



Appendix One: Recreation and Leisure Plan Administration

Administration

For any plan to have an impact on the community for which it was developed, it has to become a living document. This Administration section outlines the way in which the plan will be brought to life. Administration of the plan will be achieved under the headings of Integration, Implementation, Monitoring and Review. The Objectives, Strategies and Actions flowing from these Goals are detailed below.

Goal 1 - Integration

Objective 1.1

To encourage an integrated approach to the delivery of recreation and leisure opportunities in Hamilton.

Strategy 1.1.1

Council will work internally and in partnership with other national, regional and local organisations to encourage an integrated approach to the delivery of a wide range of recreation and leisure opportunities.

Strategy 1.1.2

The foundations of integration will be achieved through links to existing plans and through contributions to proposed plans:

Existing Plans:

- Creative New Zealand Strategic Plan;
- Sport Waikato Strategic Plan;
- Environment Waikato's Regional Passenger Transport Plan;
- Hamilton's Strategic Plan (2002-2012);
- HCC Community Development Plan;
- HCC Aquatic Facilities Strategic Plan;
- HCC Museum Strategic Plan;

Proposed Plans:

- The new Recreation and Sport Agency Strategic Plan;
- HCC Open Space Strategy;
- HCC Library Strategic Plan;
- HCC Art and Culture Strategic Plan;
- HCC Theatres Strategic Plan.

Goal 2 – Implementation

Objective 2.1

To manage the implementation of the Recreation and Leisure Plan.

Strategy 2.1.1

Triennial Action Plans will be developed in consultation with the community and in partnership with community recreation and leisure organisations.

Actions:

2.1.1(1)

Minor reviews of the Recreation and Leisure Plan will enable development of Triennial Action Plans for inclusion in Hamilton's Strategic Plan.

2.1.1(2)

The financial implications of the Triennial Action Plans are included in the 10 Year Financial Plan.

Strategy 2.1.2

Annual Action Plans will be developed and implemented in partnership with community recreation and leisure organisations and Council Staff.

Actions:

2.1.2(1)

Annual Action Plans are developed in consultation with community recreation and leisure organisations and Council Staff.

2.1.2(2)

The Annual Action Plan including the additional financial requirements is included in the Council's Annual Plan process.

2.1.2(3)

Collaborative project working groups from the community and Council staff are assembled to put into practice the Annual Action Plan.

Goal 3 - Monitor

Objective 3.1

To monitor the implementation of the Recreation and Leisure Plan.

Strategy 3.1.1

Implementation of the Recreation and Leisure Plan will be reviewed annually.

Action

3.1.1(1)

Review implementation of the Recreation and Leisure Plan.

3.1.1(2)

Results of the review will be made public in the media, in the Annual Report and in a report to the Recreation and Leisure Plan Steering Group.

Goal 4 – Review

Objective 4.1

To review the Recreation and Leisure Plan in co-ordination with Hamilton's Strategic Plan.

Strategy 4.1.1

Conduct a minor review of the Recreation and Leisure Plan every 3 years.

Action 4.1.1

Minor reviews of the Recreation and Leisure Plan will occur in early 2004 and 2007 to precede the review of Hamilton's Strategic Plan.

4.1.2

Conduct a major review of the Recreation and Leisure plan after 10 years.

Action 4.1.2(1)

A major review of the Recreation and Leisure Plan will occur during 2012/13 to follow the review of Hamilton's Strategic Plan.

4.1.2(2)

As part of the major review of the Recreation and Leisure Plan, undertake a survey during 2011/12 of the recreation participation patterns and need for recreation and leisure opportunities.

Appendix Two: Decision Making Guidelines

The Council will use the following guidelines to help evaluate recreation and leisure proposals initiated by the Council or the community.

1. NEEDS – What are the needs to be met, now and in the future?

- a) *Community* – Is there a significant level of unmet need for recreation in the community where the proposal is to be based? Is there a significant level of public support for the proposal?
- b) *Participation* – What are the levels of participation in the activity that the proposal will provide for? Are some groups disadvantaged in their access to this area of recreation and if so does the proposal address this? Will the proposal enhance recreation participation, and if so does it set targets?
- c) *Feasibility* – Is there an adequate feasibility study for the proposal, including an analysis of relevant trends and a sound financial plan?

2. BENEFITS – What benefits will the proposal deliver and to whom?

- a) *Social* – How will the proposal enhance community and individual well-being? Will the proposal provide a public good/benefit or a private good/benefit?
- b) *Environmental* – How will the proposal support the environmental principles of the Strategic Plan and District Plan? Will the proposal contribute to protecting and managing a sustainable environment?
- c) *Economic* – Is the proposal financially sustainable and/or can it contribute to the economy of the city?

3. RESOURCES – What resources are required?

- a) *Funding* – What level of funding is required for the proposal to proceed? How does the proposal meet the criteria included in the relevant Funding Policy? How will other funding be sourced? How will the on-going management of the proposal be funded?
- b) *Open Space* – What land is required? If public open space is involved, will it continue to be available for public use?

- c) *People* – Who will run the proposal? Do the proposed staff have the right skills and experience?

- d) *Facilities and services* – What use is made of existing facilities? Will additional facilities and services be required?

4. CO-ORDINATION – What is the relationship to existing provision?

- a) *Planning* – Is the use of existing facilities and services optimised before considering changes?
- b) *Partnership* – Will other organisations provide resources and assistance? Will a combination of resourcing result in meeting more than one set of needs?
- c) *Advocacy* – Does the proposal promote the city and its services to the region and nation? Does the proposal contribute to Hamilton's identity?

5. MONITORING – How will we know if the proposal is working?

- a) *Information* – What information will be gathered to measure the success of the proposal?
- b) *Report* – How will reports on the cost and use of the proposal be provided and measured against the goals and objectives of the Recreation and Leisure Plan?
- c) *Review* – Will there be regular reviews of the performance of the proposal against the Recreation and Leisure Plan Strategic Goals?

*Hamilton City Council
Community Services Group
Parks and Gardens Unit*

*Private Bag 3010
Hamilton
Phone 838 6622*