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**ORDINARY MEETING**

**OF**

**COMMUNITY, SPORT AND RECREATION COMMITTEE**

**AGENDA**

**Time:** 9.15am  
**Date:** Wednesday, 11 February 2015  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**MEMBERSHIP**

Mayor Wade-Brown

Councillor Eagle (Chair)  
Councillor Free  
Councillor Marsh  
Councillor Peck  
Councillor Ritchie  
Councillor Sparrow  
Councillor Woolf

**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 focus of the Community, Sport and Recreation Committee is to build strong, safe, healthy communities for a better quality of life. It will be responsible for social infrastructure (including social housing), social cohesion, encourage healthy lifestyles, support local community events, protect public safety, and provide a wide range of recreation and sporting facilities for residents and visitors to use and enjoy.

**Quorum:** 4 members

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**TABLE OF CONTENTS**  
**11 FEBRUARY 2015**

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<b>Business</b>	<b>Page No.</b>
<b>1. Meeting Conduct</b>	<b>5</b>
<b>1.1 Apologies</b>	<b>5</b>
<b>1.2 Conflict of Interest Declarations</b>	<b>5</b>
<b>1.3 Confirmation of Minutes</b>	<b>5</b>
<b>1.4 Public Participation</b>	<b>5</b>
<b>1.5 Items not on the Agenda</b>	<b>5</b>
<b>2. General Business</b>	<b>7</b>
<b>2.1 Sportsville Partnership Funding</b>	<b>7</b>
<b>2.2 New Lease and Licence Under the Reserves Act 1977:         New and Existing Tenants</b>	<b>19</b>



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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 26 November 2014 will be put to the Community, Sport and Recreation 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 Community, Sport and Recreation 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 Community, Sport and Recreation Committee.***

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



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## 2. General Business

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### SPORTSVILLE PARTNERSHIP FUNDING

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#### Purpose

1. To propose assessment criteria and a process for supporting and funding partnerships with sporting/community groups to develop 'sportsville' facilities in sport and recreation parks.
2. Propose additional funding is added to the Social and Recreation Fund specifically tagged to support feasibility studies on 'sportsville' partnerships.

#### Summary

3. There is a national trend towards shared facilities for sport and recreation clubs, known as 'sportsville' or sporting hubs. This is mainly due to the declining membership of clubs, combined with the higher costs to maintain buildings.
4. The 'sportsville' concept allows community and sporting groups to share facilities, eg changing rooms, fields, administration, social space, meeting rooms etc, which brings an economy of scale to the cost of providing and maintaining these facilities.
5. Council currently supports the development of sport and recreation club facilities by providing financial contributions towards public components such as toilets, changing rooms, and car parking. Council is proactive in facilitating and supporting clubs with developing proposals and assisting with information, collaborating, networking and other non-financial support. Council is currently engaging on a number of 'sportsville' type proposals with sport and recreation clubs. Council has limited policy or funding criteria for supporting such proposals.
6. Based on current trends and the condition and age of some club facilities in Wellington City, as well as research of other Territorial Authority models for assessing proposals and providing funds, it is recommended that the Council adopt a three stage process to support 'sportsville' proposals:
  - Stage 1 - Funding decision for 'feasibility studies considered through the Social and Recreation Fund'
  - Stage 2 - Further assessment and funding decisions through the Long Term Plan (LTP) for 'design and construction' funding
  - Stage 3 – Funding agreement put in place and building commences.
7. Priority sites to implement sportsville partnerships include Alex Moore, Hataitai, Wakefield and Kilbirnie Parks.

#### Recommendations

That the Community, Sport and Recreation Committee:

1. Receive the information.
2. Recommends to Governance, Finance and Planning Committee that the Social and Recreation Fund be increased by \$40,000 per annum to fund feasibility studies for 'sportsville' partnerships and is included in the Draft 2015/16 Long Term Plan.

3. Recommends to Governance, Finance and Planning Committee that the assessment criteria for 'sportsville' partnership projects as set out in "Attachment 1" to the officer's report is adopted.

## **Background**

8. Council has historically worked with numerous sport and recreation groups to help provide pavilions and other facilities on sport and recreation parks. Support has included the funding of public changing rooms and toilets, subsidised ground and building rents and car parking. The Council has also provided expert advice.
9. The Council has not funded sport and recreation club buildings, however it has contributed on an ad hoc basis to the funding of planning, design and resource consenting costs to support 'sportsville' type hubs.
10. The 'sportsville' concept involves user groups either sharing one facility or rationalising/sharing services and/or buildings in an area. This can include sporting, social, cultural and recreational interests. 'Sportsville' brings economies of scale by providing shared facilities and services for numerous clubs and codes, eg changing rooms, fields, administration, IT services, social areas etc. It enables clubs to focus on developing and improving services for existing and potential members.
11. There is a national trend towards shared sporting and community facilities due to the declining membership of many clubs and sport codes, as well as the high costs to maintain and insure large buildings, due to their aging conditions and earthquake risks. For instance Auckland Council allocates \$3.9 – \$4.2m annually for discretionary funding of sports and community facilities across their City. Based on population, an equivalent funding for Wellington City would be approximately \$550,000 – \$592,000 annually.
12. Hutt City Long Term Integrated Community Facilities Plan focuses on the rationalisation and integration of community hubs including the development of social and sporting facilities at Fraser Park. Hutt City has allocated \$12m to Fraser Park upgrade (Capex) and \$105,000 per annum for 3 years for feasibility and promotion of other 'sportsville' type facilities.
13. The aspiration of some sporting organisations is to develop new multipurpose/shared hubs that include facilities to enable club growth and development. This is consistent with Council's objectives under Our Capital Spaces 2013 – 2023, i.e. to develop hubs and getting everyone active and healthy.
14. One of the current projects being supported by Wellington City Council is the Alex Moore Park Sport and Community Inc. (AMPSCI) multi-sport building. The group is seeking a total of \$1.45m from Council towards a new multi-sport building at Alex Moore Park in Johnsonville. The overall cost is estimated to be over \$5m. The Council has given the group over \$40,000 in grant funding since 2007.
15. The AMPSCI consists of Johnsonville Cricket, North Wellington junior & senior football clubs, Olympic Harriers and Johnsonville Softball Club.
16. Alex Moore Park is identified in "Our Capital Spaces" as a priority for development and the framework mentions expanding this model of multi-use recreation facility across the city.
17. Another example of a 'sportsville' concept is at Kilbirnie Park. The Poneke Football (rugby) Club established a new entity - "Toitu Poneke" - in 2013. The group consists of



Poneke Rugby, Wellington East Netball Club, PK Softball and Kairangi Bridge Club. Their vision is for a modern, multi-sport facility at Kilbirnie Park.

18. On the same park, Eastern Suburbs Cricket Club has formed a group ('Saintsville') with Marist St Pats Rugby Club and St Patrick's College and has presented an alternative multi-sport building proposal to the Council.
19. The Council does not have a facility partnership fund that sports and recreation groups can apply to for feasibility or capital funding for projects such as multi-sport buildings. Historically, groups have applied for funding via the LTP process.
20. Under Council's Social and Recreation Fund guidelines there is a set criteria for funding objectives towards community projects that make a positive contribution and support capacity building within the community. This does not fund large capital projects.

## Discussion

21. The Community Facilities Policy 2010 (CFP) sets an overall framework for supporting community facilities, including location (based on present provisions and population bases). Johnsonville and Kilbirnie are classified as "hub" models or 'sub-regions', and Karori, Miramar, Newtown and Tawa as 'town centres'. These locations are considered a good guide for future sporting hubs.
22. Parks, Sports and Recreation (PSR) are in the process of master planning for both Kilbirnie and Hataitai Parks (a 10 to 20 year plan). Adopting a 'Sportsville' funding criteria would help facilitate future facilities for these two sites.
23. The following Council strategies and policies support the hub/'sportsville' model approach:
  - Our Capital Spaces – An Open Space & Recreation Framework for Wellington 2013-23
  - Wellington Town Belt Management Plan 2013
  - Leases Policy for Community & Recreation Groups 2012
  - Draft Wellington Urban Growth Plan
24. Our Capital Spaces makes a number of statements in support of sports hubs:
  - *"We will prioritise the development of well-located hubs that contain multiple recreational facilities in the same space"* - page 3
  - *"Where relevant, we will encourage clubs to broaden their community role and/or deepen partnerships with the wider community including businesses"* page 9
  - *"...we have identified some priorities for development, and will focus on Hataitai Park, Alex Moore Park, Newland Park and Wakefield Park. Our intention is to expand this model of multi-use recreational facility across the city"* - page 10
  - *Actions 1.7.2 "... priorities for recreation and sports facilities include: working with the key sporting groups to develop Hataitai Park, Wakefield Park and Alex Moore Park as recreational and sporting hubs"*
  - *Action 1.4.8: "Identify opportunities for clubs to amalgamate and share facilities or services"*
25. In the past, Council has been proactive in facilitating and supporting clubs with developing proposals and assisting with information, collaborating, networking and other non-financial support on a case by case basis.

26. Council has limited guidance and policy that directly supports funding multipurpose sporting facilities and builds stronger partnerships with sporting organisations.
27. Officers have looked at a number of options based on other Territorial Authority models for providing funds and criteria to support sports and recreation facilities.
28. The following section provides three options for developing a formal process and assessment criteria for facilitating sustainable 'sportsville' hubs across the city in partnership with sport and recreation groups.

### Options

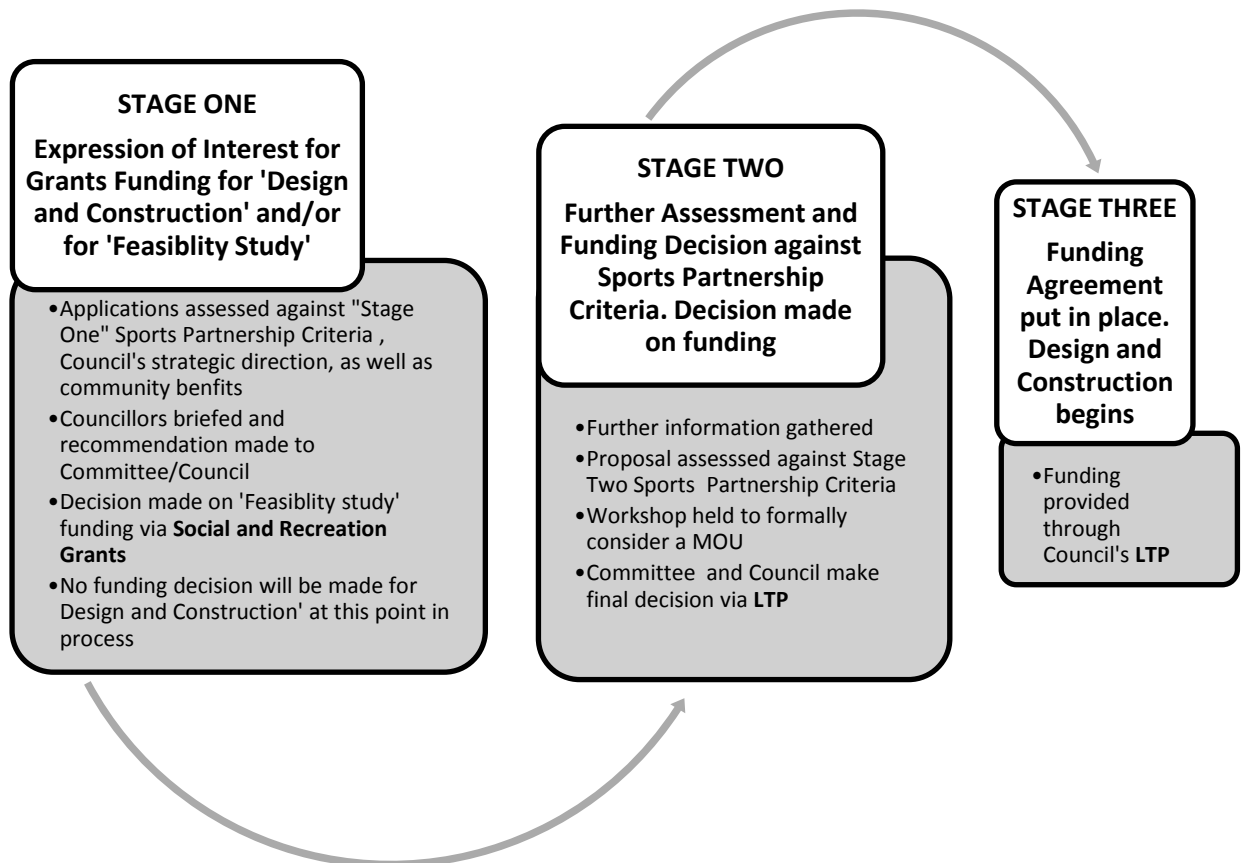
**Option One** – 'Sportsville' partnership proposals developed under new criteria. 'Feasibility' funding would be available for these proposals through the Social and Recreation Fund. Approved projects could apply for capital funding ('design and construction') through the Long Term Plan (LTP) to supplement their own fund raising.

29. Before funding was allocated the sporting group(s) would have to meet set criteria to ensure the proposed project was sustainable and well planned. Refer "Attachment 1 – Sports Partnership Funding Criteria for Grant Applications of Priority Sporting Hub Facilities"<sup>1</sup>. The assessment criteria is broken down into two stages – Stage one for initial feasibility studies (including funding towards resource consents) and Stage two for 'design and construction'.
30. To ensure funding can be provided for 'sportsville' feasibility studies (separate from Stage two - priority funding for 'design and construction') it is recommended that funding comes from the Council's Social and Recreation Grant Fund.
31. It is estimated that between \$30,000 - \$50,000 is needed to undertake a feasibility study and gain resource consents for a 'sportsville' type facility. An increase in the grant fund of \$40,000 per annum would support community and sporting groups with investigations and preliminary work into 'sportsville' facilities. Funding of \$40,000 will be added to the existing Social and Recreation Grant Fund and tagged for this purpose. If the funding is not used it will become available for other projects within the scope of the fund.
32. This option is preferred as it is consistent with the Council planned funding processes. Funding for the 'design and construction' phase of projects (that meet the set criteria) would be through the LTP process.

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<sup>1</sup> This assessment criterion is based on the Draft Central Facility Partnerships Guideline developed by Auckland Council (December 2013).

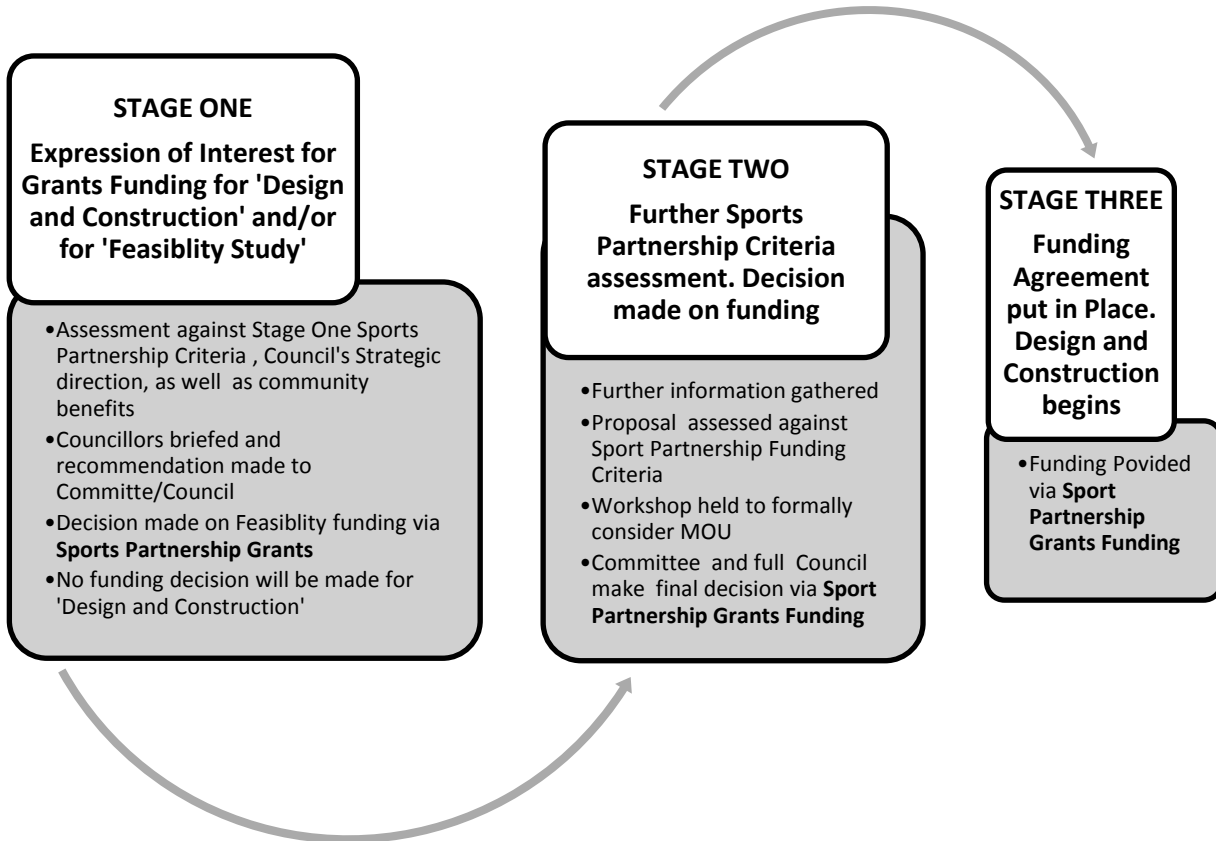
33. Option One Flowchart – Sportsville Partnership Criteria developed. Feasibility funding through increase to Social and Recreation Fund. Design and construction funding support through the LTP process



**Option Two** – ‘Sportsville’ partnership proposal developed under new criteria. Both ‘feasibility’ and ‘design and construction’ is funded through a newly established Sports Partnership Grant Fund (SPGF).

34. The advantage of a dedicated fund is the flexibility for funding feasibility studies and other smaller initiatives, as well as having a committed fund to enable the construction of ‘sportsville’ facilities.
35. The risk of this option is that money will be put aside into a single fund that is earmarked for undefined sporting projects that may or may not occur, and may be unsustainable. There is also the risk that this money could be taken away from other social and recreation funds and their ability to deliver on safety, wellbeing and social initiatives throughout the city.
36. Though the fund would give flexibility to supporting ‘sportsville’ initiatives, such as feasibility studies – there is a risk that because a set sum of funds is available, it may not reflect the funds required in any one year for what are essentially one off projects.

37. Option Two Flowchart – Sport Partnership Criteria developed. Feasibility and ‘design and construction’ funding through a new Sports Partnership Grant Fund (SPGF).



**Option Three** (Status quo) – No priority hubs identified with all funding approved through the LTP process

38. For this option the Council does not develop sports partnership funding criteria. ‘Sportsville’ hubs will remain managed on an ad hoc basis with no criteria or rationale to assess and support applications for ‘sportsville’ funding.
39. This option creates uncertainty for clubs and Council. This makes partnering difficult as it difficult for Council to prioritise and financially commit to specific projects. It also has the potential to put Council funding at risk if grants are provided to untested and unsustainable projects.
40. The table below provides advantages and disadvantages of the three options.

Options Description	Advantages	Disadvantages
<b>Option One – Sportsville Partnership Criteria developed. Feasibility funding through increase to Social and Recreation Fund. Design and construction funding support through the LTP process</b>		
<b>Recommended option</b>		
Develop 'Sportsville' Partnership criteria. Feasibility studies funded through a \$40,000 per year increase in Social and Recreation Fund. Construction funded through private funding and application for WCC funds through LTP.	Creates a framework for Council and sports groups to collaborate and build relationships	Some communities may perceive Council bias in favouring one community over another
	Robust process to ensure only sustainable well managed projects get off the ground and are funded	Adds a level of administration for Council Offices
	Priorities key 'sportsville' partnerships and facility development	
	Aligns with Social and Recreation Funding criteria for better social and recreation outcomes	
	Still subject to LTP and Annual Planning processes before any contribution towards design and construction (considered alongside other Council priorities)	
<b>Option Two – Sport Partnership Criteria developed. Feasibility and design and construction funding through a new Sports Partnership Grant Fund (SPGF).</b>		
<b>Not recommended</b>		
Develop 'Sportsville' Partnership criteria. Feasibility studies funded through new and Design and Build funded through <b>Sports Partnership Fund. (\$400K to \$500K per Annum)</b>	Creates a framework for Council and sports groups to collaborate and build relationships	Some communities may perceive Council bias in favouring one community over another
	Robust process to ensure only sustainable well managed projects get off the ground and are funded	Adds a level of administration for Council Offices
	Priorities key 'sportsville' partnerships and facility development	Funds may not be used and reduces funding for other priority community projects.
		Not considered against other Council priorities through the LTP as it is essentially a 'ring fenced' fund.
<b>Option Three – Status quo</b>		
<b>Not recommended</b>		
<b>Status quo</b>	All communities have an opportunity for funding towards sports facilities no matter what location	No set criteria for sport and recreation clubs seeking funding through the LTP. Council could end up with an asset requiring future support.
		Council has to manage sporting initiatives on a reactive manner.
		Sport groups have less certainty about potential funding opportunities.
		Council is not seen to be supporting 'sportsville' initiatives

## Attachments

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Author	Joel de Boer, Recreation and Parks Planner
Authoriser	Greg Orchard, Chief Operating Officer

## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Though no formal consultation has been undertaken, PSR are working with sporting groups as outlined in paragraphs 14 – 18.

PSR are also in the process of master planning for both Kilbirnie and Hataitai Parks. Consultation is currently underway with sporting clubs at these sites.

### **Treaty of Waitangi considerations**

N/A

### **Financial implications**

\$40,000 annually towards the Social and Recreation Fund tagged specifically toward the feasibility studies and resource consents for Sportsville concepts at priority hubs.

### **Policy and legislative implications**

N/A

### **Risks / legal**

N/A

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

N/A

### **Communications Plan**

N/A

## Attachment One - Draft Sportsville Partnership Funding Criteria of Priority Sporting Hubs

Stage 1 - Expression of Interest for 'design and construction' and/or funding decision for 'feasibility studies'

<b>Eligibility Criteria of Grants Feasibility Study Application</b>	<b>Measure – Funding will be prioritised by the following measures at Council discretion.</b> Applicants must comply with all of these measures to be eligible for funding.
Provide recreation and sports facilities that meet the needs of communities	The facility is identified as a major sport and recreation hub located in Wellington City, e.g. Alex Moore Park, Kilbirnie Park, Hataitai Park, Wakefield Park
There are no existing facilities, or existing facilities are aging, unsustainable (no longer fit for purpose) and in need of replacement	The new facility will improve and rationalise the sporting and recreation facilities in the area and region and generally support outdoor multipurpose sports use. It will improve community involvement and promote health and physical activity within the local and wider community
A partnership project with multiple funders	Show evidence that the project can be self-funded. There needs to be over 50% self-funding for the design and construction stage (this is a guideline only and not an indication of the amount of funding the Council will provide)
The applicant is a legally constituted community group, trust or organization ie Incorporated Society or Charitable Trust and is financial sound	Show evidence of financial management and good organisational practices e.g. clear and detailed planning and reporting processes, or (for newly established groups/trust/organisations) evidence to show that processes are in place to support ongoing financial management.
Project Type	Align with Council Service levels and provision, as well as have support from regional and national sporting bodies e.g. Sport Wellington and Sport New Zealand

- High level discussion and proposal sent to Council – Expression of Interest
- Proposal reviewed to ensure that it meets the required criteria and meets Council's strategic direction, as well as community benefits
- Feasibility funding will be used specifically towards studies and resource consents, as well as other items at Councils discretion
- Though there are no current design criteria, Council are engaging with Sport Wellington and Sport New Zealand for an 'off the shelf' design for buildings for sportsville type projects. These types of design would be encouraged
- Community, Sport and Recreation Committee (CSR) will be briefed on the Expression of Interest and a recommendation will be made to CSR for feasibility funding as part of the Social and Recreation Fund approval round
- No funding decisions will be made for design and construction, but feasibility studies grants will be considered
- Unsuccessful proposals can be re-submitted for consideration.

**Item 2.1 Attachment 1**

**Stage 2 - Further assessment and funding decisions for 'design and construction'**

<b>Key Criteria for assessing grants applications</b>	<b>Measure</b>
Provide recreation and sports facilities that meet the needs of communities	The facility is identified as a major sport and recreation hub located in Wellington City, e.g. Alex Moore Park, Kilbirnie Park, Hataitai Park, Wakefield Park
There are no existing facilities, or existing facilities are aging, unsustainable (no longer fit for purpose) and in need of replacement	The new facility will improve and rationalise the sporting and recreation facilities in the area and region and generally support outdoor multipurpose sports use. It will improve community involvement and promote health and physical activity within the local and wider community
A partnership project with multiple funders	There needs to be over 50% self-funding ( this is a guideline only and not an indication of the amount of funding the Council will provide)
Project Type	Align with Council Service levels and provision, as well as have support from regional and national sporting bodies e.g. Sport Wellington and Sport New Zealand
Have a total project value of over \$500,000	The Project costs have been estimated in a business case
Increase community participation in sport and recreation activities	Demonstrate how the project will increase participation in sport and recreation within the community and wider region and targets the Council's strategic focus
The amount and extent of other facilities existing or proposed in the area/region	Evidence of the need for the project/facility based on existing infrastructure in the area and region
Partnering and membership is sustainable for the ongoing upkeep and maintenance of the facility	Demonstrate there is active memberships/involvement, as well as partnerships developed, to support the ongoing interests and commitment to financial contributions. For example, list grants/sponsorship funding, fees, levies, membership etc. This will ensure that operational costs can be met without Council assistance
Assessment of beneficiaries	Provide a detail evidence of those that will benefit from the funding and project i.e. what the funding will go towards and who will benefit eg declaration of conflict of interests, etc.
Legislative requirements	Identify and declaration what consents, (i.e. resource consents, building and other consents (e.g. Lease agreements, Liquor license and approval to build) have been secured or will/may be required to realise the project
Amount of community support	Demonstrate the amount of support in the local and wider community for the project
Community accessibility	Demonstrate how the local and wider community will be able to make use and access the facility, as well as physical accessibility for people with disabilities and other disadvantaged groups.
Timelines	Provide proposed start and end date, including existing timelines and planning



A business plan of proposed project and facility completed and peer reviewed	The business plan has been peer reviewed by Sport New Zealand (SNZ). They have guidelines for 'sportsville' type facilities or equivalent professional expert/organization. It is considered a sustainable model and that funding is achievable
The applicant is a full voluntary organisation, incorporated society, trust or similar	It is a legal entity, has clear governance, is sustainable and can demonstrate the following: <ul style="list-style-type: none"> <li>• There is governance model in place with stated objective(s).</li> <li>• Has membership with other key sporting clubs and codes.</li> <li>• Membership application process, responsibility, and types of membership, registration,</li> <li>• Organisation structure, and</li> <li>• Disputes and resolutions process in place</li> </ul>

**Items not eligible for funding of stages one and two**

- Individuals, commercial enterprises or for profit organisations
- Retrospective applications
- Debt funding
- Operation or maintenance costs

**General Requirements of Provision of Entry for 'Design and Construction' funding**

- Signed Memorandum of Understanding with Council and the entity making the application, setting out intentions of each party and shared objectives and outcomes
- Council contribution to be acknowledged on publicity material and signage, press releases etc,
- Facility must be promoted for public and community use and complement existing and planned Council community and recreation facilities.
- Hire of the facility must be affordable for community groups and events
- Some hireage for exclusive use of the facility may be dependent on Council approval i.e. when this is clearly not a community good
- Annual report must be provided to Council of Annual Use, hire fees, promotions and audited financial accounts for the facility
- Development of a draft Asset Management Plan for the facility and its ongoing maintenance cost will need to be developed and provided to Council
- In consultation with the organisation, group or trust, the Council may wish to use the facility for the following events:
  - Evacuation and welfare centre in time of civil emergency
  - Surveys for community research, elections centre or other events that the Council may need to deliver to the wider community, and for regional and national services.

**Item 2.1 Attachment 1**

**Funding Requirements for 'Design and Construction'**

- The funding mix needs to be discussed and agreed by Council. Council is to be made aware as soon as possible if a change to the funding has occurred – particularly if this makes the project unsustainable or unattainable. Security of all alternative funding (that not provided by Council) must be unencumbered, for example the facility is not subject to claims by creditors ie mortgages and no securities are used for loans etc.
- If funding is not up taken within the timeframes agreed to at the time, approval for funding may lapse at Council discretion
- Best practice business processes must be adhered to for project tendering and all aspects of the work associated with developing the facility
- Facilities must be insured to full replacement value and evidence of this provided to Council on an annual basis
- Council will have input into the sale/lease of the facility naming rights
- Council will have a right to recover some of its financial contribution/grant if the use of the facility changes significantly over time.
- At Councils discretion, funding will not be released until all other funding is in place for the project to be completed and payment may be made on instalment basis.

**Process for Design and Construction funding**

Applications will be limited to once a year via the LTP or Annual Planning rounds. The LTP (once every three years - 2015 and 2018, and so on) and Annual Planning rounds (twice every three years – 2016, 2017 and 2019 2020 and so on – not in the year of LTP funding).

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## **NEW LEASE AND LICENCE UNDER THE RESERVES ACT 1977: NEW AND EXISTING TENANTS**

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### **Purpose**

1. To recommend that the Community, Sport and Recreation Committee approves the following:
  - (a) New ground lease to Victoria University of Wellington (existing tenant)
  - (b) New occupation licence to Ngaio Rifle Club (new tenant).

### **Summary**

2. A schedule summarising the proposed tenancies is attached as Attachment 1 and maps showing the locations are attached as Attachments 2 and 3.
3. The proposed lease and licence to Victoria University of Wellington and Ngaio Rifle Club satisfy the assessment criteria laid out in Section 7 of the *Leases Policy for Community and Recreation Groups*.

### **Recommendations**

That the Community, Sport and Recreation Committee:

1. Receives the information.
2. Agrees to grant a new lease to Victoria University of Wellington for the purposes of a tennis club under the Reserves Act 1977.
3. Agrees to grant a new occupation licence to Ngaio Rifle Club for the purposes of an outdoor air rifle target range under the Reserves Act 1977.
4. Notes that any approval to grant the lease and licence is conditional on:
  - a) appropriate iwi consultation;
  - b) public notification under s119 and s120 Reserves Act 1977;
  - c) no sustained objections resulting from the above notification; and
  - d) legal and advertising costs being met by the Lessee/Licensee (where applicable).

### **Discussion**

#### **Victoria University of Wellington**

4. Victoria University of Wellington (University) has occupied the proposed leased area since 1982 for the purposes of a tennis club.
5. A report seeking Committee approval for a new lease to the University was rejected on 5 February 2014 on the basis that the Victoria University of Wellington Student Association (VUWSA) was (at the time) leasing out the tennis club car parks to University students.
6. This practice went against the Town Belt Management Plan policies (in particular section 9.6.3).

7. After discussions with the University and VUWSA, Council officers gave the University until the end of 2014 to come up with alternative car spaces for their students.
8. Alternative parking spaces have now been secured. The Tennis Club car parks are now managed by Club Kelburn exclusively for the use of the Tennis Club and Club Kelburn members, and Town Belt users.

### **Ngaio Rifle Club**

9. The Ngaio Rifle Club (Club) is an outdoor air rifle target shooting group.
10. The Club currently has a permit to use the area on a temporary basis and is seeking a more formal agreement.
11. The Ngaio Rifle Club (Club) is currently not an incorporated society or a trust but is in the process of becoming incorporated. The proposed licence will be subject to this having been completed.
12. A shorter term of five (5) years has been suggested to reflect the proposed future development of Caribbean Avenue Reserve (Reserve) as a passive recreational ground. This is in keeping with the scenic reserve status and as anticipated by the Northern Reserves Management Plan.
13. When the air rifle range is in action the licensed area will be clearly marked out and the following precautions will be carried out:
  - (a) The licensed area will be marked out by a roped fence as well as red range flags; and
  - (b) There will be a warning sign and flag at the reserve entrance to advise the public.These precautions are currently being followed and Council officers are comfortable that they have been sufficient in protecting other park users.
14. All shooting will be carried out subject to the Ngaio Rifle Club Air Rifle Range Standing Orders (see Attachment 4).
15. There is a public walkway nearby (see location on Attachment 3) but Officers are comfortable that the location of the licensed area is sufficiently secluded and that all necessary safety measures are being practiced.

### **Conclusion**

16. Officers recommend that the Community, Sport and Recreation Committee approves the proposed lease and licence to Victoria University of Wellington and Ngaio Rifle Club in keeping with the *Leases Policy for Community and Recreation Groups*.

### **Attachments**

Attachment 1.	Summary of Proposed Leases	Page 22
Attachment 2.	Victoria University of Wellington-Proposed Leased Area	Page 23
Attachment 3.	Ngaio Rifle Club-Proposed Licensed Area	Page 24
Attachment 4.	Ngaio Rifle Club's Standing Orders	Page 25

Author	Grace Clapperton-Rees, Property Advisor
Authoriser	Greg Orchard, Chief Operating Officer

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Public consultation will be undertaken as required under the Reserves Act 1977.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations.

### **Financial implications**

There are no substantial financial implications

### **Policy and legislative implications**

The proposed lease and licence will be consistent with the objectives of the Leases Policy for Community and Recreation Groups.

### **Risks / legal**

The proposed lease and licence will be subject to the provisions of the Reserves Act 1977 and the Leases Policy for Community and Recreation Groups.

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

The proposed lease and licence will have no substantial climate change impacts.

### **Communications Plan**

Not required.

**Item 2.2 Attachment 1**

Group	Location	Area (m <sup>2</sup> )	Activity	Type	Legal Description	CFR	Term (years)	Expiry Date	Rent (per annum)	Reserve Type
Victoria University of Wellington	Kelburn Park and Play Area	2,646.4	Tennis	Ground lease	Lot 1 on Deposited Plan 10086	WN19A/369	10 years	30 June 2025	\$1,788.56 + GST	Town Belt
Ngaio Rifle Club	Caribbean, Avenue Reserve	17,170	Outdoor rifle range	Occupation Licence	Lot 1, Deposited Plan 53628 and Part Section 168 Porirua District and Part Section 41 Horokiwi Road District	WN24C/402 and WN34C/629	5 years	30 March 2020	\$500 + GST	Scenic Reserve



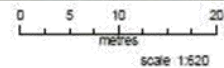
**Victoria University of Wellington (Tennis Club),  
0555-VICTO - 2646.4sq m**

**Kelburn Park and Play Area**

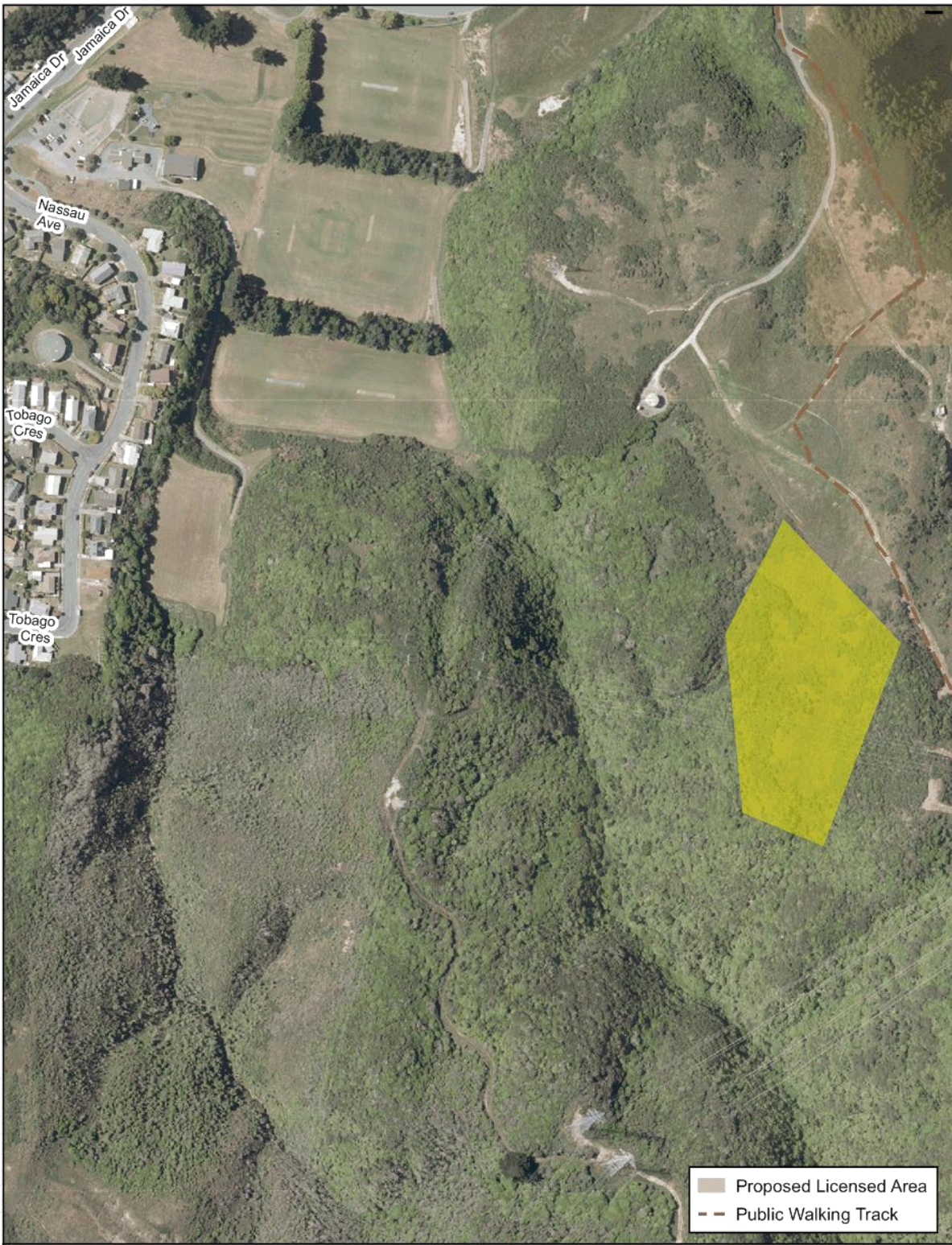
Property boundaries, 20m Contours, road names, rail line, address & site points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/-5m in urban areas, +/-50m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post. Assets, contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 5m.

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101 Wakefield Street  
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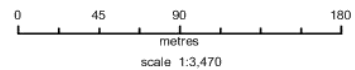
ORIGINAL MAP SIZE: A4  
AUTHOR: prestco2  
DATE: 8/11/2013  
REFERENCE:



**Item 2.2 Attachment 3**



**Proposed Licensed Area to Ngaio Rifle Club**  
17170sq m



Property boundaries, 20m Contours, road names, rail line, address & title points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/-1m in urban areas, +/-30m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post. Assets, contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 1m.

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Wellington City Council  
101 Wakefield Street  
WELLINGTON, NZ

ORIGINAL MAP SIZE: A4  
AUTHOR: presto2j  
DATE: 22/01/2015  
REFERENCE:

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



### **Ngaio Rifle Club - Air Rifle Range Standing Orders**

These orders must be read out to all shooters present before the start of any shooting.

- 1) The provisions of the NZ Arms Act 1983 and the New Zealand Police Arms Code shall apply.
- 2) A non shooting Range Officer is to be appointed whenever two or more shooters are present.
- 3) Range Officer/s are to be identified by a brightly coloured vest.
- 4) A first aid station is to be on the range under the control of the Range Officer.
- 5) No rifle is to be loaded until the Range Officer gives permission to commence firing.
- 6) Shooting can only commence when the range officer/s gives the command to start by voice or one blast on a whistle.
- 7) All shooting is to stop at the command of the range officer/s by voice or two blasts on a whistle.
- 8) No rifle shall be loaded unless the shooter is on the range mound or on the practice range mound and the rifle is pointed down range towards the targets.
- 9) Whenever the range is closed the Range Officer shall instruct all shooters on the mound to clear their weapons whereupon all shooters shall aim their rifles at the ground in front of their position and operate the trigger.
- 10) The range officer/s have full and undisputed authority over all activities in the range area and may order any shooter from the range.
- 11) All shooters are to ensure and encourage safe practice and inform the Range Officer of anything that appears unsafe.
- 12) All Rifles are to be treated as if loaded at all times and must be pointed in a safe direction.
- 13) All rifles must be in a safe firing condition to the satisfaction of the Range Officer/s.
- 14) No person is to advance in front of the marked areas or firing line.
- 15) Before a shooter leaves the firing point, and his/her shooting partner must check that the rifle is unloaded and is in a safe condition.
- 16) In an emergency any person may close the range by way of a shout to cease fire.
- 17) No shooting is to take place when the range is closed.
- 24) Ear muffs or ear plugs are the responsibility of each person on the range.