



# National Office Accommodation Project Governance Submission Paper

**Paper 10.1:** Furniture selection for National Office Accommodation at 56 The Terrace

**Paper Sponsor:**  Programme Manager

**Paper Author:**  Project Coordinator

**For Meeting:** NOA Project Steering Committee Meeting 31 March 2016

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## Purpose

This paper seeks the Project Steering Committees approval to the approach of furniture selection for the National Office Accommodation at 56 The Terrace.

## Recommendations

It is recommended that the Committee:

- a) **note** that the furniture packages are provided in a summary form and a detailed product schedule will be provided of each package for approval by the Project Sponsor prior to order placement
- b) **note** that the order placement of the furniture packages is required in April 2016 to meet the agreed installation schedule at 56 The Terrace
- c) **advise** on the preferred furniture package and items for the Storage Products
- d) **advise** on the re-use options that have been suggested for meeting room chairs and round trumpet tables
- e) **approve** the approach of furniture selection at 56 The Terrace.

## Background

The furniture packages proposed for 56 The Terrace have been developed in stages during 2015 with Workstations, task chairs and associated items ordered in January 2016.

Orders are now due for the remaining furniture packages, comprising of:

- Storage products
- Hub and collaboration space
- Meeting rooms and focus spaces in the workspace
- Communications Centre and public spaces on levels 1 and 2

Refer to the attached summary report and appendix for details of the furniture packages.

The supplier (Vidak) has worked with the Ministry project team (internal project members, Studio Pacific Architecture) to develop furniture solutions that support the agreed design principles and offer value for the 18 year term at 56 The Terrace.

Input from key stakeholders and subject matter experts has been sought in the development of the furniture packages and consultation with MSD people has been held on common-use furniture items, eg chairs, tables.

Fitout materials and finishes are being finalised by Studio Pacific Architecture with a focus on these being appropriate for government, eg modest, cost effective and durable.

The guiding principles for the purchase and reuse of furniture for National Office have been applied and listed against each furniture package in the attached summary report.

### **Next steps**

Following advice and decisions from the Project Steering Committee, itemised product schedules will be developed for approval by the Project Sponsor.