

67 Sturges Road  
Henderson

Mr Bob Harvey  
Mayor  
Waitakere City

Dear Mr Harvey,

I write to you today to request your consideration in renaming the reserve in Harvest Drive, which is currently named innocuously, Harvest Reserve. Our dear neighbour, Mr George Ward QSM is a local identity having lived in Sturges Road/ Harvest Drive for over 50 years. Mr Ward is a returned serviceman, was the Welfare officer for the Henderson RSA for over 40 years and has dedicated his life to helping and caring for others. We have today attended a celebration of his 90<sup>th</sup> birthday where the recurring theme in the speeches was of a humble, hard working and generous man. Despite having endured personal tragedies in his life, Mr Ward bought up his daughters independently while running his orchard on the site which is now Harvest Drive. Photos in his living room are of the now named Harvest drive as 12 rows of grapes and a fruit orchard! Many in the local neighbourhood have voiced a yearning to do something to acknowledge the high regard Mr Ward is held in, and to do so whilst he is well. He has unfortunately in the last 12 months suffered a considerable health setback. The renaming of this reserve, to George Ward Reserve, which is almost across the road from his property is something we think would be a fitting tribute to a man who is a much loved gentleman by all who know him. I have obtained a few signatures in support of my request, however am confident that everyone who has had any dealing with Mr Ward would also be most happy to lend their support to this request. Thank you for your consideration of this matter.

Yours sincerely

Leone Kennedy

AZS



**Draft  
Waitakere City Leisure Facility Partnership Policy**

## **Draft Waitakere City Leisure Facility Partnership Policy**

### **1.0 Introduction**

The Leisure Facility Partnership Policy is a mechanism to enable Waitakere City to strategically direct capital development assistance to community leisure and sporting projects. In order to qualify for assistance, community projects must meet a series of evaluation criteria. These criteria are aligned with the objectives of core Council strategies and policies such as the Waitakere City Council Leisure Strategy, Waitakere Parks and Open Space Strategy and the Draft Policy and Guidelines for Council Engagement in New Formal Relationships.

Waitakere City has a diversity of community organisations which provide a wide range of leisure and sporting opportunities to the community. Many of these organisations depend on built facilities to assist their operations. Increasingly organisations have turned to Council seeking support for either new building initiatives or refurbishment projects.

Traditionally Council responded to such capital development requests on an ad hoc basis. This raised the potential risk that worthy projects may have gone unsupported for the simple reason that they were presented before Council at an inopportune time.

By establishing the Leisure Facility Partnership Policy and moving away from the historic ad hoc approach to funding projects Council is able to compare potential projects and support those that are most strategically beneficial to the community.

### **2.0 Strategic Context**

When developing new partnerships or relationships, Council needs to ensure that its requirements under the Local Government Act 2002 and best practice relating to good decision making and governance are followed. This means reflecting the Office of the Auditor General's (OAG) principles of good governance. These principles involve establishing:

- A clearly defined purpose.
- An effective governing body or agreement.
- Clear roles and responsibilities for all parties.
- An accountable entity.
- An accountable Council.

All Leisure Facility Partnership proposals must also align with Council's strategic platforms and priorities. Partnership proposals which do not align with Council's strategic direction will not be supported.

### 3.0 Policy Objectives

Council has six main objectives it wishes to achieve through the development and implementation of the Leisure Facility Partnership Policy. These objectives are to:

- Standardise the process by which capital development grants are made to community organisations to ensure transparency.
- Ensure the community leisure benefits derived from every facility partnership grant are maximised.
- Utilise the Leisure Facility Partnership Policy to support the implementation of core strategic actions from Council strategies, policies and plans such as:
  - Waitakere City Council's Long Term Council Community Plan,
  - Waitakere City Council's Parks and Open Space Strategy,
  - Waitakere City Council's Leisure Strategy.
- Utilise the Leisure Facility Partnership Policy to support local, regional and national strategies and plans such as:
  - Auckland Regional Physical Activity and Sport Strategy,
  - Sports and Recreation New Zealand's (SPARC's) 'Push Play' initiative.
  - Sport Waitakere Strategic Plan.
- Improve the sustainability of community leisure organisations.
- Form lasting holistic ongoing partnerships with community organisations.

### 4.0 Policy Scope

The Leisure Facility Partnership Policy is specifically targeted towards assisting community organisations involved in creating leisure and sporting opportunities. Facility partnership funding is only available for capital development projects (new facilities and expanding / refurbishing existing facilities) and specifically excludes debt servicing, annual maintenance and operational funding. The fit out of facilities is not generally eligible however a single chattel costing more than \$100,000 will be considered, for example floodlighting of sports pitches.

In any given year a total funding pool of \$500,000 dollars is available under the policy. The total funding pool will be shared amongst successful applicants. This funding is contested with final allocation resting solely at Council's discretion. Council may chose not to fund any of the proposed projects in a given year or alternatively may forward fund in another year.

Organisations seeking grants exceeding \$500,000 from Council will be required to adhere to Council's Draft Policy and Guidelines for Council Engagement in New Formal Relationships.

The Policy will be reviewed annually.

## 5.0 Dates for Submitting a Facility Partnership Proposal

Community organisations wishing to submit a facility partnership proposal must do so no later than the 28<sup>th</sup> of February each year. The proposal evaluation process has three stages. The exact timing of the second and third evaluation stages will be communicated to the proponents of those proposals successful in stage one.

The final stage of the evaluation process will be concluded no later than the first week of November each year. Successful organisations will receive their grants in instalments upon the completion of agreed key project milestones (or stages). These milestones will be negotiated as part of the contract between successful organisations and Council.

## 6.0 Timeline

28 <sup>th</sup> February	Stage 1 proposals due
March/April	Council officers evaluate proposals against criteria
April	City Development Committee evaluates proposals
Mid April	Stage 1 applicants advised of outcome
Last Friday in May	Stage 2 proposals due
June/July	Council officers evaluate stage 2 proposals against criteria
July	City Development Committee evaluates stage 2 proposals
Mid July	Stage 2 applicants advised of outcome
First Friday in September	Stage 3 proposals due
October/November	Council officers evaluate stage 3 proposals against criteria
November	City Development Committee evaluates stage 3 proposals
Mid November	Stage 3 applicants advised of outcome

## 7.0 Important Facts

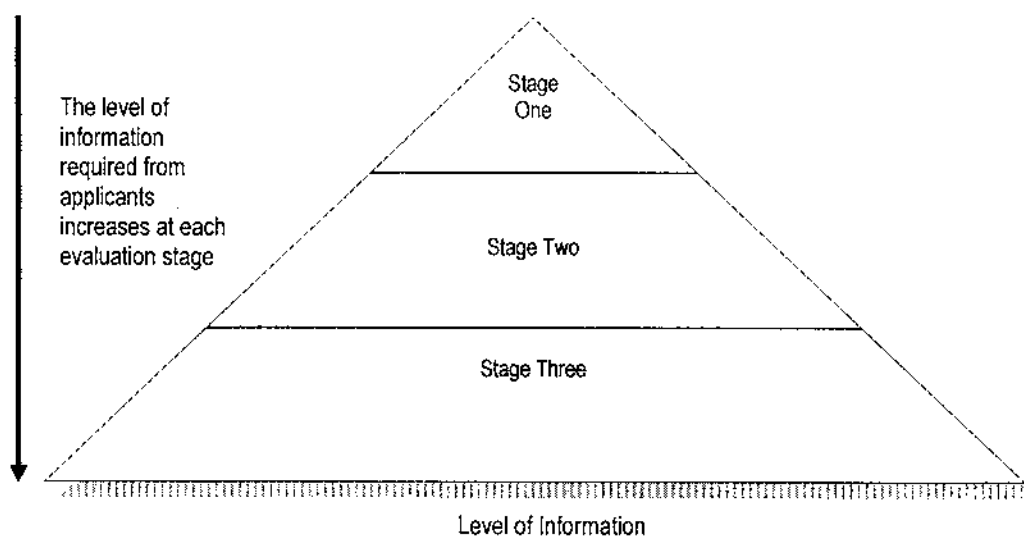
- Council is likely to receive many quality proposals each year. As a result not all projects can be accepted for funding.
- Council will seek to form an active partnership with those organisations whose proposals are successful at stage three. This means Council reserves the right to:
  - Have representatives with voting rights on the development's Project Control Group (PCG).
  - Have an active input into the decision making process (particularly in regard to subsequent tendering processes).
- Final funding will be conditional on the successful negotiation of a contract between Council and the community organisation making the proposal.
- Full funding will not be released until such time as Council is satisfied all aspects of the contract have been met.
- Council does not require any form of detailed architectural design at the initial stage of lodging a proposal.
- Council would encourage organisations to have carried out some form of feasibility analysis on their project prior to lodging a proposal. Council's Club Development Fund may assist with this process.

## 8.0 The Evaluation Process and Criteria

Proposals to the Leisure Facility Partnership Policy will be analysed in three distinct stages, each with their own evaluation criteria. The policy has been set out this way so as to minimise the level of work community organisations are required to undertake when making an initial proposal (Figure 1).

At the conclusion of the first stage proposals will be evaluated against the stage one criteria and prioritised. After evaluation by a Council Committee certain proposals will be excluded from proceeding to the next stage. Unsuccessful organisations will be informed their proposal will not proceed to the future evaluation stages and be provided with reasons for this decision. Unsuccessful proponents can resubmit their proposals again for stage 1 evaluation in subsequent years. However, even with alterations Council can not guarantee a more successful outcome for the proponent.

Figure 1: Levels of Information Required at each Evaluation Stage.



Organisations with proposals that were accepted through to the second stage of evaluation will be contacted and asked to submit additional information. Council officers will work with organisations to assist with preparation for stage three.

At the conclusion of the second stage updated proposals will be evaluated against the stage two criteria and prioritised. After evaluation by a Council Committee certain proposals will be excluded from proceeding to stage three. Unsuccessful organisations will be informed their proposal will not proceed to the future evaluation stage at this time.

Proposals that reach stage three will be processed in the same way as stage two although the more rigorous stage three criteria will be used. After ratification by a Council Committee the proponents of successful proposals will be informed and asked to enter into a contract with Council. Contracts must be signed within ninety days of that Council Committee meeting. Council is not committed financially to a project until the terms of the contract are agreed by both parties. All successful proponents are expected to meet their obligations under the Construction Contract Act 2002. Council will not be a signatory to any construction contracts and will hold no liability.

The evaluation criteria used in each stage are outlined in the following sections.

## 8.1 Stage One Criteria

This section sets out the Leisure Facility Partnership Policy's stage one criteria. The boxes below each of the criteria set out a series of 'tips' that will assist organisations in writing their proposals. Note in particular the level of information that is being requested. Council recommends that organisations considering a leisure facility partnership should contact the Policy's coordinator prior to submitting a proposal. The coordinator's details are outlined at the end of the policy.

1. Projects must demonstrate community active or passive leisure or sports benefits. Projects for core or primary healthcare, welfare, or worship are excluded.

Tips:

- Provide a one paragraph description of your proposed project.
- Outline in bullet point form the community leisure and / or sports outcomes that the proposed project would deliver.
- Provide a written one paragraph statement that the proposed project is not for core or primary healthcare, welfare, or worship.
- Your statement, project description and bullet points when combined should be no more than one page long.

2. Potential partners must be 'not for profit' organisations such as community groups, iwi, schools or educational providers.

Tips:

- Provide a short written description of your organisation which illustrates that it is clearly a 'not for profit' entity.
- Your description should be no more than two paragraphs long.
- Charitable organisations (Trusts and Incorporated Societies) must be listed on the New Zealand Charities Commission's 'Charities Register' (In accordance with the Charities Act 2005).

Note: Council will not support any proposal where the proponent is liable to pay income tax on a potential grant or donors are liable to pay gift duty.

3. Potential partners must be legally constituted (e.g. school, incorporated society or charitable trust).

Tip:

- Provide a photocopy of documentation outlining the legal status of your organisation such as a trust deed or the like.

4. The proposed facility must be within Waitakere City or on the periphery of Waitakere City and demonstrate a clear benefit to and usage by the ratepayers of Waitakere City.

Tips:

- Provide a map which clearly indicates where the facility is proposed to be developed.
- A photocopy of a page from a road map with the location clearly marked in colour pen is sufficient.

5. The proposal will be reviewed by Council officers against Council's strategic objectives as set out in documents such as the Long Term Council Community Plan (LTCCP), 'Waitakere Leisure Strategy' and 'Waitakere Parks and Open Space Strategy'.

Tip:

- Your organisation may like to be aware of these documents. Copies of which can be obtained from Waitakere City Council or on Council's website ([www.waitakere.govt.nz](http://www.waitakere.govt.nz))

6. The extent to which the proposed site supports the development of a quality community facility (e.g. location and quality of public access).

Tip:

- Provide a preliminary site plan or free hand sketch which indicates where the proposed facility sits on the site in relation to existing or proposed features.

7. The governance, management of the organisation(s) putting forward the proposal.

Tips:

- Provide a short two paragraph statement indicating how your organisation is structured. A simple diagram may assist with your description.

8. The financial viability of the proposal.

Tips:

- Provide preliminary information on the size of the proposed facility and its estimated capital development cost.
- Provide preliminary information on how the facility will be funded. State:
  1. how much money your organisation is putting into the project.
  2. approximately how much you will be asking for from other funding organisations (charitable trusts etc)
  3. how much money your organisation is asking for from Waitakere City Council.
- Provide preliminary information on how you will fund the operation of the proposed facility once it is constructed.

## 8.2 Stage Two Criteria

- The information required at stage two is of a slightly higher level of detail than that required in stage one.

Council will provide organisations which proceed onto stage two with guidance on what is required. The following section provides an overview of the stage two criteria.

1. The extent to which the proposal would support increased community participation in particular leisure or sporting activities.
2. The extent of community support for and involvement in the project.

Tip:

- Provide letters of support from relevant stakeholders and / or community groups. For example, the Ministry of education, local businesses, Regional or National Sporting bodies, parents and local residents.

3. The likely community use levels within the facility and the degree to which these levels align with the size of capital grant being sought.

Tip:

- Provide details about the amount of the capital grant being sought from Council, the estimated cost of building (per m<sup>2</sup>) and the estimated number of users.

4. The potential of the project to resolve existing community facility or capacity building problems.
5. A description of how the group proposes to fund the project, what funding agents have signalled support for the project and the funds the organisation intend to provide.
6. The degree to which partner organisations have shown the ability and willingness to develop and share in a joint vision in a facility (e.g. has the potential partner shown a willingness to enter into a partnership with Council).
7. The extent to which the organisation has demonstrated the ability to develop and then operate the proposed facility.

### 8.3 Stage Three Criteria

The most detailed level of information on a proposal will be required at stage three.

1. A feasibility study undertaken on a proposed facility should provide an organisation with sufficient information to complete stage three. A basic feasibility study would include:
  - A schedule of spaces (list and size of rooms);
  - A demand analysis for the facility;
  - Demographic analysis;
  - Preliminary costings;
  - A bulk and location plan;
  - A status report on the proponent organisation;
  - Estimated operational costs;
  - Estimated revenue;
  - Estimated timeframe; and
  - Potential capital funding approaches.
2. The extent to which the proposed facility allows for future changes in use or expansion.
3. The level of value for money the proposed facility represents to Council.
4. The track record and health of the potential partners involved in the proposal.
5. The potential partners' own resources and ability to access resources. Those organisations with significant revenue streams, large business operations, the ability to access loan monies or sponsorship assistance will receive lower priority.
6. Stage two criteria can be re-evaluated if additional information is available / required.

**Council officers** will also evaluate proposals at stage three against the following:

- 6 The level of alignment between the potential partners' vision for the facility and Council's vision.
- 7 The degree to which the proposal aligns with Council's strategic planning as outlined in Council Long Term Community Plan.
- 8 The degree to which the proposed facility meets the needs of key community target groups such as youth, Pacific Islanders, Maori and new migrants.
- 9 The likelihood of the proposal proceeding within the Council's preferred timeframe.

**Note:**

- At Council's discretion further cost benefit or feasibility analysis can be undertaken.
- Council will provide a key account manager to assist groups/organisations at stage three.

## **9.0 Contact Details**

The Leisure Facility Partnership Policy is overseen by Waitakere City's Leisure Services Section. The coordinator of the policy is The Leisure Projects and Contracts Officer:

Contact:  
The Leisure Projects and Contracts Officer  
Ph 836-8000 ext 8558

**Draft Waitakere City Youth Facilities  
Feasibility Study Project Brief and Scope**

**October 2005**

## **Waitakere City Youth Facilities Feasibility Study Scope & Brief**

### **Purpose**

The purpose of the 'Waitakere Youth Facilities Feasibility Study' is to firstly investigate if three separate youth facilities in Waitakere City is a viable proposition and if so identify options, demonstrate viability, and provide costs for:

- Three separate facilities within Waitakere City with one located in New Lynn, one in Henderson and one in Westgate areas;

that will meet the passive recreation and leisure needs of youth in Waitakere City.

### **1.0 Background for concept of youth facilities**

Research was completed between 2001 and 2003 as a result of resolutions passed by various Council Committees, which identified the need for an indoor youth facility in Waitakere City.

Three important research projects were undertaken; the Waitakere Youth Leisure Needs and wants Analysis, the Henderson Town Centre Concept Plan and the Strategic Review – Community Consultation.

All three studies indicated that the Henderson Town Centre be the location for a centralised indoor youth orientated facility, and further suggested that the current site of the Henderson Recreation Centre be investigated as a potential site. In July 2003 the Waitakere Youth Facility Concept Feasibility Study was produced and which explored the feasibility, design and cost of a city wide youth facility located in the Henderson location.

In September 2005 Council Committee instructed Council officers to conduct a feasibility study looking at three separate youth facilities rather than the one Henderson facility. The reasons for the change in direction were due to a significant shift in the city's dynamics and the need to take into account accelerated growth in the New Lynn and Westgate areas as well as the changing needs and wants of youth.

### **1.1 Waitakere Youth Leisure Needs Analysis**

This needs analysis was carried out near the end of 2001 and identified the following:

- A centralised youth facility for participants to hang out and do a variety of leisure activities was one of the top priorities in seven of the schools. This youth facility was described in the following ways "*Youth places to socialise and dance, stage, Karaoke, café, youth performances run by youth for youth*"
- The main findings of the report is that these activities focused on socialising with their friends in informal settings, rather than organised and formal activities
- The majority of young people's responses indicated that leisure activities should be fun, enjoyable and a means for young people to get together
- Youth leisure occurs at Malls, West Wave Aquatic Centre, Recreation Centres and movies.

- However, many participants travelled outside Waitakere City for their leisure activities, for example to the nightclubs and Youthtown in Auckland and the pools at Waiwera and Parakai.
- 15 – 18 year olds thought that leisure activities needed to be in the centre so everyone could get to them. Henderson was the centre chosen.
- The 13 – 14 year olds prefer to undertake their leisure activities in their local area for ease of access
- Holidays and weekends were the most popular time with Friday nights being mentioned most for undertaking leisure activities.

It has been some years since this data was produced and it is possible that the needs and wants of youth in Waitakere City have changed. It is required that the 2001 Youth Needs and Wants Survey be reviewed and an updated survey be carried out.

## **1.2 Strategic Review – Community Consultation**

Consultation was undertaken with youth of Waitakere City via the Youth Council and Te Roopu Rangatahi as part of Council's strategic review.

Three issues emerged from their consultation:

1. The need for more youth events
2. A facility for youth to hang out at
3. Safety for youth

The summary of the comments with regard to an indoor youth facility were:

- Henderson is a good place for a youth centre as everyone keeps going there.
- Need a place near West City as heaps of people hang out there anyway
- Put hang out place in Henderson

Again it is some time since this consultation took place and it is required to consult with the City's youth again and in particular Youth Council and Te Roopu Rangatahi, but not exclusively these two.

## **1.3 City Wide Growth**

In 2005, as part of planning for future growth, Council commissioned Market Economics to produce the Waitakere City Catchments Population Growth and Development Estimates report which looked at population growth and demographic change within the City over the next 50 years.

Key growth areas identified are New Lynn with approximately 9,000 new residents in urban intensification, Westgate, which is a green fields development and Hobsonville Peninsula which will collectively contribute approximately 12,000 new residents.

Henderson surrounding environs will show some moderate growth through the Sturgess and Don Buck areas.

Some of the key demographic predictions are around the changing ethnicity and age demographics. The European population is forecast to decline from 71% to 57% by 2021, whilst Asian populations are predicted to increase from 11% to 21% and Pacific Island from 15% to 19%.

Age group increases show a large percentage increase within the older population with the population of people over 60 years more than doubling by 2021. Youth populations (5-24 years) will increase by 150% over that time. This percentage increase translates, physically, into a 51,000 increase for the 60+ and a 65,000 for the 5-24 years. 15-24 years is forecast to increase by 34,000 by 2021.

### **1.3 Available Material**

The following material and publications may be of use to the consultant in producing this feasibility report:

- Waitakere Youth Facility Concept Feasibility Study for Henderson
- 2001 Youth Leisure Needs and Wants Analysis
- Population Projections for Waitakere City
- Auckland Regional Physical Activity and Sports Strategy
- First Call for Children Strategic Priority
- Leisure Strategy (Draft)
- Relationships Policy (Draft)
- Leisure Strategy Consultation Report
- Henderson Town Centre Concept Plan
- New Lynn town plan changes
- LGAAA

### **1.4 Contacts**

A number of Council contacts will be required to progress the report as follows:

- Janet Cole – New Lynn town concept planning
- Janet Hannan - Henderson Town concept planning
- Yvonne Rust – NORSGA town planning
- Clare Dwyer – Leisure planner
- Sue Dodds - Partnerships & Advocacy Leader: Child & Youth

## **2.0 Facility Background**

### **2.1 Locations for indoor youth facilities**

The Youth Leisure Needs and Wants Analysis Identified Henderson as being a preferred site for a centralised facility by youth 16 years and older as they liked to 'hang out' and recreate in a centralised location. Henderson was already playing a large part in youth leisure with the Mall and West Wave Aquatic Centre drawing youth to the town centre. Youth under 16 did express, however, they preferred to recreate closer to home as they were less mobile and possibly had more parental restrictions upon them.

The site of the existing West Wave Recreation Centre was identified as being the preferred location for a citywide centralised youth facility however with further analysis Corban's Estate could also be a viable location depending upon the mix of activities on offer.

What has not been explored to any great extent is the feasibility of providing three smaller facilities with one each in the town centres, eg. New Lynn, Henderson and

the new Westgate town centre yet to be developed. Providing three centres may address transport issues and cater to the younger market who prefer to recreate closer to home.

Within each of the town centres location needs to be determined. The previous Henderson facility study identified the site of the current Recreation Centre adjacent to West Wave as the place to build a purpose built facility. This site may still be appropriate for Henderson or other sites such as Corbans Estate may be more suitable. Careful consideration will need to be made when deciding on location as it has considerable bearing to the success of youth facilities.

If three centres are to be recommended then the next question is the order in which they are developed. This should be based on issues such as need, practicality, availability of land, community support, level of disruption etc.

## **2.2 Specification**

There are three main sections that the study should incorporate for all three facilities. These are identify existing buildings for retro fitting or new purpose built building, required space and activities and key factors to consider for bulk and location design.

Also required is an overall analysis of the viability of providing three facilities within Waitakere City. Issues such as critical mass, over supply, niche markets, population projections, demographics and affordability should be explored.

## **3.0 Retro fit existing building or new purpose built building**

The study requires that two options for each facility be investigated to demonstrate feasibility on the sites, and provide costs. The two options required to be considered are:

- Option 1 - Retro fitting of an existing facility.
- Option 2 - Developing a new purpose built facility on identified land.
- Provide estimate of costs for both scenarios for each centre.

## **3.1 Required Space and Activity**

A key aspect of the study is to establish the required floors spaces to activity ratios.

Issues to be explored are as follow:

- What is the appropriate size of each facility to serve the available population and remain viable?
- What activities will attract youth to the facilities?
- What unique offerings will each facility have that ensure all three are successful?
- Should there be provision/ space allocation for health providers?

Below are the required spaces and associated activity that has been identified for inclusion in the youth orientated facility. All or some of these may apply to the three centres and some may be used in lieu of others to create a unique facility from the others. For example, Henderson's facility may be heavily biased towards performing arts and music whereby New Lynn may be towards physical activity and/ visual arts.

- Indoor café youth pub to cater for XX capacity
- Lounges to cater for
- Meeting spaces to cater for
- Cyber lounge
- Art/multi media rooms
- Passive games rooms,
- Performance area/dance/under age night club
- Recording studio/ music jamming area
- New facility to supply a senior person centre/Space to incorporate such activities as older adults aerobics, low impact could be carpet area for up to 80 people. Hard Floor space also to accommodate indoor bowls and dance. Kitchen facilities and sit down space.
- Crèche (position next to Pool as this should be main user)
- Dry Dive pit area (Review current Dry Dive pit area in rec. centre)
- Changing facilities that the main user will be schools and user groups of the pool/and used when the pool toilets are being refurbished ??

### **3.3 Key Factors to consider in Bulk and Location Design**

- Probing design solutions to achieve appropriate activity mixes, dynamics to work, internal to external flow/activities,
- Prevent conflict between age demographics of users for whole complex.
- Reconfiguration of all parking areas and traffic movement, public transport position
- Identify appropriate links to other facilities i.e. usage space aligned between the buildings where appropriate
- Specific infrastructure requirements to suit demographic mix, e.g lifts, acoustics
- Identify likely development constraints, e.g. consents, traffic management, stream edge environment, adjacent site connections
- Provide a strong argument on both retrofit and purpose built buildings in regard to strategic and user value versus cost.
- Provide external visual concept drawings of both retrofit and purpose built situations and parking/traffic configurations for all three facilities
- Provide an executive summary on all aspects of the study with a strong emphasis on the preferred option in relation to Council's key objectives to achieve a suitable youth centre providing modern day needs in an appropriate setting, link and relationship to Council's current investments, its value as a additional regional attractor, public transport link, position within a CBD and its relevance to the other proposed projects which will be implemented within the same timeframe.

#### **4.0 Management Options**

The study requires the evaluation of different management options that would be appropriate to manage the proposed facilities.

There is a wide range of potential management options that could be considered for youth orientated facilities.

These range from appointing internal staff, an independent management trust, and a non-profit organisation to a commercial operator.

The evaluation is to include the following:

- High level advantages and disadvantages of each management option
- The different costs associated with each management option
- Possible synergies with the management of other Council facilities

#### **5.0 Revenue Streams**

The study requires the assessment of the possible revenue streams that would be created by the required spaces and associated activities that has been identified for inclusion in the youth orientated facilities.

The assessment is to include the following:

- Revenue streams to be separated into categories and evaluated taking into account local market conditions, geographical location and so forth.
- Revenue streams to have a high, medium and low estimate (High providing the most optimistic revenue projection while the low will indicate the most conservative estimate)
- Provide underlying assumptions behind the estimations

#### **6.0 Operational Costs**

The study requires the estimation of the potential operational costs that would be created by the required spaces and associated activities that have been identified for inclusion in the youth orientated facilities.

The estimates should be set out by category (gas, wages and so forth) and be established by seeking advice from similar existing facilities within New Zealand.

#### **Scope of Works**

##### **Youth Consultation**

- Review and qualify previous survey and consultation work
- Conduct new surveys and consultation with youth including Youth Council and Te Roopu Rangatahi, on current and future needs and wants.
- Compare against national and international data
- Establish likelihood of youth using youth facilities in New Lynn, Henderson and Westgate areas.
- Include youth from Auckland City suburbs bordering Waitakere City eg. Avondale and Kumeu.

### Viability of three facilities

- Based upon outcomes of youth surveys and consultation explore the viability of a three centre youth facility model.
- Explore possibility of partnerships with Auckland City Council for the New Lynn facility and Rodney District for the Westgate facility.
- Suggest potential niche markets that each facility might adopt to ensure the success of each facility and to eliminate cannibalisation of each others market.
- Explore likely catchments for each facility and make low, medium and high estimates on future usage utilising Council's population projections
- A report containing the evaluation of different management options that would be appropriate to manage the proposed facilities containing the aspects covered in 4.0.
- A report containing the assessment of the possible revenue streams that would be created by the required spaces and associated activities that has been identified for inclusion in the youth facilities containing the aspects covered in 5.0.
- A report containing the estimation of the potential operational costs that would be created by the required spaces and associated activities that have been identified for inclusion in the youth orientated facility containing the aspects covered in 6.0.

Utilise existing data from specifications in Section 3 to produce:

- Bulk and Location Plans for;
  - Option 1, Retro fitting of existing facilities.
  - Option 2 - Developing new purpose built facilities on identified land.
- Quantity Survey to provide costs for;
  - Option 1, Retro fitting of the existing facilities.
  - Option 2 - Developing a new purpose built facilities.
- Provide Sketch Artists Impression sufficient for public/political consultation for:
  - Option 1, Retro fitting of the existing facilities.
  - Option 2 - Developing new purpose built facilities.

### Outputs

Consultants to have relevant experience in developing youth associated facilities and or oversee contacts for best practice models.

Allow for costs of all professional services and disbursements to provide the outputs outlined above including the Quantity Survey fees. The nominated Quantity Surveyor is ????



Cartographic information from Land Information New Zealand Digital Cadastre Database DCDB Crown Copyright Research Digital Licence A1227470A.

**PARKS COLOUR AERIAL PHOTOGRAPHY**

**Te Pai Park**

Park Location: Te Pai Place

Map Scale 1:2000

Print Date 14/10/2005



Waikato City Council  
P.O. Box 100, Hamilton, N.Z.

Waikato City Council provides accurate spatial data to guarantee so in the completeness and accuracy of the data shown on this plan can be given. All data should be verified on site.

**MINUTES OF A MEETING OF THE ARTS AND EVENTS SPECIAL COMMITTEE  
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON WEDNESDAY, 12 OCTOBER 2005,  
COMMENCING AT 9.31 AM.**

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**PRESENT:** Councillors JP Lawley (Chairperson)  
DE Gilmour (Deputy Chairperson)  
MFP Chan, JP  
LA Cooper  
AK Corban, OBE, JP  
VS Neeson, JP

**IN ATTENDANCE:** Director: Public Affairs  
Manager: Arts  
Special Projects Manager: Public Affairs  
Principal Advisor: Heritage  
Community Partnerships Manager  
Democracy Support and Sister City Officer

**1 APOLOGIES**

1933/2005

MOVED by Cr Gilmour, seconded Cr Neeson:

That apologies from Mayor Bob Harvey, Crs Clow and Stone for absence be received and sustained.

**CARRIED**

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

1934/2005

MOVED by Cr Chan, seconded Cr Corban:

That the minutes of the Meeting of the Arts and Events Special Committee held on Wednesday, 14 September 2005, as circulated, be taken as read and now be confirmed.

**CARRIED**

**4 PRESENTATION - A RANUI STORY**

There was no Presentation.

**5 NEW ZEALAND CERAMIC HERITAGE TRUST LEASE OF AMBRICO STUDIO**

1936/2005

MOVED by Cr Neeson, seconded Cr Gilmour:

That the New Zealand Ceramic Heritage Trust Lease of Ambrico Studio report be received and that a further report be brought back to the Arts and Events Special Committee at a later date.

**CARRIED**

**6 MUSIC IN PARKS**

1937/2005

MOVED by Cr Gilmour, seconded Cr Cooper:

That the Music in Parks report be received.

**CARRIED**

**7 ARMISTICE DAY COMMEMORATIONS**

1938/2005

MOVED by Cr Neeson, seconded Cr Gilmour:

1. That the Armistice Day Commemorations report be received.
2. That Councillor Lawley be nominated as the Arts and Events Special Committee representative to join the organising committee for the Charter Parade/Armistice Day Commemorations.

**CARRIED**

**8 CITY EVENTS UPDATE**

1939/2005

MOVED by Cr Gilmour, seconded Cr Chan:

That the City Events Update report be received.

**CARRIED**

**9 WAITAKERE EDUCATION SECTOR TRUST PROJECT PRIORITIES 2005/2006**

1940/2005

MOVED by Cr Cooper, seconded Cr Neeson:

1. That the Waitakere Education Sector Trust Project Priorities 2005/2006 report be received.
2. That the objectives for the 2005/2006 Funding and Service Agreement with the Waitakere Education Sector Trust as listed be endorsed:
  - Develop and co-ordinate collaborative approaches across the education sector by means of joint projects, regular newsletters, information circulation and forums;
  - Participate in and support community based education related networks that would benefit from Waitakere Education Sector Trust input (ACE Space, Youth Transitions Service, Early Childhood Education Call to Action);
  - Support initiatives that will contribute to stronger relationships between schools and their communities and Council (Educators and Communities Call to Action).
3. That a report be brought back to the Arts and Events Special Committee in February/March 2006 on the projects and activities carried out since the signing of the Funding and Service Agreement.

**CARRIED**

10.30 am

The Chairperson thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT A MEETING OF THE ARTS AND  
EVENTS SPECIAL COMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....

**MINUTES OF A MEETING OF THE PROJECTS SPECIAL COMMITTEE HELD IN  
THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,  
ON WEDNESDAY, 5 OCTOBER 2005 COMMENCING AT 9.32 AM.**

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**PRESENT:** Councillors RP Dallow, QPM, JP (Chairperson)  
DQ Battersby, JP (until 11.25 am)  
LA Cooper (until 11.32 am)  
AK Corban, OBE, JP  
PA Hulse (from 9.37 am) (until 11.32 am)

Mayor RA Harvey, QSO, JP (ex officio)  
Deputy Mayor CA Stone (ex officio) (from 9.36 am)

**ALSO PRESENT:** Councillor WW Flaunty, QSM, JP

**IN ATTENDANCE:** Director: Corporate & Civic Services  
Director: Quality Assurance  
Group Manager - Project Services  
Special Projects Manager  
Special Projects Engineer  
Project Manager: Revitalisation  
Project Engineer  
Committee Secretary: A Chan

**1 APOLOGIES**

1864/2005  
MOVED by Cr Cooper, seconded Cr Battersby:

That Apologies from Crs Booth and Clews for absence and Cr Hulse for lateness be received and sustained.

**CARRIED**

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

1865/2005  
MOVED by Cr Corban, seconded Cr Battersby:

That the minutes of the Meeting of the Projects Special Committee held on Wednesday, 7 September 2005, as circulated, be taken as read and now be confirmed.

**CARRIED**

**4 WAITAKERE CENTRAL CIVIC CENTRE CONSTRUCTION STATUS REPORT  
AUGUST / SEPTEMBER 2005**

9.36 am Cr Stone entered the meeting.

9.37 am Cr Hulse entered the meeting.

1866/2005

MOVED by Cr Corban, seconded Cr Hulse:

That the Waitakere Central Civic Centre Construction Status Report August / September 2005 be received.

**CARRIED**

**5 NEW LYNN LIBRARY AND MEMORIAL SQUARE - CONSTRUCTION STATUS  
REPORT AUGUST / SEPTEMBER 2005**

1867/2005

MOVED by Cr Cooper, seconded Cr Battersby:

That the New Lynn Library and Memorial Square - Construction Status Report August / September 2005 report be received.

**CARRIED**

**PUBLIC EXCLUDED MATTERS**

**6 WAITAKERE CENTRAL LIBRARY / UNITEC - CONSTRUCTION STATUS REPORT  
AUGUST / SEPTEMBER 2005**

**7 WAITAKERE CENTRAL: HENDERSON TRANSPORT INTERCHANGE PROJECT -  
AUGUST / SEPTEMBER 2005**

**PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

1868/2005

MOVED by Cr Battersby, seconded Cr Hulse:

That the public be excluded from the following part of the proceedings of this meeting, namely, Waitakere Central Library / Unitec - Construction Status Report August / September 2005 and Waitakere Central: Henderson Transport Interchange Project - August / September 2005.

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to the matters, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of the matters to be considered.	Reasons for passing this resolution in relation to the matters.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"> <li>• Waitakere Central Library / Unitec - Construction Status Report August / September 2005</li> <li>• Waitakere Central: Henderson Transport Interchange Project – August / September 2005</li> </ul>	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> <li>• protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</li> <li>• enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> <li>• enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p> <p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(b)(ii) and 7(2)(i) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- *The reports contain information which if released could affect the Council's ability to conduct negotiations and Council's future access of commercial information from parties concerned.*

**CARRIED**

11.10 am The public were excluded.

Minute Numbers 1869/2005 and 1870/2005 are recorded in the Confidential Section of these Minutes.

11.31 am The public were re-admitted.

**RESTATEMENT**

The Projects Special Committee resolved while the public were excluded:

1. (MOVED by Cr Battersby, seconded Cr Corban) (No. 2, Resolution 1869/2005) "That the Waitakere Central Library / Unitec - Construction Status report August / September 2005 report and associated resolutions, remain confidential until such time as the reasons for confidentiality no longer exist."
2. (MOVED by Cr Corban, seconded Cr Hulse) (No. 2, Resolution 1870/2005) "That the Waitakere Central: Henderson Transport Interchange Project – August / September 2005 report and associated resolutions, remain confidential until such time as the reasons for confidentiality no longer exist."

11.33 am

The Chairperson thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT A MEETING OF THE PROJECTS  
SPECIAL COMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....