

## Questions / information gathered in expression of interest application.

The same process and focus areas will be used for both expressions of interest. Replace “Place” with Headquarters/Sunderland Lounge or Albany Community Hub accordingly.

Prioritisation	Weight
<p><b>1. How will they deliver on the service levels ‘Access’ and ‘Activation’ for the “place”?</b>  <b>Access:</b> Provide fair, easy and affordable access to a safe and welcoming venue.  <b>Activation:</b> Enable and co-ordinate a wide range of activities that cater to the diversity of your local community</p>	0 - 5
<p><b>2. How will they align to the outcomes in the Upper Harbour Local Board Plan?</b>  <b>Outcome 1:</b> Empowered, engaged and connected Upper Harbour communities. People living in Upper Harbour are able to influence what happens in their neighbourhoods.  <b>Outcome 3:</b> Healthy and active communities Our residents have access to open space and a wide variety of sports and recreation opportunities.</p>	0 - 5
<p><b>3. How will they deliver on the local board focus areas?</b></p> <ul style="list-style-type: none"> <li>a) The “Place” becomes or is seen as the heart of the community, managed by a local organisation.</li> <li>b) The “Place” is an inclusive space that is used by the diverse and changing community and is not identified belonging to a select group of community.</li> <li>c) A “Place” where placemaking, events and other community empowerment activities can happen in and around the “place” – even if delivered through partnerships and other external relationships.</li> </ul>	0 - 5
<b>Suitability</b>	
<b>4. Maori Outcomes, involvement, focus, participation, direction</b>	0 - 8
<b>5. Collaboration and partnerships across community</b>	0 - 3
<b>6. Organisation’s activities/services</b>	0 - 1
<b>Due Diligence</b>	
<b>7. Finances</b>	0 - 3
<b>8. References</b>	0 - 3
<b>Eligibility</b>	
<b>9. Organisation Structure</b>	0 - 3
<b>10. Staff and Management skills</b>	0 - 5

## The Review Process

<b>Applications Open</b>	Senior Relationship advisor answers questions to ensure the community organisations are supported to put forward best application
<b>Applications Close</b>	Applications are checked to ensure they are complete
<b>Reference checks</b>	Reference checks are made for applications
<b>Review Panel meets</b>	The panel, weights and records comments for each application to form a recommendation for the local board
<b>Workshop</b>	The number of applications, the scoring and comments will be brought to a workshop with the review panels recommendation for discussion with the local board
<b>Business Meeting</b>	The local board make the decision on the organisation to take on the management and deliver on the services for each location and the term of the contract.