

# What to consider when planning a facility project?

## What is your facility challenge?

First and foremost, it is important not to immediately assume the answer to your facility challenge is to commence a facility project. Given the cost facility projects and an ever challenging funding environment, it is important to consider all options.

### Key questions to ask yourself:

- *What is your current challenge?*
- *What is the evidence that support this?*
- *How have you modified your offering to navigate this challenge?*
- *Are there alternative solutions that can help to alleviate the challenge? (Governance, policy, offering modifications)*
- *Could a focus on utilizing & better optimizing the facilities we already have be a solution to alleviate the challenge?*
- *Who could you be working with in partnership to address this challenge? Schools, community, council, other users?*
- *Is a facility development the only solution or are there alternatives to explore first?*

## What to consider when planning a facility project?

Below is a matrix detailing the key elements you will need to think about and have engrained in your facility proposal to be successful. This criteria has been agreed by the Regional Spaces & Places Steering Group and is essentially what we look for in a robust facility proposal. Alignment here will be crucial to gaining buy in and support of your project as you progress planning.

Nuku Ora have a range of templates and best practice information on hand which will help as you step through the facility planning process and seek to align to the below elements.

Element	What to consider?
Need  *For projects of 'Regional Significance' a independent needs assessment is preferable	<ul style="list-style-type: none"> <li>• Clear drivers for the project</li> <li>• A problem or opportunity clearly defined</li> <li>• Justification for the project through evidence</li> <li>• The degree to which a facility or proposed facility compliments (avoids duplication) / optimises the existing or proposed facility network and builds on the Wellington region's strengths.</li> <li>• The degree to which demand exceeds supply (once all existing facilities are being run at an optimal operational level) and the facility or proposed facility can meet the identified gap.</li> <li>• Is there another way to address the challenge this facility is seeking to address?</li> </ul>
Viability of the project	<ul style="list-style-type: none"> <li>• Realistic funding sources identified</li> </ul>

	<ul style="list-style-type: none"> <li>Realistic site location identified - consideration of barriers that may arise in certain proposed locations (District Plan, Land use restrictions / what activities are enabled and what aren't, understanding of who will be displaced, any potential barriers to consent, significant sites)</li> <li>Support from council - general appetite</li> <li>A shared vision and partnership / MOU in place between stakeholders</li> <li>Demonstration of engagement with and support from mana whenua / iwi</li> <li>Demonstration of engagement with Nuku Ora Spaces &amp; Places Lead</li> <li>Track record of proponent organisation / project group leadership – capacity and capability to take the project forward</li> <li>Whole of life financial modelling considered and information provided</li> <li>Proposed governance and management models</li> </ul>
Impact	<ul style="list-style-type: none"> <li>Understanding of who is set to benefit from the project <ul style="list-style-type: none"> <li>Users / members / participation numbers</li> </ul> </li> <li>The return on investment (measured in terms of community benefit) that the facility, or proposed facility, can generate (considering economic, physical, social, environmental, cultural benefits and/or impacts).</li> </ul>
Community support	<ul style="list-style-type: none"> <li>A unified position from the code / group (committee resolution, RSO / NSO support).</li> <li>Broad community support (schools/community organisations, active recreation, groups &amp; mana whenua for example). Ensuring consultation has taken place (or is planned to take place) with tamariki and rangatahi as the future generation whose needs and voice needs to be at the forefront of all facility planning.</li> <li>Support from the public - public consultation will be an important part of the process if council led project</li> </ul>
Alignment to strategy	<p>The degree of alignment a facility proposal has with national, regional and local plans and strategies, such as:</p> <ul style="list-style-type: none"> <li>National code specific facility plans</li> <li>Regional code specific facility plans</li> <li>Wellington Region Spaces &amp; Places Framework &amp; related facility plans (including <a href="#">Wellington Regional Play Framework</a>)</li> <li>Other urban planning, infrastructure development, tourism, economic development or active transport plans</li> </ul>
Alignment to planning principles	<p>Alignment to the 6 key planning principles identified in the Regional Spaces &amp; Places Plan;</p> <ul style="list-style-type: none"> <li>Meeting need</li> <li>Multi use - considering a broad range of users across play, active recreation &amp; sport as well as broader community use</li> <li>Flexible</li> <li>Sustainability: <ul style="list-style-type: none"> <li>Financial sustainability - The degree to which the existing or proposed facility is operationally sustainable (taking a whole of life cycle approach which looks at operational and maintenance costs throughout the facility's life)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ Environmental sustainability - The degree to which the proposed facility incorporates and considers environmental sustainability</li><li>• Collaboration / partnership - The potential for operational and / or capital partnerships between multiple stakeholders.</li><li>• Inclusive &amp; equitable access</li></ul> <p>Consideration in your planning of:</p> <ul style="list-style-type: none"><li>a. Equitable access</li><li>b. Inclusion</li><li>c. Disabled persons &amp; those with invisible impairments</li><li>d. The needs of women and girls</li><li>e. The needs of young people – taking a participant and young person-centred approach</li><li>f. Universal design</li><li>g. Cultural considerations</li></ul>
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**Useful links:**

- [Sport NZ Spaces & Places Page](#)
- [Nuku Ora Spaces & Places Page](#)
- [Needs assessments explained](#)
- [Needs assessments – questions to ask](#)
- [Needs assessment example – Kaikoura Multi Sport Complex](#)
- [Feasibility studies explained](#)
- [Guide for undertaking a feasibility study](#)

**For more information or to request support for your facility project, contact Lily Joiner, Partnership Advisor: Spaces & Places – [lilyj@nukuora.org.nz](mailto:lilyj@nukuora.org.nz)**