



Tauranga City

COUNCIL PROCEDURE

PROCEDURE TITLE: SPORTVILLE PROCEDURES

Lead Policy Title: Sportville

Support Policy Title:

1. PURPOSE

To provide guidelines on how to work with sports clubs and associations to implement Sportville models.

2. OPERATING PROCEDURE OR GUIDELINES

Identifying Sportville Opportunities

Opportunities to implement Sportville models will be identified by:

- Community initiated requests for assistance with developing Sportville models.
- Council / Sport BOP identified opportunities. This includes Sportville projects identified in:
 - strategies and plans,
 - staff knowledge of new developments or opportunities arising in the community,
 - assessment of clubs/associations operation and future viability,
 - review or renewal of leases which will include an assessment of clubs/associations operation and future viability.

Process

- 1) The above community initiated requests, or opportunities identified by Council, for the development of Sportville models, will be directed to Sport Bay of Plenty's Sport Development Officer.
- 2) The Sport Development Officer will meet with the interested sports club/association to provide an overview of the Sportville policy and procedures and other relevant Council strategies and plans to ensure a good understanding by the club/association representative.
- 3) An initial screening process will occur by the Sport Development Officer as to the merits of whether the proposal should proceed or not. If the Sport Development Officer feels the proposal should not proceed, this will be documented in a letter to Council's Recreation Relationships Manager with the reasons outlined. A copy of this letter will be forwarded to the club/association. The Recreation Relationships Manager will report this back to Council every six months as part of the policy monitoring process (see step 12).

- 4) If the proposal looks worth pursuing (when assessed against the policy) and the club/association wishes to proceed, then the Sport Development Officer will work with the club/association to develop a preliminary proposal (refer to attachment 1 template) that identifies:
 - o the most appropriate Sportville model and its key characteristics,
 - o why the Sportville model is preferred and what issues it will address,
 - o how the proposal addresses the prioritisation criteria in the Sportville policy, and
 - o responsibilities for the implementation of the chosen Sportville model.
- 5) Sport BOP will forward the preliminary proposal to Council's Recreation Relationships Manager who, with the support of a project team, will review the preliminary proposal, and make any recommendations for improvement to the Sport Development Officer.
- 6) Once the finalised preliminary proposal is received by Council's Recreation Relationships Manager, a report will be prepared for the Evaluation and Monitoring Committee which will include the project teams' recommendation to Council. A copy of this report will be forwarded to the club/association and an opportunity provided for them to present directly to the Evaluation and Monitoring Committee.

The report and preliminary proposal will be presented to the Evaluation and Monitoring Committee to either:

- inform Council of the proposed action if it can be dealt with through existing staff delegations and budget, OR
 - seek a decision from Council to proceed with implementation of the preliminary plan, OR
 - seek a decision from Council to proceed with an evaluation due to the significance of the preliminary proposal.
- 7) If an evaluation is required, Sport BOP will assign a staff member to the club/association to assist in guiding the development of the evaluation. Council's Recreation Relationships Manager (and other staff with specific expertise) may be part of the project evaluation team as these skills are required.

[Note: due consideration needs to be given in setting the evaluation / implementation completion dates to ensure consistency with timeframes associated with the Annual Plan / LTCCP].
 - 8) The completed evaluation, signed off by Sport BOP's Sport Development Manager and the clubs/associations that will be involved in the potential Sportville model, will be forwarded to Council's Recreation Relationships Manager for review.
 - 9) The Recreation Relationships Manager will then prepare a cover report for the Evaluation and Monitoring Committee which will include the project teams' recommendation to Council. A copy of this report will be forwarded to the club/association and an opportunity provided for them to present directly to the Evaluation and Monitoring Committee.
 - 10) Council's Recreation Relationships Manager will ensure that the Sport Development Officer and the club/association receive a copy of the minutes from the Evaluation and Monitoring Committee outlining the decision made.

Implementation

11) Implementation of the Sportville model will be in accordance with the outcomes of the process outlined above (preliminary proposal or evaluation).

Monitoring

12) Sport BOP and Council's Recreation Relationships Manager will report back six monthly to the Evaluation and Monitoring Committee on progress toward implementing the Sportville policy and its resulting projects. This will be through the joint relationship agreement report with Sport BOP. Proposals that staff considered should not proceed will be reported back to Council at this time and the reason stated as to why the proposal was not pursued.

13) Council's Recreation Relationships Manager will highlight any key milestones or issues that arise in between times through the Council Monitoring Report.

3. RELEVANT DELEGATIONS

The Recreation Relationships Manager, Parks and Leisure will be responsible for providing advice and support on the use of the Sportville policy and these procedures.

4. REFERENCES

Sport and Active Recreation Strategy
Active Reserves Management Plan

5. ATTACHMENTS

Attachment 1: Preliminary Project Template

Attachment 2: Standard Proposal Evaluation Form

SPORTVILLE PRELIMINARY PROPOSAL TEMPLATE

Name of Club / Association	
Contact Person	
Contact Details	
Type of Sportville Model and its key characteristics	<p><i>Delete models not applicable</i></p> <ul style="list-style-type: none"> ▪ Where a Code Association owns and manages a facility which is used by all clubs (e.g. Tauranga Hockey) ▪ Where Council owns and manages a multi-use facility (e.g. Waipuna Park) ▪ Where one club owns the facility and it is used by different codes and/or wider community groups (e.g. Pemberton Park) ▪ Where a trust or other legal entity owns a facility and it is available for a number of different codes and/or wider community groups to use (e.g. former Papamoa Sports) ▪ Where a paid onsite manager is employed to manage a multi-use facility (e.g. Mount Ocean Sports Club).
Issues to be addressed / opportunities to be capitalized on	
How does the proposal meet Council strategies, policies, plans and priorities?	
How will the proposal address an identified community need or provide needed capacity?	
To what extent will the proposal increase levels of participation?	
What extent will the proposal reduce duplication and increase efficiency?	
What are the key milestones associated with this proposal and their timeframes?	
What Council involvement and resources will be required?	

What Sport BOP involvement and resources will be required?	
Other comments	

NOTE: Delete all Red Italic text

This form may be used where one or more of the following circumstances apply:

- *The proposal is expected to cost more than \$50k (includes IT projects), or*
- *The proposal is a City Services infrastructure project and is expected to cost more than \$200,000, or*
- *There are a number of viable options, or*
- *The social, economic, environmental and cultural impacts are complex*

Tables referred to in the italic text are available through the Recreation Planners at Tauranga City Council.

File No:

STANDARD PROPOSAL EVALUATION FORM

Proposal ID No:

PROPOSAL DESCRIPTION

Proposal Name:

Proposal Sponsor:

Proposal Description:

Briefly describe the proposal (note that this description will be used to identify the proposal on the prioritisation schedule).

COMMUNITY OR ORGANISATIONAL NEED

2.1 Definition and/or confirmation of Need

Describe the methodology used and the consequential information obtained to more clearly define and/or confirm the community/organisation need identified at the Initiation Stage. This may include demographic analysis, research, and consultant/technical advice.

2.2 Consultation

If consultation was used to define or confirm the need, it is important to report on the quantity and type of interested parties consulted. Describe the key views identified through the consultation process.

Timing of Need

Conclude as to whether, based on this information, an immediate (less than 2 years), short-term (2 – 5 years) or long-term need (5 years plus) exists. Explain the rationale for your conclusion.

3. BACKGROUND INFORMATION RELEVANT TO ALL OPTIONS

Detail any background information that is relevant to all options. This should be information that the Councillors need to enable them to understand the issues and to make informed decisions.

This may include historical issues, explanation of legislative or other requirements, etc.

4. STRATEGIC AND/OR LONG TERM CONTEXT

Describe how this proposal relates to the strategic and/or long term plan for this outcome, activity, or geographic area (ie. What is the 'bigger picture'). Where possible, link to Council's vision, mission and strategic result areas from the Annual Plan. If there is a lack of a strategic or long-term plan, consider whether such a plan should be developed/completed prior to proceeding with this proposal.

5. SIGNIFICANT INTERDEPENDENCIES WITH OTHER PROPOSALS OR PROJECTS

Detail the other proposals (in initiation or evaluation stage) or projects (already evaluated and approved) which have significant interdependencies with this proposal. Identify the critical aspects of the interdependencies and the associated potential impacts and issues, (Eg, Interdependency with SmartGrowth).

6. KEY CONSIDERATIONS OF OPTIONS ANALYSIS

List and briefly explain the key issues, considerations and/or criteria that need to be considered when evaluating all of the options.

7. KEY ASSUMPTIONS UNDERLYING THE PROPOSAL AND OPTION ANALYSIS

List and briefly explain the key assumptions applicable to the proposal and all options. This may include quantity of demand, approval of required resource consents, required design life of asset, etc.

8. SUMMARY OF OPTIONS CONSIDERED

8.1 Options Comprehensively Evaluated

(Briefly describe each of the significant options evaluated).

Option Name		Brief Summary of Key Elements
1		
2		
3		
4		

8.2 Options Eliminated as Not Viable

(Identify the obvious options that were considered but which were eliminated as not viable or desirable options. This should eliminate questions of “Why didn’t you think of...?”)

Option Name	Reason why Eliminated as Not Viable

[Note that “Status Quo” must be one of the options either comprehensively evaluated or eliminated. This is a requirement of Section 122C of the LG Act].

9. OPTION EVALUATION

Repeat all of section 9 for each option evaluated

9.1 Option 1: **{Option Name}**

9.1.1 Option Description

Describe the option detailing the key features that distinguish it from the other options.

9.1.2 Option Specific Assumptions

Describe any assumptions that are specific to this option.

9.1.3 Benefits/Advantages

9.1.4 Disadvantages

9.1.5 Proposal Costs

Record the financial information in the financial impact table (following pages)

Here, describe the quantitative financial costs. Where possible, calculate a Net Present Value (NPV) or Return On Investment (ROI) for the option, (contact Finance and Business Services for assistance with these calculations). Where a proposal is solely Information Technology related or in the opinion of the IS Manage, contains a significant IT item, then a cost benefit is required to be calculated on the IT component. See Table H for guidelines.

9.1.6 Funding

Describe any external funding sources and/or conditions which must be met prior to receipt of the funding (eg community group needs to contribute \$x and the current amount they have raised is \$x.).

9.1.7 Internal Human Resource Impact

Describe the human resource requirement of the option. State whether there is existing capacity or whether additional capacity will need to be sourced.

9.1.8 Financial Impact Table – (put in the option name)

Ensure the:

- *Significant cost components are separately identified.*
- *Total costs over the life cycle of the proposal are taken into account. (For some proposals the initial capital costs may be low but on-going operational costs high).*
- *Confidence rating of the financial information is stated (see Table B Table C, Table D, Table E, Table F and Table G for definitions)*

Expenditure Profile For Option 1						
	Major components	Conf. Rating	Total	Year 0-1	Year 2	Year 3
List the Major Capital components of Option No 1						
	Renewal					
	TOTAL					
Operating costs for Option No 1	Operational					
	Maintenance					
	Depreciation					
	Debt servicing					
	TOTAL					

(confidence rating 1 = highly reliable, 2 = reliable, 3 = uncertain, 4 = very uncertain, 5 = unreliable)

Funding Profile For Option 1						
	Source	Conf. Rating	Total	Year 0-1	Year 2	Year 3
Capital	Debt					
	Reserves					
	Impact Fees					
	External Funds					
	TOTAL					
Operating	Rates					
	User Fees					
	External Funds					
	TOTAL					
COMPLIES WITH FUNDING POLICY		Yes / No <i>(If No, explain)</i>				

(confidence rating 1 = highly reliable, 2 = reliable, 3 = uncertain, 4 = very uncertain, 5 = unreliable)

9.1.9 Key Risks of the Option

Key Risk	Likelihood (Table C)	Impact (Table D)	Overall Risk (Tables E & F)	Describe the Proposed Risk Mitigation/Treatment Option(s) (Table G)

(higher numbers indicates higher risk)

This section should focus on key risks of the option under evaluation. This may include: risk to the natural environment, financial exposure, risk to public reputation & credibility, risk of dependency on specific individuals, legal liability risk, service continuity risk, public health and safety risk, technical risk, internal human resource capability risk, etc.

- *For each key risk assess the likelihood and the impact (refer to Tables C & D for classifications and definitions) and enter the **Rating**.*
- *Then use Tables E & F to calculate the overall risk and enter the description (i.e. medium.)*
- *Then use Table G to decide on the most appropriate risk mitigation / treatment option and enter the option (i.e. reduce impact) along with any action to take to achieve it, such as:*
 - ❖ *accept the risk, closely monitor the risk (may require regular reporting to Monitoring Committee), address the risk through project design or contract conditions, seek peer review or external assurance re management of the risk, address risk through enhanced consultation and/or communication, etc.*

10. RECOMMENDED OPTION

State the recommended option together with the specific reasons why, in the staff's opinion, it is the preferred option.

10.1 Financial Confidence Rating of Recommended Option

Required action to improve recommended option confidence ratings from 3, 4 or 5 to a confidence rating of 2.

[If the financial confidence rating of the recommended option is 3, 4 or 5, state the nature of work to be undertaken, resource requirement (human resource and \$'s), and timeframe to improve the confidence rating to 2.]

	Rating	Nature of Action	Resources	Time (months)
Capital				
Operating				
External Funds				

10.2 External Parties Interested in Recommended Option (other than those identified at Initiation)

Schedule any external parties likely to have a strong interest in the recommended option, other than those identified at Initiation.

11. OTHER ISSUES

Any miscellaneous issues that don't readily fall into other categories but need to be raised.

12. COST OF EVALUATION

Outline cost of evaluation against budget for evaluation.

Sign off