

Auckland Sport Sector: Facility Priorities Plan

Assessment Panel

Terms of Reference April 2018

The Facility Priorities Assessment Panel

Background

Auckland Sport Sector: Facility Priorities Plan is a sector based plan to help inform and shape sports code plans and future sport facilities investment for local, regional and national facilities in Auckland. The focus is on appropriate provision of sports facilities to enable opportunities to participate in sport¹ at the community level including social and casual participation. It looks across codes and the region as a whole and encourages partnerships with others.

One of the things the plan includes is a process to prioritise significant (> \$500k²) facility investment proposals.

As a sector, our objective is to identify significant facility projects as priorities for investment. These priorities can be communicated to investors on an annual basis as an input into their decision-making. Projects ready for assessment will be prioritised across the sector annually using the regional prioritisation criteria. Funders will make their own investment decisions based on the guidance from the sports sector on priorities.

Role and Purpose

The role of the assessment panel is to review projects submitted by codes, multisport organisations and/or clubs outlining their projects/proposal by August each year. The group will review the projects by September each year using the agreed regional prioritisation criteria to identify high priority projects for investment from the sector's perspective. These priorities will be communicated to potential investors.

Representation

Participants on the Facility Priorities Assessment Panel should be experienced representatives from a mix of NSO and RSO bodies, together representing established and emerging organised sports important to growing participation in Auckland. There is also an opportunity to co-opt other experts with facility planning, development and/or management expertise onto the panel as required.

It is anticipated the size of the group will be no more than ten members at any one time and up to two co-opted. Representatives from major participation codes are expected to be on the assessment group for a minimum of two years with representatives from growing participation codes rotating annually.

A facilitator for the assessment process will be nominated by Aktive and Auckland Council.

¹ The following definition of 'sport' is used. "Sport is physical activity that is competitive, organised, involves the observation of rules, and may be participated in either individually or as a team."

² Much of the investment below this level is prioritised and funded at the local level.

To achieve and maintain that group, the following process is established:

- Aktive will initially communicate with the full sector database of NSOs and RSOs in Auckland the terms of reference and purpose of the Facility Priorities Assessment Panel.
- NSO and RSO executives or senior officers (or equivalent volunteer role) will be invited to apply with a brief CV and statement of intent for their participation.
- An initial appointments panel consisting of one Aktive and one Auckland Council staff member, One Aktive Māori Advisory Group member, and two representatives from the Auckland Sports Coalition or the Organised Sport Advisory Group, (dependant on which group is established and in operation at the time of the appointments process), will consider all applications and have the power to make appointments, with due regard to diversity of representation by:
 - age, gender and ethnic participation in sports,
 - emerging/established nature of sports,
 - current and potential participation in sports
 - any other factor which contributes to the diversity of debate without excluding the voice of major established codes
- Aktive will seek out applications if a diversity of representation of applications is not received
- Other than in exceptional circumstances, in order to maintain a wide representation and discussion, only one person from any single code will be appointed or co-opted.
- Once sector appointments are identified, the appointments panel will review the need for and skill required of any co-opted members. Aktive and Auckland Council will seek out the co-opted members and make recommendations back to the appointments panel for consideration.
- The appointments process will be repeated annually.

Meeting Arrangements

The Facility Priorities Assessment Panel will be supported by Aktive staff for meeting organisation, agenda and minutes. Council staff will provide an initial review of each proposal to assist the group. Representatives from codes, multisport organisations and/or clubs proposing projects will have a 15 minutes opportunity to answer questions the assessment group may have.

The Facility Priorities Assessment Panel will meet initially in mid-September, and as series of 2-3 two-hour assessment meetings. In general, meetings will be face-to-face at a venue convenient to panel members. Teleconferencing, Skype or audio conferencing may be added and be available to allow members of the group unable to attend in person to be involved.

Quorum and Decision Making

There is a requirement for a quorum of at least 50% of the group. Meetings will be held with regard for the availability of members for the group to have a useful number of contributors.

Group Processes

The facilitator will be responsible for managing the assessment process ensuring strategy priorities and regional criteria are applied in an even handed and transparent way. Members of the group will be expected to act in a broad collective capacity for the whole sector taking off their “code hats” and objectively applying the criteria to each application. Conflicts of interest will be declared at the beginning of each assessment meeting and any member with an interest in a proposal will stand aside from the assessment process if projects/proposals are from their code/s.

Amendments

Any proposed amendments to the Terms of Reference require agreement from OneVoice.

