

Chairperson and Committee Members

ENVIRONMENT AND COMMUNITY DEVELOPMENT COMMITTEE

27 MARCH 2014

Meeting Status: **Public**

Purpose of Report: For Information

COMMUNITY CONTRACTS: 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 2012 to 30 June 2013 have been summarised for the Committee. The first six summaries were provided in a report to the Environment and Community Development Committee meeting on 13 February 2014. This report provides the remaining summaries and brief financial analysis of the financial reports provided by the Community Contract Holders.

SIGNIFICANCE OF DECISION

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

BACKGROUND

- 3 The Council currently has twelve Community Contracts, all of which, except for the Kapiti Youth Support contract, 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.
- 4 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.
- 5 The report provided to the February Environment and Community Development Committee provided report summaries of the first six contracts:
 - Citizens Advice Bureau Kāpiti
 - Citizens Advice Bureau Ōtaki
 - Te Newhanga Kāpiti Community Centre
 - Red Cross reporting on the Kāpiti Health Shuttle
 - St John reporting on the Ōtaki Health Shuttle
 - Volunteer Kāpiti
- 6 This report covers the final six Community Contracts:
 - Kāpiti Disability Information & Equipment Centre

- Kapiti Emergency Medical Services
 - Kapiti Safer Community Trust
 - Kapiti Youth Support (KYS)
 - Surf Life Saving New Zealand reporting on Paekākāriki and Ōtaki patrols.
- 7 Contracts are generally reviewed and awarded in line with LTP timeframes. A follow up review of this funding will be undertaken later this year. A report will be provided to the Committee to inform decisions on Community Financial Support for the 2015 LTP. The review will include 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

- 8 Summaries of the six organisations in this report are provided in Appendix Two. There have been no concerns about the contracts to provide the beach patrols with New Zealand Surf Life Saving, with the Kapiti Disability Information and Equipment Centre or with the Kapiti Youth Support (KYS). There are two contracts which have required closer communication and monitoring: the Kapiti Emergency Medical Service and the Kāpiti Safer Community Trust contracts.

Kapiti Emergency Medical Services

- 9 The Kapiti Emergency Medical Services (EMS) service is in abeyance as EMS does not currently have a doctor. EMS is returning half of the funding for the current year and there are ongoing discussions about future plans for the service. EMS has recommended that the returned funding be reallocated to support Neighbourhood Support; however the funding was specifically approved for EMS services and any reallocation should be made with the Community Financial Support process. Further, it should be noted that the Neighbourhood Support service already receives funding under the contract with the Kapiti Safer Community Trust. When EMS is again able to provide the service, funding for this contract will continue until the completion of the contract. Decisions about future funding will be made within the Community Financial Support Review.

Kapiti Safer Community Trust

- 10 The Trust reports on and continues to provide excellent early intervention family support services which contribute to a safer community. Progress on the crime prevention planning, provision of strategic direction and coverage of Ōtaki contract objectives has been hampered by capacity, funding pressure and staff illness. Some encouraging progress has been made subsequent to the reporting period. More detail is provided in Appendix Two.
- 11 There is close communication and monitoring of this contract. This monitoring and communication will continue and form part of the Community Financial Support Review for the 2015 LTP.

Financial Analysis

- 12 All contract holders have provided financial reports which meet their contract requirements. Overall, the standard of reports received this year has improved on last year. Seven of these 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 does provide a helpful level of assurance. A brief analysis of each financial report received can be found in Appendix Three.

Financial Considerations

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

Legal Considerations

- 14 There are no legal considerations.

Delegation

- 15 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

Consultation

- 16 There has been continuing communication throughout the reporting period with the Community Contract holders.

Policy Implications

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

Tāngata Whenua Considerations

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

Publicity Considerations

- 19 There are no publicity considerations for the Council related to this report. Each organisation is responsible for its own publicity. There is an opportunity to do a media release to acknowledge the work of the organisations and the support from the Council.

RECOMMENDATIONS

- 20 That the Committee notes the report on performance by Community Contract holders, as set out in Appendix Two of this report SP-13-1089 and notes the areas of concern.
- 21 That the Committee thanks the Community Contract holder organisations for their valuable work.

Report prepared by:

Approved for submission by:

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ATTACHMENTS:

Appendix One: Community Contracts

Appendix Two: Community Contract Report Summaries 1 July 2012 to 30 June 2013

Appendix Three: Community Contracts Financial Analysis 2013

Appendix One: Community Contracts

External Agency/Partner	Brief description of service as required in the Contract	Council funding 2012/2013
Citizens Advice Bureau Kāpiti	Information, advice, referral and advocacy services based in Coastlands.	\$12,274
Citizens Advice Bureau Ōtaki	Information, advice, referral and advocacy services based in Ōtaki town centre.	\$12,274
Disability Information & Equipment Centre – Kāpiti	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 (AAG).	\$30,755 and \$5,120 for the AAG
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.	\$28,536
Kapiti Emergency Medical Service Trust	A Kāpiti based emergency medical service - now a partner in the new pilot Urgent Community Care service.	\$16,801
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.	\$84,974
Kapiti Youth Support (KYS)	Delivers support services for young people including a young mothers programme and mentoring services for vulnerable young men.	\$51,200
Red Cross: Kāpiti Health Shuttle	Provides a shuttle service to get patients to hospital and outpatient appointments.	\$7,680
Surf Life Saving New Zealand	Professional life guard services over the summer holidays at Ōtaki.	\$20,787
Surf Life Saving New Zealand	Professional life guard services over the summer holidays at Paekākāriki.	\$20,787
St John: Ōtaki Health Shuttle	Provides a shuttle service to get patients to hospital and outpatient appointments.	\$7,680
Volunteer Kāpiti	Provides the essential voluntary workforce needed to maintain and sustain the work of the community-based organisations on the Kāpiti Coast.	\$25,600
Total		\$324,468

Appendix Two

Community Contract Report Summaries

1 July 2012 to 30 June 2013

Kāpiti Disability Information & Equipment Centre

There has been a 14.5% increase in demand for the service over the period, with 5107 requests for the Centre's services. The majority of these requests have been enquiries about equipment either for purchase or hire. The Total Mobility Scheme, which provides subsidised taxi services to people who have an impairment, generates a lot of enquiries and subsequent follow-ups from the Centre's assessors.

The Centre continues to be a first point of contact for many people wishing to access the services of other organisations and health service providers. Good networks are actively maintained with relevant organisations, disability support providers, government departments, social service agencies and consumer groups. Centre staff continued promoting the service and have increased the number of regular visits to retirement villages.

Towards the end of 2011, the Centre secured funding through the Office of Disability Issues to run some workshops as a pilot, in partnership with the Council and the Kāpiti Accessibility Advisory Group. The aim of the workshops was to increase the awareness of disability amongst the Council staff and improve the disability responsive and service to customers with disabilities. The workshops proved very successful and are now provided on an ongoing basis to Council staff. The Centre will be looking for opportunities to provide this training to other organisations on the Coast.

The Centre has strengthened its Trust Board. Trust membership has grown from three members a year ago to a membership of nine. The Centre continues to provide some administrative support to the Kāpiti Accessibility Advisory Group.

The Centre will be focussing on providing a mobile service which is primarily aimed at service provision in Wellington but will also benefit the Kāpiti Coast, particularly Otaki.

Kāpiti Emergency Medical Services (EMS)

During the reporting period, Chris Lane, the long time Medical Director and Doctor for EMS left the service. A replacement doctor was sourced and became fully operational, providing the service alongside the Wellington Free Ambulance (WFA) and their Intensive Care Paramedics (ICP). WFA assisted with emergency management training to ensure the new doctor was aware of the policies and procedures for attendance at significant incidents and emergencies.

WFA have improved ICP attendance and this has increased ambulance availability by on scene medical treatment lessening the need for patient transport through to hospital. The WFA service availability has a flow on effect on the demand for EMS.

However, the new doctor has since moved on and EMS is not currently providing the service.

Kāpiti Safer Community Trust

The Trust has continued to offer valuable early intervention family support services. However, progress on the crime prevention planning, provision of strategic direction and coverage of Ōtaki has been hampered by capacity, funding pressure and staff illness within the contract reporting period.

During the reporting period the Trust provided leadership for the Keep Peace Group that was established in September 2012 in response to the Kapiti Lights deaths.

Encouraging progress has however been made in the current year, which includes leading the Keep Peace Group and supporting the merging of three key groups as one network group to increase effective collaboration:

- Keep Peace Group, a group of agencies working with the young people most at risk after the two deaths at the Kapiti Lights complex in 2012,
- Kāpiti Post-vention Initiative, a networking group which has played an important part in reducing youth suicide on the Coast, and
- Kāpiti Alcohol Liaison Group, a group of agencies which work to reduce alcohol-related harm.

How crime prevention activities will be delivered will form part of the focus of the review of Community Financial Support which will inform the 2015 LTP.

The Trust has done some work on a Crime Prevention Plan. It provided some support for the Kāpiti Coast Alcohol Liaison Group which advocated for the Alcohol Free Zone. The Trust continues to support Neighbourhood Support (NS) and the NS promotional leaflet now has a greater focus on emergency preparedness. The Trust donated vehicles to two Community Patrols and has also provides some support for the Community Patrols towards petrol.

Kapiti Youth Support (KYS)

For the report period 1 July 2012 – 30 June 2013, Kapiti Youth Support targeted their funding on two of the four objectives in their contract; delivering youth development programmes for young mothers/ parents and ensuring youth participation in decision making within the organisation.

One other objective is not discussed in the report; mentoring for young men. Reporting on the remaining objective is found in the information supplied on young parenting support provided by KYS; delivering supportive services for young people.

KYS continues to respond to the needs of young parents in the District. They provide a diverse range of services for young parents including; home visits, parenting courses and advocating for young parents. A new programme begun in February 2013 in their Otaki site with 10 young parents continues to be in demand weekly.

There has been an increase in young parents accessing KYS. This is a result of new clients who are young parents accessing the service as well as an increase in active clients increasing their visitations (clinical and counselling). There has been increase in young parents seeking support with family relationship issues and with parenting throughout the ages/ stages of caring for children.

There is a small amount of information in the report on youth participation in decision making. Their ongoing peer support programme provides their college aged peer support group with many opportunities for skill development and leadership. While this group's primary role is to support other young people who come into the service, the group has delivered several youth projects over the reporting period. These include; running a fair in Youth Week, hosting a youth art exhibit in the Arts Trail and partnering with KYS to deliver resiliency workshops to college students.

Surf Life Saving New Zealand (NZSLS) reporting on Paekākāriki and Ōtaki beaches

NZSLS are the contract holders for the professional life guard services for both the Paekākāriki and Ōtaki beaches over the summer. The professional life guards provide the patrols during the week and volunteers cover the weekends. The report relates to the previous summer during which the professional guards patrolled from 17 December 2012 to 25 January 2013, during which 675 hours of service were provided on each beach.

On the Ōtaki beach, the service provided 14 rescues, seven first aid responses, two searches and 365 preventative actions undertaken. On the Paekākāriki beach there was one rescue, six first aids, three searches and 520 preventative actions undertaken. These preventative actions were taken by the lifeguards to encourage beach goers out of dangerous situations and are focused on educating the public to prevent potentially fatal incidents. There were no critical incidents during the 2012/2013 Regional Lifeguard Programme.

NZSLS reports a successful programme both from a public and internal perspective. The service not only provides a safer environment for the local communities and visitors to enjoy but also provides an employment opportunity and personal development for young people. The skills and experience is then returned to their club and the communities in which they live.

Appendix Three

Community Contracts Financial Analysis 2013

Organisation	KCDC Grant Year Ending 30/06/13	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	12	17	71%	1	6%	23	23	100%	Independent Review by Accountant	Revenue up by \$1k on last year expenses marginally down. Surplus of \$1k for the year. Well funded with cash of \$20k and minimal liabilities. Financial statements subject to independent review rather than audit.
Citizens Advice Bureau Otaki	12	20	60%	-0	-2%	41	41	100%	Audited by local accounting practice	Breakeven result for year. Revenue in line with last year but expenses \$2k up. Minimal liabilities with good cash reserves.
Kapiti Safer Community Trust	85	383	22%	-28	-7%	159	453	35%	Not audited but compiled by accountancy firm	Funding shortfall in the year. P&L loss of \$28k for year. Revenue down \$53k (other income & sundry grants down - increase in KCDC & Govt grants partially offsets). Expenses down by \$45k (salaries & project expenses).
Surf Life Saving NZ reporting on Paekakariki and Otaki Surf Life Saving Clubs combined	42	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	115	25%	7	6%	26	69	38%	Independent Review by Accountant	Revenue up \$8k. Lower grants received but higher rental income and course fees offset this. Course costs added \$8k to expenses but other expenses were down on last year by \$5k. Surplus for the year was \$7k against \$11k last year. This years result included a \$9k provision for capital replacement and

										website development.
Disability Information and Equipment Centre - Kapiti Inc.	31	179	17%	22	12%	93	149	62%	Audited by local accounting practice	Combined Kapiti & Wellington results reported although P&L separates the divisions. Kapiti surplus \$22k. Income down \$17k (contracts & grants). Expenses down \$10k (salaries).
Kapiti Emergency Medical Services Trust	17	365	5%	96	26%	237	240	99%	Not audited	Profit turnaround from \$123k loss to \$96k profit. WFA providing more of the service and substantial DHB grants were received. Minimal liabilities with cash at Bank of \$94k.
Kapiti Youth Support Trust	51	1,036	5%	159	15%	875,485	1,041,523	84%	Audited by local accounting practice	Profit of \$159k. Well funded & financially sound – liabilities of \$166k but assets \$1,041k. Contingent liabilities of \$614k. Income up \$16k on last year but expenses, mainly in employment costs up \$104k. Accounts audited but not signed by Trustees.
Volunteer Kapiti	26	74	35%	-13	-18%	26	26	100%	Audited by Chartered Accountant	Balance date changed to 30 June - accounts for 15 month period. Loss of \$13k for 15 months due to higher salaries (staff changes and 1 extra part time employee) and marketing costs. Income from grants is on an annual basis so there was no pro-rate increase for 15 months (unlike expenses) which impacted on the result. Also changed from a cash basis of reporting to accrual but the impact was minor.
Red Cross NZ reporting on the Kāpiti Health Shuttle	8	18	44%	-30	-167%	N/A	N/A	N/A	National organisation, local financials not available.	Revenue \$3k up on 2012 through higher donations. Expenses down by \$6k - lower vehicle running partially offset by higher salaries.

Order of St John reporting on the Ōtaki Health Shuttle	8	31	26%	8	26%	N/A	N/A	N/A	National organisation, local financials not available.	Revenue down \$15k on 2012 - No grants received apart from KCDC and other income down. Expenses were also down and a profit of \$8k was reported. Cash on hand \$37k accumulates for shuttle replacement.
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