

Date: Tuesday 23 August 2016
Time: 9.30am
Meeting Room: Local Board Chambers
Venue: Pukekohe Service Centre
82 Manukau Road
Pukekohe

Open MINUTE ITEM ATTACHMENTS

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16	Te Puru Community Charitable Trust - Performance Objectives for 2016/2017.	
	A. Schedule 1 - Payment Release Terms and Schedule 2 - Sport and Recreation Outcomes and Performance Objectives of the report 'Te Puru Community Charitable Trust - Performance Objectives for 2016/2017'	3

SCHEDULE 1 – Payment Release Terms

Schedule 1 outlines the delivery requirements which have to be completed before payments of the operational grant will be released.

The total grant of \$327,459 shall be paid in three instalments, subject to the completion of the delivery requirements outlined in the three tables below.

1 st Instalment - Payment on or about Monday 18 December 2016 - \$165,000				
	Delivery Requirements	Target Date	Payment Weighting ¹	Measure
1	Detailed response to the recommendations in the Te Puru Community Centre Feasibility Study.	Friday 30 September 2016	60%	Trust provides a written response to the feasibility study with actions proposed to be included in the 2016/2017 Business Plan.
2	2016/17 Business Plan.	Friday 28 October 2016	30%	Trust submits a business plan for 2016/2017 including programme delivery aligned with the performance objectives, a budget showing revenue and expenditure, and maintenance planning for 2016/2017. The plan must show how the performance objectives in Schedule 2 will be achieved.
3	Governance – collaborative relationships built with Franklin Local Board.	Two meetings in the period September to December.	5%	The Board of Trustees maintains a collaborative relationship with Franklin Local Board and is available to attend two informal meetings (to be organised in conjunction with the CCO Governance Senior Advisor).
4	Governance – trustee training undertaken.	By Sunday 27 November	5%	All trustees attend trustee governance training.
5	Reporting - Monthly updates on progress.	31 October 2016 30 November 2016	BAU	Trust provides informal monthly reports addressing the delivery requirements and performance objectives.

¹ Payment weighting – this refers to the percentage of the grant that will be paid if each material obligation is met on the specified target date.

For the period 1 January – June 30 2017, the following Delivery Requirements may change depending on the outcomes of a review of the Te Puru Community Centre. Should these change, the amended Delivery Requirements will be appended to the agreement for 1 January – 30 June 2017.

2nd Instalment - Payment on or about Friday 31 March 2017 - \$82,000				
	Delivery Requirements	Target Date	Payment Weighting	Measure
6	Half Year Report	Friday 3 February 2017	BAU	Trust submits a report outlining the performance against the business plan, delivery requirements and performance objectives.
7	Decision on review of trust deed.	Friday 24 February 2017	5%	Trust provides a response on whether a review of the trust deed will be undertaken.
8	Outline and framework for a three year strategic plan.	Friday 17 March 2017	60%	Trust has defined and submitted a summary of the process and a timeline to develop a 3-year strategic plan outlining the future direction and budget forecast for the trust's management of the facility.
9	Report on the Asset Management Plan.	Friday 17 March 2017	35%	Trust submits an update on achievements in the Asset Management Plan for the period 1 July 2016 – 1 March 2017.
10	Reporting - Monthly updates on progress.	31 January 2017 28 February 2017	BAU	Trust provides informal updates on the progress of Delivery Requirements and performance objectives.

3rd Instalment - Payment on or about Friday 16 June 2017 - \$80,459				
	Delivery Requirements	Target Date	Payment Weighting	Measure
11	Quarterly report – 3 rd quarter of 2016/2017.	Friday 21 April 2017	20%	Trust submits a report outlining the performance against business plan, delivery requirements and performance objectives in Schedule 2 for the period 1 January 2017 – 31 March 2017. The expectation is at 50% of the performance objectives are achieved.
12	3-Year Strategic Plan	Friday 5 May 2017	80%	Trust submits the final 3-year strategic plan.
13	Reporting - Monthly updates on progress.	30 April 2017 31 May 2017	BAU	Trust provides informal updates on the progress of delivery requirements and performance objectives.
14	Quarterly reporting - 4 th quarter of 2016/2017.	30 June 2017	BAU	Trust submits a report outlining the performance against delivery requirements outlined in Schedule 1, performance objectives in Schedule 2 and business plan for the period 1 April 2017 – 30 June 2017.

SCHEDULE 2 – Sport and Recreation Outcomes and Performance Objectives

(The performance objectives below are subject to possible amendment for the period 1 January 2017 – 30 June 2017 subject to the outcomes of a review of the Te Puru Community Centre).

Affordable and accessible options for participation

	Performance Objective	Measure	Strategic Alignment
1	From 1 September 2016, provide free community access to the facility for casual use, for 10 hours a week, including a mix of day, evening, after school and weekends.	Report the schedule showing when free access for casual use is provided. Report the advertising of the free access provided. Report weekly number of participants in free access periods in monthly updates, half year and quarterly reports	Auckland Sport and Active Recreation Strategic Action Plan: 2.9, 3.4.

Increasing Participation

	Performance Objective	Measure	Strategic Alignment
2	From 1 September 2016, increase active participation by Maori in sport and recreation, in order to improve health and wellbeing.	Report opportunities and programmes targeting Maori. Report the number of Maori participants in monthly updates, half year and quarterly reports.	Community Access Scheme Guidelines Auckland Sport and Active Recreation Strategic Action Plan 2.10.
3	By 1 June 2017, increase the number of programmes delivered by the trust.	Report the range of programmes delivered by the trust and how this has increased. Report number of participants in monthly updates, half year and quarterly reports.	Auckland Sport and Recreation Strategic Action Plan: 2.3, 2.5, 2.8, 3.6, 4.3, Auckland Plan targets (page 138).
4	By 1 June 2017, increase total participation by 2%.	Report total participant numbers and the increase achieved in monthly updates, half year and quarterly reports.	Auckland Sport and Recreation Strategic Action Plan: 2.3, 2.5, 2.8, 3.6, 4.3, Auckland Plan targets (page 138).
5	By 1 June 2017, increase average utilisation of the sports hall in the term by two hours per week (excludes the 10 free hours per week provided for casual use of the sports hall).	Report sport hall utilisation in monthly updates, half year and quarterly reports. Targets for each term are as follows (these are two hours more than current average utilisation) Term 4 2016 is 19 hours/week. Term 1 2017 is 18 hours/week. Term 2 2017 is 21.5 hours/week.	Auckland Sport and Recreation Strategic Action Plan.