

**AGENDA FOR A MEETING OF THE PROJECTS SPECIAL COMMITTEE TO BE HELD IN
THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON WEDNESDAY, 3 MAY 2006 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 Chairperson 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, 5 April 2006

RECOMMENDATION

That the minutes of the Meeting of the Projects Special Committee held on Wednesday, 5 April 2006, as circulated, be taken as read and now be confirmed.



4 **WAITAKERE CENTRAL CIVIC CENTRE - CONSTRUCTION STATUS MARCH/APRIL 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 Civic Centre construction project. The period for this report covers March/April 2006.

BACKGROUND

The Waitakere Central Civic Centre construction project was last reported to the Projects Special Committee on 5 April 2006 in a report entitled "Waitakere Central Civic Centre Construction Status February/March 2006".

DESIGN

While design work is generally tapering off, the following design details are currently being finalised by the design team:

- Artwork design and implementation is ongoing;
- Signage design;
- Co-ordination of the interface with adjacent developments is ongoing:
 - Japanese Garden;
 - Civic Square;
 - Waitakere Properties Limited development;
 - Waitakere Central Transport Interchange;
 - Green Roof planting project.

A presentation on the current status of associated landscape works for the project will be made by the project's landscape co-ordinator Renee Lambert, as part of this agenda item. This will include status updates for the Japanese Garden, Civic Square and site landscape works.

CONSTRUCTION STATUS

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

- Fit out and finishing are progressing;
- Off site production of aluminium windows by Thermosash continues to be slow due to Thermosash's heavy commitment on building projects in the region;
- Carpentry framing is nearing completion to all levels. However, carpentry has been delayed by Thermosash's slow window delivery issue;
- Services installations are nearing completion in all levels of both wings and the link;
- Forming of the car park area is progressing well. The southern portion of the car park is complete and the western and northern portions are in progress;
- A recent land slip on the adjacent Waitakere Properties Limited basement excavation, in the vicinity of the northern access road, has caused the temporary suspension of Canam's construction activity immediately above this embankment, for safety reasons. A temporary sheet pile retaining wall has been installed and a system of tie-back anchors is currently being investigated so that Canam's road construction can continue. As a result, a delay in the road works is likely and completion of this work may be deferred to June, after practical completion of the buildings;
- Forming of water treating swales and rain gardens is nearing completion;

- Kerbing and footpaths are well under way in the western portion of the car park;
- Installation of the green roof's waterproofing membrane is complete and water tests have been carried out. The planting medium and plants are due to commence shortly;
- The rail bridge roof and the level 3 link bridge have commenced.

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

- Architect's Report No. 15;
- Canam Construction's report for the period to 13 April 2006.

TIMELINE STATUS

No claims for extensions of time have been noted during the report period and there is no change in data reported in Table 1 since the previous report. However, Canam have noted that as a result of the slow performance by Thermosash and the subsequent impact on follow-on trades, together with the temporary suspension of site works resulting from a land slip on the adjacent site, it may be necessary to defer certain items of works to be completed after practical completion. These items will be completed during June, prior to the first occupation by staff on Monday, 26 June.

Ongoing delays have been previously reported for delivery of aluminium joinery from Thermosash. In response to a letter from the Chief Executive Officer, Thermosash indicated that they will do their best to meet their obligations and subsequent increased production has occurred. While this issue has been reported previously and construction activities have been rescheduled a number of times to accommodate the delays, Canam are no longer able to accommodate the delay in their programme without deferral of some selected items for completion after the Practical Completion date. The situation is being monitored constantly by Council's project manager and the consultant team and a collaborative plan will be devised such that certain less critical items will be deferred for completion during June, within the contingency time period. This will not impact the proposed dates for The Move of staff and operations shown in Table 1 below.

Current timeline status including agreed extensions of time to date is provided in Table 1 below:

TIMELINE STATUS			
Key contract dates / times	As at contract award October 2004	Change	As at April 2006
Acceptance of Tender	7 October 2004	-	7 October 2004
Contract Commencement	3 November 2004	-	3 November 2004
Contract Period	350 working days	-	350 working days
Extension of Time (at tendered daily rate cost)	-	20 w.d.	20 working days
Extension of Time (at no cost)	-	10 w.d.	10 Working days
Due Date for Completion (Practical Completion)	12 April 2006	(30 w.d.)	29 May 2006
Due Date for Liquidated Damages Application	12 April 2006	PC + 2 wks	9 June 2006
Fit Out and Commissioning (10 working days)	1 May 2006	-	13 June 2006
Contingency Time	33 working days		28 working days
"The Move" (Provisional date for relocation of the One-Stop-Shop public interface)	17/18 June 2006	Provisional target date	22/23 July 2006

Table 1. Timeline Status

FINANCIAL STATUS

Contingency expenditure during the report period amounted to \$40,323 which is considered to be reasonable for a project of this scale and is less than forecast monthly contingency expenditure.

Aside from numerous items typical of a construction project of this magnitude, the following more significant items were reported. It is noted that while the provisional cost of these items are reported below in a worst case scenario, the costs are subject to interrogation by the quantity surveyor, which may result in reduced cost at time of agreement.

• Interface between security swipe cards/lighting	\$ 17,000
• Fuel station	\$ 12,000
• Kitchens services	\$ 23,700
• Road marking and signage in car park	\$ 35,000
• Site/landscape works	\$ 16,000
• Reassessed price fluctuation allowance	-\$110,000

The combined outcome of ongoing value engineering and contingent expense on the contract to date, result in the cost of these variations being accommodated within the contract contingency sum, yielding net contingency expenditure to date inclusive of these variation costs, of 76% of the contingency sum. The current level of contingency expenditure amounts to 4.2% of the contract sum, which matches the forecast limits for contingency expenditure at this stage of the project. The current financial status of the project is deemed to be in a healthy state.

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

FINANCIAL STATUS			
Project Costs	As at contract award October 2004	Change	As at April 2006
Net Tender Sum	\$36,042,399	-	\$36,042,399
Primary Vibration Isolation Measures	\$243,800	-	\$243,800
Tender Award Value (excl. contingency)	\$36,2836,199		\$36,286,199
Secondary Vibration Isolation Measures	\$200,000	\$199,261	\$399,261
Contract Variations (incl. value engineered savings)	-	\$1,329,556	\$1,329,556
Contingency Sum	\$2,000,000	(\$1,528,817)	\$471,183
Total Construction Cost (incl. contingency)	\$38,486,199		\$38,486,199

Table 2. Financial Status

PROJECT RISKS

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

- Slow delivery of aluminium joinery from Thermosash due to Thermosash's over-commitment in the current buoyant construction market and capacity limitations at Thermosash's factory continue to be a risk to the completion date. Previously, Canam have managed this issue within their programme. However, due to the limited time remaining until practical completion, Canam can no longer absorb this delay within their programme and have noted that some selected works items will have to be deferred for completion during June. Council's Project Manager and the project team are working together with Canam to accommodate the delay within the contingency time period and a schedule of less critical items will be prepared for

deferred completion during June, prior to the first staff move on 26 June 2006. This proposal will not affect the practical completion date of the buildings and will not impact the proposed Move programme.

- Interface with the Waitakere Central Transport Interchange project:
 - Significant issues which may affect contemporaneous completion of the link bridge project with the Civic Centre have been identified and are currently being managed to ensure that no delay is caused to the Civic Centre opening date;
 - Details of the windows are currently under revision on the link bridge and this has a spill-over impact on the Civic Centre link area because of a hold on the steel fabrication while the window details are finalised;
 - Changes to the bridge height and window details required by Ontrack for the link bridge eastern portion, as well as changes to the glass edge detail for enhanced weather protection, have a spill-over impact on the western portion of the link bridge that is situated within the Civic Centre site. For consistency of design, changes introduced on the eastern portion of the link bridge must be matched on the western portion of the bridge and costs associated with these changes will be covered and reported separately under the Link Bridge contract.
- Interface with Waitakere Properties Limited's development of the adjacent property:
 - Regular co-ordination meetings are held between the professional teams to ensure seamless integration between the projects;
 - A public square and the Japanese Garden separate the two projects and design co-ordination is being jointly developed between the respective professional teams to ensure integrated and aesthetic designs;
 - The recent land slip on the adjacent Waitakere Properties Limited basement excavation has caused delay in Canam's road works activity and completion of this work may be deferred to June, after practical completion of the buildings.
- At time of tender, a provisional sum allowance was provided in the schedule for possible price fluctuations of certain key trade base materials for steelwork, metalwork, aluminium louvers, reinforcement and hotmix. While best efforts are being made to manage and mitigate this risk, the price fluctuations are outside the influence of Council. At time of reporting, no adverse impact on the provisional sum has been identified. However, the recent spike in fuel prices may have an effect on fuel-related construction costs dependant upon the period at which fuel prices are sustained at this high level.
- Graffiti Attacks: Measures that have been introduced to discourage graffiti have proven effective and only one minor graffiti attack has taken place during the contract period. The anti-graffiti treatment that had been applied to the tagged panel proved effective in facilitating easy removal of this tag.
- Financial risk: A number of elements, requested by the principal post-tender, have been absorbed into the contingency sum to date. Currently, these additional costs have not caused the actual contingency expenditure to exceed the forecast contingency expenditure, and all efforts will be made to absorb these costs within the contingency sum. However, while this appears to be the likely outcome, it is prudent to note the more significant of these elements:
 - Secondary vibration isolation measures costs exceed forecast sum;
 - Armoured security measures for the drive-by service window (staff safety due to cash receiving function);
 - Revised records storage area converted to office space;
 - Street furniture amended to align with Henderson Central Business District standardised pallet;
 - Enhanced mechanical equipment for the computer room;
 - Addition of an IM training room;

- Enlarged copy centre room;
- Inclusion of a baby feeding facility for staff use;
- Targeted saving on overbridge glass roof not fully realised;
- Energy check-meter system to aid management of power consumption.

QUALITY

Ongoing quality audits are being conducted by the architect, consulting engineers, the Council's independent quality assurance consultant and the Council's project manager. Quality of construction audited to date has been of a high 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 significant health and safety incidents were reported. Quality audits to date confirm that the Contractor's general attitude to maintenance of health and safety on site is good.

CONCLUSION

Further cost savings have been achieved through the ongoing value engineering programme, diligence, rigour and project management of this project. The value of contingent expenditure, during the report period, amounted to \$ 40,323. This makes the total amount of contingency expended to date \$1,528,817 equating to 4.2% of the contract sum, which matches forecast expenditure levels.

The current status of the project as fit out continues, is that approximately 76% of the contingency sum has been expended to date. Estimated contingency expenditure costs have been reported on a worst case scenario and it is expected that actual costs when confirmed, will be less. It is noted that all costs reported to date have been accommodated within the contingency sum, including additional costs for secondary vibration isolation measures and a number of client initiated changes, which are not considered to be true contingent events.

The combined results of the value engineering programme together with the positive and co-operative relations between the contractor, architect, quantity surveyor and the Council's officers means that the project budget remains in a relatively strong position for the current stage of the project. This diligence and rigour will be ongoing throughout the project.

RECOMMENDATION

That the Waitakere Central Civic Centre - Construction Status March/April 2006 report be received.

Report prepared by: John Schermbrucker, Special Projects Manager.



5 WAITAKERE CENTRAL TRANSPORT INTERCHANGE - CONSTRUCTION STATUS MARCH/APRIL 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 March/April 2006.

BACKGROUND

The Waitakere Central Transport Interchange was last reported to Projects Special Committee on 5 April 2006 in a report entitled "Waitakere Central Transport Interchange - Construction Status February/March 2006."

DESIGN ISSUES LINK BRIDGE PROJECT

The following design issues are currently being dealt with by the design team:

- A review of the maintenance plan of the link bridge with regard to the locomotive "brake dust" issue raised at the 1 February meeting is still being addressed. A specialist consultant having expertise of railway emissions has been appointed to not only examine brake dust but also diesel fumes from the locomotives that may enter the link bridge. Once the consultants report is received this will be reported to the next meeting of the Projects Special Committee;
- The landscaping and paving design for Stevies Reserve is being drafted at present with the intention of awarding this work as a variation to Canam's contract to ensure completion of surrounding approaches to the link bridge at ground level in time for public use;
- The potential for graffiti tagging has been raised and this will be addressed with the Tag Out Trust in the next few weeks. The Architects have also specified "graffiti guard" to exposed surfaces of the link bridge and its supporting structures.

PROGRESS LINK BRIDGE PROJECT

Construction Status

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

- 100% of the pre cast wall panels have been erected;
- All concrete work to the deck and its topping is complete;
- Stairs are being constructed.

A6-A10

Status of construction is further reported in the following reports attached at pages A6 to A10.

- Architect's Report No. 5;
- Canam Construction's report for the period to 20 April 2006.

Timeline Status

No claims for extensions of time have been received during the report period.

Progress of the works over the report period is advancing well and is closely tracking to the scheduled dates planned by Canam. There will unfortunately be a three week delay in the shipping of the escalators in June and this delays the installation of steelwork and glazing above the escalators. Canam are working through structural details with the glazing manufacturer in an attempt to claw back the lost time by using a more efficient glass fixing method.

While the central escalators serving the station are on the critical path and late delivery may impact on the final completion date of separable portion 1, a mitigation strategy currently under consideration is to reschedule the programme to ensure that all other components of the link bridge are completed except for the central escalators, thereby ensuring that compliant public access between Rainside Avenue and the new Civic Centre is achieved at the end of July. In the interim, access to the bridge would be achieved by means of the lift and fixed stairs from Stevies Reserve.

Ontrack have requested an open period of a week to undertake bulk earthworks and drainage under track number two. Canam are examining their schedule to see if this period can be accommodated in May without causing a delay to their works. Based on observation of the highly efficient earthworks operation undertaken by Ontrack over Easter weekend, it is possible that the area under the bridge over track number two may not need to be left open for more than a few days. This operation will require Canam to remove scaffolding and re-instate supports for the temporary walkway external to the bridge glazing.

The link bridge project is unlike most of Council's other construction projects, in that Council does not own the land upon which the construction is taking place and there are significant external stakeholders, who have autonomy and influence over Council's access for construction. While Council's officers and its consultants are using their best endeavours to achieve the set timeline, it is ultimately Ontrack and other autonomous organisations who can "shift the goal posts" at their discretion. Council's officers are working very carefully to maintain the current good working relationships with these organisations, to avoid time delays, but Council does not have the same level of control as with its other construction projects. Notwithstanding the above, Council's officers are cautiously confident that the timeframe outlined in Table 1 can be achieved, provided that the ongoing co-operation of external stakeholders is maintained.

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 Feb / Mar 2006
Contract Commencement Date	12 December 2005	-	-
Target Contract Completion - separable portion 1	17 August 2006	3.5 weeks *	12 September 2006
Target Contract Completion - separable portion 2	22 December 2006	-	22 December 2006
Extensions of Time approved to date	-	-	-

Note * due to late supply of escalator.

Table 1. Timeline Status

Financial Status

The total expenditure on the contract to date has been \$1,319,138 including \$478,927 for this period consisting of craneage, concrete walls, concrete deck and contractors preliminary and general items. The cumulative expenditure on the contract is tracking slightly ahead of cash flow budget indicating that Canam have their project well under control.

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 Mar 2006
BUDGET COMMITMENT			
Contract Sum Awarded before PC sums (1)	\$4,405,228	-	\$4,405,228
Contract Variations Approved from contingency	-	-	-
Contract PC Sums finalised / Balance (2)	\$320,000	(3) \$142,269	(3) \$142,269 (4) \$177,731
Value Engineered Savings	0	-	0
Contingency Sum	\$750,000	-	\$750,000
Total Construction Cost (incl. contingency)	\$5,475,228	\$142,269	\$5,475,228
EXPENDITURE TO DATE			
Contract Sum		27.92%	\$1,319,138
Contingency		-	-
Total Construction Expenditure To Date			\$1,319,138

Table 2. Financial Status

Notes:

- 1) Prime Cost sums are Prime Cost sums not normally priced at tender stage by the Contractor for items of materials where freedom of selection is required. In this contract the Prime Cost sums was not within the contract award sum. On instruction the Contractor provides the net purchase price which is agreed much like a variation order.
- 2) The total of the Prime Cost sums at tender award was \$320,000.
- 3) To March 2006 \$142,269 in value of Prime Cost sums has been specified and finalised.
- 4) As at March 2006 the Prime Cost sum of \$177,731 remains as the balance of the original Prime Cost sum.

As reported verbally at the last meeting Council has received the sum of \$1,965m from Auckland Regional Transport Authority being their estimate of the cost of a "standard link bridge".

Project Risks

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

- Delivery of escalators by Kone is scheduled later than Canam's original plan, which may cause delays to the completion of separable portion 1. As Kone are not able to supply earlier, then usage of the link bridge will still be possible without the escalators being operational by using the stairs and the lift to Railside Avenue. Public access through the bridge will be unhindered as escalator installation may continue well clear and away from pedestrian access routes. Access to the new centre island platform, if this is completed by Ontrack on time, will be possible by using the central stairs and lift.
- Western Cabs are obliged to vacate their lease area by 15 August 2006, have their office removed or demolished by that date, and have all services isolated and made safe. Prior to removal or demolition of the office, they need to apply for and be granted a demolition consent by Council. To date Western Cabs have not applied for a demolition consent, and there is always a small chance that matters may be delayed despite informal requests by the Project Team to remind them of this requirement. In addition should Western Cabs not vacate and demolish the office on time, there is very little Council can do to force Ontrack to remove Western Cabs. A letters has been sent to Ontrack requesting confirmation that Western Cabs will definitely be gone by 15 August 2006.
- Ontrack has awarded a contract to Rogers Earthmoving for bulk earthworks in the rail corridor. Rogers removed poor sub grade material over Easter and replaced this with acceptable imported. Close liaison with Ontrack and Rogers was needed to ensure that access to site was maintained for Canam's benefit and that Rogers do not damage any portion of Canam's works. It will be necessary to make some changes to Canam's scaffolding to bridge across the gap where Rogers intends to work or to reach some other acceptable solution for excavation under new track two. It must be emphasised that Ontrack have still not tabled a plan of works to Council and that late requests on their part will be looked at, but Council's priority is to complete the link bridge. Notwithstanding this, the Project team are keen to ensure a successful project outcome and will do all in their power to assist Ontrack where possible.
- Ontrack wish to excavate and lay a 450 mm drainage pipe in the rail corridor. This pipe runs at depth and will pass under the storm water pipeline that Canam have laid from the link bridge. Care will be needed by Ontrack to ensure that they do not damage the Council line and regular meetings are held to liaise with Ontrack over this issue.

Quality

Ongoing quality audits are being conducted by the Architect, consulting engineers, the Council's independent quality assurance consultant and the Council's project manager. Quality of construction audited to date has been of a high 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.

STREETSCAPE, BUS STOPS, TAXI RANK AND LANDSCAPING

Design

The streetscape project concept design is completed for a length of sidewalk between the new link bridge and the old heritage station, on the western side of Railside Avenue. The Architect and landscape designer have now progressed to detail design of the works on Stevies Reserve. A planner has been appointed to apply for resource consent and an arborist has been appointed to provide specialist advice on tree removal options.

The Architect is detailing the layout and positioning of nine "light box" advertising units that are to be supplied and installed by Adshel along Railside Avenue. Details of this layout and of a typical "light box" will be presented at the meeting. Re positioning design work of the existing APN Outdoor hoardings is also being undertaken by the Architect. The APN Outdoor hoardings regrettably are to remain in the rail corridor alongside the streetscape due to the restrictive terms of the lease that Ontrack has with Council. In order to neaten up the appearance of these large hoardings, APN are agreeable to re locate these to positions selected by the Architect, so that they do not obscure the planned shelters and cause less interference with the Transport Interchange, as well as lift them higher to permit free sight lines onto the new platform. It must be borne in mind that there is no obligation for APN or for Ontrack to move their hoardings and they would be quite happy to have these remain as they are currently located. The Project Team has also obtained an offer from APN to mount these hoardings in pairs on a large single column. This will reduce the number of steel columns from 12 to 2 presenting less obstruction for pedestrians.

Project Risks

Commencement of the streetscape works can only take place once the following activities are completed:

- The new centre island platform must be constructed and be operational in order that Ontrack can remove the old platforms. The retaining wall forming part of the streetscape can not be built until the old platforms are removed.
- The centre island platform can not be constructed until replacement earthworks under track two and under the platform is completed. The earthworks are not able to drain adequately until a new 450 mm pipeline is laid. This will require Canam to give Ontrack free access under track two of about a week and requires the removal of scaffolding and walkways. This in turn results in Canam not being able to undertake glazing works over track two for this period as the walkway will be temporarily removed.
- Canam will need to have separable portion 2 of the link bridge "out of the ground" in order that the streetscape can be completed adjacent to the link bridge.

Coordination of the above activities is addressed weekly by the Project Team, Canam and Ontrack. To date this mechanism has worked well and we envisage a fine spirit of cooperation continuing for the benefit of both Canam, Ontrack and Council.

Project Funding

The streetscape works are fully funded by the project budget with the exception of the landscape and walkways on Stevies Reserve which will be funded from project contingency sums.

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. Access to the new centre island station for park and ride commuters is planned through the new Civic Centre and the new link bridge. Unfortunately planning to lease this land from Ontrack has been delayed due to Ontrack requiring this site as a temporary staging and storage area for the stage 2 rail double tracking works. We believe that Council will only gain access to this site once the double tracking is completed in the first quarter of 2007. Until such time as this land is leased to Council, commuters will be required to park their cars in the surrounding on-street parking.

CONCLUSION

The Waitakere Central Transport Interchange Project is a complex project comprising several sub-projects which have interfaces between pedestrians, bus/taxi services, railway services and stations and the new Civic Centre. Recently, good progress has been made in resolving many issues in regard to these sub-projects and an award has been made to Canam to build the new link bridge.

Construction of the new link bridge commenced on 12 December 2005 and good progress has been made during this period. Construction is tracking closely to the programme and no extensions of time or additional costs have been reported to date.

Following award for construction of the link bridge to Canam, the design team's focus has turned to the remaining elements of the Transport Interchange project and design development of these elements is well under way.

The Transport Interchange project has multiple stakeholders including Auckland Regional Transport Authority, Auckland Regional Transport Network Limited, Transfield Services, Ontrack, LTNZ, Telecom, Rogers Earthmoving and Western Cabs, who impact on Council's delivery of this project whether it be through support, funding, physical works elements, safety and maintenance approval, legal or lease rights issues or consultation/negotiation. The completion of the Link Bridge and associated works is desirable to coincide with the completion of the new Civic Centre. However, while significant issues have been resolved, this may be beyond the control of the project team as many of the deliverables or dependencies reside with external stakeholders and are not subject to great influence or control by the project team or Council. The effect of this is that although a target date of August 2006 has been set for the completion of separable portion 1 of the Link Bridge, considerable risks exist that construction may extend beyond that target date despite the best endeavours of the project team. There is already a high risk that the escalators are delayed by three weeks which would result in this element only being completed in September 2006.

RECOMMENDATION

That the Waitakere Central Transport Interchange - Construction Status March/April 2006 report be received.

Report prepared by: Alan Tresadern: Group Manager, Project Services.



6 HARBOURVIEW – ORANGIHINA: MCCORMICK’S COTTAGE

PURPOSE OF REPORT

The purpose of this report is to seek approval to undertake public consultation on the draft Conservation Plan and future use of the McCormick’s Cottage at Harbourview – Orangihina.

BACKGROUND

The McCormick’s Cottage (hereafter referred to as the Cottage) is located directly south of the central carpark in Harbourview – Orangihina Park, Te Atatu Peninsula. The Cottage is currently vacant.

The Cottage is historically significant as it was originally part of the land that was owned by Henderson and McFarlane and is therefore associated with early extractive industries such as timber milling and gum digging. Harbourview – Orangihina also has associations with the brick making industry. Henry McCormick arrived in New Zealand from Scotland in the 1860s and the McCormick’s are believed to have constructed the house in the 1880s. Farming activities occurred on the land and the house remained in family ownership over successive generations until the 1950s when it was acquired by the Auckland Harbour Board. The Cottage and land came into Council ownership in 1990.

Cost estimates for the restoration of the Cottage and a draft Conservation Plan have been prepared. Copies of the draft Conservation Plan have been circulated to the Projects Special Committee separately.

The draft Conservation Plan for the Cottage is a statement about the significance of the Cottage as a historic place, and is intended to assist with the conservation, condition and maintenance of the building as well as its reuse.

The draft Conservation Plan was taken to the Henderson Community Board in April 2006. At that meeting the Board made the following resolutions and recommendations to the Projects Special Committee:

- “2. *That the Henderson Community Board recommends that immediate repairs be made to the roof of McCormick’s Cottage and the cottage be made weather tight.*
3. *That McCormick’s Cottage be registered with the New Zealand Historic Places Trust.”*

582/2006

The aims of the Waitakere City Council with regards to the Cottage are set out in the Harbourview – Orangihina Open Space Management Plan. The management plan states that the Cottage should be used for the purpose of an information and administration facility.

STRATEGIC CONTEXT

The Council has nine strategic platforms in its Long Term Council Community Plan. The Urban and Rural Villages platform aims to:

“Protect and celebrate the City’s cultural diversity and heritage. Work in partnership with the many cultures of the City. Plan for the protection and celebration of all kinds of heritage in the City e.g. Maori, industrial and environmental.”

The draft Conservation Plan is also aligned to the following Council strategies and objectives:

Waitakere City Council Heritage Strategy

- Objective 1: Recording the City's heritage;
- Objective 2: Protecting the City's heritage collection;
- Objective 3: Understanding and interpreting the City's heritage;
- Objective 4: Community management structures.

Waitakere City Council draft Parks and Open Space Strategy

- Objective 5: Recognise, protect and where appropriate promote cultural heritage and Tangata Whenua values within parks.

Heritage Protection

Significant heritage sites are listed within the District Plan. The category applied to a site effects the level of protection the District Plan provides. The Cottage is identified as a category 2 item under the District Plan, but this identification is not yet operative. It is awaiting the outcome of the Te Atatu Residents and Ratepayers appeal against Proposed Plan Change 2. The listing of the Cottage is not disputed in the appeal; therefore significant weight would be given to the Category 2 status, even though this status is not yet operative.

There are three categories within the District Plan. Category 1 has the highest protection. Under the District Plan Category 2 items are "structures of value, but where change could be considered if it is in keeping with the character. This category mostly includes dwellings. No demolition would be considered."

The New Zealand Historic Places Trust maintains a register of places which it identifies as having historical or cultural heritage significance or value. The Cottage is not currently registered by the Trust.

All sites that are associated with pre-1900 human activity are defined as an archaeological site and are protected under section 2 of the Historic Places Act, this includes the Cottage.

ISSUES

Draft Conservation Plan

The draft Conservation Plan provides an overview of the history of the Cottage and undertakes an assessment of the historical, design, archaeological, cultural, aesthetic, educational, and landscape and setting significance of the Cottage.

The draft Conservation Plan contains objectives and policies for the conservation and management of the Cottage to ensure that cultural heritage values are properly and successfully preserved over time.

The draft Conservation Plan establishes a 'Statement of Significance' which describes the overall significance of the Cottage as well as each element of which the Cottage is comprised. The draft Conservation Plan gives the Cottage an overall rating of considerable significance. It notes; "McCormick's Cottage is considered to have historic, aesthetic, social significance and scientific significance".

The draft Conservation Plan sets out a number of constraints from the statement of significance which provides the framework for developing specific conservation policies. The constraints are:

- No work should be carried out that removes or conceals evidence of the way the Cottage may have been formerly used or removes evidence of past events that may have occurred there;
- No works should be undertaken that reduces the building's architectural value or aesthetic integrity;
- No work should be carried out that further removes evidence of earlier form or plan layout of the building;
- No work should be carried out that conceals or reduces technological evidence such as original construction techniques;
- No work should be carried out that removes or changes significant fabric other than where deterioration has occurred to such an extent that it is affecting other fabric.

The draft Conservation Plan has been developed in order to provide the basis of future restoration efforts. This will ensure that all significant aspects and heritage fabric of the Cottage are retained and its history is recorded.

Asset Condition

The Cottage is slowly deteriorating. It is important that Council advances restoration efforts for the Cottage. Being vacant the Cottage also has increased risk of vandalism. In previous years there have been periods of forced entry into the Cottage. All fire places have been stolen and rubbish has also been consistently dumped inside the lean-to. Vandalism and dumping of rubbish has reduced over the past 12 months.

Officers have increased the monitoring of the Cottage and ensure all rubbish is removed promptly and that the Cottage remains secure. The new gate at the park entrance also stops vehicle access at night.

At its April 2006 meeting the Henderson Community Board raised concern about the rate of deterioration of the Cottage, especially in regards to weathering including roof leaks that are causing some areas of floor to rot. At the meeting the Henderson Community Board passed the following recommendation to the Projects Special Committee:

- “2. *That the Henderson Community Board recommends that immediate repairs be made to the roof of McCormick's Cottage and the cottage be made weather tight.*”

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If the Committee supports in principle undertaking emergency works on the Cottage officers will establish key areas for repair and cost this as a separate project. Further to this, it would be suggested to investigate the removal of the lean-to and surrounding decks. These are not part of the original fabric of the house and would improve safety, reduce the dumping of rubbish, and improve the aesthetics of the house.

It is suggested that if the cost for the emergency works describe above are less than \$20,000 that these be undertaken immediately. Alternately, if the works exceed \$20,000 that officers should provide a further report to the Project Special Committee.

The cost estimates for the restoration of the Cottage are significant. Additional costs may be incurred to retrofit the Cottage for new uses.

Future Use

It is important that Council confirms the ultimate use of the Cottage. This will enable Council to:

- Determine extent of required/type of works
- Ensure efficient use of funds
- Establish ongoing maintenance costs
- Identify if there are opportunities for joint partnerships for restoration/maintenance.

There have been a number of suggestions for the use of the Cottage. The management plan for Harbourview – Orangihina states under policy 3.2 European Cultural Heritage (7th bullet point): “The Old Cottage will serve the purpose of an information and administration facility.”

A suggestion in the past has been to use the Cottage for a live-in park manager/caretaker for Harbourview – Orangihina. As this would then effectively become a private residence it would inhibit public access and not be able to cater for the information and administration facility which has been stated in the open space management plan. Further to this it would have significant cost implications for Council which would include the full cost of restoration, ongoing maintenance, an additional employee and equipment costs for park maintenance.

Officers have had several calls from people who are interested in establishing a café in the Cottage. This potentially provides a number benefits, such the ability to retain an information and administration role, allow for a joint project for the restoration of the Cottage, and maintenance could also be shared between Council and the tenant.

Any proposed use for the Cottage would need to be aligned with the conservation plan. Close consultation with the Historic Places Trust is also important in confirming the use of the Cottage.

Next Steps

It is suggested that it would be appropriate to publicly consult on the use of the Cottage, due to the keen interested of many residents and that future uses may have some deviation from what has been stated within the management plan for Harbourview - Orangihina.

If there are significant changes to a management plan Council must publicly consult on the changes. It is thought that most proposed uses for the Cottage are not expected to be deemed a significant change. Further more, it is expected that consultation on the draft Conservation Plan and the future use of the Cottage will provide appropriate public involvement. The consultation requirements, in regards to the management plan, will be reviewed once a preferred future use is established.

Council must also carefully consider the feasibility of restoration and ongoing maintenance of the Cottage to ensure that its protection is successful.

It is suggested that when the Conservation Plan is notified for public consultation that submissions are also requested for possible uses of the Cottage. This will allow Council to consider the wishes of the community, test feasibility and confirm a use for the Cottage. This would also establish if there are any joint partnership opportunities for the project which could reduce costs to Council.

The proposed time line is:

- Approval to consult, Projects Special Committee (May 2006);
- Consultation 6 weeks (May – June 2006);
- Submission analysis (July 2006);
- Report recommended changes to draft Conservation Plan, adopt Conservation Plan and discuss future use options:
 - Henderson Community Board (August 2006);
 - Projects Special Committee (September 2006);
- Establish joint partnership opportunities (if appropriate), funding requirements and construction programme (October 2006).

RESOURCES

Restoration of the Cottage is estimated to be over \$200,000. Additional funding will be required depending on what the Cottage will be ultimately used for.

Budget has been ear-marked from the Harbourview – Orangihina Park Uniform Annual Charge Fund for the restoration of the Cottage.

CONCLUSION

A draft Conservation Plan for the Cottage which is located on Harbourview - Orangihina has been prepared. The Cottage dates back to the 1880's is currently vacant and in poor condition.

This report seeks approval for public consultation of the draft Conservation Plan. Parallel to the Conservation Plan consultation it is suggested that the public provides comments on what the Cottage should be used for.

Once the draft Conservation Plan has been adopted and a use for the Cottage is confirmed the restoration works will be able to proceed.

RECOMMENDATIONS

1. That the Harbourview – Orangihina: McCormick's Cottage report be received.
2. That the Projects Special Committee approve the draft Conservation Plan for McCormick's Cottage for public consultation
3. That the Projects Special Committee approve undertaking consultation on the future use of McCormick's Cottage parallel to consulting on the draft Conservation Plan
4. That Council officers investigate the scope of works required to weather proof McCormick's Cottage and that:
 - (a) if costings are less than \$20,000 that work is undertaken;
 - (b) if costings are \$20,000 or more that are report be brought back to the Projects Special Committee.
5. That Council officers investigate registering the McCormick's Cottage with the Historic Places Trust

Report prepared by: Gyles Bendall, Strategic Parks Planner.



7 THE MOVE: SUMMARY OF RELOCATION PLANNING FOR WAITAKERE CENTRAL

PURPOSE OF THE REPORT

The purpose of this report is to update the Projects Special Committee on planning for "The Move" project (Relocating to Waitakere Central Civic Centre), which is due to take place during June and July 2006.

All A spreadsheet showing the Approved Move Plan version dated 10 March 2006 is attached at page A11.

BACKGROUND

Council's Head Office functions are currently housed in nine different locations around the Lincoln Business Area:

1. Civic Centre, Waipareira Avenue (owned);
2. Moselle Avenue (leased);
3. BNZ Building, Waipareira Avenue (leased);
4. GPT Building – upper and lower floors, Waipareira Avenue (leased);
5. John Henry Centre, Henderson – part Level 3 (leased);
6. Archives Storage Area, Waipareira Avenue (leased);
7. 133 Central Park Drive (leased);
8. Canam Building, Lincoln Road (leased);
9. Paramount Drive (leased).

In addition, IM staff about to be located in the old Henderson Library will also be relocated to the new Civic Centre.

Upon completion of the Waitakere Central Civic Centre development, in mid-2006, a relatively seamless process will be implemented to relocate people, equipment and fittings to the new location ("The Move" project).

Waitakere Central Civic Centre is the largest conglomeration of office staff in one building in the history of Waitakere City Council; "The Move" is the largest office relocation exercise in the history of the council, and no doubt one of the largest ever west of Auckland's Central Business District.

For the above reason, planning for "The Move" in mid-2006 has been gradually developing since the fourth quarter of 2004, and with planning largely complete, is now entering the full-scale implementation phase.

Taken in completeness, "The Move" would be too complex to manage and to report upon. Project planning is proceeding as a combination of subprojects, collectively managed by a project team ("The Move Team"), and this report is divided into the variety of subprojects for the sake of clarity.

STRATEGIC CONTEXT

The Waitakere Central development is one of many initiatives to create a Central Business District in Henderson.

Now that design and construction issues are well under way, and are being managed to completion, "The Move" represents the next challenge to the successful internal and external implementation of Council's relocation to Henderson Central Business District.

ISSUES

As outlined above, the complexity of the overall move process is being managed across Council as a variety of sub-projects. For the sake of clarity, the following outline of the planned move procedures is reported under a similar list of topics:

Physical Move

The physical move is being undertaken over five weekends between 23 June 2006 and 22 July 2006 (Friday dates). This is largely due to Information Management requirements. Different sections of Council need to remain in place during different move weekends to process specific types of information, and it was not possible to find any particular week that this wasn't the case. In addition, the physical constraints posed by a fixed number of building entry points, and number of lifts inside the building, would have made moving Council's entire operation over a single weekend unfeasible.

Instead, a proxy method of meeting Council's desire for a seamless move, apparently over a single weekend, was devised. Through careful calculation of the different sections of Council moving each "Move Weekend", Council will be able to maintain public operations at its Waipareira Avenue Civic Centre until 22 July (Friday), then begin operating from its Henderson Valley Road site on 24 July (Monday). In the intervening period between 23 June and 24 July, various parts of Council will operate from the new location, but will be able to travel to the Waipareira Avenue Civic Centre for customer-facing service until the formal opening to customers on 24 July 2006. This latter date is the date that is being promoted as "Council's Move to Henderson".

In order to maintain Council's presence at the existing Civic Centre, Elected Members will be relocated to Waitakere Central during Council's move on the "move weekend" of 24 July 2006.

The tender for implementing the physical relocation of people and equipment has recently been awarded. The cost of this work was contained within the original estimate.

As will be seen in the following description of a typical move procedure, the physical move of equipment is heavily reliant on the fitout of partitions. Consequently, the manufacture and supply of partitions has been a critical path component of the overall "Move Project". The contract to manufacture and supply partitions has been awarded to Damen Office Furniture. This company is ISO9002 accredited, and incorporates an online tracking system that Council officers can use to track the progress of manufacture and fitout on a regular basis.

The total partition project is being broken down into floor-based sub-projects, so that fitout can be prioritised according to Council's move schedule. Although Damen Office Furniture has committed to meeting full installation by 16 June, the sub-project manufacturing process allows prioritisation according to Council's relocation programme, affording extra security against unforeseen delays.

Partitions themselves are manufactured entirely in New Zealand from recyclable components (although the fabric cover is sourced from offshore). The selected fabric is made from recycled materials, and is also recyclable.

Typical Move Procedure

An early milestone in the Move Procedure was the appointment of "Move Co-ordinators". These are team-based volunteers who act as go-betweens between the core move project committee and individual work teams. Their function is to ensure that key information is passed back to each work team, that packing and unpacking systems are clearly understood by each work team, that sufficient materials (e.g. boxes) have been supplied, and that each staff member has been allocated a seat in the new building.

Although broad allocation of work-spaces (“Pods”) was undertaken centrally, the specific allocation of individuals to the various pods was a decision left to managers and teams. Again, Move Co-ordinators have been tasked to ensure that this work has been done, and team floor plans have been placed in a visible location from mid-April 2006, so that staff can become familiar with their place in the new building well before they arrive.

A key aspect of the move procedure is in the labelling system adopted for the move. This can be compared to boarding and luggage handling systems familiar to air travellers. Each individual’s new location has been allocated a floor number and pod number (for instance, in the case of an individual occupying a pod on Admin Wing level 4, the individual pod number will begin with “A4/****”). Labelling of boxes and furniture will not be by name, but by the unique number. The partitions housing the various “pods” (and office doors) will also be labelled with these unique numbers, and delivery of furniture and boxes will be a matching exercise, with each unique number also acting as a location guide for the removal company.

Following the travel comparison, stickers of a “Not Wanted on Voyage” theme are also being printed. These will be placed on furniture that is not being taken, as a guide for the removal company. However, the Golden Rule is that furniture and equipment that is not labelled with the unique pod identifier will not be moved by the removal company.

For each Move Weekend, staff will pack boxes and label furniture on the whole of Friday (although opportunity will be made for early labelling where appropriate). The goods will be moved on the Saturday and re-connection of computers etc will take place on the Sunday. Staff will arrive the following Monday ready to unpack boxes and prepare for work. Despite an obvious temptation for some staff to come in on the Sunday to unpack, this is being discouraged to allow technicians to complete their work uninterrupted.

Concurrent with the unpacking of moved furniture and equipment, that which has been left behind in the vacated premises will be sorted into what is salvageable and what requires disposal. The asset codes of what is to be disposed will be recorded, and removal to appropriate disposal points will be arranged for early that week. Salvageable furniture will be taken to a central point (planned to be in a vacated area of the existing Civic Centre), where it will form a “furniture pool” that staff can use if they discover an unforeseen need for some item of furniture in their new situation, thus avoiding the purchase of furniture already held by Council that is then disposed of. This pool will also act as a “lost property” depository, in case required furniture has not been labelled and will need to be found and relocated by the team.

Once the furniture pool has served its purpose, what is left will again be sorted into that which is feasible for sale, that which may have a modicum of value, and that which requires disposal. Various possibilities for furniture which has no real saleable value have been considered, from staff tenders to donations to community groups, however the final decision will depend on the mix of furniture left in the pool. Here, the Golden Rule will be to avoid landfill disposal if at all feasible.

Impact on Services and Emergency Services

“24/7” services have been analysed for the impact from “The Move”. Because different sections of Council are moving at different times, the bulk of this impact is absorbed within existing systems. Telemetry pick-ups, for instance, will not be affected by the move, as existing systems are largely duplicated within Council’s overall operation. Any impact that cannot be absorbed within existing operations can be covered by Council’s Business Continuity Plans.

Because the Council Chamber is Council's alternate Emergency Management Station, early consideration was given to the potential impact of Council's Emergency Management facilities during the "Public Facing" move weekend. Because of the provision of IT cabling and telemetry systems to the new building, and the fact that both buildings will be operable at the time of the public facing move, the impact will be to have three Emergency Management Stations during the move, as opposed to the possibility of only having one.

Since mid-2005, the maintenance contracts for Council's existing premises have been analysed and negotiated to ensure that appropriate contracts are in place during the transition period, but do not extend beyond the de-commissioning periods of existing leases and Sale and Purchase Agreements.

Building De-commissioning

Council's Sale and Purchase Agreement with UNITEC requires vacation of the existing Civic Centre by the end of August 2006. It will be gradually emptied during July. Vacated wings are being analysed for potential alternative use during the transition period, with one wing becoming the central surplus depository, and the potential for vacated offices to become proxy meeting rooms for customer-facing activities until the public opening of Council's new building.

The leases pertaining to Council's tenanted premises were all re-negotiated during 2005 to ensure their termination occurred within several "buffer" weeks of Council's vacation and de-commissioning. In the case of the GPT and Archives leases, however, a two year extension has been obtained, as the buildings will become a hub for Council's digitisation project.

Internal Communications

Significant internal communication efforts are being carried out with staff to ensure that the organisation can "hit the ground running" when it gets to the new building. A dedicated page on the intranet is being used to provide updated information and detailed information on requirements for the move process is being communicated as it comes to hand. Tours of the new building have been arranged and will continue up until the time of the move to ensure staff familiarity.

External Communications

The emphasis of external communications is to ensure that the public are aware of Council's move, how to get to Council's new Head Office address, and, as far as possible, are not required to go to several familiar locations only to find them empty.

Public posters have been printed for release in the major public gathering spaces (counters, libraries etc).

A5 (half report page) size handouts are also being given to customers explaining the "public move" dates. This includes a map showing the location of the new Civic Centre. This same flyer will also be enclosed with the May rates mail-out.

Information Management opportunities are also being exploited. The message that is automatically sent with every email leaving Council's system (confidentiality message) is being updated to include advice regarding Council's move. At time of writing, opportunities to use the main telephone message "Welcome to Waitakere City Council..." and, if possible, the Call Centre queuing system, to advise the public of Council's move, are also being sought.

General, paid, advertising will begin in May/June.

RESOURCES

Budget

The allocation of funds to manage “The Move” is essentially a sub-budget of the Waitakere Central development budget. The total amount allocated is required to cover the cost of physical relocation, some provision for communication, some provision for the hiring of additional project management and the costs of de-commissioning vacated premises.

At time of writing, the budget tracking process shows favourable progress, although still quite close to the original estimate. Two major costs, of engaging a physical move specialist and engaging a removal company, have either been quoted or significantly processed. The third major cost, that of de-commissioning leased premises and the cost of meeting exit-related lease conditions, has obviously yet to be incurred and cannot be known until after the relocation process has concluded. As a contingency, in late 2005, Bristow, Barbour & Walker was engaged to provide an estimate of Council’s financial obligation. Due to the wide ranging potential for cost, and the percentage impact of this single line item on the total move budget, an amount close to the mid-point of estimate is included in budget planning to date.

Human Resources

At the start of 2005, Council engaged Carson Group, Project Managers to provide a single human resource to manage the physical move. In doing so, Council was also able to purchase expertise in Best Practice physical relocations, avoiding the cost of upskilling existing staff. Much of the process outlined above (in “Typical Move Procedure”) has come from Carson Group’s experience in handling similar moves.

Beyond this, a significant amount of human effort in managing the physical move, the development and management of tendering procedures, the analysis of service impacts, floor allocation, communication strategies, efforts to promote and maintain general staff morale, and the management of surplus equipment and building de-commissions has been managed by a relatively small group of Council officers, who have added the various sub-projects to their existing work portfolios.

CONCLUSION

Planning for “The Move” (Council’s relocation to Waitakere Central in July 2006) has been under way, at least in basic form, since late 2004.

This report outlines the planning progress to date, as in-depth planning ceases and implementation of the project plan begins.

RECOMMENDATION

That The Move: Summary of Relocation Planning for Waitakere Central report be received.

Report prepared by: Michael Riley, Project Manager: Strategic Property Projects.

