

Document 31

From: [Bill Macnaught](#)
To: [Peter Murray](#); [Richard Foy](#)
Subject: Fwd: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE
Date: Monday, 23 July 2018 2:58:48 PM
Attachments: [image001.png](#)
[ATT00001.htm](#)
[image002.jpg](#)
[ATT00002.htm](#)
[image003.png](#)
[ATT00003.htm](#)
[image004.jpg](#)
[ATT00004.htm](#)
[Marked up Level 3.pdf](#)
[ATT00005.htm](#)

FYI

Sent from my iPhone

Begin forwarded message:

From: Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>
Date: 23 July 2018 at 12:13:59 PM NZST
To: Rob Stevens <Rob.Stevens@dia.govt.nz>
Cc: Bill Macnaught <Bill.Macnaught@dia.govt.nz>
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 Whakarae

* [REDACTED]

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

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

To: Rebecca Elvy <xxxxxxxxxx@xxxxxxxx.xxx.xx>

Cc: Bill Macnaught <xxxx.xxxxxxxx@xxx.xxx.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

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

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Document 32

From: [Rob Stevens](#)
To: [Richard Foy](#)
Subject: FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE
Date: Monday, 23 July 2018 2:58:31 PM
Attachments: [image001.png](#)
[image003.png](#)
[Marked up Level 3.pdf](#)

FYI

From: Rebecca Elvy [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:

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Out of scope of request

[REDACTED]

Out of scope of request

Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarae

* [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>
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Hi Rebecca,

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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



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@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]

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

From: Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxxxx.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 Whakararae
[REDACTED]

From: Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>
Date: Monday, 16 July 2018 at 2:23 PM
To: Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxxxx.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, 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 <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>, Richard Foy

<Richard.Foy@dia.govt.nz>

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

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

Hi Rebecca,

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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
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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

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



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Internal Affairs



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Document 33

From: [Peter Murray](#)
To: [Richard Foy](#)
Cc: [Rob Stevens](#)
Subject: FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE
Date: Monday, 23 July 2018 2:25:23 PM
Attachments: [image001.png](#)

Hi Richard can you give me an update on getting this underway. 9(2)(g)(i)

Peter

From: Peter Murray
Sent: Monday, 9 July 2018 3:38 PM
To: Richard Foy
Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Should be on gov committee, invite [REDACTED] to nominate, Or I can , just let me know

P

From: Richard Foy
Sent: Monday, 9 July 2018 3:37 PM
To: Peter Murray
Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Will do, who should be involved from MCH? We could include someone from there on the governance committee...or just keep them informed on activities of the project.

RF

Richard Foy | Chief Archivist | Tumuaki | Te Rua Mahara o te Kawanatanga | Archives New Zealand
Te Tahuu Iringa Korero | Information & Knowledge Services
Te Tari Taiwhenua | The Department of Internal Affairs
mob [REDACTED] | www.dia.govt.nz

From: Peter Murray
Sent: Monday, 9 July 2018 3:25 PM
To: Richard Foy
Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks please also involve MCH they need to be in the picture

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

P

From: Richard Foy
Sent: Monday, 9 July 2018 3:22 PM
To: Rob Stevens; Rebecca Elvy (rebeccaelvy@ngataonga.org.nz)
Cc: Peter Murray; Joost Van Beek; Susan O'Neill; Rosie Perez; Bill Macnaught
Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks Rob, re: establishing the Terms of Reference for this, I'll get one of the advisors in Johanne's team to draft it.

RF

Richard Foy | Chief Archivist | Tumuaki | Te Rua Mahara o te Kawanatanga | Archives New Zealand

Te Tahuu Iringa Korero | Information & Knowledge Services

Te Tari Taiwhenua | The Department of Internal Affairs

mob [REDACTED] | www.dia.govt.nz

From: Rob Stevens

Sent: Monday, 9 July 2018 2:05 PM

To: Rebecca Elvy (xxxxxxxxxxx@xxxxxxxxx.xxx.xx); Richard Foy

Cc: Peter Murray; Joost Van Beek; Susan O'Neill; Rosie Perez; Bill Macnaught

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

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Document 34

From: [Rob Stevens](#)
To: [Richard Foy](#); [Bill Macnaught](#); [Alison McIntyre](#)
Cc: [Rocio Gambogi](#)
Subject: FW: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE
Date: Tuesday, 17 July 2018 10:12:06 AM
Attachments: [image001.png](#)

I'm a bit concerned about Rebecca's email, really think we do need a discussion with her team first.

Welcome any comments – perhaps we could arrange a light morning tea (changing room to Te Pae Tapuwae)?

Rob

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
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.

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 Tumu Whakarāe

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

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Date: Sunday, 15 July 2018 9:23:48 AM
Attachments: [image001.png](#)
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[image003.png](#)

Good idea Rob.
 Bill

Sent from my iPhone

On 13/07/2018, at 12:36 PM, Rob Stevens <Rob.Stevens@dia.govt.nz> wrote:

Hi all,

I've do have a project manager in mind, Pam Harris, who could lead this move if all were agreeable?

Rebecca, I'd be happy to arrange catch up and introduce Pam to see if you think the fit is right with your team?

out of scope

[REDACTED]. Pam also has an excellent knowledge of collections and preservation practices having led the National Library collections move in 2011.

Rob

From: Rebecca Elvy [<mailto:rebeccaelvy@ngataonga.org.nz>]
Sent: Friday, 13 July 2018 11:49 AM
To: Bill Macnaught; Richard Foy; Joost Van Beek; Rob Stevens
Subject: Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Sounds great – thank you all!

Nga mihi
 Rebecca

Rebecca Elvy
 Tumu Whakarae
 [REDACTED]

From: Bill Macnaught <Bill.Macnaught@dia.govt.nz>
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Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Kia ora Rebecca

I've copied Joost into this conversation. He is Acting General Manager Property and he will be an important party to involve if you do want to progress the idea of moving some or all of your team into Level 3 here. I suggest that your main point of contact is still Rob at the moment but feel free to contact Richard or me if there is anything you need to discuss with us. Let's arrange a follow up get together anyway for you, me and Richard to keep in close touch?

Best wishes

Bill

Bill Macnaught | National Librarian | Information and Knowledge Services
National Library of New Zealand Te Puna Matauranga 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

<image001.png>

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

<image002.png>

From: Rebecca Elvy [<mailto:xxxxxxxxxxx@xxxxxxxxx.xxx.xx>]
Sent: Friday, 13 July 2018 11:31 AM
To: Richard Foy; Bill Macnaught
Subject: Re: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Kia ora Richard and Bill

It was lovely to catch up with you both yesterday.

I understand that this project fits more within the purview of the Property team rather than PtNM. Before I reply to Rob (although [REDACTED] is supplying some of this information directly) is there someone else I should liaise with? How would you like this to proceed?

Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarae
[REDACTED]

From: Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>
Date: Monday, 9 July 2018 at 2:05 PM

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

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

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

[Redacted]

[Redacted]

[Redacted]

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

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

<image003.png> <image004.jpg>

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Document 36 -

From: [Richard Foy](#)
To: [Peter Murray](#)
Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE
Date: Monday, 9 July 2018 3:38:30 PM
Attachments: [image001.png](#)

Ok, I'll ask [REDACTED] to nominate someone and will ensure they're on the gc. Thanks.

RF

Richard Foy | Chief Archivist | Tumuaki | Te Rua Mahara o te Kawanatanga | Archives New Zealand
Te Tahuu Iringa Korero | Information & Knowledge Services
Te Tari Taiwhenua | The Department of Internal Affairs
mob [REDACTED] | www.dia.govt.nz

From: Peter Murray
Sent: Monday, 9 July 2018 3:38 PM
To: Richard Foy
Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Should be on gov committee, invite [REDACTED] to nominate, Or I can , just let me know

P

From: Richard Foy
Sent: Monday, 9 July 2018 3:37 PM
To: Peter Murray
Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Will do, who should be involved from MCH? We could include someone from there on the governance committee...or just keep them informed on activities of the project.

RF

Richard Foy | Chief Archivist | Tumuaki | Te Rua Mahara o te Kawanatanga | Archives New Zealand
Te Tahuu Iringa Korero | Information & Knowledge Services
Te Tari Taiwhenua | The Department of Internal Affairs
mob [REDACTED] | www.dia.govt.nz

From: Peter Murray
Sent: Monday, 9 July 2018 3:25 PM
To: Richard Foy
Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks please also involve MCH they need to be in the picture

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

P

From: Richard Foy
Sent: Monday, 9 July 2018 3:22 PM
To: Rob Stevens; Rebecca Elvy (xxxxxxxxxxx@xxxxxxxxx.xxx.xx)
Cc: Peter Murray; Joost Van Beek; Susan O'Neill; Rosie Perez; Bill Macnaught
Subject: RE: NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE

Thanks Rob, re: establishing the Terms of Reference for this, I'll get one of the advisors in Johanne's team to draft it.

RF

Richard Foy | Chief Archivist | Tumuaki | Te Rua Mahara o te Kawanatanga | Archives New Zealand
Te Tahuu Iringa Korero | Information & Knowledge Services
Te Tari Taiwhenua | The Department of Internal Affairs
mob [REDACTED] | www.dia.govt.nz

From: Rob Stevens
Sent: Monday, 9 July 2018 2:05 PM
To: Rebecca Elvy (xxxxxxxxxxx@xxxxxxxxx.xxx.xx); Richard Foy
Cc: Peter Murray; Joost Van Beek; Susan O'Neill; Rosie Perez; Bill Macnaught
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)

[REDACTED]

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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Internal Affairs



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Document 37

From: [Richard Foy](#)
To: [Rob Stevens](#)
Cc: [Lewis Brown](#)
Subject: RE: NTSV - Potential relocation to Molesworth Street
Date: Monday, 20 August 2018 9:54:33 AM
Attachments: [image001.png](#)
[image003.png](#)

Copy that.

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

From: Rob Stevens
Sent: Monday, 20 August 2018 9:34 AM
To: Richard Foy
Cc: Lewis Brown
Subject: RE: NTSV - Potential relocation to Molesworth Street

Hi Richard

Lewis and I been working with Hanita in Property regarding rental and leasing so suggest we continue to use that channel.

Cheers

Rob

From: Richard Foy
Sent: Monday, 20 August 2018 8:38 AM
To: Rob Stevens
Cc: Lewis Brown
Subject: RE: NTSV - Potential relocation to Molesworth Street

Kia ora Rob, Rebecca,

If the Go/No Go decision for relation to Molesworth Street goes through, we'll need to write up a formal 'agreement' between DIA and NTSV/MCH. It needs to cover all the things that have been agreed between parties, including whatever the 'rent' is (and which it's useful for MCH to be advised of). Thoughts on who to prepare this?

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

From: Rob Stevens

Sent: Thursday, 16 August 2018 6:59 PM
To: Rebecca Elvy (xxxxxxxxxxx@xxxxxxxxx.xxx.xx)
Cc: Lewis Brown; Olwyn Crutchley; Richard Foy
Subject: FW: NTSV - Potential relocation to Molesworth Street

Kia ora Rebecca,

I'm forwarding you this advice from Olwyn from technology team, which I hope clarifies that a standalone NTSV IT solution is achievable.

As I'm going on six weeks leave from Friday next week, just letting you know I will be handing over my role on the relocation planning to Lewis as a point of contact for you as may be needed until such time as we appoint a PM.

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



Te Tari Taiwhenua
Internal Affairs



From: Olwyn Crutchley
Sent: Wednesday, 15 August 2018 11:58 AM
To: Rob Stevens
Cc: Lewis Brown; Rosie Perez; Natasha Barnett; Richard Foy; Bill Macnaught; Harley Spence; Hanita Shantilal; Michael Manttan
Subject: RE: NTSV - Potential relocation to Molesworth Street

Hi Rob

We had a good discussion on the IT aspects yesterday and my summary notes follow. I don't see any impediments in meeting the expectations Rebecca has outlined below.

- All IT will operate completely independently of DIA, with NTSV maintaining responsibility for set up and management of their own network and connections, servers etc
- We have no problem with the server being onsite so long as it is fully managed by NTSV
- We will look to set up some sort of MOU in relation to access to switches, server rooms, cabling ducts etc as part of the set up process (basically we need to ensure that our contractors are not tripping over NTSV contractors as some of the facilities will share the same space). This can be done as part of the project
- Likewise we need a change management process as part of this MOU so we can keep a high level overview of the building infrastructure ^{9(2)(g)(i)} [REDACTED]

9(2)(g)(i)

- It is likely that Security and Risk will need to review the design and set up so we can mitigate any risks.

Hope this helps you in progressing this work.

Regards

Olwyn

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]

Sent: Wednesday, 15 August 2018 9:30 AM

To: Rob Stevens

Cc: Lewis Brown; Rosie Perez; Natasha Barnett; Richard Foy; Bill Macnaught; Olwyn Crutchley; Harley Spence; Hanita Shantilal

Subject: Re: NTSV - Potential relocation to Molesworth Street

Thanks Rob

I'm comfortable with most of what is outlined here.

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

Our preference is separate standalone IT – therefore just requiring permission for technician access to the point at which Fibre enters the building, and then the various cabinets and ductwork for cabling and switches.

If DIA is uncomfortable with this, then we may need to pull out – our business is creating, storing, accessing, editing and moving around massive data files – we absolutely must be able to do this, and our IT team are very knowledgeable about what we need, the appropriate specs etc. 9(2)(g)(i), 9(2)(i)

Can we also confirm that the spaces in question are:

- Level Three from the National Librarian's existing team spaces all the way to the East (Guthrie Street) wall (no longer requiring the meeting room, records room or quiet space room)
- Lower Ground – the room on the Aitken Street/Guthrie Street corner adjacent to the Dockway
- Basement – Some space for adjacent (ideally) server racks (to be confirmed, but not necessarily requiring full decommissioning of the space – would need to agree access conditions and protocols)

We note that the requirements for modifications for the building are controlled, and that DIA should handle that – we are intending for modifications to be very light touch, with the possible exception of creating a clean room with additional cooling (18 degrees) capacity in the Lower Ground space for our film scanners.

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

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

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

Please let me know if any of this doesn't make sense, or we need to meet and work it through.

Would be ideal to get to a Head's of Agreement in the next week or so!

Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarāe

From: Rob Stevens <Rob.Stevens@dia.govt.nz>
Date: Tuesday, 14 August 2018 at 5:12 PM
To: Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>
Cc: Lewis Brown <Lewis.Brown@dia.govt.nz>, Rosie Perez <Rosie.Perez@dia.govt.nz>, Natasha Barnett <Natasha.Barnett@dia.govt.nz>, Richard Foy <Richard.Foy@dia.govt.nz>, Bill Macnaught <Bill.Macnaught@dia.govt.nz>, Olwyn Crutchley <Olwyn.Crutchley@dia.govt.nz>, Harley Spence <Harley.Spence@dia.govt.nz>, Hanita Shantilal <Hanita.Shantilal@dia.govt.nz>
Subject: NTSV - Potential relocation to Molesworth Street

Hi Rebecca,

A brief update/check in with you regarding progressing NTSV Taranaki St potential relocation to Molesworth St. Please do query anything as it's just my thinking on where things are at.

Recent activities:

- NTSV viewed potential spaces on 8 August – Technical rooms in Lower Ground space and option for NTSV servers in Basement computer room
- Department is now undertaking further investigations into an IT solution to work out how we can facilitate NTSV needs
- 9(2)(g)(i), 9(2)(j) [redacted]
- 9(2)(j) [redacted] – suggest discussing details/terms at our next catch up 9(2)(j) [redacted] (please feel free to contact Richard to discuss this further if needed before your Board meeting on Thursday)

Proposed activities and responsibilities:

- DIA will appoint a project manager (PM anticipated to be by mid-September), noting I go on 6 weeks leave from 24 August – Lewis, I hope you don't mind me nomination you as interim point of contact until the PM is appointed?
- Our PM will be the point of contact with DIA for NTSV relocation, and we are anticipating that NTSV will also advise who is your main contact person?
- A written of form agreement (TBC) is to be drafted as the basis of understanding – scope, timeline, share of relocation costs, ongoing operational arrangements and costs etc.
- Once spaces and associated activities are agreed, the DIA will in consultation with NTSV engage necessary services to develop a concept plan prepare cost estimates for the fit out including IT solutions – there may be options
- A prerequisite for the concept plan will be the preparation of a brief – anticipating NTSV will develop the brief in coordination with our PM
- As construction work in the National Library requires special conditions and work methods for the protection of collections, it is likely best that the DIA oversee the fitout.
- 9(2)(j) [REDACTED]
- Also anticipating that NTSV will manage the move logistics and workflow planning associated with the agreed fit out
- Suggest establishing a small joint steering group for the relocation in the near future – perhaps by end of September or early October?
- A phased relocation could be considered, staff could move first followed by technical work areas – to be fleshed out in the timeline

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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Internal Affairs



Document 38

From: [Rob Stevens](#)
To: [Lewis Brown](#)
Subject: RE: NTSV - Potential relocation to Molesworth Street
Date: Friday, 17 August 2018 8:46:11 AM
Attachments: [image001.png](#)

Hi Lewis

Agree, ^{9(2)(g)(i)} [REDACTED]
[REDACTED]. My day is busy but I'll drop in just before 9.30am hoping to catch you for 5 mins

From: Lewis Brown
Sent: Friday, 17 August 2018 7:22 AM
To: Rob Stevens
Subject: RE: NTSV - Potential relocation to Molesworth Street
Importance: High

Hi Rob – I would be really good to touch base on this today. ^{9(2)(g)(i)} [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

I guess what we really need is to lock in step with Property really quickly – maybe this ties into Hanita's request.

I've got a gaps at 9.30 and another at 12.30 if you have a chance to talk. I could do 4pm at a pinch. 10-15 minutes would be fine.

Lewis

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Wednesday, 15 August 2018 9:30 AM
To: Rob Stevens
Cc: Lewis Brown; Rosie Perez; Natasha Barnett; Richard Foy; Bill Macnaught; Olwyn Crutchley; Harley Spence; Hanita Shantilal
Subject: Re: NTSV - Potential relocation to Molesworth Street

Thanks Rob

I'm comfortable with most of what is outlined here.

^{9(2)(g)(i), 9(2)(i)} [REDACTED]
[REDACTED]
[REDACTED]

Our preference is separate standalone IT – therefore just requiring permission for technician access to the point at which Fibre enters the building, and then the various

cabinets and ductwork for cabling and switches.

If DIA is uncomfortable with this, then we may need to pull out – our business is creating, storing, accessing, editing and moving around massive data files – we absolutely must be able to do this, and our IT team are very knowledgeable about what we need, the appropriate specs etc. ^{9(2)(g)(i), 9(2)(i)}

[REDACTED]

Can we also confirm that the spaces in question are:

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We note that the requirements for modifications for the building are controlled, and that DIA should handle that – we are intending for modifications to be very light touch, with the possible exception of creating a clean room with additional cooling (18 degrees) capacity in the Lower Ground space for our film scanners.

^{9(2)(g)(i), 9(2)(i), 9(2)(b)(ii)}

^{9(2)(g)(i), 9(2)(i), 9(2)(b)(ii)}

^{9(2)(g)(i), 9(2)(i), 9(2)(b)(ii)}

Please let me know if any of this doesn't make sense, or we need to meet and work it through.

Would be ideal to get to a Head's of Agreement in the next week or so!

Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarae

[REDACTED]

From: Rob Stevens <Rob.Stevens@dia.govt.nz>

Date: Tuesday, 14 August 2018 at 5:12 PM

To: Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>

Cc: Lewis Brown <Lewis.Brown@dia.govt.nz>, Rosie Perez <Rosie.Perez@dia.govt.nz>, Natasha Barnett <Natasha.Barnett@dia.govt.nz>, Richard Foy <Richard.Foy@dia.govt.nz>

Bill Macnaught <xxxx.xxxxxxxx@xxx.xxx.xx>, Olwyn Crutchley
<xxxx.xxxxxxxx@xxx.xxx.xx>, Harley Spence <xxxxxx.xxxxxx@xxx.xxx.xx>, Hanita
Shantilal <xxxxxx.xxxxxxxx@xxx.xxx.xx>

Subject: NTSV - Potential relocation to Molesworth Street

Hi Rebecca,

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- 9(2)(g)(i), 9(2)(i)
[Redacted]
- 9(2)(i) [Redacted] – suggest discussing details/terms at our next catch up 9(2)(i) [Redacted] (please feel free to contact Richard to discuss this further if needed before your Board meeting on Thursday)

Proposed activities and responsibilities:

- DIA will appoint a project manager (PM anticipated to be by mid-September), noting I go on 6 weeks leave from 24 August – Lewis, I hope you don't mind me nomination you as interim point of contact until the PM is appointed?
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- 9(2)(i) [Redacted]
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- Suggest establishing a small joint steering group for the relocation in the near future – perhaps by end of September or early October?
- A phased relocation could be considered, staff could move first followed by technical work areas – to be fleshed out in the timeline

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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Document 39

From: [Rob Stevens](#)
To: [Lewis Brown](#)
Cc: [Bill Macnaught](#); [Richard Foy](#)
Subject: FW: NTSV - Potential relocation to Molesworth Street
Date: Thursday, 16 August 2018 6:50:05 PM
Attachments: [image001.png](#)
Importance: High

Hi Lewis,

out of scope

out of scope

Rob

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Wednesday, 15 August 2018 1:19 PM
To: Rob Stevens
Cc: Richard Foy
Subject: Re: NTSV - Potential relocation to Molesworth Street

Brilliant on all fronts.

Let's keep Avalon separate for now - fewer moving parts the better!

Get [Outlook for iOS](#)

From: Rob Stevens <rob.stevens@dia.govt.nz>
Sent: Wednesday, August 15, 2018 1:17 PM
To: Rebecca Elvy
Cc: Richard Foy
Subject: RE: NTSV - Potential relocation to Molesworth Street

Hi Rebecca,

This all makes sense. I'm having a quick catch up with Richard shortly and I understand he will see you later this afternoon and can run through your points below.

I wondered if we need to factor in Avalon into the relocation scope or do you see this as a separate matter?

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

[Redacted content]

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Cheers
Rob

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Wednesday, 15 August 2018 9:30 AM
To: Rob Stevens
Cc: Lewis Brown; Rosie Perez; Natasha Barnett; Richard Foy; Bill Macnaught; Olwyn Crutchley; Harley Spence; Hanita Shantilal
Subject: Re: NTSV - Potential relocation to Molesworth Street

Thanks Rob

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

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9(2)(g)(i), 9(2)(i), 9(2)(b)(ii)

9(2)(g)(i), 9(2)(i), 9(2)(b)(ii)

9(2)(g)(i), 9(2)(i), 9(2)(b)(ii)

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

Please let me know if any of this doesn't make sense, or we need to meet and work it through.

Would be ideal to get to a Head's of Agreement in the next week or so!

Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarae

[Redacted]

From: Rob Stevens <Rob.Stevens@dia.govt.nz>

Date: Tuesday, 14 August 2018 at 5:12 PM

To: Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>

Cc: Lewis Brown <Lewis.Brown@dia.govt.nz>, Rosie Perez <Rosie.Perez@dia.govt.nz>, Natasha Barnett <Natasha.Barnett@dia.govt.nz>, Richard Foy <Richard.Foy@dia.govt.nz>, Bill Macnaught <Bill.Macnaught@dia.govt.nz>, Olwyn Crutchley <Olwyn.Crutchley@dia.govt.nz>, Harley Spence <Harley.Spence@dia.govt.nz>, Hanita Shantilal <Hanita.Shantilal@dia.govt.nz>

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that NTSV will also advise who is your main contact person?

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- As construction work in the National Library requires special conditions and work methods for the protection of collections, it is likely best that the DIA oversee the fitout.
- 9(2)(j) [REDACTED]
- Also anticipating that NTSV will manage the move logistics and workflow planning associated with the agreed fit out
- Suggest establishing a small joint steering group for the relocation in the near future – perhaps by end of September or early October?
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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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Internal Affairs



Document 40

From: [Rob Stevens](#)
To: [Rosie Perez](#); [Natasha Barnett](#)
Subject: RE: NTSV - Potential relocation to Molesworth Street
Date: Thursday, 16 August 2018 8:30:16 AM
Attachments: [image001.png](#)

Yes good news about the ICT. out of scope

[REDACTED]

From: Rosie Perez
Sent: Wednesday, 15 August 2018 6:32 PM
To: Natasha Barnett
Cc: Rob Stevens
Subject: RE: NTSV - Potential relocation to Molesworth Street

Our PM will manage the fit out of the AV rooms (design and build). Re: ICT, as per Olwyn's email this morning, since their IT is stand alone, they will have no ICT requirements. But expecting there will be some patch panel work so our PM will need to facilitate engagement with Datacom.

From: Natasha Barnett
Sent: Wednesday, 15 August 2018 5:04 PM
To: Rosie Perez
Subject: RE: NTSV - Potential relocation to Molesworth Street

Hi

Rob mentioned that he wanted someone to manage the requirements (build and ICT) as well as design and build. Is this still true or are you expecting NTSV PM to do this now?

From: Rosie Perez
Sent: Wednesday, 15 August 2018 4:53 PM
To: Natasha Barnett
Cc: Rob Stevens
Subject: RE: NTSV - Potential relocation to Molesworth Street

Hi Natasha,

Short answer is No, we won't mention NTSV. This PM will lead the fit out of the AV rooms while working closely with NTSV's PM. They will be in charge of their own re-location and technology installations.

We can say something like - we need a Project Manager to work with us (as the Landlord) to fit-out specialist AV rooms and to coordinate with the tenant's project manager in charge of their office relocation and technology installations.

Cheers,
Rosie

From: Natasha Barnett
Sent: Wednesday, 15 August 2018 3:41 PM
To: Rob Stevens
Cc: Rosie Perez
Subject: RE: NTSV - Potential relocation to Molesworth Street

Hi Rob

Is it okay to give the agencies some specifics ie mention NTSV co-locating or is this confidential?? It usually helps to give them a good overview of the deliverables so they can find someone and also it helps them gauge interest from the market.

Cheers

From: Rob Stevens
Sent: Wednesday, 15 August 2018 1:24 PM
To: Rosie Perez; Rocio Gambogi; Mary McLean
Cc: Natasha Barnett
Subject: FW: NTSV - Potential relocation to Molesworth Street

Team, just an FYI

From: Rebecca Elvy [mailto:xxxxxxxxxxx@xxxxxxxxxx.xxx.xx]
Sent: Wednesday, 15 August 2018 1:19 PM
To: Rob Stevens
Cc: Richard Foy
Subject: Re: NTSV - Potential relocation to Molesworth Street

Brilliant on all fronts.

Let's keep Avalon separate for now - fewer moving parts the better!

Get [Outlook for iOS](#)

From: Rob Stevens <xxx.xxxxxx@xxx.xxxx.xx>
Sent: Wednesday, August 15, 2018 1:17 PM
To: Rebecca Elvy
Cc: Richard Foy
Subject: RE: NTSV - Potential relocation to Molesworth Street

Hi Rebecca,

This all makes sense. I'm having a quick catch up with Richard shortly and I understand he will see you later this afternoon and can run through your points below.

I wondered if we need to factor in Avalon into the relocation scope or do you see this as a separate matter?

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

[Redacted]

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

Cheers
Rob

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]

Sent: Wednesday, 15 August 2018 9:30 AM

To: Rob Stevens

Cc: Lewis Brown; Rosie Perez; Natasha Barnett; Richard Foy; Bill Macnaught; Olwyn Crutchley; Harley Spence; Hanita Shantilal

Subject: Re: NTSV - Potential relocation to Molesworth Street

Thanks Rob

I'm comfortable with most of what is outlined here.

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

Our preference is separate standalone IT – therefore just requiring permission for technician access to the point at which Fibre enters the building, and then the various cabinets and ductwork for cabling and switches.

If DIA is uncomfortable with this, then we may need to pull out – our business is creating, storing, accessing, editing and moving around massive data files – we absolutely must be able to do this, and our IT team are very knowledgeable about what we need, the appropriate specs etc.

Can we also confirm that the spaces in question are:

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- Basement – Some space for adjacent (ideally) server racks (to be confirmed, but not necessarily requiring full decommissioning of the space – would need to agree access conditions and protocols)

We note that the requirements for modifications for the building are controlled, and that DIA should handle that – we are intending for modifications to be very light touch, with the possible exception of creating a clean room with additional cooling (18 degrees) capacity in the Lower Ground space for our film scanners.

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

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

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

Please let me know if any of this doesn't make sense, or we need to meet and work it through.

Would be ideal to get to a Head's of Agreement in the next week or so!

Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarae

* [Redacted]

From: Rob Stevens <Rob.Stevens@dia.govt.nz>

Date: Tuesday, 14 August 2018 at 5:12 PM

To: Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>

Cc: Lewis Brown <Lewis.Brown@dia.govt.nz>, Rosie Perez <Rosie.Perez@dia.govt.nz>, Natasha Barnett <Natasha.Barnett@dia.govt.nz>, Richard Foy <Richard.Foy@dia.govt.nz>, Bill Macnaught <Bill.Macnaught@dia.govt.nz>, Olwyn Crutchley <Olwyn.Crutchley@dia.govt.nz>, Harley Spence <Harley.Spence@dia.govt.nz>, Hanita Shantilal <Hanita.Shantilal@dia.govt.nz>

Subject: NTSV - Potential relocation to Molesworth Street

Hi Rebecca,

A brief update/check in with you regarding progressing NTSV Taranaki St potential relocation to Molesworth St. Please do query anything as it's just my thinking on where things are at.

Recent activities:

- NTSV viewed potential spaces on 8 August – Technical rooms in Lower Ground space and option for NTSV servers in Basement computer room
- Department is now undertaking further investigations into an IT solution to work out how we can facilitate NTSV needs

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

- 9(2)(j) [Redacted] – suggest discussing details/terms at our next catch up 9(2)(j) [Redacted] (please feel free to contact Richard to discuss this further if needed before your Board meeting on Thursday)

Proposed activities and responsibilities:

- DIA will appoint a project manager (PM anticipated to be by mid-September), noting I go on 6 weeks leave from 24 August – Lewis, I hope you don't mind me nomination you as

interim point of contact until the PM is appointed?

- Our PM will be the point of contact with DIA for NTSV relocation, and we are anticipating that NTSV will also advise who is your main contact person?
- A written of form agreement (TBC) is to be drafted as the basis of understanding – scope, timeline, share of relocation costs, ongoing operational arrangements and costs etc.
- Once spaces and associated activities are agreed, the DIA will in consultation with NTSV engage necessary services to develop a concept plan prepare cost estimates for the fit out including IT solutions – there may be options
- A prerequisite for the concept plan will be the preparation of a brief – anticipating NTSV will develop the brief in coordination with our PM
- As construction work in the National Library requires special conditions and work methods for the protection of collections, it is likely best that the DIA oversee the fitout.
- 9(2)(j)
[REDACTED]
- Also anticipating that NTSV will manage the move logistics and workflow planning associated with the agreed fit out
- Suggest establishing a small joint steering group for the relocation in the near future – perhaps by end of September or early October?
- A phased relocation could be considered, staff could move first followed by technical work areas – to be fleshed out in the timeline

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



From: [Richard Foy](#)
To: [Rob Stevens](#)
Subject: Re: NTSV - Potential relocation to Molesworth Street
Date: Wednesday, 15 August 2018 12:32:52 PM
Attachments: [image001.png](#)
[image001.png](#)

2pm is good for me. See below my thoughts on points you noted.

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

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

Sent: Wednesday, August 15, 2018 12:25 PM

To: Richard Foy

Subject: FW: NTSV - Potential relocation to Molesworth Street

Hi Richard,

Could I grab 5 minutes of you time to discuss below, I could pop over before 2pm (my next meeting). Key matters are:

- Contact with Rebecca [REDACTED] 9(2)(j), 9(2)(g)(i), 9(2)(b)(ii)
[REDACTED]
[REDACTED]
- IT – are you okay if I confirm standalone is fine (see Olwyn's email) [Yes, and I'm seeing Rebecca at 2.30 today]
- Spaces and how we confirm these are agreed (Lower Ground does commit use to moving out Collection Supply team also to Level 3)

Thank you

Rob

From: Olwyn Crutchley

Sent: Wednesday, 15 August 2018 11:58 AM

To: Rob Stevens

Cc: Lewis Brown; Rosie Perez; Natasha Barnett; Richard Foy; Bill Macnaught; Harley Spence; Hanita Shantilal; Michael Manttan

Subject: RE: NTSV - Potential relocation to Molesworth Street

Hi Rob

We had a good discussion on the IT aspects yesterday and my summary notes follow. I don't see any impediments in meeting the expectations Rebecca has outlined below.

- All IT will operate completely independently of DIA, with NTSV maintaining responsibility for set up and management of their own network and connections, servers etc
- We have no problem with the server being onsite so long as it is fully managed by NTSV
- We will look to set up some sort of MOU in relation to access to switches, server rooms, cabling ducts etc as part of the set up process (basically we need to ensure that our contractors are not tripping over NTSV contractors as some of the facilities will share the same space). This can be done as part of the project
- Likewise we need a change management process as part of this MOU so we can keep a high level overview of the building infrastructure (b)(2)(g)(i))
- It is likely that Security and Risk will need to review the design and set up so we can mitigate any risks.

Hope this helps you in progressing this work.

Regards
Olwyn

From: Rebecca Elvy [mailto:xxxxxxxxxxxx@xxxxxxxxxx.xxx.xx]
Sent: Wednesday, 15 August 2018 9:30 AM
To: Rob Stevens
Cc: Lewis Brown; Rosie Perez; Natasha Barnett; Richard Foy; Bill Macnaught; Olwyn Crutchley; Harley Spence; Hanita Shantilal
Subject: Re: NTSV – Potential relocation to Molesworth Street

Thanks Rob

I'm comfortable with most of what is outlined here.

(b)(2)(g)(i), (b)(2)(j)
 [Redacted text block]

Our preference is separate standalone IT – therefore just requiring permission for technician access to the point at which Fibre enters the building, and then the various

cabinets and ductwork for cabling and switches.

If DIA is uncomfortable with this, then we may need to pull out – our business is creating, storing, accessing, editing and moving around massive data files – we absolutely must be able to do this, and our IT team are very knowledgeable about what we need, the appropriate specs etc. 9(2)(g)(i), 9(2)(i)

[Redacted]

Can we also confirm that the spaces in question are:

- Level Three from the National Librarian’s existing team spaces all the way to the East (Guthrie Street) wall (no longer requiring the meeting room, records room or quiet space room)
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We note that the requirements for modifications for the building are controlled, and that DIA should handle that – we are intending for modifications to be very light touch, with the possible exception of creating a clean room with additional cooling (18 degrees) capacity in the Lower Ground space for our film scanners.

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

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

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

[Redacted]

[Redacted]

Please let me know if any of this doesn’t make sense, or we need to meet and work it through.

Would be ideal to get to a Head’s of Agreement in the next week or so!

Nga mihi

Rebecca

Rebecca Elvy
Tumu Whakarāe

[REDACTED]

From: Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>
Date: Tuesday, 14 August 2018 at 5:12 PM
To: Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxxxx.xxx.xx>
Cc: Lewis Brown <xxxxx.xxxxx@xxx.xxxx.xx>, Rosie Perez <xxxxx.xxxxx@xxx.xxxx.nz>, Natasha Barnett <xxxxxxx.xxxxxx@xxx.xxxx.xx>, Richard Foy <Richard.Foy@dia.govt.nz>, Bill Macnaught <xxxx.xxxxxxxx@xxx.xxxx.xx>, Olwyn Crutchley <Olwyn.Crutchley@dia.govt.nz>, Harley Spence <xxxxxxx.xxxxxx@xxx.xxxx.xx>, Hanita Shantilal <Hanita.Shanxxxxx@xxx.xxxx.xx>
Subject: NTSV - Potential relocation to Molesworth Street

Hi Rebecca,

A brief update/check in with you regarding progressing NTSV Taranaki St potential relocation to Molesworth St. Please do query anything as it's just my thinking on where things are at.

Recent activities:

- NTSV viewed potential spaces on 8 August – Technical rooms in Lower Ground space and option for NTSV servers in Basement computer room
- Department is now undertaking further investigations into an IT solution to work out how we can facilitate NTSV needs
- 9(2)(g)(i), 9(2)(j) [REDACTED]
[REDACTED]
[REDACTED]
- 9(2)(j) [REDACTED] – suggest discussing details/terms at our next catch up 9(2)(j) [REDACTED]
[REDACTED] (please feel free to contact Richard to discuss this further if needed before your Board meeting on Thursday)

Proposed activities and responsibilities:

- DIA will appoint a project manager (PM anticipated to be by mid-September), noting I go on 6 weeks leave from 24 August – Lewis, I hope you don't mind me nomination you as interim point of contact until the PM is appointed?
- Our PM will be the point of contact with DIA for NTSV relocation, and we are anticipating that NTSV will also advise who is your main contact person?
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- 9(2)(i)
[REDACTED]
- Also anticipating that NTSV will manage the move logistics and workflow planning associated with the agreed fit out
- Suggest establishing a small joint steering group for the relocation in the near future – perhaps by end of September or early October?
- A phased relocation could be considered, staff could move first followed by technical work areas – to be fleshed out in the timeline

Nga mihi,
Rob

Rob Stevens | Director IKS Investment Portfolio

Department of Internal Affairs Te Tari Taiwhenua

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Internal Affairs



Document 42

From: [Rob Stevens](#)
To: [Lewis Brown](#)
Cc: [Bill Macnaught](#)
Subject: FW: NTSV - Spaces in Molesworth Street
Date: Thursday, 23 August 2018 10:57:22 AM
Attachments: [image001.png](#)

Hi Lewis

Maybe we can grab 10 minutes today before I go, either way I'll leave the response up to you and Bill now.

Rob

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Thursday, 23 August 2018 10:44 AM
To: Rob Stevens
Cc: Bill Macnaught; Richard Foy; Lewis Brown; Harley Spence
Subject: Re: NTSV - Spaces in Molesworth Street

Kia ora Rob

LT & I have had a look at the options and have a potential way forward, so thanks.

We've ruled out option two, ^{9(2)(g)(i), 9(2)(j)} [REDACTED]

Option 1 could work, but it's very tight, so we have some questions:

- Is there any chance at all for one extra bay (at either end)? We fit, but there is no capacity for any additional folks at all, which is not ideal, ^{9(2)(g)(i), 9(2)(j)} [REDACTED]
- Yes, under option 1, dedicated use of the adjacent meeting room would be vital
- Also wondering whether (without any construction required) the Records Management room is potentially available still? It was part of the initial discussions, and would ease pressure as a storage option, as the proposed configuration isn't going to leave much space for storage (e.g. stationery, projection equipment for off-site screenings, the locking away ICT hardware that's in the process of being commissioned etc)

To clarify, we have no intention of building floor to ceiling partition walls around the Option 1 space, we're simply keen to put in some screening to create some psychological separation ('our place'), and we're anticipating that would be 'knee-height' to head-height, or similar, as we don't want to mess with mechanical loadings etc etc.

Let me know what you think, or if we need to meet to nut it out more quickly?

Nga mihi
Rebecca

Rebecca Elvy

Tumu Whakararae
 [REDACTED]

From: Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>
Date: Wednesday, 22 August 2018 at 6:43 PM
To: Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>
Cc: Bill Macnaught <xxxx.xxxxxxxx@xxx.xxxx.xx>, Richard Foy <Richard.Foy@dia.govt.nz>, Lewis Brown <xxxxx.xxxxx@xxx.xxxx.xx>, Harley Spence <Harley.Spence@dia.govt.nz>
Subject: FW: NTSV - Spaces in Molesworth Street

Hi Rebecca,

Great that everything seems to be falling into place around the feasibility for NTSV to relocate to the Library building. Looking forward to seeing planning work advanced when I get back from leave on 8 October!

From your earlier email, if I understand correctly, you seeking confirmation on the following space:

- Level Three from the National Librarian's existing team spaces all the way to the East (Guthrie Street) wall (no longer requiring the meeting room, records room or quiet space room)
- Lower Ground – the room on the Aitken Street/Guthrie Street corner adjacent to the Dockway
- Basement – Some space for adjacent (ideally) server racks (to be confirmed, but not necessarily requiring full decommissioning of the space – would need to agree access conditions and protocols)

We do have a snag however with the area proposed on Level 3 ^{9(2)(g)(i), 9(2)(j)} [REDACTED]

[REDACTED] it's unlikely we can free up the whole area indicated on the original Level 3 mark up attached (from Grid 4 to 11) – which is an area of about 770 m2.

The reduced area we propose for level 3 shown on "option 1" attached is the current vacant space, Grid 5 to 9 and area of about 475m2, 405m2 removing the main circulation corridor – the space can accommodate up to 60 workstations (with some rejigging). We could add the adjacent meeting room as marked up as dedicated for NTSV.

If you require a physical separation then this becomes tricky with changes to the mechanical systems and complexity in meeting the requirements for means of escape for your team and the whole floor.

We have therefore come up with "option 2" with NTSV located towards the Molesworth Street end. This option appears to have significant benefits for NTSV as it provides a separate and dedicated entry off the main L3 foyer, two meeting rooms (convertible to multi-person offices) plus two small breakout/store rooms. Bill is prepared to move out of his office and relocate elsewhere on Level 3 if this looks like a good option for NTSV?

In option 2 a partition could be built with a door (for fire escape and to direct access to the remainder of Level 3 staff space) thereby providing security and privacy for NTSV operations. The total area is around 420m² and we already have 44 workstations in place with room for close to 60 by utilising meeting room spaces etc. We wondered if with the area on LG of around 230m² you might get away with some hot desking on L3 and thereby reduce the area needs.

For comparison, my rough measurement of the top floor of the Taranaki Street building is the area is less than 400m² including circulation space but excluding the lift/stair/toilet core.

I leave this for you to discuss with Richard/Bill, and Lewis is very happy for you to drop in again to check out this option if that would help?

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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Internal Affairs



Released under the Official Information Act 1982

Document 43

From: [Rob Stevens](#)
To: ["Rebecca Elvy"](#)
Cc: [Bill Macnaught](#); [Richard Foy](#); [Lewis Brown](#); [Harley Spence](#)
Subject: RE: NTSV - Spaces in Molesworth Street
Date: Wednesday, 22 August 2018 6:58:49 PM
Attachments: [image001.png](#)

Thank you Rebecca, much appreciated.

I anticipate too we will find a way you can have access to book meeting rooms anywhere on L3 and rest of DIA accommodation.

Rob

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Wednesday, 22 August 2018 6:52 PM
To: Rob Stevens
Cc: Bill Macnaught; Richard Foy; Lewis Brown; Harley Spence
Subject: Re: NTSV - Spaces in Molesworth Street

Thanks Rob - we'll look at both options and get back as quickly as we can. We are open to hot desking.

Level four is only two our our four groups - with well over half our staff on levels two and three, so the logic doesn't quite work :-)) we have 24 staff on level 4. But it includes our staff room and meeting rooms so isn't a one for one comparison.

I'll get back to you as quickly as possible.

Rebecca

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From: Rob Stevens <rob.stevens@dia.govt.nz>
Sent: Wednesday, August 22, 2018 6:43 PM
To: Rebecca Elvy
Cc: Bill Macnaught; Richard Foy; Lewis Brown; Harley Spence
Subject: FW: NTSV - Spaces in Molesworth Street

Hi Rebecca,

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it's unlikely we can free up the whole area indicated on the original Level 3 mark up attached (from Grid 4 to 11) – which is an area of about 770 m2.

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Document 44

From: [Rob Stevens](#)
To: [Lewis Brown](#)
Cc: [Natasha Barnett](#); [Rocio Gambogi](#)
Subject: FW: NTSV - Spaces in Molesworth Street
Date: Wednesday, 22 August 2018 6:51:36 PM
Attachments: [image001.png](#)
[Marked up Level 3 option 1.pdf](#)
[Marked up Level 3 option 2.pdf](#)

Lewis, depending on how this pans out, I really think Pam could handle this, especially with NTSV managing ICT and interfacing with the Department directly – could you talk to her?

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

Natasha I've copied you in as this may avoid the need to source a PM from market – not saying pull that yet but I think it's worth checking with Pam again 9(2)(g)(i)

Rob

From: Rob Stevens
Sent: Wednesday, 22 August 2018 6:43 PM
To: Rebecca Elvy (rebeccaelvy@ngataonga.org.nz)
Cc: Bill Macnaught; Richard Foy; Lewis Brown; Harley Spence
Subject: FW: NTSV - Spaces in Molesworth Street

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Nga mihi,
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Rob Stevens | Director IKS Investment Portfolio

Department of Internal Affairs Te Tari Taiwhenua

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Te Tari Taiwhenua
Internal Affairs



Document 45

From: [Rob Stevens](#)
To: [Lewis Brown](#)
Subject: RE: NTSV - Spaces in Molesworth Street
Date: Saturday, 18 August 2018 10:33:21 AM
Attachments: [image001.png](#)

I also measured to Lower Ground space and it is about 230m² if you want to add that information to get an idea of the total area (excluding plus server space)

From: Rob Stevens
Sent: Saturday, 18 August 2018 10:25 AM
To: Lewis Brown
Subject: NTSV - Spaces in Molesworth Street

Draft email for Rebecca – after you discuss this with Bill!

Rob and I have discussed the space needs for NTSV and we can see a potential problem with the overall space needs. If we understand correctly you seeking confirmation on the following space (from your earlier email):

- Level Three from the National Librarian’s existing team spaces all the way to the East (Guthrie Street) wall (no longer requiring the meeting room, records room or quiet space room)
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9(2)(g)(i), 9(2)(i)

it won't be possible to free up the whole area indicated on the original Level 3 mark up attached (from Grid 4 to 11) – that area is about 770 m².

For comparison, our quick measurement of the top floor of the Taranaki Street building is the area is less than 400m² including circulation space but excluding the lift/stair/toilet core.

The area we propose for level 3 shown on “option 1” attached is the current vacant space, Grid 5 to 9 and area of about 475m², 405m² removing the main circulation corridor – the space can accommodate up to 60 workstations (with some rejigging). We could add the adjacent meeting room as marked up as dedicated for NTSV.

If you require a physical separation then this becomes tricky with changes to the mechanical systems and complexity in meeting the requirements for means of escape for your team and the whole floor.

We have therefore come up with “option 2” with NTSV located towards the Molesworth Street end. This option appears to have significant benefits for NTSV as it provides a separate and dedicated entry off the main L3 foyer, two meeting rooms plus two small breakout rooms. We have discuss this with Bill and he is prepared to move out of his office and relocate elsewhere on Level 3 if this looks like a good option for NTSV?

I think it is now critical the space allocation/location is firmed up so we can confirm the Library moves are achievable. I suggest we arrange a catch up to discuss the options.

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



Te Tari Taiwhenua
Internal Affairs



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Document 46

From: [Hanita Shantilal](#)
To: [Harley Spence](#)
Subject: FW: NTSV co-location at Molesworth nominal rental
Date: Tuesday, 28 August 2018 7:27:00 AM

Morning H,

Further to my email below, I touched base with [REDACTED] to ensure she had everything she needed in order to complete this work. She does and expects to have a valuation with us in the next few days so all running to schedule.

H

From: Hanita Shantilal
Sent: Monday, 27 August 2018 11:47 AM
To: Harley Spence
Subject: RE: NTSV co-location at Molesworth nominal rental

Hi H,

[REDACTED] from Colliers advised me on 14 August what the estimate for the valuation would be and what information she needed before she could complete the valuation. She also advised that it would take her two weeks.

Amongst what she needed to know was as follows:

- Requirement to measure the space
- Term and form of the lease (as this would be taken into consideration in determining any rental)
- Responsibility of expenses

We have provided [REDACTED] with most of the information required (making guesses of course) and Lewis offered to walk her around for measurement purposes.

Please note I engaged [REDACTED] on 9 August – there was a delay in her coming back to me as she was out of town with work.

Hanita

From: Harley Spence
Sent: Monday, 27 August 2018 11:29 AM
To: Hanita Shantilal
Subject: FW: NTSV co-location at Molesworth nominal rental

From: Richard Foy
Sent: Friday, 24 August 2018 3:35 PM
To: Harley Spence
Subject: NTSV co-location at Molesworth nominal rental

Hi Harley,

I was advised that your team was looking into the 'rental' for NTSV if they move to Molesworth... with their affordable monthly amount having a ceiling of ^{9(2)(j)} [REDACTED]. I think the space capacity and location issues are reaching convergence and agreement with NTSV and NatLib...how are we going on the rental amount? Is it acceptable/affordable from DIA's perspective? Thanks.

RF

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

Te Tari Taiwhenua | The Department of Internal Affairs

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Document 47

From: [Richard Foy](#)
To: [Susan O'Neill](#)
Cc: [Epi Lima](#)
Subject: Re: NTSV options through PtNM
Date: Tuesday, 5 June 2018 1:48:32 PM

Sure, that would be good to ensure no confusion. I'm available around 3.45 on L6.

RF

Richard Foy | Chief Archivist | General Manager | Te Rua Mahara o te Kawanatanga | Archives New Zealand
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

On Tue, Jun 5, 2018 at 12:56 PM +1200, "Susan O'Neill" <Susan.O'xxxx@xxx.xxxx> wrote:

Hi Richard

Could I have a quick chat with you when you are free to discuss this? I just want to make sure we're talking about the same thing.

Thanks, Susan

From: Richard Foy
Sent: Tuesday, 5 June 2018 9:03 AM
To: Susan O'Neill
Subject: NTSV options through PtNM

Hi Susan,

Rob Stevens let me know that you've already been in touch with him ^{9(2)(g)(i), 9(2)(j)} [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
whom are you getting information on that from? One of the Archives NZ advisors could assist with that if required. Let me know.

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

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Document 48

From: [Rob Stevens](#)
To: [Harley Spence](#); [Hanita Shantilal](#); [Lewis Brown](#)
Cc: [Rosie Perez](#)
Subject: NTSV Potential Interim Move to Molesworth Street
Date: Monday, 6 August 2018 9:09:38 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[RE NTSV - Potential Molesworth Street Co-location - IN CONFIDENCE.msg](#)

Hi all,

Some background attached for our meeting later this morning on Potential Nga Taonga move into Molesworth Street.

Below is notes from a meeting held with NTSV last week – highlighted relevant parts to this discussion.

Cheers
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)
[Redacted]

The governance group will be chaired by Richard

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

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

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Internal Affairs



From: Rob Stevens
Sent: Sunday, 5 August 2018 2:58 PM
To: Peter Murray; Rebecca Elvy (xxxxxxxxxxx@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)(j)
[redacted]
[redacted]
[redacted]

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)(g)(i), 9(2)(j)
[redacted]
 - Liaising/synchronising with NTSV around logistics, communications and workflow needs.

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

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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 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, 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)
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)

Nga mihi,
Rob

Rob Stevens | Director IKS Investment Portfolio

Department of Internal Affairs Te Tari Taiwhenua

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Internal Affairs



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Document 49

From: [Richard Foy](#)
To: [Lewis Brown](#)
Subject: NTSV space requirements for L3...can you give me a call?
Date: Friday, 24 August 2018 2:45:00 PM

I've spoken with Rebecca. I'll convey what we've discussed. Mobile num below...

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

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Document 50

From: [Rob Stevens](#)
To: [Peter Murray](#); [Bill Macnaught](#); [Richard Foy](#)
Subject: RE: NTSV use of Molesworth street
Date: Friday, 29 June 2018 4:12:05 PM

Hi all,

I'm happy to do this but it might be better coming from you Bill if that's okay with you?

Rob

From: Peter Murray
Sent: Friday, 29 June 2018 3:00 PM
To: Bill Macnaught; Rob Stevens
Cc: Richard Foy
Subject: RE: NTSV use of Molesworth street

Please can one of you just do it asap

9(2)(g)(i)

I did update DCE's and brown bag yesterday but SSB were not there

Thanks

From: Bill Macnaught
Sent: Friday, 29 June 2018 2:58 PM
To: Peter Murray; Rob Stevens
Cc: Richard Foy
Subject: Re: NTSV use of Molesworth street

Not yet. Rob? You or me?

Sent from my iPhone

On 29/06/2018, at 1:56 PM, Peter Murray <xxxxx.xxxxxx@xxx.xxx.xx> wrote:

Hi has DIA property been bought into the lop on this work?

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

<image001.png><image002.png>

Document 51

From: [Rob Stevens](#)
To: *
Cc: [Lewis Brown](#)
Subject: RE: Planning for physical build at NatLib
Date: Thursday, 23 August 2018 9:27:40 AM

H *

Yes please do talk to Lewis. Agree that making a start of working out requirements for Lower Ground work spaces is will be the most involved.

Cheers
Rob

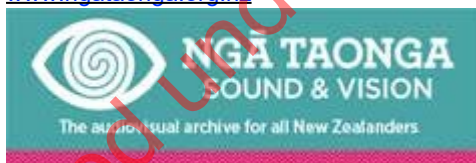
From: * [redacted]@ngataonga.org.nz]
Sent: Thursday, 23 August 2018 8:37 AM
To: Rob Stevens
Subject: Planning for physical build at NatLib

Morena Rob

Should I be talking to Lewis about getting more detailed plans and about who will be liaison from the DIA for progressing the creation of technical work areas? If we get the go ahead I imagine the design and contracting processes for creating a clean room and other separate work spaces (probably on the Lower Ground Floor) will possibly be the most involved and take the most time to get through DIA processes so it would be good to be ready to go.

Thank you.

* [redacted]
Group Manager Collection Services
Poutakinga Ropu Ratonga Kohikohinga
Nga Taonga Sound & Vision
 84 Taranaki Street · PO Box 11 449 · Wellington 6142
 Direct dial +64 4 896 4843 · Mobile * [redacted]
www.ngataonga.org.nz



Document 52

From: [Rob Stevens](#)
To: [Richard Foy](#); [Harley Spence](#)
Cc: [Lewis Brown](#)
Subject: RE: Potential Co-location at National Library
Date: Wednesday, 22 August 2018 5:53:47 PM
Attachments: [Marked up Level 3 option 1.pdf](#)
[Marked up Level 3 option 2.pdf](#)

Hi Richard,

The only issue is the area requested on Level 3. As discussed just now, Lewis and I have come up with two options (attached) and I will proposed these to Rebecca before I depart.

Option 2 would locate NTSV towards the Molesworth Street end. This option appears to have significant benefits for NTSV as it provides a separate and dedicated entry off the main L3 foyer, two meeting rooms (or more staff offices) plus two small breakout/store rooms. We have discuss this with Bill and he is prepared to move out of his office and relocate elsewhere on Level 3 if this looks like a good option for NTSV.

Rob

From: Richard Foy
Sent: Wednesday, 22 August 2018 2:34 PM
To: Rob Stevens; Harley Spence
Subject: Fwd: Potential Co-location at National Library

FYI, any thoughts or concerns?

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuhu Iringa Korero | Information & Knowledge Services
 Te Tari Taiwhenua | The Department of Internal Affairs
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----- Forwarded message -----

From: "Rebecca Elvy" <rebeccaelvy@ngataonga.org.nz>
Date: Wed, Aug 22, 2018 at 1:05 PM +1200
Subject: Potential Co-location at National Library
To: "Richard Foy" <Richard.Foy@dia.govt.nz>, "Bill Macnaught" <Bill.Macnaught@dia.govt.nz>

Kia ora Richard and Bill

With a Budget approved by our Board, I'm hoping we can get to a green light this week!

To that end, if we are in agreement on the following, then you can simply reply in the affirmative, and we can get started with planning/initiating at our end!

- Separate ICT is confirmed (an MOU will be developed to ensure we comply with DIA's security requirements etc)
- 9(2)(i) [redacted] per annum is agreed as notional rent 9(2)(g)(i), 9(2)(i) [redacted]
[redacted]
- Spaces are: Level Three from the National Librarian's Office team space to the East wall; the technical space on LG adjacent to the Dockway in the Southeast corner; and room for server racks in the Basement Computer Room (with access protocols to be agreed)

Please let me know if there's more work to be done in any of these areas.

Nga mihi
Rebecca

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]

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id:image001.png@01D33C4E.47A3F740



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Document 53

From: [Epi Lima](#) on behalf of [Richard Foy](#)
To: [IA Information and Knowledge Services](#)
Subject: Preserving the Nations Memory - Exploring how Archives New Zealand and the National Library can collaborate in the future
Date: Wednesday, 29 August 2018 11:57:14 AM

Kia ora Koutou

Out of scope of request
 [Redacted]
 [Redacted]
 [Redacted]
 [Redacted]

[Redacted]
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[Redacted]
 [Redacted]
 [Redacted]

What about Nga Taonga Sound and Vision? (NTSV)

- 9(2)(i), 9(2)(g)(i) [Redacted]
 [Redacted] At this stage, we are still exploring options for assisting NTSV

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- DIA is also assisting NTSV to find safer accommodation for its people – one of the options is for them to be located at Molesworth St.

Out of scope of request

Nga mihi

Richard

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

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Document 54

From: [REDACTED]
To: [Richard Foy](#)
Cc: [Rob Stevens](#); [Lewis Brown](#)
Subject: Re: Steering Group member from Nga Taonga Sound & Vision - are you happy to invite someone?
Date: Thursday, 23 August 2018 5:24:28 PM

Hi Richard

That would be great. I'll contact him next week.

Regards

[REDACTED]

On 23 August 2018 at 17:12, Richard Foy <Richard.Foy@dia.govt.nz> wrote:
 Ok, I'll communicate with Rebecca now and indicate we'd like to invite NTSV int this tent with [REDACTED] joining the steering group.

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuhu Iriinga 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

On Thu, Aug 23, 2018 at 4:18 PM +1200, "Rob Stevens" <Rob.Stevens@dia.govt.nz> wrote:

Hi [REDACTED]

Lewis is going to invite [REDACTED] to visit NL for the NTSV relocation stream. Don't know if that represents an opportunity to meet him but thought Lewis should know (given Alison is his rep on our Steering Group) so connecting the dots . . . stepping back now!

Richard, suggest you confirm this idea with Rebecca before [REDACTED] approaches [REDACTED]

Rob

From: Richard Foy
Sent: Thursday, 23 August 2018 3:57 PM
To: [REDACTED]
Cc: Rob Stevens

Subject: RE: Steering Group member from Nga Taonga Sound & Vision - are you happy to invite someone?

Hi [REDACTED]

Inviting [REDACTED] is a good idea. Happy to proceed on that basis.

RF

Richard Foy | Chief Archivist | Tumuaki | Te Rua Mahara o te Kawanatanga | Archives New Zealand

Te Tahuu Iringa Korero | Information & Knowledge Services

Te Tari Taiwhenua | The Department of Internal Affairs

mob [REDACTED] | www.dia.govt.nz

From: [REDACTED] [@trainingpractice.co.nz](mailto:[REDACTED]@trainingpractice.co.nz)

Sent: Thursday, 23 August 2018 1:48 PM

To: Richard Foy

Cc: Rob Stevens

Subject: Steering Group member from Nga Taonga Sound & Vision - are you happy to invite someone?

Hello again Richard

Preserving the nation's memory - potential operating model - involvement of Nga Taonga Sound & Vision

I'm following up from the Archives NZ and National Library joint leadership teams' meeting on 17 August. The meeting agreed to invite a rep. from Nga Taonga onto the Steering Group.

Are you happy to invite a Nga Taonga Sound & Vision representative onto the Steering Group? Rob Stevens suggested [REDACTED] as a potential candidate.

I'm about to sort out the next meeting of the Steering Group for some time in September, so can pick up the logistics, meeting invitations etc, once I've got the name.

Feel free to get back to me if I can help. I look forward to hearing from you.

Regards

* [Redacted]

--

* [Redacted]

Director – The Training Practice

* [Redacted]

* [Redacted] [@trainingpractice.co.nz](mailto:[Redacted]@trainingpractice.co.nz) | www.trainingpractice.co.nz



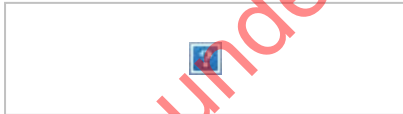
--

* [Redacted]

Director – The Training Practice

* [Redacted]

* [Redacted] [@trainingpractice.co.nz](mailto:[Redacted]@trainingpractice.co.nz) | www.trainingpractice.co.nz



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Document 55 -

From: [Redacted]
 To: [Rob Stevens](#)
 Cc: [Redacted]
 Subject: Taranaki St Floor Plans and long term storage estimates
 Date: Friday, 13 July 2018 11:40:50 AM
 Attachments: [image001.png](#)
[WnFloorPlans-12072018.pdf](#)

Dear Rob

Please find attached plans for our Taranaki St premises. Unfortunately, there is no scale but there is an indication of the staff locations on levels 2, 3 and 4.
 The building is approximately 13 metres wide – internal measurement.

For long term collection storage planning here is a simple table – very broad suggestion. This doesn't address smaller storage areas for working storage near technical areas.

Ideal Collection housing by temperature

Temp.	Current metres of shelving	% of storage	Projected growth	Projected metres of shelving	Projected % of storage
2°C	6200	29%	Film – 15%	7130	25%
15°C	10200	47%	Video - 40%	14280	49%
18°C	5100	24%	Doc – 50%	7650	26%
Total	21500	100%		29060	100%

[Redacted]
Group Manager Collection Services
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 Direct dial +64 4 896 4843 · Mobile [Redacted]
www.ngataonga.org.nz



Document 56 -

From: *
To: [Lewis Brown](#)
Cc: [Richard Foy](#); [Bill Macnaught](#)
Subject: Re: Third Requirement for Green Light...
Date: Tuesday, 28 August 2018 11:00:26 AM
Attachments: [image001.png](#)

Agreed. Let's remove option 2 and move forward with option 1 and option 2a.

Great news.

Nga mihi
Rebecca

Get [Outlook for iOS](#)

From: Lewis Brown <xxxxx.xxxxx@xxx.xxx.xx>
Sent: Tuesday, August 28, 2018 10:08 AM
To: Rebecca Elvy
Cc: Richard Foy; Bill Macnaught
Subject: RE: Third Requirement for Green Light...

Kia ora ano Rebecca,

Thanks for this further update.

As previously indicated, we are keen to keep two options in play for Level 3.

Option 1 is the space on the open plan floor of Level 3, which currently is configured for 56 desks plus breakout spaces. My quick calculation off the plans is this area is approximately 414 sqm including exclusive use of meeting room 03_07.

Option 2 that we discussed yesterday, including a half-bay extension along with existing meeting rooms and offices, is currently configured for 45 desks with room for 6 additional (51 total). My calculation is the area is approximately 425 sqm, but is less space efficient due to the existing partitions.

Let's call your proposal below Option 2a, with a full-bay extension. This is currently configured for 57 desks, with an estimated area of 474 sqm, and is similarly less efficient than Option 1.

All options would come with LG25, which again by my estimates is approximately 240 sqm and currently is configured for 10 desks (excluding specialised work areas), plus use of space in our Server Room in the Basement.

I am happy to take Option 2 above off the table and replace it with Option 2a, provided we continue to keep Option 1 alive. I am conscious of the need for us to relocate four of our teams for either of these scenarios, so we would want to understand relative costs and complexity through having both options designed.

If you are comfortable with Option 1 remaining on the table, we can continue to move forward.

Our Property Group is having someone in to do an accurate measurement and market assessment of the spaces in the next few days ^{9(2)(g)(i), 9(2)(j)} [REDACTED], so we can use this information to feed into an in-principle sign off by Richard and his counterpart in our Shared Services Branch.

Nga mihi
Lewis

Lewis Brown | Acting National Librarian/Manager Strategy & Business Support, Office of the National Librarian

National Library of New Zealand Te Puna Matauranga o Aotearoa

Ext: 4959 | Direct Dial: +64 4 474 3159 | Mobile: ^{9(2)(g)(i), 9(2)(j)} [REDACTED] | www.natlib.govt.nz

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From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Monday, 27 August 2018 3:47 PM
To: Lewis Brown
Cc: Richard Foy; Bill Macnaught
Subject: Third Requirement for Green Light...

Kia ora Lewis

Thanks so much for showing us around (again!) this morning. It was incredibly helpful.

I've had an opportunity to debrief with the Management team and wanted to summarise our thinking, ideally with a view to getting this last criteria sorted asap!

We can see and understand the rationale for us being in the corner currently occupied by the National Librarian's team – and have focused on trying to make that work.

To cut a long story short, the space as highlighted in the version of the plan sent by Rob last week, and labelled as "Option 2", is too small for us.

While technically we can fit all our current permanent staff, (between the L3 and LG zones) ^{9(2)(g)(i), 9(2)(j), 9(2)(b)(ii)} [REDACTED]

[REDACTED] We really need some more room ^{9(2)(g)(i), 9(2)(j)} [REDACTED]

To that end, the corner space works IF we can have **one more complete bay**. We'd

also like to be on National Library's radar as potentially wanting an option on some more space if it became available in the future – but we can finesse some wording about that in a final agreement. This allows us to be mostly self-contained, and not to need to put too heavy-a-call on the remaining National Library meeting rooms. (See attached for clarity)

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



If this can be accommodated, then 'we fit' and the third criteria is met – we're good to go!

Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarae
Chief Executive

Nga Taonga Sound & Vision

84 Taranaki Street · PO Box 11 449 · Wellington 6142

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www.ngataonga.org.nz



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Document 57

From: [Rocio Gambogi](#)
To: [Richard Foy](#)
Cc: [Epi Lima](#)
Subject: RE: ToR for PtNM Group with NTSV/MCH
Date: Wednesday, 29 August 2018 2:50:21 PM
Attachments: [PtNM NSTV and MCH ToR - August 2019.pptx](#)
[image001.png](#)

Hi Richard

Find attached the Drafted ToR as per your request.

Thanks

Rocio Gambogi | Project Co-ordinator |
 Business Change | Technology Services and Solutions |
The Department of Internal Affairs Te Tari Taiwhenua
 Mobile: [REDACTED]
 PO Box 805, Wellington 6140, New Zealand
 Email: Rocio.Gambogi@dia.govt.nz



Te Tari Taiwhenua
Internal Affairs

From: Richard Foy
Sent: Tuesday, 28 August 2018 12:53 PM
To: Rocio Gambogi
Cc: Epi Lima
Subject: ToR for PtNM Group with NTSV/MCH

Hi Rocio,

I need a terms of reference for the governance group we're standing up to invite/involve NTSV through Rebecca Elvy, and [REDACTED] from MCH, into the PtNM planning [REDACTED]

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

It is NOT the relocation to Molesworth, which is a tactical matter without dIA.

If a draft can be whipped together by Thursday morning for our first regular meeting, that'd be great, if possible.

RF

Richard Foy | Deputy Chief Executive (Acting) | Te Tahuu Inga 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

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Draft Terms of Reference

Appendix C

Ngā Taonga, MCH and DIA Governance Group

PURPOSE

The Ngā Taonga/MCH and DIA governance group has been established to oversee the investigation into collaboration and connectedness, and to understand the implications of shared facilities within the Preserving the Nation's Memory initiative. The opportunity to have the holdings and collections of the National Library, Archives NZ and Ngā Taonga in the same location would improve physical access and provide greater convenience for the public and customers.

Scope

The National Archival and Library Institutions (NALI) Ministerial Group have agreed in principle to include Ngā Taonga Sound and Vision (Ngā Taonga) within the scope of the Preserving the Nation's Memory property project.

The governance group is responsible for:

- Monitoring progress of the governance group to ensure outcomes are delivered within allocated timeframe
- Ensuring that the project remains aligned with DIA and Ngā Taonga's strategic objectives
- Ensuring that adequate capacity and capability is committed to the project to support successful delivery
- Oversee the management of key strategic risks and issues
- Provide overall guidance and direction to the project.

Deliverables:

- Explore opportunities for co-location and/or shared service model, and understand the implications and impact
- Quantify Ngā Taonga's "gross future requirements" and investigate how we might improve the value proposition by co-locating and collaborating with National Library and / or Archives NZ
- Develop a long term Property Strategy for Ngā Taonga
- Develop a high level implementation road map, outlining priorities, interdependencies and timings for Ngā Taonga's potential co-location.
- The governance group will report on its findings to the NALI Ministerial Group in early November 2018.

Secretariat support

Meeting frequency: Fortnightly

Meeting packs: to be delivered 3 days prior to the meeting.

Minutes: The secretariat will record the minutes and actions of the meeting. The minutes will be distributed to the members within 3 days of the meeting.

Quorum: All members must ensure there is a regular delegate in place for when they are unable to attend Board meetings. The quorum is 4 members.

MEMBERSHIP

Name	Role (IKS Portfolio)	Role (Project Board)
Board Members		
Richard Foy, DCE IKS (Acting) and Chief Archivist	Chair, Senior Responsible Owner (SRO)	Department of Internal Affairs
Rebecca Elvy	Member	Ngā Taonga Chief Executive
██████████	Member	Ministry of Culture and Heritage
Bill MacNaught, National Librarian	Member	National Library, DIA
Attendees		
Rob Stevens	Attendee	IKS portfolio director
NSTV Project Manager?	Attendee	Ngā Taonga

Document 58

From: [Rebecca Elvy](#)
To: [Bill Macnaught](#); [Richard Foy](#)
Subject: Update following the Board meeting
Date: Friday, 17 August 2018 8:23:59 AM
Attachments: [image001.png](#)

Kia ora korua

By way of a quick update, our Board approved a modest budget for one-off costs for a relocation to National Library yesterday (As soon as we have confirmation of all three elements - we're so close – I think it's just Lewis confirming the floor area?) we'll stand up a Project team and manager on our end to get things underway.

Also the Board approved the framework and approach for our NALI submission that I shared with you both on Wednesday.

I'll share it once it's drafted! (Might be Monday rather than Sunday ☺).

Nga mihi
Rebecca

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



Document 59

From: [Lewis Brown](#)
To: [Rob Stevens](#)
Cc: [Alison McIntyre](#)
Subject: RE: Viewing National Library Lower Ground Floor
Date: Wednesday, 1 August 2018 1:22:47 PM
Attachments: [image001.png](#)

We'll talk to Kevin Moffat and see what we can set up.

From: Rob Stevens
Sent: Wednesday, 1 August 2018 12:04 PM
To: Lewis Brown
Cc: Alison McIntyre
Subject: FW: Viewing National Library Lower Ground Floor

Hi Lewis, do you think we could organise this discretely?

From: [REDACTED] (@ngataonga.org.nz)
Sent: Wednesday, 1 August 2018 11:37 AM
To: Rob Stevens
Subject: Viewing National Library Lower Ground Floor

Morena Rob

I understand that an additional space has been suggested that may be more suitable for Nga Taonga's technical areas. This is the southeast corner of the National Library building. Is it possible to have a look at the space? It would be no more than 3 or 4 people (no biscuits needed).

Early next week would be good. Monday morning or later afternoon or on Wednesday.
Thank you

[REDACTED]
[REDACTED]
[REDACTED]
Nga Taonga Sound & Vision
84 Taranaki Street · PO Box 11 449 · Wellington 6142
Direct dial [REDACTED] · Mobile [REDACTED]
www.ngataonga.org.nz



Document 60

From: [Rob Stevens](#)
To: [REDACTED]
Cc: [Lewis Brown](#)
Subject: RE: Viewing National Library Lower Ground Floor
Date: Wednesday, 1 August 2018 12:26:36 PM
Attachments: [image002.png](#)
[image004.png](#)

H [REDACTED]

Good idea. I've sent a request to National Library folk about making arrangements for a discrete visit of that Lower Ground space. [REDACTED] 9(2)(g)(i)

I understand that Simon Davis has had a good chat with [REDACTED] about IT. Not sure where this has landed but understand Simon may be making arrangements to visit Taranaki Street to view current technology setup/needs?

I will get back to you as soon as I have something back from National Library on the visit.

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



Te Tari Taiwhenua
Internal Affairs



From: [REDACTED]@ngataonga.org.nz]
Sent: Wednesday, 1 August 2018 11:37 AM
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Subject: Viewing National Library Lower Ground Floor

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Early next week would be good. Monday morning or later afternoon or on Wednesday.
 Thank you

[REDACTED]

[REDACTED]

Nga Taonga Sound & Vision

84 Taranaki Street · PO Box 11 449 · Wellington 6142

Direct dial [REDACTED] · Mobile [REDACTED]

www.ngataonga.org.nz



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Document 61

From: [Rob Stevens](#)
To: [Bill Macnaught](#); [Richard Foy](#)
Cc: [Peter Murray](#); [Lewis Brown](#)
Subject: RE: Visit of Nga Taonga Sound and Vision Facilities
Date: Wednesday, 27 June 2018 11:10:36 AM

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 <Richard.Foy@dia.govt.nz> 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 * [REDACTED] | ddi [+64 4 460 1398 ext:8398](tel:+6444601398) | www.dia.govt.nz

On 27/06/2018, at 7:01 AM, Rob Stevens <Rob.Stevens@dia.govt.nz> wrote:

Morena Bill and Richard,

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

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 Jamie Lean (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 Whitireia 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? 9(2)(g)(i), 9(2)(i)

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 (which is not appropriate for long term repository, but is currently being used to house sound collection materials that can't be at 15 degrees) would equate to about 5,000 linear meters of storage.

I'll confirm the preferred date shortly.

Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarae

From: Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>
Date: Monday, 25 June 2018 at 6:50 PM
To: Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>
Cc: Bill Macnaught <xxx.xxxxxxx@xxx.xxxx.xx>, Richard Foy <xxxxxxx.xxx@xxx.xxxx.xx>, Susan O'Neill <Susan.O'xxxxx@xxx.xxxx.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 3rd or Thursday 5th 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
<image001.png> <image002.jpg>

From: [Rob Stevens](#)
To: [Rebecca Elvy](#)
Cc: [Bill Macnaught](#); [Richard Foy](#); [Susan O'Neill](#)
Subject: RE: Visti of Nga Taonga Sound and Vision Facilities
Date: Wednesday, 27 June 2018 4:53:50 PM
Attachments: [image003.png](#)
[image005.png](#)

Hi Rebecca,

The number of people for the visit on Tuesday 3rd from Archives and Library is likely to be six in total if this is not too many?

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



Te Tari Taiwhenua
Internal Affairs



From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Tuesday, 26 June 2018 3:40 PM
To: Rob Stevens
Cc: Bill Macnaught; Richard Foy; Susan O'Neill
Subject: Re: Visti of Nga Taonga Sound and Vision Facilities

Tuesday 3 July works better for us Rob.

Shall we come back to you with an itinerary and if you confirm how many people from you're end, we'll figure out transport arrangements etc.

Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarae
[REDACTED]

From: Rob Stevens <Rob.Stevens@dia.govt.nz>
Date: Monday, 25 June 2018 at 6:50 PM
To: Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>
Cc: Bill Macnaught <Bill.Macnaught@dia.govt.nz>, Richard Foy <Richard.Foy@dia.govt.nz>,

Susan O'Neill <Susan.O'xxxxx@xxx.xxxx.xx>

Subject: Visti of Nga Taonga Sound and Vision Facilities

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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



Te Tari Taiwhenua
Internal Affairs



Document 63

From: [Rob Stevens](#)
To: [Rebecca Elvy](#)
Cc: [Bill Macnaught](#); [Richard Foy](#); [Susan O'Neill](#)
Subject: RE: Visti of Nga Taonga Sound and Vision Facilities
Date: Wednesday, 27 June 2018 6:51:36 AM
Attachments: [image001.png](#)

Thank you Rebecca, I'll come back today on the people from our end.

Cheers

Rob

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Tuesday, 26 June 2018 3:40 PM
To: Rob Stevens
Cc: Bill Macnaught; Richard Foy; Susan O'Neill
Subject: Re: Visti of Nga Taonga Sound and Vision Facilities

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Nga mihi
 Rebecca

Rebecca Elvy
 Tumu Whakarae
 [REDACTED]

From: Rob Stevens <Rob.Stevens@dia.govt.nz>
Date: Monday, 25 June 2018 at 6:50 PM
To: Rebecca Elvy <rebeccaelvy@ngataonga.org.nz>
Cc: Bill Macnaught <Bill.Macnaught@dia.govt.nz>, Richard Foy <Richard.Foy@dia.govt.nz>, Susan O'Neill <Susan.O'Neill@dia.govt.nz>
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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



Te Tari Taiwhenua
Internal Affairs



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Document 64

From: [Bill Macnaught](#)
To: [Rebecca Elvy](#); [Rob Stevens](#); [Lewis Brown](#)
Cc: [Richard Foy](#); [Susan O'Neill](#)
Subject: RE: Visti of Nga Taonga Sound and Vision Facilities
Date: Tuesday, 26 June 2018 2:36:37 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Kia ora koutou – Rob, I'm copying Lewis into this so that he can assist you with the discussion around space in the NL building for NTSV colleagues.

Nga mihi

Bill

Bill Macnaught | National Librarian | Information and Knowledge Services
National Library of New Zealand Te Puna Matauranga 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



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



Te Tari Taiwhenua
Internal Affairs

From: Rebecca Elvy [mailto:rebeccaelvy@ngataonga.org.nz]
Sent: Tuesday, 26 June 2018 2:19 PM
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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 Whitireia 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? [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 (which is not appropriate for long term repository, but is currently being used to house sound collection materials that can't be at 15 degrees) would equate to about 5,000 linear meters of storage.

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Nga mihi
Rebecca

Rebecca Elvy
Tumu Whakarae

* [REDACTED]

From: Rob Stevens <xxx.xxxxxxx@xxx.xxxx.xx>
Date: Monday, 25 June 2018 at 6:50 PM
To: Rebecca Elvy <xxxxxxxxxxx@xxxxxxxxx.xxx.xx>
Cc: Bill Macnaught <xxxx.xxxxxxxx@xxx.xxxx.xx>, Richard Foy <Richard.Foy@dia.govt.nz>, Susan O'Neill <Susan.O'xxxx@xxx.xxxx.xx>
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Would either Tuesday 3rd or Thursday 5th 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,
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Rob Stevens | Director IKS Investment Portfolio
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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



Te Tari Taiwhenua
Internal Affairs



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**Agenda for DIA tour of Vaults
Friday 1 December 2017**

In attendance:

- * [Redacted], Group Manager Information Services
- * [Redacted], Group Manager Collection Services
- Peter Murray, Deputy Chief Executive Information and Knowledge Services
- Richard Foy, Acting Chief Archivist & General Manager Archives New Zealand
- Antony Moss, Director Government Recordkeeping, Archives New Zealand
- Simon Clear, Project Manager (Property Asset Management)
- Rob Stevens, Principal Advisor Property Projects

Schedule:

1:00pm	Leave the city
1:25pm	Meet at Whitireia (Shelley St.)
1:25pm	Tour Whitireia Vault (30 mins)
1:55pm	Travel to Northpoint
2:10pm	Tour Northpoint Vault (30 mins)
2:40pm	Travel to Avalon
3:05pm	Tour Avalon Vault (35 mins)
3:40pm	Leave to head back to city
4:00pm	Arrive back in city

Meeting point is north end of Shelley St. (marked on map)

Directions are:

As you drive into Titahi Bay on Main Road take the first right after playing fields into Dimock St
Take 6th right into Owhti St and next right into Shelley St – drive up to the end.



If you have any trouble finding us please call either [Redacted]

Here are the other addresses below just in case:

Northpoint: 21 Northpoint Street, Plimmerton, Porirua

Avalon: 181a Taita Drive, Avalon, Upper Hutt

Document 65

From: [Harley Spence](#)
To: [Julie Wilson](#)
Subject: FW: Wellington National Library - 58 - 78 Molesworth Street, Wellington
Date: Thursday, 13 September 2018 11:46:24 AM

From: Hanita Shantilal
Sent: Wednesday, 15 August 2018 7:28 AM
To: Rob Stevens; Lewis Brown
Cc: Harley Spence
Subject: FW: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Good morning,

Further to our conversation regarding this, could you please provide me with some assumptions around the potential NT lease so that the valuer can assess the rental per m2. There will be a two week turnaround on the report once we get the required information to the Valuer.

I think you both will be in a better place to make these assumptions based on your conversations with NT to date.

Also could you please confirm you are happy with the estimate provided below.

Thank you.

Hanita

From: Hanita Shantilal
Sent: Wednesday, 15 August 2018 7:25 AM
To: [REDACTED]
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Thank you [REDACTED] – some of the information you require to give us a rental value is unknown but I will ask the business to put together some assumptions based on the group they have had conversations with about moving in.

I will be in touch soon.

Hanita

From: [REDACTED] [REDACTED]@collierswgn.co.nz]
Sent: Tuesday, 14 August 2018 5:53 PM
To: Hanita Shantilal
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Dear Hanita,

Thank you for your request. What we would do is measure the space, find out what term and form of lease is contemplated, what the responsibility for the specific expenses will be (what is to be included and excluded) and prepare a brief Standards Compliant report and rent assessment. This would be [REDACTED] plus GST (unfortunately the time taken is as much for a small

job as a big job)! and would take a couple of weeks.

Kind regards [REDACTED]

From: Hanita Shantilal [mailto:xxxxxx.xxxxxxxxx@xxx.xxx.xx]
Sent: Thursday, 9 August 2018 7:54 a.m.
To: [REDACTED]
Cc: Natasha Le'Surf
Subject: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Good morning [REDACTED]

I was wondering if you would be able to provide us with a valuation for the attached areas in the National Library.

By way of background, we are looking at the possibility of leasing the spaces shown in the attached to Nga Taonga Sound and Vision and wanted to know what the commercial m² would be.

If you are in a position to take on this work, could you please provide me with an estimate/quote for doing so.

Thank you [REDACTED].

Regards,

Hanita Shantilal | Manager, Asset Management | Property Group
The Department of Internal Affairs
Phone: [REDACTED]
Level 4, 45 Pipitea Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



Document 66

From: [Hanita Shantilal](#)
To: [Julie Wilson](#)
Subject: FW: Wellington National Library - 58 - 78 Molesworth Street, Wellington
Date: Tuesday, 4 September 2018 10:07:53 AM

From: Hanita Shantilal
Sent: Tuesday, 28 August 2018 7:25 AM
To: [REDACTED]
Cc: Lewis Brown
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Thank you for the update [REDACTED].

The best contact for access and a walk around is Lewis Brown. Lewis's email is above and his mobile number is [REDACTED].

Lewis – could you please work with [REDACTED] to find a time that suits to do a walk around – Thank you.

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

Hanita

From: [REDACTED] [REDACTED]@collierswgn.co.nz]
Sent: Monday, 27 August 2018 5:53 PM
To: Hanita Shantilal
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Dear Hanita,

Hello, yes I have been gathering info for this and getting organised, I'm hoping to conclude it over the next few days - so I do need to inspect and measure. Please let me know who to contact for access and I'll get up there tomorrow hopefully (about 10.30 if possible). I'll have a look at the basement space at the same time so I can advise you as the best way to factor this in. We do assess rents for data cabinets and such like from time to time.

Kind Regards, [REDACTED]

[REDACTED]
 [REDACTED]

Dir [REDACTED] | Mob [REDACTED]
 Main +64 4 473 4413

[REDACTED]@collierswgn.co.nz [REDACTED]

Colliers International (Wellington Valuation) Limited
 Level 8, 99-105 Customhouse Quay | PO Box 2747 | Wellington 6140 | New Zealand
www.colliers.co.nz



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Appendix C

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Document 67

From: [Lewis Brown](#)
To: [Hanita Shantilal](#); [Rob Stevens](#)
Cc: [Harley Spence](#)
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington
Date: Wednesday, 22 August 2018 8:49:17 AM

Yes, In Rob's absence, I will be in the best position to assist (noting I don't have security access to all the spaces if they require it).

From: Hanita Shantilal
Sent: Wednesday, 22 August 2018 7:51 AM
To: Lewis Brown; Rob Stevens
Cc: Harley Spence
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Thanks Lewis – I will forward that onto the valuer.

The valuer is going to need some of those questions answered before she can undertake this work.

Are you in a position to flesh this out some more?

Thank you.

Hanita

From: Lewis Brown
Sent: Wednesday, 22 August 2018 7:41 AM
To: Hanita Shantilal; Rob Stevens
Cc: Harley Spence
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Hanita, we also need to allow for the fact they will be using space in our data centre in the basement to house their network storage and web servers that deliver content to their internet hosts.

Not sure of the best approach to costing that.

Lewis

From: Hanita Shantilal
Sent: Monday, 20 August 2018 7:53 AM
To: Rob Stevens; Lewis Brown
Cc: Harley Spence
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Thank you Rob.

I will send through what you have provided as a starting point.

Lewis – if you have anything more please send it through.

Thank you.

H

From: Rob Stevens
Sent: Saturday, 18 August 2018 8:52 AM
To: Hanita Shantilal; Lewis Brown
Cc: Harley Spence
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Hi Hanita,

I will need to refer this onto Lewis to confirm and provide any further information, but my understanding of assumptions is:

- The areas marked up on attached plans (note for scale that the column centre dimension is 8.1m), Level 3 and Lower Ground
- The initial lease period will be ^{9(2)(j)} [REDACTED] with renewal rights TBC
- The rental will be net plus a calculated sum TBC for share of utilities, rates etc

I don't know what form of agreement will be signed, but a heads of agreement has been mentioned.

Rob

From: Hanita Shantilal
Sent: Wednesday, 15 August 2018 7:28 AM
To: Rob Stevens; Lewis Brown
Cc: Harley Spence
Subject: FW: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Good morning,

Further to our conversation regarding this, could you please provide me with some assumptions around the potential NT lease so that the valuer can assess the rental per m2. There will be a two week turnaround on the report once we get the required information to the Valuer.

I think you both will be in a better place to make these assumptions based on your conversations with NT to date.

Also could you please confirm you are happy with the estimate provided below.

Thank you.

Hanita

From: Hanita Shantilal
Sent: Wednesday, 15 August 2018 7:25 AM
To: [REDACTED]
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Thank you [REDACTED] – some of the information you require to give us a rental value is unknown but I will ask the business to put together some assumptions based on the group they have had conversations with about moving in.

I will be in touch soon.

Hanita

From: [REDACTED]@collierswgtm.co.nz
Sent: Tuesday, 14 August 2018 5:53 PM
To: Hanita Shantilal
Subject: RE: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Dear Hanita,

Thank you for your request. What we would do is measure the space, find out what term and form of lease is contemplated, what the responsibility for the specific expenses will be (what is to be included and excluded) and prepare a brief Standards Compliant report and rent assessment. This would be s9(2)(b)(ii) plus GST (unfortunately the time taken is as much for a small job as a big job)! and would take a couple of weeks.

Kind regards, [REDACTED]

From: Hanita Shantilal [mailto:xxxxxx.xxxxxxxx@xxx.xxx.xx]
Sent: Thursday, 9 August 2018 7:54 a.m.
To: [REDACTED]
Cc: Natasha Le'Surt
Subject: Wellington National Library - 58 - 78 Molesworth Street, Wellington

Good morning [REDACTED]

I was wondering if you would be able to provide us with a valuation for the attached areas in the National Library.

By way of background, we are looking at the possibility of leasing the spaces shown in the attached to Nga Taonga Sound and Vision and wanted to know what the commercial m² would be.

If you are in a position to take on this work, could you please provide me with an estimate/quote for doing so.

Thank you [REDACTED]

Regards,

Hanita Shantil | Manager, Asset Management | Property Group

The Department of Internal Affairs

Phone: [REDACTED]

Level 4, 45 Pipitea Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz



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From: [Hanita Shantilal](#)
To: [Harley Spence](#); [Carolyn Cole](#); [Brendon Davies](#)
Subject: RE: Who in Property is in the Nga taonga move to NL discussion??
Date: Tuesday, 14 August 2018 7:43:21 AM
Attachments: [image001.png](#)
[image003.png](#)

Hi H,

From the Property side, Joost and I were.

Please let me know if you need to know anything further.

H

From: Harley Spence
Sent: Monday, 13 August 2018 4:26 PM
To: Hanita Shantilal; Carolyn Cole; Brendon Davies
Subject: Who in Property is in the Nga taonga move to NL discussion??

See below – who has been involved in this issue up til now?

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)(j), 9(2)(g)(i)
 [Redacted]
 [Redacted]
 [Redacted]

9(2)(j), 9(2)(g)(i)
 [Redacted]
 [Redacted]

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

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

Hi Harley and Richard,

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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)(i), 9(2)(g)(i)
[Redacted]
[Redacted]
Rebecca 9(2)(i), 9(2)(g)(i), 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)? PtNM will fund the valuation but need a price first please ☺

Any questions please flick to me or Lewis. The idea is this will give us an accurate market rental and therefore the “opportunity cost” of rental albeit we are unlikely to ask NTSV to pay full rental.

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] 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.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
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



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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>; Simon Davis <xxxxx.xxxxx@xxx.xxxx.xx>
Cc: Lewis Brown <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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