

MASTERTON DISTRICT COUNCIL

COUNCIL

SUPPLEMENTARY AGENDA

MEETING

WEDNESDAY 18 MAY 2022

3.00PM

MEMBERSHIP

Her Worship (Chairperson)

Cr G Caffell

Cr D Holmes

Cr G McClymont

Cr T Nelson

Cr C Peterson

Cr B Gare

Cr B Johnson

Cr F Mailman

Cr T Nixon

Cr S Ryan

Notice is given that a meeting of the Masterton District Council will be held at 3.00pm on Wednesday 18 May 2022 at Waiata House, 27 Lincoln Road, Masterton.

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED

17 May 2022



SUPPLEMENTARY AGENDA

12. CIVIC FACILITY – REVERSE BRIEF AND NEXT STEPS (062/22)

Pages 167-218

To:	Mayor and Councillors
From:	David Hopman, Chief Executive
Date:	18 May 2022
Subject:	Civic Facility – Reverse Brief and Next Steps
DECISION	
<p>Recommendation:</p> <p>That Council</p> <ol style="list-style-type: none"> 1) Receives Report 062/22 Civic Facility – Reverse Brief and Next Steps 2) Considers the next step options for the Civic Facility project May to October 2022 and agrees to EITHER <ol style="list-style-type: none"> a) Option 1 – Pause OR b) Option 2 – Review OR c) Option 3 – Review and progress complementary work OR d) Option 4 – Refresh design <p>And if recommendations b—d are preferred</p> <ol style="list-style-type: none"> e) Delegates authority to the Chief Executive and Mayor to draft the Terms of Reference for the Working Group, including membership, for Council approval. 	

Purpose

The purpose of this report is to provide Council with information on the Civic Facility reverse brief and associated cost estimate of \$57.14M and to obtain decisions from Council about next steps for the project from May to October 2022 in light of the following information:

- The increase in costs from the \$30.8M estimate included in Long Term Plan take the Council's net debt to operating revenue ratio from 114% to 145%. This cost estimate does not include any contingency and this could potentially take the total project cost to \$71.3M (based on a 30% contingency).
- The amateur theatre groups in Masterton have now developed plans to develop theatre spaces for their own productions, including construction of new facilities.

Context

Architectural Brief

Masterton District Council has approved the development of a new civic facility through the adoption of the Long Term Plan (LTP). Council resolved that the new civic facility would include the following:

- 27m x 27m flexi-form (black box theatre) to seat 500 people
- Library and archives
- Information hub (Council services; i-site; Destination Wairarapa; box office etc)
- Pre-function come exhibition space
- Suitable kitchen facilities to support the event space
- Meeting rooms

The Civic Facility Project Team has worked with the Council, subject matter experts, mana whenua and key stakeholders to develop the design brief (see Attachment 1) and to specify design outcomes consistent with those outlined in the LTP. From this, the Lead Architects have produced a “reverse brief” which describes the project, building functions and design parameters.

Estimated costs included in the Long Term Plan

Council resolved on 16 December 2020 to include the Civic Facility for consultation on the LTP for an estimated cost of \$30.8M. The report to the meeting outlined that:

“The project budget has been developed based on a list of requirements provided to a Quantity Surveyor who has significant industry experience in preparing costings for similar projects. While these preliminary budget figures provide us with a stable starting position, the numbers will need to be reviewed once design work has commenced.

The total construction budget is \$30,313,000, with a variance of +/- 30% at this stage, due to the figures only being very preliminary pre-concept estimates, with detailed scoping and specification work yet to be complete. The funding will be loan funded and has been programmed over LTP years 0-6. There is provision in the current LTP in Y0 (20/21) and Y1 (21/22) for the library redevelopment, and archive expenditure. This provision will be transferred to the new Civic Centre budget.

The budget figures will be consulted on as part of the Long-Term Plan, and rates modelling information will be available at that time.”

The \$30.8M estimated cost to build a new fit for purpose and future-proofed facility was consulted on and included in the LTP; the construction costs spread across Years 1 to 5 of the LTP.

Estimated costs based on reverse brief

The project Quantity Surveyor has taken the reverse brief provided by Architectus, used room sizing data and has produced an estimate to deliver the Civic Facility.

Sub Total Construction Cost (includes fit-out and civil works):	\$47,299,000
Professional Fees, 16%:	\$9,838,000
Total Construction Costs:	\$57,137,000

The estimate is preliminary to reflect the level of information available. However, the square metre rate based off \$57.14M construction costs is appropriate for the size of the build, current market conditions and parameters that have been used to develop the estimate.

The Quantity Surveyor recommends a construction contingency of \$14.2M. This would bring total construction costs to \$71.3M. However, the project team considers a construction value of \$57.14M to be appropriate for this type of build and with Early Contractor Involvement, Value Engineering and well-considered design, the total project cost of \$57.14M including contingency is possible noting that this includes fit-out and civil works.

The estimate of \$57.14M is an increase of \$26.3M or 85% on the budget included in the LTP of \$30.8M.

Site Location

Council had previously identified the preferred site for the Civic Facility as the Masterton Trust Lands Trust owned site at 10 Queen Street, 7 Chapel Street and 1 Chapel Street. At the 2 March 2022 meeting, Council agreed to cease negotiations on this site and agreed to carry out further investigation into Council-owned land at the northern end of town, around the Recreation Centre at 2 Dixon Street.

Progressing the design and build

In order to progress the design and build of the Civic Facility, the following need to be confirmed:

1. The architect's reverse brief.
2. The associated budget.
3. The site location.

An amendment to the LTP would be required if there is a significant increase in budget to that indicated in the LTP or if there is significant or material change to the scope of the project indicated in the LTP. An amendment to the LTP would need to be carried out as part of the ordinary corporate planning cycle, where consultation is undertaken from March to May and decisions take effect in the new financial year.

Direction from the Committee and Council

Officers held workshops with the Committee and Council to discuss the reverse brief and associated costs and to receive direction from Council on the project scope, site location and next steps for the project. There were a range of views about if and how the project should progress, which are reflected in the options proposed in this report. Key areas of feedback included:

- The scope of the project and proposed functionality of the facility had become expansive and, together with rising building costs, was not affordable for the community, particularly post COVID-19 and with rising living costs.
- As a decision to progress a particular option or design will need to be made as part of an LTP amendment as part of the usual corporate planning cycle, the incoming council should make that decision.
- There was a desire to revisit the needs of the community and the use of existing council facilities and to clarify the rationale for the civic facility functionality and design outcomes.
- Other opportunities to achieve the communities needs and design outcomes, such as partnering with other service providers, should be considered.
- Any progression of work ahead of the local elections in October should be carried out by, or with the supervision of, a group that includes independent members and iwi representatives.

Next steps - options for the Civic Facility Project May to October 2022

The following options represent a progression of levels of work that could be undertaken between now and the local government elections in October 2022.

Option 1 – Pause

Pause all design and build work on the project ahead of the local government elections in October 2022. No additional work would be undertaken.

Option 2 – Review

Pause design and build work on the project and to carry out a review of all information considered and decisions made, including any options considered and discounted. The purpose of the review is to inform the incoming council of the rationale for the progression of the project from 2016 to the current state, including community consultation undertaken, so the council can make informed decisions about next steps. No other work on the project would be undertaken.

Option 3 – Review and Progress Complementary Work

Undertake a review, as per option 2, and to progress complementary work on the project. Officers have identified the following areas of work.

Preparing the cultural narrative. Work on the cultural narrative to inform the project design brief has commenced with iwi representatives and this work can continue.

Discussing the Masterton Theatre Company option. The amateur theatre group in Masterton has plans to develop theatre spaces for their own productions, including construction of new facilities. There is a potential for Council to enter into an agreement with this group to support each other in their developments so that there is a co-ordinated approach.

Preparing a funding strategy. Work on a funding strategy has begun but would need to be revisited with regard to any revised project scope. A strategy may include partnering with community funding providers to fund aspects of the project such as the library and archives.

Continue community engagement. A communications plan for the project has been developed. This is a living document which has been updated as the project progressed. Council has been planning engagement through a “Your Place” campaign to ask:

- How would you like the new Civic Facility to reflect your own culture?
- What features would show you that this facility has been built with you in mind?
- What are the ‘must haves’ in the reverse brief for you?
- What have we missed that you’d like to see included as part of the new Civic Facility?
- Is there anything we could consider to create an even better facility for the future generations of Masterton?

Option 4 – Refresh design

Carry out the review and complementary work, as per option 3. In addition, work would be undertaken to refresh the design, refine the scope of the project and develop high level options for the new council’s consideration.

Civic Facility Working Group

Should Council agree to any of the options 2 to 4, officers propose that the Civic Facility Steering Committee be disestablished and that a Working Group be formed to undertake or supervise the work. Officers recommend that the Chief Executive and Mayor be delegated the authority to draft the Terms of Reference for the Working Group, including membership, for Council approval. Depending on the work to be undertaken, the Working Group could be made up of an independent chair and specialists, iwi representatives, councillors, senior council staff and members of the community.

Options Analysis

Option	Benefits	Disadvantages
1. Pause	<p>Limited further costs.</p> <p>Minimises the risk of the election becoming clouded by a single issue.</p>	<p>Liabilities for non-completion of architect’s contract</p> <p>Loss of momentum and delay in achieving project outcomes.</p> <p>Loss of commitment from volunteer Subject Matter Experts engaged with to date.</p> <p>No resolution to development of library and archive.</p> <p>Incoming council will need to carry out a review before deciding how to proceed.</p>

<p>2. Review</p>	<p>Limited further costs.</p> <p>Minimises the risk of the election becoming clouded by a single issue.</p> <p>Preparation of brief for incoming Council.</p> <p>Use of design work that has been completed to date.</p> <p>Confirmation of facilities required by community.</p>	<p>Liabilities for non-completion of architect's contract</p> <p>Loss of commitment from volunteer Subject Matter Experts engaged with to date.</p>
<p>3. Review & Complementary Work</p>	<p>Limited further costs.</p> <p>Preparation of brief for incoming council.</p> <p>Use of design work that has been completed to date.</p> <p>Confirmation of facilities required by community.</p> <p>Maintaining engagement with Subject Matter Expert groups and Iwi.</p> <p>Production of work that will benefit future designs / future projects including agreements with MTC and community funding providers.</p>	<p>Liabilities for non-completion of architect's contract</p> <p>Additional costs for ongoing complementary work, including staff time.</p> <p>Some risk of the election becoming clouded by a single issue.</p>
<p>4. Refresh Design</p>	<p>Design scope updated based on feedback from SMEs.</p> <p>Confirmation of requirements based on updated understanding of costs.</p> <p>Preparation of brief and options for incoming council.</p> <p>Maintaining engagement with Subject Matter Expert groups and Iwi.</p>	<p>Risk of reversal of decisions by incoming Council.</p> <p>Further costs from architect and quantity surveyor for reverse brief on revised design / scope.</p> <p>Additional costs for ongoing complementary work, including staff time.</p> <p>Risk of the election becoming clouded by a single issue.</p>

	<p>Production of work that will benefit future designs / future projects including agreements with community funding providers</p> <p>Consistent with community consultation.</p>	
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Options for the Civic Facility Project post-election

As the project scope and budget is included in the LTP, the incoming Council will need to consider if and how to progress the project. The options for the new Council and implications are as follows.

Option	Implications
Cancel the project	<p>Consultation on cancelling the project would need to be undertaken as part of an LTP amendment in March to June 2023.</p> <p>Further consideration would need to be given on extending the library and archives, the future of the town hall building and requirements for a meeting and event space.</p>
Defer the project for one year	LTP budgets can be adjusted as part of the development of the Annual Plan 2023/24 (Year 3 of the LTP).
Progress with reverse brief design and associated costs	Work to be carried out October 2022 to March 2023. Consultation as part of an LTP amendment undertaken in March to June 2023.
Progress alternative options	Work carried out from October 2022. As fully scoped options are unlikely to be developed in time for consultation in March 2023, consultation on the options would be carried out to inform the next LTP 2024—34. LTP budgets can be adjusted as part of the development of the Annual Plan 2023/24 for Year 3 of the LTP.

Conclusion

A decision to progress a particular option or design for the Civic Facility will need to be made as part of an LTP amendment. This would need to be progressed as part of the usual corporate planning cycle and, as such, should be the decision of the incoming Council. Council has been asked to consider and agree one of four options for next steps for the Civic Facility between May and the local government elections in October 2022.

Summary of Considerations

Significance, Engagement and Consultation

The construction of a new Civic Facility is a significant decision and would result in a new strategic asset for MDC. The provision of a Civic Facility has been consulted on with the community and the scope and budget has been included in the LTP 2021-31. The level of significance has been assessed as high as there will be a high level of community interest, a substantial effect on residential rates and on MDC's reputation.

Implications for the Local Government Elections 2022

There have been calls by members of the public in the local media for the current Council to put the civic facility project on hold until after the new Council is elected. The local government election day 2022 is on 8 October, although the process commences much earlier in the year as candidates indicate their intention to stand for election and interest in Council business and governance intensifies. A number of considerations are relevant.

Although a legal convention applies in central government whereby Cabinet decision-making is reduced in the lead up to a general election, no such convention applies in local government. Council business should continue as usual and decisions provided for and budgeted in an LTP should not be delayed because of a forthcoming election.¹ However, Council can choose not to make any major policy decisions or changes during the pre-election period which will significantly impact on the incoming Council in order to minimise the risk of uncertainty and adverse public scrutiny. A delay would also be appropriate if there was the potential for a single issue, such as the civic facility, to cloud the election so that the full scope of council activities and priorities were not promoted.

While council business must continue during the election period, local authorities must ensure at the same time that elections are fair, including that sitting councillors are not advantaged over other candidates.² This includes using council resources to promote re-election, such as council supplied laptops or phones, or council social media channels like Facebook, YouTube or Instagram.

¹ See Taituarā's "Code of Good Practice for the management of local authority elections and polls 2022".

² See principles that local authorities must take into account in s 4(1) of the Local Electoral Act 2001, including 4(1)(a) "fair and effective representation for individuals and communities". A breach of the principles could give rise to grounds for a petition for an inquiry under section 93 of the Act, with voiding of the election a possibility.

In addition, while it is entirely legitimate for sitting councillors to maintain a political profile during this time, activities and behaviours while conducting council business must not stray into campaigning behaviour.

Following the election, Council must ensure that decisions continue to be made in accordance with the requirements of Part 6 of the LGA, particularly if the new Council seeks to quickly change or reverse decisions of the previous Council. Councillors may have expressed strong views on issues when campaigning for office. They will need to show that they have an open mind on a matter despite what they said before being elected, and that they will consider other viewpoints and submissions from the public where consultation has occurred.³

Communications/Engagement

Council's decision on next steps for the Civic Facility will be communicated via a media release and through council-led social media and online channels.

Financial

The total project budget in the 2021-31 LTP is \$30,841,000, to be funded by borrowing of \$26.841 million and \$4 million of external funding. This budget was set prior to concept designs or detailed design work. The amount allowed for land purchase was \$2.445M in year 1. The project has been programmed over 2021-31 LTP years 1-6. There was provision in the 2018-28 LTP in Y3 (20/21) and Y4 (21/22) for the library redevelopment and archive relocation. This provision was transferred to the new Civic facility budget in the 2021-31 LTP. In summary, the Council resolved the following;

- Proceed with the preferred option as detailed in the Long Term Plan consultation document (CD):
- Build the facility with external funding, using \$26.8m from loan funds and a remaining \$4m from external sources, broken down as:
 - \$4.9m in LTP Y1
 - \$10.2m in LTP Y2
 - \$9.5m in LTP Y3
 - \$5.1m in LTP Y4
 - \$1.1m in LTP Y5

The project costs have been reviewed based on the design brief work undertaken since the LTP and is estimated to be \$57.137M. The increase of \$26.3M is an 85% increase on the project cost that was consulted on. Any significant or material changes will require consultation and an LTP amendment.

Work has been done to identify the impact of the new project costs. That impact can be measured by the estimated annual rates required for the new facility, the increased rates at the individual property level and the debt levels of the Council in relation to the limits set in the Financial Strategy.

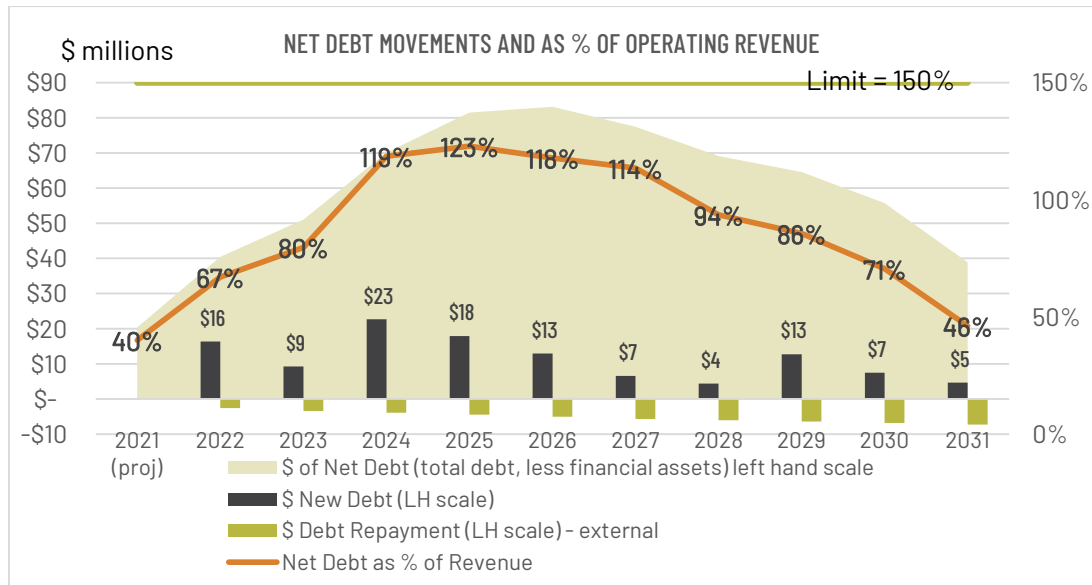
³ Local Government: Results of the 2009/10 audits; Article 5: Local authority elections 2010 available at <https://oag.parliament.nz/2011/2009-10/articles/article05.htm>.

The table below summarises the financial impacts and compares the LTP and current scenarios.

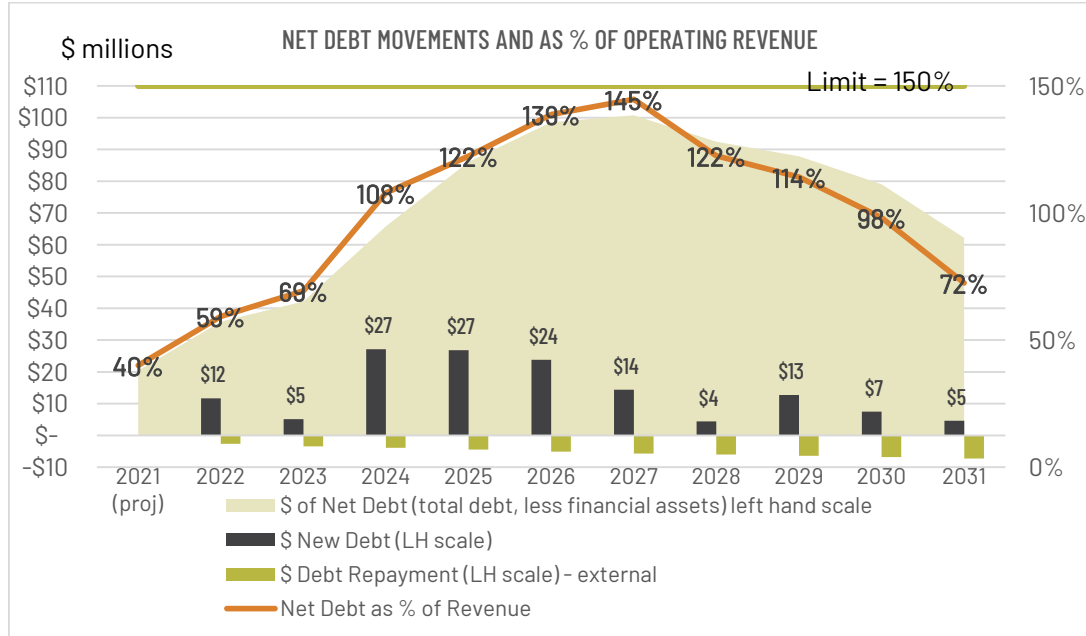
	LTP 2021-31	Revised Costings
Project cost estimate	\$30.841m	\$57.137m
External funding assumption	\$4.000m	\$7.000m
Loan funding required	\$26.841m	\$50.137m
Interest rate on loans (assumption)*	3.0%	4.4%
Extra rates required in Year 7 (2027/28)	\$1.38m	\$2.745m
Percentage increase in rates due to this project (cumulative over 7 years)	3.45%	6.31%
Extra rates (by year 7) on an average residential property	\$107 pa	\$213pa
Net Debt as at 30 June 2027	\$77.4m	\$101.7m
Net Debt to Operating Revenue 2026/27 (Financial Strategy limit = 150%)	114%	145%
Note: before consideration of 3 Waters changes to debt levels and revenue.		

*Current information indicates the assumption of the interest rate on the debt should be revised up.

Per 2021-2031 Long Term Plan



Revised based on \$57.137m project



Implications for Māori

Embracing our Māori culture and multi-cultural community is one of the Civic Facility objectives. While this decision does not give rise to or affect Treaty/Tiriti obligations, the intention is to work closely with iwi, hapū, and marae about their aspirations for the new facility. This engagement will be a core workstream for the project and will also include the integration of iwi artwork and storytelling, use and considerations for spacing within the facility and the inclusion of other items or features of cultural significance. The review will include input from mana whenua.

Environmental/Climate Change Impact and Considerations

One of the objectives for a new facility is “utilises Green Building design for efficiency and environmental benefit” and there is a strong commitment from Council to explore all possible options to deliver a building that is sustainable and efficient, now and for the future.

By virtue of building a new facility it is expected that it would achieve a 4 green star rating, with the possibility of engaging the necessary resources to meet a 5 green star rating if desired.



Prepared for:
Masterton District Council
Date:
April 16, 2022

Draft Return Brief - Revision A

Masterton Whakaoriori Civic Facility

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Document Control

Document Name	Masterton Civic Facility - Return Brief
Revision	A
Author	Peter Wise
Checked by	Matthew Holloway
Approved by	Carsten Auer
Date approved	13/04/2022

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Waifest

Queen Elizabeth Park

Henley Lake

Executive Summary

This document has been prepared for the Masterton District Council by the design team, which is led by Architectus Aotearoa with input from our design collaborators ARM and Charcoalblue.

The functions for this project are:

- Expansion and relocation of the [Masterton Library](#)
- Relocation and expansion of the [Wairarapa Archive](#)
- Creation of a [flexible performance space](#) theatre
- Creation of space to host [pre-function activity & exhibitions](#)
- Creation of community [Meeting Room](#) facilities
- Creation of an [Information Hub](#) that combines Council Customer Services with Destination Wairarapa i-SITE
- Provision of the various [shared ancillary spaces](#)

The purpose of this return brief document is to record the thinking that has underpinned the project to date, and to inform the future design direction. This return brief is a live document that will continue to be developed throughout the design process and is intended to prompt feedback from the community and project stakeholders.

A co-design partnership between both Kahungunu ki Wairarapa and Rangitāne o Wairarapa Iwi representatives with Council and the design team has commenced, with the early kōrero centred around the partnership model and required inputs which will inform the design process and architecture going forward.

This document expands on the initial building specification document prepared by Masterton District Council and incorporates the design team's insight and experience with similar civic facilities.

During March and April 2022, Subject Matter Experts (SMEs) were invited by the Council to attend a series of Brief Development Workshop Hui. The SMEs have played a vital role in ensuring that the technical foundations for the project have been well considered and that the functional needs of the community can be achieved by the spaces proposed.

Whilst the focus to date has been on developing the technical aspects of the brief, the Council will now move to circulate this draft brief with the community under the banner of "Your Place".

The return brief is structured to describe the emerging aspirations of each of the building tenants and to outline preliminary spatial and technical requirements.

The final section of the report offers possible brief enhancements which have been identified as part of the brief development process as having the potential to add value to the project.

The original Building Specification and a list of the Subject Matter Experts and the agenda for the workshop are included in the appendix of this document.

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Multi-Use Civic Facility

The Masterton Civic Facility will be a multi-use building that aims to bring together a collection of important community services under one roof to create a new civic place, made specifically to meet the needs and reflect the aspirations of the Masterton Whakaoriori community.

The project intends to create a place that is active every day, a place where the community can gather to build on existing relationships, and a place that encourages new friendships to grow.

The design for the Civic Facility will embrace the opportunity to create spaces that are welcoming and culturally appropriate to people from the whole community.

Flexibility will be at the core of the project with spaces designed to facilitate a range of different functions and/or be adaptable to meet changing requirements.

The project intends to create strong synergies between the key building functions through the efficiencies gained by sharing resources, as well as by exposing people to a wider diversity of skills, experience, and knowledge.

It is important to note that the project also aims to form strong synergies with the broader Masterton context, by attracting people into the town centre and by increasing their dwell time.

The project aspires to make a significant contribution to the local economy by leveraging local skill sets, materials, and know-how both during the design and construction phases as well as throughout the building's operational life.

The design should provide spaces that not only meet the needs of today but have the capacity to meet the needs of the future, noting that the Masterton Whakaoriori population size and demographic is expanding.

The project aims to embed holistic well-being principles of economic, social, cultural, and environmental values into both the macro and micro design elements and to use the building as an educational tool, setting a benchmark for sustainable development.

The design should offers the opportunity for the community to celebrate its unique identity and to showcase the deep connections of mana whenua to the Wairarapa.

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Placemaking

The best of rural and provincial living

An opportunity to reflect the identity of Whakaoriori Masterton and create a strong connection between the community and the places where community happens. The Masterton Civic Facility (MCF) should be a gathering place that increase people's sense of belonging and connection to the region.

Inclusive

People at the heart guiding our decisions

An opportunity to create a community focal point which is inclusive and welcoming for all. A place where people of different ages, backgrounds and cultures can thrive, a place that provides the opportunity for civic and social interactions, as well as individual use.

Activating

Supporting the rejuvenation of the town centre

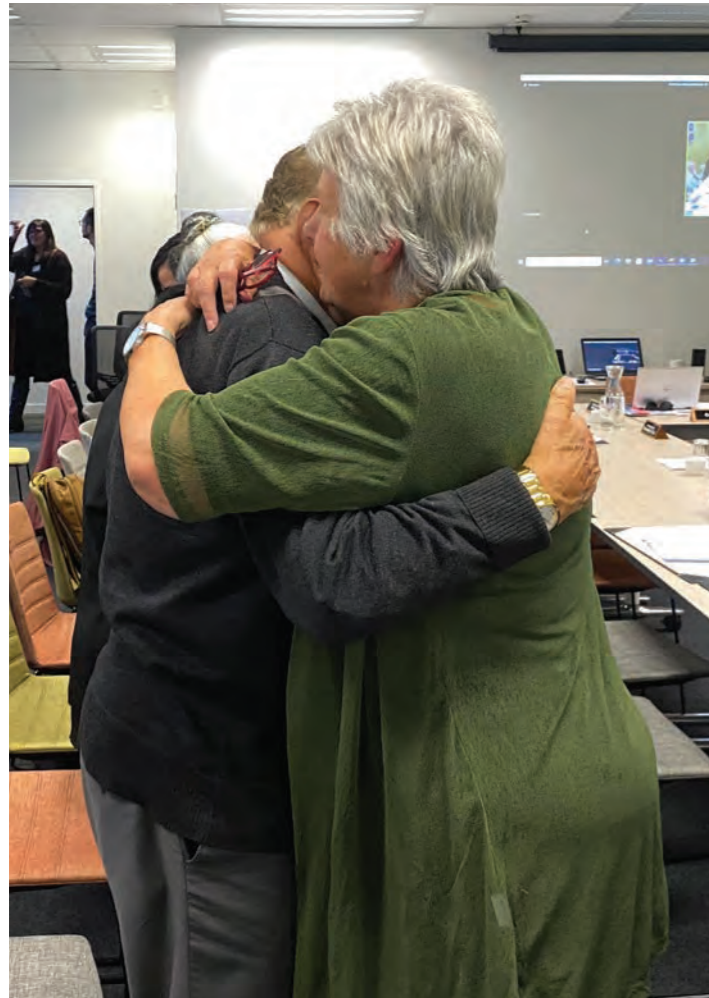
As a multi-use community facility, the Masterton Civic Facility (MCF) can enliven surrounding town centre by bringing activity and play, throughout the day, in the evening and at the weekend.

Adaptable

Innovative, flexible and dynamic

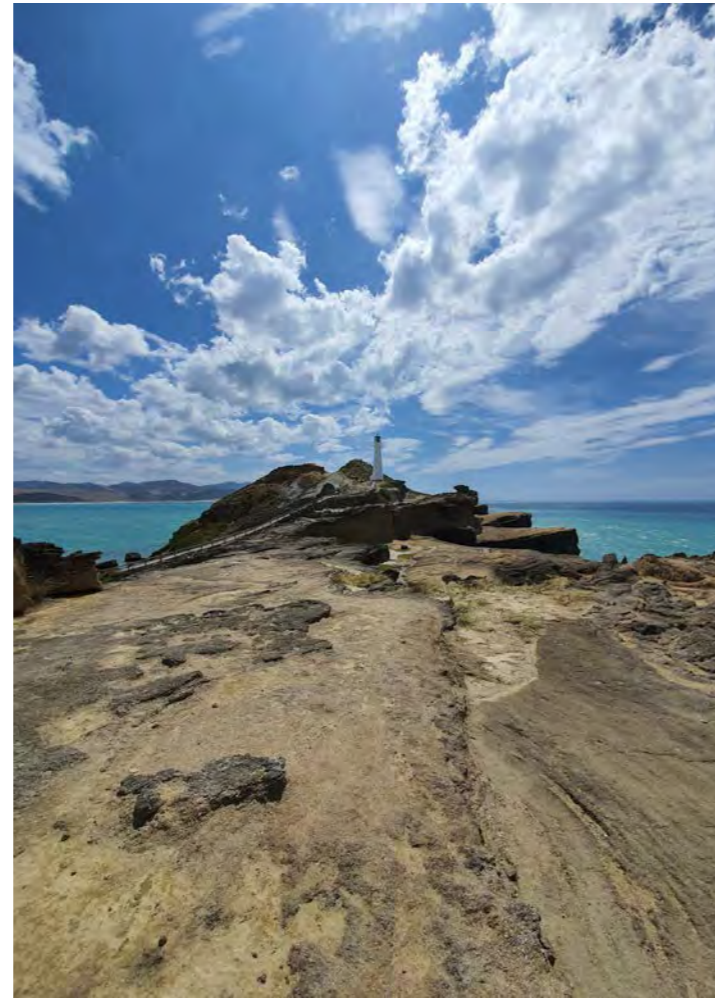
An opportunity to incorporate adaptability to create a facility that fulfils the community's current needs but is dynamic, flexible, and adaptable to new activities, technologies, content, and services, so that it will not only meet the needs of the current generation but for generations to come.

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Partnership and co-design

An opportunity to work in collaborative partnership with both Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa in a way that recognises the importance of tikanga and kawa. Together we will create a co-design process that will embed mana whenua values and aspirations into the fabric of the project



Connecting with whenua

An opportunity to showcase and celebrate the deep connections of mana whenua to the Wairarapa



Expression of identity

An opportunity to highlight the unique identity of mana whenua and the Wairarapa to make the Masterton Civic Facility specific and identifiable to the region.



Tikanga

An opportunity to provide spaces that support tikanga – upholding the right of mana whenua to carry their culture with them throughout the facility.

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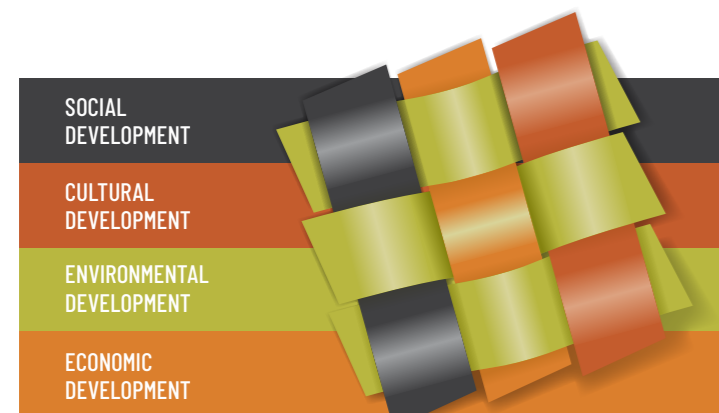
In the context of the Climate Change Response (Zero Carbon) Amendment Act 2019, the NZ Government has committed to minimising New Zealand’s carbon footprint & environmental impact, to contribute to the global effort under the Paris Agreement.

At a local level, He Hiringa Tāngata, He Hiringa Whenua, Masterton District Council’s Wellbeing Strategy, focuses specifically on sustainability in the Masterton context.

It steers the Masterton Whakaoriori district in four development areas: social, cultural, environmental, and economic.

The strategy aims to provide an outcome to the community of creating a sustainable and healthy environment and creating spaces that can be enjoyed and shared with future generations, this strategy requires the design team to focus on holistic wellbeing. We must create a culture of environmental sustainability - working together as kaitiaki.

The four development areas are interconnected and can be viewed as symbolising ‘raranga’ or ‘weaving as shown in the diagram below.



Source: He Hiringa Tāngata, He Hiringa Whenua, Masterton District Council’s Wellbeing Strategy

Materials

- Maximize material efficiency
- Reduce material use and embodied carbon
- Develop systematic approach for material selection and review of sustainability targets
- Pursue materials that promote fair trade and social equity

Water

- Maximize water efficiency
- Incorporate rainwater water collection and reuse
- Incorporate water educational components
- Promoting river health and ensuring Masterton has rivers people can swim in and drink from

Energy

- Maximize energy efficiency
- Promote passive strategies whilst maintaining facilities requirements for controlled environments
- Maximize use of daylight to minimize energy demand for lighting

Wellbeing and Happiness

- Civic Facilities of the future are places to meet, learn and collaborate
- A delightful and revitalizing experience for visitors
- Accessible and welcoming
- Well day-lit spaces, with improved indoor ventilation

Collaboration and Inclusiveness

- The facility serve a civic function
- Maximize places for people to collaborate and interact
- Welcoming entrance spaces at ground level
- Accessible and clear, intuitive wayfinding

Education

- A didactic use of the building to emphasize environmental awareness and sustainability.
- Inspire all users about the importance of a low carbon footprint
- Provide spaces for education, teaching and learning

Innovation

- Provide community spaces for a range of uses associated with books, oral and written mana whenua traditions, and digital publications
- Building to function as a flexible rural hub for gatherings



Ecology

- Promote biodiversity through integrated plantings and greenery outside and inside the building
- Use the building as an opportunity to regenerate native ecology and habitat in the urban context

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Social Development

An opportunity to build a positive, strong, inclusive and self-determining community by creating a shared space for people with diverse backgrounds and interests to come together; to create a heart for culture, learning, creative expression, corporate gatherings and to strengthened communities within the District.

Cultural Development

The opportunity to look at the shared beliefs, values, customs, behaviours and identities reflected through language, stories, visual and performing arts, ceremonies and heritage that make up the Masterton Whakaoriori community.

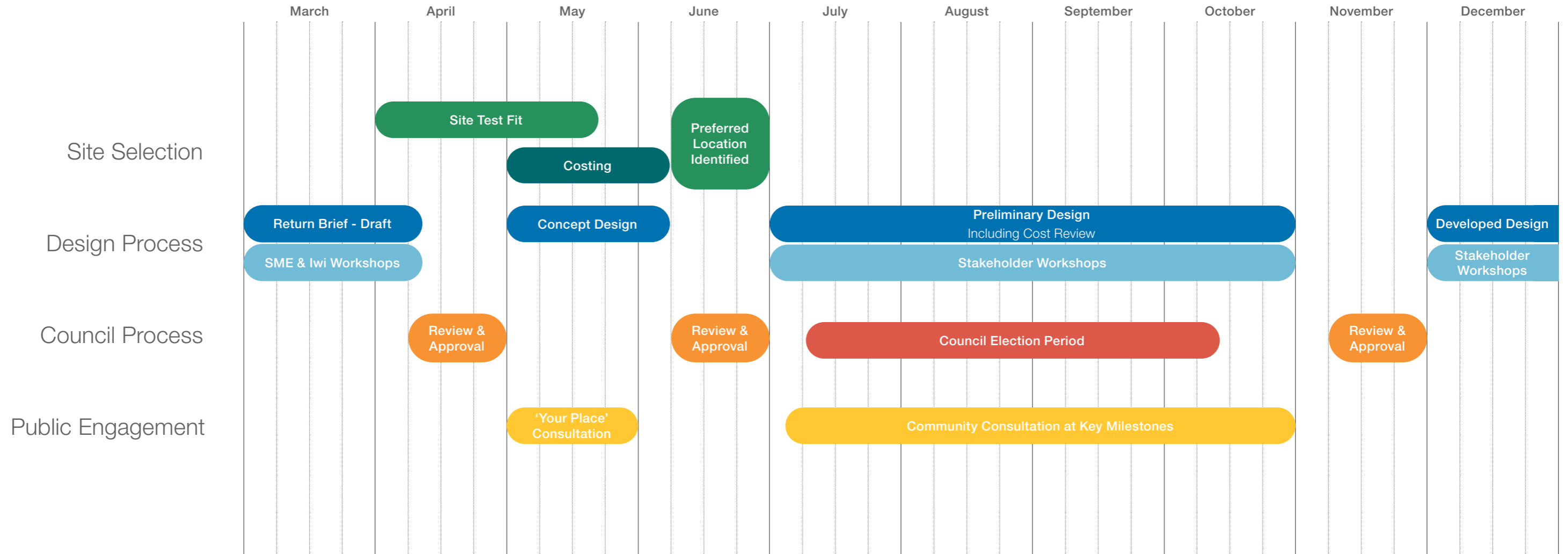
Environmental Development

The opportunity to embed environmentally sustainable design elements into the design and to considers whether the natural environment can sustainably support the activities that constitute healthy community life, such as air quality, freshwater, uncontaminated land, and control of pollution.

Economic Development

An opportunity to support economic well being for the region through direct and indirect employment and business opportunities and to generate the employment and wealth necessary to provide many of the requirements that make for social well-being, such as health, financial security, and equity of opportunity.

DRAFT



Timeline

This timeline includes indicative time-frames for the design, consultation and council approval processes.

'Your Place' Consultation

The 'Your Place' community consultation campaign will be lead by the Masterton District Council and will seek to raise public awareness about the project and will provide a platform that the community can share their aspirations, ideas and raise questions about the project.

The campaign will be advertised on Council's social media channels as well as on the Council's website.

Participants will given information about the direction of the project and guided towards questionnaires requesting feedback.

Efforts to ensure that groups with specific accessibility requirements will be visited and their views taken.

Preliminary Question Include:

- How would you like the Civic Facility to reflect your own culture?
- What features would show you that this facility has been built with you in mind?
- What are the 'must haves' in there for you?
- What have we missed that you'd like to see in there?
- Is there anything the design team should consider to create an even better Facility for the future generations of Masterton?

Feedback will be collated by Council and presented back to the design team and Council's project steering committee.

Return Brief

3.1 Library

3.2 Archives

3.3 Theatre

3.4 Pre-Function

3.5 Meeting Rooms

3.6 Information Hub

3.7 Shared Ancillary

3.8 Outdoor Spaces

4.1 Return Brief - Library

DRAFT



Aspirations

Libraries play a significant role in place-making, community building and lifelong learning and can make significant contributions to the cultural and economic wellbeing of a region.

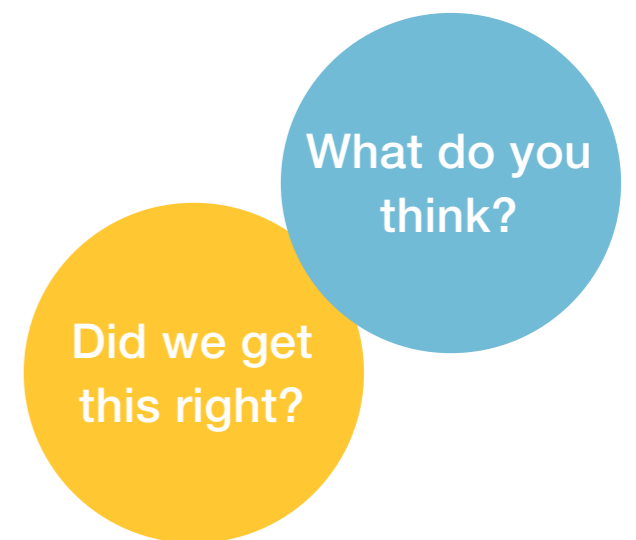
The new Masterton Library should be designed to offer a contemporary library service and be sized to meet the needs of projected future population.

The new library should offer the opportunity for staff to provide services to the community which the current building prohibits.

The new library should improve access to the physical and digital collections as well as provide spaces for meetings, study, and recreation.

The new library should be designed to meet the needs of people of all ages and backgrounds with an emphasis on supporting families, people who may be new to the district and people from low socioeconomic backgrounds.

The building's interior should be visible from the street and be welcoming to people from all parts of the community. The building should be user friendly and have the ability to break down any perceived or actual barriers to its use.



DRAFT



Collection Areas

The new Masterton Library will house a collection of around 53,000 volumes that includes print and digital media-based items including, fiction, non-fiction, periodicals, newspapers, music, and movies.

The shelving for the collection should be designed to provide a user-friendly, accessible and engaging browsing environment.

Shelving heights may vary from 3 to 6 shelves high and should be arranged to create interesting spaces with good passive surveillance sightlines.



Reading, Seating & Study Areas

The new Masterton Library intends to be a place where people can come to sit, read the newspaper, listen to music, play computer games, search the internet as well many other activities throughout the day. To facilitate this a diverse range of furniture options should be dispersed throughout the library, including desking and lounges as well as furniture to enable group activities.

Computers should be available for the public to use with careful consideration of the needs of these users made.

Furniture layouts should provide a mixture of technology enabled as well as bring your own device set-ups.

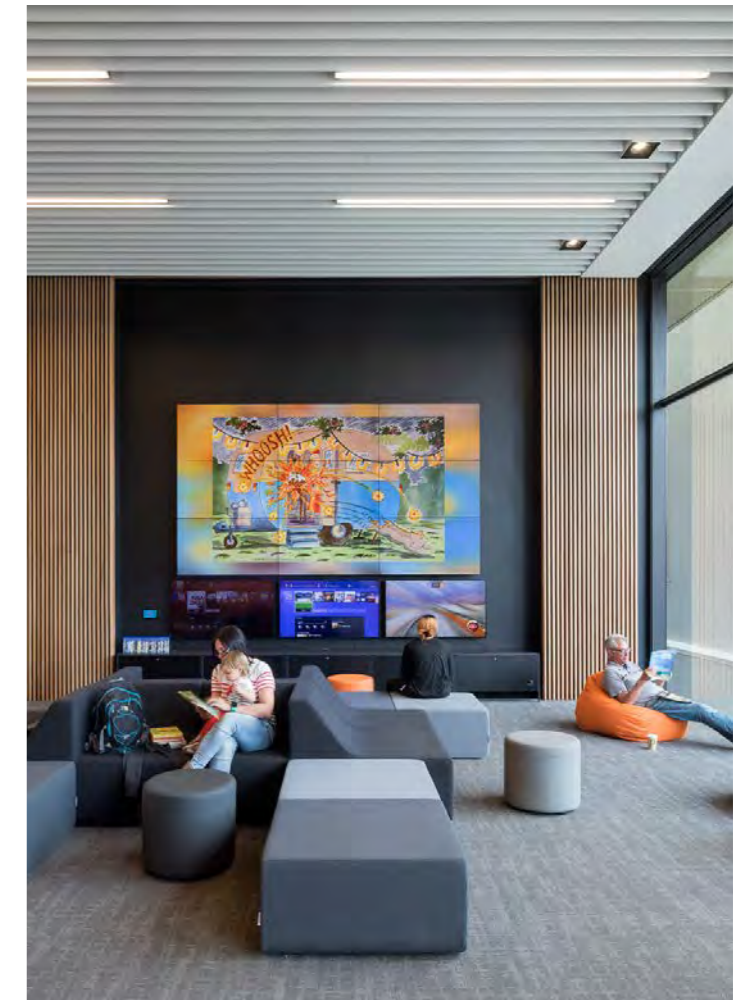


Children's Area

The children's area should be a family-friendly environment for children up to 12 years old and their whānau, with a focus on supporting children's development, encourage, and stimulate learning, creativity, innovation, and literacy.

The space should facilitate activities such as story-time, Lego play, mine-craft and after school programs, which are often highly active.

The space should seek to engage all five senses, stimulating imaginations and providing opportunities for learning - especially for children who come from low resource backgrounds.



Youth Area

The youth area should be designed to provide services to people aged between 13 and 18 and be tailored to meet their needs as they transition from childhood to adulthood.

The education of today's youth combines individual learning with cooperative learning, research, and group interaction. The youth area should therefore provide quiet study spaces as well as spaces for students to interact, discuss, and develop ideas together in a cooperative manner.

The needs of youth can be quite different from other library users and accordingly the space should be a dedicated space designed to discourage adults from being in the area.

DRAFT



Library	Net Area
Collection	769m ²
Reading, Seating & Study	497m ²
Children & Youth	150m ²
Lending Management	34m ²
Meeting Rooms	82m ²
Fab Lab / Creative Classroom	50m ²
Administration	190m ²
Staff Amenities	55m ²
Ancillary Spaces	70m ²
	1,897m ²

Did we get this right?

What else could be included?

Lending Management

Library staff should be encouraged to roam the new library offering assistance and direction to the library users. The library should employ a contemporary 'side by side' service approach which could replace the central service counter model. Catalogue browsing and 'Self-check' borrowing facilities should be scattered throughout the library enabling the community to easily browse the collection and borrow items

Careful consideration to the location of the returns chute should be made to allow for after-hours return and to avoid creating bottlenecks at entry points. Space to accommodate an automated book sorting machine should be considered during the design phases.

Meeting Rooms

The recent brief development workshops identified that one of the most significant challenges that the current Masterton Library faces is an inability to provide meeting spaces to the Masterton community.

The new library should include a variety of differently sized meeting spaces, offering the opportunity for community groups, organisations, and individuals to engage with classes, discussions and events or to be used for group study and brainstorming sessions.

Consideration to Video Conferencing and AV capabilities should be made during the design process to enable the library to provide facilities for small businesses and remote workers.

Fab Lab / Creative Classroom

A creative classroom for groups of between 15-20 people is proposed. This space should be a collaborative creative space where the community can come together and share knowledge and skills. The space should be equipped with the technology, tools, storage and support spaces required to undertake a wide range of activities.

The space should facilitate a wide range of activities such as sustainable fashion classes, terrarium building workshops, sea glass jewellery classes, harakeke weaving, 3D printing and drawing classes to name a few.

Administration Areas

The library staff administration areas are likely to be a lively environment for library employees and volunteers.

Space for 16 staff needs to be provided including a mixture of open-plan desking, managers' offices, storage, a small meeting room and a print hub.

During the brief development workshops, it was identified that it would be highly desirable to co-locate the book returns chute with the staff book processing room creating a 'book workshop'.

During the design process, the extent to which administration areas throughout the building can be combined should be investigated.

DRAFT



Tamaira Archives New Zealand



The coast at Castlepoint showing beach, lighthouse and buildings, c1912

Aspirations

The Wairarapa Archive is a Council-owned entity dedicated to collecting and preserving the Wairarapa unique heritage.

The growing collection includes over two million photographs and over 1000 hours of oral history, as well as Wairarapa newspapers from 1867 to the present, which are stored in a mixture of hard copy and microfilm.

The archives staff and the collection are nationally regarded as an Archive and have among their regular clients, professional researchers, and academics from around Aotearoa NZ and the world, in addition to the local community.

In April 2021, the building housing the Wairarapa Archives was found to be earthquake-prone, and the operation was moved to the Masterton library. During this move, the basement of the library was found to be mouldy, caused by an ongoing leak.

The vision for the new space is to create a quiet, friendly, and open environment that allows for the irreplaceable collection to be safely stored and accessed.

The facility should include spaces specifically designed to handle and preserve the collection as well as dedicated areas equipped to digitise the collection. The new facility should have the capacity to continue to grow and meet the changing needs of the community and collection.

The space should be designed in a way that supports and encourages Mana Whenua to deposit items.

Local hapū, iwi and marae have a collection of artefacts that are currently held by Aratoi. The opportunity to bring these into the Wairarapa Archives to provide easier access and higher quality storage of taonga and to properly catalogue these items should be further investigated during the design process.

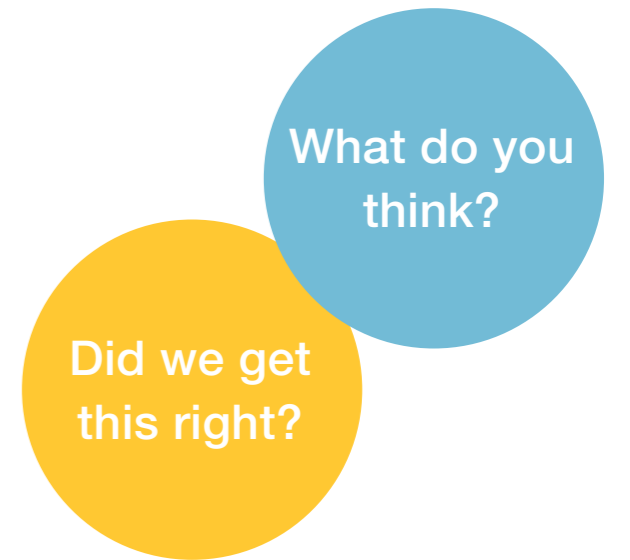
Did we get this right?

What else should be considered?

DRAFT



Archives	Net Area
Receiving & Preservation	112m ²
Vault	400m ²
Reading Room	160m ²
Administration	60m ²
Amenities	12m ²
	744m ²



Receiving, Preservation & Digitisation

The Receiving area is used for processing heritage material before it enters the controlled archives environment.

The Preservation area is part of the day-to-day operations of the archives. Long tables and benches are required, to layout items for accessioning, arrangement, description, and cataloguing.

A separate Digitisation Room should be located close to the preservation space for the digitisation of the collection, a process that includes flat-bed scanning to desktop video editing, in a low-light setting.

The Vault

The vault needs to be a secure, atmosphere-controlled area where heritage material can be stored, typically in mobile shelving units, map drawers and filing cabinets.

Simplistically speaking, the vault should be divided into two distinct areas, one with a temperature range between 16-22°C and a second area where the temperature range will be between 0-4°C.

The exact footprint for the vault will need to be determined during the design phases and will be influenced by the style and height of shelving as well as an assessment of the current collection volume and expected future growth.

The Reading Room

The Reading Room should provide a space for the community to access the archives and examine the collection in a secure environment.

It should include space to layout and view the collection as well as public-access computers and microfilm stations. Space to display the expanding local history reference collection should also be provided.

A flat, secure area is required to hold materials awaiting research or waiting to be returned to the vault.

Secure display cases within the reading room as well as the wider facility would also be highly desirable.

Administration Areas

An administration area for 5 staff is required in which no archival materials can be present.

During the design process, the extent to which administration areas throughout the building can be combined will be investigated.

DRAFT



Aspirations

Masterton is home to a thriving amateur and professional performing arts community with several dance and theatre companies located in the district.

When the Masterton town hall and municipal buildings were closed in 2016 after being found to be earthquake-prone, discussions began around the type of performing arts facility Masterton would need in the future.

This project presents the opportunity to create a venue that is specifically tailored to meet the needs of the Masterton performing arts community and their audiences.

The flexible performance venue should be designed to allow for a wide range of performances including concerts, dance, theatre productions, cabaret, kapa haka, banquets, some sports (boxing), as well as proving a platform to host a wide range of other events such as the biennial yarns in barns.

The venue needs to be supported by a range of ancillary spaces that should be designed to ensure that the venue can support the requirements of audiences and performers.

The capacity of the venue should supplement existing venues in the region and attract new types of performances to the Wairarapa which cannot currently be accommodated.

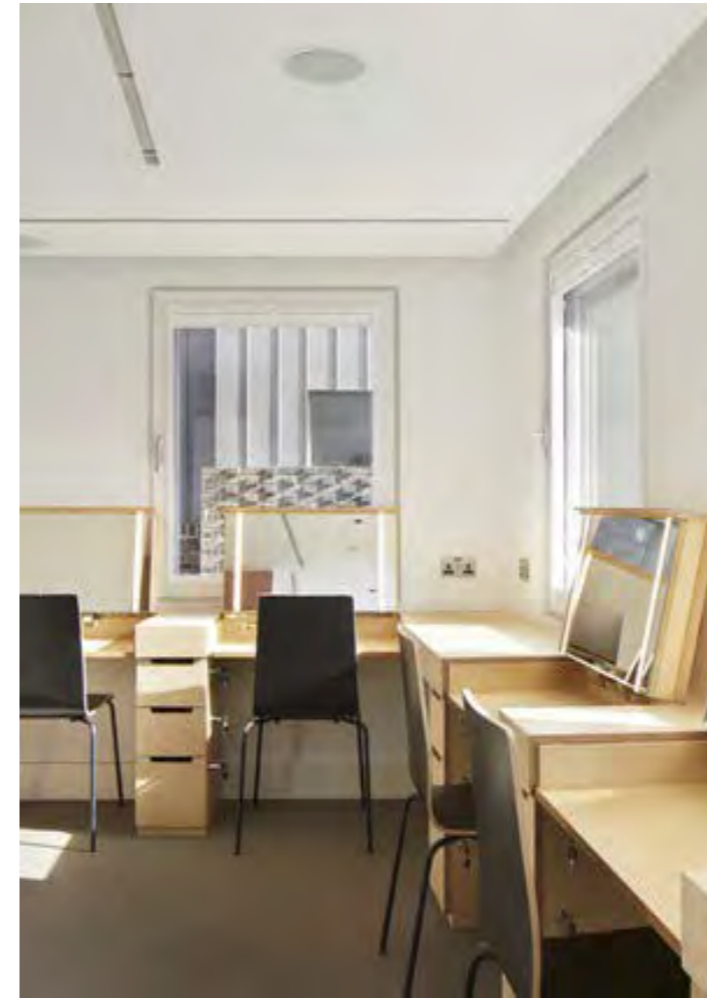
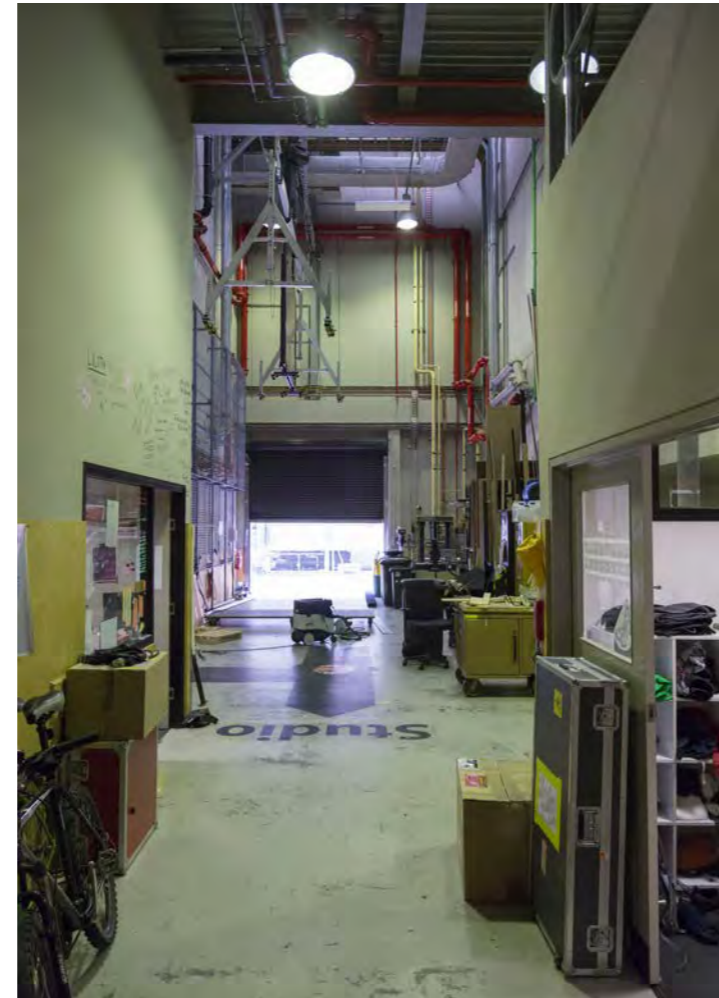
The venue should be designed with the following requirements at the front of mind:

- Flexibility of uses
- Easy to re-configure
- Accessible for all performers and patrons
- Affordable to hire
- Equipped with an appropriate level of technology
- Has a point of difference and sense of place
- Great audience sight-lines
- An acoustic that supports a range of performances

Did we get this right?

How do you want to use the Space?

DRAFT



Theatre	Net Area
Auditorium / box	928m ²
Back of House	250m ²
Dressing Rooms	100m ²
Staff Workroom	29m ²
Front of House Refer to Pre-Function	-
Loading Dock Refer to Shared Spaces	-
	1,307m ²

Did we get this right?

What else needs to be considered?

Auditorium / Box

The auditorium or 'box' needs to be capable of seating 500 people, with 390 seats on the main floor and a further 110 on the balcony proposed as a 'working model'. This model is intended to allow the venue to expand and contract, depending on the audience size, whilst also providing the opportunity for the audience to be seated as close as possible to the stage.

A network of catwalks should be provided to give safe access for technicians and crew, who frequently work above the auditorium installing equipment bespoke to a particular performance.

The audio and visual controllers should be located within the audience in a dedicated 'spot' rather than within a control room.

Back of House

The back of house areas should include a range of spaces that are intended to provide flexibility to operational models.

The following Back of House (BOH) spaces need to be provided:

- Green Room with 5-10 people
- Technician office
- Combined Scene dock and workshop
- Loading Dock
- Laundry and costume room
- Stage door
- IT support room (rack, dimmer, power)
- Balcony and catwalk level lift/hoist

Dressing Rooms

Dressing rooms play a vital role in the smooth operations of a performance. The needs for specific performances can be wide-ranging from one or two performers to casts of 200. It is important to consider the opportunities to set up a temporary dressing room location, for example utilising the loading dock.

The following dressing rooms should be explored during the design process:

- 2x 2 person with ensuite
- 1x 8 person with ensuite
- BOH accessible toilet

Administration Areas

Whilst the operational model for the venue requires further consideration an allowance for a small administration area sized for 3 staff has been made.

During the design process, the extent to which administration areas throughout the building can be combined should be investigated.

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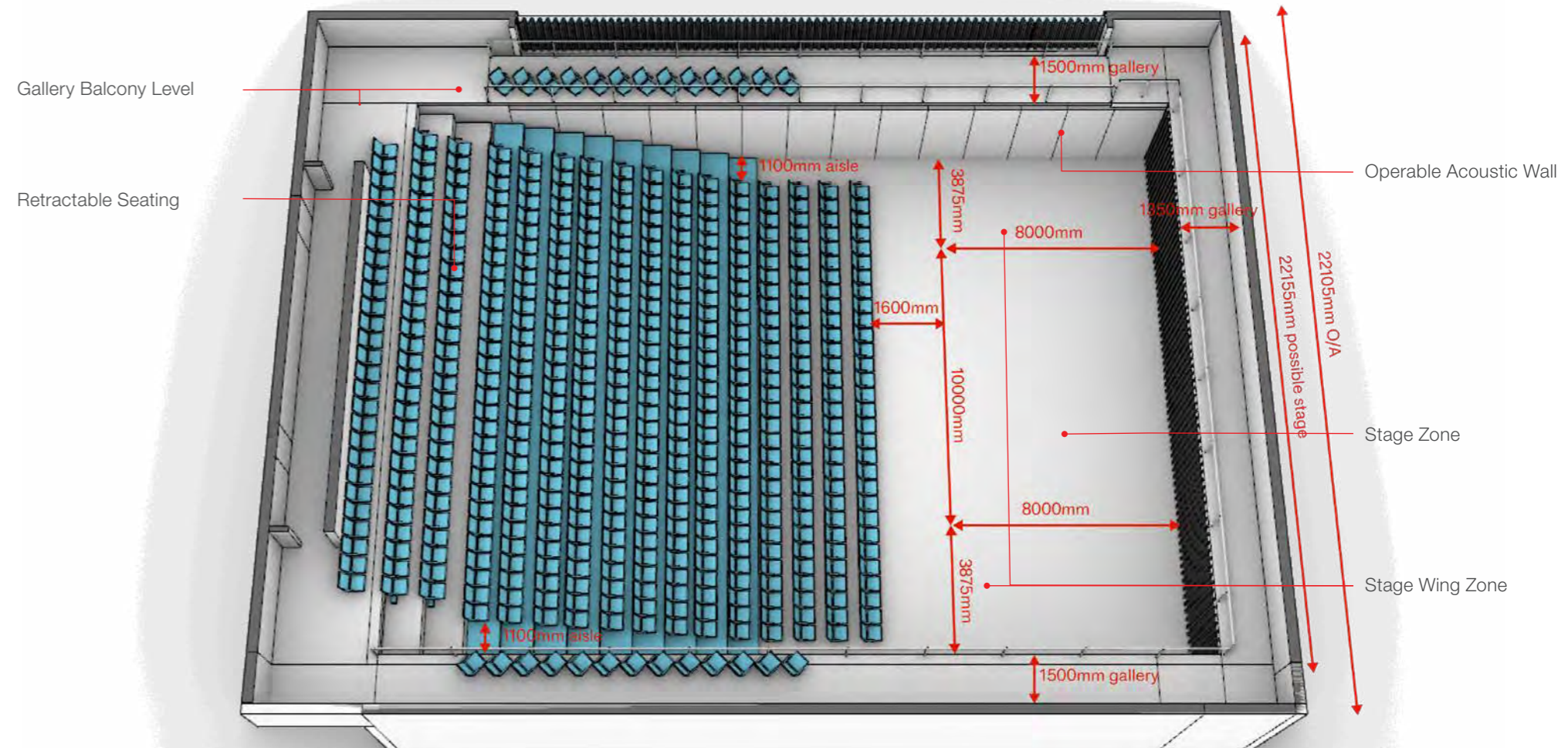
The adjoining illustration represents an early working model of how the Masterton performance space might look.

The following design features should be tested during the design process to better understand the most appropriate outcomes for the Masterton Civic Facility.

Possible Design Features include:

- Acoustically isolated box
- Retractable seating
- Sprung flat floor performance space
- Single balcony/gallery level on 4 sides
- Technology zone with catwalks
- No fly-tower
- No control box
- 23x10m stage area
- Potential for a large window to provide views to and from the outside*
- Blackout blinds

* The ability to open the auditorium to the outside could provide a range of added opportunities to the venue. However, the extent to which this design feature is appropriate will need to be tested early in the design process and is likely to be influenced by the siting of the building footprint.



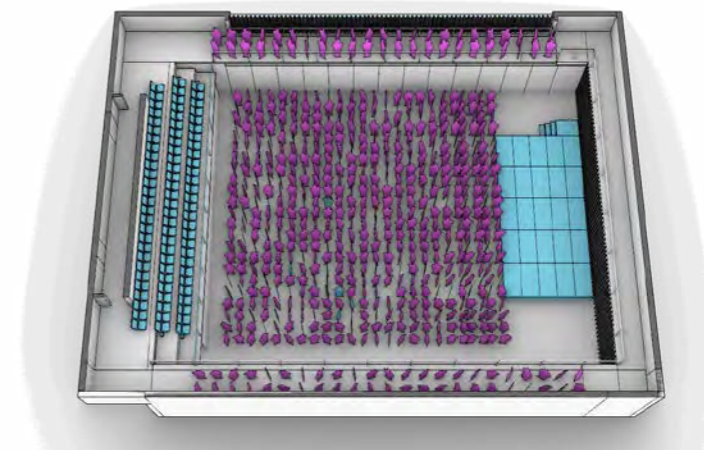
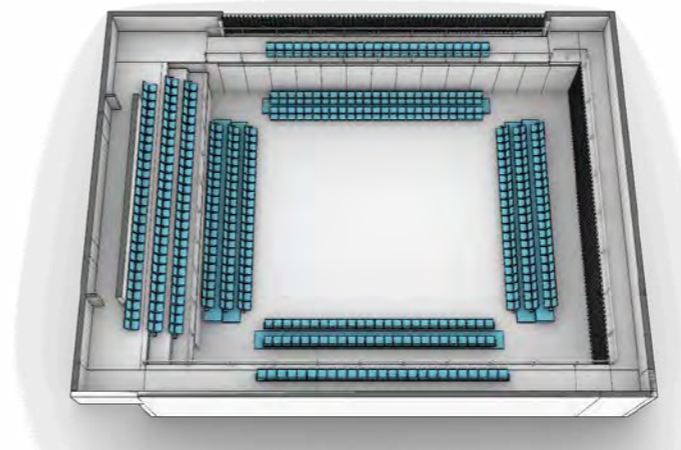
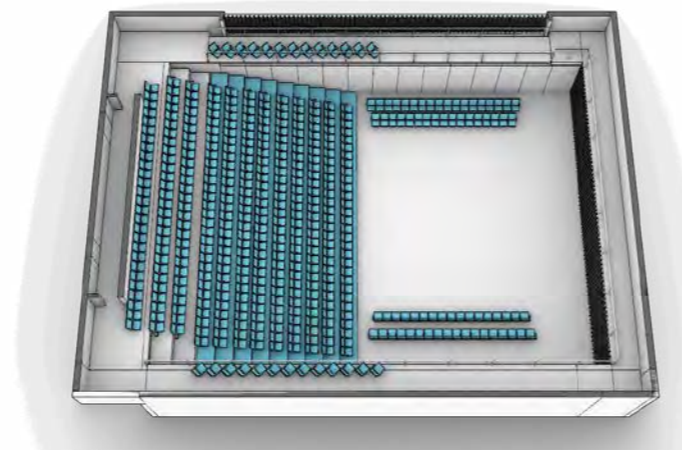
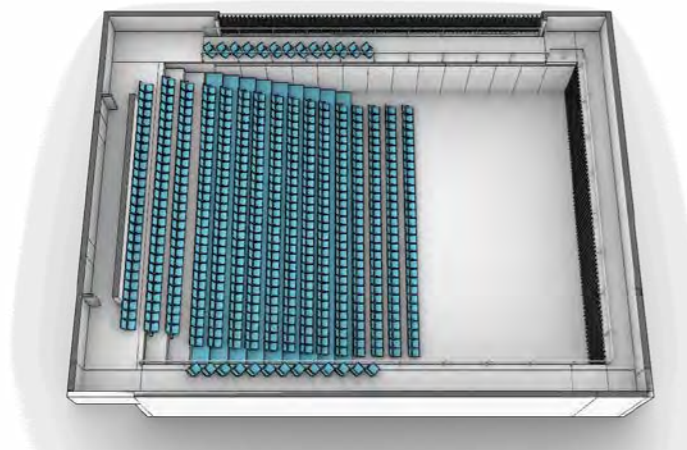
Did we get this right?

What other opportunities exist?

4.3 Return Brief - Theatre Flexibility

DRAFT

The following diagrams illustrate a range of modes in which the 'working model' could be configured.



End Stage

- 500 Seated capacity
- 390 stalls, 110 balcony

Thrust

- 500 seats
- 340 stalls, 110 balcony

In the round

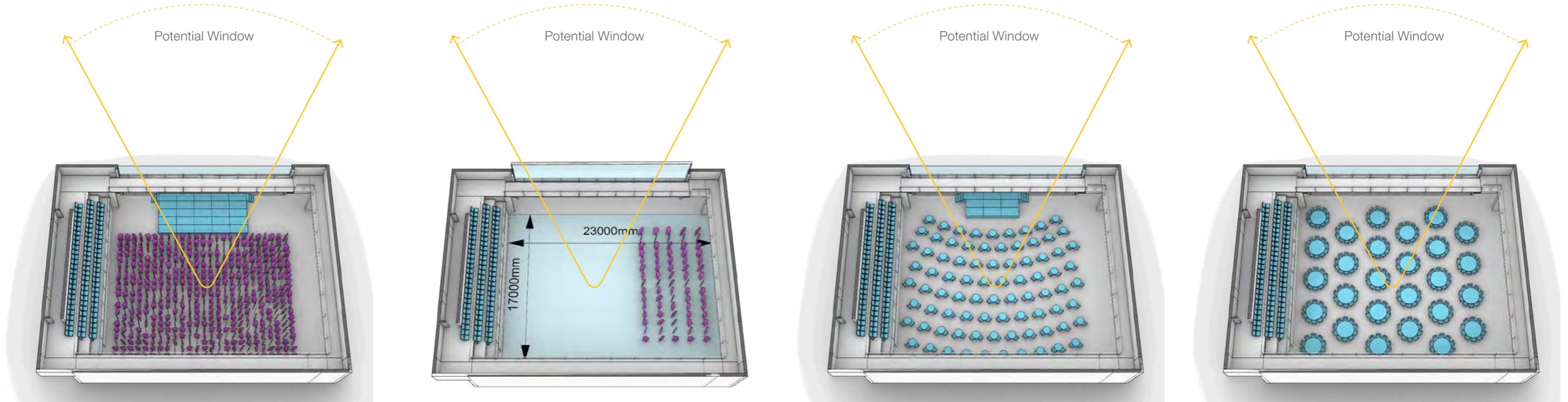
- 342 seats
- 232 stalls, 110 balcony

Rock concert

- 700 Capacity
- 616 standing
- 84 balcony seated
- 232 stalls, 110 balcony

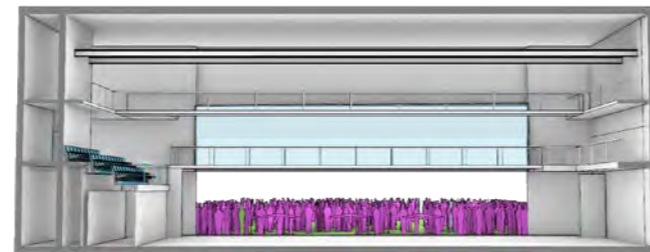
4.3 Return Brief - Theatre Flexibility

DRAFT



Rock Concert

- 576 capacity
- 492 standing, 84 balcony



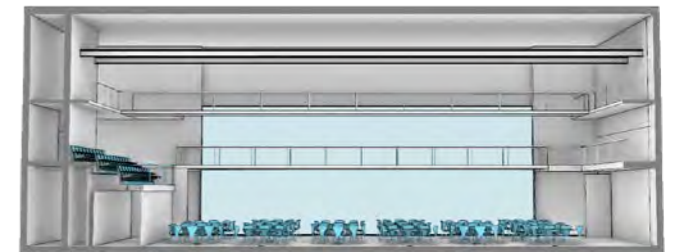
Kapa Haka

- Platform/stage area of 23x17m
- Viewing opportunities from balcony
- Capacity to be confirmed



Cabaret

- 248 capacity
- 164 at tables of 2, 84 balcony



Banquet

- 270 seated at tables of 10

DRAFT



Technical Systems

The technical systems should be kept as simple and straightforward as possible, minimising the need for large teams of experienced stage staff to support events. The aim should be to keep costs to hirers down and in doing so make the space more affordable for all of the community.

During the design process, key seating formats and capacities should be identified, and the theatrical infrastructure distributed to support these.

Equipment - High Level

The equipment at a high level should be safe and easy to access for staff and spaced evenly over the room to work with different formats.

Catwalks will be needed over the auditorium and offer safe and easy access for people working at height over the performance spaces. Stage lighting and equipment bars should be located on both sides of each catwalk and designed to support the different formats the room will be able to achieve

Equipment - Stage Level

The stage floor should be a semi sprung or sprung floor, capable of taking loadings for the retractable seating unit as well as any other technical access equipment that may be needed to be used in the space.

The playing space available should be able to expand and shrink depending on the production. With approx. 17.5m in width and 11m in depth. This area could be closed-down, with drapes to a comfortable playing space of 10mx8m with a full capacity in an End On configuration.

Lighting and AV

There should be a default control position on the gallery level that offer good sight-lines to playing space in several configurations.

Bespoke socket outlet boxes should be provided to house the audio-visual and Stage Lighting facilities. The exact facilities in each outlet box and the most desirable locations of them should be determined during the design process.

4.4 Return Brief - Foyer, Pre-Function & Exhibition

DRAFT



Bristol Old Vic Anniversary work, Charcoalblue



Copenhagen Concert Hall



Event space



Storyhouse - theatre, cinema and library in Chester, Charcoalblue



Victoria University Campus Hub & Library, Wellington

Aspirations

The building 'foyer' should be a highly flexible space capable of performing several functions throughout the day and into the evening.

Its 'value' should come from its inherent flexibility.

The foyer should act as the heart of the new facility and be designed in a way that inspires the community. The foyer should reflect the values of the community and give visitors a strong sense of Masterton Whakaoriori's character.

The space should be sized to act as a pre-function space for the theatre as well as be capable of hosting other forms of gatherings, such as art and trade exhibitions and/or events.

The space should be supported by facilities capable of offering a high-quality food and beverage service to guests.

The foyer should be a very active space in the facility and should incorporate high ceilings with good natural light.

Carefully consideration of noise control, security and hours of operation should be made during the design process to ensure that the needs of all building users are balanced.

The potential adoption for the foyer space to be located within the library should also be considered during the design process.

Did we get this right?

What else could this space be used for?

DRAFT



Haere-roa UCSA and Ngaio Marsh Theatre



Bristol Old Vic Anniversary work, Charcoalblue



Royal Exhibition Building, Melbourne

Pre-Function	Net Area
Foyer	250m ²
Ancillary Spaces	130m ²
	380m ²

Mode 1 - Foyer

The foyer will primarily act as a connecting space that should be welcoming to people from diverse backgrounds and interests.

The space will likely be the primary point of access into the building as well as a space to dwell and spend time.

The space should be designed in a way that encourages activation at quieter moments throughout the day, but also allows for other areas of the building to perform their functions when the foyer mode restricts access.

Mode 2 - Pre-Function

The space should be sized to hold 350 people standing during a pre-function event. The size should assume that 30% of the audience will be located within the theatre during an intermission etc. and have an allowance of @ 0.70m²/person

Careful consideration of food and beverage service points should be made during the design process to ensure that the space can perform during periods of intense activation such as intermissions.

Consideration of AV and power support should also be made during the design process.

Mode 3 - Exhibitions

The foyer should be designed in a way that enables it to be used as an exhibition space.

The space might be used for local artists, school groups, local businesses, and community groups to display their work and could provide spaces for the permanent display of key parts of the Archives collections.

An opportunity to commission a permanent artwork for the space should be considered by Council.

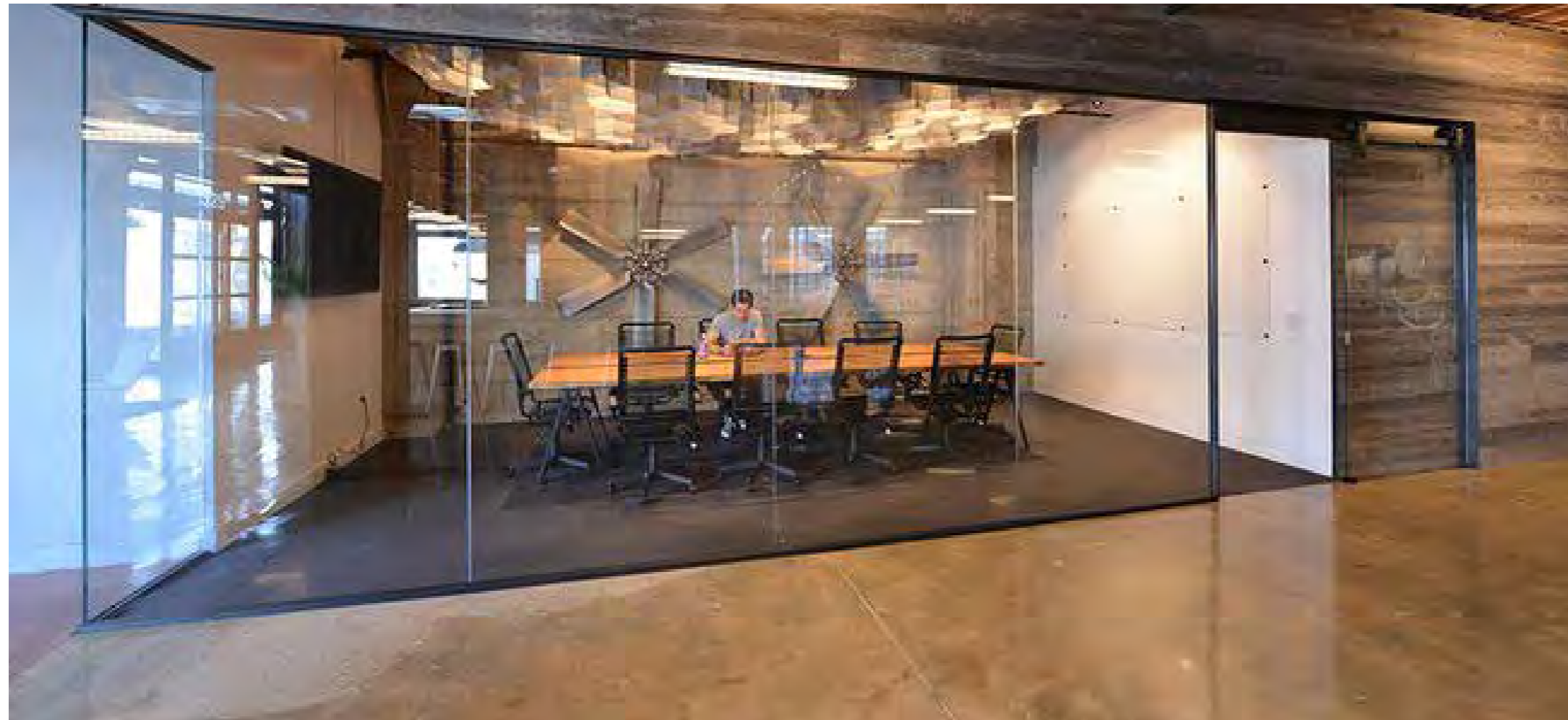
Careful consideration of furniture and equipment storage, lighting, AV, and power should be made during the design stages.

Ancillary Spaces

Toilets need to be provided capable of meeting building code minimum requirements based on the building occupation numbers. Options for the layout of facilities (male, female and/or gender-neutral) should be presented to the council for consideration during the design stages.

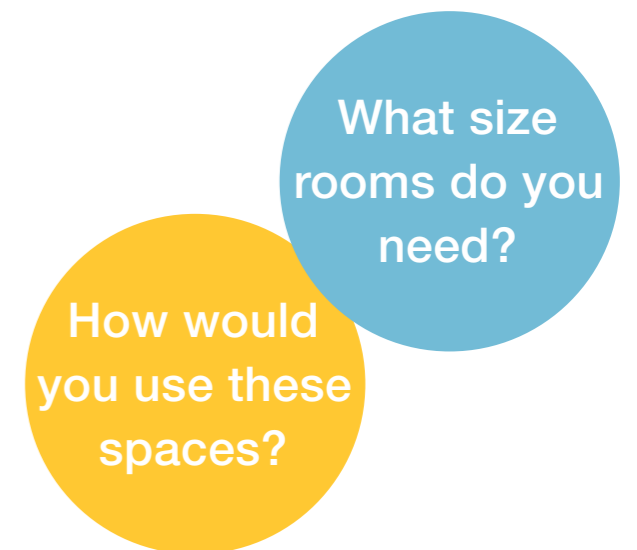
Equipment and furniture storage requirements should be tested during the design stages to ensure that an appropriate quantity of on-site storage is provided.

DRAFT



Meeting space, San Fransico, Iwamotoscot architects

Meeting Suite	Net Area
3x 12 Person	72m ²
	72m ²



Aspirations

The Building Specification that was provided by Council included 3x 12-person meeting rooms which are intended to be hired out to businesses and organisations from around the region to host meetings in a professional setting.

This return brief includes an allowance of 72m² which is based on 2m²/person.

Each meeting room should be fitted with technology to support contemporary business models.

Acoustic separation is an important design consideration to ensure privacy and prevent disruption by other activities.

Operational considerations should be developed in the early design phases to better understand the relationship of these meeting rooms with other parts of the facility.

4.6 Return Brief - Information Hub

DRAFT



Martinborough Community Centre by Warren and Mahoney



Interactive display



SDU Campus Kolding, Kolding, Denmark. Henning Larsen Architects



Aspirations

A unique opportunity exists to combine the Masterton District Councils, Customer Services Centre with the Masterton i-SITE to form an new 'Information Hub' within the Masterton Civic Facility.

The space should feel welcoming and accessible to the community and should be design in a way that is easy and safe to use for customers and staff.

The Information hub should instil a strong sense of place and provide a contemporary approach to customer service and tourist information services.

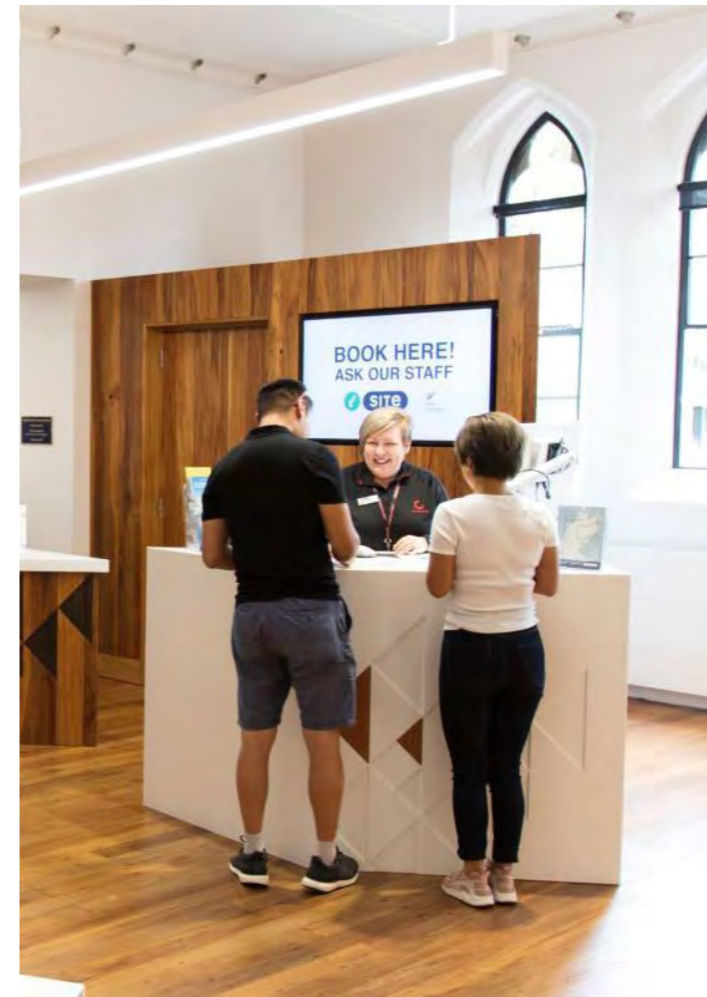


4.6 Return Brief - Information Hub Spaces

DRAFT



Seattle Public Library, OMA



i-SITE, Christchurch

Information Hub	Net Area
Service Area	64m ²
Administration	108m ²
i-Site	90m ²
Staff Amenities	25m ²
	287m ²

How do you access Council?

What do we need to consider?

Council Customer Service Centre

A public-facing service counter is needed to provide a place for locals to talk face to face with customer service staff and perform transactions such as dog registration, rate payments and make enquiries about other council services. The design of the counter needs to be accessible to all members of the community and should encourage staff interaction with customers. It is important to note that the cashier's area will require an appropriate level of security.

Provisions for meeting rooms should be made giving staff the opportunity to sit down with members of the community to discuss matters such as building applications or matters requiring more discrete conversations.

Destination Wairarapa i-Site

The i-SITE will be run by Destination Wairarapa and should provide a place for tourists and locals to collect information about Masterton and the wider Wairarapa region.

The i-SITE is likely to employ digital technologies to provide up to date information and reduce the reliance on paper based literature.

Administration Areas

An administration area for 11 customer service staff and 6 i-site staff is also required providing a place for staff to perform their desk-based roles, which includes frequent phone use.

During the design process, the extent to which administration areas throughout the building can be combined should be investigated.

4.7 Return Brief - Shared Ancillary

DRAFT



Back Stage



Bike storage



Commercial Kitchen

Shared Spaces	Net Area
Loading Dock	135m ²
Staff Amenities	15m ²
Catering Kitchen	50m ²
	200m ²
Total Net Area	4,888m ²
Area Grossing Factor	20%
Additional Area	978m ²
Total Gross Floor Area (GFA)	5,866m²

Loading Dock

A loading dock will be shared between Theatre, Library and Archives.

Co-located with the loading dock should be a variety of spaces associated with the theatre such as a scene dock & workshop and various other facilities used by the entire facility such as a refuse room.

Staff Amenities

Staff amenities need to be provided based on the total staff numbers which are likely to be in the order of 35-38 full-time equivalents (FTE).

A staff room with kitchen and dining facilities should be shared by all staff who work at the facility and will encourage the staff to interact with colleagues outside of their specific departments.

As part of the holistic well-being approach, a staff well-being room and end of trip facilities are proposed to be shared by all staff working at the facility.

Catering Kitchen

During the design process an independent kitchen consultant should be engaged to provide advise to Council on the options for food and beverage operations. The outcome of this process will determine the spatial needs of the commercial kitchen required by the facility.

For the purpose of this document a preliminary allowance of 65m² has been made for this space.

Did we get this right?

What have we missed?

4.8 Return Brief - Outdoor Spaces

DRAFT



Outdoor entertainment space. Austin Library, Shepley Bulfinch



Outdoor space. Marrickville Library, BVN Architecture



HOTA outdoor stage, ARM Architecture

Aspirations

Landscape plays an important role in connecting a building to its site and offers the opportunity for the activity within the building to activate the surrounding context.

The opportunity to wrap the Masterton Civic Facility with quality outdoor spaces exists. The extent and location of outdoor space should be tested during the design process once a site has been selected.

5.0 Possible Brief Enhancements

DRAFT

Background

Two possible brief enhancements have been discussed during the Subject Matter Expert (SME) workshop hui and are included in this document for Council's consideration.

The spaces proposed are considered to be closely aligned to the project values and offer the opportunity to leverage the existing infrastructure already included within the brief.

Whilst not included in the original brief specification, the Design Team recommend that Council carefully consider the inclusion of these items as we believe they offer significant added value to the project.



Christchurch Botanic garden café, by Pattersons

Café

The inclusion of a quality food and beverage offering is known to increase the overall dwell time of users within a library setting.

These benefits would also appear to extend to other parts of the Masterton Civic Facility and a business case exploring the feasibility of this arrangement should be considered.

Potential to combine the catering required by the Theatre with the offering of a cafe for the wider facility could lead to reduced downtime for the commercial kitchen space.

It should be noted that food and beverage offerings in council-owned facilities are often owned and operated by local small businesses.



St Ann's Theatre, by Charcoalblue

Multi-Function Room

The current brief offers space for very large and much smaller gatherings but does not cater to mid-sized groups in the order of 75 people.

During the brief development workshops, it has emerged that a 14x15m, 75 seated capacity multi-purpose room could be added to the brief to fill this gap.

The space could be divisible into 2 meeting rooms with a 12-18-person capacity or be used for larger meetings such as council chambers.

The location of this space would need to be tested should Council decide to include this space within the brief.

Is there value in adding these items?

What do you think?

Appendix

Original Building Specification Document

Brief Development Workshop Attendees and Programme / Agenda

CIVIC FACILITY BUILDING SPECIFICATION

SITE

A preferred site for the building has been confirmed but is yet to be purchased by Council, with negotiations underway. There are current commercial sensitivities that Council wishes to protect on behalf of the current landowner and therefore it is unable to release the exact location as part of this tender.

The preferred site is in Masterton, within the northern area of the Town Centre. It has close linkages to our prized heritage Queen Elizabeth Park and the Waipoua River. The site itself is approximately 7000 m².

FEATURES

The features the building is to include are:

- 27m x 27m flexi-form “black box” theatre with seating for 500 pax:
 - The proposed ‘black box’ or flexi-form theatre could be used for a variety of uses, but its predominant use would presumably be for performing arts events. The flexibility inherent to black box theatres would allow it also to be used for small conferences, meetings, exhibitions, and banquets. It is important that the seating configuration and staging design is flexible and can be efficiently moved without requiring substantial labour, and therefore cost.
- Library and archives with a footprint of approximately 2800 m².
- Information hub which includes Council services, box office etc.
 - Large customer service area with ancillary back-office support spaces, such as tearooms, bathrooms, storage etc.
- Pre-function space
 - Pre-function space large enough to support the capacity of the black box theatre that could also be utilised as an exhibition/show case space when not in use for functions
- A hybrid kitchen:
 - A ‘hybrid kitchen’ - full kitchen capacity for banquets of up to 200 attendees and finishing kitchen capacity for banquets of up to 400 attendees
- 3 x 12-person meeting rooms

Appendix

Return Brief - Accommodation Schedule - Revision A

Space / Room	Description	Area	Source	Notes	
Library (16 Staff)		1897m²			
Collection Areas		769m²	Assuming Collection size of 53K	Current Collection=52-53K. Best Practice=46-48K for 26,000 Population. 2032 Population=32K Based on 53,000 items @ 70 Items/m ² & 25-30% on loan. Calculated using the People Places method of a 4 shelf high average module with 30 volumes per shelf and a standard shelf being 900 mm long, with bays up to 6 shelves long, maximum of 5400 mm. bays of shelving spaced at 1500 mm clear width between aisles	
	Collection	Open, flexible space with universal access to shelving	629m ²	Sue.S & People Places	
	Quick picks, display & information		25m ²	People Places	
	Newspaper & magazine area	Allowance for areas requiring additional space	25m ²	People Places	Area in addition to the baseline Collection allowance intended to offer great spacing for non-standard collection genres
	Specialist genre collection		35m ²	People Places	
	Public Access Computers (11)	Comms/Power/Data points for up to 11 in cubicle and/or open desk arrangements	55m ²	Library Manager & People Places	Consider having some computers designed to encourage group use of one computer.
Reading, Seating & Study Areas		497m²			
	Breakout Zone / Reading Lounge (80%)	Space for casual seating – lounge and table style.	360m ²	Sue.S & People Places	Consider access to natural lighting and visibility from street
	Desking/Study Area (20%)	Areas for individual and group study.	127m ²	Sue.S & People Places	Consider the ability to be used in different manners. From fully closed off areas to open booth style areas that can accommodate small groups
	Photocopiers, digital equipment	One multi function photocopier and small workbench	10m ²	People Places	
Children & Youth Areas		150m²			
	Children's story telling / activities	Space for children and other specific storytelling	75m ²	Library Manger	Area listed excludes the Children's Collection which may be co-located with this space. Area to accommodate approx. 30 Children + Parents + Prams. The area should draw children to the space and instil a sense of excitement.
	Young adult (teens) area	Casual FFE area dedicated to teenagers.	40m ²	Library Manger	Area excludes Youth Collection.
	Games area/digital media space	AV equipped area	35m ²	People Places	
Lending Management		34m²			
	Service Desk / Concierge	Open plan area, meet and greet style service	15m ²	People Places	
	Returns Chute	Place for book returns	10m ²	People Places	Located for after-hours deposits. Avoid causing a clash with building circulation/entry
	Self check units (3)		9m ²	People Places	Allowance of 3m ² /unit. Position to be determined in design phases
Meeting Rooms		82m²			
	Meeting Room 1	20 person capacity	30m ²	Library Manager	1.5m ² /person
	Meeting Room 2	6 person capacity	12m ²	Library Manager	2m ² /person
	Meeting Room 3	6 person capacity	12m ²	Library Manager	
	Meeting Room 4	4 person capacity	8m ²	Library Manager	
	Meeting Room 5	4 person capacity	8m ²	Library Manager	
	Meeting Room 6	6 person capacity + Storage	12m ²	Library Manager	Room available to community for JP etc. Requires storage.
Additional Services		50m²			
	Fab Lab / Creative Classroom	Maker type space with Storage	50m ²	Library Manager	Includes 10m ² allowance for storage
	Cafe	Not currently included in library brief	m ²		Refer to brief enhancements

Appendix

Return Brief - Accommodation Schedule - Revision A

Space / Room	Description	Area	Source	Notes
Administration/Office (16 Staff)		190m²		
	Mangers Office (1)	9m ²	Library Manager	
	Assistant Mangers Office (1)	9m ²	Library Manager	
	Workstations/Desks (14)	12 existing + 2 expansion	Library Manager	based on 7m2/person
	Staff Meeting Room	6 person capacity	Library Manager	
	Staff Print Hub	6m ²		
	Storage	18m ²		
	Book Workroom	Combined returns sorting and processing workroom.	Library Manager	Consider a space allowance for future RFID machine
Staff Amenities		55m²		
	Kitchenette	Tea, Coffee & water		Located withi
	Staff Meal/Break Room - Wharekai		Rev A - Area Reduced	Assumes 50% building staff at any time
	Staff Wellbeing Room			Shared with Archives and Info Hub
	Staff Toilets (gender-neutral)			tbc
Ancillary Spaces		70m²		
	Foyer / lobby /	Welcome Space	Rev A - Area Reduced	Area overlapped with Multi-use Foyer (Pre-Function)
	Public toilets and parents' room			
	Storage - Equipment/Furniture			
Archive (5 Staff)		745m²		
Receiving / Preservation		112m²		
	Receiving / Assessment		Archive Manager	
	Preservation		Archive Manager	
	Digitization		Archive Manager	
Vault		400m²		
	General Repositories		Archive Manager	Current area of 196m2.
	Specialist Repositories (4-10 Degrees)		Archive Manager	Not currently provided.
	Document Layout Area		Archive Manager	
Reading Room		160m²		
	Document Layout Area		Archive Manager	
	Public Access Computers (2)		Archive Manager	
	Microfilm Station (1)		Archive Manager	
	Local History Collection		Archive Manager	
	Visitor Lockers (6pp)		Archive Manager	
	Temporary Material Storage		Archive Manager	Storage for items awaiting return to the Vault
	Storage - Furniture		Archive Manager	
	Display Cabinets		Archive Manager	
	Exhibition Area		Archive Manager	
Administration/Office (5 Staff)		61m²		
	Assistant Mangers Office (1)		Archive Manager	
	Workstations/Desks (4)	3 existing + 1 future expansion	Library Manager	
	Private Phone Call Room			
	Meeting Room			
Staff Amenities		12m²		
	Kitchenette - Tea & Coffee			
	Staff Meal/Break Room - Wharekai			Area in addition to Library allowance
	Staff Toilets (gender-neutral)			

Appendix

Return Brief - Accommodation Schedule - Revision A

Space / Room	Description	Area	Source	Notes
Info Hub (Council Services& i-Site) (12 Staff)		287m²		
Service Area		64m²		
	Service Points (3)	38m ²	Customer Service Manager	2 cashiers, 1 meet and greet. Large qty of cash often handled
	Queing Space	m ²	Rev A - Area Reduced	Area overlapped with Multi-use Foyer (Pre-Function)
	Self Service Kiosk	6m ²		
	Customer Meeting Room (8-9ppl)	20m ²		Can be used by MDC Planning Officers etc
Administration/Office (11 Staff)		108m²		
	Desking / Workstations (11 Staff)	77m ²	Customer Service Manager	7m2/person. Staff frequently on phone (Consider call centre style set-up)
	Cash room & Safe	7m ²		
	Storage	12m ²	Customer Service Manager	Recycling bins and rain water tanks
	Meeting Room (4-6ppl)	12m ²		
i-Site		90m²		
	Display	30m ²	Rev A - Area Reduced	Area overlapped with Multi-use Foyer (Pre-Function)
	Service Point (1)	6m ²		
	Storage	12m ²		
	Office (6 Staff)	42m ²		
Staff Amenities		25m²		
	Kitchenette - Tea & Coffee	8m ²		
	Staff Meal/Break Room - Wharekai	11m ²		Area in addition to Library base allowance
	Staff Toilets (gender-neutral)	6m ²		
Pre-Function, Event and Exhibition Space (0 Staff)		452m²		
Multi-use Foyer		250m²		
	Main Space	Foyer style space (350 Standing). Space to be shared with Library. Opening hours tbc.	250m ²	
	Box Office		m ²	Combined with Info Hub / Bar
	Cloak Room		m ²	SMEs advised this is not required
	Cafe		m ²	Refer to Possible Brief Enhancements
Meeting Suite		72m²		
	Public Meeting Rooms	3 x 12-person meeting rooms	72m ²	Consider combining with Theatre Multi-Purpose Space
Ancillary Spaces		130m²		
	Public toilets and parents' room		75m ²	Shared with Theatre.
	Bar	Concierge point. Ability to close down within space when not in use.	30m ²	
	Storage - Equipment/Furniture		25m ²	

Appendix

Return Brief - Accommodation Schedule - Revision A

Space / Room	Description	Area	Source	Notes
Theatre (500 Seated Capacity) (3 Staff)		1307m ²		
Flexible Performance Space		928m ²		
	Auditorium / box	390 seated capacity, retractable seats. Flat floor, no pit	490m ²	
	Balcony	110 seated capacity	270m ²	
	Stage	### maximum size	m ²	Area included in Auditorium, 10m x 8m
	Catwalks		150m ²	Within auditorium box & including storage. Back stage access.
	Control Room	Control spot only, no room required	m ²	
	Chair Store		18m ²	Separate store to retractable seating
Back of House		250m ²		
	Green Room	5-10 Person Capacity	20m ²	
	Tech Office		20m ²	2 person capacity
	Scene dock & Workshop		70m ²	Storage included
	Loading dock	Refer below		Shared with library
	Storage		50m ²	Multiple locations BOH. Rooms to have 2 doors for ease of access
	Laundry & Costume		20m ²	Washing, ironing & costume repairs
	Stage Door		20m ²	
	Rack / Dimmer / IT Room		50m ²	Allow space for 3-4 IT racks
	Event / Flexi Room		m ²	Refer to detail below
	Vertical transportation		5m ²	BOH lift for catwalks
Dressing Rooms		100m ²		
	2 Person with ensuite (2)		30m ²	
	8 person with ensuite (1)		60m ²	Ability to be split into 2x4 person
	Toilets (Acc + gender-neutral)		10m ²	Tech staff & BOH use
Administration/Office (3 Staff)		29m ²		
	Workstations/Desks (3)		21m ²	Assumed staffing allowance. tbc
	Kitchenette - Tea & Coffee		8m ²	
Front of House (FOH)		m ²		
	Front of House spaces		m ²	Refer to Pre-Function Space
	Vertical transportation		5m ²	Balcony level access

Appendix

Return Brief - Accommodation Schedule - Revision A

Space / Room	Description	Area	Source	Notes
Shared Spaces		200m ²		
Kitchen		50m ²		
	Re-heat Kitchen	50m ²		tbc
Loading Dock		135m ²		
	Dock way	80m ²		Shared between Theatre, Library and Archives.
	Storage	35m ²		
	Refuse and Recycling Store	20m ²		
End of Trip Facilities (36 Staff)		15m ²		
	Bike Racks	6m ²		
	Shower / Change	3m ²		
	Lockers	6m ²		
Outdoor Space		m ²		
	Landscaped Areas	m ²		Design tbc. Shared between Theatre, Library and Archives.
Total Net Area		4888m ²		
Area Grossing Factor		20%	Percentage updated to reflect brief overlaps	
Additional Gross Area		978m ²		
		5866m²		
Possible Brief Enhancements				
Café		70m ²		
	Café Seating	50m ²		
	Café Counter	20m ²		
	Café Kitchen	m ²		Assume use of Catering Kitchen
Multi-Purpose Space		225m ²		
	Multi-Purpose Space (MPS)	210m ²		14x15m. 75 seated Capacity. Primary use as Dance room / band room. Could also be used as Council Chambers. Potential to divide into 2 meeting rooms or 2x10person dressing.
	MPS Storage	15m ²		
Gross Area including Brief Enhancements floor Area (GFA)		6161m ²		

List of Participants

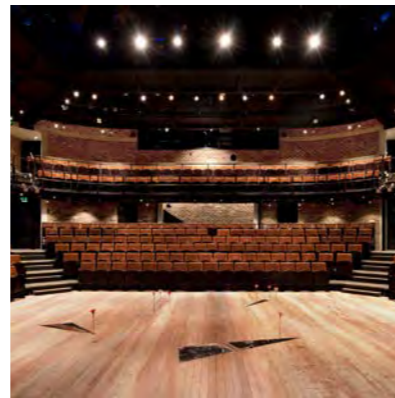
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Client Representatives

Subject Matter Experts (SME's)



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Peter Bickle
Beth Solomon

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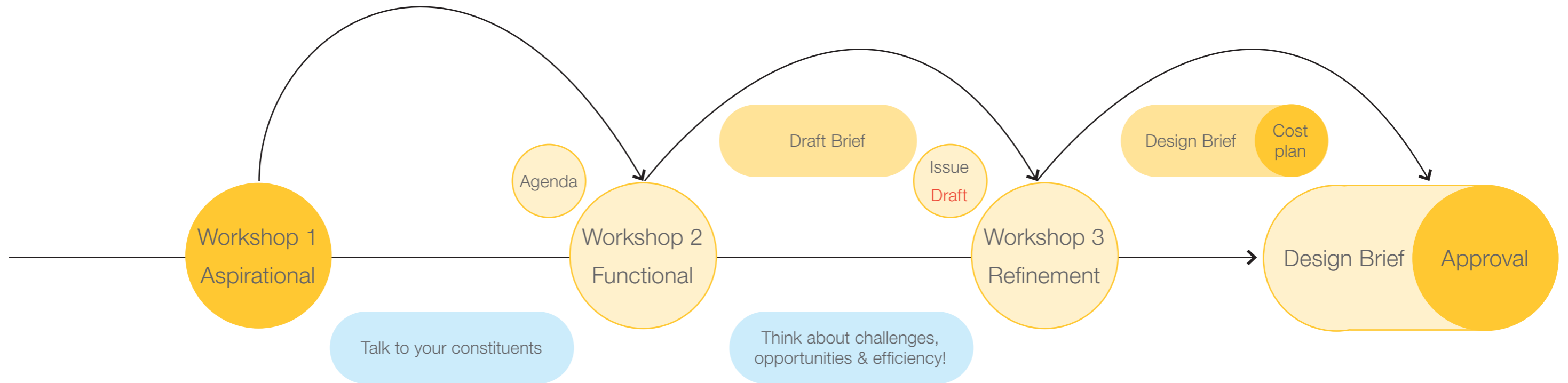
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Representative

Tiraumaera (Tirau) TeTau
Rangitāne o Wairarapa Iwi
Representative



Agenda:
High level discussion

- Current Situation
- Future Aspirations
- Relationship with other spaces
- Examples and Precedents

Dates: 3/03/2022

Agenda:
Detailed level discussion

- Physical needs?
- How big?
- How should it operate?
- Seating type?
- Must have / nice to have
- How might it work?

Dates: 17/03/2022

Agenda:
Review of Draft document

- Did we get it right?
- Did we cover the important things?
- What needs to be tested early in the concept design phases?

Dates: 31/03/2022

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