

Chairperson and Committee Members

ENVIRONMENT AND COMMUNITY DEVELOPMENT COMMITTEE

11 DECEMBER 2014

Meeting Status: **Public**

Purpose of Report: For Information

COMMUNITY CONTRACTS REPORT PART TWO

PURPOSE OF REPORT

- 1 The Council has Community Contracts with community organisations in the District. Community Contract holders are required to provide annual reports. Reports for the period 1 July 2013 to 30 June 2014 have been summarised for the Committee. Six of these summaries were considered by this Committee on 30 October 2014. The remaining six are provided in this report.

BACKGROUND

- 2 The Council currently has twelve Community Contracts, all of which expire on 30 June 2015 (see Appendix One). These contracts contribute to the Social Wellbeing Activity. The contract holders provide diverse services including: information and advice; summer beach patrols; crime prevention; disability and youth support; and health transport and emergency services.
- 3 The contract holders are required, as part of the contract conditions, to report annually on their activities, how they have performed against their contract objectives and to provide financial statements.
- 4 This report covers the following six contracts:
 - Kapiti Disability Information & Equipment Centre
 - Kapiti Emergency Medical Services
 - Kapiti Safer Community Trust
 - Kapiti Youth Support (KYS)
 - Red Cross reporting on the Kapiti Health Shuttle
 - St John reporting on the Ōtaki Health Shuttle
- 5 Contracts are generally reviewed and awarded in line with Long Term Plan timeframes. A follow up review of this funding is being undertaken and a report provided to the Committee to inform decisions on Community Financial Support for the 2015 Long Term Plan. The review includes assessment of the expenditure in accordance with the new purpose for local government: “to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost effective for households and businesses.”

CONSIDERATIONS

- 6 Summaries of the reports provided by the six organisations in this report are provided in Appendix Two.
- 7 There are two community contracts which have required closer communication and monitoring:
 - The Kapiti Emergency Medical Services has returned the funding for the second half of the reporting financial year as the service is not currently operating.
 - The Kapiti Safer Community Trust has continued to experience capacity issues and funding pressure.
- 8 More information on both these contracts is provided in Appendix Two.
- 9 All contract holders have provided the financial reports which meet their contract requirements. Overall, the standard of reports received this year was good. Seven of the twelve organisations have had their financials either audited or independently reviewed and all seemed to be in a sound financial position. This review is not a requirement as it can prove too costly for small organisations, but it does provide a helpful level of assurance. A brief analysis of each financial report received can be found in Appendix Three.

Financial Considerations

- 10 There are no financial considerations as a result of this report.

Legal Considerations

- 11 There are no legal considerations.

Delegation

- 12 The Environment and Community Development Committee has delegated authority to consider this matter. Reference Section B. 1.7.8

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

Policy Implications

- 13 There are no policy implications arising from this report.

Tāngata Whenua Considerations

- 14 There are no current considerations arising from this report.

SIGNIFICANCE OF DECISION, AND ENGAGEMENT

- 15 This decision is not significant under Council's Significance and Engagement policy.

Engagement

- 16 There has been continuing communication throughout the reporting period with the Community Contract holders, and Council will continue to engage in multiple ways with the organisations that that are funded through Council's community contracts.

Publicity Considerations

- 17 There are no publicity considerations for the Council related to this report. Each organisation is responsible for its own publicity.

RECOMMENDATIONS

- 18 That the Environment and Community Development Committee notes the report on performance by Community Contract holders, as set out in Appendix Two of this report SP-14-1411.
- 19 That the Environment and Community Development Committee thanks the Community Contract holder organisations for their valuable work.

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Appendices

Appendix One: Community Contracts

Appendix Two: Community Contract Report Summaries

Appendix Three: Community Contract Financial Analysis

Appendix One: Community Contracts

External Agency/Partner	Brief description of service as required in the Contract	Council funding 2013/2014
Citizens Advice Bureau Kapiti	Information, advice, referral and advocacy services based in Coastlands.	\$12,667
Citizens Advice Bureau Otaki	Information, advice, referral and advocacy services based in Ōtaki town centre.	\$12,667
Disability Information & Equipment Centre – Kapiti	Based in the Kāpiti Community Centre, they provide information on disability, disability equipment and disability support services. The Centre also provides administrative support for the Kāpiti Accessibility Advisory Group (KAAG).	\$30,388 and \$7,466 for the KAAG
Te Newhanga Kāpiti Community Centre Inc	A facility that provides rooms and spaces for community meetings, networks and activities - a focus for community-initiated activities.	\$46,453
Kapiti Emergency Medical Service Trust	A Kāpiti based emergency medical service partnered with Urgent Community Care service – currently not operational. Note half of the funding was returned.	\$17,755
Kapiti Safer Community Trust	Promotion and coordination of crime prevention initiatives in the District; provision of support services for families in need; truancy services to schools, Strengthening Families. Delivers the Crime Prevention Plan which includes support for Neighbourhood Support and Community Patrols.	\$87,694
Kapiti Youth Support (KYS)	Delivers support services for young people including a young mothers programme and mentoring services for vulnerable young men.	\$52,838
Red Cross: Kapiti Health Shuttle	Provides a shuttle service to get patients to hospital and outpatient appointments.	\$7,926
Surf Life Saving New Zealand	Professional life guard services over the summer holidays at Ōtaki.	\$21,452
Surf Life Saving New Zealand	Professional life guard services over the summer holidays at Paekākāriki.	\$21,452
St John: Ōtaki Health Shuttle	Provides a shuttle service to get patients to hospital and outpatient appointments.	\$7,926
Volunteer Kāpiti	Provides the essential voluntary workforce needed to maintain and sustain the work of the community-based organisations on the Kāpiti Coast.	\$26,419
Total		\$353,103

Appendix Two: Community Contract Report Summaries

1 July 2013 to 30 June 2014

Part Two

Kapiti Disability Information & Equipment Centre

The Centre responded to 5,608 requests for help over the last year and completed 226 Total Mobility Scheme assessments. The Total Mobility Scheme is currently administered to 1029 people, 599 of these are in the Kāpiti area. Assessment for this service is done by three trained volunteers. The Centre's equipment showroom is still well used for both sale and hire of equipment. The service has also been diversified with higher sales from the website and the introduction of a mobile service from a van. The van is used to make presentations out in the community; primarily at retirement villages, as well as to sell equipment. The information service is also available from the van.

The Centre maintains networks with other health and disability providers. These networks facilitate referrals to the Centre and from the Centre. In addition, the Centre has set up a Mobility Scooter Club which has been well received and provides an opportunity for guest speakers on topics such as safety and the opportunity for members to share information and tips.

The Disability Centre Trust Board has been rejuvenated and is in good shape, with sufficient numbers and a good skill mix.

The Centre continues to umbrella the Kāpiti Accessibility Advisory Group (KAAG) – holding the funds for the group and contributing to the meetings. The work of the KAAG has grown as the Group and Council staff members have found better ways to work together. The Centre continues to train the Council staff on Disability Responsiveness training.

Kapiti Emergency Medical Services (EMS)

For the first six months of the financial year EMS continued to operate alongside local doctors and Wellington Free Ambulance (WFA). WFA provided training and assistance to Dr Leo Gunaseelan (EMS Medical Director) and he provided oversight of critical medical incidents for WFA staff. There are no statistics currently available for this period.

Dr Gunaseelan has since moved from the area and is no longer in this role. The Trust has returned the funding for the second half of the financial year.

Kapiti Safer Community Trust

The Kapiti Safer Community Trust continues to provide valuable early intervention services for children, young people and their families. The Trust has recently rebranded as A Safer Kapiti (ASK).

The contract objectives with the Trust focus on: strategic direction, alcohol, supporting collaboration and Ōtaki. The Trust identified four strategic priorities:

1. Reduction in youth offending,
2. Prevention and reduction in alcohol-related harm and crime,
3. Reduction in domestic violence,

4. Communications: increase community safety and wellbeing.

The Trust amalgamated some existing network and action groups in the community, including the Alcohol Liaison Group, into one entity – Keep Peace Kapiti to be a main driver to meet community contract objectives. The work of this group is now being aligned with the Police Ten Year Youth Crime Action Plan.

The Trust has continued to support Neighbourhood Support and reports that the membership is now at twenty four per cent of the Kāpiti population. There was a good response from people following the earthquake on 16 August 2013. Streets with concerns and or which have had notable crime have been targeted. Neighbourhood Support has been involved in the Waikanae Emergency Management Community Response planning.

Kapiti Youth Support (KYS)

KYS continues to provide a comprehensive health and social service to young people in the Kapiti District.

KYS continues to participate in two significant research projects on risk and resilience factors. The results indicate young people felt services are making a positive difference in their lives. KYS had higher scores in all six areas than the average score across Palmerston North, Auckland and Wellington.

KYS provides a wide ranging programme to young mothers – young women accessing this service range from those in the early stages of pregnancy to those with school aged children. Their programme is also varied, with a range of support opportunities from weekly support groups to specific groups focused on a particular skill (i.e. gardening) or need (behavioural management).

KYS reports 42 young men are involved in the mentoring service. Ninety-five per cent of those report improved self-confidence and motivation and ninety per cent also report things have improved in their home environments. The report provides case examples of young men taking positive steps in their lives.

The report states there are six 'youth reps' at KYS and that these young people indicated high levels of satisfaction in their role. Their role is focused on undertaking administration tasks, participating in youth development programmes and weekly training and providing peer support through Kapiti and Paraparaumu colleges.

In addition, KYS reported on their collaborative work with the Council. KYS worked with the Youth Council to deliver a joint citizenship project and two KYS staff have been involved in a Council initiated monthly peer supervision programme this year with other youth workers from across the District.

Red Cross reporting on the Kapiti Health Shuttle

NZ Red Cross reports that the service is meeting its objectives to support vulnerable people to attend specialist medical appointments at Wellington and Kenepuru Hospitals. There has been a general increase in the number of passengers since the inception of the service in 2009. The total number of passengers transported was 1040. A typical passenger holds a gold card, but there has been an increase in passengers aged between 25-40 years.

All 17 drivers are volunteers and between them they give 1,294 volunteer hours. All these drivers are police vetted, uniformed, and wear an identification badge. They receive first aid and defensive driving training.

In April of this year the service celebrated its fifth birthday. The Kapiti Transport Van is also used by the Emergency Management Team at times. The current Hyundai van is now six years old and has done over 200,000km. The van will be replaced by NZ Red Cross in January 2015. This service is heavily subsidised by NZ Red Cross and receives no funding from Capital and Coast DHB unlike similar services within the DHB's area.

St John reporting on the Ōtaki Health Shuttle

The St John Ōtaki Health Shuttle has been operational since 2010 and currently runs two shuttles. This financial year the shuttle has assisted 1064 patients (96 more than last year). The service has 24 fully trained volunteer drivers and companions. They are all Police vetted, wear full St. John uniform and receive First Aid and operator driver training. Clients have been transported to a variety of locations in Palmerston North and Levin. Other destinations include Foxton, Waikanae and Paraparaumu, Kenepuru and Wellington.

The Citizen's Advice Bureau Ōtaki takes the bookings for the shuttle. The service is taking an increasing number of hospital discharge patients who would otherwise have to arrange very expensive taxis or ambulances back to Ōtaki. The service is also responding to the needs of those with regular appointments such as for respite care in hospice, for dialysis, and for visiting sick relatives. St Johns relies heavily on good will donations and receive little funding from Mid-Central Health.

St John Otaki has instigated a local area project to replace its ageing and increasingly difficult to maintain Ford shuttle with one that meets demand, safety and running needs for the foreseeable future. There is a pressing need for the service.

Appendix Three: Community Contract Financial Analysis

Community Contracts Review 2014										
Organisation	KCDC Grant Year Ending 30/06/14	Total Revenue	KCDC Grant / Revenue	Surplus/ Deficit	Surplus/ Revenue	Total Equity	Total Assets	Equity / Assets	Financial Governance	Comment on Financial Statements
	\$000	\$000	%	\$000	%	\$000	\$000	%		
Citizens Advice Bureau Kapiti	13	19	68%	1	5%	24	25	96%	Independent Review by Accountant	Revenue is up by \$1k on last year which is offset by increased expenses of \$1k. Cash on hand \$19k, minimal liabilities.
Citizens Advice Bureau Otaki	13	22	59%	1	5%	42	42	100%	Independent Review by Accountant	Revenue up \$2k (additional community grants and miscellaneous other). Expenditure up by \$1k (various expense lines). Cash on hand \$32k, minimal liabilities.
Kapiti Safer Community Trust	88	314	28%	13	4%	172	389	44%	Not audited but compiled by accountancy firm	P&L profit of \$13k for year. Revenue down \$69k (Child, Youth & Family contract, MOE & sundry grants down - incr in KCDC grant partially offsets). Expenses down by \$39k (project expenses & donations). Cash on hand \$36k, current liabilities \$33k.
Surf Life Saving NZ reporting on Paekakariki and Otaki Surf Life Saving Clubs combined	48	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Audit of national organisation by chartered accounting practice	National accounts presented with no Kapiti numbers available
Te Newhanga Kapiti Community Centre Inc	29	140	21%	18	13%	44	65	68%	Audited by Chartered Accountant	Revenue up \$35k - lease income, room hire, Lotteries grant. Expenses up \$32k - salaries, accountancy & audit fees, restructure costs. Cash on hand \$58k, liabilities \$22k.
Disability Information and Equipment Centre - Kapiti Inc.	32	210	15%	38	18%	145	195	74%	Audited by local accounting practice	Combined Kapiti & Wellington results reported although P&L separates the divisions. Kapiti surplus \$38k. Income up \$31k (merchandising & workshops). Expenses up \$14k (rent, consultants).
Kapiti Emergency Medical Services Trust	11	67	16%	36	54%	273	274	100%	Not audited	Ceased operations during the year. Council was refunded part of their grant. Bank balances \$266k with minimal liabilities.
KYS One Stop Shop Trust	53	1,325	4%	127	10%	1,012	1,191	85%	Audited by Chartered Accountant	Profit of \$127k. Revenue increased by \$288k (Central Government income). Expenditure increased by \$331k (largely employment expenses). Cash on hand \$705k, liabilities \$178k.
Volunteer Kapiti	26	80	33%	8	10%	34	40	85%	Audited by Chartered Accountant	Profit of \$8k (previous year loss of \$13k). Turnaround the result of higher revenue (Nikau Trust) and lower expenditure (across the board but largely salaries & marketing). \$39k bank balances (up \$16k on last year), liabilities \$5k.
Red Cross NZ reporting on the Kāpiti Health Shuttle	8	17	47%	-32	-188%	N/A	N/A	N/A	National organisation, financials for Kapiti Health Shuttle not available.	Revenue and expenditure in line with last year.
Order of St John reporting on the Ōtaki Health Shuttle	8	31	26%	5	16%	364	366	99%	National organisation, local financials not audited.	Revenue in line with last year. Expenditure is up \$3k due to repairs & maintenance
		329								