

**SOUTH CHRISTCHURCH LIBRARY  
AND  
SERVICE CENTRE**

TERMS OF REFERENCE



**CHRISTCHURCH**

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**July 2001**

# **SOUTH CHRISTCHURCH LIBRARY AND SERVICE CENTRE**

## **TERMS OF REFERENCE**

**1.0 PROJECT NAME:** South Library, Service Centre and Community Learning Centre

**2.0 PROJECT DESCRIPTION:**

Replacement of the existing Beckenham Service Centre to provide an integrated/co-located Library, Service Centre and Community Learning Centre

**3.0 BACKGROUND:**

The report entitled "Library and Council Services in South Christchurch – Report of the Project Team November 2000" included in part the following:

Expansion of Spreydon Library was first identified in 1993 as part of a development and enhancement plan for suburban libraries. Budget provision was made in 1996 and planning was initiated to get the project underway.

In 1999/2000 funding was available for the purchase of land to allow for the building of a new library at St Martins in the following financial year. The Council was unsuccessful, however, in its bid to purchase the only suitable piece of land in the area (the site of the former St Martins Catholic Church).

At the Council meeting on 25 November 1999 the recommendation in the Strategy and Resources Report of 15 November, regarding Spreydon Library accommodation options, was replaced with the following resolution:

***"It was resolved that a report be sought on the provision of a combined service centre/library for the South Christchurch area, which would obviate the need for major upgrading of the St Martins and Spreydon Libraries."***

An officer project group was set up in February 2000 to investigate the current strategy for the delivery of library service in the South of the city, to consider if this was still relevant and to investigate subsequent solutions.

The resulting report recommended that a new combined Library/Service Centre/Community Learning facility be constructed on the site of the existing Beckenham Service Centre.

This recommendation was endorsed by the Council in November 2000 subject to consultation. Consultation was subsequently carried out and the proposal adopted by the Council at its meeting on 22 February 2001.

## **NEW FACILITY – SIZE, ROLE AND FUNCTION**

### **Size specifications for library**

Size specifications for a new library in the south have been based on New Zealand public library standards published by the Library and Information Association of New Zealand Aotearoa (LIANZA) in 1995. Following on from a meeting with Councillors in June 2000 the requirements for a new library have been based on the assumption that whilst the new library would be the major facility, the existing Spreydon library would remain. The existing St Martins Adult volunteer library would also remain whilst the volunteers wished to continue their service to the community in that location, the St Martins Children's Library would be relocated to the new facility. The population to be served by the new facility is estimated to be 45,000. The size and population served for the new Fendalton Library is given by way of comparison.

New Facility	Serving a population of 45,000	2100 sq m
Fendalton Library	Serving a population of 32,500	1500 sq m

Note: The New Zealand public standards recommended size for a stand-alone public library serving a population of 40,000 is 2390 and for 50,000 is 2930. We have discounted these sizes to take account of the fact that this is a branch library and does not need to house the administrative services associated with a main library.

### **Community board and advocacy**

For some years now the Council has been working towards the co-location and integration of Service Centres with Libraries where possible. This strategy was outlined in the Suburban Services Report in 1997 and Fendalton Library and Service Centre is the most recent example. It has therefore been an assumption of the Project Team that if a new library is to be built in the South then provision should be made in the planning to locate the Community Board and Advocacy in the same building. This will require a total building of 2504 square meters.

### **Property issues**

The Property Unit has investigated a number of possible locations for a library and service centre of the required size. If the facility is to be single storey then a site size of 3,500 square meters is required to accommodate parking and landscaping. Sites investigated include both land owned by the Council and sites which would require purchase. The only site available in the area which Council owns and which is big enough to accommodate the facility with parking is the land on which the Beckenham Service Centre currently sits (2529m<sup>2</sup>) if the building is to be single storey.

### **Suitability of the Beckenham site**

This location meets two of the criteria for siting a community library. It has a catchment population of greater than 10,000 and it is on a main traffic route with public transport provision. Cross traffic could be catered for by enhancement of

connections with the Orbiter bus route, and preliminary discussions with the Environment Canterbury would indicate a willingness to consider this.

The site is not immediately adjacent to a significant shopping complex. However, there is strip shopping north in Colombo Street (about 0.5km) and resource consent is being processed for a new supermarket in this area. Given that this library will serve a greater catchment population than a traditional 800 square meter library such as Linwood, the requirement to ensure that it is within walking distance of most of its customers is not a reasonable expectation. Therefore, good parking and easy access for cars will be essential. The location is in the middle of the Board area (when considered East/West) but well towards the South of the area. East/West traffic flow is not straightforward south of Milton Street but it is the view of the Project Team that if the Library is a significant community facility it will be a destination in its own right.

### **Learning centre**

The Council has the opportunity to be a partner in an innovative Learning Centre integrated with the library in this facility. The Centre will provide learning opportunities in technology and information skills for school children, teachers and the community. It is proposed that Global Net 2000, which has been one of the Council's most successful millennium projects, would make its future home in the Centre. Whilst the partnership with the education sector has not yet been finalised, the parties have indicated their real interest in such a venture, which would see the operational costs of the Centre being funded for a 3 – 5 year period. A Learning Centre of this nature would be a first of its kind in New Zealand and a likely model for others to follow.

### **Village concept**

The facility would build on a "village concept" with spaces for small scale entertainment, learning, meeting and browsing, taking coffee, information and collections, library studying and sitting, listening to music and liaising with the community. A "drive by" drop off and pick up service would be a new feature of the proposed library. It would build on the best features of the New Brighton and Fendalton Libraries and create a new concept for learning in partnership with the education sector, which would be a first in New Zealand and a model for others to follow. The Council has the opportunity to again be at the forefront in delivering innovative information, recreation and learning facilities which support the Council's social, economic and community objectives.

### **Sustainable building**

The Council has committed itself to improving sustainability through 3 recent resolutions:

1. Adopting the "Natural Step"
2. Recognising "the opportunity for the city to become an international leader in sustainability and become a showcase example of a good place to live with clear business, social and community benefits"
3. Leading a process to build a sustainable Christchurch

In developing the new building, international concepts for minimisation of energy use and atmospheric emissions are to be considered in selection of construction materials, techniques and building operation. Methods of waste minimisation are to be incorporated into demolition and construction contracts.

#### **4.0 AIMS AND OBJECTIVES:**

##### **4.1 Aim:**

To enhance customer service delivery and obtain maximum efficiency gains through the cost-effective co-location of Library, Service Centre and Community Learning facilities.

##### **4.2 Objectives:**

**To provide a building which meets the following Objectives:**

1. Co-located / integrated Library / Community Teams facility in line with the Suburban Service delivery strategy document
2. “Healthy”, safe, “friendly” building in terms of all users - customers and staff delivery function with flair
3. Completed within the Council approved budget
4. Completed within the Council approved programme
5. Complying with all the requirements of the agreed Brief including quality
6. Designed to give a good balance between capital costs and operating costs - lifecycle costs
7. Meeting the requirements of Council policies eg Energy Strategy and Children’s Policy
8. Meeting requirements of Council criteria for waste minimisation and sustainable design
9. Social focal point for the local community
10. Library and advocacy functions preferred location is the ground floor. However the Project Control Group remains open to creative architectural design.
11. Inclusion of a fire sprinkler system
12. Continuity of existing Service Centre activities on or near the site after demolition of the Service Centre (To be pursued with the Community Board).
13. Flexibility for future users/adaptability to technology changes
14. Space provision for a Community Learning Centre
15. In sympathy with surrounding residential area
16. Natural light for workspaces
17. Inclusion of a Cafe

## 5.0 NEEDS ANALYSIS:

The Council at its October 1997 meeting adopted the strategy for the delivery of Council services in the suburbs as recommended in the report entitled “Suburban Service Delivery Beyond 1996” and dated December 1996. This strategy included the co-location of Library and Service Centres.

The report entitled “Library and Council Services in South Christchurch – Report of the Project Team November 2000”, accepted by the council in February 2001 provides a summary of the justification for the new facility.

## 6.0 SITE DESCRIPTION:

The site for the new Library/Service Centre is the site situated on the corner of Colombo St and Hunter Terrace currently occupied by the Beckenham Service Centre, plus adjacent land also owned by the City Council.

Council Land comprises:

- The corner site covering 2,529 square metres on Certificate of Title 7B/666.
- 1.747ha of land immediately adjacent to the corner site and stretching along Hunter terrace fronting the Heathcote River, on CT 7B/589
- The existing Water Supply and storage area comprising 1.3152ha on CT 241/117.

## 7.0 PRELIMINARY FUNDING PROVISIONS:

### 7.1 Library/Service Centre:

The allowance made in the draft Christchurch City Council 2002 Financial Plan and Programme is as follows:

<b>Available Finance</b>	<b>2000/01</b>	<b>2001/02</b>	<b>2002/03</b>	<b>Total</b>
Property	\$344,433	\$2,500,000	\$1,315,042	\$4,159,475
Libraries – ex Spreydon	*\$182,729	3,655		186,384
Libraries – ex St Martins			158,100	158,100
Libraries - ex St M stock			81,600	81,600
Libs – stock ex 6 month review	*\$350,000			350,000
<b>Total</b>	<b>\$877,162</b>	<b>\$2,503,655</b>	<b>\$1,554,742</b>	<b>\$4,935,559</b>

\*To be carried forward

### **Required budget for the project**

Building – 2504m <sup>2</sup> @ \$1650/m <sup>2</sup>	\$4,131,600	(Construction component approximately \$3,300,000)
Library fit out	\$350,000	
Community Board fit out	\$100,000	
Total required	<b>\$4,581,600</b>	
Available	<b>\$4,503,959</b>	(not including stock from table above)
Shortfall	<b>\$77,641</b>	(Comprising expenditure from Spreydon budget on prefeb, investigation and estimate fees for other options)

#### **7.2 Fitout:**

The allowance made in the draft Christchurch City Council 2002 Annual Plan for library fit out is \$350,000 and for Community Board fit out is \$100,000. Fit out of the Learning Centre is not included in the project budget and is to be separately funded by the Learning Centre Trust.

#### **7.3 Stock:**

Library stock is excluded from the project budget and is to be administered by the Libraries and Information Unit.

#### **7.4 General:**

These figures exclude land, GST and financing costs.

These figures are to be revalidated during the Pre-Development phase.

#### **8.0 TIME FRAME:**

The current programme for the Pre-Development Phase is included as Attachment 1.

It shows completion of the Pre-Development Phase and presentation of the Functional Design Brief to a meeting of the Strategy and Resources Committee in December 2001.

#### **9.0 PROJECT CONSTRAINTS:**

The project shall comply with Council requirements including the “Energy Strategy 2020”, “Designing for Parent and Child - Guidelines for Projects, Policies and Planning”, waste minimisation and sustainability criteria currently being developed, “Resource Handbook for Barrier Free Environments” by the Barrier Free NZ Trust and “Policy on Equity and Access for People with Disabilities”.

#### **10.0 DELIVERABLES AND APPROVALS**

Refer Attachment 2 - Project Delivery Process

#### **PRE-DEVELOPMENT PHASE**

(a) **Functional Design Brief and Budget report**

Approved by the Strategy and Resources Committee  
Adopted by Council.

#### **DEVELOPMENT PHASE**

(b) **Tender Evaluation and Recommendation Report**

Approved by the Projects and Property Committee  
Adopted by Council

(c) **Construction**

Regular reports to the Projects and Property Committee

(d) **Completed Library/Service Centre**

Accepted by the Libraries Manager/Community Relations Manager/ Property Asset Manager.

#### **11.0 PROJECT ORGANISATION:**

Refer Attachment 3 - Organisation Structure

##### **Project Control Group**

This group comprises the major project stakeholders and will be the primary staff decision making body guiding the Project Manager.

**Project Manager:**

Ian McKenzie

**Libraries Unit Representatives:**

Sue Sutherland, Hilary Renfree

**Community Relations Representatives:**

Stephen Phillips, Nick Chapman

**Property Unit Representative:**

Peter Wills

**Learning Centre Trust Representative:**

Nick Major, Principal Beckenham School

#### **PRE-DEVELOPMENT PHASE CONSULTANTS**

**Project Manager:**

City Solutions

To be appointed:  
Architect  
Cost Management Consultant/Quantity Surveyor  
Mechanical Engineer  
Fire Engineer  
Electrical Engineer  
Structural Engineer  
Civil Engineer

**DEVELOPMENT PHASE CONSULTANTS**

To be confirmed following Pre-Development Phase

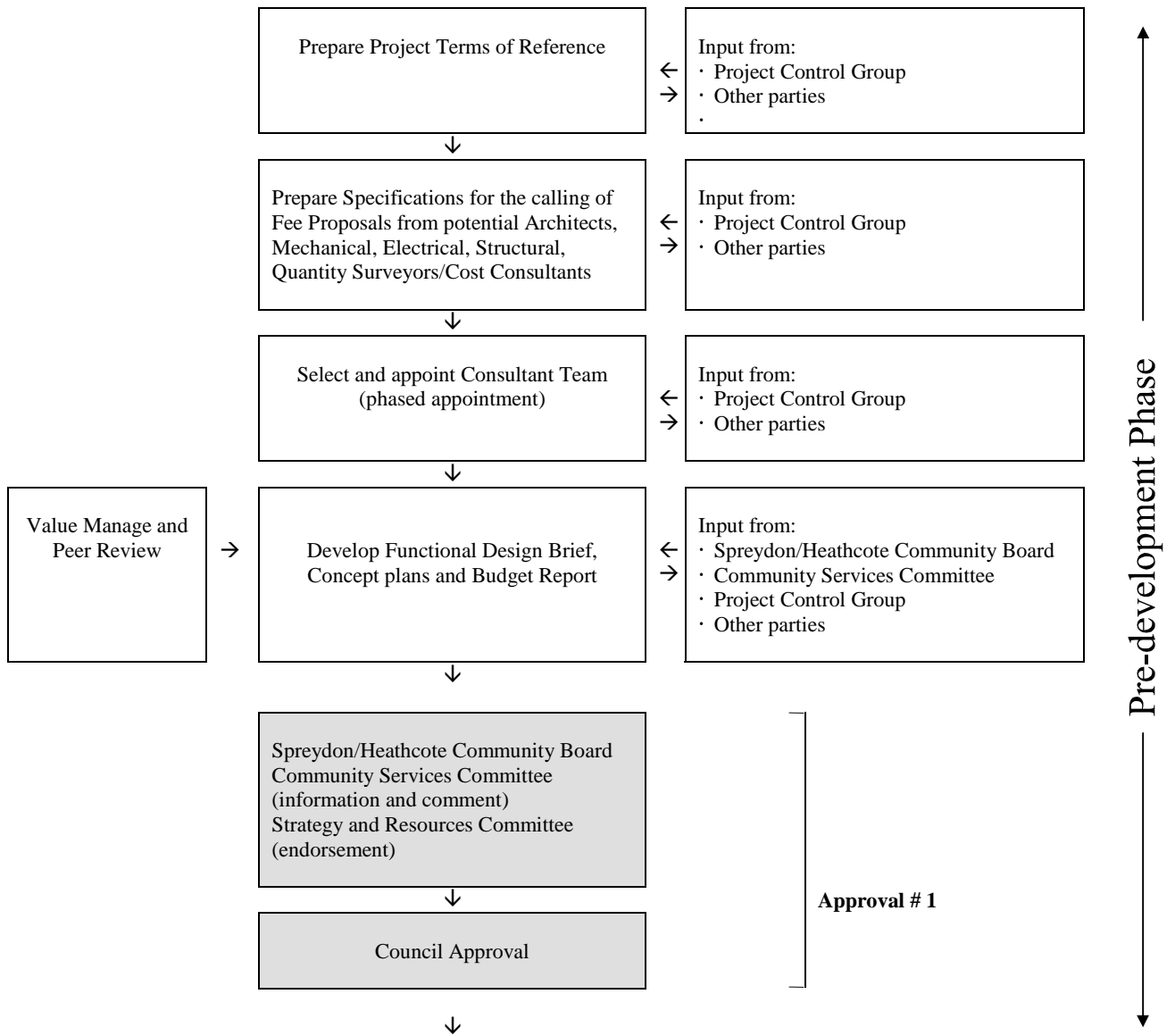
**Attachments:**

1. Programme for the Pre-Development/Brief Definition Phase
2. Project Delivery Process
3. Organisation Structure
4. Site description
5. Breakdown of space requirements

**SOUTH LIBRARY/SERVICE CENTRE  
DRAFT PROJECT DELIVERY PROCESS**

254/23601

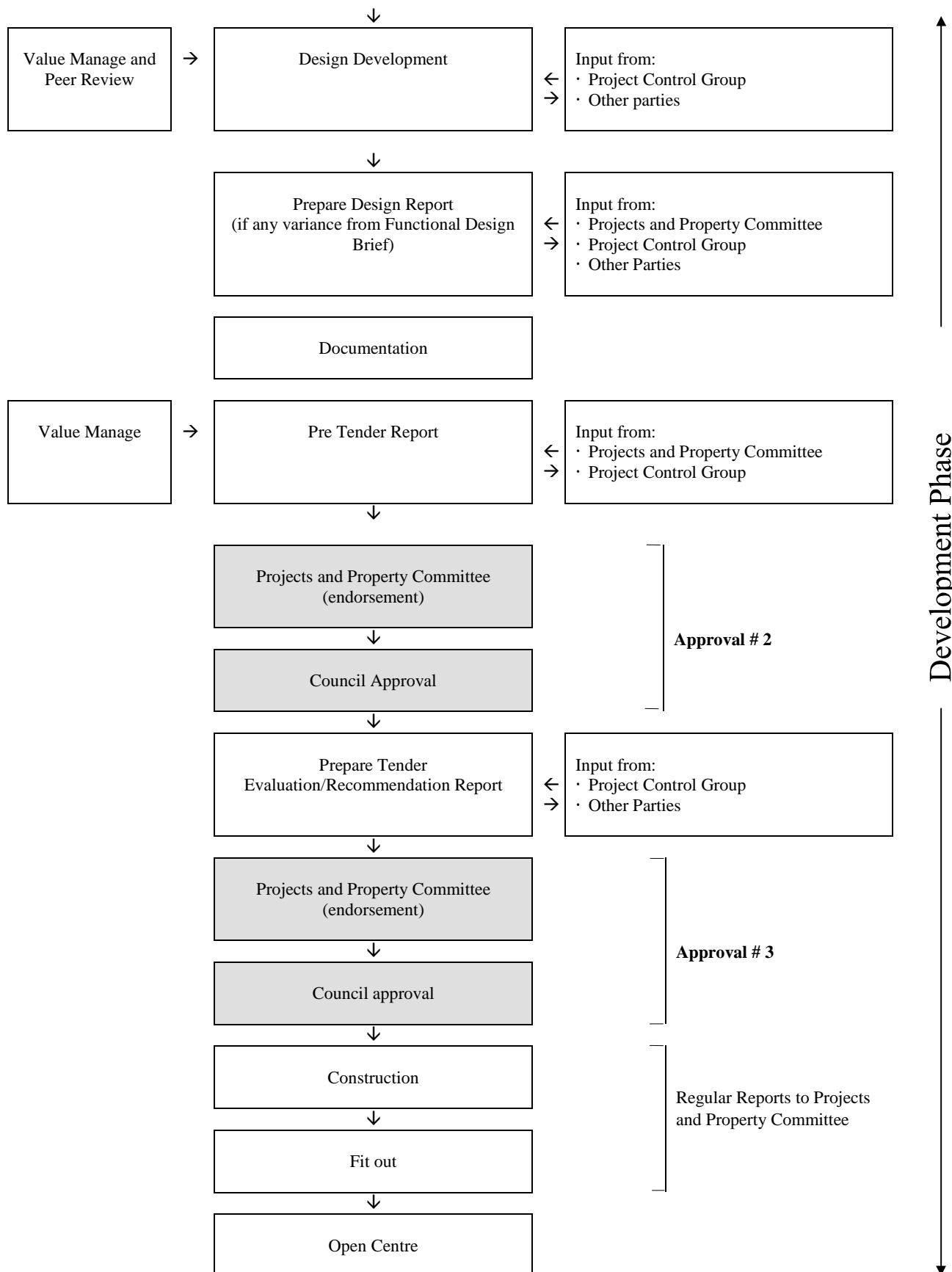
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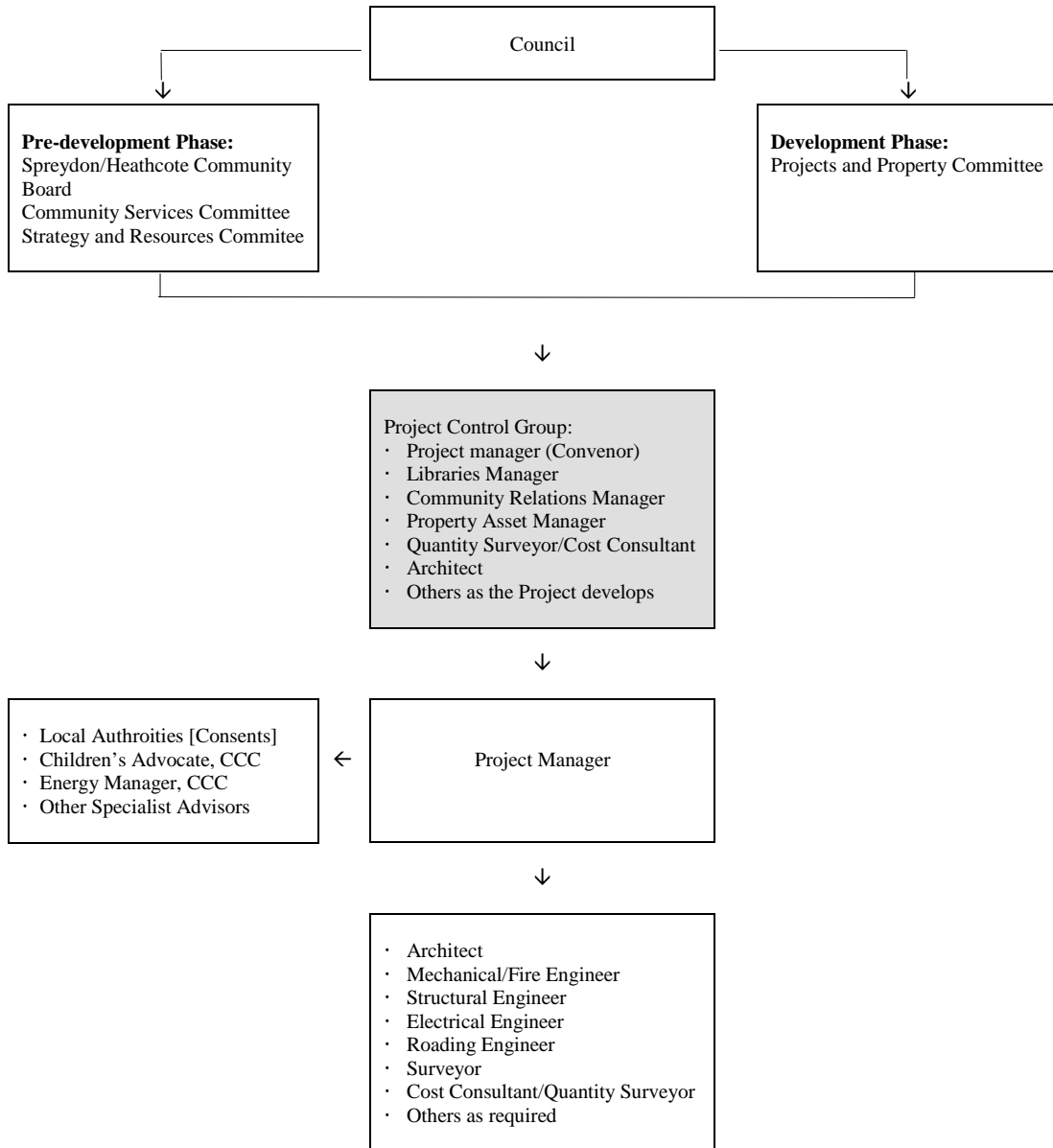
**SOUTH LIBRARY/SERVICE CENTRE  
DRAFT PROJECT DELIVERY PROCESS cont...**

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May 2001



<b>SOUTH LIBRARY/SERVICE CENTRE ORGANISATION STRUCTURE</b>	254/23601 May 2001
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## South Christchurch Library and Service Centre – Component Areas

Population served:	45,000
Collection size	70000

LIBRARY		
Collections	700	
Seating	150	
Armchair seating	50	
Service desks (Issues, returns & info)	50	
Gallery	20	
Café & market square	100	
PAD	50	
Other - 20%	#	
Study/seminar rooms	#	
Foyer etc	#	
Public toilets	#	
Staff work area	230	
Staffroom & toilets	#	
Library store	30	
Loading dock	15	
Other	200	
<b>Total</b>		<b>1595</b>

<b>COUNCIL/COUNTER SERVICES</b>	<b>70</b>	<b>70</b>
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LEARNING CENTRE		
Training rooms	140	
Office x 2	30	
Storage & other	30	
<b>Total</b>		<b>200</b>

ADVOCACY		
Board room	90	
Double meeting room	42	
Community Advocates Office	20	
Community Secretay	12	
Work Stations (9)	108	
File Room	5	
Photocopy/Fax Room	7	
Utility Cupboards	18	
Community Constable	12	
Reception - incorporated in Council/ Counter Services	*	
<b>Total</b>		<b>314</b>

SHARED FACILITIES / SPACE		
Study/Seminar Room	33	)
Staff Toilets	27	)
Staff Room	80	)
Public Toilets	65	
Foyer	20	
Access areas / passageways / contingency	100	
<b>Total</b>		<b>325</b>

<b>TOTAL FOR THE FACILITY</b>	<b>2504</b>	<b>2504</b>
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<b>LIBRARY (incl Learning Centre)</b>	<b>2063</b>
<b>COUNCIL/COUNTER SERVICES</b>	<b>80</b>
<b>ADVOCACY</b>	<b>361</b>