



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, 6 June 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.

pp *Sharan Simiona*

31 May 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, 6 JUNE 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, 2 May 2007

RECOMMENDATION

That the minutes of the Meeting of the Projects Special Committee held on Wednesday, 2 May 2007, as circulated, be taken as read and now be confirmed.



**4 CIVIL DEFENCE EMERGENCY OPERATIONS CENTRE - CONSTRUCTION STATUS
APRIL/ MAY 2007**

PURPOSE OF THE REPORT

The purpose of this report is to provide a construction update to Projects Special Committee on the Civil Defence Emergency Operations Centre (EOC) Upgrade project.

BACKGROUND

The Civil Defence EOC was last reported to Projects Special Committee on 2 May 2007. The period for this report covers April/May 2007.

DESIGN

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

- Inclusion of a high level training deck in the garage area;
- Modifications to the sprinkler system;
- Automation of lift access doors;
- Modifications to ground floor heating and ventilation units;
- Modification of the window shutter design.

CONSTRUCTION STATUS

During the report period, the following activities have been completed:

- Installation of internal stairs;
- Installation of flat roof membrane;
- Completion of interior timber framing;
- Commencement of roof cladding;
- Commencement of aluminium joinery;
- Commencement of suspended ceiling grid;
- Commencement of garage door fabrication.

TIMELINE STATUS

A letter from Skyward Construction Ltd (Skyward) stating their intention to claim an extension of time was received on 4 May 2007. At the time of writing this report no formal application has been received.

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

TIMELINE STATUS			
Key contract dates / times	As at contract award October 2006	Change	As at April/May 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
Fit Out and Commissioning (15 working days)	24 August 2007	-	24 August 2007

Table 1. Timeline Status

FINANCIAL STATUS

Reported contingency expenditure during the six month period since the contract commenced amounted to \$107,393 which is approximately \$18,000 higher than forecast.

The rate of contingency expenditure has risen in comparison to the previous month. However, \$12,500 of the reported sum is an estimated allowance for contractors costs associated with the extension of time. As the length and terms of the extension of time have yet to be determined, this figure is conservative. Aside from numerous items typical of a construction contract, the following more significant items were also reported.

- Modification to window shutter design \$4,000
- Modifications to mechanical services \$2,250
- Automation of lift access doors \$4,400

The current level of contingency expenditure amounts to 6.6% 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 contract award October 2006	Change	As at April/May 2007
Tender Award Value (excl. contingency)	\$1,708,325		\$1,708,325
Contract Variations	-	\$107,393	\$107,393
Contingency Sum	\$140,000	(\$107,393)	\$32,607
Total Construction Cost (incl. contingency)	\$1,848,325		\$1,848,325

Table 2. Financial Status

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

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.** The Contractor has reprogrammed this and other parts of the contract to save time. However, it would appear that more time will now be required to complete the overall project. The additional costs associated with the extension of time are yet to be determined although it may be possible to negotiate an extension of time without additional cost. Delays to the fit-out contracts and move into the new building can be accommodated without additional cost.
- **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.
- **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

At the time of writing this report the project is on programme for completion in August 2007. However, the Contractor has reserved the right to apply for an extension of time. The Contractor has undertaken to seek time saving opportunities where practical and is proceeding with diligence and commitment.

The rate of contingency expenditure has risen in comparison to the previous month but it is noted that a large portion of the reported increase is an estimated sum to cover possible costs associated with an extension of time which are yet to be confirmed. Ongoing value engineering will be applied to mitigate these costs wherever possible and the project is still expected to be within budget.

RECOMMENDATION

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

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



5 THE WAITAKERE STADIUM GRANDSTAND - CONSTRUCTION STATUS APRIL/MAY 2007

PURPOSE OF THE REPORT

The purpose of this report is to provide a monthly update on behalf of the Waitakere Stadium Trust (the Trust) to the Projects Special Committee on the status of the Waitakere Stadium Grandstand construction project.

BACKGROUND

The status of the Waitakere Stadium Grandstand project was last reported to the Projects Special Committee on Wednesday, 4 April 2007. The period for this report covers April/May 2007.

DESIGN

The preliminary design of the floodlighting system has been completed.

The design of the public address (PA) system is currently under review following receipt of subcontractor tender submissions from Canam Construction Ltd (Canam). A meeting will be held with the lowest tenderer, Audio Automation Ltd, to finalise the specification detail before awarding the contract.

The external colour scheme has been approved and positions for external signage on the grandstand have been fixed.

Wildfire Speciality Restaurant Systems have been engaged to produce a detailed design of the food and beverage kitchens.

Other design amendments currently under investigation are the re-introduction of a blade sign to the plaza area and relocation of two flag poles plus the finalisation of the interface between the lower car park and the grandstand access roads.

CONSTRUCTION STATUS

Site operations commenced on 1 February 2007 and completion of the construction phase is on programme for 14 December 2007.

During the report period the following activities have been completed:

- Installation of the first pre-cast concrete panels;
- Completion of earthworks;
- Commencement of centre slab pour;
- Commencement of service duct installation;
- Commencement of suspended floor in-situ beam.

Canam continue to make good progress with construction of the ground works as well as off site fabrication of pre-cast concrete panels and structural steel. At the time of reporting progress was also being made with the relocation of trees from the road berm and installation of the new transformer.

TIMELINE STATUS

The construction of the grandstand is currently proceeding according to programme and no extensions of time have been requested. Canam continue to engage subcontractors in accordance with the programme and currently no delays are expected in the delivery of materials that are essential to the critical path of the project timeline.

TIMELINE STATUS			
Key contract dates / times	As at Contract Award January 2007	Change	As at April/May 2007
Contract Commencement	19 January 2007	-	19 January 2007
Contract Period	225 working days	-	225 working days
Extension of Time (at tendered daily rate cost)	-		
Extension of Time (at no cost)	-		
Pre-completion Public Fireworks Event	5 November 2007		5 November 2007
Due Date for Completion (Practical Completion)	14 December 2007		14 December 2007
Fit Out and Commissioning (10 working days)	11 January 2008	-	11 January 2008

Table 1. Timeline Status

FINANCIAL STATUS

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

FINANCIAL STATUS			
Project Costs	As at contract award January 2007	Change	As at April/May 2007
Tender Award Value (excl. contingency)	\$7,104,087		\$7,104,087
Contract Variations (incl. value engineered savings)	-	(-\$16,263)	(-\$16,263)
Contingency Sum	\$515,864		\$532,127
Total Construction Cost (incl. contingency)	\$7,619,951	-	\$7,619,951

Table 2. Financial Status

PROJECT RISKS

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

- Subcontractor tenders have been received for the mechanical services installation and are reported to be within the budget allowance. Canam are to advise when the subcontractor is to be appointed and provide shop drawings for approval. This remains a time critical item.
- A number of elements within the project have yet to have fixed prices secured against them, in summary these are:
 - Supply and installation of soft landscaping;
 - Supply and installation of stadium seating;
 - Supply and installation of the public address system;
 - Supply and installation of security system;
 - Widening of an existing pedestrian crossing;
 - Supply and installation of floor covering.

Each element has had a monetary allowance allocated against it and, where appropriate performance specifications have been issued. With the exception of the stadium seating and soft landscaping these elements are contained within Canam's contract and fixed prices from selected subcontractors are expected shortly. If necessary, value engineering will be used to bring costs within the monetary allowances and mitigate risk to the project budget.

- Subcontractor tenders have been received for the PA system and are slightly in excess of the budget allowance. The design of the system has yet to be agreed with the Trust however and therefore some risk to the programme exists until this is finalised. At the time of writing the report, a meeting has been arranged for 17 May 2007 and it is hoped that some cost savings can be made.
- Tenders for the grandstand seating have been received but due to commercial sensitivities as well as the need for discussion/clarification with the tenderers during the tender evaluation no specific information can be provided. An award of the contract is required by 22 June 2007 at the latest in order to achieve the required installation date.

- The soft landscaping works tender documents are currently being drawn up and tenders are expected to be returned before the end of May 2007. The possible reintroduction of the blade sign and relocation of two flag poles may require a variation to the soft landscape design, more information is currently being sought.
- The preliminary design of the floodlighting system has been completed however insufficient information is currently available to commence the resource consent application. The application process poses significant risk to this element of the project as it is likely that the consent application will have to be publicly notified. The estimated cost of the system has been reported at \$1.2 million, which is significantly in excess of the budget allowance of \$700,000 and therefore poses a major risk to this element of the project. It has been decided to tender the work through Canam to determine a market price and review the design once tenders have been received.

A risk review exercise has been held and a risk register will be reviewed at the end of each site meeting. Through this process risks will be regularly monitored and mitigated and any new risks identified and addressed as they arise.

QUALITY

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, one near miss regarding the crawler crane was reported. Despite this incident, quality audits to date confirm that the Contractor's general attitude to maintenance of health and safety on site is good.

CONCLUSION

Canam continues to make good progress and the significant savings identified in the latest cost report indicate that the projected cost of Canam's contract is approximately \$16,260 less than the original tender award sum.

The mechanical ventilation system and public address system designs have yet to be finalised but prices received to date indicate that these elements should cost no more than the allocated budget sum. Resources need to be allocated to ensure that the scheduled dates for installation are met.

Currently the most notable risk item is the cost of the floodlighting installation. Based on the budget estimate of \$1.2 million significant value engineering will be required to bring this element of the project within allocated budget sum.

RECOMMENDATION

That the Waitakere Stadium Grandstand - Construction Status April/May 2007 report be received.

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



6 **WEST WAVE RECREATION CENTRE UPGRADE AND HENDERSON YOUTH FACILITY PROJECT UPDATE**

PURPOSE OF THE REPORT

The purpose of this report is to update the Projects Special Committee on issues raised at the May 2007 meeting relating to the Henderson Youth Facility (the Facility) project and the upgrade of the West Wave Recreation Centre (the Recreation Centre).

BACKGROUND

Zeal has been appointed as the preferred supplier for services for the operation of the Facility. This was resolved by the Tenders Subcommittee in November 2006. On 31 January 2007, the concept layout for the Facility was endorsed and approval was given to commence detailed design by the Projects Special Committee. The following was resolved:

- “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

Relocation of New Zealand Plunket Society (Plunket) from Recreation Centre

On 25 March 1999 the Finance, Policy and Property Committee resolved:

- “1. That authority be granted to make payment of a “one off” grant to the Royal New Zealand Plunket Society (West Auckland Branch) Inc in the sum of \$84,000 plus GST in recognition of and in final settlement for the Society’s past investment in the Edsel Street property, as a charge against the Edsel Street sale receipt.
2. That the premises currently occupied for the purpose of a Plunket clinic at Alderman Drive be formally leased to the Royal New Zealand Plunket Society (West Auckland Branch) Incorporated at a nominal rental for a term expiring on 30 June 2015, on the basis outline in the agenda report.
3. That a further clause be included in the lease to the effect that Council retain the right to terminate such tenure with two calendar months notice in the event that the present Henderson Recreation Centre complex is proposed for redevelopment, subject to the West Auckland branch of the Royal New Zealand Plunket Society being provided with suitable alternative accommodation without liability for fit out costs at a peppercorn rental for the unexpired balance of the lease term and otherwise upon the same terms and conditions as set out.”

926/99

Therefore, in recognition of Plunket’s financial contribution of 7% to the Edsel Street property which was purchased by Council in the 1980s, Council is required to find a suitable alternative location as an additional cost to the project. The Property Department have been evaluating various options. This has been made difficult due to the lack of alternative sites available and the nominal rent (\$10 pa + GST) Plunket pay (i.e. to relocate Plunket permanently will have a significant unbudgeted cost to Council).

As Council is legally required to provide accommodation for Plunket until 2015, officers recommend Plunket be relocated to Kelston Community Centre temporarily and once the upgrade of the Recreation Centre is completed move back into the space they previously occupied. The lease states Council is responsible for finding a “suitable” alternative space. It is difficult to determine the definition of “suitable”. Plunket have clearly indicated that they have agreed to move to Kelston Community Centre during the upgrade on the proviso that the move is temporary as the site is not suitable, mainly due to the size of the space at Kelston Community Centre and the catchment of their clients.

Plunket have indicated that if they cannot relocate back into the Recreation Centre they would require a location within the Western Heights/Sturges Road area. At this stage Council does not have any spaces within this area to lease. Therefore the most cost effective option is to move Plunket temporarily and allow them to return to the Recreation Centre once the upgrade is completed.

At a previous Projects Special Committee meeting a discussion was raised about the suitability of Plunket being located at the Recreation Centre long term in light of the creation of a recreation precinct and the terminating of other tenants leases. There are several options for the Council to consider. Officers believe the best option is to locate Plunket, at least until the end of their lease in 2015, within a Council owned property such as a community house or recreation centre. This would have the least financial impact on Council.

The second option would be to investigate utilising McClouds Cottage at Tui Glen. However, Council has indicated that they will be providing a lease to Community Waitakere for the space who will be paying a small community rent for the space. The third option is to relocate a Project Twin Streams house on to an existing piece of land, but this option is expensive and would require modifications to the house as well as a suitable site being located.

Henderson Youth Facility Design Update

In January 2007 the Projects Special Committee passed the following resolutions:

- “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

A1

Council officers have been working with both Zeal and community groups to incorporate their feedback into the design. This has led to minor changes in the concept. An updated concept plan is attached at page A1. The main difference relates to the layout of the studio area. Advice from Marshall Day, acoustic specialist, recommended remodelling the layout to allow for better sight lines between rooms as well as being acoustically sound.

Community Service Room

Following the workshop help with representatives from the Youth Services Sector Steering Group (called Project Freespace) there has also been a change to the community service area. The room size has been increased and access has been made through to the Facility to allow shared use of the toilets. Council is awaiting further information from the Youth Services Sector Steering Group as to the exact uses of the room. As this information becomes available officers will present it to Council for approval.

Fountain

As mentioned at previous meetings of the Projects Special Committee the fountain currently located near the southern entrance to the building will need to be removed. The Project Team have concluded that relocation is necessary due to:

- it takes up a large amount of space in the middle of an area where large amounts of youth will congregate, potentially posing a hazard and an inconvenience because of the location;
- is considered to be outdated and does not have youth appeal;
- has been altered several times and is not operating as per the original artistic intention; and
- the design leads itself to collecting large amounts of rubbish, and or being filled with contaminates such as soap.

Officers suggest that the plaque currently located on the fountain be relocated to a more appropriate position – yet to be determined and that an alternative water feature be included in the landscaping design.

Currently Liston College year twelve students are in the process of completing a National Certificate of Educational Achievement assessment on water features. Council officers are investigating the possibility of working with the school to incorporate the design of a fountain/water feature for the Facility. This would encourage active participation in the design process by youth within the City creating buy in to the Facility. Council officers will update the Projects Special Committee at the meeting on the progress made to date.

Design work regarding the landscaping and water feature will be brought back to the Projects Special Committee at a later date.

Site Parking

In April 2006 a report was presented to the Henderson Community Board to approve the allocation of car parking at the site amongst the site holders. Parking will be impacted both during the construction time and at the completion of the project. A report will be presented to the Henderson Community Board outlining recommendations later this month.

Key Project Milestones

Timeline and tracking:

Project	Milestone	Date	Status
Recreation Centre Redevelopment	Tender subcommittee approval for tender for roof upgrade contract	May/June 2007	On track
	Construction period for roof renewal	June-August 2007	On track
	Upgrade work commences	August 2007	On track
	Recreation Centre re opened	January 2008	On track
Henderson Youth Facility Project	Detailed design completed	July 2007	On track
	Consent process	July- August 2007	On track
	Tender process and approval	July-September 2007	On track
	Physical construction starts	September 2007	On track

Youth Facility Signage/Branding

Two issues have arisen to date about signage; firstly the physical signage around the site and secondly the branding and naming of the Facility. Council needs to determine what type of signage and branding the site will have. For example when Council developed the Massey Leisure Centre currently operated by a management agreement with the YMCA. Council named the facility and entered into a contract with the YMCA regarding the use of its logo and branding.

Zeal have expressed a desire to have the option to name the Facility as part of a nation wide expansion of the Zeal brand. Zeal have initially indicated they would like the Facility to be called Global Café. Zeal's building in Wellington is called Global Café. However, the events that are run are branded as being provided by Zeal. Council officers now need direction from the Projects Special Committee as to their intentions for the Facility.

One possible option is for youth to put forward suggestions which would be brought back to the Projects Special Committee to review with the inclusion of suggestions by Zeal.

A2

Furthermore, discussions have started about the road frontage of the building and the impact the construction will have on billboard space currently used by West Wave and ensuring ongoing community awareness of the other recreational activities located in the same precinct if there is significant branding on the Facility. 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 difficulty arises because of the layout of the buildings in relation to the road frontage. There is currently one main advertising wall. The attachment at page A2, shows a photo of the current wall utilised by the Recreation Centre to advertise swimming at the Aquatic Centre. It is proposed that the banner be removed and the names of all the businesses located in the precinct be on the wall and that the name of the Facility be above the main entrance. This has been supported by the Recreation Centre management. While details of the exact signage would be brought back to the Committee after the architects provide some concepts. Direction is needed from the Committee to guide this process.

Drop in vs Structured Programmes

At the Projects Special Committee meeting in May 2007 there was discussion amongst the Councillors about the balance of offering structured programmes and having the provision for drop in at the Facility. Originally Council was favouring a drop in facility, particularly for sports. However, further research and questionnaire results from youth indicated a preference for Council to provide more organised activities with the exception of sports. When the scope of the project was revisited in 2006 it became apparent that the Recreation Centre would remain and cater for drop in sports and that the Facility would offer a range of spaces catering to both structured and non structured activities. The balance between the two types of programming is detailed in Table 1.

Activity		Structured	Non Structured	Location Provided At
Sports	Casual Sports		√	West Wave Recreation Centre
	Organised Sports competitions	√		West Wave Recreation Centre
Music	Music Concerts	√		Henderson Youth Facility
	Music Courses	√		Henderson Youth Facility
	Music engineering (use of music suites)	√		Henderson Youth Facility
	Music Lessons	√		Henderson Youth Facility
	Jamming/rehearsal	√	√	Henderson Youth Facility
Arts	Art workshops	√		Henderson Youth Facility
	Arts exhibitions/displays	√	√	Henderson Youth Facility
Dance	School dances	√		Henderson Youth Facility
Computer	Computer Classes	√		Henderson Youth Facility
	Computer usage		√	Henderson Youth Facility
Other	Meetings	√	√	Henderson Youth Facility
	Leadership programmes	√		Henderson Youth Facility/ Schools

Activity		Structured	Non Structured	Location Provided At
	Talent quests	√		Henderson Youth Facility/ Schools
	Café		√	Henderson Youth Facility
	Band development	√		
	High School events	√	√	

Table 1

Contract Negotiations

A contract for the first year is due to be completed by late May/early June 2007. The contract focuses on Zeal building contacts within the City while the physical building is being constructed. A final copy will be signed off by the Director: City Services.

Concurrently, officers are in the process of negotiating the terms and conditions to form the basis of the contract once the building is developed (year two onwards). A final draft will be presented to the Tenders Subcommittee for approval. The contract will be in the form of a lease (which will need to be approved by the Financial and Operational Performance Committee) with an attached service agreement. 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.

Governance of Zeal

Currently Zeal operates under the Body and Soul Trust. The Trustees are Anthony Walton (CEO of Zeal), Teresa Walton, Ann Roberts (Education Revenue officer) and Greg Simnor (Senior Pastor of The Rock Church). The Body and Soul Trust operate many different activities and funders often get confused. Zeal decided to form a new trust to separate the activities related to the provision of youth activities and services. The Body and Soul Trust was set up in May 2007 but does not currently hold charitable status. Charitable status should be issued at the end of the year. Currently Council's contract is with the Body and Soul Trust so that Zeal can start to access funding however the intention is to change the contract once charitable status is confirmed. The Trustees of the Zeal Educational Trust are; Anthony Walton, Keryn Martin (Zeal Director), Brook Turner (Zeal Manager), and Greg Walton (Property Developer).

RESOURCES

In the Long Term Council Community Plan there is \$2,394,000 allocated in 2006/2007 for the capital development of the Facility with a further \$154,000 BERL adjusted allocated in 2007/2008. There is \$150,000 before BERL adjustments per year for the service agreement with Zeal and to fund depreciation.

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

CONCLUSION

Council is committed to locating a suitable space for Plunket due to their lease agreement. Council officers are recommending that Plunket be temporarily relocated to Kelston Community Centre and allowed to return to the Recreation Centre once the upgrade is completed.

Council officers have presented an updated concept design of the Facility which encapsulates changes to the studio area to increase the sound quality based on professional advice. The report also seeks to formalise the removal of the fountain currently located on the site and to replace the fountain with another design (which will be brought back to the Projects Special Committee for approval at a later stage).

The report seeks direction regarding branding and signage of the Facility. It clarifies the types of activities that Zeal will run at the Facility once the contract is signed. The report also details the key milestones with current progress.

RECOMMENDATIONS

1. That the West Wave Recreation Centre Upgrade and Henderson Youth Facility Project Update report be received.
2. That the Projects Special Committee approve Plunket moving back to the West Wave Recreation Centre following the upgrade of the West Wave Recreation Centre.
3. That the Projects Special Committee resolve to remove the existing water fountain located at Alderman Drive as part of the Henderson Youth Facility Project.
4. That the Projects Special Committee approve the running of a school competition to assist with the design of an alternative water feature for the Henderson Youth Facility.
5. That an alternative water feature be designed for the front of the Henderson Youth Facility and the designs be brought back to the Projects Special Committee for approval.
6. That Council officers contact the Corban family to discuss the relocation of the plaque currently located on the fountain at Alderman Drive.
7. That the Projects Special Committee either:
 - (a) resolve to call the Henderson Youth Facility Global Café as requested by Zeal; or
 - (b) resolve for Council officers to bring back suggestions for the renaming of the Henderson Youth Facility from youth.
8. That the Projects Special Committee approve the South West block wall of the Henderson Youth Facility being utilised to record the names of the businesses in the West Wave Recreation Centre precinct.

Report prepared by: Clare Sarney, Leisure Planner.

