




<b>Location</b>	Ministry of Education, St Paul's Square, EIS Board Room (SPS 8.4)
<b>Attendees</b>	<p>Garry Wilson (Chair), Roy Tiffin, and Wayne Cameron (independent external members).</p> <p>Ellen MacGregor-Reid (Deputy Secretary Strategy, Planning &amp; Governance); Zoe Griffiths (Deputy Secretary People, Capability &amp; Resources); James Jong (Chief Internal Auditor), [REDACTED] (minutes) and [REDACTED] (Ernst &amp; Young).</p> <p>Also attending for specific agenda items were the following Ministry staff: [REDACTED] [REDACTED] Jason Parry, Sarah Apperley, [REDACTED] Hamish McCaw, [REDACTED]</p>
<b>Agenda item</b>	<b>Topic</b>
<b>A. Meeting opening</b>	
<b>1. Apologies</b>	There were no apologies.
<b>2. Conflicts of Interest</b>	[REDACTED]
<b>3. Previous Minutes</b>	[REDACTED]
<b>4. Actions</b>	[REDACTED]
<b>B. Special Items</b>	
<b>5. [REDACTED]</b>	[REDACTED]

<p>6. </p>	
<p>7. <b>Move to Bowen St</b></p>	<p>Zoe presented an overview of the Wellington accommodation project (including Bowen and the Justice Centre) covering the background to the changes and the five project workstreams. Key responsibility-holders were introduced followed by a tour of the Bowen St worksite. Details of the project were discussed and questions answered by subject matter experts during a Q&amp;A session.</p> <p>Topics covered in the Q&amp;A session included: assurance obtained around structural integrity and justification of expense for the inter-floor stairs and particularly the associated voids on 12 floors; key risks (to the project, IT, organisational and operational change management and physical and personnel security); project governance; managing cultural change and communications (both internally and externally). Finally, the critical paths leading to the go/no deadline and the rigour needed behind this decision were discussed.</p> <p><b>Action:</b> Zoe to provide a change-readiness paper plus a copy of the latest quarterly report on the project to Treasury for the RAB's consideration at the 17 September meeting. Zoe to prepare issues explanations for the key issues raised.</p>
<p>8. </p>	

9.		
<b>E. Closing</b>		
	There being no further business the meeting closed at 4.20pm	

