

MEMO

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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: 5 June 2014
Subject: Confirmation of Decisions regarding 33 Bowen Street Concept

*with 2 people
occupying the
new building.*

Purpose

To confirm final decisions that were made on the concept designs for 33 Bowen Street following at our meeting on 30 May 2014.

Background

The Ministry has been working with its architects to develop concept drawings for 33 Bowen Street. These concepts initially were based around an Activity Based Working environment.

Decisions

On 30 May we discussed with you the key changes to the concepts and you confirmed the following decisions:

- 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 2017/18
- 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.
- As per the current concept a new internal stair case will be added which will connect all floors (level 1-12).
- The reception space will be a concierge style reception, rather than a traditional security barrier for visitors.
- A staff cafeteria space will not be included in the building
- Additional space will need to be found outside of 33 Bowen Street to accommodate around 250-400 staff who will not fit into the Bowen Street building.

Recommendations

It is recommended that you:

Approve the decisions outlined in this paper.

Peter Hughes
Secretary for Education

Date: 16/06/2014

Kristine Kilkelly

Kristine Kilkelly
Deputy Secretary, Corporate and Governance