Te Āta Haere
Kaikohe Civic Hub | Library
Summary Report and Brief
7 August 2024

ĀKAU

Contents

ĀKAU

Te Kaupapa o ĀKAU

We value the ideas that young people and whānau have for making their environment more awesome. By using design to engage taitamariki and whānau, we hope to walk alongside them from exclusion, to inclusion, to greatness.

ĀKAU strives to empower taitamariki and whānau around Aotearoa to feel more connected and creative so that they can navigate the future with confidence. We help taitamariki and whānau recognize and harness the creativity of their tūpuna by involving them in tangible projects that have real impact for taitamariki, their whānau and their community.

FOR KAIAKO & KURA

We incorporate design, Te Ao Māori and tangible outcomes into the curriculum. Through engaging with ĀKAU we help kaiako and teachers learn how to teach the foundational skill of design and how to utilize these skills to contribute to tangible design projects.

FOR MARAE, WHĀNAU AND COMMUNITY ORGANISATIONS

We awhi community organisations to help them authentically engage taitamariki and hapori in the design of projects and different kaupapa.

ĀKAU uses a creative process to help conceptualise ideas, needs and aspirations with Marae and whānau for community projects. Community Projects could include the development of Papakāinga, Marae, Public Spaces, Masterplans smaller design elements or co-designing solutions for large kaupapa.

Through this process we believe we achieve great design outcomes. That is, design that is contextual and authentic, a response to local culture and surroundings.

WHAT WE OFFER:

01 ASPIRATIONAL BRIEF BUILDING

Papamahi facilitated by the ĀKAU team to ensure taitamariki and whānau voice is heard when developing a brief for community projects. Our facilitators are all skilled in helping taitamariki and whānau identify and communicate their whakaaro through a fun, creative process. These papamahi can be facilitated in Reo Rua.

02 CONCEPT DESIGN

Creative papamahi facilitated by the ĀKAU team to develop design concepts for schools/kura, whānau, community, local and regional projects. Our team of facilitators are all skilled in helping participants work through the design process, have knowledge of Te Ao Māori and how to utilise this, working through a kaupapa Māori lens. These papamahi can be facilitated in Reo Rua.

03 DESIGN / WHAKAAHUA

Design development by the ĀKAU network of creative professionals!

ĀKAU have a network of professionals which cover a wide spectrum of design disciplines from Architects, Landscape Architects, Graphic designers and Ringatoi to name a few.

> **"**
> ## Ka tūtaki ai te wai ki te whenua
>
> To us, ĀKAU is the place where water meets land

ĀKAU

Stage One | FNDC Engagement

FNDC reached and gathered feedback from 1045 respondents within the community as part of preliminary research.

The original ideas for spaces came from the Library services team and additional considerations were added by the Engagement team. Information was collected through online surveys, voting, comment boards, and simple survey booklets. The outcome of the engagement was a total of 1045 total unique responses (data & comments). From this material gathered by the FNDC we were able to engage and present to a number of stakeholders, to talk to them about our plan for further discussion.

Suggestions included from highest to lowest:

› Gaming Area (712)
› Study Pods (699)
› Maori and Local History Room (698)
› Community Kitchen (575)
› Cafe (691)
› Creative Makers Space (677)
› Community Gardens (674)
› Internal Courtyard (629)
› Gallery Space (602)
› Recording Studio (598)
› Teen Zone (588)
› Sensory Quiet Space (529)
› Tiered Seating (480)
› 24/7 Lockers (466)
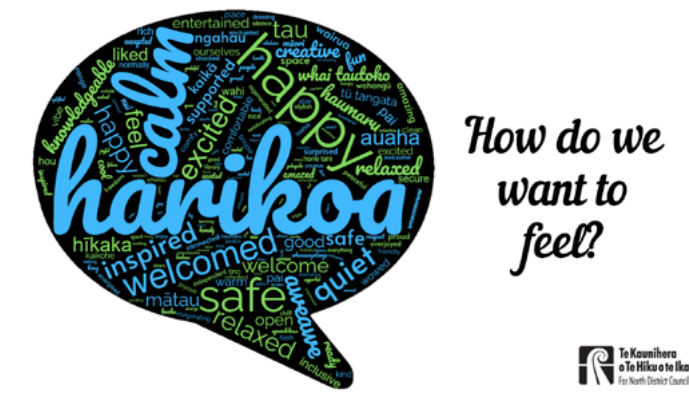
HOW SHOULD THE SPACE LOOK?

› Reflective of the community
› Safe Space
› Relaxing
› Clean and Welcoming
› Like a native forest
› Maori environment
› Pā Harakeke

HOW DO WE WANT TO FEEL?

› Harikoa
› Welcomed
› Creative
› Inspired
› Knowledgeable
› Calm
› Happy

WHAT DO WE WANT TO DO?

› Takaro
› Read
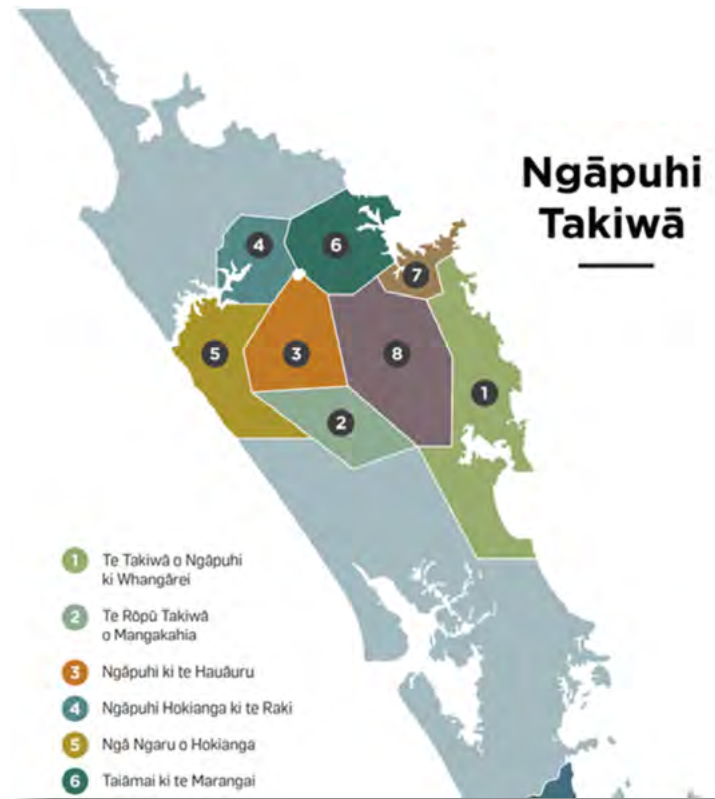› Panui
› Kemu
› Read
› Gaming
› Pukapuka
› Hitori
› Maori

WHAT DID WE MISS?

› Te Reo Māori
› Mother and Baby spaces
› Playground
› Mahi Whakairo Maori Room
› Toilets and Restrooms

Stage Two | General Outreach

This was a general outreach process, reporting updates and notifying community of the project and the upcoming events and discussions that would require participation or input.

The engagement community was based around those represented on the Civic Hub Steering Committee.

Ngāpuhi Takiwā

1. Te Takiwā o Ngāpuhi ki Whangārei
2. Te Rōpū Takiwā o Mangakahia
3. Ngāpuhi ki te Hauāuru
4. Ngāpuhi Hokianga ki te Raki
5. Ngā Ngaru o Hokianga
6. Taiāmai ki te Marangai

TE RŪNANGA Ā IWI Ō NGĀPUHI (MAY 2024)

One of the important considerations for this project is the relationship between the project site and the Rūnanga whenua which sits adjacent to the development. It is important in our concept that we are thinking about the connections between the 2 sites and supporting the planning of the Rūnanga whenua to ensure that the investment in the building is future thinking. While we initiated communication with TRAION, this relationship is being managed by Far North Holdings Limited. Dates of interest included the Te Rūnanga A Iwi O Ngāpuhi Board Meeting Monday 17 June, 2024.

NGĀPUHI TAKIWĀ (MAY 2024)

Connected to Te Rūnanga Ā Iwi Ō Ngāpuhi, the Ngāpuhi Takiwā provide an opportunity for any person of Ngāpuhi descent to participate and provide input into the interests of all Ngāpuhi. In the Rūnanga there are ten Takiwā.

In the area directly related to the FNDC development and site there are five Takiwā:

› Ngāpuhi ki te Hauāuru

› Ngāpuhi Hokianga ki te Raki

› Te Rōpu Takiwā o Mangakahia

› Ngā Ngaru o Hokianga

› Taiāmai ki te Marangai

On Tuesday 21 May, ĀKAU presented to Ngāpuhi ki te Hauāuru takiwā, providing a foundation of the kaupapa, outlining the initial stages of engagement and providing dates for further engagement and participation opportunities.

Representation of marae in the Ngāpuhi ki te Hauāuru takiwā includes:

Ururangi, Te Riingi, Te Maata, Te Kotahitanga, Te Iringa, Te Hūruhi, Te Hungaiti, Te Huehue, Pukerātā (Ōtaua), Paripari, Parihaka, Ōkorihi, Ngai Tāwake, Kohewhata Kaingahoa (Mataraua)

Stage Two | General Outreach

NGĀ HAPU O KAIKOHEKOHE (MAY 2024)

Ngā Hapu o Kaikohekohe, is a collective of five hapu of Kaikohe.

They include representation from Te Matarahurahu, Ngāti Whakaeke, Ngāti Ueoneone, Te Uri-o-Hua and Ngāti Tautahi. This rōpu meets regularly and helps to hold hapu kōrero and priorities. They work closely with Far North District Council on resource management and alongside hapori on major projects developed on the whenua.

Members of this group hold multiple roles in the community. The collective selected Paul & Floyd Wihongi for representation on the Civic Hub Steering Committee.

TE URI-O-HUA (LEAD HAPU)

FNDC indicated that Te Uri-o-Hua should lead this kaupapa due to their interest in the whenua site. Our engagement with Te Uri-o-Hua included:

Naming the kaupapa

The kaupapa name will be used to identify the project ongoing. This will not be the name of the whare as this will be developed through the process.

Te Uri-o-Hua has named the kaupapa 'TE ĀTA HAERE'. Te Āta Haere references moving with intention, respect and integrity. Valuing the importance of relationships and good processes.

Haukāinga Kōrero

We asked Te Uri-o-Hua to consider what kōrero should be considered as a foundation for this kaupapa.

Floyd and Tamaiti Wihongi shared this kōrero in both the Taitamariki and Hapori Papamahi, providing a foundation through a historical narrative and associated stories of place, whakapapa and whenua.

Our taitamariki and hapori rōpu then utilised this kōrero to develop innovative ideas that can be utilised in the concept design phase.

Ongoing Involvement

Te Uri-o-Hua should be involved through all phases of this kaupapa and check-ins should be organised to ensure the kōrero that has generously been shared is represented appropriately. Opportunities within the build should be identifed through the process to allow for hapu, hapori and tamariki design and involvement.

Te Uri-o-Hua Kōrero

Kōrero was shared by knowledge holders of Te Uri-o-Hua and presented by Tamaiti Wihongi and Floyd Wihongi.

This kōrero was the foundation for both the taitamariki and hapori papamahi sessions to provide inspiration for the development of ideas, design and concepts.

This has provided support and discussion around the interpretation of the narrative in forming a higher-level concept outline. Taking main points from the kaikōrero and connecting them through kupu matua (kupu identified and prioritised in ideas and developed work from both the Taitamariki and Hapori groups). These are the high level concepts and ideas taken from the Te Uri-o-Hua narratives. The report from Te Uri-o-Hua can be found in the Appendix.
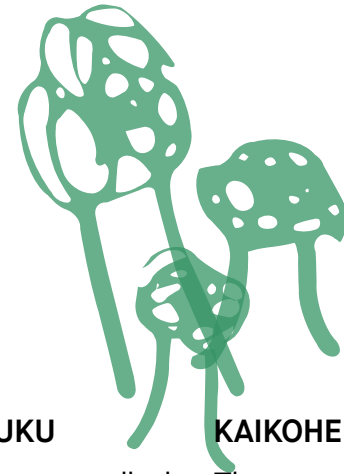
TE URI-O-HUA | HUATAKAROA | MAIKUKU

Huatakaroa an ancestor from Whangaroa travelled down on his waka to pursue Maikuku. The call of the dolphins helped lead him to Maikuku in the caves at Waitangi. They married, moved to Pouerua and had their first child, Te Rā.

Huatakaroa was then commissioned to travel to Hokianga to complete a bid of war. As payment he was gifted Opango (later known as Kaikohe).

Near the end of his life, Huatakaroa placed a feather in his daughter, Ruakino's hair, carrying the mana of Te-Uri-o-Hua to her.

After Ruakino's marriage to Te Wiwi, came Taniwha, Te Kiore, continuing the descendants of Huatakaroa.

This tupuna story is very important to Te Uri-o-Hua.

TE PUTAHI | TAKAUERE

Takauere is a taniwha, known by locals to present itself in a form of a Kauri log when a rangatira passed. Takauere lives at Lake Omapere, and known to shapeshift as bodies of water such as streams, springs or lakes.

The embodyment of Takauere flows through many places around Lake Omapere, Ngawha, Waitangi, Utakura and Waima rivers.

Putahi mauna is a hill significant to Te Uri o Hua. Beneath it's surface is a volcanic channel where Takauere was known to travel between Putahi, Lake Omapere and Ngawha.

Pūtahi mauna is the pū of the Octopus named Te Pū o te Wheke.

KAIKOHEKOHE | HONE HEKE

There are many versions of the story, relating to Hone Heke, his mother Te Kona and the naming of Kaikohe. Kaikohe was previously known as Opango.

In this version of the story, Ngati Whatua had been pillaging from Hokianga and travelled across the lands, eventually reaching Opango.

Te Kona, Hone Heke and their whānau escaped and hid from the attack, taking refuge on Tokareireia (later known as Kaikohe Hill). They lived off of the kohekohe berries to survive till it was safe to leave Tokareireia.

Opango was then named Kaikohekohe after this incident. It was shortened to Kaikohe over time.

TE AHI KŌMAU | MAMARI WAKA

This is the smouldering fire that is kept alight on the whenua, using coverings of ashes and earth.

Throughout history different generations talk about beacons of light. On the Mamari Waka, the beacon of light is called 'Te Ahi Kōmau'.

Te Ahi Kōmau explains that every Māori has a burning fire, the same fire that our tupuna had burning a thousand years ago.

We are interconnected through the fire 'Te Ahi Kōmau' with our tupuna, just in a different time-frame. We are connected through whakapapa tracing back to our tupuna who lived on the land.

Carrying the same ideas, and the expression of that fire will happen naturally through the interconnectedness with our tupuna.
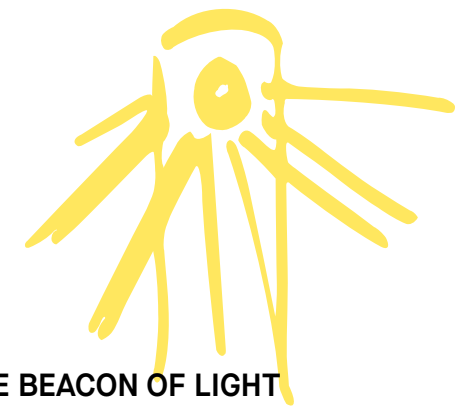
TE TIAHOTANGA | THE BEACON OF LIGHT

This korero (Te Tiahotanga) is connected to Paratene Te Ripi. This was the name put on the first whare karakia in Kaikohe.

The purpose of Te Tiahotanga, the beacon of light, was to shine out of Kaikohe to the surrounding areas. This is where hundreds flocked to the beacon.

The values and ideas of Te Tiahotanga is to bring hope, respect, haumaru, calm and wairua.

The beacon of light is reflected in many other narratives:

› The Mamari Waka captained by Ruanui, guided by light reflected from the mountain Te Ramaroa.

› Kupe entering the harbour. Awestruck by the strength of the light they named Hokianga Harbour Te Puna-o-te-ao-mārama (spring of the world of light) and the northern shore of the Hokianga, named Te Pouahi (the post of fire).

ĀKAU

Taitamariki Papamahi

ĀKAU papamahi are used to further identify outcomes, key concepts, spaces and priorities. The ĀKAU papamahi is produced as an intensely creative space on which multi-generational conversations occur and many ideas come together.

PAPAMAHI:

Taitamariki Papamahi

When: 18th June 2024, 9.30am - 2.30pm

Where: Far North District Council Kaikohe, Council Chambers

DESIGN WERO:

To develop innovative design concepts for the Kaikohe Library that are future focused and that reflect our community.

KEY OBJECTIVES FOR THE TAITAMARIKI INCLUDED:

› Having fun, new experiences and leaving feeling positive about the project.
› To participate in the design process and see how this project could benefit Kaikohe, whānau and themselves
› To stay involved in the project

KEY OBJECTIVES FOR ĀKAU

› Innovative design concepts for the library that reflect our community from the perspective of taitamariki

ACTIVITIES IN THE TAITAMARIKI PAPAMAHI INCLUDED:

› **Discussion** - What is a library, what are some ways we share knowledge? What is the future of sharing knowledge?
› **Kōrero Purakau** - History of Kaikohekohe, through the eyes of Te Uri a Hua. The activity is to collect kupu matua, to identify kupu or draw tohu that inspire them from the korero (presented by Tamaiti Wihongi and Floyd Wihongi).
› **Create a Rerenga Kōrero** - creating a statement that reflects their vision for the Kaikohe Library (what should the Library achieve for Kaikohe in the future and how people should feel in the space.)
› **Developing Concepts** - Using their rerenga kōrero and the kōrero purakau taitamariki developed drawings and models to represent their ideas. Each rōpu were given a different aspect of the kaupapa to focus on:

1. **Ako - Study / Learn**
   Ngati Tautahi
2. **Whakahuihui - Meet**
   Kaikohe Intermediate
3. **Tākaro - play**
   Te Kura Kaupapa Maori o Kaikohe
4. **Tau - Relax**
   Kaikohe Christian School
5. **Hanga - Build and Create**
   Northland College

Ngā Hapu o Kaikohekohe Ngāti Tautahi	Erana Tahere	A group of 5 young people between the ages of 8 & 14, representing their hapu and Ngā Hapu o Kaikohekohe.
Te Kura Kaupapa Māori o Kaikohe	Jenneke Dodds	A group of 5 creative taitamariki aged between 8 & 14, representing TKKMK
Northland College	Duane Allen Mitchell Woodman Ariana Dalton	A group of 5 creative taitamariki aged between 12 & 14, representing Northland College.
Kaikohe Christian School	David Rogers David Prickett	A group of 5 creative taitamariki aged between 8 & 14, representing the Kaikohe Christian School
Kaikohe Intermediate	Te Ahua Park	A group of 5 young people, aged between 10 & 12, representing Kaikohe Intermediate

Taitamariki Concept Ideas

Design concepts from our taitamariki on what they envisioned for Te Āta Haere.

Ngati Tautahi Concept Idea

Concept Development

This rōpu consisted of the taitamariki from Ngati Tautahi and they explored the concept of ako (study/learn).

Kupu Matua:

› TĀNE MAHUTA - whakapapa
› TANGAROA - aquarium
› URUTENGANGANA - light

TĀNE WHIRIKAHA (the roots systems): research and whakapapa (connected into the whenua of Kaikohe).

TĀNE MAHUTA: Strategic Play, the stairs wrap around the tumu (trunk) of the rākau presenting the challenge of how to move from bottom to top.

TĀNE TOROKAHA (the canopy): Future innovation and technology with an observatory for maramataka research in the canopy of the rākau which gives a sense of wonder and magic.

Rerenga kōrero:

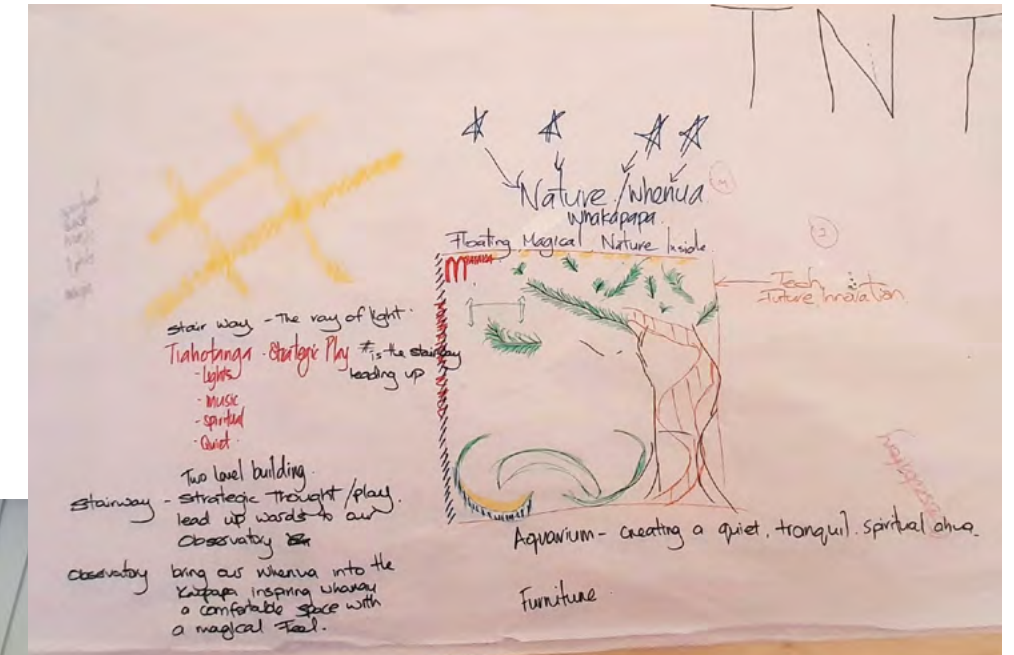To provide a magical whānau experience of learning and research.

Our library is our Tiahotanga from all pinnacles of our whenua.

Whakaeke mai ki te taku wharepukapuka kia haumaru to noho ki roto i toku Whare o Rongo.

> " **Felt valued and acknowledged to the kaupapa**
>
> ~Kaiako Participant

Te Kura Kaupapa Māori o Kaikohe Concept Idea

I developed more skills in drawing

~Taitamariki Participant

Kupu Matua:

› Areas for age groups - Adult, teens, taitamariki.

› Kohekohe tree

› Kōhanga.

› Ahi.

Rerenga kōrero:

E harikoa ana tōku wairua mai te haumaru o te whare pukapuka.

We want the space to feel safe, with good wairua and harikoa feelings in all of the space.

Concept Development

This concept was based on connected tākaro spaces. Different spaces for pēpi, taitamariki and teens.

Technology room: A space for the teens to play games and experience technology. Based on the cave concepts around Maikuku the form is a semi-private space created by interwoven threads and wires.

Kōhanga space: a nest for the pēpi in the centre. Our older kids walk the younger kids home at the end of the day, so they may come to the library on the way home. A space where the older kids can see their teina while enjoying the space themselves.

Community spaces: cafe, Ahi on top of the roof with kauta underneath. A kitchen space for community use.

Garden area for adults.

Kaikohe Christian School Concept Idea

Kupu Matua:

Every Māori has a burning fire and the connection to tupuna is closer than we think, our ideas, aspirations are drivers are similar. We can learn from our past to help direct our future.

Rerenga kōrero:

A calm and respectful environment where people can learn and be proud of our culture and who we are.

A place where you feel safe and protected like Hone Heke did when he went up the hill with his family.

The books and knowledge could feed us like the kohekohe berries fed his family.

A blooming of a proud people to develop our knowledge and be a beacon of light for our future.

Concept Development

Central focal areas based around the Kohekohe tree. This tree has hanging pods, for taitamariki to relax in while looking up through glass areas to the sky. It has Central feature slide coming down and chill out booths inside it.

Built in cubby holes, which represent leaves and flowers of the kohekohe.
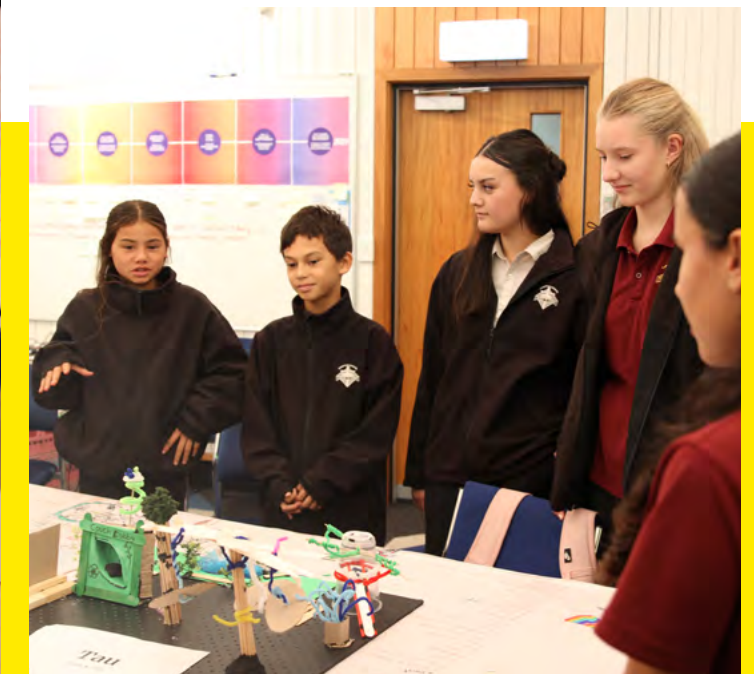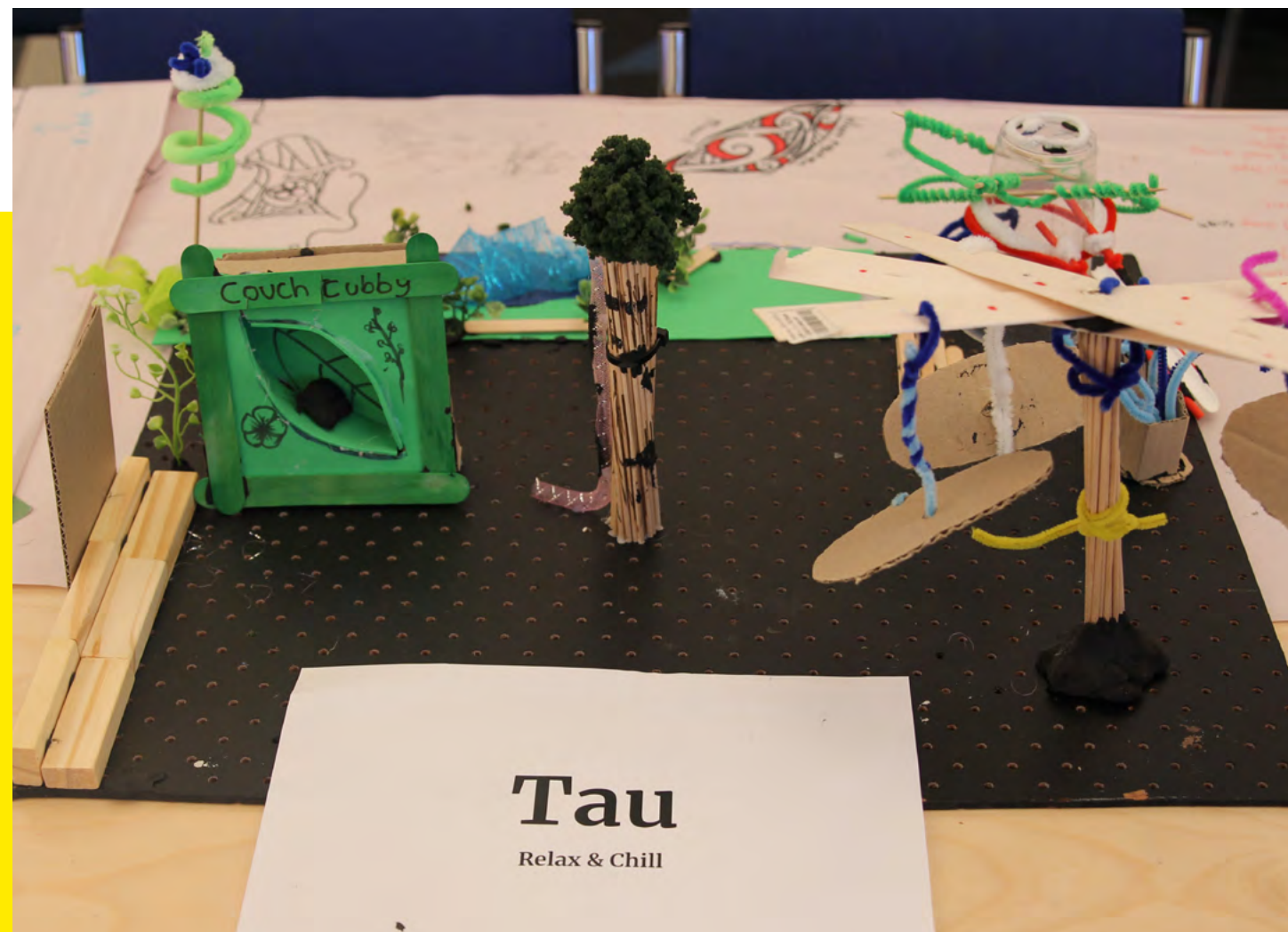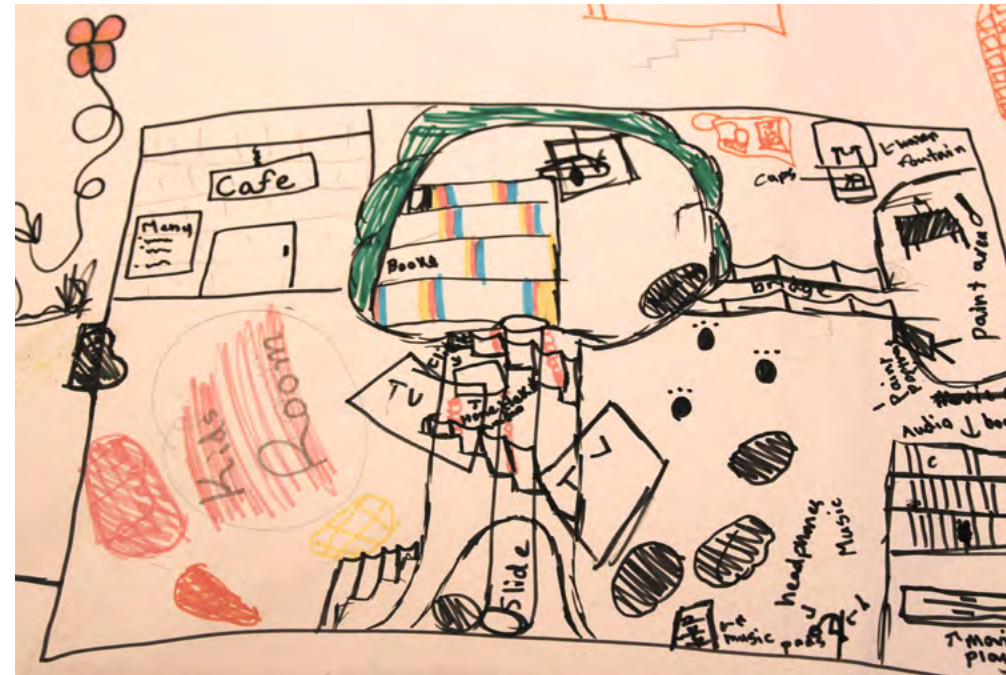
Outdoor spaces: a place to attract lots of birds (bird feeders), water fountains.

Audiobooks, headphones, seats, soundproof walls.

Relax and chill - different spaces for different age groups (adult + teen + babies).

Kaikohekohe flowers represent a blooming of knowledge.

Bringing nature into our spaces.

Tau
Relax & Chill

Northland College Concept Idea

Concept Development

A space to display your skills or creativity; to perform or display artwork. Anything you can put your mind to.

Bringing mana to people who display their work in this area like Ruakino was given mana through being given a feather.

Shaped like a beehive, transparent rooms.

Bringing nature into our spaces - big tree, pond, garden, fountain.

Events Room: Stage with lights and disco ball.

Gaming Room: VR sets, pods, computers and headset, dark room.

Sensory Room: Padded fabric walls, sensory arts and textures.

Getting around: Bridge, spiral staircase and elevator.

Spaces for holding events to spark creative juices, dance and drama, robots, arts with the power of sound, carving classes, coding and creating games, sensory room, sound proof room for a karaoke music production, tranquil room, ipads, computers.

Rooms to cater for inclusive clubs, music, an aquarium, sensory rooms, beanbags, beds, private rooms, game room, cafe, kitchen, cultural rooms, tranquil walkway, indoors, gardens.

Rerenga kōrero:

We would be excited and inclusive.

We would feel safe with conditions and traditions.

We could be creative with arts and crafts.

Kaikohe Intermediate Concept Idea

Kupu Matua

› Caves - meeting point

› Ngawha Springs - kareariki

› Tokareireia - Monument Hill, centre and light

› Ahi.

Rerenga kōrero:

We want the library to look cool for the future.

We want the library to feel comfortable for different cultures and have a space to relax and a play-room for youth.

We want a cultural room to learn our history of tutangata and the culture of this town.

A quiet space to learn about culture and history.

Concept Development

Areas for age groups - Adult, young adult, taitamariki.

A central beacon attracts whānau to the site. Spaces are connected by waterways and multiple caves, private spaces and pods represent the caves that Maikuku stayed in.

A tamariki space includes a ball pit, slides, swings, spider web climbing, craft area, daycare, changing tables. Young Adults: Pods, surrounded by greenery with different activities, craft pods, history pod, weights room, ping pong ball slide, playstation, rock climbing area, chromebooks.

Adults: book-shelves, hot cup of tea, food area, eating tables, history and whakapapa. Caves with private spaces and are movable, printing, arts and crafts.

Outdoor area: rock climbing, mezzanine.

04
Hapori
Papamahi

ĀKAU

Hapori Papamahi

Designing concepts for the Kaikohe Library that are future focused and that reflect our community.

HAPORI PAPAMAHI

When: Wednesday 19th June 2024, 10am - 2pm

Where: Te Kona - Digital, Business and Learning Hub.

Who: Members of stakeholder groups were invited to attend, with between 18 & 25 people participating at any time during the session. We had representation from Kaikohe West & Ohaewai Schools, our whaikaha community, Kaumatua and Kuia, library staff, Kaikohe Business Association, Shaun Riley, Hapu, He Korowai Kaikohekohe, Far North Holdings, Thoon, Ngapuhi Iwi Social Services amongst others.

DESIGN WERO:

To develop innovative design concepts for the Kaikohe Library that are future focused and that reflect our community.

KEY OBJECTIVES FOR HAPORI INCLUDED:

› To have fun, new experiences and leave feeling positive about the project.

› To participate in the design process and see how this project could benefit their community.

› To stay involved in the project.

KEY OBJECTIVES FOR ĀKAU

› Better understanding of how TE ĀTA HAERE would support existing kaupapa and activities of Kaikohe.

› Better understanding of how TE ĀTA HAERE could create new opportunities for Kaikohe and what these opportunities might look like.

Mapping

To learn and understand what services and organisations within Kaikohe are and what opportunities and needs they present within the community.

Hapori dentified areas of opportunity and needs in Kaikohe on a large map. This also helped identify areas within the community that had existing facilities that could be connected with the civic hub.

There was a lot of overlapping of ideas and the priorities identified through this process were:

› **Disability Accessibility** – the disabled experience should have the same benefits as the abled, with priority to be given to mobility in the space, alongside deaf and blind services.

› **Security** – how to create a secure and safe environment that prioritises providing a safe and relaxing area for taitamariki and whānau safe, safer footpaths and public spaces

› **Hapu** – prioritisation to hapu engagement and voice, māori history and storytelling

› **Rūnanga** – to work / collaborate with the Rūnanga to create a unique town centre

› **Services** - Community Notice Board, Support for Kaumatua and Kuia, place that supports whānau in need as a growing social housing and service town, flexibility in opening hours.

› **Potential partnerships** – How do we drive visitors to places of significance or importance (i-Site and tourism)
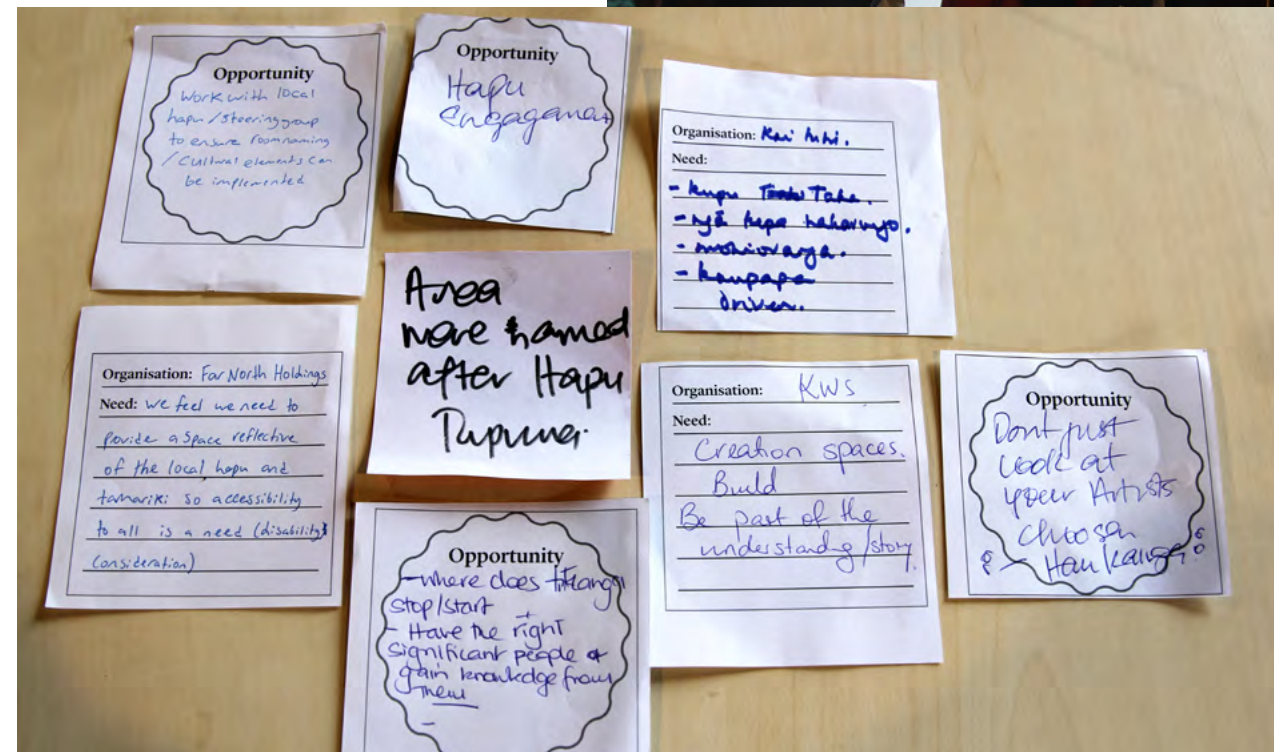
Rōpu 01 Concept Idea

Rōpu 01 Concept Development

This rōpu's concept was inspired by poi and Te Ripi. This concept looks at having the library be in two levels with the first floor being digital and accessible to kaumatua, kuia and disabled friendly.

A gate at the entry welcomes the community into the space. Outside could also have interactive elements you can touch and learn from. Whariki and seating in the entry with arts/mahi toi (kowhaiwhai) on the floors.

The community are welcomed into the library through virtual karanga so that you know you are immersed in mātauranga and in a learning environment.

Digital technology welcomes you in with an information centre at the front. A kakahu or illuminating spiral is a strong focal point in the centre of the space and draws people in.

Individual rooms can be opened to make the space bigger if needed.

An ecofriendly whare - materials and usage such as with the exterior being made from natural fibres and materials. Having solar systems in place so it can be off the grid and self-sustainable. Not having to rely on the main power grid in the event of power outages.

Every area/room is named after a hapu tupuna and embodies their characteristics.

The library as a home for all of the stories of our hapu, tupuna and knowledge.

Model Key

1. Entry gate
2. Seating
3. Information centre utilising technology and projection
4. Vertical illuminating element - connection to the library and connects each of the spaces
5. Individual rooms that can be booked but also opened to become part of the larger space
6. Outdoor interactive elements
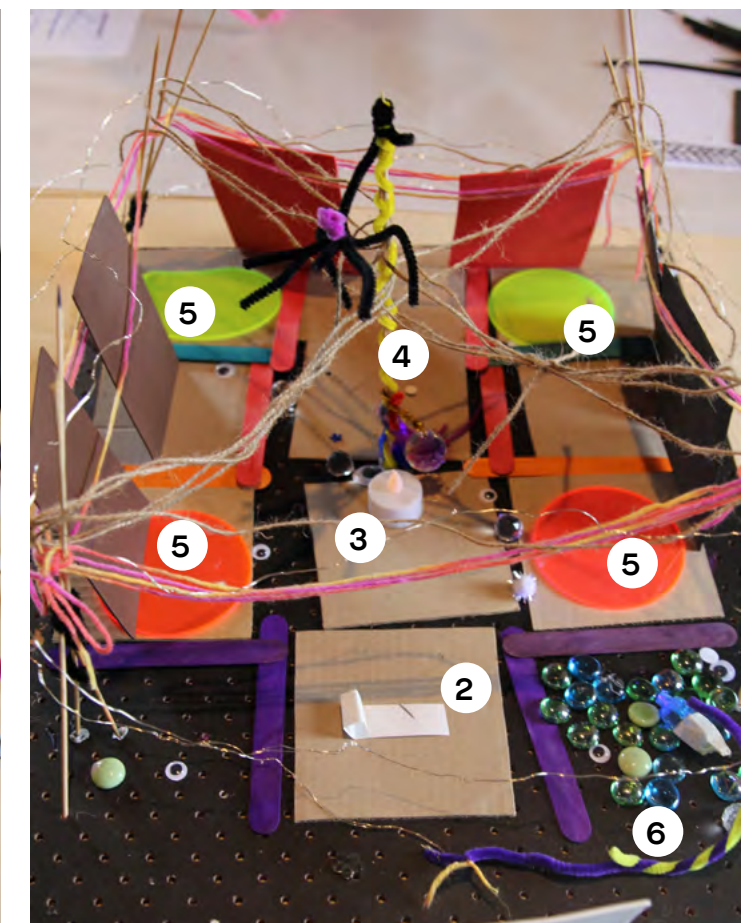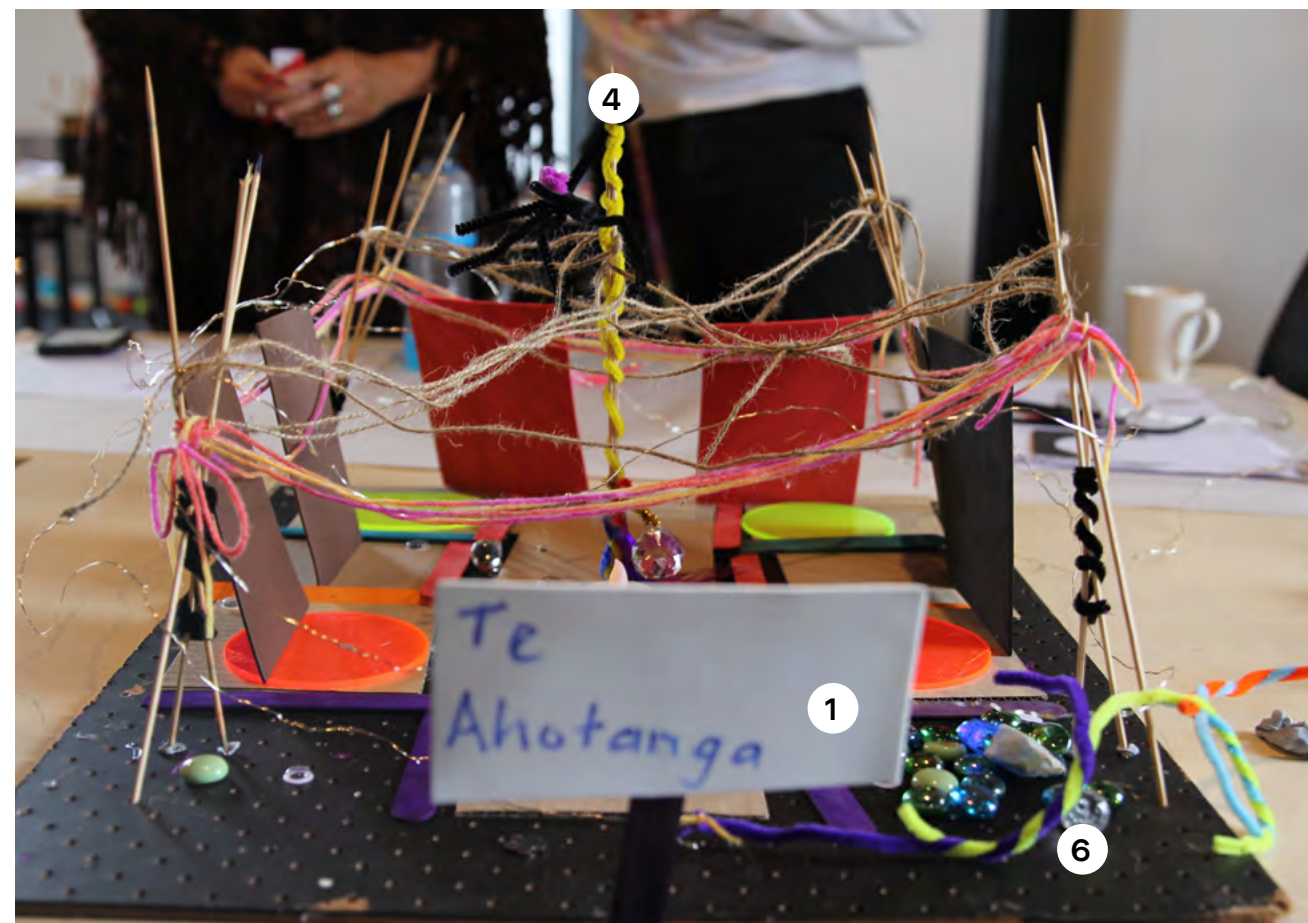
Rōpu 02 Concept Idea

Rōpu 02 Concept Development

This concept looked at the connection with the Rūnanga and their land next door. Focusing primarily on how the Rūnanga land could be developed to compliment the library and civic hub and the adjoining spaces.

Key elements include:

- Having a playground for the taitamariki.

- Information Boards

- More accomodation for the markets.

- Bringing awareness to the cemetery that is behind the Rūnanga land with whānau members that are laid to rest there.

- Having more police presence up and down the streets.

- More fruit trees available along the streets and the back of the library building.

- Having a security system for the library and surrounding areas.

Model Key

1. Library and Civic Hub building

2. Kaikohe markets

3. Playground/ Papatakaro

4. Runganga connections

5. Large parking
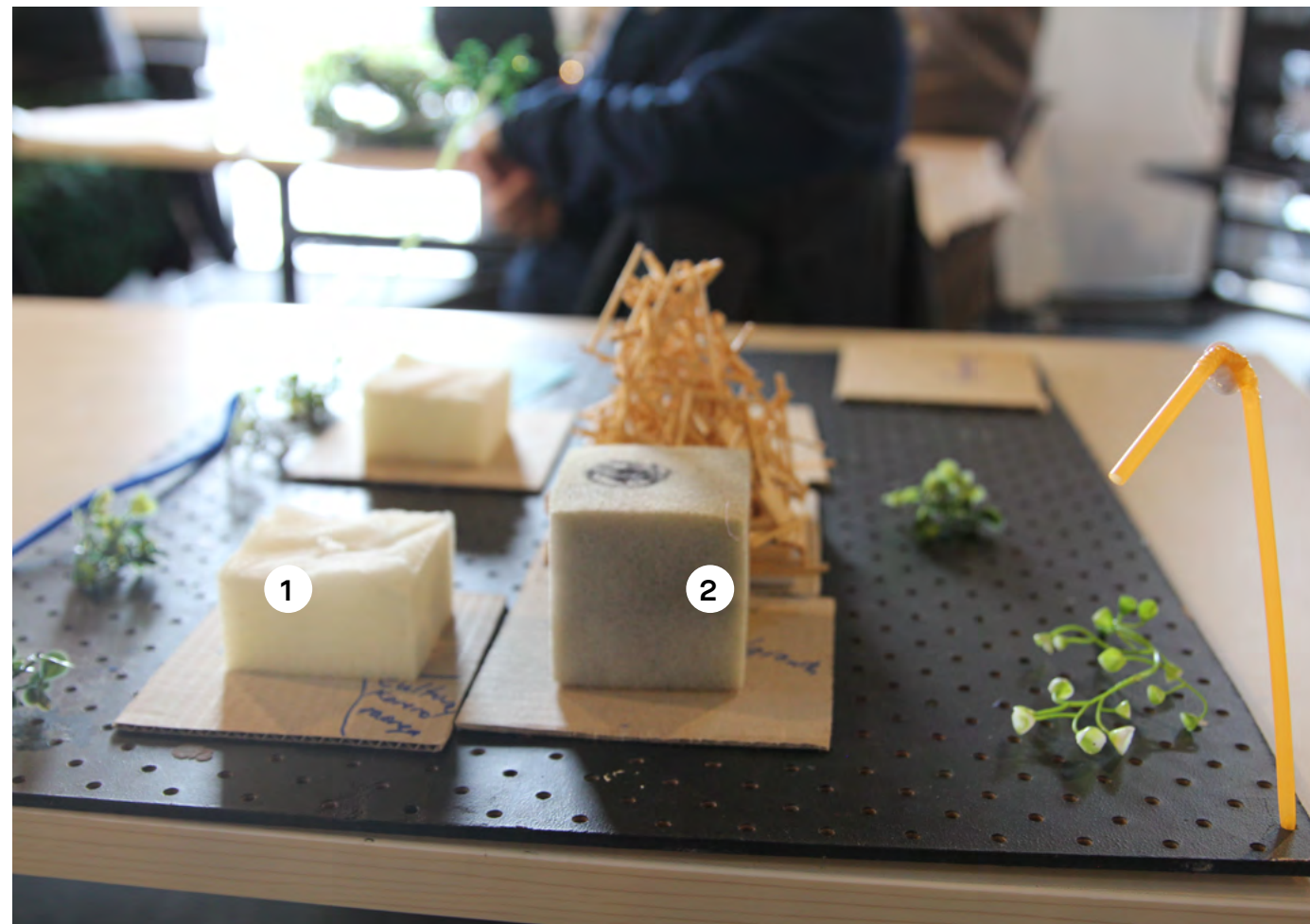
Rōpu 03 Concept Idea

Rōpu 03 Concept Development

The concept is to create sensory spaces where taitamariki can immerse themselves in stories and worlds using their sense of touch, sight, and sound.

The goal is to provide an immersive experience that allows them to engage with purākau, kaupapa and kōrero using all of their senses.

These spaces will have interactive learning elements that can be opened and moved to explore specific kaupapa.

Light, technology, and projection will be used to enhance the immersive experience. This concept can extend to outdoor spaces, utilising natural elements such as flowers, plants, wind, and water.

The spaces will be adaptable, with movable scenery and changing stories to keep things fresh. School groups, community organisations, staff, and hapu could take turns curating the space.

Rōpu 04 Concept Idea

Rōpu 04 Concept Development

This rōpu explored the theme of Harakeke which informed the shape and function of the building.

The exterior was to be contemporary, bold and monocolour and contain many fibres like the rau.

The interior was to have an atrium where you could see inside and out and include ngahere growing up from the first level up to the second. As soon as you enter there was to be a focal point, full of excitement that guided you in (perhaps carvings) at the far end to welcome you into the library.

The main building has sections representing Rahiri, Ngawha, Taheke, Kaikohekohe because of its importance to the community.

A large spiral ramp would not only create a feature but also allow differently-abled people to navigate the library and have a choice of travel.

Everything should be built to accommodate differently-abled whānau which allows them to experience the library in the same way as others – removing any barriers to give them a positive engaging experience.

Kia tu, Te Tiahotanga – our vision is that the beacon (Kaikohekohe) stands strong.

Model Key

1. Entrance and atrium
2. Main building rooms with themed areas based on rangatira and local areas (eg. Rahiri. Taheke)
3. Second level with wananga and creative making spaces
4. Elevator and ramp
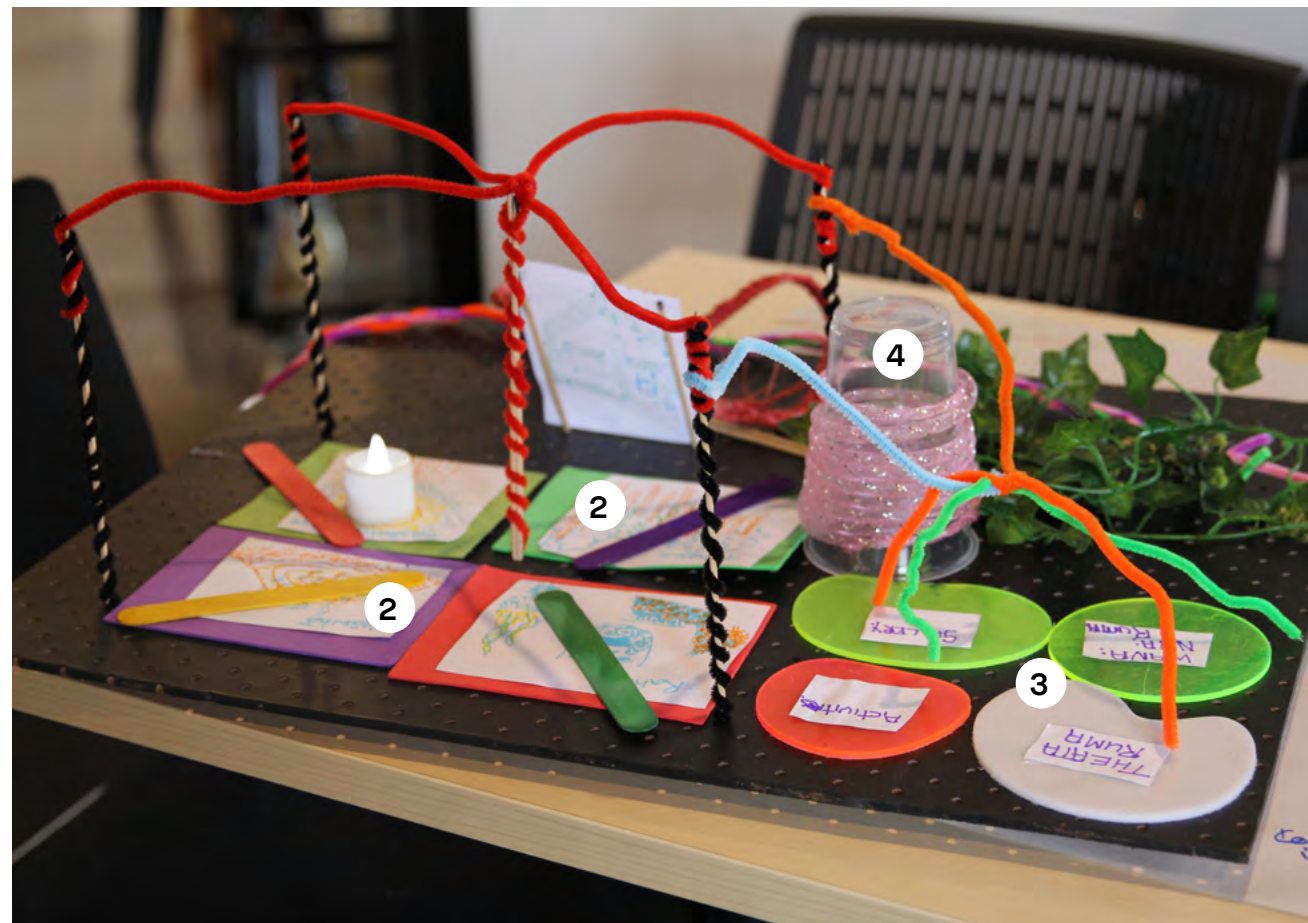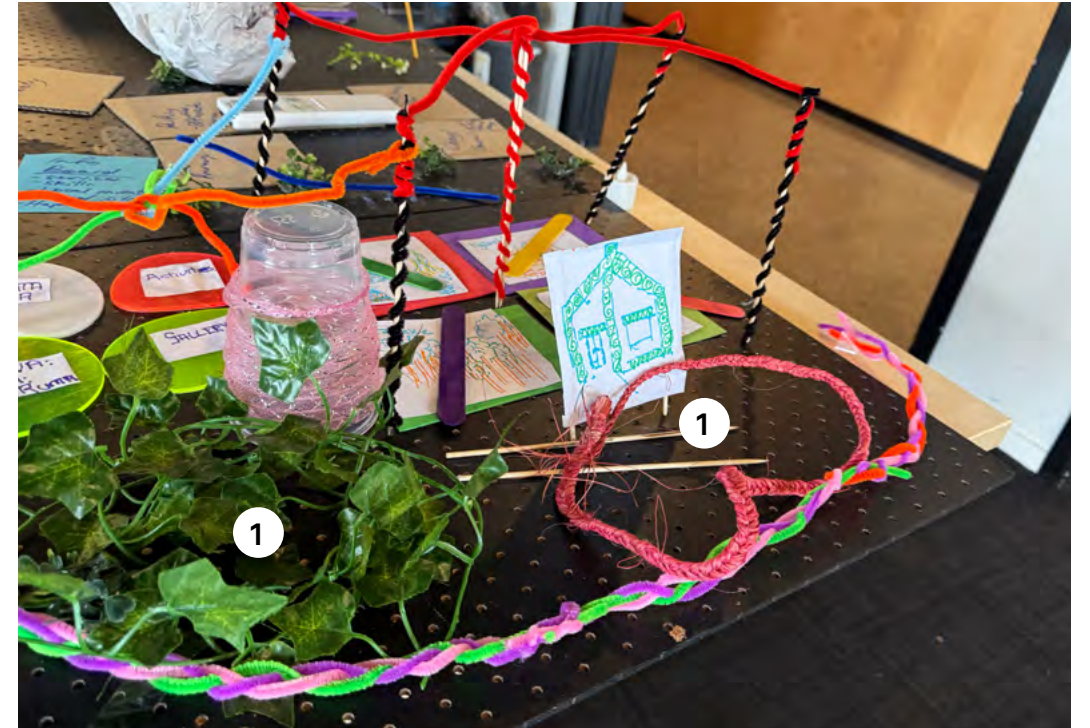
Rōpu 05 Concept Idea

Rōpu 05 Concept Development

This rōpu developed their concept based on whakapapa, whānau and physical place. Taking inspiration from the appearance of DNA strands.

In this concept each strand represents the double helix and whakapapa.

Black cords are to bring the interconnection between our whakapapa, whenua and physical place here in Kaikohe. These together makes sure that everything flows well and tells us where we are fixed.

All of the colourful strands represent our people, all of their ngakau, visions and ideas that they bring to the korero and space.

How do these strands interact with the wider ecosystems – streamlining all of those interactions from entering the space, fixing ourselves into the whakapapa of the space and then once we are safe, able to explore, learn and grow.
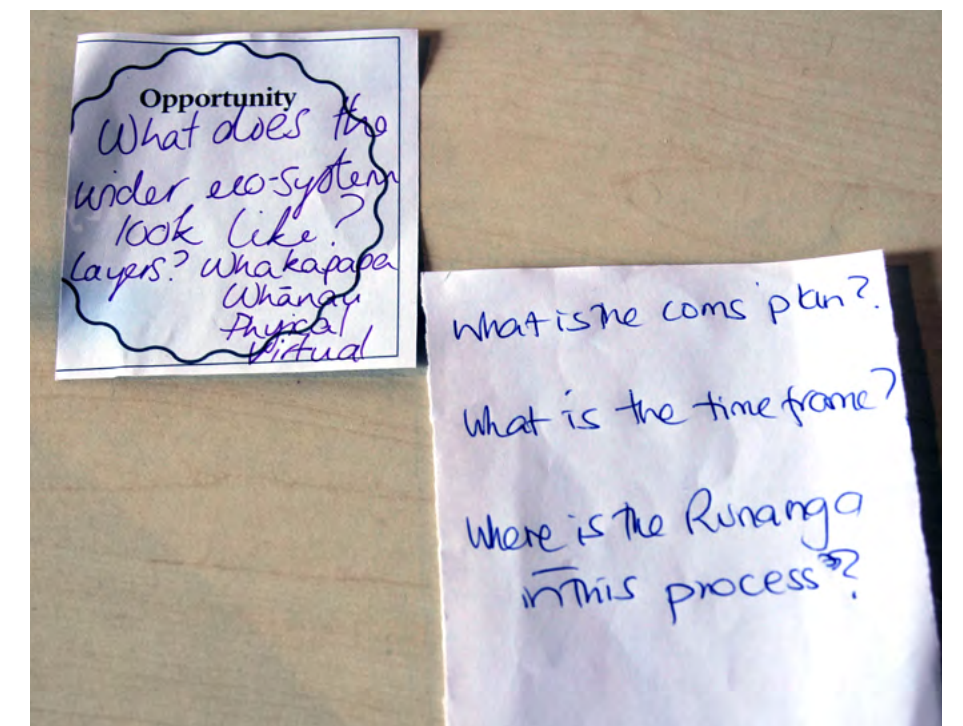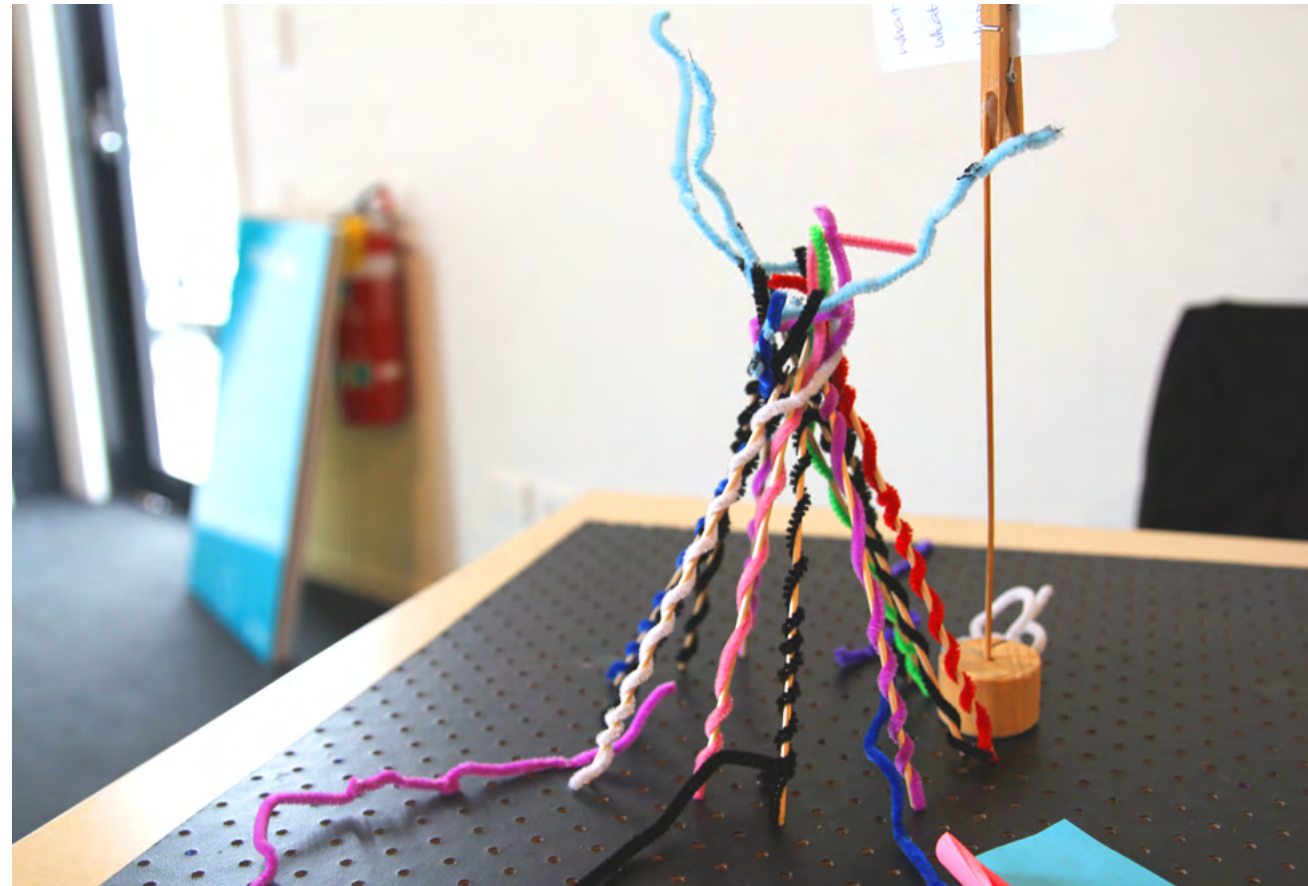
Rōpu 06 Concept Idea

Rōpu 06 Concept Development

This concept is based around the leaf and being vibrant in colour.

This rōpu would like to see the entire building be accessible friendly. Name of the building displayed at the front with ramps that lead up to an elevated area that maintains accessibility, with safety rails and stairs as an option for others.

Double door system – wind protection area/atrium before the library itself. Access windows to see displays and into the library itself. Having displays with mahi toi such as Te Pu o Te Wheke, maps, the world.

For accessibility having an area for wayfinding and to know where you're going in the library.

Having a locker system if you have a lot of things with you that you can safely put away.

Info centre to learn about what's going on at the library and the area. Having an i-site.

Having a glass ceiling to let in lots of natural light.

Having a kohatu 'Te kohatu o Kaikohe".

Having a display area for book launch and gallery spaces etc.

Behind the doors leads into library spaces.

Pou at the front of the library that welcomes people inside that are created by locals and represent the local history of Kaikohe and the kohatu.

Model Key

1. Entrance and atrium for wind and weather protection
2. Display area for maps, i-site, community notices etc.
3. Kohatu at exterior
4. Ramp and stairs entrance

ĀKAU

Kaimahi Papamahi

We are ending our engagement, where we started, taking the information gathered and ideas collected back to the FNDC Kaimahi to discuss which spaces and how from a kaimahi perspective the spaces will relate and work together in one location.

" There has been some good active engagement so far with a variety of groups throughout the community

~Kaimahi Participant

KAIMAHI PAPAMAHI

When: Monday 8th July 2024, 11am - 2.30pm

Where: Kaikohe Library

KEY OBJECTIVES FOR KAIMAHI INCLUDED:

› To have a clear idea on the spaces that will be developed through the concept brief

› To provide definitions and narratives for each of the spaces

› To provide a kaimahi perspective on how the spaces will operate, work and how the spaces will relate to each other.

KEY OBJECTIVES FOR ĀKAU

› To have a clear idea on the spaces that will be developed through the concept brief

› To provide definitions and narratives for each of the spaces.

› To provide a kaimahi perspective on how the spaces will operate / work and how the spaces will relate to each other.

ACTIVITIES IN THE KAIMAHI PAPAMAHI INCLUDED:

Following a presentation of our spaces to date we asked the team:

› What is the function of this space and what service does it provide?

› What activities are done in this space?

› Are there any design elements you specifically need us to think about or should be included?

PRIORITIES:

1. **Flexibility:** multi-functional, multi-purpose spaces which are movable and adaptable, transforming meeting spaces into community spaces with ease.

2. **Safety:** Systems for staff safety, security and wellbeing prioritised into every aspect of the design.

3. **Accessibility:** Ensuring that the older generation / age groups & disabilities are catered for.

4. **Storage:** Plenty of storage and work areas in private areas, separate to the public spaces.

5. **Workstations:** Provision of appropriate and sufficient number of workspaces associated to kaimahi general duties.

Kaimahi Development Considerations

TECHNOLOGY & INFRASTRUCTURE

› Power back-up system, to allow for general function during power outages. Solar panels and battery storage.

› Plenty of charging stations and power outlets in all spaces, like at airports.

› IT structures planned into the building, a future proofing exercise.

› Data server cabinet to be somewhere away from kaimahi working space (OSH issue with noise).

› Manually locked sliding doors for power outages.

SEMI-PUBLIC SPACES

› Meeting Rooms 1 x LARGE (20 people with screen, sink and coffee facility).

› Meeting Rooms 3 x SMALL (after hours, study groups and hui).

› Adjustable furniture – flip tables, stand-up desks, movable bookshelves.

REFLECTIONS OF COMMUNITY

› Development of resources that map marae, maunga and urupā, able to pull out on retractable screens.

› Displays throughout the building with interchangeable display racks, walls and cabinets (large and small).

› Screen display for community and library events (digital?).

› Noticeboard for physical community notices.

› Taonga and book display at the front counter behind a perspex screen. Supporting accessibility while maintaining security of special collections.

EXTERNAL ELEMENTS

› Green areas with shade, seating, benches and picnic table.

› Lots of window frontage to road and footpath, to welcome potential uses.

› Natural lighting.

› Different entries and exits.

› Car-parking for staff and public, parking for bikes and scooters.

› Lots of natural light and windows that preferably open manual rather than automatic.

KAIMAHI WORK AREAS

› Lots of storage, shelving, cupboards, lock-up and resource room.

› Staff kitchen and lounge for breaks and lunches.

› Lock-down Zone – security measures, accessible to the kaimahi areas.

› Appropriate furnishings for work areas (soft flooring / carpet where staff might be standing)

› Office space, desk and storage with large work table for book sorting, creating and programme preparation.

› Movable bookshelves – low enough for open line of sight.

› Forward facing shelves for children's picture books and non-fiction books.

› Seed Bank - a space for seed savers and seed library programme.

› Visual connection from front desk to all spaces, to allow for monitoring of teen spaces and gaming area.

› Tech storage, till, phone book, check-in and check-out.

› A collection of spaces available for workshops

› Natural features, materials and plants

› Extra work areas for staff away from the front counter.

› Staff offices and lunchroom & kaimahi toilet to be behind the counter.

› Comfortable staff lunch room with natural light.

› Makers space with laser cutter, 3D printer on sliding glass and clear shelves that are lockable.

CLIENT NEEDS

› Sensory friendly – acoustics, surfaces, sound, calm, sensory friendly lighting (not fluorescent).

› Baby Zone with rugs, soft furnishings and soft lighting. Curved edges on the furniture for safety, play pens, feeding areas.

› Filtered water stations. An outdoor water fountain, able to drink, fill water bottles for people and dogs.

› After hours spaces available for public booking.

› Spaces for social services – free legal advice, victim support, JP and Rotary.

› Computer desks for the public, adjustable height for different needs and disabilities.

› Inside surfaces and spaces considered for play.

› Toilets accessible from the outside with specific baby change area.

› Gaming Area and Lego Wall.

› Community 'QUIET' Reading Room.

› 24hr bag hold lockers.

› Book hold lockers for after-hours pick-up ('Click and Collect').

Kaimahi Kupu Matua and Rerenga Kōrero

Kaimahi 01

Kupu Matua:

› Inclusive
› Caring
› Sharing

Rerenga kōrero:

An inclusive space for learning, creating and being

Kaimahi 02

Kupu Matua:

› Helpful
› Affirming
› Welcoming

Rerenga kōrero:

A welcoming and inclusive safe space for all

Kaimahi 03

Kupu Matua:

› Care
› Comfort
› Pride

Rerenga kōrero:

The library is a place where you feel comfortable and cared for.

Somewhere you are proud to come for all your needs or to just hangout

Kaimahi 04

Kupu Matua:

› Helpful
› Artistic
› Care

Rerenga kōrero:

A place that creates a helpful, artistic and caring environment

ÄKAU

Site Visit | Te Manawa

A community hub located in Massey, Tamaki Makaurau, this is the first fully-integrated community hub, opening in March 2019.

Te Manawa's services and resources include a library, council services, rooms for hire, commercial kitchen, studios, creative spaces, community programmes, work and study areas and a Citizens Advice Bureau. It serves the suburbs of Westgate, Massey, West Harbour and Hobsonville. It is part of the Westgate Town Centre development and has been awarded a 5 Green Star – NZ Custom Design Certified Rating by the New Zealand Green Building Council. It includes stormwater detention and re-use, solar power, sensory heating and air-conditioning.

"Te Manawa' was gifted it's Māori name by Matua Heta Tobin of Ngāti Whātua Ngā Maunga Whakahii o Kaipara, reflecting the buildings purpose to be at the heart of the community, a place where people are the life blood." - (Wikipedia)

REFLECTIONS:

This is a very large scale project and far more space than required for Kaikohe.

We noted that library services are spread-out and probably makes it harder to manage the space. Being on a corner site allows for many entrances which works well as does connection to outdoor space.

Patai to consider?

- At which point does the space become a commercial enterprise, what is the mandate for revenue?

- What does a space look like as an interactive gallery – experiential, projection, space, curation – what is immersive design?

- How do we create storytelling in the space, so that it is allowed to change and evolve over time?

OBSERVATIONS

Books | Taitamariki Area | Downstairs

Dynamic spaces are used to encourage active play and exploration. There was some intial issues with taitamariki sliding down some of the elements but this is now being managed well.

Non-Fiction is sorted by reading level rather than author.

There are wriggle and rhyme activity mats, presentations and story time are at face to face level. The stage is a nice addition but perhaps not used as much as they had thought.

Eating in this space is okay, liquids are to be kept away from electronics/technology.

Recording Studio

This is largely used for podcasts and small music groups. It also has access to video editing equipment.

If group outcomes align with library outcomes, discounts are applied.

Gaming

They are starting to consider how to integrate gaming into the library space. They will have tikanga that games are educational only.

Game areas will be scattered around in open spaces rather then in an isloated room. Perhaps the controller will be rented from the library and all other componenets will be secured in lockable storage.

Makers Space

Need specific kaimahi to have the knowledge to manage this space. Laser print files are sent to librarians services who will provide the cutting service.

There is a focus on increasing community led capacity in skills connected to the Creative Makers Space.

Site Visit | Takaanini Community Hub

Te Paataka Koorero o Takaanini is a community hub and library named after Ihaka Takaanini paramount chief of Te Ākitai Waiohua. Opened in 2021 conceptualizing the hub was a community effort supported by kaupapa Māori co-design process called 'Te Kākano – Creating whānau centred spaces. The foundations for creating the service – A place where I belong, a place underpinned with Tikanga Māori'.

The centre is a a reo-rua facility where Te Reo Māori is seen, heard and spoken. Similarly to the demographic of Kaikohe, Takaanini has the highest number Māori per capita in Tāmaki Makaurau at 28%.

The built environment embraces community aspiration through design with a fully functional whare kai at the heart of the facility, providing a platform for whānau to connect with each other and giving the kaimahi the opportunity to move beyond the transactional interactions with whānau.

There is a rūma mātua (parenting room) for parents to care for their taitamariki in whatever way suits them. The wāhi Taitamariki is where children engage in active play, inviting noise and movement into the library space. There are interchangeable spaces which are used for dance classes and as a storage area for larger events held in the main library.

(https://www.librariesaotearoa.org.nz/te-paataka-koorero-o-takaanini.html APRIL 2022)

OBSERVATIONS

Māori Outcomes

The facility prioritises Māori outcomes.

They will always greet in te reo maori, as the pātaka kōrero is a bilingual hub. They have a Māori Pukapuka Bus, which goes out regularly to the Kura Kaupapa Māori.

Setting tikanga is important, with proactive setting of rules the responsibility for maintaining areas is given to the user.

The creative narrative which is featured in the main library space maps the river and harbour connections showing the importance of relationships between the areas and in the region

Lots of space and acknowledgement given to Atua Māori and Tupuna Rangatira.

Community Kitchen

The entrance houses the whare kai, a cup of tea allows multi-generational engagement, open to the community during open hours.

The pātaka kai receives food from the local schools regularly, through their reciprocal relationships.

Services

There are multiple Taitamariki programmes, a constant craft corner, sewing machines, a pantry full of resources and lockers for public use.

They have showers, shower packs and towels available to support the homeless, as many of this whānau actively use this function.

You will always hear music at all times, the library space is about engagement, and this makes clients feel more comfortable.

The staff don't have their own space, so they are always interacting with community. They enjoy the contact, but would have appreciated some down-time, to recuperate, for preparation and to finish tasks.

Spaces

Spaces are multi-functional and can be adapted to suit different events and requirements.

A pop-up exhibition space, which is small, and can be bi-folded into the main heart of the centre.

The main library space is also available for larger events, as the book shelves can be wheeled into other spaces and they have a transportable stage they can set-up for performances.

Shelves are intentionally low height so that eye lines can be retained across the space.

The chairs are stackable and the tables fold up and are easily wheeled around the space. Spaces are booked on a first in first served basis, as are the programmes.
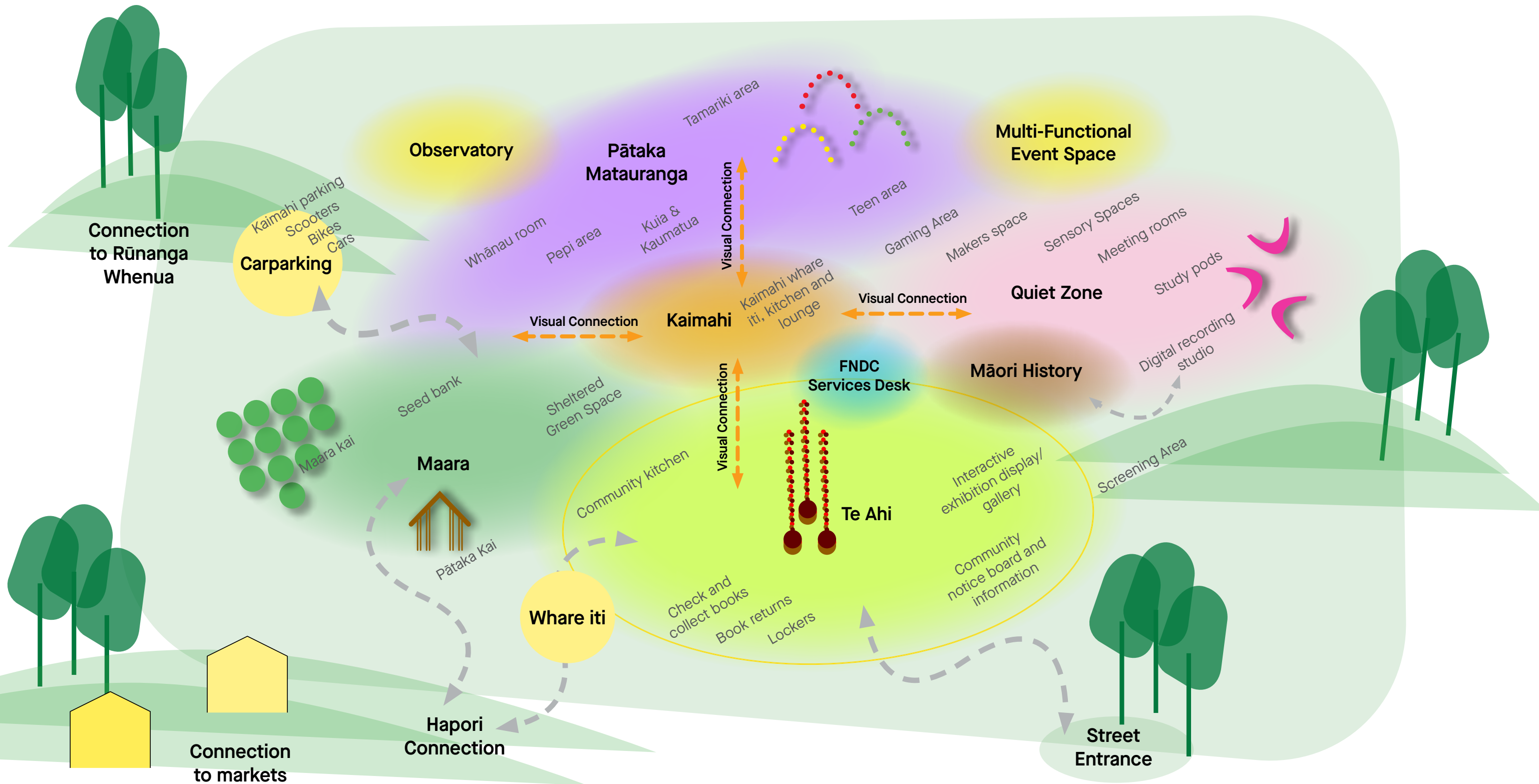
Private hire of spaces has a charge for hire. If the event is driven by or for community the space hire is free of charge.

ÄKAU

Visual Brief

This abstract diagram captures and summarises the ideas
and aspirations identified during the papamahi process.

Spatial Requirements | Public Space

01 PĀTAKA MATAURANGA

Large flexible area with different sections, which are movable and accessible.

Access to other resources as well as pukapuka, storage to be considered and accessible.

Places to read and study, to wānanga as a small or large group, space for presentation, talks or story-reading in a group or one on one.

Area to provide accessibility to deeper knowledge but also provide points of entry for the curious or different age groups (baby / teen / adult).

Shelving to be movable and lower height similar to Takaanini, to allow for full site lines across the space.

02 TEEN SPACE

Equally exciting, inclusive, safe and relaxing. This space is a fun place to go, with easy accessibility to gaming areas, study pods, technology and creative making space.

Encouraging activity and respect, we engage a sense of pride and inspire learning through representation of their own cultural narrative, strategic play, future innovation and a connection to 'magical nature'.

This is a place where you feel safe, the books and knowledge feed us like the kohekohe berries fed Hone Heke and his whanau. There are multiple seating options (hanging pods, booths, cubby holes) there are places to collect together or hangout, or to be quiet / chill.

03 TAMARIKI & PĒPI SPACE

An active play area for pepi (babies), in close vicinity to the Teen Space, so that older kids have ability for passive surveillance in the library, while enjoying their time there. This area has physical play activities. Things are low to the ground and accessible.

To accompany, compliment this area there should be a Whānau Room for baby changing and nursing room for parents.

04 KAUMĀTUA / KUIA SPACE

Our kaumatua and kuia help us activate our Tane Whirikaha (roots system) and are the vessels for holding kōrero and whakapapa which connect into the whenua of Kaikohe.

Their area of the library should be at the heart of the activities, easily connected to extended service team and with access to hot drinks, meeting spaces and other necessary facilities. They require a space where they are able to come together and being together, this space needs to be wheelchair and disability accessible, with comfortable seating options. The general library space should be easy for them to navigate.

05 GAMING AREA

The Gaming Area was the most popular space in the FNDC Engagement Survey.

The kaimahi have suggested that this is an area accessible by all and closely monitorable through management from the reception / front desk area. Rather than in an enclosed space this will be in an open area so that is more easily managed.

There is access to VR Sets, pods, computers, headsets and large screens, these are protected and have securable protection considered, in the form of lockable cabinets. There is multiple seating and screen options with consideration given to lighting & acoustics.

06 EXHIBTION & EVENTS AREA

A flexible area, that would provide for individual, community, school and FNDC kaimahi exhibitions and displays. This space creates the opportunity for creating dialogue and connection through toi, art, culture and events in the form of storytelling, discussion, activity and wānanga.

A space to be used for events, lectures and engagement, potentially as a theatre space or a screening room. This is a room where kōrero and discussion is encouraged, an interactive learning space, the use of technology is important, as is the clear skin so that it can be changed regularly and used in many different ways. Simultaneously the space is flexible enough to be used for cake stalls, fundraising events, dance classes or storage for book-shelves when the larger space is required.

› Large clear walls for displays, hanging art or providing narrative

› Use of technology – projection and sound

› Lighting options

› Various space set-up options (thinking seating or staging areas)

› Secure area, able to be locked and closed – providing security protocols for art exhibitions and displays of value

› Some storage for seating or tables.

07 COMMUNITY KITCHEN

This space will be used to provide kai for the community and for community use, a food preparation space, and to support venue events and meetings.

This area is accessible by all users (including whaikaha whanau), during open hours, unless being used by commercial clients during space rental. This space will be supported by other spaces including.

Pātaka Kai: set-up to received food from community and maybe situated outside for 24 hour access.

Adjacent to internal and external seating areas.

Space to include a commercial 400l+ fridge, preparation benches, dishwasher and large oven with a stovetop. There is storage for community stores, including tea, coffee and milo.

08 TE AHI KŌMAU

The place where we connect the inside to the outside and vice-versa, it should be welcoming and self-guiding.

This is the central entrance, which is a multi-functional space to be used for different purposes.

Inclusion of community notice boards and interchangeable displays.

09 WHARE ITI

Should be accessible from both inside the building and outside so available out side of hours.

Spatial Requirements

Semi-Public Space

10 MĀORI HISTORY

The Māori and Local History space has access to collections, digital material and online resources. This area provides ability to explore history and identity through historical materials, holding narratives of culture, hāpu, whenua and people.

There is priority given to the narratives of local hāpu and the network of maunga, waterways and marae.

Potentially located near the recording studio to allow for kōrero to be recorded and documented.

› Digital material – online collections.

› Protective display cabinets / stands for taonga

› Land records and maps

11 MAKERS SPACE

Access to arts, crafts and creative resources is important for our community. This type of programme or facility encourages community and connection, creating a comfortable and relaxing environment for different cultures, age groups and pursuits.

Regular programming will encourage attendance. Potential ideas for this programme could include storytelling, music and theatre, arts and crafts, rongoā Māori and create platforms for exhibitions and displays. Other classes could include coding, creating games, robots, dance and drama. The CMS could be a home for clubs.

There should be plenty of storage for resources, particularly or potentially – stages, sound equipment, sewing machines, tools, paper, materials. Consideration for permanent storage for 3D large laser printing machines and vinyl

cutting machines. These will be operated by the services team, not public, so they can be positioned in a private area.

12 MEETING ROOMS

Meeting rooms should be flexible, to be used for gatherings, events, wānanga, study, preparation and presentations.

Meeting rooms should have good acoustic protection, adequate lighting, technology connectivity. The ability to make rooms larger or smaller and to open out to public break-out space will allow these spaces to be more active. Tables and furniture should be easily removable and reconfigurable.

Kaimahi have stipulated a requirement for:

› Meeting Rooms 1 x LARGE (20 people with screen, sink / coffee facility)

› Meeting Rooms 3 x SMALL (after hours, study groups and hui).

13 RECORDING STUDIO

This space would be a soundproof room which could be used for performance practice, recording music, podcasts, historical kōrero and radio shows.

Adjacent there would be space for a sound mixer/audio interfaces, computers (digital audio workspace) / studio monitors, microphones x 2 to enable the ability to have a conversation.

The space would need to relatively large to fit 6 – 8 multiple people standing and a seating area / couch for jam sessions. Enough space for a drum kit, multiple guitarists, a brass and main

singer.

Special attention should be given to acoustics and presentation back into the main space.

Security measures should be taken to allow for expensive resources equipment and potential storage.

This is a service that has been wanted by the community for a long time. Currently Te Kotahitanga E Mahi Kaha Trust is building a recording studio which would be large enough to house 6-8 people and contains an adjacent mixing area. They have a desire to run a local radio station from this space.

We would suggest a smaller recording studio be located within this kaupapa for podcasting, interviews, recording oral histories etc. An alternative option would be to soundproof a small meeting room for this use as required.

*Advice from the steering group is welcomed.

Spatial Requirements

Semi-Public Space

14 OBSERVATORY

The ideal location for a modern observatory are sites that have dark skies, clear nights during the year and are at high elevations. Kaikohe is situated 174 metres above sea level, claiming access to some clear skies and milky star maps, that feel like you can reach up and touch. The observatory would be a interesting addition to the other requirements of the space.

The priority for this space is to support the concept of Tāne Torokaha: Future Innovation and Technology (the potential opportunity to explore māramataka through this space, considerations for science and taonga tukuiho),

This space could also be used as an observation deck, marking the points of the sunrise and sunset on the solstices and directing our gaze off to the maunga, marae and wahi tapu around Kaikohe.

15 SENSORY SPACE

A sensory quiet room is specially design for users who would benefit from a relaxing, quieter space away from overwhelming and distracting environments. The features include mood lighting equipment and sound that helps set a desired mood. All elements contribute to a calm atmosphere whilst providing a stimulating distraction.

Accessibility and providing the same level of services for our whaikaha community is top priority for our whole community. Some thoughts and considerations from all our groups include wheelchair access and disability safe spaces, removal of all barriers for our disability whanau (physical / sensory / intellectual), technology for better interaction and experience including big screens, headsets, large-printed material and tactile resources, a sensory quiet space with a

hearing pod. All spaces should consider these needs, technology should be used to enhance experience.

16 STUDY AREAS

This is an important element of this development. They will be various spaces for study to allow for multi-user spaces and pods to support spaces for large groups to team study and spaces for individual study. There may be couches, beds and beanbags.

Each study pod will have charging facilities and power-points.

There are thoughts provided around cubby holes and hanging pods in the shape of leaves or trees, particularly the kohekohe tree, reference to beehives, kohanga and views to the sky.

Users will include school classes, home school, kaumatua / kuia, remote workers, researchers, community groups, whānau, individuals.

These spaces may be used for relaxing too, possibly have spaces for audiobooks with headphones. They may be spread throughout the location to use space cleverly or support services provided in different areas.

17 SCREENING AREA

There is some priority put on providing a screening area within this development. This would be used for many outcomes including the communication of local histories, connecting to local destinations and tourism and to be used as an interactive digital learning space.

Considerations for this space would include projection options, sound – speaker placement,

seating areas and accessibility, house lighting system, differently-abled consideration (visual or hearing impaired) and acoustics. This space could be considered alongside an exhibition / gallery area and would be shared with the community, local artists, event organisers, programme developers and schools for displays and events.

This space contributes to encouraging technology and innovation for the future. With the consideration of high definition technology we are providing opportunity and accessibility to our community, that encourages kōrero, discussion and conversation. We are providing additional platforms of communication and engagement for different groups and organisations in the town and extended rohe.

18 24/7 LOCKERS

24/7 lockers are not a priority assumed by the community / taitamariki when compared to other facilities, this is something that should be considered for general security opportunities. This request has been echoed in the kaimahi engagement, where the requirement is to have a safe hold for lending hardware, like computers and tablets, also routers. They may be in different places, the lending hardware behind the desk and accessible by kaimahi and the security lockers somewhere in the library where people are able to access the facility without requiring support. There should be some consideration given to large vs small security lockers, valuables may range from mobile phones and carkeys to large bags or luggage. Consideration should also be given to staff belongings and how these are secure while staff are working. What is the protocol for schools as they enter the library, are they required to leave their bags behind before using the library / books / resource space? This

is a question for kaimahi, in the setting of tikanga for the future.

The more effective the secure lockers are for both community and staff, the more we contribute to providing a safe and secure environment.

General public lockers, consideration of sizes, variety smaller and larger (PUBLIC SPACE)

Kaimahi belongings – how to provide additional security for kaimahi who are working (PRIVATE SPACE)

Library resources – loan computers, tablets and routers, loan assets of value (SEMI- PRIVATE SPACE)

Spatial Requirements | Private Space

KAIMAHI WORK SPACE

Front Counter & Kaimahi Work Spaces

› This is a large self-contained space which has direct connection to kaimahi workspaces: storage, lunchroom / meeting room, and own toilets.

There should be easy access to other parts of the library including the books, maori and local history room, and gallery exhibition spaces. The Front Counter will have access to Tech Storage, to support check-in and check-out of hardware. A priority for this space should be given to security and safety for staff.

This area is to support the library kaimahi (up to 4 people) plus also have space for the FNDC customer services team members that will be working on site (this could be another 4 people). There should be adequate desk space, storage area for various resources (activities / creative makers space, sewing machines and materials) as well as stationery, printing supplies and general venue management supplies.

Design to consider both the working activities of the kaimahi and the down time, a space to rest and retreat, to have some restorative time away from the public.

› Meeting room (10 people) / lunchroom (to be private and sound proofed).

› Kitchen facilities – fridge, sink, dishwasher, zip boiling water, microwave.

› Staff toilet

› 8 desks (4 at counter and 4 internal) GUESS

› Emergency Exit consideration to front door

› Workspace for programme preparation – big table

› Space for processing booking, cataloguing of resources

› Appropriate lighting