJECT INCOME:		
Community Development Scheme	Year One	\$80,000
	Total (excluding GST)	\$80,000

PROJECT EXPENDITURE:		
Community Development Project Worker's Salary salary/invoices		\$55,000
Accident Compensation Corporation (ACC); Kiwisaver etc		\$2,000
Recruitment (one off)		\$1,000
Mileage - .77 x 100km per m est.		\$1,000
Cellphone - \$60 per month + \$200 purchase		\$920
Computer – data costs (monthly lease + data)		\$2,000
Stationary General - \$50 month		\$600
Staff professional development/travel/accommodation		\$1,000
Project implementation and development costs (community)		\$10,380
Organisation overhead		\$6,000
Discretionary		\$100
	Total (excluding GST)	\$80,000

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# WORKPLAN

Long-term outcome one	<b>XXX is an adaptable and resilient community taking responsibility for determining its future</b>		
Short-term outcomes (for first year only)	Planned initiatives to achieve this outcome (for first year only)	Planned activities for each initiative	First year milestone(s) or completion date(s)
1. Project commissioned.	1. Appoint Community Development Worker.	1. Advertise, short list, interview and appoint Community Development Worker.	1. Community Development Worker appointed and commenced work by ...
	2. Confirm Project Advisory Group membership and terms of reference with project partners and set meeting schedule.	2. Seek advice of project partners representing communities on how the Project Advisory Group should be structured.	2. Advice of project partners sought by ...
		3. Appoint Project Advisory Group.	3. Project Advisory Group to be appointed and have met and set meeting schedule by ...
	4. Announce commissioning of project.	4. Announce commissioning of project, appointment of Community Development Worker and Project Advisory Group through networks and news media.	4. Commissioning of project announced by ...
2. The xxx will identify current assets / strengths, needs, opportunities, visions, projects, plans proposals and ideas	1. A community planning meeting will be held build relationships, and current assets / strengths, needs, opportunities, visions, projects and priorities, potential community leaders and further information needs.	1. The Community Development Worker will facilitate community planning meetings and follow up action.	1. A community planning meeting will be held by ... <b>Indicators:</b> 1.1 Number and range of community associations, runanga, other groups, individuals and businesses participating as % of those in community. 1.2 Number and range of participating community associations, other groups, individuals and businesses expressing satisfaction with the process as % of participants.
	2. Community associations, runanga,		2. Summary report, asset map and

# WORKPLAN

	<p>other groups, individuals and businesses will be invited to identify their current assets / strengths, needs, opportunities, visions projects, plans proposals and ideas and potential community leaders, and further information needs.</p>	<p>2. The Community Development Worker will facilitate community associations, runanga other groups, individuals and businesses with this identification and compile summaries for the xxx.</p>	<p>vision statement for xxx completed by ...</p> <p><b>Indicators:</b></p> <p>2.1 Number and range of community associations, runanga, other groups, individuals and businesses participating as % of those in each community.</p> <p>2.2 Number and range of participating community associations, runanga, other groups, individuals and businesses expressing satisfaction with the process as % of participants.</p>
<p>3. Key service providers will have identified their current assets, needs, opportunities, projects, plans and projects.</p>	<p>1. Each key service provider will be invited to identify its current assets, needs, opportunities, projects, plans and projects.</p> <p>2. Service providers will be invited to the community public meetings to receive and discuss summary reports and identify priorities.</p>	<p>1. The Community Development Worker will initiate this identification and compile summaries for xxx.</p> <p>2. The Community Development Worker will facilitate community planning meetings and follow up actions.</p>	<p>1. Summary report for each of 8 communities completed by 30 April 2015.</p> <p><b>Indicators:</b></p> <p>1.1 Number and range of key service providers participating as % of those invited.</p> <p>1.2 Number and range of participating key service providers participating expressing satisfaction with the process as % of participants</p> <p>2. Community planning meeting held in by ...</p> <p><b>Indicators:</b></p> <p>1.1 Number and range of key service providers participating as % of those</p>

# WORKPLAN

<p>4. XXX will have started to develop a community plan including vision statement, agreed strategies which identify aims and projects for their social cohesiveness, culture, heritage, economies, services and environments, a work programme for Year 2, and how success is to be measured.</p>	<p>1. Meetings of community organisations and runanga will be held to commence plan drafting.</p>	<p>1. The Community Development Worker will facilitate meetings and drafting of community plans.</p>	<p>invited. 1.2 Number and range of participating key service providers participating expressing satisfaction with the process as % of participants. 1. Drafting of a community plan commenced by ... <b>Year 1 Indicator:</b> Community plan commenced.</p>
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# WORKPLAN

<p><b>Long-term outcome two</b></p>	<p><b>XXX is a community that mobilises people into leadership.</b></p>		
<p>Short-term outcomes (for first year only)</p> <p>1. Leadership with a wide range of individuals and groups, of all ages cultures and interests is encouraged in community decision making and to develop initiatives</p>	<p>Planned initiatives to achieve this outcome (for first year only)</p> <p>1. Individuals and groups, particularly those on the margins of current decision making, will be encouraged to put forward and develop their ideas and initiatives.</p> <p>2. Community leaders for a variety of groups and projects will be identified and supported.</p>	<p>Planned activities for each initiative</p> <p>1. The Community Development Worker will work with community groups and individuals to encourage the identification of needs and initiatives and the resources and leaders required to mobilise and support initiatives.</p> <p>2. The Community Development Worker will work with the community to identify and mobilise potential community leaders in areas of need and opportunity, and the support they require</p>	<p>First year milestone(s) or completion date(s)</p> <p>1. Relationships will be established with a wide range groups and individuals to mobilise resources, leaders and initiatives by ...</p> <p><b>Indicators;</b></p> <p>1. The number and diversity of individuals and groups who have contributed to community decision making and development and mobilisation of initiatives.</p> <p>2. The degree to which vision and motivation has developed and been expressed.</p> <p>3. The number of projects identified where a community leader approach is appropriate.</p> <p>4. The number of community leaders identified and mobilised.</p>

# WORKPLAN

<p>2. Strong community associations mobilising people and resources with regard to inclusiveness, collaboration, sustainability and continuity.</p>	<p>1. Community associations will be invited to identify their strengths and needs for support and developed a leadership plan for mobilising people and resources with regard to inclusiveness, collaboration, sustainability and continuity.</p>	<p>1. The Community Development Worker will work with community associations, community groups and individuals and educators to develop appropriate leadership development plans.</p>	<p>1. Leadership development plans developed by ...</p> <p>2. Identified leadership training programmes initiated by ...</p> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Number of leadership development plans completed.</li> <li>2. Number of identified leadership training programmes initiated.</li> <li>3. The degree to which vision and motivation has developed and been expressed.</li> <li>4. The degree to which the range and number of people involved has increased</li> <li>5. The emergence of more participants volunteering to be officer holders in associations.</li> <li>6. The degree to which robustness of management systems has been achieved.</li> </ol>
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# WORKPLAN

Relationships between service providers in XXX are strong.			
Long-term outcome three	Planned initiatives to achieve this outcome (for first year only)	Planned activities for each initiative	First year milestone(s) or completion date(s)
<p>Short-term outcomes (for first year only)</p> <p>1. XXX community will have opportunity to come together to discuss opportunities, issues, needs, proposals, ideas and projects.</p>	<p>1. The community planning meetings proposed for Long-term Outcomes 1 and 2</p>	<p>1. The Community Development Worker will facilitate the meeting</p>	<p>1. Community planning meeting held by ...</p> <p><b>Indicators:</b></p> <p>1.1 Number and range of community associations, runanga, other groups, individuals and businesses participating as % of each community population.</p> <p>1.2 Number and range of participating community associations, runanga, other groups, individuals and businesses expressing satisfaction with the process as % of participants.</p>
<p>2. XXX community will be working together to discuss issues which affect the whole xxx area, to learn from each other, and develop joint approaches to issues.</p>	<p>1. A meeting of all community associations and runanga will be convened to discuss issues which affect the whole of the xxx area, to learn from each other, and develop joint approaches</p>	<p>1. The Community Development Worker will facilitate the meeting.</p>	<p>1. Meeting of community associations held by ...</p> <p><b>Indicators:</b></p> <p>1.1 Number of community associations and runanga represented at the meeting.</p> <p>1.2 Number of community association and runanga representatives expressing satisfaction with the meeting as % of participants</p>



# WORKPLAN

<p>3. Key service providers will have met and developed linkages and collaboration mechanisms with key groups and individuals.</p>	<p>1. The community meetings proposed for Long-term Outcomes 1 and 2</p>	<p>1. The Community Development Worker will facilitate the meeting</p>	<p>1. Community planning meeting held by ...</p> <p><b>Indicators</b></p> <p>1.1 Number and range of key service providers participating as % of those invited</p> <p>1.2 Number and range of participants expressing satisfaction with the process as % of participants.</p> <p>1.3 Number of linkages and collaboration mechanisms established between key service providers, individuals and key groups.</p>
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# WORKPLAN

LONG-TERM OUTCOME ONE	XXX community is able to respond to community need through the development of effective networks, structures and increased resources available within the community.		
SHORT-TERM OUTCOMES	INITIATIVES TO ACHIEVE OUTCOMES	PLANNED ACTIVITIES/MILESTONES FOR EACH INITIATIVE	COMPLETION DATES AND REPORTING FOR ACTIVITIES
The XXXX community is able to identify needs, and develop community led responses	<p>Employ community development worker</p> <p>Finalise the steering group for the XXXX Community Development project</p> <p>Establish a XXXX Community Network with regular meetings</p>	<p>Employment panel from representatives of steering group established; JD agreed to; application for employment process / advertising of position agreed to</p> <p>Terms of Reference for the Steering Group agreed to by all participants</p> <p>Invitations to schools, marae community groups to identify and nominate representatives.</p> <p>Establish the systems to maintain effective running of network: venue, regularity, clarity of purpose, membership / representation.</p>	<p>The Community Development project has a competent, skilled and experienced community development worker in place to implement the project</p> <p>The Community Development project has a high functioning steering group with engagement of key stakeholders that provides advice and guidance to the ongoing development of the CD project</p> <p>The community network group is established and is conducting regular meetings. The network has a clear statement of purpose and participation by key stakeholders and community leaders.</p>

# WORKPLAN

<p>The aspirations of children, young people and families within XXXX community is realised</p>	<p>Undertake a community needs assessment</p>	<p>Community needs assessment will involve: Surveys – written and face to face Asset mapping Analyse community needs assessment Present findings back to steering group Develop recommendations / priorities / action plan</p>	<p>A plan for the future 2-5 years for XXXX community is developed</p>
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# WORKPLAN

LONG-TERM OUTCOME TWO	Children and young people have increased participation and voice in the decisions that affect their lives			COMPLETION DATES AND REPORTING FOR ACTIVITIES
SHORT-TERM OUTCOMES	INITIATIVES TO ACHIEVE OUTCOMES	PLANNED ACTIVITIES/MILESTONES FOR EACH INITIATIVE		
Establish a child / youth reference group	All schools in the community select 2-3 students to be represented on the community; The marae to select 2-3 students to be represented on the reference group	<ol style="list-style-type: none"> <li>1. Establish communication channels to peers.</li> <li>2. Develop survey for needs assessment (see below).</li> </ol>	A youth reference group is established.	
An informed understanding of child and youth needs in XXXX	Develop a child-youth-friendly survey to accompany community needs assessment.	Deliver and analyse survey to determine needs. Child and Youth Reference Group to help with delivery.	Survey informs community needs assessment.	
A child and youth specific event that brings the community together	Liaise with local businesses and community organisations about holding an event in XXXX.	Hold a 'local flavour' event that brings the community together. Opportunities to complete the needs survey at the event.	Event held	

# WORKPLAN

LONG-TERM OUTCOME THREE	Children and young people in XXXX have an increased sense of belonging, positive connections and relationships and are engaged in education, training or employment.		
SHORT-TERM OUTCOMES	INITIATIVES TO ACHIEVE OUTCOMES	PLANNED ACTIVITIES/MILESTONES FOR EACH INITIATIVE	COMPLETION DATES AND REPORTING FOR ACTIVITIES
Children and young people engaged / participating and contributing to their school / community	Provide a greater range of free / accessible out of school activities within the XXXX community for primary and high school aged children e.g Hip Hop Dance in schools, Touch or rippa rugby afternoons	<p>Identify existing activities / resources in the community and possible opportunities to increase / enhance access</p> <p>Establish needs / ideas from children and young people in the community about what activities they would like to see</p> <p>Seek funding / resources / opportunities so support children and families can access activities e.g. support with transport, uniforms, fees.</p>	<p>At least two new activities provided in the XXXX community in the first year.</p> <p>Increased participation of children and young people in out of school activities.</p>

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# WORKPLAN

<p>Children and young people have increased positive relationships with adults in the community</p>	<p>Feasibility study of community mentor scheme undertaken</p> <p>Increased number of volunteers in schools, community activities</p> <p>Opportunities for intergenerational sharing of skills and knowledge identified and encouraged</p>	<p>Identify existing mentor schemes within wider Whangarei community and consider opportunities for expansion</p> <p>Review best practice literature on mentor schemes</p> <p>Link with Volunteer XXXX seeking people from XXXX community</p> <p>Inform community about need for volunteers</p> <p>Volunteer database established with list of interests, skills, contributions</p> <p>Connect with key stakeholders in community and discuss intergenerational sharing e.g. schools, hospice, rest homes</p>	<p>Feasibility study complete and recommendations for implementation submitted to steering group</p> <p>Number of volunteers in community increased</p> <p>Number of activities in community where intergenerational sharing occurs increased</p>
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# WORKPLAN

<p>Enhanced communication between parents / families and schools</p>	<p>Consult with parent community about preferred means of communication</p> <p>Hold community hui / outreach</p> <p>Incorporate parent feedback into existing school / community activities</p>	<p>Explore use of social media</p> <p>Best practice examples of school / community communication is reviewed</p>	<p>New community communication systems are established.</p> <p>Increased parent participation in school activities.</p>
<p>At least 10% more children and young people engaged in education, training and employment within XXXX community</p>	<p>Identify children and young people currently not engaged in education / training / employment</p> <p>Identify existing opportunities to connect young people to training / employment</p> <p>Identify and establish new opportunities for training / employment within XXXX community</p>	<p>Information obtained from Work and Income, schools</p> <p>Establishment of pathways so all children, young people are contacted to establish connection / offered options</p>	<p>By end of first year there is a 10% reduction in truancy in senior school of XXXX High School;</p> <p>Increased opportunities for training / employment for XXXX young people</p>

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# WORKPLAN

LONG-TERM OUTCOME FOUR	A community that is well nourished where the food and nutrition needs of children and families are met.		
SHORT-TERM OUTCOMES	INITIATIVES TO ACHIEVE OUTCOMES	PLANNED ACTIVITIES/MILESTONES FOR EACH INITIATIVE	COMPLETION DATES AND REPORTING FOR ACTIVITIES
<p>Families in XXXX have increased access to fresh fruit and vegetables</p>	<p>Explore feasibility and community readiness for the following options aimed to increase access to nutritious food in community:            Food cooperative            Support for back yard gardens            Expansion of Marae community garden            School gardens / orchards            Workshops with whanau on food preserving, healthy cooking on a budget (as determined by community needs)            Sharing of excess food within community e.g. fruit trees</p>	<p>Through community engagement process discuss options for increasing access to food.            Identify community leaders / champions            Engage local businesses and seek their support            Identify potential funding sources e.g. Te Puni Kokiri Maara Kai funding</p>	<p>At least one initiative that increases access to nutritious food is implemented within the community</p>

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S9 (2) (a)

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**From:** S9 (2) (a)  
**Sent:** Thursday, 27 October 2016 1:52 p.m.  
**To:** S9 (2) (a)  
**Subject:** RE: Pasifika For Tomorrow workplan & budget

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi <sup>S9 (2) (a)</sup>,

Thanks for these – they are much better than they were so I've added them to the prepayment report and processed that. I'm assuming all the activities around employment etc are included in the short-term outcome 4.

Now they need to sign the grant agreement however Linda is currently one of the signatories and I think she has left? Do you know who else can be a signatory for them – there's quite a few people attached to the org. Brendan? Hopefully at pending grant agreement I can change that (or you might be able to) – and then they just need to sign. Just let me know who to change it to.

Thanks,

S9 (2) (a)

# Out of Scope

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**From:** S9 (2) (a)  
**Sent:** Tuesday, 25 October 2016 11:01 a.m.  
**To:** S9 (2) (a)  
**Subject:** FW: Pasifika For Tomorrow workplan & budget

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | [www.dia.govt.nz](http://www.dia.govt.nz)

**INTERNAL AFFAIRS**

**Te Tari Taiwhenua**

**From:** Terisa Ngobi [S9 (2) (a)]  
**Sent:** Friday, 14 October 2016 10:41 a.m.  
**To:** S9 (2) (a); S9 (2) (a)  
**Cc:** Pio Masoe; Rasela Molio'o Fonoti-Fuauli  
**Subject:** Pasifika For Tomorrow workplan & budget

Kia ora <sup>S9(2)(a)</sup> & <sup>S9(2)(a)</sup>

I have attached a draft workplan & budget as requested.

The budget I have worked through LTTM's accounts person <sup>S9(2)(a)</sup> and she is happy with (and helped work out the actual % of kiwi saver etc for the year). Further we talked about this only being for a year and that for the following what would any increments look like? <sup>S9(2)(a)</sup> said this is possible re second year looking at the overheads and phone etc and looking at reductions to increase for any increments in salary.

Let me know what you think?

cheers

Tee

Terisa Ngobi

Social Sector Trial Coordinator/Champion

Email: <sup>S9(2)(a)</sup>



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S9 (2) (a)

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**From:** S9 (2) (a)  
**Sent:** Monday, 16 January 2017 2:17 p.m.  
**To:** S9 (2) (a)  
**Subject:** RE: Levin CDS  
**Attachments:** MOU with PFT -Third draft.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi <sup>S9 (2) (a)</sup>

I made some comments on the document and then I just read the email below. This is where it gets tricky – technically ALH is the employer but then PFT has the strategic say so I think what she is saying is ok. Just thinking about a project I'm involved in and it has been hard – really you need the fundholder and someone from the community group to work really closely as far as employment issues are concerned. In our case we have the fundholder, the community and two advisory group representatives – it's ok because we are all on the same page and communicate clearly but it does end up being tricky for the fundholder because at the end of the day they have the contract with the funder and have to give notice, manage annual leaver requests etc.

It's a bit of a concern and highlights their thinking that they are talking social services throughout the document – not sure they have got the community development part of it yet. ALH is fundholder for a community development project, lead by PFT for the Horowhenua Pasifika community. It's not about setting up social services for Pasifika in Horowhenua. I know these projects can be a bit different and a big part of this one will be setting PFT up and having it serve the community – I guess it comes down to the approach.

It's going to be so key getting the right person to work with this community – I've got a document I'm going to send out talking about the role of the CD Worker.

Good luck,

S9 (2) (a)

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**From:** S9 (2) (a)  
**Sent:** Monday, 16 January 2017 11:32 a.m.  
**To:** S9 (2) (a)  
**Subject:** FW: Levin CDS

Hi <sup>S9 (2) (a)</sup>,

Is this even possible ??

S9 (2) (a)

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | [www.dia.govt.nz](http://www.dia.govt.nz)

**From:** Liz Brown [mailto:S9 (2) (a) ]  
**Sent:** Monday, 16 January 2017 11:03 a.m.  
**To:** S9 (2) (a) ; Terisa Watters  
**Cc:** Piri Robinson  
**Subject:** Re: Levin CDS

Kia ora <sup>S9 (2) (a)</sup>

Thanks for the quick response.

Can I clarify one point? You say that it is not possible for ALH to act in an agent role. ALH does not want to act as an agent generally, but it considers it inappropriate that it should be the employer of PFT staff: that is, the employment agreement for the co-ordinator and any other staff should be between PFT and the staff member, and PFT will be in control of the employment relationship. ALH will simply pay the wages on PFT's request and on production of time sheets or whatever documentation is appropriate. This is spelt out in the draft MOU (copy attached).

Please note this is the draft sent to PFT, with one amendment, see below, which I have just sent off to Terisa. It has not yet been agreed by all members of the ALH governance committee. We are likely to make some further minor amendments, though at present I am not aware of anything that is likely to cause problems.

In view of S9 (2) (a) email, I have amended clause 4 of the MOU to make it clear that we will need specific information from PFT to enable us to account to DIA.

Piri is back tomorrow, and I will try to get her comments and final agreement from ALH governance committee within a couple of days.

Kia pai to ra

Liz

**From:** S9 (2) (a)  
**Sent:** Monday, January 16, 2017 9:48 AM  
**To:** 'Liz Brown'  
**Cc:** Piri Robinson ; mailto:S9 (2) (a) ; 'Rasela Moli'o'o Fonoti-Fuauli' ;  
mailto:S9 (2) (a)  
**Subject:** FW: Levin CDS

Hi Liz,

I have just received confirmation from Pio, so that is all PFT members happy to proceed with the relationship. I have spoken with my team about the possibility of AHL acting in an agent role, this would not be possible as I discussed at our hui, PFT do not currently have the systems in place to manage the grant.

The grant agreement is generic and is the same one that is used for all lottery grants. (you should have a copy of this from past funding)

Below is an email that outlines what the expectations of the fundholder are in relation to this grant.

I hope this is useful. If you wish to discuss please contact me.  
S9 (2) (a)

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | [www.dia.govt.nz](http://www.dia.govt.nz)



**From:** S9 (2) (a)  
**Sent:** Monday, 16 January 2017 9:31 a.m.  
**To:** S9 (2) (a)  
**Subject:** Levin CDS

Hi <sup>S9 (2) (a)</sup>,

To confirm our conversation we don't have an agency set up for CDS and the requirements for the fundholder remain as:

- 2 years audited accounts
- GST registered
- Legal entity
- Have employment and financial systems in place to manage a grant of \$80,000 and the worker

In the workplan Outcome Four of the project is to develop Pasifika leadership so establishing Pasifika for Tomorrow as its own entity with good systems in place will be part of that. However, at this stage, they are not in the position to manage a grant and DIA would not fund them.

The reporting requirements for the fundholder are:

- Annual results report answering the narrative questions
- Annual outcomes progress report
- Annual financial report of actual spend against budget

For ease from our side we would have the grant agreement starting at 1 September 2016 but acknowledge it will be a quiet first year (spending wise) – lots has happened in establishing the project foundations.

Kind regards,

S9 (2) (a)

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | Extn: <sup>S9 (2) (a)</sup> | Fax: +64 3 479 6519  
Level 5, Philip Laing House, 144 Rattray St | PO Box 583, Dunedin 9054, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)

## MEMORANDUM OF UNDERSTANDING

Between

AROHAMAI LITERACY HOROWHENUA

And

PASIFIKA FA'ATILI FOE MO LE A'E - PFT (PASIFIKA FOR TOMORROW)

### 1. Background

Pasifika Fa'atili Foe Mo Le A'e - PFT (Pasifika for Tomorrow) are a newly established Pasifika group who work with the Pasifika Horowhenua community to address any social service issues they may have and are by Pasifika for Pasifika. They have a newly established board and strategic direction however their relationships and volunteer work in the Horowhenua, specifically the Pasifika community, are well established and maintained.

PFT are an independent not for profit organisation who recently applied for and were successfully granted the Community Development Scheme (CDS) funding from Department of Internal Affairs (DIA) which is \$80,000 per year for 3 years. DIA are interested in funding the outcomes PFT had stated in their application and again in their work plan and budget that they submitted and that was accepted by DIA. To access the DIA CDS funding PFT also need to have 2 years financial records. As PFT are newly established they are yet to build this and therefore need an umbrella organisation who understands and is supportive of PFT and the outcomes proposed for the Pasifika community in the Horowhenua.

Arohamai Literacy Horowhenua (ALH) was formed in 2015 as a successor to two long-established literacy services: Arohamai Literacy Aotearoa and Horowhenua Adult Literacy Service.

We recognise the right of all individuals to have the opportunity through literacy services to achieve their full potential as members of our community

We are a bicultural organisation recognising the Treaty of Waitangi by operating in accordance with Tino Rangatiratanga and guided by Manaaki Tangata to meet the needs of our multicultural community

We work together to provide high quality, accessible and appropriate services that empower our learners

We are a smart, professional and financially prudent organisation

In all of our work we have regard to the principles of:

- Manaakitanga (Nurturing)
- Pukengatanga (Skills)
- Wairuatanga (Spiritual)

**Comment [AP1]:** This paragraph isn't correct – Life to the Max applied for funding and were funded for the Pasifika for Tomorrow programme – and for the community development component not the social service component.

- Whanaungatanga (Relationship)
- Ukaipotanga (Identity)
- Rangatiratanga (Ownership)
- Te reo
- Kotahitanga (Togetherness)

One of our main priorities is to promote our services to the Pasifika community in Horowhenua in an appropriate way so that they may have the same opportunities as the other communities in our area.

## 2. Purpose

The purpose of this MOU is to provide a framework for the sharing of information, intellectual property and resources between the parties of this MOU to assist them in the delivery of effective and efficient social services to the Horowhenua.

The role of ALH is to support PFT and to hold DIA grant money for PFT until PFT are able to build up and show two or more years of successful financial management and records. The contractual relationship for the DIA CDS fund is between ALH and DIA however PFT and ALH require a Memorandum of Understanding (MOU) that clearly identifies the relationship between ALH and PFT and the roles, responsibilities, principles and overall decision making for each party.

Further ALH wants to support PFT and this initiative as an opportunity for the Horowhenua Pasifika community to have their own independent organisation for social services that is delivered and managed by Pasifika people, with decision making by Pasifika people for the Pasifika people and to improve Pasifika wellbeing.

### ALH will:

- Hold funds received from DIA
- Pay wages and other costs of PFT on receipt of supporting documentation and in accordance with the agreement with DIA
- Not have any employment relationship with PFT staff but only act as its agent in paying wages
- Support PFT's decisions and outcomes for the Horowhenua Pasifika community.
- If practicable, supply work space at its premises at 13 Bristol Street, Levin with details of the arrangement to be the subject of a separate agreement
- Appoint a nominee of PFT to the ALH governance committee
- Welcome PFT Board members and PFT's co-ordinator to attend meetings of the ALH governance committee as observers

### PFT will:

- Pay a contribution of overheads to organisational as agreed between PFT and ALH
- Appoint a member of the ALH governance committee to the PFT Board.
- Welcome the other ALH governance committee members and ALH's manager to meetings of the PFT Board as observers

**Comment [AP2]:** CDS is about community development not social services

**Comment [AP3]:** Considering they haven't got a bank account they will not achieve our requirements in the 3 years of the project so this sentence isn't relevant

**Comment [AP4]:** CD

**Comment [AP5]:** This section is good

**Comment [AP6]:** Point two is important but just for the course of the project. The budget has the amount of the administration fee (having said that the salary is quite high but fine if they are employing a top quality person)

- Support ALH in its work including providing advice, support and guidance on any Pasifika work or issues ALH may want and need.

### 3. Principles

Both organisations recognise the benefits of working together to achieve positive outcomes for our community and children and families within. To this end, the memorandum of Understanding has been developed with the following principles:

- We will provide individuals, families and staff with greater opportunities because we bring collaboration to life.
- We can achieve better efficiencies when we share knowledge, skill, intellectual property and resources;
- We will produce tangible results and better outcomes when we can offer our clients a smorgasbord of services that are easy to access and relevant to their needs;
- Our Staff will be well supported because they can access advice, training, supervision and information from either organisation
- We will not take any action that is deliberately harmful to the other
- We will be open and honest in dealing with each other
- We will inform each other of any circumstances that might have the potential to be detrimental to the interests of the others and/or the community that we serve, except where the disclosure of such information is not permitted in law
- We will not compete against each other for contracts or resources except where it is in the best interest of the community to do so. This is to be done openly.

Comment [AP7]: Again not appropriate



#### 4. Agreement

In order to achieve the purpose of this MOU we agree that:

- We will share information and resources as appropriate
- Ownership of intellectual property and resources will be attributed to the relevant organisation and acknowledge publicly, where appropriate
- Both organisations will work together to provide and or access training for their staff
- Both organisations will provide the other with staff supervision and peer supervision when deemed appropriate.
- On request PFT will provide ALH with all the information it requires in order to fulfil ALH's contractual agreement with DIA. Specifically it will supply
  - Annual results report answering the narrative questions put by DIA
  - Annual outcomes progress report
  - Annual financial report of actual spend against budget.

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#### 5. Roles and Responsibilities

Governance and management of both independent not for profit organisations need to be clearly defined:

ALH	PFT
Contractual relationship with DIA	Relationship with ALH organisation (reporting and supplying supporting information on DIA expectations of outcomes for CDS funding)
Fund hold CDS funding from DIA for PFT, receiving funds from DIA and accounting for them to DIA	Has full governance and management of CDS funding to reach outcomes .i.e. Make decisions for the CDS funding including position(s), recruitment of these, Pasifika supervision and management of staff, workplan etc. Account to ALH for funds received
Either pay wages and other costs as agent for PFT or pay funds direct to PFT on receipt of appropriate documentation	Has full HR, governance and management including employing staff, providing Pasifika pastoral employment care, managing any conflicts of interest

Comment [AP8]: Ok but this needs to be done in partnership i.e. a rep from each org on the employment committee and managing the care of the employee. PFT does not have the experience to do this alone.

Comment [AP9]: ALH provides payroll and accounting services and HR support (in conjunction with PFT)

#### 6. Services

Each organisation will accept referrals from the other in response to client need (and intake criteria). The table below specifies what each organisation specialises in:

Umbrella Organisation	PFT
Literacy and numeracy services	Language and Customs
Computer training	Advocacy and guidance
Te reo	Pasifika Social Services

Driver education	
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### 7. Management of relationship between PFT and ALH

The Manager of ALH and the Co-ordinator of PFT will be responsible for effectively managing the relationship between ALH and PFT by providing assistance and support as required.

### 8. Disputes

- We recognise that there may be times when we cannot agree
- We will meet and discuss the matters openly and honestly
- If matters cannot be resolved after an initial meeting, we may require an independent third party to act as a mediator, we will both agree on a suitable person
- We will operate on the principles of good faith and natural justice
- We will revisit the principles that underpin the forming of this relationship and assess the issues against these principles.

### 9. Term of agreement

This agreement commences on [date] and ends on [date]. By agreement between the parties, it may be terminated early or extended.

#### AGREED, CONFIRMED & SIGNED BY:

Arohamai Literacy Horowhenua

Pasifika Fa'atili Foe Mo Le A'e (PFT Pasifika for Tomorrow)

Co-Chair

Chair

Date

Date

S9 (2) (a)

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**From:** S9 (2) (a)  
**Sent:** Wednesday, 18 January 2017 11:16 a.m.  
**To:** S9 (2) (a)  
**Subject:** RE: advice please

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

All good – when you meet with ALH can you check about the signatories please – it might be easier just to have their two – Michael Dally and Pirihiro Robinson, if they are correct.

Cheers,

S9 (2) (a)

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**From:** S9 (2) (a)  
**Sent:** Wednesday, 18 January 2017 10:52 a.m.  
**To:** S9 (2) (a)  
**Subject:** RE: advice please

It is going in the MOU so everyone is clear.  
I have met with PFT and they are happy with everything that is place and I am speaking with AHL this afternoon about the MOU so we are close to have everything in order for the grant agreement. Phew  
Thanks <sup>S9 (2) (a)</sup>

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | [www.dia.govt.nz](http://www.dia.govt.nz)



---

**From:** S9 (2) (a)  
**Sent:** Wednesday, 18 January 2017 9:47 a.m.  
**To:** S9 (2) (a)  
**Subject:** RE: advice please

Hi <sup>S9 (2) (a)</sup>,

Is this going in the MOU or just a comment from them?

So what they are saying: PFT will employ the CD Worker and manage the employment relationship. ALH will manage the payroll for the CD Worker on production of timesheets or appropriate documentation.

If that's the MOU between the groups then we can work with that.

It might be wise to include in the first year of the project a heap of training in governance and management for PFT – or they could make it a bigger small project and apply to Minister's Discretionary funding for money to do this and cover all PI groups in Horowhenua.

I'll start looking at how we do this on the system – we'll need to tweak the assessment. We'll need two signatories so maybe one from each organisation? Or two from ALH – it's on the old way i.e. sign a grant agreement then payment gets released.

Cheers,

S9 (2) (a)

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | Extn: S9 (2) (a) | Fax: +64 3 479 6519  
Level 5, Philip Laing House, 144 Rattray St | PO Box 583, Dunedin 9054, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)

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**From:** S9 (2) (a)  
**Sent:** Wednesday, 18 January 2017 7:54 a.m.  
**To:** S9 (2) (a)  
**Subject:** advice please

Kia Ora <sup>S9 (2) (a)</sup>,

We are getting closer - can you please advise if this is acceptable to DIA

“ALH does not want to act as an agent generally, but it considers it inappropriate that it should be the employer of PFT staff: that is, the employment agreement for the CD Worker and any other staff should be between PFT and the staff member, and PFT will be in control of the employment relationship. ALH will simply pay the wages on PFT's request and on production of time sheets or whatever documentation is appropriate. “

I would like to discuss this with them this afternoon if you can get back to me by then?

<sup>S9 (2) (a)</sup>

S9 (2) (a) | Community Advisor  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: S9 (2) (a) | [www.dia.govt.nz](http://www.dia.govt.nz)

INTERNAL AFFAIRS

Te Tari Taiwhenua

S9 (2) (a)

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**From:** S9 (2) (a)  
**Sent:** Wednesday, 18 January 2017 2:17 p.m.  
**To:** S9 (2) (a)  
**Subject:** JDs  
**Attachments:** CLD Project Coordinator JD.pdf; Job Description Community Worker.doc; Job description for Community Broker.docx; Job Description for Community Worker Generic.docx; Patumahoe job interview scenario.doc; Sample Job Description\_CLD Coordinator.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi <sup>S9 (2) (a)</sup>,

Here's a sample of some JDs to give them an idea of the skills required etc.

# Out of Scope

Cheers,

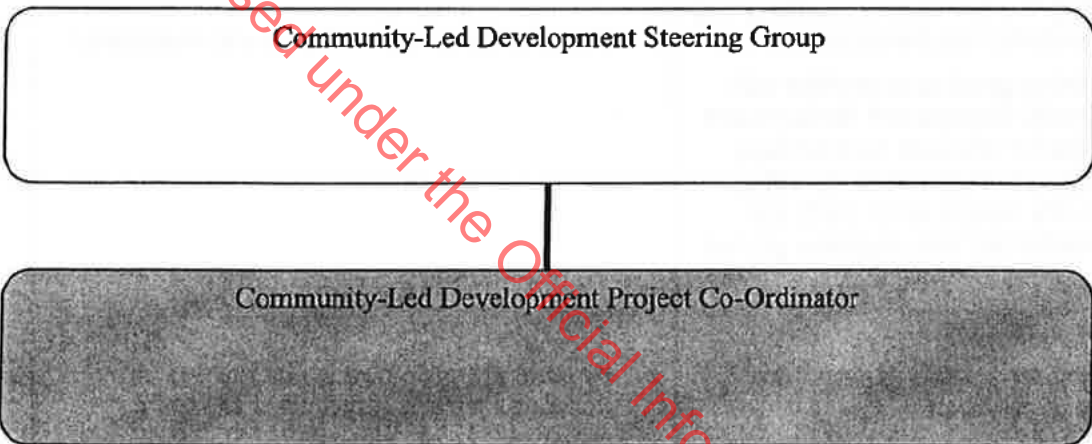
S9 (2) (a)

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**JOB DESCRIPTION**

*20m - 3 months start mid Jan.*

Job Title:	<b>Community-Led Development Project Co-Ordinator (Fixed Term)</b>
Department:	
Responsible To:	Community-Led Development Steering Group
Employed By:	XXXXXXXXXXXXXXXXXXXX
Responsible For:	Nil
Location:	S9 (2) (a)
Job Purpose:	<b>This job exists to:</b> <ul style="list-style-type: none"> <li>• Provide administration and project management support to the Community Led Development Steering Group</li> </ul>
Date Last Updated:	December 2011



*Released under the Official Information Act 1982*

**Relationships:**

- Community
- Businesses
- Local & Central Government Agencies working in the community
- NGOs
- Tangata Whenua / Iwi

**Key Result Areas:**

The position of **Community-Led Development Project Co-Ordinator** encompasses the following major functions or Key Result Areas:

- Project Development, Planning and Implementation
- Administration

*90. 10 11*

*Advertise locally via Jan City & shops.*

## Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA 1 Project Planning &amp; Implementation</b></p> <ul style="list-style-type: none"> <li>o Researching and gathering statistical data</li> <li>o Developing and implementing project plans with agreed outcomes that deliver on project briefs</li> <li>o Preparing and overseeing budgets</li> <li>o Obtaining commitment from all partners to the projects</li> <li>o Liaising with the partners of projects including any monitoring, auditing and accountability requirements</li> <li>o Maintaining good relationships with Community Groups and Government Agencies so effective partnerships are formed to respond to identified community needs, that fit with the Community-Led Development project</li> </ul>	<ul style="list-style-type: none"> <li>o Project plan completed</li> <li>o Data collected, collated</li> <li>o Projects run within budget</li> <li>o Appropriate partners are actively involved in the projects</li> <li>o The objectives of the brief, monitoring, auditing and reporting is completed within timeframes and recorded on the Project Plan</li> <li>o Partnerships are developed and maintained</li> </ul>
<p><b>KRA 2 Administration</b></p> <ul style="list-style-type: none"> <li>o Providing timely and appropriate reports as required</li> <li>o Work to achieve the outcomes in the project brief</li> <li>o Communicating information and networking with all involved groups/partners to ensure all affected parties are informed and supportive</li> <li>o Ensuring proper care of company plant and equipment</li> <li>o Fulfilling administration-reporting requirements (eg. timesheets, vouchers, reporting)</li> <li>o Organise, prepare and circulate agendas</li> <li>o Attend meetings and prepare minutes</li> </ul>	<ul style="list-style-type: none"> <li>o Reports are prepared within the set deadlines for the appropriate groups as required</li> <li>o Project brief objectives are implemented and completed.</li> <li>o All enquiries are dealt with promptly and in accordance with Council's policies and procedures</li> <li>o Regular information is provided via newsletters and meetings</li> <li>o Information sourced internally and externally and relevant information is available for planning the project</li> <li>o Administration requirements are completed in a timely and accurate manner</li> <li>o Agendas are circulated</li> <li>o Minutes accurately record the meeting and decisions made</li> </ul>

**Person Specification:**

**Qualifications/Knowledge/Experience**

- Project management experience
- High level of communication skills both verbal and written including report writing
- Problem solving ability
- Computer skills
- Organisational skills
- Drivers License
- Financial and Budget knowledge
- Able to work under pressure and to timelines
- Research skills

**Other Requirements**

- Availability for occasional after hours meetings and some weekend work
- Preparedness to travel to and attend out of town meetings/conferences/training seminars when required

**Hazards Associated with the Position**

xxxxxxx is committed to ensuring that health and safety will not be compromised by either the work environment or work process and procedures by:

- Providing a safe and healthy work environment;
- Reducing the risk to employees arising from identified hazards.

xxxxxxxxxxxxx will take all reasonable steps to ensure that an individual is not appointed to a position that will endanger their health, by ensuring that significant hazards associated with the position are identified.

Activity	Hazard
This position requires extensive key board work	VDU Work station
Public contact	Verbal/physical abuse
Fluctuations of work load	Stress
Working with sensitive and emotive issues	Stress

**Change to job description:**

*From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes.*

.....  
Approved: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Employee: \_\_\_\_\_ Date: \_\_\_\_\_



# Name Trust Job Description

## Position

Community Development Co-ordinator

## Reporting

???, representative of???

## Role

To co-ordinate and facilitate community identified and community driven projects that

- promote a culture of mutual support across racial, social and economic divides
- promote social participation,
- provide opportunities for leadership development,
- engages community solutions for community identified issues

## Salary

Starting salary up to \$??? negotiable, commensurate with the skills and attributes of the appointee

To be provided with a cell phone and payment of work-related calls

Travel reimbursement, with prior approval

## Hours of Work

40 hours per week. Some evening and/or weekend work will be involved.

## Key Objective Areas

Marketing and Communication

Leadership Development

Coordination of Community Driven Projects

## Functional Relationships

???

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## **Key Outcomes and tasks**

### *Community Development*

- Meet applicable deadlines within Schedule One (attached)
- Meet contractual obligations as per Schedule One
- Work in order to enhance and promote the area
- Work towards increasing social participation and developing community leadership
- Work within the community identified priority objectives
- Marketing and Communication
- Leadership Development
- Coordination of Community Driven Projects.

### *Relationship Management*

- Establish key stakeholders and form working partnerships within the community as required
- Facilitate meetings as required
- Chair meetings as required.
- Establish a representative and working Youth Sub-Committee
- Facilitate, co-ordinate and assist with the preparation and establishment of any formal Memorandums of Understanding or other such partnership agreements as directed.

### *Planning*

- Co-ordinate and assist in the development and input required to prepare a draft...
  - Integrated Marketing and Communication Plan
  - Young Persons Development Plan
  - Community Identified Project Plan

### *Co-ordination of Events*

- Co-ordinate the development of a community events calendar
- Co-ordinate and encourage participation in Community Driven events
- Ensure ??? has a proactive representation in city wide events

### *Financial Management*

- Assist in financial planning and fundraising for all community events / developments
- Applications for funding are completed and filed within deadlines as required
- Collate invoices and ready for payment
- Assist the Treasurer as required
- Manage any cash donations ensuring these are receipted appropriately or handled according to the guidelines agreed with the Committee treasurer.
- Co-ordinate further fundraising as directed

#### *Communication Management*

- Establish rapport and maintain an approachable and friendly persona
- Have clear, concise and consistent communications with all key stakeholders throughout the life of the project
- Ensure written records of all meetings are kept i.e. formal Minutes, notes, emails, etc. as directed
- Prepare and deliver formal reports on progress (both verbal and written)
- Negotiate for services within delegated authority as directed

#### *Project Management*

- Identify key milestones and facilitate the development of appropriate timeframes around developing plans as described above.
- Provide guidance to sub-committees and main group and wider community in the development of their plans
- Co-ordinate plans across the community wherever possible

#### *Marketing Management*

- Promote and raise awareness of the area's attributes to residents and visitors
- Prepare media releases and arrange publicity / promotion of events
- Prepare and arrange advertising material as directed
- Co-ordinate and prepare the proposed events calendar
- Establish and distribute a regular newsletter on project progress to all key stakeholders
- Establish a process for receiving further community input and new ideas e.g. an ideas drop box?
- Establish and maintain a community based website

#### *Technology Usage*

- Work unsupervised utilising various software i.e. Word, Excel, Email, Calendar, PowerPoint, etc., as required
- Work in a timely and accurate manner
- Observe policies related to privacy, media, IT usage and marketing

#### *Other*

- Any other duties that may be required by the Management Group

I, \_\_\_\_\_ agree to abide by all policies, processes and procedures as required and directed by ???

Employee: Signed \_\_\_\_\_ Dated \_\_/\_\_/\_\_

Employer: Signed \_\_\_\_\_ Dated \_\_/\_\_/\_\_

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Review Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Next Review: \_\_\_\_\_

# Community Development Co-ordinator - Job Description

**Who are we?**

**What do we do?**

**Location**

## **Role**

To co-ordinate and facilitate community identified and community driven projects that

- promote a culture of mutual support across racial, social and economic divides
- promote social participation,
- provide opportunities for leadership development,
- engages community solutions for community identified issues

## **Contract hours per month**

40 hours per week. Some evening and/or weekend work will be involved.

You will:

- Be required to attend all group meetings on a fortnightly basis.
- Also be required to attend larger Community Hui or Fono (Meetings) approx 3 days a year
- Be required to work up to a maximum of 160 hours a month
- Be required to be available and work some extra hours on certain project work as agreed by the Leadership Group and yourself. This may be required from time to time.

## **Contract Rate**

- Indicative range – \$ \_\_\_\_\_ an hour inclusive/exclusive of GST.
- Commensurate with the skills and attributes of the appointee
- To be provided with a cell phone and payment of work-related calls
- Travel reimbursement, with prior approval

## **Key Objective Areas**

Marketing and Communication

Leadership Development

Coordination of Community Driven Projects

## **Person Specification**

- Experience in working in the Community setting
- Comfortable completing administrative tasks – minutes/ agenda
- Self managing
- Effective relationship skills
- Capability to draft policy/position statements (if required)

## **Report lines**

- Reports to both of the rotating Chairpersons of the group. (Due to a shared leadership & rotation of Chairperson/s)

<b>Service Objective</b> <b>Key Outcomes and tasks</b>	<b>Performance Measures</b>
<p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>• Meet applicable deadlines within Schedule One (attached)</li> <li>• Meet contractual obligations as per Schedule One</li> <li>• Work in order to enhance and promote the area</li> <li>• Work towards increasing social participation and developing community leadership</li> <li>• Work within the community identified priority objectives</li> <li>• Marketing and Communication</li> <li>• Leadership Development</li> <li>• Coordination of Community Driven Projects.</li> </ul>	
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Establish key stakeholders and form working partnerships within the community as required</li> <li>• Facilitate meetings as required</li> <li>• Chair meetings as required.</li> <li>• Establish a representative and working Youth Sub-Committee</li> <li>• Facilitate, co-ordinate and assist with the preparation and establishment of any formal Memorandums of Understanding or other such partnership agreements as directed.</li> </ul>	
<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate and assist in the development and input required to prepare a draft...</li> <li>• Integrated Marketing and Communication Plan</li> <li>• Young Persons Development Plan</li> <li>• Community Identified Project Plan</li> </ul>	
<p><b>Co-ordination of Events</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate the development of a community events calendar</li> <li>• Co-ordinate and encourage participation in Community Driven events</li> <li>• Ensure ??? has a proactive representation in city wide events</li> </ul>	
<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Assist in financial planning and fundraising for all community events / developments</li> <li>• Applications for funding are completed and filed within deadlines as required</li> <li>• Collate invoices and ready for payment</li> <li>• Assist the Treasurer as required</li> <li>• Manage any cash donations ensuring these are receipted appropriately or handled according to the guidelines agreed with the Committee treasurer.</li> <li>• Co-ordinate further fundraising as directed</li> </ul>	
<p><b>Communication Management</b></p> <ul style="list-style-type: none"> <li>• Establish rapport and maintain an approachable and friendly persona</li> <li>• Have clear, concise and consistent communications with all key stakeholders throughout the life of the project</li> <li>• Ensure written records of all meetings are kept i.e. formal Minutes, notes, emails, etc. as directed</li> <li>• Prepare and deliver formal reports on progress (both verbal and written)</li> <li>• Negotiate for services within delegated authority as directed</li> </ul>	

<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Identify key milestones and facilitate the development of appropriate timeframes around developing plans as described above.</li> <li>• Provide guidance to sub-committees and main group and wider community in the development of their plans</li> <li>• Co-ordinate plans across the community wherever possible</li> </ul>	
<p><b>Marketing Management</b></p> <ul style="list-style-type: none"> <li>• Promote and raise awareness of the area's attributes to residents and visitors</li> <li>• Prepare media releases and arrange publicity / promotion of events</li> <li>• Prepare and arrange advertising material as directed</li> <li>• Co-ordinate and prepare the proposed events calendar</li> <li>• Establish and distribute a regular newsletter on project progress to all key stakeholders</li> <li>• Establish a process for receiving further community input and new ideas e.g. an ideas drop box?</li> <li>• Establish and maintain a community based website</li> </ul>	
<p><b>Technology Usage</b></p> <ul style="list-style-type: none"> <li>• Work unsupervised utilising various software i.e. Word, Excel, Email, Calendar, PowerPoint, etc., as required</li> <li>• Work in a timely and accurate manner</li> </ul> <p>Observe policies related to privacy, media, IT usage and marketing</p>	
<p><b>Other</b></p> <p>Any other duties that may be required by the group</p>	

**To Apply**

All applications should be submitted to:

Applications close 5pm, \_\_\_\_\_ 2012.

## Patumahoe Community Development Project

Patumahoe is an established rural community experiencing a lot of growth due to a number of new subdivisions expanding the community.

A household survey has been recently conducted to assess the needs of the changing community. Some of the key needs identified were:

1. Lack of activities for college/high school students after school and during weekends
2. Part-time job opportunities for at-home parents
3. Childcare for working families
4. Community events and building relationships within the community
5. Lack of relationship between Maori and non-Maori

You have been appointed the Community Development Worker for this community:

- Pick one of these identified needs and discuss the key people you would contact and how you would build a plan to address this need.
- Think of one challenge you may face and discuss how you would address this.

Note that, in your role as Community Worker, you are a facilitator and an initiator not necessarily responsible for doing and running everything. Also a strengths-based approach is preferred i.e. one that acknowledges local strengths and assets and doesn't work to 'fix' the problem.

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**COMMUNITY DEVELOPMENT CO-ORDINATOR  
(12-month Fixed Term position)**

**Position Description**

**Position Reports To:**

**Primary Purpose:** To manage the ??? Community Development Project

**Background:**

**Primary Objectives:**

1. The Project will focus on the ??? area, in particular;
  - a. Community needs and identified issues
  - b. Greater community cohesion and leadership
2. Encourage and assist the ??? community to work collaboratively, building on their strengths to achieve long-term sustainable initiatives and partnerships
3. Enhance ??? sense of community and cultural pride

**Long term Outcomes of the Project:**

**Position Overview:**

Initially the Community Development Co-ordinator position is a fixed term one-year contract. The ??? Community Development project is for three years and is reviewed annually.

The Community Development Co-ordinator reports directly to a ??? Advisory Group established for the ??? Community Development project. The advisory group consists of 5 Trustees.

The Community Development Co-ordinator will be responsible in ensuring the day to day operations of the project and for ensuring that the project outcomes are achieved.

**Specific responsibilities include:**

- Oversee all work streams of the project
- Ensure key outputs are measurable and are achieved within agreed time frames
- Provide monthly progress reports to the Advisory Group and ??? (financials and non-financials)
- Submit requests for operational resources and support to the Advisory Group when/as required
- Enhance partnership relationships and collaboration

- Management of Communications
- Management of financials
- Provide support to the evaluation provider

### **Dimensions**

Staff	No staff directly report to this position, but the post holder will be required to motivate and lead others in project delivery
Limits of Authority	Purchase of products and services in accordance with the approved budget and delegated authority
Reporting	Reports completed as per the project plan and DIA funding agreement

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## Essential Skills and Qualities

- Knowledge and experience in community development
- Understands ethnic, social and economic make-up of the ??? Community
- Acknowledges the importance of different languages & diverse cultures
- Good understanding of the Treaty of Waitangi, and Maori communities
- The ability to plan and implement projects in collaboration with others
- The ability to monitor and review processes and projects
- The ability to build relationships in diverse settings/sectors and work in partnership, network effectively and develop and maintain positive relationships
- The ability to motivate and facilitate others
- The ability to take a practical approach in translating ideas into practical initiatives
- Good organisational and time management skills
- The ability to communicate effectively in writing and verbally, and structure information to meet the needs and understanding of the intended audience
- Excellent presentation skills
- Excellent Report Writing Skills
- Punctual, Reliable and Trustworthy
- Computer Literate
- Full Current Drivers License

**It is also desirable that the Community Development Co-ordinator have**

- Basic Te Reo understanding
- Experience in Teaching, Training or Instructing role
- Event Management
- Eligibility to comply with a Child Protection Policy

# Community-Led Development Project

## Position Description – Co-ordinator

<b>Title of Position:</b>	<b>Service Area:</b>
<b>Reports To:</b>	<b>Date:</b>
<b>Tenure:</b> 12 months – Fixed term	<b>Proportion:</b> 40 hours per week

### Background:

### POSITION PURPOSE

Specifically the ??? have identified the following steps in the development of the community development plan:

1. develop stakeholder/community communication plan
2. develop community consultation plan
3. co-ordinate and engage in community consultation
4. collate and analyse findings from consultation
5. publish community development plan
6. develop implementation framework

A key feature of this project is that the process is as important as the final outcome so it is important that, while producing the community-led development plan, individuals and organisations in the community become committed to the project, social cohesion is increased and pride in the community developed. Opportunities will also be identified where, in order to benefit the community, the skills of ??? community members can be increased.

The objective of the above mentioned position is to provide the Leadership group with existing reports, plans, information and analysis that will:

- a) help the leadership group to produce a final community-led development plan
- b) help the leadership group to obtain appropriate feedback from the community and to develop & implement a CDS project having an holistic approach

Key Tasks:	Expected Results:
Business / Analytical Support	<ul style="list-style-type: none"> <li>• Develop &amp; implement ??? community consultation plan for the ??? CDS project.</li> <li>• Gain agreement with the ??? CDS leadership group on the activities designed to facilitate community consultation.</li> <li>• Facilitating and implementing the community consultation plan.</li> <li>• Support the administration of various monitoring, reporting and support systems.</li> <li>• Collect data from local community groups, church groups, youth groups or any other grassroots level initiatives.</li> </ul>
Report analysis	<ul style="list-style-type: none"> <li>• Analyse all the reports/data collected.</li> <li>• Compile the entire analysis of the wider community consultation in one document.</li> </ul>
Relationship Building	<ul style="list-style-type: none"> <li>• To establish and maintain high quality relationships with a range of organisations and stakeholders operates from/for ??? geographical area.</li> <li>• Manage the efforts of external organisations and consulting operatives engaged in specifically strategic community activities.</li> <li>• Initiate and develop good working relationships with local residents/formal/informal groups, community organisations including disable people's support groups, faith based groups, Pacific, migrant &amp; refugee groups within ???.</li> <li>• Continue having good working relationship with ??? CDS leadership group.</li> </ul>

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<p>Project Participation</p>	<ul style="list-style-type: none"> <li>• Contribute to the planning and implementation of the community consultation plan.</li> <li>• Conduct activities/projects to support the plan and the ??? CDS project.</li> <li>• Continue sharing ideas derived from the community consultation project on regular basis with the leadership group.</li> <li>• Identify and share new community led development ideas with the group using local/overseas references.</li> <li>• Provide independent view on the direction of the project</li> <li>• Suggestions about where there may be gaps in this information with suggested actions</li> </ul>
<p>Management</p>	<ul style="list-style-type: none"> <li>• To supervise other team members including the community development support worker/administration.</li> <li>• To monitor and provide regular reports to the ??? CDS leadership group.</li> <li>• To oversee the overall management of the ??? CDS project specifically in regards to the community consultation.</li> <li>• To provide financial management if required.</li> </ul>
<p>Miscellaneous</p>	<ul style="list-style-type: none"> <li>• Respond to ad hoc queries from ??? leadership group and other internal and external sources including the ??? community.</li> <li>• Produce ad hoc reports and analysis, as and when required.</li> </ul>
<p>Ensure that the principles of the Treaty of Waitangi are supported and implemented in delivery of service</p>	<ul style="list-style-type: none"> <li>• A commitment to understanding the implications of the Treaty of Waitangi.</li> <li>• Identify and develop special working partnership with local iwi.</li> </ul>

<p>Recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992</p>	<ul style="list-style-type: none"> <li>• Agency health and safety policies are read and understood and relevant procedures applied to their own work activities.</li> <li>• Workplace hazards are identified and reported, including self management of hazards where appropriate.</li> </ul>
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Please note the above key tasks and expected results are intended to describe the general nature and level of work being performed. They are not intended to be construed as a list of all responsibilities, duties, and skills required of the position in the incumbent.

**TIME FRAME**

Work shall commence no later than

**RELEVANT DOCUMENTS:**

- ??? stock take analyst's report.
- ??? Project Plan
- Other relevant community led development research/papers

**RELATIONSHIP & LINKAGES- EXTERNAL:**

- Department of Internal Affairs
- District Health Boards;
- Community groups;
- Local residents;
- Group of people with disabilities
- Pacific, migrant, refugee and faith based groups;
- Service users;
- S9 (2) (a)
- Other Government agencies;
- Relevant NGOs;
- Appropriate and relevant grant and funding agencies.

**RELATIONSHIP & LINKAGES- INTERNAL:**

- The ??? CDS leadership group;
- Other team members including the community development support worker/administration team;
- ??? for all accounting, reimbursement and PAYE related matters.

## **CULTURAL AWARENESS**

- Demonstrates positive attitude to diversity
- Understands ethnic, social and economic make-up of the ??? community
- Relate effectively to a range of community/resident groups
- Acknowledges the importance of different languages & diverse cultures

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