

**AGENDA FOR A MEETING OF THE PROJECTS SPECIAL COMMITTEE TO BE HELD AT
WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE,
ON WEDNESDAY, 31 JANUARY 2007, COMMENCING AT 9.30 AM.**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the Committee by resolution so decides; and
- (ii) the Chairman has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Meeting Minutes - Wednesday, 6 December 2006

RECOMMENDATION

That the minutes of the Meeting of the Projects Special Committee held on Wednesday, 6 December 2006, as circulated, be taken as read and now be confirmed.



4 WAITAKERE CENTRAL TRANSPORT INTERCHANGE - CONSTRUCTION STATUS NOVEMBER / DECEMBER 2006

PURPOSE OF THE REPORT

The purpose of this report is to provide a monthly construction status update to the Projects Special Committee on the Waitakere Central Transport Interchange Project. The period for this report covers November / December 2006.

BACKGROUND

The Waitakere Central Transport Interchange was last reported to Projects Special Committee on 6 December 2006 in a report entitled "Waitakere Central Transport Interchange - Construction Status October / November 2006."

DESIGN ISSUES LINK BRIDGE PROJECT

The design is complete.

PROGRESS LINK BRIDGE PROJECT

Construction Status

During the report period, the following activities have taken place:

- The Railside Avenue escalator has been commissioned;
- The landscaping works on Stevies Reserve are complete;
- Exloo toilets have been commissioned;
- Shelf glazing erection is complete;
- The link bridge has achieved practical completion.

A1-A5 Status of construction is further reported in the following reports attached as pages A1 to A5:

- Architect's Report No. 13 covering the link bridge and the streetscape works;
- Canam Construction's report for the period to 14 December 2006.

Timeline Status

Practical completion of the entire link bridge was achieved on 15 December 2006, a week earlier than contractually agreed.

The current timeline status is provided in Table 1 below:

TIMELINE STATUS LINK BRIDGE			
Key contract dates / times	As at contract award 12 December 2005	Change	As at December 2006
Contract Commencement Date	12 December 2005	-	-
Target Contract Completion - separable portion 1 Link Bridge structure	17 August 2006	12 weeks *	10 November 2006
Target Contract Completion - separable portion 2 escalator structure on Railside Avenue	22 December 2006	1 week	15 December 2006
Extensions of Time approved to date	-	-	-

Table 1. Timeline Status

Note * due to late supply of escalator, steelwork, interface problems with Ontrack and late supply of shelf glazing from overseas.

Financial Status

The total expenditure on the contract to date has been \$4,841,648 including \$590,546 for this period consisting of shelf glazing, finishes, escalator commissioning, toilets commissioning, refund of 5% retention monies and preliminary and general items. The approved contract variations total \$330,660 and comprise repairs to uncharted sewer and water mains, additional water proofing measures to the glazing and minor changes to lighting, conduits, Exeloo toilets, the landscaping of Stevies Reserve, 3M film and works undertaken on Sundays. The final account is in preparation and current indications are that the project should come in under the total contract sum plus contingency amount. A final figure cannot be prepared until bridge signage and the remaining extra works are agreed.

Summarised financial status for the construction project is provided in Table 2 below.

FINANCIAL STATUS LINK BRIDGE			
Project Costs	As at contract award 12 December 2005	Change	As at December 2006
BUDGET COMMITMENT			
Contract Sum Awarded	\$4,725,228	-	\$4,725,228
Contract Variations Approved from contingency	-	\$330,660	\$330,660
Contingency Sum	\$750,000	\$330,660	\$419,340
Total Construction Cost (incl. contingency)	\$5,475,228		\$5,475,228
EXPENDITURE TO DATE			
Contract Sum		100%	\$4,725,228
Contingency		16%	\$116,420
Total Construction Expenditure To Date			\$4,841,648

Table 2. Financial Status

Project Risks

The following risks are currently being managed in order to mitigate unfavourable impacts on the project outcomes:

- Tagging of the concrete walls at street level. The project team intends installing additional music played to the street level and a further camera in a move designed to prevent taggers and vandals congregating in this area at night. The provision of these measures is subject to cost approval. Walls have already been treated with two pack epoxy paint affording very easy graffiti removal.

Quality

Ongoing quality audits are being conducted by the Architect, Consulting Engineers and the Council's project manager. Quality of construction audited has been of a high standard and no significant quality issues have been reported. Minor defects have been listed by the architect and are to be repaired over the next few weeks.

A code of compliance certificate can only be awarded once the paving work by HEB Smithbridge Limited at the base of the Railside Avenue escalator and at the toilets is completed, permitting unhindered access to the escalator and toilets. The lifts and escalators have been signed off as approved by an independent certifying and inspection authority.

Health and Safety

During the report period no health and safety incidents were reported. Audits to date confirm that the Contractor's general attitude to maintenance of health and safety on site is good.

Coffee Kiosk

Supreme Beanz Limited should be installing their kiosk in a matter of weeks once building consent has been given. A few minor legal matters still require resolution but these should be cleared up soon.

STREETSCAPE, BUS STOPS, TAXI RANK AND LANDSCAPING

Design

There are no design issues outstanding.

PROGRESS STREETSCAPE, BUS STOPS, TAXI RANK AND LANDSCAPING

Construction Status

During the report period, the following activities have taken place:

- Construction of the retaining wall is ongoing. A second carpentry team has been appointed to speed up the works;
- One third of the raised speed table is constructed;
- Kerbing is complete;
- Bus stop paving is complete;
- Drainage works have commenced.

A6 Status of construction is further reported in the following report attached at page A6:

HEB Smithbridge Limited's report for the period to 11 January 2007.

Timeline Status

Good progress has been made in the last month on completing bus bays and kerbing. Although the retaining wall has fallen behind schedule, indications are that with a second carpentry team employed, this wall should be completed by the end of January. HEBs have requested a formal extension of time due to changes to the retaining wall, revised drainage near the old station building that was not shown on the plans and a raised timber walk required to protect tree roots. The Engineer to the Contract, Architectus, has granted an 8-day extension of time.

The current timeline status is provided in Table 3 below:

TIMELINE STATUS RAILSIDE AVENUE STREETSCAPE			
Key contract dates / times	As at contract award 18 August 2006	Change	As at December 2006
Contract Commencement Date	28 August 2006	-	-
Target Contract Completion - separable portion 1 northern Bus Bay	24 October 2006	8 weeks *	22 December 2006
Target Contract Completion - separable portion 2 balance of the works.	31 January 2007	4 weeks	28 February 2007
Extensions of Time approved to date	-	8 days	13 February 2007

Table 3. Timeline Status

Note * due to access constraints at the APN Outdoor Hoardings, Telecom protective works and part of the site occupied by Canam for constructing the Railside Avenue escalator and redesign of works around the old hoardings.

Financial Status

The total expenditure on the contract to date has been \$617,122 including \$365,333 for this period consisting of drainage, concrete work, steel reinforcing, raised speed table and preliminary and general items.

Summarised financial status for the construction project is provided in Table 4 below.

FINANCIAL STATUS RAILSIDE AVENUE STREETSCAPE			
Project Costs	As at contract award 18 August 2006	Change	As at November 2006
BUDGET COMMITMENT			
Contract Sum Awarded	\$1,329,960	-	\$1,329,960
Contract Variations Approved from contingency	-	-	-
Contingency, Engineering and Supervision	\$264,778	-	\$264,788
Total Construction Cost (incl. contingency)	\$1,594,738		\$1,594,738
EXPENDITURE TO DATE			
Contract Sum		46%	\$617,122
Contingency		-	-
Total Construction Expenditure To Date		-	\$617,122

Table 4. Financial Status

Project Risks

The following risks are currently being managed in order to mitigate unfavourable impacts on the project outcomes:

- The construction of the raised speed table is scheduled for the month of January. This is traditionally a quiet month and some traffic disruption is to be expected. In order to construct the speed table, it has been necessary to temporarily convert Railside Avenue into a one way south road and to re route northbound traffic via Edsel Street. A series of traffic management processes have been put in place, including changing of the phasing of the traffic lights in order that congestion is minimised.

Quality

Ongoing quality audits are being conducted by the Architect, Consulting Engineers and the Council's project team. Quality of construction audited to date has been of an acceptable standard and no significant quality issues have been reported.

Quality audits undertaken to date confirm that the Contractor's general attitude to maintenance of quality construction practice on site is good.

Health and Safety

During the report period no health and safety incidents were reported. Audits to date confirm that the Contractor's general attitude to maintenance of health and safety on site is good.

Bus Shelters and Bus Stops

Council has entered into an agreement with Adshel Limited for the provision of bus shelters at favourable rates by cross subsidising costs against advertising revenue from ten advertising units to be erected along Railside Avenue. It is planned to achieve bus shelter erection by the end of February 2007.

The bus interchange with newly routed bus services is also planned to be operational at the end of February 2007.

PARK AND RIDE FACILITY WEST OF THE RAILWAY LINE

It is planned to construct a 120-bay park and ride facility for the use of rail commuters, on the western side of the rail tracks. This land is currently leased by Aroha Enterprises (Aroha).

Ontrack now require this site for a further twelve months for the rail double tracking staging works and until such time as this land is leased to Council, commuters will be required to park their cars in the surrounding on-street parking. While it is Ontrack's intention to lease the Aroha land to Council for a park and ride facility, if the land is required for their own purposes, then this requirement will take priority over a commercial lease to Council. Ontrack also require Council to provide verification that the lease area will be used for rail commuter parking and be managed as such, with an agreed parking methodology being required prior to them entering into a lease with Council for this area.

CONCLUSION

The Waitakere Central Transport Interchange link bridge component of the project has been completed a week ahead of schedule. The bridge is in daily use by the public and it is considered a successful project. Thanks are due to the professional design team and Canam Construction Limited for a job well done.

The Streetscape project is under construction with some delays to the programme but the Project Team is confident that this project can be completed by the end of February 2007.

RECOMMENDATION

That the Waitakere Central Transport Interchange - Construction Status November / December 2006 report be received.

Report prepared by: Joe Schady, Senior Engineer, Special Projects.



5 HOUSING FOR OLDER ADULTS REVITALISATION PROJECT UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to update the Projects Special Committee on the progress of the revitalisation project for Council's Housing for Older Adults (HFOA) villages and the application for the Housing Innovation Fund administered by Housing New Zealand Corporation (HNZC).

BACKGROUND

This report covers the revitalisation of the HFOA villages excluding Wilsher Village, which is being carried out as a separate project.

The housing portfolio is aging and suffers from problems associated with deferred maintenance, obsolete design, construction, village style layout and facilities. There are problems concerning physical design and layout, mobility around the village, and impractical sized rooms. All villages experience these problems to differing degrees.

Council resolved to address this issue and included budget in the Long Term Council Community Plan (LTCCP) for this purpose. In addition to Council's contribution to this project, funding is also being sought from HNZC through the Housing Innovation Fund. Funding from the Housing Innovation Fund is in the form of a suspensory loan that remains interest free and non-repayable subject to Council maintaining a commitment to HFOA and not reducing its existing stock.

At the City Development Committee meeting, 6 April 2006, it was resolved:

- “1. That the HFOA: Operations, Levels of Service and Governance report be received.
2. That the City Development Committee endorses the following principles about the operation of the HFOA portfolio:
 - a) That there is a commitment to deliver a quality service to tenants by improving the standard of the units, the grounds and extending the role of tenancy services;
 - b) That the current number of units are maintained; and

- c) *That rents are to be set to maximise return and maximise affordability without compromising the status of 'social housing'.*
3. *That Scenario 2 for management of the HFOA, which includes the following:*
 - a) *That the units in the eleven villages be upgraded to the standard of threshold 3 together with some size modifications for twenty units;*
 - b) *That the HFOA portfolio continues to be governed and managed in house; and*
 - c) *That the rental levels be moved to 70% of the market rent with annual reviews providing that the accommodation supplement provides for the majority of this increase, be endorsed in principle, for consultation with tenants and other key stakeholders.*
4. *That it be recommended to the Long Term Council Community Plan and Annual Plan Special Committee to include the financial adjustments for Scenario 2 in relation to the HFOA portfolio, amounting to a net \$11,915 per annum.*
5. *That a further report be presented in June 2006 to the City Development Committee, to include the following:*
 - a) *Views of key stakeholders, particularly the tenants about the proposals for the HFOA service;*
 - b) *Final recommendations of the review of the HFOA portfolio;*
 - c) *Draft social housing policy to outline strategic goals and key principles;*
 - d) *Draft capital renewal programme for the villages; and*
 - e) *A partnership plan to develop and strengthen Waitakere City Council's relationship with agencies and organisations relevant to the HFOA portfolio.*
6. *That Council officers lodge an application for funding to Local Government Housing Fund."*

520/2006

At the Projects Special committee meeting, 6 September 2006, it was resolved:

- "1. That the HFOA Redevelopment update report be received.*
- 2. That the membership of the Project Advisory Group utilised in the HFOA policy consisting of Councillors Hulse, Cooper and Clews be retained for the planning and implementation phase of the HFOA Redevelopment Project.*
- 3. That the HFOA Redevelopment begin with the revitalisation of the following villages: Kaumatua (units 1-20), Jack Smyth and Flagstaff."*

1721/2006

STRATEGIC CONTEXT

Council's strategic priorities that are of particular relevance to the housing arena include 'sustainable development' and 'safe city'. Of further strategic importance when considering Council's provision for housing in the City, are the following platforms: 'urban and rural villages', 'integrated transport and communication' by ensuring people have choices in housing and have accessibility to transport and communication links, and 'strong communities' by supporting the health and wellbeing of the community.

ISSUES

Project Scope

A report to City Development Committee in May 2006 provided costings formulated around a condition survey carried out by consultants. This work became the basis for the budget requirements in the LTCCP. Since then further work has been carried out to define the standards for input into the design phase of this revitalisation project.

As previously reported to City Development Committee in September 2006 the expected value of the work was \$3.5m. However, this was based on the assumption that Council was only entitled to a maximum of \$1.5m subsidy. Council staff have since reviewed costings as part of the phase one application and the claim from HNZC has been increased to \$3.1m. This amount still sits within the maximum claimable of \$30k per unit. The total value of the project is now \$4.7m, which is a more realistic budget for delivering on the criteria of Healthy Home, Safe Home, Secure Home, Well Designed Home and Well Maintained Home. It also provides a more realistic projected budget in terms of current day costs.

Housing Innovation Fund Application

Council is currently making an application the Local Government Housing Fund for the eleven villages (268 units) excluding Wilsher. Council staff have been notified verbally that HNZC have tagged \$1.5m of loan funding to be available for Council in 2006/2007, nil for 2007/2008 and an undisclosed amount for the following year.

Phase one of the application has been submitted to HNZC as noted previously, with the total sought of \$3.1m over the four years of this project. The phase two application contains detailed costings and a detailed proposal. Phase two requirements also include full architectural drawings for all units to be claimed. Council originally intended getting the phase two application through to the February board meeting of HNZC. However, due to their criteria that only one application can be made in any one year and that all architectural drawings need to be provided, a decision was made to shift this milestone to April. The main benefit of this decision is to provide an opportunity to claim the entire \$1.5m set aside for Council whereas by making a February application with no other applications allowable, Council would forgo around \$400k. The downside of this decision is that the project will be delayed from that originally intended.

In order to complete this application to the standards required Council has a close working relationship with the West and North Regional Manager of HNZC, and the partnership's Project Manager based in Manukau.

Project Timing

As previously reported in the Projects Special Committee meeting, 6 September 2006, the three villages which are considered to be priority are Kaumatua Village, Jack Smyth and Flagstaff. A high level project plan was provided which indicated that these villages could be completed by 31 June 2007. However, the timetable is very much dependent on the timing of funding from the Housing Innovation Fund. Even though Council officers were liaising with HNZC there were a number of requirements that were unknown at the time this project timeline was reported in the September 2006 Special Projects Committee meeting. The project timeline has moved considerably and it is likely that the major renewal programme will not commence until July 2007. This delay from the original is to align with expected funding availability and is due to the following factors:

1. The requirement of HNZC to have their own architect sign-off on the detailed building plans for the proposed renovations prior to submission of phase two of the application. This requirement had not previously been identified to Council staff and there was a considerable delay in sourcing a reasonably priced contractor to carry out this task.

2. As discussed previously in this report the decision was made to delay the timing of the application until all the plans had been completed in order to maximise funding as Council is not able to submit the application in work packets or by village.

In the interim Council staff are investigating the possibility of renewing some housing units prior to the application submission as a pilot to provide a demonstration of what the renewed units will look like. This will be carried out within Council's budget approved through the LTCCP.

Minimum Design Standards

Minimum design standards have been defined to ensure that whilst undertaking the design phase of the HFOA Revitalisation Project, current design issues are identified and remedied. The works to be undertaken as part of this project have been categorised into five areas; Healthy Home, Safe Home, Secure Home, Well Designed Home and Well Maintained Home, a summary of which is detailed below.

1. Healthy Home

Unhealthy homes can cause ill health, or contribute towards existing health problems worsening. Creating a healthy living environment is one of the most important aspects in this project. The most significant contributions to improving the healthiness of the units will be reductions in cold and dampness. The focus in this category will be on insulating ceiling cavities, under floors (excluding concrete floors) and draught stopping under doors and windows. This alone should reduce heat loss by up to 65%. In addition, the provision of adequate ventilation in bathrooms and kitchens, as well as ensuring windows can be securely left open will reduce condensation and dampness which will further contribute to providing healthy homes for our tenants. The specific details of works to be carried out in this area are detailed below:

- Installation of extraction fan in every bathroom;
- Installation of an extraction fan or externally vented range-hood in every kitchens;
- Loose insulation in all inaccessible roof cavities;
- Insulation bats in all accessible roof cavities;
- Insulation in accessible under floor cavities;
- Polythene sheeting on all accessible under floor ground areas where dampness is present;
- Where replacement of gib board is required on external walls, insulation bats will be installed;
- Draft stops attached to all external doors;
- All windows are well sealed so as to ensure there are no drafts;
- The opening/closing mechanism of all windows are well sealed and working correctly;
- Each room will have at least one window which can be opened to ensure adequate natural ventilation;
- Where possible, in instances where windows require replacement, the replacement will include inbuilt passive ventilation.

2. Safe Home

As the housing is provided specifically for elderly tenants, it is important to ensure that the homes are “fit for purpose”. Homes will have relevant safety measures installed to ensure that slipping and tripping risks are mitigated. This includes aspects such as adequate power points (to avoid cords presenting a trip hazard), and the inclusion of safety rails for access to showers and toilets. It is preferable to provide housing which does not need steps. However, in instances where this is impractical, safety rails and non-slip step surfaces must be present to reduce the risk of falls. (Smoke detectors were installed in all units during 2006.) The specific details of work to be carried out is detailed below:

- Install sufficient power points in the bedroom, kitchen and lounge, to discourage the use of power cords creating a trip hazard;
- Check smoke detector to ensure that it is in good working order;
- Safety rail inside and outside shower cubicle;
- Safety rail beside toilet;
- Ensure that taps have flow restrictors to minimize the risk of water spraying onto floors;
- Ensure that the shower cubicle is fitted such that the risk of water on external floor is minimized;
- Safe footpaths, with no trip hazards from each unit to all communal areas, car parking areas, clothes lines and the entry/exit from the village.

3. Secure Home

It is important to ensure that the security of each unit is adequate. Upgrades included in this category will be locks on all doors, security latches on windows, security lighting and systems which allow visibility of visitors without risk of letting in trespassers. The specific details of the work to be carried out is detailed below:

- Locks on all external access doors;
- Security latches on a minimum of one window per room, which allows the window to remain open without compromising security;
- Adequate lighting to allow safe passage from the car park area to the unit;
- Sensor lighting at each external access door;
- A peep-hole in the front door to allow a view of visitors;
- A chain lock on all external access doors.

4. Well Designed Home

Primarily due to the era in which the majority of the units were designed and built, there are a number of inherent design issues which need to be addressed. Changes in lifestyles and attitude towards the provision of social housing have meant that some improvements are required in order to ensure that the needs of present day tenants are met. Most units were built as bedsits, with very basic amenities, such as small stoves and limited space for refrigerators. During the modernization project, it is intended to address these issues, to ensure that the housing meets the needs of tenants into the future. The specific details of the work to be carried out is detailed below:

- Modernization of kitchen to include a full size stove;
- Allowance made in kitchen area to ensure that the refrigerator is readily accessible from the food preparation area;
- The provision of adequate storage in the kitchen, bathroom and bedroom;
- The sleeping area is separated from the living area of the house;
- Lighting is adequate throughout the unit.

5. Well Maintained Home

Maintaining each unit to appropriate standards is important for both the welfare of the tenant and the asset. Maintenance falls into either response maintenance or programmed maintenance. Best practice asset management ensures that the condition of the units are measured and monitored on a regular basis, and the collated data is then used to program required works at pre-defined times which are based upon the remaining life of the asset. This programmed work will also include works which will extend the life of the asset (such as gutter clearing) and works which contribute to the aesthetics of the asset (such as gardening). In situations where this is done well, the instances of response maintenance will be minimized and will only be required in situations where the unexpected happens. The high level categories for monitoring the condition of units will be summarized as detailed below:

- Internal finishes;
- Internal fittings;
- Roof;
- External building;
- Grounds improvements.

Sustainability

Sustainability and eco-friendly options have been incorporated at a basic level into the design features of the revitalisation standards. The most significant contribution will be the reduction of condensation and heat loss through insulation, draught-stopping and ventilation.

More advanced sustainability features are being investigated and the renewal will be carried out in a manner which will allow future retrofit once the best options and funding sources are identified.

Risk Summary

It is noted in earlier reports this is a fairly complex project, which will require clear communication and coordination with the tenants as well as dealing with usual construction risks. Until the Housing Innovation Fund application is approved the more immediate risk is cashflow and funding.

RESOURCES

Capital funding has been provided in the LTCCP totalling \$2m. In addition, Council is applying to HNZA for a further \$3.1m. The funding from HNZA is interest free on condition that Council's current decision to retain its existing numbers of housing unit continues.

As reported to the City Development Committee in April 2006, borrowing costs of Council's contribution together with operating and depreciation costs will be funded through increased rentals leaving a ratepayer contribution of \$11,915 which has been approved in the LTCCP.

The rental increases will be mainly subsidised by Work and Income New Zealand under their current policies, leaving on average an additional \$6 per week for a superannuate to be provided by the tenants themselves. There could also be potential savings accruing to residents as a result of improving sustainability features of the housing, e.g. solar panelling.

CONCLUSION

There has been a delay in project timing to match the expected funding availability. It is anticipated that construction will begin in July 2007. This decision to delay the implementation of this project was made to maximise funding available from HNZC, which otherwise would have required a larger contribution from Council than currently budgeted. In addition, the overall amount claimed from HNZC has been increased from \$1.5m to \$3.1m, which although this increases the overall project funding available, it doesn't increase the original project scope to any great extent but does provide a more realistic amount to achieve the project objectives.

RECOMMENDATIONS

1. That the Housing for Older Adult Revitalisation Project Update report be received.
2. That the Chief Executive Officer be authorised to accept any funding received from Housing New Zealand Corporation on Council's behalf for the Housing for Older Adults project.
3. That a commitment is given to retaining the current number of housing for older adult units over the next 20 years as required by the terms of the suspensory loan that the Council is seeking from Housing New Zealand Corporation.

Report prepared by: Stephen Drumm, Group Manager: Service Management, Tina Hemsworth, Manager: Property Assets.



6 HENDERSON YOUTH FACILITY CONCEPT PLAN

PURPOSE OF THE REPORT

The purpose of this report is to update the Projects Special Committee on Zeal's (the preferred service provider for the Henderson Youth Facility) two-day visit in December 2006, detail the findings of the Henderson Youth Facility (the Facility) design workshop, present a preferred concept design and seek approval to progress into detailed design.

BACKGROUND

Zeal has been appointed as the preferred supplier for services for the operation of the Youth Facility. This was resolved by Tenders Subcommittee in a confidential meeting in November 2006.

In May 2006 a report was presented to the Projects Special Committee proposing to retrofit the former Henderson Library building, instead of redeveloping the adjacent Recreation Centre for the purpose of a youth facility. The report discussed the delivery model through the use of a service provider and established the roles of the Project Advisory Group and the Project Control Group. The Projects Special Committee subsequently resolved:

- “1. That the Youth Facility Update report be received.
2. That the Projects Special Committee endorses the concept of retrofitting the former Henderson Library space for a Youth Facility.
3. That the Projects Special Committee endorses the delivery model of a Council owned Youth Facility fitted out and managed by a service supplier.

4. *That the Projects Special Committee recommends to the Long Term Council Community Plan and Annual Plan Special Committee that \$200,000 be allocated in 2006/2007 for modernising the West Wave Recreation Centre.*
5. *That the Projects Special Committee recommends to the Long Term Council Community Plan and Annual Plan Special Committee that \$500,000 be allocated in 2009/2010 for renewal funding for the West Wave Recreation Centre.*
6. *That the Projects Special Committee endorses the consequential relocation of Council's Information Management Project Team by January 2007 to allow a Youth Facility to be developed on the lower level of the former Henderson Library site, and recommends to the Long Term Council Community Plan and Annual Plan Special Committee that appropriate provisions be made within the 2006-2016 Long Term Council Community Plan for relocation and operational costs.*
7. *That the Projects Special Committee recommends to the Long Term Council Community Plan and Annual Plan Special Committee to advance \$250,000 allocated in 2008/2009, \$600,000 allocated in 2009/2010, \$500,000 allocated in 2013/2014 and \$500,000 allocated in 2014/2015, to 2006/2007.*
8. *That the Projects Special Committee recommends to the Long Term Council Community Plan and Annual Plan Special Committee to advance \$50,000 from 2008/2009 to the 2007/2008 year for stage two of a Youth Facility.*
9. *That the Projects Special Committee recommends to the Long Term Council Community Plan and Annual Plan Special Committee that the operational costs for each year from 2007/2008 – 2015/2016 be brought forward one year and as a consequence an additional amount of \$150,000 be allocated into the 2015/2016 year.*
10. *That the Youth Advocacy and Advisory Group be thanked for their contribution in scoping a Youth Facility and that the Youth Advocacy and Advisory Group be disbanded.*
11. *That the Project Special Committee confirms the Project Advisory Group membership as:*
 - *Cr Penny Hulse - as Chairperson;*
 - *Chairperson of Projects Special Committee - Cr Ross Dallow;*
 - *Child and Youth Advocate - Cr Cooper;*
 - *Director: City Services;*
 - *Group Manager: Planning and Community Services;*
 - *Group Manager: Service Management;*
 - *Leisure Services Manager;*
 - *Project Manager;*
 - *A representative from Property Services;*
 - *Chairperson of the Youth Council - Andrew Wadsworth.*
12. *That Corban Revell be advised that there will be no extension to their lease at Alderman Drive beyond their current term of lease being either 14 July 2007, or the date at which they relocate to a building at the Waitakere Central complex should they commit on or before 14 October 2006 to moving to Waitakere Central.”*

At the September 2006 Projects Special Committee meeting officers presented a report which detailed the process for appointing a service provider and recommended design elements to be included in the scope of the project. The following was resolved:

- “2. *That the concept of providing for youth in the Youth Facility a place that is accessible by as many young people (in the 13-25 age group) as possible, who are willing to participate in social and cultural activities and events such as dance, music and creativity programme, and also those who find a focal meeting area for their community, be approved”.*

1720/2006

STRATEGIC CONTEXT

Council's leisure facilities and activities contribute to the well being of the City's residents, by providing recreation opportunities that promote health and social cohesion. The Council's Draft Parks and Open Space Strategy guides the provision of these facilities and activities to ensure that they are available to all residents, responsive to changing demands and provided efficiently. Council's strategic objective for leisure is that a comprehensive range of leisure, recreation and sports services and facilities are provided.

To improve the well being of the City's people and communities, the Council provides and supports a diverse range of leisure opportunities through facility operation and development, direct funding, assistance to access other funding and support of activity initiatives. Through the Strategic Plan Council has adopted a platform of 'Strong Communities' stating that in the next 10 years Council will develop a City where: "People are active, healthy and content. They feel safe and there is a strong sense of community".

ISSUES

Service Provider Update

Zeal sent five representatives (Council contributed to the cost of two representatives) to visit Waitakere in December 2006 for two days. Day One consisted of meeting key people involved in the project, a site visit, negotiations on a service provider contract, discussions with Unitec about partnering options and/or lease agreements and meeting the Youth Council. Day Two consisted of the design workshop (which will be discussed in detail later in the report).

Officers are in the process of drafting a service provision contract with Zeal and aim to have a contract ready by mid-February 2007 for the Director: City Services to approve as resolved by the Tenders Subcommittee confidential meeting in November 2006.

During discussions it became clear that Zeal would need to set-up within Auckland at least 12 months ahead of the opening of the Facility. This time would be used to develop local networks, recruit staff, raise funds and develop operational plans. It is suggested that the contract have two phases to it, one covering the set up period and the other covering the operation of the Facility. During both phases Council will be required to contribute to the costs associated with the project. This is provided for in the Long Term Council Community Plan. It will also require officer time to assist with facilitating relationships and possibly providing office space in the interim.

Unitec originally registered their interest in the overall management and operation of the Facility but withdrew after stage 2 negotiations. Unitec expressed a desire to work with the Council and the chosen provider to form some type of partnership but felt that the operation of such a Facility was not part of their core role as an educational provider.

Unitec are creating a new course whereby they require the use of rehearsal rooms, an auditorium and recording facilities. Unitec originally investigated the development of such facilities on their Waitakere campus but due to cost and sound leakage it was not practical. With the development of a Council owned facility in such close proximity, Unitec have approached Council to discuss the possibility of a lease of such space during the day. This use needs to be balanced with ensuring the Facility is available for group bookings from alternative education providers and schools. The representatives from Zeal met with representatives from Unitec to discuss the issues. Both parties believe a partnering agreement can be reached in the near future which will meet all parties' needs and the compromise may involve restricting the days Unitec can use the Facility rather than having exclusive use of the Facility.

Concept Designs

Day Two of Zeal's visit to Auckland encompassed a design workshop. The workshop had representatives from:

- Opus architects;
- Rawlinson's Quantity Surveyors
- Zeal;
- Henderson Community Board;
- Council's Special Projects department;
- Council's Leisure Services department;
- Council's Property Services department;
- Waitakere Youth Council;
- Community Services Sector;
- The Project Advisory Group.

At the workshop various design concepts were presented for feedback with the aim to reach a consensus amongst stakeholders of the requirements for the Facility and seek support by the stakeholders to progress with the project. Prior to the workshop the stakeholders had agreed to a large extent on the types of rooms required but no decisions had been made about the interrelationships between the rooms although several concepts had been presented and discussed.

A7

The architects meet with Zeal the day before the workshop which was the first significant time that Zeal had had input into the design process since their appointment. This assisted with reshaping a previous concept based on concerns Zeal had about the operation of the Facility. The attachment at page A7 presents the concept design drawn by taking on board everyone's feedback from the workshop. Some minor adjustments may still be required.

The design focuses on a large lobby/entrance way into a café style area. The café area is designed to be integrated into the performance area for large events but also allows for the two spaces to work independently. The community space is located on the car park side. This allows for privacy and has a separate entrance. However the exact workings of this space are yet to be determined and therefore may change. The studio and rehearsal spaces which will be multifunctional rooms and can be used for other purposes are all co-located.

The next stage, subject to Projects Special Committee approval is to progress with detailed design and start promoting the concept to various groups such as schools and funding agencies.

Community Space

Whilst it was agreed at the design workshop that the Facility should include a “community space” consensus could not be reached on what “shape” such a space should take. Two key options were discussed:

Option A: a space used as a resource hub where various youth related services and groups can have resources and is used as a gate way or direction to other services. A space that will be similar to a youth citizens advice centre; or

Option B: a space that incorporates option A but also provides youth services such as health services, has youth worker access and offers development programmes such as job training.

A workshop was scheduled for 23 January 2007 for youth and youth service workers to discuss the issues further. The aim of the workshop was for the wider group to come to a consensus to present to Council and Zeal. This information is necessary before progressing to detailed design. At the time of writing this report the workshop had not taken place and officers will give a verbal update at the Committee meeting.

Regardless of the shape that the space take it is likely that it will be operated and run by the youth services sector rather than as part of the management agreement Council will have with Zeal.

RESOURCES

In the Long Term Council Community Plan there is \$2,394,000 allocated in 2006/2007 for the capital development of a Henderson Youth Facility, with a further \$154,000 (berl adjusted) allocated in 2007/2008.

There is \$150,000 (before berl adjustments) per year for the operation of the Facility included in the Long Term Council Community Plan.

CONCLUSION

In December 2006 five representatives from Zeal visited Waitakere. During their visit Zeal met key people involved in the project, carried out a site visit, started negotiations on a service provider contract, had discussions with Unitec about partnering options, met with the Youth Council and participated in a design workshop.

Council Officers are in the process of drafting a service provision contract with Zeal and aim to have a contract ready by mid-February 2007 for the Director: City Services to approve as resolved by the Tenders Subcommittee confidential meeting in November 2006.

Unitec have approached Council to discuss the possibility of a lease of such spaces during the day. However, this use needs to be balanced with ensuring the Facility is available for group bookings from alternative education providers and schools. Following a meeting Council, Zeal and Unitec believe a partnering agreement can be reached which will benefit everyone.

A7

The attachment at page A7 presents the concept design drawn by taking on board feedback from the workshop. Some minor adjustments may still be required as consensus around the use of the community space is yet to be reached. A workshop had been scheduled for 23 January 2007. At the time of writing this report the workshop had not occurred. Officers will give a verbal update at the Committee meeting. The design encompasses spaces previously endorsed by this Committee. The report seeks approval to progress with detailed design based on the concept plan and start promoting the concept to various groups such as schools and funding agencies.

RECOMMENDATIONS

A7

1. That the Henderson Youth Facility Concept Plan report be received.
2. That concept layout "Z3" for the Henderson Youth Facility as presented be endorsed.
3. That the Director: City Services be delegated authority to sign off any minor changes to the design concept arising from the community youth services workshop.
4. That approval be given to commence detailed design for the Henderson Youth Facility based on concept layout "Z3" as attached at page A7.
5. That Council officers bring back to the Projects Special Committee a detailed design for the Henderson Youth Facility for approval.

Report prepared by: Clare Dwyer, Leisure Planner.

