

## ATTACHMENT D – Funding agreement reporting requirements

|  |   |   |   |
|--|---|---|---|
| <p><b>REPORTING</b><br/>(cl 5.1)</p>   | <p>The Recipient will provide detailed, accurate and complete reports to the Council on progress towards achieving the purpose outlined in Clause 5. In addition, the incorporated society will provide with the final report due <b>31 July 2016</b>, the end of year financial accounts and statements which shall include:</p> <ul style="list-style-type: none"> <li>• a report confirming how the Council’s contribution has been expended or otherwise dealt with by the incorporated society in the relevant period (provide a summary of expenditure and receipts of expenses)</li> <li>• describe the initiatives undertaken or planned (with sufficient explanation and information (e.g. project plans) to ensure the board has a balanced understanding of the activities and outcomes)</li> <li>• Provide three monthly reports to Council detailing the statistics outlined in the table below (see point 3). Reports due:</li> </ul> <ol style="list-style-type: none"> <li><b>1. Period 1: 1 July 2015 to 30 September 2015</b></li> <li><b>2. Period 2: 1 October 2015 to 31 December 2015</b></li> <li><b>3. Period 3: 1 January 2016 to 31 March 2016</b></li> <li><b>4. Period 4: 1 April 2016 to 30 June 2016</b></li> </ol> |   |   |
| <p>The Recipient will provide detailed, accurate and complete reports to the Council as follows:</p> |   |   |   |
| <p><b>Outcome</b></p>  | <p><b>Action</b></p>  | <p><b>Reporting</b></p>   | <p><b>Frequency of Report</b></p>   |
| <p>Safe environment</p>  | <p>Ambassadors employed for the purpose of increasing perceptions of safety and making the area a safe business place.</p>  | <p><b>See point 3 below.</b></p>  | <p>Three monthly</p>  |
| <p>Reduction in crime &amp; greater confidence by business in the viability of the area</p>          | <p>Liaise with local police and relevant external stakeholders (e.g. Auckland Council and WINZ).<br/><br/>Promotion of safer business practices to business owners and staff.</p>   | <p>1. Liaising with local police, business retailers, government agencies, external stakeholders and the community to strengthen/establish relationships and make the area a safer environment<br/>2. Liaise with the monitoring staff of the CCTV systems and work towards resolving general day to day safety issues arising in the town centre.<br/>3. <b>Provide a three monthly report (see Schedule 1)</b> that details:</p> <ul style="list-style-type: none"> <li>• A breakdown of the number of major and minor incidents per week;</li> <li>• Numbers of ambassador contacts with the Police</li> <li>• Number of incidents successfully resolved by the</li> </ul> | <p><b>Three monthly reports due:</b></p> <ol style="list-style-type: none"> <li><b>1. 30 Sept 15</b></li> <li><b>2. 31 Dec 15</b></li> <li><b>3. 31 Mar 16</b></li> <li><b>4. 31 July 16 (with final report).</b></li> </ol> <p>N.B. Statistics to be collated each month from 1 July 2015 onwards for record</p> |

|                    |  |   |               |
|--------------------|--|---|---------------|
|                    |  | <p><i>ambassadors</i></p> <ul style="list-style-type: none"> <li>• Provide evidence of uptake of safer business practice by businesses as a result of ambassador activities.</li> <li>• Number of ambassadors that have gained long-term employment after completing the course</li> </ul>  | purposes      |
| Gaining employment | Ambassadors are able to secure long-term employment as a result of being on the programme. | Provide details in the monthly statistics ( <b>see point 3 above</b> ) that details number of WINZ beneficiaries that enter the ambassador programme and the subsequent number that gain long-term employment after completing the course.  | Three monthly |
| Economic growth    | Drive economic development activities in the towncentre                                    | <p>Provide details in the monthly statistics (<b>see point 3 above</b>) that details:</p> <ul style="list-style-type: none"> <li>• number of promotions and advertising of the town centre, including branding</li> <li>• Events and decorations in the town centre</li> <li>• Co-ordination of activities by businesses</li> </ul> | Three monthly |

## Schedule 1

**Period 1: 1 July 2015 to 30 September 2015**

**Period 2: 1 October 2015 to 31 December 2015**

**Period 3: 1 January 2016 to 31 March 2016**

**Period 4: 1 April 2016 to 30 June 2016**

| <b>Period:</b>  |               |                 |
|---|---------------|-----------------|
| <b>Activity</b>   | <b>Number</b> | <b>Comments</b> |
| • A breakdown of the number of major and minor incidents per week;  |               |                 |
| • Numbers of ambassador contacts with the Police  |               |                 |
| • Number of incidents successfully resolved by the ambassadors  |               |                 |
| • Provide evidence of uptake of safer business practice by businesses as a result of ambassador activities. |               |                 |
| • Number of ambassadors that have gained long-term employment after completing the course                   |               |                 |