

From: Cheryl [REDACTED]
To: Chris [REDACTED]
Subject: FW: Draft Heads of Agreement NZDF and Archives NZ
Date: Wednesday, 14 January 2015 10:18:09 a.m.
Attachments: [Draft Heads of Agreement NZDF and Archives NZ.docx](#)

Hi Chris

Sorry ☹ I just realised I missed you out when I sent this out yesterday afternoon.

Kind regards

Cheryl

Cheryl [REDACTED] | Contractor
Archives New Zealand Te Rua Mahara o te Kawanatanga
Direct Dial: + [REDACTED] | Mobile: [REDACTED] | www.archives.govt.nz

Archives New Zealand is part of the Department of Internal Affairs

From: Cheryl [REDACTED]
Sent: Tuesday, 13 January 2015 3:24 p.m.
To: Philip [REDACTED]; Marilyn Little; Jeremy [REDACTED]; Jaime [REDACTED]
Subject: Draft Heads of Agreement NZDF and Archives NZ

Hi everyone

Attached is where we are at with the HOA with NZDF for discussion at our meeting tomorrow.

Kind regards

Cheryl

AGREEMENT RELATING TO PROPOSED GROUND LEASE IN WIGRAM CHRISTCHURCH

PARTIES

Her Majesty the Queen in right of Her Government in New Zealand acting by and through the Chief of the Defence Force (**NZDF**); and

The Sovereign in Right of New Zealand acting by and through the Chief Executive of the Department of Internal Affairs, 46 Waring Taylor Street, Wellington (**Archives NZ**).

BACKGROUND

- A This agreement is an agreement in principle of the key matters regarding the proposed ground lease between NZDF and Archives NZ if funding is secured and the building of a specialised Archives facility on the proposed site is progressed. This agreement is not legally binding.
- B Both parties acknowledge their ongoing strategic relationship with regard to the military history of New Zealand. Archives NZ is the main primary research source for anyone researching New Zealand's military history and the main source for information on those who have served with the New Zealand military over the past 160 years and holds the documented military history of New Zealand, including the War Archives collected for the publication of the official war histories, and the War Art collection.
- C As well as records transferred by regional military units and headquarters, Archives NZ also holds Public Works plans and files on military bases and buildings in the region.
- D Archives NZ holds the records of Wigram Base and the units within it as well as those of Support Command and other public records relating to the construction and maintenance of the base.
- E The relevant RNZAF holdings of Archives NZ complement those of the Air Force Museum. The Museum already acts as a de facto approved repository of Archives NZ with respect to its RNZAF Photograph Collection. In addition to the public archive RNZAF Photograph Collection, the Museum holds the largest collection of private archives and manuscripts relating to the Air Force in New Zealand.
- F Having Archives NZ located in close proximity to the Air Force Museum will be mutually beneficial for both Archives NZ and NZDF.

Partnering Concept

- G The parties agree that in their day to day interaction and in performing their respective obligations, they will conduct themselves in a manner consistent with the following objectives and principles:
- i. the establishment of a relationship based on mutual trust;
 - ii. the shared intention to achieve (by constructive and harmonious working together) a maximising of the parties' respective benefits;
 - iii. openness, promptness, consistency and fairness in all dealings and communications between the parties and their agents and representatives;
 - iv. non-adversarial dealings between the parties and constructive mutual steps both to avoid differences and to identify solutions; and
 - v. open, prompt and fair notification and resolution between the parties of any differences or disputes which may arise or be apprehended.
- H Unless expressly provided otherwise, where NZDF's or Archives NZ's consent or approval is required pursuant to any provision of the proposed Lease such consent or approval shall be promptly given or declined as the case may be but shall not be unreasonably or arbitrarily withheld. Such consent or approval shall be required for each separate occasion notwithstanding any prior consent or approval obtained for the same purpose on a prior occasion.

PROPOSED GROUND LEASE

Terms of proposed Lease

1. The terms of the proposed ground lease will be negotiated separately between the parties during the development of the Agreement to Lease. Key lease terms are noted below.

Proposed Site

2. The Site shall comprise a ground lease of land only as depicted in the attached site plan. The preferred site is approximately 5,000m² of land owned by the Crown through the New Zealand Defence Force at Wigram, Harvard Avenue, Christchurch.

Common Area

3. Archives NZ shall have to non-exclusive right to use those common areas situated on NZDF's land necessary for Archives NZ's use and access to the site limited to the following:
 - (a) vehicular and pedestrian access ways, concourse, lawn and landscaped areas.

Business Use

4. The site will be used for a purpose built Archival facility for the storage of and access to Governmental, Military and other archival records. Other records that are deemed to have significance to New Zealanders may also be housed at the facility.

Initial Commencement Dates

5. Commencement of the Lease will be in three phases, with dates to be mutually agreed between the parties:
 - (a) Phase 1 – pre-construction access
 - (b) Phase 2 – construction period
 - (c) Phase 3 – occupation period

Initial Access Dates

6. Archives NZ shall have free access to the site from signing of the Agreement to Lease or as mutually agreed between the parties.

Initial Lease Term

7. An initial lease term of thirty years in respect of the site referred to above from the Commencement of the occupation period referred to above (subject to Break clause).

Rights of Renewal

8. One right of renewal for ten (10) years with a second right of renewal to lease the Site for a further period of five (5) years.

Break Clause

9. Archives NZ shall have the option at any time after 1 January 2016 to terminate the lease on not less than three (3) months prior written notice to NZDF of its intention to terminate.
10. In the event that Archives NZ exercises its option to terminate the lease after 1 January 2015 and prior to completion of the building works, Archives NZ will reinstate the land to the condition that existed prior to the commencement of Phase 1.

Building Act Compliance

11. Archives NZ covenants and agrees that Archives NZ will at its own cost and expense obtain all consents under the Building Act 2004 (*Building Act*) necessary to carry out its development works. Archives NZ covenants and agrees that it will carry out all development works as follows:
 - (a) in a proper, workmanlike and professional manner, and in accordance with recognised industry practice;
 - (b) in accordance with the Detailed Design and Specifications and the Programme and milestones;
 - (c) in accordance with any consents obtained, the requirements of any authorities having jurisdiction over the premises, and all applicable legislation;
 - (d) to sound and acceptable architectural standards;
 - (e) in accordance with the health and safety plan to be prepared under item 29;
 - (f) with good quality materials;
 - (g) not so as to unnecessarily disrupt or disconnect any existing services and utilities to adjoining buildings; and

- (h) in a manner which minimises (as much as is reasonably possible) disturbance to and in any event in accordance with the Tolerance Controls (to be agreed and attached to the Agreement to Lease).
- 12. Upon the completion of the development works, Archives NZ will, at its cost, obtain all necessary certificates of code compliance and/or public use under the Building Act in respect of the premises.

Net Rent

- 13. Archives NZ will pay to NZDF an initial net rental yearly in advance from the occupation Commencement Date. This rent shall be agreed between the parties based on independent valuations. The agreed rent may be lower than the potential market rental in recognition of the ongoing relationship between the parties and the mutually beneficial nature of the proposed arrangements.
- 14. The parties acknowledge and agree that the Rentable Area is yet to be determined and as soon as practicable Archives NZ shall, at its cost, procure a registered surveyor (acting independently and with a duty of care to both parties) to determine the Rentable Area.

Rent Reviews

- 15. The Rent shall be reviewed not more than 10 yearly and the rental may not be less than paid at commencement.

Outgoings

- 16. The cost of all outgoings for the Site shall be met by Archives NZ including but not limited to:
 - (a) all utility charges consumed within the Site and separately metered including but not limited to, electricity, gas, water and telecommunication charges.
 - (b) rubbish collection charges in connection with the Site.
 - (c) all rates and levies payable to local and regional authorities.

Documentation

- 17. A Deed of Lease in the form of the ADLS sixth edition Deed of Lease, but modified to reflect the provisions of the Agreement to Lease will be entered into by the parties. Prior to such Deed of Lease being entered into by the parties the terms and conditions of the Deed of Lease in the agreed form shall be incorporated into the Agreement to Lease but the provisions of the Agreement to Lease shall prevail over the provision of the Deed of Lease in the agreed form where there is a conflict. On the modified Deed of Lease being signed by both parties that document shall be the sole document between the parties and the Agreement to Lease shall no longer be of any effect.
- 18. Archives NZ's solicitor shall prepare the Deed of Lease.
- 19. Each party shall bear its own other legal costs of and incidental to the negotiation, preparation and completion of the Agreement to Lease, Deed of Lease and Variation to Lease.

Upon expiry

20. At the expiry of the lease term or earlier determination, Archives NZ may elect to either:
 - (a) remove all improvements and buildings and make good the site, or;
 - (b) facilitate the sale of its improvements or buildings in conjunction with an assignment of the lease on similar terms and conditions, or;
 - (c) vacate the site and surrender the improvements and buildings to NZDF in an operating/tenantable condition.
21. Archives NZ will not be obliged to remove any buildings, fitout, fixtures and fittings and chattels on expiry of the lease nor complete any make good of the Site. If Archives NZ elects to remove part or all of its buildings, fitout, fixtures and fittings and chattels then Archives NZ shall make good damage arising out of such removal, and will ensure that any improvements that remain are useable or tenantable and do not pose a liability to NZDF.

Miscellaneous

22. NZDF and Archives NZ shall not be permitted to transfer their respective interests under this Agreement to any other party, but this provision shall not affect the right of assignment contained in the proposed Lease.
23. This Agreement supersedes any other understanding between the parties to the intent that the no longer apply, but subject however to the terms of the proposed Lease.

Confidentiality

24. Each party will:
 - (a) treat as confidential all information communicated under or in connection with this Agreement (“Confidential Information”); and
 - (b) not disclose, and shall procure that its employees, agents, and contractors (“Personnel”) do not disclose, Confidential Information to any other person except:
 - i. in the proper exercise of its rights and performance of its obligations under this Agreement; or
 - ii. if the Confidential Information has already become public, other than through a breach of the obligation of confidentiality by one of the parties; or
 - iii. to any accounting, legal or technical professional for the purposes of rendering professional services to a party in relation to this Agreement or the Co-location Project; or

- iv. that is required to be disclosed by Law or Parliamentary practice (including Parliamentary question) or a Select Committee, or to a Minister of the Crown; or
- v. in accordance with clause this clause.

Termination

- 25. Either party may terminate this Agreement at any time by giving one month's prior written notice to the other party.
- 26. On termination of this Agreement:
 - (a) each party shall promptly return to the other party all other property or items which have been provided to that party for the purposes of the development of the Agreement to Lease;
 - (b) the confidentiality obligations in paragraph 22 continue to apply; and
 - (c) each party is discharged from any further obligations under this Agreement.

EXECUTION

For NZDF

HER MAJESTY THE QUEEN IN RIGHT OF HER GOVERNMENT IN NEW ZEALAND acting by and through the Chief of the Defence Force (**NZDF**) by:

Name:

Title:

Date: 2015

For Archives NZ

THE SOVEREIGN IN RIGHT OF NEW ZEALAND acting by and through the Chief Executive of the Department of Internal Affairs by:

Name:

Title:

Date: 2015

From: Cheryl [REDACTED]
To: Chris [REDACTED]
Subject: RE: Nga Taonga Sound and Vision HOA update
Date: Tuesday, 20 January 2015 9:08:25 a.m.

I think fundamentally they're not property people so don't understand how property arrangements and tenancies work, the irony is they are getting a really good deal with a purpose built design and fit out essentially free of charge and security of tenancy (and rent) in a volatile rental market.

Cheryl [REDACTED] | Contractor

Archives New Zealand Te Rua Mahara o te Kawanatanga

Direct Dial: + [REDACTED] | Mobile: + [REDACTED] | www.archives.govt.nz

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From: Chris [REDACTED]
Sent: Tuesday, 20 January 2015 8:59 a.m.
To: Cheryl [REDACTED]
Subject: RE: Nga Taonga Sound and Vision HOA update

s 9(2)(g)(i)

From: Cheryl [REDACTED]
Sent: Tuesday, 20 January 2015 8:55 a.m.
To: Chris [REDACTED]
Subject: RE: Nga Taonga Sound and Vision HOA update

No weeping, but I will confess to going home and having a very large glass of wine on Friday night! We'll get it sorted this week though – I will play nice and explain the HOA in words of one syllable to them and we'll get it done....

Cheryl

Cheryl [REDACTED] | Contractor

Archives New Zealand Te Rua Mahara o te Kawanatanga

Direct Dial: + [REDACTED] | Mobile: + [REDACTED] | www.archives.govt.nz

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From: Chris [REDACTED]
Sent: Friday, 16 January 2015 4:36 p.m.
To: Cheryl [REDACTED]
Subject: Re: Nga Taonga Sound and Vision HOA update

Jesus wept.

Sent from my iPhone

On 16/01/2015, at 3:01 pm, "Cheryl [REDACTED]@dia.govt.nz" wrote:

Hi everyone

Following on from Marilyn and my discussion with Huia (Acting CE, Nga Taonga) yesterday we had anticipated getting the HOA with Nga Taonga signed today. Unfortunately Huia was unable to sign the HOA today as the Nga Taonga Board Chair rang Huia early this morning expressing concern with the HOA. The Board Chair's concern is partly that she does not feel that she fully understands the background to the HOA agreement and how it has reached this point.

The Board Chair is keen to meet with Archives next week to go through the HOA prior to signing it. She has suggested meeting on Thursday or Friday next week with a view to going through her concerns and resolving them so that we can get the HOA signed.

See you all next week.

Cheryl

Cheryl [REDACTED] | Contractor

Archives New Zealand Te Rua Mahara o te Kawanatanga

Direct Dial: [REDACTED] | Mobile [REDACTED] | www.archives.govt.nz

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AGREEMENT RELATING TO CO-LOCATION IN AN ARCHIVE FACILITY IN CHRISTCHURCH

PARTIES

The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua Me Ngā Taonga Kōrero, 84 Taranaki Street Wellington (**NZAFTS**); and

The Sovereign in Right of New Zealand acting by and through the Chief Executive of the Department of Internal Affairs, 46 Waring Taylor Street Wellington (**Archives NZ**).

BACKGROUND

- A The parties share common interests and have agreed in principle that co-location in a specialist archive facility in Christchurch would be of joint benefit (**Co-location Project**). Both parties have a joint interest in the development of a specialist archive facility in Christchurch, to date the development of the business case has been a shared project.
- B A preferred option has been identified, being the development of a new Crown-owned building for archival purposes. (**Preferred Option**).
- C This agreement is in two parts (**Agreement**). The first part sets out the process for further assessment of the Preferred Option and the potential budget bid to be undertaken by Archives NZ to secure funding for the Co-location Project:
- Part 1 is intended to be legally binding.
 - Part 2 (Key Principles of Co-location) is an agreement in principle of the key matters regarding co-location if funding is secured and the Preferred Option is progressed. Part 2 is not legally binding.

PART 1

1. Part 1 commences on the date this Agreement is signed by both parties and continues in force until 1 July 2015 unless terminated earlier.
2. NZAFTS will contribute up to \$50,000, GST exclusive, to Archives NZ towards the joint costs of the Co-location Project (**Contribution**).
3. Archives NZ will provide NZAFTS copies of invoices related to the Co-location Project and NZAFTS will reimburse Archives NZ for on-half of each invoice up to the total maximum of \$50,000 exclusive of GST.

A handwritten signature in blue ink, appearing to be "AMC", is located in the bottom right corner of the page.

4. Archives NZ will use the Contribution to develop and deliver of a number of outputs prior to 1 July 2015 to examine the Preferred Option and prepare for a budget bid for the Co-location Project through the budget 2015 process. The outputs will include:
 - (a) a procurement strategy;
 - (b) a procurement plan; and
 - (c) the contracts and agreements required to facilitate the Co-location Project.
5. Should the start of the project be delayed, any financial Contributions under the Agreement made by NZAFTS in this financial year (to 1 July 2015) will be held in credit by Archives NZ under the same terms beyond the current financial year.
6. Archives NZ will report to NZAFTS within one week of the end of each calendar month during the Co-location project. This report will:
 - (a) outline the activities Archives NZ has undertaken in relation to the Co-location project during the previous month;
 - (b) outline the activities planned for the next month; and
 - (c) include any copies of any invoices to be reimbursed by NZAFTS in accordance with paragraph 3 above.
7. Submission of the Budget Bid is subject to Ministerial support. Funding is subject to an appropriation being allocated in the Appropriation (2015/2016 Estimates) Act 2015 or similar. Archives NZ makes no representation or undertaking of Ministerial support for the Budget Bid or that an appropriation will be allocated to fund the Co-location Project.
8. No expenses will be approved until Archives NZ has confidence that the project will proceed in 2015/16.
9. On completion of the development of the Crown-owned facility Archives NZ and NZAFTS will enter into a tenancy agreement for NZAFTS to occupy part of the Crown owned facility subject to:
 - (a) Archives NZ developing an agreement with NZAFTS for premises in the new facility on terms that are agreeable to both parties. The tenancy agreement will include provision for a rent rebate to the equivalent value of any up-front contributions by NZAFTS paid under clauses 2 and 3 above.

Confidentiality

10. Each party will:
 - (a) treat as confidential all information communicated under or in connection with this Agreement ("Confidential Information"); and

- (b) not disclose, and shall procure that its employees, agents, and contractors ("Personnel") do not disclose, Confidential Information to any other person except:
- i. in the proper exercise of its rights and performance of its obligations under this Agreement; or
 - ii. if the Confidential Information has already become public, other than through a breach of the obligation of confidentiality by one of the parties; or
 - iii. to any accounting, legal or technical professional for the purposes of rendering professional services to a party in relation to this Agreement or the Co-location Project; or
 - iv. that is required to be disclosed by Law or Parliamentary practice (including Parliamentary question) or a Select Committee, or to a Minister of the Crown; or
 - v. in accordance with clause this clause.

Termination

11. Either party may terminate this Agreement at any time by giving one month's prior written notice to the other party.
12. On termination of this Agreement:
 - (a) each party shall promptly return to the other party all other property or items which have been provided to that party for the purposes of the Co-location Project;
 - (b) the confidentiality obligations in paragraph 8 continue to apply; and
 - (c) each party is discharged from any further obligations under this Agreement.

PART 2 – KEY PRINCIPLES OF CO-LOCATION

13. If funding is secured a further agreement will be entered into between the parties setting out the roles and responsibilities to progress the Preferred Option.
14. The following principles have been agreed if the Preferred Option is viable:
 - (a) The preferred site is approximately 5,000m² of land owned by the Crown through the New Zealand Defence Force at Wigram, Harvard Avenue, Christchurch. Use of this site remains subject to agreement with the New Zealand Defence Force.

- (b) The initial term of occupation to be sought for the facility will be 30 years.
- (c) The parties will co-locate in the facility for a period of 10 years, following which Archives NZ will continue to occupy the building and NZAFTS will vacate.
- (d) The costs of occupying the building during co-location will be shared on a pro rata basis with NZAFTS paying rent for the space they occupy and for shared spaces as agreed.

EXECUTION

For Archives NZ

THE SOVEREIGN IN RIGHT OF
NEW ZEALAND acting by and
through the Chief Executive of the
Department of Internal Affairs by:



Name: MARILYN LITTLE

Title: CHIEF ARCHIVIST

Date: 23/01/ 2015

For NZAFTS

THE NEW ZEALAND ARCHIVE OF FILM,
TELEVISION AND SOUND NGĀ TAONGA
WHITIĀHUA ME NGĀ TAONGA KŌRERO
by:



Name: Huia Kopua

Title: Acting Chief Executive

Date: 23/01/2015

From: Richard [redacted]
To: [redacted] Chris [redacted]
Subject: RE: heads of agreement
Date: Friday, 23 January 2015 9:16:17 p.m.

Hi Karen

Thanks for the heads up hopefully the agreement reflects the intentions and key objectives of the co-location partners.

I will send you the apportionment info on Monday space, costs share and other relevant bits.

Enjoy the great forecast weather.

Richard

P.S. I met with a member of the UC Council during the week on non-UC related business. The discussion touched on the Archives | NTSV | Macmillan Brown project. He was keen to understand our view as to why it had not succeeded as a UC perimeter project [redacted]

[redacted]
[redacted]
[redacted]
[redacted]

s 9(2)(g)(i)

I still feel a sense of tragedy that a concept that had so many strengths and so much potential failed with enough of a mandate from you or your masters, I'd go back to [redacted] and [redacted] [redacted] [on a pro-bono basis] to re-look at that option DIA build on Arts | Clyde Road site with long term lease from UC where we were 20 odd months ago.

From: [redacted] [redacted]@ngataonga.org.nz]
Sent: Friday, 23 January 2015 4:42 p.m.
To: 'Chris [redacted]@dia.govt.nz'; Richard [redacted]
Subject: heads of agreement

Hi, looks as though a heads of agreement has been signed...I don't know the details, will follow up when I'm in Wellos next week.

Richard, it would still be good to get the apportionment info (latest version) so I can start discussing with the other Managers in Wgtn.

Have a good weekend.

Cheers

[redacted]

Head of Partnership

Nga Taonga Sound & Vision

324 Cashel Street · PO Box 909 · Christchurch 8140

Direct dial + [redacted] Mobile + [redacted]

www.ngataonga.org.nz

From: Cheryl [REDACTED]
To: Chris [REDACTED] Jeremy [REDACTED]
Subject: Signed HOA with Sound and Vision
Date: Monday, 26 January 2015 11:36:18 a.m.
Attachments: [Scan from Canon-10043\(2245_001\).pdf](#)

FYI, signed copy saved in Objective 😊

Cheryl

Cheryl [REDACTED] | Contractor

Archives New Zealand Te Rua Mahara o te Kawanatanga

Direct Dial: + [REDACTED] | Mobile: [REDACTED] | www.archives.govt.nz

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- B A preferred option has been identified, being the development of a new Crown-owned building for archival purposes. (**Preferred Option**).
- C This agreement is in two parts (**Agreement**). The first part sets out the process for further assessment of the Preferred Option and the potential budget bid to be undertaken by Archives NZ to secure funding for the Co-location Project:
- Part 1 is intended to be legally binding.
 - Part 2 (Key Principles of Co-location) is an agreement in principle of the key matters regarding co-location if funding is secured and the Preferred Option is progressed. Part 2 is not legally binding.

PART 1

1. Part 1 commences on the date this Agreement is signed by both parties and continues in force until 1 July 2015 unless terminated earlier.
2. NZAFTS will contribute up to \$50,000, GST exclusive, to Archives NZ towards the joint costs of the Co-location Project (**Contribution**).
3. Archives NZ will provide NZAFTS copies of invoices related to the Co-location Project and NZAFTS will reimburse Archives NZ for on-half of each invoice up to the total maximum of \$50,000 exclusive of GST.

4. Archives NZ will use the Contribution to develop and deliver of a number of outputs prior to 1 July 2015 to examine the Preferred Option and prepare for a budget bid for the Co-location Project through the budget 2015 process. The outputs will include:
 - (a) a procurement strategy;
 - (b) a procurement plan; and
 - (c) the contracts and agreements required to facilitate the Co-location Project.
5. Should the start of the project be delayed, any financial Contributions under the Agreement made by NZAFTS in this financial year (to 1 July 2015) will be held in credit by Archives NZ under the same terms beyond the current financial year.
6. Archives NZ will report to NZAFTS within one week of the end of each calendar month during the Co-location project. This report will:
 - (a) outline the activities Archives NZ has undertaken in relation to the Co-location project during the previous month;
 - (b) outline the activities planned for the next month; and
 - (c) include any copies of any invoices to be reimbursed by NZAFTS in accordance with paragraph 3 above.
7. Submission of the Budget Bid is subject to Ministerial support. Funding is subject to an appropriation being allocated in the Appropriation (2015/2016 Estimates) Act 2015 or similar. Archives NZ makes no representation or undertaking of Ministerial support for the Budget Bid or that an appropriation will be allocated to fund the Co-location Project.
8. No expenses will be approved until Archives NZ has confidence that the project will proceed in 2015/16.
9. On completion of the development of the Crown-owned facility Archives NZ and NZAFTS will enter into a tenancy agreement for NZAFTS to occupy part of the Crown owned facility subject to:
 - (a) Archives NZ developing an agreement with NZAFTS for premises in the new facility on terms that are agreeable to both parties. The tenancy agreement will include provision for a rent rebate to the equivalent value of any up-front contributions by NZAFTS paid under clauses 2 and 3 above.

Confidentiality

10. Each party will:
 - (a) treat as confidential all information communicated under or in connection with this Agreement ("Confidential Information"); and

- (b) not disclose, and shall procure that its employees, agents, and contractors ("Personnel") do not disclose, Confidential Information to any other person except:
- i. in the proper exercise of its rights and performance of its obligations under this Agreement; or
 - ii. if the Confidential Information has already become public, other than through a breach of the obligation of confidentiality by one of the parties; or
 - iii. to any accounting, legal or technical professional for the purposes of rendering professional services to a party in relation to this Agreement or the Co-location Project; or
 - iv. that is required to be disclosed by Law or Parliamentary practice (including Parliamentary question) or a Select Committee, or to a Minister of the Crown; or
 - v. in accordance with clause this clause.

Termination

11. Either party may terminate this Agreement at any time by giving one month's prior written notice to the other party.
12. On termination of this Agreement:
 - (a) each party shall promptly return to the other party all other property or items which have been provided to that party for the purposes of the Co-location Project;
 - (b) the confidentiality obligations in paragraph 8 continue to apply; and
 - (c) each party is discharged from any further obligations under this Agreement.

PART 2 – KEY PRINCIPLES OF CO-LOCATION

13. If funding is secured a further agreement will be entered into between the parties setting out the roles and responsibilities to progress the Preferred Option.
14. The following principles have been agreed if the Preferred Option is viable:
 - (a) The preferred site is approximately 5,000m² of land owned by the Crown through the New Zealand Defence Force at Wigram, Harvard Avenue, Christchurch. Use of this site remains subject to agreement with the New Zealand Defence Force.

- (b) The initial term of occupation to be sought for the facility will be 30 years.
- (c) The parties will co-locate in the facility for a period of 10 years, following which Archives NZ will continue to occupy the building and NZAFTS will vacate.
- (d) The costs of occupying the building during co-location will be shared on a pro rata basis with NZAFTS paying rent for the space they occupy and for shared spaces as agreed.

EXECUTION

For Archives NZ

THE SOVEREIGN IN RIGHT OF
NEW ZEALAND acting by and
through the Chief Executive of the
Department of Internal Affairs by:



Name: MARILYN LITTLE

Title: CHIEF ARCHIVIST

Date: 23/01/ 2015

For NZAFTS

THE NEW ZEALAND ARCHIVE OF FILM,
TELEVISION AND SOUND NGĀ TAONGA
WHITIĀHUA ME NGĀ TAONGA KŌRERO
by:



Name: Huia Kopua

Title: Acting Chief Executive

Date: 23/01/2015

From: Chris [REDACTED]
To: Cheryl [REDACTED]
Subject: RE: Anglican Archives
Date: Monday, 9 February 2015 1:34:46 p.m.

I have assumed in my dealings with the potential co-locators that we would be looking at full cost recovery rather than a profit? The latter would be hard to justify.

Each one will be different, depending on whether they want to bring their own shelving. I came up with some rough costs for shelving per square metre based on our own estimates.

Ann Anderson from CHCH Libraries just rang before to find out how we were going. They are still very interested and facing all sorts of storage problems.

From: Cheryl [REDACTED]
Sent: Monday, 9 February 2015 1:16 p.m.
To: Chri [REDACTED]
[REDACTED] Archives

Hi Chris

I did some work looking at our rental returns from Nga Taonga and also some cost comparisons of what it would cost to rent and fit out alternative city fringe space in Christchurch (attached fyi – not for sharing). If you have a rough idea of how much FOH (office/reception) and BOH (storage/archival) space they require I could do some similar calculations for the Anglican Archives. They wouldn't be exact costs but it would provide them with an approximate range to work within.

Kind regards

Cheryl

Cheryl [REDACTED] | Contractor
Archives New Zealand Te Rua Mahara o te Kawanatanga
Direct Dial: + [REDACTED] | Mobile: [REDACTED] | www.archives.govt.nz

Archives New Zealand is part of the Department of Internal Affairs

From: Chris [REDACTED]
Sent: Monday, 9 February 2015 12:52 p.m.
To: Cheryl [REDACTED]
Subject: RE: Anglican Archives

Not unless you can tell me how flexible the size/layout of the building I going to be, and what costs they are likely to be up for. I have only been able to give them a very rough guesstimate of rent based on the work done last year.

So, No.

From: Cheryl [REDACTED]
Sent: Monday, 9 February 2015 12:49 p.m.
To: Chris [REDACTED]
Subject: RE: Anglican Archives

Cool, is there any information you need from me to support that meeting?

Kind regards

Cheryl

Cheryl [REDACTED] | Contractor

Archives New Zealand Te Rua Mahara o te Kawanatanga

Direct Dial [REDACTED] | Mobile: + [REDACTED] www.archives.govt.nz

Archives New Zealand is part of the Department of Internal Affairs

From: Chris [REDACTED]
Sent: Monday, 9 February 2015 12:47 p.m.
To: Cheryl [REDACTED]
Subject: Anglican Archives

Fyi I am meeting these people next week to answer questions about our new building.

From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Update
Date: Wednesday, 11 February 2015 3:23:33 p.m.

Many thanks for the update Chris

As we all know nothing is certain until it is in the bag, and even then I would keep watching it!

I'll update Carolyn and we will keep on keeping our fingers crossed for you.

Thanks,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

From: Chris [REDACTED]@dia.govt.nz]
Sent: Wednesday, 11 February 2015 1:49 p.m.
To: [REDACTED]
Subject: Update

[REDACTED]

The meeting yesterday mostly discussed the project team's presentation to the capital Investment Panel next week. Don't know what the new Capital Investment Panel is? Me neither, so I copied this:

The Panel convenes four times a year to review and evaluate capital initiatives from a "whole of government" perspective, and to assess their relative value.

- To ascertain if investment decisions reflect good use of resources (baseline and new)
- To advise on the distribution of new funding across government (Future Investment Fund)

The February 2015 panel (and sub-panel) will look at all capital initiatives seeking new funding in B2015. The Panel's recommendations will be compiled in a report which will be circulated to Investment Ministers and other key senior stakeholders.

There is some nervousness as we don't appear to know anyone on the panel, and because it is new. Clearly they could torpedo the initiative before it is even launched. However, everyone is still optimistic and a Cabinet paper is being completed for presentation later this month (this is necessary because we are now proposing to own the building).

You will be delighted to learn that the actual costs to you are likely to be cheaper than the back of envelope figures I gave you last year, and I can confirm that our intention is to recover cost rather than use this as a revenue enhancing exercise.

Regards

Chris

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From: [Jayne \[REDACTED\]](#)
To: [Cheryl \[REDACTED\]](#)
Subject: Signed briefing and paper
Date: Wednesday, 11 March 2015 3:26:04 p.m.
Attachments: [10032015084954-0001.pdf](#)

A07

Hi Cheryl

Signed papers attached, but it is the older BC and appendix. I will save those separately here because I did not rescan the papers after the new ones came through.

Papers have been lodged with Cab office.

Thanks

Jayne [REDACTED] Private Secretary - Internal Affairs | Office of the Hon Peter Dunne
Tel: [REDACTED] | 11L Bowen House | Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand

Internal Affairs briefing

Hon Peter Dunne
Minister of Internal Affairs

Title: Archives New Zealand Christchurch Regional Office Re-location –
Cabinet EGI Committee paper for signature
Date: 23 February 2015

Key issues

The current Crown-owned Archives NZ facility was severely damaged in the Christchurch earthquake. The attached paper and business case seeks endorsement of the Cabinet Economic Growth and Infrastructure (EGI) Committee to build a new Archives NZ facility in Christchurch to replace the current archives facility.

Action sought

Sign attached Cabinet EGI Committee paper and submit to Cabinet Office

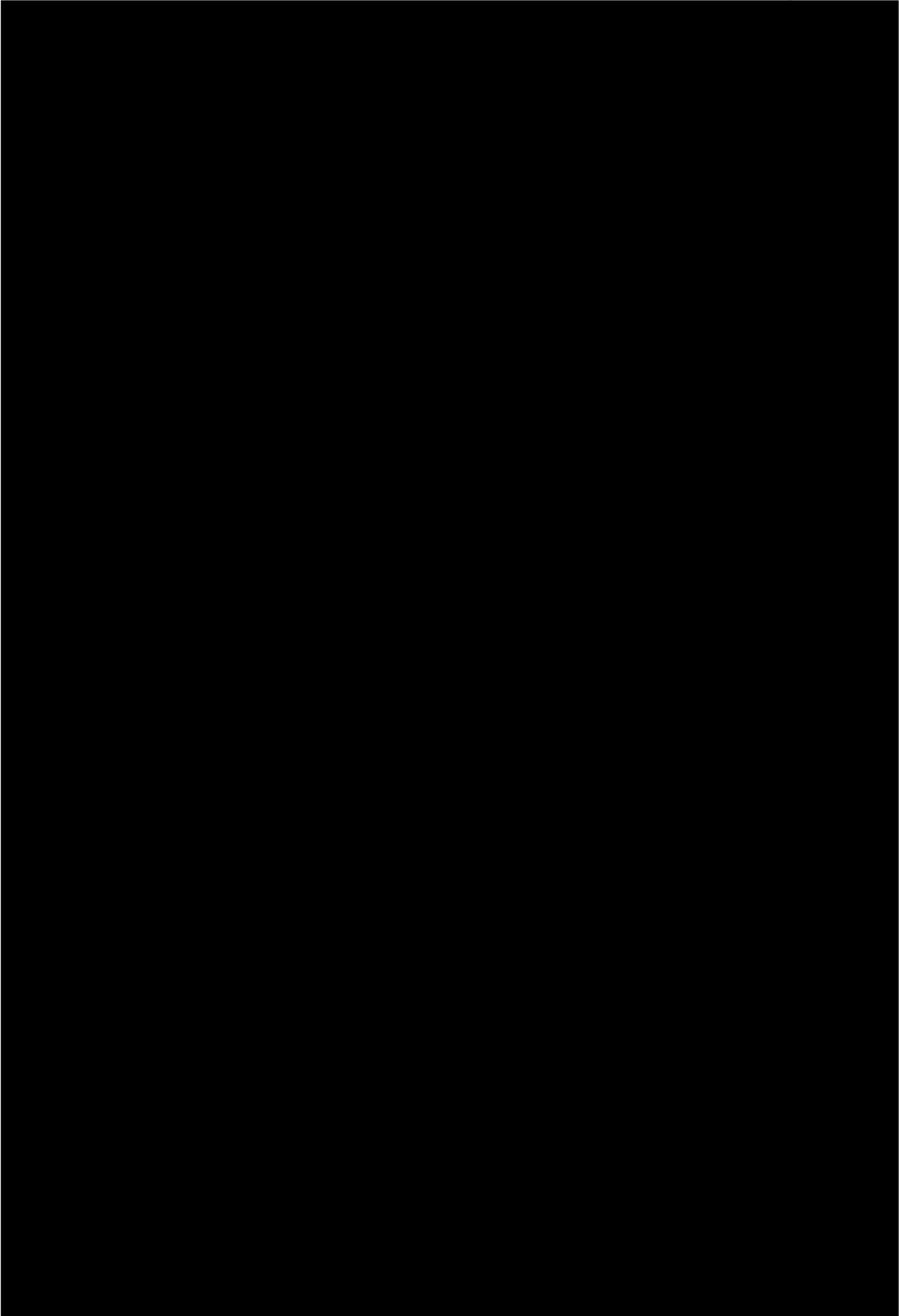
Timeframe

By 5 March 2015

Contact for telephone discussions (if required)

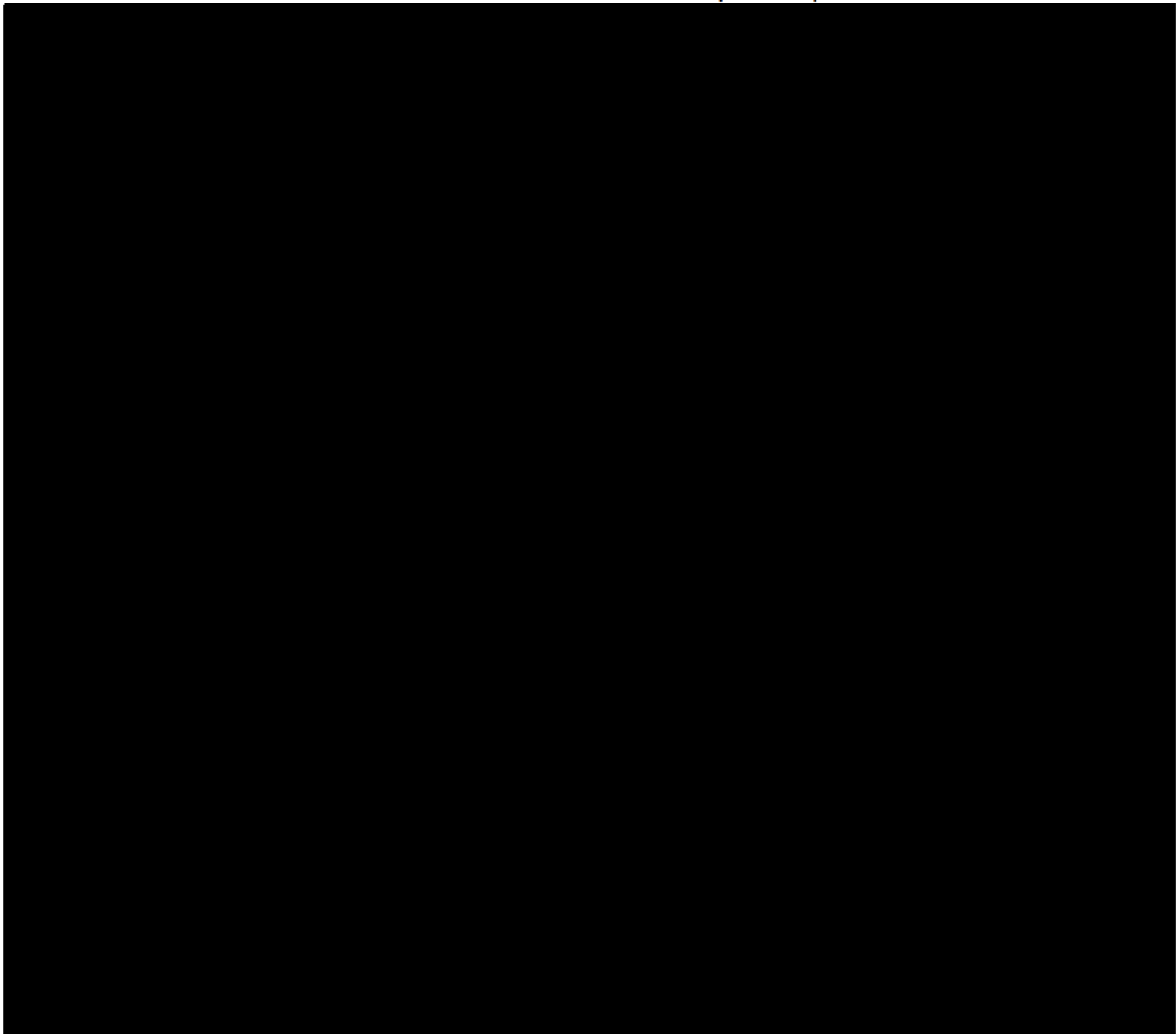
Name	Position	Direct phone line	After hours phone	Suggested 1 st contact
Marilyn Little	Chief Archivist	04 496 1390	██████████	
Jeremy ██████████	Manager Strategy and Operational Service Group	██████████	██████████	✓

Return to	Jeremy ██████████ Manager Strategy and Operational Service Group		
DMS references	4219365DA		
Ministerial database reference	IA201500067		



10. Archives NZ has had discussions with a number of aligned agencies who are keen to co-locate with Archives NZ as tenants in the proposed new facility. Sound and Vision Ngā Taonga Kōrero have signed a Heads of Agreement document with Archives NZ to become tenants in the new facility should Archives NZ be successful in sourcing funding through Budget 2015 for the proposed facility. Discussions with other agencies are at an earlier stage.

Out of scope of request



Agree / ~~Disagree~~

Out of scope of request



Agree / ~~Disagree~~

Jenny



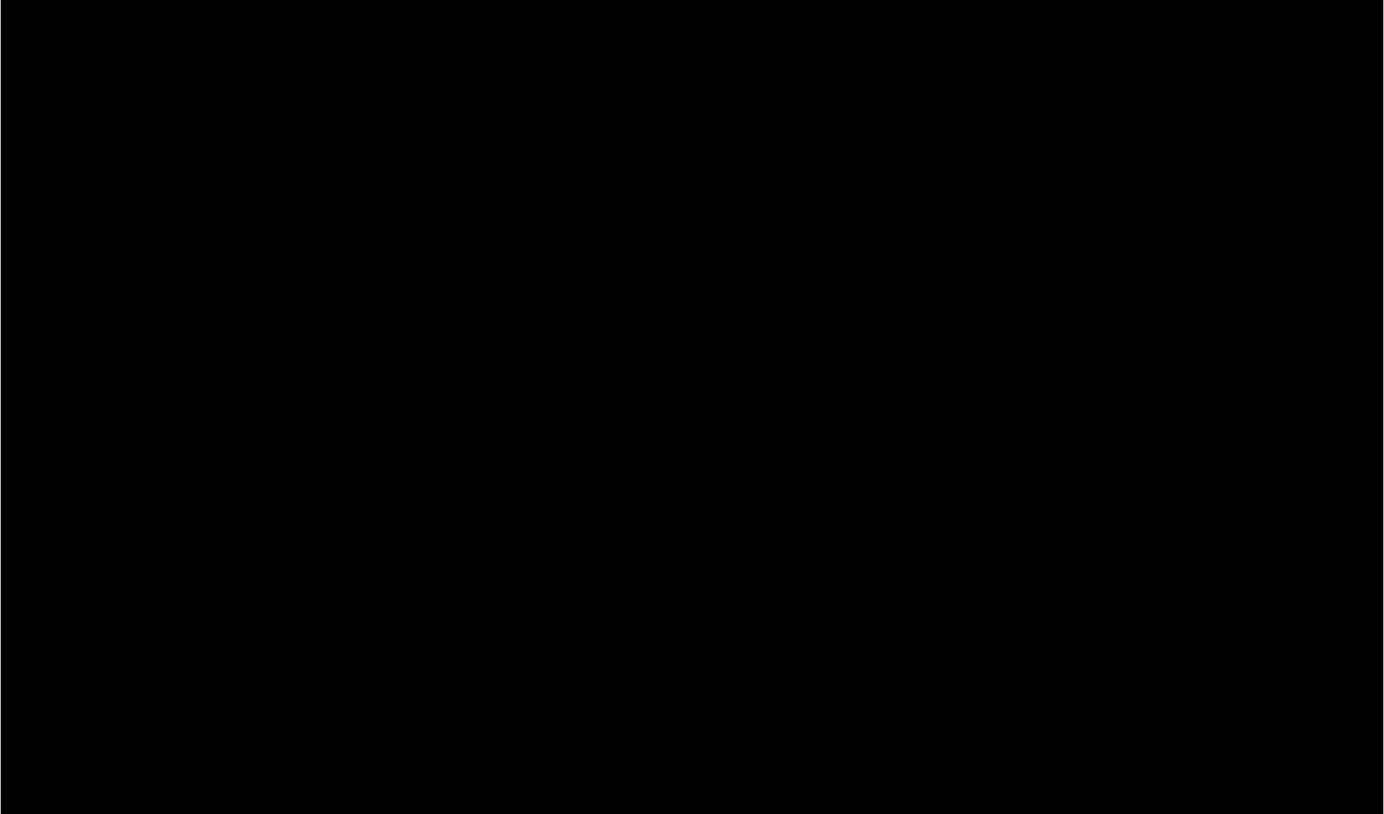
P.P.

Marilyn Little
Chief Archivist and General Manager, Archives New Zealand

Hon Peter Dunne
Minister of Internal Affairs

3 / 08 / 15

Appendix A: Archives New Zealand Christchurch Office Re-location

- 
3. Archives NZ has been investigating options to replace or remediate the existing facility to ensure that the region's archival needs continue to be met in an efficient and cost effective manner. As part of this process Archives NZ has sourced tenants to co-locate with them should they re-locate to a new facility. Ngā Taonga Sound and Vision have signed a Heads of Agreement document to co-locate with Archives NZ in a new Archives NZ facility.
 4. A shortlist of options to remediate or replace the current Archives NZ building was developed and analysed through The Treasury's Better Business Case process:
 - Option 1 – Remediate the existing Crown owned property (baseline comparator);
 - Option 2 – Co-locate with Ngā Taonga Sound and Vision at the New Zealand Defence Force (NZDF) Wigram site as a co-tenant only in a building developed by a private investor; and
 - Option 3 – Co-locate with Ngā Taonga Sound and Vision at the NZDF Wigram site in a Crown-owned facility developed by the Department of Internal Affairs.
 5. The preferred option, identified through the business case process, is that Archives NZ re-locate to a Crown-owned purpose built facility in Wigram, Christchurch.
 6. In addition to Ngā Taonga Sound and Vision, the following agencies have indicated they would also be interested in co-locating with Archives NZ in the proposed Archives NZ facility:
 - Air Force Museum;
 - Environment Canterbury;
 - Christchurch City Libraries; and
 - Anglican Centre.

BUDGET SENSITIVE

7. Having tenants from aligned agencies co-located with Archives NZ would reduce the overall costs to the Crown and demonstrates Archives NZ's commitment to work collaboratively with other agencies. Tenants will use storage capacity that is built but not required for transfers of public archives in the first 10 years of the life of the facility, which will offset costs through rental revenue.
8. The attached business case (Appendix A refers) provides the detailed rationale and costings for the preferred option and further details of financial implications for the Crown.
Out of scope of request

Business case development

14. While all options for a replacement facility had been considered prior to the earthquakes, the altered environment in Christchurch has highlighted the desirability and possibilities for co-location with like-minded institutions. This would optimise the utilisation of expensive and specialised facilities and deliver superior services to customer groups.
15. As part of the business case development process, Archives NZ has had discussions with a number of potential tenants who have expressed interest in co-locating with Archives NZ in a new Crown-owned facility in Christchurch:

BUDGET SENSITIVE

- Ngā Taonga Sound and Vision : Ngā Taonga Sound and Vision have had a long relationship with the Christchurch Archives office and had been similarly affected by the earthquakes. A Heads of Agreement has been signed between Ngā Taonga Sound and Vision and Archives NZ for co-location of their facilities in Christchurch.
 - Air Force Museum: The Air Force Museum already acts as a de facto approved repository of the Archives NZ RNZAF photograph collection and the defence holdings of Archives NZ complement those of the Air Force Museum. The Air Force Museum are keen to explore a shared services model with Archives NZ as there are significant synergies between the Archives NZ holdings and the Air Force Museum holdings.
 - Environment Canterbury: Environment Canterbury already have significant archival holdings stored with Archives NZ and have indicated that they would like to expand this to meet all their archival storage needs.
 - Christchurch City Libraries: Christchurch City Libraries are unable to store all of their archival holdings in their new building and have indicated that they would like to co-locate a significant part of these holdings in the proposed Archives NZ facility.
 - Anglican Centre: The Anglican Centre have indicated they would like to explore options for locating their archives and an archivist in the proposed Archives NZ facility.
16. After extensive consultation, a long list of options for remediation or replacement of the existing building was drawn up, and these options were assessed against the following investment objectives:
- to meet archival repository and service delivery requirements in the region until 2046 through the provision of a safe and enduring accommodation solution;
 - to optimise use and minimise whole of life costs of specialised and expensive archival spaces and facilities to the Crown;
 - to enhance and increase service delivery across the archives sector in the central and upper South Island;
 - to increase capability and capacity through the use of new technology to further digital/online strategies;
 - to enable enhanced outreach services – including the provision of training, teaching and advice – to educational institutions and the wider archives community; and
 - to contribute to the rebuild of archive and records management capability in Canterbury, and the cultural and heritage recovery of the region.
17. Three of the long listed options were identified as best able to meet some or all of the primary investment objectives:
- Option 1 – Remediate the existing Crown owned property (baseline comparator);
 - Option 2 – Co-locate with Ngā Taonga Sound and Vision at the New Zealand Defence Force (NZDF) Wigram site as a co-tenant only in a building developed by a private investor; and

BUDGET SENSITIVE

- Option 3 – Co-locate with Ngā Taonga Sound and Vision at the NZDF Wigram site in a Crown-owned facility developed by the Department of Internal Affairs.
18. Each of the three short listed options was analysed through the preparation of the attached business case. The business case reviewed and assessed capital and whole of life costs, the net present values, the probability of achievement of key objectives, and the potential benefits and risks of each option.
 19. Option one – Remediate the existing Crown owned property – was discounted as, even if the building were brought up to the required code, the building capacity would still be insufficient to meet current and future storage requirements.
 20. While option two – Co-locate with Nga Taonga Sound and Vision at the NZDF Wigram site in a building developed by a private investor - had similar benefits to the preferred option in terms of synergies with aligned agencies, this option was discounted as the whole of life costs were higher than for the preferred option. In addition, this option potentially exposed the Crown to higher risks than the preferred option.

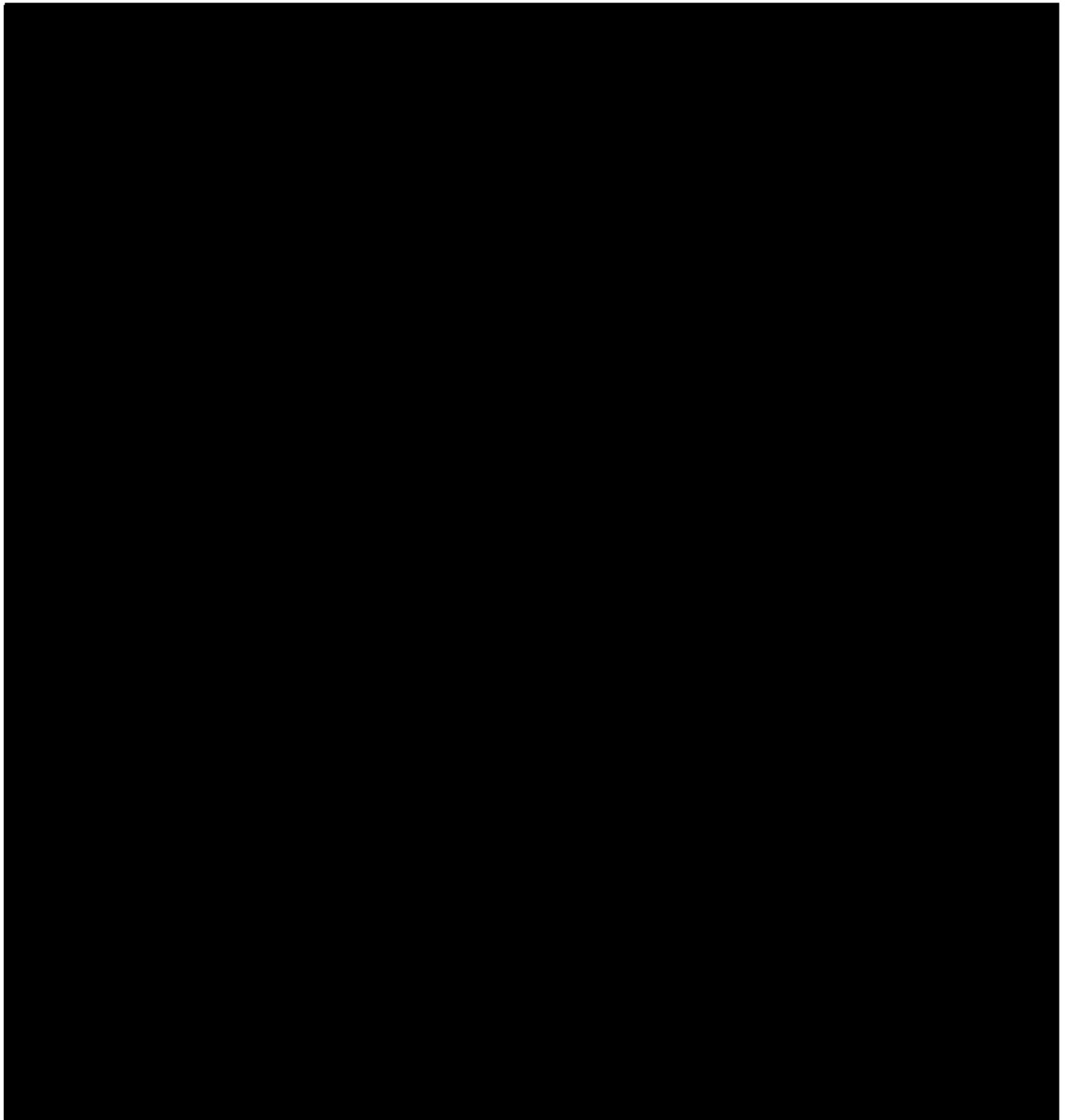
Preferred option

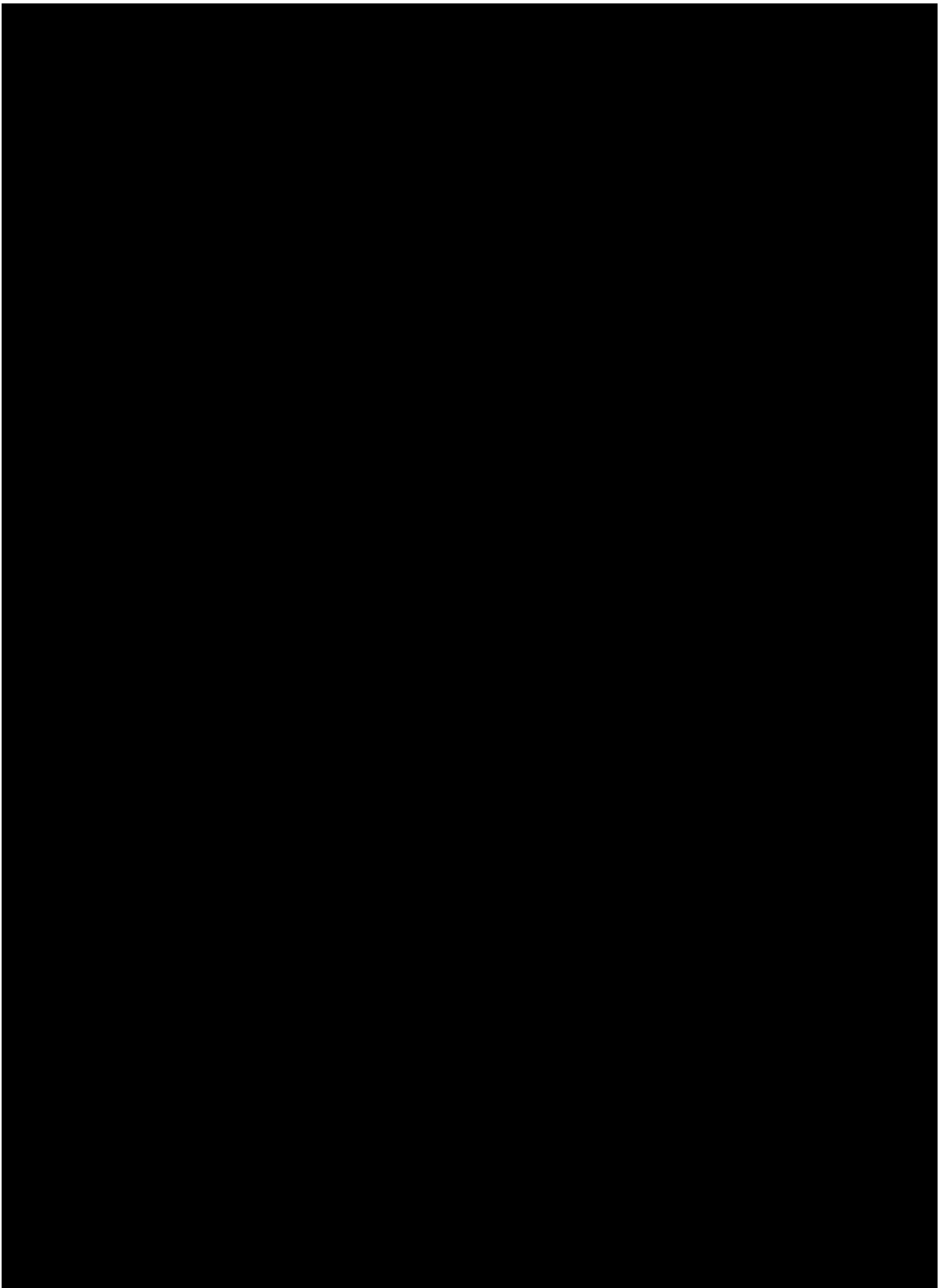
21. Option 3 – Co-locate with Ngā Taonga Sound and Vision at the NZDF Wigram site in a Crown-owned facility developed by the Department of Internal Affairs – has been selected as the preferred option. This option demonstrated the most favourable net present value and is the highest ranking option based on both intangible benefits and costs.
22. The Wigram site also provides good quality and stable land which can potentially be leased from NZDF at favourable rates. There is capacity for expansion on the site if required at a future date. This site also provides synergies with the Air Force Museum complex.
23. The preferred option will involve co-location and collaboration between government agencies and local institutions. It also provides the opportunity for the delivery of rationalised shared services and shared use of expensive dedicated infrastructure to achieve mutually beneficial outcomes. This delivers an exemplar of change and innovation, in line with Christchurch's role as an innovation zone and harbinger for the Better Public Services that Government and taxpayers expect.
24. The monetary and intangible benefits of each option were assessed in the business case using a multi-criteria analysis.
25. The monetary benefits of the preferred option include:
 - avoids costs to remediate and upgrade existing facility and outsourced storage capacity;
 - shared space through co-location reduces ground floor area per FTE and occupancy costs;
 - shared services through co-location reduces area requirements, shared equipment, duplication of staff; and
 - reduced transaction costs for access and research through co-location.
26. The intangible benefits of the preferred option include:
 - supports Better Public Service initiatives and Government priorities;

BUDGET SENSITIVE

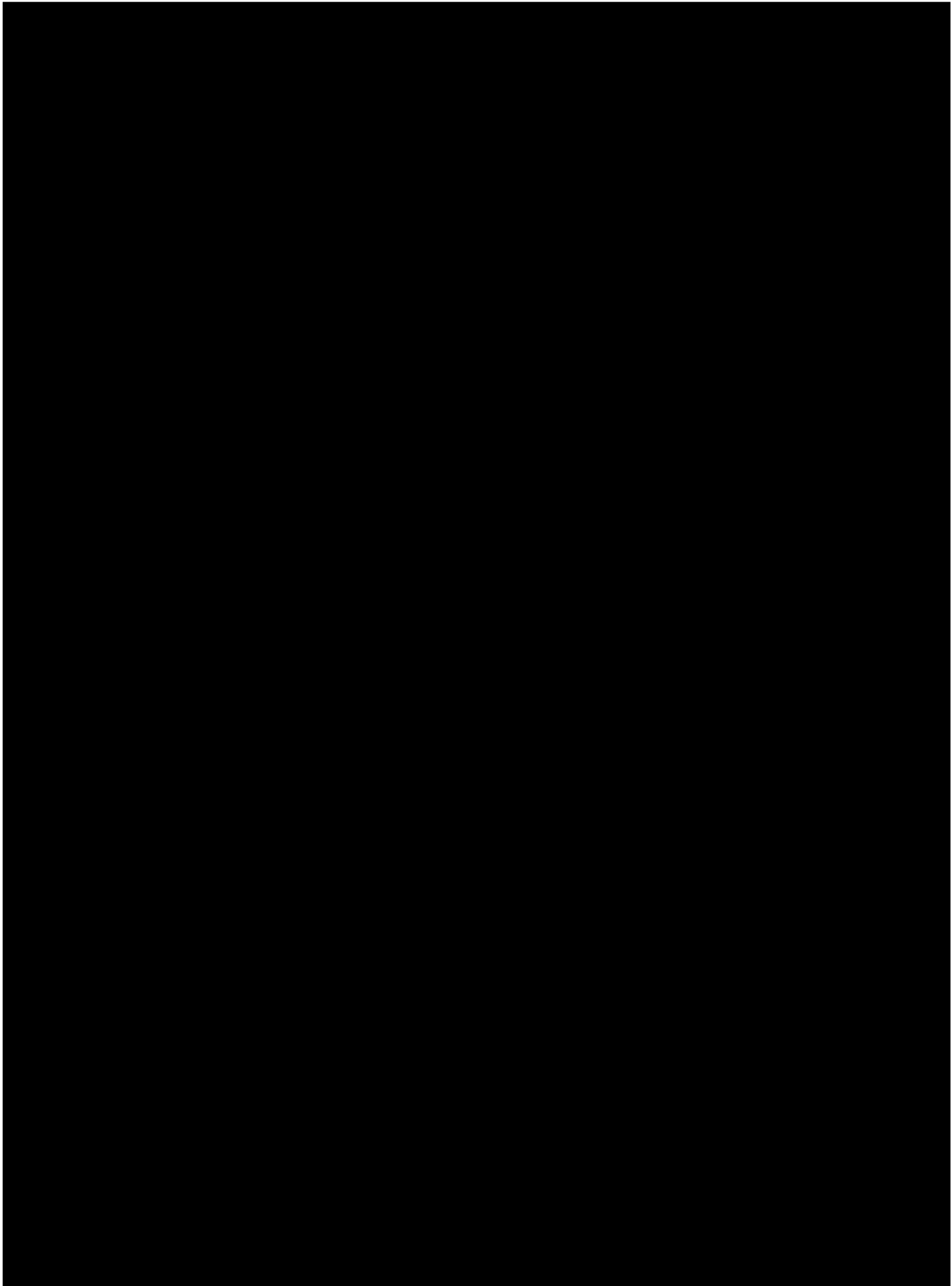
- collaboration and co-location allows greater operational efficiencies and introduces probabilities of innovation and expansion of service capabilities, brings together general archival, reprographic and preservation expertise;
- optimises the use of expensive and specialised equipment and facilities;
- enables Archives NZ to fulfil its safe storage and service obligations to 2046; and
- supports Government's priority in rebuilding Christchurch and aiding the cultural recovery of the region.

out of scope of request



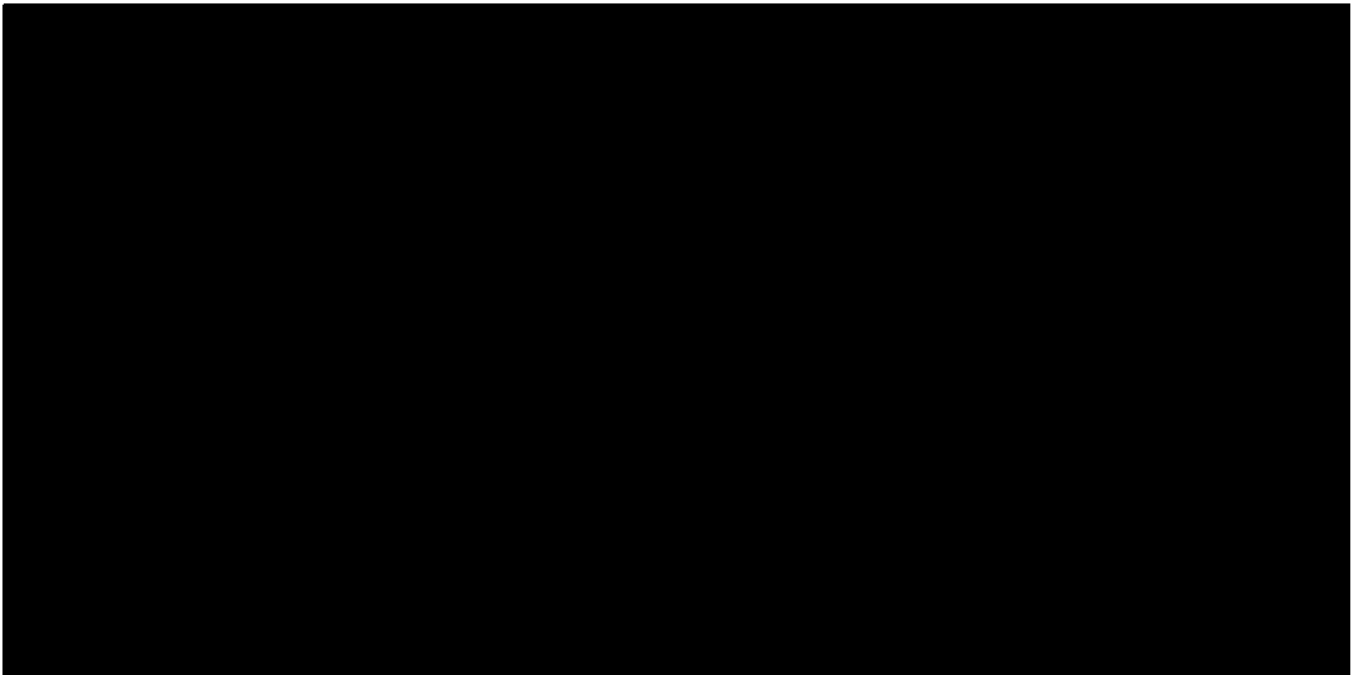


out of scope of request



Out of scope of request

Out of Scope of request



A handwritten signature in black ink, appearing to read 'Peter Dunne', is written over the bottom edge of the redaction box.

Hon Peter Dunne
Minister of Internal Affairs

3/03/15

From: [redacted]
To: [Chris](#) [redacted]
Subject: RE: Building
Date: Tuesday, 10 March 2015 10:56:40 a.m.

Thanks Chris,

I'm certainly still keeping fingers crossed for you (and us).

I really appreciate you keeping me in the loop.

[redacted]

[redacted]
[redacted] | [redacted]
[redacted] | [redacted] [redacted]

From: Chris [redacted]@dia.govt.nz]
Sent: Tuesday, 10 March 2015 9:40 a.m.
To: [redacted]
Subject: Building

[redacted]

Just my monthly check-in.

I am feeling confident that the new building will go ahead, and I don't normally feel confident about such matters. So I hope you will continue to factor us in to your plans.

Regards

Chris

Chris [redacted]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office
Direct Dial: [redacted] | Mobile: [redacted] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Jane Teal](#)
To: [Chris](#) [REDACTED]
Subject: Re: Shelving
Date: Wednesday, 15 April 2015 9:24:43 p.m.

A10

Hi Chris

Thank you for both your emails – I have forwarded them to Liz and will try to catch her on Friday. In the meantime – when I have got this dreaded essay out of the way (OU course by distance – sill me!) I will hoist out my past plans for Hereford St and do some space calculations based on them too.

Cheers

Jane

From: [Chris](#) [REDACTED]
Sent: Wednesday, April 15, 2015 4:03 PM
To: '[Jane Teal](#)'
Subject: Shelving

Jane

I have miscalculated the square meterage because I overestimated the height of your shelving. It comes out more like 90 square metres.

What I hadn't considered is the question of the logistics of installing mobile shelving that may not be compatible with the shelving that will replace it. This question may determine whether you can install your own shelving (obviously static shelving is OK) or will need to use ours. The upside of the latter in terms of cost is that it will take up less space.

Regards

Chris

From: Chris [REDACTED]
To: "Jane Teal"
Subject: Back of Envelope
Date: Wednesday, 15 April 2015 3:50:56 p.m.

A09

Jane

As discussed, these should be taken as **indicative** costs only, but might give you some idea. The exact cost will depend on the actual cost of building, groundlease etc. These figures are based on the building designed and costed last year as part of the business case work. As I mentioned we did not know the groundlease and simply used a commercial sum.

However, I have worked some costs based on the estimated 1000 linear metres you mentioned and how this might translate to the new building.

I have included

1. Per square metre cost of Ground rental and Back of House rental as per recent business case - [REDACTED] s9(2)(J)
2. Proportionate amounts of Opex:
 - Power (based of percentage of storage space occupied (it uses most of the power))
 - Rates (based of percentage of overall space)
 - Building maintenance (including cleaning, security, insurance, aircon etc) (based on percentage of overall space)

Other assumptions:

3. Your organisation would need to pay their own insurance over content.
4. You are supplying your own shelving (I have included the sum to use if you want us to supply standard shelving - [REDACTED] per square metre, instead of \$ [REDACTED] s9(2)(j)

There is a formula for turning linear metres of shelving into square metres occupied, including aisles etc.

If we applied that to your current 1000 linear metres that would produce c.85 square metres of space

On that basis the annual cost would be \$17,255

Plus annual contribution to Operating of c\$3,500

Plus whatever you need for other back of house spaces such as storage, interim archives storage etc. Plus front of house: office space for staff, proportion of reading room areas, reception area, arrangement and description area and so on. Front of house costs would be from memory about \$40 higher than back of house.

Obviously this is very rough and we will need some fairly detailed discussions, assuming we get good news on 21 May.

I hope this is of some use to you and Liz in calculating likely costs.

Please ring me if you have any questions about any of the above figures and assumptions. Everything is up for discussion.

Chris

Chris [REDACTED]

Archives New Zealand Te Rua Mahara o te Kawanatanga

Christchurch Regional Office

Direct Dial: [REDACTED] | Mobile: [REDACTED] | www.archives.govt.nz

90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Chris \[REDACTED\]](#)
To: [Marilyn Little](#)
Subject: RE: Anglican Archives
Date: Thursday, 16 April 2015 8:07:38 a.m.

A11

[REDACTED] [REDACTED] was not sure. Carolyn [REDACTED] for the Library side, but I am not sure who replaced Nigel [REDACTED], who has recently gone. The problem is a bit chicken and egg inasmuch as they can't make real decisions until we can supply them with more definitive information about costs etc.

I think Ecan will be onside no matter what, but we need to get alongside Sound Archive, Library and Anglican Archives as soon as we can and start some more substantive conversations.

From: Marilyn Little
Sent: Wednesday, 15 April 2015 12:55 p.m.
To: Chris [REDACTED]; Jeremy [REDACTED]
Subject: RE: Anglican Archives

When you talk to Library can you find out what their decision making process is. Who is empowered to make the call for them? And how long will it take them to get this? M

From: Chris [REDACTED]
Sent: Wednesday, 15 April 2015 9:55 a.m.
To: Jeremy [REDACTED]
Cc: Marilyn Little
Subject: Anglican Archives

Met with them this morning and they still seem keen, even given the paucity of information (and lack of certainty about building).

I will touch base with the library again as well, just to make sure they are still on the boil.

Chris

From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Wigram
Date: Wednesday, 29 April 2015 12:44:56 p.m.

Hi Chris,

Sorry I forgot I hadn't got back to you after I talked to Carolyn.

Yes she confirms we are still interested, and she wondered if it might be simpler to know what your / DIA's requirements or expectations might be and then we can work with those.

I didn't realise Nigel had gone - your intel. Is better than mine!! I knew Eva had left, which was a pity as she understood Archives (as opposed to solely the retention of records for compliance purposes.)

So good luck and fingers crossed,

[REDACTED]

[REDACTED]
[REDACTED] | [REDACTED]
[REDACTED] | [REDACTED] [REDACTED]

From: Chris [REDACTED]@dia.govt.nz]
Sent: Wednesday, 15 April 2015 4:09 p.m.
To: [REDACTED], Anne
Subject: RE: Wigram

Nigel [REDACTED] has departed, I understand?

From: [REDACTED] Anne [REDACTED]@ccc.govt.nz]
Sent: Wednesday, 15 April 2015 3:26 p.m.
To: Chris [REDACTED]
Cc: [REDACTED] [REDACTED]
Subject: RE: Wigram

Its Ok Chris - I remember well how long things can take!

To be honest I'm not sure what the decision-making process might be - I wonder if we might be talking about an MOU type approach rather than simple sub-contracting or leasing space (more political mileage in that for both parties?) - but either way it will probably require other than library units (Procurement / Legal / Finance etc) so that will greatly extend the time frame required.

It may also be helpful to have a ball park idea of how long the build might take and when (which financial year) we would need to find money.

Also, thinking longer term, how long would we want to commit to each other.

Anyway I will discuss further with [REDACTED] and, assuming we are still interested in proceeding, see what we can provide as indicative or provisional details.

But it certainly sounds exciting from your end,

Thanks,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED] | [REDACTED]
[REDACTED] | [REDACTED] [REDACTED]

From: Chris [REDACTED] [\[REDACTED\]@dia.govt.nz](mailto:[REDACTED]@dia.govt.nz)

Sent: Wednesday, 15 April 2015 2:14 p.m.

To: [REDACTED], [REDACTED]

Subject: RE: Wigram

I thinking we are manoeuvring onto the runway and are waiting for the signal to take off, that signal being given on 21 May.

That being said, I am confident we will get off the ground.

Once we have confirmation, what is the decision-making process from your end and how long would it take? I know I have a cheek asking that.

Chris

From: [REDACTED] [REDACTED] [\[REDACTED\]@ccc.govt.nz](mailto:[REDACTED]@ccc.govt.nz)

Sent: Wednesday, 15 April 2015 1:06 p.m.

To: Chris [REDACTED]

Subject: RE: Wigram

Hi Chris,

I think we are still interested. [REDACTED] is away at present, so ccing her in case she has any more info.

Have you moved to the next stage, or is this still in a holding pattern?

Thanks

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED] | [REDACTED]
[REDACTED] | [REDACTED] [REDACTED]

From: Chris [REDACTED] [\[REDACTED\]@dia.govt.nz](mailto:[REDACTED]@dia.govt.nz)

Sent: Wednesday, 15 April 2015 1:00 p.m.

To: [REDACTED]

Subject: Wigram

[REDACTED]

Things are still looking good for our new building. Are you still interested?

Chris

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From: Chris [REDACTED]
 To: Joost [REDACTED], Jeremy [REDACTED]
 Cc: Justin [REDACTED]
 Subject: Tenant information
 Date: Thursday, 7 May 2015 11:16:52 a.m.

1. As mentioned at the last meeting, it would be good to get some clarity around what we are offering to any potential tenants before any announcement about the project so that we can engage with them as soon as possible. At present it is a bit of a Catch 22 in which they can't commit until they know the costs and we can't provide them with the costs until we get into the full design and costing of the building, which may in turn be affected by the wishes of the tenants/co-location partners.
2. Leaving aside the Sound Archive, potential tenants have at various times over the past 6 months been provided with back of the envelope figures surrounded with caveats and based on the work done for the business case last year for the Wigram option. These included

Per square metre cost of Ground rental and Back of House rental as per recent business case - [REDACTED]

Per square metre cost of Ground rental and Front of House rental as per recent business case - c [REDACTED]

s9(2)(j)

For the Back of House cost we added an amount derived from last year's work to cover the cost of providing archives standard shelving, to produce a figure of \$ [REDACTED].

None of the potential tenants were able to give figures for Front of House requirements at this stage eg office space for staff, proportion of reading room areas, reception area, arrangement and description area and so on.

To this was added a proportionate amount of Opex:

Power (based of percentage of storage space occupied (it uses most of the power))

Rates (based of percentage of overall space)

Building maintenance (including cleaning, security, insurance, aircon etc)
 (based on percentage of overall space)

3. It was made clear that these could only be taken as rough indicative figures at this stage, as the actual cost of building and groundlease etc would affect the rent.

There was an assumption that the tenants would be insuring their own contents.

And an agreement in DIA that we would be looking to cover costs, not make a profit from the tenancies.

4. As soon as possible after any announcement about the building we need to be able to give all the prospective tenants/partners enough information to enable them to commit to the building. Each of the tenants brings a different set of requirements to the table in terms of amount of space, period of tenancy, requirements for shared services etc etc.
 Can we come up with a generic formula regarding costs that will provide them with sufficient information to make a decision?
 Will their needs be able to influence the design stage of the project or not?

Can we please discuss?

Chris

From: Philip Green
To: Marilyn Little; Chris [REDACTED]
Cc: Jeremy [REDACTED]
Subject: RE: NZMS
Date: Monday, 11 May 2015 9:02:46 a.m.

A14

Ok – I will let them know.

From: Marilyn Little
Sent: Monday, 11 May 2015 9:02 a.m.
To: Philip Green; Chris [REDACTED]
Cc: Jeremy [REDACTED]
Subject: RE: NZMS

s 9(2)(g)(i)

I am with Chris. In addition to what he says, having NZMS in Mulgrave St [REDACTED]
[REDACTED]

Marilyn

From: Philip Green
Sent: Monday, 11 May 2015 8:52 a.m.
To: Chris [REDACTED]
Cc: Marilyn Little
Subject: RE: NZMS

s 9(2)(g)(i)

[REDACTED]
[REDACTED] Of course if he could help us too, he would be happy.

If you would like me to say no as a final answer – it helps him to plan where to next.

Phil

From: Chris [REDACTED]
Sent: Monday, 11 May 2015 7:57 a.m.
To: Philip Green
Cc: Marilyn Little
Subject: NZMS

Phil

I understood from the meeting on Thursday that Andy was still keen on joining us, and you will have gathered that [REDACTED]
[REDACTED]

s 9(2)(g)(i)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[Redacted]

[Redacted]

[Redacted]

Cheers

Chris

From: Joost [REDACTED]
To: Chris [REDACTED]; Jeremy [REDACTED]
Subject: RE: Christchurch rent calculation
Date: Monday, 25 May 2015 4:30:28 p.m.

Chris,

The costs you are referring to only reflects the Sound & Vision portion of the total cost. The total costs included in the business case are:

- Ground lease: \$74,690 per annum
- Rates: \$30,500 per annum

Regards,

Joost

From: Chris [REDACTED]
Sent: Monday, 25 May 2015 3:30 p.m.
To: Joost [REDACTED]; Jeremy [REDACTED]
Subject: RE: Christchurch rent calculation

Thanks Joost

So, the ground lease is only \$5,041 per year?

And the rates are half of what we are paying in our current building?

Chris

From: Joost [REDACTED]
Sent: Thursday, 21 May 2015 3:47 p.m.
To: Jeremy [REDACTED]; Chris [REDACTED]
Subject: Christchurch rent calculation

Jeremy, Chris,

Please find attached the spreadsheet that includes an initial calculation of the rent costs. The sheet discussed are included in the 'General' sheet. Since our discussion I have also included the following:

- Additional rent charges for cleaning, building security and energy based on the operational costs per square meter for the existing Christchurch building.
- Additional charge for the use of shelving by dividing the annual depreciation cost for shelving by the square meters Back of House used.

Some remarks:

- There is a significant contingency in the building costs which could potentially reduce once we get firmer numbers from a quantity surveyor.
- The yield in the business case is 12% which is higher than the yield levels indicated in the Bayleys and JLL market studies (see attached).

- As shown by the sensitivity tables a drop in building costs and yield will change the rent considerably. The green area in the tables indicated the most likely outcomes at this stage.
- The cost of shelving is currently based on the depreciation charge and excludes the capital charge.
- I am unable to verify if the operational cost for the Christchurch building are a good proxy.

Feel free to call me if you have any questions or would like to discuss this further.

Regards,

Joost

From: Chris [REDACTED]
To: "Anthony Wright"
Subject: Archives building
Date: Friday, 29 May 2015 7:35:52 a.m.

Anthony

I know you have your own plans for your archives as part of your planned rebuild, but I am also aware that you wanted to be kept in the loop of what was happening around our own building plans.

You will probably be aware that money was granted in the Budget last week for a new building for us at Wigram, which we hope will open in early 2017. We will share the building with Sound and Vision (basically the Sound Archive) and we have been in discussion with a number of other institutions who have indicated an interest in using some of our space/facilities for varying lengths of time.

I was wondering if you were still open to the possibility of being involved in some way?

The project manager for our building project, Justin [REDACTED] (who has been heavily involved in the Christchurch Integrated Government Accommodation project) has suggested it would be good to provide a combined briefing to potential 'tenants' of the new building in which we could give as much information as possible at this stage so that you would have a clearer idea of whether or not you can or want to be involved. It may still not be as much information as you might like, but at least it should help clarify things.

I'm not sure how you feel about such a shared meeting. There would be at least two other institutions involved and I assume they would desire equal levels of confidentiality about the discussions. Obviously the requirements and expectations of each of the groups is likely to be quite different but there is a core of information around timeframes etc which will be common.

Justin will be in town Tuesday 9 and Wednesday 10 June, and we were hoping for a meeting here on the afternoon of the 10th.

Would you be able to attend this?

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: + [REDACTED] | Mobile: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: Chris [REDACTED]
To: "Jane Teal"
Subject: Archives building
Date: Friday, 29 May 2015 7:27:02 a.m.

Jane

The project manager for our building project, Justin [REDACTED] (who has been heavily involved in the Christchurch Integrated Government Accommodation project) has suggested it would be good to provide a combined briefing to potential 'tenants' of the new building in which we could give as much information as possible at this stage so that you would have a clearer idea of whether or not you can or want to be involved. It may still not be as much information as you might like, but at least it should help clarify things. I took from our last conversation that you were exploring alternative ideas for storage.

I'm not sure how you feel about such a shared meeting. There would be at least two other institutions involved and I assume they would desire equal levels of confidentiality about the discussions. Obviously the requirements and expectations of each of the groups is likely to be quite different but there is a core of information around timeframes etc which will be common.

Justin will be in town Tuesday 9 and Wednesday 10 June, and we were hoping for a meeting here on the afternoon of the 10th.

Would you be able to attend this?

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] | Mobile: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: Chris [REDACTED]
To: [REDACTED]
Subject: New Building
Date: Friday, 29 May 2015 7:25:42 a.m.

[REDACTED]

The project manager for our building project, Justin [REDACTED] (who has been heavily involved in the Christchurch Integrated Government Accommodation project) has suggested it would be good to provide a combined briefing to potential (and actual – in your case) ‘tenants’ of the new building in which we could give as much information as possible at this stage so that you would have a clearer idea of what will be involved. It may still not be as much information as you might like, but at least it should help clarify things.

I’m not sure how you feel about such a shared meeting. There would be at least two other institutions involved and I assume they would desire equal levels of confidentiality about the discussions. Obviously the requirements and expectations of each of the groups is likely to be quite different but there is a core of information around timeframes etc which will be common.

Justin will be in town Tuesday 9 and Wednesday 10 June, and we were hoping for a meeting here on the afternoon of the 10th.

Would you be able to attend this?

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] | Mobile: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Chris](#) [REDACTED]
To: [REDACTED]
Subject: Archives space
Date: Friday, 29 May 2015 7:23:40 a.m.

[REDACTED]

The project manager for our building project, Justin [REDACTED] (who has been heavily involved in the Christchurch Integrated Government Accommodation project) has suggested it would be good to provide a combined briefing to potential 'tenants' of the new building in which we could give as much information as possible at this stage so that you would have a clearer idea of whether or not you can or want to be involved. It may still not be as much information as you might like, but at least it should help clarify things.

I'm not sure how you feel about such a shared meeting. There would be at least two other institutions involved and I assume they would desire equal levels of confidentiality about the discussions. Obviously the requirements and expectations of each of the groups is likely to be quite different but there is a core of information around timeframes etc which will be common.

Justin will be in town Tuesday 9 and Wednesday 10 June, and we were hoping for a meeting here on the afternoon of the 10th.

Would you be able to attend this?

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: + [REDACTED] | Mobile: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [REDACTED]
 To: [Chris \[REDACTED\]](#)
 Subject: Re: National Archives new Christchurch facility
 Date: Wednesday, 10 June 2015 6:05:26 p.m.

Ouch, what was I thinking, I'll wash my mouth out!

Seriously though I am just taking care not to make assumptions.

I'll certainly see if we can stay with your standard shelving, the problem will be the 600mm stuff as I think archival shelving has a solid back to it doesn't it, not just a low lip? So we wouldn't be able to use back to back shelving to accommodate newspaper volumes I don't think.

Thanks,

Sent from my iPad

> On 10/06/2015, at 5:54 pm, "Chris [REDACTED]@dia.govt.nz" wrote:

>

> We use standard archives steel panel shelving, not racking, thank you very much.

s9(2)(j)

>

> The \$[REDACTED] was a guesstimate of rental cost per metre if we supplied shelving. I guess we would not be happy with shelving that necessitated damage to the floor.

>

> Yes, the opex would not be reduced by supplying your own shelving.

>

> -----Original Message-----

> From: [REDACTED] [REDACTED]@ccc.govt.nz]

> Sent: Wednesday, 10 June 2015 3:43 p.m.

> To: Chris [REDACTED]

> Subject: RE: National Archives new Christchurch facility

>

> Thanks for this Chris, and this time I will save the emails in my file!

>

> And yes I realised that if you are going to have higher shelving, meaning greater density per M2, then that will probably further reduce our M2 requirement - I'm busy recalculating now and testing various options to see how much space we might under-utilise by using standard 400mm deep shelving for everything, when some of our stuff would be best on 600mm and others on 250 or 300mm, as well as the 400mm size. In fact is what you use even shelving, or is it racking?

s9(2)(j)

>

> Was the \$[REDACTED] per annum the figure if we used your shelving, or the figure for just the space (and then we have additional capital cost for purchasing and installing our own shelving - and presumably a make good cost if we then left at some future point)?

>

> I am assuming the opex cost you refer to (\$5 -6,000p.a. for 150m2 proportional share) is to cover shared costs for use of reading room etc, power, security etc and this would be an ongoing cost irrespective of whether we purchased our own shelving or not?

>

>

> Still acknowledging this is all ball park and not confirmed sums.

>

> Its all very exciting and I am delighted for you that it is all progressing. I am very hopeful that we can be a part of it.

>

> Thanks,

> [REDACTED]

>

>

>

>
> [REDACTED]
> [REDACTED]

>
>
> -----Original Message-----

> From: Chris [REDACTED] <[\[REDACTED\]@dia.govt.nz](mailto:[REDACTED]@dia.govt.nz)>
> Sent: Wednesday, 10 June 2015 2:39 p m.
> To: A [REDACTED]
> Subject: RE: National Archives new Christchurch facility

>
> Sorry for separate emails!

>
> And the capacity would be worked out on 12 linear metres of standard archival shelving per square metres.

>
> -----Original Message-----

> [REDACTED] <[\[REDACTED\]@ccc.govt.nz](mailto:[REDACTED]@ccc.govt.nz)>
> Sent: Wednesday, 10 June 2015 2:26 p m.
> To: Chris [REDACTED]
> Subject: National Archives new Christchurch facility

>
>
> Hi Chris,

>
> Thank you for a very productive meeting yesterday. I came away feeling very positive about the possibilities and the approach being taken and will be following up my end.

>
> Just one thing I seem to have mislaid, or I have inadvertently disposed of emails from you that I should have retained, but I no longer have your back of the envelope figures. Would you mind whispering them quietly to me again? I do appreciate that they are not gospel, but even as ball park that will help me think again about how much space we will be looking for and where that cost might come from.

>
> As I mentioned yesterday, now we have a better handle on what storage we are likely to have in the new central library that helps me rethink how much additional storage we will need.

>
> Thanks,

> [REDACTED]
> [REDACTED]
> [REDACTED]
> [REDACTED]
> [REDACTED]
> [REDACTED]
> [REDACTED]

> Web christchurchcitylibraries.com<<http://christchurchcitylibraries.com>>

>
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From: [Justin](#) [REDACTED]
To: [Chris](#) [REDACTED]
Subject: Requirements Survey June 2015
Date: Friday, 12 June 2015 4:05:02 p.m.
Attachments: [Requirements Survey June 2015.docx](#)

Hi,

Survey draft as I currently have it. Thanks for passing the other ones on.

J

Archives Christchurch (Wigram)
AGENCY REQUIREMENTS AND SPECIFICATIONS

Agency:

Point of Contact / details:

Question	Comment	Answer
COMMERCIAL TERMS / GENERAL REQUIREMENTS		
How long would your agency want to commit to the Archive facility for?		
Do you have any cost expectations around your commitment?	Could include a Gross rent limit you might have.	
Would you prefer to have DIA pay for your Capex (i.e. for items like shelving, walls and meeting rooms) and pay an appropriate market Opex cost for utilising the space, or pay for these items with a lower Opex cost?		
Do you have any concerns about being part of a regular governance engagement, say monthly, with other possible tenants in the facility?		
Do you believe your agency has a good 'fit' with the proposed facility and how Archives NZ and Ngā Taonga Sound and Vision operate?		

What are your current accommodation arrangements, including lease expiry or flexibility to extend?		
Do you have other options you are looking at for accommodation? Is your preference to co-locate with this new facility or elsewhere currently?		
FRONT OF HOUSE / SERVICE DELIVERY		
How much space is required (FOH only)?		
What reception needs do you need, including staff?		
What level of customer interface do you have, including how many customers you would deal with on a weekly basis?		
What type of office space do you require? i.e. open plan, a mix of open plan and individual offices/meeting rooms.		
Would you consider sharing office space with other parties?		
What hours are staff allowed into the building?		
Are staff allowed to work in the office outside of those hours? What controls, if any, do you have on this?		

How secure do your individual work areas need to be?		
Do you think common admin tasks such as mail, supplies, vehicles, travel arrangements etc could be shared?		
In what ways do you make archival material available to customers? What proportion would be by remote reference means?	Common, including: <ul style="list-style-type: none"> • Access directly via reading room • Written reference service • i i s 	
Do you need a public reading room? What special needs would you require in this to make your formats accessible?	Common, including: <ul style="list-style-type: none"> • Despite drop in visitors due to digital access, reading room still required • Dedicated 'restricted item' area would be useful • Multimedia room (especially for sound items or for making sound recordings) • Register Room • Finding aids area 	
Do you allow customers in the reading room to copy archives by photography, scanning, photocopying?	Common, with the following caveat: <ul style="list-style-type: none"> • with restrictions to protect items 	
How do you provide copies of archives? In what formats?	Common, including: <ul style="list-style-type: none"> • Photocopies • Scans • Electronic file transfer 	

<p>Could archives retrieval be centralised/shared?</p>	<p>Common, with the following caveats:</p> <ul style="list-style-type: none"> • security would need to be agreed • structure of shared repository space would need to be clarified 	
BACK OF HOUSE / REPOSITORY SPACE		
<p>How much space is required?</p>		
<p>What environmental conditions are required (by space if required)?</p>		
<p>What type of storage units are required?</p>	<p>Common, including:</p> <ul style="list-style-type: none"> • Standard panel shelving, with mix of mobile and static units • Steel map cabinets • Rack and slot storage for art and objects 	
<p>Would your storage need to be separate from that of other parties? How separate?</p>	<p>Common, but dependent on:</p> <ul style="list-style-type: none"> • Security arrangements • Insurance • Environmental storage requirements 	
<p>Do all staff require access to the archives repository?</p>	<p>Common, with the following caveats:</p> <ul style="list-style-type: none"> • 'Staff' defined by immediate archival team (i.e. archivists/ASAs/librarians and senior management) • Does not include general staff, volunteers etc. 	

<p>What physical control/repository management system/s do you use to maintain physical control of the location, retrieval and return of items?</p>	<p>Different:</p> <ul style="list-style-type: none"> • Archives NZ uses Archives Location Finder (ALF) • SA uses Vernon, but considering bar-coding in future 	
<p>How do you label stacks and storage units as well as containers? Do you need your own system of assigning labels to stacks/bays/shelves?</p>	<p>A single repository labelling system would work.</p>	

From: Justin [REDACTED]
To: Chris [REDACTED]
Subject: RE: Requirements Survey June 2015
Date: Friday, 26 June 2015 1:46:27 p.m.
Attachments: [image001.gif](#)

Cool. Yes probably would send to S&V but with a comment saying to just cut and paste previous material in unless it has changed for whatever reason. Certainly not intending to create more work for them.

All well your end? I'm just about to walk to a meeting from 2-4 but if you're free feel free to ring for a catch up.

Cheers,

J

From: Chris [REDACTED]
Sent: Friday, 26 June 2015 1:09 p.m.
To: Justin [REDACTED]
Subject: RE: Requirements Survey June 2015

As you know, this is OK by me. One question though – are you intending to send this to Sound and Vision? Because they participated in the original planning and their needs were covered in the business case designs completed last year.

Chris

From: Justin [REDACTED]
Sent: Friday, 26 June 2015 11:36 a.m.
To: Clare Bugden; Joost [REDACTED]; Chris [REDACTED]; Philip Green; Jeremy [REDACTED]
Cc: John [REDACTED]
Subject: Requirements Survey June 2015

Hi all,

Please find attached the first draft of the Requirements Survey we would like to get out to the potential co-tenants of the new facility. Some of the agencies have already provided some of this information so will be a matter of reviewing where they are at now and updating it. This survey will be used to assist us on determining who we want in or out of the co-location and will also provide the architect (once appointed) with a very good start point on the design brief they will need to develop a concept design.

Please review and come back to me by **4pm Wednesday 1 July** with any feedback or inclusions. We will then consolidate these and get the survey released.

Regards,

Justin

Justin [REDACTED] | Property Project Manager / Procurement Advisor (Contractor)

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: + [REDACTED]

22 The Terrace | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: [redacted]
To: Chris [redacted]
Subject: National Archives building project
Date: Tuesday, 30 June 2015 1:42:33 p.m.

Hi Chris,

I'm just following up to see how the proposed MOU is progressing? I'm keen to try socialising this as soon as we can as a preparatory step.

Also could I drop by your current premises sometime soon to look at your shelving in a bit more detail (assuming you will continue to be using the same or similar). I just want to get a better sense of whether or how we could use that to store our materials - or whether we would need to look at specific library shelving. Obviously if we can make archives shelving work that is the simplest and most flexible option.

Let me know if there is a time that would suit to pop by.

Hope it is all progressing well your end,

Thanks,

[redacted]

[redacted]
[redacted]
[redacted] [@ccc.govt.nz](mailto:[redacted]@ccc.govt.nz)
Web christchurchcitylibraries.com

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From: Justin [REDACTED]
To: Chris [REDACTED]
Subject: Re: Requirements Survey
Date: Thursday, 2 July 2015 2:17:40 p.m.

A26

I think generic is best and can have separate signing page perhaps.

Sent from my iPhone

On 2/07/2015, at 2:09 pm, "Chris [REDACTED]@dia.govt.nz" wrote:

MoU

Would this be one generic joint MoU with all the potential tenants as parties, or separate MoU for each potential tenant?

From: Justin [REDACTED]
Sent: Thursday, 2 July 2015 2:06 p.m.
To: Chris [REDACTED]
Subject: RE: Requirements Survey

Canterbury Museum and Council Archives.

Cheers.

From: Chris [REDACTED]
Sent: Thursday, 2 July 2015 2:03 p.m.
To: Justin [REDACTED]
Subject: Requirements Survey

I await the updated survey (following Joost's input).

The institutions receiving it will be

S&V (a chance to update)

CHCH City Libraries
Anglican Church
Environment Canterbury

NZMS

Air Force Museum (if Therese wants to.)

Any more?

Chris

From: [REDACTED] [THERESE, MRS](#)
To: [Chris](#) [REDACTED]
Subject: RE: New Building unclassified
Date: Thursday, 2 July 2015 2:27:49 p.m.

Hi Chris,

At this stage we don't want to be considered a potential tenant.

Great for you to be having these discussions though.

I look forward to catching up soon.

Regards

Thérèse

From: Chris [REDACTED] [@dia.govt.nz](#)
Sent: Thursday, 2 July 2015 2:22 p.m.
To: [REDACTED] THERESE, MRS
Subject: RE: New Building unclassified

While you were away we have been talking with potential tenants (apart from Sound and Vision). As the requirement of those tenants may potentially have some effect on the design of the building spaces and there is probably only going to be one chance to do that, I wondered if you wanted to be treated as a potential tenant. I know you did mention some possibilities of shared services/co-location at one point but I also know you did not feel you were at a point where you could progress this.

From: [REDACTED] THERESE, MRS [REDACTED] [@NZDF.mil.nz](#)
Sent: Thursday, 2 July 2015 2:17 p.m.
To: Chris [REDACTED]
Subject: RE: New Building unclassified

I am thanks

From: Chris [REDACTED] [@dia.govt.nz](#)
Sent: Thursday, 2 July 2015 2:11 p.m.
To: [REDACTED] THERESE, MRS
Subject: New Building

Hi Therese

Are you back from your travels?

Chris

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From: [Justin](#) [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Archives (Christchurch) meeting documents - 2 July 2015
Date: Thursday, 2 July 2015 4:17:45 p.m.
Attachments: [image001.gif](#)

Cool. Thanks for the assistance.

I see you're getting a whole lot of new homes. Retirement apartment by the Avon?

From: Chris [REDACTED]
Sent: Thursday, 2 July 2015 4:13 p.m.
To: Justin [REDACTED]
Subject: RE: Archives (Christchurch) meeting documents - 2 July 2015

Thanks. I found our old one with the University. I'll steal bits from each and flick it to you.

Btw Therese at the museum says they don't want to be considered potential tenants at this stage. They know they will have only one chance to influence the design etc.

From: Justin [REDACTED]
Sent: Thursday, 2 July 2015 4:08 p.m.
To: Chris [REDACTED]
Subject: RE: Archives (Christchurch) meeting documents - 2 July 2015

Found this example online. Don't appear to have any other documents myself.

<http://www.doc.govt.nz/Documents/getting-involved/in-your-community/community-conservation-guidelines/mou-example.pdf>

Think key headings are:

- Governance –
 - Stakeholder engagement – e.g. monthly meetings to provide update and next steps
 - Timelines – including clear decision points
 - Non-disclosure of others' information
-

From: Chris [REDACTED]
Sent: Thursday, 2 July 2015 10:50 a.m.
To: Justin [REDACTED]
Subject: RE: Archives (Christchurch) meeting documents - 2 July 2015

I'll try and find some examples, unless you have some from the CIGA work that might be relevant.

From: Justin [REDACTED]
Sent: Thursday, 2 July 2015 10:42 a.m.
To: Chris [REDACTED]
Subject: RE: Archives (Christchurch) meeting documents - 2 July 2015

Hi,

Tried to give you a call about this yesterday(or day before??) about this actually.

Is one of many documents I'm trying to stand up. Priority is the procurement docs to get external consultants engaged and moving. If I found some previous examples / templates, how's your capacity to have a first cut at one? I'm just a bit snowed under here.

Happy to chat.

Justin

From: Chris [REDACTED]
Sent: Thursday, 2 July 2015 10:40 a.m.
To: Justin [REDACTED]
Subject: RE: Archives (Christchurch) meeting documents - 2 July 2015

Justin

Anne [REDACTED] called by yesterday to look at our shelving. She and her boss are obviously keen to see some form of MoU that they can wave at their Council managers. Can we give her a time?

Chris

From: Justin [REDACTED]
Sent: Tuesday, 30 June 2015 5:02 p.m.
To: Clare Bugden; Joost [REDACTED]; Philip Green; Jeremy [REDACTED] Chris [REDACTED]; Michael [REDACTED]; John [REDACTED]
Subject: Archives (Christchurch) meeting documents - 2 July 2015

Hi all,

Please find attached the agenda, previous minutes, draft Procurement Plan for Stage 1 and email from Beca for the due diligence on the Wigram site. I haven't included the Proj Status Report yet, as while I have updated it slightly it still requires further work and really only want to do this monthly. The Proj Coordinator, once appointed, will be able to get this into much better shape and on an on-going basis.

I haven't had an opportunity to run the agenda past Clare so could be minor adjustments for Thursday if required.

Note that we are maximising technology so will be meeting from 3 different locations this time! It's all about setting the standard for new ways of working!

See you then.

Justin

Justin [REDACTED] | Property Project Manager / Procurement Advisor (Contractor)
The Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: [REDACTED] | Extn: [REDACTED]

22 The Terrace | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: [Chris \[REDACTED\]](#)
To: "[REDACTED]"
Cc: [Justin \[REDACTED\]](#)
Subject: Requirements Survey June 2015 Ecan
Date: Friday, 3 July 2015 3:31:55 p.m.
Attachments: [Requirements Survey June 2015 Ecan.docx](#)

A33

Dear [REDACTED]

Congratulations on a successful conclusion to your recent whanau expansion project:-)

Our project manager, Justin [REDACTED], has developed a document designed to provide a bit more detail from potential tenants of our new building at Wigram. This will help us better understand what your expectations and requirements are as we move toward the procurement and design stage of the project and inform the process we use to engage with tenants. We hope it may also help clarify what your own needs and expectations are.

Please feel free to contact me to clarify any aspect of the survey. We would appreciate it if the completed document could be returned to me by 30 July.

We are currently working on the memorandum of understanding mentioned at our meeting last month and hope to have it ready shortly.

You will be interested to know that we have completed all of the Ecan lists and all but one are now available to view on Archway. We look forward to your comments with trepidation.

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Chris \[REDACTED\]](#)
To: [Anthony Wright](#)
Subject: Requirements Survey June 2015 Canterbury Museum
Date: Friday, 3 July 2015 3:39:52 p.m.
Attachments: [Requirements Survey June 2015 Canterbury Museum.docx](#)

Dear Anthony

Yet another chance for you to consider involvement in our project.

Our project manager, Justin [REDACTED], has developed a document designed to provide a bit more detail from potential tenants of our new building at Wigram. This will help us better understand what your expectations and requirements are as we move toward the procurement and design stage of the project and inform the process we use to engage with tenants. We hope it may also help clarify what your own needs and expectations are.

Please feel free to contact me to clarify any aspect of the survey. We would appreciate it if the completed document could be returned to me by 30 July.

We are currently working on the memorandum of understanding mentioned at our meeting last month and hope to have it ready shortly. None of this involves any commitment at this stage to become part of the project.

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Chris](#) [REDACTED]
To: [REDACTED]
Cc: [Justin](#) [REDACTED]
Subject: Requirements Survey June 2015 NZMS
Date: Friday, 3 July 2015 3:48:51 p.m.
Attachments: [Requirements Survey June 2015 NZMS.docx](#)

Dear [REDACTED]

Our project manager, Justin [REDACTED], has developed a document designed to provide a bit more detail from potential tenants of our new building at Wigram. This will help us better understand what your expectations and requirements are as we move toward the procurement and design stage of the project and inform the process we use to engage with tenants. We hope it may also help clarify what your own needs and expectations are.

Please feel free to contact me to clarify any aspect of the survey. We would appreciate it if the completed document could be returned to me by 30 July.

We are currently working on the memorandum of understanding mentioned at our meeting last month and hope to have it ready shortly.

Sorry I couldn't get to your do the other week - I had to trek into the wilds of North Canterbury.

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: + [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Chris](#) [REDACTED]
To: [REDACTED]
Subject: Wigram
Date: Friday, 3 July 2015 7:55:07 a.m.

[REDACTED]

I know that you and [REDACTED] were very happy with the service Recall is providing for your archival material, but I am about to send out a document seeking the requirements of a number of potential tenants for our new building at Wigram and thought I should formally rule you out before I did so. As we go into the procurement and design phase there will be limited opportunities to make changes to size and layout etc.

Let me know if you are interested.

Cheers

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [REDACTED]
To: "XXXXXXXXXXXXXXXXXXXX@XXXXXXXXXXXX.XXX.XX"
Cc: Justin [REDACTED]
Subject: Wigram Archives Building Requirements Survey June 2015 Anglican Centre
Date: Friday, 3 July 2015 3:20:56 p.m.
Attachments: [Requirements Survey June 2015 Anglican Centre.docx](#)

Dear [REDACTED]

Our project manager, Justin [REDACTED], has developed a document designed to provide a bit more detail from potential tenants of our new building at Wigram. This will help us better understand what your expectations and requirements are as we move toward the procurement and design stage of the project and inform the process we use to engage with tenants. We hope it may also help clarify what your own needs and expectations are.

Please feel free to contact me to clarify any aspect of the survey. We would appreciate it if the completed document could be returned to me by 30 July.

We are currently working on the memorandum of understanding mentioned at our meeting last month and hope to have it ready shortly.

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Chris](#) [REDACTED]
To: [REDACTED]
Cc: [Justin](#) [REDACTED]
Subject: Requirements Survey June 2015 Sound&Vision
Date: Friday, 3 July 2015 3:05:02 p.m.
Attachments: [Requirements Survey June 2015 Sound&Vision.docx](#)

[REDACTED]

Not sure if you are back from the Islands yet, but Justin has devised a document to elicit information from potential tenants in advance of any decision about who will be joining Archives and Sound and Vision in our new building, if anyone. You are of course an actual co-location partner rather than a potential tenant and you have of course provided much more detailed information about your requirements in the course of the past few years, but Justin thought this might be another opportunity to revisit them at a higher level. Feel free to cut and paste from the previous work.

We would be keen to have the information by 30 July. Ring and abuse me if that doesn't work or anything is unclear in the document.

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Requirements Survey June 2015 CHCH Libraries
Date: Monday, 6 July 2015 10:13:27 a.m.

Hi Chris ,

Thanks for this questionnaire, looks like good questions, so I will share with others here to get the best answers. I have noted your completion date.

I suspect we will need the MOU to help socialise more with stakeholders my end, before I can get a sense of what money we might be able to make available, so that might be one of the last elements we can answer.

but really great to be under way.

thanks,

[REDACTED]

[REDACTED]
[REDACTED] | [REDACTED]
[REDACTED]

From: Chris [REDACTED]@dia.govt.nz]
Sent: Friday, 3 July 2015 3:34 p.m.
To: [REDACTED]
Cc: Justin [REDACTED]
Subject: Requirements Survey June 2015 CHCH Libraries

Dear [REDACTED]

Our project manager, Justin [REDACTED], has developed a document designed to provide a bit more detail from potential tenants of our new building at Wigram. This will help us better understand what your expectations and requirements are as we move toward the procurement and design stage of the project and inform the process we use to engage with tenants. We hope it may also help clarify what your own needs and expectations are.

Please feel free to contact me to clarify any aspect of the survey. We would appreciate it if the completed document could be returned to me by 30 July.

We are currently working on the memorandum of understanding mentioned at our meeting last month and hope to have it ready shortly.

Regards

Chris

Chris [REDACTED]

Archives New Zealand Te Rua Mahara o te Kawanatanga

Christchurch Regional Office

Direct Dial: + [REDACTED] | www.archives.govt.nz

90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Marilyn Little](#)
To: [Chris \[REDACTED\]](#); [Jeremy \[REDACTED\]](#); [Justin \[REDACTED\]](#); [justin \[REDACTED\]](#)
Subject: Re: Requirements Survey National Library
Date: Friday, 10 July 2015 9:53:28 a.m.
Attachments: [image001.gif](#)

Hi Justin

Can you please liaise with Jeremy.

We have already approached NL in developing the BC and our requirements were not the same.

Bill [REDACTED] and I confirmed this to staff very recently.

It's important that you understand the history.

Regards Marilyn Sent from my iPad

On 10/07/2015, at 7:17 am, "Chris [REDACTED] [@dia.govt.nz](mailto:[REDACTED]@dia.govt.nz)" wrote:

Fyi. If they do decide to join us, let's hope they bring some additional capital with them. The business case was based on accommodating the predicted staff of Archives and Sound & Vision.

From: Justin [REDACTED]
Sent: Thursday, 9 July 2015 6:29 p.m.
To: [REDACTED]
Cc: Chris [REDACTED]
Subject: Requirements Survey National Library

Hi [REDACTED]

Clare Bugden put me on to you. I am the Project Manager for the Christchurch Archives Relocation project and I understand you may be seeking some space. As we have a number of potential co-tenants we are seeking information from them to help understand what their requirements might be and help us on decision making to determine the best fit for the new facility.

We are currently working on an MOU to help formalise the process for these co-tenants. Until then, please find attached a Requirements Survey we have prepared which would help us understand what your needs could be. Would you be able to get this filled out if you are interested in potentially looking at the new Archives' sites as an option for you and get this back to us by 31 July thanks.

Any queries let me know.

Kind regards,

Justin

Justin [REDACTED] | Property Project Manager / Procurement Advisor (Contractor)

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: + [REDACTED]

22 The Terrace | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz

<image001.gif>

<Requirements Survey National Library.docx>

From: [redacted]
To: Chris [redacted]
Subject: Re: Temp / RH control
Date: Monday, 13 July 2015 9:14:22 a.m.

Thanks Chris,

We are working on the survey and hope to have to back to you soon.

[redacted]

Sent from my iPad

> On 10/07/2015, at 10:32 pm, "Chris [redacted]@dia.govt.nz" wrote:

>
> 20, give or take a few degrees. 50-55 RH or thereabouts.

> Sent from my iPhone

>> On 10/07/2015, at 8:38 pm, [redacted]@ccc.govt.nz wrote:

>> Hi Chris,

>> I remember we had a discussion about temperature and humidity controls and I discovered your, or rather National Archives, figures might differ a little from National Library's figures, or at least my memory - which could be dodgy.

>> Can you let me know what your planned temp / RH is likely to be in your new facility? Was it 18 degrees? And if so would the RH be 40% +/- 5?

>> Or something different?

>> Thanks,

>> [redacted]

>> Sent from my iPad

>> *****

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>> Christchurch City Council

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>> *****

>> *****

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From: [Anthony Wright](#)
To: [Chris](#) [REDACTED]
Subject: RE: Wigram archives repository
Date: Tuesday, 14 July 2015 5:26:08 p.m.

A38

Chris

Thanks for the update. Yes, I intend to complete the survey and send it back to you.

In terms of meeting, happy to do so as part of a group. Please note that I'll be away on leave from 18 August for the rest of the month.

Regards
Anthony

Anthony Wright • Director
Canterbury Museum, Rolleston Avenue, Christchurch 8013, New Zealand

[REDACTED]
[REDACTED] • www.canterburymuseum.com

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https://mail.canterburymuseum.com/pictures/museum_signature.jpg



From: Chris [REDACTED] [mailto:[REDACTED]@dia.govt.nz]
Sent: Tuesday, 14 July 2015 11:12 a.m.
To: Anthony Wright
Subject: Wigram archives repository

Anthony

I am just following up on the requirements survey I sent out on 30 July. If you are intending to fill it in, I hope it is going well. Please feel free to contact me if you have any queries.

When we last met, Justin [REDACTED] mentioned the possibility of a further meeting in July. We now think it would be more useful to wait until August, when we will have received the completed surveys of potential tenants' requirements and will have a memorandum of understanding ready to take us through the next stage. It is intended that Justin will come down to Christchurch along with Clare Bugden, the project board's chairperson. Are you happy to meet as part of a group or would you rather meet us separately?

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Wigram archive repository
Date: Thursday, 16 July 2015 10:38:14 p.m.

Hi Chris

Sorry about not responding earlier. Yes, I did see your earlier email, but haven't had a chance to do anything but note it.

August is fine for the next meeting, and I am happy either way. I will fit in with the others – if they would prefer to meet individually, then I will too, but if they are happy to meet as a group, ditto.

Regards

[REDACTED]

From: Chris [REDACTED]@dia.govt.nz
Sent: Tuesday, 14 July 2015 11:13 a.m.
To: [REDACTED]
Subject: Wigram archive repository

Hi [REDACTED]

I am just following up on the requirements survey I sent out on 30 July. I hope it is going well. Please feel free to contact me if you have any queries.

When we last met, Justin [REDACTED] mentioned the possibility of a further meeting in July. We now think it would be more useful to wait until August, when we will have received the completed surveys of potential tenants' requirements and will have a memorandum of understanding ready to take us through the next stage. It is intended that Justin will come down to Christchurch along with Clare Bugden, the project board's chairperson. Are you happy to meet as part of a group or would you rather meet us separately?

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [redacted]
To: Chris [redacted]
Subject: Re: Wigram Archives repository
Date: Tuesday, 14 July 2015 11:54:50 a.m.

Hi Chris,

Meeting with the group is absolutely fine and I agree re meeting in August when you have the survey results.

However in that case I should alert you that I will be away from 20th August until end of the month - finally taking a holiday! So if the meeting is before 20th that will be fine. If it is after 20th, I might just have to have a one on one catch up with you later.

Thanks,

Sent from my iPad

On 14/07/2015, at 11:14 am, "Chris [redacted] <[\[redacted\]@dia.govt.nz](mailto:[redacted]@dia.govt.nz)>>
wrote:

Hi [redacted]

I am just following up on the requirements survey I sent out on 30 July - I hope it is going well.

When we last met, Justin [redacted] mentioned the possibility of a further meeting in July. We now think it would be more useful to wait until August, when we will have received the completed surveys of potential tenants' requirements and will have a memorandum of understanding ready to take us through the next stage. It is intended that Justin will come down to Christchurch along with Clare Bugden, the project board's chairperson. Are you happy to meet as part of a group or would you rather meet us separately?

Regards

Chris

Chris [redacted]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office
Direct Dial: [redacted] | www.archives.govt.nz<<http://www.archives.govt.nz>>
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand
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From: [Jane Teal](#)
To: [Chris](#) [REDACTED]
Subject: Re: Requirements Survey June 2015 Anglican Centre
Date: Monday, 20 July 2015 4:22:36 p.m.

Hi Chris

I spoke to Liz as soon as she sent me a copy and asked her to reply to update you on where we were up to with this. So she has done it again!! (But I did not say this)

I heard on Friday last week that she is leaving, so I will now send her a VIP email, asking that she and I met up on Wednesday and go through everything before she leaves.

Sorry Chris – It was out of my hands to give you the update.

Regards

Jane

From: [Chris](#) [REDACTED]
Sent: Thursday, July 16, 2015 9:10 AM
To: '[Jane Teal](#)'
Subject: Requirements Survey June 2015 Anglican Centre

Jane

I sent this through to Liz some weeks ago and have followed up with an email since, but have received no reply. Are you aware that she received this? Perhaps I sent it to an incorrect address.

Regards

Chris

From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Wigram Archives Repository
Date: Thursday, 16 July 2015 10:06:02 a.m.

Hi Chris,

Many thanks for your email, and your previous one with the survey attached.

Unfortunately we have not had the resources to be able to fill it out at this stage (due to staff illness, leave etc), but will look to do so over the next few days.

I can see some benefit in having a group meeting so that the parties can get a feel for who the other co-tenants may be, as well as the sharing of ideas. I will need to confirm that Jane is comfortable with that also.

Also, I just wanted to let you know that I will be finishing up at the Anglican Centre next Friday. Jane will be your key contact from our end, and will be supported from a project perspective by Edwin [REDACTED] our new Diocesan Manager, whom I am sure you will meet shortly.

I wish you all the best for your project and the new premises.

Kind regards,

[REDACTED]

From: Chris [REDACTED]@dia.govt.nz]
Sent: Tuesday, 14 July 2015 11:15 a.m.
To: [REDACTED]
Subject: Wigram Archives Repository

Dear [REDACTED]

I am just following up on the requirements survey I sent out on 30 July. If you are intending to fill it in, I hope it is going well. Please feel free to contact me if you have any queries.

When we last met, Justin [REDACTED] mentioned the possibility of a further meeting in July. We now think it would be more useful to wait until August, when we will have received the completed surveys of potential tenants' requirements and will have a memorandum of understanding ready to take us through the next stage. It is intended that Justin will come down to Christchurch along with Clare Bugden, the project board's chairperson. Are you happy to meet as part of a group or would you rather meet us separately?

Regards

Chris

Chris [REDACTED]

Archives New Zealand Te Rua Mahara o te Kawanatanga

Christchurch Regional Office

Direct Dial: [REDACTED] | www.archives.govt.nz

90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Andy Fenton](#)
To: [Chris \[REDACTED\]](#); [Justin \[REDACTED\]](#)
Cc: [Sheryl \[REDACTED\]](#); [Leigh \[REDACTED\]](#)
Subject: RE: Requirements Survey June 2015 NZMS
Date: Monday, 27 July 2015 8:00:05 p.m.
Attachments: [image005.png](#)
[image006.gif](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[Requirements Survey June 2015 NZMS as a tenant in the Christchurch facility at Wigram.docx](#)

Thanks for providing the survey gentleman, it really helped Sheryl, Leigh and I tune our minds...

As you can glean from the general tone in our attached response, we consider ourselves very good and flexible tenants of yours (for some time now), and have really valued to the landlord-tenant relationship we already have here in Wellington. As we also practice at Wigram Air Force Museum presently, we work hard on being helpful and very easy to get on with believing this is a significant attribute for any tenant you consider in your new Christchurch facility. And I might add we like working with Archives New Zealand and Nga Taonga - long-term friends and colleagues of ours. Phil Green and Justin [REDACTED] will speak to this, as I believe would Therese [REDACTED] - Director of the Air Force Museum.

Forgive me for bragging, but I think it's important to note given Justin doesn't know us so well, that we are acknowledged in the archives and records sector for being supporters & contributors to the Thought Leadership of the industry and people in it, as well as service providers. This extends to contribution to industry standards - including those run by Archives New Zealand, as well as serving on Councils and Boards. We have an unrivalled reputation as sector partners and, as you can see by the signature block below, we have worked alongside archives, libraries and museums for 25 years. We would add value to your business case beyond the rental return!

Kind regards,

Andy Fenton

Andy Fenton
MANAGING DIRECTOR



NZ Micrographic Services Ltd

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From: Chris [REDACTED]@dia.govt.nz]
Sent: Friday, 3 July 2015 6:39 p.m.
To: Andy Fenton
Subject: Re: Requirements Survey June 2015 NZMS

I couldn't possibly betray my southern colleagues .

Sent from my iPhone

On 3/07/2015, at 5:08 pm, Andy Fenton [REDACTED] wrote:

Thanks very much for this Chris, we will look forward to completing it...
Have a great weekend and do put in a kind wish for the Hurricanes...

Kind regards,

Andy Fenton

From: Chris [REDACTED]@dia.govt.nz]
Sent: Friday, 3 July 2015 3:49 p.m.
To: Andy Fenton
Cc: Justin [REDACTED]
Subject: Requirements Survey June 2015 NZMS

Dear Andy

Our project manager, Justin [REDACTED], has developed a document designed to provide a bit more detail from potential tenants of our new building at Wigram. This will help us better understand what your expectations and requirements are as we move toward the procurement and design stage of the project and inform the process we use to engage with tenants. We hope it may also help clarify what your own needs and expectations are.

Please feel free to contact me to clarify any aspect of the survey. We would appreciate it if the completed document could be returned to me by 30 July.

We are currently working on the memorandum of understanding mentioned at our meeting last month and hope to have it ready shortly.

Sorry I couldn't get to your do the other week - I had to trek into the wilds of North Canterbury.

Regards

Chris

Chris [REDACTED] | Regional Archivist
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: + [REDACTED] | www.archives.govt.nz

90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Wigram Archives repository
Date: Tuesday, 28 July 2015 1:59:43 p.m.

Hi Chris,

Isn't that always the way.

Perhaps Justin hasn't tried working with either central or local government before (though that seems unlikely) , but In my view this MOU is anything but redundant.

Without something concrete (whether that is an MOU or some other sort of agreement or contract) all we can do is go and talk in vague generalities, from which we might be told to 'keep talking we are interested', but are very unlikely to get any level of commitment - because what are we committing to! I have to say that this is going to be difficult enough to try to progress because the logic of you can't fit things into the proposed new central library and therefore you have to have storage elsewhere doesn't appear to connect. So the easier we can make trying to engage and get commitment our end the better.

As for date of meeting, given the speed at which my diary fills, I have blocked out the afternoon of 13th August to hold for this meeting and after 3pm would be preferable from my perspective. I'm afraid the morning is already fully committed with a meeting I can't shift.

We'll just have to both keep pushing!

Thanks,

[REDACTED]

[REDACTED]
[REDACTED] | [REDACTED]
[REDACTED] | [REDACTED] [REDACTED]

From: Chris [REDACTED]@dia.govt.nz]
Sent: Tuesday, 28 July 2015 1:05 p.m.
To: [REDACTED], [REDACTED]
Subject: RE: Wigram Archives repository

Thanks [REDACTED]

Justin is trying to organise the meeting for 13 August I think. I also suspect he feels that given the time that has passed and the time we have given ourselves to make a decision the MoU might be a bit redundant – this after I spent the best part of a weekend drafting it. I will pass on your comments to him.

Chris

From: [REDACTED], [REDACTED] [REDACTED]@ccc.govt.nz]

Sent: Tuesday, 28 July 2015 12:09 p.m.
To: Chris [REDACTED]
Cc: [REDACTED], [REDACTED]
Subject: RE: Wigram Archives repository

Hi Chris,

We have completed your requirements survey, which I hope will meet your needs. It is not as comprehensive as the example one you sent me, so if there are areas you want more detail, please let me know.

I have also provided a table indicating the volume of material we might want to store (by linear metres) and estimated growth over the next 20 years. This does have room for movement, so please look on it as indicative only. For instance if the cost will be too great, or we will need to pay upfront for estimated growth twenty years out, we will probably need to adjust what we store where.

How are you going on the MOU? We really need to have that very soon if we are to socialise this with our stakeholders at this end and prevent delays in decision making. I also need to note that I am going to be away on leave for a while from mid-August, so would really appreciate receiving the MOU by the beginning of August to give [REDACTED] and I a chance to start that socialisation process before I go on leave.

Best wishes,
Anne

[REDACTED]
[REDACTED] | [REDACTED]
[REDACTED] | [REDACTED] [REDACTED]

From: Chris [REDACTED] [[@dia.govt.nz](mailto:[REDACTED]@dia.govt.nz)]
Sent: Tuesday, 14 July 2015 11:14 a.m.
To: [REDACTED] [REDACTED]
Subject: Wigram Archives repository

Hi [REDACTED]

I am just following up on the requirements survey I sent out on 30 July - I hope it is going well.

When we last met, Justin [REDACTED] mentioned the possibility of a further meeting in July. We now think it would be more useful to wait until August, when we will have received the completed surveys of potential tenants' requirements and will have a memorandum of understanding ready to take us through the next stage. It is intended that Justin will come down to Christchurch along with Clare Bugden, the project board's chairperson. Are you happy to meet as part of a group or would you rather meet us separately?

Regards

Chris

Chris [REDACTED]

**Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office**

Direct Dial: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Cc: [REDACTED] [Carolyn](#)
Subject: RE: Wigram Archives repository
Date: Tuesday, 28 July 2015 12:29:56 p.m.
Attachments: [National Archives storage Requirements Survey June 2015 CHCH Libraries.tr5](#)
[volume of storage required for ArchivesNZ storage proposal.tr5](#)

Hi Chris,

We have completed your requirements survey, which I hope will meet your needs. It is not as comprehensive as the example one you sent me, so if there are areas you want more detail, please let me know.

I have also provided a table indicating the volume of material we might want to store (by linear metres) and estimated growth over the next 20 years. This does have room for movement, so please look on it as indicative only. For instance if the cost will be too great, or we will need to pay upfront for estimated growth twenty years out, we will probably need to adjust what we store where.

How are you going on the MOU? We really need to have that very soon if we are to socialise this with our stakeholders at this end and prevent delays in decision making. I also need to note that I am going to be away on leave for a while from mid-August, so would really appreciate receiving the MOU by the beginning of August to give [REDACTED] and I a chance to start that socialisation process before I go on leave.

Best wishes,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: Chris [REDACTED]@dia.govt.nz]
Sent: Tuesday, 14 July 2015 11:14 a.m.
To: [REDACTED]
Subject: Wigram Archives repository

Hi [REDACTED]

I am just following up on the requirements survey I sent out on 30 July - I hope it is going well.

When we last met, Justin [REDACTED] mentioned the possibility of a further meeting in July. We now think it would be more useful to wait until August, when we will have received the completed surveys of potential tenants' requirements and will have a memorandum of understanding ready to take us through the next stage. It is intended that Justin will come down to Christchurch along with Clare Bugden, the project board's chairperson. Are you happy to meet as part of a group or would you rather meet us separately?

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office

Direct Dial: [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: [Redacted]
To: [Chris \[Redacted\]](#)
Subject: Archives NZ Requirements Survey June 2015 Ecan
Date: Thursday, 30 July 2015 1:25:30 p.m.
Attachments: [Archives NZ Requirements Survey June 2015 Ecan.docx](#)

Hi Chris

Thanks for the reminder, and apologies for the delay

Please get back to me if you want further detail or clarification of my responses

Regards

[Redacted]

[Redacted]

Environment Canterbury

[Redacted]

@ecan.govt.nz



PO Box 345, Christchurch 8140
Customer Services: 0800 324 636
Pollution Hotline: 0800 76 55 88



From: [Anthony Wright](#)
To: [Chris \[REDACTED\]](#)
Cc: [Jennifer \[REDACTED\]](#); [Lesley \[REDACTED\]](#) [Sarah \[REDACTED\]](#)
Subject: RE: Requirements Survey
Date: Thursday, 30 July 2015 3:54:09 p.m.
Attachments: [Requirements Survey June 2015 Canterbury Museum.docx](#)

Hi Chris

Completed form attached. Don't hesitate to ask if anything needs clarification.

Thanks again for the opportunity to participate in this project.

Kind regards
Anthony

Anthony Wright • Director
Canterbury Museum, Rolleston Avenue, Christchurch 8013, New Zealand

[REDACTED]
[REDACTED] • www.canterburymuseum.com

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From: [Jane Teal](#)
To: [Chris](#) [REDACTED]
Subject: Re: Requirements survey
Date: Thursday, 30 July 2015 10:12:58 p.m.

Hi Chris

I have a meeting with my new boss tomorrow about archives, so will talk to him about it. I understand Liz got in touch with you before she left, but I have no idea what she said, so it has rather left me in the lurch.

Jane

From: [Chris](#) [REDACTED]
Sent: Thursday, July 30, 2015 7:50 AM
To: '[Jane Teal](#)'
Subject: Requirements survey

Jane

Just a small reminder of a deadline I am sure you are aware of.

Cheers

Chris

From: [REDACTED]
To: [Chris](#) [REDACTED]
Cc: [Justin](#) [REDACTED]
Subject: RE: Requirements Survey June 2015 Sound&Vision
Date: Thursday, 30 July 2015 5:28:20 p.m.
Attachments: [Requirements Survey June 2015 SoundVision - NTSV.docx](#)

A44

Hi

Please find attached the completed survey. I guess I don't get a chocolate for getting it in early!). I still need to run the spaces, tenancy term etc. past the Leadership Team of NTSV for their input – we are meeting next week to discuss, and I will forward you any additions or changes.

Regards

[REDACTED]

Nga Taonga Sound & Vision

324 Cashel Street · PO Box 909 · Christchurch 8140

Direct dial [REDACTED]

Cellphone [REDACTED]

www.ngataonga.org.nz

From: Chris [REDACTED]@dia.govt.nz]
Sent: Friday, 3 July 2015 3:05 p.m.
To: [REDACTED]@ngataonga.org.nz>
Cc: Justin [REDACTED]@dia.govt.nz>
Subject: Requirements Survey June 2015 Sound&Vision

[REDACTED]

Not sure if you are back from the Islands yet, but Justin has devised a document to elicit information from potential tenants in advance of any decision about who will be joining Archives and Sound and Vision in our new building, if anyone. You are of course an actual co-location partner rather than a potential tenant and you have of course provided much more detailed information about your requirements in the course of the past few years, but Justin thought this might be another opportunity to revisit them at a higher level. Feel free to cut and paste from the previous work.

We would be keen to have the information by 30 July. Ring and abuse me if that doesn't work or anything is unclear in the document.

Regards

Chris

Chris [REDACTED]
Archives New Zealand Te Rua Mahara o te Kawanatanga

Christchurch Regional Office

Direct Dial: [REDACTED] | www.archives.govt.nz

90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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From: Chris [REDACTED]
To: Clare Bugden; John [REDACTED]; Philip Green; Michael [REDACTED]; Joost [REDACTED]; Sara [REDACTED]
Cc: Justin [REDACTED]; Jeremy [REDACTED]
Subject: Tenant requirement surveys
Date: Friday, 31 July 2015 11:22:44 a.m.
Attachments: [Requirements Survey June 2015 NZMS as a tenant in the Christchurch facility at Wigram.docx](#)
[CHCH Library Copy of volume of storage required for ArchivesNZ.xls](#)
[Requirements Survey June 2015 CHCH Libraries \(2\).doc](#)
[Requirements Survey June 2015 Canterbury Museum \(2\).docx](#)
[Requirements Survey June 2015 SoundVision - NTSV.docx](#)
[Archives NZ Requirements Survey June 2015 Ecan.docx](#)

Please find attached copies of the tenant requirement surveys received so far, as agreed at yesterday's meeting.

[REDACTED] [REDACTED] of Sound and Vision still needs to run hers past her new management committee but isn't expecting any major changes. I have given the Anglican Centre another week as their manager has left and rather left their archivist in the lurch over this.

Below is a calculation I made yesterday on 'current' available space, which I thought might provide some context for you. I am happy to discuss any of this with you and/or provide further information about the potential tenants.

Chris

We have estimated (using the formula used by Ted Ling in Australia) that our current holdings will require 1100 square metres at 10 shelf high mobile shelving, plus an amount for outside storage and map cabinets (100sm?). I assume we would want to set up from the outset sufficient shelving to cover our needs for 5 years, which on the basis of 300 linear metres a year (we will be getting around 300 from UC alone in the first year) will require 125 sm. That would mean we would want to occupy some 1325 square metres of the planned 1520 sm stack area from the outset, and move beyond that after 5 years. (That current holdings figure includes the current Ecan archives, which occupy about 75 sm at present.) If that rate continued, we would have occupied another 125 metres at 10 years from opening, leaving only 70 sm left.

With the current stack space proposed for the new building (1520sm) and assuming the Ecan material remains with us, we would have 195 square metres available for tenancy for a maximum of 5 years, and 70 of that available for 10 years. At 10 years, if Sound and Vision vacate their storage space, that would buy us another 5 years or so for our own needs, more if they vacate their FoH area and it can be converted to useful storage space (a big 'if').

If intake drops dramatically after the first few years, which we suspect it will, then we can recalculate, but this would be a risky basis for entering a tenancy agreement. On the current space and intake predictions, however, it looks as if we have only 70 sm to offer for a maximum 10 year period, while 125 sm would be available for 5 years.

From: [Jane Teal](#)
To: [Chris](#)
Subject: Re: Requirements survey
Date: Sunday, 2 August 2015 2:56:49 p.m.

Hi Chris

Yes I did get a copy of the survey. I now have a new boss! and had a conversation with him on Friday afternoon about this and a number of other matters. The Operating Management Board also met on Friday and made some progress, but that all has to be clarified this week. I am working on it! I am in Auckland on August 13th, but if necessary someone else will come.

Jane

From: [Chris](#)
Sent: Friday, July 31, 2015 5:52 AM
To: [Jane Teal](#)
Subject: Re: Requirements survey

She just informed me she was leaving and told me I should be dealing with you.

Shall we say next week? Did you actually receive a copy of the survey?

Don't worry.

Chris

Sent from my iPhone

On 30/07/2015, at 10:12 pm, Jane Teal [\[redacted\]](#) wrote:

Hi Chris

I have a meeting with my new boss tomorrow about archives, so will talk to him about it. I understand Liz got in touch with you before she left, but I have no idea what she said, so it has rather left me in the lurch.

Jane

From: [Chris](#)
Sent: Thursday, July 30, 2015 7:50 AM
To: ['Jane Teal'](#)
Subject: Requirements survey

Jane

Just a small reminder of a deadline I am sure you are aware of.

Cheers

Chris

From: [REDACTED]
To: [Chris](#) [REDACTED]
Cc: [REDACTED], [Rosemary](#) [REDACTED], [Amanda](#) [REDACTED], [Kate](#)
Subject: RE: Staff
Date: Wednesday, 12 August 2015 4:39:33 p.m.

Hi Chris,

This is literally off the top of my head as we don't have anything to compare with at present (other than perhaps working at ReCall), but my guess is nobody permanently based there, but likely to be one, or at very most two, people working intermittently.

The sort of things I would expect staff to be doing would be:

- 1) Supporting customers who might have multiple or complex requirements (as opposed to 'please can I just see this archive')
- 2) Doing A&D on newly acquired archives - though this is more likely to happen in the new central library
- 3) Doing conservation and or A&D type stuff on collections or items being prepared for digitisation

And the last is the most likely to have the greatest amount of staff time at your emporium, but also the most likely to need to be able to work on work benches rather than a desk per se I should imagine.

I am ccing some of my colleagues just in case I have got things horribly wrong and they want to offer some different scenarios.

Thanks,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

From: Chris [REDACTED] [mailto:[REDACTED]@dia.govt.nz]
Sent: Wednesday, 12 August 2015 3:10 p.m.
To: [REDACTED], [REDACTED]
Subject: Staff

Anne

Justin's survey did not seem to clearly ask for numbers of staff you expect to work in the building. That is, permanently based there (requiring a desk etc) or numbers there at any given time occasionally to undertake work. Off the top of your head do you have any figures in mind?

This is so we could work out desks required in shared office space, space required in reception/reference desk area, space in arrangement and description work area etc.

Cheers

Chris

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From: [Chris](#) [REDACTED]
To: [REDACTED]
Cc: [Jeremy](#) [REDACTED] [Justin](#) [REDACTED]
Subject: RE: hello
Date: Thursday, 13 August 2015 7:43:42 a.m.

Hi [REDACTED]

I am on leave tomorrow and Monday, but it would be good to hear from you.

The project board will need to know as a matter of urgency about any additional space requirements you might have. As well, the completed requirements survey was the first written indication the board received that you might wish to extend your occupation of the building beyond 10 years.

As you know, the business case was based on the assumption that S & V's space would be available for occupation by Archives from Year 11. Richard used this to calculate the projected space requirements and useful life of the building, so any extension of the duration of occupancy and storage space will have a material impact on the project. As you are the original co-location partner, this will also have a significant impact on the discussions we are currently having with other potential tenants. Your requirements will of course take priority over theirs, so we need confirmation as soon as possible. If nothing else, an extension of your space and time requirements might simplify the discussions currently under way.

Justin is in the office here between 1 and 2pm – he is down along with Clare Bugden, the chair of the project board, to visit the site and other DIA sites in CHCH.

Cheers

Chris

From: [REDACTED] [REDACTED]@soundarchives.co.nz]
Sent: Wednesday, 12 August 2015 4:53 p.m.
To: Chris [REDACTED]
Subject: hello

Hi Chris,

Hope your week is going well.

I'll touch base on Monday, have a few more thoughts about the building to talk to you about (only minor!), however, Rebecca has suggested that we do look at more storage space...so a useful discussion to have soon I think.

Anyhow, I'm in Wellington for the rest of the week so might pop past next week and say hi...

Cheers

[REDACTED] [REDACTED]

Head of Partnership

Nga Taonga Sound & Vision

324 Cashel Street · PO Box 909 · Christchurch 8140

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From: Chris [redacted]
To: Justin [redacted]
Cc: Clare Bugden
Subject: FW: Meeting
Date: Friday, 21 August 2015 3:57:56 p.m.

Justin

While NZMS has a definite deadline to meet, all of the potential tenants will be looking to some clarity around their involvement in the building. The situation has of course been further complicated (or perhaps simplified) by Sound and Vision's possible requirement to extend their space.

It seems unfair to make a commercial firm wait in limbo when there seems little likelihood that their application will succeed (an assumption on my part). They will need to move on and make alternative arrangements for their accommodation.

Would you like me to draft an email to Andy? We could simply say that having studied their requirements it is unlikely we would be able to meet them in the proposed building but in any event we would not be in a position before mid September (?) to make a final decision on tenants. In the circumstances we could only suggest they do not place too much hope in the application and consider other arrangements.

Chris

From: Leigh Rout [redacted]
Sent: Friday, 21 August 2015 3:33 p.m.
To: Chris [redacted]
Subject: RE: Meeting

Hi Chris

I was wondering if there is a proposed new date for the meeting? As we are required to move out of our current premises at the end of the year we are keen to explore our next steps in Christchurch as soon as possible ☺

Kind regards
 Leigh

From: Andy Fenton
Sent: Tuesday, 4 August 2015 11:49 a.m.
To: Chris [redacted]
Cc: Leigh Rout; Sheryl Sporle-Fahey
Subject: RE: Meeting




Classic – thanx Chris...

Sheryl, Leigh and I agreed Leigh would be our best representative... She has been in conversations and investigations surrounding NZMS occupancy in Chch and is fully conversant with the benefits and logistical needs we bring to your particular arrangement (and she's remarkably familiar with the area as you might assume ☺. She's be in Wellington for our ¼ly get together on 18/19 August but is otherwise reasonably flexible I believe ...

Can you please liaise with her when you work out dates... and if you are out at Wigram by all means pop in and review her current operation (Justin and Clare may value this so they can 'see' what we have talked about in our response form, Nga Taonga – [redacted] - has seen our space).

Kind regards,

Andy Fenton

<p>Andy Fenton</p>		
<p>MANAGING DIRECTOR</p>		
		
<p>NZ Micrographic Services Ltd</p>		<p>Celebrating 25 years: 1990-2015</p>
<p>32B Jamaica Drive, Grenada North 5128, PO Box 51248, Tawa 5249, Wellington, New Zealand</p>	<p>0800 NZMS 1990 (0800 6967 1990) +64 4 232 9396 (x 209)</p>	<p>www.micrographics.co.nz www.recollect.co.nz</p>
		

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From: Chris [REDACTED] [@dja.govt.nz](mailto:[REDACTED]@dja.govt.nz)
Sent: Tuesday, 4 August 2015 10:11 a.m.
To: Andy Fenton
Subject: Meeting

Andy

It turns out that the day that suited us didn't suit many others so we will be in touch about an alternative.

Regards

Chris

Chris [REDACTED] | Regional Archivist
Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office
Direct Dial: [REDACTED] | Mobile [REDACTED] | www.archives.govt.nz
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand

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Andy

We are trying to organise a combined meeting of potential tenants down here on 13 August, in our office at 2pm. Justin de la Haye, the project manager, and Clare Bugden, the chair of the project board, will be in attendance.

It would be good if you or a local rep could attend. Given that you don't receive taxpayer's largesse, I assume sending a local representative might be more attractive!

Regards

Chris

From: [Justin](#) [REDACTED]
To: [REDACTED]
Cc: [Jeremy](#) [REDACTED]; [Chris](#) [REDACTED]
Subject: RE: CHCH
Date: Friday, 21 August 2015 2:46:57 p.m.
Attachments: [image001.gif](#)

Hi [REDACTED]

Hi [REDACTED]

The valuation figures provided through Colliers certainly provide for a BoH range up to there. Doesn't include GST or other property outgoings, being rates, insurance and the like. We would need to develop an appropriate financial model to determine rent and apportionment between the agencies.

Hope that helps.

Kind regards,

Justin

Justin [REDACTED] | Property Project Manager / Procurement Advisor (Contractor)
The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED]
22 The Terrace | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: Chris [REDACTED]
Sent: Friday, 21 August 2015 7:59 a.m.
To: [REDACTED]
Cc: Justin [REDACTED]; Jeremy [REDACTED]
Subject: RE: CHCH

Wednesday afternoon in CHCH? That will be fine for me. I will let Justin answer the BOH cost question.

See you next week.

Chris

From: [REDACTED] [REDACTED] [@soundarchives.co.nz](mailto:[REDACTED]@soundarchives.co.nz)
Sent: Friday, 21 August 2015 7:52 a.m.
To: Chris [REDACTED]
Subject: Re: CHCH

Great. I'm trying to tie down the space stats - Auckland audio collection to come to us & RNZ

[REDACTED]

s 9(2)(j)

want us to take the public radio material in its Wgtn basement. Can you confirm early Wigram stats for BOH were [REDACTED] per sqm? I think that's what I could see in the DIA Bus Plan. What about meeting later on Wednesday afternoon?

Meeting Phil Green at the TVNZ facility today. Our landlord looking at a tile issue that he inherited from TVNZ.

Cheers and have a good weekend.

[REDACTED]

On 21/08/2015, at 7:37 am, Chris [REDACTED] <[\[REDACTED\]@dia.govt.nz](mailto:[REDACTED]@dia.govt.nz)> wrote:

Yes, apart from Thursday when I am up for the next Board meeting. It would be great if we had information about any additional space/time (sounds like Dr Who) requirements early in the week.

Chris

From: [REDACTED] <[\[REDACTED\]@soundarchives.co.nz](mailto:[REDACTED]@soundarchives.co.nz)]
Sent: Friday, 21 August 2015 7:32 a.m.
To: Chris [REDACTED]
Subject: Re: CHCH

Hi sorry am in Wellington. Are you around next week?

[REDACTED]

On 21/08/2015, at 7:13 am, Chris [REDACTED] <[\[REDACTED\]@dia.govt.nz](mailto:[REDACTED]@dia.govt.nz)> wrote:

[REDACTED]

Were you still going to pop in this week?

Chris

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