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**ORDINARY MEETING**

**OF**

**CITY STRATEGY COMMITTEE**

**AGENDA**

**Time:** 9:30 am  
**Date:** Thursday, 11 May 2017  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**MEMBERSHIP**

Mayor Lester  
Councillor Calvert  
Councillor Calvi-Freeman  
Councillor Dawson  
Councillor Day  
Councillor Eagle  
Councillor Foster  
Councillor Free  
Councillor Gilberd  
Councillor Lee  
Councillor Marsh  
Councillor Pannett (Chair)  
Councillor Sparrow  
Councillor Woolf  
Councillor Young

**NON-VOTING MEMBERS**

Te Rūnanga o Toa Rangatira Incorporated  
Port Nicholson Block Settlement Trust

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democratic Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number and the issue you would like to talk about.*

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## **AREA OF FOCUS**

The role of the City Strategy Committee is to set the broad vision and direction of the city, determine specific outcomes that need to be met to deliver on that vision, and set in place the strategies and policies, bylaws and regulations, and work programmes to achieve those goals.

In determining and shaping the strategies, policies, regulations, and work programme of the Council, the Committee takes a holistic approach to ensure there is strong alignment between the objectives and work programmes of the seven strategic areas of Council, including:

- Environment and Infrastructure – delivering quality infrastructure to support healthy and sustainable living, protecting biodiversity and transitioning to a low carbon city
- Economic Development – promoting the city, attracting talent, keeping the city lively and raising the city's overall prosperity
- Cultural Wellbeing – enabling the city's creative communities to thrive, and supporting the city's galleries and museums to entertain and educate residents and visitors
- Social and Recreation – providing facilities and recreation opportunities to all to support quality living and healthy lifestyles
- Urban Development – making the city an attractive place to live, work and play, protecting its heritage and accommodating for growth
- Transport – ensuring people and goods move efficiently to and through the city
- Governance and Finance – building trust and confidence in decision-making by keeping residents informed, involved in decision-making, and ensuring residents receive value for money services.

The City Strategy Committee also determines what role the Council should play to achieve its objectives including: Service delivery, Funder, Regulator, Facilitator, Advocate

The City Strategy Committee works closely with the Long-term and Annual Plan committee to achieve its objectives.

**Quorum:** 8 members

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## **1 Meeting Conduct**

### **1.1 Apologies**

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### **1.2 Conflict of Interest Declarations**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### **1.3 Confirmation of Minutes**

The minutes of the meeting held on 20 April 2017 will be put to the City Strategy Committee for confirmation.

### **1.4 Public Participation**

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

### **1.5 Items not on the Agenda**

The Chairperson will give notice of items not on the agenda as follows:

***Matters Requiring Urgent Attention as Determined by Resolution of the City Strategy Committee.***

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

***Minor Matters relating to the General Business of the City Strategy Committee.***

No resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the City Strategy Committee for further discussion.



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## **2. Policy**

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# **WELLINGTON REGIONAL SPORT AND ACTIVE RECREATION STRATEGY IMPLEMENTATION**

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### **Purpose**

1. To recommend to Council that it endorse Living Well - the Wellington Regional Sport and Active Recreation Strategy 2016 – 2026 (Attachment 1)
2. To recommend to Council that it consider a funding contribution towards the implementation of the Wellington Regional Sport and Active Recreation Strategy of \$24,000 per year for 3 years as part of the 2017/18 Annual Plan and 2018/2028 Long-Term Plan. Note this will be funded in 2017/18 by offsetting savings from Parks, Sport and Recreation operational budget for one year.

### **Summary**

3. Living Well- the Wellington Regional Sport and Active Recreation Strategy (Regional Strategy) has been developed by Sport Wellington (SW) with assistance from Sport New Zealand (SNZ), Wellington City Council, other territorial authorities (TAs) and Regional Sports Organisations (RSOs).
4. The five key outcomes of the Regional Strategy are:
  - Participation opportunities
  - Sporting success
  - Spaces and places
  - Workforce excellence
  - Strategic investment
5. The Regional Strategy provides an opportunity to take a collaborative approach to setting priorities with other TA's.
6. SW is seeking funding from TAs in the region to help resource the implementation of the Strategy.
7. One of the key outcomes will be a Regional Facilities' Plan.
8. The outcomes from the implementation of the Regional Strategy include:
  - A more coordinated, efficient, productive and sustainable sport and active recreation sector, with better leverage on central government for funding opportunities, as well as sport and active recreation contributing to the region's economic development
  - Strategic partnerships between the Council and Sport Wellington to fund programmes such as 'Shift', which focuses on a low participation group to improve their physical and mental wellbeing
  - Increased participation and better social and community outcomes as a result of SW, TA's and RSOs working in a coordinated way focusing on agreed priorities.

## **Recommendations**

That the City Strategy Committee:

1. Receive the information.
2. Recommend to Council it endorse Living Well - Wellington Regional Sport and Active Recreation Strategy 2016 – 2026.
3. Recommend to Council to consider funding, as part of the 2017/18 Annual Plan and 2018/2028 Long-term Plan, the amount of \$24,000 per year for 3 years (total \$72,000) to help the successful implementation of the strategy, including facilitating, monitoring and reporting
4. Note that councillors will consider approving the draft Wellington City Council Sport and Active Recreation Plan for public consultation later in the year
5. Note Council's commitment to the Regional Facilities Plan proposal.
6. Note the Partnership Plan between Sport Wellington and Wellington City Council and that this will be updated to align with the Regional Strategy.
7. Note that Council is working regionally on the Regional Trails Framework that will be considered for funding through the 2018 - 2028 Long Term Plan.

## **Background**

9. On August 10<sup>th</sup> 2016, the Community, Sport and Recreation Committee resolved to develop the Wellington City Council Sport and Active Recreation Plan (Tactical Plan). At that time the Regional Strategy was in draft form. See Attachment 4 for a copy of this Committee paper for more background information about the Regional Strategy.
10. The Tactical Plan will provide a local context for the Regional Strategy by recognising what's unique about the Council's role in supporting sport and active recreation in the city and region.
11. The Tactical Plan is currently being drafted and will outline specific actions and priorities the Council may take to achieve the outcomes in both the Sport New Zealand Community Sport Strategy 2015 – 2020 and the Regional Strategy. Officers will bring the draft Tactical Plan to this Committee for approval to consult later this year (to be scheduled on the forward programme).
12. One of the initiatives of the Regional Strategy is the development of a Regional Facilities Plan (refer Attachment 2 – Regional Facilities Plan proposal) to address the most efficient way the region can provide an accessible, fit for purpose network of regional facilities that support sport and active recreation.
13. The Council also has a Partnership Plan (MoU) with Sport Wellington. Refer Attachment 3 – Wellington City Council & Sport Wellington Partnership Plan 2016 – 2018. The purpose of this document is to identify shared goals and outcomes and prioritise areas to work together. It also details funding commitments between the two organisations. It is an operational document and is reviewed and updated annually. The next review is due on the 30th June 2017 and will incorporate initiatives falling out of the Regional Strategy including any associated funding commitments.

## **Discussion**

14. The Regional Strategy will provide an opportunity to set priorities the Council can work on in collaboration with other local TA's and sporting organisations.

**Planning Context**

15. The Regional Strategy sits between a national and local planning context. Sport NZ’s Community Sport Strategy 2015-2020 provides national direction. Its principles emphasise participant-centred responses to delivery, a system led approach and performance driven.
16. Sport New Zealand has supported other regions to work collaboratively to provide sports and active recreation strategies with a focus on sustainable and effective delivery. This ensures more efficient and cost effective outcomes. Two examples include:
  - Auckland City Council the “Auckland Sport and Recreation Strategic Action Plan 2014 – 2024”
  - “Waikato Regional Sports Facilities Plan”.
17. The Regional Strategy responds to the national direction by providing a regional framework while also creating a context for planning locally, see below.



The relationship between the Regional Strategy and the Tactical Plan being prepared by the Council is shown in Attachment 5 – Sport and Active Recreation Planning Framework. **Regional Strategy - Vision and Purpose**

18. The Regional Strategy vision is “Collaborating to enable our communities to lead healthy, active and successful lives through sport and active recreation”
19. The purpose of the Regional Strategy is to increase and support collaboration to enhance local delivery, aspects of which are best managed through regional leadership and co-ordinated planning and investment.

**Framework and outcomes**

20. The Regional Strategy framework contains five ‘pillars’ which represent priority focus **outcomes**. These were developed in response to the issues and challenges the sector currently face. The framework, including the five ‘pillars and outcomes are shown in Page 7 of the Regional Strategy – see Attachment 1.

21. Territorial authorities, such as Wellington City Council, play a major role in the five key 'pillars' identified in the Regional Strategy at all levels of sport and active recreation, including locally, regionally and nationally. Some examples include:
- **Participation opportunities** - Through our ability to network and support a broad range of low participation groups such as low socio-economic, disabled and older adults through our aquatic and recreation programmes
  - **Sporting success** - Council attracts and secures regional and national events that support talent development, as well as supporting elite athletes, particularly through use of Council facilities. We also support franchise and representative sport, such as the Wellington Hurricanes, Wellington Pulse (netball) and Wellington Phoenix
  - **Spaces and places** – Recent work on regional sports field provision (allowing us to better understand and match provision with use and projected demand) and the development of the Regional Facilities Plan will ensure efficient ways the region can provide facilities that support sport and active recreation and avoid duplication. The Council is working regionally on the development of the Wellington Regional Trails Framework.
  - **Workforce excellence** - The Council can contribute by supporting sport club capacity and leadership capability, especially through our work on sports hubs such as Alex Moore Park
  - **Strategic investment** - Council supports funding in the sport and active recreation industry, including sports field operations, community and sporting hubs, facility developments e.g. ASB Sports Centre, natural and artificial turf, aquatic centres, recreation centres, and an extensive track network. In addition community grants, subsidies for leisure cards and community leases, bikes in schools, learn to swim programmes, feasibility studies and so on.

### Implementation of the Regional Strategy

22. Sport New Zealand funded the development of the Regional Strategy over three years. Implementing the strategy will provide an opportunity to integrate work already planned and scheduled into a regional framework to achieve a regional vision. For example to share resources and funds thus reducing overall costs.
23. Sport Wellington has requested funding from local councils towards both the Regional Strategy and the Regional Facilities Plan. See table below. Note - TA's and other organisations have also provided funding towards the development of the Regional Trails Framework.

Council, and other organisations	Implementation Funding		
	Regional Strategy*	Regional Facilities Plan	Regional Trails Framework
Wellington City	\$24,000	\$10,000	\$20,000
Upper Hutt City	\$5,000	\$3,000	\$5,000
Carterton District	\$1,000	\$750	\$1,600
Kapiti Coast District	\$6,000	\$4,000	\$5,000
South Wairarapa District	\$1,000	\$750	\$1,600
Masterton District	\$3,000	\$1,500	\$1,600
Hutt City	\$12,000	\$8,000	\$10,000
Porirua City	\$6,000	\$4,000	\$5,000

Greater Wellington Regional, WREDA and DOC		\$33,000
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\*Note Sport Wellington will contribute and cover the balance of funding required for the implementation of the Regional Strategy

24. Along with Council's support for the Regional Plan, successful implementation will require:

- **Governance and oversight** – a governance structure already exists, made up of Council Officers, mayors, and councillors from various Councils, as well as representatives from sporting bodies from across the region. This will become a steering group to oversee, advise and hold to account the work done to implement the Regional Strategy. The role of the steering group is to feedback, into the organisations and groups they represent (e.g. Mayoral, CEO and Sports Leaders' forums) issues and opportunities of a regional nature, including identifying opportunities for regional collaboration on projects. Future regional project teams will report back via the steering group.
- **Managing Implementation** – Sport Wellington is an independent industry advisor and is well placed to operate as a regional facilitator. Their tasks will include
  - a. providing oversight and support governance
  - b. coordinate information and workflows
  - c. hold workshops for the development of the regional planning framework
  - d. monitor and evaluate the framework for the Regional Strategy
  - e. advocate on behalf of the region in support of sport and active recreation to agencies, including central government.

25. While the region is well placed to deliver on the vision in the plan it will need the support and collaboration and commitment at a local government level to ensure that sport and active recreation plans are consistent and opportunities for investment are co-ordinated and used effectively. The strategy will provide a platform for partnering, e.g. progressing the Wellington Regional Facilities Plan.

### Outcomes

26. Outcomes Council can expect to see from the implementation of the Regional Strategy include:

- A more coordinated, efficient, productive and sustainable sport and active recreation sector, with better leverage on central government for funding opportunities, as well as sport and active recreation contributing to the region's economic development
- A strategic partnership with Sport Wellington who help fund programmes such as 'Shift', which focuses on a low participation group to improve their physical and mental wellbeing
- Increased participation and better social and community outcomes as a result of SW, TA's and RSO's working in a coordinated way focusing on agreed priorities.

### Challenges and opportunities

27. Nationally the sport and active recreation sector faces the following challenges including:
- A growing, ageing and more culturally diverse population.
  - People changing the way they wish to access sport and recreation opportunities.
  - People are time poor and less likely to join a club.
  - Administration of sporting clubs and organisations are heavily reliant on volunteers who are less able to give time to such activities.
  - Some club and Council facilities are underutilised.
  - Funding levels are static or shrinking, meaning there is less money available for clubs and sports to operate.
  - New legislation and compliance changes mean costs are getting higher for participants, clubs and other sporting organisations.
28. The opportunities that a collaborative relationship for implementing the Regional Strategy include:
- Working together regionally on an agreed vision and outcomes.
  - A consistent approach will increase efficiencies and effectiveness of delivering sport and recreation outcomes.
  - Combining knowledge and talent to better respond to community needs.
  - Identify and respond collaboratively to regionally significant issues.

### Next Actions

- Update the Sport Wellington and WCC Partnership Plan
  - Complete the draft Wellington Sport and Active Recreation Plan for public consultation
  - Complete the Wellington Regional Trails Framework
  - Assist Sport Wellington with the development of the Wellington Regional Facilities Plan.
29. As well as the proposed three year financial commitment there will also be a commitment of officer's time to these projects.

### Attachments

Attachment 1.	Wellington Regional Sport and Active Recreation Strategy 2016 - 2026	Page 15
Attachment 2.	Regional Facilities Plan proposal	Page 32
Attachment 3.	Wellington City Council & Sport Wellington Partnership Plan 2016 - 2018	Page 38
Attachment 4.	Community Sport & Recreation Committee, Sport and Active Recreation, August 2016	Page 54
Attachment 5.	Sport and Active Recreation Planning Framework	Page 62

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Author	Joel de Boer, Recreation and Parks Planner
Authoriser	Michael Oates, Open Space and Recreation Planning Manager Paul Andrews, Manager Parks, Sport and Recreation Jane Hill, Acting Chief Operating Officer

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Engagement has occurred with Sport Wellington during the development of this report. Engagement is occurring with community groups and stakeholders over the development of the Wellington Sport and Active Recreation Plan. Sport Wellington will manage the launch of the Regional Strategy.

### **Treaty of Waitangi considerations**

No specific consideration at this stage. However engagement with urban Maori on the Wellington Sport and Active Recreation Plan is progressing well.

### **Financial implications**

Sport Wellington has request \$72,000 of Council funding over three years (\$24,000 per year) towards facilitating, monitoring and co-ordinating the implementation of this regional strategy.

### **Policy and legislative implications**

The Wellington Regional Sport and Active Recreation Strategy has been developed to sit between a national and local planning context. At a national level, Sport NZ has developed the New Zealand's Community Sport Strategy 2015 – 2020. At a local level Wellington City Council will develop the Wellington Sport and Active Recreation Plan, a tactical response to the regional strategy.

### **Risks / legal**

None identified at this stage.

### **Climate Change impact and considerations**

N/A

### **Communications Plan**

N/A

### **Health and Safety Impact considered**

N/A



**A collaborative approach to enabling our communities to lead healthy, active and successful lives through sport and active recreation**



## FOREWORD

### *Living Well*<sup>1</sup>

People in the Wellington region value their opportunities to participate and be involved in sport and active recreation activities. We want them to continue to have plenty of good activity choices to enable them to lead physically active lives and live well as a consequence.

This plan plays an important part in ensuring that the wider Wellington region continues to be a leading region in the provision of opportunities that encourage lifelong involvement in sport and active recreation. The landscape of sport and active recreation delivery is changing, now more than ever before. Through working more collaboratively, and with the needs of the people in the region at the front of our thinking and planning, we can meet the challenge of change and build an unrivalled system of delivery that encourages and supports greater levels of participation.

Increasing participation in sport and recreation means better health and wellbeing, social and community development, and individual development and achievement for people in our communities. By increasing our collaborative effort we will also further contribute to the regional economy as a result of creating a more effective and efficient sport and recreation sector. When we combine our knowledge, resources and talent and take collective responsibility for the development of sport and recreation in our region we are better placed to address the changes in society that challenge us and threaten the place of sport and recreation in our everyday lives.

Many people have contributed to the development of this plan and it will need the efforts of many to implement it and achieve our desired outcomes. Teamwork will be a critical to our success as will informed decision-making and planning that accounts for today with the future in mind.

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<sup>1</sup> Living Well refers to improvements in physical and mental wellbeing, individual development and achievement, and social and community development through regular participation in sport and active recreation.



**INTRODUCTION**

Regularly participating in sport and active recreation creates a wide range of benefits to individuals, communities, our region and the nation. Some of the benefits are outlined below.

Health	Social	Personal	Community	Economic
Contributes to higher levels of self-esteem and self-worth	Creates positive alternatives to youth offending, antisocial behaviour and crime	Empowers, inspires and motivates individuals	Provides opportunities for social interaction	Eases pressure on the health system
Reduces stress and helps to manage depression and build resilience	Provides work/life balance	Kids who participate learn better and are more likely to enjoy school	Creates opportunities for, and promotes, volunteering	Healthy workers are more productive and take less sick days
Promotes a healthy, active lifestyle	Provides opportunities to develop friendships	Develops life skills and leadership abilities	Clubs can become hubs of communities especially in the regions	Reduces pollution – promotes use of active modes of transport like walking and cycling
Tones and strengthens the body		Provides a sense of belonging	Binds families and communities through shared experiences	Creates employment opportunities
Reduces obesity		Contributes to lifelong learning	Fosters community pride and strengthens social networks	Economic growth through business investment, employment, major events and tourism
Can help to prevent cardiovascular disease, diabetes and some cancers		Supports and enhances cultural values and identity		

Currently, on any given week, around 80 percent of adults in the Wellington region are active making us one of the most active regions in New Zealand<sup>2</sup>. However, only around half (52%) do enough activity to meet the National Physical Activity Guidelines<sup>3</sup> established by the Ministry of Health which set a minimum of 2 ½ hours of moderate or 1 ¼ hours of vigorous physical activity spread throughout the week to maintain good health.

Physical inactivity is costly both economically (in 2010 the total cost of physical inactivity in New Zealand was \$1.3 billion and for the Wellington Region this was \$141 million<sup>4</sup>) and individually.

While most people, active and inactive, understand the benefits of participating in sport and active recreation, simply promoting the benefits will not encourage more people to be active. Participation opportunities are available to everyone, but there are some groups within our communities who experience barriers that make it difficult to participate. Providers focused on getting more non-participants active will need to adopt a targeted approach and may need to work with different partners.

The strategy and our collective response to it create an opportunity to impact on all communities within the region to bring about improved quality of life and wellbeing through making it easier to participate in sport and active recreation and ensure that the experiences are ones that encourage ongoing and lifelong involvement.

<sup>2</sup> Sport New Zealand. (2015). Sport and Active Recreation Regional Profile: Wellington Region – Findings from the 2013/14 Active New Zealand Survey. Wellington: Sport New Zealand

<sup>3</sup> 2011-14 NZ Health Survey, Ministry of Health

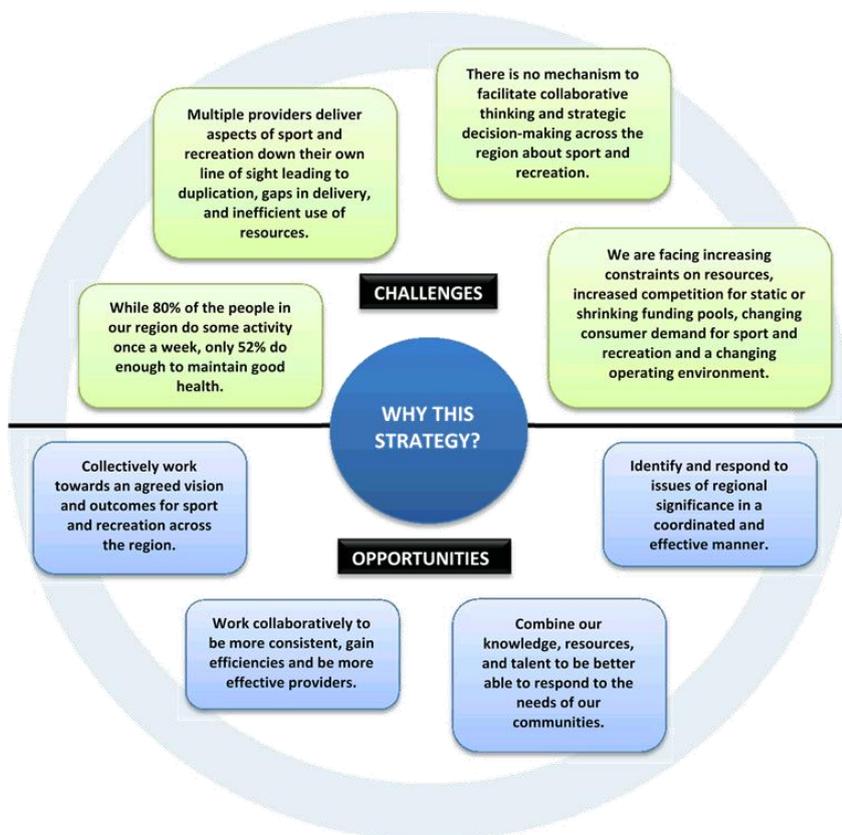
<sup>4</sup> The Costs of Physical Inactivity – Toward a regional full cost accounting perspective, Auckland Council, Waikato Regional Council, Wellington Regional Strategy Committee

**Why this strategy?**

The operating environment for sport and active recreation is changing.

- Our population is growing, ageing and becoming more culturally diverse
- Sport and recreation preferences are constantly evolving and how and when people want to access these opportunities is trending towards recreation and away from organised sport.
- We have a community sport system that is heavily reliant on volunteers with less time to give
- Providers are increasingly required to comply with new or amended legislation
- Some of our facilities have little or no capacity while others remain under-utilised
- Levels of funding are static or shrinking while demand for those funds is increasing meaning funders are looking for joined up thinking and practice and keen to understand priorities for investment.

At the same time providers do tend to operate in isolation from other providers. This can lead to duplication and competition for resources and create inefficiencies that add costs to participants.



Our opportunity lies in working more cohesively where we can, sharing ideas, people and resources in order to gain efficiencies and a more joined-up delivery system. This strategy is focused on driving greater collaboration to address these challenges while building a sport and active recreation system that is responsive, sustainable and productive now and into the future.

**THE STRATEGY**

This strategy is based on the following premise:



The **VISION** for the strategy is: Collaborating to enable our communities to lead healthy, active and successful lives through sport and active recreation.

The **PURPOSE** of the strategy is to provide the mechanism that increases and supports collaboration to enhance local delivery. In addition we will use the strategy to identify aspects of sport and active recreation provision that are best managed through a regional approach leading to more opportunities for coordinated region-wide planning and investment by councils, sport and recreation organisations and others.

The mechanism put forward in the strategy is the **SPORT AND ACTIVE RECREATION PLANNING FRAMEWORK**. By working together towards a shared vision and using the framework for planning we stand a better chance of building a high-quality regional system for providing sport and active recreation opportunities and experiences to all communities across the Wellington region.

The framework contains five ‘pillars’ which become the **PRIORITY FOCUS AREAS** for the strategy. These have been developed in response to the issues/challenges the sector currently faces. The pillars and the outcomes for each are listed below.

Participation opportunities	Regional sporting success	Spaces and places	Workforce excellence	Strategic investment
More people participating in sport and/or active recreation and meeting the Ministry of Health’s physical activity guidelines.	More athletes on the talent pathway and more regional sporting success (teams and individuals) nationally and internationally.	Integrated network of local and regional places and spaces that provide more people in the region with better places to participate and support event hosting.	A high-performing workforce delivering quality sport and active recreation opportunities to the region.	Sufficient, sustainable and targeted investment supporting increased physical activity through sport and active recreation.

Through this approach the **LONG TERM OUTCOMES** we want to achieve for the region are:

- a more coordinated, efficient, productive and sustainable sport and active recreation sector
- improved physical and mental wellbeing for people in our region as a result of increased participation
- sport and active recreation contributing to social and community development outcomes
- sport and active recreation contributing to the region’s economic development.



### Planning Framework for Sport and Active Recreation

While we are well-placed to realise our vision, our greatest gains both regionally and locally will be made through our collective commitment to developing sport and active recreation and by working better together, more often. To facilitate increased regional collaboration and consistency of local planning the regional strategy introduces a planning framework for sport and active recreation. Its purpose is to provide a platform and focus for planning for sport and active recreation by providers and identify areas of work where there are opportunities to partner with other providers. In turn this will lead to greater regional consistency and opportunities to realise regional projects while allowing for local responses to local need.

#### Five focus areas

The planning framework is focused on five key areas that will be instrumental in getting more people active, more often and experiencing the many benefits that regular participation brings.



- **PARTICIPATION OPPORTUNITIES**  
Ensuring everyone has access to a range of formal and informal participation opportunities and encouraged to participate
- **REGIONAL SPORTING SUCCESS**  
Developing, supporting and recognising sporting excellence across the region
- **SPACES AND PLACES**  
Developing a coordinated approach to providing an accessible, fit-for-purpose network of regional facilities, spaces and places that support and encourage participation in sport and active recreation
- **WORKFORCE EXCELLENCE**  
Supporting the development of capable people (paid and volunteer) to build a strong and enterprising sector
- **STRATEGIC INVESTMENT**  
As a Council we also have a

PLANNING FRAMEWORK

	Participation opportunities	Regional sporting success	Spaces and places	Workforce excellence	Strategic investment
<b>Objective</b>	Ensure everyone has access to a range of formal and informal participation opportunities and is encouraged to participate	Develop, support and recognise sporting excellence across the region	Develop a coordinated approach to providing an accessible, fit-for-purpose network of regional, spaces and places that support and encourage sport and active recreation	Support the development of a strong and enterprising sector through building people capability (paid and volunteer workforce)	Align investment with regional and local priorities for sport and active recreation and grow the funding pool
<b>Outcome</b>	More people participating in sport and/or active recreation and meeting the Ministry of Health's physical activity guidelines	More athletes on the talent pathway and more regional sporting success (teams and individuals) nationally and internationally.	Integrated network of local and regional places and spaces that provide more people in the region with better places to participate and support event hosting.	A high-performing workforce delivering quality sport and active recreation opportunities to the region	Sufficient, sustainable and targeted investment supporting increased physical activity through sport and active recreation
<b>Priority focus areas</b>	<ul style="list-style-type: none"> <li>• Low participation groups</li> <li>• Young people</li> <li>• Provision of a broad range of quality sport and active recreation participation opportunities</li> <li>• Removing/minimising barriers to participation to make it easier to access sport and active recreation opportunities i.e. cost, accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• Athlete development (including access to talent development pathways and athlete services)</li> <li>• Developing strategic partnerships – tertiary, HPSNZ, franchise sports, funders</li> <li>• Celebrating regional sporting success</li> </ul>	<ul style="list-style-type: none"> <li>• Identifying and developing a regional facilities network to enable community participation</li> <li>• Facility partnerships</li> <li>• Sportsville and sports hub development</li> <li>• Regional and community events planning</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce development                             <ul style="list-style-type: none"> <li>- paid staff</li> <li>- volunteer planning and development</li> <li>- leadership development</li> </ul> </li> <li>• Knowledge building through research and insights</li> </ul>	<ul style="list-style-type: none"> <li>• Establishing a coordinated approach to funding sport and active recreation across the region and aligning with regional projects and local priorities</li> <li>• Growing the funding pool</li> </ul>
<b>Success indicators</b>	<p>Growth in regular participation in current low participant groups and overall</p> <p>More people meeting Ministry of Health physical activity guidelines</p>	<p>Performance of regional teams and individuals</p> <p>Performance hubs established and operational</p> <p>Joint performance development projects initiated</p> <p>Annual sports awards held</p>	<p>Regional facilities plan developed and operational</p> <p>Facility partnerships increase</p> <p>Increase in the number and range of events hosted across the region</p>	<p>Integrated training and development opportunities</p> <p>Engagement and retention of the workforce including growth in volunteering – (numbers of volunteers and hours contributed)</p> <p>Positive customer experiences, retention and growth in participation</p> <p>Improved planning and decision-making in relation to sport and active recreation</p>	<p>Increased investment in regional sport and active recreation activity</p>
<b>Measures</b>	tbc				
<b>Regional Project Opportunities</b>	<p>Engagement with low participation groups</p> <ul style="list-style-type: none"> <li>• Women and girls 13 years and older</li> <li>• Older people</li> <li>• People from low socio-economic areas of our region</li> <li>• Different ethnic communities, in particular Chinese and Indian people</li> <li>• People with disabilities</li> <li>• People with health-related problems</li> </ul>	<p>Regional Talent Plan – including performance hub establishment and athlete services provision</p>	<p>Regional Facilities Plan to identify priority projects and funding process</p> <p>Schools/Councils Partnerships as a means of maximising existing facilities for both school and community use.</p> <p>Regional Events Plan</p>	<p>Regional Workforce Development Plan</p> <p>Regional Volunteer Planning</p>	<p>Regional Investors' Network</p>



**Planning context**

The regional strategy sits between a national and local planning context. Sport NZ’s Community Sport Strategy 2015-2020 provides national direction. It emphasises participant-centred responses to delivery and a focus on ‘system’ build through developing the system enablers:

- Intelligence: using data and information to generate participant insights for planning and decision-making
- Capability: building delivery capability – people and organisations
- Connectivity: becoming more consistent and aligned through increased collaboration and partnering
- Resources: prioritising where we allocate resources and reducing waste and duplication.

The Wellington regional strategy responds to this by providing a regional framework designed to contribute to system build while also creating a context for planning locally as represented by the diagram below.



**The regional delivery system**

At its heart the delivery system for sport and active recreation across the region has three key components. It involves consideration of participants (who create demand) and the response from providers (supply) via a range of sport and active recreation opportunities and different mechanisms through which these opportunities are made available or delivered.

To be effective and recognised as New Zealand’s leading regional delivery system we will need to:

- ensure that participation opportunities and development pathways are accessible to all
- apply insights gained from research and various knowledge and information sources to our planning and decision-making
- ensure that we have the right spaces and places available to participants in the right locations
- build operational excellence amongst providers
- ensure that available resources are used to their fullest extent for maximum impact while also seeking ways to grow the resources for sport and active recreation
- develop greater connectivity through partnerships and collaboration.



## IMPLEMENTATION

### Governance and oversight

The success of this strategy lies in our willingness to adopt and use the planning framework, follow the implementation principles and act on our collective commitment to the ongoing development of sport and active recreation across the region.

Successful implementation will require ongoing governance and oversight to champion the strategy, provide leadership and influence, and maintain momentum going forward. We will also need to continue to advocate for greater collaboration at sub-regional and local levels as well as identify priorities and opportunities for regional collaboration.

Individual stakeholders, or groups of stakeholders, are best placed to lead regional projects and we will need to put a mechanism in place to provide support for projects, collate information, track progress and report to stakeholders on progress towards the outcomes of the strategy.

### Funding the Regional Strategy

The planning framework is not intended to create additional work but instead provide an opportunity to integrate work already planned/scheduled into the regional framework i.e. what are you planning or implementing currently that will help achieve the vision and outcomes of the regional strategy. Much of this work will already have budget and other resources allocated to it from individual organisations' baselines.

Over time, use of the framework will lead to greater consistency and, by capturing information in a common clearinghouse, we will be able to identify opportunities to work more collaboratively at regional, sub-regional and possibly local delivery levels. Through this process we will be able to share resources and potentially reduce costs that we would otherwise incur by working individually.

New initiatives such as the development of the regional spaces and places (facilities) plan will be funded through either re-prioritising the allocation of existing resources or by finding new investment (or a combination of both). It is important to understand that there will be some regional projects that will require the allocation of human resources more so than financial ones. A critical aspect of agreeing any regional project will be consideration of available resourcing to support the project.

Part of the strategy is about growing available resources and securing new funding from different sources. Success here will help to support regional projects.

### Managing the implementation

Sport Wellington is an independent and objective advisor to and on behalf of the regional sport and active recreation sector. It is ideally placed to operate as the backbone organisation for regional sport and active recreation provision to ensure that programmes of work continue to progress. To this end Sport Wellington can:

- create and manage the regional sport and active recreation information hub/clearinghouse that will record progress against the intended outcomes of the regional strategy, provide a repository for the activities under the planning framework, provide insights and other information relating to the priorities identified in the planning framework.
- provide advisory and secretarial support for the future governance mechanism, coordinating information and work flows and meeting details
- develop and run workshops and forums focused on different aspects of the regional planning framework
- develop and manage the monitoring and evaluation framework for the regional strategy
- advocate on behalf of the region in support of sport and active recreation to agencies including central government.



## Implementation Principles

### *Valuing Te Ao Māori*

The needs of all in the region have been considered during the development of this strategy. However, implementation of the strategy will need to recognise and respond to the uniqueness of Māori in terms of opportunity, impact, partnerships, and values.

It is feasible that Toa Rangatira and Te Atiawa as Mana whenua can provide some leadership in the implementation of this strategy with support through Te Roopu Awhina and their Pou Hakinakina. Both Iwi have strong links in sport through their various sports associations and clubs.

The Māori population remains relatively youthful across the region and, in spite of high levels of participation in a range of sport and active recreation activities, some of the outcomes we are seeking through this strategy are not realised in the same way for Māori as for others.

By working in partnership with Iwi and other appropriate organisations we will be able to achieve desired outcomes for Māori in our region. In particular we will look to build partnerships that:

- increase and enhance Māori participation in sport and active recreation - both traditional and mainstream - in a variety of settings including kura, wananga and marae
- are compatible with core values of whanaunatanga, manaakitanga and rangitiratanga (amongst others)
- build capable and sustainable Māori sport and active recreation organisations
- encourage and support Iwi-based or marae-based sport and active recreation events
- recognise and celebrate the success of Māori in sport and active recreation
- help to create healthy and active Māori communities.

### *Partnership and Collaboration*

No one organisation can implement all of the strategy on its own. Successful implementation will depend on partnership and collaboration across organisations and sectors and using our collective strengths to realise the outcomes.

### *Needs-based approach*

Decisions for our organisations and the region will be based on evidence of need. This includes assessment of regional needs, balancing investment and the economic impact of sport and recreation facilities and services and making investment decisions based on where it matters most. An important aspect of a needs-based approach is not just anticipating need but adapting and responding to changing conditions and circumstances in a timely and appropriate way.

### *Future focused*

Decisions will be made that will benefit long-term achievement. Stakeholders will see this strategy as an important part of achieving sustainable sport and recreation facilities and services that help meet our vision, for future generations as well as our current communities.

### *Demand-driven*

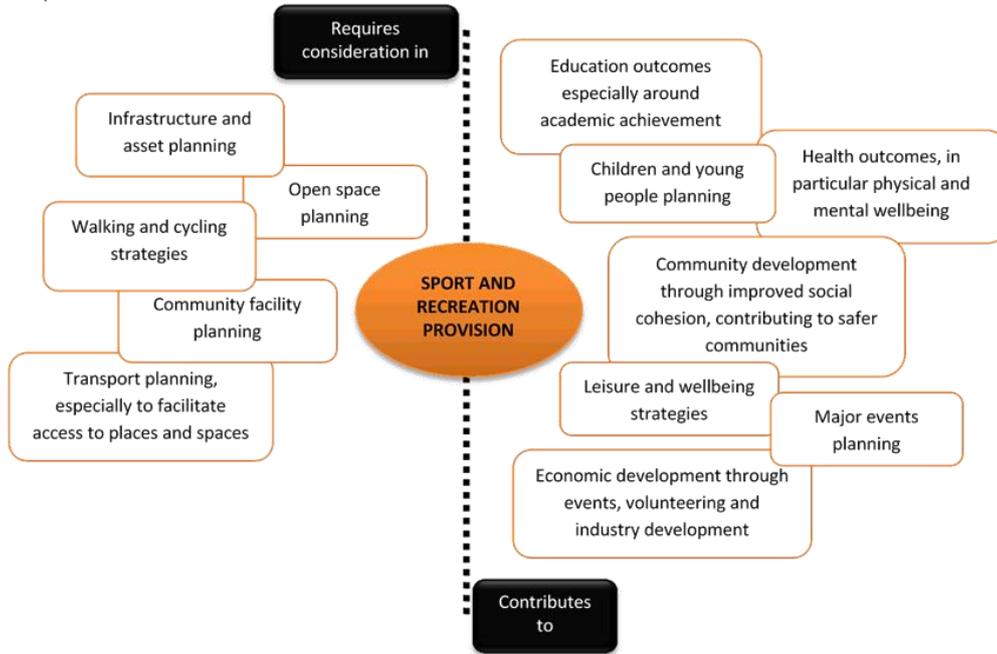
As our population changes, demand for sport and active recreation will also change. As providers we need to be aware of, and keep informed about, changes that may affect demand for programmes and other opportunities in order to maintain participation levels.



*Integrated planning*

Sport and active recreation does not exist in a vacuum. It impacts, and is impacted by, other sectors / areas of work. Planning for sport and active recreation therefore needs to occur in a coordinated and integrated way to achieve the best solutions to meet the ongoing needs of people and communities, and to achieve value for money.

For example:



*Apply locally-led delivery principles*

Locally-led delivery principles provide guidance about how best to work with communities to develop sport and active recreation. They form an important part of the local delivery approach as identified by Sport NZ in their Community Sport Strategy 2015-2020. New Zealand’s local community sport principles<sup>5</sup> are:



<sup>5</sup> Sport NZ Community Sport Strategy 2015-2020

**Using the planning framework**

The framework is intended to be used to think about and plan for local delivery and as a mechanism for identifying opportunities to work across the region to address regional sport and active recreation issues of importance. When providers commit to using the framework we will achieve greater consistency for participants and create opportunities to drive greater collaboration. In turn this will result in a more coordinated approach and a more efficient delivery system. Providers will use the framework in different ways depending on their focus

*Wellington City Council example*

Wellington City Council, with the approval of Councillors, has initiated the development of a Wellington City Sport and Active Recreation Plan using the proposed framework in the draft Regional Strategy. This will provide a local response to the Regional Strategy and will address issues unique to Wellington City while linking with their current Community Facilities Policy, Our Capital Spaces and Open Spaces and Recreation Framework for Wellington and the Sport New Zealand Community Sport Strategy 2015-2020.

An overview of this is presented below.

Framework pillars	Regional strategy priority	Wellington City focus – local response
<b>Participation opportunities</b>	<ul style="list-style-type: none"> <li>• Low participation groups</li> <li>• Providing young people with a broad range of quality participation opportunities – in and outside of school</li> <li>• Removing/minimising barriers to participation</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and support low participation groups</li> <li>• Reduce barriers to participation</li> </ul>
<b>Regional Sporting Success</b>	<ul style="list-style-type: none"> <li>• Athlete development</li> <li>• Developing strategic partnerships – tertiary, HPSNZ, franchise sports, funders</li> <li>• Celebrating regional sporting success</li> </ul>	<ul style="list-style-type: none"> <li>• Attract and support regional and national events</li> <li>• Support franchise and representative sport</li> <li>• Work in partnership with Sport Wellington to expand the successful talent development programme across the region</li> </ul>
<b>Spaces and Places</b>	<ul style="list-style-type: none"> <li>• Regional Spaces and Places plan (including venues/stadia for hosting events)</li> <li>• Facility partnerships</li> <li>• Sportville and sports hub development</li> <li>• Regional and community events planning</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Sport NZ, Sport Wellington and other TAs to develop a regional facilities plan (spaces and places)</li> <li>• Work with GWRC and other TAs, and mountain biking and the trail user community to develop a regional trails framework</li> </ul>
<b>Workforce Excellence</b>	<ul style="list-style-type: none"> <li>• Workforce development                             <ul style="list-style-type: none"> <li>- paid staff</li> <li>- volunteer planning and development</li> <li>- leadership development</li> </ul> </li> <li>• Knowledge building - research and insights</li> </ul>	<ul style="list-style-type: none"> <li>• Sport club capability and health</li> <li>• Support for emerging sports</li> </ul>
<b>Strategic Investment</b>	<ul style="list-style-type: none"> <li>• Regional Investors' Network</li> <li>• Growing the funding pool</li> </ul>	<ul style="list-style-type: none"> <li>• Provide grant funding to clubs for planning</li> <li>• Provide grant funding to support strategic projects and partnerships with the community</li> <li>• Review the criteria for why and how Wellington City Council invests in and supports sport</li> <li>• Investigate the regional funders' model adopted in Auckland and establish the benefits of adopting a similar approach in the Wellington region.</li> </ul>

*Regional Project example*

**Example:** Regional Trails Framework

**Regional Framework Pillar:** Spaces and Places

**Regional Trails Framework**

**1. Opportunity**

- The Wellington region has a large and diverse off-road trail network catering for a wide range of recreational uses including mountain biking, walking and trail running. Much of the network is managed for shared use with the balance providing for exclusive use (either walking or mountain biking) or priority use by mountain bikes, including a number of mountain biking parks.
- This has resulted in a large spread of opportunities including well established shared trails, numerous foot only opportunities, a number of regionally significant mountain biking parks and one of the country's 22 Great Rides. However it has also led to inconsistencies and gaps in the opportunities on offer throughout the region and a regionally fragmented approach to planning. Issues include a shortage of beginner and advanced/technical trails for mountain bikers, inconsistent signage and a lack of integrated (joined up) trails throughout the region. There is also no "one stop shop" for people to find information on opportunities available throughout the region.

**2. Approach**

- All 8 councils in the region, the Wellington Regional Development Authority, Department of Conservation and the Wellington Trails Trust have agreed to work together to develop a regional trails framework. Through working collaboratively on the project they aim to capture the agreed priorities of agencies, community groups and the business sector and develop a coherent regional trails network that will meet the current and future needs of users and realise economic benefits to the region.
- The final framework will identify links to other local and regional plans such as Open Spaces plans, Walking and Cycling strategies (amongst others).
- Key actions taken to date include:
  - Development of a terms of reference for the project
  - Establishment of a project steering group made up of representatives of the councils, WREDA, DOC and the Wellington Trails Trust
  - Started a GIS exercise to map all existing opportunities across the region
- The project will be co-funded by participating agencies and an independent contractor will be engaged to lead stakeholder engagement and develop the framework.



**Appendix 1: Defining sport and active recreation**

Increasingly the line between sport and active recreation is becoming blurred and there are generally more similarities than there are differences. At the same time, whether an activity is sport or active recreation is often of little consequence to the participant; their focus is more likely to be on factors that make the activity affordable, easy to access, or enjoyable, while their motivations to participate may be varied. Some will be looking to participate with friends, or maintain an active lifestyle, while others may look for opportunities to develop their talent and become successful international athletes. As we increasingly drive towards a participant-led, demand driven system, knowing and responding to the needs of participants becomes more important than whether an activity is classified as sport or recreation.

A way of thinking about sport and active recreation that doesn't rely on a definition is to consider the nature of the activity opportunity that is provided or available. To keep this simple, and for the purposes of this strategy, we have introduced the idea of organisation-led opportunities and participant-led opportunities.

<i>Organisation-led opportunities</i>	<i>Participant-led opportunities</i>
<ul style="list-style-type: none"> <li>• Tend to be more formally organised and structured with participation facilitated by a club, or group, or RSO</li> <li>• Usually involve membership/subscription fees and participation opportunities provided via regular competition and regular events</li> <li>• Commit participants to a specific time or place for participation</li> <li>• May involve some form of instruction or coaching and require other volunteer support for administration, umpiring/refereeing, etc</li> </ul> <p><u>Examples include:</u></p> <ul style="list-style-type: none"> <li>• Playing competitive/social netball</li> <li>• Belonging to a local tramping club</li> <li>• Participating in a local fun run event</li> <li>• Formal coach and official learning and development</li> </ul>	<ul style="list-style-type: none"> <li>• Tend to be more informal and more flexible allowing time and place to be determined by the participant</li> <li>• May require a cost associated with gaining access to a place/space in order to do the activity or associated equipment costs e.g. purchase of a bike</li> <li>• May require some organisation by the participant</li> <li>• Do not always rely on other people and may not require a regular commitment from the participant</li> </ul> <p><u>Examples include:</u></p> <ul style="list-style-type: none"> <li>• Going for a walk in Catchpool Valley</li> <li>• Shooting hoops at the local park or rec centre</li> <li>• Biking the Makara Peak track</li> </ul>



**Appendix 2: The economic value of sport and recreation in the Wellington region<sup>6</sup>**

***Sport and recreation activities are highly valued by people in the Wellington region***

- Nearly 9 out of 10 (89.7 per cent) young people (5-17 years) in the region spend at least three hours per week in organised or informal sport and recreation activity.
- Over 8 out of 10 (86.5 per cent) adults (18 years or older) take part in at least one sport or recreation activity (excluding walking and gardening) over a year.
- These are supported by 115,000 volunteers.

***Sport and recreation industries provide employment for people in the Wellington region***

- More than 4,000 people (4,311) work in sport and recreation industries (based on the 2013 Census).
- Including people working in sport and recreation occupations outside these sport and recreation industries, the total increases to more than 5,500 people (5,748); this is 2.4 per cent of all those in employment.

***Sport and recreation industries contribute to the Wellington regional economy***

- The sport and recreation sector (narrowly defined) is estimated to have contributed \$388.6 million to regional GDP in 2012/13, or 1.3 per cent.

***Sport and recreation occupations provide income to people in the Wellington region***

- Over 3,000 (3,228) people work in sport and recreations occupations.
- The total annual personal income for people in sport and recreation occupations in the Wellington region is estimated to have been \$113.2 million (measured in 2013 values).

***Sport and recreation education is important in Wellington schools***

- Just over five per cent of The National Curriculum is related to sport and recreation.
- This same share of teacher salaries in 2012/13 adds up to \$19.6 million.

***Sport and recreation parks and facilities are a large investment by Wellington local governments***

- Councils in the Wellington region spent \$29.2 million on new sport and recreation facilities in 2012/13.
- This contributed \$10.2 million to the value of the construction sector that year.

***Sport and recreation volunteers contribute valuable services to the Wellington region***

- Volunteers contributed 8.1 million hours to sport and recreation in 2013/14.
- The estimated market value of these volunteered services is \$122.7 million at 2013 values.

***Sport and recreation are an important economic sector in the Wellington region***

- The contribution of sport and recreation to GDP (including volunteered services) in 2012/13 is estimated to have been \$591.4 million, or 2.0 per cent.

<sup>6</sup> Sport New Zealand, 2015. The Economic Value of Sport and Recreation to the Wellington Region. Wellington: Sport New Zealand.

**Appendix 3: Who is involved?**

There are many different aspects to the sport and recreation sector and as many ways to define the sector both broad and narrow. For the purposes of this strategy we will take a broad view that aligns with the updated report on the economic value of sport and outdoor recreation to New Zealand produced in September 2015<sup>7</sup>. The report identifies five groups that could be considered to constitute the sector.



<sup>7</sup> Dalziel, P. (2011) The Economic and Social Value of Sport and Recreation to New Zealand. AERU Research Report No. 322, prepared for Sport and Recreation New Zealand. Lincoln University: Agribusiness and Economics Research Unit.



## PROPOSAL: WELLINGTON REGIONAL FACILITIES PLAN

### INTRODUCTION

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This paper provides an overview of the proposed Regional Facilities Plan Development project for the Wellington region.

Organisations actively working in the sport and active recreation sector, while focused on different aspects of provision, are doing so because they value what sport and active recreation offers to individuals and communities. However, this work is often done independently of others and can lead to duplication, gaps in provision, inefficient use of resources and under-utilisation of facilities.

A regional approach for collaborative thinking and decision-making across our region for future provision of spaces and places for sport and active recreation has been identified as a key action from the Wellington Sport and Active Recreation Strategy which is a framework for planning both locally and regionally. Through working within this common framework we can ultimately make better decisions by coordinating resources and working together to identify what we have, where the gaps are, what the investment priorities are.

There is little doubt that in the past there has been duplication and fragmentation in the development of New Zealand's sporting facility network resulting in inefficient use of scarce resources. For this reason Sport NZ has encouraged Regional Sports Trusts to take the lead in providing an opportunity for interested parties to work together to align their thinking and planning to deliver better value for each party and for the community generally.

### BACKGROUND

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#### *Identified Need*

Sport Wellington has been working with Territorial Authorities (TAs), Sport NZ and Regional Sports Organisations (RSOs) to develop a regional sport and active recreation strategy.

Through the work carried out to date it has become clear that there is a need for a more coordinated approach to facility planning and management. This has emerged as one of the key priorities for stakeholders in the region.

#### *The Wellington region*

The Wellington region has a strong and diverse network of sport and recreation facilities which provide for a range of activities from international events through to informal sport and recreation.

Provision of facilities that support participation in sport and recreation often requires significant investment during their development, management and maintenance. This can have a major impact on surrounding communities and districts.

Historically sports facilities have tended to be planned and built in isolation however, we know that the best outcomes are achieved when partnerships are developed within and outside of the sport and recreation sector. We know too that the best long-term outcomes are achieved by designing facilities in ways that enable them to be adapted, developed and extended in response to future demand.



The current local political climate is amenable to regional projects, with TAs in the region looking for opportunities to demonstrate their willingness and ability to work collaboratively. There is strong support for a regional sport and active recreation strategy and equally strong support for the development of a regional facilities plan.

*Increasing prevalence of regional planning*

Sport NZ's publication *Better Value from New Zealand's Sporting Facilities* provides a New Zealand sporting facilities framework and identifies that "despite the number of facilities we have, we don't necessarily have the facilities we need". Sport NZ identifies that we have many sporting facilities that:

- we cannot afford
- are due for replacement
- are not fit-for-purpose
- are duplicated while gaps in provision also exist.

The framework supports the need for sporting facilities to be fit-for-purpose, multi-use, well-utilised and future-proofed. Sport NZ is also encouraging a more collaborative approach to facilities planning and management across district boundaries in order to gain efficiencies and more effective service delivery for sport and recreation.

Several regions throughout New Zealand are either implementing or developing regional facility plans including: Auckland, Waikato, Bay of Plenty, Hawkes Bay and Canterbury (amongst others). The common threads running through each of the plans or proposals are: collaboration in development, management and service delivery, meeting current and future need/demand, and reducing duplication of effort.

In these regions, Councils have committed funding and other resources to support the project.

*Other benefits*

A regional facilities plan will:

- help to manage the growing pressure from sports or activities for access to some facilities and expectations of the level of service provided and high quality facilities
- manage the increasing demands for facilities that create tension between commercial and community use
- provide a regional framework for assessing proposals in terms of appropriateness of investment, ability to determine levels of service or relating proposals in context to other facilities currently servicing markets outside of a specific district but within the region
- introduce a hierarchy of facilities which may lead to more equitable allocation of funding to projects across different districts
- address uncoordinated implementation and funding of facility projects and as a consequence duplication of provision and competition for the same markets
- connect facility planning and planning for targeted events and activities for the Wellington region to maximise hosting opportunities and boost economic benefit.



## DESIRED OUTCOMES

The outcome of a Regional Facilities Plan is to reach a clear understanding of what the facility network should look like if it is to meet the needs of sport and recreation users – both now and in years to come.

The foundation for thinking intelligently about the future requires regional stakeholders to:

- Understand the state of the existing network of facilities – quantity and quality as well as usage and capacity
- Identify and agree any significant gaps in current facility provision
- Develop a sense of what the future state should look like
- Recognise the partners who might co-operate in any future facility development
- Prioritise key projects and outcomes over clearly defined timeframes
- Agree a process for collaboration and decision-making about any future facility development

Reaching community-wide agreement about facility needs takes time and effort – there are no short-cuts. We envisage that this project will take eight to ten months to complete and will be managed by Sport Wellington and an external contractor and overseen and led by a Regional Facility Planning Project Steering Group

### *Scope*

The scope of the Regional Facilities Plan will be guided by learnings and recommendations from other regional spaces and places plans in New Zealand and the requirements of key stakeholders across the Wellington region.

Particular note should be given to the direction and outcomes of the Wellington Region Sport and Active Recreation Strategy. Specifically the intention to ensure sport and active recreation outcomes are aligned to other sector outcomes to ensure actions contribute to building active, healthy and successful communities. We will also need to consider taking a wider community lens to facility planning as opposed to looking exclusively at the needs of sport and active recreation.

Consideration will be given as to whether the following should be included or excluded:

- Provision of spaces for play, informal activities and wider open space
- Provision of cycle ways or walkways primarily used for active transport
- Sports club amenities where they are located at the same site as the facility. E.g. club rooms, bars, cafes located inside an indoor court facility.
- Multi use facilities where sport and recreation and other community or cultural activities take place. E.g. TSB Arena.
- Provision for high performance sport
- Sportsville, sports hub opportunities

The Regional Facilities Plan should link where appropriate to other local and regional plans such as spatial planning.

The final plan will address the sport and active recreation facility needs of the Wellington region and have given careful and detailed consideration to:

- Establishing an inventory of existing facilities at a local, sub-regional, regional and national level including a high level condition survey on facilities (identified by Sport Wellington and the contributing partners).

- Providing analysis of the gap between current facilities and current and future needs. This will include identifying any over-supply as well as gaps, and prioritising areas for future growth in line with available data, appropriate timeframes and needs analysis including population trends, cultural changes and economic factors.
- Identifying future investment requirements in facility needs (at a local, sub-regional, regional and national level) for the sports being targeted over the next 0-3yrs (Short Term) 4-10yrs (Medium Term) and 10 years + (Longer Term).
- Establish a tiered approach (facility hierarchy) of sport and active recreation facilities in the Wellington region and identify opportunities for consolidation and or rationalisation, at local, sub-regional, regional levels.
- Making recommendations on potential partnerships for network development, co-location/hubbing opportunities locally and regionally, which could enhance the development of facilities and increase their usage and long-term financial sustainability.
- Present a prioritised list of recommendations for the development or rationalisation of facilities to meet current and future facility needs, include reference to best practice development, operational and funding models that the region could consider or emulate.

The Regional Facilities Plan will not:

- overtake local decision-making about what local and community level facilities are required
- promote the need for regional facilities over sub-regional and local facilities
- state that all regional facilities are required in the short term.

#### STAKEHOLDERS/PARTNERS

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Local Government:

- Greater Wellington Regional Council
- Wellington City Council
- Hutt City Council
- Porirua City Council
- Upper Hutt City Council
- Kapiti District Council
- Masterton District Council
- South Wairarapa District Council
- Carterton District Council

Sports Organisations (as determined by Sport Wellington Whole of Sport planning process):

- Tier 1: Priority RSOs, Community Groups, Clubs, Sport Franchises
- Tier 2: Secondary RSOs, Community Groups, Clubs and Wellington based NSOs

Other Sport Enablers:

- Community and Gaming Funders
- Primary and Secondary schools (that own or manage sport and recreation facilities)
- Other sport and recreation facility owners



Wellington Region Facilities Plan Development

**PROPOSED APPROACH**

*Overview of approach*

PHASE	CONCEPT	PLANNING	EXECUTION	FINISH
<b>FOCUS</b>	<ul style="list-style-type: none"> <li>• Proposal</li> <li>• Buy-in /endorsement from stakeholders</li> <li>• Commitment of financial resource</li> <li>• Commitment to actively participate</li> </ul>	<ul style="list-style-type: none"> <li>• Determine project scope</li> <li>• Establish project steering group</li> <li>• Establish project team</li> <li>• Establish indicative timelines</li> <li>• Determine reporting timelines and mechanism</li> <li>• Clarify roles and responsibilities</li> <li>• Determine project risk profile</li> <li>• Engage independent contractor</li> <li>• Budget preparation</li> </ul>	<p>Stocktake and trend analysis</p> <ul style="list-style-type: none"> <li>• Data collection – facility use, nature of current network, participation trends</li> <li>• Understand future trends – participation, demographic changes</li> <li>• Understand sport-specific needs – national, regional, local</li> <li>• Determine likely impact on demand for spaces and places</li> <li>• Consideration of neighbouring regions and proximity of spaces and places</li> </ul> <p>Plan development</p> <ul style="list-style-type: none"> <li>• Agreed shape of future regional network</li> <li>• Agreed priorities – short, medium and long-term</li> <li>• Agreed process for decision making and investment</li> <li>• Build a local framework for developing places and places</li> </ul> <p>Consultation</p>	<ul style="list-style-type: none"> <li>• Sign-off plan/endorsement</li> <li>• Approval and commitment to plan</li> <li>• Embed in stakeholder planning</li> <li>• Capacity building (as required)</li> </ul>
<b>DELIVERABLE</b>	<p>Proposal</p> <p>Approval to proceed</p>	<p>Engagement of independent contractor</p> <p>Project Plan (including budget and risk profile)</p>	<p>Regional stocktake</p> <p>Consultation summary</p> <p>Regional Spaces and Places Plan</p>	<p>MOUs</p>

Item 2.1 Attachment 2



Wellington Region Facilities Plan Development

PHASE	CONCEPT	PLANNING	EXECUTION	FINISH
KEY STAKEHOLDERS	Councils Regional Sport Organisations Funders Sport NZ Sport Wellington	Plus: (to be determined once scope is agreed) Ministry of Education (MoE) Iwi Ministry of Health (MoH) Technical experts – spaces and places	All previous	Councils RSOs Sport NZ Sport Wellington MoE

This comprehensive planning exercise will require the active support of invested parties including Councils, Sport Wellington, community funders and sporting codes. This community-wide ‘buy-in’ provides the important mandate for the planning group to:

- consider and evaluate facility options
- identify priorities
- make recommendations for future investment.

We will need a strong regional mandate to ensure the plan’s success. This means that in the first instance we will seek formal agreement from parties to participate along with a financial commitment to the planning process. Note that Sport NZ has agreed to support the project with up to \$50,000 with their investment contingent on the financial commitment of vested interest parties.

**Partner Plan**  
**between**  
**Wellington City Council**  
**and**  
**Sport Wellington**  
**2016 - 2018**

**Purpose of this document**

The purpose of this document is to set out how Wellington City Council (WCC) and Sport Wellington (SW) will collaborate together to achieve shared outcomes and identified priorities by combining resources, passion and energy.

Sport Wellington and Wellington City Council work together on a range of projects and initiatives spanning several WCC business units. This plan has been written with a focus on those initiatives led by the Parks Sport and Recreation Business Unit (PSR), however, recognises the broader nature of the relationship between the two organisations and provides an overarching framework for the partnership. It is a living document and will be reviewed and updated as new opportunities and initiatives emerge across WCC business units.

The initiatives identified by this partnership plan will form part of the Wellington Regional Sport and Recreation Strategy, development of which is being led by Sport Wellington, with funding from Sport NZ<sup>1</sup>.

**Timeframe**

This plan runs from 1 January 2016 to 30 June 2018. It will be reviewed and updated annually.

**Partnership Plan objectives:**

- Understanding and alignment of direction and priorities (shared and individual)
- Efficient use of resources
- Strong relationship management
- Community development
- Focus on education sector
- A sustainable sport and recreation system for the entire region
- Innovative opportunities to participate in response to changing lifestyles and macro trends

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<sup>1</sup> Funded till June 2017

**Partnership Principles**

- Learning – foster individual and mutual learning and ensure the sharing of knowledge
- Sustainability – setting in place a model that allows the delivery of the initiatives beyond project timelines
- Resources – sharing and managing restricted resources effectively
- Co-operation and alignment between both parties
- Progress – collaboratively working to meet outcomes and measuring progress
- Innovative thinking is encouraged in all interactions

**Strategic direction**

	<b>Sport Wellington</b>	<b>Parks, Sport and Recreation</b>
<b>Vision:</b>	Everyone in the greater Wellington region has a life-long involvement in sport and active recreation.	Create valued experiences that grow healthy communities and healthy environments.
<b>Purpose:</b>	To provide region wide leadership to the sport and active recreation community wherever they are in the region in order to enable people to have: <ul style="list-style-type: none"> <li>• Motivation for sustained and regular participation</li> <li>• Opportunities to participate whatever their needs</li> <li>• Meaningful experiences at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Expert leadership – PSR is seen as a reliable and important source of information on recreation and planning and a provider of:</li> <li>• Enhanced places and spaces</li> <li>• Valued experiences</li> <li>• Healthy and safe environments</li> </ul>
<b>Values:</b>	SPORT - Service, Passion, Openness, Respect and Teamwork	Work together, Aim high, Deliver what's right, Act with integrity and respect, Aspire to zero harm, Encourage fresh thinking.
<b>Strategic Outcomes:</b>	<p>A region of sporty school-age kids (5 – 17)</p> <p>A region excellent at achieving and celebrating success</p> <p>Young adults (18-34) with a future of life-long positive sport and active recreation habits</p> <p>A sustainable sport and recreation system for the entire region</p> <p>Innovative opportunities to participate in response to changing lifestyles and macro trends</p>	<p>Getting everyone active and healthy</p> <p>Protecting our environment</p> <p>Contributing to Wellington's quality of life</p> <p>Working in partnership</p>

*Handwritten initials/signature*

**Wellington City Council's Strategic Outcomes - Our Capital Spaces (2013)**

- Grow awareness of play, sport and recreation opportunities
- Provide recreation and sports facilities that meet the needs of communities
- Provide a wide range of quality recreation and sporting opportunities that are easily accessed and affordable
- Increase regular participation in recreation and sport
- Open Spaces and outdoor recreation opportunities are close to where people live and work
- Our landscaped open spaces are designed and maintained in partnership with the community to enable personal safety and
- Develop and enhance well located park spaces as local destinations that provide a range of activities and experiences.

**Sport Wellington's Strategic Initiatives**

Priority	Initiative
1	Improve schools and clubs understanding of a young person's needs and how to meet them
2	Improve physical literacy including fundamental skills knowledge and delivery
3	Extend our engagement and impact on non-participants
4	Increase the opportunities available for young people through innovation and stronger links between organisations
5	Influence the adoption of a region wide sport and active recreation vision and framework
6	Enhance resource and facility use by reducing the barriers to access
7	Grow Sport Wellingtons' strategic partnerships in order to increase overall influence in the region and sector
8	Create opportunities to increase Sport Wellington's capability and capacity to influence the region and sector
9	Enhance Sport Wellington's regional influence through increased regional knowledge and analysis
10	Increase targeted regional sport organisations capability, capacity and results
11	Development and implementation of a region wide volunteer strategy
12	Increase stakeholders knowledge and understanding through better communication
13	Provide a sustainable regional sports trust through a strong and diverse income model, strong leadership and expert staff
14	Use innovation and modification to develop initiatives that re-hook young adult non-participants
15	Increase the communities' knowledge around the benefits of sport and active recreation
16	Invest in the development and delivery of targeted events

**Sport NZ**

Sport NZ (SNZ) is the national agency for sport and recreation. Their aim is to get more young people and adults into community sport, which they do through their Community Sport Strategy and to produce more winners on the world stage, through the High Performance Strategy delivered through High Performance Sport NZ. SNZ recently updated the Community Sport Strategy (CSS) which is the culmination of five years of learning, new evidence and scanning good practice at home and abroad. The CSS outlines a community sport system which is responsive to the needs and expectations of participants. A participant focused system incorporates the participant voice into sector thinking and decision making – understanding why people choose to participate (or not) and how they want to engage. Regional Sporting Trusts and Territorial Local Authorities work together to help deliver national body outcomes for the sport and recreation sector.

**Community Sport Strategy**

<b>Strategic Priorities</b>	Insights People Spaces and Places Partners/Providers Pathways
<b>Focus Areas and Strategic Outcomes</b>	<p><b>School aged children (5 – 18)</b> - increase in number of children taking part in organised and/or informal sport per week</p> <p><b>Local Delivery (particularly in low-participation communities)</b> e.g. Asian and Maori, young women, lower socio-economic</p> <p><b>Competitive Sport (including talent identification)</b> - increase in high engagement participation reported in targeted sports by 2020</p>

**Wellington Regional Sport and Recreation Strategy**

A regional approach will give stakeholders the opportunity to work together to identify opportunities for the region to implement best practice provision, efficiencies of spending and improvements in the overall provision of sport and recreation services (including facilities) while escalating the economic and social return of sport and recreation across the region both now and in the future.

The strategy is based on developing a sustainable and inclusive sports sector focusing on five strategic outcomes to achieve the 2026 vision. The strategic priorities focus on opportunities across the entire sport and recreation system which fall underneath the five outcomes listed below.

<b>The vision</b>	A connected sport and active recreation sector operates through partnering to achieve better outcomes both for the partners involved and to benefit participants.
<b>Strategic Outcomes</b>	<ol style="list-style-type: none"> <li><b>Participant Growth</b> – our objective is to maintain the already high levels of participation throughout the region, and work with low participation groups to look at ways we can help them participate more.</li> <li><b>Regional Sporting Success</b> – our objective is to ensure that teams, individuals and coaches in the Wellington region who aspire to the highest levels of sport will be supported to succeed and be a source of pride for the region.</li> </ol>

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	3. <b>Capable organisations</b> – we want to ensure that organisations at all levels of delivery will have the right systems and processes in place to support their workforce (either paid or volunteer), run their activities effectively, develop beneficial partnerships and be able to respond to the participation needs of their members through using research and insights.
	4. <b>Great Spaces and Places</b> – we want to ensure that we have great spaces and places that are accessible and provide for sport and active recreation programmes and activities (formal and informal) and high performance sport, developed in the right places locally and regionally that are fit-for-purpose and future-proofed.
	5. <b>Smart Investment</b> – we want to ensure that the sector has access to sufficient funding and that investment decisions across the region are targeted and strategic in order to maximise return.

**PSR's and SW's priority areas**

We identified four areas where PSR and SW were working towards the same outcomes, and where we could collaborate and share resources. The priority areas also match key focus areas for Sport NZ which helps us all achieve a number of national outcomes over the 2015 – 2020 period, and potentially unlock funding opportunities. The priorities identified support other work that each organisation does to achieve its own outcomes.

Priority		Outcomes
Priority 1	Customer Insights	Informed decision making. Our decisions are participant focussed. Programme delivery is relevant. We understand our communities.
Priority 2	Improving Sports and Clubs Capability	Evidence of robust governance and leadership. Sustainable sporting organisations. Quality local community delivery. Volunteer sector and its trends are understood.
Priority 3	Integration of Physical Literacy Approach	Increased understanding of physical literacy concepts and factors. Physical literacy concepts are incorporated into community delivery. Delivery is age and stage appropriate. Physical literacy application and interpretation is consistent across all stakeholders.
Priority 4	Teenage Girls Initiatives	Increased number of young women engaged in physical activity. Programmed and targeted activities for teenage girls. Other stakeholder supported to adapt their delivery opportunities for teenage girls. Improved well-being of young women.

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Key Initiatives

Key Initiatives	Purpose/Outcomes	Lead	Support / Inform	Timeframe
<b>1 Customer Insights</b>				
<b>CURRENT</b>				
1.1 Sports Capability Development/WOF forums	Increase the knowledge of Development Officers in the Wellington region (particularly those with responsibilities for Club development)	Sport Wellington (Patrick Simpson)	Wellington City Council (Clare Landon)	Current
1.2 RSO Survey Review	Review current RSO survey to ensure information collected is 'actionable' and can be used. The result of the review will be a survey which collects intelligence on the regional sport and active recreation associations to inform projects, programmes and funding decisions in the sport and active recreation sector in the Wellington region.	Sport Wellington (Julie Moularde)	Consult with PSR team on content	Current
1.3 Club Lease Survey	Collection of club membership numbers, financial and facility use data	WCC (Clare Landon)	Inform Sport Wellington	Annually
1.4 Non-user survey	Collection of data to better understand non-users of parks, open spaces and facilities	WCC (Elsbeth McMillan)	Inform Sport Wellington	Annually
1.5 Geographical Community Profiles	Profiling of community demographics to inform sport and recreation planning and provision	WCC (Katie Adams)	Inform Sport Wellington	Current
1.6 GRx National Surveys	The annual survey (undertaken by the MoH) is the way they measure performance of each GRx provider against the nine national Key Performance Indicators (KPIs). The results show the Ministry of Health, DHBs and GRx providers: <ul style="list-style-type: none"> <li>the service delivery strengths and weaknesses and indicate areas for future improvement</li> <li>prevalence of specific conditions for GRx patients</li> </ul>	Sport Wellington (Caroline Gordon)	Inform WCC (Julian Todd/Fran McEwen)	Annually

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**Item 2.1 Attachment 3**

		<ul style="list-style-type: none"> <li>national and regionally demographic breakdown across several different findings</li> <li>profiles for older adults, Māori, Pacific and respondents with disabilities (new in 2016).</li> </ul>				
	<b>NEW / PROPOSED</b>					
1.7	<b>Quarterly Insights Exchange</b>	Share relevant and meaningful intelligence to better service the sport and active recreation sector (e.g. insights into low participation communities, example of successful initiatives overseas, or learnings from a current / previous SW or WCC programme).	Sport Wellington (Julie Moularde)	Wellington City Council (Julian Todd/Elspeth McMillan)	Quarterly, first exchange hosted by 31 July 2016.	
1.8	<b>Knowledge Management System</b>	Share SW Knowledge Management strategy, related initiatives and implementation milestones.	Sport Wellington (Julie Moularde)	Inform WCC (Julian Todd)	June 2016 and then ongoing	

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Key Initiatives	Purpose/Outcome	Lead	Support / Inform	Timeframe
<b>2 Improving Sports and Clubs Capability</b>				
<b>CURRENT</b>				
2.1	<b>Environmental scan -</b> Stocktake of current interactions (by both orgs) with sports and clubs	WCC (Clare Lunden)	Sport Wellington (Michelle Hayward)	Biannually (completed last in Nov 2015)
2.2	<b>Volunteer Strategy –</b> includes volunteer plans with targeted organisations	Sport Wellington (Ken Allen)	Inform WCC	Ongoing
2.3	<b>Sport Leader's Forum</b>	Sport Wellington (Michelle Hayward)	Inform WCC and invite (as appropriate)	Current
2.4	<b>Sports Hubs (including Kilbirnie, Alex Moore, Hataitai)</b>	WCC (Glenn McGovern)	SW (various)	Current
2.5	<b>WCC Talent Development Programme</b>	Sport Wellington (Mark Watson)	WCC (funder and partner – Glenn McGovern/ Katie Adams)	Current
2.6	<b>Sports Festivals (various)</b>	SW – Westpac Stadium Sports Festival (Paddy)	Inform WCC (Elspeth McMillan)	Current

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Item 2.1 Attachment 3

			The alignment with this key initiative is to help sports to develop a meaningful delivery model and to facilitate a relationship between the sport providers and primary schools they are delivering to	Simpson)					
			WCC - To provide a competitive, supportive environment where players and supporters can experience the sense of achievement and fun that sport can deliver	Wellington Regional SportsFest (Elsbeth McMillan)	Inform Sport Wellington (Georgina Duindam)				
2.7 (repeated as 1.1)	Sports Capability Development/WOF forums		Increase the knowledge of Development Officers in the Wellington region (particularly those with responsibilities for Club development)	Sport Wellington (Patrick Simpson)	Wellington City Council (Clare Lundon)			Current	
2.8	Board and staff recruitment and selection support		Engage with sports organisations to support recruitment, selection and support of key staff and board members.	Sport Wellington (Michelle Hayward)	Inform WCC (Glenn McGovern)			Ongoing	
2.9	Promotion of tools and resources e.g. Sport NZ LMS, Volunteer Management tools		Promotion of tools available to assist sports organisations to run.	Sport Wellington (Michelle Hayward)	WCC (Clare Lundon)			Ongoing	
	<b>NEW / PROPOSED</b>								
2.10	Leadership blueprint (Sport NZ)		Development of a framework for leadership development specific to the Sport and Active Recreation sector. Framework will be regionalised and programmes of learning held to support regional leadership development.	Sport Wellington (Phil Gibbons/Kevin Wilson)	Inform WCC (Paul Andrews/Sarah Murray)			Ongoing	

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Key Initiatives	Purpose/Outcome	Lead	Support / Inform	Timeframe
<b>3 Integration of Physical Literacy Approach</b>				
<b>CURRENT</b>				
3.1	Physical Literacy Workshops (Sport NZ)	Sport Wellington (Michelle Hayward)	Invite WCC (Elspeth McMillan)	March – June 2016
3.2	KiwiSport – Physical Literacy training of coaches mandatory	Sport Wellington (Peter Woodman-Aldridge)	Inform WCC (Elspeth McMillan)	Ongoing
3.3	SportStart – Wellington Schools only	Sport Wellington (Georgina Duindam)	Inform WCC (Elspeth McMillan)	Ongoing
<b>NEW // PROPOSED</b>				
3.4	Co-ordinated approach to physical literacy professional development across relevant stakeholders	Sport Wellington (Georgina Duindam)	WCC (Elspeth McMillan)	TBC
3.5	Common and consistent messaging to all relevant stakeholders in regards to Physical Literacy Approach	Sport Wellington (Georgina Duindam)	WCC (Elspeth McMillan)	TBC

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**Item 2.1 Attachment 3**

Key Initiatives	Purpose/Outcome	Lead	Support / Inform	Timeframe
<b>4</b>	<b>Teenage Girls Initiatives</b>			
	<b>CURRENT</b>			
4.1	Shift Pilot programme to provide teenage girls with physical activity, health and wellbeing opportunities	WCC (Fran McEwen)	Sport Wellington (Michelle Hayward)	Current
4.2	Active Families The GRx Active Families service is a community based health initiative designed to increase physical activity in children and young people aged five to eighteen years of age and their whanau/families.	Sport Wellington (Caroline Gordon)	Access (Julian Todd/Fran McEwen)	Current
4.3	KiwiSport Priority This targeted priority is aimed at females aged 10 – 18 years that are non-participants or have low participation in sport and recreation.	Sport Wellington (Peter Woodman-Aldridge)	Inform (Julian Todd/Sarah Murray)	Ongoing
	<b>NEW / PROPOSED</b>			
	None proposed at this stage			

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**Funding**

Opportunities for funding support between SW and WCC will be discussed formally on an annual basis.

**Current Funding (as at June 2016)**

Wellington City Council

Sport Talent Development	\$45,000 excl. GST	Contract for Service	1 Jan 2016 – 31 <sup>st</sup> Dec 2016
Sportsperson of the Year Awards – Category Sponsorship	\$6000 excl. GST	Grant	May 2016
Sportsperson of the Year Awards – event management costs	\$4000 excl. GST	Grant	May 2016
Healthy Lifestyles Programme – Central Park Housing Complex	\$1500 excl. GST per programme	Contract for Service	May 2016
Round the Bays (pack in, pack out costs)*	approx. \$2000	In kind	Feb 2016

Sport Wellington (KiwiSport) Funding

'Shift' Teenage Girls Programme	\$80,000 excl, GST	Grant	1 Aug 2015 – 31 <sup>st</sup> Dec 2016
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*\*WCC does not currently charge a bond for use of Kilbirnie Park for Round the Bays; however both parties acknowledge that should the event cause significant damage to the park, liability for remediation work lies with Sport Wellington.*

**Monitoring and Evaluation of Partner Plan**

There will be quarterly meetings scheduled to discuss progress on initiatives and delivery of agreed actions against agreed timeframes. These meetings will also discuss progress of the Wellington Regional Sport and Rec Strategy which will at some point change the nature (or supersede) this partnership plan.

**If things go wrong**

WCC and Sport Wellington agree that open communication and discussion of issues at an early stage is the best way to manage this relationship. Both parties agree to informal discussion between senior representatives and/or staff to discuss issues arising within the agreement.

**Relationship Managers**

What	WCC	SW
Regional Sport & Rec. Strategy	Paul Andrews	Phil Gibbons
Strategic planning	Sarah Murray	Tracey Diack
Sports and Clubs	Clare Lundon	Michelle Hayward
Education Sector	Elspeith McMillan	Georgina Duindam
Health and Wellbeing	Fran McEwen	Caroline Gordon

Agreed by:



Paul Andrews

Wellington City Council

Date: 25/07/2016



Phil Gibbons

Sport Wellington

Date: 25 July 2016

PSA

Appendix 1

Current Activity (not in priority areas)

Current Activity	PSR	SW
Active Families	Daphne P	Caroline G
Education Initiatives	Elspeth M	Georgina D
<b>Event:</b> Round the Bays	Wendi H/Lauren Harkerss	Anna C
<b>Event:</b> Buggy Walks	PSR	Anna C
Leisure card/GRx	Fran M/Daphne P	Caroline G
Community Finder	Fran M	Julie M
Commercial opportunities	Steve G	Ian R
KiwiSport	Julian T	Peter W



**Appendix 2:**

**Additional Wellington City Council (other Business Units) and Sport Wellington interaction**

Activity	Purpose	Wellington City Council – department/key personnel	Sport Wellington – department/key personnel
<b>Healthy Lifestyle Programmes</b>	To provide the knowledge and tools so participants can develop and continue with positive health changes on their own for long term health and wellness.	Community Housing – Rosie Gallen	Active Communities – Caroline Gordon
<b>Cigna Round The Bays</b>	To provide a fun, exciting, vibrant and family friendly event for the Wellington region to enjoy.	Events – Simon Perry, Toby Acheson and Brenda Taylor	Events – Anna Carrington
<b>Sportsperson of the Year</b>	To acknowledge, promote, and celebrate the contribution that sport makes to the wider Wellington community	Paul Andrews  Sponsorship	Commercial Development - Ian Rogers
<b>Sport and Recreation Regional Strategy</b>	The intent of the strategy is to increase collaboration on those aspects of sport and active recreation provision that lend themselves to a joint regional or sub-regional approach in order to gain efficiency of spend and effort while also enhancing local delivery.	Open Space and Planning  Mike Oates	Regional Development – Nicky Sherriff
<b>Communications</b>	To facilitate information sharing and co-promotion of events and other sport and active recreation opportunities in Wellington City.	Communication Department – Richard MacLean	Commercial Development – Ian Rogers

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COMMITTEE  
10 AUGUST 2016

Absolutely Positively  
Wellington City Council  
Me Heke Ki Pōneke

SPORT AND ACTIVE RECREATION PLAN

**Purpose**

1. This paper seeks direction from the Committee on the objectives of a future Sport and Active Recreation Plan. The Plan will be consistent with and support the Sport NZ Community Sport Strategy and the Wellington Region Sport and Active Recreation Strategy being developed by Sport Wellington.

**Summary**

2. The Council is assisting with the development of a Wellington Region Sport and Active Recreation Strategy (WRSARS) being developed by Sport Wellington. The WRSARS vision is "*Sport and active recreation in the Wellington region: connected and thriving*".
3. WRSARS focuses on five outcomes:
  - Participation Growth:
  - Performance success
  - Operational excellence
  - Facilities, spaces and places
  - Sustainable Investment
4. It is proposed that officers work to develop a tactical plan, to be called the Wellington City Council Sport and Active Recreation Plan (The Plan) The Plan will provide a local context for the WRSARS by recognising what's unique about the Council's role in supporting sport and active recreation in the city and region. It will be a tactical plan that will outline specific actions and priorities the Council will take to achieve the outcomes in both the Sport New Zealand Community Sport Strategy 2015 – 2020 and the WRSARS.
5. The Plan and its links to the WRSARS will provide an opportunity to take a regional leadership role by setting priorities the Council can work on in collaboration with other Territorial Local Authorities (TLA's).

**Recommendations**

That the Community, Sport and Recreation Committee:

1. Receive the information.
2. Agree that the Sport and Active Recreation Plan would have the following objectives:
  - a) **Participation Growth:** To maintain the already high levels of participation throughout the region, and identify and prioritise low participation groups to help them participate more.
  - b) **Performance success:** To ensure that teams, individuals and coaches in the Wellington region will be known for their success both nationally and on the international stage.
  - c) **Operational excellence:** That organisations at all levels of delivery will have the right systems and processes in place to increase the capacity and capability of their workforce (either paid or volunteer), run their activities effectively and develop beneficial partnerships and be able to respond to the changing participation needs of their members through using research and insights.

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- d) **Facilities, spaces and places:** We will be able to provide people with access to a range of appropriate spaces and places that enable them to participate in sport and recreation at every level.
- e) **Sustainable investment:** We will align investment with regional and local priorities for sport and active recreation
3. Note that officers will continue to work closely with Sport Wellington to ensure the alignment of the Sport and Active Recreation Plan with the Wellington Region Sport and Active Recreation Strategy.

### Background

6. Sport NZ has published its *Community Sport Strategy 2015-2020* advocating for a 'system-led' approach to provision of sport and active recreation services and a participant-focused approach to planning and decision-making. A system-led approach focuses on connectivity and alignment across the delivery system and promotes partnerships. In a participant-focused system decisions are made based on greater knowledge of what people want, and why, and creating an environment that supports this. Its focus areas are:
  - School-aged children from 5-18
  - Local delivery (particularly in low – participation communities)
  - Competitive Sport (including talent identification.)
7. The Sport NZ definition of community sport includes play (age and stage appropriate development opportunities for young people), active and outdoor recreation, and competitive sport taking place through clubs and events (including talent development.) Community sport does not include passive recreation such as gardening or elite (international) competition.
8. Sport Wellington along with input from Regional Sports Organisations (RSO's), eight territorial authorities and Greater Wellington Regional Council have been working on the development of a Wellington Region Sport and Active Recreation Strategy (WRSARS). The WRSARS focuses on the needs of the Wellington region. Research shows that:
  - The Wellington Region is one of the most active in New Zealand with 78% of adults taking part in sport and recreation in any given week. However only 52% of these people do enough activity to meet the National Physical Activity Guidelines established by the Ministry of Health.
  - People's preferences for physical activity to match their health and lifestyle needs are changing and becoming more personalised and casual. Demand for team and organised sport is declining.
9. The WRSARS vision is "*Sport and active recreation in the Wellington region: connected and thriving*". The Strategy sets out a framework for thinking and planning the future shape of sport and active recreation both regionally and locally. It focuses on four outcomes (See attachment 1 for more details):
  - **Participation Growth:** To maintain the already high levels of participation throughout the region, and work with low participation groups to look at ways that can help them participate more.

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- **Performance success:** To ensure that teams, individuals and coaches in the Wellington region will be known for their success both nationally and on the international stage.
  - **Operational excellence:** That organisations at all levels of delivery will have the right systems and processes in place to support their workforce (either paid or volunteer), run their activities effectively and develop beneficial partnerships and be able to respond to the participation needs of their members through using research and insights.
  - **Fit-for-purpose, future-proofed spaces and places:** We will be able to provide people with access to a range of spaces and places that enable them to participate in sport and recreation at every level.
  - **Sustainable investment:** We will align investment with regional and local priorities for sport and active recreation
10. The WRSARS planning framework identifies a number of focus areas supporting each outcome and identifies who's involved in these. Territorial authorities including Wellington City Council play a major role at a local level.
11. The outcomes are equally applicable regionally as they are locally. However some of the deliverables need to be tailored to the local context.
12. Wellington City Council supports sport and active recreation through the following mechanisms:
- **Provider** – by providing facilities such as swimming pools, recreation centres sports fields, playgrounds, tracks as well as programmes and services such as Learn to Swim, Push Play and so on.
  - **Funder** – by supporting other organisations to provide services and/or facilities through mechanisms such as community and sport and recreation grants. In addition supporting initiatives including talent development and franchise sport.
  - **Partner** – by partnering with other organisations such as schools, for instance the Tawa Recreation Centre at Tawa College and the artificial turf at Wellington College. In addition, community leases enable sport and active recreation clubs to provide their own services to members.
  - **Advocate/facilitate** – by working with other organisations including clubs and regional sporting organisations to advocate for change for instance around club amalgamation and the development of sporting hubs.
  - **Informer** – Providing information online around activities, programmes, and opportunities.
13. **Our Capital Spaces** - an Open Spaces and Recreation Framework for Wellington was approved in 2013 and has as one of its four outcomes "Getting Everyone Active and Healthy". It has several focus areas supporting sport and active recreation:
- **Awareness** – Increasing the use of open spaces to get even more people physically active in the city. In particular spreading the word about opportunities through better signage and digital information such as social media, Facebook and so on.
  - **Supporting sport and recreation and increasing participation** – Includes supporting clubs and developing volunteer skills, providing a range of indoor and outdoor facilities and encouraging participation through targeted programmes and campaigns.

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- **Providing accessible walking and cycling tracks** – Developing short easily accessible walking and cycling tracks close to where people live.
  - **Equity and universal access**- by reducing barriers to participation.
14. It is proposed that officers work to develop a tactical plan, to be called the Wellington City Council Sport and Active Recreation Plan (The Plan). The Plan will complement the approach in Our Capital Spaces and be consistent with the national approach through the Sport NZ Community Sport Strategy and the regional approach through the WRSARS.

### Discussion

#### Planning framework

15. The Sport and Active Recreation Plan will align with the two of the three focus areas of the Community Sport Strategy:
- **Local delivery** (particularly in low participation communities). In Wellington, a focus will be on young people, Māori, people over 65, and cultural minorities.
  - **Competitive Sport** (including talent identification). In particular, sustaining and growing participation in competitive sport and the associated health of clubs and sporting organisations.
16. The Sport and Active Recreation Plan will provide a local context for the WRSARS. It will be a tactical plan that will outline specific actions and priorities the Council will take to achieve the outcomes in both the Sport New Zealand Community Sport Strategy 2015 – 2020 and the WRSARS (Attachment 2).
17. It is proposed that the outcomes from the WRSARS form the basis for the Sport and Active Recreation Plan to ensure an integrated planning framework. They are:
- Participation growth
  - Performance success
  - Operational excellence
  - Facilities, spaces and places
  - Sustainable Investment.
18. In addition, the Priorities in Our Capital Spaces and resulting actions need to be integrated into this plan to ensure a focused approach to implementation. In particular:
- 1.1 Grow awareness of play, sport and recreation opportunities (*Participation growth*)
  - 1.2 Provide recreation and sports facilities that meet the needs of communities. (*Facilities, spaces and places*)
  - 1.3 Provide a wide range of quality recreation and sporting opportunities that are easily accessible and affordable. (*Participation growth*)
  - 1.4 Increase regular participation in recreation and sport (*Participation growth*)

#### Scope of Sport and Active Recreation Plan

19. **Participation Growth:** The objective is to maintain the already high levels of participation in the city, and work with low participation groups to look at ways that can help them participate more.
20. Focus areas for the Sport and Active Recreation Plan will include:

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- Identifying specific groups for participation growth including young people, Māori, people over 65, cultural minorities and those on low incomes. This will complement existing Council initiatives such as increasing teenage girl physical activity and wellbeing through the Shift programme.
  - Reducing barriers to participation including costs, transport, personal motivation and so on and a review of targeted initiatives such as Leisure Card.
  - Reviewing the Revenue and Finance Policy for Recreation Promotion and support activities in the Long Term Plan.
  - Providing active recreation opportunities close to where people live and work.
  - Getting the wider region to adopt successful programmes.
21. **Performance success** - The objective is to ensure that teams, individuals and coaches in the Wellington region will be known for their success both nationally and on the international stage.
22. Focus areas for the Sport and Active Recreation Plan will include:
- How to attract and secure a range of regional and national sport and active recreation events <sup>1</sup> (that support talent development particularly at school level).
  - Support for elite athletes particularly through use of facilities.
  - Support for franchise and representative sport.
23. **Operational excellence** - The objective is that organisations at all levels of delivery will have the right systems and processes in place to support their workforce (either paid or volunteer), run their activities effectively and develop beneficial partnerships and be able to respond to the participation needs of their members through using research and insights.
24. Focus areas for the Sport and Active Recreation Plan will include:
- Sporting club capability and health linked to possible rationalization/sharing of associated facilities and services.
  - Sports leadership capability in conjunction with Sport Wellington.
  - The characteristics and location of sports hubs (sportsville) and prioritizing their redevelopment and levels of service.
  - Support for emerging sports including their governance and management.
  - Regional mountain bike strategy
  - Managing the partnership plan with Sport Wellington.
25. **Facilities, spaces and places:** The objective is that we will be able to provide people with access to a range of spaces and places that enable them to participate in sport and recreation at every level.
26. Focus areas for the Sport and Active Recreation Plan will include:
- Assisting with the development of a Wellington Regional Facilities Plan in 2016/2017 in order to match current provision and use with projected future demand.
  - A desk top review of local recreation and club leases (and facilities) including priorities for upgrade. (linked to the Wellington Regional Facilities Plan)
27. **Sustainable Investment:** The objective is to focus on a regional approach to facility investment and prioritise Council support for regional as well as local initiatives.

<sup>1</sup> Those not covered under the criteria for Wellington Regional Economic Development Agency (WREDA) event funding.

COMMUNITY, SPORT AND RECREATION  
COMMITTEE  
10 AUGUST 2016

Absolutely Positively  
Wellington City Council  
Me Heke Ki Pōneke

28. Focus areas for the Sport and Active Recreation Plan will include
- Levels of support for regional initiatives such as the mountain bike strategy, talent development and regional facility development.
  - Partnership support and funding for programmes and projects.

**Engagement and research**

29. Development of the WRSARS has involved extensive engagement with regional sports organisations and nine territorial authorities within the Sport Wellington region including Greater Wellington Regional Council. It has been informed by several pieces of research conducted by Sport New Zealand including:
- **2013/14 Active New Zealand Survey.** The profile for the Wellington region is shown in Attachment 3.
  - **The Economic Value of Sport and Recreation in the Wellington Region.** Key economic benefits are outlined in attachment 4.
  - **Sport and Recreation in the Lives of young New Zealanders.**
30. It is proposed that the Sport and Active Recreation Plan will use similar evidence based research to support the regional data. Research and engagement will focus on four areas:
- Stocktake and review of existing research available on sport and active recreation in Wellington city. This will include research compiled by both Sport Wellington and Sport NZ.
  - Identifying gaps in the research particularly around barriers to participation for certain demographics. This will involve running a series of focus groups with these communities.
  - Engagement with sport and active recreation clubs, particularly those with leases on reserve land to review their health and sustainability. This will involve a survey of these clubs with follow up interviews as needed.
  - Engagement with local territorial authorities and Sport Wellington to ensure local initiatives and actions are aligned with regional objectives and complimentary to other local initiatives.

**Next Actions**

31. It is planned to align the work on the WRSARS and Sport and Active Recreation Plan as outlined in Attachment 5.

**Attachments**

- Attachment 1. WRSARS Planning Framework  
Attachment 2. Strategic Framework for Sport and Recreation Plan  
Attachment 3. Active New Zealand Survey  
Attachment 4. The Economic Value of Sport and Recreation in the Wellington Region  
Attachment 5. Work Programme

Authors	Glenn McGovern, Sports & Club Partnership Leader Michael Oates, Open Space and Recreation Planning Manager
Authoriser	Paul Andrews, Manager Parks, Sport and Recreation Greg Orchard, Chief Operating Officer

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COMMITTEE**  
10 AUGUST 2016

**Absolutely Positively**  
**Wellington City Council**  
Me Heke Ki Pōneke

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**SUPPORTING INFORMATION**

**Consultation and Engagement**

Engagement has occurred with Sport Wellington during the development of this report. An engagement plan has been developed for the preparation of the draft plan.

**Treaty of Waitangi considerations**

No specific considerations at this stage. Engagement with mana whenua will take place during the preparation of the draft plan.

**Financial implications**

No financial implications at this stage. The draft plan will outline key priorities and actions that may have financial implications.

**Policy and legislative implications**

The scope has been developed to be consistent with the Community Recreation Strategy and Wellington Region Sport and Active Recreation Strategy.

**Risks / legal**

None identified at this stage.

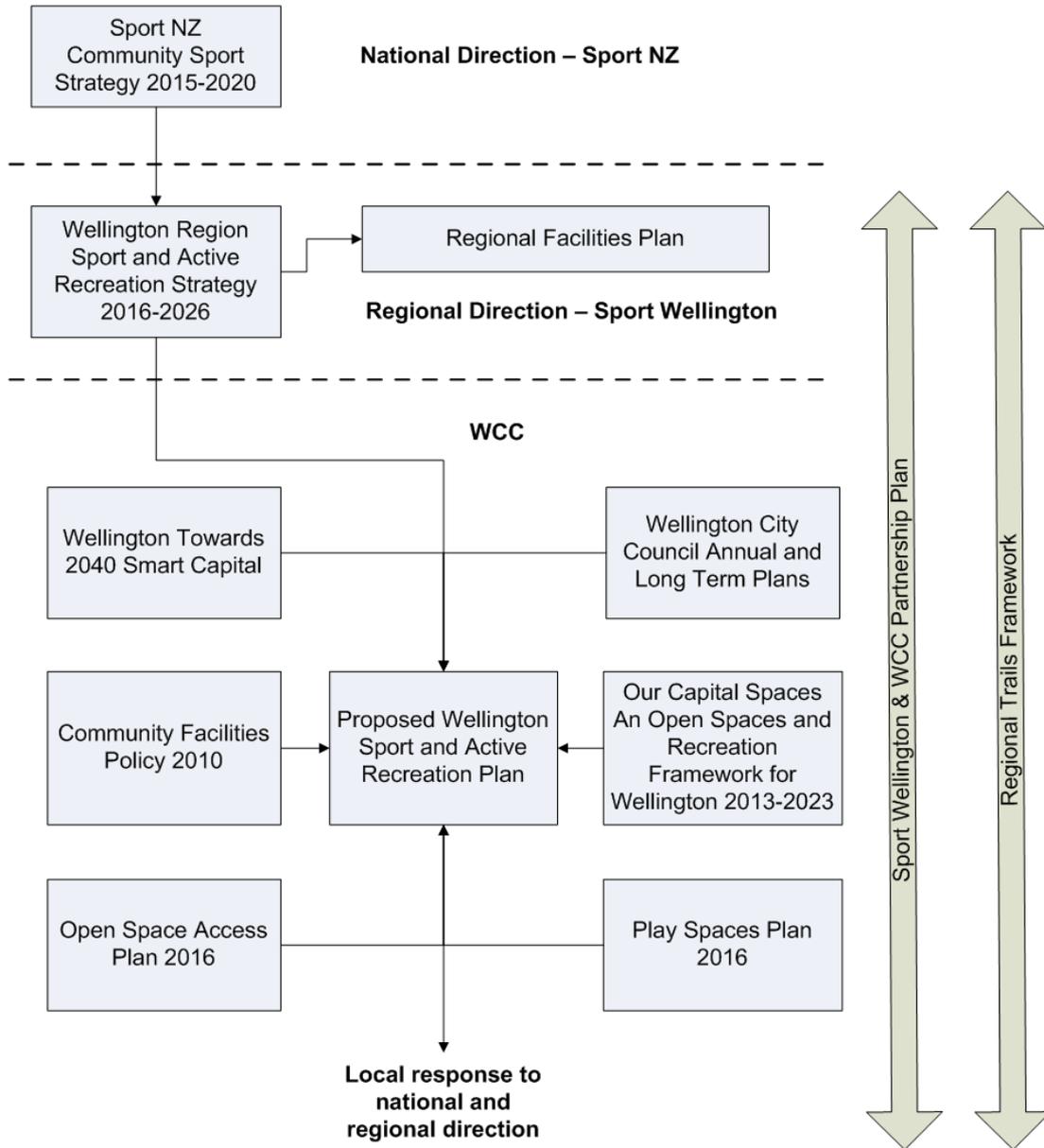
**Climate Change impact and considerations**

None identified at this stage.

**Communications Plan**

Engagement and communications of this plan are outlined in paragraphs 29-30 of this report.

**Sport and Active Recreation Planning Framework**



Item 2.1 Attachment 5

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### 3. Operational

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## **LOCAL GOVERNMENT NEW ZEALAND (LGNZ) ANNUAL GENERAL MEETING, TUESDAY 25 JULY, 2017, AUCKLAND**

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### **Purpose**

1. The report recommends that the City Strategy Committee agrees to appoint a presiding delegate to vote on behalf of the Wellington City Council at the Local Government New Zealand (LGNZ) Annual General Meeting (AGM), which will be held in Auckland on Tuesday 25 July, 2017. The AGM takes place following the LGNZ Conference to be held on 23-25 July, 2017 in Auckland.
2. This report also seeks confirmation from the Committee to delegate one, or more of the other attending Councillors as the alternate presiding delegate.

### **Summary**

3. The Rules of the LGNZ allow Wellington City Council to appoint up to four delegates to attend the AGM. Other elected members may attend the AGM as non-speaking observers.
4. Member authorities are required to appoint one of its delegates as its presiding delegate and may appoint one or more alternate delegates; provided that the number of alternate delegates does not exceed the number of delegates appointed.
5. Remits to the AGM are a means of requesting specific government action on policy matters and require the formal support of at least five member Councils to be accepted for considering at the AGM.
6. At the time of preparing the report for consideration by the City Strategy Committee, Wellington City Council has not been made aware of any remits proposed at the AGM.
7. The Mayor will be overseas at the time of the LGNZ AGM, and will therefore not be available to attend the AGM this year.

### **Recommendations**

That the City Strategy Committee:

1. Receive the information.
2. Agree to appoint the following Councillors to attend the Local Government New Zealand Annual General Meeting (AGM) to be held on Tuesday 25 July, 2017 in Auckland. Councillors Iona Pannett, Jill Day, Diane Calvert and Deputy Mayor, Paul Eagle.
3. Agree to delegate Councillor Iona Pannett, as the presiding delegate to vote on behalf of the Wellington City Council at the Local Government New Zealand (LGNZ) Annual General Meeting (AGM).
4. Delegate one or more of the other attending Councillors as the alternate presiding delegate.
5. Note that the attendance by Councillors Iona Pannett, Jill Day and Diane Calvert to the LGNZ Conference on 23-25 July, 2017 (that precedes the AGM) has been determined

by the Deputy Mayor, under delegated authority.

## Discussion

8. Wellington City Council is entitled to six (6) votes at the AGM and these votes are cast by a presiding delegate. Or, in the absence of a presiding delegate, the alternate will cast the votes.
9. To enable the Council to exercise its votes at the AGM, the Committee is required to appoint, under delegated authority, a presiding delegate, and an alternate presiding delegate and up to two other delegates.
10. The rules of the LGNZ allow the Council to appoint up to four delegates to attend the AGM.
11. If more than four elected members attend the LGNZ Conference, those elected members may attend the meeting as observers but have no speaking or voting rights and are required to be seated away from the Council's official delegation.

## Next Actions

12. Democratic Services will assist with making arrangements once confirmed by the Deputy Mayor.

## Attachments

- |               |  |         |
|---------------|--|---------|
| Attachment 1. | Local Government New Zealand 2017 Annual General Meeting registrations | Page 66 |
| Attachment 2. | Remit Process Memo and Application Form.pdf                            | Page 70 |

Author	Talava Sene, Governance Advisor
Authoriser	Anusha Guler, Manager Democratic Services Kane Patena, Director Governance and Assurance

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

There has been no consultation undertaken on this matter.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations.

### **Financial implications**

All costs for the attendance at the Local Government New Zealand, Annual General Meeting will be met by the Elected Members Budget. A separate memo has been sent to the Deputy Mayor for his approval, as per his delegations.

### **Policy and legislative implications**

Under the rules of Local Government New Zealand the Council is entitled to appoint delegates to attend the Annual General Meeting.

### **Risks / legal**

At the time of this report being completed, there are no risks and legal implications to be considered.

### **Climate Change impact and considerations**

There are no climate change considerations for this report.

### **Communications Plan**

A communications plan is not required.

### **Health and Safety Impact considered**

At the time of this report being completed, there are no health and safety impacts to be considered.

MEMORANDUM

We are.  
LGNZ.

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**Date:** 18 April 2017  
**To:** Mayors, Chairs and Chief Executives  
**From:** Malcolm Alexander, Chief Executive  
**Subject:** Local Government New Zealand 2017 Annual General Meeting registrations

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Registrations for the LGNZ 2017 Annual General Meeting (AGM) are now open. The AGM will take place on **Tuesday 25 July 2017** at the Sky City Convention City, Auckland. A registration form is attached.

Please fill in the form and return it to [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz) no later than **5pm Friday 16 June 2017**. Any apologies must also be received by this date.

All information about registering for the AGM, including the maximum number of delegates that may represent your council, is included on the form. It also contains information and key dates regarding remits and obituaries.

Last year despite the instructions noted above, persons turned up on the day seeking access to the AGM. This caused distress both to them and to staff. It is my desire to avoid a repeat of such episodes this year. Accordingly, I would be grateful if members could carefully read and meet the registration requirements. This is a requirement of the LGNZ Rules. My staff is able to answer any queries that you may have. Please further note that as this year's AGM will include votes for the President and Vice-President of LGNZ, registration requirements will be strictly adhered to in order to ensure only those who are entitled to be present for these votes, are present.

Before returning, please ensure that both the Mayor and Chief Executive have signed the form.

The AGM business papers and a copy of the annual report will be sent on 11 July 2017. Before that date, and in order to ensure that members have the maximum time to consider their position, the remits for the AGM will be circulated to members after approval by the LGNZ Remit Screening Committee. This is expected to occur on **Friday 9 June 2017**. A further copy of the remits will be included in the formal AGM papers.

If you have any questions, please call Leanne Brockelbank, Deputy Chief Executive Operations, LGNZ on (04) 924 1212. Alternatively, you can email [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz).

**We are.**  
**LGNZ.**

## 30th Annual General Meeting of Local Government New Zealand

### Registration form

Date: Tuesday 25 July 2017

Venue: The Sky City Convention Centre, Auckland

### MEMBERSHIP

As Wellington City Council is a member of Local Government New Zealand, it is entitled to representation at the 2017 Local Government New Zealand Annual General Meeting (AGM).

The representation of each member authority is determined by the Mayor or Chair of each local authority. Representation is made up of members which include elected members and staff of all fully financial local authorities.

**The Annual General Meeting is open to members only.**

### VOTING ENTITLEMENTS

Wellington City Council is entitled to 7 votes at the 2017 AGM. The voting entitlement of each member authority is determined by that authority's subscription levels. No member authority whose annual subscription is in arrears is entitled to vote at the AGM. A list of voting entitlements can be found in rule H1 of the constitution.

### DELEGATES

**All delegates for the Annual General Meeting must register by Friday 16 June 2017.**

The maximum number of delegates for each local authority at the AGM is determined by that local authority's population. Wellington City Council is entitled to be represented by 4 delegates at the 2017 AGM.

Please note that the number of delegates at the AGM does not affect the number of delegates able to attend the conference.

### PRESIDING DELEGATE

A presiding delegate is the person responsible for voting on behalf of the authority at the AGM. You must appoint one presiding delegate.

Presiding delegate's name: \_\_\_\_\_ Signature: \_\_\_\_\_



**OTHER DELEGATES**

Wellington City Council may be represented by up to 3 other delegates.

If your presiding delegate is absent from the AGM, 'other delegates' may vote on behalf of the local authority. Please tick the box next to the delegate's name if they are to have this right.

Other Delegate name: \_\_\_\_\_ Signature: \_\_\_\_\_ Voting rights:

Other Delegate name: \_\_\_\_\_ Signature: \_\_\_\_\_ Voting rights:

Other Delegate name: \_\_\_\_\_ Signature: \_\_\_\_\_ Voting rights:

**OBSERVERS**

Persons attending the AGM as observers will have no speaking or voting rights and will be seated separately from the main delegation. Please list any observers below.

Observers name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please ensure that all delegates are aware of the delegate role they have been nominated for.

Once this form is complete, the Mayor/Chair and Chief Executive of the local authority must sign the form below.

Mayor's/Chair's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Chief Executive's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please return this form by **Friday 16 June 2017** either by email to [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz) or post this form to:

Leanne Brockelbank  
Deputy Chief Executive Operations  
Local Government New Zealand  
PO Box 1214  
WELLINGTON 6140

**We are.**  
**LGNZ.**

**REMIT PROCESS**

Remits proposed for consideration at the Local Government New Zealand AGM must be received no later than **5pm Wednesday 31 May 2017**. All proposed remits and accompanying information must meet the remit policy. Those meeting this policy will be screened by the Remit Screening Committee, and following approval, will move forward to the Annual General Meeting for consideration by the membership.

**OBITUARIES**

Local Government New Zealand request obituary notices for inclusion in the AGM proceedings for the period from the last AGM on **24 July 2016** onwards. These should be advised in writing no later than **Monday 10 July 2017**.

For further clarification of the requirements regarding the Annual General Meeting, please contact Leanne Brockelbank on 04 924 1212. Alternatively, you can email Leanne at [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz).

MEMORANDUM

We are.  
LGNZ.

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**Date:** 23 March 2017  
**To:** Mayors, Chairs and Chief Executives  
**From:** Malcolm Alexander, Chief Executive  
**Subject:** 2017 Annual General Meeting Remit Process

---

We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on **Tuesday 25 July 2017** in Auckland, to do so no later than **5pm, Wednesday 31 May 2017**. Notice is being provided now to allow members of zones and sectors to gain the required support necessary for their remit (see point three below). The supporting councils do not have to come from the proposing council's zone or sector.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

**Remit policy**

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.

The criteria for considering remits were reviewed in March 1999 and National Council adopted the following Remits Screening Policy:

1. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and clarity of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are "in-hand". This does not include remits that deal with the same issue but from a different point of view; and
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
  - nature of the issue;
  - background to it being raised;

- issue's relationship, if any, to the current Local Government New Zealand Business Plan and its objectives;
- level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
- resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
- suggested actions that could be taken by Local Government New Zealand should the remit be adopted.

### Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2017 AGM:

- all proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than **5pm, Wednesday 31 May 2017**, to allow time for the remits committee to properly assess remits;
- a remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit assessing each remit against the criteria outlined in the above policy;
- proposed remits that fail to meet specified criteria will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- proposers whose remits meet the criteria will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- all accepted remits will be posted to the Local Government New Zealand website at least one month prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after **5pm, Wednesday 31 May 2017**.

### General

Remits discussed at the AGM will be presented in the AGM Business Papers that will be distributed to delegates not later than two weeks before the AGM, as required by the Rules.

Should you require further clarification of the requirements regarding the remit process please contact Leanne Brockelbank on 04 924 1212 or [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

Author:  
Date:  
Ref:

2



**Annual General Meeting 2017**

**Remit application**

<b>Council Proposing Remit:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Fax:</b>	
<b>Remit passed by:</b> (zone/sector meeting and/or list five councils as per policy)	
<b>Remit:</b>	

**Background information and research:**

Please attach separately and include:

- nature of the issue;
- background to its being raised;
- new or confirming existing policy;
- how the issue relates to objectives in the current Work Programme;
- what work or action on the issue has been done on it, and the outcome;
- any existing relevant legislation, policy or practice;
- outcome of any prior discussion at a Zone or Sector meeting;
- evidence of support from Zone/Sector meeting or five councils; and
- suggested course of action envisaged.

**Please forward to:** Local Government New Zealand  
 Leanne Brockelbank, Deputy Chief Executive Operations  
 P O Box 1214, Wellington 6140  
[leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

**No later than 5pm, Wednesday 31 May 2017.**

#### **4. Public Excluded**

Resolution to Exclude the Public:

THAT the City Strategy Committee :

Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
4.1 Health and Safety Report	7(2)(d) The withholding of the information is necessary to avoid prejudice to measures protecting the health and safety of members of the public.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

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