

MEMO



To: Peter Hughes, Secretary for Education
From: Kristine Kilkelly, Deputy Secretary Corporate and Governance
CC: Tina Cornelius, Chief Financial Performance Officer
Hamish McCaw, Manager Corporate Property and Resource Management Unit
Date: 21 July 2014
Subject: Approval of Revised Concept Designs

COMMERCIAL IN CONFIDENCE

Purpose

To request your approval of the revised concept designs for 33 Bowen Street, Wellington.

Background

On 16 June 2014 you approved the concept designs for 33 Bowen Street, but asked for a number of amendments. These amendments were:

- Adjust concept design to allow for 30% of staff to work in an Activity Based Working (ABW) environment and the remaining 70% in a standardised open plan environment with the plan to move the majority of staff to the ABW style of working by within two years of occupancy.
- Introduce a conference facility to accommodate up to 250 people seated in a theatre style setting. This will be made up of multiple smaller rooms which can be opened up into the larger facility when required.
- The Atrium stair will be removed to allow for the conference facility to be added.

Revised Concepts

The attached concept drawings have been altered to accommodate the amendments requested. In particular:

- The revised concepts show the revised designs for standard open plan floors versus Activity Based Working floors.
- A conference facility has been added on level 2 of the building. This is outside of the main staff security zones to allow easy access for visitors. The room can accommodate 200-220 people sitting theatre style and can be converted using operable walls into four 30-seater rooms. Thought was given to whether this number could be increased to accommodate 250 people, however this was not achievable due to the shape of the space and the need to be able to convert the space into smaller meeting rooms when not in use as a conference facility.
- The Atrium stair from level 1 to level 2 has been removed.

Critical Timeframes

To ensure the Ministry meets its obligations under the landlord's Redevelopment Agreement it is essential we receive sign off on these designs **by Thursday 24 July**.

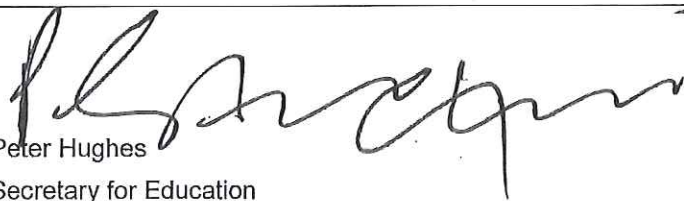
The next key design milestone will be the delivery of frozen layouts for the Ministry's sign off and review on 14 August 2014.

Recommendations

It is recommended you:

Note the amendments you requested on 16 June have been made


Approve the revised concept designs for 33 Bowen Street, Wellington.



Peter Hughes

Secretary for Education

Date: 12/08/14



Kristine Kilkelly

Deputy Secretary, Corporate and Governance