

Chairperson and Community Board Members
ENVIRONMENT AND COMMUNITY DEVELOPMENT COMMITTEE

30 OCTOBER 2014

Meeting Status: **Public**

Purpose of Report: For Information

COMMUNITY CONTRACTS PART ONE

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 are provided in this report, and the remaining six will be provided in a second report, which is on the agenda for the December meeting.

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 expire on 30 June 2015 (see Appendix One). These contracts contribute to the Social Wellbeing Activity. The contract holders provide very 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 This report covers the following six contracts:
 1. Citizens Advice Bureau Kāpiti
 2. Citizens Advice Bureau Ōtaki
 3. Te Newhanga Kāpiti Community Centre
 4. Surf Life Saving New Zealand reporting on Paekākāriki beach
 5. Surf Life Saving New Zealand reporting on Ōtaki beach
 6. Volunteer Kāpiti
- 6 The remaining community contracts will be covered in the second report to this Committee in December 2014 and are:

- Kāpiti Disability Information & Equipment Centre
 - Kāpiti Emergency Medical Services
 - Kāpiti Safer Community Trust
 - Kāpiti Youth Support (KYS)
 - Red Cross reporting on the Kāpiti Health Shuttle
 - St Johns reporting on the Ōtaki Health Shuttle
- 7 Splitting the reporting in two allows public speaking by contract holders to be spread across two meetings. Analysis of the financial reporting is provided in the Community Contracts Part Two report.
- 8 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

Issues

- 9 Summaries of the reports provided by the five organisations in this report are provided in Appendix Two. No risks or causes for concern have been identified with these contracts.

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

Consultation

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

Policy Implications

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

Tāngata Whenua Considerations

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

Publicity Considerations

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

RECOMMENDATIONS

- 17 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-14-1318.

- 18 That the Environment and Community Development Committee thanks the Community Contract holder organisations for their valuable work.

Report prepared by:

Approved for submission by:

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Appendix One: Community Contracts

External Agency/Partner	Brief description of service as required in the Contract	Council funding 2013/2014
Citizens Advice Bureau Kāpiti	Information, advice, referral and advocacy services based in Coastlands.	\$12,667
Citizens Advice Bureau Ōtaki	Information, advice, referral and advocacy services based in Ōtaki town centre.	\$12,667
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 (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
Kāpiti 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
Kāpiti 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
Kāpiti 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: Kāpiti 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 Johns: 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

Citizens Advice Bureau Kāpiti

The Bureau has been appointed, along with 29 other bureaux spread around New Zealand, to provide the Immigration Service's Face-to-Face information service for new migrants in Kāpiti.

Changes in Government legislation have required significant training to keep the volunteers skills and knowledge up to date. The total number of enquiries for the year was 3,173. The trend of enquiries becoming increasingly complex continues. The average citizen is now expected to be more computer savvy and so the Bureau is supporting clients through 'do-it-yourself' divorces, parenting through separation plans, and guiding clients through the new consumer laws. Issues brought to the Bureau are very diverse. Family and personal issues, including break ups, access to benefits, wills, problems with rest homes and deaths are notable.

A trend of note is the continuing increase in demand for the legal clinics. There are three clinics per month, which are generally booked 7-10 days in advance. Local lawyers support this service and urgent cases are referred to the Community Law Centre in Porirua. The JP clinics are also quite busy as they are increasingly required for tertiary education and Kiwisaver matters.

At the end of June there were 32 fully trained members, with a further 10 in training. The Chair of the Bureau commented that this is a time of change with a number of older volunteers retiring and new people joining to replace them.

Citizens Advice Bureau Ōtaki

Over the year, the service has dealt with 2,518 queries. Eight hundred and eighty of these queries were face to face and the rest by telephone. This face to face service is particularly valued as Central Government services have reduced their face to face interactions. The face to face service is particularly important to those who have fewer literacy skills and/or are less able to articulate their needs. The Bureau is also providing support for people with CV writing and budgeting.

Currently, the Bureau has 33 active bureau workers, and one probationer. The two recent trainees have both received their 'yellow certificates' which means that they are now fully accredited to interview and are active bureau workers rather than trainees or probationers. The Bureau has two local lawyers who provide free legal advice five days a week and, like the Kāpiti Bureau, are being utilised more and more often. The regular training sessions continue and have included topics such as benefits, Family Court reforms and funerals.

The Bureau has supported the work of other community organisations, including the Food Bank, the Health Shuttle, and the Thursday market held outside the Bureau. The Bureau has also provided rooms to the Hearing Service, Age Concern, Adult Literacy and Counselling Services.

The Bureau is very proud to say that John Britton (a local member) has been nominated and accepted as President of the CAB National Board.

Te Newhanga Kāpiti Community Centre

This year has been a time of significant change. The Incorporated Society has been wound up and a Trust is now in operation. The move to a Trust has been made to provide a strategic and more focussed governance function for Te Newhanga. A recruitment campaign was undertaken to ensure that the new Trust has the governance skill mix to take Te Newhanga through this revitalisation. The changes in the governance of Te Newhanga has been mirrored by a review of the staffing of the Centre as well.

Planning has been underway to enhance the building and improve the look and feel of the Centre to meet the current and future needs of the community. Te Newhanga has been working closely with the Council to make this happen.

Work continues to provide programmes and events at the Centre. Te Newhanga became a stop on the Arts Trail which attracted local artists and members of the community who had never visited the Centre before. A regular youth night at the Centre has also been very successful.

Surf Life Saving New Zealand reporting on Paekākāriki and Ōtaki beaches

Surf Life Saving New Zealand (SLSNZ) provided a professional lifeguard service last summer for 675 hours each on the Paekākāriki and Ōtaki beaches. This service supported the work undertaken by volunteer lifeguard services that operate each weekend during the summer months. The lifeguard service aims to promote beach safety and to save lives. They perform preventative actions and provide first aid and emergency medical care. Preventative actions include encouraging beach users to safer parts of the beach and providing advice. Over the summer there were four rescues, 7 first aids, two searches and 645 preventative actions which involved 1,150 people.

SLSNZ is focussed on developing leadership and runs a 'Leaders for Life' programme. Both the Ōtaki and Paekākāriki Clubs remain in very good heart. For every paid hour on the beach, guards provide two volunteer hours.

Volunteer Kāpiti

Volunteer Kāpiti has matured as an organisation and provides valuable services to the Kāpiti Coast. Over the last year there have been a number of [changes to paid](#) and volunteer staff bringing new enthusiasm and motivation to grow Volunteer Kāpiti. The manager reports that it is in a managed growth stage.

There are currently 71 organisations registered to use their service. This is a 24.5% increase on the previous reporting period. The scope of voluntary roles has widened which in turn means that the advertised roles are more diverse; 283 interviews have been conducted during the reporting period.

Over a quarter of the volunteers are retired, with 56.5% of the volunteers aged 50 or older. The service is noticing an increase in volunteers in the 50-59 age bracket that are volunteering to be proactive, gain new skills and make community connections in the hope of obtaining paid employment.

Volunteer Kāpiti has made a strong commitment to Ōtaki and has opened a permanent office there now, which replaces the previous arrangement of temporary use of the Library Supper Room.

Volunteer Kāpiti has provided volunteers for Council activities, such as the Sustainable Home and Garden Show, Gardening in Schools and the upcoming Arts Trail. The organisation also celebrated extraordinary volunteering with a new annual Volunteer Recognition award.