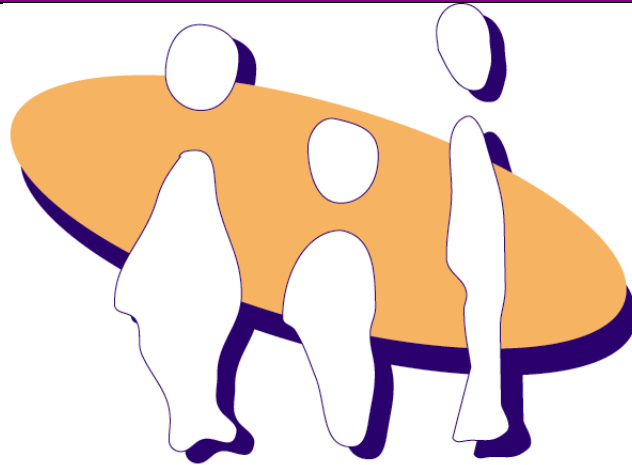


2015-2018

**3-Year Business Plan
for the
Auckland Down Syndrome Association Incorporated**



**Auckland
Down Syndrome Association**

Business Information

Organisation Name

- Auckland Down Syndrome Association Incorporated (ADSA Inc)

Physical Address

Parent and Family Resource Centre
Level 3, 45 Mt Wellington Highway, Mt Wellington, Auckland

Postal Address

Auckland Down Syndrome Association Inc
PO Box 13385 Onehunga
Auckland 1643

E-mail Address

clo@adsa.org.nz

Web Site

www.adsa.org.nz

Phone

+64 9 5270060

After Hours Phone

0800 693 724

Legal Status

- Not for profit organisation
- Certificate of Incorporation Number 2147705 – 27 June 2008
- Charities Commission - Registration Number CC33441 – 30 June 2008
- GST Number -101062570
- Inauguration of organisation – 1 June 1981
- Affiliation with New Zealand Down Syndrome Association Inc (NZDSA Inc) through a Memorandum of Understanding dated 13 Nov 2012
- Committee members are parents/guardians or grand-parents of people with Down syndrome who work voluntarily to administer the Business Plan with each committee member being responsible for a specific area in accordance with their skills, interests and experience.

Staffing

- A Community Liaison Officer is employed part time for up to 25 hours per week/40 weeks per year
- A librarian is employed for 6 hours per week/ 40 weeks per year
- an Office Assistant engaged on a casual, as required basis

Professional and Business Advisors

Accountant Lock & Partners
Chartered Accountants
Level 3 16 College Hill Freemans Bay, Auckland
Ph: (09) 379 8410

Bank ASB Bank Limited Auckland
Account No: 123008-0265824-00

Vision and Goals

The Mission Statement of ADSA as specified in the Rules of Incorporation (Rules) is “to enhance the inclusion of people with Down syndrome within the community”.

The aims of the organisation as specified in the Rules are:

- To inform and support families/Whānau of people with Down syndrome
- To promote, and advocate for positive attitudes in the wider community
- To further the understanding of Down syndrome
- To promote the rights and inclusion of people with Down syndrome
- To review policies and lobby government and other institutions
- To promote positive public awareness through educational and media initiatives.

The Association is established for educational and charitable objectives and those objectives, as defined in the Rules of the ADSA, are:

- To promote the welfare of people with Down syndrome and their families/Whānau
- To provide up-to-date Information that is accessible to families/Whānau particularly new parents and other interested parties
- To publish a quarterly newsletter
- To provide information to medical practitioners, students, educators and community organisations, to enhance their interactions with people with Down syndrome
- To provide ongoing links with and among families
- To respond to political and social issues by making submissions to government bodies and through the media
- To initiate and manage projects that will have a direct benefit to people with Down syndrome and their families
- To maintain links with international Down Syndrome Associations to ensure flow of current knowledge and information
- To do any other legal and lawful acts to attain these objectives and conducive to our mission statement
- Establish and maintain relationships with other disability organisations.

The aims and objectives contained in the Rules are very broad and therefore the ADSA Management Committee (Committee) has developed this business plan which specifies the projects and outcomes to be achieved by the Committee and staff of the ADSA over the next three years. The specific areas of focus identified as a priority by Committee are broken down into the following key areas –

Information

- To keep families/Whānau of people with Down syndrome informed of services available to them in Auckland, specifically:
 - Social, sporting and recreational services for people with Down syndrome and their families in Auckland – this includes information on sports providers, (i.e. special olympics), recreation providers (i.e. Recreate NZ, Dance 4 Everyone, SPARK), and social events (i.e. Youth social club);
 - Health and disability services available to people with Down syndrome and their families in Auckland – this includes information on respite services, behaviour support services, transition services, home and community services, day and vocational services, carer support services, supported living services etc; and
 - Advocacy services and how to access them;
 - Educational services including information on the early intervention service options available in Auckland, the Ongoing Resourcing Scheme (ORS) and how it works, transitioning to school and from school and support services available to ensure successful transition.
- Keep members up-to-date on news, social events, activities, sporting opportunities, courses available to

them via the web email update and the website.

- Maintain and grow the ADSA Resources Library so that it becomes a key resource for members and affiliate members.
- To continue to provide a “First Point of Contact” programme that ensures all people in Auckland with a diagnosis of Down Syndrome (either pre or post birth) are given an NZDSA New Parent Pack and are offered a visit from the CLO (should they wish to have one) or are otherwise advised of the ADSA community in Auckland.
- Provide, maintain and update information for families on employment services, transition to employment services, and information about employment agencies and supported schemes for families.
- Provide, maintain and update information for families on independent and supported living options in Auckland.

Social

- Maintain an up-to-date and accurate membership database.
- Facilitate interaction and social events for members so that they are able to develop long term and sustainable networks and relationships with other members across Auckland.
- Support and foster the activity of clubs within the membership such as the new parent support groups, the social club for youth and older people and the DADS group.
- To provide social events for members such as the childrens Christmas party, an annual picnic, the annual golf day, Buddy Walk, information evenings.
- Provide members information on events they may be entitled to attend such as the Auckland Christmas Parade, Southern Stars Chaitable Trust productions, Special Olympics etc.

Education

- Continue with the Primary Education resource packs and develop the Education Resource Packs for intermediate and college level members.
- Continue to provide the Education Resource Packs for all levels on an ongoing and sustainable basis.
- Continue to provide and develop the “Success in Schools” courses in co-operation with the Ministry of Education.
- Maintain ADSA representation on NZDSA education sub-committee.
- Continue to work with NZDSED to bring ADSA perspective to national initiatives.
- Provide support for transitioning from school.
- Collect information about need for greater advocacy/support on school issues.
- Consider incorporation of a secondary component (perhaps 2 working groups) in the Success for Schools course.

Networking with relevant disability and Government organisations

- In Auckland ADSA will endeavour to develop and expand its networking with other agencies and organisations in the disability sector so that ADSA is better positioned to be aware of changes in policy and services available to members and to reduce duplication and fragmentation.
- Participate in expos where invited for example the “Know How” expo.
- Continue to be represented on the NZDSA national committee.

The above areas of focus and the activities identified below must be carried out in a financially sustainable, independent and self sufficient manner. To do this the Committee must actively raise funds to ensure ADSA can carry out the various activities required to ensure the above areas of focus are met. Activities must not be entered into without sufficient funding.

INFORMATION

Goal: To ensure access to up to date information is made available

Focus Area	Key Result Area	How (tasks)
<p>New Parent Pack and first point of contact</p>	<p>That a New Parent Pack is made available to all new parents.</p> <p>Ensure a comprehensive and consistent First Point of Contact program that may be accessed by new or future parents</p>	<ol style="list-style-type: none"> 1. Every major hospital across the Auckland region and Early Childhood development team, has and continues to have an up to date New Parent Pack or knows that one can be accessed via ADSA. 2. Appoint CLO as the authorised First Point of Contact for ADSA at all times. This is a core CLO function. 3. Develop a back up authorised first point of contact person to be utilised in the event the CLO is not available for any reason. 4. CLO to develop a relationship with each Early Childhood Development Team at each DHB in Auckland so that these teams are aware of the information, support and services offered by ADSA and can communicate this to new parents. 5. CLO to update and keep updated the New Parent section of the Website with relevant information regarding services across Auckland for new parents to access. 6. Committee to budget for and continue fundraising so that ADSA is not out of stock of "Babies with Down Syndrome" which are provided to new parents at no cost. 7. Committee to ensure CLO has a have buddy support for debriefing after visits. 8. Explore specific training to further the skill of CLO (provided funding is in place).
<p>Web Site</p>	<p>To promote ADSA and to provide information through a user friendly, attractive, informative, up to date and interactive web site.</p>	<ol style="list-style-type: none"> 1. Ensure information on the website and links are maintained and updated continuously. This is a core CLO responsibility and reequires a committee member to oversee and assist as required. 2. Develop functionality so that users can transact with ADSA online (i.e. pay for Buddy walk registration online, pay for

INFORMATION		
Goal: To ensure access to up to date information is made available		
Focus Area	Key Result Area	How (tasks)
		<p>Success in School courses etc)</p> <ol style="list-style-type: none"> 3. Website functionality has been initiated to allow blog functionality for people with Down syndrome to use to communicate with others and for teachers and teacher aides to use for ideas, suggestions, share experiences, problem solving - however putting functionality into practice requires investigation and initiation. 4. CLO to encourage members to provide relevant and up to date material for the website (news, stories, achievements, photos) 5. CLO to be responsible for the relationship with Zeald and to manage ongoing website administration and budget for such (with the focus being to try and do as much as possible internally before outsourcing).
ADSA Library	In 2011 a resources library was set up for members to borrow information and resources specific to Down syndrome. The library is viewed as a material component for the fulfilment of the information goal.	<ol style="list-style-type: none"> 1. Committee to ensure that ADSA maintains a well functioning resources library that is available for members and which contains education resources specific to babies, children and young people with Down syndrome. 2. Librarian to maintain library catalogue on the website 3. Committee to ensure the library is staffed during advertised library hours 4. Committee to ensure an active library sub-committee operates and is reviewing resources, researching, making recommendations on resources to the management committee, seeking funding for the ongoing operation of the library 5. Librarian to promote the library to the membership, schools and affiliate membership wherever possible 6. Librarian to ensure the library is a pleasant, welcoming space for members to want to visit. 7. Committee to continue to seek funding for and to employ a part time librarian.

INFORMATION Goal: To ensure access to up to date information is made available		
Focus Area	Key Result Area	How (tasks)
Information on Services in Auckland for members	To keep members up to date with key disability, educational, sport, social and recreational services available for them in Auckland	<ol style="list-style-type: none"> 1. Ensure the specified key result is achieved on an ongoing basis and transfer information to the website wherever possible. This is a key CLO function. 2. CLO to review and update website summaries of material services available for members in Auckland commencing with – <ul style="list-style-type: none"> • disability services • recreational services Develop further to cover - <ul style="list-style-type: none"> • speech and language therapy services • behavioural advice services • advocacy services • assisted living services • residential living • transition to employment services
Newsletter	To inform and connect the Auckland Down Syndrome Association data base through the regional newsletter “Outlook”.	<ol style="list-style-type: none"> 1. Continue to produce a minimum of four quarterly newsletters to be sent to members.
ADSA Office	That the office of the Auckland Down Syndrome Association is an efficient operating office providing relevant and adequate services for the association including the services outlined in this business plan, accounting and administration services, the library, and other member services as determined by the management committee.	<ol style="list-style-type: none"> 1. Committee to ensure all staff have up to date job descriptions and employment agreements, are paid in compliance with law and are reviewed periodically (as funding permits). 2. Committee to continue to ensure an annual budget is determined and presented at the AGM and accounts are prepared and audited on an annual basis. 3. Committee to produce a new and updated set of ADSA literature (library form, ADSA information pamphlet etc). 4. Committee to conduct a survey of membership via Survey Monkey for feedback, consultation and prioritising of activities and initiatives and member feedback. 5. Committee to seek and consider any future potential “office/ resource sharing” possibilities with other agencies in the disability sector.

SOCIAL		
Goal: To continue support and interaction within the association through various Groups and Social occasions including new parent support groups, coffee groups, youth groups, and groups for older people. To ensure the inclusion of people with Down syndrome. To promote positive public awareness through educational and media initiatives.		
Focus Area	Key Results	How (tasks)
Buddy walk	Ensure the organisation of an Annual Buddy walk on or about the 21 March each year. Buddy walk is considered by ADSA to be the premier event in the ADSA calendar as well as a major fundraiser.	<ol style="list-style-type: none"> 1. Committee to explore a part time event co-ordinator (if funding can be sourced and certainty of increased fundraising receipts determined) 2. Establish a buddy walk committee (if required) 3. Appoint an ADSA committee member to the Buddy Walk committee to assist the CLO/ Event Manager with reporting back to the Management committee and with tasks required by the management committee. 4. Re-confirm Everyday Hero licence as required or investigate raising platforms that may not cost (i.e. Give A Little)
Auckland wide Parent and Family Support	That parents and families of people with Down syndrome are well supported and are given an opportunity to meet each other through formal and informal events facilitated by ADSA.	<ol style="list-style-type: none"> 1. CLO to continue to maintain up to date membership database 2. CLO to remain in contact with coffee/ support groups in each regional area of Auckland – North Shore, West, Central, East and South and to report back to the committee that these groups are functioning. 3. Appoint a member of the ADSA management committee as a social co-ordinator responsible for working with CLO to develop a social event program and assisting the CLO with the organisation of events approved by the management committee. 4. Committee to investigate funding options for social events and /or an event co-ordinator to assist on a casual/ contract basis 5. CLO to facilitate the ongoing formation of New Parent Support Groups. 6. Committee to scope and explore organised social events for older members (35+) 7. Committee to scope and consider planned activities for members such as the youth camp weekend, an annual ball for families and

		<p>friends, an event for siblings, a dinner for parents.</p> <p>8. Continue fundraising for the existing youth clubs</p>
Parent Networks/Social	To provide opportunities for parents to form networks.	<ol style="list-style-type: none"> 1. Hold an annual summer Picnic 2. CLO to ensure coffee group and playdate contacts and organisers are kept up to date on the website at all times. CLO to liaise with coffee group contacts to ensure coffee group sustainability and to ensure a coffee group contact does not cease without ADSA knowledge. Investigate on an ongoing basis possibilities for parent social/fundraising activities for example movie nights.
Social/Event Sub-Committee	To facilitate the development of social activities for people with Down syndrome.	<ol style="list-style-type: none"> 1. Committee to continue to seek funding for the ongoing Youth social clubs with the aim that the clubs grow in membership, increases the frequency of activities and expands to other age groups. 2. Committee to continue to work with Recreate NZ to ensure social club agreed policies and procedures are followed, reporting is complied with and club issues (if any) are resolved in a mutually agreeable manner.

EDUCATION		
GOAL: To promote the rights and inclusion of people with Down syndrome. To inform and support families/Whanau of people with Down syndrome. To promote, and advocate for positive attitudes in the wider community		
Focus Area	Key Results	How (tasks)
Education	<p>To provide information and support and, (if required,) advocacy, within the Education sector for families of people with Down syndrome so that they are informed about the education options available to them for their children in Auckland.</p> <p>Make sure this information is available on the website and through the education resource packs.</p>	<ol style="list-style-type: none"> 1. Gather information from members of school aged children using Survey Monkey to establish the level of need for a casual school advocate position or to investigate with other agencies (i.e. IEAG) the possibility of using the advocacy support systems they offer. 2. Create a plan for how to handle education advocacy situations to ensure consistency in the information being provided to members. 2. Continue the roll out of education resource packs (Primary) to members as they reach school age and expand packs to include early childhood, intermediate and college. 3. Investigate a new venue for the Success In Schools Course
Health	To develop the work being undertaken by NZDSA on a national health screening program/ passport where relevant at an Auckland level.	

NETWORKING

Establish and maintain relationships with other disability organisations so that ADSA is aware of Education and Health policies, services and issues affecting the Auckland region.

Focus Area	Key Results	Action
National Association (NZDSA)	To maintain close association with the New Zealand Down Syndrome Association and wherever possible other regional DSA's	<ol style="list-style-type: none"> 1. Ensure that Auckland Down Syndrome Association has ongoing representation on the New Zealand Down Syndrome Association by appointing a member of the committee to represent ADSA at a national level and to appropriate sub-committees. 2. Identify and be aware of any relevant agencies and organisations and ensure ADSA is on any relevant databases. Function of CLO to maintain
Disability service providers	To maintain and develop relationships with other disability service providers such as IHC, Parent 2 Parent, CCS Disability Action, Taikoura Trust, Ministry of Education so that information can be shared and duplication and fragmentation avoided.	<ol style="list-style-type: none"> 1. CLO or committee member(s) attend open briefing sessions wherever possible and where authorised by management committee 2. CLO to ensure ADSA is on relevant databases, mailing lists and e-update lists 3. Committee to ensure ADSA is represented at Disability forums and events where relevant
Local Government	To maintain close contact with local government agencies within the Auckland region.	<ol style="list-style-type: none"> 1. Relevant committee member to attend open briefing sessions where relevant and applicable.

