

**Chairperson and Committee Members**

ENVIRONMENT AND COMMUNITY DEVELOPMENT COMMITTEE

26 APRIL 2012

Meeting Status: **Public**

Purpose of Report: For Decision

**COMMUNITY CONTRACTS FOR VOLUNTEER KAPITI, KAPITI AND ŌTAKI HEALTH SHUTTLES AND KAPITI SAFER COMMUNITY TRUST****PURPOSE OF REPORT**

- 1 This report seeks the Committee's approval to recommend to Council the extension of the contracts for Volunteer Kapiti, New Zealand Red Cross for the operation of the Kapiti Community and Health Transport Service, St John Central Region for the operation of the Ōtaki Health Shuttle, and Kapiti Safer Community Trust. This funding will be contingent upon adoption of the draft Long Term Plan.

**SIGNIFICANCE OF DECISION**

- 2 This report does not trigger the Council's Significance Policy.

**BACKGROUND**

- 3 In March 2011, as part of the Community Financial Support Review, the Environment and Community Development Committee recommended that Council approve funding for the organisations in the following table (SP11-115 refers). Council approved this funding on 21 April 2011 (CORP11-198 refers).

<b>Organisation</b>	<b>Amount</b>	<b>Service</b>	<b>Contract condition</b>
Volunteer Kapiti	\$25,000	Support for volunteer organisations and community groups in the District	Limited term (one year) contract with the potential to extend to a three year contract depending on performance
New Zealand Red Cross	\$7,500	Operation of the Kāpiti health shuttle	Limited term (one year) contract
St John Central	\$7,500	Operation of the Ōtaki health shuttle	Limited term (one year) contract
Kapiti Safer Community Trust	\$82,983	Community safety and crime prevention	Limited term (one year) contract with the potential to extend to a three year contract depending on performance

- 4 Volunteer Kapiti was funded for one year to support their continued establishment, to support their extension to Ōtaki and to support their capacity building/training programme for community groups. It was envisaged that, if they successfully met the objectives of the contract, the Council would consider extending the contract. It was envisaged that they would also be eligible for funding from the Department of Internal Affairs Support for Volunteering Fund to support them to continue.
- 5 The Kāpiti and Ōtaki health shuttles were funded for one year in recognition of the importance of the services and the difficulty in obtaining other funding.
- 6 Kapiti Safer Community Trust was funded for one year to support a refocus of the work funded by the Council to place-based crime prevention and community safety. It was envisaged that, if the Trust successfully met the objectives of the contract, the Council would consider extending the contract.
- 7 In the Long Term Plan discussions, officers signalled the need to consider longer term funding of the above organisations and their services. This has been included in the draft Long Term Plan. This paper provides information on the operation of these services over the term of funding and recommends that contracts be entered into for a further three years for each of them. This will bring these arrangements into line with other community financial support contracts.
- 8 Finalisation of arrangements, if approved, will be contingent on adoption of the draft Long Term Plan. This issue is being brought to the Committee prior to consideration of the LTP so that, if approved, contracts can be drafted ready for signing at the beginning of the new financial year.

## CONSIDERATIONS

### Volunteer Kapiti

- 9 The Council has provided Volunteer Kapiti with \$25,000 over the last two financial years for their establishment. The service opened in June 2010 and is open three days a week and employs a part time Manager supported by volunteers. The objectives for the 2011/12 contract are included in Attachment 1.
- 10 Volunteer Kapiti has provided a six month report as per the terms of the contract (Attachment 2). It highlights the growing demand for the service from organisations and volunteers. As at 31/12/2011 Volunteer Kapiti had 57 member organisations – up from 36 at the end of January 2011. For the period 1 July to 31 December 2011 the service interviewed 92 volunteers, compared with 69 during the same period in 2010. Since they started they have interviewed 339 volunteers, with a 76% success rate in placements. The service has expanded to Ōtaki for one day a week. They are also supporting capacity building among community organisations by running training and workshops including:
  - *Making the most of volunteers in 2010*
  - *Fit for Funding, The 4 Rs: Recruitment, Recognition, Rewards and Renewal and Finance for Not for Profits in 2011*

- Further workshops are planned for 2012, including governance training
- 11 Volunteer Kapiti actively seeks funding for the service. They have been successful in gaining some funding from Lotteries, Community Organisation Grants Scheme (COGS), the Thomas Macarthy Trust and the Nikau Foundation. However they are still concerned about sustainability. They have been unable to access the Support for Volunteering Fund administered by the Department of Internal Affairs (DIA). To date this fund has been reserved for regional Volunteer Centres established prior to 2010.
- 12 It is recommended that Volunteer Kapiti be offered a contract for the next three years at \$25,000 per year indexed to CPI. This is based on:
- their successful performance over the last year
  - the need for continuing support for volunteer-based and community organisations in the District, given the high number we have
  - the continuing need for volunteers and support for volunteers.

### Health Shuttles

- 13 The Council has provided funding of \$7,500 each for the Kapiti Community and Health Transport service and the Ōtaki Health Shuttle for 2011/12.
- 14 These services were established in 2009 and 2010 respectively in response to community barriers to travel to regional health services both north and south of the District. They both operate on a koha system and are supported by resources provided by community organisations and volunteers. Their funding future is uncertain. In other areas these services are supported by District Health Boards. Greater Wellington Regional Council also supports a similar service in the Wairarapa. The contract objectives for both services for 2011/12 are at included at Attachment 3.

### *Kapiti Community and Health Transport*

- 15 This service continues to grow from an average of 20-25 patients per month in 2009 to 80 to 100 patients per month in 2012. It is a complementary service to Kapiti Carers. The service is substantially funded by New Zealand Red Cross and reports to the Kapiti Coast Transport Steering Group (made up representatives from Red Cross, Compass Health and the Council). The Steering Group has made informal approaches to Capital and Coast District Health Board for funding without success. As yet they have not made any formal funding submission. New Zealand Red Cross is committed to sustaining the service and has welcomed the contribution of the Council to the annual cost of \$47, 100 for running the service.

### *Ōtaki Health Shuttle Service*

- 16 This service has experienced strong demand. Patient numbers when recording commenced in December 2010 were 60 per month. For the 10 months to November 2011 the service had an average of 91 patients per month. The service reports to the St John Ōtaki Health Shuttle Management Committee (OHSMC). This is made up of nine Ōtaki community organisations and functions as a sub-committee of the St John Ōtaki Area Committee. The shuttle vehicle was

purchased through community fundraising of \$38,545. Operational costs to date of \$21,000 have been met by OHSMC and St John Central. St John Central is committed to the continued support but welcome the contribution from the Council.

- 17 The Council will also actively support funding applications for both shuttle services.
- 18 It is recommended that the Council fund the Kapiti Community and Health Transport and the Ōtaki Health Shuttle services \$7,500 each for the next three years indexed to CPI, as a contribution to the services. This is based on:
  - their successful performance over the last year
  - continuing demand for both service
  - continued community support for both service
  - recognition that access to health service remains a key issue and priority in the District.

### Kapiti Safer Community Trust

- 19 The Council has had a long relationship with the Kapiti Safer Community Trust. The Trust was established as part of a national initiative to reduce crime and increase the safety of the Kāpiti Coast District. The Trust has increasingly focused its work on early intervention for families and has provided valuable support to young people and their families. Over time, central government funding has increased for this family support role and decreased for crime prevention planning and initiatives.
- 20 The Council has had a contract for service with the Trust for a number of years. Prior to the Community Financial Support Review the Trust had a contract for service for \$80,000 per year for three years.
- 21 Community safety is a high priority for the District. Therefore, as a result of the Community Financial Support Review, it was recommended that the funding be targeted directly for crime prevention planning and initiatives which link closely to Council's core responsibilities for safe open spaces, including support for Neighbourhood Support, the Community Patrols and other place-based initiatives.
- 22 The Kapiti Safer Community Trust was offered a limited term (one year) priority service contract for \$82,983, with the potential to extend that to a three year contract depending on their performance in relation to new contract objectives for crime prevention and community safety. The objectives for the 2011/12 contract are included in Attachment 4.
- 23 The Council has worked closely with the Trust to support this focus on community safety and crime prevention. In its six month report, the Trust reported significant progress on the development of a crime prevention plan. The Trust has undertaken research and consultation on crime and community safety including:

- a review of existing research
  - an assessment of crime and other relevant statistics
  - an assessment of community issues via a survey of views on crime and safety issues through the Kāpiti and Ōtaki Police, social service agencies and a number of young people.
- 24 Based on this the Trust has identified key focus areas and outcomes that will form the basis of the crime prevention plan. The key focus areas are:
- Leadership and collaboration: to ensure the best use of resources to reduce crime
  - Alcohol: to reduce alcohol-related crime and harm
  - Older persons: to ensure that older people feel safer
  - Families: to support families to provide a safe, resilient home environment
  - Young people: to ensure that young people feel safer
  - Ōtaki: support those working in Ōtaki to reduce crime
- 25 The Trust has continued to support Neighbourhood Support and the Community Patrols, both key partners in promoting community safety.
- 26 Alcohol-related crime and harm remains a concern for the District's communities as it does for the rest of New Zealand. The Trust has made a significant contribution to the success of the Kāpiti Coast Alcohol Action Plan. They now facilitate the Kāpiti Coast Alcohol Liaison Group (ALG). This is a reformed and reinvigorated Liquor Liaison group that includes the Police, Regional Public Health and the Council and they work together in their regulatory and enforcement roles. A newsletter has been developed to improve communication with licensees and a member of HANZ has attended one of the meetings. The focus of the last ALG meeting was on recent concerns in the Kapiti Lights area. The Trust, together with Voices Against Violence, led the project to create 'The Elephant in the Living Room – a conversation about alcohol'. This project supported a discussion about the impact of alcohol on older members of the community.
- 27 As part of their contract work this year the Trust has investigated the possibility of the District becoming a World Health Organisation accredited Safer District. After an initial investigation, and discussion with Council officers, it has been decided that this is not a priority at this stage and that available resources should be directed to local community safety and crime prevention initiatives.
- 28 It is recommended that Kapiti Safer Community Trust be offered a contract for the next three years at \$82,983 per year indexed to CPI. This is based on:
- recognition that community safety and crime prevention remain high priorities for the community

- activities the Trust has undertaken to promote community safety and crime prevention
  - high level of collaboration with other agencies involved in community safety
  - demonstration of community leadership in crime prevention for example facilitating the Alcohol Liaison Group
  - significant progress the Trust has made on developing a crime prevention and community safety plan for the District
  - agreement that this plan will form the basis of an annual structured programme of activities that meet Council and community outcomes for place-based crime prevention and community safety.
- 29 The work the Trust has undertaken in identifying key focus areas and outcomes, as the basis of a crime prevention plan, provides the platform for the Trust and the Council to develop the contract objectives.

### Financial Considerations

- 30 Funding for the recommended contracts is included in the Draft Long Term Plan in the Supporting Social Wellbeing activity.

### Legal Considerations

- 31 New contracts will need to be drafted for the amounts and terms decided.

### Delegation

- 32 The Environment and Community Development Committee has delegated authority to consider this matter. Reference Section B.1, 7.1 of the Governance Structure which reads:

#### **Policy development**

*7.1 Authority to develop (within any wider existing strategic framework) policies and work programmes that support the social, economic, environmental and cultural*

#### **Grants Funding and Contracts for Service**

*7.8 Authority to receive and approve (as required) annual reports, budgets and plans from organisations funded by the Council through grants funding and contracts for service.*

- 33 This delegation does not include authority to approve contracts. Therefore this report includes recommendations to the Council.

### Consultation

- 34 Consultation is not required.

## Policy Implications

- 35 The Framework adopted as a result of the Community Financial Support Review has informed the recommendations.

## RECOMMENDATIONS

- 36 That the Environment and Community Development Committee recommends to the Council that it approves the following contractual arrangements, with formal confirmation of any contract subject to the Council's final decision on the 2012 Long Term Plan:

<b>Organisation</b>	<b>Service</b>	<b>Annual contract amount</b>	<b>Contract Term</b>
Volunteer Kapiti	Volunteer and community group support service	\$25,000 Indexed to CPI	Three years from 2012/13
New Zealand Red Cross	Kapiti Community and Health Transport service	\$7,500 Indexed to CPI	Three years from 2012/13
St John Central Region	Ōtaki Health Shuttle	\$7,500 Indexed to CPI	Three years from 2012/13
Kapiti Safer Community Trust	Crime prevention and community safety	\$82,983 Indexed to CPI	Three years from 2012/13

**Report prepared by:**

Cath Edmondson

**Social Wellbeing Manager**

**Approved for submission by:**

Sharon Foss

**Acting Group Manager Strategy and Partnerships**

## ATTACHMENTS:

**Attachment 1: Volunteer Kapiti Contract Objectives 2011/12**

**Attachment 2: Volunteer Kapiti Contract Report – 1/7 to 31/12/2011**

**Attachment 3: Contract Objectives New Zealand Red Cross and St John Central Region 2011/12**

**Attachment 4: Contract Objectives Kapiti Safer Community Trust 2011/12**

**ATTACHMENT 1**

**VOLUNTEER KAPITI CONTRACT OBJECTIVES 2011/12**

Volunteer Kapiti will:

- Continue to operate the Volunteer Kapiti office for the duration of the contract, a fully functional volunteer support service.
- The service will operate for a minimum of 3 days per week.
- Maintain volunteer support service coverage for the whole District that is responsive to the needs of local volunteers and voluntary organisations. This includes the establishment of a Volunteer Kapiti service in Ōtaki within the 2011/12 financial year.
- Develop and implement a capacity building training programme for volunteer and community based organisations in the District that meets their specific needs
- Publicise the services of Volunteer Kapiti to promote and maintain community awareness of its volunteer support services.
- Report on a regular basis to Council, highlighting any new or emerging issues relating to volunteers and voluntary organisations within the District.
- Co-ordinate with and support Council initiatives where appropriate.
- Acknowledge the Council's support of Volunteer Kapiti on stationery and publicity materials.

## ATTACHMENT 2

**VOLUNTEER KAPITI CONTRACT REPORT – 1 July to 31 December, 2011**

On behalf of the Volunteer Kapiti Management Team, I am pleased to report on the activities and achievements of Volunteer Kapiti for the period from 1 July to 31 December, 2011.

Since the centre opened in the Kapiti Community Centre on 21 June, 2010, we have grown from strength to strength. We have been greatly encouraged and supported by the community groups that have joined us and listed their volunteer roles, and also by the volunteers who have come to us looking for jobs

The funding that we received have from KCDC has been crucial to our establishment and ongoing development and we are very grateful for this.

OPERATIONAL:

The Volunteer Kapiti office is open three days a week (Monday, Wednesday and Thursday). The centre employs a Manager for 21 hours a week, assisted by volunteer interviewers. During the period from 1 July to 31 December, we interviewed 92 volunteers, compared with 69 during the same period in the previous year. Almost all of the volunteers that we interview are referred to at least one position, while many take up two or three roles.

57 organisations became members up to 31/12/11 and we continue to recruit new members. Our expansion into Otaki in 2012 will increase this trend. Our member organisations provide us with volunteer positions and we regularly have around 50 – 60 roles available on our database – these are a mix of short and long-term roles.

Our training programme to help other not for profit organisations to improve their skills and build capacity is continuing. Following on from our successful workshop “The 4 Rs: Recruitment, Recognition, Rewards and Renewal at the end of June, we held “Finance for Not for Profits” in October which was also well received.

Further workshops are planned for 2012, including Governance training.

FINANCIAL:

Our annual accounts for the year ending March 2011 have been sent previously. Our income at that stage was principally from three funders – KCDC, NZ Lotteries and COGS. Since then we have also been successful in our applications to Thomas George Macarthy Trust (\$2000) and the Nikau Foundation (\$7500). We also received some money in the form of voluntary registrations from our member organisations.

However, the biggest concern from a financial point of view is finding a sustainable form of funding to enable planning beyond a 6-12 month period.

FUTURE ISSUES:

We have now secured premises to operate our Otaki centre from and will be operating out of the Plunket rooms in Main Street on Wednesdays. Once we have the backing of a few local organisations, we will be able to begin finding volunteers for them. We have begun talking to some of the local groups and they seem very pleased to know that Volunteer Kapiti will be supporting them to find volunteers and building their knowledge through our training workshops and advice.

In order to cope with the increasing volume of work, we will need to expand the number of staff that we employ. This will include volunteers and paid staff to ensure stability and institutional knowledge, which is a vital part of the work we do.

CONCLUSION:

Volunteer Kapiti continues to grow in the way that we originally anticipated and hoped. We promote our work through advertising, attendance at events like the Kapiti Expo and the House and Garden Show, speaking to local groups and on local radio. A number of people come to us by “word of mouth” and because we are located at the Kapiti Community Centre.

We are delighted that we are able to fill a need within our community. Some interesting statistics for this six month period show that we are serving a need for all areas of our community. The breakdown of age groups of those we interviewed are:

Under 30 - 23%  
30-39 - 5%  
40-49 - 17%  
50-59 - 21%  
Over 60 - 34%

This fits with the outcomes that our partnership with KCDC aims to achieve:

Outcome Six: ‘the District is a place that works for young people’

Outcome Seven: ‘the District has a strong healthy and involved community’

Thank you again to the Kapiti Coast District Council and their staff for all the support that you have given us.

Christine Bongiovanni  
Manager

27 February, 2012

**ATTACHMENT 3**

**CONTRACT OBJECTIVES – NEW ZEALAND RED CROSS**

**Objectives and Services:**

The New Zealand Red Cross will:

- operate the Kapiti Community & Health Transport Service for the period of the contract
- meet regularly with the Kapiti Community Transport Steering Group to review the service to ensure it is meeting community needs
- work as part of the steering group and the Council to secure sustainable funding for the service

**CONTRACT OBJECTIVES – ST JOHN CENTRAL REGION**

**Objectives and Services:**

The St John Central Region will:

- operate the Ōtaki Health Shuttle service for the period of the contract
- meet regularly with the Ōtaki Health Transportation Steering Group to review the service to ensure it is meeting community needs
- work with the Steering Group and the Council to secure sustainable funding for the service

**ATTACHMENT 4**

**CONTRACT OBJECTIVES KAPITI SAFER COMMUNITY TRUST 2011/12**

Provide leadership for place-based crime prevention programmes and initiatives to increase community safety including:

- developing a place-based crime prevention plan in consultation with the Council
- monitoring local regional and national development in place based crime prevention and community safety and advocating local response to changes
- working with major stakeholders such as the Police, Council, Neighbourhood Support and Community Patrols on management of public space to improve safety and perception of safety
- begin work on becoming a World Health Organisation accredited Safer District
- providing support for both neighbourhood support and Community Patrols to grow and flourish across the District