

From: [REDACTED]
To: [Jason](#) [REDACTED]
Subject: room data sheets
Date: Thursday, 9 June 2016 3:40:00 p.m.

Hi Jason

I hope you are well.

Chris has informed Jamie and I that there is a meeting in Wellington next Tuesday to do over the room data sheets, which is good. I'm not sure yet if I'll be there, but Jamie can be.

You were going to let me know if there were any anticipated expenses pending in the next financial year in relation to the project, have you an update on this please?
Also, is the Heads of Agreement on its way? Keen to get this sorted as soon as possible.

Kind regards,

[REDACTED]

Head of Partnership
Nga Taonga Sound & Vision
324 Cashel Street · PO Box 909 · Christchurch 8140

[REDACTED]

www.ngataonga.org.nz

From: Jason [REDACTED]
To: Chris [REDACTED]
Subject: FW: Construction Costs for Sound and Vision Specific areas
Date: Tuesday, 14 June 2016 3:30:12 p.m.
Attachments: [image001.png](#)
[DIA Archives Proportionment of Base Estimate 14June16.pdf](#)

Lets discuss when you are back in the office tomorrow

From: [REDACTED]
Sent: Tuesday, 14 June 2016 1:25 p.m.
To: Jason [REDACTED]
Subject: RE: Construction Costs for Sound and Vision Specific areas

Jason,
Have a look at this – the LEFT hand column is what I believe you are after, rest is the workings from our concept report values.
This will be updated with the new detail design documents in the coming weeks.

Can you review & get back to me with any additional items that may need to be included, or any adjustments required.
With thanks,

[REDACTED] | **Quantity Surveyor**
MNZIQS Registered Quantity Surveyor

Rawlinsons Limited
Level 6, 276 Lambton Quay, P O Box 2919, Wellington 6140
NEW ZEALAND

[REDACTED] | [REDACTED]

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From: Jason [REDACTED]
Sent: Monday, 13 June 2016 10:31 a.m.
To: [REDACTED]
Subject: RE: Construction Costs for Sound and Vision Specific areas

Hi [REDACTED]

Any idea on when this would be available? Sorry to hassle you...

Regards

Jason

From: [REDACTED]
Sent: Monday, 13 June 2016 10:24 a.m.
To: Jason [REDACTED]
Subject: RE: Construction Costs for Sound and Vision Specific areas

Hi Jason, will do

[REDACTED] | **Quantity Surveyor**

MNZIQS Registered Quantity Surveyor

Rawlinsons Limited

Level 6, 276 Lambton Quay, P O Box 2919, Wellington 6140
NEW ZEALAND



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From: Jason [redacted]
Sent: Monday, 13 June 2016 9:19 a.m.
To: [redacted]
Cc: [redacted]
Subject: Construction Costs for Sound and Vision Specific areas
Importance: High

Hi [redacted]

Is it possible to provide some ball park construction costs of the specific sound and vision areas? They would really like some indicative figures to identify budget bids for next financial year. I am happy to discuss if you need further clarifications etc.

Regards

Jason [redacted] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua



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From: Sara [REDACTED]
To: [REDACTED]
Cc: Jason [REDACTED]; Jeremy [REDACTED]; Chris [REDACTED]
Subject: Sound and Vision Monthly Report_V1.0 Final_May 2016
Date: Wednesday, 15 June 2016 2:12:38 p.m.
Attachments: [Sound and Vision Monthly Report_V1.0 Final_May 2016.docx](#)
[image002.png](#)

Hi [REDACTED]

Please find attached monthly report. If you have any questions please feel free to call Jason to discuss.

Regards
Sara

Sara [REDACTED] | Project Coordinator
Professional Services
The Department of Internal Affairs Te Tari Taiwhenua

[REDACTED]
Level 8, 22 The Terrace | PO Box 805, Wellington 6140 | New Zealand | www.dia.govt.nz

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From: [REDACTED]
To: [Jason](#)
Cc: [REDACTED]
Subject: IT requirements for Wigram building
Date: Thursday, 16 June 2016 1:37:25 p.m.
Attachments: [E382D9F3-272B-40F4-92A2-6A4E7235FEE8.png](#)
[5707B88D-37CA-4D6A-B851-C70FA1A2F95C.png](#)

Hi Jason

As requested I can let you know what our IT requirements would be.

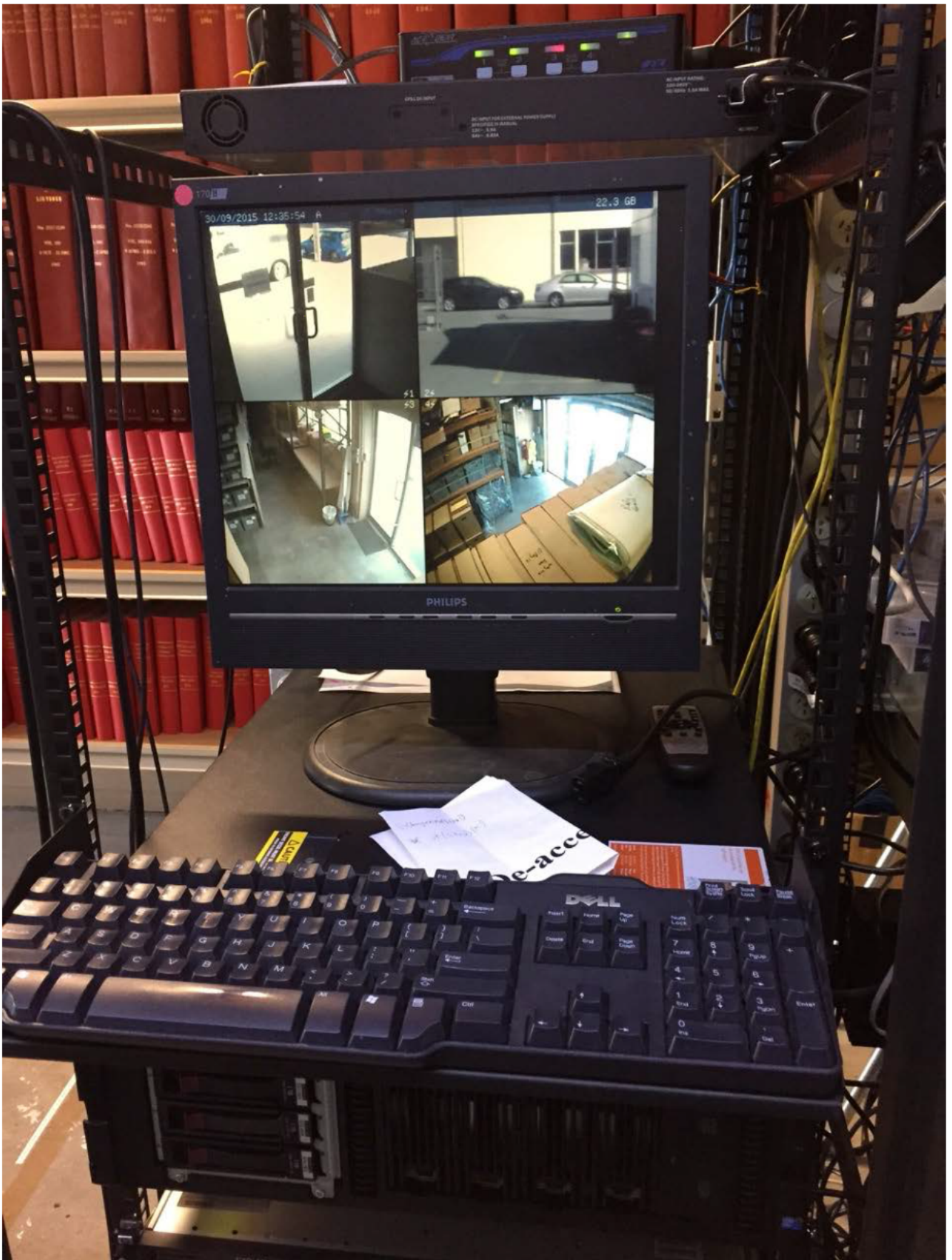
We will need 2 standard racks for our computer gear. At Cashel St we are currently using 2 x 800 x 600 42U Comms Racks in Chch (photos attached). While they are not full at present we would definitely want two full racks to take advantage of rationalising the sound setup and housing noisy computers in the server room rather than in the Audio studios wherever possible. This would be part of our outfitting – running cables from all four studios to a rack in the Comms room. It would be good if we could have two racks closest to the door of the comms room. Thanks.

[REDACTED]
Head of Standards

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz





From: [REDACTED]
To: Jason [REDACTED]
Subject: FW: Costs for specific Sound and Vision Requirements
Date: Thursday, 16 June 2016 10:11:10 a.m.
Attachments: [image001.png](#)

Thanks Jason.

Good to see you Tuesday.

Thanks for clarifying that these costs were based on initial concept designs, and that you are expecting more up-to-date costs soon.

Front of House

It would be good to see the specifications for the acoustic treatments for the studios. The PNC (preferred noise criteria) for the studios was detailed in the room data sheets, and as I mentioned we have acoustic treatment (panels) which we want to re-locate and re-use in the space (eliminating the 'Acoustic wall treatment line'). The acoustic engineer will be required for correct placement of these, but this can be done before we move in.

Archive areas

As discussed Tuesday, we will remove the Redundancy option. Can you tell me if the box-in-box walls and ceilings assist with the temperature and humidity control (i.e. are they super insulated), or is it simply to build our rooms within the greater stack area?

Thanks too for clarifying that the professional fees is an estimation of what the rooms will cost to build, and that we can discuss this further. No doubt the removal of the Redundancy will take this cost down considerably.

Finally, are we still working on indicative rentals for Wigram as previously proposed, or do you have a more recent estimation based on these preliminary build costs? I think we really need to be looking at this as well.

Have you heard from Michael? If he is keen to visit I will need to make arrangements to be here on Tuesday. However, he may be happy with the measurements that I sent through for the disc and tape cleaning equipment and not need to visit. (Chris may need more of his time anyway).

Kind regards

[REDACTED]

Head of Partnership

Nga Taonga Sound & Vision

324 Cashel Street · PO Box 909 · Christchurch 8140

[REDACTED]

www.ngataonga.org.nz

From: Jason [REDACTED]
Sent: Wednesday, 15 June 2016 1:55 PM
To: [REDACTED]

Cc: Chris [REDACTED] >

Subject: Costs for specific Sound and Vision Requirements

Hi [REDACTED]

As discussed Rawlinsons have come up with a high level cost estimate of the fit out of specific S&V areas over and above what would be required by archives....Just note that these are based on the concept costings completed in January so are likely to come down....Also the plant redundancy can be removed as per Jamie's confirmation yesterday. \$405k is also listed as the shelving costs (which I assume for ease would be added to the ongoing operational charge per month?)

Considerations for specific S&V space requirements (Cost items included in Base Estimate).

Front of house areas:

- 1 Acoustic wall insulation to Studio rooms. 165m2 @\$25. 4,125.00
 - 2 Acoustic ceiling baffles to Studio rooms. 58m2 @\$75. 4,350.00
 - 3 Acoustic wall treatment to Studio rooms. 165m2 @\$100. 16,500.00
- On-cost margins to net costs 10,878.59 (professional fees)

Archive areas:

- 1 Box-in-box walls for S&V archive stack. 270m2 @\$360. 96,930.00
 - 2 Box-in-box ceiling for S&V archive stack. 324m2 @\$290 93,960.00
 - 3 Redundancy for Stack Mechanical plant. 324m2 @\$300. 97,200.00
- On-cost margins to net costs 125,486.01 (professional Fees)

Stack Shelving - S&V \$405,000.00

I am just waiting on final feedback to come back to me on the HOA, as soon as I receive this I will send to you for your review.

I also wanted to add a quick note around our schedule changes (which are contained in the monthly report I am about to send you). Practical completion of the building has moved from the 20/12/2017 to the 16/02/2018 which means occupancy dates have moved from the 2/2/2018 to the 16/2/2018 (just noting we will still be driven somewhat by the main contractor procurement) We will however be pursuing all avenues to pull this time frame back including different types of construction methods to bring the build programme forward.

If you have any questions or wish to discuss please feel free to call me.

Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED]

109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: [Jeremy \[REDACTED\]](#)
To: [Sara \[REDACTED\]](#), [Chris \[REDACTED\]](#)
Cc: [Jason \[REDACTED\]](#)
Subject: RE: For Review_HoA with Sound and Vision_V1.0_20160613
Date: Friday, 17 June 2016 2:19:44 p.m.
Attachments: [image001.png](#)

Hi

I am happy enough with the draft HOA. We are giving NTSV an out if the January 2018 date is not going to be met to terminate the agreement. This is probably not that significant given there is a one month termination clause anyway.

Kinds regards

Jeremy [REDACTED]
Branch Development and Support Manager, IKS (Acting)
Information and Knowledge Services
[REDACTED]
<http://www.dia.govt.nz>

Information and Knowledge Services is a part of the Department of Internal Affairs

From: Sara [REDACTED]
Sent: Monday, 13 June 2016 3:49 p.m.
To: Jeremy [REDACTED], Chris [REDACTED]
Cc: Jason [REDACTED]
Subject: For Review_HoA with Sound and Vision_V1.0_20160613

Hi Jeremy, Chris

Please find attached V1.0 of the Updated Heads of Agreement with Sound & Vision. This has been reviewed and refined between the Project and DIA Legal to arrive at the point of the attached document.

At the Board meeting last week Jeremy indicated that it would be desirable to have it confirmed through to a final version ready for his meeting with the S&V CEO on 27 June. With this in mind, are you able to review with any feedback back to Jason and I by COB this Wednesday 15 June. This will allow time for it to then be sent to [REDACTED] for her review and back to DIA Legal for finalisation before the 27 June.

Regards
Sara

Sara [REDACTED] | Project Coordinator
Professional Services

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED] [REDACTED]

Level 8, 22 The Terrace | PO Box 805, Wellington 6140 | New Zealand | www.dia.govt.nz

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

PARTIES

Ngā Taonga Sound & Vision, 84 Taranaki Street Wellington (**Sound & Vision**); and

The Sovereign in Right of New Zealand acting by and through the Chief Executive of the Department of Internal Affairs, 147 Lambton Quay 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 confirmed, 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 development of the Preferred Option and the potential cost sharing between both parties in the construction and fit out 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 the Co-location Project. 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 January 2018 unless terminated earlier.
2. If Sound & Vision have building and design requirements that go beyond the costs of the building and design requirements of a standard Archives premises (**Additional Requirements**), Sound & Vision will be responsible for any costs incurred in relation to those Additional Requirements. The exact nature of these Additional Requirements (including around additional costs incurred) will be confirmed through the design phases in relation to the Preferred Option.

3. Archives NZ will provide Sound & Vision copies of invoices related to the Co-location Project and Sound & Vision will reimburse Archives NZ for each invoice related to the contribution agreed to by both parties.
4. Archives NZ will report to Sound & Vision within two weeks of the end of each calendar month during 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 invoice to be reimbursed by Sound & Vision in accordance with paragraph 3 above.

Confidentiality

5. 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 purpose 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 Select Committee, or to a Minister of the Crown; or
 - v. in accordance with clause this clause.

Dispute Resolution

6. If a dispute arises in relation to this Agreement that cannot be resolved promptly, the parties agree to initiate discussions between senior management.
7. If those discussions do not resolve the matter within a reasonable period, the matter will be escalated to the Chief Executives of the parties for resolution.

8. If the Chief Executives cannot resolve the matter within a reasonable period, the matter will be escalated to the Minister of Finance and Minister responsible for Archives NZ for resolution.

Termination

9. Either party may terminate this Agreement at any time by giving one month's prior written notice to the other party.
10. 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.
11. If the intended completion date of January 2018 is not going to be met, Sound & Vision are entitled to terminate this Agreement by giving one month's prior written notice to Archives NZ.

Intention to enter into eventual co-location agreement

12. On completion of the development of the Crown-owned facility, Archives NZ and Sound & Vision will enter into a co-location tenancy agreement for Sound & Vision to occupy part of the Crown owned facility subject to:
 - (a) Archives NZ developing an agreement with Sound & Vision 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 Sound & Vision paid under the clauses 2 and 3 above.
13. The costs of occupying the building during co-location will be shared on a pro rata basis with Sound & Vision paying rent for the space they occupy and for shared spaces as agreed.

PART 2 – KEY PRINCIPLES OF CO-LOCATION

14. The following principles have been agreed:
 - (a) The approved site is approximately 6,000m² of land owned by the Crown through the New Zealand Defence Force (NZDF) at Wigram, Harvard Avenue, Christchurch. Use of this site remains subject to agreement with the New Zealand Defence Force with NZDF approving secondary use designation of the site.
 - (b) The initial term of occupation for the facility is 30 years.

- (c) The parties will co-locate in the facility for a period of 10 years (unless otherwise agreed to in writing by both parties), following which Archives NZ will continue to occupy the building and Sound & Vision will vacate.
- (d) The parties agree that they will work together to develop principles and practices of co-location to be implemented upon occupation of the Preferred Option. These principles and practices are intended to cover (but are not limited to) the following:
 - (i) shared use of front of house areas in the Preferred Option; and
 - (ii) shared use of back of house areas in the Preferred Option; and
 - (iii) possibilities of engaging shared provision of services that both parties use; and
 - (iv) security requirements for building and stack areas; and
 - (v) regular staff engagement.
- (e) Sound & Vision will be active participants in terms of any design and value discussions in relation to the fitout of the Preferred Option.
- (f) Archives NZ is responsible for progressing the Preferred Option but Archives NZ must consult with Sound & Vision in relation to the management of the progress of the Preferred Option.

EXECUTION

For Archives NZ

For Nga Taonga Sound & Vision

THE SOVEREIGN IN RIGHT OF

NEW ZEALAND acting by and

NGĀ TAONGA

through the Chief Executive of the

SOUND & VISION

Department of Internal Affairs by:

by:

Name:

Name:

Title:

Title:

Date:

Date:

From: [REDACTED]
To: [Jason](#) [REDACTED]
Cc: [REDACTED], [REDACTED], [Chris](#) [REDACTED]
Subject: tape and disc area specs
Date: Wednesday, 15 June 2016 1:49:22 p.m.
Attachments: [W7 Joinery.PDF](#)
[Mould room.pdf](#)
[Disc cleaning area.jpg](#)

Hi Jason,

Great to see you and Chris yesterday, and to meet Michael.

Please find attached the 'Dry Cleaning Room' architect specs from our last building, based on the 'Mould Room' drawing, as discussed yesterday. We have this kit here (not currently able to be used) and would seek to re-install it in the 'Tape Cleaning Room' on the plans. (This is the room that needs to be vented).

I have also attached a photo of our current 'Disc Cleaning area', bench and sink (plumbing required). In our previous building we had a built-in sink with some bench area to accommodate the disc cleaning kit (2 items), plus a rack on the wall to hang the discs. It would be good to know whether we could re-use this kit in the new building or whether we need to look at a new setup. The measurements are:

Bench

60cm deep x 223cm long x 90cm high

Sink

56cm deep x 56cm wide x 90cm high

Disc cleaning kit (2 pieces, to sit on bench)

49cm deep x 74cm long x 28cm high

32cm deep x 52cm long x 40cm high

Michael can view these, and the acoustic panels for relocation to the studios, if he visits.

Kind regards

[REDACTED]

From: [Jason](#) [REDACTED]
To: [REDACTED]
Cc: [Jeremy](#) [REDACTED] [Chris](#) [REDACTED] [Sara](#) [REDACTED]
Subject: For Review_HoA with Sound and Vision_V1.0_20160613
Date: Monday, 20 June 2016 9:55:22 a.m.
Attachments: [image002.png](#)
[HOA with Sound and Vision_V1.0_20160613.docx](#)

Hi [REDACTED]

Please find attached updated HoA for your review.

If you have any questions or wish to discuss please feel free to call.

Regards

Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED]

109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: Jason [REDACTED]
To: [REDACTED]
Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: Visit to site on tuesday
Date: Monday, 20 June 2016 9:49:24 a.m.
Attachments: [image001.png](#)

Hi [REDACTED],

I have advised that we will move the site visit to S&V to the following fortnight as that suits....changes to flights have been difficult.

Regards

Jason

From: Jason [REDACTED]
Sent: Monday, 20 June 2016 8:44 a.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: Visit to site on tuesday

Hi [REDACTED]

Sorry for the late reply [REDACTED] would still like to visit on Tuesday at 3.30 if possible, however if it is too late to move flights around we could push out a fortnight when we are down next?

Regards

Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: [REDACTED]
109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: [REDACTED]
To: [Jason](#) [REDACTED]
Subject: hello
Date: Thursday, 23 June 2016 4:28:01 p.m.

Hi Jason

I hope you are well.

Tried calling to let you know in person, but I'll be finishing up at Nga Taonga Sound & Vision at the end of this month. As Chris will tell you, I've enjoyed being part of this project – and am sad I won't be around to see the results (though I'll be sure to visit!). My last day in the office is next Friday. Sorry I couldn't tell you earlier but it only got announced to staff this week.

Jamie Lean will be the main contact person for the archive. Jamie is going to arrange travel to Christchurch for the 5th to attend the design meeting, and to meet with the architect on site.

In the meantime, and in regard to the potential costs, are you able to send some potential scenarios for payments for use of the shelving? We need to try and work out whether we can proceed with this option or not. Also the professional fees listed on the last email, have you any thoughts about what portion is assigned to us or a payment schedule for them? And I take it these are fees that are to come (i.e. with the build?)

If I don't speak to you before I leave, it's been great touching base with you over this project – I'm really pleased to see the progress it's made of late. Many thanks.

Kind regards

[REDACTED]

Head of Partnership
Nga Taonga Sound & Vision
324 Cashel Street · PO Box 909 · Christchurch 8140

[REDACTED]

www.ngataonga.org.nz

From: [redacted]
To: [Jason](#) [redacted]
Subject: Re: For Review_HoA with Sound and Vision_V1.0_20160613
Date: Monday, 27 June 2016 9:50:39 a.m.
Attachments: [image001.png](#)

Hi, I thought the HOA looked fine and have forwarded it to Rebecca for signing. I'll catch up with her tomorrow and let you know if there is an update.

Cheers

[redacted]

From: Jason [redacted]
Sent: Monday, 27 June 2016 9:20 a.m.
To: [redacted]
Cc: Sara [redacted]
Subject: RE: For Review_HoA with Sound and Vision_V1.0_20160613

Hi [redacted]

I was just wondering if you would be providing any feedback on the HoA before you leave. Im not looking for any approvals, but it would be good to get your comments before I hand over to Jamie.

I know it will be a busy week so if you cant review I understand and can follow up with Jamie.

Regards

Jason

From: Jason [redacted]
Sent: Monday, 20 June 2016 9:55 a.m.
To: [redacted]
Cc: Jeremy [redacted], Chris [redacted], Sara [redacted]
Subject: For Review_HoA with Sound and Vision_V1.0_20160613

Hi [redacted]

Please find attached updated HoA for your review.

If you have any questions or wish to discuss please feel free to call.

Regards

Jason [redacted] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: [redacted]

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Possible scam targeting citizenship applicants. The Department of Internal Affairs has been made aware of a possible scam targeting people applying for New Zealand ...



From: [REDACTED]
To: [Jason](#) [REDACTED]
Cc: [Charlotte McInnes](#)
Subject: RE: For Review_HoA with Sound and Vision_V1.0_20160613
Date: Thursday, 30 June 2016 5:33:21 p.m.
Attachments: [image001.png](#)
[HOA with Sound and Vision_V1.0_20160613.docx](#)

Hi Jason

I have noted that our legal name has not been used in the HOA.

Our legal name is The New Zealand Archive of Film, Television and Sound Nga Taonga Whitiāhua Me Nga Taonga Korero, operating as Nga Taonga Sound & Vision. (The latter abbreviation can be referred to in the rest of the document).

Jamie Lean will be the main contact for the building specifications, but our Chief Operating Officer will be responsible for the agreements (so please also cc her in to the building matters as well). Her contact details are:

Charlotte McInnes
Chief Operating Officer
Nga Taonga Sound & Vision

[REDACTED]
[REDACTED]

It's been a pleasure working with you Jason, all the very best for the project. I will take you up on the offer of catching up at some stage when you are in Christchurch – I'll touch base with Chris and see if we can't arrange it soon.

Kind regards

[REDACTED]

Head of Partnership
Nga Taonga Sound & Vision
324 Cashel Street · PO Box 909 · Christchurch 8140

[REDACTED]
[REDACTED]

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From: Jason [REDACTED]
Sent: Monday, 27 June 2016 9:20 AM
To: [REDACTED]
Cc: Sara [REDACTED]
Subject: RE: For Review_HoA with Sound and Vision_V1.0_20160613

Hi [REDACTED]

I was just wondering if you would be providing any feedback on the HoA before you leave. I'm not looking for any approvals, but it would be good to get your comments before I hand over to

From: [REDACTED]
To: Jason [REDACTED]
Subject: Re: Architects visit to Cashel St
Date: Thursday, 30 June 2016 8:47:44 a.m.
Attachments: [image001.png](#)

Hi Jason

That's correct. We don't need plant redundancy. We feel that the latent inertia in temperature and humidity within the vault means any complete failure of environmental systems won't result in a dramatic or extreme change in temperature. There should be time to repair or effect temporary solutions to stabilise the vault over a few days or even a week or so without going to the expense of a complete backup system (which could be vulnerable to the same external forces that may take out the main system).

[REDACTED]
Head of Standards

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz

From: Jason [REDACTED]
Date: Thursday, 30 June 2016 8:20 am
To: Head of Standards [REDACTED]
Subject: RE: Architects visit to Cashel St

Hi [REDACTED]

Just a quick question, when we met a couple of weeks ago with DGSE, Chris and [REDACTED] we discussed the redundancy question, and I just want to confirm that you don't require plant redundancy for the S&V Stack?

Regards

Jason

From: [REDACTED]
Sent: Wednesday, 29 June 2016 9:39 a.m.
To: Jason [REDACTED]
Subject: Re: Architects visit to Cashel St

Hi Jason

You're too quick – I was about to email you on that. As far as my IT manager can tell (and I can't interpret that part of the document very well) it all seems fine as is. He did suggest the classic aphorism that the devil is in the details – but I think if we can get 2 racks in the Comms room and the ability to cable to them from the studios then we'll be fine with otherwise general desktop and networking.

[REDACTED]
Head of Standards

84 Taranaki St, PO Box 11449

[Redacted]

www.ngataonga.org.nz

From: Jason [Redacted]

Date: Wednesday, 29 June 2016 9:36 am

To: Head of Standards [Redacted]

Subject: RE: Architects visit to Cashel St

Thanks [Redacted]

I have flicked an email to Michael to get a time....I will also like to tag along if that is ok. Also, just wondering if you have had a look at the Aurecon Design Features Report (specifically looking at any special ICT based requirement you may have)? I would really like to send any updates to this through to Aurecon by the end of the week at the latest.

Happy to discuss if required.

Regards

Jason [Redacted] | Senior Project Manager | Technology Services and Solutions

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [Redacted]

109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: [Redacted] [[mailto:\[Redacted\]](mailto:[Redacted])]

Sent: Wednesday, 29 June 2016 9:31 a.m.

To: Jason [Redacted]

Subject: Architects visit to Cashel St

Hi Jason

[Redacted] has advised me that Michael (?) would like to have a look at our premises in Cashel St next Tuesday. That's fine – if he lets me know when he would like to go I can arrange for him to be shown around.

[Redacted]
Head of Standards

84 Taranaki St, PO Box 11449

[Redacted]

www.ngataonga.org.nz

Jamie.

I know it will be a busy week so if you cant review I understand and can follow up with Jamie.

Regards

Jason

From: Jason [REDACTED]
Sent: Monday, 20 June 2016 9:55 a.m.
To: [REDACTED]
Cc: Jeremy [REDACTED] Chris [REDACTED] Sara [REDACTED]
Subject: For Review_HoA with Sound and Vision_V1.0_20160613

Hi [REDACTED]

Please find attached updated HoA for your review.

If you have any questions or wish to discuss please feel free to call.

Regards

Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: [REDACTED]
109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



Monthly Status Report June 2016

Overall Status

Ongoing fortnightly Design Team (DT) meetings and Value Engineering (VE) workshops continue with Sound & Vision (S&V) as invited attendees. VE workshops continue to test, refine and revalidate costs with a view to reducing the build cost if/where possible, keeping in mind cost versus quality and requirements.

The recently identified time delay within the Design phase is only expected to affect the practical completion of the building by a short time time. Time saving construction methods continue to be investigated for use throughout the build. Practical completion is targeting January 2018 with occupation targeting mid February 2018.

Final draft of the updated Heads of Agreement has now been reviewed by the Business and S&V and is undergoing final refinement, prior to approval by the parties.

Focus is on completing Procurement Plan for the shelving supplier and progressing the Procurement Plan for the Main Build contractor.

The Land designation change is now not required from NZ Defence Force (NZDF). Planners will submit a secondary approval (NZDF Approval) which will be covered under the Resource Consent. Submission is now likely to be during July due to confirming exterior building materials and building heights etc. Signs are still indicating a non-notified consent. S&V have confirmed they will not be utilising a plant redundancy option.

More clarity around costing and timelines will be worked on through out the detailed design phases with a refined estimate to be completed in September 2016 when Detailed Design stage is complete. Full cost and time will be visible once the Main Build contractor is on board in December 2016. The identified time delay in the Design phase has impacted the Main Build contractor being on boarded from October 2016 to December 2016. A 100% dedicated procurement resource is now engaged to ensure no further procurement delays occur.

Accomplishments this period

- Preliminary design approved to proceed to Developed Design
- Requirements for sectioned off coolroom in S&V stack space confirmed within Preliminary Design
- Continue with Design Team meetings and Value Engineering workshops
- Procurement plan for the Main Build contractor progressed
- Procurement plan for shelving supplier progressed
- Continue to refine schedule (emphasis on design phase and procurement of Main Build contractor as these items are on the critical path).

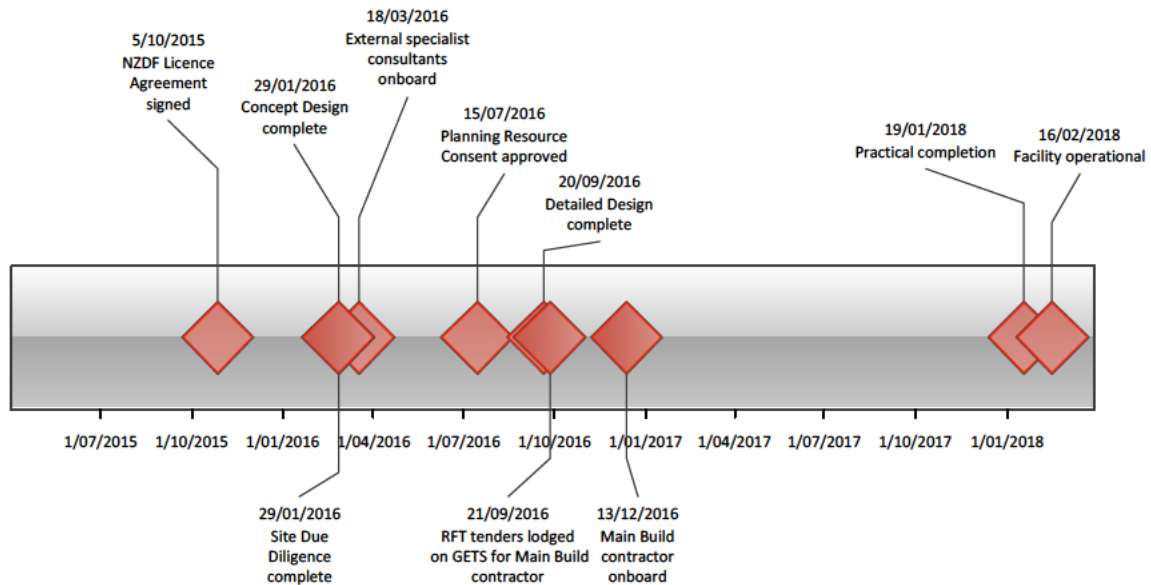
Activities planned for next Month

- Developed design development continues
- Resource Consent documentation completed
- Continue with Design Team meetings and Value Engineering workshops
- Complete procurement plan for shelving supplier
- Procurement plan for the Main Build contractor progressed further
- Continue to refine schedule (emphasis on design phase and procurement of Main Build contractor as these items are on the critical path).

Risks and issues to be shared with S&V

- If the Main Build contractor is not able to begin work on projected date this has potential to push out the build completion date. If there are significant delays to the Dec. 2017 completion date, this in turn impacts relocation of archives, staff and co-tenant to new building. **Mitigations:** Confirmed and revalidated Concept Design-*Complete*. Clear and early engagement with the Christchurch market- *Underway*. Concise set of tender documents from Detailed Design phase-*Underway*. Efficient, focused procurement and negotiation process-*Underway*. 100% dedicated procurement resource engaged on the project-*Complete*.
- If specific co-tenant requirements adds significantly to plant costs, this will need to be recovered. **Mitigations:** Specific co-tenant requirements around coolroom and fitout to be fully identified and costed during Preliminary Design phase-*Complete*. Specific requirement costs to be factored into pricing breakdown of full Plant costs-*Complete*.

E. Items for escalation			
Issues to be resolved	Recommendation	Owner	Due Date
Decisions required			
Major Risks	Mitigation	Owner	Due Date



From: [REDACTED]
To: Jason [REDACTED]
Subject: Re: DIA Hydraulics Queries
Date: Tuesday, 5 July 2016 11:47:18 a.m.

Hi Jason
Happy to but have a 1.30. Is it at Courtney Pl and could it be at 12.30?

[REDACTED]
Nga Taonga Sound & Vision

On 5/07/2016, at 11:34 AM, Jason [REDACTED] wrote:

Thanks [REDACTED]

Just a quick question....would you be available for a meeting on Friday (from say 1pm) to meet with architects and engineers to go through a further level of detail on the fit out of the office and workspaces of the new building?

Happy to discuss.

Regards

Jason

On 5/07/2016, at 8:06 AM, Jamie [REDACTED] wrote:

Hi Jason

No I won't be – too many meetings here in Wellington. But [REDACTED] and [REDACTED] are our senior conservators at 324 Cashel St and know you're coming. They can show you around and answer questions.

[REDACTED]
Head of Standards

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz

From: Jason [REDACTED]
Date: Tuesday, 5 July 2016 2:54 am
To: Head of Standards [REDACTED]
Subject: Re: DIA Hydraulics Queries

Hi [REDACTED] yes the visit is still on tomorrow around 12.30 if that suits.
Will you be in Christchurch?

Regards

Jason

On 4/07/2016, at 4:56 PM, Jamie Lean

<[@xx](#)> wrote:





Hi Jason

Checking with Chch and be able to get back to you tomorrow. Is the visit to Cashel St still on tomorrow?


Head of Standards

84 Taranaki St, PO Box 11449


www.ngataonga.org.nz



From: Jason 
Date: Monday, 4 July 2016 3:27 pm
To: Head of Standards 
Cc: Chris 

Subject: Re: DIA Hydraulics Queries

Hi 

Could you please provide input to the questions below (don't worry about the hot water cylinder :)

Regards

Jason

On 4/07/2016, at 12:15 PM, 
 wrote:

Hi Jason/Chris,

Hope you both had a good weekend.

Can you please assist with answering the following please?

- <!--[if !supportLists]-->1. <!--[endif]-->
>Disk cleaning room – is the proposed in-bench sink the sole plumbing fixture to be installed in this room?
- <!--[if !supportLists]-->2. <!--[endif]-->

>What plumbing fixtures are proposed to be installed in the Conservation and Tape Cleaning Rooms?

<!--[if !supportLists]-->3. <!--[endif]-->Will there be any chemicals discharged via these fixtures into the drainage system? If so, do you know what type of chemicals are proposed to be discharged?


<!--[if !supportLists]-->4. <!--[endif]-->

>Can a hot water cylinder cupboard be included in the kitchen (min size 600x600mm to suit a 180L HWC)

Apologies if you answered these over the last couple of days when the data sheets were being worked on.

Thanks,


Senior Project Manager

 [W tbignz.co.nz](http://www.tbignz.co.nz)
HSBC Tower, Level 11, 62 Worcester Boulevard, PO
Box 448, Christchurch 8140

<image000.jpg>

This communication is confidential and may contain privileged material. If you are not the intended recipient you must not use, disclose, copy or retain it. If you have received it in error please immediately notify me by return email and delete the email. Thank you.

<image003.jpg>

From: Jason [REDACTED]
To: Chris [REDACTED]
Subject: FW: Updated Heads of Agreement_Sound & Vision_DIA_20160613
Date: Wednesday, 6 July 2016 3:13:35 p.m.
Attachments: [image001.png](#)
[HOA with Sound and Vision - Marilyn Little comments.pdf](#)

Hi Chris,

Here are Marilyn's comments, can we discuss when you have a free minute maybe tomorrow?

Cheers

Jason

From: Carolyn [REDACTED]
Sent: Wednesday, 6 July 2016 2:09 p.m.
To: Sara [REDACTED] Clare Bugden; Jason [REDACTED]
Subject: RE: Updated Heads of Agreement_Sound & Vision_DIA_20160613

Hi everyone

Attached are Marilyn's comments on the HOA with Sound and Vision document.

Regards

Carolyn
Acting PA to Marilyn
Ext 9381

From: Sara [REDACTED]
Sent: Thursday, 30 June 2016 9:08 a.m.
To: Clare Bugden; Marilyn Little
Cc: Jason [REDACTED]
Subject: Updated Heads of Agreement_Sound & Vision_DIA_20160613

Hi Clare, Marilyn

Please find attached for your review the updated version of the updated Heads of Agreement between Sound & Vision and DIA. This updated version replaces the original which expired mid 2015.

The document has been drafted with assistance from Jeremy Cauchi, Chris Adam, [REDACTED] (Sound & Vision) and reviewed by DIA Legal.

Regards
Sara

Sara [REDACTED] | Project Coordinator
Professional Services
The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED] extn: 4784

xxxx.xxxxxx@xxx.xxxx.xx

Level 8, 22 The Terrace | PO Box 805, Wellington 6140 | New Zealand | www.dia.govt.nz

DIAlogo



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

PARTIES

Ngā Taonga Sound & Vision, 84 Taranaki Street Wellington (**Sound & Vision**); and

The Sovereign in Right of New Zealand acting by and through the Chief Executive of the Department of Internal Affairs, 147 Lambton Quay Wellington (**Archives NZ**).

Isn't it
PIA
is the
legal party
acting thro' ANZ

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 confirmed, 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 development of the Preferred Option and the potential cost sharing between both parties in the construction and fit out 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 the Co-location Project. 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 January 2018 unless terminated earlier.
2. If Sound & Vision have building and design requirements that go beyond the costs of the building and design requirements of a standard Archives premises (**Additional Requirements**), Sound & Vision will be responsible for any costs incurred in relation to those Additional Requirements. The exact nature of these Additional Requirements (including around additional costs incurred) will be confirmed through the design phases in relation to the Preferred Option. ✓

But we don't manage the budget Ops GP do

3. Archives NZ will provide Sound & Vision copies of invoices related to the Co-location Project and Sound & Vision will reimburse Archives NZ for each invoice related to the contribution agreed to by both parties.
4. Archives NZ will report to Sound & Vision within two weeks of the end of each calendar month during 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 invoice to be reimbursed by Sound & Vision in accordance with paragraph 3 above.

Pm does
report
weekly?

Confidentiality

5. 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 purpose 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 Select Committee, or to a Minister of the Crown; or
 - v. in accordance with clause this clause.

Dispute Resolution

6. If a dispute arises in relation to this Agreement that cannot be resolved promptly, the parties agree to initiate discussions between senior management.
7. If those discussions do not resolve the matter within a reasonable period, the matter will be escalated to the Chief Executives of the parties for resolution.

Sh be
level 2 GM
DIA

Ridiculous & DIA CE
to be resolution

8. If the Chief Executives cannot resolve the matter within a reasonable period, the matter will be escalated to the Minister of Finance and Minister responsible for Archives NZ for resolution.

Termination

9. Either party may terminate this Agreement at any time by giving one month's prior written notice to the other party.
10. 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.
11. If the intended completion date of January 2018 is not going to be met, Sound & Vision are entitled to terminate this Agreement by giving one month's prior written notice to Archives NZ.

Intention to enter into eventual co-location agreement

12. On completion of the development of the Crown-owned facility, Archives NZ and Sound & Vision will enter into a co-location tenancy agreement for Sound & Vision to occupy part of the Crown owned facility subject to:
 - (a) Archives NZ developing an agreement with Sound & Vision 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 Sound & Vision paid under the clauses 2 and 3 above.
13. The costs of occupying the building during co-location will be shared on a pro rata basis with Sound & Vision paying rent for the space they occupy and for shared spaces as agreed.

PART 2 – KEY PRINCIPLES OF CO-LOCATION

14. The following principles have been agreed:
 - (a) The approved site is approximately 6,000m² of land owned by the Crown through the New Zealand Defence Force (NZDF) at Wigram, Harvard Avenue, Christchurch. Use of this site remains subject to agreement with the New Zealand Defence Force with NZDF approving secondary use designation of the site.
 - (b) The initial term of occupation for the facility is 30 years.

- (c) The parties will co-locate in the facility for a period of 10 years (unless otherwise agreed to in writing by both parties), following which Archives NZ will continue to occupy the building and Sound & Vision will vacate.
- (d) The parties agree that they will work together to develop principles and practices of co-location to be implemented upon occupation of the Preferred Option. These principles and practices are intended to cover (but are not limited to) the following:
 - (i) shared use of front of house areas in the Preferred Option; and
 - (ii) shared use of back of house areas in the Preferred Option; and
 - (iii) possibilities of engaging shared provision of services that both parties use; and
 - (iv) security requirements for building and stack areas; and
 - (v) regular staff engagement.
- (e) Sound & Vision will be active participants in terms of any design and value discussions in relation to the fitout of the Preferred Option.
- (f) Archives NZ is responsible for progressing the Preferred Option but Archives NZ must consult with Sound & Vision in relation to the management of the progress of the Preferred Option.

Code of Conduct

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:

Title:

Date:

For Nga Taonga Sound & Vision

NGĀ TAONGA

SOUND & VISION

by:

Name:

Title:

Date:

*This is about NT understanding
our CoC as public servants. But
presume they have their
own too?*

From: Jason [REDACTED]
To: Marilyn Little
Cc: Jeremy [REDACTED], Chris [REDACTED], Sara [REDACTED]
Subject: RE: Christchurch Archives Preliminary Design
Date: Thursday, 7 July 2016 10:54:51 a.m.
Attachments: [image001.png](#)

Hi Marilyn,

Yes Peter did raise the issue around the Managers Office, and I have a meeting with Sound and Vision on Friday to discuss its removal (awkward squad...love it 😊) I don't think there will be too much opposition to its removal.

I will keep you advised.

Sara will be sending an email (with embedded documents as tabled at the meeting with Peter) seeking approval to proceed to Developed Design.

If you have any questions please feel free to call me.

Regards

Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: [REDACTED]
109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: Marilyn Little
Sent: Thursday, 7 July 2016 9:11 a.m.
To: Jason [REDACTED]
Cc: Jeremy [REDACTED], Chris [REDACTED], Sara [REDACTED]
Subject: RE: Christchurch Archives Preliminary Design

Hi Jason

No, I had read the material the week before and checked a few things with Chris and Jeremy. I was comfortable. Did Peter raise his objection to NT having a Manager's office (as it being against the kaupapa for our buildings)? If not, I can be the awkward squad and raise it.

Marilyn

From: Jason [REDACTED]
Sent: Thursday, 7 July 2016 8:44 a.m.
To: Marilyn Little
Cc: Jeremy Cauchi; Chris Adam; Sara Sarich

Subject: Christchurch Archives Preliminary Design

Hi Marilyn,

As a follow up to the Preliminary Design walkthrough we had with Peter on the 27th of June, I will be circulating an approval memo to both yourself and Peter to formalise the decision to progress from Preliminary to Developed design. As you were unable to attend, would you like me to run you through the presentation and design material before I send the memo out?

Happy to discuss.

Regards

Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED]

109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: [REDACTED]
To: [Jason](#) [REDACTED]
Subject: Weights and costs
Date: Friday, 8 July 2016 3:20:09 p.m.

Hi Jason

Thanks for the meeting – good humoured as always.

If you can give me an idea of the maximum loadings for the shelving system I can ensure we're within that.
Also – could you please forward the indicative annual leasing costs for us at Wigram over the 10 year period – including the additional shelf leasing.

Thank you.

[REDACTED]
Head of Standards

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz

From: Jason [redacted]
To: Chris [redacted]
Subject: FW: Construction Costs for Sound and Vision Specific areas
Date: Wednesday, 13 July 2016 9:57:25 a.m.
Attachments: [image001.png](#)
[DIA Archives Proportionment of Base Estimate 14June16.pdf](#)

FYI

From: Jason [redacted]
Sent: Wednesday, 13 July 2016 9:56 a.m.
To: Andy [redacted], Justin [redacted]
Subject: FW: Construction Costs for Sound and Vision Specific areas

Hi Gents,

s 9(2)(g)(i)

[redacted]
[redacted]
[redacted]

Happy to discuss.

Cheers

Jason

From: [redacted]
Sent: Tuesday, 14 June 2016 1:25 p.m.
To: Jason [redacted]
Subject: RE: Construction Costs for Sound and Vision Specific areas

Jason,
Have a look at this – the LEFT hand column is what I believe you are after, rest is the workings from our concept report values.
This will be updated with the new detail design documents in the coming weeks.

Can you review & get back to me with any additional items that may need to be included, or any adjustments required.
With thanks,

[redacted] | **Quantity Surveyor**
MNZIQS Registered Quantity Surveyor

Rawlinsons Limited
Level 6, 276 Lambton Quay, P O Box 2919, Wellington 6140
NEW ZEALAND

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From: Jason [redacted]
Sent: Monday, 13 June 2016 10:31 a.m.
To: [redacted]

Subject: RE: Construction Costs for Sound and Vision Specific areas

Hi [REDACTED]

Any idea on when this would be available? Sorry to hassle you...

Regards

Jason

From: [REDACTED]
Sent: Monday, 13 June 2016 10:24 a.m.
To: Jason [REDACTED]
Subject: RE: Construction Costs for Sound and Vision Specific areas

Hi Jason, will do

[REDACTED] | **Quantity Surveyor**
MNZIQS Registered Quantity Surveyor

Rawlinsons Limited
Level 6, 276 Lambton Quay, P O Box 2919, Wellington 6140
NEW ZEALAND
m: [REDACTED] | [REDACTED]

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From: Jason [REDACTED]
Sent: Monday, 13 June 2016 9:19 a.m.
To: [REDACTED]
Cc: [REDACTED] [DATA.COM]
Subject: Construction Costs for Sound and Vision Specific areas
Importance: High

Hi [REDACTED]

Is it possible to provide some ball park construction costs of the specific sound and vision areas? They would really like some indicative figures to identify budget bids for next financial year. I am happy to discuss if you need further clarifications etc.

Regards

Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: [REDACTED]
109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



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From: [Joost](#) [REDACTED]
To: [Chris](#) [REDACTED]
Subject: Co location Wigram
Date: Thursday, 21 July 2016 8:54:11 a.m.

Chris

Did Jason talk to you about pot. Opportunity for co location NZINZ Christchurch in Wigram? We need to investigate if this can work without jeopardising project progress.

Regards

Joost

From: [Marilyn Little](#)
To: [Sara \[REDACTED\]](#) [Clare Bugden](#)
Cc: [Jeremy \[REDACTED\]](#) [Chris \[REDACTED\]](#) [Jason \[REDACTED\]](#)
Subject: RE: Final review_Heads of Agreement_Sound & Vision_DIA_20160726
Date: Tuesday, 26 July 2016 4:49:08 p.m.
Attachments: [image001.png](#)

All fine with one minor query –

“Dispute Resolution

6. If a dispute arises in relation to this Agreement that cannot be resolved promptly, the parties agree to initiate discussions between senior management.
7. If those discussions do not resolve the matter within a reasonable period, the matter will be escalated to the General Managers of the parties for resolution.
8. If the General Managers cannot resolve the matter within a reasonable period, the matter will be escalated to the Deputy Chief Executive responsible for Archives NZ for resolution.”

Nga Taonga have more than one General Manager. Do we need to specify is GM Collection Services?

Marilyn

Marilyn Little
Chief Archivist and General Manager
Archives New Zealand | Te Rua Mahara o te Kawanatanga
The Department of Internal Affairs | Te Tari Taiwhenua
10 Mulgrave Street | Wellington

[REDACTED]
[REDACTED]
marilyn.little@dia.govt.nz

From: Sara [REDACTED]
Sent: Tuesday, 26 July 2016 2:58 p.m.
To: Clare Bugden; Marilyn Little
Cc: Jeremy [REDACTED] Chris [REDACTED] Jason [REDACTED]
Subject: Final review_Heads of Agreement_Sound & Vision_DIA_20160726

Hi Clare, Marilyn

Please find attached V1.0 of the updated Heads of Agreement between Sound & Vision and DIA for your final review. This version incorporates your previous feedback and has been further reviewed by DIA Legal, Jeremy Cauchi and Chris Adam.

If you have any further feedback can I receive it as soon as possible please. I am seeking to finalise this by next Tuesday 2nd August when it will be forwarded to Sound & Vision for their approval.

Regards
Sara

Sara [REDACTED] | Project Coordinator
Professional Services
The Department of Internal Affairs Te Tari Taiwhenua

[REDACTED]
[REDACTED]
Level 8, 22 The Terrace | PO Box 805, Wellington 6140 | New Zealand | www.dia.govt.nz

DIAlogo



From: Jason [REDACTED]
To: Jeremy [REDACTED]
Cc: [Clare Buoden](#)
Subject: Re: NTSV
Date: Wednesday, 3 August 2016 12:26:36 p.m.

Hi Jeremy,

I'm currently working with ops and Chris to work out indicative running costs....I am targeting Monday for this.

Regards

Jason

On 2/08/2016, at 1:44 PM, Jeremy [REDACTED] wrote:

Hi

We had a meeting with Rebecca Elvy from NTSV yesterday. Justin Angell was there as well and he may have filled you in on what was discussed.

The Wigram building was discussed. Worryingly Rebecca advised that the political pressure to have their sound archives in Christchurch has been removed so they are not wedded to keeping what is in Christchurch in that region. She also said that she is vague about the estimated operating cost for them of being at Wigram. She said that [REDACTED] (who has now left) wasn't that great at sharing details so she only has a vague idea of what the costs to them of being in the building will be. I said I would arrange to get the most accurate estimates we have for her.

Rebecca had expressed some interest in Palmerston North as an alternative site. We were not encouraging of this and pointed out things like the small size of the cool store, that the building is being declared surplus.

I emphasised that we will be needing a definite decision from them quite soon because of the stage we are at with the design and that if the worst came to the worst and they pulled out the more notice we had the better. Rebecca advised that we should still consider them in and proceed on that basis for now, but that she is having to consider NTSV's wider property strategy. She also said that a rental of longer than 10 years is preferable for them (which contradicts what they had said previously before Rebecca joined NTSV), but we are too far down the path to try to expand the building to allow for a longer term rental.

So the picture is that there remains a risk that NTSV pull out but by the end of the meeting I think we had persuaded her that Palmerston North is not really a viable alternative. What I need is the expected operating costs NTSV would have based on the rental and running costs. Is this something that you can supply Jason?

Kind regards

Jeremy [REDACTED]
Manager, Strategy and Operational Services

Archives New Zealand
Information and Knowledge Services

Ph: [REDACTED]

<http://www.dia.govt.nz>

Archives New Zealand is a part of the Department of Internal Affairs

From: [REDACTED]
To: [Jason](#) [REDACTED]
Subject: FW: Sound and Vision Monthly Report_V1 0 Final_July 2016
Date: Monday, 15 August 2016 10:48:03 a.m.
Attachments: [image001.png](#)
[Sound and Vision Monthly Report_V1.0_July 2016.docx](#)

Hi Jason

This report suggests that the RFP for the shelving is ready to go. I know you asked after any variations that we would need.

Can I ask to see the current specifications for the shelving. Obviously we cannot change the depth of the shelving or the length of the shelving in the bays but I assume we can ask for different shelf heights.

I really need to know what the current depth of specified shelving is and the weight loading for individual shelves and overall per bay.

Also be good to see how many rows we are actually getting in each of our vault areas. Thanks.

[REDACTED]
Group Manager Collection Services

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz

From: Sara [REDACTED]
Date: Monday, 15 August 2016 10:22 am
To: Head of Standards [REDACTED]
[REDACTED]
Cc: Jason [REDACTED]
Subject: Sound and Vision Monthly Report_V1 0 Final_July 2016

Hi Jamie, Charlotte

Please find attached monthly report.

If you have any questions please feel free to call Jason to discuss 021 894047.

Regards
Sara

Sara [REDACTED] | Project Coordinator
Professional Services

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED] [REDACTED]
[REDACTED]

Level 8, 22 The Terrace | PO Box 805, Wellington 6140 | New Zealand | www.dia.govt.nz

logo



Overall Status

Ongoing fortnightly Design Team (DT) meetings continue with Sound & Vision (S&V) as invited attendees as required. VE workshops to date have identified significant build cost savings with the one remaining workshop continuing to test, refine and revalidate costs with a view to reducing the build cost if/where possible, while not compromising quality and requirements.

Time saving construction methods continue to be investigated for use throughout the build. Practical completion is targeting January 2018 with occupation targeting mid February 2018.

Final draft of the updated Heads of Agreement has now been reviewed by the Business and S&V and is undergoing final refinement prior to approval by the parties. Operational costs are being defined and will be based off the Developed Design costs to inform ongoing rental costs. These will be indicative and will need to be further refined as the project progresses.

Procurement Plan for the shelving supplier/storage solution is complete and approved, targetting RFP release to the market 26 August 2016. Focus will continue on progressing the Procurement Plan for the Main Build contractor.

Resource Consent is prepared and ready to be submitted to Council (accompanied by the Preliminary Design). NZDF required clarification on a couple of points, specifically around security fencing and landscaping which were addressed at a meeting with them on 2 August 2016. Resource Consent will be submitted to Council once NZDF approval is received. Signs are still indicating a non-notified consent.

Developed Design is now complete and progressed into Detailed Design which is the final Design phase. More clarity around costing and timelines will be worked on through out the detailed design phases with a refined estimate to be completed in September 2016 when Detailed Design stage is complete. Full cost and time will be visible once the Main Build contractor is on board in December 2016. The previously identified time delay in the Design phase has impacted the Main Build contractor being on boarded from October 2016 to December 2016. A 100% dedicated procurement resource is now engaged to ensure no further procurement delays occur.

Accomplishments this period

- Preliminary Design complete
- Developed Design complete
- Continue with Design Team meetings
- Resource Consent documentation completed in readiness to submit to Council
- Procurement plan for the Main Build contractor progressed
- Procurement plan for shelving supplier/storage solution complete and approved
- Continue to refine schedule (emphasis on design phase and procurement of Main Build contractor as these items are on the critical path).

Activities planned for next Month

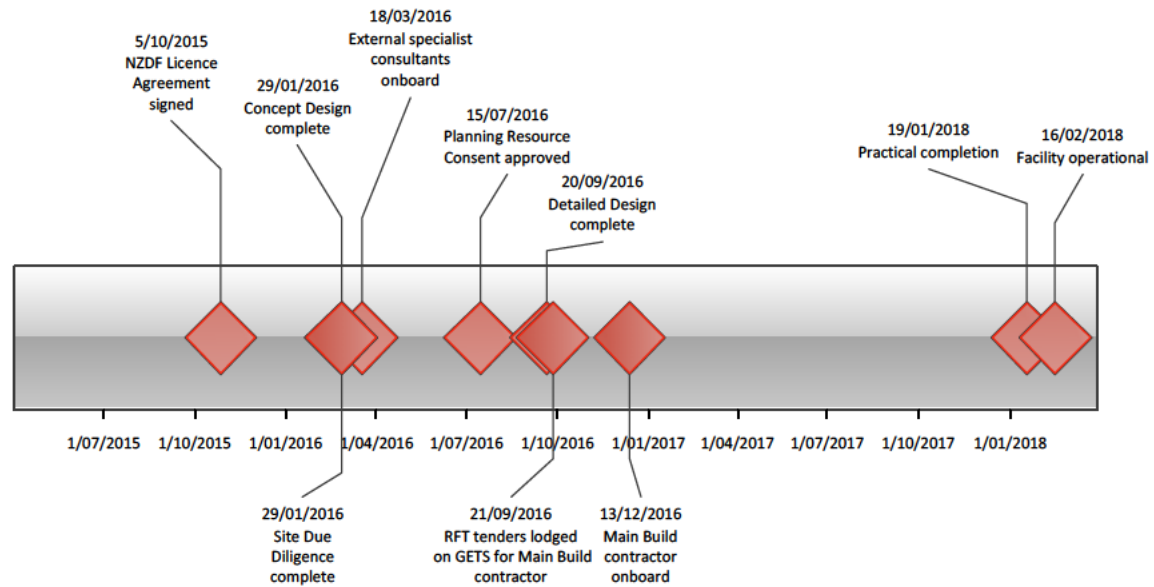
- Detailed design development continues
- Resource Consent documentation submitted to Council once NZDF approval received
- Continue with Design Team meetings and final Value Engineering workshop
- Procurement plan for the Main Build contractor progressed further
- RFP for shelving supplier/storage solution released to market
- Continue to refine schedule (emphasis on design phase and procurement of Main Build contractor as these items are on the critical path).

Risks and issues to be shared with S&V

- If the Main Build contractor is not able to begin work on projected date this has potential to push out the build completion date. If there are significant delays to the Dec. 2017 completion date, this in turn impacts relocation of archives, staff and co-tenant to new building. **Mitigations:** Confirmed and revalidated Concept Design-*Complete*. Clear and early engagement with the Christchurch market- *Underway*. Concise set of tender documents from Detailed Design phase-*Underway*. Efficient, focused procurement and negotiation process-*Underway*. 100% dedicated procurement resource engaged on the project-*Complete*.
- If specific co-tenant requirements adds significantly to plant costs, this will need to be recovered. **Mitigations:** Specific co-tenant requirements around coolroom and fitout to be fully identified and costed

during Preliminary Design phase-Complete. Specific requirement costs to be factored into pricing breakdown of full Plant costs-Complete.

E. Items for escalation			
Issues to be resolved	Recommendation	Owner	Due Date
Decisions required			
Major Risks	Mitigation	Owner	Due Date



From: [Jason](#) [REDACTED]
To: [Jeremy](#) [REDACTED]
Subject: RE: NTSV
Date: Monday, 22 August 2016 12:25:08 p.m.

I am trying to get the estimate together to send out to yourself and Justin Angell tomorrow...

From: Jeremy [REDACTED]
Sent: Monday, 22 August 2016 12:22 p.m.
To: Jason [REDACTED]
Subject: NTSV

Hi Jason

I was just thinking about NTSV and the request for more information on the likely operational costs for their share of the Wigram building. I am conscious that it has been a few weeks and the need to get back to Rebecca Elvy.

I realise that this is not a straightforward request but is there any information that we can give to her at this stage?

Kind regards

Jeremy [REDACTED]
Manager, Strategy and Operational Services
Archives New Zealand
Information and Knowledge Services
Ph: [REDACTED]
<http://www.dia.govt.nz>

Archives New Zealand is a part of the Department of Internal Affairs

From: Louise [REDACTED]
To: Jason [REDACTED]
Subject: RE: Proposed Ongoing Operational Charges for Sound and Vision
Date: Tuesday, 23 August 2016 4:55:27 p.m.
Attachments: [image001.png](#)

Hi Jason,

I just need to clarify something with Rachel before I confirm these figures – I will do that as early as possible tomorrow when she's back in the office.

Kind regards,

Louise

From: Louise [REDACTED]
Sent: Tuesday, 23 August 2016 3:22 p.m.
To: Jason [REDACTED]
Subject: FW: Proposed Ongoing Operational Charges for Sound and Vision

Hi Jason,

Rachel has asked me to review the figures in your email below on her behalf – I'll do that shortly and will come back to you before the end of the day.

Kind regards,

Louise

From: Jason [REDACTED]
Sent: Tuesday, 23 August 2016 10:11 a.m.
To: Jeremy [REDACTED] Chris [REDACTED] Justin [REDACTED]
Cc: Rachel [REDACTED]
Subject: Proposed Ongoing Operational Charges for Sound and Vision

Hi All,

I have attached the latest cost estimates (end of developed Design) for the Archives build in Christchurch and a copy of the monthly costs currently incurred for the existing building in Christchurch which included Rates, power etc.

Here are my thoughts on how I came about the monthly figures proposed for Sound and Vision. Please check my workings ☺

DIA Archives SV Separation Estimate have included costs split out by area and % of area used but both parties if you scroll to the totals at the bottom, costs attributes to the Sound and Vision portion of the build costs come to \$3,131,169.06 (at this point this includes any capital we may want to split out and get them to contribute....this figure is now a lot smaller that was listed in the concept costs so may not be worth the effort to recoup?)

Building costs split across 10 years

\$3,131,169.06/10 Years = \$313,116.06 per year
\$313,116.06 /12 months = \$26,093.07 per month

[REDACTED]

s9(2)(j)

Monthly Rent over ten years \$26,093.07

Operational Costs per month (based on existing Archives consumption using 36.2% as their contribution)

Monthly Operational Costs of existing building
\$8,098.30/36.2% = \$2,931.58

[REDACTED]

s9(2)(j)

Total Monthly Operating costs of \$2,931.58

Total GFA 3423m2

Sound and Vision GFA 1576.70m2

Just note these costs are only based on estimates and don't include any CPI etc....it is intended as a guide for Sound and Vision only and may vary on actual costs.

I am happy to discuss further if required

**Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua**

Direct Dial: [REDACTED]
109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: Louise [REDACTED]
To: Jason [REDACTED]
Subject: FW: Proposed Ongoing Operational Charges for Sound and Vision
Date: Tuesday, 23 August 2016 3:22:10 p.m.
Attachments: [image001.png](#)
[DIA Archives S&V Separation Estimate 23August16 rev1.pdf](#)
[Estimated costs from 2015-2016 costs for ANZ CHCH.xlsx](#)

Hi Jason,

Rachel has asked me to review the figures in your email below on her behalf – I'll do that shortly and will come back to you before the end of the day.

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From: Jason [REDACTED]
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Jason [Redacted] | Senior Project Manager | Technology Services and Solutions

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [Redacted]

109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: Jason [REDACTED]
To: Chris [REDACTED]; Jeremy [REDACTED]; Justin [REDACTED]; Rachel [REDACTED]
Subject: RE: Proposed Ongoing Operational Charges for Sound and Vision
Date: Tuesday, 23 August 2016 1:33:24 p.m.
Attachments: [image001.png](#)

Just a quick question, maybe targeted at Rachel, the figures below don't have depreciation factored into price....would we do this? And if so how?

From: Chris [REDACTED]
Sent: Tuesday, 23 August 2016 12:18 p.m.
To: Jason [REDACTED]; Jeremy [REDACTED]; Justin [REDACTED]
Cc: Rachel [REDACTED]
Subject: RE: Proposed Ongoing Operational Charges for Sound and Vision

That looks as if it should be acceptable. It is a lower rate than we were quoting way back when. It was then well over \$ [REDACTED] from memory, plus Operating.

s9(2)(j)

Are we not charging for shelving? Or did I miss that?

From: Jason [REDACTED]
Sent: Tuesday, 23 August 2016 10:11 a.m.
To: Jeremy [REDACTED]; Chris [REDACTED]; Justin [REDACTED]
Cc: Rachel [REDACTED]
Subject: Proposed Ongoing Operational Charges for Sound and Vision

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Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED]

109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: Jason [REDACTED]
To: Chris [REDACTED], Jeremy [REDACTED], Justin [REDACTED]
Cc: Rachel [REDACTED]
Subject: RE: Proposed Ongoing Operational Charges for Sound and Vision
Date: Tuesday, 23 August 2016 1:09:08 p.m.
Attachments: image001.png

It's the business's call, at the moment the \$400k for sound and vision shelving is contained in the psm rate. So we will get back as opex

From: Chris [REDACTED]
Sent: Tuesday, 23 August 2016 12:18 p.m.
To: Jason [REDACTED], Jeremy [REDACTED], Justin [REDACTED]
Cc: Rachel [REDACTED]
Subject: RE: Proposed Ongoing Operational Charges for Sound and Vision

That looks as if it should be acceptable. It is a lower rate than we were quoting way back when. It was then well over \$ [REDACTED] psm from memory, plus Operating.

s9(2)(j)

Are we not charging for shelving? Or did I miss that?

From: Jason [REDACTED]
Sent: Tuesday, 23 August 2016 10:11 a.m.
To: Jeremy [REDACTED], Chris [REDACTED], Justin [REDACTED]
Cc: Rachel [REDACTED]
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Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED]

109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: [Jeremy \[REDACTED\]](#)
To: [Jason \[REDACTED\]](#), [Chris \[REDACTED\]](#), [Justin \[REDACTED\]](#)
Cc: [Rachel \[REDACTED\]](#)
Subject: RE: Proposed Ongoing Operational Charges for Sound and Vision
Date: Wednesday, 24 August 2016 3:30:44 p.m.
Attachments: [image001.png](#)

Hi Jason

Thanks for this. It is really interesting and we might want to have a quick chat about it at the PB tomorrow.

s9(2)(j)

A rent of [REDACTED] per sqm might be a bit low, so I think we might want to test that rate before we confirm it with NTSV. Are we covering depreciation here? The colliers report from 2014 on market rentals indicated front of house at \$ [REDACTED] per sqm and back of house at \$ [REDACTED] per sqm. This doesn't include car parks, which we should cover as well.

The monthly operating costs seem reasonable.

There is the issue of provision of shelving. If we pay for the shelving and rents that to them there would be an additional charge for the cost of that shelving for the period they would use it.

Kind regards

Jeremy [REDACTED]
Manager, Strategy and Operational Services
Archives New Zealand
Information and Knowledge Services

<http://www.dia.govt.nz>

Archives New Zealand is a part of the Department of Internal Affairs

From: Jason [REDACTED]
Sent: Tuesday, 23 August 2016 10:11 a.m.
To: Jeremy [REDACTED]; Chris [REDACTED]; Justin [REDACTED]
Cc: Rachel [REDACTED]
Subject: Proposed Ongoing Operational Charges for Sound and Vision

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Here are my thoughts on how I came about the monthly figures proposed for Sound and Vision.

From: [redacted]
To: Chris [redacted]
Subject: Re: Wigram
Date: Friday, 26 August 2016 2:01:59 p.m.

Hi Chris,

[redacted]
[redacted]
[redacted]

s 9(2)(j)

Sent from Samsung Mobile

----- Original message -----

From: Chris [redacted]
Date: 26/08/2016 12:34 PM (GMT+12:00)
To: [redacted]
Subject: Wigram

Hello [redacted]

Remember me?

s 9(2)(j)

[redacted]

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 <<http://www.archives.govt.nz>>
90 Peterborough Street, Christchurch 8013 | PO Box 642, Christchurch 8140, New Zealand
Archives New Zealand is part of the Department of Internal Affairs

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If you are not the correct recipient of this email please advise the sender and delete.

Christchurch City Council
<http://www.ccc.govt.nz>

From: [REDACTED]
To: Jason [REDACTED]
Subject: Re: Proposed Ongoing Operational Charges for Sound and Vision
Date: Friday, 26 August 2016 9:08:41 a.m.
Attachments: [image001.png](#)

Hi Jason

Thanks for this.

I would have a number of questions about some of the details around how this is calculated but there is a fundamental issue.

If that is what DIA plans to charge us in rent – we will not be proceeding.

The logic behind the calculation is flawed. We could potentially consider this approach IF at the end of 10 years, Nga Taonga Sound & Vision owned the proportion of the building in question, however, we do not have security of tenancy, let alone ownership, and DIA has designed the building for a 50 year life.

Based on that fact, I propose we divide the number you've outlined by 5 (10 years out of 50). The ongoing share of operational costs seems reasonable, leading to an annual cost structure of \$62,623.38 + \$35,178.96 for a total of \$97,802.34 per annum. Which is in the ball park of what we had been led to believe.

I'll be back in the office later today.

[REDACTED]
Group Manager Collection Services

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz

From: Jason [REDACTED]
Date: Thursday, 25 August 2016 4:57 pm
To: Head of Standards [REDACTED]
Subject: Proposed Ongoing Operational Charges for Sound and Vision

Hi [REDACTED]

I have attached the latest cost estimates (end of developed Design) for the Archives build in Christchurch and a copy of the monthly costs currently incurred for the existing building in Christchurch which included Rates, power etc.

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Annual per m2 rate = \$ [REDACTED] s 9(2)(j)

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Monthly Operational Costs of existing building (note smaller building so this cost likely to be higher in new Building)

\$8,098.30/36.2% = \$2,931.58

Annual per m2 rate [REDACTED] s 9(2)(j)

Total Monthly Operating costs of \$2,931.58

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I am happy to discuss further if required.

**Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua**

[REDACTED]
109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: [Jeremy \[REDACTED\]](#)
To: [Chris \[REDACTED\]](#)
Subject: RE: S&V
Date: Monday, 29 August 2016 11:38:39 a.m.

Hi

There is some merit to the argument that the front of house is being customised for them in a way that we would not require but the storage areas we will benefit from the shelving in the long term. However, we don't want to make the deal too sweet. We need some assurance that we are charging enough to cover our costs. The rental does not recover the cost of returning the space to something we can use. I would also be interested in seeing if the \$ [REDACTED] per sqm is a fair market rate if we can get some more up to date market data from someone.

s 9(2)(j)

Jeremy

From: Chris [REDACTED]
Sent: Monday, 29 August 2016 10:34 a.m.
To: Jeremy [REDACTED]
Subject: S&V

Jeremy

What did you think of my suggestion: full return through rent of cost of non-storage areas, proportionate return for storage areas/shelving we will be occupying?

Chris

From: [Clare Bugden](#)
To: [Chris \[REDACTED\]](#)
Cc: [Jason \[REDACTED\]](#); [Justin \[REDACTED\]](#); [Jeremy \[REDACTED\]](#)
Subject: Re: Proposed Ongoing Operational Charges for Sound and Vision
Date: Tuesday, 30 August 2016 8:01:53 a.m.
Attachments: [image001.png](#)
[image001.png](#)

Hiya

All good points and Justin and Andy can provide the project with good context and examples of how other co-locations work and cost examples. I think Justin is already onto this!

C

On 26/08/2016, at 10:47 am, Chris [REDACTED] wrote:

Yes. As I mentioned yesterday, the figures previously mentioned as 'ballpark' estimates based on the then current psm costs were in the \$ [REDACTED] so I do not know what they were being 'led to believe' or by whom.

s9(2)(j)

I think we need to get an idea of what commercial rental rates S&V would be looking at in Christchurch so they can compare. Would someone on the project team have that kind of information at their fingertips?

We have always stressed that we wish to cover our costs and personally, I would not like to see us back away from that position, in spite of what appears to be a form of ultimatum. At this stage of the game it could seem as if we are being held over a barrel, which does not seem to fit with the collaborative spirit we were hoping for. They were the ones who decided to stay only for 10 years, so I don't think they can complain about 'security of tenure'. I don't know whether they are looking for a cheaper deal, or an 'out'.

Chris

From: Jason [REDACTED]
Sent: Friday, 26 August 2016 10:01 a.m.
To: Justin [REDACTED]; Clare Bugden
Cc: Chris [REDACTED]; Jeremy [REDACTED]
Subject: FW: Proposed Ongoing Operational Charges for Sound and Vision

Hi All,

Just a heads up, I have emailed Jeremy and Chris for comment...there are some items in Jamie's statement that are wrong ie building is built for 30 year life, and I believe the figures provided previously were a fair bit higher than what we are purposing now....Chris can confirm.

Regards

Jason

From: [REDACTED]
Sent: Friday, 26 August 2016 9:08 a.m.
To: Jason Pugh
Subject: Re: Proposed Ongoing Operational Charges for Sound and Vision

Hi Jason

Thanks for this.

I would have a number of questions about some of the details around how this is calculated but there is a fundamental issue.

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Date: Thursday, 25 August 2016 4:57 pm
To: Head of Standards <[REDACTED]>
Subject: Proposed Ongoing Operational Charges for Sound and Vision

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████████████████████ s9(2)(j)

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████████████████████ s9(2)(j)

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**Jason ██████████ Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua**

████████████████████
109 Featherston Street | PO Box 805, Wellington 6140, New Zealand |
www.dia.govt.nz



From: [REDACTED]
To: [Chris \[REDACTED\]](#)
Subject: RE: gas suppression
Date: Friday, 2 September 2016 4:43:22 p.m.

[REDACTED]

s 9(2)(j)

[REDACTED]

[REDACTED]
Content Manager | Libraries and Information Unit
[REDACTED]

From: Chris [REDACTED]
Sent: Friday, 2 September 2016 4:39 p.m.
To: [REDACTED]
Subject: Re: gas suppression

s 9(2)(g)(i)

s 9(2)(j)

[REDACTED]

[REDACTED]

out of scope of request

Sent from my iPhone

On 2/09/2016, at 4:35 PM, [REDACTED] wrote:

[REDACTED]

out of scope of request

[REDACTED]

[REDACTED]

[REDACTED]
Content Manager | Libraries and Information Unit
[REDACTED]

From: Chris [REDACTED]
Sent: Friday, 2 September 2016 4:33 p.m.
To: [REDACTED]
Subject: Re: gas suppression

XX

[REDACTED]

s 9(2)(j)

Sent from my iPhone

On 2/09/2016, at 2:08 PM, [REDACTED] wrote:

[REDACTED]

s 9(2)(j)

[Redacted]

[Redacted]

Content Manager | Libraries and Information Unit

[Redacted]

From: Chris [Redacted]

Sent: Friday, 2 September 2016 2:06 p.m.

To: [Redacted]

Subject: Re: gas suppression

s 9(2)(j)

[Redacted]

[Redacted]

Sent from my iPhone

On 2/09/2016, at 2:04 PM, [Redacted] wrote:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Content Manager | Libraries and Information Unit

[Redacted]

From: Chris [Redacted]

Sent: Friday, 2 September 2016 1:59 p.m.

To: [Redacted]

Subject: Re: gas suppression

Too rich for us [Redacted] We are sticking to water.

Sent from my iPhone

On 2/09/2016, at 1:00 PM, [Redacted]

wrote:

Hi Chris,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

s 9(2)(j)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Thanks,

[Redacted]

Content Manager | Libraries and Information Unit

Web christchurchcitylibraries.com

Christchurch City Libraries
36 Manchester Street, Christchurch, 8011
PO Box 73045, Christchurch, 8154

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Christchurch City Council

<http://www.ccc.govt.nz>

From: Jason [REDACTED]
To: Jeremy [REDACTED]
Cc: Justin [REDACTED]
Subject: FW: Proposed Ongoing Operational Charges for Sound and Vision
Date: Monday, 5 September 2016 12:21:28 p.m.
Attachments: [image001.png](#)
[image001.png](#)

Hi Jeremy,

Justin looking into costs for equivalents in Christchurch to compare....but just wondering if there has been any other discussions with S&V last week when I was on leave?

Cheers

Jason

From: Clare Bugden
Sent: Tuesday, 30 August 2016 8:02 a.m.
To: Chris [REDACTED]
Cc: Jason [REDACTED], Justin [REDACTED], Jeremy [REDACTED]
Subject: Re: Proposed Ongoing Operational Charges for Sound and Vision

Hiya

All good points and Justin and Andy can provide the project with good context and examples of how other co-locations work and cost examples. I think Justin is already onto this!

C

On 26/08/2016, at 10:47 am, Chris [REDACTED] wrote:

Yes. As I mentioned yesterday, the figures previously mentioned as 'ballpark' estimates based on the then current psm costs were in the [REDACTED] so I do not know what they were being 'led to believe' or by whom.

s9(2)(j)

I think we need to get an idea of what commercial rental rates S&V would be looking at in Christchurch so they can compare. Would someone on the project team have that kind of information at their fingertips?

We have always stressed that we wish to cover our costs and personally, I would not like to see us back away from that position, in spite of what appears to be a form of ultimatum. At this stage of the game it could seem as if we are being held over a barrel, which does not seem to fit with the collaborative spirit we were hoping for. They were the ones who decided to stay only for 10 years, so I don't think they can complain about 'security of tenure'. I don't know whether they are looking for a cheaper deal, or an 'out'.

Chris

From: Jason [REDACTED]
Sent: Friday, 26 August 2016 10:01 a.m.

To: Justin [REDACTED] Clare Bugden
Cc: Chris [REDACTED] Jeremy [REDACTED]
Subject: FW: Proposed Ongoing Operational Charges for Sound and Vision

Hi All,

Just a heads up, I have emailed Jeremy and Chris for comment...there are some items in Jamie's statement that are wrong ie building is built for 30 year life, and I believe the figures provided previously were a fair bit higher than what we are purposing now....Chris can confirm.

Regards

Jason

From: [REDACTED]
Sent: Friday, 26 August 2016 9:08 a.m.
To: Jason [REDACTED]
Subject: Re: Proposed Ongoing Operational Charges for Sound and Vision

Hi Jason

Thanks for this.

I would have a number of questions about some of the details around how this is calculated but there is a fundamental issue.

If that is what DIA plans to charge us in rent – we will not be proceeding.

The logic behind the calculation is flawed. We could potentially consider this approach IF at the end of 10 years, Nga Taonga Sound & Vision owned the proportion of the building in question, however, we do not have security of tenancy, let alone ownership, and DIA has designed the building for a 50 year life.

Based on that fact, I propose we divide the number you've outlined by 5 (10 years out of 50).

The ongoing share of operational costs seems reasonable, leading to an annual cost structure of \$62,623.38 + \$35,178.96 for a total of \$97,802.34 per annum. Which is in the ball park of what we had been led to believe.

I'll be back in the office later today.

[REDACTED]
Group Manager Collection Services

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz

From: Jason [REDACTED]
Date: Thursday, 25 August 2016 4:57 pm
To: Head of Standards [REDACTED]
Subject: Proposed Ongoing Operational Charges for Sound and Vision

Hi [REDACTED]

I have attached the latest cost estimates (end of developed Design) for the Archives build in Christchurch and a copy of the monthly costs currently incurred for the existing building in Christchurch which included Rates, power etc.

DIA Archives SV Separation Estimate have included costs split out by area and % of area used but both parties if you scroll to the totals at the bottom, costs attributes to the Sound and Vision portion of the build costs come to \$3,131,169.06 (at this point this includes any capital we may want to split out as a one off contribution... this figure is now pretty low so probably not worth it?)

Building costs split across 10 years

$\$3,131,169.06 / 10 \text{ Years} = \$313,116.06 \text{ per year}$
 $\$313,116.06 / 12 \text{ months} = \$26,093.07 \text{ per month}$

[REDACTED]

s9(2)(j)

Monthly Rent over ten years \$26,093.07

Operational Costs per month (based on existing Archives consumption using 36.2% as S&V contribution)

Monthly Operational Costs of existing building (note smaller building so this cost likely to be higher in new Building)
 $\$8,098.30 / 36.2\% = \$2,931.58$

[REDACTED]

s9(2)(j)

Total Monthly Operating costs of \$2,931.58

Total GFA 3423m²

Sound and Vision GFA 1576.70m²

Just note these costs are only based on estimates and don't include any CPI etc....it is intended as a guide for Sound and Vision only and may vary on actual costs.

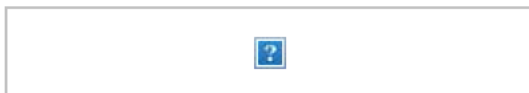
I am happy to discuss further if required.

**Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua**

[REDACTED]

109 Featherston Street | PO Box 805, Wellington 6140, New Zealand |

www.dia.govt.nz



From: Justin [REDACTED]
To: Jeremy [REDACTED] Chris [REDACTED]
Subject: FW: Proposed Ongoing Operational Charges for Sound and Vision
Date: Monday, 5 September 2016 1:41:41 p.m.
Attachments: [image001.png](#)
[image001.png](#)

Good Afternoon Gentlemen

How can I help? It appears NTSV is pushing back on the lease costs for Wigram.

I don't have the full history on what was agreed but it appears Chris knows more about what has been discussed in the past. I can get a formal valuation of the space if you wish but I would suggest this conversation needs to be had with NTSV to agree either way if they are taking this space the MOU needs to be drawn up and formally agreed to save these kind of argument in future.

Please let me know if you need my help with any of this.

Regards

Justin

From: Jason [REDACTED]
Sent: Monday, 5 September 2016 11:53 a.m.
To: Justin [REDACTED]
Subject: FW: Proposed Ongoing Operational Charges for Sound and Vision

Hi Justin,

This is what I was going on about this morning....

From: Clare Bugden
Sent: Tuesday, 30 August 2016 8:02 a.m.
To: Chris [REDACTED]
Cc: Jason [REDACTED] Justin [REDACTED] Jeremy [REDACTED]
Subject: Re: Proposed Ongoing Operational Charges for Sound and Vision

Hiya

All good points and Justin and Andy can provide the project with good context and examples of how other co-locations work and cost examples. I think Justin is already onto this!

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On 26/08/2016, at 10:47 am, Chris [REDACTED] wrote:

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I think we need to get an idea of what commercial rental rates S&V would be

looking at in Christchurch so they can compare. Would someone on the project team have that kind of information at their fingertips?

We have always stressed that we wish to cover our costs and personally, I would not like to see us back away from that position, in spite of what appears to be a form of ultimatum. At this stage of the game it could seem as if we are being held over a barrel, which does not seem to fit with the collaborative spirit we were hoping for. They were the ones who decided to stay only for 10 years, so I don't think they can complain about 'security of tenure'. I don't know whether they are looking for a cheaper deal, or an 'out'.

Chris

From: Jason [REDACTED]
Sent: Friday, 26 August 2016 10:01 a.m.
To: Justin [REDACTED] Clare Bugden
Cc: Chris [REDACTED] Jeremy [REDACTED]
Subject: FW: Proposed Ongoing Operational Charges for Sound and Vision

Hi All,

Just a heads up, I have emailed Jeremy and Chris for comment...there are some items in Jamie's statement that are wrong ie building is built for 30 year life, and I believe the figures provided previously were a fair bit higher than what we are purposing now....Chris can confirm.

Regards

Jason

From: [REDACTED]
Sent: Friday, 26 August 2016 9:08 a.m.
To: Jason [REDACTED]
Subject: Re: Proposed Ongoing Operational Charges for Sound and Vision

Hi Jason

Thanks for this.

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I'll be back in the office later today.

[REDACTED]
Group Manager Collection Services

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz

From: Jason [REDACTED]
Date: Thursday, 25 August 2016 4:57 pm
To: Head of Standards [REDACTED]
Subject: Proposed Ongoing Operational Charges for Sound and Vision

H [REDACTED]

I have attached the latest cost estimates (end of developed Design) for the Archives build in Christchurch and a copy of the monthly costs currently incurred for the existing building in Christchurch which included Rates, power etc.

DIA Archives SV Separation Estimate have included costs split out by area and % of area used but both parties if you scroll to the totals at the bottom, costs attributes to the Sound and Vision portion of the build costs come to \$3,131,169.06 (at this point this includes any capital we may want to split out as a one off contribution... this figure is now pretty low so probably not worth it?)

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[REDACTED] s9(2)(j)

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[REDACTED] s9(2)(j)

Total Monthly Operating costs of \$2,931.58

Total GFA 3423m2
Sound and Vision GFA 1576.70m2

Just note these costs are only based on estimates and don't include any CPI etc....it is intended as a guide for Sound and Vision only and may vary on actual costs.

I am happy to discuss further if required.

Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED]

109 Featherston Street | PO Box 805, Wellington 6140, New Zealand |

www.dia.govt.nz



From: [REDACTED]
To: [Jason](#) [REDACTED]
Subject: Re: Wigram costs for Nga Taonga Sound & Vision
Date: Wednesday, 7 September 2016 4:05:52 p.m.
Attachments: [image001.png](#)

Hi Jason

Friday is good. Any time.

[REDACTED]
Group Manager Collection Services

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz

From: Jason [REDACTED]
Date: Wednesday, 7 September 2016 2:53 pm
To: Head of Standards <[REDACTED]>
Subject: RE: Wigram costs for Nga Taonga Sound & Vision

Hi [REDACTED]

Would you have time for a meeting Thursday, or Friday afternoon to discuss with myself, Jeremy Cauchi (and maybe one of our property people?)

Regards

Jason [REDACTED] | Senior Project Manager | Technology Services and Solutions
The Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: [REDACTED]
109 Featherston Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



From: [REDACTED]
Sent: Wednesday, 7 September 2016 8:29 a.m.
To: Jason [REDACTED]
Subject: Wigram costs for Nga Taonga Sound & Vision

Hi Jason

I've had no reply from you regarding the suggested costs for Wigram.
I'll be on holiday from the end of the week for four weeks and will be handing this up to Rebecca my CEO.
I'd like to give her a better understanding of what is happening with this before she meets with Marilyn Little.

If you wanted to talk – let me know a good time and I can ring you today.
9-11.30 is probably out, also 1 – 2 and from 3 onwards.

[REDACTED]

Group Manager Collection Services

84 Taranaki St, PO Box 11449

[REDACTED]

www.ngataonga.org.nz

From: [Jason](#) [REDACTED]
To: [Jeremy](#) [REDACTED]
Cc: [Justin](#) [REDACTED]
Subject: FW: Wigram costs for Nga Taonga Sound & Vision
Date: Wednesday, 7 September 2016 9:18:27 a.m.
Importance: High

Hi Jeremy,

How would you like me to handle this?

Cheers

Jason

From: Jamie [REDACTED]
Sent: Wednesday, 7 September 2016 8:29 a.m.
To: Jason [REDACTED]
Subject: Wigram costs for Nga Taonga Sound & Vision

Hi Jason

I've had no reply from you regarding the suggested costs for Wigram.
I'll be on holiday from the end of the week for four weeks and will be handing this up to Rebecca my CEO.
I'd like to give her a better understanding of what is happening with this before she meets with Marilyn Little.
If you wanted to talk – let me know a good time and I can ring you today.
9-11.30 is probably out, also 1 – 2 and from 3 onwards.

[REDACTED]
Group Manager Collection Services

84 Taranaki St, PO Box 11449

[REDACTED]
www.ngataonga.org.nz

From: Sara [REDACTED]
To: Justin [REDACTED]
Cc: Jason [REDACTED]
Subject: Updated Heads of Agreement_DIA and S&V
Date: Monday, 12 September 2016 10:27:31 a.m.
Attachments: [image001.png](#)
[HOA with Sound and Vision_V1.0_20160726_Unsigned.docx](#)

Hi Justin

Brief overview of final feedback dates of the updates Heads of Agreement below and final V1.0 unsigned (as yet) copy attached.

Feedback and refinement process on updated HoA began with DIA (Jeremy, Chris, Jason and Legal) and S&V ([REDACTED]) on 11/4/16

Marilyn Little's final feedback received and incorporated 26/7/16

Chris [REDACTED] final feedback received and incorporated 26/7/16

Jeremy [REDACTED] final feedback received and incorporated 26/7/16

DIA Legal final Check 26/7/16

S&V ([REDACTED]) final feedback received and incorporated 27/7/16

Regards
Sara

Sara [REDACTED] | Project Coordinator
Professional Services

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED] [REDACTED]
[REDACTED]

Level 8, 22 The Terrace | PO Box 805, Wellington 6140 | New Zealand | www.dia.govt.nz

DIA logo



From: [Jeremy](#) [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Nga Taonga
Date: Monday, 12 September 2016 3:20:46 p.m.

Hi

Jason and I met with [REDACTED] on Friday. That went OK, but they are pleading poverty. Jamie did not seem to know how much from the business case we had modelled for revenue. He did agree that the per sqm rate was within the ballpark of what they had been lead to expect. He did seem surprised at how much front of house they are getting.

There was meant to be a meeting with Rebecca Elvy this morning but that has been postponed. At the moment the plan is to write to them advising that they need to sign the HOA pronto or tell us they are out.

Jeremy

From: Chris [REDACTED]
Sent: Monday, 12 September 2016 2:18 p.m.
To: Jeremy [REDACTED]
Subject: Nga Taonga

Hi Jeremy

Where are we with Sound and Vision?

Chris

M [REDACTED] [REDACTED] W tbig.co.nz
HSBC Tower, Level 11, 62 Worcester Boulevard, PO Box 448, Christchurch 8140



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<image001.jpg>

<image004.jpg>

From: [Jeremy](#) [redacted]
To: [Chris](#) [redacted], [Jason](#) [redacted]
Subject: RE: CHCH Public Libraries
Date: Wednesday, 21 September 2016 4:40:25 p.m.

Hi

s 9(2)(j)

[redacted]

[redacted]

Jeremy

From: Chris [redacted]
Sent: Wednesday, 21 September 2016 4:25 p.m.
To: Jason [redacted], Jeremy [redacted]
Subject: CHCH Public Libraries

s 9(2)(j)

[redacted]

[redacted]

[redacted]

Chris

From: [REDACTED]
To: [REDACTED]
Cc: [Chris \[REDACTED\]](#)
Subject: RE: Archives NZ building @ Wigram unclassified
Date: Thursday, 22 September 2016 1:33:48 p.m.
Attachments: [Picture \(Device Independent Bitmap\) 1.jpg](#)

Good thoughts [REDACTED] I'll send this on to [REDACTED]
and we'll see whether there's any pickup.

Regards

[REDACTED]
Dev Offr Progs, SPO, DPG
NZDF

[REDACTED]
www.nzdf.mil.nz



From: [REDACTED]
Sent: Thursday, 22 September 2016 11:49 a.m.
To: [REDACTED]
Cc: Chris [REDACTED]
Subject: Archives NZ building @ Wigram unclassified

Hi Mark,

I was talking to Chris [REDACTED] earlier today. He is the South Island Regional Archivist and the new building is his project. It appears that one of the other archives organisations that was going to share the building has pulled out leaving them with some surplus capacity for a few years. Given that we have just done the ESF I wonder if this doesn't present some options that NZDF might want to think a bit more laterally about. There is office and very good quality records storage space available and maybe some of it could be used by NZDF in return for a reduction in the lease DIA will be paying.

Anyway, I thought I should bring it to your attention in case .

Regards

[REDACTED]

[REDACTED] MNZM
Director

AIR FORCE MUSEUM OF NEW ZEALAND
Registered with the Charities Commission – CC20363



W: www.airforcemuseum.co.nz
A: 45 Harvard Ave, Wigram, Christchurch 8042 **P:** Private Bag 4739, Christchurch 8140



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From: [Chris](#) [REDACTED]
To: [Jason](#) [REDACTED], [Jeremy](#) [REDACTED]
Subject: Wigram
Date: Thursday, 22 September 2016 11:34:54 a.m.

A100

I spoke to [REDACTED] this morning. She is going to contact Defence, as she thinks there may be a possibility of them wanting to occupy some space, or providing funding for the Air Force Museum to do so. I assume they would pay by lowering the lease costs.

The CHCH Library people are coming to see me this afternoon and I need to contact the Canterbury Museum again, although the last time I spoke with them they seemed to be looking for a free ride.

Chris

From: [Jeremy](#) [REDACTED]
To: [Chris](#) [REDACTED], [Jason](#) [REDACTED]
Subject: RE: Wigram tenants
Date: Thursday, 22 September 2016 2:48:29 p.m.

Hi

This sounds hopeful. Finding other tenants is a much more preferable option than having to scale down the building, because that would require a new consent and more significant redesign, which would push back the timeframe a great deal.

If they are keen on using our shelving that is also good. Did you mention the ball park of \$200 per sqm based on the current estimates.

Jeremy

From: Chris [REDACTED]
Sent: Thursday, 22 September 2016 2:38 p.m.
To: Jason [REDACTED], Jeremy [REDACTED]
Subject: Wigram tenants

CHCH Library seemed very interested in the S&V storage area, using our shelving. They weren't sure about the office spaces but they would look into it. We need to get back to them with some definite costs. We should perhaps consider whether it is better to have someone occupying the space and paying something less than complete cost recovery than having no one there at all. They are looking at the storage space with occasional use of part of A&D area, and see us providing access to the items for their customers. There may be a team looking for a home.

Defence are also interested in theory and are going to have a think about it.

I have yet to touch base again with Canterbury Museum.

Chris

From: [Jeremy](#) [REDACTED]
To: [Chris](#) [REDACTED]
Subject: Re: Auckland repository calculations.xlsx
Date: Tuesday, 27 September 2016 9:02:48 a.m.

Hi chris

Yes that is right. They are paying on a sqm basis but can ask for shelved space as an extra if they want.

I am waiting to see if I get selected for jury service. Hopefully not in which case I can arrange a teleconference.

Jeremy

Sent from my iPhone

On 27/09/2016, at 8:35 am, "Chris [REDACTED]" > wrote:

So the attached schedule shows the per linear metre cost just in case they want it?
I assume the actual cost is the Basic Licence fee plus the Outgoings based on per square metre occupation?

From: Jeremy [REDACTED]
Sent: Monday, 26 September 2016 7:15 p.m.
To: Chris [REDACTED]
Subject: RE: Auckland repository calculations.xlsx

Hi Chris

For Auckland we used the price per square metre because they did not want shelved space. The price per linear metre is if they want any shelved capacity (which AWMM don't want at the moment).

The price per linear metre is higher because it recovers the depreciation on the shelving in addition to the building.

Jeremy

From: Chris [REDACTED]
Sent: Monday, 26 September 2016 3:31 p.m.
To: Jeremy [REDACTED]
Subject: RE: Auckland repository calculations.xlsx

I'm a bit confused as to which approach you took: price per square metre or price per linear metre.

From: Jeremy [REDACTED]
Sent: Friday, 23 September 2016 11:03 a.m.
To: Chris [REDACTED] Jason [REDACTED]
Subject: Auckland repository calculations.xlsx

Hi

I have been called for jury service next week, so if I am selected for a jury I probably won't be around for a discussion on rental rates. Hopefully I don't get selected though. If I am not around please go ahead without me.

I have attached a couple of documents from the rental of space to Auckland war Memorial Museum, which might be helpful for the setting of rates for Christchurch. This was done on the basis of looking at the rate either by sqm or by lm for repository space that is either unshelved or shelved where we recover the costs of the building per annum in proportion to the amount of space being rented.

We of course won't have a final cost for the new building but we have cost estimates which can be used.

The NTSV calculations were complicated by the things that they wanted for the front of house which no one else is likely to want.

Jeremy

From: [Redacted]
To: [Chris](#) [Redacted]
Subject: RE: Wigram
Date: Tuesday, 27 September 2016 5:12:04 p.m.

Hi Chris, that would be great.

Two further questions for you,

s 9(2)(J)

1. [Redacted]
[Redacted]

[Redacted]
[Redacted]

Thanks,
Anne

[Redacted]
Content Manager | Libraries and Information Unit
[Redacted] | [Redacted] [Redacted]

From: Chris [Redacted]
Sent: Tuesday, 27 September 2016 2:35 p.m.
To: [Redacted]
Subject: Wigram

s 9(2)(j)

Hi [Redacted]

[Redacted]
[Redacted]

Regards

Chris

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From: [Clare Bugden](#)
To: [Jason](#) [REDACTED]
Subject: Fwd: Confirmation of Withdrawal and Confidentiality - Wigram Accommodation
Date: Friday, 30 September 2016 11:29:15 a.m.
Attachments: [image001.png](#)

FYI.

Clare Bugden
General Manager Operations
Shared Services
Internal Affairs

Begin forwarded message:

From: Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>
Date: 30 September 2016 at 11:20:11 AM NZDT
To: Clare Bugden <Clare.Bugden@dia.govt.nz>, Justin [REDACTED]
[REDACTED]
Cc: Marilyn Little <marilyn.little@dia.govt.nz>
Subject: **Confirmation of Withdrawal and Confidentiality - Wigram Accommodation**

Kia ora tatou

I have now had the opportunity to speak with all members of our Board of Trustees, and had confirmation from them that they agree we should withdraw from the co-location project on the basis that the rent that you will require to meet your cost recovery objectives, exceeds our ability to pay.

I would like to reinforce that we remain deeply committed to a solid and mutually beneficial working relationship between our two organisations, and I wish to acknowledge the support provided and work undertaken to date.

If there is anything at all that I can do to support you in finding alternative tenants, please get in touch.

I also need to reiterate that this decision is highly likely to result in a number of significant implications for our Christchurch based employees, and I need you to take efforts to avoid them finding out before we tell them – which will be on Monday 17 October after our Board have approved our approach.

The greatest risk in this space is likely to stem from your Christchurch based Archives staff – so if there is a way to seek their confidential treatment of this information (assuming they are even aware) I would ask for your assistance in this regard.

I do understand that you will need to make contact with potential tenants, which should not be an issue in relation to our employees, but I do ask that you let me

know if there are any plans to make a public/external announcement or communication of any kind on a National or Canterbury based level. For example, if you were going to advertise the vacancy in an effort to attract new tenants, please let me know.

Do get in touch if you need any clarification or further information.

Nga mihi
Rebecca

Rebecca Elvy
Chief Executive

Nga Taonga Sound & Vision

84 Taranaki Street · PO Box 11 449 · Wellington 6142



www.ngataonga.org.nz



From: [Marilyn Little](#)
To: [Chris](#) [REDACTED] [Jeremy](#) [REDACTED]
Subject: FW: Confirmation of Withdrawal and Confidentiality - Wigram Accommodation
Date: Friday, 30 September 2016 5:10:23 p.m.
Attachments: [image001.png](#)

A104

I don't think the greatest risk is Chch Archives staff, and it would have been good if this email had been sent to me directly if so. Chris any view before I respond.

Phone call fine.

Marilyn

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Friday, 30 September 2016 11:20 a.m.
To: Clare Bugden; Justin [REDACTED]
Cc: Marilyn Little
Subject: Confirmation of Withdrawal and Confidentiality - Wigram Accommodation

Kia ora tatou

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Nga mihi
Rebecca

Rebecca Elvy
Chief Executive

Nga Taonga Sound & Vision

84 Taranaki Street · PO Box 11 449 · Wellington 6142

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: pricing
Date: Thursday, 27 October 2016 11:26:52 a.m.

A105

Hi Chris

We are just starting to get detail for our 2017/18 budget, as it will need to go out to public consultation early next year.

Are you able to give me an indication of whether we would be paying the same / more / less than we are currently? Can you factor in the items that we added earlier this year?

I am also likely to have more items I will add once you are in your new building, so an indication of how that would be charged would also be useful.

Thanks

[REDACTED]

[REDACTED]
Team Leader Records & Archives
Environment Canterbury



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



From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: Re: National Archives building project
Date: Friday, 4 November 2016 9:35:14 a.m.

A106

Hi Chris,

s 9(2)(j)

[REDACTED]

[REDACTED]

Thanks,

[REDACTED]

Sent from my iPad

> On 4/11/2016, at 7:29 AM, Chris [REDACTED] wrote:

s 9(2)(j)

>

>

[REDACTED]

> Chris

>

> Sent from my iPhone

>

>> On 3/11/2016, at 9:33 PM, [REDACTED] wrote:

>>

>> Thanks Chris,

s 9(2)(j)

>>

>>

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

>>

>>

>>

>> Sent from my iPad

>>

>> On 3/11/2016, at 7:58 PM, Chris [REDACTED]

wrote:

>>

s9(2)(j)

>>

>> 1.

[REDACTED]

[REDACTED]

s 9(2)(j)

[Redacted]

>> Chris

>>

>> Sent from my iPhone

>>

>> On 3/11/2016, at 5:45 PM, [Redacted]

[Redacted] wrote:

>>

>> Hi Chris,

>>

>> [Redacted]

>>

[Redacted]

>>

[Redacted] s 9(2)(j)

>>

[Redacted]

>>

[Redacted]

>>

[Redacted]

>>

>> Thanks,

>>

>>

>>

>> [Redacted]

>> Content Manager | Libraries and Information Unit

>>

>>

>> From: Chris [Redacted]

>> Sent: Friday, 28 October 2016 6:17 p.m.

>> To: [Redacted]

>> Subject: Re: Meeting?

>>

>> [Redacted] s 9(2)(j)

>>

>> Sent from my iPhone

>>

>> On 28/10/2016, at 5:53 PM, [Redacted]

[Redacted] wrote:

>> Hi Chris,

>>

[Redacted]

>>

[Redacted] s 9(2)(j)

>>

>> Thanks,

>> [REDACTED]
>> [REDACTED]
>> [REDACTED]
>> Content Manager | Libraries and Information Unit
>> x [REDACTED]
>>

>> From: Chris [REDACTED]
>> Sent: Tuesday, 25 October 2016 8:02 a.m.
>> To: [REDACTED]
>> Subject: Meeting?

>> [REDACTED] s 9(2)(j)
>> [REDACTED]
>> [REDACTED]

>> Chris

>> *****

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Information for co-location proposals

Archives New Zealand

Archives storage requirements

How much space is required?

About 2800-3000 square metres for repository space

What environmental conditions are required?

Standard archival requirements for textual archives. C.20C for temperature and c. 50%RH for humidity. No proposed film storage or other special storage.

What type of storage units are required?

Standard steel panel shelving (up to 3.3 metres high, though there was some talk of 3.6 in the original plans.) in a mix of mobile and static units. Steel map cabinets could be placed within static shelving units.

Would your storage need to be separate from that of other parties? How separate?

Depending on the security arrangements adopted by all parties, we could probably contemplate sharing the repository area. Less communal arrangements are clearly also acceptable.

What are your security requirements?

Strict control of who has access to the stack area and when. A log of stack access would be nice. The usual intruder and fire/flood detection/alarm devices, and video if possible.

Do all staff require access to the archives repository?

At present, yes, apart from volunteer staff. We need the ability to determine who the system will allow in. No non-staff can be allowed in unaccompanied. This would include University admin. Staff.

What physical control/repository management system/s do you use to maintain physical control of the archives? That is, how do you manage location, retrieval and return of items.

Currently we use an in-house system called ALF, which records which items are in which containers and which shelf they are located on. It also controls the issue and return of items, which are scanned back into their containers. It is likely that Archives and National Library/Turnbull systems may merge over the next 10 years.

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?

Currently each repository floor is allocated a designation and each block of shelving within that floor is allocated a letter, each bay of shelves a number and each shelf a letter. eg CHCH G, F, 43 g would refer to shelf g in bay 43 of block F, ground floor CHCH. Shelves are physically labelled with stickers. Containers (a box or a free standing volumes or map folder) have a bar-coded sticker.

I assume we could live with other forms of stack designation.

Office requirements

What staff facilities do you need?

The usual: toilets, showers, tea-room/kitchen, sick room.

What type of office space do you require? Ie open plan, a mix of open plan and individual offices/meeting rooms.

Open plan supported by ample meeting room space.

Would you consider sharing office space with other parties?

Yes, as long as security arrangements met our requirements.

What office hours do you keep?

Currently the office is open to staff 7 am to 5.30pm weekdays

Are staff allowed to work in the office outside of those hours? What controls, if any, do you have on this?

Staff can only be in the office outside of those hours with the Regional Archivist's permission. This is partly because access to the stacks cannot be restricted in our present building. Once access to the stack can be more closely controlled this could change, although staff resources require people to be present in the office between those core hours.

How secure do your individual work areas need to be?

Unless a good 'clean desk' regime is followed (ie clean of archives and information from archives) the work areas need to be secure.

Do you use volunteers? What access would they need to areas of the office?

Yes. They would need access to the tearoom and access to individual archives staff.

What reprographic/copying facilities do you require for your office work?

Standard office-use 'multi-functional device for copying, printing scanning office work. Separate from any device used for copying archives.

Do you think common admin tasks such as mail, supplies, vehicles, travel arrangements etc could be shared?

They could be. It depends on the various systems used.

Do you require a receptionist? Could this task be shared?

We don't require one at present but one might be useful in shared accommodation, although the person would have to be able to do admin or archives work as well. Eg Auckland has a receptionist who registers readers etc.

What telephone system would you require?

Unsure. We currently use the Centrex system rather than a pabx.

Do you need an office vehicle? Could this be shared?

We have occasional use of a vehicle and do need access to one, both for short trips within CHCH and longer trips. The latter could be dealt with by renting a car. Could be shared.

What scope would there be for shared IT infrastructure, if any?

Uncertain. We are tied in with DIA's GTS services so the ability to share infrastructure will be determined by them.