

04/04/2022

David McLuckie  
Centre Manager  
Renwick Sports and Events Centre



Kia ora David

## Renwick Sports and Events Centre

To confirm our discussions, I am now providing an Offer of Service (OOS) for the review of operations and future direction of the Renwick Sports and Events Centre.

### Scope

After 14 successful years of operation, the time has come for a review of Renwick Sports and Event Centre current operations and governance, then to provide assistance with future direction of the organisation and its assets.

### Process

#### **1. Review**

- Desktop review
  - Organisational structure.
  - Current governance.
  - Financial information.
  - Planning and other relevant supporting documents.
- Governance
  - Assessment of board representation and current constitution.
  - How does current board representation and roles compare to original constitution
  - How do the Board reflect the community and user groups?
- Operations
  - Review current facility provision – does it remain fit for purpose, current capacity and is there capacity for future development?
  - Sports code utilisation – current users and utilisation.

- Review future recreational developments and use trends.
- Current funding sources.
- Comparative analysis
  - Comparison of Renwick Sports Centre to other facilities.

## **2. Consultation**

- Discovery process based on desktop review.
- Including:
  - Renwick Sports Hub Management.
  - Renwick Sports Hub Board.
  - Renwick Sports Hub Users.
  - Marlborough District Council.

## **3. Recommendations Report**

- Current opportunities identified
- Current issues identified.
- Demographic projection analysis - do the facilities cater for new and future active recreation and sports trends?
- Recommended solutions for future operations and utilisation.

## **4. Present and Workshop Report**

- In person presentation and workshop of the report to project partners.

#	ACTIVITY	RESPONSIBILITY	INDICATIVE PROGRAMME	COST ESTIMATE
1	<i>Review current operations</i>	<i>Thrive</i>	<i>Month one</i>	<i>\$6,600</i>
2	<i>Consultation</i>	<i>Thrive</i>	<i>Month two</i>	<i>\$6,000</i>
3	<i>Recommendations report</i>	<i>Thrive</i>	<i>Month three</i>	<i>\$4,000</i>
4	<i>Present and workshop report</i>	<i>Thrive</i>	<i>Month four</i>	<i>\$2,600</i>
	- <i>Project Management</i>	<i>Thrive</i>	<i>Ongoing</i>	<i>\$2,500</i>
		<i>Total estimate</i> <i>Estimate excludes:</i> <ul style="list-style-type: none"> <li>• <i>GST</i></li> <li>• <i>Disbursements at approximately \$3,300.00</i></li> <li>• <i>Any additional hours required will be at an hourly rate of \$165.00 per hour.</i></li> </ul>		<b><i>\$21,700</i></b>

## Deliverables

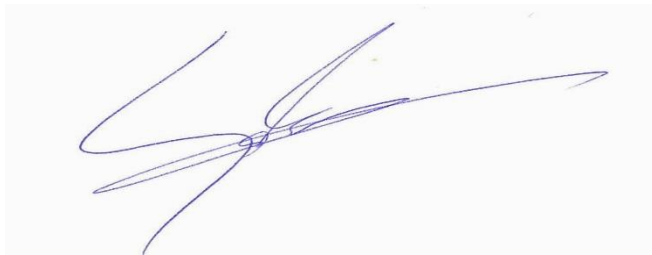
- Recommendations report.
- In person workshop and presentation of report

## Estimate

The estimate overall for this project is in the vicinity of **\$21,700** but could be less based on this estimate approach that we track together. Engagement confirmation would be formalised by us signing a Short Form Agreement.

If you would like to discuss any element of the OOS or have any specific questions about our approach or timing, please don't hesitate to contact us. Once again thank you for the opportunity to submit an OOS for this work and we look forward to working with you.

Yours Faithfully



Geoff Canham

Principal Parks and Recreation Specialist

## Key Personnel

The **Thrive** team who will manage this project are Leanne Stewart, Sport and Recreation Consultant and Brad Rowe, Tourism and Business Consultant: fully supported by Gareth Moore-Jones, Community Futures Consultant: Geoff Canham, Principal Parks and Recreation Specialist and Rob McGee Senior Facilities and Recreation consultant.

The client's primary contact will be Leanne Stewart.

Contact details are:

Mobile: 021 1706118

Email: [leanne@thrivesp.nz](mailto:leanne@thrivesp.nz)

### Leanne Stewart

Leanne Stewart is **Thrive's** community initiatives go-to, bringing her extensive experience in the greater Waikato region through her previous role as Regional Facilities Advisor at Sport Waikato. Having worked in the Sport and Recreation sector for over 25 years Leanne has worked in regional sports trusts, national and regional sports organisations and has had experience in corporate business. Leanne has sat on a number of sports committee's, local community working groups and more recently appointed as an Independent Board Member on Easthub Community Hub in East Hamilton. Having project managed three reviews of the Waikato Regional Facilities Plan and worked alongside a number of local, regional and national organisations to facilitate needs assessments, business cases and feasibility studies, key requirements of the Regional Facilities Plan, Leanne's ability to plan and manage projects, communicate and collaborate with community and key stakeholders is well respected and a key strength.

### Brad Rowe

Brad, the **Thrive** Business Management and Tourism expert will be focusing on the business elements of the project. His history of work includes tourism developments for Skyline Enterprises (NZ, Singapore, Canada), the Doppelmayr Garaventa Group, Lightning Lab tourism's accelerator program and Destination Management work for Tourism Bay of Plenty and Lake Wanaka Tourism. Working in a mix of private and public sector gives him a well-rounded, real world view to projects, understanding challenges and unlocking opportunities.

### Geoff Canham

Geoff is a founder, Director and Principal Parks and Recreation Specialist consultant at **Thrive Spaces & Places**.

Geoff is a Principal Parks and Recreation Specialist and Accredited Parks and Recreation Professional (ARPro) with the New Zealand Recreation Association (NZRA) and Certified Parks Professional International (CPPI) with World Urban Parks. Geoff has 39 years' experience in parks agency/ local government parks and recreation with New Zealand and international experience in parks and recreation leadership, planning and project management.

#### **Gareth Moore-Jones**

Gareth is the Community Futures Consultant with [Thrive Spaces and Places](https://www.thrivespacesandplaces.nz). Gareth has been involved in the sector for 30-years and has been at various times CEO of NZ Recreation Assn, National Sport & Recreation Manager for NZ YMCA, interim CEO of Outdoors NZ, and as public health planner in the health sector which provided Gareth with evidence and passion for recreation as a core plank of community wellbeing. Gareth brings significant futures and trends analysis expertise with a focus on how emerging trends and issues will impact the ways community recreates, congregates and communicates with a focus on community wellbeing through recreation (spaces and places) and a Health in All Policies (HiAP) approach.