



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

PROJECTS SPECIAL COMMITTEE

I hereby give notice that a Meeting of the Projects Special Committee will be held on:-

DATE: Wednesday, 2 May 2007 **TIME:** 9.30 am

VENUE: Waitakere Central, 6 Henderson Valley Road, Henderson, Waitakere

to consider the business as set out herein and to take any necessary action connected therewith.

27 April 2007

Audrey Chan
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8603

MEMBERSHIP:

Councillors	RP	Dallow, QPM, JP (Chairman)
	AK	Corban, OBE, JP (Deputy Chairman)
	DQ	Battersby, JP
	JM	Clews, QSO, JP
	LA	Cooper
	C	Harding, JP
	PA	Hulse

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

(Quorum 4 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted).

**AGENDA FOR A MEETING OF THE PROJECTS SPECIAL COMMITTEE TO BE HELD AT
WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE,
ON WEDNESDAY, 2 MAY 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, 3 April 2007

RECOMMENDATION

That the minutes of the Meeting of the Projects Special Committee held on Wednesday, 3 April 2007, as circulated, be taken as read and now be confirmed.



4 LIMEBURNERS BAY UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to provide the Projects Special Committee with information on the current state of the Limeburners Bay archaeological sites listed in the District Plan.

BACKGROUND

Limeburners Bay has been noted as an archaeological site in the City of Waitemata District Plan, and was noted as "Clarks Ceramics Factory, Hobsonville Pt Allots 2 & 24 DP 22195". The entire Limeburners Bay archaeological site is comprised of the remains of several brickworks established at various time periods spread across about a 1km distance.

The Auckland Regional Council's cultural heritage inventory that was started before 1995, identified that some archaeological sites could extend over large areas up to 1km in area. A preliminary assessment of heritage features in Waitakere City identified the Limeburners Bay area as being significant and these were specifically listed in the District Plan.

The Limeburners Bay area has had a chequered history in terms of historic remains being destroyed as a result of urbanisation, four-wheel drive vehicles gaining access to the foreshore and land clearing activities. In November 2006, Council's Field Services team received complaints from local residents about alleged clearing of vegetation and damage to archaeological sites. This was investigated and as a result, Council is pursuing legal action against Hobsonville Residential Developments Limited.

As a result of legal services update report to the Planning and Regulatory Committee in March 2007 the following resolution was passed:

"That an update report on the current state of the Limeburners Bay archaeological sites be prepared and presented to the Projects Special Committee."

443/2007

This report has been prepared in response to that request. However, detailed discussion of matters that are before the Court cannot be canvassed in this report as they are subject to legal professional privilege. This includes publication of archaeological assessments prepared by Clough & Associates (for the applicant) and Geometria (for the Council).

STRATEGIC CONTEXT

The strong community platform in the Long Term Council Community Plan places emphasis on a strong sense of connection and belonging. Cultural heritage icons such as Limeburners Bay are focal points where people can gather and appreciate their connection to the City's past and present.

Limeburners Bay is one of the most significant cultural heritage sites in Waitakere City and the Auckland region. It was selected by Auckland Regional Council for a feature poster of historic heritage. Within Limeburners Bay are the remains of Carder's heavy clay pottery works (Item 330 in the District Plan), RO Clark Limited works (CHI#181) and the unmarked Holland site between. Limeburners Bay is regarded as the birthplace of ceramics in Waitakere City before manufacturing shifted to New Lynn. The archaeological sites are of regional significance.

ISSUES

The New Zealand Archaeological Association describes the Limeburners Bay site as comprising of three brickworks, where potteries were established between 1860 and 1929. The Carders and Clarks brickworks have extensive remains further inland. Along the foreshore to the east the whole bay has archaeological remains including clay pipe retaining the foreshore, a brick built wharf, ceramic and glass remains.

A draft Conservation Plan for Limeburners Bay was prepared between 1999-2000 with funding from a 1999 Lottery Grant. The aim of the Conservation Plan was to document in as much detail as possible, the historic brickworks and to establish conservation policies for managing this complex site. The Conservation Plan was never adopted by Council and it is clear that it does not form a complete assessment of the entire archaeological site but only related to the former Carder's pottery.

The Conservation Plan was prepared at around the same time that the Bannings were undertaking their subdivision of Bannings Way. The Bannings obtained an authority from Historic Places Trust to modify part of the site that would enable a sewer system to be connected to their land. The archaeological site was damaged to a greater extent than was originally applied for, although no action was taken by Historic Places Trust or Council. Some of the damage that allegedly occurred at the end of last year has been attributed to this earlier damage by the applicant.

Hobsonville Residential Developments have recently approached Council for a pre-application meeting to discuss a combined land use and subdivision consent for their site despite enforcement proceedings being taken by Council. This means that there are two parallel processes: the proceedings before the Environment Court and a separate resource consent that is being worked on by consultants. The applicant wishes to undertake an investigation of the site under Section 18 of the Historic Places Act that requires an authority from the Trust. The Section 18 investigation should reveal details of exactly what archaeological evidence remains on site that would enable those remnants to be preserved. The applicant has also expressed a desire to assist Council in developing a heritage trail through Hobsonville that would both link and interpret sites of significance. Provided that Council can agree on an appropriate methodology and an independent assessment of the archaeological features on the site, a Section 18 investigation could be a useful starting point for covenanting known remnants and the development of an heritage trail for Hobsonville. It is considered that this course of action would achieve a positive outcome for the City's heritage.

RESOURCES

There are no additional budget implications for this item.

CONCLUSION

Limeburners Bay is a significant heritage resource in the Auckland region although its potential for interpreting the history of the clay industry has not been unlocked. The Limeburners Bay area has never been comprehensively assessed. There is the potential with the latest application to achieve a positive outcome for heritage, as opposed to only pursuing legal remedies in the Environment Court.

RECOMMENDATION

That the Limeburners Bay Update report be received.

Report prepared by: Alina Wimmer - Principal Advisor: Heritage.



5 HENDERSON YOUTH FACILITY UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to update the Projects Special Committee on progress with the construction and the service delivery contract for the Henderson Youth Facility (Youth Facility).

BACKGROUND

Zeal has been appointed as the preferred supplier for services for the operation of the Youth Facility. This was resolved by Tenders Subcommittee at a confidential meeting in November 2006. At the meeting of the Projects Special Committee on 31 January 2007, the concept layout for the Henderson Youth Facility was endorsed and approval was given to commence detailed design.

- “1. *That the Henderson Youth Facility Concept Plan report be received.*
2. *That concept layout “Z4” for the Henderson Youth Facility as presented at the meeting 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 “Z4” as presented at the meeting.*
5. *That Council officers bring back to the Projects Special Committee a detailed design for the Henderson Youth Facility for approval.”*

23/2007

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 guide 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

Construction Timeline

It is planned for the construction of the Youth Facility and the upgrade of the Recreation Centre to happen in tandem in order to minimise disruption to the users of the facilities in that area. Full budget provision is subject to approval as part of the 2007/2008 Annual Plan deliberations. However, design work is currently underway in anticipation of this utilising the current year's budget.

It is expected that construction will begin with the roof renewal and asbestos removal from the Recreation Centre. This is planned to be carried out in June 2007.

Physical construction of the Youth Facility will begin in August 2007 and should be completed by May 2008. This is a delay from that envisaged when the proposal was approved in the Long Term Council Community Plan (LTCCP) primarily due to delays in selecting the service provider who were required to contribute to the concept. The additional time to mitigate the risk associated with the appointment of a provider that wasn't able to deliver and appeal to the youth of Waitakere City will prove to be vindicated in the future. Even now, Zeal's input into the concept has been invaluable.

The detailed design is scheduled to come back to this committee for approval in July 2007.

Zeal

The contract for the first year of operation is currently under negotiation. The contract will be in the form of a lease with an attached service agreement. The lease is on freehold land and therefore will require approval from the Finance and Operational Committee. The lease will need to be on a term long enough to meet the requirements of the funding agencies but will also need to protect Council's interest in the remote instance of concept failure or the inability of Zeal to deliver on its service agreement.

Zeal have a significant workload ahead of them for the 2007/2008 year in order to be prepared for the centre opening in June 2008. Zeal are currently Wellington-based and although they do carry out some operations in Auckland, such as their leadership programme, they do not yet have the volunteer base and the networks established that they will need in order to be successful. Some of the key activities will be as follows:

- Start visiting schools, making contact with the Principals and running some lunchtime concerts with local bands;
- All star talent quest;
- Song writers competition;
- Tour of local bands in North Island to join up with bands from the Wellington region;
- Support for Waitakere City Youth Council;
- Making connections with the local music industry;
- Support for West Auckland Rock Festival on 21st July;
- Support with "Bring it on"; and
- Fund raise for the required fittings. Zeal will be responsible for the fittings that are movable, whilst Council are supplying cabling etc that is built into the structure. This responsibility will require Zeal to raise around \$235,000 and to have the equipment in place in time for the opening of the facility.

For Zeal to carry out the first year of operations they will need to purchase some equipment such as a vehicle and amplifiers and will also need to obtain some office space and parking for the vehicle.

Signage

Within the same area, Council will have three entities: West Wave, the Recreation Centre and the Youth Facility. Signage is being developed to ensure none of these entities are disadvantaged. The Youth Facility will require a name – possibly something similar to *Global Café* which is the Zeal-run facility in Wellington. This name will be brought back to the appropriate Committee for approval. In addition the idea has been suggested that these entities be captured under a single precinct name which will head the signage board with the entity names underneath.

Community Room

A room for the community groups has been set aside in the design of the Youth Facility. The community groups have nominated a single entity to take the lease, which will ensure that the potential for conflict is minimised. Agreement has been reached with the Youth Providers network that a mandated steering group will be formed to liaise with Council in regard to this space; also understanding and agreement is close on what services will be delivered from the Community Room.

Unitec

Zeal are negotiating with Unitec and the result is likely to be a sub-lease primarily for three or four mornings a week. Unitec's interest is in developing space to deliver their music qualifications. Potentially there are a lot of synergies between Zeal and Unitec but there are a number of issues still to be worked through before agreement can be reached.

RESOURCES

In the LTCCP there is \$2,394,000 allocated in 2006/2007 for the capital development of the 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 including the agreement with Zeal included in the LTCCP.

For the construction of the Recreation Centre there is a total of \$2.3m in the draft 2007/2008 Annual Plan.

CONCLUSION

There is a delay on the original construction timelines and the Youth Facility physical construction will begin in August 2007 and the Recreation Centre renewal will begin in June 2007. Budget provision in the draft 2007/2008 Annual Plan has been confirmed by Quantity Surveyor as adequate.

The contract with Zeal for the first year of operation is currently under negotiation. It is envisaged that the first year of operations, even though the Youth Facility will not be built, will be quite intensive in the build-up for a successful in opening in June 2008.

Some options are being explored for signage and the name for the Youth Facility. This will be brought back to the appropriate Committee for approval.

RECOMMENDATION

That the Henderson Youth Facility Update report be received.

Report prepared by: Stephen Drumm, Group Manager: Service Management and Jan Brown, Senior Community Liaison Officer.



6 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

The previous update report presented to this Committee at the 31 January 2007 meeting identified that there had been a delay in the revitalisation project by several months.

This decision was made to allow officers additional time to prepare a full application, after learning about a previously unknown HNZC requirement that the full 2006/2007 funding requirement had to be claimed at one time. The main issue on the critical time path was the production of the drawings for the unit upgrades which are an HNZC requirement and which have taken some time. These have also come under detailed assessment by the HNZC community architect. The delay in funding application has meant that this Council can, if it is successful, obtain maximum benefit from the \$1.5m that HNZC had earmarked for the 2006/2007 distribution.

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' and '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

Submission of the Housing Innovation Fund Application

The application will shortly be submitted to HNZC. The second and final phase of the application will be lodged with HNZC in April 2007 so that it can be assessed at the May 2007 meeting of the HNZC Board. These milestones will be met as the plans and costings are almost complete. The following villages are included in the application: Jack Smythe, Kaurilands, Flagstaff, Kaumatua (stage two) and 19 Karaka Street. It is envisaged that Kaumatua (stage one) will be included in the 2007/2008 funding application. HNZC will advise the Council whether it has been successful in its application shortly after the HNZC Board meeting.

Renewal Programme

The current timetable is to advertise construction tenders in early May 2007. Subject to approval by HNZC of the funding application, tenders should be awarded in early June 2007 with a view to construction commencing in mid July 2007.

The scope of the project focuses on internal refurbishment of each unit with minor external work. It is envisaged that communal and more extensive external work will be undertaken at a later stage. Further funding will be sought in the future from HNZC for this purpose.

Whilst the amount of financial commitment to the project has not altered since the report on 6 April 2006 to the City Development Committee, which approved the project, more detailed work has been carried out on the costings and priorities. As a result, the costing mix has changed and the greater portion of the costs are now assigned to the internal refurbishment at the expense of some external work. One example is the decision to include walk-in showers as part of the project, which are a significant cost. This decision was mainly made from a practical point of view, since there is some useful life left in the shower units, they are fast becoming obsolete. As a result it is much less disruptive and more economical to carry out these installations as part of the refurbishment. However, the change in priorities has meant that some external projects, in particular provision of extra carparks, are now short of funding. Although this is a feature requested by the tenants, it is proposed that Council officers present a report at a future date that will examine the future provision of carparks as part of the housing service offered by the Council.

Tenant Welfare

Care will be taken during the upgrade work to minimise the inconvenience to the tenants. All affected tenants will have the opportunity to meet with Council staff to discuss the upgrade of their units and their temporary accommodation during the refurbishment period.

A relocation and communication plan is being developed in detail to cover these matters. For example, the plan will include a questionnaire/survey seeking individual tenant preferences for temporary relocation, either in another unit or with friends and family. It will also cover the preferred timing of the move and whether they wish to permanently relocate from their current unit.

Pilot Programme

A pilot project of four units will be carried out in June 2007. All pilot units are currently vacant and therefore will not require tenant relocation. It is planned to carry out one pilot unit in each of the following villages Jack Smythe, Kaurilands, Flagstaff and Kaumatua.

Consents are currently being obtained for the pilot and it is envisaged that construction will begin in June 2007. The costs for these pilots are included as part of the application for funding from HNZA.

Wilsher Village

Planning is underway for the Wilsher Village refurbishment, which will be subject to final Council approval through the Annual Plan process. Anticipating that this will be approved, some minor insulation work has been carried out utilising some of the funds from the main renewal programme, which are now being carried over to the next financial year. The amount spent for the insulation work across all the units in the village is \$40,000 but it was considered essential for tenant welfare that this work be carried out before the winter months. This work consists of placing insulation in the ceiling cavities, replacing louver windows and placing draft stops under the doors.

Risk Summary

There are a number of risks managed throughout the revitalisation project. The most immediate risk is funding, which will not be determined until the HNZA Board has its May 2007 meeting. The winter construction period will also bring weather related risks, which could cause disruption to the physical construction and the tenant relocation timings and expectations.

RESOURCES

Capital funding has been provided in the Long Term Council Community Plan 2006-2016 totalling \$2m. In addition, Council is applying to HNZC for a further \$3.5m. The funding from HNZC is interest free on condition that Council's current decision to retain its existing number of housing units continues for the next 20 years.

The long-term refurbishment programme has been geared to what HNZC are likely to provide to Council, which has been disclosed as \$3m and self-funding of Council's contribution which is likely to be around \$2m. After refurbishment, it is intended that the rentals are changed to 70% of market rent to reflect a fair social rent and the tenants, where appropriate, will be able to received rental subsidies from the Department of Work and Income (DWI). The increase in rentals will be sufficient to fund Council's contribution to the project.

CONCLUSION

The application for Housing New Zealand Corporation's Housing Innovation Fund is due for consideration by HNZC at the May 2007 meeting of the HNZC Board. The construction for the refurbishment programme should begin in July 2007, although there are some risks of carrying out construction over winter months. The pilot projects are planned for completion in June 2007.

RECOMMENDATIONS

That the Housing for Older Adult Revitalisation Project Update report be received.

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



7 CIVIL DEFENCE EMERGENCY OPERATIONS CENTRE - CONSTRUCTION STATUS APRIL 2007

PURPOSE OF THE REPORT

The purpose of this report is to provide a construction status update to Project Special Committee on the Civil Defence Emergency Operations Centre (EOC) Upgrade project. The period for this report covers April 2007.

BACKGROUND

The Civil Defence EOC was last reported to Project Special Committee on 4 April 2007.

DESIGN

Since the last report to the Projects Special Committee the following design issues have been raised:

- Change to membrane lined guttering for improved long term performance;
- Omission of a pair of high level access doors to the garage area and insertion of a high level training deck. This change resulted from on going value engineering reviews.

CONSTRUCTION STATUS

During the report period the following activities have been completed:

- Installation of retention water tanks;
- Level 2 timber framing;
- Level 2 roof framing;
- Level 2 internal gutters;
- Commencement of services first fix;
- Installation of generator.

TIMELINE STATUS

No claims for extensions of time have been received from the Contractor, Skyward.

A summary of the current timeline status is given in Table 1 below.

Overall, the Contractor is currently making good progress however at the time of writing this report the Contractor's programme indicates that some carpentry items are behind programme. The Contractor has given assurances that this time can be made up by compressing the timescale of some of the finishing trades.

TIMELINE STATUS			
Key contract dates / times	As at contract award October 2006	Change	As at April 2007
Acceptance of Tender	20 October 2006	-	20 October 2006
Contract Commencement	2 November 2006	-	2 November 2006
Contract Period	190 working days	-	190 working days
Extension of Time (at tendered daily rate cost)	-	-	-
Extension of Time (at no cost)	-	-	-
Due Date for Completion (Practical Completion)	3 August 2007	-	3 August 2007
Due Date for Defects Liability Period	1 August 2008	-	1 August 2008
Fit Out and Commissioning (15 working days)	24 August 2007	-	24 August 2007

Table 1. Timeline Status

FINANCIAL STATUS

Reported contingency expenditure during the five month period since the contract commenced amounted to \$96,104 which is approximately \$11,000 higher than forecast.

The rate of contingency expenditure has risen somewhat in comparison to the previous month. In part this is due to the additional cost of the change to a membrane guttering detail which is hoped to be offset by identified cost saving opportunities.

The current level of contingency expenditure amounts to 5.6% of the original contract sum. Ongoing value engineering will continue to be applied to achieve savings to offset additional costs where opportunities arise.

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

FINANCIAL STATUS			
Project Costs	As at March 2007	Change	As at April 2007
Tender Award Value (excl. contingency)	\$1,708,325		\$1,708,325
Contract Variations	\$81,144	\$14,960	\$96,104
Contingency Sum	\$140,000		\$43,896
Total Construction Cost (incl. contingency)	\$1,848,325		\$1,848,325

Table 2. Financial Status

At this stage the project is still forecast to come in within overall budget.

PROJECT RISKS

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

- Installation of the roof within required programme. This risk appears to have been mitigated. However, at the time of writing this report the roofing subcontractor was waiting to inspect the guttering detail before commencing off site fabrication.
- Coordination of services locations. The Contractor has identified a risk regarding the coordination of power / data points and the furniture fit out. This risk is to be mitigated by consultation with the Civil Defence team and holding a site inspection meeting on 14 May.
- Complaints from neighbours. As the site is located in a residential area with homes on three boundaries a risk of complaints was identified. No complaints have been recorded since the previous report.
- Graffiti Attacks. Measures that have been introduced to discourage graffiti have proven effective and no graffiti attacks have been reported since the previous report.

QUALITY

Ongoing quality audits are being conducted by the Architect, Consulting Engineers, and 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. Safety audits to date confirm that the Contractor's general attitude to maintenance of health and safety on site is good.

CONCLUSION

The project continues to remain on programme and the Contractor continues to make good progress although it is noted that some lost time needs to be made up in order to achieve the contract completion date. The rate of contingency expenditure continues to reduce in comparison to the first three months but has risen slightly in comparison to the previous month. Ongoing value engineering will be applied to mitigate these costs wherever possible. The project is still expected to come in within budget.

RECOMMENDATION

That the Civil Defence Emergency Operations Centre - Construction Status April 2007 report be received.

Report prepared by: Steve Burris, Senior Engineer, Special Projects.

