Memo to Workplace Project SRO

To: Morag Woodley, Workplace Project SRO and DCE SSB
From: Andrea Cooke, Workplace Project Executive
Cc: Clare Bugden, General Manager Operations
Governance committee: N/A
Date: 16 May 2016
Subject: Workplace Project Strategic Design Brief

Purpose of the Memo
1. The purpose of this memo is to seek your approval of the Workplace Project Strategic Design Brief (SDB).

Recommendations
2. It is recommended that you:
   a. Approve the SDB;
   b. Note not all the recommendations in the SDB have been agreed and sign off of the SDB is subject to work confirmation of business requirements by the SLC & Branch Senior Leadership teams;
   c. Note further clarification of business requirements will happen in the detailed design phase, including the validation of the recommendations and assumptions;
   d. Note that the Workplace Principles outlined in the SDB have been refined, as agreed at ELT on 15th March 2016 but are still in draft and subject to further change;
   e. Note the SDB will be used as a guiding document to inform the detailed building design for St Pauls Square;
   f. Note that the SDB has been developed with business input, and has been reviewed by the GM Operations and the Workplace Project Board;
   g. Note the recommendations and assumptions made to inform the SDB;
   h. Note the soft fit-out design (furniture and other moveable items) is not included in the SDB and will be part of the detailed design phase.
Background

3. As part of the Wellington Accommodation Project, the Government Property Group (GPG) has selected the St Pauls building in Pipitea Street as the new DIA Wellington head office. Occupying this building will allow DIA to consolidate up to 1,200 of our Wellington office staff into a single building, close to our existing Molesworth Street and Mulgrave Street offices.

4. The GPG has reached agreement in principle with the building owner to lease St Pauls. Current timeframes indicate that St Pauls will be ready for DIA to occupy in late 2017.

5. The leases for our main Wellington leased buildings (46 Waring Taylor Street, 109 Featherston Street and 22 the Terrace) will be aligned to end in early 2018 in accordance with the St Pauls delivery programme.

6. The Ministerial approval of the Development Agreement for St Pauls is expected to be completed by the end of May 2016. As part of this agreement DIA is required to provide signed off plans of the building layouts by 19th August 2016.

7. In order to meet these requirements DIA has engaged to develop a SDB.

8. The purpose of the SDB is to:
   a) Summarise requirements for the cultural and behavioural change programme based upon our business aspirations and goals;
   b) Summarise requirements for the physical space at St Pauls based upon our workplace principles, Te Aka Taiwhenua, and high level branch specific requirements;
   c) Provide the architect with a start point to progress from the high level design phase to the detailed design phase and ensure DIA meets its requirement to deliver plans by the 19th August 2016.

9. The detailed design allows the landlord to design the services (air conditioning, lighting, fire protection and plumbing) to meet our needs. These upgrades to the building will be delivered as part of the delivery programme which will commence on the 14th November 2016.

Recommendations and assumptions informing the SDB

10. We will lease the entire ground floor of the building.

11. We will adopt a desk-sharing ratio of 80 desks per 100 staff for half of our work floors. The other half will provide 100 desks per 100 staff.

12. We will centralise our staff refreshment area and a number of larger internal meeting rooms.

13. We will distribute our smaller meeting rooms, quiet work zones, and other collaborative spaces across the work floors.

14. Our visitor meeting facilities will be located on level 1, including ceremonial meeting space.

15. The St Paul’s landlord has agreed to the following building refurbishments:
   a) Upgrade the ground floor entrances and, in particular, the southern entrance where we envisage most of our staff will arrive at the building;

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b) Provide an additional lift to allow access from the ground floor to levels 1, 2 and 3;
c) Provide an additional stair to better connect the ground floor with levels 1, 2, and 3; and
d) Building services upgrades (air conditioning, lighting, fire protection and plumbing).

16. A decision regarding the location of the internal stairs has been agreed which is different to what is proposed in the SDB. As part of the development of the SDB, stair location was not developed and assessed by DIA and it was always acknowledged they would be further explored as part of DIA’s design process, particularly with structural subject matter expertise. The benefits and limitations of the internal stair options were further worked through, resulting in the different option that is included in the SDB being the approved option.

17. Following the completion of the SBD, it has been confirmed that the Customer Services counter and staff will not be relocating to St Pauls (have advised that DIA will need to vacate 109 Featherston Street).

Further clarification required

18. The following points require clarification in the detailed design phase:
   a) The location of an internal collaboration floor on level 7, and the need for additional internal stairs to support this;
   b) Whether we want to retain the staff egress point on the podium floors;
   c) Ideal adjacencies of Branches/Business Units;
   d) Creation of an additional inter-connecting stair to better connect level 12 with the smaller part floor on level 13;
   e) Specific requirements and facilities for the Chief Executive office;
   f) Preferred location of DCE offices;
   g) Specialist facilities required by the Branches;
   h) Current staff numbers by Business Unit;
   i) Specialist facilities for the Visitor reception area;
   j) Safety and security requirements;
   k) Confirmation of likely TSS numbers; and
   l) Which parts of the SDO branch would benefit from moving to St. Paul’s early.

19. Final design decisions will be informed by:
   a) A range of design options;
   b) Alignment with the design principles outlined in the SDB;
   c) Alignment with the delivery of project benefits; and
   d) A clear rationale for recommended options (pro’s/cons).
Next steps

20. When the SDB has been endorsed we will enter the detailed design phase.

21. The detailed design phase will involve further analysis, requirements gathering and decisions to be approved and will include clarification of points in paragraph 18.

22. The Senior Leadership Cohort will meet on 17 May 2016 for a site visit and workshop to provide input to the decisions required to inform the detailed design phase.

23. Decisions will be required before 30 May 2016 in the following areas:
   a) Confirmation on whether Censorship, Anti-Spam and Regulatory Investigations will be relocating to St Pauls;
   b) Whether the Visitor reception area can be located on the ground floor; and
   c) The other activities to be located on the Ground Floor (e.g. public café).

24. This input will be considered by decision makers when finalising the detailed design deliverables.