

**From:** [Rob Stevens](#)  
**To:** [Richard Foy](#); [Joost Van Beek](#)  
**Subject:** RE: Co-location of NTSV discussion  
**Date:** Monday, 9 July 2018 10:46:41 AM

---

Hi Richard,

Joost and I will have an initial chat and rebook a meeting as appropriate.

Rob

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**From:** Raewyn Vogel **On Behalf Of** Richard Foy  
**Sent:** Monday, 9 July 2018 10:32 AM  
**To:** Joost Van Beek; Richard Foy; Rob Stevens  
**Subject:** RE: Co-location of NTSV discussion

Hi everyone

Richard has asked me to give his apologies as he [REDACTED] is unable to attend this meeting. Let me know if you think that Richard needs to phone in for this conversation.

Thanks

Raewyn

**Raewyn Vogel** | Personal Assistant to the Chief Archivist & General Manager | Information and Knowledge Services

**Archives New Zealand Te Rua Mahara o te Kawanatanga**

Direct Dial: +64 4 496 1381 | Extn: 9381 | Mobile: [REDACTED]

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<< OLE Object: Picture (Device Independent Bitmap) >>

-----Original Appointment-----

**From:** Rachel Frederikson **On Behalf Of** Joost Van Beek  
**Sent:** Thursday, 5 July 2018 1:51 PM  
**To:** Joost Van Beek; Richard Foy; Rob Stevens  
**Subject:** Co-location of NTSV discussion  
**When:** Monday, 9 July 2018 12:30 PM-1:00 PM (UTC+12:00) Auckland, Wellington.  
**Where:** 45PS\_M1.06 Matiu

**Michelle Reed**

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**From:** Richard Foy  
**Sent:** Monday, 6 August 2018 8:07 AM  
**To:** Epi Lima  
**Subject:** DIA/NTSV/MCH Budget Governance Group  
**Attachments:** image002.png; image004.jpg

Hi Epi,

Please set up a fortnightly meeting for the following minute from Rob's meeting notes, below.

DIA/NTSV/MCH Budget Governance Group meetings.

Membership: Richard Foy, Rebecca Elvy, [REDACTED], Rachel Groves and Rob Stevens; meeting frequency to be fortnightly.

Meeting to be held at Pipitea, Level 1 preferably for ease of access by externals from NTSV and MCH. Thanks.

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tāhuhu Iringa Kōrero | Information & Knowledge Services  
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----- Forwarded message -----

From: "**Rob Stevens**" <[Rob.Stevens@dia.govt.nz](mailto:Rob.Stevens@dia.govt.nz)>  
 Date: Sun, Aug 5, 2018 at 2:57 PM +1200  
 Subject: Notes from meeting: NTSV input into PtNM Business Case - 2 August 2018  
 To: "Peter Murray" <[Peter.Murray@dia.govt.nz](mailto:Peter.Murray@dia.govt.nz)>, "Rebecca Elvy (rebeccaelvy@ngataonga.org.nz)" <[rebeccaelvy@ngataonga.org.nz](mailto:rebeccaelvy@ngataonga.org.nz)>, "Richard Foy" <[Richard.Foy@dia.govt.nz](mailto:Richard.Foy@dia.govt.nz)>, [REDACTED] mch.govt.nz" <[craig.owen@mch.govt.nz](mailto:craig.owen@mch.govt.nz)>, [REDACTED] @mbie.govt.nz

Hi all,

The following are the notes I took from our meeting on Thursday 2 August. Please do feel free to provide any feedback.

The importance of keeping separate, the investigation into an interim move of NTSV Taranaki Street operation to the National Library (NLNZ) building from the investigation into potential for long term co-location associated with PtNM initiative, was reiterated.

**Potential NTSV Taranaki Street move to NLNZ building:**

- Rebecca will be reporting on the potential move to the NTSV Board on 16 August – an indicative budget will be required
- Key questions:
  - Will they fit (approx. 70 staff workstations plus technical rooms required)?
  - Can the ICT needs be supported adequately – anticipating that for capacity reasons NTSV will need their own fibre connection?
  - Is the rental cost affordable for NTSV?
  - Is the one-off cost of move affordable for NTSV?

- If above matters can be solved then NTSV suggest signing up to a Heads of Agreement with a planned move in date of 9(2)(i)
- Work streams NTSV have identified are ICT, logistics and construction, communications/stakeholders, workflow changes
- NTSV working assumption of the “interim period” is in the order of 5-7 years
- DIA will assist by:
  - Firming up where everything fits into the NLNZ (e.g. staff on L3, and technical rooms on LG);
  - Work with NTSV to find an ICT solution (note this may have implications for NLNZ upgrade);
  - Preparing cost estimates for the related fit-out works and rental;
  - Developing an operating and security plan;
  - 9(2)(i)
  - ; and
  - Liaising/synchronising with NTSV around logistics, communications and workflow needs.

9(2)(g)(i), 9(2)(i)

- 9(2)(g)(i)
- 9(2)(g)(i)
- and this provides the opportunity for co-location and leveraging common functions of Archives and National Library utilising a physical link.
- This opportunity could extend to NTSV although further investigation is needed to better understand the opportunity, 9(2)(g)(i)
- 9(2)(g)(i)
- 9(2)(g)(i)
- there is a timing issue of when the opportunity for NTSV is well enough described, therefore it is proposed this be covered by later addendum or similar when scope and cost are known.
- 9(2)(g)(i)
- Rebecca noted that while there were a number of really similar functional and specialist needs to Archives and National Library that could benefit from co-located, there are also significant differences including operational, service delivery and stakeholder expectations.
- 9(2)(g)(i)

**NTSV/DIA Governance Group**

- Agreed that a NTSV/DIA Governance Group be established to oversee the investigation into collaboration and the potential for shared facilities associated with the PtNM initiative.
- Membership: Richard Foy, Rebecca Elvy, , Rachel Groves and Rob Stevens; meeting frequency to be fortnightly (Rachel to draft a terms of reference?).
- Agreed that a suitably skilled consultant to be engaged to prepare a strategy and options for NTSV co-location, to based initially on the assumption of separate (gross) facilities/services.
- Rebecca noted NTSV in-house team would make time to work with DIA on this initiative 9(2)(g)(i), 9(2)(i)
- Rob to work with Rebecca 9(2)(g)(i)
- Target 3 months to complete the investigation (timeline to be firmed up) 9(2)(g)(i) (refer above)

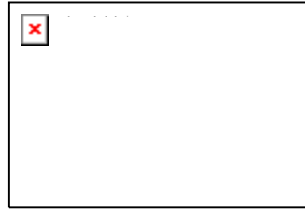
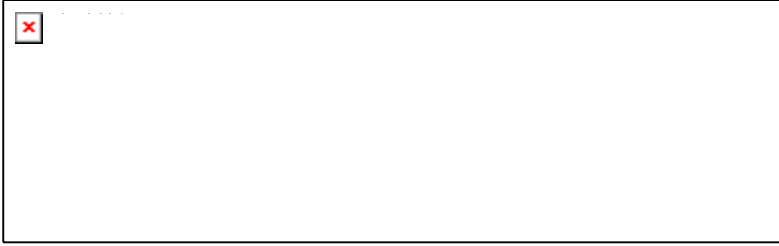
Ngā mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio

**Department of Internal Affairs Te Tari Taiwhenua**

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**From:** [Bill Macnaught](#)  
**To:** \* [redacted]; [Chris Szekely](#); [Mark Crookston](#); [Richard Foy](#)  
**Cc:** \* [redacted]; [NLLT](#)  
**Subject:** RE: Following up on Potential Accommodation  
**Date:** Saturday, 30 June 2018 8:04:05 AM  
**Attachments:** [image001.png](#)

Understood Rebecca. Mark and Richard – copying you into this too.

Cheers  
Bill

---

**From:** Rebecca Elvy [mailto:[rebeccaelvy@ngataonga.org.nz](mailto:rebeccaelvy@ngataonga.org.nz)]  
**Sent:** Friday, 29 June 2018 9:11 AM  
**To:** Bill Macnaught; Chris Szekely  
**Cc:** \* [redacted]  
**Subject:** Following up on Potential Accommodation

Kia ora korua

It was lovely to see you both last night, and congratulations for a fabulous event, Chris. It was lovely.

9(2)(g)(i) [redacted]

9(2)(g)(i) [redacted]

Thanks so much, I really appreciate it!

Nga mihi  
\* [redacted]

**Rebecca Elvy**  
**Tumu Whakarae**  
**Chief Executive**  
**Nga Taonga Sound & Vision**  
 84 Taranaki Street · PO Box 11 449 · Wellington 6142  
 Direct dial +64 4 896 4801 · Mobile \* [redacted]  
[www.ngataonga.org.nz](http://www.ngataonga.org.nz)



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**From:** [Richard Foy](#)  
**To:** [Rob Stevens](#)  
**Cc:** [Mary McLean](#)  
**Subject:** RE: For next NALI Ministers Group meeting  
**Date:** Tuesday, 5 June 2018 8:35:11 AM

Hi Rob,

Yes, agree on us not being able to comment too much on NTSV issues without more information. I think PtNM can only reasonably comment on the possibilities of shared repository and housing of staff; 9(2)(g)(i)

It would appear that Susan O’Neill beat me to it by requesting that paper from you already!

Richard Foy | Chief Archivist | General Manager | Te Rua Mahara o te Kawanatanga | Archives New Zealand  
 Te Tahuu Ininga Korero | Information & Knowledge Services  
 Te Tari Taiwhenua | The Department of Internal Affairs  
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**From:** Rob Stevens  
**Sent:** Saturday, 2 June 2018 7:27 AM  
**To:** Richard Foy  
**Cc:** Mary McLean  
**Subject:** RE: For next NALI Ministers Group meeting

Hi Richard,

Sorry I missed you [redacted].

Out of scope [redacted]

It is hard to say anything more specific about solving NTSV issues as we simply don’t have the information needed to make that assessment, what their issues are that need solving. As the memo suggests however, there is definitely a collaborative opportunity, 9(2)(j)

Cheers  
 Rob

**From:** Richard Foy  
**Sent:** Friday, 1 June 2018 11:56 AM  
**To:** Rob Stevens  
**Subject:** For next NALI Ministers Group meeting

Hi Rob,

Can we please discuss something that I need you and the PtNM team to assemble for the next

NALI MG meeting on 25 June (action coming from 28 May meeting):

- 9(2)(g)(i) [REDACTED]

I'm over at Mulgrave later, so maybe we can discuss today?

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Iringa Korero | Information & Knowledge Services

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Document 5

**From:** [Rob Stevens](#)  
**To:** [Lewis Brown](#)  
**Subject:** FW: Hi  
**Date:** Wednesday, 25 July 2018 1:46:20 PM

---

Conscious you are outside this look Lewis and this is rather important to the discussion we have had relating to NTSV and ICT

---

**From:** Simon Davis  
**Sent:** Wednesday, 25 July 2018 1:43 PM  
**To:** [REDACTED]; Olwyn Crutchley  
**Cc:** Rob Stevens  
**Subject:** RE: Hi

[REDACTED]

It would be good to meet at your convenience.  
I'm happy to come up you way, or if you are down here that would be convenient

regards

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari Taiwhenua Department of Internal Affairs](#)

Mobile: [REDACTED]

Leave: -

---

**From:** [REDACTED]@ngataonga.org.nz]  
**Sent:** Monday, 23 July 2018 10:22 AM  
**To:** Olwyn Crutchley <x@xx>  
**Cc:** Rob Stevens <x@xx>; Simon Davis <x@x.nz>  
**Subject:** Re: Hi

Cheers,

[REDACTED]

---

**From:** Olwyn Crutchley <xxxxx.xxxxxxxx@xxx.xxxx.xx>  
**Date:** Monday, 23 July 2018 at 10:13 AM  
**To:** [REDACTED]@ngataonga.org.nz>  
**Cc:** Rob Stevens <xxx.xxxxxxxx@xxx.xxxx.xx>, Simon Davis <xxxxx.xxxxx@xxx.xxxx.xx>  
**Subject:** RE: Hi

[REDACTED]

In the first instance it would probably be good to connect with our branch senior architect, Simon Davis, cc'd here.

Understanding your requirements will be the first step.

Regards  
Olwyn



---

**From:** [REDACTED]@ngataonga.org.nz]  
**Sent:** Friday, 20 July 2018 6:11 PM  
**To:** Olwyn Crutchley  
**Cc:** Rob Stevens  
**Subject:** Re: Hi

Thanks Olwyn,  
Lovely to meet you all this morning and thanks to everyone for being so welcoming. We're looking forward to working through the details to work out how we can make this work for all concerned. The managers will be meeting again next week to start to develop a plan of action & clearly one of my priorities will be to establish our ICT infrastructure needs. To help establish that if we wanted to speak to someone on the ground about the existing ICT infrastructure who would that be?

Nga mihi,  
[REDACTED]

On 20/07/2018, at 12:20 PM, Olwyn Crutchley <[REDACTED]@xxx.xxx> wrote:

[REDACTED]

Nice to meet you this morning. It would be useful to see any high level requirements you have as a first step and maybe an overview of your current network design / especially anything onsite and not in a data centre (internal servers and specialist infrastructure) so we can just get a high level understanding of the needs.

Regards  
Olwyn

Olwyn Crutchley | IT Business Partner | Technology Shared Services  
The Department of Internal Affairs Te Tari Taiwhenua  
Mob: [REDACTED]  
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Document 6

**From:** [Joost Van Beek](#)  
**To:** [Harley Spence](#); [Chris East](#)  
**Subject:** RE: Housing Nga Taonga Sound and Vision in the NAtional Library  
**Date:** Thursday, 9 August 2018 10:31:36 AM  
**Attachments:** [RE NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE.msg](#)  
[image001.png](#)  
[image003.png](#)

That's exactly my concerns and the reason why I send Bill the following mail (see attached) a few weeks back. This is not a decision that IKS can make, it should be considered a corporate decision. The sooner we have meeting with IKS the better it is.

Regards

Joost

---

**From:** Harley Spence  
**Sent:** Thursday, 9 August 2018 9:49 AM  
**To:** Chris East; Joost Van Beek  
**Subject:** Housing Nga Taonga Sound and Vision in the NAtional Library

Morning Chris / Joost

Refer Ricard F's email below - 9(2)(g)(i)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Thanks

H

---

**From:** Richard Foy  
**Sent:** Wednesday, 8 August 2018 9:50 PM  
**To:** Rob Stevens; Harley Spence  
**Cc:** Rosie Perez; Bill Macnaught  
**Subject:** Re: Nga taonga

Hi, I'll follow up with Rebecca.

9(2)(g)(i), 9(2)(i)

[Redacted]

[Redacted]

[Redacted]

9(2)(g)(i), 9(2)(i)

[Redacted]

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9(2)(g)(i), 9(2)(j)

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Iringa Korero | Information & Knowledge Services

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On Wed, Aug 8, 2018 at 9:34 PM +1200, "Rob Stevens" <[xxx.xxxxxxx@xxx.xxxx.xx](mailto:xxx.xxxxxxx@xxx.xxxx.xx)> wrote:

Hi Harley and Richard,

NTSV visited the Library again today for a prearranged look at the Lower Ground space (refer attached mark-up) for a possible location for their technical rooms and related activities. They were also shown the now underutilised "computer server room" in the Basement as a possible location for their servers.

NTSV thought both spaces were likely suitable, and together with staff being located on Level 3 (reduced area to that shown on the attached), they were keen to progress the discussion.

The most crucial information they are now seeking in order to assess viability and continue the discussions is an indicative occupancy cost, being rental and share of utility costs. Rebecca Elvy is seeking this for discussion at the NTSV Board meeting on 16 August (Thursday next week).

9(2)(g)(i), 9(2)(j)

[redacted]  
[redacted]  
[redacted] Rebecca 9(2)(g)(i), 9(2)(j), 9(2)(b)(ii)  
[redacted]  
[redacted]

I think it is appropriate I pass this request to you both to discuss and agree a way forward. Richard, could I leave this with you please to then make contact with Rebecca, noting the timing above.

Thank you  
Rob

---

**From:** Rob Stevens  
**Sent:** Tuesday, 7 August 2018 5:48 PM  
**To:** Hanita Shantilal  
**Cc:** Rosie Perez; Lewis Brown; Harley Spence  
**Subject:** FW: Nga taonga

Hi Hanita,

As discussed, attached are marked up plans indicating possible locations (highlighted) that NTSV may occupy in Molesworth Street. Also attached is background information of their existing IT systems as FYI.

Could you please obtain a quote for an independent valuation of commercial rental for these locations (Level 3 and LG)? [REDACTED] ☺

Any questions please flick to me or Lewis. [REDACTED]  
[REDACTED]  
[REDACTED]

Thank you  
Rob

---

**From:** Olwyn Crutchley  
**Sent:** Thursday, 2 August 2018 8:59 AM  
**To:** Simon Davis; Rob Stevens  
**Cc:** Michael Manttan  
**Subject:** RE: Nga taonga

Thanks Simon

I am cc'ing Michael Manttan into this as ultimately he will need to agree on the network design and support model.

Cheers  
Olwyn

---

**From:** Simon Davis  
**Sent:** Thursday, 2 August 2018 8:36 AM  
**To:** Rob Stevens  
**Cc:** Olwyn Crutchley  
**Subject:** Nga taonga

Attached please find an outline of Nga Taonga requirements, based on my meeting with [REDACTED], and subsequent information he provided.

[REDACTED] also requested

“Therefore the most pressing thing from my perspective is to get a site visit to inspect the proposed space on the Lower Ground floor where we could house both our Technical spaces and a Server Room. Along with that I'd be keen to see any patch panels and routes that we may be able to make use of to run cabling between floors and to workspaces.

Is Lewis Brown the right person to be able to help with this at National Library? I'd be keen to get my Systems Administrator/Network specialist down for a look as well as soon as possible.”

Is this something you will proceed with?

thanks

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari Taiwhenua Department of Internal Affairs](#)  
Mobile: [REDACTED]



Leave: -

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**From:** Rob Stevens  
**Sent:** Tuesday, 31 July 2018 12:09 PM  
**To:** Simon Davis <xxxxx.xxxxx@xxx.xxxx.xx>  
**Subject:** RE: Nga taonga

Hi Simon,

Interested to hear what you discussed with [REDACTED]. I don't think I can visit NTSV myself this week, but might [REDACTED] be able to organise a visit for you?

Once you have visited and got a better understanding their needs I suggest we have a catch up with Lewis and Olwyn again. Think we need a good understanding of the IT needs before progressing accommodation discussion further.

Do call if you would like to discuss anything.

Cheers,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio  
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**Te Tari Taiwhenua**  
**Internal Affairs**



---

**From:** Simon Davis  
**Sent:** Tuesday, 31 July 2018 8:51 AM  
**To:** Rob Stevens  
**Subject:** RE: Nga taonga

Rob I haven't

I did have a good talk with [REDACTED] who visited here last week. I've got good availability to visit, and I'd like to. Any time on Wednesday is good for me, or Friday morning before 10:45

Thanks

Simon

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari Taiwhenua Department of Internal Affairs](#)

Mobile: [REDACTED]

Leave: -

---

**From:** Rob Stevens  
**Sent:** Monday, 30 July 2018 5:25 PM  
**To:** Olwyn Crutchley <[xxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxxx@xxx.xxx.xx)>; Simon Davis <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Cc:** Lewis Brown <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Subject:** RE: Nga taonga

Hi Simon, remind me again when you are / have visited NTSV?

---

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 4:39 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi all,

Attached emails now includes NTSV response to earlier email.

Lewis, before we go back again and arrange any further visit from NTSV might it be useful for us to meet?

Cheers

Rob

---

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 2:05 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi Olwyn,

Good timing . . .

Attached is a communication this week with Rebecca.

Lewis and I have had a chat about and as you will see have a few ideas that need following up, particularly IT.

There is a strong desire to make this work so unless there are show stoppers we will keep progressing.

Rob

**From:** Olwyn Crutchley  
**Sent:** Wednesday, 25 July 2018 1:51 PM  
**To:** Rob Stevens  
**Cc:** Simon Davis  
**Subject:** Nga taonga

Hi Rob

Just checking in as to how likely the Nga Taonga thing is looking and whether we should be actively pursuing their IT requirements?

Cheers  
Olwyn

Olwyn Crutchley | IT Business Partner | Technology Shared Services

**The Department of Internal Affairs *Te Tari Taiwhenua***

Mob: [REDACTED]

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**Internal Affairs**

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## Document 7

**From:** [Rob Stevens](#)  
**To:** [Lewis Brown](#)  
**Subject:** RE: In confidence FW: Visit of Nga Taonga Sound and Vision Facilities  
**Date:** Wednesday, 27 June 2018 5:48:36 PM

Thanks Lewis, sorry I missed seeing this, so will take it you will not come on the 3 July NTSV visit.

I've got a meeting on L3 at the Library tomorrow, finishing at 2pm – might you be free if I drop around to see you just after 2pm?

Rob

---

**From:** Lewis Brown  
**Sent:** Wednesday, 27 June 2018 12:37 PM  
**To:** Bill Macnaught; Rob Stevens  
**Cc:** Mark Crookston; Chris Szekely  
**Subject:** RE: In confidence FW: Visit of Nga Taonga Sound and Vision Facilities

Rob, if we can have a quick Level 3 conversation before the meeting that may be sufficient for my involvement for now – will be happy to spin up work into helping make that happen if/when it grows legs.

Lewis

---

**From:** Bill Macnaught  
**Sent:** Wednesday, 27 June 2018 11:42 AM  
**To:** Mark Crookston; Chris Szekely; Lewis Brown  
**Cc:** Rob Stevens  
**Subject:** In confidence FW: Visit of Nga Taonga Sound and Vision Facilities  
**Importance:** High

Tena koutou

If you start at the bottom of the page and read the email trail you'll see why I've marked this as important. <sup>9(2)(g)(i)</sup> At a meeting earlier this week held at MCH I offered Rebecca Elvy the possibility of relocating her staff (approx. 60) from her earthquake-weak building in Taranaki Street to Level 3 here as soon as we practically can do that. She was most grateful. The collections would remain in Taranaki Street until PtNM figures out a new solution. You will see that Rob and Archives colleagues are going to tour NTSV to get a better understanding of their operational requirements and that I suggested that you, **Mark**, join them. Even if you have a good understanding of NTSV I think the discussion that is likely to take place is one that you need to be involved in for PtNM purposes. Can you confirm your attendance with Rob please?

**Lewis** – do you also need to attend?

As a side issue <sup>9(2)(g)(i)</sup> . Let's discuss that.

Thanks  
 Bill

---

**From:** Rob Stevens  
**Sent:** Wednesday, 27 June 2018 11:11 AM  
**To:** Bill Macnaught; Richard Foy  
**Cc:** Peter Murray; Lewis Brown

**Subject:** RE: Visit of Nga Taonga Sound and Vision Facilities

Thanks Bill, sounds good.  
Sandra Falconer and David Adams will also join the visit.

Cheers  
Rob

---

**From:** Bill Macnaught  
**Sent:** Wednesday, 27 June 2018 10:34 AM  
**To:** Richard Foy; Rob Stevens  
**Cc:** Peter Murray; Lewis Brown  
**Subject:** Re: Visit of Nga Taonga Sound and Vision Facilities

Thanks Rob. I think Mark Crookston should join the tour if possible. If you agree I'll ask him.  
Bill

Sent from my iPhone

On 27/06/2018, at 7:16 AM, Richard Foy <[xxxxxxx.xxx@xxx.xxx.xx](mailto:xxxxxxx.xxx@xxx.xxx.xx)> wrote:

Morena Rob,

9(2)(g)(i)

I don't *need* anyone else from Archives beyond Sandra to accompany you, but it may be good for David Adams to have the opportunity to see what NTSV are doing for film storage at scale.

It's be good if our Policy folk want to tag along, now that they've had a taste of Repository-fever following on from Monday's tour of Mulgrave.

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Iringa Korero |  
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On 27/06/2018, at 7:01 AM, Rob Stevens <[xxx.xxxxxxx@xxx.xxx.xx](mailto:xxx.xxxxxxx@xxx.xxx.xx)> wrote:

Morena Bill and Richard,

Rebecca has confirmed that Tuesday 3 July to visit NTSV facilities.  
Could you please let me know who from you team in addition to Sandra and me we you would ask to come on this visit?

Sorry the notice is quite short but I think we need to get a better



understanding of their facilities and needs so that discussions with NALI are on a good footing and I can understand the impact on AWL should this all come together.

Bill, I'll link up with Lewis on looking at Level 3 Molesworth as possible space for NTSV colleagues.

Cheers  
Rob

---

**From:** Rebecca Elvy [<mailto:rebeccaelvy@ngataonga.org.nz>]  
**Sent:** Tuesday, 26 June 2018 2:19 PM  
**To:** Rob Stevens  
**Cc:** Bill Macnaught; Richard Foy; Susan O'Neill  
**Subject:** Re: Visti of Nga Taonga Sound and Vision Facilities

Absolutely, I found the meeting incredibly helpful, and a good indicator of the potential ways forward on a number of fronts.

I'm just confirming with [REDACTED] (who I believe you've met) about which of those dates is best, and will get back to you shortly.

I don't think we'll need to include Whitiorea and Northpoint in the tour, given you've been there before, but wonder if you'd like to visit Avalon again, to specifically look at the way our team use the technical work spaces? <sup>9(2)(g)(i)</sup> [REDACTED]

In addition, we'd do a thorough tour of repository, technical, and public/access accommodation at Taranaki Street, and also Repository at Buckle Street (for PtNM).

In the context of thinking about PtNM planning, Taranaki Street, Buckle Street and the Avalon Theatre <sup>9(2)(b)(ii)</sup> [REDACTED]

would equate to about 5,000 linear meters of storage.

I'll confirm the preferred date shortly.

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarae  
[REDACTED]

---

**From:** Rob Stevens <[Rob.Stevens@dia.govt.nz](mailto:Rob.Stevens@dia.govt.nz)>  
**Date:** Monday, 25 June 2018 at 6:50 PM  
**To:** Rebecca Elvy <[rebeccaelvy@ngataonga.org.nz](mailto:rebeccaelvy@ngataonga.org.nz)>

**Cc:** Bill Macnaught <[xxxx.xxxxxxxxx@xxx.xxx.xx](mailto:xxxx.xxxxxxxxx@xxx.xxx.xx)>, Richard Foy <[xxxxxxx.xxx@xxx.xxx.xx](mailto:xxxxxxx.xxx@xxx.xxx.xx)>, Susan O'Neill <[Susan.O'xxxxx@xxx.xxx.xx](mailto:Susan.O'xxxxx@xxx.xxx.xx)>

**Subject:** Visti of Nga Taonga Sound and Vision Facilities

Kia ora Rebecca,

It was good to meet you today and to start a conversation on the possible opportunities for collaboration and co-location of NTSV, Archives NZ and the National Library.

I thought it best to get a date in the diaries for a visit to NTSV facilities and to gather a better understanding of your operations. Late last year we visited the Whitireia Vault, Northpoint Vault and Avalon operation (refer attached) but I know little about the city facilities or operations more generally.

Would either Tuesday 3<sup>rd</sup> or Thursday 5<sup>th</sup> July work for you / your staff?

I'll also carry out an exercise with Bill to look at the spare capacity of the National Library Level 3 staff area to see what might be possible.

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio

**Department of Internal Affairs Te Tari Taiwhenua**

Direct Dial: +64 4 894 6004 | Extn. 9304 | Mobile: [REDACTED]

10 Mulgrave St | PO Box 12-050, Wellington 6011, New Zealand |

[www.dia.govt.nz](http://www.dia.govt.nz)

<image001.png> <image002.jpg>

## Document 8

**From:** [Rob Stevens](#)  
**To:** [Mark Crookston](#); [Sandra Falconer](#); [David Adams](#); [Rosie Perez](#); [Susan O'Neill](#); [Lewis Brown](#)  
**Cc:** [Bill Macnaught](#); [Richard Foy](#); [Chris Szekely](#); [Antony Moss](#)  
**Subject:** RE: In confidence FW: Visit of Nga Taonga Sound and Vision Facilities  
**Date:** Wednesday, 27 June 2018 5:27:18 PM

---

Hi all,

As per the email trail below, we have been invited by NTSV to visit their facilities on 3 July as part of an investigation into the possible opportunities for co-location of NTSV through PtNM project. I am now waiting for Rebecca to come back to us with a plan for the visit so cannot provide more details until we have this, but expect at least a half-day will be needed.

Lewis and Susan, could you please confirm if you would like to join the group visit (currently Mark, Sandra, David, Rosie and me)?

Tony, while this visit is focussed on the physical facilities and current operations, you may see benefit in joining the visit as regulatory and related matters will inevitably come up.

Please fire any questions back to Rosie and me. I am hoping we have time first thing on Tuesday for a group briefing before we go over to NTSV, and if not we will set up a separate time for this.

Kind regards  
 Rob

---

**From:** Bill Macnaught  
**Sent:** Wednesday, 27 June 2018 11:42 AM  
**To:** Mark Crookston; Chris Szekely; Lewis Brown  
**Cc:** Rob Stevens  
**Subject:** In confidence FW: Visit of Nga Taonga Sound and Vision Facilities  
**Importance:** High

Tena koutou

If you start at the bottom of the page and read the email trail you'll see why I've marked this as important. <sup>9(2)(g)(i)</sup> [REDACTED]. At

a meeting earlier this week held at MCH I offered Rebecca Elvy the possibility of relocating her staff (approx. 60) from her earthquake-weak building in Taranaki Street to Level 3 here as soon as we practically can do that. She was most grateful. The collections would remain in Taranaki Street until PtNM figures out a new solution. You will see that Rob and Archives colleagues are going to tour NTSV to get a better understanding of their operational requirements and that I suggested that you, **Mark**, join them. Even if you have a good understanding of NTSV I think the discussion that is likely to take place is one that you need to be involved in for PtNM purposes.

Can you confirm your attendance with Rob please?

**Lewis** – do you also need to attend?

As a side issue <sup>9(2)(g)(i)</sup> [REDACTED]. Let's discuss that.

Thanks  
 Bill

---

**From:** Rob Stevens  
**Sent:** Wednesday, 27 June 2018 11:11 AM  
**To:** Bill Macnaught; Richard Foy

**Cc:** Peter Murray; Lewis Brown  
**Subject:** RE: Visit of Nga Taonga Sound and Vision Facilities

Thanks Bill, sounds good.  
Sandra Falconer and David Adams will also join the visit.

Cheers  
Rob

---

**From:** Bill Macnaught  
**Sent:** Wednesday, 27 June 2018 10:34 AM  
**To:** Richard Foy; Rob Stevens  
**Cc:** Peter Murray; Lewis Brown  
**Subject:** Re: Visit of Nga Taonga Sound and Vision Facilities

Thanks Rob. I think Mark Crookston should join the tour if possible. If you agree I'll ask him.  
Bill

Sent from my iPhone

On 27/06/2018, at 7:16 AM, Richard Foy <[xxxxxxx.xxx@xxx.xxx.xx](mailto:xxxxxxx.xxx@xxx.xxx.xx)> wrote:

Morena Rob,

9(2)(g)(i)

I don't *need* anyone else from Archives beyond Sandra to accompany you, but it may be good for David Adams to have the opportunity to see what NTSV are doing for film storage at scale.

It's be good if our Policy folk want to tag along, now that they've had a taste of Repository-fever following on from Monday's tour of Mulgrave.

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Iringa Korero |  
Information & Knowledge Services  
Te Tari Taiwhenua | The Department of Internal Affairs  
mob \*[027444601398](tel:027444601398) | ddi [+64 4 460 1398](tel:+6444601398) ext:8398 | [www.dia.govt.nz](http://www.dia.govt.nz)

On 27/06/2018, at 7:01 AM, Rob Stevens <[xxx.xxxxxxx@xxx.xxx.xx](mailto:xxx.xxxxxxx@xxx.xxx.xx)> wrote:

Morena Bill and Richard,

Rebecca has confirmed that Tuesday 3 July to visit NTSV facilities.  
Could you please let me know who from you team in addition to Sandra and me we you would ask to come on this visit?

Sorry the notice is quite short but I think we need to get a better



understanding of their facilities and needs so that discussions with NALI are on a good footing and I can understand the impact on AWL should this all come together.

Bill, I'll link up with Lewis on looking at Level 3 Molesworth as possible space for NTSV colleagues.

Cheers  
Rob

---

**From:** Rebecca Elvy [<mailto:rebeccaelvy@ngataonga.org.nz>]  
**Sent:** Tuesday, 26 June 2018 2:19 PM  
**To:** Rob Stevens  
**Cc:** Bill Macnaught; Richard Foy; Susan O'Neill  
**Subject:** Re: Visti of Nga Taonga Sound and Vision Facilities

Absolutely, I found the meeting incredibly helpful, and a good indicator of the potential ways forward on a number of fronts.

I'm just confirming with [REDACTED] (who I believe you've met) about which of those dates is best, and will get back to you shortly.

I don't think we'll need to include Whitiorea and Northpoint in the tour, given you've been there before, but wonder if you'd like to visit Avalon again, to specifically look at the way our team use the technical work spaces? <sup>9(2)(g)(i)</sup> [REDACTED]

In addition, we'd do a thorough tour of repository, technical, and public/access accommodation at Taranaki Street, and also Repository at Buckle Street (for PtNM).

In the context of thinking about PtNM planning, Taranaki Street, Buckle Street and the Avalon Theatrette <sup>9(2)(b)(ii)</sup> [REDACTED]

would equate to about 5,000 linear meters of storage.

I'll confirm the preferred date shortly.

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarae  
[REDACTED]

---

**From:** Rob Stevens <[Rob.Stevens@dia.govt.nz](mailto:Rob.Stevens@dia.govt.nz)>  
**Date:** Monday, 25 June 2018 at 6:50 PM  
**To:** Rebecca Elvy <[rebeccaelvy@ngataonga.org.nz](mailto:rebeccaelvy@ngataonga.org.nz)>



**Cc:** Bill Macnaught <[xxxx.xxxxxxxxx@xxx.xxx.xx](mailto:xxxx.xxxxxxxxx@xxx.xxx.xx)>, Richard Foy  
<[xxxxxxx.xxx@xxx.xxx.xx](mailto:xxxxxxx.xxx@xxx.xxx.xx)>, Susan O'Neill  
<[Susan.O'xxxxx@xxx.xxx.xx](mailto:Susan.O'xxxxx@xxx.xxx.xx)>

**Subject:** Visti of Nga Taonga Sound and Vision Facilities

Kia ora Rebecca,

It was good to meet you today and to start a conversation on the possible opportunities for collaboration and co-location of NTSV, Archives NZ and the National Library.

I thought it best to get a date in the diaries for a visit to NTSV facilities and to gather a better understanding of your operations. Late last year we visited the Whitireia Vault, Northpoint Vault and Avalon operation (refer attached) but I know little about the city facilities or operations more generally.

Would either Tuesday 3<sup>rd</sup> or Thursday 5<sup>th</sup> July work for you / your staff?

I'll also carry out an exercise with Bill to look at the spare capacity of the National Library Level 3 staff area to see what might be possible.

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio

**Department of Internal Affairs Te Tari Taiwhenua**

Direct Dial: +64 4 894 6004 | Extn. 9304 | Mobile: [REDACTED]

10 Mulgrave St | PO Box 12-050, Wellington 6011, New Zealand |

[www.dia.govt.nz](http://www.dia.govt.nz)

<image001.png> <image002.jpg>

## Document 9

**From:** [Joost Van Beek](#)  
**To:** [Bill Macnaught](#)  
**Cc:** [Hanita Shantilal](#); [Rob Stevens](#); [Peter Murray](#); [Lewis Brown](#); [Rachel Esson](#); [Rachel Frederikson](#)  
**Subject:** Re: In confidence Level 3 Molesworth  
**Date:** Monday, 2 July 2018 10:02:17 AM

---

Bill

Thanks for your email.

I have asked Rachel to schedule a meeting this week to discuss this opportunity to ensure we get all aligned.

Regards

Joost

> On 2/07/2018, at 9:33 AM, Bill Macnaught <Bill.Macnaught@dia.govt.nz> wrote:  
 >  
 > Kia ora Joost/Hanita - please note the message below that I sent to Harley. In his absence can you please help to make sure that relevant colleagues in SSB are aware of this development?  
 >  
 > Many thanks  
 >  
 > Bill  
 >  
 > -----Original Message-----  
 > From: Rob Stevens  
 > Sent: Monday, 2 July 2018 9:30 AM  
 > To: Bill Macnaught  
 > Subject: RE: In confidence Level 3 Molesworth  
 >  
 > Bill, I think Harley is away and Joost is acting so you may need to resend and perhaps copy in Hanita who looks after property leasing?  
 >  
 > -----Original Message-----  
 > From: Bill Macnaught  
 > Sent: Sunday, 1 July 2018 1:30 PM  
 > To: Harley Spence  
 > Cc: Peter Murray; Rob Stevens; Lewis Brown; Rachel Esson  
 > Subject: In confidence Level 3 Molesworth  
 >  
 > Hi Harley  
 > Peter has asked me to give you a heads up that we are now looking at the possibility of accommodating approximately 60 colleagues from Nga Taonga Sound & Vision on Level 3 <sup>9(2)(g)(i)</sup> [REDACTED]  
 > [REDACTED]. Happy to discuss of course.  
 > Cheers  
 > Bill  
 >  
 > Sent from my iPhone

**From:** \* [Redacted]  
**To:** [xxxxxxxxxx@xxxxxxxx.xxx.xx](mailto:xxxxxxxxxx@xxxxxxxx.xxx.xx)  
**Cc:** [Richard Foy](#); [Rocio Gambogi](#)  
**Subject:** Investigation into potential for long term co-location  
**Date:** Friday, 24 August 2018 8:38:30 AM  
**Attachments:** [JourneyLine\\_40d1a45a-7768-4c3a-bcc8-5a437744a983.png](#)  
[FacebookTWT\\_e299272d-bc70-4cf7-83df-c397ac4d0786.png](#)  
[TwitterTWT\\_c268180d-9ce8-4696-8a0c-c585d5787e60.png](#)  
[LinkedInTWT\\_6bf48fd1-30fd-4dff-a4d8-4e24e2a03d36.png](#)  
[PinterestTWT\\_5bdb608b-13c2-4352-a893-84b8886d74ad.png](#)

---

Hi Rebecca

Keen to meet next week to understand how we can best help and the tweaks we need to make to the scope of our proposal.

Also keen to review any background material you have so I can get up to speed.

How are you placed next week to meet?

Regards

\* [Redacted]

\* [Redacted]  
 [Redacted]  
 Call: \* [Redacted]  
 Email \* [Redacted]@twentytwo.co.nz



**TwentyTwo Independent Property Advisers**  
**Wellington:** Historic House, 22 The Terrace  
**Auckland:** Generator, 22-28 Customs Street East  
[twentytwo.co.nz](http://twentytwo.co.nz)



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## Document 11

**From:** [Rebecca Elvy](#)  
**To:** [Rob Stevens](#); [Richard Foy](#)  
**Cc:** [Rocio Gambogi](#)  
**Subject:** Re: Investigation into potential for long term co-location  
**Date:** Thursday, 23 August 2018 6:04:55 PM  
**Attachments:** [image001.png](#)

---

Fine with me Rob - thanks for all your work getting it to this point!

Rebecca

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---

**From:** Rob Stevens <rob.stevens@dia.govt.nz>  
**Sent:** Thursday, August 23, 2018 6:03 PM  
**To:** Rebecca Elvy; Richard Foy  
**Cc:** Rocio Gambogi  
**Subject:** RE: Investigation into potential for long term co-location

Hi Rebecca and Richard,

I've not been able to get to this in the last couple of days and have run out of time as I'm heading away on leave tonight. I did communicate the need for changes to ██████████ of TwentyTwo but we have not had the chance to connected up again.

Are you okay if I ask ██████████ to liaise directly with you both next week regarding scope tweaks?

In the interim Rocio is following up with the Department's internal procurement approval process and will finalising the contract documentation with TwentyTwo once the changes to scope are made.

Thank you  
 Rob

---

**From:** Rebecca Elvy [mailto:[rebeccaelvy@ngataonga.org.nz](mailto:rebeccaelvy@ngataonga.org.nz)]  
**Sent:** Tuesday, 21 August 2018 12:05 PM  
**To:** Rob Stevens; Richard Foy  
**Cc:** Rosie Perez; Rocio Gambogi  
**Subject:** Re: Investigation into potential for long term co-location

Perfect! Thank you!

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---

**From:** Rob Stevens <Rob.Stevens@dia.govt.nz>  
**Sent:** Tuesday, August 21, 2018 11:24:18 AM  
**To:** Rebecca Elvy; Richard Foy  
**Cc:** Rosie Perez; Rocio Gambogi  
**Subject:** RE: Investigation into potential for long term co-location

Thanks Rebecca, I'll go back to Twenty Two to make changes and resend by tomorrow.

---

**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxxx.xxx.xx]  
**Sent:** Tuesday, 21 August 2018 11:02 AM  
**To:** Rob Stevens; Richard Foy  
**Cc:** Rosie Perez; Rocio Gambogi  
**Subject:** Re: Investigation into potential for long term co-location

No, we agreed that the first step was our gross requirements - shared stuff was to come later. It's mostly the language that needs to change - a few quick tweaks to the proposal and we should be good to go - not sure I can make a meeting, but can turn around a revised proposal pretty quickly...

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---

**From:** Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>  
**Sent:** Tuesday, August 21, 2018 10:45 AM  
**To:** Rebecca Elvy; Richard Foy  
**Cc:** Rosie Perez; Rocio Gambogi  
**Subject:** RE: Investigation into potential for long term co-location

Hi Rebecca,

That's fine, I'm lacking the background on what you already have in place, but agree it would be good to move this along into more detailed requirements.

Would you be agreeable to meeting with TwentyTwo and me to go over what you have and agree on the revised scope of work? Ideally an initial meeting before I go on leave (final day is Thursday 23 August) for six weeks.

9(2)(g)(i), 9(2)(i)  
[Redacted text block]

Thank you  
Rob

---

**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxxx.xxx.xx]  
**Sent:** Tuesday, 21 August 2018 9:48 AM  
**To:** Rob Stevens; Richard Foy  
**Cc:** Rosie Perez; Rocio Gambogi  
**Subject:** Re: Investigation into potential for long term co-location

Sorry Rob

This isn't quite right.

We have a Property Strategy already. What we need is detailed requirements.

Nga mihi

Rebecca

Rebecca Elvy  
Tumu Whakarāe

[REDACTED]

---

**From:** Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>  
**Date:** Saturday, 18 August 2018 at 11:43 AM  
**To:** Richard Foy <xxxxxxx.xxx@xxx.xxxx.xx>, Rebecca Elvy <xxxxxxxxxxxx@xxxxxxxxxxx.xxx.xx>  
**Cc:** Rosie Perez <xxxxx.xxxxx@xxx.xxxx.xx>, Rocio Gambogi <Rocio.Gambogi@dia.govt.nz>  
**Subject:** Investigation into potential for long term co-location

Hi Richard and Rebecca,

Further to our meeting on 2 August (notes below), I have received the attached offer of service from Twenty Two who I approach regarding preparing of strategic property advice for a NTSV in a collaboration / co-location with Archives and National Library. Twenty Two are well placed to provide this advice <sup>9(2)(g)(i)</sup> [REDACTED]

Could you please review and advise if Twenty Two are suitable and the scope of services / indicative activities meet your expectations? There are likely some adjustment needed to scope and contacts (for discovery stage) but I believe this could be clarified up front once commissioned.

As I will be away from end of next week I am keen to get the procurement process largely resolved before I leave and ask Twenty Two to make contact with you Rebecca in the first instance. Please let me know if this agreeable? Note that Rocio will be the point of contact after I leave on establishing the contract.

Thank you  
Rob

---

**From:** Rob Stevens  
**Sent:** Sunday, 5 August 2018 2:57 PM  
**To:** Peter Murray; Rebecca Elvy (xxxxxxxxxxx@xxxxxxxxxxx.xxx.xx); Richard Foy; [REDACTED]@mch.govt.nz; Rachel Groves  
**Subject:** Notes from meeting: NTSV input into PtNM Business Case - 2 August 2018

Hi all,

The following are the notes I took from our meeting on Thursday 2 August. Please do feel free to provide any feedback.

The importance of keeping separate, the investigation into an interim move of NTSV Taranaki Street operation to the National Library (NLNZ) building from the investigation into potential for long term co-location associated with PtNM initiative, was reiterated.



**Potential NTSV Taranaki Street move to NLNZ building:**

- Rebecca will be reporting on the potential move to the NTSV Board on 16 August – an indicative budget will be required
- Key questions:
  - Will they fit (approx. 70 staff workstations plus technical rooms required)?
  - Can the ICT needs be supported adequately – anticipating that for capacity reasons NTSV will need their own fibre connection?
  - Is the rental cost affordable for NTSV?
  - Is the one-off cost of move affordable for NTSV?
- If above matters can be solved then NTSV suggest signing up to a Heads of Agreement with a planned move in date of 9(2)(i)
- Work streams NTSV have identified are ICT, logistics and construction, communications/stakeholders, workflow changes
- NTSV working assumption of the “interim period” is in the order of 5-7 years
- DIA will assist by:
  - Firming up where everything fits into the NLNZ (e.g. staff on L3, and technical rooms on LG);
  - Work with NTSV to find an ICT solution (note this may have implications for NLNZ upgrade);
  - Preparing cost estimates for the related fit-out works and rental;
  - Developing an operating and security plan;
  - 9(2)(i)
  - [redacted] and
  - Liaising/synchronising with NTSV around logistics, communications and workflow needs.

9(2)(g)(i), 9(2)(i)

- 9(2)(g)(i)
- 9(2)(g)(i) and this provides the opportunity for co-location and leveraging common functions of Archives and National Library utilising a physical link.
- This opportunity could extend to NTSV although further investigation is needed to better understand the opportunity, 9(2)(g)(i).
- 9(2)(g)(i)
- 9(2)(g)(i) – therefore there is a timing issue of when the opportunity for NTSV is well enough described, therefore it is proposed this be covered by later addendum or similar when scope and cost are known.
- 9(2)(g)(i)
- Rebecca noted that while there were a number of really similar functional and specialist needs to Archives and National Library that could benefit from co-located, there are also significant differences including operational, service delivery and stakeholder

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expectations.

- 9(2)(g)(i) [Redacted]

**NTSV/DIA Governance Group**

- Agreed that a NTSV/DIA Governance Group be established to oversee the investigation into collaboration and the potential for shared facilities associated with the PtNM initiative.
- Membership: Richard Foy, Rebecca Elvy, [Redacted] Rachel Groves and Rob Stevens; meeting frequency to be fortnightly (Rachel to draft a terms of reference?).
- Agreed that a suitably skilled consultant to be engaged to prepare a strategy and options for NTSV co-location, to based initially on the assumption of separate (gross) facilities/services.
- Rebecca noted NTSV in-house team would make time to work with DIA on this initiative 9(2)(g)(i), 9(2)(b)(ii) [Redacted]
- Rob to work with Rebecca 9(2)(g)(i) [Redacted].
- Target 3 months to complete the investigation (timeline to be firmed up) 9(2)(g)(i) [Redacted] (refer above)

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio  
**Department of Internal Affairs Te Tari Taiwhenua**  
 Direct Dial: +64 4 894 6004 | Extn. 9304 | Mobile [Redacted]  
 10 Mulgrave St | PO Box 12-050, Wellington 6011, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)



**Te Tari Taiwhenua**  
**Internal Affairs**



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## Document 12

**From:** [Richard Foy](#)  
**To:** [Rob Stevens](#); "[Rebecca Elvy \(rebeccaelvy@ngataonga.org.nz\)](#)"  
**Cc:** [Rosie Perez](#); [Rocio Gambogi](#)  
**Subject:** RE: Investigation into potential for long term co-location  
**Date:** Monday, 20 August 2018 8:32:34 AM  
**Attachments:** [image001.png](#)

---

Looks like a good brief and approach to developing a strategy.

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Ininga Korero | Information & Knowledge Services

Te Tari Taiwhenua | The Department of Internal Affairs

mob +64 [REDACTED] | ddi +64 4 460 1398 ext:8398 | [www.dia.govt.nz](http://www.dia.govt.nz)

---

**From:** Rob Stevens  
**Sent:** Saturday, 18 August 2018 11:43 AM  
**To:** Richard Foy; Rebecca Elvy (rebeccaelvy@ngataonga.org.nz)  
**Cc:** Rosie Perez; Rocio Gambogi  
**Subject:** Investigation into potential for long term co-location

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Thank you  
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---

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**Sent:** Sunday, 5 August 2018 2:57 PM  
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**Subject:** Notes from meeting: NTSV input into PtNM Business Case - 2 August 2018

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  - 9(2)(i)
  - [redacted] and
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9(2)(g)(i), 9(2)(i)

- 9(2)(g)(i)
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- 9(2)(g)(i) [redacted]
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- 9(2)(g)(i) [redacted]

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- Rebecca noted NTSV in-house team would make time to work with DIA on this initiative  
9(2)(g)(i), 9(2)(b)(ii) [redacted]  
Rob to work with Rebecca 9(2)(g)(i) [redacted]
- Target 3 months to complete the investigation (timeline to be firmed up) 9(2)(g)(i) [redacted]  
[redacted] (refer above)

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: +64 4 894 6004 | Extn. 9304 | Mobile: [redacted]  
10 Mulgrave St | PO Box 12-050, Wellington 6011, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)



**Te Tari Taiwhenua**  
**Internal Affairs**





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Document 13 -

---

**From:** Raewyn Vogel  
**Sent:** Thursday, 21 June 2018 4:14 PM  
**To:** [REDACTED]  
**Subject:** RE: Meeting MCH, NTSV, DIA re NALI Meeting -

Thanks [REDACTED] – I will put Report to Level 1 Reception in the updated calendar invitation

Raewyn

---

**From:** [REDACTED]@mch.govt.nz]  
**Sent:** Thursday, 21 June 2018 4:11 PM  
**To:** Raewyn Vogel  
**Subject:** RE: Meeting MCH, NTSV, DIA re NALI Meeting -

Kia ora Raewyn

The venue is the Frame Room, Level 2, Old Public Trust Building, 131 Lambton Quay. But people should come to reception at Level 1 of the building.

Nga mihi, na

[REDACTED]

---

**From:** Raewyn Vogel [mailto:xxxxxx.xxxxx@xxx.xxxx.xx]  
**Sent:** Thursday, 21 June 2018 4:08 p.m.  
**To:** [REDACTED]@mch.govt.nz>  
**Subject:** RE: Meeting MCH, NTSV, DIA re NALI Meeting -

Kia ora [REDACTED]

Could you please advise the venue for the meeting on Monday so I can update the calendar invitation.

Many thanks

Raewyn

**Raewyn Vogel** | Personal Assistant to the Chief Archivist & General Manager | Information and Knowledge Services

**Archives New Zealand Te Rua Mahara o te Kawanatanga**

Direct Dial: +64 4 496 1381 | Extn: 9381 | Mobile: +[REDACTED]

10 Mulgrave Street | PO Box 12-050, Wellington 6011, New Zealand | [www.archives.govt.nz](http://www.archives.govt.nz)

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**Te Tari Taiwhenua  
Internal Affairs**

---

**From:** [REDACTED]@mch.govt.nz]  
**Sent:** Tuesday, 19 June 2018 4:26 PM  
**To:** Raewyn Vogel  
**Cc:** [REDACTED]  
**Subject:** RE: Meeting MCH, NTSV, DIA re NALI Meeting -

Thanks Raewyn. Can you also please invite [REDACTED] and [REDACTED] (copied in to this message) from MCH, and Rebecca Elvy from Nga Taonga: Rebecca Elvy [xxxxxxxxxx@xxxxxxxx.xxx.xx](mailto:xxxxxxxxxx@xxxxxxxx.xxx.xx)

I'll book a room at MCH at 1 pm on Monday.

Best wishes

[REDACTED]

---

**From:** Raewyn Vogel [<mailto:xxxxxx.xxxxx@xxx.xxx.xx>]  
**Sent:** Tuesday, 19 June 2018 4:06 p.m.  
**To:** [REDACTED]@mch.govt.nz  
**Subject:** RE: Meeting MCH, NTSV, DIA re NALI Meeting -

Thanks [REDACTED] maybe we could make it at MCH at 1 pm. Perhaps we could schedule it for 1 hour but if Rebecca wants to leave early that should be fine – the meeting might only take 45 minutes. Who from MCH should be invited please?

From our end I would be inviting: Susan O'Neill, Richard Foy, Bill Macnaught, Rob Stevens

Regards and many thanks for your help.

Raewyn

---

**From:** [REDACTED].xxxxxxx@xxx.xxx.xx]  
**Sent:** Tuesday, 19 June 2018 3:53 PM  
**To:** Raewyn Vogel  
**Subject:** RE: Meeting MCH, NTSV, DIA re NALI Meeting -

Kia ora Raewyn

Within that timeslot on Monday, Rebecca Elvy from Nga Taonga is available at 1 but has another meeting at 2 which is closer to Nga Taonga's end of town (Taranaki Street).

Is there any chance the meeting could take place at Nga Taonga at 1? Alternatively, it might work

to meet at MCH, but I imagine Rebecca would need to leave no later than 1:45.

Thanks

█

---

**From:** Raewyn Vogel [<mailto:xxxxxx.xxxxx@xxx.xxxx.xx>]

**Sent:** Tuesday, 19 June 2018 11:42 a.m.

**To:** █ [@mch.govt.nz](mailto:█@mch.govt.nz)

**Cc:** Susan O'Neill <[Susan.O'xxxx@xxx.xxxx.xx](mailto:Susan.O'xxxx@xxx.xxxx.xx)>; Rob Stevens <[xxx.xxxxxxx@xxx.xxxx.xx](mailto:xxx.xxxxxxx@xxx.xxxx.xx)>; Bill Macnaught <[xxxx.xxxxxxxx@xxx.xxxx.xx](mailto:xxxx.xxxxxxxx@xxx.xxxx.xx)>

**Subject:** Meeting MCH, NTSV, DIA re NALI Meeting -

Kia ora █

I have been asked to help co-ordinate a meeting between DIA, MCH and NTSV to discuss 9(2)(g)(i) █ before the Ministerial Group meeting on Monday.

This is probably not going to be any easy task, but at this stage I could rearrange Richard Foy's diary so he could be available between 1pm and 3.30 pm (probably need 45 minutes to an hour I should think?) on Monday 25 June.

Susan O'Neill suggested that you would be a good person at MCH to liaise with regarding this. If you are not the best person to talk to could you please point me in the right direction.

Kind regards

Raewyn

**Raewyn Vogel** | Executive Assistant to Richard Foy  
Deputy Chief Executive - Information and Knowledge Services

**The Department of Internal Affairs Te Tari Taiwhenua**

Direct Dial: +64 4 496 1381 | Extn: 9381 | Mobile: █ Pipitea St, Wellington 6140,  
New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)



**Te Tari Taiwhenua**  
**Internal Affairs**

Document 14

**From:** [Rachel Groves](#)  
**To:** [Richard Foy](#); [Epi Lima](#)  
**Subject:** RE: Meeting re: NTSV input into PtNM Business Case  
**Date:** Monday, 27 August 2018 5:31:38 PM  
**Attachments:** [image001.png](#)

---

Excellent – thanks very much Richard.

---

**From:** Richard Foy  
**Sent:** Monday, 27 August 2018 3:11 PM  
**To:** Rachel Groves; Epi Lima  
**Subject:** RE: Meeting re: 9(2)(g)(i)

Yes, agreed. I'll have someone from PtNM to do this...

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Ininga Korero | Information & Knowledge Services  
Te Tari Taiwhenua | The Department of Internal Affairs  
mob [REDACTED] | ddi +64 4 460 1398 ext:8398 | [www.dia.govt.nz](http://www.dia.govt.nz)

---

**From:** Rachel Groves  
**Sent:** Monday, 27 August 2018 3:03 PM  
**To:** Richard Foy; Epi Lima  
**Subject:** RE: Meeting re: 9(2)(g)(i)

Hi Richard

Interesting....no, I haven't started on that. It does seem a bit odd.

Wouldn't that be done by someone more centrally involved in that PtNM work?

Happy to discuss,

Thanks, Rachel

Rachel Groves | Director Policy Services | Policy Group  
The Department of Internal Affairs Te Tari Taiwhenua  
DDI: +64 4 495 6065 | Mobile: [REDACTED] | Extn: 5165  
45 Pipitea Street | PO Box 805, Wellington 6140, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)



Te Tari Taiwhenua  
Internal Affairs

---

**From:** Richard Foy  
**Sent:** Monday, 27 August 2018 3:01 PM  
**To:** Rachel Groves; Epi Lima



**Subject:** RE: Meeting re: [REDACTED]

Hi Rachel,

Mary McLean noted the last 'minutes' to our meeting with NTSV/MCH on PtNM had a minute that you'd put together a governance ToR for the group...but that doesn't seem right, does it? Unless you've started...

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Ininga Korero | Information & Knowledge Services

Te Tari Taiwhenua | The Department of Internal Affairs

mob [REDACTED] | ddi +64 4 460 1398 ext:8398 | [www.dia.govt.nz](http://www.dia.govt.nz)

---

**From:** Rachel Groves

**Sent:** Monday, 27 August 2018 1:31 PM

**To:** Epi Lima; Richard Foy

**Cc:** Frédérique Bertrand

**Subject:** RE: Meeting re: [REDACTED]

Hi Epi

Excellent – thank you for letting me know. Would you be able to include Frederique in the meeting invite? She is the manager responsible for NALI.

Thanks, Rachel

**Rachel Groves** | Director Policy Services | Policy Group

**The Department of Internal Affairs Te Tari Taiwhenua**

DDI: +64 4 495 6065 | Mobile: [REDACTED] | Extn: 5165

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---

**From:** Epi Lima

**Sent:** Monday, 27 August 2018 1:28 PM

**To:** Rachel Groves; Richard Foy

**Subject:** RE: Meeting re: [REDACTED]

Hi Rachel

I am in the process of sorting these meetings out, I hope to get it into the diaries later today or early tomorrow.

cheers

---

**From:** Rachel Groves  
**Sent:** Monday, 27 August 2018 1:08 PM  
**To:** Richard Foy  
**Subject:** FW: Meeting re: 9(2)(g)(i)

Hi Richard

9(2)(g)(i) I have in my notes that you were going to think about the governance arrangements for those meetings and that we would have regular meetings.

9(2)(g)(i) but I don't seem to have the meetings with you, Rebecca, Peter etc in my diary. Am I missing something?

Happy to discuss,

Thanks, Rachel

**Rachel Groves** | Director Policy Services | Policy Group  
**The Department of Internal Affairs Te Tari Taiwhenua**  
DDI: +64 4 495 6065 | Mobile: 9(2)(g)(i) | Extn: 5165  
45 Pipitea Street | PO Box 805, Wellington 6140, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)



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Document 14 attachment

**From:** [Peter Murray](#)  
**To:** [Rob Stevens](#); [Richard Foy](#); [Rebecca Elvy \(rebeccaelv@ngataonga.org.nz\)](mailto:rebeccaelv@ngataonga.org.nz); [Rachel Groves](#); [\[REDACTED\]@mch.govt.nz](#)  
**Subject:** Meeting re: NTSV input into PtNM Business Case  
**Start:** Thursday, 2 August 2018 4:00:00 PM  
**End:** Thursday, 2 August 2018 4:45:00 PM  
**Location:** 45PS\_M1.14 Te Rae Kaihau (VC), DIA, 45 Pipitea St

---

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Document 15

**From:** \* [REDACTED]  
**To:** [Richard Foy](#); [Bill Macnaught](#)  
**Subject:** Meeting today  
**Date:** Wednesday, 15 August 2018 9:23:43 AM  
**Attachments:** [image001.png](#)

---

Kia ora korua,

Rebecca has asked that I email to confirm the meeting today, and has asked if you would like to meet here at Nga Taonga?

Please let me know if this suits,

Nga mihi

\* [REDACTED]  
[REDACTED]  
**Nga Taonga Sound & Vision**  
84 Taranaki Street · PO Box 11 449 · Wellington 6142  
Direct dial +\* [REDACTED]  
[www.ngataonga.org.nz](http://www.ngataonga.org.nz)



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Document 16

**From:** [Richard Foy](#)  
**To:** [Susan O'Neill](#); [Marilyn Little](#); [Raj Krishnan](#)  
**Subject:** RE: Meeting with MCH on Thursday 21 June  
**Date:** Tuesday, 19 June 2018 12:17:03 PM  
**Attachments:** [image001.png](#)

---

Thanks Susan,

I know it may be assumed because of MCH being at the table, but I'd like to ensure we discuss how we involve NTSV into our joint work, which may also include their Board, or at least the Chair of their Board. 9(2)(g)(i)

[REDACTED]

[REDACTED]

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Iringa Korero | Information & Knowledge Services  
Te Tari Taiwhenua | The Department of Internal Affairs  
mob [REDACTED] | ddi +64 4 460 1398 ext:8398 | [www.dia.govt.nz](http://www.dia.govt.nz)

---

**From:** Susan O'Neill  
**Sent:** Tuesday, 19 June 2018 12:03 PM  
**To:** Marilyn Little; Richard Foy; Raj Krishnan  
**Subject:** Meeting with MCH on Thursday 21 June

Hi all

Attached is a draft agenda for the meeting. Do you have any comments?

Re the first item, if you wanted, I could do a very short paper on this to table at the meeting. I'm thinking bullet points, less than one page.

Thanks,

**Susan O'Neill** | Senior Policy Analyst | Policy Group  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: +64 4 495 9316 | Extn: 5316 | [www.dia.govt.nz](http://www.dia.govt.nz)



**Te Tari Taiwhenua**  
**Internal Affairs**



# Meeting agenda

## National Archival and Library Institutions Ministerial Group – working together meeting

<b>Date and time of meeting</b>	21 June 2018, 11am-12pm
<b>Location</b>	MR 1.13 Hotere Room, Ministry for Culture and Heritage, 131 Lambton Quay
<b>Attendees</b>	Marilyn Little, Deputy Chief Executive, Policy, Regulation and Communities, DIA Richard Foy, Acting Deputy Chief Executive, Information and Knowledge Services, DIA [REDACTED], Group Manager, Policy and Sector Performance, MCH Raj Krishnan, General Manager Policy, DIA [REDACTED], Manager Heritage Policy, MCH
<b>Apologies</b>	-
<b>Chair</b>	Marilyn Little, [REDACTED]

### Agenda items

Item	Description
1.	Working together protocols
2.	Steering Group meetings (Marilyn Little, [REDACTED], [REDACTED], [REDACTED])
3.	Working with the NALLs
4.	Working with the Statutory Bodies
5.	Project communications and engagement with stakeholders
6.	Stakeholder meetings with Ministers

## Document 17

**From:** [Hanita Shantilal](#)  
**To:** [Julie Wilson](#)  
**Subject:** FW: Molesworth Street, 70  
**Date:** Monday, 10 September 2018 10:23:16 AM  
**Importance:** High

---

For the OIA.

Ta.

H

---

**From:** Hanita Shantilal  
**Sent:** Monday, 10 September 2018 10:23 AM  
**To:** Harley Spence  
**Subject:** RE: Molesworth Street, 70  
**Importance:** High

Hi H,

A summary of the valuation as requested below. Please note there may be more detail in there than you require but I thought it best to include it as its easy enough to delete.

Please let me know if you need anything more on this from me.

*On instruction from Rob Stevens and Lewis Brown, the Property Group obtained a rental valuation in relation to the office space within the National Library that may be occupied by Nga Tonga in the future.*

*As Nga Tonga's requirements are not clear at this stage, the valuation was undertaken on assumptions provided by Rob and Lewis.*

Background

*The valuation provides two rental figures per annum which are based on the following two options:*

- *Option 1 comprises a rectangular open plan work area spanning four office bays with exclusive use of one of the nearby meeting rooms. The space is located to the southern portion of the third floor, close to the shared cafeteria.*
- *Option 2 comprises an area resembling an L-shape, occupying the south western corner of the floor and containing an open plan work area along the southern wall, with the remaining area to the western side more densely partitioned into meeting rooms, offices and a reception area with direct access to the lift foyer. Please note that Option 2 has been identified as the more 'superior' space within the valuation in terms of lighting and air, greater privacy, existing partitioned space/meeting rooms, potential to further partition off space, separate kitchenette area within the space, and direct access through the lift lobby.*

*Estimated areas upon which the valuation is based*

- One basement server cabinet (this requirement may change to two); 0.48m<sup>2</sup>
- Lower Ground Floor Office: 288.36m<sup>2</sup>
- Option 1: 416.7m<sup>2</sup>
- Option 2: 496.88m<sup>2</sup>

Proposed Rental as at 1 February 2019

- Option 1: [REDACTED], plus GST
- Option 2: [REDACTED], plus GST

*The above figures are inclusive of all property operating expenses with the exception of tenancy consumables and a share of the electricity. A gross lease is what has been recommended by the valuer and the figures above are based as such.*

*I believe that IKS suggested a net lease however, net figures could not be determined as we are not yet in a position to ascertain the share of operating expenses which Nga Tonga is to be responsible for. Note that the building is also not separately metered in order to do so in relation to electricity.*

---

**From:** Harley Spence  
**Sent:** Monday, 10 September 2018 8:28 AM  
**To:** Hanita Shantilal  
**Subject:** Re: Molesworth Street, 70

Thanks for this Hanita

An email to me summarising the key points that I can use to socialise this internally would be very helpful.

In the meantime I'll give Richard a heads up.

Cheers

Harley Spence  
GM Property  
Department of Internal Affairs  
[REDACTED]

On 7/09/2018, at 7:39 PM, Hanita Shantilal <[xxxxxx.xxxxxxxxxx@xxx.xxx.xx](mailto:xxxxxx.xxxxxxxxxx@xxx.xxx.xx)> wrote:

Valuation re NTSV has arrived.

Would you like me to leave this with you to pass on to Richard?

Perhaps you would like me to prepare an email with the key figures that you can send Richard?

Please let me know how you would like to deal with this.

Thanks.

H

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED] "  
[REDACTED]@collierswgtn.co.nz>  
**To:** "Hanita Shantila" <xxxxxx.xxxxxxxx@xxx.xxx.xx>  
**Cc:** [REDACTED]@collierswgtn.co.nz>  
**Subject:** FW: Molesworth Street, 70

Dear Hanita,

Here is report; apologies it took a little longer than we hoped... you will see we have made some assumptions we may need to vary depending on what preferences transpire. Please do not hesitate to ask us any questions at all – and please note the comment about the floor area being on an exclusive basis rather than calculating the exact areas of share of common space (toilets, foyers, passageways etc). We have included an allowance for this in our rate; however if you prefer we can work it out, once known.

Kind regards, [REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, 7 September 2018 5:15 p.m.  
**To:** [REDACTED]  
**Subject:** Molesworth Street, 70

Kind Regards,

[REDACTED] | Valuation & Advisory Services | Wellington  
**Dir +64** [REDACTED]  
Main +64 4 473 4413  
[REDACTED]@colliers.com

**Accounts:** s9(2)(J) [REDACTED]@colliers.com

**Colliers International (Wellington Valuation) Limited**  
Level 8, 99-105 Customhouse Quay | PO Box 2747 | Wellington 6140 | New Zealand

[www.colliers.co.nz](http://www.colliers.co.nz)

<image001.jpg>

<image002.jpg>

<Molesworth Street 70 (Nga Taonga), CMR Aug 2018.pdf>

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## Document 18

**From:** [Richard Foy](#)  
**To:** [Marilyn Little](#); [Susan O'Neill](#); [Karl Le Quesne](#); [Raj Krishnan](#); [Rachel Groves](#); [Hayden Kerr](#)  
**Cc:** [Raewyn Vogel](#)  
**Subject:** Re: NALI - meeting with Nga Taonga re PtNM  
**Date:** Monday, 18 June 2018 5:36:39 PM  
**Attachments:** [image001.png](#)  
[image001.png](#)

I think we simply all agreed this would be a good idea and to proceed. Leave to me to get someone on to this; whom from Policy needs to attend? It'll mainly be our PtNM folk with a few others for context.

Susan, who best at MCH for us to liaise with?

RF

Richard Foy | Deputy Chief Executive (Acting) |  
 Te Tahuu Iringa Korero | Information & Knowledge Services  
 Te Tari Taiwhenua | The Department of Internal Affairs  
 mob +64 [REDACTED] | ddi +64 4 460 1398 ext:8398 | [www.dia.govt.nz](http://www.dia.govt.nz)

**From:** Marilyn Little <[marilyn.little@dia.govt.nz](mailto:marilyn.little@dia.govt.nz)>  
**Sent:** Monday, June 18, 2018 3:58 PM  
**To:** Susan O'Neill; Richard Foy; Karl Le Quesne; Raj Krishnan; Rachel Groves; Hayden Kerr  
**Subject:** RE: NALI - meeting with Nga Taonga re PtNM

Hi susan

Can't recall who said it, but I don't think it was Lewis as wasn't at Start up.

Regardless, think you are correct should be IKS. Is about the PtNM and NTSV needs. Richard will advise who.

Marilyn

**From:** Susan O'Neill  
**Sent:** Monday, 18 June 2018 2:06 PM  
**To:** Marilyn Little; Richard Foy; Karl Le Quesne; Raj Krishnan; Rachel Groves; Hayden Kerr  
**Subject:** NALI - meeting with Nga Taonga re PtNM

Kia ora koutou

This morning someone, I think Lewis, suggested to Anne that DIA and MCH meet with Nga Taonga re PtNM before the Ministerial Group meeting next Monday.

Who should attend this meeting? And who should liaise with MCH? I have discussed it with Ewan, but it might be more useful to have someone from IKS coordinate if the attendees will be mostly IKS.

Nga mihi,



**Susan O'Neill** | Senior Policy Analyst | Policy Group

**Department of Internal Affairs Te Tari Taiwhenua**

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Document 19

**From:** [Olwyn Crutchley](#)  
**To:** [Richard Foy](#)  
**Subject:** Nga Taonga  
**Date:** Thursday, 9 August 2018 3:34:43 PM

---

Hi Richard

I am getting a group together on Tuesday afternoon to progress the IT discussion

I will report back to you after that.

Regards  
Olwyn

Sent from my iPhone

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Document 20

**From:** [Simon Davis](#)  
**To:** [Lewis Brown](#); [Rob Stevens](#); [Olwyn Crutchley](#)  
**Subject:** RE: Nga taonga  
**Date:** Wednesday, 25 July 2018 4:48:54 PM  
**Attachments:** [image001.png](#)

I can make it for this

Simon

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari Taiwhenua Department of Internal Affairs](#)  
 Mobile: [REDACTED]

Leave: -

**From:** Lewis Brown  
**Sent:** Wednesday, 25 July 2018 4:47 PM  
**To:** Rob Stevens <Rob.Stevens@dia.govt.nz>; Olwyn Crutchley <Olwyn.Crutchley@dia.govt.nz>  
**Cc:** Simon Davis <Simon.Davis@dia.govt.nz>  
**Subject:** RE: Nga taonga

I'm meeting with Olwyn at 9am tomorrow morning. Can you and Simon make that time?

9(2)(g)(i)

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 4:39 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi all,

Attached emails now includes NTSV response to earlier email.

Lewis, before we go back again and arrange any further visit from NTSV might it be useful for us to meet?

Cheers  
 Rob

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 2:05 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi Olwyn,

Good timing . . .

Attached is a communication this week with Rebecca.

Lewis and I have had a chat about and as you will see have a few ideas that need following up, particularly IT.

There is a strong desire to make this work so unless there are show stoppers we will keep progressing.

Rob

---

**From:** Olwyn Crutchley  
**Sent:** Wednesday, 25 July 2018 1:51 PM  
**To:** Rob Stevens  
**Cc:** Simon Davis  
**Subject:** Nga taonga

Hi Rob

Just checking in as to how likely the Nga Taonga thing is looking and whether we should be actively pursuing their IT requirements?

Cheers  
Olwyn

Olwyn Crutchley | IT Business Partner | Technology Shared Services

**The Department of Internal Affairs Te Tari Taiwhenua**

Mob: [REDACTED]

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**Te Tari Taiwhenua**  
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Document 21

**From:** [Bill Macnaught](#)  
**To:** [Richard Foy](#)  
**Cc:** [Rob Stevens](#); [Harley Spence](#); [Rosie Perez](#); [Hanita Shantilal](#)  
**Subject:** Re: Nga taonga  
**Date:** Tuesday, 14 August 2018 2:21:12 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)

Kia ora koutou  
 I think Rebecca 9(2)(g)(i), 9(2)(i)  
 Bill

Sent from my iPhone

On 14/08/2018, at 12:40 PM, Richard Foy <[Richard.Foy@dia.govt.nz](mailto:Richard.Foy@dia.govt.nz)> wrote:

We have had a discussion.

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Iringa Korero |  
 Information & Knowledge Services  
 Te Tari Taiwhenua | The Department of Internal Affairs  
 mob [REDACTED] | ddi +64 4 460 1398 ext:8398 | [www.dia.govt.nz](http://www.dia.govt.nz)

On Tue, Aug 14, 2018 at 12:21 PM +1200, "Rob Stevens"  
 <[Rob.Stevens@dia.govt.nz](mailto:Rob.Stevens@dia.govt.nz)> wrote:

Hi Richard,

Have you and Harley discussed the question of rental?

I'm conscious that Rebecca Elvy is seeking this for discussion at the NTSV Board meeting on Thursday. Also, before I check in with her on other matters about the relocation I thought we should address this fundamental question first.

Cheers  
 Rob

---

**From:** Richard Foy  
**Sent:** Wednesday, 8 August 2018 9:50 PM  
**To:** Rob Stevens; Harley Spence  
**Cc:** Rosie Perez; Bill Macnaught  
**Subject:** Re: Nga taonga

Hi, I'll follow up with Rebecca.

9(2)(g)(i), 9(2)(i)  
[REDACTED]  
[REDACTED]  
[REDACTED]

9(2)(g)(i), 9(2)(i)

9(2)(g)(i), 9(2)(i)

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Iringa Korero |  
Information & Knowledge Services  
Te Tari Taiwhenua | The Department of Internal Affairs  
mob [redacted] | ddi +64 4 460 1398 ext:8398 | [www.dia.govt.nz](http://www.dia.govt.nz)

On Wed, Aug 8, 2018 at 9:34 PM +1200, "Rob Stevens"  
<[xxx.xxxxxxx@xxx.xxxx.xx](mailto:xxx.xxxxxxx@xxx.xxxx.xx)> wrote:

Hi Harley and Richard,

NTSV visited the Library again today for a prearranged look at the Lower Ground space (refer attached mark-up) for a possible location for their technical rooms and related activities. They were also shown the now underutilised "computer server room" in the Basement as a possible location for their servers.

NTSV thought both spaces were likely suitable, and together with staff being located on Level 3 (reduced area to that shown on the attached), they were keen to progress the discussion.

The most crucial information they are now seeking in order to assess viability and continue the discussions is an indicative occupancy cost, being rental and share of utility costs. Rebecca Elvy is seeking this for discussion at the NTSV Board meeting on 16 August (Thursday next week). 9(2)(g)(i), 9(2)(i)

[redacted]  
[redacted]  
[redacted]. Rebecca 9(2)(g)(i), 9(2)(i)  
[redacted]  
[redacted]

I think it is appropriate I pass this request to you both to discuss and agree a way forward. Richard, could I leave this with you please to then make contact with Rebecca, noting the timing above.

Thank you  
Rob

---

**From:** Rob Stevens  
**Sent:** Tuesday, 7 August 2018 5:48 PM  
**To:** Hanita Shantilal  
**Cc:** Rosie Perez; Lewis Brown; Harley Spence  
**Subject:** FW: Nga taonga

Released under the Official Information Act 1982



Hi Hanita,

As discussed, attached are marked up plans indicating possible locations (highlighted) that NTSV may occupy in Molesworth Street. Also attached is background information of their existing IT systems as FYI.

Could you please obtain a quote for an independent valuation of commercial rental for these locations (Level 3 and LG)? [REDACTED]

[REDACTED] 😊

Any questions please flick to me or Lewis. [REDACTED]

[REDACTED]

Thank you  
Rob

---

**From:** Olwyn Crutchley  
**Sent:** Thursday, 2 August 2018 8:59 AM  
**To:** Simon Davis; Rob Stevens  
**Cc:** Michael Manttan  
**Subject:** RE: Nga taonga

Thanks Simon

I am cc'ing Michael Manttan into this as ultimately he will need to agree on the network design and support model.

Cheers  
Olwyn

---

**From:** Simon Davis  
**Sent:** Thursday, 2 August 2018 8:36 AM  
**To:** Rob Stevens  
**Cc:** Olwyn Crutchley  
**Subject:** Nga taonga

Attached please find an outline of Nga Taonga requirements, based on my meeting with [REDACTED] and subsequent information he provided.

[REDACTED] also requested

“Therefore the most pressing thing from my perspective is to get a site visit to inspect the proposed space on the Lower Ground floor where we could house both our Technical spaces and a Server Room. Along with that I'd be keen to see any patch panels and routes that we may be able to make use of to run cabling between floors and to workspaces.

Is Lewis Brown the right person to be able to help with this at National Library? I'd be keen to get my Systems Administrator/Network specialist

down for a look as well as soon as possible.”

Is this something you will proceed with?

thanks

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari Taiwhenua Department of Internal Affairs](#)

Mobile: [REDACTED]

Leave: -

---

**From:** Rob Stevens

**Sent:** Tuesday, 31 July 2018 12:09 PM

**To:** Simon Davis <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>

**Subject:** RE: Nga taonga

Hi Simon,

Interested to hear what you discussed with [REDACTED] I don't think I can visit NTSV myself this week, but might [REDACTED] be able to organise a visit for you?

Once you have visited and got a better understanding their needs I suggest we have a catch up with Lewis and Olwyn again. Think we need a good understanding of the IT needs before progressing accommodation discussion further.

Do call if you would like to discuss anything.

Cheers,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio

**Department of Internal Affairs Te Tari Taiwhenua**

Direct Dial: +64 4 894 6004 | Extn. 9304 | Mobile: [REDACTED]

10 Mulgrave St | PO Box 12-050, Wellington 6011, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)



<image001.png>

---

**From:** Simon Davis

**Sent:** Tuesday, 31 July 2018 8:51 AM

**To:** Rob Stevens

**Subject:** RE: Nga taonga

Rob I haven't

I did have a good talk with [REDACTED] who visited here last week.  
I've got good availability to visit, and I'd like to.  
Any time on Wednesday is good for me, or Friday morning before 10:45

Thanks

Simon

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari](#)  
[Taiwhenua Department of Internal Affairs](#)

Mobile: [REDACTED]

Leave: -

---

**From:** Rob Stevens  
**Sent:** Monday, 30 July 2018 5:25 PM  
**To:** Olwyn Crutchley <[xxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxxx@xxx.xxx.xx)>; Simon Davis <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Cc:** Lewis Brown <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Subject:** RE: Nga taonga

Hi Simon, remind me again when you are / have visited NTSV?

---

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 4:39 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi all,

Attached email now includes NTSV response to earlier email.

Lewis, before we go back again and arrange any further visit from NTSV might it be useful for us to meet?

Cheers  
Rob

---

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 2:05 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi Olwyn,

Good timing . . .

Attached is a communication this week with Rebecca.

Lewis and I have had a chat about and as you will see have a few ideas that need following up, particularly IT.

There is a strong desire to make this work so unless there are show stoppers we will keep progressing.

Rob

---

**From:** Olwyn Crutchley  
**Sent:** Wednesday, 25 July 2018 1:51 PM  
**To:** Rob Stevens  
**Cc:** Simon Davis  
**Subject:** Nga taonga

Hi Rob

Just checking in as to how likely the Nga Taonga thing is looking and whether we should be actively pursuing their IT requirements?

Cheers  
Olwyn

Olwyn Crutchley | IT Business Partner | Technology Shared Services

**The Department of Internal Affairs Te Tari Taiwhenua**

Mob: [REDACTED]

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<image003.png>

## Document 22

**From:** [Hanita Shantilal](#)  
**To:** [Rob Stevens](#)  
**Cc:** [Rosie Perez](#); [Lewis Brown](#); [Harley Spence](#); [Natasha Le'Surf](#)  
**Subject:** RE: Nga taonga  
**Date:** Thursday, 9 August 2018 7:45:23 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)

Morning Rob,

We will get this underway today and come back to you with an estimate.

Hanita

---

**From:** Rob Stevens  
**Sent:** Tuesday, 7 August 2018 5:48 PM  
**To:** Hanita Shantilal  
**Cc:** Rosie Perez; Lewis Brown; Harley Spence  
**Subject:** FW: Nga taonga

Hi Hanita,

As discussed, attached are marked up plans indicating possible locations (highlighted) that NTSV may occupy in Molesworth Street. Also attached is background information of their existing IT systems as FYI.

Could you please obtain a quote for an independent valuation of commercial rental for these locations (Level 3 and LG)? 9(2)(g)(i), 9(2)(j) ☺

Any questions please flick to me or Lewis. 9(2)(j), 9(2)(g)(i)

Thank you  
 Rob

---

**From:** Olwyn Crutchley  
**Sent:** Thursday, 2 August 2018 8:59 AM  
**To:** Simon Davis; Rob Stevens  
**Cc:** Michael Manttan  
**Subject:** RE: Nga taonga

Thanks Simon

I am cc'ing Michael Manttan into this as ultimately he will need to agree on the network design and support model.

Cheers  
 Olwyn

---

**From:** Simon Davis

**Sent:** Thursday, 2 August 2018 8:36 AM  
**To:** Rob Stevens  
**Cc:** Olwyn Crutchley  
**Subject:** Nga taonga

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[REDACTED] also requested

“Therefore the most pressing thing from my perspective is to get a site visit to inspect the proposed space on the Lower Ground floor where we could house both our Technical spaces and a Server Room. Along with that I’d be keen to see any patch panels and routes that we may be able to make use of to run cabling between floors and to workspaces.

Is Lewis Brown the right person to be able to help with this at National Library? I’d be keen to get my Systems Administrator/Network specialist down for a look as well as soon as possible.”

Is this something you will proceed with?

thanks

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari Taiwhenua Department of Internal Affairs](#)

Mobile: [REDACTED]

Leave: -

---

**From:** Rob Stevens  
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Hi Simon,

Interested to hear what you discussed with [REDACTED] I don’t think I can visit NTSV myself this week, but might [REDACTED] be able to organise a visit for you?

Once you have visited and got a better understanding their needs I suggest we have a catch up with Lewis and Olwyn again. Think we need a good understanding of the IT needs before progressing accommodation discussion further.

Do call if you would like to discuss anything.

Cheers,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio  
**Department of Internal Affairs Te Tari Taiwhenua**



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10 Mulgrave St | PO Box 12-050, Wellington 6011, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)



## Te Tari Taiwhenua Internal Affairs



---

**From:** Simon Davis  
**Sent:** Tuesday, 31 July 2018 8:51 AM  
**To:** Rob Stevens  
**Subject:** RE: Nga taonga

Rob I haven't

I did have a good talk with [REDACTED] who visited here last week.  
I've got good availability to visit, and I'd like to.  
Any tome on Wednesday is good for me, or Friday morning before 10:45

Thanks

Slmon

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari Taiwhenua](#)  
[Department of Internal Affairs](#)  
Mobile: [REDACTED]

Leave: -

---

**From:** Rob Stevens  
**Sent:** Monday, 30 July 2018 5:25 PM  
**To:** Olwyn Crutchley <[xxxxx.xxxxxxxx@xxx.xxxx.xx](mailto:xxxxx.xxxxxxxx@xxx.xxxx.xx)>; Simon Davis <[xxxxx.xxxxx@xxx.xxxx.xx](mailto:xxxxx.xxxxx@xxx.xxxx.xx)>  
**Cc:** Lewis Brown <[xxxxx.xxxxx@xxx.xxxx.xx](mailto:xxxxx.xxxxx@xxx.xxxx.xx)>  
**Subject:** RE: Nga taonga

Hi Simon, remind me again when you are / have visited NTSV?

---

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 4:39 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi all,

Attached emails now includes NTSV response to earlier email.

Lewis, before we go back again and arrange any further visit from NTSV might it be useful for us to meet?

Cheers

Rob

---

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 2:05 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi Olwyn,

Good timing . . .

Attached is a communication this week with Rebecca.

Lewis and I have had a chat about and as you will see have a few ideas that need following up, particularly IT.

There is a strong desire to make this work so unless there are show stoppers we will keep progressing.

Rob

---

**From:** Olwyn Crutchley  
**Sent:** Wednesday, 25 July 2018 1:51 PM  
**To:** Rob Stevens  
**Cc:** Simon Davis  
**Subject:** Nga taonga

Hi Rob

Just checking in as to how likely the Nga Taonga thing is looking and whether we should be actively pursuing their IT requirements?

Cheers

Olwyn

Olwyn Crutchley | IT Business Partner | Technology Shared Services

**The Department of Internal Affairs Te Tari Taiwhenua**

Mob: [REDACTED]

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**Te Tari Taiwhenua**  
**Internal Affairs**

Document 23

**From:** [Kevin Moffat](#)  
**To:** [Lewis Brown](#); [Rob Stevens](#)  
**Cc:** [Rosie Perez](#); [Alison McIntyre](#)  
**Subject:** RE: Nga taonga  
**Date:** Friday, 3 August 2018 9:05:43 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)

I'm around on Wednesday (and available Monday afternoon through to Thursday next week).

Kevin

---

**From:** Lewis Brown  
**Sent:** Friday, 3 August 2018 8:34 AM  
**To:** Rob Stevens; Kevin Moffat  
**Cc:** Rosie Perez; Alison McIntyre  
**Subject:** RE: Nga taonga

Kevin, will Wednesday work for you for a brief look around by Nga Taonga?

---

**From:** Rob Stevens  
**Sent:** Thursday, 2 August 2018 5:39 PM  
**To:** Lewis Brown  
**Cc:** Rosie Perez; Alison McIntyre  
**Subject:** RE: Nga taonga

Hi all,

Referring to attached, [REDACTED] has asked for 3-4 people from NTSV to visit on Monday or Wednesday next week.

If okay with Kevin I will say Wednesday, by which time we may have answers to the questions you raise Lewis?

I have just come from a meeting with NTSV and can share more on this tomorrow including costs.

Cheers  
 Rob

---

**From:** Lewis Brown  
**Sent:** Thursday, 2 August 2018 4:53 PM  
**To:** Rob Stevens  
**Cc:** Rosie Perez; Alison McIntyre  
**Subject:** RE: Nga taonga

Okay, although I don't know who needs to see the Lower Ground floor space – an earlier email talked of around four people from Nga Taonga?

I also need to hook back with TSS to better understand what the space could potentially be for – their model from the attachment looks quite different technically from what we currently have, and I am not clear enough about whether TSS see it as viable for a server environment to be run from this building. I wouldn't want us to mislead Nga Taonga on what the Lower ground space

could be used for.

I'll pick up with Olwyn. In the meantime I have talked to Kevin Moffat, who is cued up to show people the Lower Ground space when we are ready.

Lewis

---

**From:** Rob Stevens  
**Sent:** Thursday, 2 August 2018 9:22 AM  
**To:** Lewis Brown; Alison McIntyre  
**Cc:** Rosie Perez  
**Subject:** FW: Nga taonga

Hi Lewis,

Can I leave this with you to discuss with Olwyn and also make arrangements as appropriate for the requested further visit?

Rob

---

**From:** Olwyn Crutchley  
**Sent:** Thursday, 2 August 2018 8:59 AM  
**To:** Simon Davis; Rob Stevens  
**Cc:** Michael Manttan  
**Subject:** RE: Nga taonga

Thanks Simon

I am cc'ing Michael Manttan into this as ultimately he will need to agree on the network design and support model.

Cheers  
Olwyn

---

**From:** Simon Davis  
**Sent:** Thursday, 2 August 2018 8:36 AM  
**To:** Rob Stevens  
**Cc:** Olwyn Crutchley  
**Subject:** Nga taonga

Attached please find an outline of Nga Taonga requirements, based on my meeting with [REDACTED], and subsequent information he provided.

[REDACTED] also requested

"Therefore the most pressing thing from my perspective is to get a site visit to inspect the proposed space on the Lower Ground floor where we could house both our Technical spaces and a Server Room. Along with that I'd be keen to see any patch panels and routes that we may be able to make use of to run cabling between floors and to workspaces.

Is Lewis Brown the right person to be able to help with this at National Library? I'd be

keen to get my Systems Administrator/Network specialist down for a look as well as soon as possible."

Is this something you will proceed with?

thanks

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari Taiwhenua Department of Internal Affairs](#)

Mobile: [REDACTED]

Leave: -

---

**From:** Rob Stevens  
**Sent:** Tuesday, 31 July 2018 12:09 PM  
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**Subject:** RE: Nga taonga

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Once you have visited and got a better understanding their needs I suggest we have a catch up with Lewis and Olwyn again. Think we need a good understanding of the IT needs before progressing accommodation discussion further.

Do call if you would like to discuss anything.

Cheers,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio  
**Department of Internal Affairs Te Tari Taiwhenua**  
Direct Dial: +64 4 894 6004 | Extn. 9304 | Mobile: [REDACTED]  
10 Mulgrave St | PO Box 12-050, Wellington 6011, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)



**Te Tari Taiwhenua**  
**Internal Affairs**



---

**From:** Simon Davis  
**Sent:** Tuesday, 31 July 2018 8:51 AM  
**To:** Rob Stevens  
**Subject:** RE: Nga taonga

Rob I haven't

I did have a good talk with [REDACTED] who visited here last week.  
I've got good availability to visit, and I'd like to.  
Any time on Wednesday is good for me, or Friday morning before 10:45

Thanks

Simon

**Simon Davis** | Senior Architect IKS | Technology Services and Solutions | [Te Tari Taiwhenua  
Department of Internal Affairs](#)

Mobile: [REDACTED]

Leave: -

---

**From:** Rob Stevens  
**Sent:** Monday, 30 July 2018 5:25 PM  
**To:** Olwyn Crutchley <[xxxxx.xxxxxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxxxxx@xxx.xxx.xx)>; Simon Davis <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Cc:** Lewis Brown <[xxxxx.xxxxx@xxx.xxx.xx](mailto:xxxxx.xxxxx@xxx.xxx.xx)>  
**Subject:** RE: Nga taonga

Hi Simon, remind me again when you are / have visited NTSV?

---

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 4:39 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi all,

Attached emails now includes NTSV response to earlier email.

Lewis, before we go back again and arrange any further visit from NTSV might it be useful for us to meet?

Cheers

Rob

---

**From:** Rob Stevens  
**Sent:** Wednesday, 25 July 2018 2:05 PM  
**To:** Olwyn Crutchley; Lewis Brown  
**Cc:** Simon Davis  
**Subject:** RE: Nga taonga

Hi Olwyn,

Good timing . . .

Attached is a communication this week with Rebecca.



Lewis and I have had a chat about and as you will see have a few ideas that need following up, particularly IT.

There is a strong desire to make this work so unless there are show stoppers we will keep progressing.

Rob

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**From:** Olwyn Crutchley  
**Sent:** Wednesday, 25 July 2018 1:51 PM  
**To:** Rob Stevens  
**Cc:** Simon Davis  
**Subject:** Nga taonga

Hi Rob

Just checking in as to how likely the Nga Taonga thing is looking and whether we should be actively pursuing their IT requirements?

Cheers  
Olwyn

Olwyn Crutchley | IT Business Partner | Technology Shared Services

**The Department of Internal Affairs Te Tari Taiwhenua**

Mob: [REDACTED]

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**Te Tari Taiwhenua**  
**Internal Affairs**

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## Document 24

**From:** [Bill Macnaught](#)  
**To:** [Wellington Molesworth Street National Library](#)  
**Subject:** Nga Taonga Sound and Vision  
**Date:** Friday, 20 July 2018 9:15:49 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Kia ora koutou

I just wanted to let you know that some colleagues from Nga Taonga Sound and Vision are in the building today checking out the possibility of us providing them with temporary accommodation on Level 3 to help them get out of their sub-standard building in Taranaki Street. I recently suggested to their Chief Executive, Rebecca Elvy, that they might be safer in our building than in their current building which has a poor EQ rating. Let me repeat that it is only a possibility at this stage and it may not prove to be a workable solution for our Nga Taonga Sound and Vision colleagues. 9(2)(g)(i)

[REDACTED] If the idea does proceed it will take some time to organise the relocation. I will of course let you know the outcome of these current discussions.

Nga mihi

Bill

**Bill Macnaught** | National Librarian | Information and Knowledge Services

**National Library of New Zealand Te Puna Mātauranga o Aotearoa**

Direct Dial: +64 4 474 3107 | Extn: 4945 | Mobile: [REDACTED]

Corner Molesworth & Aitken Streets | PO Box 1467, Wellington 6140, New Zealand |

[www.natlib.govt.nz](http://www.natlib.govt.nz)



*National Library of New Zealand is part of the Department of Internal Affairs*



**Te Tari Taiwhenua**  
**Internal Affairs**

Document 25

**From:** [Richard Foy](#)  
**To:** [Mary McLean](#)  
**Subject:** RE: Notes from meeting: NTSV input into PtNM Business Case - 2 August 2018  
**Date:** Monday, 20 August 2018 11:17:26 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

Awesome, thanks.

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Iringa Korero | Information & Knowledge Services  
Te Tari Taiwhenua | The Department of Internal Affairs  
mob [REDACTED] | ddi +64 4 460 1398 ext:8398 | [www.dia.govt.nz](http://www.dia.govt.nz)

---

**From:** Mary McLean  
**Sent:** Monday, 20 August 2018 11:15 AM  
**To:** Richard Foy  
**Subject:** FW: Notes from meeting: NTSV input into PtNM Business Case - 2 August 2018

Hi Richard

The email trail below states that Rachel Groves – Director of Policy Services DIA – will develop the terms of reference for the NTSV/DIA governance group.

Regards  
Mary

---

**From:** Rob Stevens  
**Sent:** Monday, 6 August 2018 9:13 AM  
**To:** Mary McLean  
**Cc:** Rosie Perez  
**Subject:** FW: Notes from meeting: NTSV input into PtNM Business Case - 2 August 2018

Hi Mary,

Notes from recent meeting with NTSV.

9(2)(g)(i)  
[REDACTED]

lets discuss

Rob

---

**From:** Rob Stevens  
**Sent:** Monday, 6 August 2018 8:59 AM  
**To:** Peter Murray; Richard Foy; Rachel Groves  
**Subject:** RE: Notes from meeting: NTSV input into PtNM Business Case - 2 August 2018

Thanks Peter, points are noted

Lewis and I are meeting with Property today to discuss NTSV potential lease in Molesworth Street. Also a further visit has been arranged for NTSV to look at technical setup options.

Cheers

Rob

**From:** Peter Murray  
**Sent:** Monday, 6 August 2018 8:53 AM  
**To:** Rob Stevens; Richard Foy; Rachel Groves  
**Subject:** RE: Notes from meeting: NTSV input into PtNM Business Case - 2 August 2018

Thanks Rob my feed back is:  
DIA Property need to identify an owner to work though the potential lease for NTSV in Molesworth street

9(2)(g)(i), 9(2)(i)

The governance group will be chaired by Richard

9(2)(g)(i), 9(2)(i)

Peter

Peter Murray | Acting Chief Executive Te Tari Taiwhenua  
Direct Dial: 64 4 474 3070 | extn 5229 | Mobile: [REDACTED]  
45 Pipitea Street Wellington | [www.dia.govt.nz](http://www.dia.govt.nz)



Te Tari Taiwhenua  
Internal Affairs



**From:** Rob Stevens  
**Sent:** Sunday, 5 August 2018 2:58 PM  
**To:** Peter Murray; Rebecca Elvy (xxxxxxxxxx@xxxxxxxxx.xxx.xx); Richard Foy; [REDACTED]@mch.govt.nz; Rachel Groves  
**Subject:** Notes from meeting: NTSV input into PtNM Business Case - 2 August 2018

Hi all,

The following are the notes I took from our meeting on Thursday 2 August. Please do feel free to provide any feedback.

9(2)(g)(i), 9(2)(i)

**Potential NTSV Taranaki Street move to NLNZ building:**

- Rebecca will be reporting on the potential move to the NTSV Board on 16 August – an indicative budget will be required
- Key questions:
  - Will they fit (approx. 70 staff workstations plus technical rooms required)?
  - Can the ICT needs be supported adequately – anticipating that for capacity reasons NTSV will need their own fibre connection?
  - Is the rental cost affordable for NTSV?
  - Is the one-off cost of move affordable for NTSV?

- If above matters can be solved then NTSV suggest signing up to a Heads of Agreement with a planned move in date of Jan - Feb 2019
- Work streams NTSV have identified are ICT, logistics and construction, communications/stakeholders, workflow changes
- NTSV working assumption of the “interim period” is in the order of 5-7 years
- DIA will assist by:
  - Firming up where everything fits into the NLNZ (e.g. staff on L3, and technical rooms on LG);
  - Work with NTSV to find an ICT solution (note this may have implications for NLNZ upgrade);
  - Preparing cost estimates for the related fit-out works and rental;
  - Developing an operating and security plan;
  - 9(2)(i) [redacted] and
  - Liaising/synchronising with NTSV around logistics, communications and workflow needs.

9(2)(g)(i), 9(2)(i) [redacted]

- 9(2)(g)(i) [redacted]
- 9(2)(g)(i) [redacted] and this provides the opportunity for co-location and leveraging common functions of Archives and National Library utilising a physical link.
- This opportunity could extend to NTSV although further investigation is needed to better understand the opportunity, 9(2)(g)(i) [redacted]
- 9(2)(g)(i) [redacted]
- 9(2)(g)(i) [redacted] – therefore there is a timing issue of when the opportunity for NTSV is well enough described, therefore it is proposed this be covered by later addendum or similar when scope and cost are known.
- 9(2)(g)(i) [redacted]
- Rebecca noted that while there were a number of really similar functional and specialist needs to Archives and National Library that could benefit from co-located, there are also significant differences including operational, service delivery and stakeholder expectations.
- 9(2)(g)(i) [redacted]

**NTSV/DIA Governance Group**

- Agreed that a NTSV/DIA Governance Group be established to oversee the investigation

into collaboration and the potential for shared facilities associated with the PtNM initiative.

- Membership: Richard Foy, Rebecca Elvy, [REDACTED] Rachel Groves and Rob Stevens; meeting frequency to be fortnightly (Rachel to draft a terms of reference?).
- Agreed that a suitably skilled consultant to be engaged to prepare a strategy and options for NTSV co-location, to based initially on the assumption of separate (gross) facilities/services.
- Rebecca noted NTSV in-house team would make time to work with DIA on this initiative  
9(2)(g)(i), 9(2)(b)(ii)  
[REDACTED]  
[REDACTED] Rob to work with Rebecca 9(2)(g)(i)  
[REDACTED]
- Target 3 months to complete the investigation (timeline to be firmed up) 9(2)(g)(i)  
[REDACTED] (refer above)

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio

**Department of Internal Affairs Te Tari Taiwhenua**

Direct Dial: +64 4 894 6004 | Extn. 9304 | Mobile: [REDACTED]

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**Te Tari Taiwhenua**  
**Internal Affairs**





Document 26 -

**From:** \*  
**To:** [Peter Murray](#); [Rob Stevens](#)  
**Cc:** [Richard Foy](#); [Bill Macnaught](#)  
**Subject:** Re: NTSV  
**Date:** Wednesday, 4 July 2018 9:01:37 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Thank you Peter

I really appreciate the engagement and support – it's a great relief on both counts!

Nga mihi  
 Rebecca

Rebecca Elvy  
 Tumu Whakarae

\*  
 [REDACTED]

---

**From:** Peter Murray <xxxxx.xxxxxx@xxx.xxx.xx>  
**Date:** Wednesday, 4 July 2018 at 8:30 AM  
**To:** Rob Stevens <xxx.xxxxxxx@xxx.xxx.xx>  
**Cc:** Richard Foy <xxxxxxx.xxx@xxx.xxx.xx>, Bill Macnaught <Bill.Macnaught@dia.govt.nz>, Raj Krishnan <xxx.xxxxxxxx@xxx.xxx.xx>, Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>, Joost Van Beek <xxxxx.xxxxxxx@xxx.xxx.xx>  
**Subject:** NTSV

Rob as discussed on Monday I fully support the work with NTSV <sup>9(2)(g)(i)</sup> [REDACTED]  
 [REDACTED]

I am also fully supportive of exploring the possible co location of NTSV staff into Molesworth street building in the immediate term

I recommend that a small scale governance committee be established to guide this work and propose that Richard Foy chair the group. MCH must also be invited.

Can you please factor this into the work and ensure we have effective governance of this opportunity

<sup>9(2)(g)(i)</sup> [REDACTED]

Thanks  
 Peter

Peter Murray | Deputy Chief Executive Information Knowledge Services  
 Direct Dial: 64 4 474 3070 | extn 5229 | Mobile: [REDACTED]  
 45 Pipitea Street Wellington | [www.dia.govt.nz](http://www.dia.govt.nz)



Document 27

**From:** [Hanita Shantilal](#)  
**To:** [Lewis Brown](#); [Rob Stevens](#); [Rachel Frederikson](#)  
**Subject:** FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE  
**Date:** Friday, 27 July 2018 1:59:33 PM

---

Hello,

I will send out a meeting invite for the week after next as per the emails below.

H

---

**From:** Joost Van Beek  
**Sent:** Friday, 27 July 2018 1:54 PM  
**To:** Hanita Shantilal  
**Subject:** FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hanita

Can you please pick this up and schedule a meeting for next week if possible to keep momentum?

Thanks.

Cheers

Joost

---

**From:** Bill Macnaught  
**Sent:** Friday, 27 July 2018 1:50 PM  
**To:** Joost Van Beek; Lewis Brown  
**Cc:** Hanita Shantilal; Harley Spence  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Yes a meeting would be good but I'm not around much for a couple of weeks. Go ahead with Lewis and Rob if it helps to move things along.

Thanks

Bill

---

**From:** Joost Van Beek  
**Sent:** Thursday, 26 July 2018 11:49 AM  
**To:** Bill Macnaught; Lewis Brown  
**Cc:** Hanita Shantilal; Harley Spence  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Bill

Thank you for sharing this information, it helps us to understand some of NTSV's requirements. As indicated earlier I believe there is a need to progress internal discussion first to ensure we are internally aligned before we further engage with NTSV and set expectations. Some of the key considerations for DIA are:

- Business requirements – how do the business requirements align and/or impact the activities currently based on the floor. Are there any particular showstoppers i.e. things

that are not acceptable to us?

- Is the space that is currently considered the most logical space for NTSV to be based or is it worthwhile to consider some reshuffling on level 3?
- Property strategy - What are the potential operational and financial consequences for the wider DIA if NTSV moves in? <sup>9(2)(g)(i)</sup> [REDACTED]
- What will the basis for charging NTSV – <sup>9(2)(g)(i), 9(2)(j)</sup> [REDACTED]
- Fit-out – <sup>9(2)(g)(i), 9(2)(j)</sup> [REDACTED]
- Corporate/Property Services – what is the scope of services DIA will provide to NTSV and what do we allow NTSV to organise independently?
- Wider strategic considerations – use of Avalon vs Molesworth, <sup>9(2)(g)(i)</sup> [REDACTED] How do we consider the strategic importance of co-location into the decision making and potential trade-offs required ?

Shall I schedule a meeting with you, Lewis, Richard Rob and property to get the ball rolling?

Regards

Joost

---

**From:** Bill Macnaught  
**Sent:** Monday, 23 July 2018 3:03 PM  
**To:** Lewis Brown; Joost Van Beek  
**Subject:** Fwd: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

FYI.

Sent from my iPhone

Begin forwarded message:

**From:** Rebecca Elvy <[xxxxxxxxxx@xxxxxxxxxx.xxx.xx](mailto:xxxxxxxxxx@xxxxxxxxxx.xxx.xx)>  
**Date:** 23 July 2018 at 12:13:59 PM NZST  
**To:** Rob Stevens <[xxx.xxxxxxx@xxx.xxxx.xx](mailto:xxx.xxxxxxx@xxx.xxxx.xx)>  
**Cc:** Bill Macnaught <[xxxx.xxxxxxxx@xxx.xxxx.xx](mailto:xxxx.xxxxxxxx@xxx.xxxx.xx)>  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks so much Rob

So really, in terms of triaging the most urgent questions are:

- Will we fit?
- What will the ongoing costs be?
- Can we get the fibre connection in for a stand-alone network

In terms of the first question, (which probably needs to be resolved before Q2) the answer is contingent.

We discussed with the leadership their overall thoughts immediately after the tour on Friday, and effectively there was broad support provided we can have 'our space'. In other words, while there will be some fantastic opportunities to make use of facilities (like the staff room and the auditorium) and for joined up project work, we neither want to feel like we are impinging on your space OR feel like we are 'camping' in somebody else's offices.

To that end, I've roughed in an outline of our 'ideal' floor plan. This is obviously a suggestion, and there will be other ways to create a solution – so please don't feel it's an ultimatum!! The pink areas are 'technical' spaces, that would likely require partitions, and replacement of carpet tiles with hard-flooring.

Please note, there will be a need for cooling in the server room, scanner room, and video transfer spaces – (currently proposed where the records room, quiet room and meeting room are) so your plant/building manager would need to have a look at whether it is possible – ideally 18 degrees.

The main reason I wanted to get something like this to you, is that it gives you property/finance folks an opportunity to figure out what (if anything 😊) you'll need to charge us on an ongoing basis!

In terms of Q3 – is there a building manager who [REDACTED] could meet onsite with Chorus to discuss running new Fibre in? This will also be a go/no-go question...

Out of scope of request  
[REDACTED]

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarare  
[REDACTED]

---

**From:** Rob Stevens <[xxx.xxxxxxx@xxx.xxxx.xx](mailto:xxx.xxxxxxx@xxx.xxxx.xx)>

**Date:** Friday, 20 July 2018 at 1:12 PM

**To:** Rebecca Elvy <[xxxxxxxxxxx@xxxxxxxxx.xxx.xx](mailto:xxxxxxxxxxx@xxxxxxxxx.xxx.xx)>

**Cc:** Bill Macnaught <[xxxx.xxxxxxxxx@xxx.xxxx.xx](mailto:xxxx.xxxxxxxxx@xxx.xxxx.xx)>

**Subject:** FW: NTSV - Potential Molesworth Street Co-location - IN  
CONFIDENCE

Hi Rebecca,

Really good to meet your team today and hope you got what you needed from the visit – a perhaps a little more of an insight into the ATL operations than you anticipated but hopefully this was interesting in wider sense of the softer side what goes on in this “fortress” of a building 😊

We will wait for you to come back to us with your thoughts/questions and happy to provide anything further that you may need at this point. A finding of today was technology is a key consideration – following the meeting Olwyn sent [REDACTED] the attached email seeking information on high level IT requirements so we can better understand how these could be met in the National Library.

I have attached a copy of the National Library plans for your information, noting they are dated 2015 so exclude changes like He Tohu completed after this date.

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio  
**Department of Internal Affairs Te Tari Taiwhenua**

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Released under the Official Information Act 1982

Document 28

**From:** [Rebecca Elvy](#)  
**To:** [Rob Stevens](#)  
**Cc:** [Bill Macnaught](#); [Lewis Brown](#); [REDACTED]  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE  
**Date:** Wednesday, 25 July 2018 4:32:24 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image005.png](#)

---

Thank you Rob

The space on LG looks really promising – can we arrange a (smaller contingent) visit from the technical team?

Also, that would mean we didn't need to do any major work on L3, which I'm sure is good for everyone! In saying that, we'd want to have space for the technical staff to do the admin tasks etc at normal desks (with access to windows!), so it probably doesn't change to space requirement (excluding the records room/quiet space/meeting room) very much...

I'm not really answering the other questions given the LG space supersedes most of them. If we did stick to L3, I think we probably could make the meetingroom/records room space work without any demolition.

I've copied in [REDACTED] now, as he can provide more info on some of the fibre/server location questions...

Thanks so much!

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarare  
[REDACTED]

---

**From:** Rob Stevens <Rob.Stevens@dia.govt.nz>  
**Date:** Tuesday, 24 July 2018 at 3:15 PM  
**To:** Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>  
**Cc:** Bill Macnaught <Bill.Macnaught@dia.govt.nz>, Lewis Brown <Lewis.Brown@dia.govt.nz>  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Lewis and I have discussed the fit and it would take some shuffling to achieve the marked up area for Level 3.

We have a couple of supplementary questions!

- Are your technical rooms sensitive to building moving movement, as Level 3 has the highest floor movement in a seismic event?



- Could the technical rooms be located elsewhere i.e. other than adjacent to the general staff area?
- Is the server room, scanner room, and video transfer spaces all one open space, i.e. would we need to demolish the internal walls and make into one space the records room, quiet room and meeting room?
- We have a staff work area space on Lower Ground (adjacent to the loading dock) as marked up on the attached – might this space be a possible alternative for your technical spaces (less movement a bonus)? – note this area as limited windows
- Could the server room, scanner room, and video transfer spaces also go elsewhere in building where we can connect to existing unused fibre – this may be possible by repurposing the NL ‘redundant’ server room in the basement but needs more investigation?

Lewis is following up on the fibre connections and also the ongoing costs.

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio

**Department of Internal Affairs Te Tari Taiwhenua**

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**Te Tari Taiwhenua**  
**Internal Affairs**



---

**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxxx.xxx.xx]  
**Sent:** Monday, 23 July 2018 12:14 PM  
**To:** Rob Stevens  
**Cc:** Bill Macnaught  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks so much Rob

So really, in terms of triaging the most urgent questions are:

- Will we fit?
- What will the ongoing costs be?
- Can we get the fibre connection in for a stand-alone network

In terms of the first question, (which probably needs to be resolved before Q2) the answer is contingent.

We discussed with the leadership their overall thoughts immediately after the tour on

Friday, and effectively there was broad support provided we can have 'our space'. In other words, while there will be some fantastic opportunities to make use of facilities (like the staff room and the auditorium) and for joined up project work, we neither want to feel like we are impinging on your space OR feel like we are 'camping' in somebody else's offices.

To that end, I've roughed in an outline of our 'ideal' floor plan. This is obviously a suggestion, and there will be other ways to create a solution – so please don't feel it's an ultimatum!! The pink areas are 'technical' spaces, that would likely require partitions, and replacement of carpet tiles with hard-flooring.

Please note, there will be a need for cooling in the server room, scanner room, and video transfer spaces – (currently proposed where the records room, quiet room and meeting room are) so your plant/building manager would need to have a look at whether it is possible – ideally 18 degrees.

The main reason I wanted to get something like this to you, is that it gives you property/finance folks an opportunity to figure out what (if anything ☺ ) you'll need to charge us on an ongoing basis!

In terms of Q3 – is there a building manager who [REDACTED] could meet onsite with Chorus to discuss running new Fibre in? This will also be a go/no-go question...

Out of scope of request  
[REDACTED]

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakararae  
[REDACTED]

---

**From:** Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>

**Date:** Friday, 20 July 2018 at 1:12 PM

**To:** Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>

**Cc:** Bill Macnaught <xxxx.xxxxxxxx@xxx.xxxx.xx>

**Subject:** FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Really good to meet your team today and hope you got what you needed from the visit – a perhaps a little more of an insight into the ATL operations than you anticipated but hopefully this was interesting in wider sense of the softer side what goes on in this “fortress” of a building ☺

We will wait for you to come back to us with your thoughts/questions and happy to provide anything further that you may need at this point. A finding of today was technology is a key

consideration – following the meeting Olwyn sent [REDACTED] the attached email seeking information on high level IT requirements so we can better understand how these could be met in the National Library.

I have attached a copy of the National Library plans for your information, noting they are dated 2015 so exclude changes like He Tohu completed after this date.

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio

**Department of Internal Affairs Te Tari Taiwhenua**

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## Te Tari Taiwhenua Internal Affairs



---

**From:** Rob Stevens  
**Sent:** Wednesday, 18 July 2018 11:25 AM  
**To:** 'Rebecca Elvy'  
**Cc:** Rocio Gambogi  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Excellent, and yes at Reception on the Ground floor where your team can sign in too – suggest arriving a little earlier as signing in takes a bit of time for a group.

I'll meet you in reception and take you all up to the board room.

Rob

---

**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxxx.xxx.xx]

**Sent:** Wednesday, 18 July 2018 9:48 AM  
**To:** Rob Stevens  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks Rob

That sounds very sensible.

We'll be there at 10.00 (reception?) and look forward to it!

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarae

██████████

---

**From:** Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>  
**Date:** Tuesday, 17 July 2018 at 12:39 PM  
**To:** Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

We would quite like to have an informal chat with your team before we go out and look around. This is partly as the Library staff are unaware of this potential initiative – similar to our visit to your facilities.

I've arranged for a light morning tea so it is more of hosting/introduction kick-off and to also cover off sensitivities for the walk around. May only be 15 minutes but I've allowed time to get you all signed in and up to the Library's Level 3 board room.

The IT is looking like one of the biggest technical setup challenge to the move, hence our technology partner is keen to come along – Olwyn is not an IT Architect, that would come later if the move stacks up.

Cheers  
Rob

---

**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxx.xxx.xx]  
**Sent:** Tuesday, 17 July 2018 9:48 AM  
**To:** Rob Stevens  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks Rob!

That time is perfect.

Can I suggest that we postpone the meeting with Bill and the technology partner till a later time – this is really a 'look and feel' scoping; these are the folks that will be planning the workflows and defining what we need – so it's really important they have time to explore and chat – I'm actually imagining that (although I understand you'll need

to 'mind' us) we'd almost be left alone in the space for most of that time. A short visit to the dockway for a couple of key staff would be great.

Does that make sense?

Probably 10-12 people in total from us.

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarae  
[REDACTED]

---

**From:** Rob Stevens <xxx.xxxxxx@xxx.xxxx.xx>  
**Date:** Monday, 16 July 2018 at 2:23 PM  
**To:** Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Would 10am to 12pm on Friday 20 July work for your group?  
Could you also let me know the approximate numbers that will be coming to look at Level 3 and smaller number who will stay on to view other areas like the dock way?

I thought we would start by meeting with Bill and our technology partner (30 or so minutes), then view Level 3 space before heading down into other areas around 11am. Would that work for you?

Cheers  
Rob

---

**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxx.xxx.xx]  
**Sent:** Monday, 16 July 2018 8:55 AM  
**To:** Rob Stevens  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Kia ora Rob

Just wondering if my request for a visit (see below) is possible? Otherwise I'll get it out of calendars at this end!

Thanks  
Rebecca

---

Kia ora Rob

Thanks so much for keeping things moving on this!

We'll get this info to you asap, but there is a reasonably sizeable group (LT and senior managers) that would be grateful for the opportunity to look around the space in question – the time they've suggested is **Friday morning next week (20 July)** would that be possible?

Ideally a smaller group could also have a look at some of the specific areas that aren't in the main space (like the dockway, common areas, etc).

Ideally, we'd be able to have a bit of time in the space to 'visualise' workflows? Maybe upwards of 2 hours? Our managers are really excited, and eager to get things right,

9(2)(g)(i), 9(2)(j)

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarāe

[REDACTED]

---

**From:** Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>

**Date:** Monday, 9 July 2018 at 2:05 PM

**To:** Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>, Richard Foy <xxxxxxxx.xxx@xxx.xxxx.xx>

**Cc:** Peter Murray <xxxxx.xxxxxx@xxx.xxxx.xx>, Joost Van Beek <xxxxx.xxxxxx@xxx.xxxx.xx>, Susan O'Neill <Susan.O'xxxxx@xxx.xxxx.xx>, Rosie Perez <xxxxx.xxxxxx@xxx.xxxx.xx>, Bill Macnaught <xxxx.xxxxxxxxx@xxx.xxxx.xx>

**Subject:** NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Following up from our visit to NTSV facilities last week, I wanted to make a start on gathering the needs for THE potential co-location of your staff at Taranaki Street to the National Library building in Molesworth Street.

Are you able to send me a brief outline your requirements that would meet the objective of staff operating out of Molesworth Street including needs for:

- Number of staff and workplace setup
- Specialist studios or technical spaces
- ICT setup and pipeline needs
- Public interface and signage
- Receiving/dock-way access and parking
- Any other unique requirements (over and above the basic facilities of the National Library)

High level at this point is fine (including space needs where known), appreciating that further detail will be gathered once this becomes a project.

Also an outline of your thoughts on:

- What functions remain in Taranaki Street facility and any major workflow issues



- Proposed changes to the functions at Avalon facility and/or any alternatives/options in the mix

9(2)(g)(i), 9(2)(j)

Please let me know if you need to visit the Molesworth Street to refresh what you know about the facility.

Richard, I'm happy to help with the setup of a governance committee to guide this work as proposed by Peter, with you a chair. Do you have someone in your team who could draft a Terms of Reference for this committee? Also note Peter's request that governance needs good linkages into the officials group for NALI and our PtNM Board.

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio

**Department of Internal Affairs Te Tari Taiwhenua**

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**Te Tari Taiwhenua**  
**Internal Affairs**



## Document 29

**From:** [Olwyn Crutchley](#)  
**To:** [Lewis Brown](#)  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE  
**Date:** Tuesday, 24 July 2018 9:10:54 AM  
**Attachments:** [image001.png](#)

---

Hi Lewis

Yes Rob already engaged us in the initial meeting with them and we have their IT person as a contact. If you are aware of any other conversations happening in this space please loop me into them.

Cheers  
 olwyn

---

**From:** Lewis Brown  
**Sent:** Tuesday, 24 July 2018 7:31 AM  
**To:** Olwyn Crutchley  
**Subject:** FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

See Mark's comments below. Need to engage with you about this. NTSV have indicated they ideally want a dedicated fibre connection and a server room. 9(2)(i), 9(2)(g)(i)

---

**From:** Mark Crookston  
**Sent:** Monday, 16 July 2018 12:40 PM  
**To:** Rob Stevens; Alison McIntyre; Lewis Brown  
**Cc:** Bill Macnaught; Chris Szekely  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi all,

I'm on annual leave on Friday for 2 weeks. I suggest Peter W for a tour of some of the more technical spaces – dockway, stores, lifts etc and just how the building works. Although equally, Rob you know this pretty well.

My main note from our tour of NTSV is that if they want to do any percentage of their primary business from this building, then the IT component is critical. 9(2)(i), 9(2)(g)(i)

---

[REDACTED]. So, if that starts getting discussed I recommend a conversation with Olwyn and or Dan L quite early on.

Thanks,  
 Mark

---

**From:** Rob Stevens  
**Sent:** Monday, 16 July 2018 11:43 AM  
**To:** Alison McIntyre; Lewis Brown  
**Cc:** Mark Crookston; Bill Macnaught  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Excellent thanks Alison

---

**From:** Alison McIntyre  
**Sent:** Monday, 16 July 2018 11:32 AM  
**To:** Rob Stevens; Lewis Brown  
**Cc:** Mark Crookston; Bill Macnaught  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Yes. I can block out 10.00 – 12.00pm Friday.

*Re: most NL staff are not aware of the possibility NTSV may become tenants. A large contingent would change that!*

I'll pick up with Rebecca and Bill when he's back on Wednesday about how we handle the coms.

Nga mihi,

Alison

---

**From:** Rob Stevens  
**Sent:** Monday, 16 July 2018 11:22 AM  
**To:** Lewis Brown  
**Cc:** Alison McIntyre; Mark Crookston; Bill Macnaught  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thank you Lewis, I'll set wheels in motion, and yes I am able to lead.

**Alison and Mark**, could you manage to 10am to 12pm on Friday 20 July for NTSV to visit?

Cheers  
Rob

---

**From:** Lewis Brown  
**Sent:** Monday, 16 July 2018 9:44 AM  
**To:** Rob Stevens  
**Cc:** Alison McIntyre; Mark Crookston; Bill Macnaught  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rob –

I'm not here on Friday (or the rest of this week for that matter), but provided you are able to lead it, it should be doable. If you proceed, please loop in with Alison McIntyre in my team, as she is Acting for me. Mark Crookston will also need to be in the loop to brief his staff.

On Level 3, the space available would be from the row where the [out of scope] currently is located (they are due to finish 31 July, haven't confirmed if they need space beyond that yet) down to the row of whiteboards next to [out of scope]

[Redacted]

Rebecca's [Redacted]

[Redacted]

Depending on what furniture they bring, most of the desks in the spare space can be readily converted to straight desks, which would allow for (relatively) significant storage if required. If

out of scope  
[Redacted]

As discussed, the Records Room could be a good secure staging post for NTSV collections if required, but clearly they would also need some basement storage or equivalent. The records would need to be relocated if the Records Room is needed – by and large, they are too recent to go to Iron Mountain.

I am tracking email, so let me know how this progresses. Bill is on leave today and Tuesday, so the earliest you could let him know is mid-week.

Lewis

---

**From:** Rob Stevens  
**Sent:** Monday, 16 July 2018 9:08 AM  
**To:** Lewis Brown  
**Subject:** FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Lewis, could you advise if the Library can support this visit by NTSV on Friday? Would want to look at the AV studios as part of this visit I suggest.

Rob

---

**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxx.xxx.xx]  
**Sent:** Monday, 16 July 2018 8:55 AM  
**To:** Rob Stevens  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Kia ora Rob

Just wondering if my request for a visit (see below) is possible? Otherwise I'll get it out of calendars at this end!

Thanks  
Rebecca

---

Kia ora Rob

Thanks so much for keeping things moving on this!

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Ideally, we'd be able to have a bit of time in the space to 'visualise' workflows? Maybe upwards of 2 hours? Our managers are really excited, and eager to get things right, particularly given – as you say – this could be a five year thing!

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarae

██████████

---

**From:** Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>

**Date:** Monday, 9 July 2018 at 2:05 PM

**To:** Rebecca Elvy <xxxxxxxxxxxx@xxxxxxxxxxx.xxx.xx>, Richard Foy  
<xxxxxxxx.xxx@xxx.xxxx.xx>

**Cc:** Peter Murray <xxxxx.xxxxxx@xxx.xxxx.xx>, Joost Van Beek  
<xxxxx.xxxxxxx@xxx.xxxx.xx>, Susan O'Neill <Susan.O'xxxx@xxx.xxxx.xx>, Rosie Perez  
<xxxxx.xxxxx@xxx.xxxx.xx>, Bill Macnaught <xxxx.xxxxxxxx@xxx.xxxx.xx>

**Subject:** NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Following up from our visit to NTSV facilities last week, I wanted to make a start on gathering the needs for THE potential co-location of your staff at Taranaki Street to the National Library building in Molesworth Street.

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Also an outline of your thoughts on:

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Richard, I'm happy to help with the setup of a governance committee to guide this work as proposed by Peter, with you a chair. Do you have someone in your team who could draft a Terms of Reference for this committee? Also note Peter's request that governance needs good linkages into the officials group for NALI and our PtNM Board.

Nga mihi,  
Rob

**Rob Stevens** | Director IKS Investment Portfolio

**Department of Internal Affairs Te Tari Taiwhenua**

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**Te Tari Taiwhenua**  
**Internal Affairs**





## Document 30

**From:** [Rob Stevens](#)  
**To:** [Lewis Brown](#)  
**Cc:** [Alison McIntyre](#)  
**Subject:** FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE  
**Date:** Monday, 23 July 2018 5:09:23 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[Marked up Level 3.pdf](#)

Hi Lewis, when you have time might we catch up on this?

**From:** Rebecca Elvy [mailto:[rebeccaelvy@ngataonga.org.nz](mailto:rebeccaelvy@ngataonga.org.nz)]  
**Sent:** Monday, 23 July 2018 12:14 PM  
**To:** Rob Stevens  
**Cc:** Bill Macnaught  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks so much Rob

So really, in terms of triaging the most urgent questions are:

- Will we fit?
- What will the ongoing costs be?
- Can we get the fibre connection in for a stand-alone network

In terms of the first question, (which probably needs to be resolved before Q2) the answer is contingent.

We discussed with the leadership their overall thoughts immediately after the tour on Friday, and effectively there was broad support provided we can have 'our space'. In other words, while there will be some fantastic opportunities to make use of facilities (like the staff room and the auditorium) and for joined up project work, we neither want to feel like we are impinging on your space OR feel like we are 'camping' in somebody else's offices.

To that end, I've roughed in an outline of our 'ideal' floor plan. This is obviously a suggestion, and there will be other ways to create a solution – so please don't feel it's an ultimatum!! The pink areas are 'technical' spaces, that would likely require partitions, and replacement of carpet tiles with hard-flooring.

Please note, there will be a need for cooling in the server room, scanner room, and video transfer spaces – (currently proposed where the records room, quiet room and meeting room are) so your plant/building manager would need to have a look at whether it is possible – ideally 18 degrees.

The main reason I wanted to get something like this to you, is that it gives you property/finance folks an opportunity to figure out what (if anything 😊) you'll need to charge us on an ongoing basis!

In terms of Q3 – is there a building manager who [REDACTED] could meet onsite with Chorus to discuss running new Fibre in? This will also be a go/no-go question...

Out of scope of request

Out of scope of request

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarāe

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**From:** Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>  
**Date:** Friday, 20 July 2018 at 1:12 PM  
**To:** Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>  
**Cc:** Bill Macnaught <xxxx.xxxxxxxx@xxx.xxxx.xx>  
**Subject:** FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Really good to meet your team today and hope you got what you needed from the visit – a perhaps a little more of an insight into the ATL operations than you anticipated but hopefully this was interesting in wider sense of the softer side what goes on in this “fortress” of a building ☺

We will wait for you to come back to us with your thoughts/questions and happy to provide anything further that you may need at this point. A finding of today was technology is a key consideration – following the meeting Olwyn sent [REDACTED] the attached email seeking information on high level IT requirements so we can better understand how these could be met in the National Library.

I have attached a copy of the National Library plans for your information, noting they are dated 2015 so exclude changes like He Tohu completed after this date.

Nga mihi,  
Rob

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**From:** Rob Stevens  
**Sent:** Wednesday, 18 July 2018 11:25 AM  
**To:** 'Rebecca Elvy'  
**Cc:** Rocio Gambogi  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Excellent, and yes at Reception on the Ground floor where your team can sign in too – suggest arriving a little earlier as signing in takes a bit of time for a group.

I'll meet you in reception and take you all up to the board room.

Rob

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**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxxxx.xxx.xx]  
**Sent:** Wednesday, 18 July 2018 9:48 AM  
**To:** Rob Stevens  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks Rob

That sounds very sensible.

We'll be there at 10.00 (reception?) and look forward to it!

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarāe  
[REDACTED]

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**From:** Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>  
**Date:** Tuesday, 17 July 2018 at 12:39 PM  
**To:** Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxxxx.xxx.xx>  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

We would quite like to have an informal chat with your team before we go out and look around. This is partly as the Library staff are unaware of this potential initiative – similar to our visit to your facilities.

I've arranged for a light morning tea so it is more of hosting/introduction kick-off and to also cover off sensitivities for the walk around. May only be 15 minutes but I've allowed time to get you all signed in and up to the Library's Level 3 board room.

The IT is looking like one of the biggest technical setup challenge to the move, hence our technology partner is keen to come along – Olwyn is not an IT Architect, that would come later if the move stacks up.

Cheers  
Rob

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**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxx.xxx.xx]  
**Sent:** Tuesday, 17 July 2018 9:48 AM  
**To:** Rob Stevens  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks Rob!

That time is perfect.

Can I suggest that we postpone the meeting with Bill and the technology partner till a later time – this is really a 'look and feel' scoping; these are the folks that will be planning the workflows and defining what we need – so it's really important they have time to explore and chat – I'm actually imagining that (although I understand you'll need to 'mind' us) we'd almost be left alone in the space for most of that time. A short visit to the dockway for a couple of key staff would be great.

Does that make sense?

Probably 10-12 people in total from us.

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarae  
[REDACTED]

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**From:** Rob Stevens <xxx.xxxxxx@xxx.xxxx.xx>  
**Date:** Monday, 16 July 2018 at 2:23 PM  
**To:** Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>  
**Subject:** RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Would 10am to 12pm on Friday 20 July work for your group?

Could you also let me know the approximate numbers that will be coming to look at Level 3 and smaller number who will stay on to view other areas like the dock way?

I thought we would start by meeting with Bill and our technology partner (30 or so minutes), then view Level 3 space before heading down into other areas around 11am. Would that work for you?

Cheers  
Rob

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**From:** Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxx.xxx.xx]  
**Sent:** Monday, 16 July 2018 8:55 AM  
**To:** Rob Stevens  
**Subject:** Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Kia ora Rob

Just wondering if my request for a visit (see below) is possible? Otherwise I'll get it out of calendars at this end!

Thanks  
Rebecca

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Kia ora Rob

Thanks so much for keeping things moving on this!

We'll get this info to you asap, but there is a reasonably sizeable group (LT and senior managers) that would be grateful for the opportunity to look around the space in question – the time they've suggested is **Friday morning next week (20 July)** would that be possible?

Ideally a smaller group could also have a look at some of the specific areas that aren't in the main space (like the dockway, common areas, etc).

Ideally, we'd be able to have a bit of time in the space to 'visualise' workflows? Maybe upwards of 2 hours? Our managers are really excited, and eager to get things right, particularly given – as you say – this could be a five year thing!

Nga mihi  
Rebecca

Rebecca Elvy  
Tumu Whakarae

██████████

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**From:** Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>  
**Date:** Monday, 9 July 2018 at 2:05 PM  
**To:** Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>, Richard Foy



<xxxxxxx.xxx@xxx.xxxx.xx>

**Cc:** Peter Murray <xxxxx.xxxxxx@xxx.xxxx.xx>, Joost Van Beek

<xxxxx.xxxxxxx@xxx.xxxx.xx>, Susan O'Neill <Susan.O'xxxxx@xxx.xxxx.xx>, Rosie Perez

<xxxxx.xxxxx@xxx.xxxx.xx>, Bill Macnaught <xxxx.xxxxxxxx@xxx.xxxx.xx>

**Subject:** NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Hi Rebecca,

Following up from our visit to NTSV facilities last week, I wanted to make a start on gathering the needs for THE potential co-location of your staff at Taranaki Street to the National Library building in Molesworth Street.

Are you able to send me a brief outline your requirements that would meet the objective of staff operating out of Molesworth Street including needs for:

- Number of staff and workplace setup
- Specialist studios or technical spaces
- ICT setup and pipeline needs
- Public interface and signage
- Receiving/dock-way access and parking
- Any other unique requirements (over and above the basic facilities of the National Library)

High level at this point is fine (including space needs where known), appreciating that further detail will be gathered once this becomes a project.

Also an outline of your thoughts on:

- What functions remain in Taranaki Street facility and any major workflow issues
- Proposed changes to the functions at Avalon facility and/or any alternatives/options in the mix

I suggest we work on the basis that while this move is to meet the immediate needs, it may be in place for up to 5 years (by which time DIA is likely to have coming on stream new or upgraded facilities from PtNM). The point here being it is more than just temporary, i.e. needs to be sustainable.

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Richard, I'm happy to help with the setup of a governance committee to guide this work as proposed by Peter, with you a chair. Do you have someone in your team who could draft a Terms of Reference for this committee? Also note Peter's request that governance needs good linkages into the officials group for NALI and our PtNM Board.

Nga mihi,  
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