Outside the scope of the request
Wellington precinct

The lease of a new building has been announced to move several of our Wellington offices to one central site, St Pauls Square building, located between the National Library and Archives New Zealand.

The benefit of proximity in one DIA precinct will allow us to make the most of our shared services and identity as well as promote improved collaboration and communication.

Initially, those of us from the current Lambton Quay (formerly Waring-Taylor Street), Featherston Street, and Terrace offices will move to the new precinct. A plan is also being developed to accommodate other Wellington staff from locations such as Victoria Street into the new precinct after the initial move.

While the specific focus will be on this building, this presents an opportunity to create an environment that can guide us when we develop other offices across the country.

Get the full story [here](#)
Outside the scope of the request
Outside the scope of the request
Outside the scope of the request
Outside the scope of the request
Kia ora tātou,

**Our Future Workplace**

Today I'd like to share some great things on the horizon for all of us at DIA. I have finalised an agreement to move several of our Wellington offices into a leased building on Pipitea Street, adjacent to our Mulgrave and Molesworth Street buildings. This move will enable us to form a DIA precinct, bringing our people closer together. Most of our Wellington-based people will move into this building by 2018.

We have been working with the Government Property Group (GPG) to reduce the number of sites we occupy in Wellington. We are also taking the opportunity to think about our workplaces – no matter where you work - and how we can create workplaces that meet our future needs.

Our next steps are to develop the design of the new building, ensuring the new environment can support how we want to work at DIA, now and into the future. I want us to work together to co-create this new workplace so there will be plenty of opportunities...
for you to contribute along the way, both structured and informally. You will hear more about that soon. And while the specific focus will be on this building for now, I want to create an environment that can guide us when we develop other offices across the country.

Outside the scope of the request

Have a good week.

Ngā mihi,

Colin

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Department of Internal Affairs

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Senior Leadership Cohort Update Three

Later today Colin will announce to all staff the confirmation of our new Wellington office accommodation building, Saint Pauls square in Wellington.

We anticipate a lot of interest from staff, who will no doubt have many questions about how this move might affect them and their work.

I have included below some key talking points to support you in talking about this with your staff. It is really important that all the messages staff receive about the new building are consistent so staff are aware that we are committed to creating a fit for purpose working environment where people are able to work in ways that increase effectiveness and efficiency. Please feel free to use these talking points when discussing the new building with your teams.

• DIA has been working hard with the Government Property Group as part of an All-of-Government Wellington accommodation project to reduce the number of sites DIA occupies in Wellington and provide a new fit for purpose workplace that will support our future needs.

• The new location is the St Pauls Square building, which is located on Pipitea Street, which is adjacent to the Mulgrave and Molesworth Street buildings. This building was previously occupied by the Ministry of Education. This allows us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance.

• Initially, staff from the current Lambton Quay (formerly Waring-Taylor Street), Featherston Street and The Terrace offices will be relocating to the new precinct. A plan is being developed to accommodate other Wellington staff from locations such as Victoria Street into the new precinct around or after the initial move.

• Our next steps are to develop the design of the new building, ensuring the new environment can support how we want to work at DIA, now and into the future.

• After the landlord makes substantial renovations to the St Pauls Square building, we can develop a fit for purpose environment that will support the way we work at DIA. We have yet to make decisions about the planning and fit-out, but we'll update you as things start to take shape. Many of you will be excited to hear that upgrades to core services such as air conditioning and lifts are high priorities.

• There will be plenty of opportunities to contribute along the way, both structured and informal. Staff input and support is critical to our new workplace.

• We are committed to creating a fit for purpose working environment where people are empowered and enabled to work in ways that increase effectiveness and efficiency, and ultimately deliver better public services to all New Zealanders.

• Not only are we able to reduce the number of locations we work at and work more efficiently, but we are also able to achieve modern workplaces which support increased productivity and staff wellness.

• While many Wellington staff will move offices as part of this project, the move is only part of the changes planned. How we work together, the spaces we need and the tools we use apply to us all, and will benefit everyone in DIA.

• We expect that we will begin moving to the new property in early 2018.

If one of your team has a question or a concern that you can't answer, please get in touch with the Workplace team at workplace@dia.govt.nz

If you receive an external query, please refer it to the DIA Media team so it can be responded to in an agreed manner by an appropriate spokesperson.

NB: Although we are very close to announcing the new building to all staff, please do not share this additional detail until the announcement is published. As before, if you are asked questions by staff,
you can let them know that we are looking to lease a building in the vicinity of the DIA owned Mulgrave and Molesworth Street buildings.
Questions and Answers for external use (existing internal Q&As on 1840 will be supplemented post-announcement)

How are you funding the move? The lease? The refit?
A portion of the funding for the project is comprised of an overall budget bid by the Government Property Group (GPG)(formerly known as the Government Property Management Centre of Expertise) for the entire Wellington Accommodation Project – Tranche 2 (WAP2).

The remaining costs will be borne by the Department of Internal Affairs (DIA) from provisions that have been set aside for this move. The building owner is providing a considerable contribution to upgrading the building.

Who decided on St Pauls?
GPG has arranged the lease for St Pauls, in consultation with DIA and other government stakeholders, as part of the best allocation of property across the 24 agencies in the WAP2 project. The location and size of the building makes it an ideal fit for rationalising a number of DIA properties with expiring leases, close to its existing owned buildings (National Library and Archives New Zealand).

Will there be a reduction in employees as a result of the move?
No.

How many locations will be moved to the new building?
At least three – the current offices at Lambton Quay, Featherston street and The Terrace. Depending on design decisions and future operational considerations, there is the potential to further reduce DIA’s rental footprint.

Who is designing/constructing/furnishing the new premises?
Procurement of the appropriate external consultants for the Design and Fit-out phase is now underway. These consultants will lead the design process, as well as the tenant construction and fit-out activities.

How much will you save by moving? How much money is this costing? How long will the building take to be ready? How many m²?
By combining several existing leases into one property, DIA is mitigating the rising cost of property. We will see significant efficiencies for our staff in time saved not travelling between locations and allowing us to better share and collaborate in our work.
How much is this costing?
The cost of the fit-out and the move is estimated to be $23 million. This is to ensure the building is able to meet a long-term tenancy of between 15 – 33 years by government agencies. The landlord will be undertaking substantial renovations to St Pauls, at their cost, before we are able to move in.

Where is the money coming from?
DIA will be funding the bulk of the project from baseline cash reserves. Additionally, nine million dollars has been provided as part of Budget 2016.

Haven't you just spent millions renovating a building?
The National Library building in Wellington was closed for three years for essential refurbishment in 2009. National Library records are valued at almost $1 billion and modernising the building made its treasures much more accessible and safe. The project was delivered on-time and within budget.

Is the front counter moving?
The location of the customer services counter, currently located at 109 Featherston Street, will move. Decisions are currently being made on where this will be located and this will be communicated widely to ensure our customer service is not impacted.

How many people will you fit in the new building?
Although the final number of staff our new building accommodates will depend on future design decisions, we are looking to accommodate up to 1,200 people at St Pauls.

What about the commercial providers currently in the building (café etc)?
These are contractual matters between the various businesses and the landlord of the building.

What impact will this have on the area?
Answer to come from BOF. There will be some noise and disruption in the general area as work is undertaken on the building. The landlord will be responsible for ensuring safety at all times and communicating with local businesses about noise and safety aspects. The relocation of additional DIA staff to this area of town will support local businesses in the area.

What is happening to your existing office accommodation?
Refer to landlord. We are communicating with our existing landlords around our departure. They will look to seek new tenants for when we depart their buildings.

Who is supplying furniture?
As we have only recently signed the lease for the building, this decision is yet to be made. Any such decisions will be consistent with the Principles of Government Procurement.

How safe is the new building?
St Pauls is at least 90% of the New Building Standard for seismic resilience and will provide a safe and secure building for our staff.

Why now?
DIA is at a point with its Wellington office accommodation where significant refurbishment would need to be done to several of its current buildings to ensure they are fit for purpose.

Additionally, several current lease terms are coming to an end. DIA has joined GPG's WAP2 project to be more efficient with the Crown's accommodation footprint, contribute to all-of-government
savings, and at the same time create a precinct for its Wellington staff, instead of multiple separate locations.
DRAFT Communications Action Plan: Building Announcement

Introduction

The Communications Action Plan outlined below outlines a strategy for the communication of the successful lease of target premises at Saint Paul's Square.

This approach has been developed in consultation with the Workplace project team, the DIA Communications function and a communications representative from the Government Property Management Centre of Expertise (PMCoE).

This approach contains key messages, a tactical action plan scheduling the draft communications, and the communications themselves.

This approach, and the development of specialised communications messaging and tactics, is consistent with the agreed strategy outlined in the Workplace Communications Plan (DMS file code: [REDACTED]). Other considerations include transparency, credibility and partnership with PMCoE and other key stakeholders.

Milestones

The Workplace project team expect that an agreement in principle on the terms and conditions for the new lease will exist by mid-March. DIA Chief Executive signoff of the PMCoE ministerial report back is anticipated by late April. Ministerial signoff of the report back is then required from the Minister of State Services and the Minister of Finance. This is expected by late May.

DIA is responsible for deciding the degree to which it engages in internal and external communications – although close liaison with PMCoE and other Government stakeholders is key to ensuring consistency of messages and no surprises.

Approach

Spokesperson

While it is the responsibility of the DIA CE/ELT to front communications as the work progresses, an awareness of the potential for Ministerial interest and initiative should be retained.

This relates to both the Minister for Internal Affairs and the Minister responsible for PMCoE, who has a keen interest in good news for the WAP2 programme. Close liaison with PMCoE and our Ministerial stakeholders will be critical to our ability to respond to any developments.
Internal

It is critical that our senior leadership remains updated about the progress and agreed communications approach for Workplace, and WAP2 in general.

In addition to established business reporting, targeted communications will be developed for the Senior Leadership Cohort at critical milestones of the negotiations. This will ensure appropriate and consistent comment should the need arise.

Regarding the specific treatment of department-wide communications concerning the process of acquiring our target property, our approach is to defer any announcement until Ministerial approval has been granted. Our focus in the first instance is on communicating the news to our staff as soon as possible following this assent.

External

In terms of external communications, no proactive media communication is planned, but we will consider publishing information (in some fashion) of the acquisition on our website in the interests of transparency.

This tactic has broader implications for the rest of the programme however, and needs to be consistent across the Building Our Future programme. A systematic approach to this tactic is being developed currently, and will be agreed and implemented to ensure a consistent approach is taken.

Consideration should also be given to the relevance of these communications in relation to scheduled Select Committee appearances by our leaders, and the importance of consistency of message across the two.

Reactive messaging and potential Question and Answers are attached to be held pending any media interest.
Messages

While this plan contains specific key messages for internal and external audiences, messages to discuss various other general themes are attached and may be used as necessary for either purpose.

Specific

Internal

In line with the National Property Strategy a number of Wellington DIA office leases will expire in 2017.

We are working with the Property Management Centre of Expertise (PMCoE) to rationalise the number of DIA sites in Wellington, so that we can co-locate our people across fewer sites.

We have received Ministerial approval to move several of these Wellington offices to one precinct in central Wellington close to our Mulgrave and Molesworth Street buildings, allowing many of us to better share and collaborate in our work without travelling to another office.

The new location is the St Paul’s Square building, located between the National Library and Archives New Zealand, allowing us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance.

St Paul’s Square is on Pipitea Street, opposite Parliament and closely surrounded by other government agencies. The property was formerly occupied by the Ministry of Education.

Our next steps are to decide on a design for the new building, which will consider how the new environment can improve how we work at DIA. We will be planning the new site as part of a DIA precinct along with our Mulgrave and Molesworth Street buildings, with a focus on efficiency and flexibility.

Not only are we able to reduce the number of locations we work at and make cost savings, but we are also able to implement modern workplaces which support increased productivity and staff wellness, and provide a better customer experience for all New Zealanders.

At least three of our current locations – the current offices at Waring-Taylor Street, Featherston Street and The Terrace – will relocate to the new precinct. Depending on design decisions there is the potential to include staff from our Victoria Street building in the future.

Substantial renovations will need to take place to make St Paul’s Square a fit for purpose environment possible to support the way we work at DIA. Many of you will be excited to hear that upgrades to core services such as air conditioning and lifts are high priorities.

While a number of Wellington staff will move offices as part of this project, the move is only part of the changes planned for how we work together, the spaces we need and the tools we use at DIA, which will benefit everyone in DIA.

We are committed to achieving a fit for purpose working environment in which people are empowered and enabled to work in ways that increase effectiveness and efficiency, and ultimately deliver better public services to all New Zealanders.

We expect that people will begin moving to the new property in early 2018.
External

N.B. The external messages below reflect the current nature of a likely reactive response. While they may be supplemented from the other themes below to suit specific queries, additional specific external messages will be developed to reflect the change in negotiation status as milestones are passed.

DIA has received Ministerial approval to move several of its Wellington offices to a new site in central Wellington, the St Paul’s Square building located on Pipitea Street.

This move is part of the Property Management Centre of Expertise (PMCoE) Wellington Accommodation Project – Tranche 2 (WAP2).

A number of Wellington DIA office leases will expire in 2017, and this move will rationalise the number of DIA sites in Wellington, so that we can accommodate our people across fewer sites.

The initial rental term is for 15 years with three rights of renewal each for a period of six years.

We expect that people will begin moving to the new property in early 2018.

General

All of Government

Savings of at least $191 million are expected over the next 20 years with the implementation of the Wellington Accommodation Project – Tranche 2 (WAP2).

The WAP2 is the second phase of the All-of-Government approach to providing office accommodation for its workers and aims to cut the Government footprint, increase staff productivity and wellbeing while saving taxpayer dollars.

Not only are we able to reduce the Government office footprint and make cost savings, but we are also able to implement modern workplaces which support increased productivity and staff wellness, and provide a better customer experience for all New Zealanders.

Twenty-four agencies will take part in WAP2 ranging from larger agencies such as DIA and the Ministry of Social Development to smaller agencies such as the Health Promotion Agency and Careers New Zealand. A full list is available on the PMCoE website. More than 8700 staff will be included in the changes.

WAP2 will reduce the Crown’s rental footprint by 14,500m². This is in addition to the 121,433m² in reductions already made by PMCoE led projects since 2011.

WAP2 will see agencies reduce the number of floors they use from 160 to 107. The 14,500m² reduction in rental footprint is equivalent to 1.5 Reserve Bank buildings.

WAP2 is the second stage of the Wellington All-of-Government approach but there are also relocations and streamlining of our services in Auckland and regional centres and a major rebuild programme underway in Christchurch which will support the reinvigoration of the Christchurch CBD.

Overall, savings across the country are expected to come to $450m over the next 20 years.
The Property Management Centre of Expertise (PMCoE) was established in April 2011 and is hosted by MBIE. PMCoE’s main role is to lead and assist agencies in meeting the goals set by Government for the efficient and effective management of the Crown estate.

PMCoE is able to take a bird’s-eye view of the Crown Estate and negotiate with an all-of-government approach. This ensures consistency in pricing and quality, and develops an understanding of the needs of agencies going forward. This helps to manage the size of the estate so tax payers’ dollars are not wasted on empty office space.

Managing the Crown Estate in a centralised manner ensures there is consistency and flexibility across the Estate and we are better able to manage it in a cost effective and efficient manner.

### Schedule

*N.B. Timings will be updated as key negotiation milestones are reached*

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Products

Senior Leadership Cohort Update – EXAMPLE
A regular update to the Senior Leadership Cohort from a senior spokesperson will ensure consistency of message to our vital tier two and three managers.

While the below is an representative version, future updates could contain talking points for managers to support discussions with their staff, effectively providing another communications channel to support all-of-staff comms.

Themes for April and May could include a Senior Leadership cohort visit to the site, and details of the announcement itself.

New Wellington location update
Prompted by a number of Wellington DIA office leases due to expire in 2017, DIA is working alongside the Property Management Centre of Expertise (PMCoE) to identify new locations (including co-locations) that will allow us to rationalise the number of DIA sites.

Strategic Design Brief (SDB)
An external design consultant, Twenty Two, was engaged to develop a SDB to summarise how the new Wellington premise would support DIA’s future business aspirations and goals.

Key questions required to complete the SDB were presented to ELT on 15th March. These covered: how we want to work in the new premise and optimising the use of the facilities in the building to support greater collaboration, flexibility and improved productivity.

Negotiations
Negotiations for a new premise are continuing as expected and should conclude in the coming weeks.

Next Steps
Although we are nearing an agreement in principle, the negotiations are subject to some formalities before we can start talking to staff about this exciting news.

Colin’s signoff of the PMCoE ministerial report back is anticipated by late April. Ministerial signoff of the report back is then required from the Minister of State Services and the Minister of Finance. This is expected by mid-May.

I will be in touch again throughout the coming months building up to the announcement of the new building to all staff, to keep you updated and pass on information to help you communicate to your teams about the project.

If you have questions about any aspect of the above or the project in general, please feel free to contact myself or the Workplace team at workplace@dia.govt.nz
Announcement to all staff

Exciting news from the Building Our Future programme this week, as work to deliver a range of changes and improvements that will help ensure the Department is ‘fit for purpose’ reaches a big milestone that will benefit us all.

The Workplace project is leading changes to how we work together, the spaces we need and the tools we use at DIA. These changes will benefit everyone in the department.

One of the key pieces of work the project has been dealing with is working with the Property Management Centre of Expertise (PMCoE) to find a property solution for a number of Wellington DIA office leases that will expire in 2017.

I am excited to be able to share that we have received Ministerial approval to move several of these Wellington offices to one site in central Wellington, allowing many of us to better share and collaborate in our work without travelling to another office.

The new location is the St Paul’s Square building, located between the National Library and Archives New Zealand, allowing us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance.

St Paul’s Square is on Pīpītea Street, opposite Parliament and closely surrounded by other government agencies. The property was formerly occupied by the Ministry of Education.

Our next steps are to decide on a design for the new building, which will consider how the new environment can improve how we work at DIA. We will be planning the new site as part of a DIA precinct along with our Mulgrave and Molesworth Street buildings, with a focus on efficiency and flexibility.

At least three of our current locations – the current offices at Waring-Taylor Street, Featherston Street and The Terrace – will relocate to the new precinct. Depending on design decisions there is the potential to include staff from our Victoria Street building in the future.

Substantial renovations will need to take place to make St Paul’s Square a fit for purpose environment possible to support the way we work at DIA. Many of you will be excited to hear that upgrades to core services such as air conditioning and lifts are high priorities.

While a number of Wellington staff will move offices as part of this project, the move is only part of the changes planned for how we work together, the spaces we need and the tools we use at DIA, which will benefit everyone in DIA.

We are committed to achieving a fit for purpose working environment in which people are empowered and enabled to work in ways that increase effectiveness and efficiency, and ultimately deliver better public services to all New Zealanders.

We expect that people will begin moving to the new property in early 2018.

1840 article

In case you missed yesterday’s big news [link to announcement], our Chief Executive Colin MacDonald announced Ministerial approval to move several of our Wellington offices to one site in

Page 7 of 10
central Wellington yesterday, allowing many of us to better share and collaborate in our work without travelling to another office.

"The new location is the St Paul's Square building, located between the National Library and Archives New Zealand, allowing us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance" said Colin.

St Paul’s Square is on Pipitea Street, opposite Parliament and closely surrounded by other government agencies. The property was formerly occupied by the Ministry of Education.

Although it’s early days in terms of what the new precinct might look like, Colin said that most of our Wellington-based people would be involved in the new precinct.

"At least three of our current locations – the current offices at Waring-Taylor Street, Featherston Street and The Terrace – will relocate to the new precinct. Depending on design decisions there is the potential to include staff from our Victoria Street building in the future.

"Substantial renovations will need to take place to make St Paul’s Square a fit for purpose environment possible to support the way we work at DIA. Many of you will be excited to hear that upgrades to core services such as air conditioning and lifts are high priorities."

Colin noted that, while the new precinct is based in Wellington, the move heralds new ways of working for all of us at DIA:

"While a number of Wellington staff will move offices as part of this project, the move is only part of the changes planned for how we work together, the spaces we need and the tools we use at DIA, which will benefit everyone in DIA."

Read the full announcement here [link to announcement].

In the Loop

In case you missed DAY’s big news [link to announcement], our Chief Executive Colin MacDonald announced Ministerial approval to move several of our Wellington offices to one site in central Wellington yesterday, allowing many of us to better share and collaborate in our work without travelling to another office.

The new location is the St Paul’s Square building, located between the National Library and Archives New Zealand, allowing us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance.

At least three of our current locations – the current offices at Waring-Taylor Street, Featherston Street and The Terrace – will relocate to the new precinct. Depending on design decisions there is the potential to include staff from our Victoria Street building in the future.

While a number of Wellington staff will move offices as part of this project, the move is only part of the changes planned for how we work together, the spaces we need and the tools we use at DIA, which will benefit everyone in DIA.

Read the full announcement here [link to announcement].
Reactive media statement

N.B. The reactive media statement below is intended to act as a holding statement for after-hours/short-notice requests. It reflects the current nature of a likely reactive response. While any reactive response may be supplemented from the other approved messages and Q&As within this document, additional specific external messages will be developed to reflect the change in project status as milestones are passed.

DIA has received Ministerial approval to move several of its Wellington offices to one site in central Wellington, the St Paul’s Square building located on Pipitea Street.

This move is part of the Property Management Centre of Expertise (PMCoE) Wellington Accommodation Project – Tranche 2 (WA P2).

A number of Wellington DIA office leases will expire in 2017, and this move will rationalise the number of DIA sites in Wellington, so that we can accommodate our people across fewer sites.

We expect that people will begin working from the new property in early 2018

Questions and Answers

How are you funding the move? The lease? The refit?
Funding for the project is comprised of a portion of an omnibus budget bid by PMCoE for the entire WAP2 accommodation approach. Some costs will be borne by DIA, and some of the renovation costs will be met by the building owner.

Who decided on St Paul’s Square?
PMCoE has arranged the lease for St Paul’s Square, in consultation with DIA and other government stakeholders. The location and size of the building makes it an ideal fit for rationalising a number of DIA properties with expiring leases close to its existing owned buildings.

How many staff are affected?
Decisions are still to be made regarding the design and layout and occupancy levels of the new building. These decisions will be subject to significant design and business considerations, and are key to making St Paul’s Square the best working environment possible to support the way we work at DIA.

Will there be any redundancies as a result of the move?
No.

How many locations will be moved to the new building?
At least three – the current offices at Waring-Taylor street, Featherston street and The Terrace. Depending on design decisions and future operational considerations, there is the potential to further reduce DIA’s rental footprint.

Who is designing/constructing/furnishing the new premises?
As we have only recently signed the lease for the building, these decisions are yet to be made. Any such decisions will be consistent with the Principles of Government Procurement.

How much will you save by moving? How much money? How much time? How many m²?
By combining several existing leases into one property, DIA is mitigating the rising cost of property. We will see savings from having fewer buildings to furnish, equip and maintain, and significant
efficiencies for our staff in time saved not travelling between locations and allowing us to better share and collaborate in our work.

*How long have you leased the new building for?*

The initial rental term is for 15 years with three rights of renewal each for a period of six years.
Workplace building announcement: All of staff message

I'm excited to share some big news from the Workplace project with you regarding the lease of a new building in Wellington, creating a combined precinct for the majority of our Wellington based staff by 2018.

With a number of our office leases due to expire in 2017, DIA has been working hard with the Government Property Group to reduce the number of DIA sites in Wellington so that we can locate our people across fewer sites.

Today we have received Ministerial approval to move several of our Wellington offices to one precinct in central Wellington close to our Mulgrave and Molesworth Street buildings, allowing many of us to better share and collaborate in our work with minimal travel time between offices.

The new location is the St Pauls Square building, located on Pipitea Street the National Library and Archives New Zealand. This allows us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance.

Initially, staff from the current Waring-Taylor Street, Featherston Street and The Terrace offices will be relocating to the new precinct. A plan is being developed to accommodate other Wellington staff from locations such as Victoria Street into the new precinct around or after the initial move.

Our next steps are to agree the design of the new building, considering how the new environment can support how we work at DIA.

Substantial renovations will need to take place to make St Pauls Square a fit for purpose environment that will support the way we work at DIA. We have yet to make decisions about the planning and fit-out, but we'll update you as things start to take shape.

We are committed to creating a fit for purpose working environment where people are empowered and enabled to work in ways that increase effectiveness and efficiency, and ultimately deliver better public services to all New Zealanders.

Not only are we able to reduce the number of locations we work at and work more efficiently, but we are also able to achieve modern workplaces which support increased productivity and staff wellness, and provide a better customer experience for all New Zealanders.

While many Wellington staff will move offices as part of this project, the move is only part of the changes planned. How we work together, the spaces we need and the tools we use apply to us all, and will benefit everyone in DIA.

If you have any questions at this point, please talk to your manager, check out our FAQ or email workplace@dia.govt.nz
DRAFT Communications Action Plan: Building Announcement

Introduction

This Communications Action Plan outlines the strategy to communicate the successful lease of the Saint Pauls Square building.

This approach has been developed in consultation with the Workplace project team, the DIA Communications group and a communications representative from the Government Property Management Centre of Expertise (PMCoE).

This approach contains key messages, a communications schedule, and the draft communications themselves.

This action plan, and the specialised communications messages and tactics, is consistent with the agreed strategy outlined in the Workplace Communications Plan (DMS file code: 4373725DA). Other considerations include transparency, credibility and partnership with PMCoE and other key stakeholders.

Milestones

The Workplace project team expect an agreement in principle on the terms and conditions for the new lease will exist by mid-March. Chief Executive signoff of the PMCoE ministerial report back is anticipated by late April. Ministerial signoff of the report back is then required from the Minister of State Services and the Minister of Finance. This is expected by late May.

DIA is responsible for deciding the degree to which it engages in internal and external communications, although close liaison with PMCoE and other Government stakeholders is key to ensuring consistency of messages and no surprises.

Approach

Spokesperson

While it is the responsibility of the DIA CE/ELT to front communications as the work progresses, an awareness of the potential for Ministerial interest should be retained.

This relates to both the Minister for Internal Affairs and the Minister responsible for PMCoE, who has a keen interest in good news for the WAP2 programme. Close liaison with PMCoE and our Ministerial stakeholders will be critical to our ability to respond to any developments.
Internal

It is critical that our senior leadership remains updated about the progress and agreed communications approach for Workplace and WAP2 in general.

In addition to established business reporting, targeted communications will be developed for the Senior Leadership Cohort at critical milestones of the negotiations. This will ensure appropriate and consistent discussion.

Department-wide communications concerning the process of securing our target property will be deferred until Ministerial approval has been granted. We will communicate the news to our staff as soon as possible following the Minister’s approval.

Government

It is critical that our Minister and other government stakeholders are informed and comfortable with our approach. This responsibility will be shared by the project and DIA senior leaders who will brief the Minister as part of wider programme reporting, and by PMCoE, who brief a number of ministers as part of their reporting.

The key messages and communications contained in this plan may be used to form the basis for standard messaging in other government communications, such as OIA requests, Parliamentary Questions and Ministerial correspondence.

Consideration should also be given to the relevance of these communications in relation to scheduled Select Committee appearances by our leaders and the importance of consistency of message across the two. Significant work will go into developing resources for these events. While closely related to this plan, it will be scoped and delivered as a separate piece of work.

External

No proactive media communication is planned, but we will consider publishing information (in some fashion) of the acquisition on our website in the interests of transparency.

This tactic needs to be consistent across the Building Our Future programme. A wider BOF approach is currently being developed, and will be agreed and implemented to ensure a consistent approach is taken.

Reactive messaging and potential Question and Answers are attached to be held pending any media interest.
Messages

While this plan contains specific key messages for internal and external audiences, messages to discuss various other general themes are attached and may be used as necessary for either purpose.

Specific

Internal

In line with the National Property Strategy a number of Wellington DIA office leases will expire in 2017.

We are working with the Property Management Centre of Expertise (PMCoE) to reduce the number of DIA sites in Wellington, so that we can co-locate our people across fewer sites.

We have received Ministerial approval to move several of our Wellington offices to one precinct in central Wellington close to our Mulgrave and Molesworth Street buildings, allowing many of us to better share and collaborate in our work with minimal travel time between offices.

The new location is the St Pauls Square building, located between the National Library and Archives New Zealand. This allows us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance.

St Pauls Square is on Pipitea Street, opposite Parliament and closely surrounded by other government agencies. The property was formerly occupied by the Ministry of Education.

Our next steps are to agree the design of the new building, considering how the new environment can support how we work at DIA. We will be planning the new site as part of a wider DIA precinct including our Mulgrave and Molesworth Street buildings, with a focus on efficiency and flexibility.

We are committed to creating a fit for purpose working environment where people are empowered and enabled to work in ways that increase effectiveness and efficiency, and ultimately deliver better public services to all New Zealanders.

Not only are we able to reduce the number of locations we work at and work more efficiently, but we are also able to implement modern workplaces which support increased productivity and staff wellness, and provide a better customer experience for all New Zealanders.

Initially, staff from the current Waring-Taylor Street, Featherston Street and The Terrace offices will be relocating to the new precinct. And a plan is being developed to accommodate other Wellington staff, from locations such as Victoria Street, into the new precinct around or after the initial move.

Substantial renovations will need to take place to make St Pauls Square a fit for purpose environment that will support the way we work at DIA. We have yet to make decisions about the planning and fit out, but we’ll update you as things start to take shape.

While many Wellington staff will move offices as part of this project, the move is only part of the changes planned. How we work together, the spaces we need and the tools we use apply to us all, and will benefit everyone in DIA.

We expect that people will begin moving to the new property in early 2018.
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N.B. The external messages below reflect the current nature of a likely reactive response. While they may be supplemented from the other themes below to suit specific queries, additional specific external messages will be developed to reflect the change in negotiation status as milestones are passed.

DIA has received Ministerial approval to move several of its Wellington offices to a new site in central Wellington, the St Pauls Square building located on Pipitea Street.

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A number of Wellington DIA office leases will expire in 2017, and this move will rationalise the number of DIA sites in Wellington, so that we can accommodate our people across fewer sites.

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General

All of Government

Savings of at least $191 million are expected over the next 20 years with the implementation of the Wellington Accommodation Project – Tranche 2 (WAP2).

The WAP2 project is the second phase of the All-of-Government approach to providing office accommodation and aims to cut the Government footprint, increase staff productivity and wellbeing while saving taxpayer dollars.

Not only are we able to reduce the Government office footprint and make cost savings, we are also able to implement modern workplaces which ultimately a better customer experience for all New Zealanders.

Twenty-four agencies will take part in WAP2 ranging from larger agencies such as DIA and the Ministry of Social Development to smaller agencies such as the Health Promotion Agency and Careers New Zealand. A full list is available on the PMCoE website. More than 8700 staff will be included in the changes.

WAP2 will reduce the Crown’s rental footprint by 14,500m². This is in addition to the 121,433m² in reductions already made by PMCoE led projects since 2011.

WAP2 will see agencies reduce the number of floors they use from 160 to 107. The 14,500m² reduction in rental footprint is equivalent to 1.5 Reserve Bank buildings.

WAP2 is the second stage of the Wellington All-of-Government approach but there are also relocations and streamlining of our services in Auckland and regional centres and a major rebuild programme underway in Christchurch which will support the reinvigoration of the Christchurch CBD.

Overall, savings across the country are expected to come to $450m over the next 20 years.

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1 PMCoE’s St Pauls Square communications plan
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PMCoE is able to take a bird’s-eye view of the Crown Estate and negotiate with an all-of-government approach. This ensures consistency in pricing and quality, and develops an understanding of the needs of agencies going forward. This helps to manage the size of the estate so tax payers’ dollars are not wasted on empty office space.

Managing the Crown Estate in a centralised manner ensures there is consistency and flexibility across the Estate and we are better able to manage it in a cost effective and efficient manner.

Schedule

*NB. Timings will be updated as key negotiation milestones are reached*

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Senior Leadership Cohort Update – EXAMPLE

A regular update to the Senior Leadership Cohort from a senior spokesperson will ensure consistency of message to our vital Tier two and three managers.

While the message below is an example, future updates could contain talking points for managers to support discussions with their staff, effectively providing another communications channel to support all-staff comms.

Themes for April and May could include a Senior Leadership cohort visit to the site, and details of the announcement itself.

New Wellington location update

Prompted by a number of Wellington DIA office leases that expire in 2017, DIA is working alongside the Property Management Centre of Expertise (PMCoE) to identify new locations (including co-locations) that will allow us to rationalise the number of DIA sites.

Strategic Design Brief (SDB)

An external design consultant, Twenty Two, was engaged to develop a SDB to summarise how the new Wellington building would support DIA’s future business aspirations and goals.

Key questions required to complete the SDB were presented to ELT on 15th March. These covered: how we want to work in the new building and optimising the use of the facilities in the building to support greater collaboration, flexibility and improved productivity.

Negotiations

Negotiations for a new premise are continuing as expected and should conclude in the coming weeks.

Next Steps

Although we are nearing an agreement in principle, the negotiations are subject to some formalities before we can start talking to staff about this exciting news.

Colin’s signoff of the PMCoE ministerial report back is anticipated by late April. Ministerial signoff of the report back is then required from the Minister of State Services and the Minister of Finance. This is expected by mid-May.

I will be in touch again throughout the coming months building up to the announcement of the new building to all staff, to keep you updated and pass on information to help you communicate to your teams about the project.

If you have questions about any aspect of the above or the project in general, please feel free to contact myself or the Workplace team at workplace@dia.govt.nz

Announcement to all staff

Exciting news from the Building Our Future programme this week, as work to deliver a range of improvements that will help ensure the Department is ‘fit for purpose’ reaches a big milestone that will benefit us all.

The Workplace project is leading improvements to how we work together, the spaces we need and the tools we use at DIA. These changes will benefit everyone in the department.
One of the key pieces of work the project has been dealing with is working with the Property Management Centre of Expertise (PMCoE) to find a property solution for a number of Wellington DIA office leases that will expire in 2017.

I am excited to be able to share that we have received Ministerial approval to move several of these Wellington offices to one site in central Wellington, allowing many of us to better share and collaborate in our work with less travel between offices.

The new location is the St Pauls Square building, located between the National Library and Archives New Zealand. This allows us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance.

St Pauls Square is on Pipitea Street, opposite Parliament and closely surrounded by other government agencies. The property was formerly occupied by the Ministry of Education.

Our next steps are to agree the design of the new building, considering how the new environment can support how we work at DIA. We will be planning the new site as part of a wider DIA precinct including our Mulgrave and Molesworth Street buildings, with a focus on efficiency and flexibility.

At least three of our current locations – the current offices at Waring-Taylor Street, Featherston Street and The Terrace – will relocate to the new precinct. Depending on design decisions there is the potential to include staff from our Victoria Street building in the future.

Substantial renovations will need to take place to make St Pauls Square a fit for purpose environment possible to support how we work at DIA. We have yet to make decisions about the planning and fit out, but we’ll update you as things start to take shape.

While many Wellington staff will move offices as part of this project, the move is only part of the changes planned. How we work together, the spaces we need and the tools we use apply to us all, and will benefit everyone in DIA.

We are committed to creating a fit for purpose working environment where people are empowered and enabled to work in ways that increase effectiveness and efficiency, and ultimately deliver better public services to all New Zealanders.

We expect that people will begin moving to the new property in early 2018.
In case you missed yesterday’s big news [link to announcement], our Chief Executive Colin MacDonald announced Ministerial approval to move several of our Wellington offices to one site in central Wellington, allowing many of us to better share and collaborate in our work without travelling to another office.

“The new location is the St Pauls Square building, located between the National Library and Archives New Zealand, allowing us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance” said Colin.

St Pauls Square is on Pipitea Street, opposite Parliament and closely surrounded by other government agencies. The property was formerly occupied by the Ministry of Education.

Although it’s early days in terms of what the new precinct might look like, Colin said that most of our Wellington-based people would be involved in the new precinct.

“At least three of our current locations – the current offices at Waring-Taylor Street, Featherston Street and The Terrace – will relocate to the new precinct. Depending on design decisions there is the potential to include staff from our Victoria Street building in the future.

“Substantial renovations will need to take place to make St Pauls Square a fit for purpose environment possible to support the way we work at DIA. We have yet to make decisions about the planning and fit out, but we’ll update you as things start to take shape.”

Colin noted that, while the new precinct is based in Wellington, the move changes to how we all work at DIA:

“While a number of Wellington staff will move offices as part of this project, the move is only part of the changes planned for how we work together, the spaces we need and the tools we use at DIA, which will benefit everyone in DIA.”

Read the full announcement here [link to announcement].
Reactive media statement

N.B. The reactive media statement below is intended to act as a holding statement for after-hours/short-notice requests. It reflects the current nature of a likely reactive response. While any reactive response may be supplemented from the other approved messages and Q&As within this document, additional specific external messages will be developed to reflect the change in project status as milestones are passed.

DIA has received Ministerial approval to move several of its Wellington offices to one site in central Wellington, the St Pauls Square building located on Pipitea Street.

This move is part of the Property Management Centre of Expertise (PMCoE) Wellington Accommodation Project – Tranche 2 (WA P2).

A number of Wellington DIA office leases will expire in 2017, and this move will rationalise the number of DIA sites in Wellington, so that we can accommodate our people across fewer sites.

We expect that people will begin working from the new property in early 2018

Questions and Answers for external use (existing internal Q&As on 1840 will be supplemented post-announcement)

How are you funding the move? The lease? The refit?
Funding for the project is comprised of a portion of an omnibus budget bid by PMCoE for the entire WAP2 accommodation approach. Some costs will be borne by DIA, and some of the renovation costs will be met by the building owner.

Who decided on St Pauls Square?
PMCoE has arranged the lease for St Pauls Square, in consultation with DIA and other government stakeholders. The location and size of the building makes it an ideal fit for rationalising a number of DIA properties with expiring leases close to its existing owned buildings.

How many staff are impacted?
Decisions are still to be made regarding the design and layout and occupancy levels of the new building. These decisions will be subject to significant design and business considerations, and are key to making St Pauls Square the best working environment possible to support the way we work at DIA.

Will there be a reduction in employees as a result of the move?
No.

How many locations will be moved to the new building?
At least three – the current offices at Waring-Taylor street, Featherston street and The Terrace. Depending on design decisions and future operational considerations, there is the potential to further reduce DIA’s rental footprint.

Who is designing/constructing/furnishing the new premises?
As we have only recently signed the lease for the building, these decisions are yet to be made. Any such decisions will be consistent with the Principles of Government Procurement.

How much will you save by moving? How much money? How much time? How many m²?
By combining several existing leases into one property, DIA is mitigating the rising cost of property. We will see significant efficiencies for our staff in time saved not travelling between locations and allowing us to better share and collaborate in our work.
Workplace building announcement: All of staff message

In line with the National Property Strategy, a number of Wellington DIA office leases will expire in 2017.

We are working with the Government Property Group to reduce the number of DIA sites in Wellington, so that we can co-locate our people across fewer sites.

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While many Wellington staff will move offices as part of this project, the move is only part of the changes planned. How we work together, the spaces we need and the tools we use apply to us all, and will benefit everyone in DIA.

We expect that people will begin moving to the new property in early 2018.
DRAFT Communications Action Plan: Building Announcement

Introduction

This Communications Action Plan outlines the strategy to communicate the successful lease of the Saint Pauls Square building.

This approach has been developed in consultation with the Workplace project team, the DIA Communications group and a communications representative from the Government Property Management Centre of Expertise (PMCoE).

This approach contains key messages, a communications schedule, and the draft communications themselves.

This action plan, and the specialised communications messages and tactics, is consistent with the agreed strategy outlined in the Workplace Communications Plan (DMS file code: [Redacted]). Other considerations include transparency, credibility and partnership with PMCoE and other key stakeholders.

Milestones

The Workplace project team expect an agreement in principle on the terms and conditions for the new lease will exist by mid-March. Chief Executive signoff of the PMCoE ministerial report back is anticipated by late April. Ministerial signoff of the report back is then required from the Minister of State Services and the Minister of Finance. This is expected by late May.

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Approach

Spokesperson

While it is the responsibility of the DIA CE/ELT to front communications as the work progresses, an awareness of the potential for Ministerial interest should be retained.

This relates to both the Minister for Internal Affairs and the Minister responsible for PMCoE, who has a keen interest in good news for the WAP2 programme. Close liaison with PMCoE and our Ministerial stakeholders will be critical to our ability to respond to any developments.
**Internal**

It is critical that our senior leadership remains updated about the progress and agreed communications approach for Workplace and WAP2 in general.

In addition to established business reporting, targeted communications will be developed for the Senior Leadership Cohort at critical milestones of the negotiations. This will ensure appropriate and consistent discussion.

Department-wide communications concerning the process of securing our target property will be deferred until Ministerial approval has been granted. We will communicate the news to our staff as soon as possible following the Minister’s approval.

**External**

No proactive media communication is planned, but we will consider publishing information (in some fashion) of the acquisition on our website in the interests of transparency.

This tactic needs to be consistent across the Building Our Future programme. A wider BOF approach is currently being developed, and will be agreed and implemented to ensure a consistent approach is taken.

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The initial rental term is for 15 years, with three rights of renewal each for a period of six years.

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While the message below is an example, future updates could contain talking points for managers to support discussions with their staff, effectively providing another communications channel to support all-of-staff comms.

Themes for April and May could include a Senior Leadership cohort visit to the site, and details of the announcement itself.

New Wellington location update
Prompted by a number of Wellington DIA office leases that expire in 2017, DIA is working alongside the Property Management Centre of Expertise (PMCoE) to identify new locations (including colocations) that will allow us to rationalise the number of DIA sites.

Strategic Design Brief (SDB)
An external design consultant, Twenty Two, was engaged to develop a SDB to summarise how the new Wellington building would support DIA’s future business aspirations and goals.

Key questions required to complete the SDB were presented to ELT on 15th March. These covered: how we want to work in the new building and optimising the use of the facilities in the building to support greater collaboration, flexibility and improved productivity.

Negotiations
Negotiations for a new premise are continuing as expected and should conclude in the coming weeks.

Next Steps
Although we are nearing an agreement in principle, the negotiations are subject to some formalities before we can start talking to staff about this exciting news.

Colin’s signoff of the PMCoE ministerial report back is anticipated by late April. Ministerial signoff of the report back is then required from the Minister of State Services and the Minister of Finance. This is expected by mid-May.

I will be in touch again throughout the coming months building up to the announcement of the new building to all staff, to keep you updated and pass on information to help you communicate to your teams about the project.

If you have questions about any aspect of the above or the project in general, please feel free to contact myself or the Workplace team at workplace@dia.govt.nz
**Announcement to all staff**

Exciting news from the Building Our Future programme this week, as work to deliver a range of improvements that will help ensure the Department is ‘fit for purpose’ reaches a big milestone that will benefit us all.

The Workplace project is leading improvements to how we work together, the spaces we need and the tools we use at DIA. These changes will benefit everyone in the department.

One of the key pieces of work the project has been dealing with is working with the Property Management Centre of Expertise (PMCoE) to find a property solution for a number of Wellington DIA office leases that will expire in 2017.

I am excited to be able to share that we have received Ministerial approval to move several of these Wellington offices to one site in central Wellington, allowing many of us to better share and collaborate in our work with less travel between offices.

The new location is the St Pauls Square building, located between the National Library and Archives New Zealand. This allows us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance.

St Pauls Square is on Pipitea Street, opposite Parliament and closely surrounded by other government agencies. The property was formerly occupied by the Ministry of Education.

Our next steps are to agree the design of the new building, considering how the new environment can support how we work at DIA. We will be planning the new site as part of a wider DIA precinct including our Mulgrave and Molesworth Street buildings, with a focus on efficiency and flexibility.

At least three of our current locations – the current offices at Waring-Taylor Street, Featherston Street and The Terrace – will relocate to the new precinct. Depending on design decisions there is the potential to include staff from our Victoria Street building in the future.

Substantial renovations will need to take place to make St Pauls Square a fit for purpose environment possible to support how we work at DIA. Many of you will be excited to hear that upgrades to core services such as air conditioning and lifts are high priorities.

While many Wellington staff will move offices as part of this project, the move is only part of the changes planned. How we work together, the spaces we need and the tools we use apply to us all, and will benefit everyone in DIA.

We are committed to creating a fit for purpose working environment where people are empowered and enabled to work in ways that increase effectiveness and efficiency, and ultimately deliver better public services to all New Zealanders.

We expect that people will begin moving to the new property in early 2018.
In case you missed yesterday’s big news [link to announcement], our Chief Executive Colin MacDonald announced Ministerial approval to move several of our Wellington offices to one site in central Wellington, allowing many of us to better share and collaborate in our work without travelling to another office.

“The new location is the St Pauls Square building, located between the National Library and Archives New Zealand, allowing us to form a DIA precinct, making the most of our shared services and identity, and further breaking down barriers created by physical distance” said Colin.

St Pauls Square is on Pipitea Street, opposite Parliament and closely surrounded by other government agencies. The property was formerly occupied by the Ministry of Education.

Although it’s early days in terms of what the new precinct might look like, Colin said that most of our Wellington-based people would be involved in the new precinct.

“At least three of our current locations – the current offices at Waring-Taylor Street, Featherston Street and The Terrace – will relocate to the new precinct. Depending on design decisions there is the potential to include staff from our Victoria Street building in the future.

“Substantial renovations will need to take place to make St Pauls Square a fit for purpose environment possible to support the way we work at DIA. Many of you will be excited to hear that upgrades to core services such as air conditioning and lifts are high priorities.”

Colin noted that, while the new precinct is based in Wellington, the move changes to how we all work at DIA:

“While a number of Wellington staff will move offices as part of this project, the move is only part of the changes planned for how we work together, the spaces we need and the tools we use at DIA, which will benefit everyone in DIA.”

Read the full announcement here [link to announcement].

In the Loop

In case you missed DAY’s big news [link to announcement], our Chief Executive Colin MacDonald announced Ministerial approval to move several of our Wellington offices to one site in central Wellington, allowing many of us to better share and collaborate in our work without travelling to another office.

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While a number of Wellington staff will move offices as part of this project, the move is only part of the changes planned for how we work together, the spaces we need and the tools we use at DIA, which will benefit everyone in DIA.

Read the full announcement here [link to announcement].
Reactive media statement

N.B. The reactive media statement below is intended to act as a holding statement for after-hours/short-notice requests. It reflects the current nature of a likely reactive response. While any reactive response may be supplemented from the other approved messages and Q&As within this document, additional specific external messages will be developed to reflect the change in project status as milestones are passed.

DIA has received Ministerial approval to move several of its Wellington offices to one site in central Wellington, the St Pauls Square building located on Pipitea Street.

This move is part of the Property Management Centre of Expertise (PMCoE) Wellington Accommodation Project – Tranche 2 (WAP2).

A number of Wellington DIA office leases will expire in 2017, and this move will rationalise the number of DIA sites in Wellington, so that we can accommodate our people across fewer sites.

We expect that people will begin working from the new property in early 2018.

Questions and Answers for external use

How are you funding the move? The lease? The refit?
Funding for the project is comprised of a portion of an omnibus budget bid by PMCoE for the entire WAP2 accommodation approach. Some costs will be borne by DIA, and some of the renovation costs will be met by the building owner.

Who decided on St Pauls Square?
PMCoE has arranged the lease for St Pauls Square, in consultation with DIA and other government stakeholders. The location and size of the building makes it an ideal fit for rationalising a number of DIA properties with expiring leases close to its existing owned buildings.

How many staff are impacted?
Decisions are still to be made regarding the design and layout and occupancy levels of the new building. These decisions will be subject to significant design and business considerations, and are key to making St Pauls Square the best working environment possible to support the way we work at DIA.

Will there be a reduction in employees as a result of the move?
No.

How many locations will be moved to the new building?
At least three – the current offices at Waring-Taylor street, Featherston street and The Terrace. Depending on design decisions and future operational considerations, there is the potential to further reduce DIA’s rental footprint.

Who is designing/constructing/furnishing the new premises?
As we have only recently signed the lease for the building, these decisions are yet to be made. Any such decisions will be consistent with the Principles of Government Procurement.

How much will you save by moving? How much money? How much time? How many m²?
By combining several existing leases into one property, DIA is mitigating the rising cost of property. We will see savings from having fewer buildings to furnish, equip and maintain, and significant...
efficiencies for our staff in time saved not travelling between locations and allowing us to better share and collaborate in our work.

*How long have you leased the new building for?*
The initial rental term is for 15 years with three rights of renewal each for a period of six years.