




memo

To: Merv Dacre, Associate DCE People, Capability and Resources
CC: Vaughan Crouch, GM Workplace Services
From: Programme Manager 
Date: 25 August 2014
Security level: IN CONFIDENCE

56 The Terrace - approval of Developed Design

As part of the Interior Fitout Work Programme the Ministry is required to approve the Developed Design which includes the 'look and feel' concept, so the design work can be progressed by Studio Pacific Architecture (SPA).

SPA formally issued the Developed Design Package for the Fitout of 56 The Terrace on 8 August 2014. In addition to the 'look and feel', the package included details of the:

- General Arrangement Plans outlining wall construction types
- Finishes Plans and schedule outlining the treatment to interior walls, such as acoustic panelling
- Reflective Ceiling Plans identifying the treatment of ceilings including any feature ceilings
- Proposed layouts of specialist areas including utilities area, kitchens, the Communications Centre, meeting rooms as well as the Office Services and Reception Services areas.

The 'look and feel' was presented to and endorsed by the Leadership Team (LT) on 19 August. Prior to this SPA presented the 'look and feel' big idea at two staff forums on 11 July and the further developed concept to the Project Steering Committee on 30 July.

The proposed 'look and feel' for 56 The Terrace has been extremely well received and will be further refined during the Detailed Design process.

The additional elements of the Developed Design package have been reviewed by the 56 The Terrace Project Team as well as the Campus Facilities Teams and the National Office Health and Safety Advisor, with detailed feedback (including the feedback provided by LT) being provided to SPA on 21 August. This feedback will be incorporated into the design and reworked designs for the kitchens, Office Services and Reception Services areas being provided for our review. At this session it was agreed that further work would be undertaken on the furniture plans to ensure a greater variety of work settings will be provided through the soft fitout.

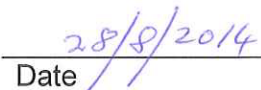
Recommendation

It is recommended that you:

- **approve** the Developed Design for 56 The Terrace allowing SPA to progress to the Detailed Design phase
- **note** feedback was provided to SPA on 21 August which will be incorporated into the Detailed Design
- **note** revised plans for the kitchens, Office Services and Receptions Services areas will be provide for our review
- **note** that it was agreed that further work would be undertaken on the furniture plans.



Merv Dacre
Associate DCE
People, Capability and Resources



Date