



**He Oranga Pounamu**

**Annual Plan**

**2008 - 2009**

# Summary Schedule

2008/09

Priority	Goal	Page	Reporting Dates
1	Whanau Income Projects	5	31 August 2008 & 31 January 2009
1	Whanau In Action	6	Monthly
1	Career Development	7	31 October 2008 & 31 March 2009
1	Employment Sector Strategy	8	31 July, 31 September 2008, 30 November, 31 January 2009
1	Financial Sustainability	12	Monthly Reports
1	Managing Stakeholder Relationships	10	30 November 2008 & 31 May 2009
2	Advice & Information	4	31 October 2008 & 28 February 2009
2	Support affiliated Maori providers to build capacity	9	28 February & 31 May 2009
3	Profile Whanau Income, Health & Well Being	3	30 September 2008 & 30 June 2009
3	Monitor Organization Performance	12	31 March 2009
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# Profile the Maori Community

2008/09

Goal 1

Profile Whanau Income, Health & Well Being

Priority 3

Action	Achieve By	Tasks	Success Measures
Measure progress against the profile	30 June 2009	<ul style="list-style-type: none"> <li>• Monitor performance/progress each year against the analysis framework.</li> <li>• Identify areas where gains have been achieved and areas for further development.</li> <li>• Identify opportunities to further develop those areas still showing inequalities.</li> </ul>	<ol style="list-style-type: none"> <li>1. Profile report is updated with useful information.</li> </ol>

## Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Fiona Pimm	<ul style="list-style-type: none"> <li>• MIHI</li> <li>• Te Puni Kokiri</li> <li>• ACC</li> <li>• MSD</li> <li>• PHO</li> <li>• DHBs</li> <li>• MoH</li> <li>• Building &amp; Housing NZ</li> <li>• Statistics NZ</li> </ul>	<ul style="list-style-type: none"> <li>• MDO Contract</li> <li>• PHO Maori Health Plan</li> <li>• CDHB Reporting</li> <li>• SCDHB Reporting</li> </ul>	<ol style="list-style-type: none"> <li>a) Progress report by 30 September 2008</li> <li>b) Information Analysis Report by 30 June 2009</li> </ol>

# Increase Whanau Income & Well Being

2008/09

Goal 1

Advice & Information

Priority 2

Action	Achieve By	Tasks	Success Measures
Identification of agencies to provide advice and information	31 December 2008	<ul style="list-style-type: none"> <li>Develop a directory of recommended support services, consultants and agencies for Provider Portal on the HOP website</li> </ul>	<ol style="list-style-type: none"> <li>Directory is operating.</li> <li>Content is comprehensive and useful</li> </ol>

## Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Natalie Marriott	<ul style="list-style-type: none"> <li>External information consultant</li> </ul>	<ul style="list-style-type: none"> <li>MPDS</li> </ul>	<ol style="list-style-type: none"> <li>Progress report by 31 October 2008</li> <li>Final report by 28 February 2009</li> </ol>

# Increase Whanau Income & Well Being

2008/09

Goal 2

Whanau Income Projects

Priority 1

Action	Achieve By	Tasks	Success Measures
Implement whanau income projects	31 December 2008	<ul style="list-style-type: none"> <li>Continue to develop and support the Maori Employment Broker service that has been established.</li> </ul>	1. Maori Employment Brokerage service is sustainable beyond 31 December 2008.

## Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Fiona Pimm	<ul style="list-style-type: none"> <li>External Contractor</li> </ul>	<ul style="list-style-type: none"> <li>CDC</li> <li>HOP</li> <li>MSD</li> </ul>	a) Progress report by 31 August 2008 b) Final report by 31 January 2009

# Increase Whanau Income & Well Being

2008/09

Goal 2

Whanau In Action

Priority 2

Action	Achieve By	Tasks	Success Measures
Whanau in Action Hui Series	30 June 2009	<ul style="list-style-type: none"> <li>To run an annual series of whanau events throughout the year.</li> <li>To deliver healthy lifestyle behaviours, careers information and health information during each event in the series.</li> </ul>	<ol style="list-style-type: none"> <li>Each event is run as per the planned schedule.</li> <li>There is good community turn out at each event.</li> <li>Community feedback is positive.</li> </ol>

## Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Different Champions leading each event	<ul style="list-style-type: none"> <li>Marketing</li> <li>Event Partners eg, Providers, Sport Canterbury etc</li> </ul>	<ul style="list-style-type: none"> <li>HOP Service Contracts</li> </ul>	<ol style="list-style-type: none"> <li>Monthly</li> </ol>

# Increase Whanau Income & Well Being

2008/09

Goal 4

Career Development

Priority 1

Action	Achieve By	Tasks	Success Measures
Increase school student access to Careers Advice Services	30 June 2009	<ul style="list-style-type: none"> <li>• Include Careers Services in the Whanau in Action Series to promote Careers information to rangatahi and their whanau.</li> <li>• To facilitate annual noho marae for students in the Kia Piki projects to visit tertiary institutions in Otago</li> </ul>	<ol style="list-style-type: none"> <li>1. Careers Services promotion and information team are present at 80% of the Whanau in Action events.</li> <li>2. The annual noho marae hui is well attended.</li> </ol>
Improve access to Career Services for post school (mature) Māori students	30 June 2009	<ul style="list-style-type: none"> <li>• Engage Careers Services to respond to the needs of mature Maori students.</li> <li>• Board to Board meeting with Careers Services to seek funding investment</li> <li>• Run at least one adult careers wananga</li> <li>• Link to outcomes with Maori Employment Brokerage service</li> <li>• Work alongside Industry Training Organizations (ITOs) to improve their reach to Maori students</li> </ul>	<ol style="list-style-type: none"> <li>1. Funding investment from Careers Services.</li> <li>2. One adult careers wananga is facilitated.</li> <li>3. Developed relationships with ITOs.</li> </ol>
Mentoring programmes	30 June 2009	<ul style="list-style-type: none"> <li>• Facilitate agreements between tertiary providers and Maori service providers willing to place students for work experience and mentoring.</li> <li>• Secure funding for scholarships</li> </ul>	<ol style="list-style-type: none"> <li>1. Three Maori service providers offering work placement for students.</li> <li>2. Scholarship funding programme administered by HOP.</li> </ol>

## Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Fiona Pimm All staff for Whanau in Action events	<ul style="list-style-type: none"> <li>• Career Services</li> <li>• Provider Network</li> <li>• Contractor</li> </ul>	<ul style="list-style-type: none"> <li>• Link to existing rangatahi focused projects.</li> <li>• Career Services</li> </ul>	<ol style="list-style-type: none"> <li>a) Progress report to Board 31 October 2008</li> <li>b) Progress report to Board 31 March 2009</li> </ol>

# Increase Whanau Income & Well Being

2008/09

Goal 6

Employment Sector Strategy

Priority 1

Action	Achieve By	Tasks	Success Measures
Continue to Develop Employment Sector Strategy	30 June 2009	<ul style="list-style-type: none"> <li>To develop opportunities with government agencies, local council providers and local business to further the implementation of the He Oranga Pounamu employment strategy.</li> </ul>	Employment sector strategy is implemented.
Support Enterprise Waitaha	30 June 2009	<ul style="list-style-type: none"> <li>Continue to participate in and support to Enterprise Waitaha business incubation service provider.</li> </ul>	Enterprise Waitaha achieves its strategic goals.

## Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Fiona Pimm	<ul style="list-style-type: none"> <li>Contracted Consultant</li> </ul>	<ul style="list-style-type: none"> <li>MSD</li> <li>Community Trust</li> <li>Lotto Grants</li> <li>TPK</li> </ul>	<ul style="list-style-type: none"> <li>a) Progress report by 31 July 2008</li> <li>b) Progress report by 31 September 2008</li> <li>c) Progress report by 31 November 2008</li> <li>d) Progress report by 31 January 2009</li> </ul>

# Maori Provider Development

2008/09

Goal 1 Support Affiliated Maori providers to build capacity

Priority 2

Action	Achieve By	Tasks	Success Measures
Workforce development for providers	30 June 2009	<ul style="list-style-type: none"> <li>Develop three training opportunities for provider network in response to the provider training survey</li> </ul>	<ol style="list-style-type: none"> <li>Three training seminars offered</li> <li>Positive feedback from attendees</li> </ol>
Support new Māori providers to develop	Ongoing	<ul style="list-style-type: none"> <li>Increase the choice of services for Māori whanau and communities</li> </ul>	<ol style="list-style-type: none"> <li>New providers are established</li> </ol>

## Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Senior Managers	<ul style="list-style-type: none"> <li>Training agencies</li> <li>Specialist consultants</li> </ul>	<ul style="list-style-type: none"> <li>MPDS Funding</li> <li>Lotto Grant</li> </ul>	<ol style="list-style-type: none"> <li>Progress report by 28 February 2009</li> <li>Final report by 31 May 2009</li> </ol>

# Strategic Relationships

2008/09

Goal 1

Strengthen & Manage Key Stakeholder Relationships

Priority 1

Action	Achieve By	Tasks	Success Measures
Review performance against stakeholder management plan	30 June 2009	<ul style="list-style-type: none"> <li>Board leads HOP in stakeholder relationships</li> <li>Identify key goals for stakeholder management in 2008 – 2009</li> </ul>	<ol style="list-style-type: none"> <li>Stakeholder management goals for 2009 are achieved.</li> </ol>
Market organizations strengths to key stakeholders		<ul style="list-style-type: none"> <li>Continue Marketing strategy</li> <li>Publish Annual Report</li> </ul>	<ol style="list-style-type: none"> <li>Marketing strategy is implemented</li> <li>Annual Report is published.</li> </ol>
Monitor stakeholder perceptions and organization's performance		<ul style="list-style-type: none"> <li>Conduct stakeholder satisfaction surveys in March 2009.</li> </ul>	<ol style="list-style-type: none"> <li>Achieve 90% satisfied or better in stakeholder satisfaction survey.</li> </ol>

## Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Board Fiona Pimm Senior Managers	<ul style="list-style-type: none"> <li>External Research Agency(s)</li> <li>Marketing Agency</li> </ul>	Nil	<ol style="list-style-type: none"> <li>Progress report by 30 November 2008</li> <li>Report on stakeholder satisfaction surveys 31 May 2009</li> </ol>

# Organization Development

2008/09

Goal 1

Develop Governance Best Practice Framework

Governance Priority

Action	Achieve By	Tasks	Success Measures
Implement Annual Board work plan	30 June 2009	<ul style="list-style-type: none"> <li>Set targets for the short, medium and long term.</li> </ul>	Work plan reviewed by end of year.
Review Board Performance	30 June 2009	<ul style="list-style-type: none"> <li>Review Board performance regularly and annually using the agreed Board appraisal process.</li> </ul>	Board appraisal process completed. Strong Board performance.
Develop next Strategic Plan	30 June 2009	<ul style="list-style-type: none"> <li>Undertake strategic plan review and complete the next 5 year strategic plan.</li> </ul>	Strategic Plan 2010 – 2014 is completed.

## Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Board Members Fiona Pimm	Creative Facilitation Network	MPDS	

# Organization Development

2008/09

## Goal 2 Monitor Organization Performance

Priority 3

Action	Achieve By	Tasks	Success Measures
Monitor organisation's performance through internal audit each year	30 June 2008	<ul style="list-style-type: none"> <li>Conduct internal audit.</li> </ul>	Positive internal audit result annually

### Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Senior Managers	Nil	<ul style="list-style-type: none"> <li>Nil</li> </ul>	a) Internal Audit Result reported to Board by 31 March 2009

## Goal 3 Financial Sustainability

Priority 1

Action	Achieve By	Tasks	Success Measures
Secure adequate funding to maintain financial sustainability	30 June 2009	<ul style="list-style-type: none"> <li>Prepare comprehensive financial budgets</li> <li>Manage expenditure</li> <li>Negotiate service contracts</li> <li>Explore new funding opportunities</li> </ul>	Positive end of year financial position

### Resources & Reporting

Personnel	Consultants/Agencies	Income Opportunities	Reporting
Fiona Pimm	Nil	<ul style="list-style-type: none"> <li>Funding for contract delivery</li> </ul>	a) Monthly Financial Reports b) Annual Budget