

From: [Chris](#) [REDACTED]
To: [Justin](#) [REDACTED]; [Jeremy](#) [REDACTED]
Subject: S&V
Date: Thursday, 27 August 2015 7:22:38 a.m.

[REDACTED] dropped in late yesterday .

They really want to extend dedicated storage space to 300sm, and front of house by another 10 to allow for another staff member.

In regard to duration of lease, although she expects their FoH requirements will eventually reduce, she would like the option for storage to remain beyond 10 years.

Having said that she is aware that the business case was predicated on a 10 year occupation by them and that if we need the space, we need the space. She is clarifying lease duration with her boss this morning.

She also said they would like to lease some additional normal shelving space off us. Quantity likely to be about 100 linear metres.

Haven't done the sums but the extension of storage space is likely to halve the amount we have free to lease to any others.

Sent from my iPhone

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From: [Chris](#) [REDACTED]
To: [Justin](#) [REDACTED] [Jeremy](#) [REDACTED]
Subject: S&V
Date: Thursday, 27 August 2015 12:05:47 p.m.

[REDACTED] reports her boss is happy with 10 years but would quite like an informal review at 5 years to see how the space is going and whether possibility of longer than 10.

Sent from my iPhone

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From: [Justin \[REDACTED\]](#)
To: [Clare Bugden](#)
Cc: [Chris \[REDACTED\]](#); [Jeremy \[REDACTED\]](#)
Subject: Informing S&V of delay in delivery of Archives
Date: Wednesday, 2 September 2015 3:05:07 p.m.
Attachments: [image001.gif](#)

Hi Clare,

We really need to engage formally with Nga Taonga Sound and Vision shortly to let them know there are adjusted timeframes for delivering the new facility. As they have formally committed to it and have no real Plan B we must be fair and keep them in the loop as they currently have no formal engagement with our project.

Think you wanted to think through implications and how we communicate this wider and perhaps can discuss tomorrow morning to work this through.

Justin

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

The Department of Internal Affairs Te Tari Taiwhenua

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From: [Justin \[REDACTED\]](#)
To: [Chris \[REDACTED\]](#)
Subject: S&V chat
Date: Thursday, 3 September 2015 11:17:27 a.m.
Attachments: [image001.gif](#)

Hi,

Spoke with Clare this morning and she is happy for us to chat to S&V, but only after she's had her chat with Peter Murray and Marilyn Little next week. So is likely to be the start of the week 14-18 Sep. You could let them know now that we are looking to provide an update at that time.

Cheers,

Justin

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

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From: [Chris](#) [REDACTED]
To: [Justin](#) [REDACTED]
Subject: NZMS
Date: Wednesday, 2 September 2015 3:02:55 p.m.

A59

Justin

The situation seems to be that, although there is the possibility that NZMS could move into another part of the Museum proper after the Recovery centre closes in December, the Museum is loath to do this unless NZMS have a definite exit strategy. That is, it seems the Museum will only let them stay on if it is agreed they will be moving into our premises at a given date.

NZMS would really like to know this month so they can make alternative arrangements.

Chris

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From: Chris [REDACTED]
To: Jeremy [REDACTED]
Subject: More space
Date: Friday, 11 September 2015 11:54:41 a.m.

Jeremy

I just thought I should run the numbers past your eagle eye once more.

I was a bit confused by S&V's BoH space requirements, as they put 274sm in the survey and now want 300sm. However, that seems to represent a 100 sm increase, as all the previous business case and other documents I could find state 200sm for their BoH.

That being the case, and assuming we agree to their request:

We have 1420sm for our stack requirements, rather than the 1520sm we had been working on. The additional 100sm wanted by S&V equates to 1200 linear metres, or 4 year's intake based on our original assumptions.

I estimate we need 1200sms to hold our current holdings, including an estimated 100sm for Outsize racking and map cabinets.

If we shelf to allow for 5 years' growth immediately, that would mean we occupy 1325sm at Day One.

While some of that could be used for short-term lease (ie for a few years only), it would allow only 95sm free for tenancy for 5 years maximum..

In theory this has to be for 5 years only, as we would want to start occupying that space after year 5.

However, if we were able to start occupying former S&V stackspace after year 10, that would give us another 300sm (3600 linear metres - we don't know if the office space would be available or could be reconfigured to stack space) and that means another 12 years' space, assuming the S&V stackspace could be utilised to its maximum capacity and an annual intake of 300 linear metres per year.

In theory this would mean the 1420 plus 300 stack space would bring 520 sm of spare space(6240 linear metres) which would last us for just over 20 years.

I think we both think that the actual intake rate might drop dramatically during this time but we can't really use that assumption as the basis for any lease, especially as we know it will be frontloaded onto the initial years. (5 years at 300lm and 25 years at 200lm would just about get us to the 30 years we need. And it is hard to believe we would still be taking in 200lm a year in 2030.)

Given the continued unknowns around Ecan's need for additional space, it seems to me we can really only be looking at Canterbury Museum as a potential third occupant. While we could take a part of the Library's holdings, their 20 year plus lease is not something we could agree to. It

might be that at some future date we are in a position to offer more space to lease, once we have a clearer idea of our actual intake.

Chris

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From: Chris [REDACTED]
To: Clare Bugden; Jeremy [REDACTED]; Justin [REDACTED]
Subject: FW: Tenant requirement surveys
Date: Friday, 11 September 2015 8:32:45 a.m.
Attachments: [Requirements Survey June 2015 NZMS as a tenant in the Christchurch facility at Wigram.docx](#)
[CHCH Library Copy of volume of storage required for ArchivesNZ.xls](#)
[Requirements Survey June 2015 CHCH Libraries \(2\).doc](#)
[Requirements Survey June 2015 Canterbury Museum \(2\).docx](#)
[Requirements Survey June 2015 SoundVision - NTSV.docx](#)
[Archives NZ Requirements Survey June 2015 Ecan.docx](#)

Just in case you mislaid this. To date we have not received a completed survey from the Anglican Church and I have not chased it up.

I have also yet to receive Ecan's estimate of the additional space they will need.

With regard to the calculations below, you now have to factor in the additional 100 square metres S&V want in the stack area. As well, [REDACTED] [REDACTED] indicated they might want to pay for the use of some additional shelving space outside of their dedicated S&V area.

In terms of the lease duration, S&V are now comfortable with the current 10 years as originally stipulated, but have suggested we review the situation at 5 years into the occupancy, when we will have a clearer idea of capacity. They may wish to extend the lease, depending on our needs.

From: Chris [REDACTED]
Sent: Friday, 31 July 2015 11:23 a.m.
To: Clare Bugden; John [REDACTED]; Philip [REDACTED]; Michael [REDACTED]; Joost [REDACTED]; Sara [REDACTED]
Cc: Justin [REDACTED]; Jeremy [REDACTED]
Subject: Tenant requirement surveys

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

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

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

Chris

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

Ecan archives, which occupy about 75 sm at present.) If that rate continued, we would have occupied another 125 metres at 10 years from opening, leaving only 70 sm left.

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

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

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From: [Chris](#) [REDACTED]
To: [Clare Bugden](#); [Jeremy](#) [REDACTED]; [Justin](#) [REDACTED]
Subject: Tenants: Correction
Date: Friday, 11 September 2015 8:42:08 a.m.

Oops.

S&V want to extend their back of house space to 300 square metres. This is only 25 sm additional to the 274sm they already had. I was looking at older plans which had them at 200 sm.

Chris

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From: [Chris \[REDACTED\]](#)
To: [Clare Bugden](#); [Jeremy \[REDACTED\]](#); [Justin \[REDACTED\]](#)
Subject: Tenant requirements 2015
Date: Friday, 11 September 2015 8:50:50 a.m.
Attachments: [Tenant requirements 2015.docx](#)

I have just updated this rough table of tenant requirements.

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From: [Chris \[REDACTED\]](#)
To: [Clare Bugden](#); [Jeremy \[REDACTED\]](#); [Justin \[REDACTED\]](#)
Subject: Criteria for co
Date: Friday, 11 September 2015 9:21:21 a.m.
Attachments: [Criteria for co.docx](#)

Revised criteria. I have added something to cover the 'need' of the applicants.

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Criteria for co-location

Do we have the amount and type of space (BoH and FoH) the potential tenant requires, for the length of time they require it?

- *Can their requirements be met within the capital amount funded in the budget or will we need to seek additional funding from the Department?*
- *The building needs to meet our own requirements for 30 years -will we need to build additional space to accommodate the tenant's needs. If it is in the stack area, we can take over the space later for our own requirements. If in FoH or other non-stack areas, this could be problematic.*
- *What challenges would their FoH or BoH requirements present?*

Will the potential tenant's presence be of financial benefit to the Department?

- *We intend to charge only enough to cover full costs (I assume we could use a market rate for any commercial firm, such as NZMS), however, tenancy of the stack area will defray the cost of our occupation until we need to reclaim the space.*

Government wants to foster collaboration between govt offices and between them and local institutions: does the potential tenant bring opportunities for collaboration and the possibility of shared services/equipment?

- *If so, to what extent?*
- *Will the potential tenant's presence allow enhancement to service delivery?*

Will the potential tenant's presence support the concept of an 'archives hub', and increased preservation of and access to the region's documentary heritage in postquake Christchurch?

Need.

- *What is the 'need' of the potential tenant for this space?*
- *Is it the result of the earthquakes?*
- *What other options do they have?*

From: [Chris](#) [REDACTED]
To: [Justin](#) [REDACTED] [Jeremy](#) [REDACTED]
Subject: Tenant requirements edit 2015
Date: Monday, 21 September 2015 10:12:38 a.m.
Attachments: [Tenant requirements edit 2015.docx](#)

Justin

I'm not sure this will meet Clare's requirement – I found it hard to reduce to a nice table, though I'm sure it's possible. She already has most of this information; I have just re-arranged it.

Basically, the increase in S&V stack requirement means we have about 70-100 sm available for lease and only for the first 5 years (after which we will need to move into that space. This assumes Ecan is remaining with us into the new building.

After 5 years we can look again at what space we have spare perhaps we can extend that time period but we cannot plan on that basis, especially as the first few years' intake are likely to be heavy.

The good news is, the space might still last us for 30 years, given a reduction in intake after the early years.

I am away this afternoon from noon (driving to Dunedin) and all day tomorrow.

Happy to discuss now or tonight.

Chris

Jeremy – do my figures look OK?

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From: Justin [REDACTED]
To: Chris [REDACTED] Jeremy [REDACTED] Clare Bugden
Cc: Sara [REDACTED]
Subject: Points regarding co-tenants for Archives
Date: Thursday, 24 September 2015 3:59:18 p.m.
Attachments: image001.gif

Hi,

Notes, table and key messaging to be used for possible co-tenant confirmation.

Key points:

- DIA and Nga Taonga Sound and Vision are the only confirmed agencies for the new facility, as agreed in the Cabinet-approved business case;
- These two agencies, based on projections, almost full the capacity of the new facility; therefore additional agencies being included is no longer viable unless they have smaller, short-term requirements.
- ECAN material is also included based on existing material, however no growth has been assumed for the future needs (25sqm).
- LINZ material based off known assumptions can be included in the new facility. If the assumptions change and a lot more LINZ material is needed to be held it could affect the long-term spatial requirements for DIA.
- Canterbury Museum is a possible inclusion due to their smaller requirements and only wanting 5 years holdings.

Table to be used for how co-tenants were selected:

Essential	Highly Desirable	Desirable	Undesirable
Archives NZ requirements	Those other identified possible co-tenants who have been adversely affected by the Canterbury earthquakes	Other identified possible co-tenants with similar needs and 'fit' to Archives NZ requirements	Specialised areas not easily re-configured for future Archives NZ repository space
Sound & Vision requirements	Those other identified possible co-tenants who have smaller space requirements and short-term needs (3-10 years) who could provide a revenue stream with DIA excess short-term space		Agencies seeking mainly Front of House space in addition to that provided for Archives NZ and Sound and Vision.
			Those seeking repository space for terms 10 years +

Key communication message to potential co-tenants (less Sound and Vision and ECAN):

Firstly, thank you for your patience and on-going communication in regards to potential co-location options at Archives NZ's new facility to be built at Wigram. Since the business case was approved, the project team have been re-testing assumptions made around both short and long term spatial requirements for Archives NZ and Nga Taonga Sound and Vision. This analysis has indicated that Archives NZ is no longer able to commit to new co-tenants at this time. This is disappointing as we certainly wanted to encourage a wider 'hub' of like-minded agencies in line with the Government's Better Public Services initiative.

We wanted to provide you this information now as we can appreciate you need time to confirm your own alternate options. We are not ruling out the ability to accommodate other agencies at a later date as we go through the design and construction of the new facility. If an ability presents itself to make the facility larger we will certainly assess that and remain in touch with you to discuss potential options. The decision around this would occur between March to July 2016 when design and costs are more certain.

Again, apologies we are not able to accommodate your needs at this time but certainly stay in touch with us for any future opportunities.

Regards,

XXXXXXXXXX (not kisses, insert name for whoever is releasing)

Chris – for ECAN, think we need an adjustment on the above based on the fact that we'll commit to their current holdings and projections (if this was included in business case numbers); however any future growth is not in scope but can be discussed with us. For Canty Museum, think we just firm up their requirement and if 5 years and able to accommodate then we go ahead with this.

All – please comment on messaging and criteria and reply all by Friday 2pm to allow consolidation and Chris the ability to communicate as required.

Regards,

Justin

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

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED]

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From: Chris [REDACTED]
To: Justin [REDACTED] Sara [REDACTED]
Subject: FW: Wigram Repository
Date: Monday, 28 September 2015 4:45:47 p.m.

From: Chris [REDACTED]
Sent: Monday, 28 September 2015 4:45 p.m.
To: [REDACTED] [REDACTED]
Subject: Wigram Repository

Dear Anthony

Firstly, thank you for your patience and the information you have been able to provide in regards to potential co-location options at Archives New Zealand's new facility to be built at Wigram.

Since the business case was approved, the project team have been re-testing assumptions made around both short and long term requirements for Archives and Nga Taonga Sound and Vision. This analysis has resulted in an expansion of the initial space required by Sound and Vision, our co-location partner, which has limited both the space and tenancy duration we can offer to other potential tenants in the building as currently configured. However, as I mentioned to you the other day, it is still possible that we may be able to meet your requirements so I would like to work with you or your staff to try and gain more detail about what the museum requires over the next few months. It is also possible that work next year on the design and cost of the new repository may result in a larger facility than the one designed for the business case.

I apologise for the time it has taken to get back to you on this matter. If the Museum is still interested in exploring this option, I look forward to working with you to make it happen.

Regards

Chris

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

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

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From: Chris [REDACTED]
To: Justin [REDACTED] Sara [REDACTED]
Subject: FW: Wigram Building
Date: Monday, 28 September 2015 4:38:44 p.m.

I was hoping you might be better at filing this stuff on Lotus Notes than I am.

Anne still has to talk to her boss, but was very keen to still be kept in mind. She said everything was negotiable and they now had no Plan B (a bit like S&V).

From: Chris [REDACTED]
Sent: Monday, 28 September 2015 4:36 p.m.
To: [REDACTED]
Subject: Wigram Building

Anne

Further to our telephone discussion, I am sure you will want something in writing.

Thanks for your patience and the comprehensive information you have been able to provide in regards to potential co-location options at Archives New Zealand's new facility to be built at Wigram. Since the business case was approved, the project team have been re-testing assumptions made around both short and long term requirements for Archives and Nga Taonga Sound and Vision. This analysis has resulted in an expansion of the initial space required by Sound and Vision, our co-location partner, which has limited both the space and tenancy duration we can offer to other potential tenants in the building as currently configured. I regret that because of this we are unable to meet your stated requirements in terms of space and duration of tenancy at this time.

I wanted to provide you this information now as I am keenly aware you need time to seek and confirm your own alternative options. We are not ruling out the ability to accommodate your requirements at a later date as we go through the design and construction of the new facility. If an ability presents itself to make the facility larger we will certainly assess that and remain in touch with you to discuss potential options. However, the decision around this would now occur between March to July 2016 when design and costs are more certain, and I appreciate that this is unlikely to meet your own need for certainty with regard to planning future storage needs.

Once again, I apologise for the time it has taken to get back to you on this matter, and I am personally sorry that we are not able to accommodate your needs at this time. I was looking forward to working with Christchurch City Libraries as a tenant in our new repository, and I still hope this may be possible.

Regards,

Chris

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

From: Chris [REDACTED]
To: "Denise" [REDACTED]
Subject: Wigram
Date: Monday, 28 September 2015 4:56:33 p.m.

Dear Denise

Thank you for your patience and the information you have been able to provide in regards to potential co-location options at Archives New Zealand's new facility to be built at Wigram.

Since the business case was approved, the project team have been re-testing assumptions made around both short and long term requirements for Archives and Nga Taonga Sound and Vision. This analysis has resulted in an expansion of the initial space required by Sound and Vision, our co-location partner, which has limited the space we can offer to other potential tenants in the building as currently configured.

I should stress that this does not affect the Ecan holdings we already have or our ability to carry them into the new building. However, it does mean we will require more detailed information about your future requirements for additional space to determine if we have sufficient capacity for them. I know that when we have discussed this in the past it has not been possible to determine definite figures for the remaining legacy paper records. It is also possible that work next year on the design and cost of the new repository may result in a larger facility than the one designed for the business case and your requirements may be a factor in this.

I look forward to working with you to acquire the information the project needs.

Regards

Chris

Chris [REDACTED] | Regional Archivist

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From: Chris [REDACTED]
To: "Andy" [REDACTED]
Subject: Wigram
Date: Monday, 28 September 2015 4:39:46 p.m.

Dear Andy

Firstly, thank you for your patience and the comprehensive information you have been able to provide in regards to potential co-location options at Archives New Zealand's new facility to be built at Wigram.

Since the business case was approved, the project team have been re-testing assumptions made around both short and long term requirements for Archives and Nga Taonga Sound and Vision. This analysis has resulted in an expansion of the initial space required by Sound and Vision, our co-location partner, which has limited both the space and tenancy duration we can offer to other potential tenants in the building as currently configured. I regret that we are unable to meet your stated requirements in terms of space and duration of tenancy at this time. We feel that what space is available should be offered in the first instance to local archival institutions affected by the earthquakes.

I wanted to provide you this information now as I am keenly aware that as a commercial enterprise you need time to seek and confirm your own alternative options, and that the Air Force Museum also needs to make decisions about the use of its own space.

Once again, I apologise for the time it has taken to get back to you on this matter and wish you luck in your search for new accommodation in Christchurch.

Regards

Chris

Chris [REDACTED] | Regional Archivist

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From: Sara [REDACTED]
To: Chris [REDACTED]
Subject: Wigram co-tenant letters
Date: Tuesday, 29 September 2015 10:23:59 a.m.
Attachments: [image001.png](#)

Hi Chris

Have filed the five following co-tenant decision emails in DMS. Just doing a double check that I got them all:

- Air Force Museum
- Anglican Diocese Archivess
- Canterbury Museum
- ChCh City Library
- Environment Canterbury

Regards
Sara

Sara [REDACTED] | Project Coordinator
Professional Services

The Department of Internal Affairs Te Tari Taiwhenua

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From: Jane [REDACTED]
To: Chris [REDACTED]
Subject: Re: Wigram
Date: Wednesday, 30 September 2015 4:55:57 p.m.

Thank you Chris

I have forwarded this information to the Diocesan Manager. To keep you in our loop – we have very recently managed to secure a “warehousy sort of a space” and are in the process of turning it into archives space – no mean feat!

Cheers
Jane

From: Chris [REDACTED]
Sent: Monday, September 28, 2015 4:43 PM
To: Jane [REDACTED]
Subject: Wigram

Jane

Thanks for your patience and the information you have been able to provide in regards to potential co-location options at Archives New Zealand’s new facility to be built at Wigram.

Since the business case was approved, the project team have been re-testing assumptions made around both short and long term requirements for Archives and Nga Taonga Sound and Vision. This analysis has resulted in an expansion of the initial space required by Sound and Vision, our co-location partner, which has limited both the space and tenancy duration we can offer to other potential tenants in the building as currently configured. I regret that because of this we are unable to meet your stated requirements in terms of space and duration of tenancy at this time.

I wanted to provide you this information now as I am keenly aware you need time to seek and confirm your own alternative options. We are not ruling out the ability to accommodate your requirements at a later date as we go through the design and construction of the new facility. If an ability presents itself to make the facility larger we will certainly assess that and remain in touch with you to discuss potential options. However, the decision around this would now occur between March to July 2016 when design and costs are more certain, and I appreciate that this is unlikely to meet your own need for certainty with regard to planning future storage needs.

Once again, I apologise for the time it has taken to get back to you on this matter, and I am sorry that we are not able to accommodate your needs at this time.

Regards,

Chris

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Archives New Zealand Te Rua Mahara o te Kawanatanga
Christchurch Regional Office
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From: [Clare Bugden](#)
To: [Marilyn Little](#)
Cc: [Chris \[REDACTED\]](#) [Kate \[REDACTED\]](#) [Sandra \[REDACTED\]](#)
Subject: Re: S&V
Date: Thursday, 15 October 2015 5:46:51 p.m.

Huge blow to lose them for a number of reasons.

My initial thoughts are on whether we can support them in any other way to bridge the gap in timing so they can remain in Christchurch.

There is no certainty with the new timeline until we secure someone to do the main building works, which I appreciate doesn't help.

In terms of connection to the project, at this point in time I am reluctant to include S&V on the board as we're working through a lot of internal matters which I don't think would be appropriate to share.

That said, I am keen to increase our connection with S&V and this could be monthly catch ups with them perhaps pre and post board meetings, where we talk project status, to get their input on anything and debrief. This could be with PM, Chris and S&V and potentially me.

Justin (the PM) is going to Christchurch in the near future and can participate in any stakeholder meetings. Chris, I'll leave that with you and Justin as I know you'll connect up about visits anyway.

C

Clare Bugden
General Manager Operations
Shared Services Branch
Internal Affairs

On 15/10/2015, at 5:00 pm, Marilyn Little <Marilyn.Little@dia.govt.nz> wrote:

I meet Rebecca regularly and I will tee up a time with her ASAP. Clare, I realise we are managing the relationship but good to hear your thoughts first. Losing S&V will be a blow.

Marilyn

From: Chris [REDACTED]
Sent: Thursday, 15 October 2015 4:52 p.m.
To: Marilyn Little
Subject: FW: S&V

fyi

From: Chris [REDACTED]
Sent: Thursday, 15 October 2015 4:50 p.m.
To: Clare Bugden; Justin [REDACTED] Kate [REDACTED]
Subject: S&V

I have just had a talk with [REDACTED]. She discussed the matter with Rebecca Elvy her CE, who in turn had been discussing it with Jane Kominik, the Chair of their board.

I think their commitment to the project is now in the balance. Rebecca thought it could be a showstopper, while [REDACTED] was not so sure and personally wants it to stay in CHCH. Rebecca intends to take it to their board meeting on 30 October. The problem is they have a number of difficult property decisions to make and while we were on track they were happy to remain committed.

They wonder how much faith they can have in a new timeline. Rebecca has expressed a wish to be 'closer to the project' as they might give them a better sense of participation and knowledge of how it is progressing. She has offered to attend governance board meetings. Personally, I always thought they should attend the meetings, as one of the two main 'clients', even if it was just in an observer status.

I think we need to talk to S&V at a higher level than [REDACTED] and I to try and allay their concerns if we can, and if we want to.

Chris

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Wigram
Date: Tuesday, 13 October 2015 3:06:05 p.m.

Hi Chris, I briefly mentioned to Rebecca on Friday but have not had a chance to discuss yet. I will email you back this week – sorry for the delay.

[REDACTED]

From: Chris [REDACTED]
Sent: Tuesday, 13 October 2015 8:11 a.m.
To: [REDACTED]
Subject: Wigram

[REDACTED]

What is the state of play? I'm almost afraid to ask, but I realise the further delay to the planned completion date (however long that may turn out in practice) may put you in a very difficult position and provides ammunition for those wishing to move the operation to the Hutt. I am also aware that agreeing to the Wigram proposal may have prevented you from taking up other alternatives in Christchurch.

Chris

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Wigram Building
Date: Friday, 23 October 2015 9:43:51 a.m.

Hi Chris,

I was trying to come up with a minimum space requirement for [REDACTED] in case in her search for a new space, she might be able to accommodate us as well and thought it could be helpful for you to have that info as well if you are keeping us in mind.

I've reassessed our requirements for collection storage space and think we can manage on our very minimum need of something between 400 linear metres and 700 linear metres (400 now and with expansion over out-years up to 700 and of course worst case scenario we settle for what we can get now and worry about the future in the future!). I've measured in linear metres because the square metres needed can vary depending on how high the shelving is.

But a best guess for square metres, assuming pretty standard shelving 400mm deep and minimum 5 shelves high and a need for walk spaces between bays I think this would be minimum 100m² for the 400 linear metres, but of course if shelving can go up to 6 or more high, then that requirement could come down to about 80m². All total guesswork, but hopefully a helpful indicator.

This is focussed just on Archives, Ephemera etc - it excludes published material and newspapers, as the need for those is mostly about storage rather than storage and access.

Hope this helps

Thanks,

[REDACTED]

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

x [REDACTED] [REDACTED]

From: Chris [REDACTED]
Sent: Tuesday, 6 October 2015 1:23 p.m.
To: [REDACTED] [REDACTED]
Subject: RE: Wigram Building

Thanks [REDACTED]

I am certainly still keen to make space available for your material so I will keep you closely informed of progress on our building.

Regards

Chris

From: [REDACTED]
Sent: Tuesday, 6 October 2015 1:08 p.m.
To: Chris [REDACTED]
Cc: [REDACTED]
Subject: RE: Wigram Building

Hi Chris,

Thank you for getting back to me and letting me know what the issue is.

While this is certainly a setback at this time, the benefits to our customers of being able to locate archives and other documentary heritage material is such that I really want to keep the possibility of our sharing at least some level of storage and access on the table as long as possible.

When we provided you with our expected needs that was on the assumption that space wasn't going to be an issue, so I was looking at a single solution. However I am sure that there will be ways be ways of limiting the amount of material we might want to store in the National Archives facility at Wigram and finding other solutions for the rest. I know you were a little concerned about our wanting to store the bound volumes of newspapers at Wigram. We can rethink that. So I believe we can move from the ideal solution to the manageable solution.

We can wait until you are more certain of just what can be built. Our earlier timing concerns related more to internal council activities and trying to be ahead of the likely disruption. We are now in the disruptive stage so waiting another six months to find out what is possible is probably not too much of a problem.

I suggest we just continue to check in with each other periodically with progress or any changes in circumstances.

Regards,

[REDACTED]

[REDACTED]

Content Manager | Libraries and Information Unit

[REDACTED]

From: Chris [REDACTED]
Sent: Monday, 28 September 2015 4:36 p.m.
To: [REDACTED]
Subject: Wigram Building

[REDACTED]

Further to our telephone discussion, I am sure you will want something in writing.

Thanks for your patience and the comprehensive information you have been able to provide in regards to potential co-location options at Archives New Zealand's new facility to be built at

Wigram. Since the business case was approved, the project team have been re-testing assumptions made around both short and long term requirements for Archives and Nga Taonga Sound and Vision. This analysis has resulted in an expansion of the initial space required by Sound and Vision, our co-location partner, which has limited both the space and tenancy duration we can offer to other potential tenants in the building as currently configured. I regret that because of this we are unable to meet your stated requirements in terms of space and duration of tenancy at this time.

I wanted to provide you this information now as I am keenly aware you need time to seek and confirm your own alternative options. We are not ruling out the ability to accommodate your requirements at a later date as we go through the design and construction of the new facility. If an ability presents itself to make the facility larger we will certainly assess that and remain in touch with you to discuss potential options. However, the decision around this would now occur between March to July 2016 when design and costs are more certain, and I appreciate that this is unlikely to meet your own need for certainty with regard to planning future storage needs.

Once again, I apologise for the time it has taken to get back to you on this matter, and I am personally sorry that we are not able to accommodate your needs at this time. I was looking forward to working with Christchurch City Libraries as a tenant in our new repository, and I still hope this may be possible.

Regards,

Chris

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

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

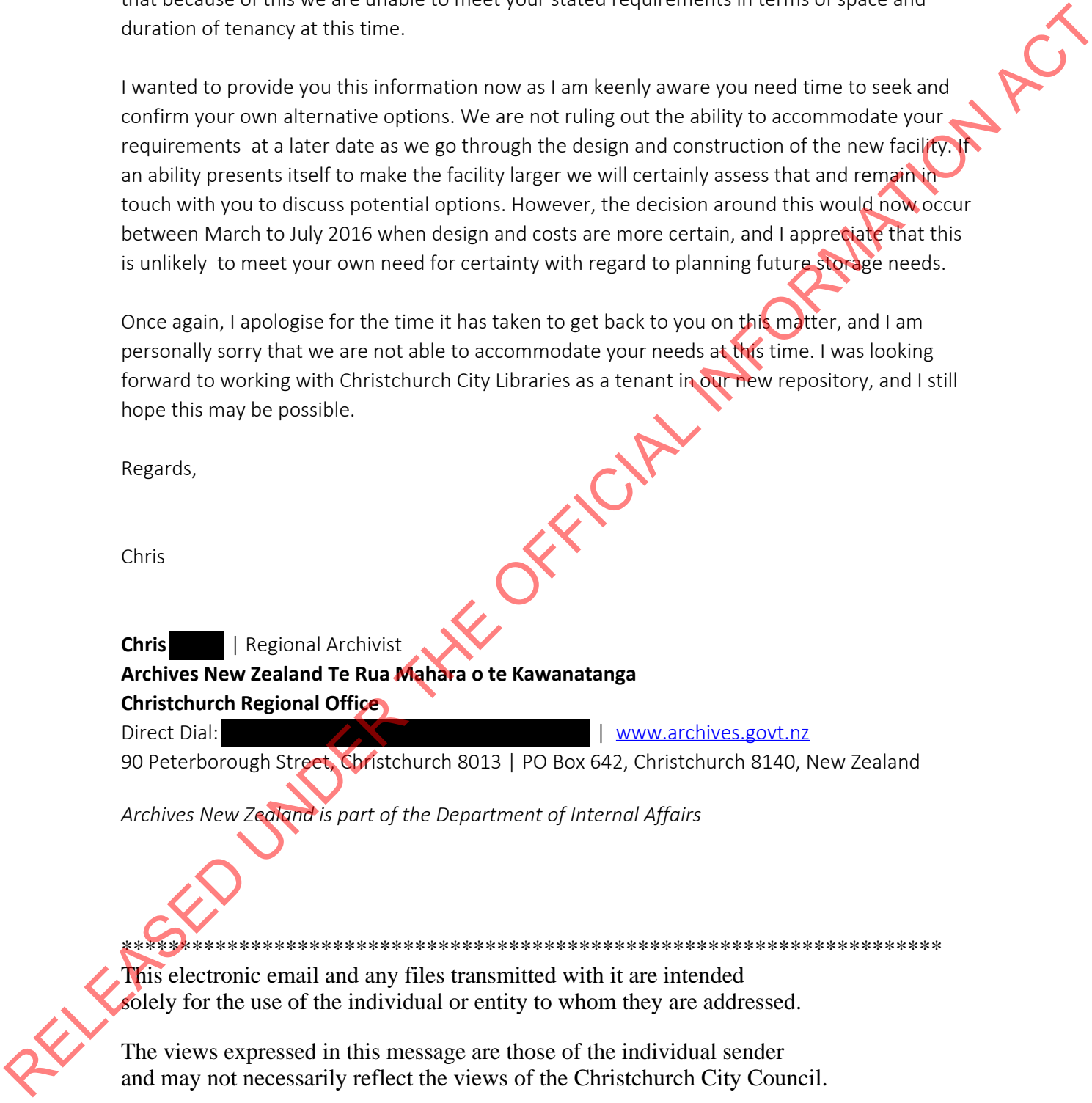
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From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Wigram Repository
Date: Tuesday, 27 October 2015 3:01:51 p.m.

A74

Chris

Timing will never be perfect but this is still a better proposition for the period late 2017 – 2020, which is the earliest a new facility could be available here. We're keen to continue the discussions.

Cheers

[REDACTED]

[REDACTED] • Director
Canterbury Museum, Rolleston Avenue, Christchurch 8013, New Zealand

P [REDACTED]

[REDACTED] • www.canterburymuseum.com

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From: Chris [REDACTED]
Sent: Tuesday, 27 October 2015 10:24 a.m.
To: [REDACTED]
Subject: RE: Wigram Repository

Hi [REDACTED]

The timing might prove a problem then, as our building is unlikely to be completed until later in 2017.

And yes, we will miss Triona. She has completed a great deal of work in her time here this year and has cleaned up most of our accessioning backlog by herself.

Regards

Chris

From: [REDACTED]
Sent: Tuesday, 27 October 2015 9:47 a.m.
To: Chris [REDACTED]
Cc: Lesley [REDACTED]
Subject: RE: Wigram Repository

Dear Chris

Yes, we're still keen to work with you on this. We're heavily involved in insurance settlement negotiations at present and will need space for our documentary history collections probably from about the middle of next year on present indications.

Chris

Chris [REDACTED] | Regional Archivist

Archives New Zealand Te Rua Mahara o te Kawanatanga

Christchurch Regional Office

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

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

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: Re: Wigram
Date: Monday, 9 November 2015 1:00:27 p.m.

Thanks Chris.

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

[REDACTED]
www.ngataonga.org.nz

From: Chris [REDACTED]
Date: Monday, 9 November 2015 7:14 am
To: [REDACTED]
Subject: Wigram

[REDACTED]

We had a useful project board meeting on Thursday, at which Beca and Warren & Mahoney attended and Graeme Finlay from WAM went over the design work to date.

Some time soon we are going to have to meet with WAM and revise the last design. For some reason I thought I had seen a detailed layout for Wigram, but perhaps I have been imagining that, because the last one Graeme could produce was the detailed one for Ilam, in which Macmillan Brown still figure.

Chris

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From: [Jeremy](#) [REDACTED]
To: [Marilyn Little](#); [Chris](#) [REDACTED]
Subject: RE: Nga Taonga Sound and Vision
Date: Thursday, 3 December 2015 9:45:53 a.m.

Hi

I agreed. I think a bit of rent in the short term would be helpful but we want to show S&V that we are committed to the co-location.

Familysearch don't have long to go so timing wise it seems pretty good.

Jeremy

From: Marilyn Little
Sent: Thursday, 3 December 2015 8:54 a.m.
To: Chris [REDACTED]
Cc: Jeremy [REDACTED]
Subject: Re: Nga Taonga Sound and Vision

Go for it, providing meets their needs. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

s 9(2)(g)(i)

Regards Marilyn Sent from my iPad

On 3/12/2015, at 8:42 AM, Chris [REDACTED] wrote:

At the Warren and Mahoney meeting yesterday Karen mentioned they had an issue with their current leased space. Because of the extended requirement for occupation, the landlord is going to have to starting making earthquake repairs and this will require the partial demolition of the building midway through next year. Given that the S&V Board have already marked our cards and might be tempted to treat this as a reason to pull out of Wigram, I mentioned to Karen that our backroom would be available from March, as the probate project will have finished and that it might be possible for some of her staff to perch with us. We were going to reclaim the space for our photography and volunteers but we can carry on as we are until the new building is ready. They would pay for any fit out in terms of phones etc, and some rent. Karen would probably like to be there as well. She seemed quite relieved and keen on the idea. Given that we are going to live together, it would be like a trial marriage with S&V.

What do you think? I certainly haven't committed us to anything, just raised the possibility in response to her concerns. If we do lose S&V, it won't be for a lack of trying on our (ANZ) part.

Chris

From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: RE: Space
Date: Thursday, 3 December 2015 10:59:02 a.m.

Thanks Chris.

Once we know the expected date for Wigram, I can contact the landlord in regard to extending our lease here. Depending on the outcome of that will answer the question! Is there a timeframe that you need to know by?

Cheers

[REDACTED]

From: Chris [REDACTED]
Sent: Thursday, 3 December 2015 8:59 a.m.
To: [REDACTED]
Subject: Space

[REDACTED]

Marilyn seems supportive of the idea of our finding room for some of you to perch in our back room, if you think this would be of use to you.

Have a think, check out the space, and we can discuss numbers, any 'fitout' needs (eg phone lines etc), rent (?)

There would need to be rules around hours of work etc because we have no way of shutting off the stack area. And there might be a fight over parking (although there is free parking next door still.)

We have had Gaming people out there, and the Mormons for some years. We seem to rub along OK without stepping over each other.

Chris

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From: Jason [REDACTED]
To: Chris [REDACTED]
Subject: RE: [REDACTED]
Date: Thursday, 14 January 2016 3:31:40 p.m.

Thanks Chris

From: Chris [REDACTED]
Sent: Thursday, 14 January 2016 11:27 a.m.
To: Jason [REDACTED]
Subject: [REDACTED]

I rang her and found out she already received an invitation.

She is coming here beforehand to go over the latest plan from WAM, so we aren't actually bickering in the meeting. I think they seem fairly happy with it anyway.

Chris

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From: [Redacted]
To: Graeme [Redacted] Jason [Redacted] "Samir" [Redacted] Eadi [Redacted] "Alan" [Redacted] Chris [Redacted]
Subject: Re: 7137 Wigram Archives design team meeting minutes
Date: Tuesday, 19 January 2016 6:20:42 p.m.

Hi there

Some notes on the latest plan.

I note the dotted line indicating the split area in the NTSV stack is missing (though there are two entrances). We will be confirming the split storage and size of each area in the near future, and I have sent the temperature and humidity info in separately. I do note that the NTSV stack is in line with the 'future extension area' for DIA. If DIA wanted to retain these rooms as spaces in future, or indeed we wanted to/were able to extend our lease, then the stack may be better placed on the other side out of the way. We did say we would have a look at the stack layout separately, so this can be resolved later.

Is it a set of stairs between the Conservation Room and Disc and Tape Cleaning Rooms? Will these still back on to each other? I ask because both the Conservation and Cleaning areas need plumbing/air ventilation and this could easily be shared, but harder if there is a stairway between.

We need a building note somewhere to say that the exterior facing NTSV studios need to be soundproofed from the outside. Windows are possible, but would need to be accounted for in terms of sound proofing and ability to control light (we don't like sunlight on our archives). Just want to make sure that this is noted as it may add to building costs and require special consideration.

Many thanks.

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

www.ngataonga.org.nz

From: [Redacted]
Date: Tuesday, 19 January 2016 3:12 pm
To: Jason [Redacted] [Redacted] [Redacted] [Redacted] Chris [Redacted]
 [Redacted] [Redacted] Sara [Redacted]
 [Redacted]

Subject: RE: 7137 Wigram Archives design team meeting minutes

Attached is the final set of drawings complete with the areas schedule. Outline specification will be complete and ready for issue by the end of the day tomorrow.

Leonard – you will note that the plant area has increased but the building footprint has reduced. We have moved the plant rooms onto a mezzanine floor which we would hope would be cheaper to build. The plant room areas have increased slightly but only to line up with the rooms below. They could be reduced but we assumed that the additional area would allow space for any plant which had previously been on the roof of the low block.

Regards

[Redacted]

Principal

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From: [Redacted]

Sent: Tuesday, 19 January 2016 9:21 a.m.

To: 'Jason [Redacted]'; 'Chris [Redacted]'; 'Sara [Redacted]'; [Redacted]

Subject: RE: 7137 Wigram Archives design team meeting minutes

Ignore that attachment. Attached is the correct one.

[Redacted]

Principal

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From: [Redacted]

Sent: Tuesday, 19 January 2016 9:19 a.m.

To: 'Jason [REDACTED]' [REDACTED] 'Chris [REDACTED]

[REDACTED] Sara [REDACTED]

Subject: RE: 7137 Wigram Archives design team meeting minutes

Updated plans attached. We will be issuing the revised areas schedule shortly.

[REDACTED]

—
Principal

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From: [REDACTED]

Sent: Tuesday, 19 January 2016 8:26 a.m.

To: 'Jason [REDACTED]' [REDACTED] Chris

[REDACTED] Sara [REDACTED]

Subject: 7137 Wigram Archives design team meeting minutes

Please find attached the minutes from last Friday's design team meeting.

Regards

[REDACTED]

—
Principal

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Cc: [Jason](#) [REDACTED] [Jamie](#) [REDACTED]
Subject: Re: 7137 Wigram Archives data sheets
Date: Tuesday, 19 January 2016 6:13:09 p.m.

Hi

Here are the specifications for the two NTSV stack areas (size of spaces yet to be determined). I've given you the range, as opposed to the optimal, to ensure the system can deal with either end of the spectrum. Hope this is OK. They are directly from our industry storage standards for audio materials (IASA). Please also note we will be investigating the size of the two areas and confirming the optimal settings within the below ranges in the near future, but hopefully this will suffice for this part of the process.

Stack A (Discs)
40-50% RH, +/- 3%RH
-20C, +/- 1C

Stack B (Tape)
25-25%RH, +/- 3%RH
8-12C, +/- 1C

Regards

[REDACTED]

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

[REDACTED]
www.ngataonga.org.nz

From: Chris [REDACTED]
Date: Monday, 18 January 2016 4:49 pm
To: [REDACTED]
Cc: Jason [REDACTED]
Subject: RE: 7137 Wigram Archives data sheets

If you can live with 19C plus or minus 2, and 50RH plus or minus 5, then that would be the same as our main stack requirements, and only your second space would require different heating. That being the case, why did you require two spaces? Was it security? I can't remember.

[REDACTED]
Sent: Monday, 18 January 2016 4:45 p.m.
To: Chris [REDACTED]
Subject: Re: 7137 Wigram Archives data sheets

Hi Chris

This was written in 1.2 for the NTSV stack space for the room data sheets sent through on Friday

The main (or one) area will be target temperature 18-19 degrees and 40-55% RH. The other area will be 10-12 degrees.

I will refine this more – in Wellington so hope to send through ahead of Thursday.

████████

Head of Partnership

Nga Taonga Sound & Vision

324 Cashel Street · PO Box 909 · Christchurch 8140

████████████████████
████████████████████

www.ngataonga.org.nz

From: Chris ██████████
Date: Monday, 18 January 2016 10:36 am
To: ██████████
Subject: FW: 7137 Wigram Archives data sheets

From: Jason ██████████
Sent: Monday, 18 January 2016 8:49 a.m.
To: Chris ██████████
Subject: FW: 7137 Wigram Archives data sheets

Hi Chris

Attached is the Draft HVAC concept. Are any of the wider archives team able to provide review/comments with the the areas of man focus is on the temp and humidity controls... are these acceptable? I do notice that the Sound and Vision temp and humidity targets are the same as ours, however I thought they required lower targets?

Im happy to discuss further if required.

Cheers

Jason

From: ██████████
Sent: Saturday, 16 January 2016 10:41 a.m.
To: Jason ██████████
Cc: ██████████
Subject: RE: 7137 Wigram Archives data sheets

████████████████████

Attached in-progress draft to outline the proposed hvac concept for the project, based on the previously agreed approach for space environmental control.

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This is issued to get feedback on alignment with budget allowances and archives operational criteria. I am on leave early next week few days, but please email any comments and I'll respond when I have access to email/mobile.

Thanks

■

■

Technical Director - Building Services

Beca

■

www.beca.com

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From: [redacted]
To: [redacted]; [Chris](#) [redacted] [Jason](#) [redacted]
Cc: [redacted]
Subject: Re: 7137 Wigram Archives data sheets
Date: Tuesday, 19 January 2016 6:02:27 p.m.
Attachments: [NTSV Room Data Sheet feedback.docx](#)

Hi

Room data sheet comments attached.

Regards

[redacted]

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

[redacted]

www.ngataonga.org.nz

From: [redacted]
Date: Friday, 15 January 2016 3:15 pm
To: Chris [redacted]; [redacted]
Jason [redacted]
Cc: [redacted]
[redacted]
[redacted]
Subject: 7137 Wigram Archives data sheets

Dear Chris / [redacted] and Jason

Attached are the current room data sheets. Please could please review these and respond with any comments so they can be updated prior to the final issue of the concept package.

[redacted] – I have copied this to you as there may be some information which is relevant to your work.

Regards

[redacted]

Principal

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Direct [redacted]

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From: [REDACTED]

Sent: Friday, 15 January 2016 3:04 p.m.

To: [REDACTED]

Subject: 7137 Wigram Archives data sheets

[REDACTED]

Personal Assistant

—

WARREN AND MAHONEY

—

Direct [REDACTED]

—

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NTSV Feedback on Data Sheets, 19.1.16

1.2 NTSV Stack

Special Features:

Fire rated-walls [and as discussed at the last meeting] a pre-action water suppression system. NTSV will investigate the cost of gas flood as part of the next stage.

Comments:

Will send details of temperature and humidity to the DIA for inclusion in their document as requested.

2.7 and 2.8

Can these be re-labelled NTSV Office 1 (1 person) and NTSV Office 2 (2 people). NB: in regard to m2 offices to be scaled to comfortably seat this number of occupants. Please note that Office 2 will be used to play audio so some form of dampening may need to be applied, therefore office would be best as large as possible.

2.14 Waiting/Meeting Room

? Not sure what this was intended to be.

4.2.2b Noisy Room

Re-name Audiovisual Room. Shared space with Archives New Zealand.

4.2.3 Finding Aids

Chris, NTSV has a Listener collection used for reference that is rather pretty (all bound) and I have specs for purpose-build shelving for it. Do you think it could potentially be accommodated in here? I realize we don't have to worry about this now. Just an idea!

5.7a Tape Cleaning (NTSV)

5.7b Disk Cleaning (NTSV)

Floor covering is lino for both.

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From: [redacted]
To: [redacted]; Jason [redacted]; Sara Sarich [redacted]; Chris [redacted]
Subject: Re: 7137 Wigram Archives design team meeting minutes
Date: Tuesday, 19 January 2016 4:52:30 p.m.

Hi,

I'll send through my notes tonight. Nothing major.

[redacted]
Head of Partnership
Nga Taonga Sound & Vision
324 Cashel Street · PO Box 909 · Christchurch 8140
[redacted]
www.ngataonga.org.nz

From: [redacted]
Date: Tuesday, 19 January 2016 3:12 pm
To: 'Jason [redacted]; [redacted]; [redacted]; Adam [redacted]; Sara [redacted]; [redacted]
Subject: RE: 7137 Wigram Archives design team meeting minutes

Attached is the final set of drawings complete with the areas schedule. Outline specification will be complete and ready for issue by the end of the day tomorrow.

Leonard – you will note that the plant area has increased but the building footprint has reduced. We have moved the plant rooms onto a mezzanine floor which we would hope would be cheaper to build. The plant room areas have increased slightly but only to line up with the rooms below. They could be reduced but we assumed that the additional area would allow space for any plant which had previously been on the roof of the low block.

Regards

[redacted signature block]

Principal

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From: [REDACTED]
Sent: Tuesday, 19 January 2016 9:21 a.m.
To: 'Jason [REDACTED]'; [REDACTED] 'Chris [REDACTED]'; [REDACTED] 'Sara [REDACTED]'
Subject: RE: 7137 Wigram Archives design team meeting minutes

Ignore that attachment. Attached is the correct one.

[REDACTED]

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Principal

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From: [REDACTED]
Sent: Tuesday, 19 January 2016 9:19 a.m.
To: 'Jason [REDACTED]'; [REDACTED] 'Chris [REDACTED]'; [REDACTED] 'Sara [REDACTED]'
Subject: RE: 7137 Wigram Archives design team meeting minutes

Updated plans attached. We will be issuing the revised areas schedule shortly.

[REDACTED]

—
Principal

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From: [REDACTED]

Sent: Tuesday, 19 January 2016 8:26 a.m.

To: 'Jason [REDACTED]; Chris

[REDACTED]; Sara [REDACTED]

Subject: 7137 Wigram Archives design team meeting minutes

Please find attached the minutes from last Friday's design team meeting.

Regards

[REDACTED]

—
Principal

—
WARREN AND MAHONEY

—
Direct + [REDACTED]

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From: [Redacted]
To: Chris [Redacted]
Subject: Re: Happy New Year
Date: Tuesday, 19 January 2016 2:12:10 p.m.

Hi Chris,

That is all sounding very positive which is great news. As you will gather from my out of office message I am away at present, but do please continue to keep me in the loop. Still interested in any possibilities.

Tenders have closed for our central library, but still being evaluated I think, so no further news our end yet.

Thanks,

Sent from Samsung Mobile

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

From: Chris [Redacted]
Date: 19/01/2016 1:58 PM (GMT+12:00)
To: [Redacted]
Subject: Happy New Year

Anne

I hope you had a decent break.

Things are ramping up a bit with the project so I thought I should bring you up to date, although I am not yet in a position to let you know if our space can be of use to you.

With the help of the architects, engineers and quantity surveyors who developed the initial design way back in the business case, we have updated that and are simultaneously deciding who the project manager, architects, QS and engineers will be to take the initial design through to the final design stage and beyond to construction. At this stage we are expecting two costed versions: one for the stack area we initially requested (from which, as you may remember, Sound and Vision have filched another 100 square metres:-) and one for an extended stack area. If we possibly can afford it within the business case funding (apparently there is a slight chance we may be able to get a capital top up from the Department) we will go for the bigger building. At that stage we should have a better idea what we have, if anything, to offer. Rest assured I will keep you informed.

I hope all is going well with your building.

Regards

Chris

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Christchurch City Council

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



From: Jason [REDACTED]
To: [REDACTED]
Subject: RE: 7137 Wigram Archives data sheets
Date: Thursday, 21 January 2016 11:51:55 a.m.
Attachments: [image001.png](#)

Thanks [REDACTED]

From: [REDACTED]
Sent: Thursday, 21 January 2016 11:48 a.m.
To: Jason [REDACTED]
Subject: Re: 7137 Wigram Archives data sheets

My apologies, a typo. Yes it should be 25 to 35% +/-3%.

From: Jason [REDACTED]
Sent: Thursday, 21 January 2016 11:42 a.m.
To: [REDACTED]
Subject: FW: 7137 Wigram Archives data sheets

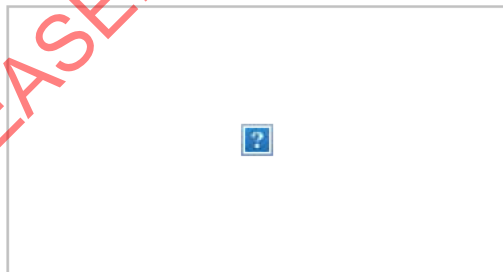
Hi [REDACTED]

Sorry I didn't pick this up before, but are you able to please confirm the requirements for the NTSV stack B highlighted in [REDACTED] email below?

Regards

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



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Encompasses heritage, identity services, community development, gaming and censorship regulation, emergency management and Civil Defence.

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From: [REDACTED]
Sent: Thursday, 21 January 2016 11:39 a.m.
To: Jason [REDACTED]
Cc: [REDACTED] Chris
Subject: RE: 7137 Wigram Archives data sheets

Thanks Jason, appreciate this feedback.
Can you please confirm the target humidity range for the NTSC stack B (should this be 25 to 35% +/-3%?).
I had allowed separate systems to serve NTSV stack A and B for differing environmental conditions. But for such low temperature/humidity control I suggest 2 close control refrigerant units within the Stack B space (computer room type cabinet units piped to outside condenser units) is the most appropriate HVAC system to control the environment for Stack B. The space will need to be panel insulated to assist in maintaining these design conditions.
I will update the hvac concept to align
Regards
[REDACTED]

[REDACTED]
Technical Director - Building Services
Beca
[REDACTED]
www.beca.com

From: Jason [REDACTED]
Sent: Wednesday, 20 January 2016 10:17 a.m.
To: [REDACTED]
Cc: [REDACTED] Chris [REDACTED]
Subject: RE: 7137 Wigram Archives data sheets

[REDACTED]
I have had some feedback around the temperature and humidity controls for both the NTSV and ANZ stack space.

Archives Stack
-20C, +/- 2C
50% RH, +/- 5%RH

NTSC Stack
Stack A (Discs)
-20C, +/- 1C
40-50% RH, +/- 3%RH

Stack B (Tape)
8-12C, +/- 1C
25-25%RH, +/- 3%RH

Let me know if you have any questions or wish to discuss.

Regards

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: [REDACTED]

Sent: Saturday, 16 January 2016 10:41 a.m.

To: Jason [REDACTED]
[REDACTED]

Subject: RE: 7137 Wigram Archives data sheets

Jason, [REDACTED]

Attached in-progress draft to outline the proposed hvac concept for the project, based on the previously agreed approach for space environmental control.

This is issued to get feedback on alignment with budget allowances and archives operational criteria.

I am on leave early next week few days, but please email any comments and I'll respond when I have access to email/mobile.

Thanks

[REDACTED]

[REDACTED]
Technical Director - Building Services

Beca

[REDACTED]
www.beca.com

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From: [REDACTED]; Jason [REDACTED] Chris.
Cc: [REDACTED] Sara [REDACTED]
Subject: Re: 7137 Wigram Archives concept design outline specification
Date: Friday, 29 January 2016 12:14:24 p.m.

Hi all

Please find attached some comments on the documentation sent through on Tuesday. I realise that the final version has been sent through this morning – am on the road and haven't had a chance to review – but my comments are just that, comments and not mission-critical at this stage.

Outline Specification

1.3 Acoustic: The A/V room will not require the same level of acoustic treatment as the studios. The A/V room is about keeping noise in and not interrupting the Reading Room etc (whilst the studios are about keeping sound out). 3.3.9 and 3.9 will all feed in to the specifications of these areas. (NB: NTSV has some acoustic panels that can be relocated if they fit with the Wigram acoustic plan).

Room data sheets

NTSV stack space: note the “no sprinklers” comment. Pre-action system has been planned for (with gas flood to be investigated). It may be our preference to have no sprinklers as per the original data sheet – but at the last meeting it was mooted that we would have to have sprinklers? Is this correct?

Stack areas are likely to be split Stack A (40%) and Stack B (60%) - to be confirmed. Shelving options may change (current shelving noted on data sheet). May be good to discuss with Archives NZ shelving experts Chris?

4.2.2b Audiovisual Room: Chris has indicated potential shared space, this is fine!

Plans: (we discussed this detail will be firmed up at a later date)

For the NTSV stack, one entrance best in to the warmer Stack A area, with an internal entrance only to Stack B to help control temperature.

Briefed areas chart: Office Areas – NTSV room for 4 desks (2 current staff, but room for up to 4) as per data sheets

Waiting room/Wellness: this is now a waiting room so should be apportioned on visitors rather than staffing numbers.

Regards

Head of Partnership

Nga Taonga Sound & Vision

324 Cashel Street · PO Box 909 · Christchurch 8140

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From: [REDACTED]
Date: Tuesday, 26 January 2016 2:20 pm
To: Jason [REDACTED]

[Redacted]
[Redacted] Chris [Redacted]
[Redacted]
[Redacted] 'Sara [Redacted]
[Redacted]

Cc: [Redacted]

Subject: 7137 Wigram Archives concept design outline specification

Leonard

Please find attached the architectural outline specification and latest revision of the room data sheets and drawings.

Please feel free to call if you have any questions.

Regards

[Redacted]

—
Principal

—
WARREN AND MAHONEY

—
Direct [Redacted]

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From: [Redacted]
Sent: Monday, 25 January 2016 3:52 p.m.
To: 'Jason [Redacted]'; 'Samir [Redacted]'; Chris [Redacted]
[Redacted] 'Sara Sarich'
Subject: 7137 Wigram Archives design team meeting minutes

Please find attached the minutes from Friday's design team meeting.

Regards

[Redacted]

—
Principal

—
WARREN AND MAHONEY

—
Direct [Redacted]

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From: [REDACTED]
To: [Jason](#) [REDACTED]
Subject: Wigram building
Date: Tuesday, 2 February 2016 2:30:20 p.m.

Hi Jason

How are you?

Just touched base with Chris [REDACTED] and he suggested that I give you a call.

I have been asked to update Rebecca Elvy (Nga Taonga Sound & Vision CEO) and Board on the Wigram project.

Now that concept plans have been drafted, is there a list of projected timeframes and stages? If it's in written form that's great, otherwise I can give you a call to discuss?

Also if there is anything you want to meet and discuss with us, I am in Wellington most weeks. Probably be good to meet in person anyway!

Kind regards

[REDACTED]
Head of Partnership

Nga Taonga Sound & Vision

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From: [REDACTED]
To: [Chris](#) [REDACTED]
Subject: Wigram update
Date: Tuesday, 2 February 2016 1:37:08 p.m.

Hi Chris, hope you had a good weekend.

Can you give me a quick call when you get a chance? Just wanted to get an idea if you had an updated timeline on the next steps for Wigram...have to prepare something for Rebecca Elvy.

Cheers

[REDACTED]

Head of Partnership

Nga Taonga Sound & Vision

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[REDACTED]

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From: [REDACTED]
To: Jason [REDACTED]
Subject: RE: phone tag
Date: Thursday, 11 February 2016 5:28:01 p.m.

Yes, 2pm would be great – or right now as I'm still at work!

From: Jason [REDACTED]
Sent: Thursday, 11 February 2016 5:26 p.m.
To: [REDACTED]
Subject: Re: phone tag

Hi [REDACTED]

Would be great to catch up with you when you are in Wellington....ill fit it around your schedule.

I will still give you a call tomorrow afternoon if that suits?

Regards

Jason

On 11/02/2016, at 3:57 PM, [REDACTED] wrote:

Hi Jason,

Sorry about the phone tag!

I am in Wellington next week if it is easier to meet up in person? I am around on Thursday morning if that suits, failing that can I set a time to call you tomorrow afternoon? Tied up until about 2pm.

Thanks.

Head of Partnership

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From: [REDACTED]
To: [Jason](#) [REDACTED]
Subject: info
Date: Friday, 19 February 2016 3:57:22 p.m.

Hi Jason

It was great to meet you yesterday.

Just wondering if it was possible to send me the indicative costs from the documentation that you have that outlines the installation and possible running costs of the vault for Nga Taonga Sound & Vision at Wigram? You also mentioned an indicative figure for gas flood – this would be useful also. We are preparing recommendations to our Board over the two-vault option (versus one area) and the costings will form part of this. (I assume from our meeting that this info is available?)

This information would be useful to consider the cost implications for the plan.

Have a good weekend.

Kind regards

[REDACTED]

Head of Partnership

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From: Jason [REDACTED]
To: [REDACTED]
Subject: RE: info
Date: Monday, 22 February 2016 9:56:59 a.m.
Attachments: [image001.png](#)

Hi Karen,

I can provide most of what you require....i don't think I will be able to provide the possible running costs as this wasn't part of the QS scope at the time (we concentrated on the actual building costs). I will provide what I have re the other items shortly, I just need to confirm the Gas Suppression costs with the QS which I should get shortly.

Regards

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: [REDACTED]
Sent: Friday, 19 February 2016 3:57 p.m.
To: Jason [REDACTED]
Subject: info

Hi Jason

It was great to meet you yesterday.

Just wondering if it was possible to send me the indicative costs from the documentation that you have that outlines the installation and possible running costs of the vault for Nga Taonga Sound & Vision at Wigram? You also mentioned an indicative figure for gas flood – this would be useful also. We are preparing recommendations to our Board over the two-vault option (versus one area) and the costings will form part of this. (I assume from our meeting that this info is available?)

This information would be useful to consider the cost implications for the plan.

Have a good weekend.

Kind regards
[REDACTED]

Head of Partnership

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From: Jason [REDACTED]
To: [REDACTED]
Subject: RE: info
Date: Thursday, 25 February 2016 10:57:23 a.m.
Attachments: [image001.png](#)

Hi [REDACTED]

I just got confirmation that the cost is assumed the full 300m2 area.

Regards

Jason

From: [REDACTED]
Sent: Thursday, 25 February 2016 9:32 a.m.
To: Jason [REDACTED]
Subject: RE: info

Thanks Jason. The gas suppression does not sound right – we had a slightly smaller space in Chester Street and were looking at around \$200,000 for installation...perhaps they've quoted for the whole area?! I think we'll discount that altogether.

In regard to the cool store, I assume the cost below was for the two areas on the current plan... did there happen to be a cost for one area? And is this cost likely to be one of the recoverables from Nga Taonga in future? We're presenting a case to the Board for one area vs two and any information is useful.

I'm in Wellington again next week, but I don't think we have much else to discuss in person at this stage do we? My next trip (at this stage) is 21-23 March, so I'll touch base again then about catching up. I owe you a coffee!

Kind regards

[REDACTED]

From: Jason [REDACTED]
Sent: Thursday, 25 February 2016 9:21 a.m.
To: [REDACTED]
Subject: RE: info

Hi [REDACTED]

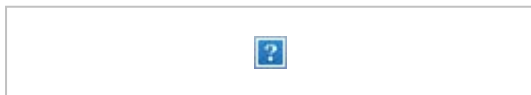
Sorry for taking so long to get back to you, but I was trying to get more detail around the gas suppression system from the QS, as the cost risk they assigned to this item was around \$5mil + (which to me sounded extremely excessive) however that is the price they quoted for a similar resent implementation in Wellington. The cost for creating the cool store was listed as \$250k however no ongoing operational costs were not added to the estimate so I am unable to give you a cost to run the plant at the lower Temp and humidity requirements.

I'm not sure if this will help you a great deal, so I am happy to discuss further if required.

Regards

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: [REDACTED]
Sent: Friday, 19 February 2016 3:57 p.m.
To: Jason [REDACTED]
Subject: info

Hi Jason

It was great to meet you yesterday.

Just wondering if it was possible to send me the indicative costs from the documentation that you have that outlines the installation and possible running costs of the vault for Nga Taonga Sound & Vision at Wigram? You also mentioned an indicative figure for gas flood – this would be useful also. We are preparing recommendations to our Board over the two-vault option (versus one area) and the costings will form part of this. (I assume from our meeting that this info is available?)

This information would be useful to consider the cost implications for the plan.

Have a good weekend.

Kind regards

[REDACTED]

Head of Partnership

Nga Taonga Sound & Vision

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[REDACTED]

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From: Jason [REDACTED]
To: [Clare Bugden](#); [Jeremy \[REDACTED\]](#)
Cc: [Chris \[REDACTED\]](#)
Subject: RE: Sound and Vision Monthly Report_V1.0_20160223
Date: Tuesday, 1 March 2016 9:28:51 a.m.

Hi Clare, Jeremy,

Just a quick follow up, are you happy for me to send out this update to Sound and Vision?

Regards

Jason

From: Jason [REDACTED]
Sent: Wednesday, 24 February 2016 7:48 a.m.
To: Clare Bugden; Jeremy [REDACTED] Chris [REDACTED]
Subject: Sound and Vision Monthly Report_V1.0_20160223

Hi all,

Here is a first draft of a cut down report I was looking to send to [REDACTED] at Sound and Vision.....I would look to send this monthly in future around our months end reporting.....happy to take feed back or comments before I send to s&v

Regards

Jason

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From: [Chris](#) [REDACTED]
To: [Jason](#) [REDACTED], [Jeremy](#) [REDACTED]
Subject: Canterbury Museum
Date: Thursday, 3 March 2016 11:47:30 a.m.

I had a meeting with [REDACTED] of Canterbury Museum this morning. The director, Anthony Wright, had asked me to liaise with her about the possibility of temporary storage of and accessibility to some of their material. If you remember, the Museum was the last potential co-location partner left standing (apart from S&V and Ecan) after we did the sums last year.

The key thing will be timing and space. [REDACTED] is going to confirm whether the new completion date will be of use to them, and, if it is, come back to us with details of the amount of space required. Once we have Ben King's information (when will that be, Jason?) we will be able to decide how much we can take, what sort of shelving is required etc. I told her that we would not be able to give a price until the preliminary design was completed.

It still seems as if it might work. The Museum will close at some point next year to allow rebuilding and will remain shut for 2-3 years. They would like to make their main manuscript and photo collection available during that time, even if only to the most used material. It would be a Good Thing if we could be seen to help in some way.

Chris

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From: [Jason](#) [REDACTED]
To: [Chris](#) [REDACTED], [Jeremy](#) [REDACTED]
Subject: [REDACTED] in Wellington on the 23rd to discuss Heads of Agreement update
Date: Monday, 14 March 2016 10:36:28 a.m.
Attachments: [image001.png](#)

Hi Gents,

As discussed in today's catch up, [REDACTED] has indicated that she will be in Wellington on the 23rd, would you be available?

Cheers

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: [REDACTED]
To: [Jason](#) [REDACTED]
Subject: RE: Status Report
Date: Friday, 18 March 2016 3:18:47 p.m.
Attachments: [image001.png](#)

Hi Jason, how would 11am suit on Wednesday? I have to depart by 11.45am, but could meet you at your office?

Let me know if this suits.

Regards

[REDACTED]

From: Jason [REDACTED]
Sent: Monday, 14 March 2016 12:07 p.m.
To: [REDACTED]
Subject: RE: Status Report

Hi [REDACTED], Any time before 2.30pm on the 23rd will suit.

Regards

Jason

From: [REDACTED]
Sent: Monday, 14 March 2016 9:58 a.m.
To: Jason [REDACTED]
Subject: RE: Status Report

Hi Jason, thanks for the update.

I will be in town next week – Wednesday 23rd is looking good at the moment, are you free that day at all?

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, 14 March 2016 9:45 a.m.
To: [REDACTED]

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Cc: Sara [REDACTED]

Subject: Status Report

Hi [REDACTED],

I apologise for the delay in sending out a project status report, but as this is the first report the internal project board wanted to review before I sent it out. I should have it to you tomorrow evening.

I would also like to have a meeting if possible with yourself, Chris and Jeremy to kick off the process of updating the Heads of Agreement document considering where we are in the project. I am happy to do via VC, but thought if you are up in Wellington at any stage this week or next that we could catch up to discuss.

Regards

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

The Department of Internal Affairs Te Tari Taiwhenua

Direct Dial: [REDACTED] 894 049

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From: Jason [REDACTED]
To: [REDACTED]
Subject: Christchurch Archives Build Project Status Report
Date: Tuesday, 22 March 2016 8:39:44 a.m.
Attachments: [image001.png](#)
[Sound and Vision Monthly Report_V1.0_Feb_March 2016.docx](#)

P51

Hi [REDACTED]

Please find attached status report. Again I apologise for the delays in getting this to you, it will now follow our normal monthly reporting cycle (5th business day of every month)

Can I just ask that report have limited distribution as I want to ensure consistence messaging across the project to our other stakeholders (Ministers, NZDF etc.) Happy for the content to be used as internal updates, would prefer if it wasn't sent to a wide audience in its entirety.

Happy to discuss any points in the report or the project in general.

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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From: Sara [REDACTED]
To: [Chris Adam](#)
Subject: Heads [REDACTED] Agreement S&V - current
Date: Wednesday, 23 March 2016 10:55:31 a.m.
Attachments: [08-10 09-57-36 4423332DA - Signed HOA with Sound and Vision.pdf](#)

A82

Hi Chris

In preparation for this mornings meeting in case you didn't have a copy.

Regards

Sara

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From: Sara [REDACTED]
To: Jeremy [REDACTED] Chris [REDACTED] Jason [REDACTED]
Subject: Review and feedback_S&V Heads of Agreement_Meeting points
Date: Wednesday, 30 March 2016 2:55:51 p.m.
Attachments: [image001.png](#)
[Signed HOA with Sound and Vision.pdf](#)

P26

Hi all

Below is a summary of points captured in our Heads of Agreement (HoA) meeting last week.

If you could please review and either offer feedback or confirm you are happy with the points documented, we can begin to progress them into an updated format of the original HoA. We would like to have this review and feedback complete by 8 April if possible for a Draft of an updated HoA.

Attached is a copy of the original for your reference.

Sound & Vision (S&V) Heads of Agreement Meeting points:

We are looking to produce an updated Heads of Agreement/Memorandum of Understanding which takes us from now up to the point of occupation and a formal co-tenancy agreement. We want a document containing high level statements which covers both parties that is more a working agreement not a contract as such up to that point.

Remove any reference throughout document to S&V's historical name - *The New Zealand Archive of Film, Television and Sound Nga Taonga Whitahua Me Nga Taonga Korero (NZAFTS)*. To be replaced by current name - *Nga Taonga Sound & Vision*.

Update the Background section to reflect current state, especially from Point C as budget bid has now been completed. It should also have more Points added up to building completion as this HoA is intended through to that point.

Update the Key Principles and define the working relationship going forward.

Update the report section (Part 1, Point 6) as this has been defined. DIA to supply a monthly PSR to S&V in second week of each month.

Update statement around payment method (Part 1, Point 3). DIA to present invoices for payment to S&V as required throughout with S&V paying one half of each invoice. Remove reference to \$50,000 to reflect reword of cost contribution Part 1, Point 2. *This needs to cover any potential cost contribution from S&V for specific areas over and above a standard Archives fit out cost (for S&V rooms). These costs will be confirmed through the Design phases.*

Add:

- A general statement of intent to cover how co-location is going to work on a day-to day basis. Chris and [REDACTED] to schedule some time to document these points more fully by 1st

April 2016. Property will also need to be consulted/engaged with around ongoing existing services such as pest control, security etc.

- Reword of the cost contribution in Part 1, Point 2. This needs to cover any potential cost contribution from S&V for specific areas over and above a standard Archives fit out cost. These costs will be confirmed through the Design phases and split out to ensure Archives and S&V have transparency on the costs specific to each entity.
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- A general statement around resolving any point of dispute that may become apparent where both parties cannot reach mutual agreement. Eg Costs vs Scope
- A general statement that if there is any significant change to the completion date of December 2017 that S&V have the option to withdraw at that point as this build completion date is key to S&V.

Regards
Sara

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

[REDACTED]
Level 2, 109 Featherston St | PO Box 805, Wellington 6140 | New Zealand | www.dia.govt.nz

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Archives Christchurch Build Project – Monthly Status Report

Monthly Status Report Feb/March 2016

Overall Status

The Concept Design has now been completed as planned by Warren & Mahoney (Architects) with input from Beca (Engineers). Rawlinsons were also engaged as Quantity Surveyors and have produced an updated cost estimate of the current concept design brief.

The Concept Design, informed by the requirements, has been approved by DCE IKS and the Chief Archivist to proceed through to Detailed Design.

The Concept Design was also presented to NZDF on the 1st of February to highlight the changes in the proposed boundary allowing for the 5 meter build restriction as per licence agreement. NZDF have indicated they are happy with the boundary changes and will now wait on DIA to submit the survey information to LINZ.

Momentum continues to build with RFQ process for the external specialist consultants for the Build phase (Architect, Engineer, External PM and Quantity Surveyor) almost complete. Negotiations and contracts are in their final stages with formal announcements expected by the end of March. Subsequent ROI and RFT procurement for Main Build Contractor will follow.

Due diligence on the Wigram site is now complete. This included the completion of the geotechnical report and contamination investigations which have shown no contaminants found.

More clarity around costing and timelines will be worked on through out the detailed design phases with a refined estimate to be completed in July 2016 when Detailed Design stage is complete. Full cost and time will be visible once the Main Build contractor is on board in October 2016. Value Engineering workshops to be held when external consultants are on board with S&V representation requested.

Accomplishments this period

- Beca (Engineers) have completed Due Diligence as planned by 30 January 2016
- Geotechnical and ground contamination investigation complete
- Beca (Engineers) have completed Concept Design as planned by 30 January 2016
- Warren & Mahoney (Architects) have completed Concept Design as planned by 30 January 2016
- Rawlinsons (Quantity Surveyors) have provided required input into Concept Design by 30 January 2016
- RFQ procurement process almost complete for the Architect, Engineer, External PM and Quantity Surveyor (External specialist consultants for Build phase of the project) with formal announcements expected by the end of March
- Resource Planning documentation drafted with a pre briefing meeting scheduled with the ChCh City Council on the 15th of March.

Activities planned for next Month

- New consultants on board and familiarised with work and documentation to date
- Preliminary design underway
- Requirements for Gas suppression system within Sound and Vision stack space to be worked through during Preliminary design to determine costs
- Requirements for sectioned off coolroom in Sound and Vision stack space to be worked through during Preliminary design to determine costs.

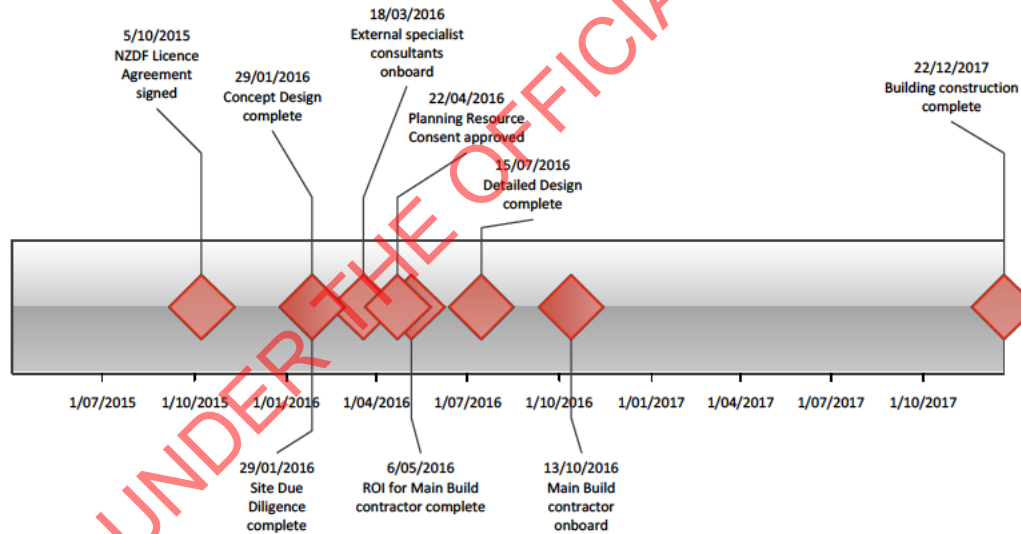
Risks and issues to be shared with S&V

-

Invoices to be reimbursed

Other points to note

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



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From: Jason [REDACTED]
To: [REDACTED]
Subject: RE: contact
Date: Thursday, 7 April 2016 1:58:39 p.m.

Thanks [REDACTED] I have forwarded on to our team.

Regards

Jason

From: [REDACTED]
Sent: Tuesday, 5 April 2016 2:57 p.m.
To: Jason [REDACTED]
Subject: contact

Hi Jason

I'm not sure that I got back to you regarding the contact person at Nga Taonga for the blessing of the Wigram site. Details are below.

Honiana Love
Pou Arahi

[REDACTED]
[REDACTED]

I've spoken briefly to Honiana, she said she already knows Hugh (Honiana came to us from MCH).

Kind regards

[REDACTED]

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

[REDACTED]
[REDACTED]

www.ngataonga.org.nz

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From: [REDACTED]
To: Sara [REDACTED] Jeremy [REDACTED] Chris [REDACTED] Jason [REDACTED]
Subject: RE: Friendly reminder_Review and feedback_S&V Heads of Agreement_Meeting points
Date: Friday, 8 April 2016 2:54:38 p.m.
Attachments: [image001.png](#)

Hi Sara

The data looks fine, thank you.

Chris and I touched base and these are the main points for the commentary around the co-location statement of intent for inclusion in the Agreement.

Archives New Zealand and Nga Taonga Sound Vision will work together to develop principles and practices of co-location to be implemented upon occupation of the new building. These will cover (but not be restricted to):

- Shared use of front of house areas
- Shared use of back of house areas
- Possibilities for shared provision of services
- Security requirements for building and stack areas
- Regular staff and engagement

Kind regards

[REDACTED]

Head of Partnership

Nga Taonga Sound & Vision

324 Cashel Street · PO Box 909 · Christchurch 8140

[REDACTED]
[REDACTED]

www.ngataonga.org.nz

From: Sara [REDACTED]
Sent: Wednesday, 6 April 2016 3:42 p.m.
To: Jeremy [REDACTED] Chris [REDACTED] Jason [REDACTED]
Subject: Friendly reminder_Review and feedback_S&V Heads of Agreement_Meeting points

Hi all

Just a friendly reminder that your review and feedback is welcomed this week on the points below. If you are happy with what was documented below, thank you for your review. We are intending to get the information to Legal on Monday next week to get draft document underway.

Regards
Sara

From: Sara [REDACTED]
Sent: Wednesday, 30 March 2016 2:56 p.m.
To: Jeremy [REDACTED] Chris [REDACTED] Jason [REDACTED]
Subject: Review and feedback_S&V Heads of Agreement_Meeting points

Hi all

Below is a summary of points captured in our Heads of Agreement (HoA) meeting last week.

If you could please review and either offer feedback or confirm you are happy with the points documented, we can begin to progress them into an updated format of the original HoA. We would like to have this review and feedback complete by 8 April if possible for a Draft of an updated HoA.

Attached is a copy of the original for your reference.

Sound & Vision (S&V) Heads of Agreement Meeting points:

We are looking to produce an updated Heads of Agreement/Memorandum of Understanding which takes us from now up to the point of occupation and a formal co-tenancy agreement. We want a document containing high level statements which covers both parties that is more a working agreement not a contract as such up to that point.

Remove any reference throughout document to S&V's historical name - *The New Zealand Archive of Film, Television and Sound Nga Taonga Whitahua Me Nga Taonga Korero (NZAFTS)*. To be replaced by current name - *Nga Taonga Sound & Vision*.

Update the Background section to reflect current state, especially from Point C as budget bid has now been completed. It should also have more Points added up to building completion as this HoA is intended through to that point.

Update the Key Principles and define the working relationship going forward.

Update the report section (Part 1, Point 6) as this has been defined. DIA to supply a monthly PSR to S&V in second week of each month.

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Regards
Sara

Sara [REDACTED] | Project Coordinator
Professional Services
The Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: [REDACTED] extn: 4784

[REDACTED]
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From: [REDACTED]
To: Sara [REDACTED] Jeremy [REDACTED] Chris [REDACTED] Jason [REDACTED]
Subject: RE: Friendly reminder_Review and feedback_S&V Heads of Agreement_Meeting points
Date: Friday, 8 April 2016 2:54:36 p.m.
Attachments: [image001.png](#)

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Kind regards

[REDACTED]

Head of Partnership

Nga Taonga Sound & Vision

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[REDACTED]

[REDACTED]

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Direct Dial: [REDACTED] extn: 4784

[REDACTED]
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From: [REDACTED]
To: Jason [REDACTED]
Subject: costs
Date: Monday, 18 April 2016 6:25:28 p.m.

P23

Hi Jason

I hope you are well.

Rebecca Elvy is really keen to get some indicative costs that Nga Taonga might expect with the specialist components of the Wigram project. The biggest of these is the storage (vault) area, followed by the studio and conservation areas.

Did you have any indicative costs for these that were captured as part of the data to date, or are you able to give me an idea of when these will be able to be explored as part of the design stage? We would like to start considering the financial implications of these as soon as possible as we are planning budgets for 2016-17 (and our fundraising initiatives).

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

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From: [REDACTED]
To: [Jason](#) [REDACTED]
Cc: [REDACTED]
Subject: room data sheets
Date: Friday, 27 May 2016 4:41:48 p.m.

Hi Jason

We were also going to update the room data sheets, do you have the latest version we can look at please? Will aim to get this back asap.

Cheers

[REDACTED]

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

[REDACTED]

www.ngataonga.org.nz

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From: [REDACTED]
To: Jason [REDACTED]
Subject: RE: Value engineering items
Date: Monday, 9 May 2016 5:42:06 p.m.

Hi Jason

Is this the sort of thing we are after?

Vault 1 (disc)

Temperature 18 degrees, +/- 1 degree

Humidity 40%, +/- 5%

Vault 2 (tape)

Temperature 12 degrees, +/- 1 degree

Humidity 40%, +/- 5%

Shelving

As per data sheets (moving existing shelving, bracing at bottom of shelves drilled in to floor (shelves are not high and this is adequate, allowing the top shelf to be used for storage)

Redundancy

In terms of redundancy, we assume that the box-within-a-box storage environment would remain fairly stable if shut up for a period of time with no working plant. The main thing to protect against will be fluctuation in temperature.

Let me know if you need anything more specific at this stage.

[REDACTED]
Head of Partnership

Nga Taonga Sound & Vision

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[REDACTED]
www.ngataonga.org.nz

From: Jason [REDACTED]
Sent: Monday, 9 May 2016 12:57 PM
To: [REDACTED]
Subject: FW: Value engineering items

FYI,

I would assume some of the same question you have [REDACTED] around the redundancy question?

Regards

Jason

From: Jeremy [REDACTED]

Sent: Monday, 9 May 2016 11:54 a.m.
To: Jason [REDACTED]
Subject: RE: Value engineering items

Hi Jason

Yes, I met with David Adams and Anna Whitehead on Friday.

In terms of the environmental ranges the standard is for humidity to be at 50 degrees plus or minus 5 degrees either way in a 24 hour period and 10 degrees either way over a 12 month period. This means that the humidity can go up and down a bit with the changing of the seasons but should not spike and fluctuate so much on a daily basis.

In terms of temperature the standard is 19 degrees Celsius plus or minus 2 degrees.

The question of redundancy was interesting. The thing they emphasised was that if the facility is well insulated the environment will stay stable for longer than if it was poorly insulated. The extent to which we could live with the plant not running will be affected by the rate of deterioration in the environment once the air conditioning is off-line. Ideally we would have a system that had some redundancy so the plant does not have to run all the time.

What Peter was wanting is a policy on the importance level. The thing about seismic bracing of shelving was in the aurecon document.

Kind regards

Jeremy [REDACTED] | Manager, Strategy and Operational Services
Archives New Zealand Te Rua Mahara o te Kawanatanga
[REDACTED] | www.archives.govt.nz

Archives New Zealand is part of the Department of Internal Affairs

From: Jason [REDACTED]
Sent: Monday, 9 May 2016 10:44 a.m.
To: Jeremy [REDACTED]
Subject: RE: Value engineering items

Hi Jeremy,

Did you manager to have your meeting with the conservator around storage standards?

Also I am a bit confused by Peters statement around seismically braced shelving....as most of the shelving is movable this will be impossible to achieve, have I misunderstood this?

Regards

Jason

From: Jeremy [REDACTED]
Sent: Thursday, 5 May 2016 2:04 p.m.
To: Jason [REDACTED]
Subject: RE: Value engineering items

Hi Jason

I have talked to Marilyn about the IL rating and she has read the advice. She has discussed it with Peter Murray. We are all roughly comfortable with the idea of IL2 and making sure the shelving is seismically braced, but Peter has asked that we develop a policy on IL ratings for our buildings. Doing this should not slow down the design work for Chch. The design meetings should proceed on the basis that at this stage we will be comfortable with IL2.

The question of the environmental conditions and redundancy will also require input from NTSV. As they have more stringent requirements than us for the area they will occupy. I think we could live without that much redundancy on the assumption that we can restore the plant within a reasonable period of time. Damage does not ensue to archives immediately if the environmental conditions cannot be maintained due to an outage. The sound materials that will be stored by NTSV may be more fragile than the predominantly paper archives we have in Christchurch.

I have a meeting scheduled with our conservator for tomorrow who will give me her opinion but I think we will likely be able to relax the environmental requirements to 40-60% RH and 18-22 degrees Celsius.

Jeremy

From: Jason [REDACTED]
Sent: Thursday, 5 May 2016 12:43 p.m.
To: Jeremy [REDACTED]
Subject: Value engineering items
Importance: High

Hi Jeremy,

Sorry to put you under the hammer, but do you think it would be possible to at least get a verbal steer around the big ticket items raised at the value engineering workshop, Specifically IL2 or IL3, do we need redundant Plant or not, and some statement around storage environmental (temps and humidity) to inform plant design. I would really appreciate if possible to have a direction on these items to take to the design meeting on Tuesday the 10th?

Please let me know if this is possible or not, and I am happy to discuss if required.

Regards

Jason

From: Jason [REDACTED]
To: [REDACTED]
Subject: RE: Value engineering items
Date: Monday, 9 May 2016 2:41:45 p.m.

P22

Thanks [REDACTED]

From: [REDACTED]
Sent: Monday, 9 May 2016 2:30 p.m.
To: Jason Pugh
Subject: [REDACTED] Value engineering items

Yes, I've sent some info through to my colleague in Wellington who deals with vaults for input and hope to get back to you asap.

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

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Regards

Jason

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From: Jason [REDACTED]
To: [REDACTED]
Subject: FW: Value engineering items
Date: Monday, 9 May 2016 11:00:02 a.m.
Attachments: [image001.png](#)

Hi [REDACTED],

As discussed here are some of the questions I have asked Jeremy, now I know some of these are not that easy to answer, but even if you come back with some qualifying statements (around redundancy what is a reasonable period of time to restore environmentals etc.) i.e. how well will NTSV stack hold temp if air con is out for any length of time that would be helpful. In general if you could supply any revised environmental requirements (if not I can stick to what is in the data sheets) that would be helpful.

Happy to discuss if you require further clarification or have any questions.

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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Sent: Thursday, 5 May 2016 12:43 p.m.
To: Jeremy Cauchi
Subject: [REDACTED] engineering items
Importance: High

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Regards

Jason

RELEASED UNDER THE OFFICIAL INFORMATION ACT

From: Jason [REDACTED]
To: [REDACTED]
Subject: RE: meeting
Date: Wednesday, 11 May 2016 12:45:48 p.m.

Hi [REDACTED]

9am at your offices would be great as I would like to discuss a couple of items with Jamie if possible.

Regards

Jason

From: [REDACTED]
Sent: Wednesday, 11 May 2016 11:08 a.m.
To: Jason [REDACTED]
Subject: meeting

Hi Jason

How would next Tuesday morning suit you for a meeting?

If you have specific storage questions, I could arrange for my colleague Jamie Lean to join us at one of our offices.

If it's a your office, I'd need to do 8.30am but could do 9am at ours if you wanted Jamie to be there too. (We have a meeting at 10am so couldn't do any later).

Let me know...

Cheers

[REDACTED]

RELEASED UNDER THE OFFICIAL INFORMATION ACT

From: Jason [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: DIA CHCH Layout options
Date: Tuesday, 17 May 2016 11:13:11 a.m.
Attachments: [D525 DIA Concept Plan Layout Options 160511.pdf](#)

Hi [REDACTED] [REDACTED]

Please find attached latest design as discussed today.

If you could please look to provide shelving requirements (existing shelving to be reused), and a more detailed look at what furniture you require in each room that would be great. I will progress looking into extending DIA shelving in to the S&V storage spaces to get an indicative cost.

Regards

Jason

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From: [Jason](#) [REDACTED]
To: [REDACTED]
Cc: [Jeremy](#) [REDACTED] [Chris](#) [REDACTED] [Sara](#) [REDACTED]
Subject: Sound and Vision Monthly Report_V1 0 Final_April 2016
Date: Monday, 23 May 2016 10:01:50 a.m.
Attachments: [image001.png](#)
[Sound and Vision Monthly Report_V1 0 Final_April 2016.docx](#)

Hi [REDACTED],

Please find attached monthly report. 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



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From: Jason [REDACTED]
To: Chris [REDACTED]
Cc: Jeremy [REDACTED]
Subject: Archives Temp & RH results
Date: Monday, 23 May 2016 10:05:28 a.m.
Attachments: [251523-ME-DA-004 - Archives Temp RH results.pdf](#)
[image003.png](#)

Hi all,

I refer you to the attached regarding the thermal modelling for the proposed Archives building. This report was driven by the question around plant redundancy and whether it is required or not. Can you please discuss this with the necessary people and advise of the implications from a storage and preservation of goods point of view.

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: [Jason \[REDACTED\]](#)
To: [REDACTED]
Cc: [Jeremy \[REDACTED\]](#) [Chris \[REDACTED\]](#) [Sara \[REDACTED\]](#)
Subject: Sound and Vision Monthly Report_V1 0 Final_April 2016
Date: Monday, 23 May 2016 10:01:52 a.m.
Attachments: [image001.png](#)
[Sound and Vision Monthly Report_V1 0 Final_April 2016.docx](#)

Hi [REDACTED],

Please find attached monthly report. 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



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Overall Status

All external consultant contracts (external specialist consultants for Build phase of the project) have now been agreed and been signed off through the DIA process.

The first full Design Team (DT) meeting occurred on 26 April 2016 with all consultants now on-boarded. Architect Lead is Neil Kemp from Designgroup Stapleton Elliott (DGSE), Construction PM is Stephen Threadgall from The Building Intelligence Group (TBIG), Engineering Lead is John Finnegan from Aurecon and Quantity Surveyor is Grant Stothers from Rawlinsons. Ongoing fortnightly DT meetings and Value Engineering (VE) workshops are now scheduled with S&V commencing attendance 10 May 2016 onwards. VE workshops throughout the design phases will further test, refine and revalidate costs to challenge and investigate currently identified design elements; keeping in mind cost versus quality and requirements with a view to reducing the build cost if/where possible. Although the on-boarding of the DT was later than planned due to delays with procurement/contract negotiations, they are confident that the planned building completion date of December 2017 is achievable.

Meeting was held with DIA and S&V on 23 March 2016 to discuss high-level principles with the resulting information currently being drafted into a new Heads of Agreement between the two organisations. Draft due back from DIA Legal by 20 May 2016.

Drafting of documentation for the Consent submission continues, following the pre-planning meeting which was held with Christchurch City Council on 14 March 2016. Unless there are significant changes to Concept Design, the signs indicate a non-notified consent. Submission of the Land designation change for approval from NZDF prior to resource consent submission with Council (submission currently scheduled for 22 May).

More clarity around costing and timelines will be worked on through out the detailed design phases with a refined estimate to be completed in July 2016 when Detailed Design stage is complete. Full cost and time will be visible once the Main Build contractor is on board in October 2016. VE workshops continue throughout this time period.

Accomplishments this period

- All external consultant contracts (external specialist consultants for Build phase of the project) have now been approved and consultants on-boarded
- Initial full Design Team and Value Engineering meetings held with all external consultants
- All Design Team meetings and Value Engineering workshops are scheduled in diaries
- Preliminary design underway

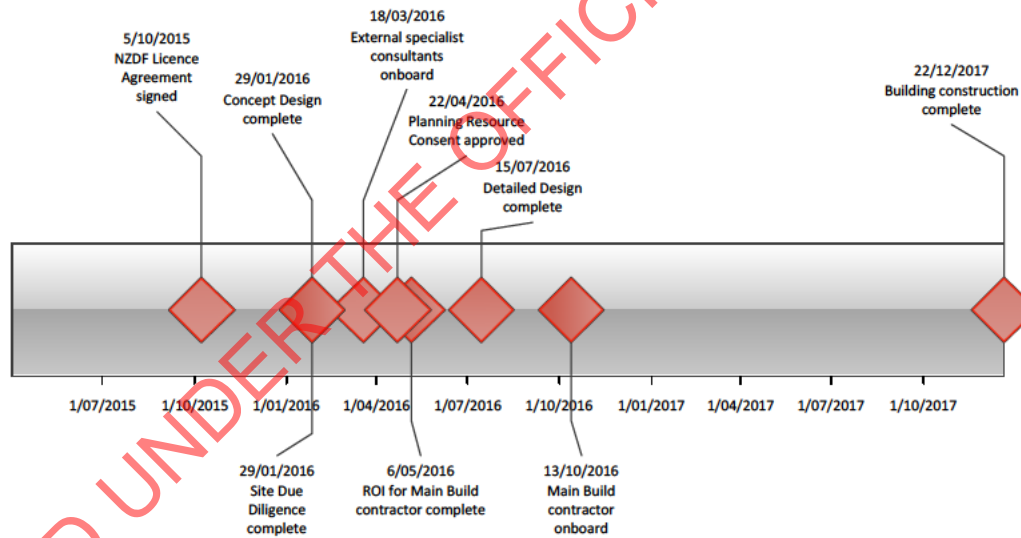
Activities planned for next Month

- Preliminary design continues
- Requirements for sectioned off coolroom in Sound and Vision stack space to be worked through during Preliminary design to determine costs
- Obtain approval for the Land designation change (secondary use) from NZDF
- Continue with Design Team meetings and Value Engineering workshops
- Complete procurement plan for the Main Build contractor
- Commence procurement plan for shelving supplier
- 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, concentrated procurement and negotiation process-*Underway*.
- 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-*Underway*. Specific requirement costs to be factored into pricing breakdown of full Plant costs-*Underway*.

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



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From: Jason [REDACTED]
To: [REDACTED]
Subject: RE: Wigram
Date: Wednesday, 25 May 2016 11:23:28 a.m.

Hi [REDACTED],

I should be able to provide some indicative costs by Friday, will that suit?

Regards

Jason

From: [REDACTED]
Sent: Thursday, 19 May 2016 9:09 a.m.
To: Jason [REDACTED]
Subject: Wigram

Hi Jason

Great catching up on Tuesday.

Budget-related question (yup, that time of year!). Do you anticipate there will be any monies owing in the 2016-17 year for the building? And if so, are you able to provide any detail?

Many thanks.

[REDACTED]

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

[REDACTED]

www.ngataonga.org.nz

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From: [REDACTED]
To: Jason [REDACTED]
Subject: RE: DIA CHCH revised concept floor plan
Date: Wednesday, 25 May 2016 2:48:06 p.m.

P37

Sorry, we've been working on the shelving.
I'll get on to this.

[REDACTED]

[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, 25 May 2016 12:36 PM
To: [REDACTED]
Cc: Chris [REDACTED]
Subject: RE: DIA CHCH revised concept floor plan

Hi [REDACTED]

Just a quick follow up, have you been able to progress this, the design team are wanting to look at furniture placement on the plans to ensure the spaces work with the intended purpose.

Regards

Jason

From: Jason [REDACTED]
Sent: Tuesday, 17 May 2016 11:24 a.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: DIA CHCH revised concept floor plan

Sorry all,

Please use this plan, the one previously sent was a discussion version only (hand drawn ☺) this version is the one we should be working from.

Hi [REDACTED] Jamie,

Please find attached latest design as discussed today.

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If you could please look to provide shelving requirements (existing shelving to be reused), and a more detailed look at what furniture you require in each room that would be great. I will progress looking into extending DIA shelving in to the S&V storage spaces to get an indicative cost.

Regards

Jason

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From: Jason [REDACTED]
To: [REDACTED]
Subject: RE: DIA CHCH revised concept floor plan
Date: Wednesday, 25 May 2016 3:39:55 p.m.

P43

Thanks [REDACTED]

From: [REDACTED]
Sent: Wednesday, 25 May 2016 2:48 p.m.
To: Jason [REDACTED]
Subject: RE: DIA CHCH revised concept floor plan

Sorry, we've been working on the shelving.
I'll get on to this.

[REDACTED]

[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, 25 May 2016 12:36 PM
To: [REDACTED]
Cc: Chris [REDACTED] <[REDACTED]@nz>
Subject: RE: DIA CHCH revised concept floor plan

Hi [REDACTED],

Just a quick follow up, have you been able to progress this, the design team are wanting to look at furniture placement on the plans to ensure the spaces work with the intended purpose.

Regards

Jason

From: Jason [REDACTED]
Sent: Tuesday, 17 May 2016 11:24 a.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: DIA CHCH revised concept floor plan

Sorry all,

Please use this plan, the one previously sent was a discussion version only (hand drawn ☺) this version is the one we should be working from.

Hi [REDACTED] Jamie,

Please find attached latest design as discussed today.

If you could please look to provide shelving requirements (existing shelving to be reused), and a more detailed look at what furniture you require in each room that would be great. I will progress looking into extending DIA shelving in to the S&V storage spaces to get an indicative cost.

Regards

Jason

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From: Jason [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: DIA CHCH revised concept floor plan
Date: Tuesday, 17 May 2016 11:24:09 a.m.
Attachments: [D525 DIA Revised Concept Plan 160512.pdf](#)

Sorry all,

Please use this plan, the one previously sent was a discussion version only (hand drawn ☺) this version is the one we should be working from.

Hi [REDACTED] Jamie,

Please find attached latest design as discussed today.

If you could please look to provide shelving requirements (existing shelving to be reused), and a more detailed look at what furniture you require in each room that would be great. I will progress looking into extending DIA shelving in to the S&V storage spaces to get an indicative cost.

Regards

Jason

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From: [REDACTED]
To: [Jason](#) [REDACTED]
Cc: [Jamie](#) [REDACTED]
Subject: desks etc.
Date: Friday, 27 May 2016 4:34:44 p.m.

Hi Jason

Here are some details for the architects.

We have a range of desks at Nga Taonga that we hope to reuse in the new building.

1800 x 1800 x 700 deep
1600 x 1800 x 700 deep
(There may be one at 2000)

The architects can mix and match; the smaller desks are probably destined for the office areas (particularly the client services office where we need two desks).
The larger desks should be designated to the studios if possible.
Ideally we'd reuse our corner desks in the main office area too – they can still sit in the middle in a pattern of four facing each other, but would need to be the same size.

Manager office

1x Corner desk
1x Meeting table, 4 chairs 1200 round
Small filing cabinet

Client Services office

2x Corner desks
Small filing cabinet
Open plan office
4x Corner desks (can sit together in middle of the room facing each other in a pattern of four)

Studios x4

1x Corner desk
1x Straight desk 150 x 80cm
1x Standalone machine - allow 60cm square
1x Rack mounted machine – allow 60 x 60cm for each rack.
Allow 50cm around the walls for mounted wall panels to be mounted at angles to break up sound reflection (to be confirmed by acoustic engineer)

Let Jamie and I know if you need any further info at this stage. I am in Wellington next Wednesday if you wanted to catch up.

Regards

[REDACTED]

From: Jason [REDACTED]
To: Chris [REDACTED]
Cc: [REDACTED]
Subject: DIA ARCHIVES 20160531 Data sheets
Date: Tuesday, 31 May 2016 9:33:26 a.m.
Attachments: [DIA ARCHIVES 20160531 Data sheets.docx](#)

Hi Chris, [REDACTED]

I have attached the last version of the room Data Sheets, could you please review and update as required.

Stephen, I will leave it to the Architects to update the outline Spec, room schedules in relation to the new concept (I assume that will also update the room datasheets for floor area etc)

If anyone has any questions or wishes to discuss please feel free to call.

Regards

Jason

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Monthly Status Report May 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 throughout the design phases continue to test, refine and revalidate costs to challenge and investigate currently identified design elements; with a view to reducing the build cost if/where possible, keeping in mind cost versus quality and requirements. While there has been a time delay recently identified within the Design phase, the delay in practical completion of the building is only expected to be impacted by a short time, due to utilising other time saving construction methods throughout the build. Practical completion was targeting December 20, 2017 and is now targeting January 19, 2018. Time delay is a result of some recently identified rework of the Concept Design in conjunction with the existing procurement delays. Aurecon have provided an Engineering report to S&V and DIA to assist in decisions around plant redundancy.

First draft of the updated Heads of Agreement has been received back from DIA Legal and is currently being refined into a second draft, which will be shared with S&V when completed; prior to finalising.

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

The Land designation change documentation submission to NZ Defence Force (NZDF) is underway, for approval prior to resource consent submission with Council. Submission is now likely to be mid-late June due to confirming exterior building materials etc. as part of VE workshops. Signs are still indicating a non-notified consent.

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. VE workshops continue throughout this time period.

Accomplishments this period

- Preliminary design continues
- Requirements for sectioned off coolroom in Sound and Vision stack space to be worked through during Preliminary design to determine costs
- Obtain approval for the Land designation change (secondary use) from NZDF
- Continue with Design Team meetings and Value Engineering workshops
- Complete procurement plan for the Main Build contractor
- Commence procurement plan for shelving supplier
- Continue to refine schedule (emphasis on design phase and procurement of Main Build contractor as these items are on the critical path).

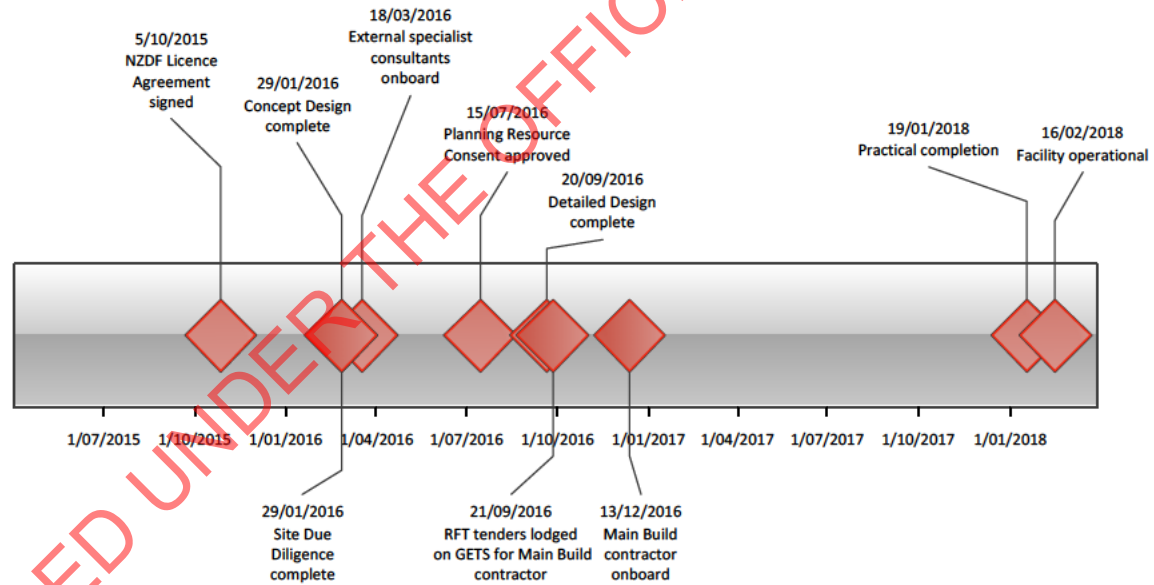
Activities planned for next Month

- Preliminary design continues
- Requirements for sectioned off coolroom in Sound and Vision stack space to be worked through during Preliminary design to determine costs
- Obtain approval for the Land designation change (secondary use) from NZDF
- Continue with Design Team meetings and Value Engineering workshops
- Complete procurement plan for shelving supplier
- 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-*Underway*. Specific requirement costs to be factored into pricing breakdown of full Plant costs-*Underway*.

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



From: [Jeremy](#) [REDACTED]
To: [Chris](#) [REDACTED]
Subject: FW: Agenda items for our upcoming meeting
Date: Tuesday, 7 June 2016 12:36:46 p.m.

Hi Chris

Marilyn is meeting with Rebecca Elvy of NTSV soon. Rebecca has raised the shelving for the Wigram site. It looks like they are definitely interested in using the same shelving as us, which would seem beneficial. Does this match up with your discussions with [REDACTED]? Have they said what it is they need so we could see what the cost of supply would be from the shelving providers.

Jeremy

-----Original Message-----

From: Marilyn Little
Sent: Tuesday, 7 June 2016 12:12 p.m.
To: 'Rebecca Elvy'; Jeremy Cauchi; Justin Angell
Subject: RE: Agenda items for our upcoming meeting

Kia ora Rebecca

I've copied Jeremy and Justin in, as I can't answer either of your questions I'm afraid.

Looking forward to catching up.

Na
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]

-----Original Message-----

From: Rebecca Elvy [<mailto:rebeccaelvy@ngataonga.org.nz>]
Sent: Tuesday, 7 June 2016 12:09 p.m.
To: Marilyn Little
Subject: Re: Agenda items for our upcoming meeting

Kia ora Marilyn!

I hope you are well!

Those sound like a great start to an agenda.

I'm also keen to discuss opportunities for us to 'future proof' the Wigram set-up. For example, I know there's work being done on Lundia/Rolling shelving for your vaults - we'd be keen to explore doing the same thing at the same time, a) so that you don't have to buy them later, and b) as they might be more cost-effective if you buy in bulk...

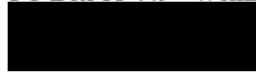
I also think Avalon needs a good chat. There's quite a bit going on for us that could see us need to use more of the space sooner than we'd thought, so getting specific soon would be helpful (I'm sure for you too).

Before he left, did Phil progress and of the thinking about installing an additional cold vault in the 'theatrette' space?

Nga mihi
Rebecca

Rebecca Elvy
Chief Executive

84 Taranaki Street ·
PO Box 11 449 · Wellington 6142


www.ngataonga.org.nz

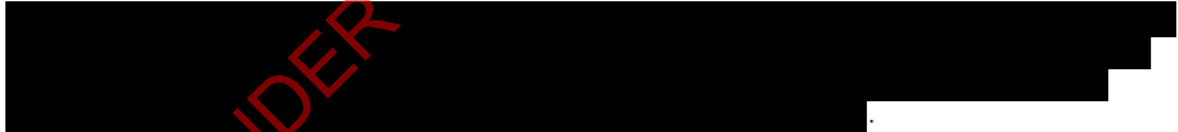
On 6/06/16 5:11 pm, "Marilyn Little" <Marilyn.Little@dia.govt.nz> wrote:

>Kia ora Rebecca

>

>It's been a while since we met, but I gather we are now re-scheduled for the end of the month. Fingers crossed we make it this time. Keen to firm up the agenda. I've got three things (below), what do you have?

>



out of
scope of
request

>I will also ask Jeremy Cauchi, one of the Archives managers on the Chch Board, to attend for an update on progress. I understand we have nearly completed value engineering, are close to finalising the design specs & procurement is nearly completed. Which all means the build will be starting later in the year.

>

>Also FYI Philip Green has left DIA, and Justin Angell is acting Property Manager. Justin will therefore be attending our next meeting. I know he is keen to formalise use of Avalon.

>

>Nga mihi

>Marilyn

>

>

>Regards Marilyn Sent from my iPad

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From: Jason [REDACTED]
To: Chris [REDACTED]
Subject: RE: S&V
Date: Wednesday, 8 June 2016 8:56:44 a.m.

Just the main items....

- Provide info around their shelving intended for reuse
- Just confirm again temp and humidity targets/redundancy

Think that's about it...

Regards

Jason

From: Chris [REDACTED]
Sent: Tuesday, 7 June 2016 12:25 p.m.
To: Jason [REDACTED]
Subject: S&V

Meeting [REDACTED] and Jamie tomorrow for a catchup. Anything you want me to bring up?

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