



COUNCIL LEAD POLICY

POLICY TITLE: PRIORITISING USE OF INDOOR FACILITIES

Minute Ref: M11/38.3

Date of Adoption 14 June 2011

1. POLICY OBJECTIVES

- To adopt a framework for decision making on the prioritisation of use of Council's indoor facilities network where a conflict situation arises.
- To achieve an appropriate balance between increasing utilisation of Council's indoor facilities network and increasing the user fees and charges component of revenue received from the indoor facilities network (to minimise the ratepayer subsidy).
- To apply a consistent approach to decisions on prioritisation of use of the indoor facilities network while recognising the need to have a level of flexibility to cater to different circumstances.
- To assist in encouraging a range and diversity of activities to occur in the indoor facilities network.
- To assist in ensuring that the type of activity occurring in Council's indoor facilities network is appropriate to the type of space that is being used.

2. PRINCIPLES

- The Sport and Active Living Strategy, Our Community Places Strategy, and Sub-Regional Events Strategy set in place clear strategic direction for the indoor facilities network.
- The indoor facilities network provides indoor space for the community to undertake events and activities in, recognising the benefits of the community being active and participating in activities that help to achieve social cohesion, personal health and wellbeing, and a sense of achievement.
- The operation and management of the indoor facilities network is focused on meeting user needs and expectations as much as possible, both now and into the future.
- Council applies a network approach to indoor facilities to ensure that activities are accommodated in the most suitable facility for the type of use.

3. DEFINITIONS

Baycourt Community and Arts Centre is managed by Tauranga City Council Venues and Events and is used for local, regional, national and international performances, conferences and exhibitions.

Baypark is the area located at 81 Truman Lane, Mount Maunganui that provides facilities and venues for sport, recreation, events and exhibitions, and includes the TECT Arena at Baypark which is the 9 court indoor sports and exhibition centre.

Community Centres are a network of Council managed facilities that provide multi-use and flexible spaces for a variety of community activities to occur in. Community centres have more flexibility than a community hall to cater to a variety of activities due to the availability of a number of different sized rooms within the centre. A typical community centre has on site management and provides a range of room sizes, a kitchen and an administration area.

Community Halls are a network of Council managed facilities that provide a large area of space for community activities to occur in. They generally can accommodate one user at a time. There is limited flexibility in terms of the size and type of spaces provided and the ability to respond to the changing needs of the community. A typical community hall provides a large indoor space and kitchen, and does not have on site management.

Facility Manager means the person engaged or appointed to manage the facility in question.

Indoor Facilities Network is the network of Council managed facilities¹ that provide indoor space for the community to access and use. The indoor facilities network is made up of community halls, community centres, indoor sports facilities, Baypark, and the Baycourt Community and Arts Centre.

Indoor Sports Facilities are a network of Council managed facilities that provide court space for a variety of active recreation and community activities, and events/exhibitions to occur in. The network includes the TECT Arena at Baypark and indoor sports facilities that operate under a community share agreement.

User Groups are the groups of people that use Council's indoor facilities network and can in some circumstances be referred to as clients. User groups represent the many different types of activities that use indoor space.

4. BACKGROUND

The approach Council takes to prioritising use of the indoor facilities network where a conflict situation arises has evolved over the years and has not to date been formalised into Council policy. This has made it difficult to assess responses to potential conflicts that may occur, for example, whether a commercial event takes precedence over a community event. Other factors like management targets for utilisation and revenue targets can influence the approach that is taken to dealing with these conflicts.

The issue of conflict between user groups is primarily seen in the indoor sports facilities network and has historically been an issue associated with the use of the Queen Elizabeth Youth Centre for non-sport exhibitions and events prior to Baypark being available for this purpose.

¹ including indoor facilities managed by Council Controlled Organisations

The TECT Arena at Baypark will help to alleviate this issue but guidance is still required to determine the approach to dealing with conflict situations when they arise.

5. POLICY STATEMENT

5.1 Application of this Policy

- (a) Schedule 1 broadly identifies the booking and allocation process used for the indoor facilities network and how this policy fits into the process.

5.2 Prioritising Use of Indoor Sports Facilities

- (a) Where competition for the use of an indoor sports facility on the same date and time arises, management will review the situation based on the following factors:

- where reasonable and practical, priority be given to long-term users of the facility
- participation numbers
- spectator numbers
- profile of the activity
- economic benefits of the activity
- ability for flexibility of date and time of use
- relocation options in the indoor facilities network
- impact on revenue targets for the facility in accordance with the business plan and budget requirements
- duration of use of the activity
- how the activity relates to the intended use of the facility outlined in Schedule 2
- impact on the user group(s)
- established success of activity

- (b) The final decision on prioritising use of indoor sports facilities rests with the facility manager.

- (c) Council retains a level of flexibility in applying this Policy to ensure that changing circumstances and unforeseen situations can be responded to, however this will be done as much as possible in line with the objectives and principles of this Policy.

5.3 Prioritising Use of Community Halls and Community Centres

- (a) Where competition for the use of a community hall or community centre on the same date and time arises, management will review the situation based on the following factors:

- where reasonable and practical, priority be given to long-term users of the facility
- participation numbers
- spectator numbers

- ability for flexibility of date and time of use
 - relocation options in the indoor facilities network
 - impact on revenue targets for the facility in accordance with the business plan and budget requirements
 - duration of use of the activity
 - how the activity relates to the primary purpose of the facility outlined in Schedule 3
 - impact on the user group(s)
 - established success of activity
- (b) The final decision on prioritising use of community halls and community centres rests with the facility manager.
- (c) Council retains a level of flexibility in applying this Policy to ensure that changing circumstances and unforeseen situations can be responded to, however this will be done as much as possible in line with the objectives and principles of this Policy.
- (d) This Policy does not apply to community halls under a community share agreement as these facilities are owned and managed by another organisation. Prioritisation of use of these facilities should be done in accordance with the community share agreement in place.

5.4 Prioritising Use of the Baycourt Community and Arts Centre

- (a) Where competition for the use of the Baycourt Community and Arts Centre on the same date and time arises, management will review the situation in accordance with the Baycourt Community and Arts Centre Venue Booking Procedure.
- (b) The final decision on prioritising use of the Baycourt Community and Arts Centre rests with the facility manager.
- (c) Council retains a level of flexibility in applying this Policy to ensure that changing circumstances and unforeseen situations can be responded to, however this will be done as much as possible in line with the objectives and principles of this Policy.

6. RELEVANT DELEGATIONS

The Chief Executive, Group Manager: City Services, Group Manager: Business Services; Manager: Recreation Relationships and Manager: Venues and Events each has delegated authority for the implementation of this Policy.

The Facility Manager has delegated authority to determine the prioritisation of use of the facility s/he manages in accordance with the provisions of this Policy. This includes the authority to make the final decision in booking conflict situations.

If the Facility Manager is unable to resolve a prioritisation of use or booking conflict situation or feels that it is a situation which is particularly difficult, is of particular political importance or sensitivity or there is special community interest in it, the Facility Manager may refer the situation to any of the Chief Executive, Group Manager: City Services, Group Manager: Business Services, Manager: Recreation Relationships or Manager: Venues and Events who have the delegated authority to make the decision.

In the case of a Council Controlled Organisation the requirement for implementation of this Policy is specified in the Statement of Intent and Service Level Agreement.

7. REFERENCES AND RELEVANT LEGISLATION

Local Government Act 2002

Sport and Active Living Strategy 2005

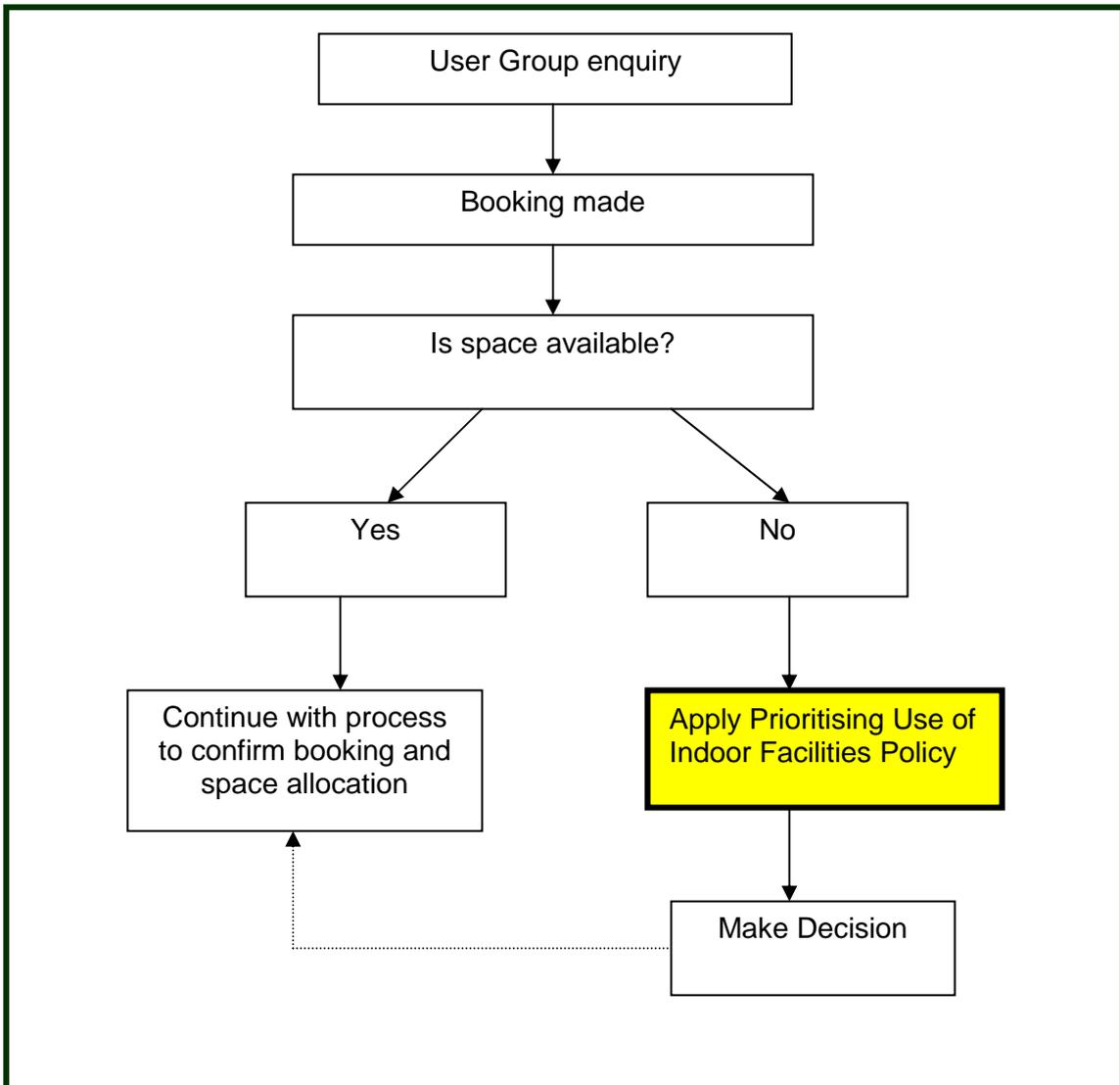
Our Community Places Strategy 2008

Western Bay of Plenty Sub-Regional Events Strategy 2009

Community, Private and Commercial Use of Council Administered Land Policy

Baycourt Community and Arts Centre Venue Booking Procedure

Schedule 1 – Indoor Facilities Booking and Allocation Process



Schedule 2 – Positioning of Indoor Sports Facilities

The positioning of indoor sports facilities helps to identify the role that each facility plays in the network through stating what the expected main type of use is. The positioning generally reflects the strategic direction in place and the specifications that the facility has been built to.

The main type of use expected to be accommodated in the indoor sports facility network is:

- a. TECT Arena at Baypark 3 court:
 - international, national and regional events including centre court sport, events and exhibitions; then
 - regular community sport leagues and tournaments
- b. TECT Arena at Baypark 6 court:
 - regular community sport leagues and tournaments; then
 - international, national and regional events including centre court sport, events and exhibitions
- c. Queen Elizabeth Youth Centre:
 - regular community sport leagues and tournaments and smaller community activities and events that do not require the amount of space provided by the TECT Arena at Baypark
- d. Mount Maunganui Sports Centre:
 - regular community sport leagues and tournaments and smaller community activities and events that do not require the amount of space provided by the TECT Arena at Baypark
- e. Otumoetai Action Centre – sports training and community activities
- f. Aquinas Action Centre – sports training and community activities
- g. Merivale Action Centre – sports training and community activities

Schedule 3 – Positioning of Community Halls and Community Centres

The primary purpose of community halls and community centres is to provide a place for:

- a. social interaction; and
- b. community involvement; and
- c. active participation; and
- d. a range and diversity of activities to occur in.

The main types of activities expected to occur in community halls and community centres include:

- a. passive recreation activities (eg yoga, karate, dance, indoor bowls)
- b. community support activities (eg community meetings, support groups)
- c. community activities and events (eg markets, clubs)
- d. arts and culture activities and events (eg craft fairs)

Private functions such as birthday parties can occur in some of these facilities. Where they are not permitted this is outlined in the fees and charges section of the Ten Year Plan and Annual Plan.