



REPORT

Date : 20 November 2023
To : Ordinary Council Meeting, 5 December 2023
From : Group Manager Community Services and Development, Anna Hayward
Subject : **UPGRADE OF COUNCIL OPERATIONAL FACILITY, 108 ST JOHN ST**
File ID : A1191419

EXECUTIVE SUMMARY

This report provides an overview of the work undertaken to date to identify options to address deficiencies with the Council office facility and seeks Council's endorsement to include the upgrade of Council's operational facility at 108 St John Street in the 2024-34 Long Term Plan.

PURPOSE

The purpose of this report is to update Council on the options for addressing deficiencies with the current Council facility and to seek Council agreement to either include options in the 2024-34 Long Term Plan, to upgrade the current office and administration facility located at 108 St John Street, or to utilise existing funding to address some of the issues.

A business case has been undertaken to look at options of building suitability due to current growth restrictions within the premise, non-compliances and lack of sufficient ancillary spaces for staff and the community.

BACKGROUND

108 St John Street, Opotiki

The current main office site for Opotiki District Council was built in 1982 at a cost of \$225,000. The building is approx. 800sqm in size. Over the years, changes have been made to address the changing needs of the organisation. This has included removing both non-load bearing and load bearing walls

to make more 'open office space', creating the Mayor's office space, an additional meeting room at front of house and upgrade of toilet facilities.

In 2017 Council investigated options to address the immediate and future capacity issues identified for the St John Street site. A report presented to a Council workshop in early 2017 recommended \$505,800 be allocated to extend the current building by 185m² to accommodate additional staff. A final report went to Council in December 2017 to consider three options:

- Purchase a porta-com to accommodate additional staff
- Extend 108 St John Street to accommodate additional staff
- Refit 32 Elliott Street to accommodate additional staff.

Council resolved to proceed with the re-fit of 32 Elliott Street. This work was undertaken in 2018-19 and currently 12 staff are housed in Elliott Street along with two harbour staff and two small meeting rooms. There is no further capacity at 32 Elliott Street.

The re-fit of Elliott Street was an interim solution and \$1million was included in the 2021-2031 Long Term Plan to deliver a project to address current and future requirements. Staff have undertaken work to understand the current and future needs for the organisation from both an operational and building condition perspective. It was important to understand what options were available to address the issues and to future proof the facility.

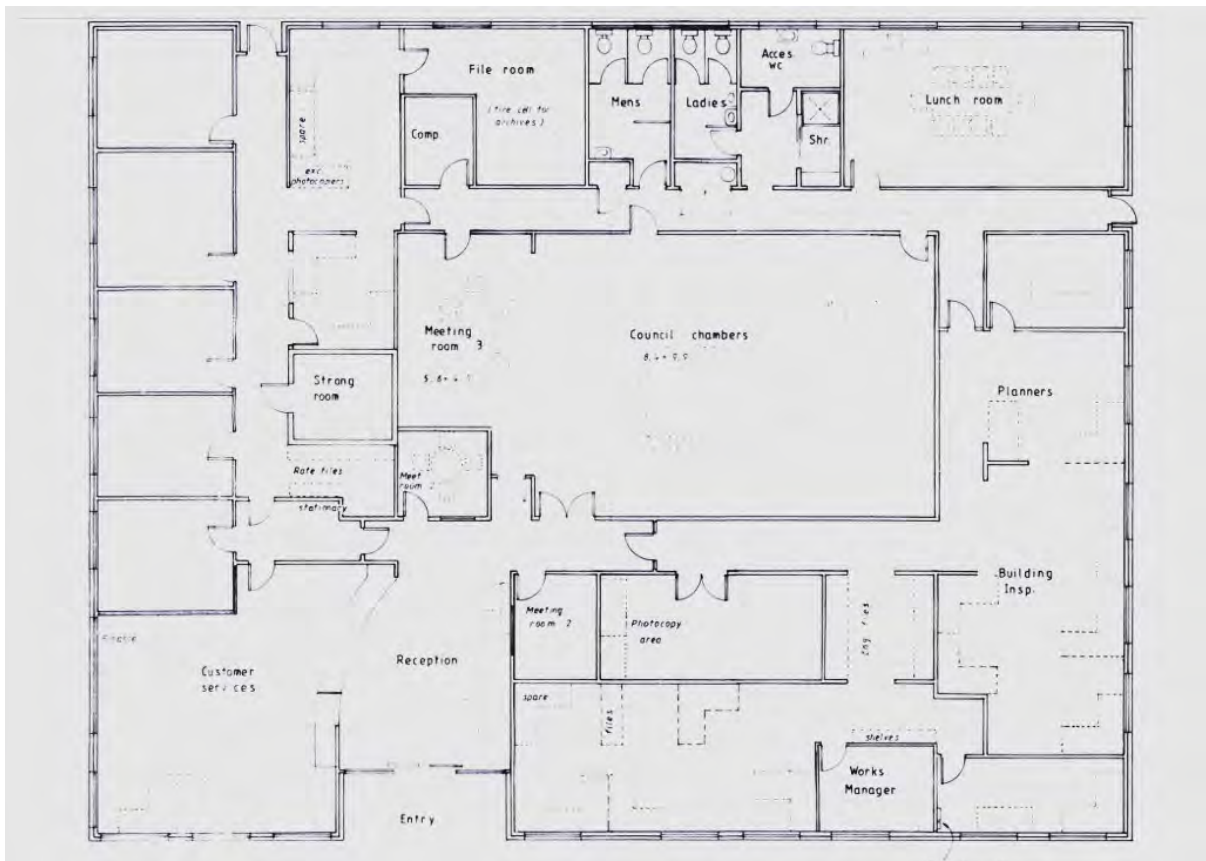
Current State of 108 St John Street

108 St John St continues to be the main administration building for Ōpōtiki District Council. Currently 44 staff are housed within this building. The office space is split with staff on either side of the chambers. Issues and shortcomings with the current building include:

- The roof requires immediate remedial attention as it is in poor condition
- Non-compliances for the current building includes the comms/electrical room, where the servers are too close to the electrical panel
- At the maximum ratio for bathroom facilities for staff (noting these are also accessed by members of the public)
- Health and safety issues associated with the shared spaces including toilet facilities
- Lack of meeting rooms. There are currently 3 meeting rooms which can fit a maximum of 4-6 people. in addition to the Council chambers. These are to service internal meetings, interviews, meetings with external stakeholders and meetings with members of the public

- Issues with air flow/ temperature regulation in many parts of the building
- Lack of office space and tight working conditions with dispersed teams and a lack of room to accommodate additional resources including consultants
- Poor working environment for staff.

Council's Current Building Layout



Options analysis

In 2022 a desk top analysis was undertaken to look at what space was needed to deliver on the future growth of the organisation along with the improvements required to ancillary spaces (additional toilets, meeting rooms etc). It was estimated that the floorspace of the building would need to be increased by some 300sqm. Estimated costs were within the region of \$4.5 million, this figure represented build cost only.

A non-invasive property inspection report was completed from HABiT in 2022 to identify any areas of concern or any significant defects. The report identified the roof and guttering were in poor condition, doors and window joinery in older condition, age related defects and some sagging ceiling tiles. The building structurally is in sound shape. This is attached as Appendix 1.

In early 2023 Veros were engaged to complete an extensive study of building options for 108 St John Street. (attached as Appendix 2). This work included undertaking a staff survey to better understand the current office environment and desired improvements from a staff perspective. A space utilisation survey was also undertaken.

Results of the staff survey identified the five 'most limiting things' were:

- Noise/distraction – cross office conversations, no breakout rooms for informal meetings, phone calls
- Teams in silos – disconnection within groups and across teams and groups due to design of workspaces
- Space too small – size of spaces too small with lack of meeting space
- Separate buildings does not encourage team building and collaboration.
- Variability of temperature/air conditioning.

Staff were also asked if there were any issues with the building/office space that affect work, wellbeing and culture. Working in silos was noted by staff as impacting on the culture of the organisation. The majority of those who responded felt the building had a negative effect on their work and the culture of Council.

The Veros report assessed eight options including both on and off-site options. Their assessments found the option to 'Renovate and Extend' the existing building ranked as the preferred option. Veros recommended a full business case of the 'Renovate and Extend' option be undertaken to determine full costs and ensure desired outcomes were considered to support informed decision making by Council.

The final report was shared with Management and the Property Advisory Group and the decision was made to undertake a business case prior to any decisions being made by Council.

Unispace were subsequently contracted to develop the business case with key goals including:

- Understand Council's current restrictions and future objectives,
- Engagement, design and budget options,
- Ensure the design would deliver a workplace environment which would provide value to our organisation and the community.

Unispace’s work built on the report by Veros and included in-depth interviews with senior staff as well the Mayor and Deputy Mayor. Unispace presented their draft report to Councillors and Management on the 16 Oct 2023, presenting four different building options for consideration. (attached as Appendix 3)

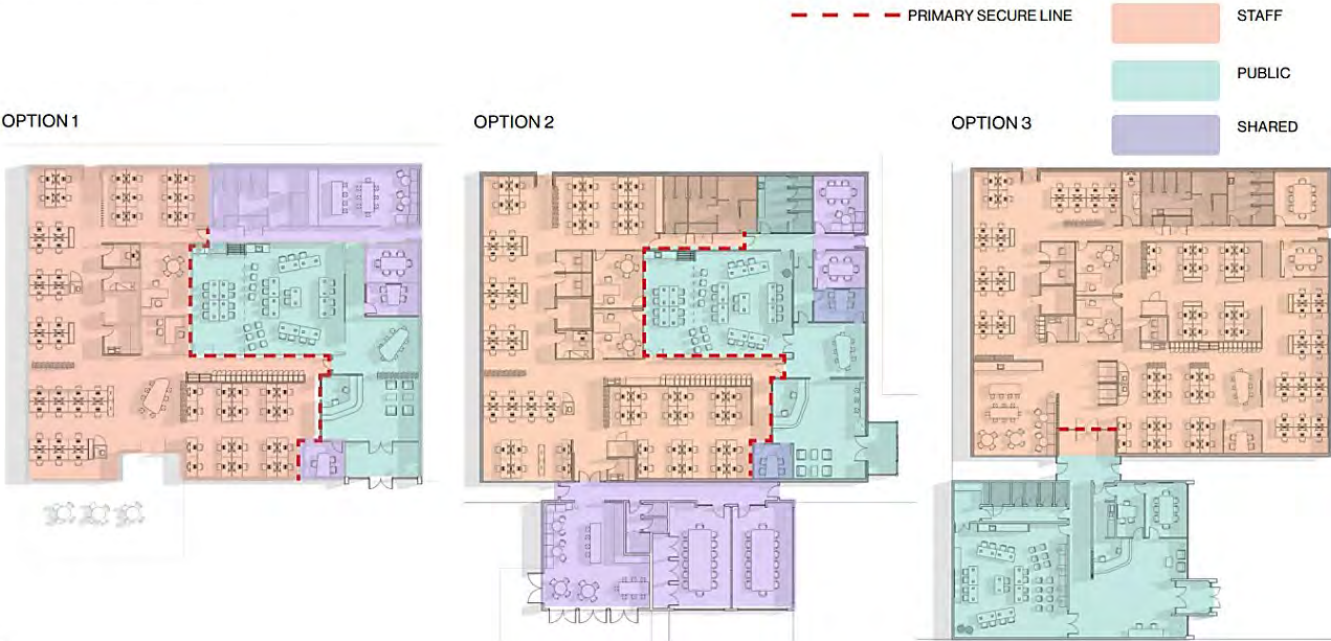
DISCUSSION AND OPTIONS SECTIONS

Addressing the long-term needs of the Council in terms of staff and operational accommodation has been an identified need since 2017. The current LTP assumed that Council would need to alter or extend to meet this need. The \$1m allocated in the current LTP will not fully fund the works needed to be undertaken.

The work undertaken by both Veros and Unispace has been on the premise of creating an office space which provides a more connected workplace to promote staff engagement and retention, optimising an efficient layout, and look at ways to create better connections between staff, councillors and the community.

The Unispace report provided four options:

- 1. Refit
- 2. Refit and extend 200m²
- 3. Refit and extend 280m²
- 4. New build on current site (considered not feasible)



Each option is broken down below highlighting the advantages, disadvantages and preliminary cost estimates. Noting full costings are not able to be confirmed until a design is finalised

Option One: Refit of Current Building		Estimate cost: \$1,896,926
Pros	Cons	
Public spaces on one side of building	Amenities are a shared space	
More connected team environment	Limited future growth capacity	
Increased meeting spaces	No improvement for community use	
Improved working environment promoting staff retention	Emergency Operations Centre in Chambers	
Ergonomic Workpoints – 62	Ratio - 1:0.8 (staff to desk space)	
Rating impact	0.66%	

Option Two: Refit and Extend by 200m²		Estimate cost: \$3,958,012
Pros	Cons	
Provides for future growth	Cost	
More connected team environment		
Areas for unplanned collaboration		
Community facility provided.		
Independent area for Emergency Operations Centre use		
Separate amenities for staff and public		
Improved working environment promoting staff retention		
Ergonomic Workpoints – 64	Ratio - 1:0.8 (staff to desk space)	
Rating impact	1.37%	

Option Three: Refit and extend by 280m²		Estimate cost: \$4,461,797
Pros	Cons	
Provides for future growth	Cost	
More connected team environment	Emergency Operations Centre in Chambers	
Areas for unplanned collaboration		

New Community Facility Future flexibility with optimising office space with staff to desk ratio Improved working environment promoting staff retention Separate staff and community spaces improving health and safety	Limited community facility provided in the is Council chambers
Ergonomic Workpoints – 80	Ratio 1:1 (staff to desk space)
Rating impact	1.55%

Next Steps

Council are being asked to decide if they wish to include these options within the 2024-2034 Long Term Plan. This would be a key item for community consultation and will provide an opportunity for the community to share their views on the proposed options as well as the overall need to address current and future organisational requirements of Council in terms of the main administration building. It is proposed that if this project was to go ahead it would be allocated to commence in year 2 of the LTP (2025).

It is recommended if Council wishes to proceed with seeking community feedback on options 1-3 through the LTP process they are included for consultation.

If Council do not resolve to include options 1-3 for consideration within the 2024-2034 LTP, staff will review what can be achieved with the already allocated funds, with a focus on priority repairs and compliance and minimal upgrade. It is unlikely such a project would address the issues identified in terms of creating an improved working environment, increased bathroom facilities and meeting rooms.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

Assessment of engagement

If Council chooses to proceed to include the refit/extend project options of 108 St John St in the 2024-2034 LTP, the level of significance has been determined to be medium the level of engagement required is "Consult" according to the Engagement Framework of the significance an engagement policy.



Consult

To obtain public feedback about ideas on rationale, alternatives, and proposals to inform decision making.

The level of engagement required for this decision is 'Consult'. Community interest will be generated from this proposal; and Council has not previously consulted on this matter. Consultation will occur through the special consultative process undertaken as part of the LTP process. This will include receiving submissions/feedback, providing updates to the public about the decision.

If Council chooses to not include the refit/extend project options of 108 St John St in the 2024-2034 LTP the level of significance has been determined to be low. The level of engagement required is "Inform" according to the Engagement Framework of the significance an engagement policy.



Inform

To provide balanced and objective information to assist understanding about something that is going to happen.

The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

CONSIDERATIONS

Financial/budget considerations

All three options proposed by Unispace will require an increase in rates to fund the works.

The increase (%) will be dependent on the option chosen noting final costs will not be able to be confirmed until an option is decided upon. It is recommended if we proceed to that stage a report will

be presented to Council confirming costs and timeframes to ensure costs align with the budget in the LTP.

For each option there is a corresponding rate % increase below. These are annual costs reflecting the principal and interest repayments on the loan amounts at Council's weighted cost of debt (~4.5%). The % figures next to them are the % of rates this \$ amount represents.

Option	Project	Cost	Principal and Interest payments pa	% rate increase
Option 1	Refit existing building	\$1,896,926	\$97,083	0.66%
Option 2	Refit and extend 200m2	\$3,958,012	\$202,569	1.37%
Option 3	Refit and extend 280m2	\$4,464,797	\$228,352	1.55%
Option 4	Status Quo	\$1,000,000		0%

It should also be noted Unispace costings do not allow for team relocation costs during any construction, consenting costs, contingency for design and construction or any inflationary provisions.

Policy and planning implications

Council included \$1 million as part of the 2021-2031 Long Term Plan to deliver a project to address future requirements of the operational facility located at 108 St John Street. Our current Long Term Plan notes *"we will provide facilities and services that meet current and future needs and are accessible to all"*.

Risks

Negative Community Feedback

Any rate increase will likely generate negative community interest, noting Council has not previously consulted on this level of upgrade for 108 St John Street. However, the LTP consultation process provides a robust process for the community to share their views and for these views to be considered when Council make their final decision.

Staff Disruption

All options will result in staff disruption which may require staff to be housed elsewhere, or work from home. Although this risk cannot be eliminated it can be minimised to ensure the delivery of Council services is not interrupted. Utilising some processes established during Covid, such as working remotely, will help minimise disruption.

Current Building Services

The wastewater line runs beneath the existing building and there is an assumption the existing services, water, waste and electrical are suitable for expansion.

Non Compliance

We are aware of current non-compliances for the existing building including the Comms/electrical room where the servers are too close to the electrical panel. With any Building Consent there will be an evaluation of our current 'Emergency Evacuation Scheme' which may identify issues with our building for emergency egress. Regardless of the option chosen these areas of non-compliance will need to be addressed and this may come at significant cost.

Staff Space, Safety and Wellbeing

Staff numbers have increased over the last few years with the additional legislative requirements and work streams placed upon Councils. We do not have capacity to house additional staff alongside the increased need for collaborative work/meeting spaces and suitable amenities.

Staff have raised concerns around inhouse safety and potentially hostile people entering the building with possible access to staff via the shared facilities (toilets/tearoom).

Further commentary on risk has been discussed in the Unispace report per design and also in their Project Risks and Mitigation on page 23, with the Veros report highlights a 'SWOT analysis' and a 'risk matrix' on pages 24-30

Authority

Council has the authority to make the decisions on the recommendations set out in this report. Through the Local Government Act 2002 Long Term Planning process, Council has the ability to determine the management of its assets.

RECOMMENDATIONS:

- 1. That the report titled " Upgrade of Council Operational Facility" be received.**
- 2. That Council supports an upgrade to 108 St John Street to be included in the 2024-2034 Long Term Plan.**
- 3. That the following options are included for community consultation:**

1. Refit
2. Refit and extend 20m²
3. Refit and extend 280m²

Or

4. **Direct staff to utilise the existing budget allocation, noting this will not address all the issues such as future proofing for growth, improved working environment, separate toilet facilities.**

Anna Hayward

GROUP MANAGER COMMUNITY SERVICES AND DEVELOPMENT

Property Inspection Report



- Habit Whakatane -

***108 St John Street
Otago***

***This report is for the sole benefit of:
ODC C/- Teresa Theodor***

Property Inspection Report

Terms and Conditions

Payment Terms and Conditions

Upon booking an inspection report, the Customer acknowledges that they are liable for the full cost of the inspection and agree to make payment to Habit Whakatane in full, prior to the release of the report.

Booking an inspection report via the HABiT website booking form, the Customer is to read and agree to terms and conditions by selecting the agreement tickbox. This is then considered an acceptance of these terms and conditions.

Booking with no website access, requires a manual copy of our terms and conditions to be signed and dated by the Customer, and is then considered an acceptance of these terms and conditions.

Where property detail has been submitted incorrectly by the customer via the HABiT website booking form, the inspector will advise of any additional charges, and will charge accordingly.

All transactions will be billed in New Zealand Dollars (NZD). Payment terms are strictly to be paid in full prior to the release of inspection report.

A cancellation fee will be incurred of \$200 incl gst, if cancelled within a 24 hour timeframe prior to scheduled inspection.

The Customer acknowledges that they are liable for all cost incurred by Habit Whakatane in the event of the need to recover any debt. This includes but is not limited to any legal expenses and collection expenses that may be incurred in the recovery of the debt. Interest for the full amount of the inspection will be incurred at the rate 2% per month seven days from the date the report was delivered.

Mission Statement

It is our mission to provide a service that is solution based. We will ensure that our service to you:

- Is professional and totally focused to the task of providing a non-invasive visual inspection of a property with a view to providing an informed detailed, accurate report.
- Benefits all parties with an interest in the purchasing or selling of a property by providing a solution based property inspection service.
- Identifies any deferred maintenance issues (or other defects) that may be highlighted as areas for improvement or concern during the course of any property inspection.
- To provide a list of potential trade suppliers who can assist the purchaser or vendor to effect a remedy in any identified problem area.
- Through a process of active listening, willingness and communication we continue to provide excellent friendly, flexible service that meets your inspection needs and whenever possible continually develop to improve our service when your feedback shows an opportunity for improvement.

Property Inspection Report

Disclaimer

Habit Whakatane provides a residential property inspection and reporting service. This service is a non-invasive visual inspection of residential buildings.

The purpose of the inspection is to identify significant defects visible at the time of the inspection.

Please note that without visible signs of water damage, **it is not possible to identify potential roof leaks if the inspection is carried out during fine weather.**

(a) This is a report of a visual only, non-invasive inspection of the area of the building which were readily visible at the time of inspection.

REASONABLE ACCESS. Areas where safe, unobstructed access is provided and the minimum clearances specified in Table 1 below are available; or where these clearances are not available, areas within the inspector's unobstructed line of sight.

NOTE - It shall be clearly stated if no access was available, or accessed to limited areas only was available at the time the inspection was carried out.

Table 1 - Reasonable access table

Area	Access Manhole (mm)	Crawl space (mm)	Height
Roof space	450 × 400	600 × 600	Accessible from a 3.6 m ladder*
Subfloor	500 × 400	Vertical clearance Timber floor: 400** Concrete floor: 500	
Roof exterior			Accessible from a 3.6 m ladder*

*Or such other means of access that meet OSH requirements.
As per working from heights New Zealand, roofs over 25 degrees will not be accessed but the inspector will view the roof where possible off as safe working platform.
**From underside of bearer.

The inspection did not include any areas or components which were concealed or closed in behind finished surfaces (such as plumbing, drainage, heating, framing, ventilation, insulation or wiring) or which required the moving of anything which impeded access or limited visibility (such as floor coverings, furniture, appliances, personal property, vehicles, vegetation, debris or soil).

(b) The inspection did not assess compliance with the NZ Building Code including the Code's weathertightness requirements or structural aspects. On request, specialist inspections can be arranged of weathertightness or structure or any systems including electrical, plumbing, gas or heating.

(c) As the purpose of the inspection was to assess the general condition of the building based on the limited visual inspection described in (a) above, this report may not identify all past, present or future defects. Descriptions in this report of systems or appliances relate to existence only and not adequacy or life expectancy. Any area or component of the building or any item or system not specifically identified in this report as having been inspected was excluded from the scope of the inspection.

Please note that without visible signs of water damage, it is not possible to identify potential roof leaks if the inspection is carried out during fine weather.

This report is not to be copied, on sold or relied upon by a third party, nor is it a recommendation as to the advisability of purchase PROVIDED THAT where a purchaser of real estate is required by the terms of the Agreement of Sales and Purchase of Real Estate to provide a copy of this report to the owner of the property then it is done so upon the basis that we have no responsibility whatsoever to the owner of the property in respect of any item whatsoever contained in this report.

This report is not a technically exhaustive investigation nor is it practicable to imply every defect has been itemised or identified. The report is based on items that are readily visible at the time of the inspection.

This report is valid for 90 days any defects must be reported to us within this time frame.

Property Inspection Report

This report is not a technically exhaustive investigation nor is it practicable to imply every defect has been itemised or identified. The report is based on items that are readily visible at the time of the inspection.

100% NZ Owned and Operated.

Property Inspection Report

A Property Report should not be seen as an all-encompassing report dealing with a building from every aspect. Rather it should be seen as a reasonable attempt to identify any significant defects visible at the time of the inspection. Nor is a Property Report a warranty against problems developing with the building after the date of the report. It is outside the scope of this report to investigate, or comment on if the dwelling complies with any Building Code legislations or Local Body bylaws.

Some comments in this report are assumptions based on building experience, date of the construction or the visual appearance and style of the materials. As this is a visual non-invasive survey, the condition of the internal framing is not known. **This is NOT a leaky home/weathertightness report - it is a non-invasive visual report only.**

All HABiT franchises are covered by professional indemnity insurance (with the exclusion of Swimming Pools, Total Valuation, NZ Weathertightness, and NZ Earthquakes), up to \$1,000,000 NZD.

Appliances, heating systems, spa pools, alarms, ducted vacuum systems etc may be noted however testing these items is outside the scope of the inspection. Assessing the operation and compliance of open fires and wood burners is outside the scope of this report as they are a specialist field. Both the electrical and plumbing systems are inspected however this is not a detailed assessment with circuit or pressure testing carried out, but rather a visual inspection only. Commenting on the structural integrity of any retaining walls or ground stability is also outside the scope of this report as they are a specialist field.

Heating

Heating systems are not tested. These may be noted however testing these items is outside the scope of the inspection. Assessing the operation and compliance of open fires and wood burners is outside the scope of this report as they are a specialist field. We recommend that all fires and heating systems are checked, cleaned and serviced by a specialist in the specific field.

Electrical

We will thoroughly test the power point sockets which can be easily accessed and are in plain view, not obstructed by furniture or belonging. The lighting will also be tested. We will comment on the type of the wiring that is visible in the internal ceiling space and in the sub floor area, we will also photograph the wiring in these areas and we will also photograph the main switch board to show the condition of this area. [Please note, we are not here to conduct an electrical check on the overall wiring of the dwelling,](#) should there be any areas that are not functioning, or that appear in need of further attention by a qualified registered electrician, we will state that in our report main summary area.

Plumbing

We will test all of the wet areas where possible. We will test and comment on the overall plumbing function quality and we will comment on the general condition of the plumbing that will be visible in the sub floor or in the internal ceiling space. We will provide photographs of the plumbing in those areas. Should we feel that there is further attention required on the plumbing by a registered plumber, we will state that in the main summary area of our report.

Level of Reporting

The inspection includes an assessment of the condition of the following areas of a property:

- The Building Site
- The Subfloor Space

Property Inspection Report

- The Exterior of the Building
- The Roof Exterior
- The Roof Space
- The Interior of the Building
- Exterior Windows and Doors
- Services
- Ancillary Spaces and Buildings

Definitions

Excellent Condition

Item or area in new or near new condition. Well presented visibly, structurally sound and well secured. Functions as designed. Should the area be a moving part such as a window or door, these function with ease and any attachment they have is secure and in working condition.

Good Condition

May have minor signs of aging and or slight marking with general wear and tear, but still works in a functional manner and is structurally sound.

Reasonable Condition

Shows signs of deterioration, decay or cosmetic damage due to lack of maintenance, age or misuse. These areas may continue to deteriorate unless maintained.

Remedial Work/Attention Required

Where damage is evident or is not functioning as designed. For each area mentioned as requiring remedial attention, the inspector will provide a detailed explanation for the nature of the problem and in his or her opinion the degree of work to remedy the situation.

Property Inspection Report

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Property Inspection Report

Inspection Details - Property Inspection Report

Inspection Details:

Date: Office buildings and site were inspected on 04/07/2022. This report refers to findings on that day only.

Time of Appointment: 11:00 AM.

Inspection For: This report is for the sole benefit of ODC C/- Teresa Theodor 027-245-2335
108 St John Street
Opotiki.

Inspector on this property: Marty Barlow.

Agent on Site: Access granted by Teresa Theodor

Weather: Fine and sunny.

General Description: Single level council office building and administration is a brick veneer type with engineered structural components and internal partitioning to create multiple office areas and council chambers located in Opotiki township. Site workshops noted and Harbour master building was not inspected.

**Please note - This is a general building report to give an overview on current general condition of council buildings and site. Any structural or functional redesign or upgrades should be pursued with an appropriate commercial space designer and other specialist commercial public space designers and consultants.*

Risk analysis Guide:

Wind zone. Medium risk.
Medium wind zone described by BRANZ.

Number of stories. Low risk. One storey.

Roof/wall intersection design. Low risk.
Roof-to-wall intersection fully protected (e.g. hip and gable roof with eaves).

Eaves width. Low risk.
Greater than 600mm at first floor level.

Envelope complexity. Low risk.
Simple rectangular, L, T or boomerang shape, with single cladding type.

Summary: *The summary is an overall view of the areas listed in the property inspection report.* [General overview of property:](#) Circa 1970s built council buildings, likely timber framed with some engineered steel and laminated timber components, with a brick veneer cladding. Reasonable sound bones to this older structure but with some requirement for upkeep, maintenance and repair or possibly a redesign or upgrade depending on current council requirements. **Please refer to full report for further detailed information by section*

Foundation Area comments: The Concrete floor pad appears to be in a good sound condition. Externally there are no visible fractures evident. Internally there does not appear to be any major unevenness or damage felt under the internal linings.

External area of the dwelling comments: The exterior of the dwelling is in a reasonable condition. General ageing evident. Some areas of general maintenance to be addressed which will be noted in their respective areas through out the report. If these areas are not addressed they will continue to deteriorate and cause further damage in the future.

Property Inspection Report

Remedial attention suggested, Rust to main building long run tray roof requires attention. Possible rust removal or rust treatment suggested and full repaint to protect and prolong lifespan of base materials. Failure to take some action on this will result in further deterioration and possible roof damage. Further investigation is recommended by a licensed roofer and/ or a a registered painter specialising in commercial roofing types.

Internal inspection comments: The internal linings are in reasonable condition. (Includes floor linings) The degree of cosmetic upgrade will be determined by the purchaser' s choice. See individual areas for tasks listed.

All wet areas were tested, no leaks or blockages found, internally or externally. All power points that were easily accessed and in plain view were tested and found to be in good working condition.

We recommend that if there are no smoke alarms fitted in the dwelling, this be addressed, we also suggest that the batteries be changed in the existing smoke alarms installed.

Heating systems: No heating systems were checked on the day of inspection. Heating systems are a specialist field which require a specialist to carry out a separate inspection. Heating systems may be noted but are not tested or inspected.

Heat pumps: Heat pumps are installed in this dwelling, we suggest the filters are cleaned regularly and serviced as per manufactures instructions. Heat pumps are not tested or inspected.

Alterations & Additions Comments: Yes there have been noticeable alteration or additions carried out on this dwelling since first constructed.

Without having the original plans or viewing council records we cannot comment on what permits - consents where needed or have been obtained. We suggest you check all council files for the relevant information.

Not all significant defects are noted in the main summary. The whole report is required to be read in full in order for you to have a comprehensive understanding of our findings.



Property Inspection Report



Mains Power:

All modern fuses are installed here.

Any electrical work which has been carried out is signed off by the registered electrician doing the work. For this work an electrical certificate of compliance should have been supplied by the registered electrician for these works, this needs to be filed for 7 years by the electrician, and the owners at the time of works will have also been supplied a copy. Be sure to view this certificate so you know it has been signed off correctly.

Wiring:

Wiring viewed in this dwelling all looked to be modern Plastic Coated TPS Wiring. See the ceiling space and subfloor sections for photos of the wiring installed.

Not a lot of wiring was viewed.



Mains Water Supply:

Found at the front of the dwelling.

Plumbing:

Copper and some PVC plumbing installed in this property.

Property Inspection Report

Site - Property Inspection Report

Site:

Section details:

Level site.



Driveway:

Asphalt. Reasonable condition, Natural aging and some cracking evident.



Gates over driveway:

Gates are in good working condition.



Parking areas:

Asphalt, Reasonable condition.



Property Inspection Report



Repairs required to driveway



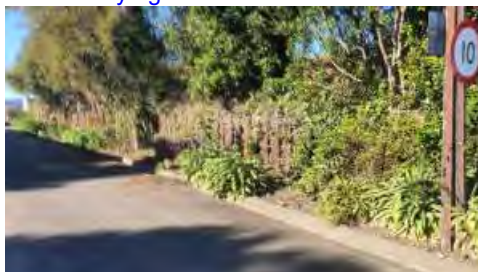
General deterioration to asphalt areas



Fencing General:

Timber is functional on boundaries but aged.

Remedial attention suggested, Replacement or repair suggested to damaged or excessively aged materials



Paths:

Concrete, General ageing evident, Cracking caused by concrete curing in time and general movement.

Property Inspection Report



Cracking to plaster hunching noted

Water Pooling:

Water pooling not likely on this site.

Ancillary Buildings and service areas:

Bike stand noted at front side of site.



Summary and comments from the inspector on this area:

This site is in a well established and well presented condition.

Image Site Area 1:



Image Site Area 2:

Property Inspection Report



Image Site Area 3:



Image Site Area 4:



Adjacent Harbourmaster site noted

Property Inspection Report

Garage/ Workshop areas - Property Inspection Report

Garage:

General:

Triple garaging/ workshop buildings noted adjacent to main council/ admin building.



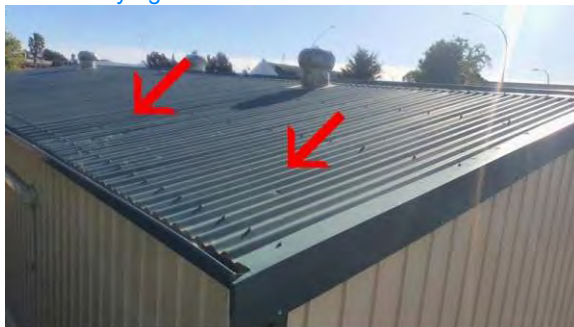
Roof cladding:

Combination - Colour steel corrugate to newer shed and colour steel long run to older shed, Secured well in place, Material in Reasonable Condition. Some corrugated iron to workshop roof is in poor condition. Lichen treatment suggested to older sheds.

Only viewed from the ground as it was unsafe to gain access onto the roof in accordance with "Work Safe New Zealand" working at height regulations.

*Please note this is a 20+ year old roof that is in aged condition but appeared weather tight on day of inspection with no obvious significant defects noted. Please also note that older roof materials can not be guaranteed and only general condition can be noted.

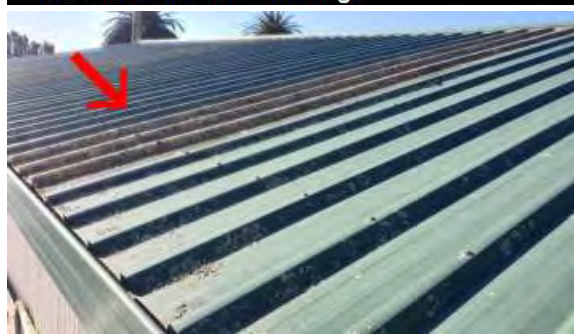
Remedial attention suggested, Repair or upkeep suggested to damaged or excessively aged areas as noted.



Minor dents noted



Property Inspection Report



Property Inspection Report



Garage roof flashings & ridge capping: Good flashings, Reasonable condition.

Guttering:

Colour Steel, material in, Reasonable Condition.



External Wall Cladding:

Combination - Colour steel, and Corrugated iron direct fixed cladding. Material in Reasonable Condition in general relative to age.

Remedial attention suggested, Re-fixing of damaged area required.



Property Inspection Report



Ground Clearances

Reasonable ground clearances to garage perimeter in general but level entry to entry area noted.



Fascia:

Timber Fascia, Reasonable Condition.

Property Inspection Report



Window sash and function:

Single glazed, Timber frame, Side Hung (casement) in aged condition



Window Reveals & Sills

Cosmetic upgrade suggested.

Window Sills & Scribes

Timber, Cosmetic upgrade suggested to older sheds.

Downpipes:

No stormwater outlet fitted.



Main Door:

Multiple, Roller, Reasonable Condition relative to age.



Side Doors:

Multiple, Hinged door, Reasonable Condition.



Property Inspection Report



Internal Fixtures

Interior not viewed *[Locked at time of inspection.](#)

Garage floor Area:

Multiple garage units of approx 70m2 and 120m2.

General summary and comments from the inspector on this area.

Shows signs of minor deterioration, or cosmetic damage due to lack of maintenance or general ageing. This area may continue to deteriorate if not maintained.

Garage Image 1:



Garage Image 2:



Garage Image 3:

Property Inspection Report



Property Inspection Report

Admin block - Property Inspection Report

Office/Admin :

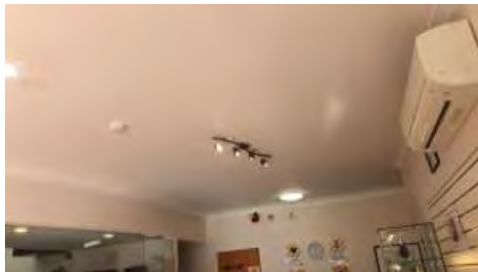
General:

Entry foyer and admin area noted at side of building.



Internal Walls:

Good Condition in general relative to age.



Window sash and function:

Single glazed, Awning, Fixed pane, Functions. Reasonably.

Internal:

Tidy interior office areas.



Floor Covering:

Tile fitted, Carpet fitted, Reasonable Condition.

Property Inspection Report



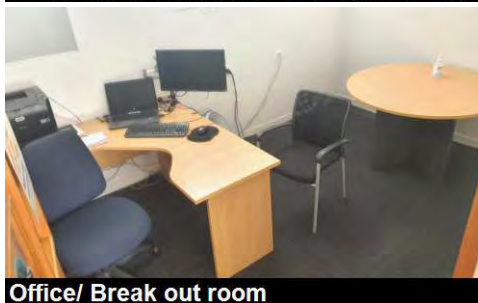
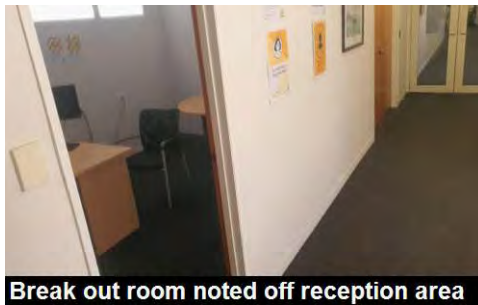
General summary and comments from the inspector on this area: Good Condition. May have minor signs of ageing or slight marking with general wear and tear, but still works in a functional manor. No major issues here.



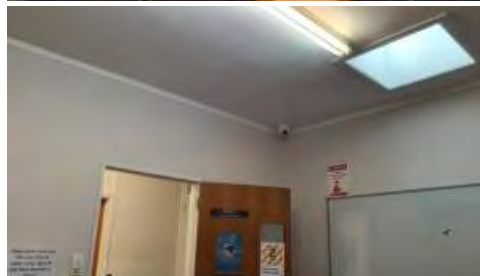
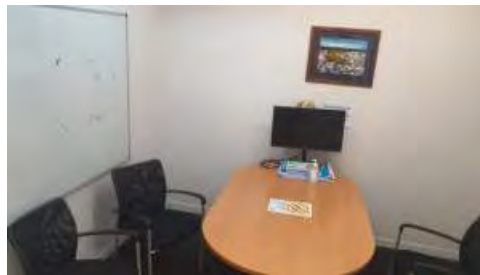
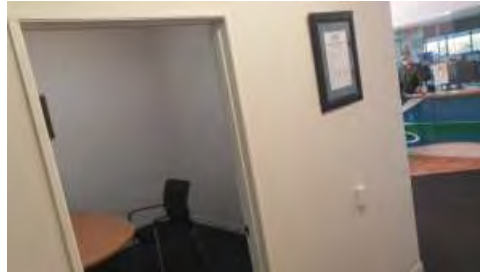
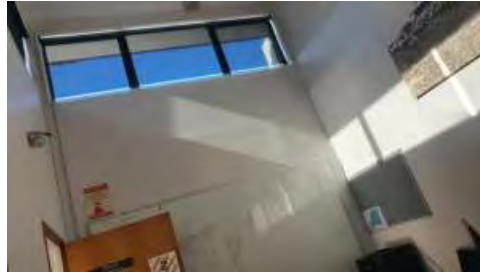
Image 1:



Image 2:



Property Inspection Report



Property Inspection Report

Exterior - Property Inspection Report

Building Exterior:

General:

Single Story Council Building.



Roof cladding main:

Galvanized tray type in aged and deteriorated condition. Aged roof with widespread surface rust noted. No significant current leaks noted but roof claddings will deteriorate over time.

Only viewed from the ground as it was unsafe to gain access onto the roof in accordance with "Work Safe New Zealand" working at height regulations.

*Please note this is a 40+ year old roof that is in aged condition but appeared weather tight on day of inspection with some surface rust defects noted. Please also note that older roof materials can not be guaranteed and only general condition can be noted.

Remedial attention suggested, Rust to main building long run tray roof requires attention. Possible rust removal or rust treatment suggested and full repaint to protect and prolong lifespan of base materials.



Widespread surface rust noted

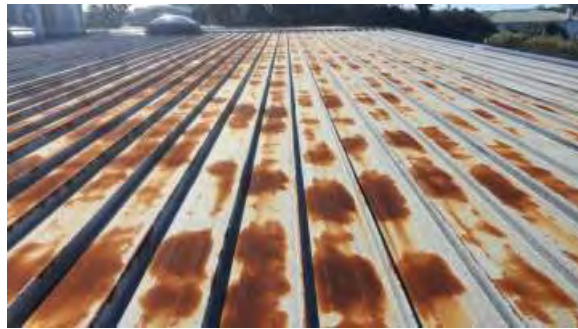
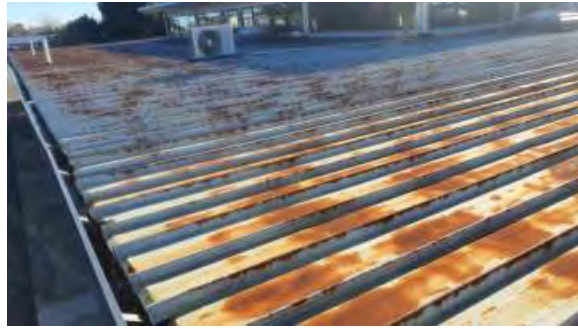


Heavy rust noted

Property Inspection Report



Side of building roof area



Rear roof area



Side roof area

Property Inspection Report



Main roof flashings & ridge capping: Reasonable flashings, well secured, Material in aged condition but appeared weather tight on day of inspection

Only viewed from the ground as it was unsafe to gain access onto the roof in accordance with "Work Safe New Zealand" working at height regulations.

*Please note this is a 40+ year old roof that is in aged condition but appeared weather tight on day of inspection with some surface rust defects noted. Please also note that older roof materials can not be guaranteed and only general condition can be noted.

Aerials:

Multi, Installed.



Fascia:

Timber Fascia (includes barge boards if fitted), Material in Good Condition relative to age

Eaves:

Paint compressed fibre cement, Secured well, Material in, Good Condition in general



External Wall Cladding:

Brick veneer, Reasonable to good condition relative to age.



Ground Clearances

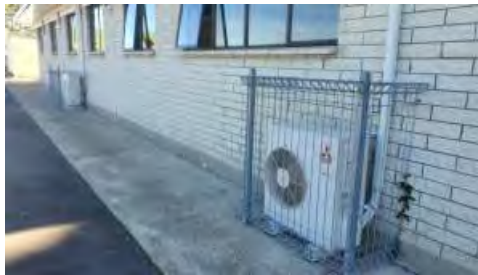
Good ground clearance from the finished ground level outside to the finished floor level inside.

Property Inspection Report



Heat Pump Unit:

Multiple heat pump units were found around the exterior of the building. The penetrations through the cladding of the dwelling were well sealed. Fixed securely to the ground.



Borer:

No.

Mildew:

No mildew evident.

External Joinery

Aluminum, Reasonable Condition.

Property Inspection Report



Window Sills & Scribes

Brick/ Concrete block sills, Reasonable Condition.

Flashings over windows and door areas:

No flashings over the door and windows, not required.

Guttering:

Colour Steel, Secured, material in, Good Condition in general but minor damage is noted at rear corner of building as noted

A thorough internal clean is required. This needs to be an ongoing maintenance task.

Remedial attention suggested, Recommend replacement on the damaged area.



Downpipes:

PVC, Drains into stormwater outlet.

Storm water:

P.V.C, Drains into street system, Good Condition

As a precaution we recommend all drains are checked with a camera and cleared if need be. On our visual inspection we cannot determine the condition of this pipe work. Blocked drains can occur at any time so it does pay to check, even though there were no signs on inspection.

Gully Trap

P.V.C, Drains into street system, Good Condition

Property Inspection Report

As a precaution we recommend all drains are checked with a camera and cleared if need be. On our visual inspection we cannot determine the condition of this pipe work. Blocked drains can occur at any time so it does pay to check, even though there were no signs on inspection.

Paint: Reasonable Condition

*All exterior claddings and fittings require maintenance and upkeep as per manufacturers maintenance schedules - Refer to individual claddings and product specifications for recommended maintenance cleaning and re-painting time guidelines.

Foundation: Concrete Floor, Good condition.

Summary and comments from the inspector on this area. Reasonable condition. Shows some signs of deterioration or cosmetic damage due to general ageing. Some up keep and maintenance is suggested.

Remedial attention suggested, Rust to main building long run tray roof requires attention. Possible rust removal or rust treatment suggested and full repaint to protect and prolong lifespan of base materials. Failure to take some action on this will result in further deterioration and possible roof damage. Further investigation is recommended by a licensed roofer and/ or a registered painter specialising in commercial roofing types.

Building Exterior Image 1:



Building Exterior Image 2:



Property Inspection Report

Office chambers - Property Inspection Report

Main council chambers:

General:

Separate room.



Internal ceiling and wall linings:

Base linings intact, Reasonable Condition in general relative to age



Window sash and function:

. Single glazed, Aluminum frame, Awning, Fixed pane, Reasonable

*Please note - Window and door joinery is in older condition general running maintenance is suggested for good function. Any upgrade would be at purchasers discretion.

Property Inspection Report



Window Reveals & Sills

Base materials are in, Reasonable condition.

Door types and function standards for this room: Multiple, Hinged door, Functioning Reasonably.



Door panels and door reveals:

Base materials are in, Reasonable Condition.

Lighting:

Installed.

Power Points & Sockets:

Multiple, Double Switch Socket.

Floor Covering:

Carpet fitted. Reasonable Condition relative to age.

*Please note - Carpet general condition is noted, outside of inspection scope and older carpet cannot be guaranteed.



Heating:

Heat pump Installed. Reasonable condition.

Not tested, this is outside of our scope. We recommend heat pumps are serviced on a regular basis.



Smoke Alarms:

No Smoke Alarms.

Property Inspection Report

Storage:

Shelving installed here, Storage cupboards here.



Areas of moisture

No moisture of concern was found in this room on the day of inspection.

General Summary, and comments from the inspector on this area:

Reasonably well presented room. Minor remedial tasks if listed, generally cosmetic, the linings are intact, superficial ageing or wear evident.

Image 1:

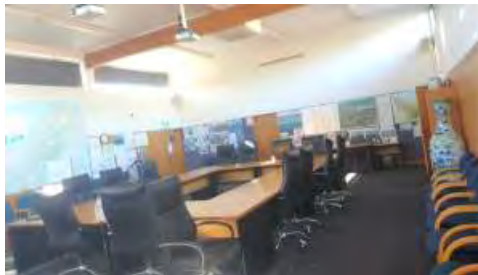


Image 2:

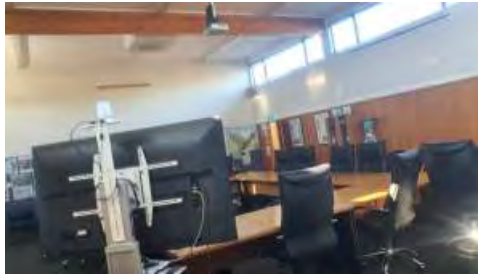
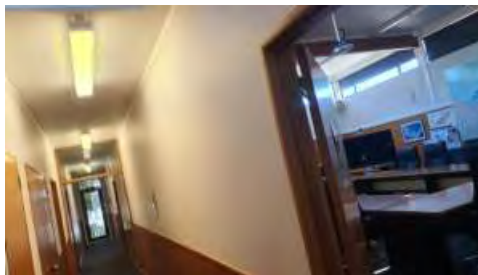


Image 3:



Property Inspection Report

Mayors Office - Property Inspection Report

Mayors office:

General:

Separate room.



Internal ceiling and wall linings:

Base linings intact, Good Condition.



Window sash and function:



Door types and function standards for this room: Multiple, Hinged door, Functioning, Good.

Door panels and door reveals: Base materials are in, Good Condition.

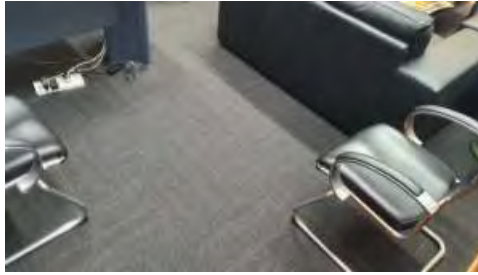
Lighting: Installed.

Tested: Tested, working.

Power Points & Sockets: Double Switch Socket.

Floor Covering: Carpet fitted, Carpet fitted, Reasonable Condition relative to age.

Property Inspection Report



Heating:

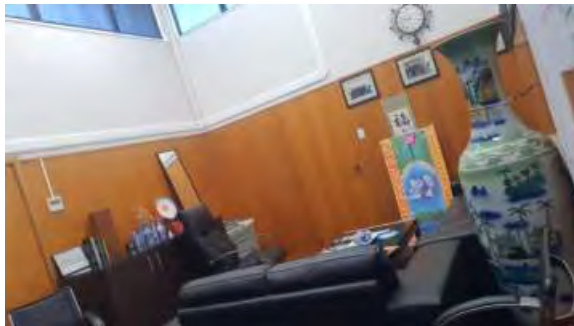


Areas of moisture

No moisture of concern was found in this room on the day of inspection.

General Summary, and comments from the inspector on this area: Good tidy area, well presented, functions well.

Image 1:



Property Inspection Report

Kitchen area - Property Inspection Report

Kitchen:

General:

Separate room.



Internal ceiling and wall linings:

Base linings intact, Reasonable Condition.



Window sash and function:

Single glazed, Aluminum frame, Awning, Fixed pane. Functions. Good.

Window Reveals & Sills

Base materials are in, Good Condition.

Door types and function standards for this room:

Hinged door, Functioning, Good.

Door panels and door reveals:

Base materials are in, Good Condition.

Floor Covering:

Carpet fitted, Vinyl fitted, Reasonable Condition relative to age



Heating:

Heat pump Installed. Good condition

[Not tested, this is outside of our scope. We recommend heat pumps are serviced on a regular basis.](#)

Property Inspection Report



Smoke Alarms: Hard wired smoke detector fitted in this room.

Bench top: Reasonable condition.



Joinery Units: Reasonable condition, functions adequately.



Sink Area: Single, Stainless steel, Draining well without blockages. Reasonable condition.



Plumbing: No plumbing viewed. Plumbing runs through the wall cavity. The plumbing product is unknown unless viewed in the subfloor or ceiling space and this will be noted on in their respective areas of the report.

Tap Area: 2 single taps, Reasonable pressure.

Oven: Modern conventional type, Reasonable condition

**Please note - Appliances not electrically tested, outside of scope. Please refer to full working chattels list as part of sales and purchase agreement.*

Oven cook top: 4 Elements, Reasonable condition.

Additional appliances: [Dishwasher installed](#), Reasonable condition.

Property Inspection Report

*Please note - Appliances not electrically tested, outside of scope. Please refer to full working chattels list as part of sales and purchase agreement.

Hot water boiler noted.



General Summary, and comments from the inspector on this area: Reasonably well presented room. Minor remedial tasks if listed, generally cosmetic, the linings are intact, superficial ageing or wear evident.

Image 1:



Property Inspection Report

Bathroom Areas - Property Inspection Report

Bathroom/ Toilet areas:

General:

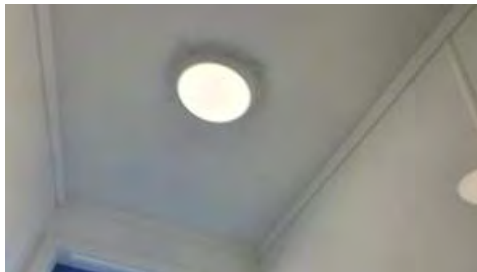
Separate room.



Internal ceiling and wall linings:

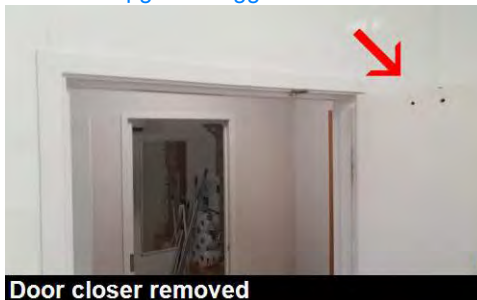
Base linings intact, Reasonable Condition.

Base linings intact, Reasonable Condition, [Cosmetic upgrade suggested.](#)



Door panels and door reveals:

[Cosmetic upgrade suggested.](#)



Lighting:

Installed.

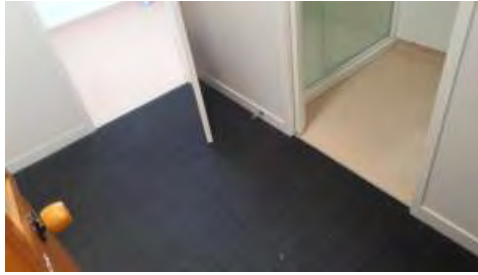
Tested:

Tested, working.

Floor Covering:

Carpet fitted, Vinyl fitted. Reasonable Condition.

Property Inspection Report



Wash room:

Reasonable Condition.



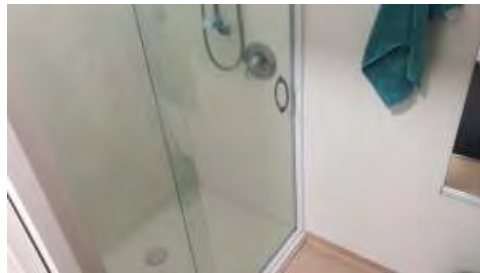
Taps:

Good water pressure.

Shower:

Wet wall linings, Good Condition.

Property Inspection Report



Shower Water Control:

Hand held shower rose, Single mixer, Good water pressure.

Shower Base:

PVC, Easy Waste Fitted, Good Condition.

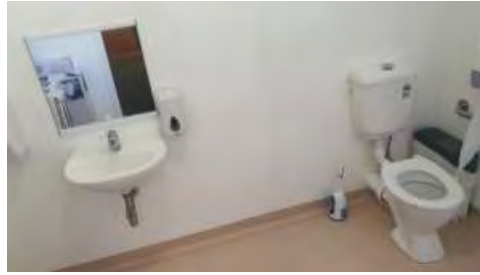
Shower Door:

Glass door, Good Condition.

Toilet Cistern:

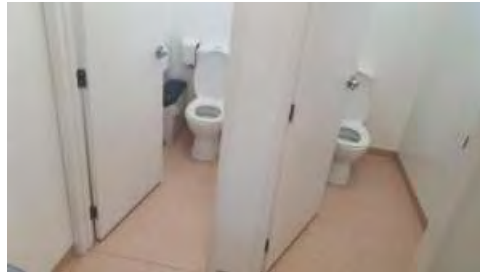
Double flush porcelain cistern, Reasonable Condition.

Property Inspection Report



Toilet Seat:

Plastic seats, Good Condition.



Toilet Pan:

Fixed firmly to floor.

Vanity Unit General:

1 unit, Draining well without blockages, Reasonable Condition in general relative to age.



Vanity Unit Top:

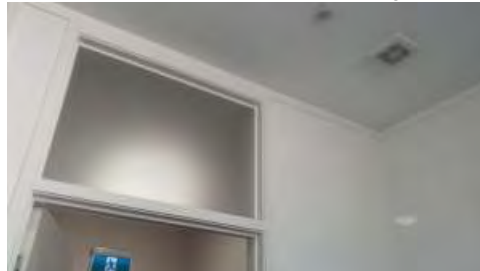
Porcelain, Good Condition.

Vanity Unit Taps:

Single water mixer, Good water pressure.

Extraction Unit:

Extraction fan, Tested, Good working condition.



Property Inspection Report



Heating:

Electric heating Installed. Good condition.



General Summary, and comments from the inspector on this area: Good tidy area, well presented. Well sealed area. Good functioning area.

Property Inspection Report

Toilets - Property Inspection Report

Toilets Male/ Female:

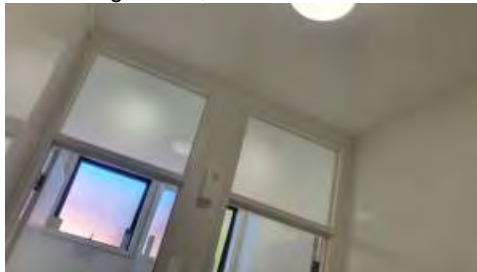
General:

Combined with Bathroom areas.



Internal ceiling and wall linings:

Base linings intact, Good Condition.



Window sash and function:

Single glazed. Aluminum frame, Awning, Functions. Good.

Window Reveals & Sills

Base materials are in, Good Condition.

Door types and function standards for this room:

Hinged door, Functioning, Reasonable.

Door panels and door reveals:

Base materials are in, Good Condition.

Lighting:

Installed.

Tested:

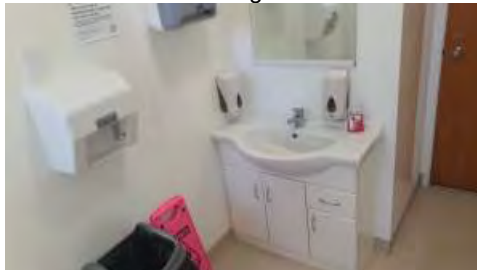
Tested, working.

Floor Covering:

Vinyl fitted, Reasonable Condition relative to age.

Vanity Unit General:

1 unit, Draining well without blockages, Good Condition, minor ageing. Draining well without leaks or blockages.



Plumbing:

Flexi hoses also installed here. The pipe work under the sink is functioning well under pressure, pipe work is in The waste pipe in this area is modern PVC.

Property Inspection Report

Vanity Unit Taps: Single water mixer, Poor water pressure.

Extraction Unit: Extraction fan. Tested, Good working condition.



Toilet Cistern: Double flush porcelain cistern, Good Condition.



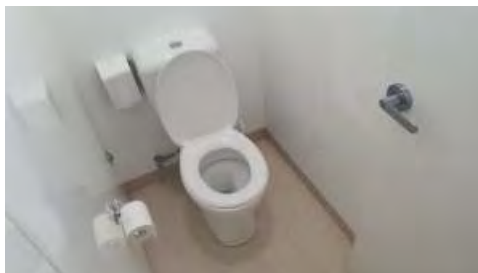
Toilet Seat: Plastic seat, Good Condition.

Toilet Pan: Fixed firmly to floor.

Areas of moisture No moisture of concern was found in this room on the day of inspection.

General Summary, and comments from the inspector on this area: Good tidy area, well presented.

Image 1:



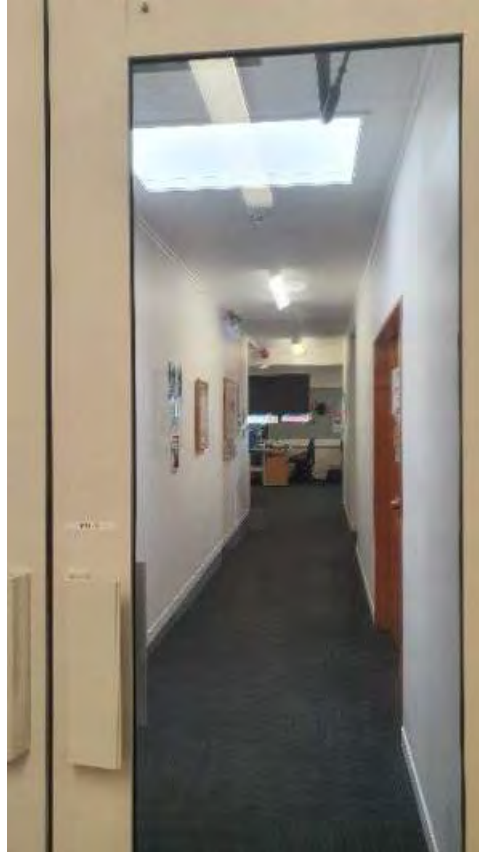
Property Inspection Report

Hallway areas - Property Inspection Report

Hallways:

General:

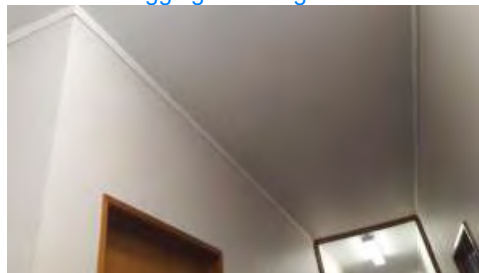
Separate room.



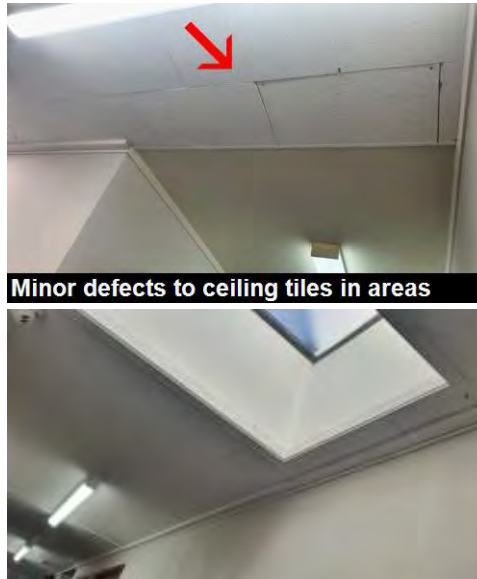
Internal ceiling and wall linings:

Base linings intact, Reasonable Condition. Some repair and up keep suggested to damaged and sagging ceiling tiles

Cosmetic upgrade suggested to minor age related defects through out the building, and some sagging to ceiling tiles in areas



Property Inspection Report



Door types and function standards for this room: Hinged door, Functioning, Good.

Door panels and door reveals: Base materials are in, Good Condition.

Lighting: Installed.

Tested: Tested, working.

Floor Covering: Carpet fitted, Reasonable Condition relative to age



Smoke Alarms: Hard wired smoke detector fitted in this room.

Storage: Shelving installed here, Storage cupboards here.



Storage area doors: Hinged door, Function as designed.

General Summary, and comments from the inspector on this area: Good tidy area, well presented, functions well in general. Minor age related wear and tear noted only.

Image 1:

Property Inspection Report

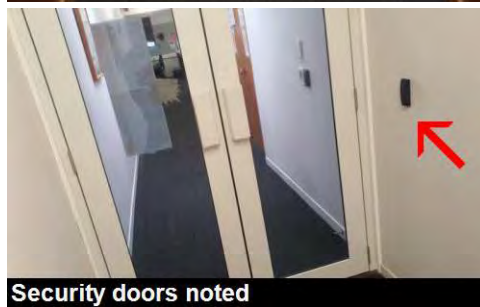


Image 2:

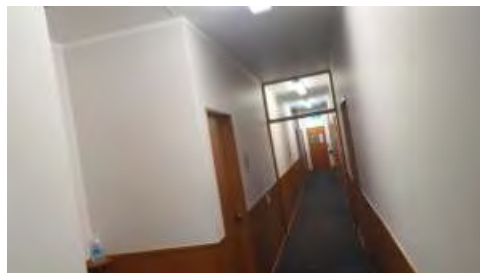
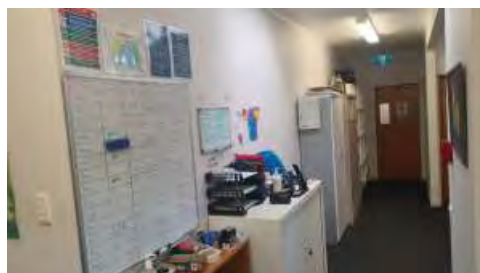
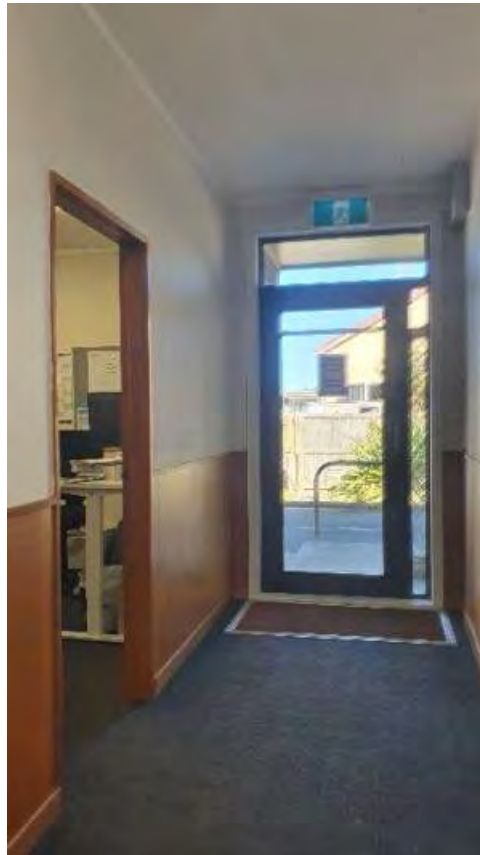


Image 3:



Property Inspection Report



Property Inspection Report

Office areas - Property Inspection Report

Office space #1

General:

Open plan to front and sides of main building.



Internal ceiling and wall linings: Base linings intact, Reasonable Condition, [Cosmetic upgrade suggested.](#)

Window sash and function: Single glazed, Aluminum frame.

Window Reveals & Sills Base materials are in, Good Condition.

Door types and function standards for this room: Multiple, Hinged door, Functioning, Reasonably.

Door panels and door reveals: Base materials are in, Good Condition.

Lighting: Installed.

Tested: Tested, working.

Floor Covering: Carpet fitted, Reasonable Condition.

Smoke Alarms: Hard wired smoke detector fitted in this room.

General Summary, and comments from the inspector on this area: Reasonably well presented room. Minor remedial tasks if listed, generally cosmetic, the linings are intact, superficial ageing or wear evident.

Image 1:

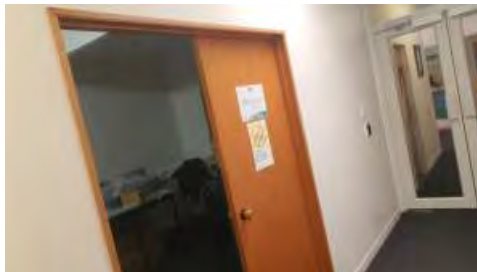
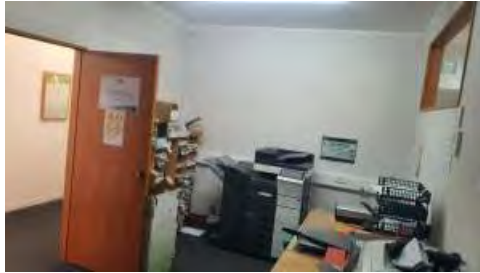


Image 2:

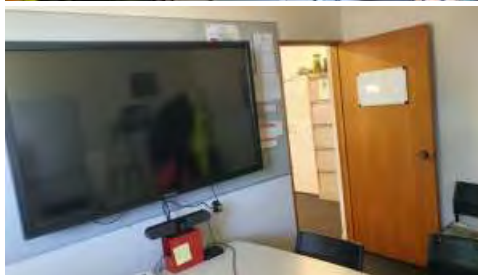
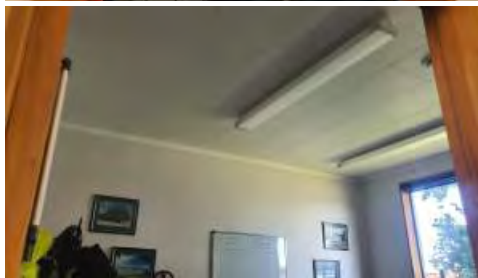
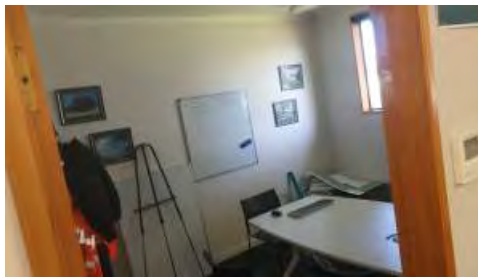
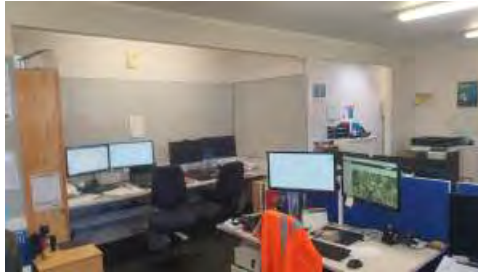
Property Inspection Report



Image 3:



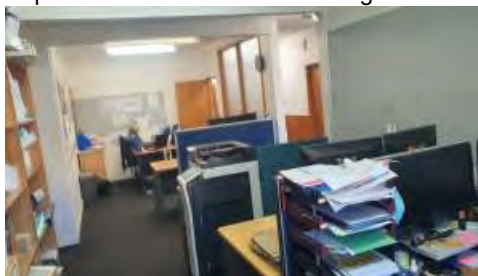
Property Inspection Report



Office space #2

General:

Separate offices at rear of building.



Internal ceiling and wall linings:

Base linings intact, Reasonable Condition.

Property Inspection Report

Window sash and function: Aluminum frame, Awning, Fixed pane, Functions. Good.

Window Reveals & Sills Base materials are in, Good Condition.

Door types and function standards for this room: Multiple, Hinged door, Functioning, Reasonably.

Door panels and door reveals: Base materials are in, Reasonable Condition.

Lighting: Installed.

Tested: Tested, working.

Power Points & Sockets: Multiple, Double Switch Socket.

Tested: Tested, working.

Floor Covering: Carpet fitted, Reasonable Condition.

General Summary, and comments from the inspector on this area: Good tidy area, well presented, functions well.

Image 1:

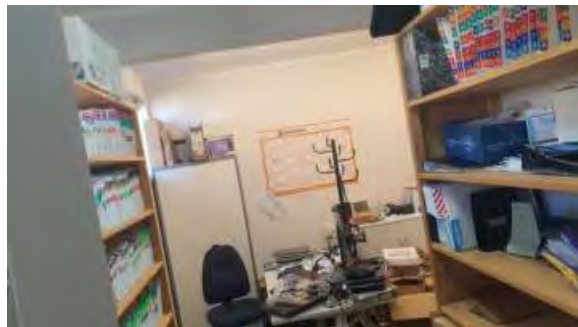


Image 2:

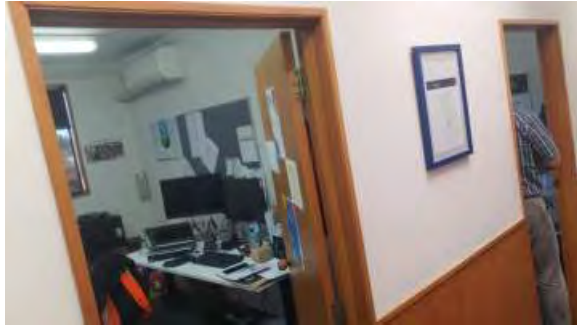


Image 3:

Property Inspection Report



Property Inspection Report



Property Inspection Report

Certificate of Inspection

Certificate of Inspection

Client: ODC C/- Teresa Theodor 027-245-2335
108 St John Street
Opotiki.

Site Address: 108 St John Street
Opotiki.

Inspector: Marty Barlow.

Company: Habit Whakatane.

Qualifications: Licensed Building practitioner.
LBP Number: BP 112638
Expiry: 31/12/2022

Date of Inspection: 04/07/2022.

Time of Appointment: 11:00 AM.

The Following areas of the property have been inspected:

Site: Yes.

Subfloor: No. N/A Concrete floor slab at ground level

Exterior: Yes.

Roof Exterior: Yes.

Roof Space: No. N/A - No roof space access, close coupled skillion roof.

Interior: Yes.

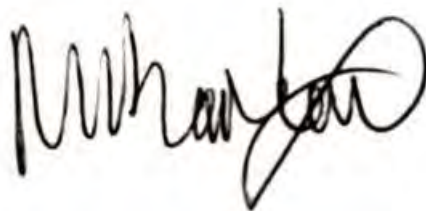
Services: Yes.

Statement: Any limitations to the coverage of the inspection are detailed in the written report.

I hereby certify that I have carried out the inspection of the property site at the above address - I am competent to undertake this inspection.

Signature:

Marty Barlow. 04/07/2022.





Ōpōtiki District Council
St John Street Building Options Study



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PREPARED FOR:



PREPARED BY:



DOCUMENT ACCEPTANCE:

Action	Name	Signed	Date
Draft approved for issue:	Mathew Gibbard		15 th March 2023
Final approved for issue:	Adele Hadfield		17 th April 2023

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1. Executive summary

Background

Ōpōtiki District Council (Council) has recognised that their existing administration accommodation is no longer fit for purpose. They have previously made a series of changes to the building in an attempt to extend the useful life of the building. They are now at a point where they have exhausted short term options. This option study considered the following to provide Council with information to support it to make a decision on where to next:

1. An assessment of the current administration building's ability to support the ongoing effective and efficient delivery of Council's services
2. Options in terms of responses to the outcomes of the assessment
3. High level cost estimates for various property options
4. Identification of a preferred option
5. A roadmap for next step delivery.

Current position

Council allocated a \$1m project in the Ōpōtiki District Long Term Plan to address functional issues with the current building.

Council has completed a number of previous structural changes to attempt to flex the building to its required uses. At present the two buildings that house the administration offices and customer service centre are:

- The main administration building - at approximately 800sqm (gross area). The offices currently has fixed desk for approximately 50 full time equivalent employees.
- The Harbour Building – at approximately 200 sqm (gross area). The office currently has fixed desk for approximately 15 full time equivalent employees

Ōpōtiki is experiencing similar pressures as other provincial centres across the country. An influx of people have returned home or moved to the district, fuelled by lower accommodation costs, COVID-19 and new employment opportunities provided through the new harbour and offshore mussel farms. It is estimated the district's population has increased from 4,806 at Census 2018 to 5,240 in 2022.

Council will also, alongside every other council in New Zealand, transition its three waters services to the new central North Island entity on 1 July 2024. The full implications of this transition are yet to be scoped. This may, for instance, include centralisation of three waters service staff, and/or separation of these staff from a parent Council organisation.

The key findings of this report are provided within this context.

Key findings

Eight options were assessed as part of this report. These included five on-site options (including status quo) and three off-site options. The options were assessed against the following four criteria areas:

- Investment objectives
- Council reputational outcomes
- Team outcomes
- Financial outcomes

Overall, there are 13 criterion across the criteria areas.

The assessment found that the option to renovate and extend the existing building ranked the highest. This option provided the best overall result against the four criteria areas and provided a balanced response to the current issues.

Renovate without extension ranked second. Section 7. of this report suggests that the decision to extend or not is made after a preferred way of working and concept design is completed to confirm the need to extend.

Status quo ranked third. This ranking was driven by the financial outcome criteria area, this option scored the lowest against the investment objective criteria area, providing no efficiency or asset use gains.

2. Strategic context

Strategic assessment

The strategic assessment was completed against Council's key strategic documents.

The following provides an overview of how the Ōpōtiki office accommodation relates to the Ōpōtiki community outcomes outlined in the 2021 – 2031 Long Term Plan:

Community Outcomes	Project Alignment	
	Strengths	Weaknesses
Development and protection of the natural environment		Not applicable
Services and facilities meet our needs		The current office accommodation does not meet Council's current or future needs. There are a number of inefficiencies in the buildings that impact negatively on service delivery and connectivity to the wider community
Fair and effective leadership		The current office accommodation is not inclusive of the wider community or inviting to the community
A strong and effective community spirit		The building (not the staff) is not welcoming to or reflective of the uniqueness of the Ōpōtiki community
Purposeful work and learning opportunities		Council's own staff pride in their physical workplace is affected by the state of the current building
Development supports the community	The location of the current office accommodation has a positive impact in terms of people visiting and engaging in town centre activities	The office accommodation does not provide a conducive environment to support and partner with the community
Culture and heritage are treasured	The office accommodation holds minimal artistic and cultural expression	

The Ōpōtiki Town Centre Master Plan

The vision of the master plan is that the

Ōpōtiki Town Centre builds upon its cultural and historic heritage character to become a vibrant and attractive place to shop, spend leisure time, live and invest, and is the gateway to the marine environment of the eastern Bay of Plenty.

A staff questionnaire revealed that 69% of staff currently visit the town centre daily or a couple of times a week. A further 13% visit weekly.

This indicates that the current location of the Council office contributes to the vibrancy of the town centre, and a new build option would need to be located in the town centre to further contribute to achieving the vision.

Problem and benefit statements

Problem and benefit statements help develop a shared understanding of the opportunities and challenges that provide the context to a project. This shared understanding then focusses the scope of work, the research, and the assessment of options. At a workshop on 18 October 2022, Council project leads developed high level problem and benefit statements. These were then reviewed by the Senior Management Team. The following draft statements represent the current position.

The problem statements will be tested throughout the project to test their validity.

Draft problem statements

Three problems were identified.

1. The current workplaces create effectiveness and efficiency issues for our people and consequently our ability to deliver services to our communities
2. The Ōpōtiki town centre requires increased activity to support the current economic activity and encourage increased and diversified economic activity
3. The use of 108 St John Street is not maximised with large areas of space being largely redundant preventing a more efficient use of space.

Draft benefit statements

1. Improved efficiency and effectiveness of Council – improved value of money for the community
2. More active, vibrant and diverse town centre – more opportunity for economic activity, jobs and opportunities
3. Maximising asset use – holding, utilising and divesting assets for overall improvement in local economic and social wellbeing.

3. Technical assessment

Technical assessment

An evidence based analysis of the current state from a Council perspective and from a wider Ōpōtiki perspective has been performed on the St John Street property.

Investment benefit one	Improved efficiency and effectiveness of Council – improved value of money for the community
Existing arrangements	<p>The current workplaces create effectiveness and efficiency issues for our people and consequently our ability to deliver services to our communities.</p> <p>Building is not fit for purpose, some of the key reasons for this are as follows:</p> <ul style="list-style-type: none"> • building reinforces silos which means that the effectiveness of joined up working is lost • teams are separated and do not have any co-working spaces to use when they need to • Council chambers is disconnected from community and utilises space inefficiently. It is the least used room in the building and occupies the largest single space. • staff are sharing small office spaces that are not functional to their needs • the building has had multiple refurbishments and there is limited capacity to open up the building to provide more flexible working space • there is a lack of meeting rooms and does not support more collaborative ways of working. Meeting rooms are not fit for purpose • the secondary buildings and main buildings are poor for people with accessibility issues. This limits Council’s ability to employ people, and host people with accessibility support needs. <p>In addition to the reasons above, this is also influencing Council’s ability to attract and retain staff due to working conditions.</p>
Business needs	A fit for purpose workplace accommodation solution is assumed to improve workplace efficiency and effectiveness. This will rely on the space being adaptable to the changing needs of local government and the community and the changing styles of working.
Potential scope	The current workplace accommodation issues are the catalyst for this project. Consideration of optimal ways of working, options that leverage wider community benefits and manage the changing needs of Council (e.g., water reforms, Local Government reforms, changing ways of working etc)

Potential benefits	<ul style="list-style-type: none"> • Staff satisfaction • Staff retention • Square meter per FTE or accommodation costs per FTE
Investment benefit two	More active, vibrant and diverse town centre – more opportunity for economic activity, jobs and opportunities
Existing arrangements	<p>The Ōpōtiki town centre requires increased activity to support the current economic activity and encourage increased and diversified economic activity</p> <ul style="list-style-type: none"> • While the boat harbour development is likely to increase economic activity across the town, the town centre itself is at risk of being bypassed • There are a number of staff that commute to Ōpōtiki from outside the district. These staff are not encouraged by proximity to use the Ōpōtiki town centre as their town centre • The day to day use of the town centre by all staff is not encouraged by proximity <p>The quality and particularly the diversity of town centre activity does not encourage a wide range of visitors.</p>
Business needs	Alignment of activity with the Ōpōtiki Town Centre Master Plan.
Potential scope	An investigation of moving the Council offices closer to the town centre to maximise impact of staff interaction with the town centre services.
Potential benefits	<ul style="list-style-type: none"> • Increased visitation / pedestrian counts <p>Increased spend in the town centre.</p>

Investment benefit three	Maximising asset use – holding, utilising and divesting assets for overall improvement in local economic and social wellbeing.
Existing arrangements	The use of 108 St John Street is not maximised with large areas of space being largely redundant preventing a more efficient use of space <ul style="list-style-type: none"> • Unoccupied space which could be used more productively • Alternative demand for large space not being met.
Business needs	Maximised use of the 108 St John Street site.
Potential scope	Investigation of active uses of those parts of the site that are currently underutilised alongside the design response to the office accommodation needs
Potential benefits	<ul style="list-style-type: none"> • Increased site utilisation • Reduced cost of accommodating other Council uses off-site • Potential lease income if other users occupy new parts of the site

Evidence base

A number of assessments were completed to evidence the problems. The results of these are as follows:

Desk space utilisation survey results

The purpose of the assessment was to gauge the capacity of the building to house Council staff.

Desk space utilisation was assessed through an occupancy survey carried out during the course of one working week. Each day at 9am, 11am, and 3pm the utilisation of the buildings was recorded. Two levels of survey were completed:

- the utilisation of desk spaces throughout the administration buildings,
- the utilisation and occupancy rates of the bookable meeting spaces, circulation spaces, reception, and service spaces (printer and server rooms).

The spaces were categorised as one of the following:

- occupied
- showing signs of life (i.e., phones/ personal items on desks, computers on)
- vacant.

The layout and key for the numbering system used to complete the survey are shown in Appendix 1.

During the week of the survey the main building workstations were occupied 37% of the time and showed signs of life on average 18% of the time.

The Harbour Building showed similar results with the seats being occupied 38% of the time and signs of life 16% of the time.

The current desk layout has a team member at or near their desk 55% of the time.

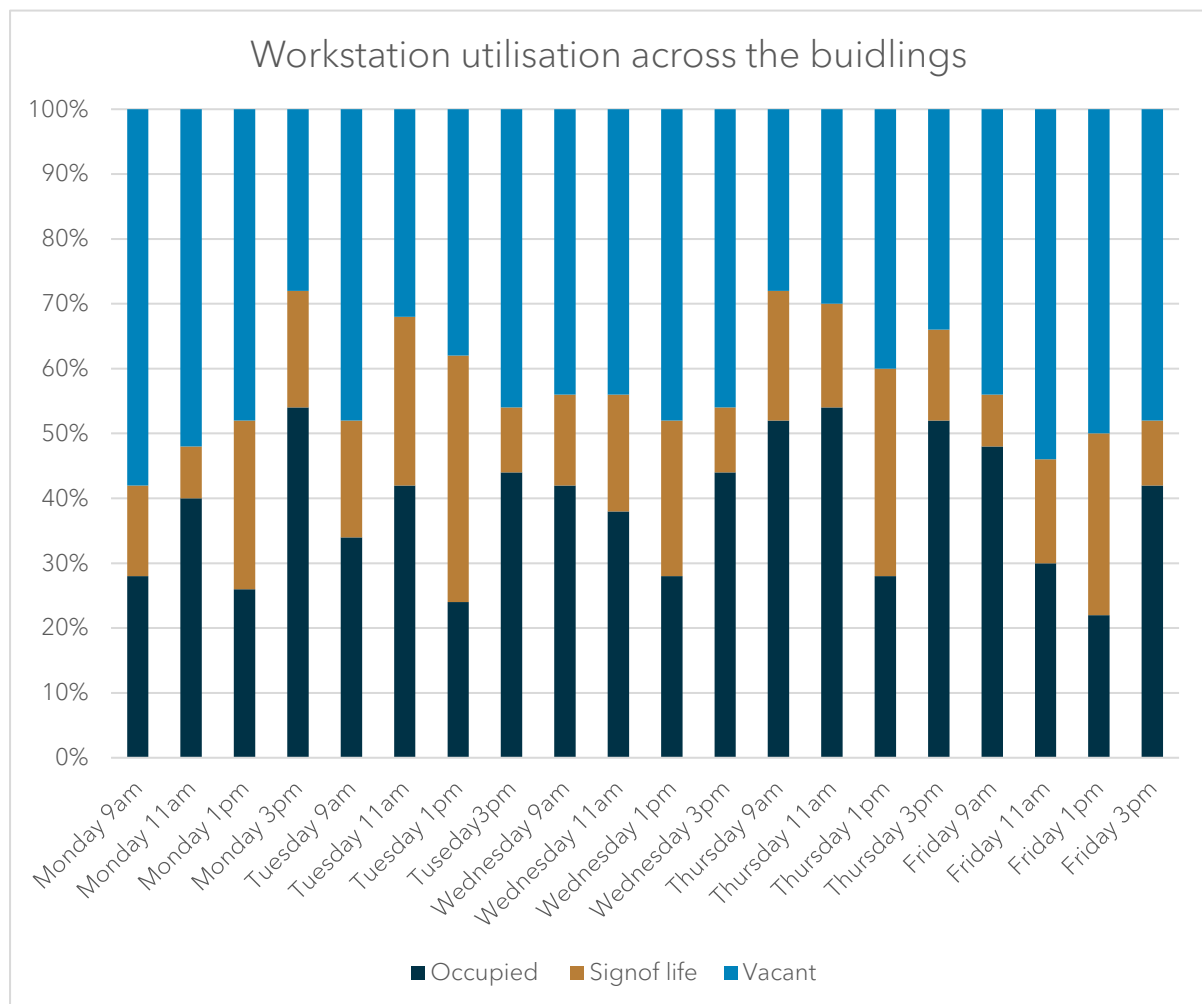
This shows there is there is potentially 45% of redundant space across the organisation.

Peak times

The peak times in the main building were Tuesday at 3pm and Thursday morning at 9am when 72% of the seats were occupied or being utilised. The Harbour Building’s peak was all day Tuesday when 73% of the seating was being utilised or had sign of life. This shows approximately 25% of the desk vacancy in both buildings at peak times.

The lowest utilisation was 9am Monday when only 42% of the seats in the main building were utilised and 9am Wednesday when 40% of the Harbour Building’s desks were in use.

It is apparent here that with reconfiguration or a change of work process, the existing space could be better utilised.

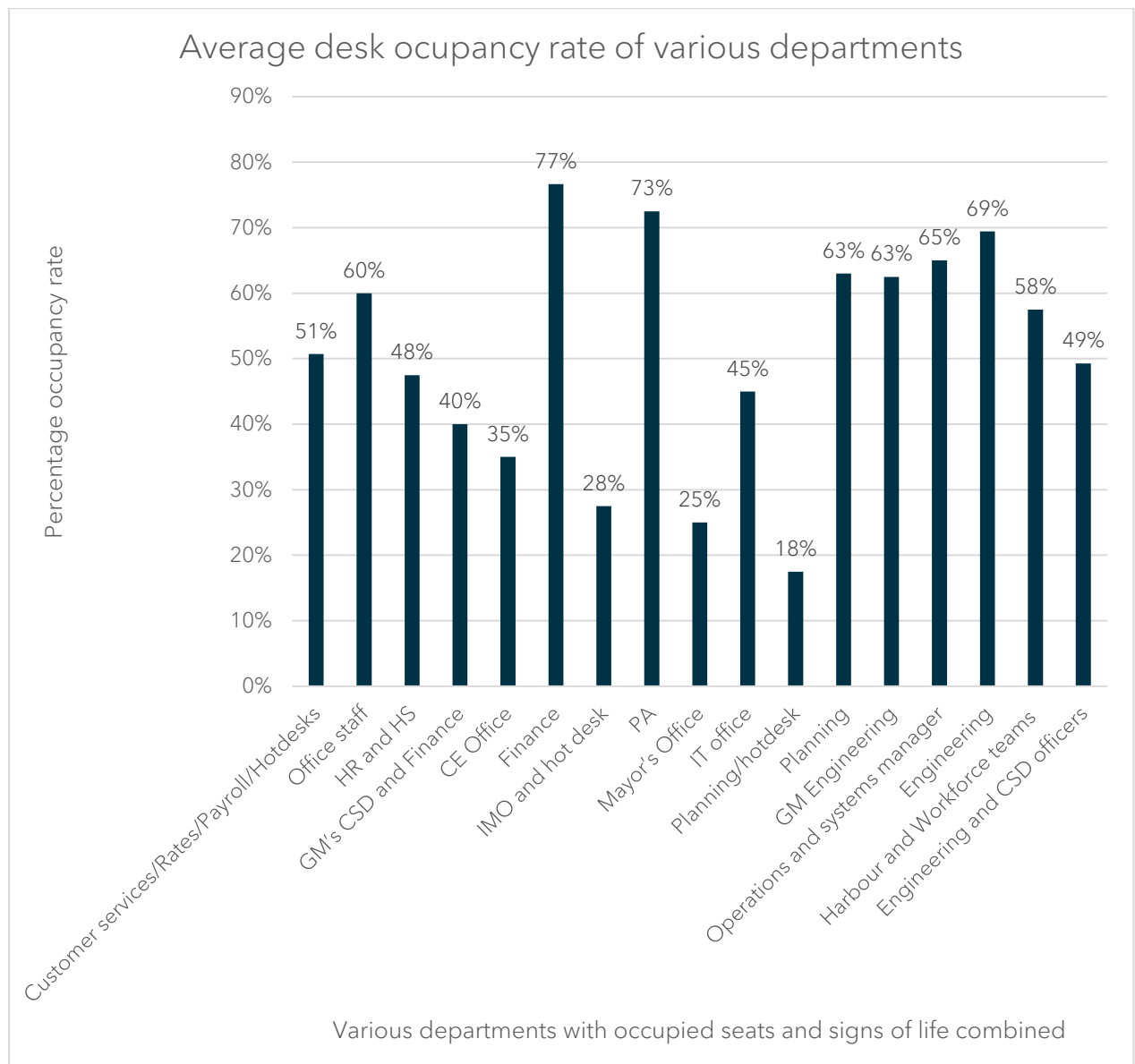


Workplace variation

Different teams across Council showed different occupancy rates. Finance and the PA's had the highest at desk rates.

The IT office, Human Resources and Health and Safety, and Customer Service teams show distorted occupancy rates. The team members in these departments show high desk occupancy rates (90 to 100%), but there are permanently unoccupied desks in these areas, which reduced the average occupancy. These departments would have had the highest average occupancy rate if not for these unoccupied seats in the spaces.

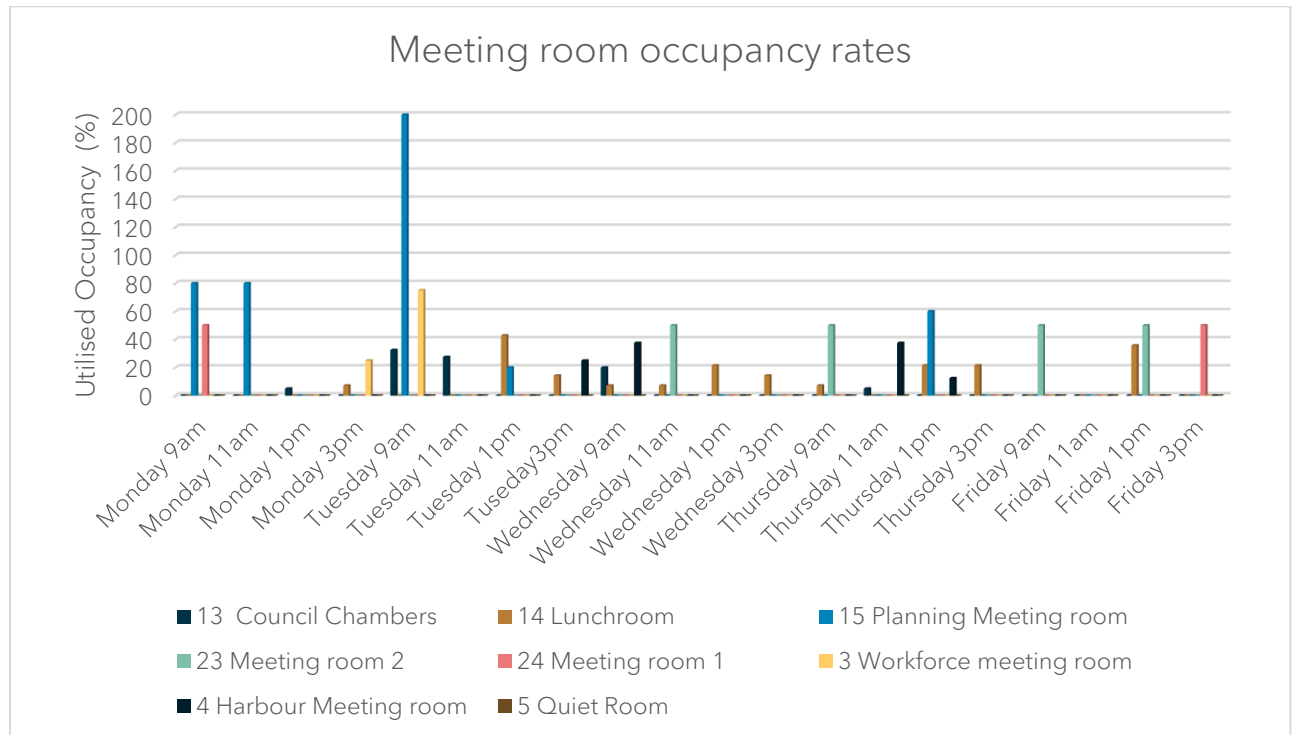
The hot desk spaces were the most underutilised.



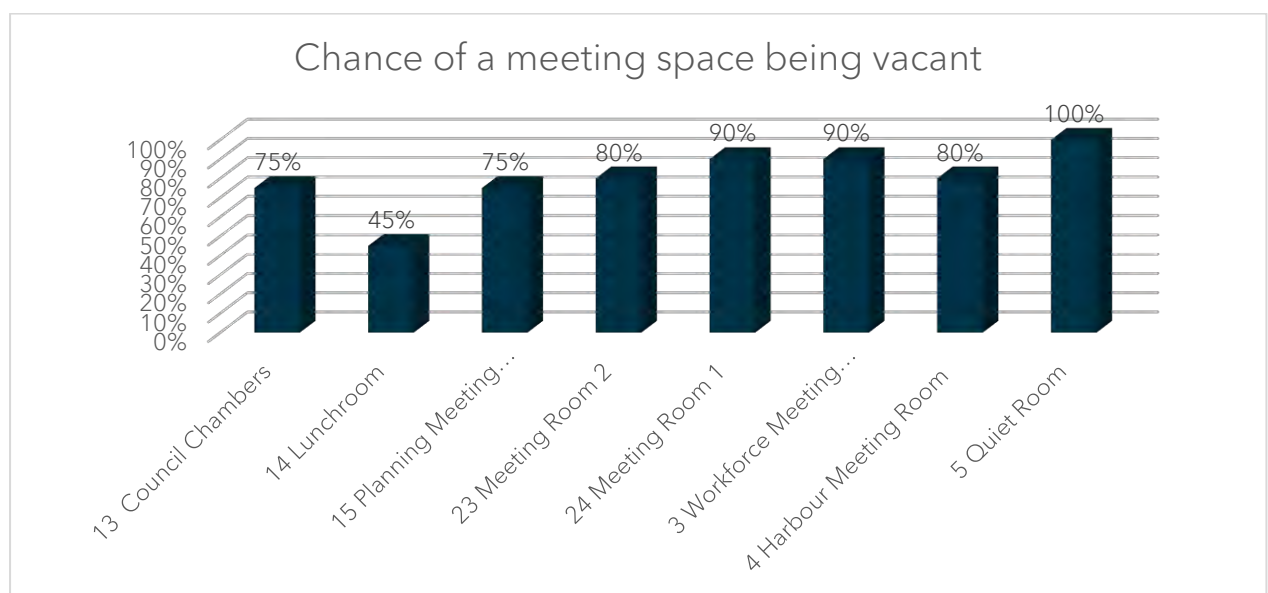
Meeting Spaces

In general, meeting spaces are well used, but not always to their full capacity. In terms of the number of people attending the meetings or the number of times per week the spaces generally had capacity.

The quiet room in the Harbour Building was not in use at all, during any of the viewings. At the other end of the spectrum, the Planning meeting Room which has five seats hosted a meeting of 10 people at one point during one of the survey periods. The result of this is the 200% occupancy. This reflects reports of lack of fit for purpose meeting spaces in the complex.

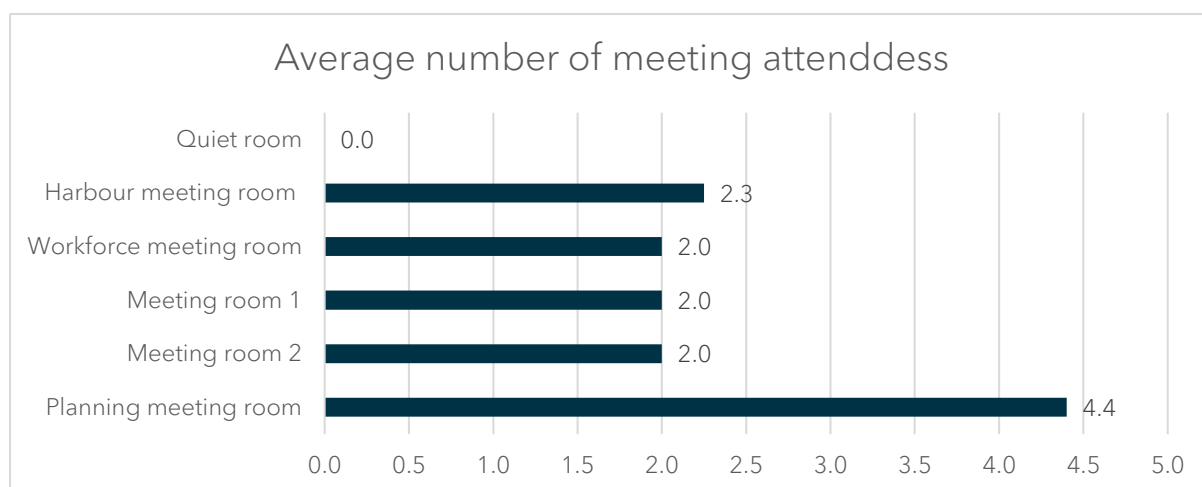


When focussing purely on the meeting spaces, there was generally a relatively high chance of getting a meeting room. At no point during the survey were the Planning meeting room, meeting rooms 1 and 2, the Workforce meeting room, the Harbour meeting room and the quiet meeting room all occupied simultaneously.



On average there were 2.1 attendees using any particular meeting space with 47 meeting attendees counted during the survey. The meeting spaces were surveyed 20 times during the week.

Meeting Room	Room capacity	Number of meetings recorded	Room occupancy rate	Total number of attendees	Average number of attendees	Maximum attendees
Planning meeting room	5	5	25%	22	4.4	10
Meeting room 2	4	4	20%	8	2.0	2
Meeting room 1	4	2	10%	4	2.0	2
Workforce meeting room	4	2	10%	4	2.0	3
Harbour meeting room	8	4	20%	9	2.3	3
Quiet room	2	0	0%	0	0.0	0
Average	4.5	2.8	7.8%	7.8	2.1	



Council Chambers appears to be underutilised. With a capacity of 40 seats, the largest number of occupants during the week was 13, with a total number of 36 users over the survey period. The room was only in use 8% of the time and during those meetings averaged at 18% of its capacity. This is shown in the table below.

Day	Monday				Tuesday				Wednesday				Thursday				Friday			
Time	9	11	1	3	9	11	1	3	9	11	1	3	9	11	1	3	9	11	1	3
People			2		13	11			8				2							

Frequency of meeting in the Council Chambers during the survey period, showing the number of attendees

Office environment questionnaire

A questionnaire was completed by 38 Council staff to gather qualitative data on the state of the current office environment. The responses were sorted into the themes that came through in the answers. An overview of the responses is provided below.

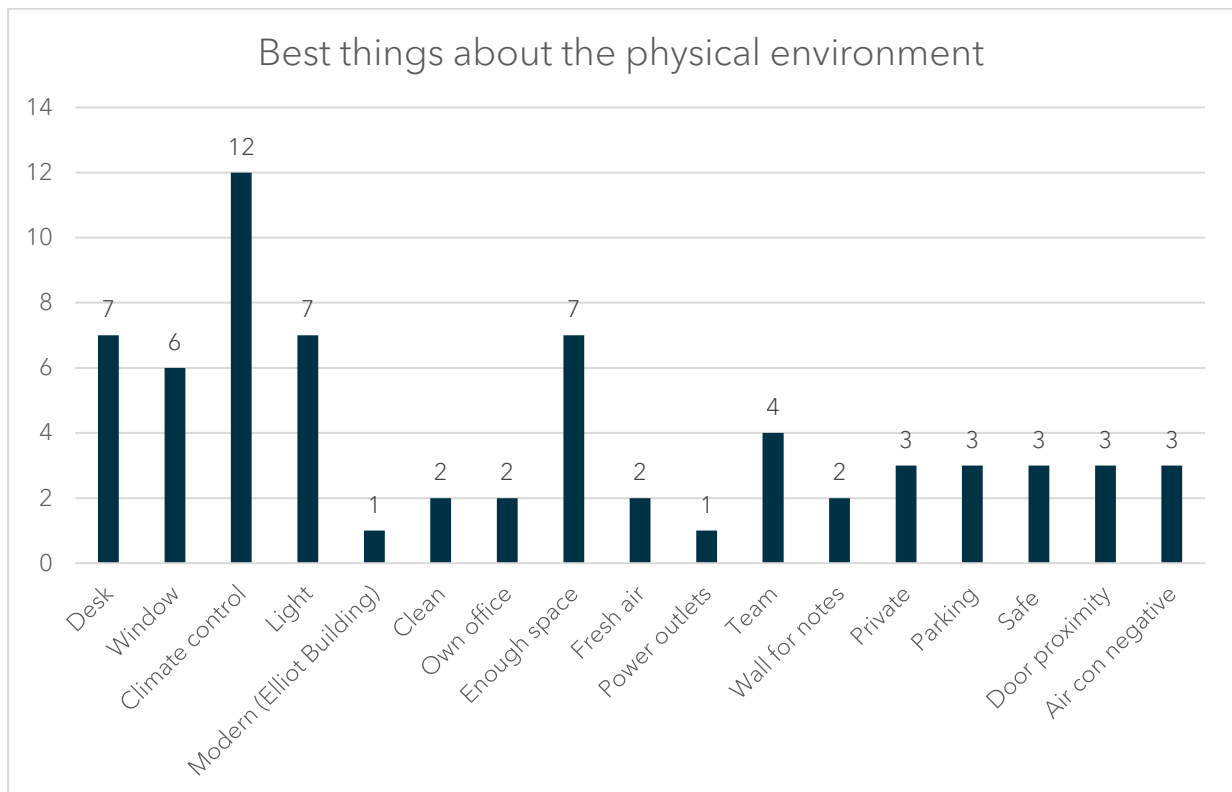
Best things about the physical environment

When asked what the best thing of the physical working environment, the leading themes were:

- the air-conditioning
- the quality of the desks
- having enough space
- lighting.

"There is lots of natural sunlight, which I love, and windows for natural airflow. The aircon is fantastic during winter and summer - I know I can dress comfortably without having to bundle up to be warm or vice versa."

"It's warm in winter and cool in summer thanks to the air conditioning. I like the idea of sitting by the window as well. Lighting is good. Workstation is good."



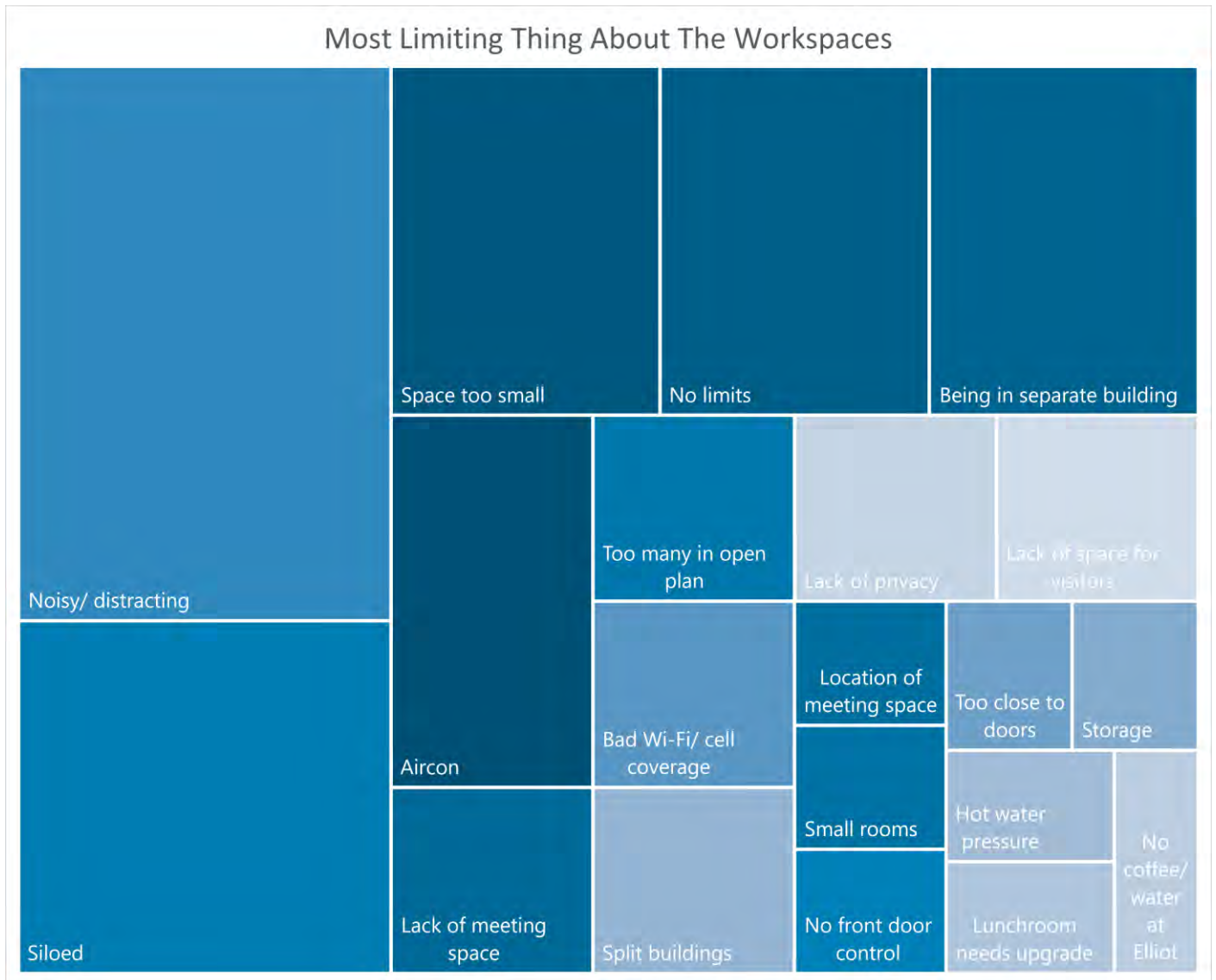
Most limiting things about the workplaces

Distractions from fellow teammates was the biggest limiting issue. Further interrogation of this response would be required to determine what is causing the distraction and how to respond – although some comments would suggest that break out small private quiet working rooms could be part of the solution. Other regularly mentioned issues were the disconnection between the workspaces and the size of the spaces.

"Sometimes the cross office conversations are distracting and can cause loss of focus and interruption of workflow."

"Too many in the one open office, which tends to create distractions. Not possible to have confidential phone conversations."

"My team is not in the one building... working collaboratively together... would be advantageous to have all in the one office. The internet reliability from some rooms is poor. The lack of meeting space limits the ability to hold productive meetings. I would also prefer a more open work environment with greener spaces, more options to meet and work from e.g., an outdoor area for working. The space does not encourage team building and collaboration..."



Building issues that affect work, wellbeing and culture

Staff were asked for their thoughts on the buildings' effect on their work, their wellbeing, and the culture of the Council. Surprisingly there was an almost even split in outlook of the buildings' effect on the team's wellbeing. The silo effect was noted in the feedback and on the workspace's effect on the culture. The majority of those that responded felt that the buildings had negative effects on their work and the culture of Council.

"I get a headache sometimes with all of the chatter, but I have learnt to block it out mostly. It takes me longer to do things than when I WFH (work from home) with no distractions."

"Takes up time going back and forth between buildings"

"Too close to people, coughing, breathing etc."

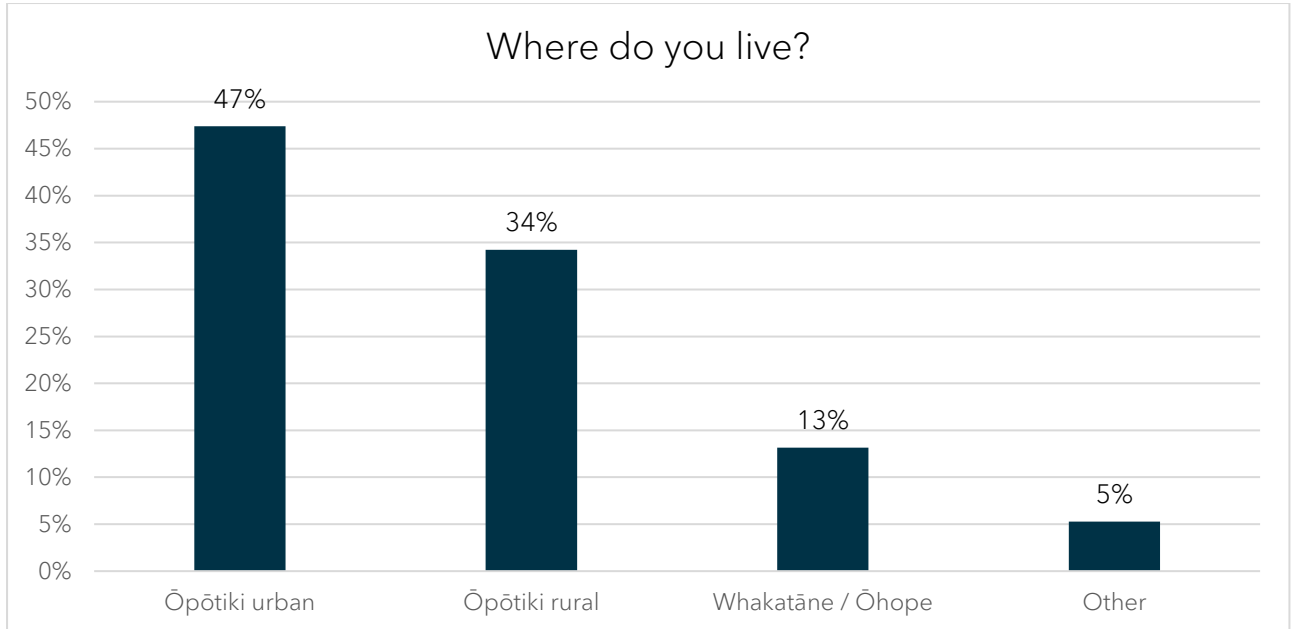
"The culture is known as a poor council, so it is what it is and no change happens."

"I think being in a separate building somewhat contributes to the feeling that Council doesn't share info/communicate internally very well."



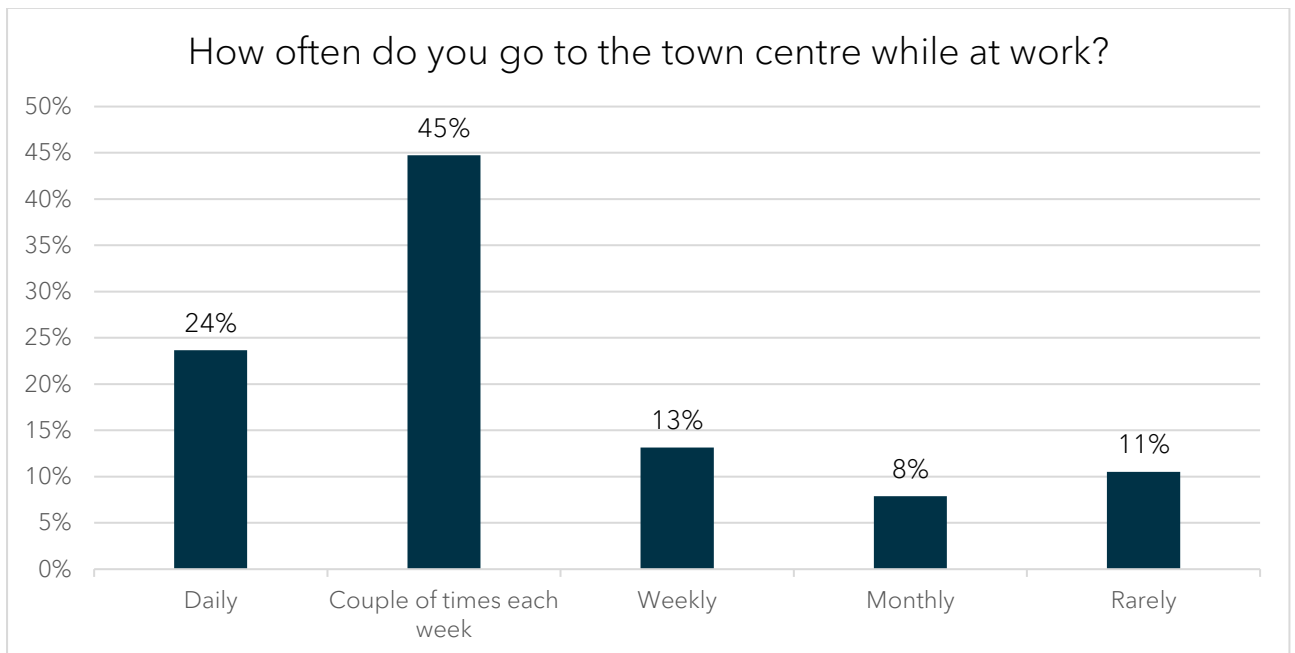
Where do you live?

This question was asked to assess how out of town staff might impact on the vibrancy of the town centre. Most of the respondents lived in the Ōpōtiki and rural Ōpōtiki areas.



How often do you visit the town centre while at work?

Almost 45% of the team visited the town centre a couple of times a week and 24% on a daily basis. This shows that despite the perception in the problem statements that distance from town could impact on the vibrancy of the town centre there is regular visitation by staff members. The proximity of Council offices to town means that staff are contributing to the vibrancy of the town centre.



The reason for going to the town centre

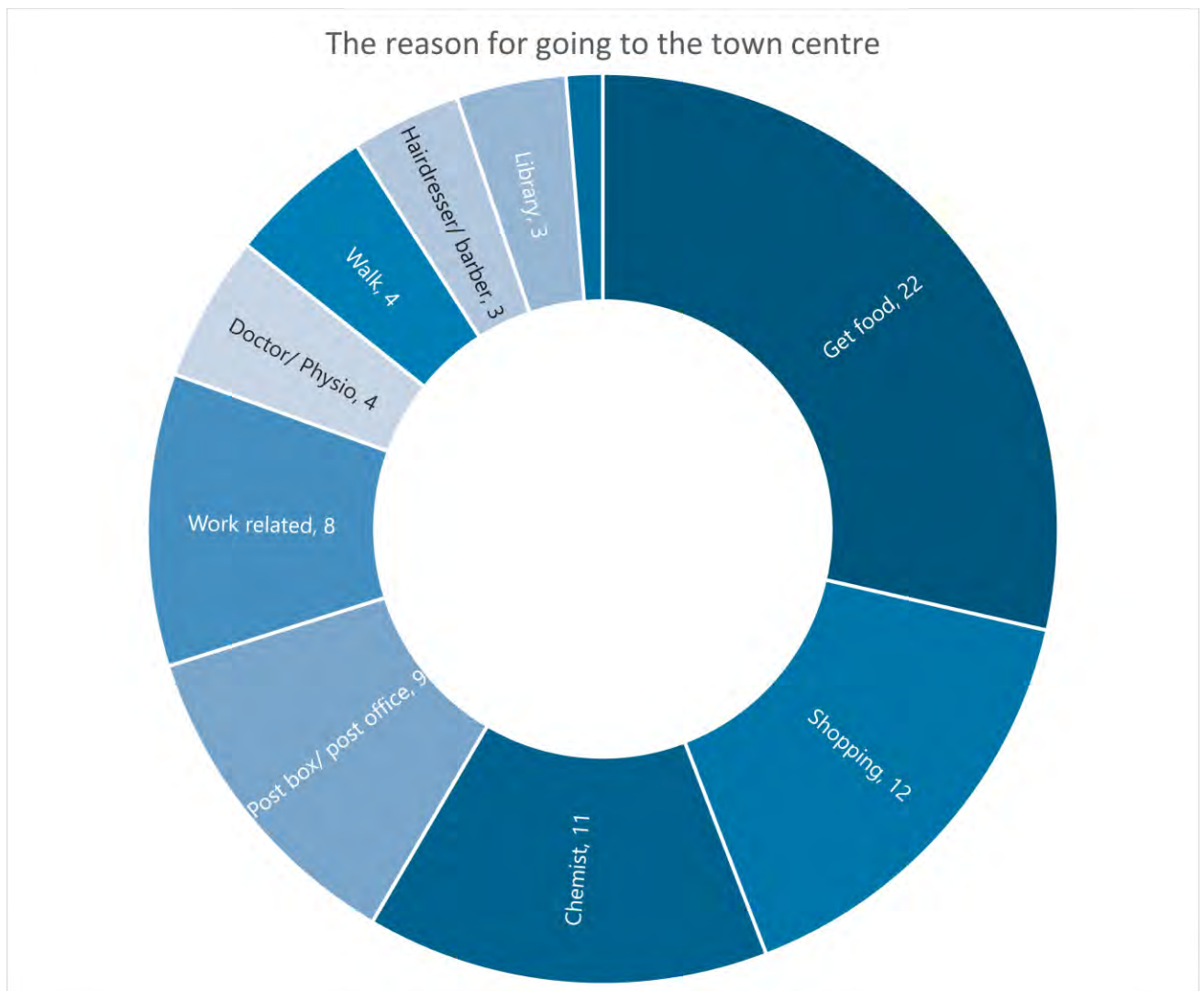
When asked why they travel to the city centre the majority referenced:

- getting food, shopping
- going to the chemist

Several of the team referenced being required to go to the town centre as part of their role.

"Check pump stations, grates, drains.... I work in and around the CBD."

"For a walk/lap, to check on a site, to get coffee, to go to pharmacy/GP, to go shopping for things at paper plus etc."



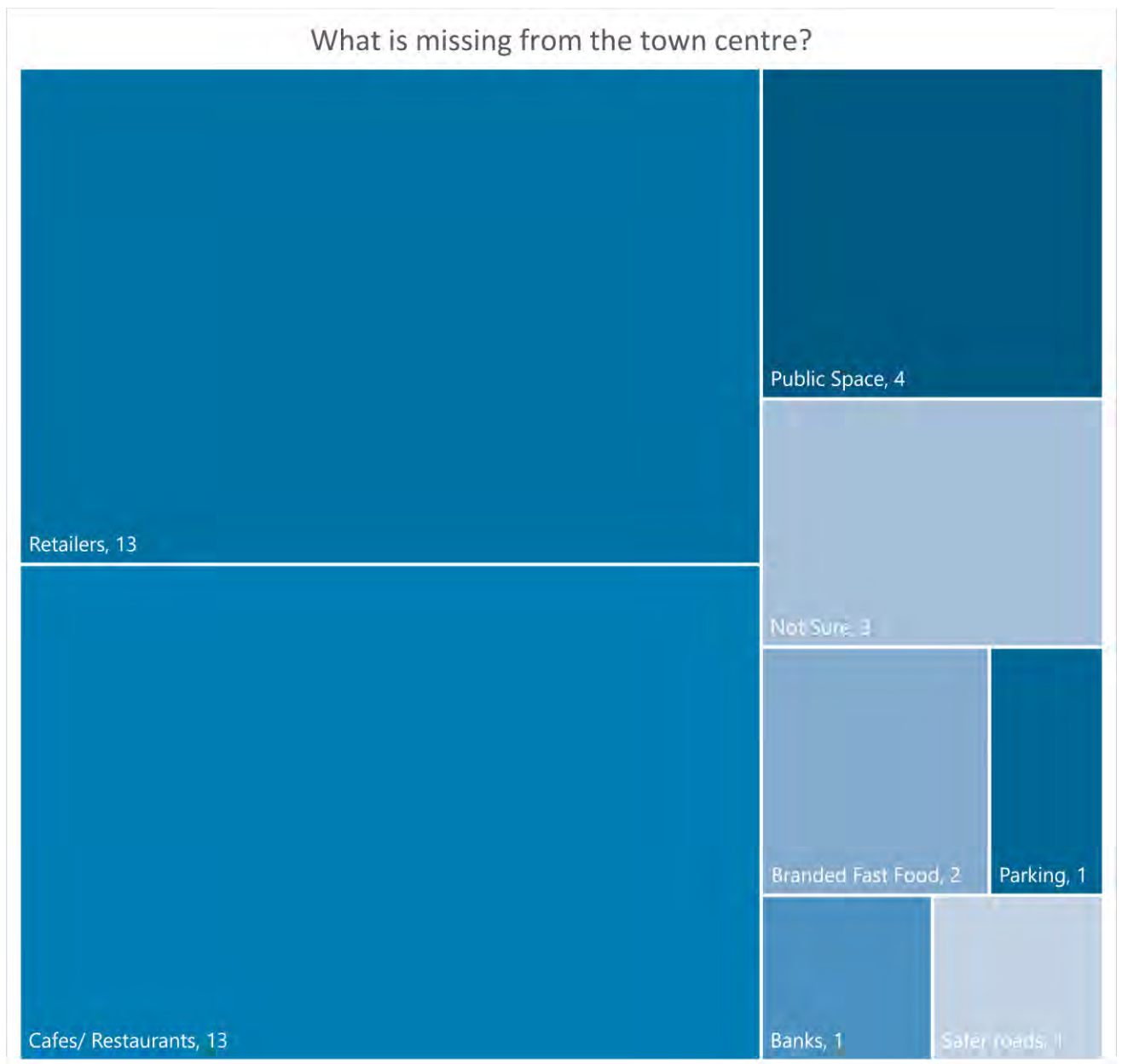
What is missing from the town centre?

The team were asked if there was anything missing from the town centre. The majority cited the lack of hospitality and retail options. Others noted a lack of public space, which is surprising as there would appear to be plenty of green space in Ōpōtiki town centre, but potentially not the right kind of spaces.

"A decent restaurant with a lovely outdoor area that has a beautiful view out over the river or ocean that I would be proud to take visitors and friends to and I would dine their regularly..."

"Safer atmosphere, footpaths are uneven risk of falls. Visibility around Church Street crossings are hazardous due to plant height obscuring pedestrians from drivers who consistently are travelling too fast in the area."

"Nicer cafes/restaurants, and 'hanging out' areas - i.e., grass with nice seating, shaded areas, somewhere to sit and eat lunch/read, etc."



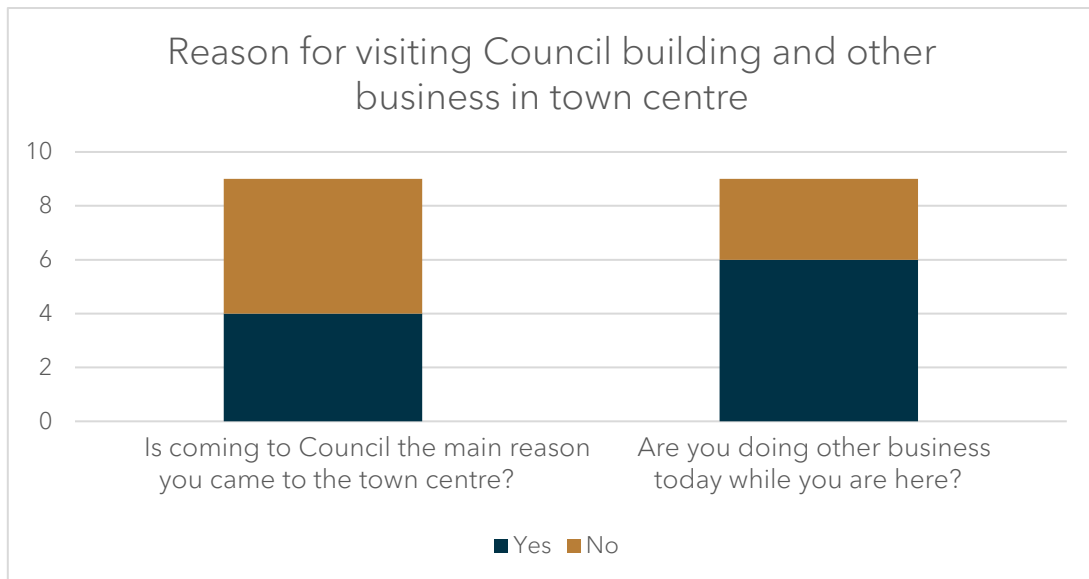
Visitor to the building perspective

To understand if the current state of the building has an impact on visitors, a questionnaire was completed by nine visitors to the Council building. This is a small sample size, but some themes can be ascertained.

The responses of these are provided below.

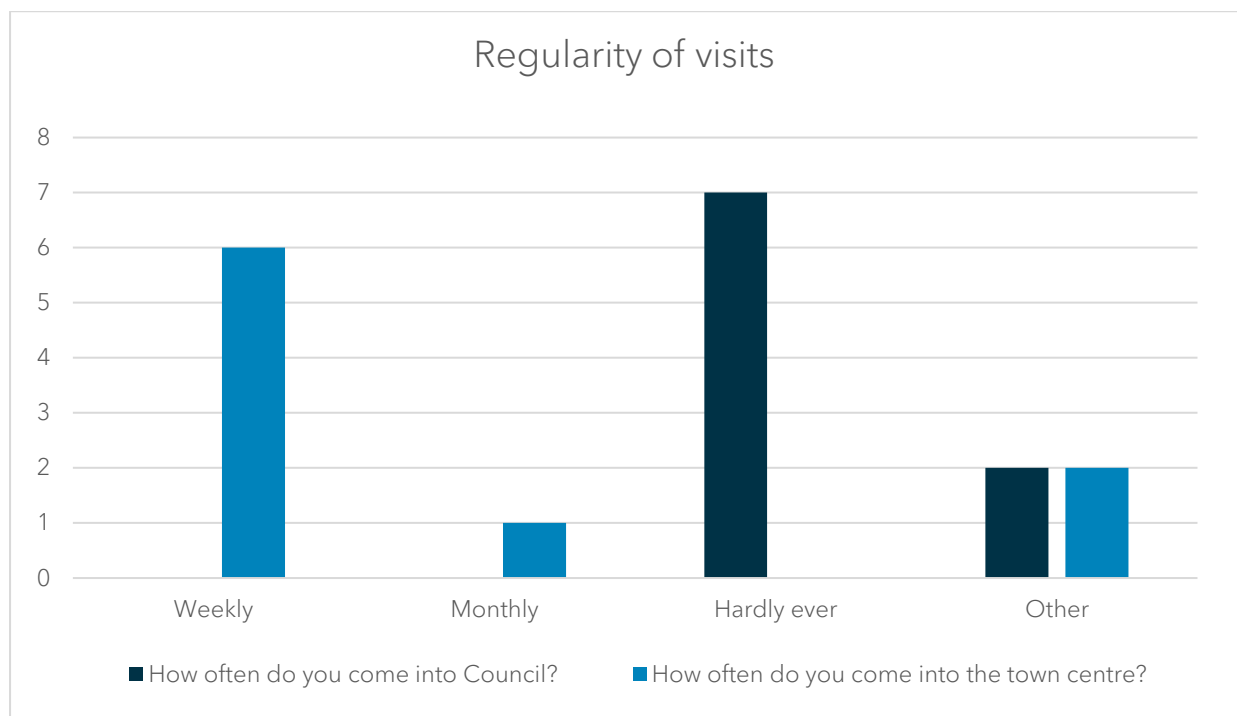
Reason for visiting Council

Most people either combined other business into their visit to Council or were visiting Council off the back of another engagement.



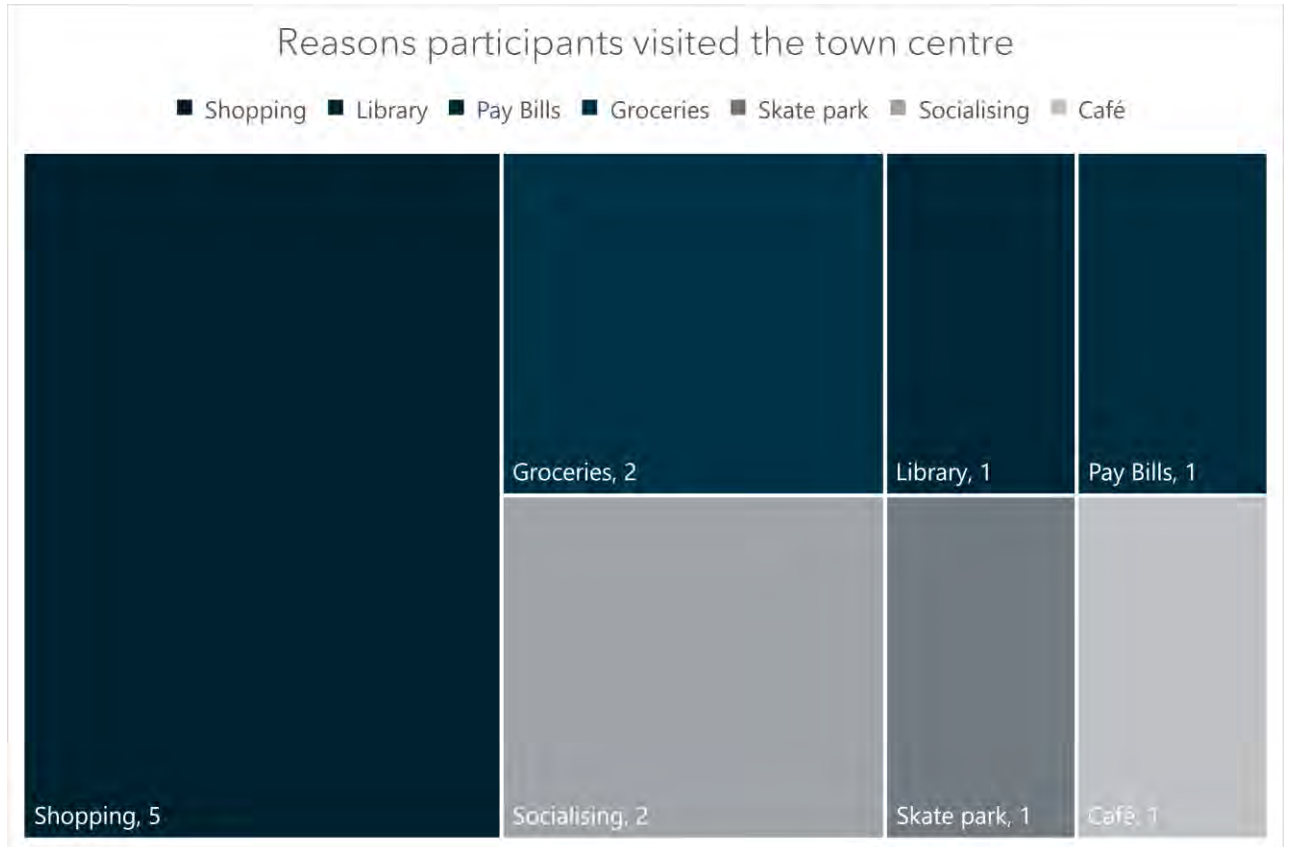
How often do you visit the town centre

Most of those who visited Council were in town on a weekly or daily basis, but few visited Council on a regular basis.



Reasons to visit town

In an open ended question, most of the participants went to the town centre for shopping and groceries. As the participants gave the word shopping as their answer, it was unclear if they were referring to retail or grocery shopping or both.



The state of the current buildings

The following section focusses on the state of the current buildings

Property inspection

A property inspection report of the buildings at 108 St John Street was performed in July 2022. This report highlighted some issues and shortcomings with the current buildings. The report did not test the climate control system.

The report showed that some remedial works were required, including:

- Attending to the rust on the roof of the main building
- Cosmetic upgrades were suggested for the interior of the Council building at St John Street
- Repairs to potholes in the driveway and parking lot
- Repairing the fence and cracking in the pavement
- Treating the lichen and rust on the roof of the garage/ workshop

The inspector didn't find any major faults with the structure during his inspection.

There is asbestos in the some of the exterior cladding, soffits and vinyl flooring.

The building has an Initial Seismic Assessment of 67%, which is generally accepted as the minimum strength allowed by banking, corporate and government organisations.

Operational issues

Operationally the buildings split Council staff between two buildings on site, the responses to the staff questionnaire highlighted that this contributes to connectivity and silo issues.

Veros building review

When Veros visited the building, we found:

- from the exterior, the building was showing its age, but seemed to be in relatively good condition with few defects visible from street level
- the layout was inefficient and disjointed, with the ring passageway around the building surrounding the Chambers with offices and open spaces on outer ring
- some underutilised spaces
- the interiors seemed to be tired and outdated
- the Chambers seemed to take up a disproportionate amount of space
- access to Chambers difficult to manage
- the separation of teams between two buildings seemed to leave those in the Harbour Building feeling isolated
- the Customer Services working area seemed to be large, yet the actual area for the customers seemed small
- there were lots of doors and dark internal spaces.

Strengths Weaknesses Opportunities and Threats (SWOT) Analysis

The following SWOT analysis provides a summary of the findings above and early identification of some of the opportunities.

St John Street / Harbour buildings SWOT Analysis of Current State	
Strengths	Weaknesses
<ul style="list-style-type: none"> • central location • ample carparking • both buildings at have an ISA of 67% • the Wharf building has been recently refurbished • St John Street was a regular shaped building • overall building seemed to be in a relatively good condition for its age • current building environment managing the air quality well from a staff perspective 	<ul style="list-style-type: none"> • some departments work in split workspaces across the buildings • St John Street main building has potentially reached the end of easy renovations to create more connected workspaces • St John Street main building is aging. There are several maintenance issues that have arisen e.g., roof • lack of appropriately sized meeting spaces and break out spaces, meeting spaces are not fit for purpose • large Chambers in the centre of the budling which creates a circular maze of offices around the perimeter of the building • contained asbestos in the St John Street building • current building environment contributing to silo culture and work disturbance issues • The current buildings floor plate is too small to be renovated to allowed 100% FTE occupancy at anyone time. Most businesses work on a basis of 12 to 20m² working space per employee depending on the operations requirements. This excludes kitchens, bathrooms, meeting rooms and utility rooms. On this basis, Council would require minimum of 720m²plus meeting rooms and amenity space.
Opportunities	Threats
<ul style="list-style-type: none"> • creating a vibrant workplace will be helpful in the recruitment process/ retention of existing team, in a tight labour market • creating spaces that are well connected to the town centre could encourage optimism in Ōpōtiki's retailers • utilising the existing shell for redevelopment and extension to reduce construction costs • increasing utilisation of the existing land parcel • creating more efficiency in the current building 	<ul style="list-style-type: none"> • potential security concerns with access control difficult • natural disaster exposures such as flooding, fault lines, tsunami and liquefaction • asbestos in the construction in some materials • could be difficult to dispose of or find new tenants if a new build option is selected • any investment will impact on rates and potentially present affordability issues to ratepayers and residents • potential for negative push back from rate payers and residents if Council is seen to invest in own accommodation • the long term viability of Ōpōtiki town centre if sea level rise becomes an issue

4. Issues and options assessment including high level cost estimates

Following the current state assessment an issues and options assessment was completed to identify and assess potential ways forward. This includes status quo, short and long term options to respond to the uncertainty of the future of local government. A simple multi criteria matrix was created to assess the options.

The following provides a high level explanation of the options:

On site options

1. **Status quo:** retention of buildings as is, with only remediation as outlined in the property inspection report occurring
2. **Renovate existing structure:** the existing building is renovated to a modern working environment standard. The building is stripped to framing and the existing 730m² floor plate is retained. The space is maximised to house 70% of the workforce at any one time (70% workplace factor (WPF)) in a hot desk environment with more meeting and collaborative spaces
3. **Renovate and extend existing:** the existing building is renovated to a modern working environment standard. The building is stripped to framing and the existing 730m² floor plate is retained with an extension of an additional 300m². The space is designed to house 100% of the workforce at any one time (100% WPF) in a hot desk environment with more meeting and collaborative spaces
4. **Build new maximised:** The existing building is demolished or the buildings to the north are demolished and a 750m² building is constructed. The space is maximised to house 70% of the workforce at any one time (70% WPF) in a hot desk environment with more meeting and collaborative spaces
5. **Build new maximised:** The existing building is demolished or the buildings to the north are demolished and a 1,000m² building is constructed. The space is maximised to house 100% of the workforce at any one time (100% WPF) in a hot desk environment with more meeting and collaborative spaces

Offsite options

6. **Renovate an existing building:** find and purchase, or work with a developer to renovate and upgrade an existing town centre 730m² building space to enable a 70% WPF
7. **Build new maximised:** build new to 750m² with space maximised to allow for a 70% WPF on green or brown fields town centre location
8. **Build new:** build new to 1,000m² with space maximised (assumes 100% WPF on green or brown fields town centre location).

To maximise efficiency of space we have used a 70% WPF (seating for 70% of the team, at a mix of fixed and hot desks, at any one time) vs 100% WPF (Seating for the entire team at any one time) have been investigated

The current \$1m LTP budget is only included in the status quo option at this stage. The balance of options are based on a \$0 starting point.

Building/ refurbishment options	On Site					Off Site closer to town centre		
	Status quo	Renovate existing structure	Renovate and extend existing	Build new maximised	Build new	Renovate existing building	Build new maximised	Build new
Description	Using \$1m allocated on reactive remediation	Renovate and upgrade the existing 730m ² space (assumes a 70% workplace factor (WPF))	Renovate/ upgrade existing 730m ² space. Extend premises to 1,000m ² (assumes 100% WPF)	Build new to 750m ² (assumes 70% WPF (demolish or build adjoining))	Build new to 1,000m ² (assumes 100% WPF (demolish or build adjoining))	Renovate and upgrade an existing town centre 730m ² building space (assumes a 70% WPF)	Build new to 750m ² with space maximised to allow for a 70% WPF on green or brown fields town centre location	Build new to 1,000m ² with space maximised (assumes 100% WPF on green or brown fields town centre location)
Investment Objectives								
1. More active, vibrant and diverse town centre – more opportunity for economic activity, jobs and opportunities	Status quo	Medium	High	High	High	High	High	High
2. Improved efficiency and effectiveness of ŌDC – improved value of money for the community	Low	High	High	High	High	High	High	High
3. Maximising asset use – holding, utilising and divesting assets for overall improvement in local economic and social wellbeing	Low	High	High	High	High	Medium	Medium	Medium
ŌDC reputational outcomes								
1. Perception of rates payers on spend	Potentially negative	Potentially negative	Potentially negative	Potentially negative	Potentially negative	Potentially negative	Potentially negative	Potentially negative
2. Perception of visitors: current	Potentially negative	Potentially positive	Potentially positive	Potentially positive	Potentially positive	Potentially positive	Potentially positive	Potentially positive
3. Perception of visitors after works	Status quo	Potentially positive	Potentially positive	Potentially positive	Potentially positive	Potentially positive	Potentially positive	Potentially positive

Building/ refurbishment options	On Site					Off Site closer to town centre		
	Status quo	Renovate existing structure	Renovate and extend existing	Build new maximised	Build new	Renovate	Build new maximised	Build new
Team outcomes 1. Existing staff's perception (will the option contribute to improving team culture)	Negative	Positive	Positive	Positive	Positive	Positive	Positive	Positive
2. Staff attraction (will the asset be attractive to potential employees)	Negative	Positive	Positive	Positive	Positive	Positive	Positive	Positive
3. Disruption during build 1 highly negative disruption 2 negative disruption 3 no impact 4 little disruption 5 very little disruption	3	1	2 could be minimised with staging	5 if build is adjacent 1 if demolish and build	5 if build is adjacent 1 if demolish and build	5	5	5
4. Impact on workplace during build 1 highly negative impact 2 negative impact 3 no impact 4 positive impact 5 very positive impact	3	4	5	4	5	5	5	5

Building/ refurbishment options	On Site					Off Site closer to town centre		
	Status quo	Renovate existing structure	Renovate and extend existing	Build new maximised	Build new	Renovate	Build new maximised	Build new
5. Reconnection of team 1 much worse reconnection 2 worse reconnection 3 the same 4 more reconnection 5 highly reconnected	3	3	5	3	5	3	3	5
Financial Outcomes (ranked) 1. Estimated cost *derived from supplied quantity surveyor's calculations with an additional allowance for 7% inflation	\$1m	\$3.5m	\$4.8m	\$5.45m	\$6.75m	Dependant on the condition of the building	\$5.45m Plus, the value of the purchase of the property	\$6.75m Plus, the value of the purchase of the property
2. Commercial viability Notional market rental value if rent set at \$250 per m ² excluding GST and OPEX	N/A	\$182,500	\$250,000	\$187,500	\$250,000	\$182,500	\$187,500	\$250,000
3. Commercial viability Is this attractive to a developer or commercial landlord (2 and 3 are proxies for fiscal prudence and viability)	N/A	5.2% return on investment	5.2% return on investment	3.44% return on investment	3.7% return on investment	Too many variables to determine	Lower than 3.44% return on investment	Lower than 3.7% return on investment
Disposal or leasing of existing building	N/A	N/A	N/A	Limited market due to size and configuration of the building. Potentially leasable for up to \$100 per m ² net plus GST but will require works to attract potential tenants. Difficult to ascertain the value of the underlying land and buildings. Two ex-bank buildings on Church Street, 380m ² and 280m ² on 929m ² and 413m ² of land, respectively, have sold for less than \$880,000 each				
Ranked outcome	3	2	1	4	5	8	7	6

5. Risk matrix

#	ISSUE	RISK LEVEL	RISK	MITIGATION
1	Team morale	Medium	Potential to damage team morale and make it difficult to retain/attract staff members	Engagement with team in forward planning
2	Security	High	Some safety concerns from team members around unpredictable people entering the building and possibly getting access to the workspace	Work with team and implement further security plans
3	Funding	Medium	Inability to achieve funding additional funding	Understanding Ōpōtiki District Council's LGFA funding structure and if there is capacity for Council to draw on further funding
4	Iwi and public engagement	Low	Iwi withdraws support for the project	Engaging with local iwi early in any design phase
5	Procurement / Contract	Medium	Ongoing labour and materials shortages could negatively impact building production timelines and costs	A competitive bidding process should mitigate some of this risk
6	Finding a brown or green fields site in town centre	Medium	There is a limited selection of appropriate building sites and second hand buildings to refurbish in Ōpōtiki	Work with existing landowners to find mutually beneficial outcomes
7	Financial	Medium	The project is reliant on the increasing rates to pay for funding, or finding tenants to lease left over buildings or sell land	Displaying to the community the value and indirect value from having a refurbished building. It will potentially be difficult to lease the existing 730m ² office if a new build is selected

8	Natural disaster	High	Ōpōtiki is both flood and earthquake hazard zones	Proper planning and construction methods
9	Design / Layout	Low	The risk that that layout is not fit for purpose, or the team grows/ shrinks in the future	The options that allow for efficient configuration, maximising space whilst providing flexibility in layout.
10	Existing Structure	Medium	Undiscovered defects in the building that could increase the construction costs	Methodology and cost to remove the asbestos is costly. Ensuring solid contingencies are included in the budget
11	Budget Cost	Medium	The risk of inflation of cost of building materials and rising interest rates	The budget costs provided for each option include an allowance for contingency and cost escalation. These costs can be interrogated as part of next stage of design before committing to refurbishment or new build
12	Programme	High	Disruption to team and delivery of services	The refurbishment works would be comprehensive. They will cause disruption to the level of service however this can be staged to mitigate disruption if the refurbishment is attempted. The use of offsite lease properties or have teamwork from home could be employed

6. Case Study: Ōtorohanga District Council

This case study is provided as an example of a successful major refurbishment. Further detailed investigations would be required before Council could be certain this was a viable option for them. This process is outlined in section 8.

Ōtorohanga District Council has recently gone through a major refurbishment process for their existing office building. The 1970's two level building was 1,290m² on a 974m² land parcel with an 888m² lot at the rear serving as a car park (CoreLogic). Ōtorohanga District Council currently has approximately 50 employees and are expanding the team.

The building was originally split into multiple small spaces with limited meeting rooms and amenity. There had been minimal maintenance or refreshment in 40 years and was subject only to reactive asset management. Following advice, Ōtorohanga District Council decided to refurbish the building and to create a true community resource, with multiple meeting rooms that could be accessed by the public.



Exterior of the Ōtorohanga District Council building during renovation November 2022 (Google Maps)

In 2021, Ōtorohanga District Council allocated \$1m in the 2021 – 2031 LTP to achieve this. Initial investigation found that this amount was too little to complete the refurbishment the building. Further investigations showed that \$1m was required to update the electrical, data, air conditioning, fire systems and security.

Ōtorohanga District Council carried out extensive consultation with local iwi and designers. Following this a design was confirmed with:

- customer services team and eight meeting rooms and chamber on the ground floor
- several open plan spaces and refreshed amenities, including showers on the first floor.

As part of the first stage of the refurbishment the building was stripped back to frame and completely rebuilt.

Ōtorohanga District Council offers a flexible work environment, where employees have the option to work from home, but must be in the workplace a minimum of two workdays per week.

A 100% WPF was selected for the current workforce numbers with the concept that the WPF would need to reduce to future proof capacity.

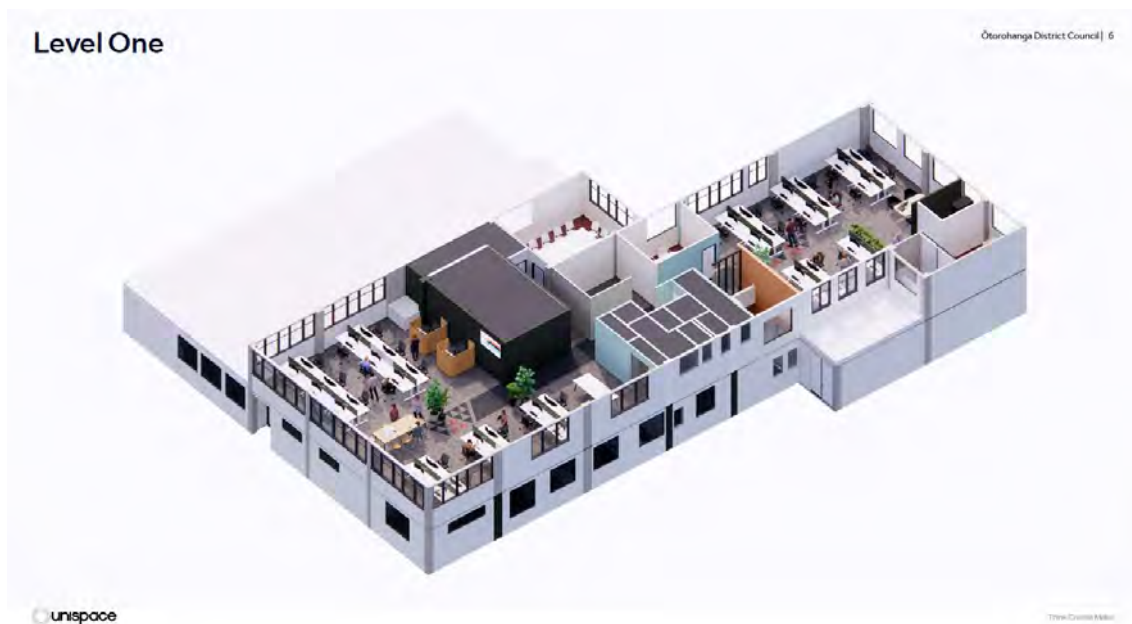
The refurbishment process took four months. The Customer Services and Regulatory teams were set up in a temporary leased space. The rest of the staff worked from home for the duration of the refurbishment.

The total project budget was \$2.5m including contingencies. The final cost was just over the \$2.5m budget due to the discovery of requirements for strengthening works, when demolition began.

Ōtorohanga District Council report that the team enjoyed the process and are very proud of the end result.



Ground floor layout of Ōtorohanga District Council Building



First floor layout of Ōtorohanga District Council Building

7. Outline of recommendations and next steps

As a result of the technical assessment and the issues and options assessment, supported by the case study, the recommendation is that staged refurbishment of the building is the option that Council initially investigate further. The following next steps do not include a further business case to support the first phase of work. Based on previous work and this assessment, Council already has the evidence to support the first stage of decision making.

This would involve:

1. Selecting a procurement model (procurement options assessment) and procuring project support
2. Establishing a preferred way of working and design brief for Council office needs
3. Detailed investigation of the 108 St John Street main building to determine that it can be refurbished / extended to meet those needs. This step would also test, based on the way of working selected, if an extension is required.
4. Developing a concept design, including cultural design framework for project (with hau kāinga, elected members and staff)
5. Costing of the refurbishment, with contingency for Long Term Plan decision making.

Milestone decision point: To refurb and extend the existing 108 St John Street main building or investigate an alternative option.

If refurbishment/ extension is selected as the preferred option, then the following steps outline a high level approach. There will need to be decision making milestones identified in this process.

1. Develop a project plan to cover project delivery, including:
 - a. Selecting a procurement model (procurement options assessment) for delivery – if not part of above
 - b. Completing detailed design and costing
 - c. Consenting
 - d. Managing the relocation of staff
 - e. Refurbishment / Extension works, including fit-out, IT and way of working support
 - f. Reoccupying building.

This study is not a comprehensive business case, if Council requires a comprehensive business case to support decision making then this should be a first step in the road map.

A project governance structure that provides clarity around responsibilities for key decision, e.g., where decisions will be made by Council and where they will be delegated should also be established. The roadmap will also identify possible ways forward for engaging more widely with tangata whenua, potential partners and stakeholders.

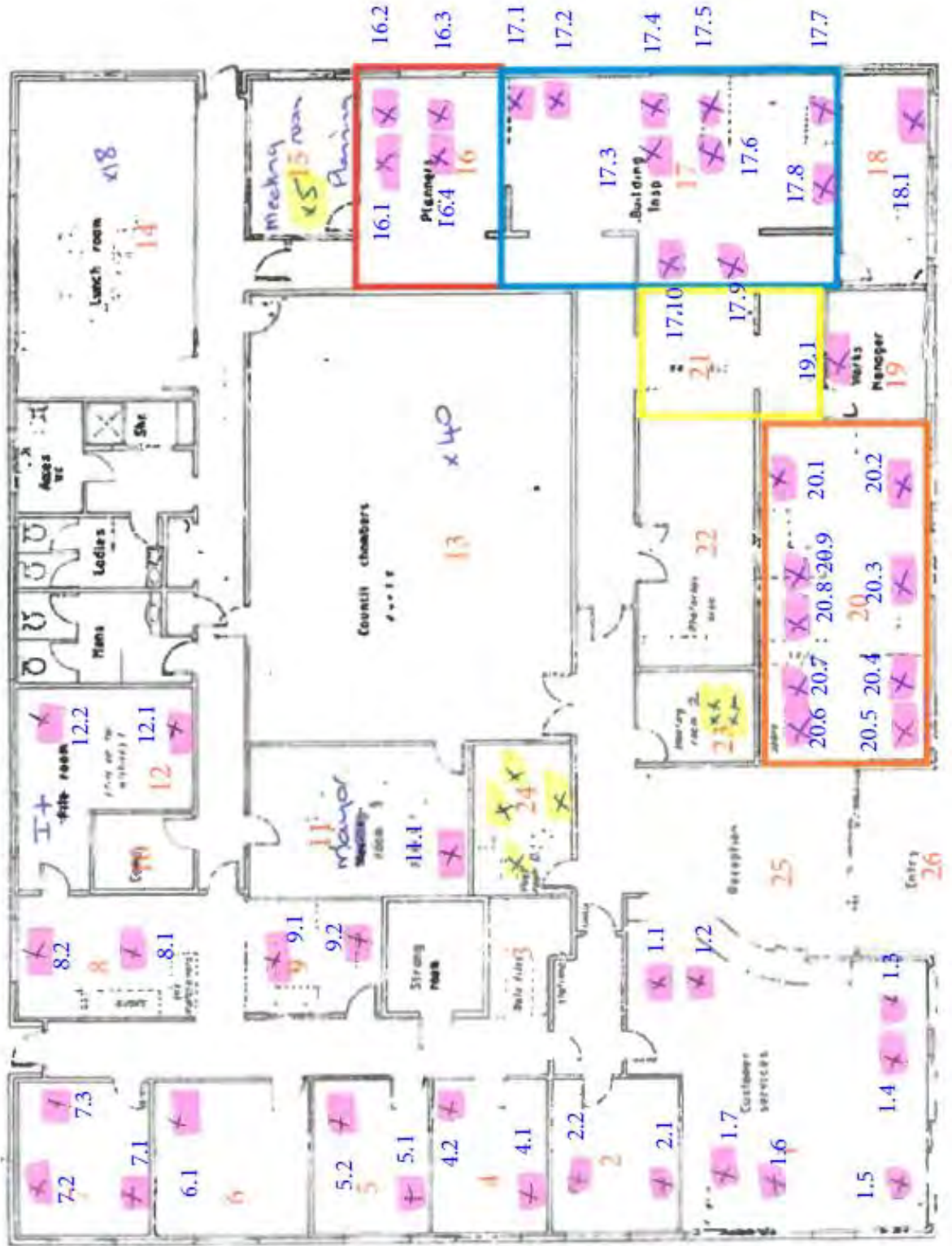
Appendix 1

Existing Building Floor Key and Layouts
Used for Surveys

ŌDC Floorplan

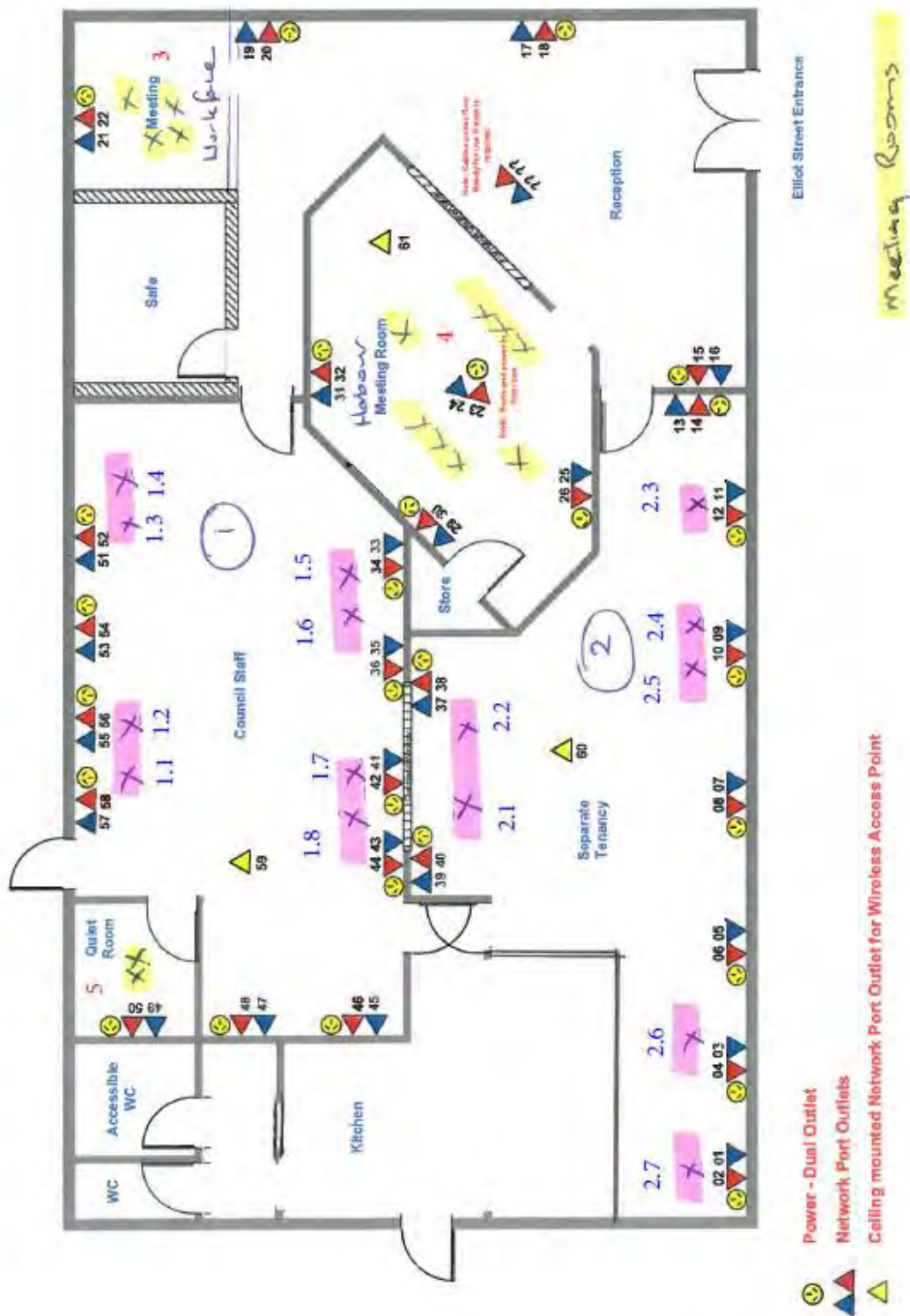
Room number	Purpose of space	Number of workstations or seating capacity if any
1	Customer services/Rates/Payroll/Hot desks	7
2	Office staff	2
3	Storage space	0
4	HR and HS	2
5	GM's CSD and Finance	2
6	CE Office	2
7	Finance	3
8	IMO and hot desk	2
9	PA	2
10	Server room	0
11	Mayor's Office	1
12	IT office	2
13	Council Chambers	40
14	Lunchroom	18
15	Meeting room	5
16	Planning/hot desk	4
17	Planning	10
18	GM Engineering	1
19	Operations and systems manager	1
20	Engineering	9
21	Hallway	0
22	Printer room	0
23	Meeting room 2	4
24	Meeting room 1	4
25	Customer reception	0
26	Entry	0

Appendix One:



Floor plan – Opotiki District Council main office, 108 St John St, Opotiki

Harbour Building (Corner of SH35)	Purpose of space	Number of workstations or seating capacity if any
1	Harbour and Workforce teams	7
2	Engineering and CSD officers	8
3	Workforce meeting room	4
4	Harbour Meeting room	8



Tauranga

78 Second Avenue, Tauranga 3110

PO Box 324, Tauranga 3144

07 579 9747

Hamilton

25 Ward Street, Hamilton 3204

PO Box 112, Hamilton 3240

07 838 2887

Rotorua

1072 Haupapa Street, Rotorua 3010

PO Box 1027, Rotorua 3040

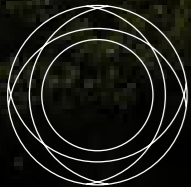
veros.co.nz

info@veros.co.nz

unispace

Ōpōtiki District Council

Workplace Design Test-fits and Budget Presentation



Introduction



Ben Vickers
Associate,
Client Development



Nick Wong
Senior Associate,
Strategy



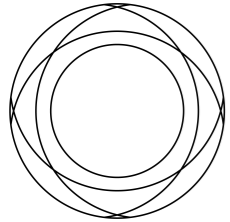
Anna Kane
Senior Designer,
Design



Travis Mitchell
Senior Project
Manager



Ben Toner
Pre-Construction
Team Lead



Cover letter

Providing value for Ōpōtiki District Council’s people and the community.

Unispace and Ōpōtiki District Council have been working together on this business case - stage 1 of a 2 stage engagement, since April 2023, to understand your current state and future objectives.

Veros’ were initially engaged by Ōpōtiki District Council (ŌDC) to undertake workplace strategy services to understand the key issues at hand. Unispace has subsequently been engaged on stage 1 to validate Veros’ findings with our further strategy engagement and design and budget options.

We understand that ŌDC are facing significant challenges with your council building:

- The building is no longer fit-for-purpose and is at end-of-life with several services issues.
- ŌDC have outgrown the building’s footprint. The current workplace is impacting collaboration, teams are disconnected and there is no room for the council to continue growing.
- The current building does not facilitate effective and efficient work, impacting ŌDC’s ability to deliver services to your community.
- Providing value for money and engaging with the community

Our strategy findings, including staff survey’s and executive interviews, have resulted in three project outcomes to upgrade ŌDC’s building.

- 1. Refurbish the existing building:** this has been thoroughly considered however it is not possible due to the size restrictions of the existing floorplate. This option does not enable a connected team or provide capacity for future growth.
- 2. Refurbish and extend the existing building by 200sqm:** this option aligns with ŌDC’s objectives to create a connected team with a variety of worksettings and is open to the community
- 3. Refurbish and extend the existing building by 280sqm:** this option provides the most security for future growth and supports collaboration and connection across departments. Provides space to encourage significant public use.

The following presentation provides test-fits and budgets for each option, along with an evaluation of the three options to show alignment to ŌDC’s organizational objectives.

The design test-fits supplied addresses ŌDC’s challenges, improving the effectiveness of ŌDC and therefore maximizing the public value for the community, resulting in a public building

that is fit-for-purpose and will serve the community in the long-term.

This pack provides an overview of the journey to date, summary of stakeholder feedback and design test-fits, programme and budgets for each option. This approach provides you with all the information to assist in making a decision that best aligns with ŌDC’s requirements.

Once a decision has been reached, we will progress into **Stage Two:**

- Refine tests-fits to achieve frozen plans
- Move into design stages
- Programme and budget refinement
- Construction management (as the main contractor)

We look forward to continuing our partnership with Ōpōtiki District Council to deliver these works to your budget and aspirational objectives.

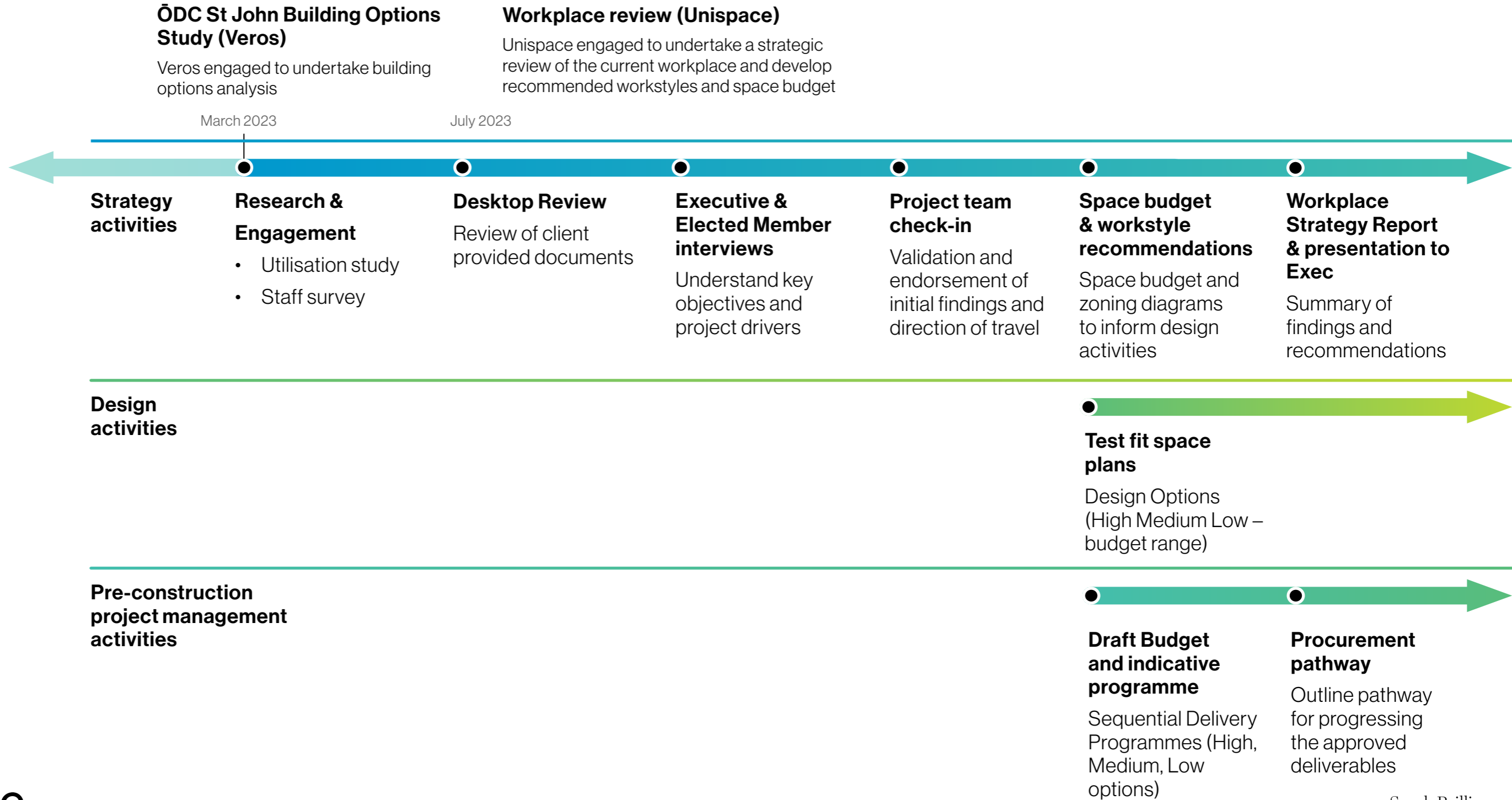
Kind regards,



Ben Vickers

Associate,
Client Development

The journey so far



Strategic summary



Supporting Ōpōtiki District Council to create a fit-for-purpose workplace environment, providing value to their people and the community.



The opportunity

- Address current building infrastructure and services issues by upgrading the existing building
- Remove silos and disconnects by creating a fit-for-purpose and, flexible workplace environment to better connect people
- Establish a public building that serves the community in the long-term



Project drivers

- Organisation growth, although the impact of Three Waters is still uncertain
- Improvement of customer/ public amenities
- Allocation of \$1m in long-term plan to address functional issues within current building



Measures of success

- A more connected workplace
- Staff engagement and retention
- Optimised and efficient layout
- Evolving ways of working
- Use by staff and the community
- Increased activity within the town centre to support economic growth

Summary of executive interviews

Executive leadership from ŌDC were interviewed along with the Mayor and Deputy Mayor to discuss the future workplace aspirations, current workplace challenges and opportunities.

The key discussions were the diversity of teams, working environments, ways of working and priorities for the future workplace.

A connected workplace

“Create a sense of a wider team”

- Not a welcoming space currently
- Aspiration to bring team together, currently in separate buildings
- Break down silo's that exist between teams; connection between admin and teams
- Areas for unplanned collaboration
- Digital workplace: upgrade IT/AV capabilities

An optimised layout

“More flexible and fit-for-purpose”

- Create efficiencies with how the building is used and flexible use of space
- Add breakout and collaboration spaces
- Add small meeting rooms
- Move away from a "Managers have offices" model
- Tick as many boxes as we can with sustainability without extra costs
- Open to a majority % of the organisation being able to work unassigned

From customer service to customer experience

“Open to community”

- We are developing a customer service charter, create public spaces
- Front counter space for staff to talk to customers
- Could consider after hours use for community groups.
- Carefully considered investment to achieve the most value on spend; good stewards of ratepayers money.

Summary of design options

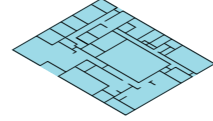
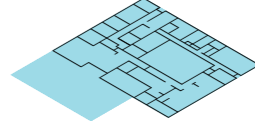
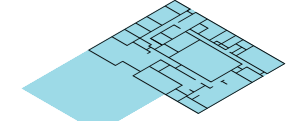
This overview provides a summary of each testfit option, with a breakdown of sharing ratios and variety of workpoints. This provides further information on what option is best suited to ŌDC's current and future requirements.

	REFURBISHMENT (NOT RECOMMENDED)	REFURBISH + 200 SQM EXTENSION	REFURBISH + 280 SQM EXTENSION
Size	730 sqm	930 sqm	1,010 sqm
Public use sqm	218 sqm + shared bathrooms	382 sqm	280 sqm
Headcount (incl. future growth)	77	77	77
Sharing Ratio Blended ratio based on WFH and flexibility desire. Expressed as Staff:Workpoint	1: 0.8	1: 0.8	1: 1
Primary workpoints Ergonomic worksettings including workstations, team benches, offices	68	70	86
Secondary workpoints Incl. touch down spaces, collaboration spaces, focus pods, phone booths. Not including meeting rooms	10	28	48
Total workpoints Density per workpoint	78	98	134
Sqm / workpoint Pre-Covid and Hybrid Government property group target range 12m ² - 16m ²	7.5	7.8	8.5

Alignment with ŌDC's objectives

A building options study assessed various options based on the shown criteria. This has resulted in three options for ŌDC to consider.


Recommendation: of these three options, the assessment found that the option to **renovate and extend the existing building ranked the highest.** This option provides the best overall results against the criteria and aligns with ŌDC's objectives.

	REFURBISHMENT (NOT RECOMMENDED)	REFURBISH + 200 SQM EXTENSION	REFURBISH + 280 SQM EXTENSION
Size	 730 sqm	 930 sqm	 1,010 sqm
Outcome from building options study (Mar 2023)	Improves connectivity and would be functional for now but won't support future growth. Not all support functions are supported.	Supports connectivity between departments, extra amenities, larger meeting rooms for external users. Location of some amenity is not ideal.	Supports connectivity between departments and several breakout spaces. For the extension to remain self-contained, a small kitchenette would be required.
Accommodates headcount Optimizes space to allow for current and future headcount			
Budget alignment			
Investment objectives Value of money for community, maximising asset use, an active town centre creates more jobs			
Council reputational outcomes Perception of rate payers and visitors			
Team outcomes Enables future growth, supports collaboration, staff attraction, disruption during works			
Financial outcomes Alignment with ŌDCs budget, commercial viability, attractive to investor/landlord			

Design option 1

Refurbishment

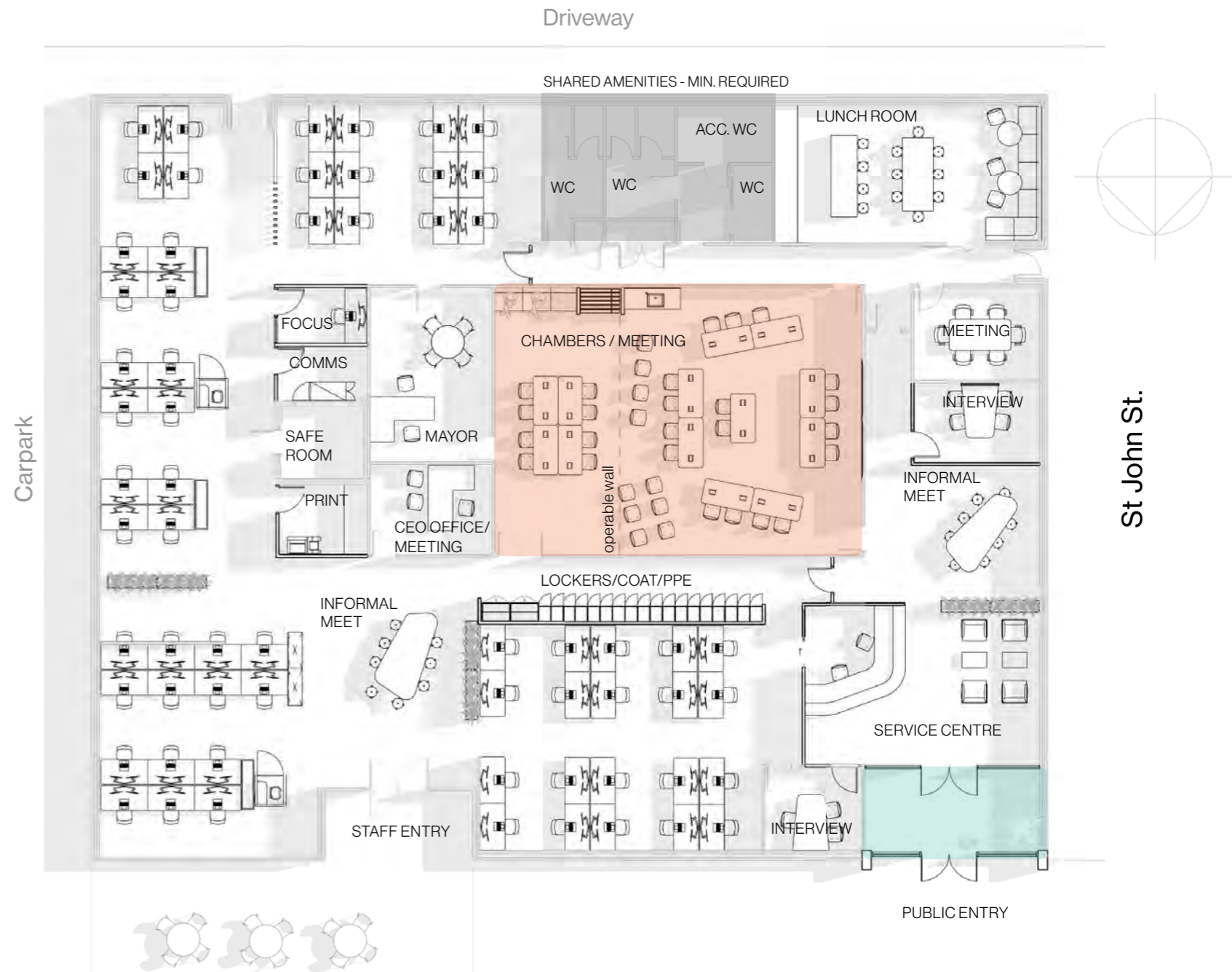
Ōpōtiki District Council Tenancy: 730 sqm



62
Ergonomic
Workpoints
Ratio: 1:8

EXISTING AMENITY	NO.
Mayor's Office	1
Offices	5
Small Meeting	2

PROBLEM SOLVING	NO.
Ergonomic Workpoint	62
Offices	2
Focus Room	1
INNOVATION	
Meeting Room 4=6P	2
Phone Booth	2
Informal Meet	1
Large Meeting	1
SUPPORT	
Utilities/Comms	1
Safe Room	1
Lockers/Coats	1
Lunch Room	1
SERVICE CENTRE	
Reception	1
Waiting	1
Interview Room	1
Meeting Room 4P	1
Council Chambers 40-50P	1
Informal Meet	1



Design option 1

Commentary

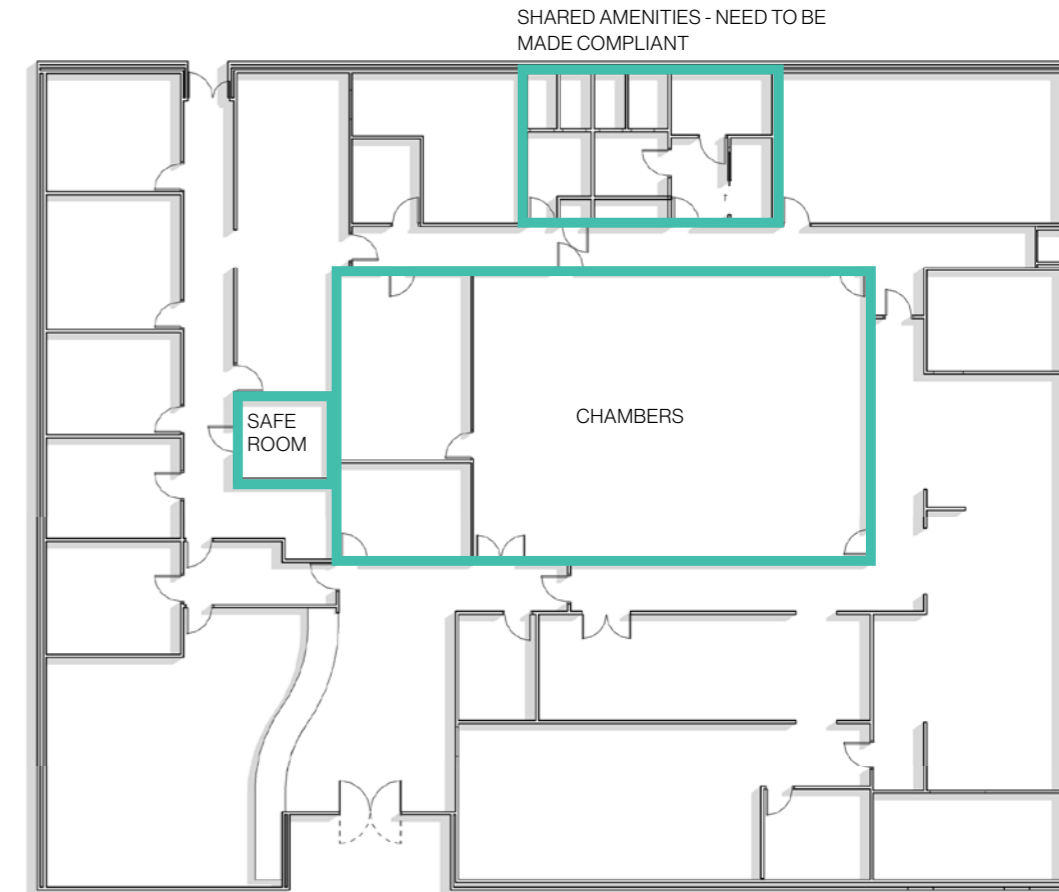
The building options study found that the option to renovate the existing building does not meet ŌDC's objectives.

This option would be a temporary fix which does not support future growth for the ŌDC team or provide a significant improvement to public facilities.

Constraints: ŌDC's current building is divided into two main functions - public use and staff facilities. This splits the footprint and creates numerous secure lines. To continue to accommodate Chambers and a Service Centre within the building there needs to be access to bathroom amenities and a catering function, the limited space has not allowed for separate staff/public facilities and therefore continues to be shared.

The building structure itself presents constraints with centralised structural walls and safe room. This again divides the space and reduces the ability for ŌDC to connect as a team.

Working within this framework we have optimised the space by creating a new public entry and consolidating the public space to one side of the building with direct access to Chambers. This has allowed the team to be in a connected work environment. To achieve a ratio of 1:0.8 supporting amenity has been significantly reduced, decreasing day-to-day functionality.




Ōpōtiki District Council Existing Tenancy: 730 sqm - Existing Constraints

Design option 2

Extension 200m2

Ōpōtiki District Council Tenancy: 930 sqm



64
Ergonomic
Workpoints
Ratio: 1:8

PROBLEM SOLVING	NO.
Ergonomic Workpoint	64
Offices	2
Focus Room	2
INNOVATION	
Meeting Room 4-6P	2
Meeting Room /Councillor	1
Phone Booth	1
Informal Meet	1
2P Meet Pod	1
SUPPORT	
Utilities	2
Comms	1
Safe Room	1
Lockers/Coats	1
Lunch Room	1
SERVICE CENTRE	
Reception	1
Waiting	1
Interview Room	2
Meeting Room 4P	-
Council Chambers 40-50P	1
Informal Meet	1
Amenities	2
Community Meet 14P	2

Carpark



OPTION:
Remove community meeting rooms and create extra workplace zone to create 1:1 ratio

Design option 2

Commentary

This design tests the recommended 200m² extension. This extension does not support a completed shift of existing public to the new build however it supports a connected workplace and provides the community with new and updated amenities.

To keep with ŌDC's objectives to provide public facilities in the new build, we have opted to divide the space between workplace and community, resulting in a multi-purpose space.

The provision of two large meeting rooms or one larger community space is supported by a separate public entrance, unisex bathrooms and shared lunchroom/catering space. This allows the space to operate as a stand-alone facility.

Chambers has been retained in the existing building and a new public entrance and service centre created.

Removing the lunchroom into the extension has created space for separate public bathrooms to service the chambers.

The workplace ratio remains at 1:0.8 but greater amenity is able to be provided to support efficiency and collaboration.

The new lunchroom space can be utilised as an informal meeting space. It also enables connection with the outdoors.


Objectives achieved for ŌDC:

- Welcoming space
- Bring teams together
- Break down silo's that exist between teams; connection between admin and teams
- Areas for unplanned collaboration
- Digital workplace: upgrade IT/AV capabilities
- Community facilities provided

Design option 3

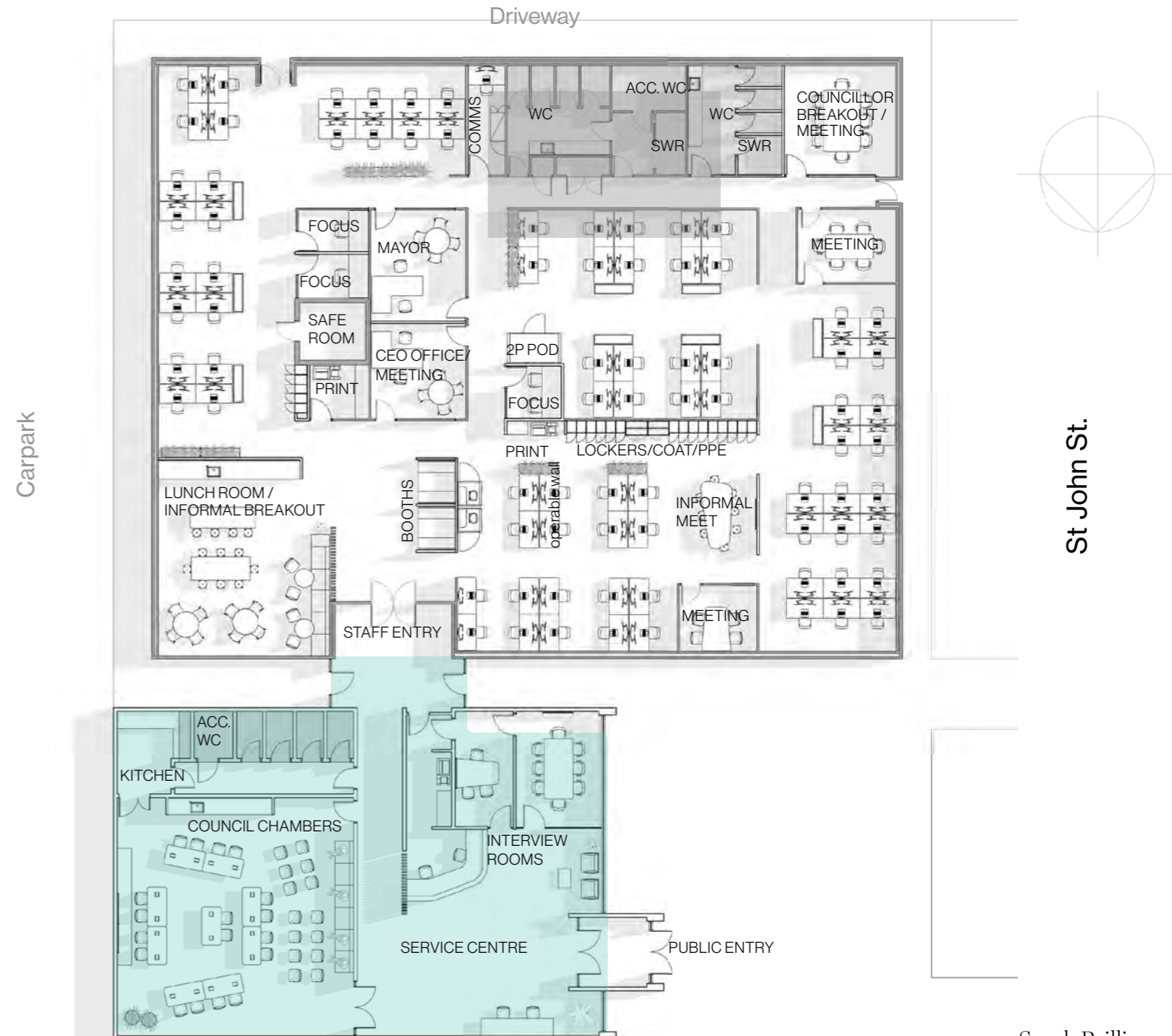
Extension 280m2

Ōpōtiki District Council Tenancy: 1,010 sqm



80
Ergonomic
Workpoints
Ratio: 1:1

PROBLEM SOLVING	NO.
Ergonomic Workpoint	80
Offices	2
Focus Room	3
INNOVATION	
Meeting Room 4-6P	3
Meeting Room 8P	1
Phone Booth	2
2P Meet Pod	1
Informal Meet	4
SUPPORT	
Utilities	2
Comms	1
Safe Room	1
Lockers/Coats	1
Lunch Room	1
SERVICE CENTRE	
Reception	1
Waiting	1
Interview Room	1
Meeting Room 8P	1
Council Chambers 30-40P	1
Informal Meet	-
Amenities	1
Kitchen	1



Design option 3

Commentary

This design creates a new building specifically for community use. The larger extension holds a new Council Chambers, Service centre and amenities to support this (kitchen, bathrooms). The new build is connected to the existing ODC building allowing the reception and admin staff to remain connected.

Removing all community functions from the existing building allows all teams to come together at a 1:1 ratio and have a dedicated workplace. Support amenity greatly increases supporting a modern workstyle. Employee bathroom amenities can be increased and a better End of Trip function provided.

The new lunchroom space has increased and can be utilised as an informal meeting space.

Not optimised:

- Not optimising the space to its maximum potential with a 1:1 ratio
- No outdoor connection available
- No provision of a separate EOC facility (this could be incorporated if workplace ratio was introduced)

Objectives achieved for ŌDC:

- Welcoming space
- Bring teams together
- Break down silo's that exist between teams; connection between admin and teams
- Areas for unplanned collaboration
- Digital workplace: upgrade IT/AV capabilities
- All new community facilities provided, good public perception and investment

Secure Lines

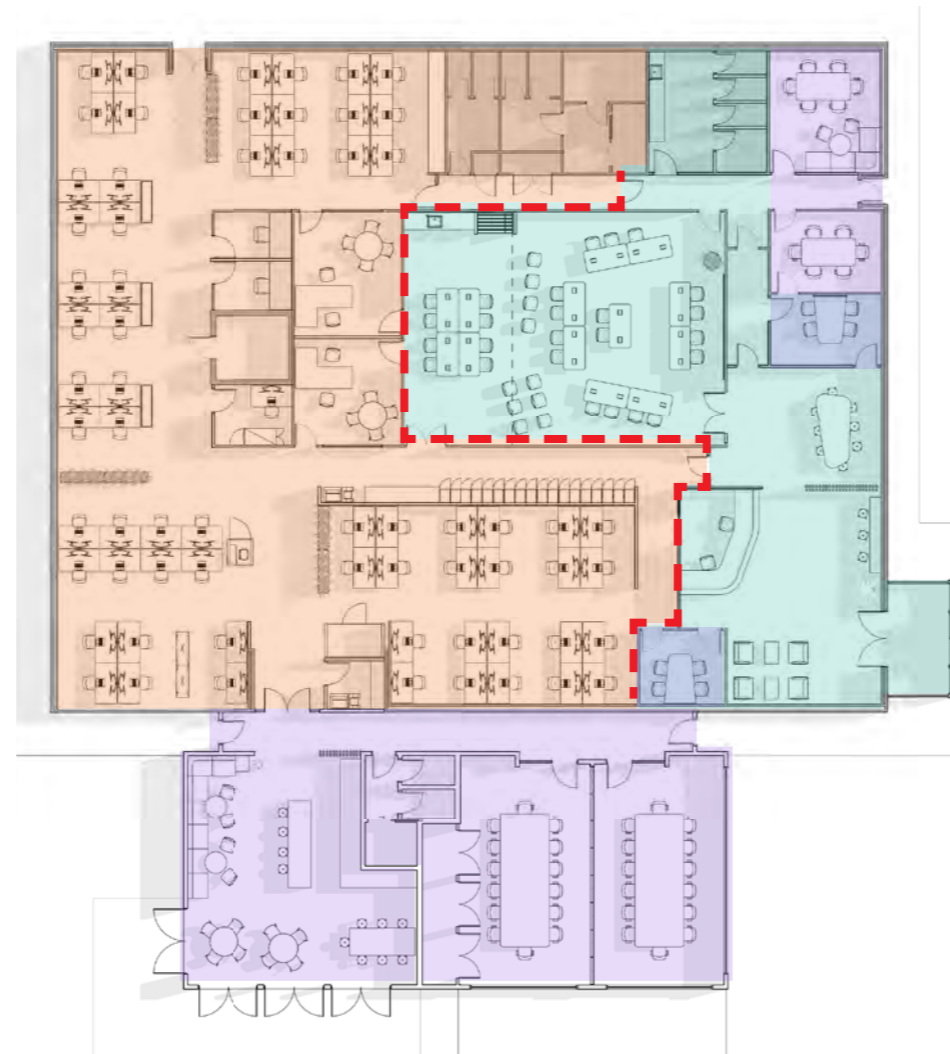
--- PRIMARY SECURE LINE

- STAFF
- PUBLIC
- SHARED

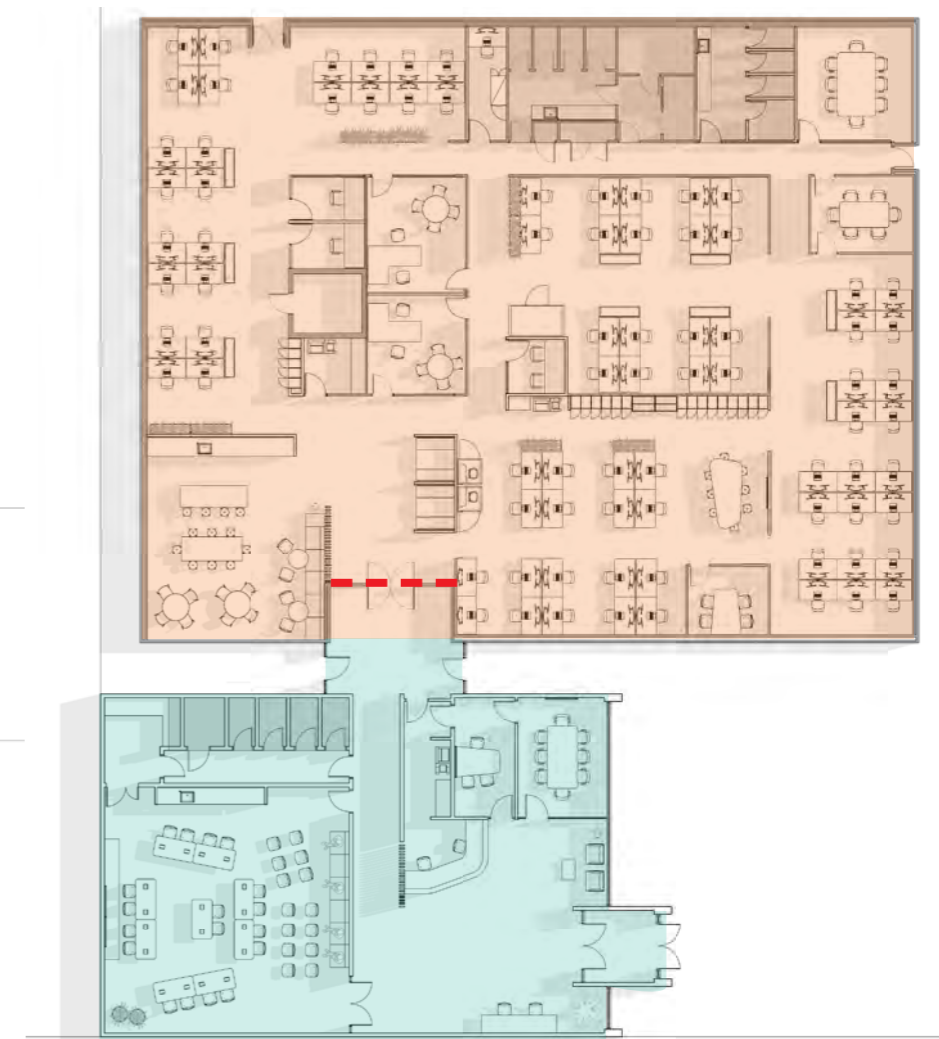
OPTION 1



OPTION 2



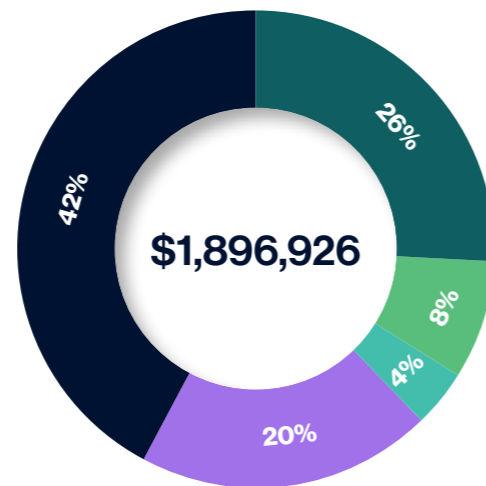
OPTION 3



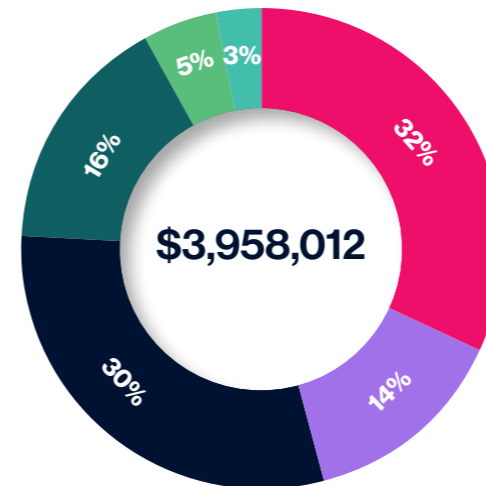
Budget split summary

- Refurbishment Upgrades
- Fees & PG's
- Furniture & Workstations
- Maintenance/ Service Upgrades
- AV & IT
- Extension

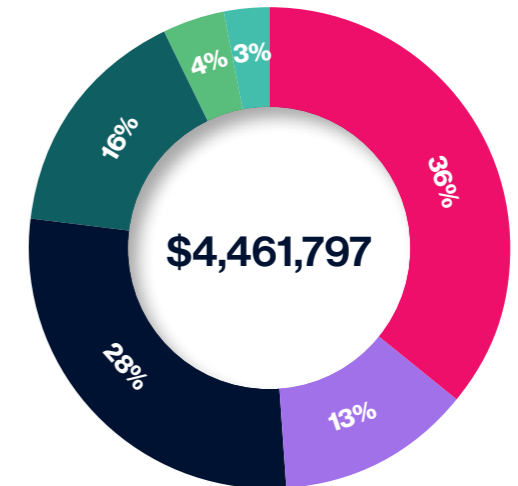
Option 1
Refurbishment of existing



Option 2
Refurbishment + 200m² Extension



Option 3
Refurbishment + 280m² Extension



Budget scope

Option 1

Refurbishment

- Removal of internal partitions
- Relocate customer service reception with access to interview rooms and informal meeting spaces.
- Separation of staff/public spaces and access to building
- Refurbish current staff room with new joinery & furniture
- Refurbish existing toilet/shower facilities
- Relocate Distribution Board
- Relocate Comms/IT room
- Reconfigure existing HVAC & Fire to suit
- New Electrical, lighting and data
- New Flooring
- Plaster & Paint throughout

Option 2

Refurbishment + 200m² Extension

- Relocate customer service reception with access to interview rooms and informal meeting spaces
- New lunchroom/informal break out space to extension with access to outdoor greenspace
- 2x New large multipurpose meeting rooms for staff/community with toilets to service new extension
- Hydration station /utility to existing Chambers space
- Additional toilet amenities to service chambers
- Upgrade to existing toilet/shower facilities
- Additional meeting, collaboration and focus spaces for staff use
- Reconfigure and New HVAC and Fire to suit
- New Electrical, lighting and data to suit

Option 3

Refurbishment + 280m² Extension

- Chambers relocate to extension with kitchen and toilets to service
- Customer service relocate to extension
- Existing building refurbished for staff only use
- Additional shower/toilet/change amenities for staff
- Relocation of Comms/IT Room
- Relocation of Distribution Board
- New lunchroom/informal breakout space
- Additional meeting, collaboration and focus spaces for staff use
- Reconfigure and New HVAC and Fire to suit
- New Electrical, lighting and data to suit

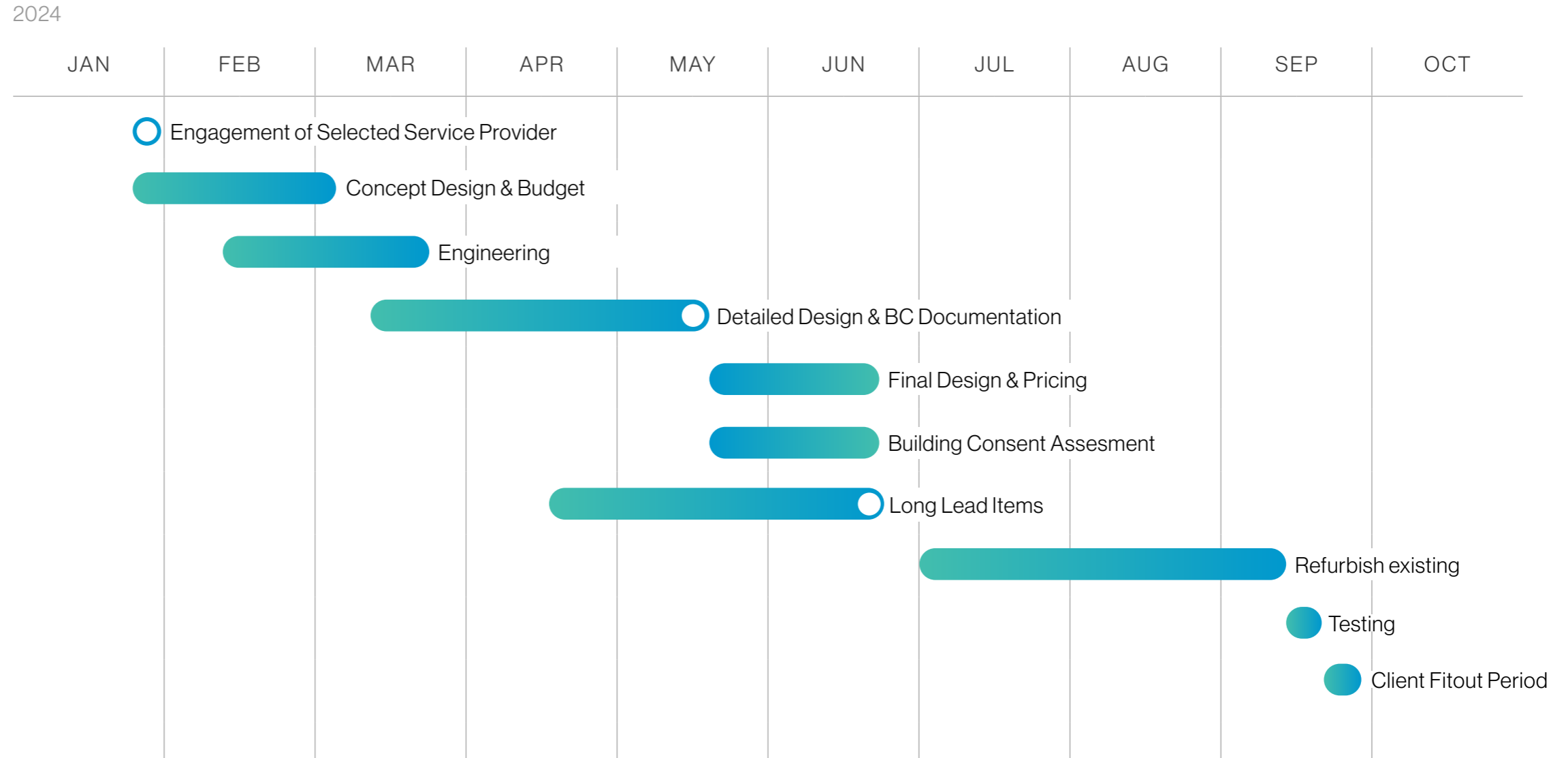
Budget summary

Summary	Option 1	Option 2	Option 3
Design, project & cost management services	\$84,780.00	\$127,908.00	\$127,908.00
Engineering & consultants	\$68,250.00	\$68,250.00	\$68,250.00
Certifications & approvals	-	-	-
Preliminaries & general	\$122,462.00	\$175,231.00	\$175,231.00
Demolition	\$90,652.00	\$90,652.50	\$90,652.50
Customer services entry	\$82,800.00	\$82,800.00	-
Joinery & wall finishes	\$143,640.00	\$221,940.00	\$238,590.00
Partitions, doors & ceilings	\$280,265.00	\$513,608.00	\$627,090.40
Decorating - plaster, paint, floor coverings, window coverings, signage, graphics, frosting	\$190,815.00	\$259,254.50	\$285,179.95
Plumbing services, toilet/shower FFE	\$34,920.00	\$117,288.00	\$129,016.80
Fire, heating, ventilation & air conditioning	\$204,570.00	\$210,870.00	\$231,957.00
Electrical, data & security	\$187,967.00	\$292,502.50	\$321,752.75
Separate contractor management	\$8,998.00	\$34,361.00	\$37,797.10
Contingency	-	-	-
Overhead & margin	\$91,847.00	\$138,566.50	\$152,423.15
Unispace Contract Sum	\$1,591,966.00	\$2,333,232.00	\$2,485,848.00
By client items	Option 1	Option 2	Option 3
Loose furniture, workstations, whitegoods	\$149,960.00	\$190,780.00	\$199,948.00
AV allowance	\$50,000.00	\$75,000.00	\$75,000.00
Roof maintenance/replacement allowance	\$105,000.00	\$105,000.00	\$105,000.00
Extension Build Price	-	\$1,254,000.00	\$1,596,000.00
Total Project Sum	\$1,896,926.00	\$3,958,012.00	\$4,461,797.00

Budget summary Pathway Comparison

Summary	Option 1	Option 2	Option 3
Fees & PG's	\$376,339.00	\$509,955.50	\$523,812.15
Refurbishment upgrade	\$788,172.00	\$1,168,255.00	\$1,241,512.85
Maintenance/service upgrades	\$541,455.00	\$760,021.50	\$825,523.65
Furniture & workstations	\$149,960.00	\$190,780.00	\$199,948.00
AV & IT	\$50,000.00	\$75,000.00	\$75,000.00
Extension	-	\$1,254,000.00	\$1,596,000.00
Total	\$1,896,926.00	\$3,958,012.00	\$4,461,797.00
Cost / sqm	\$2,598.53	\$4,255.93	\$4,417.62

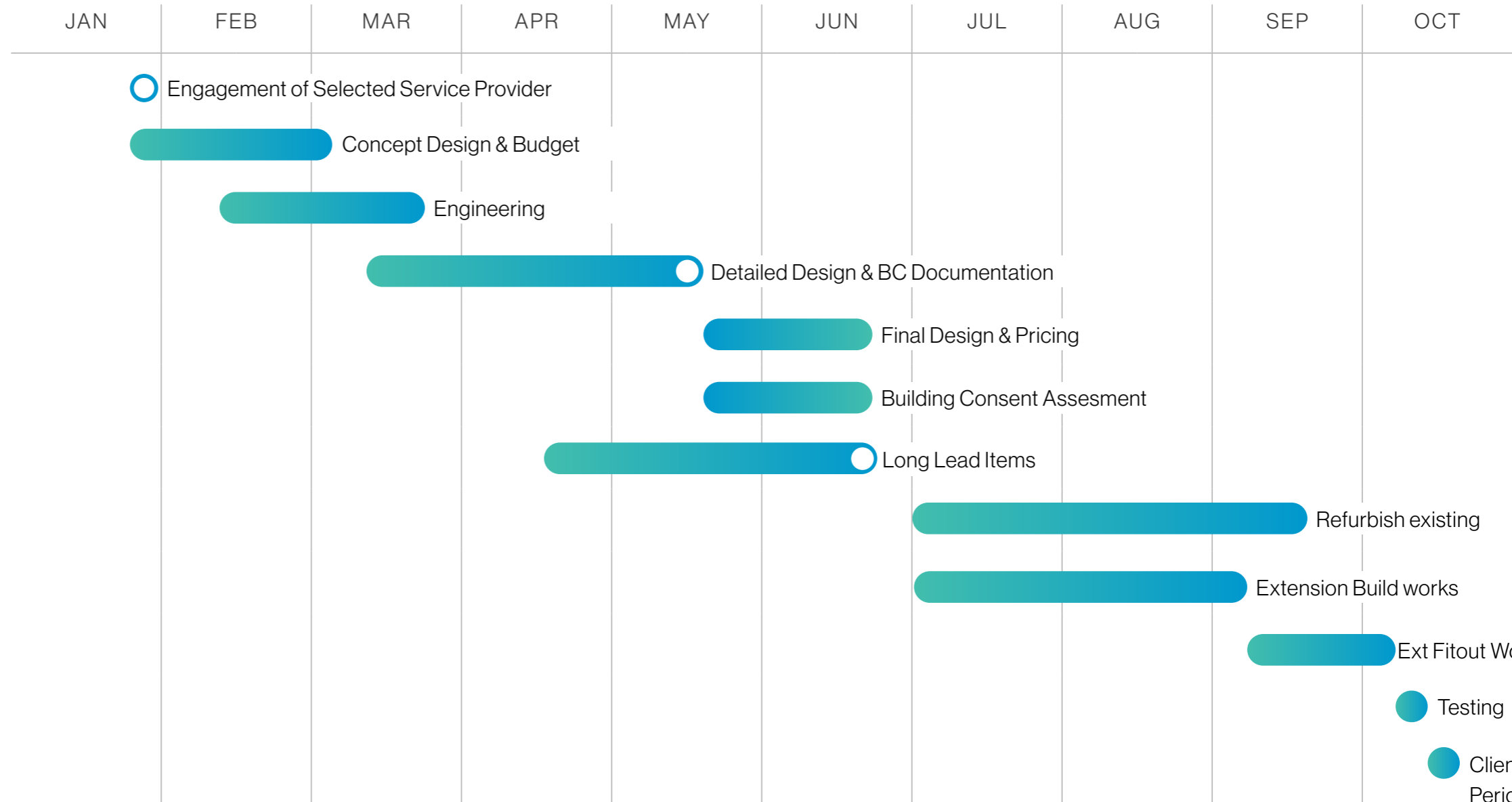
New Build - 1000sqm (Based on Elliott St)	
Demo	\$500,000.00
Basebuild construction	\$4,800,000.00
Fitout works	\$1,400,000.00
Fees & P&G	\$720,000.00
Consents	\$25,000.00
Furniture, workstations & AV	\$332,405.00
Total	\$7,777,405.00
Cost / sqm	\$7,777.00



Programme

Option 1: Refurbishment

2024



- Testing
- Client Fitout Period

Programme

Option 2: Extension

Project risks & mitigation

Exclusions / Clarifications / Assumptions

AV/IT allowance – Lump sum allowance per room. Technical brief required to allow accurate costing

Assumes works to be completed in a single stage

No allowance for Building Consent/Approvals - Assumes ŌDC will undertake these internally

- Geo Tech Investigation - Land/Soil testing – Initial findings
4x Hand Augers 28/9/2023
 - Top fill, 100-200mm
 - Hard Fill 800-1000mm
 - Stiff Silt 1000-2000mm
 - Ground water 1800mm
 - Potential Contaminated Soil @ 1 Test Point
- Review of Ōpōtiki GIS Maps shows 1x Waster Water/ Sewer line running beneath the existing building and potential extension zone.
- No examination for underground services has been completed for the proposed extension zone
- Assumes existing services are suitable to expansion. i.e. water and waste, electrical
- No allowance for repairs/maintenance to existing structure:
 - No seismic upgrades to existing structure/ building
- No allowance for upgrade to existing cladding:
 - Exterior of existing building could be finished with Plaster to modernise/ improve visual appeal.
- Proximity of trades/sub-contractors to Ōpōtiki
 - Early engagement of sub-contractors' involvement in design and pricing aids in accurate budget development and progression

Next steps

01

16 October: elected members presentation

02

31 October: Unispace final business case submittal

03

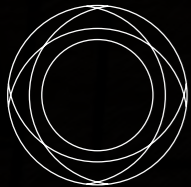
20 November: Council endorsement for LTP inclusion

04

June 2024: Funding approved

unispace

Relevant Experience





All of Government (AOG) Approved Supplier:

Panel Memberships

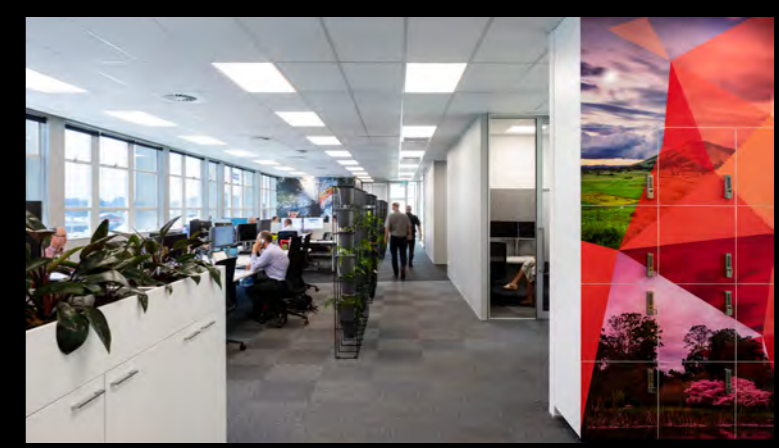
AOG Property Consultancy Services Panel
Strategic and Change Management Consultancy

AOG Pae Hokohoko Marketplace
Architecture & Design
Project Management
Construction

Government Rules of Sourcing guidelines
Unique Supplier

ISO Accreditations

- + ISO9001:2015 Quality Management Systems
- + ISO14001:2015 Environmental Management Systems
- + ISO45001:2018 Occupational Health and Safety Management Systems



Case study

Waipa District Council

Waikato,
New Zealand

SIZE	2,400 sqm
INDUSTRY	Government
SERVICES	Strategy, Design, Delivery

As one of the country's fastest growing regions, Waipa District Council (Waipa DC) is experiencing equivalent organisational growth. With the majority of its workforce in the townships of Cambridge and Te Awamutu, the Council required an asset review in these locations to determine how existing building stock could be repurposed or better utilised to accommodate this respective growth.

Unispace were initially engaged by Waipa DC to repurpose an ex-public library space into administration offices. As an evolution from the 1970s cellular office design that's prevalent across their wider property portfolio, the conversion created the Council's first open plan environment.

With Unispace's full methodology the preferred option following a rigorous procurement process, Waipa DC and Unispace have formed an on-going partnership to deliver this phased property upgrade programme. Our service is scaled to include the coordination of structural and services upgrades, as well as providing new workplace designs that are transitioning the Council to flexible working.

As a result of the success of this project, Unispace was subsequently engaged to upgrade the Council's Te Awamutu Chambers and perform a wider property portfolio review.



Spark Brilliance.

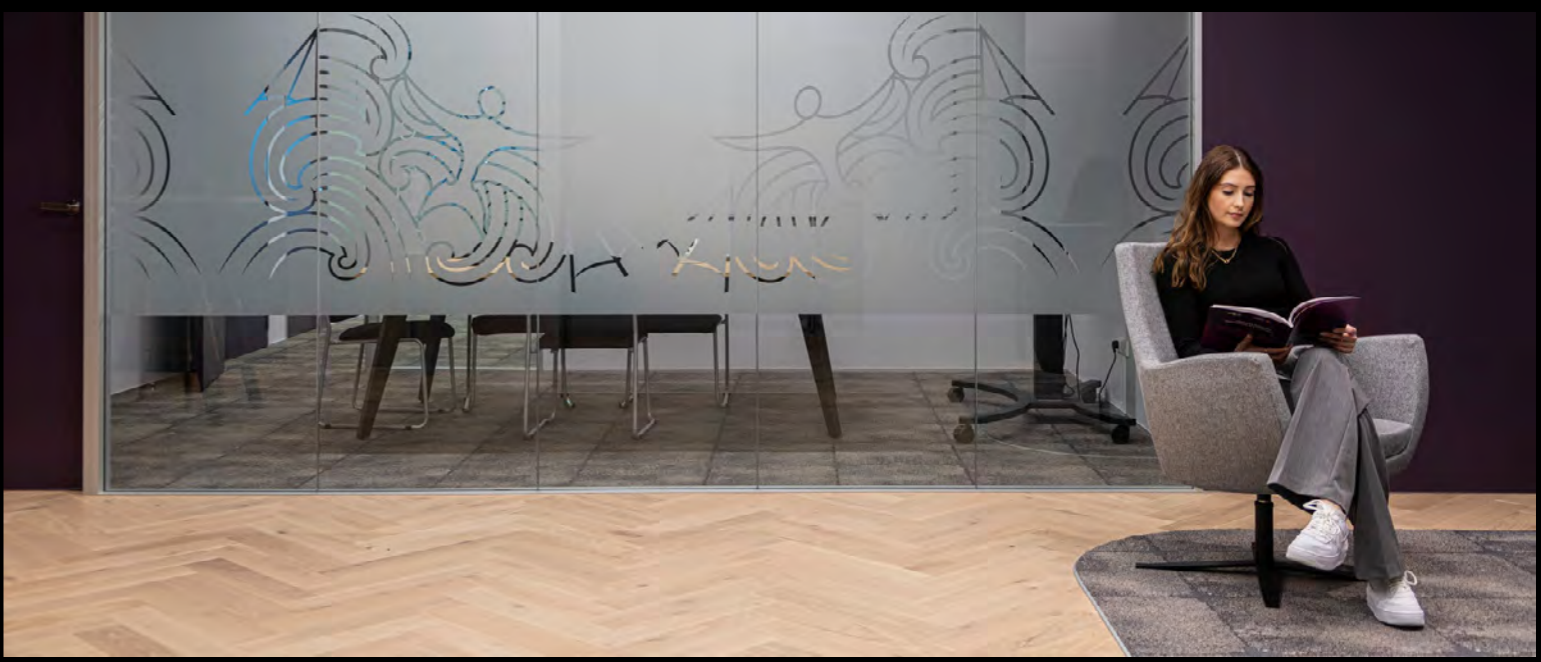


Case study

Te Taura Whiri i te Reo Māori (Māori Language Commission)

Wellington, New Zealand

SIZE	1,700 sqm
INDUSTRY	Government
SERVICES	Design, Delivery



Unispace were engaged to relocate Te Taura Whiri and provide design and construction services.

Te Taura Whiri were evacuated from their original premises due to seismic issues with the building. Timing and maintaining business continuity were critical drivers and Te Taura Whiri required a new workplace quickly.

The new space builds upon the original concept with improvements to the functionality; drawing on our specialty expertise in high-performance workplace design.

In addition, greater visual representation of Maori culture was required. The incorporation of Te Taura Whiri's brand elements and the integration of Te Ao

Māori design principles is evident throughout the space and a result of the two parties working closely together.

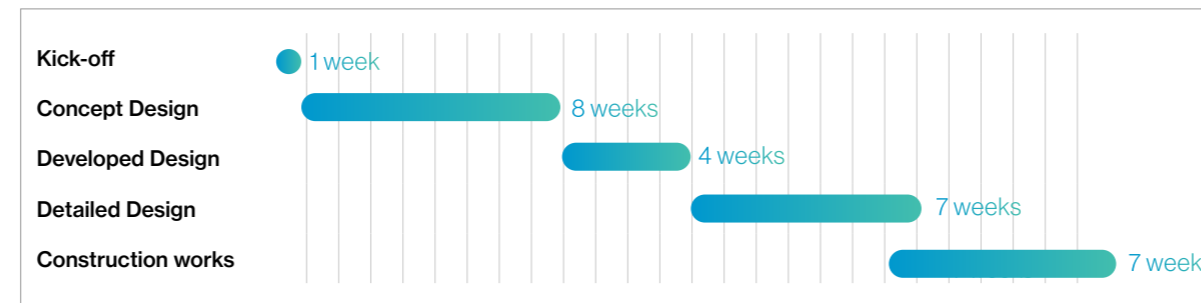
The project was completed in early 2023, on-time and on-budget.

Additional information:

Te Taura Whiri i te Reo Māori
Māori Language Commission

Two stage contract engagement:

- CCCS for Strategy, Design and Pre-Construction Management
- NZS3915 Fixed Lump Sum Construction Contract



A key learning from the project:

- Early Design Workshops with Maori creative consultancy, KE Design. TTW independently engaged Kaaterina (Rina) Kerekere as the specialist graphic designer as part of the fit-out design team
- Unispace Strategists and Designers worked closely with Rina to learn about and integrate Rina’s graphic design into the concept design and construction of the project
- Workshops included SLT and key workstreams



27 February 2023

Tēnā koe, koutou anō hoki i ngā āhuatanga o te wā.

We engaged Unispace to deliver the design, management, and construction delivery of Te Taura Whiri Wellington workplace (1500m2).

Our move from 20 Balance St to Level 5 & 6, Maritime Tower was an urgent and large undertaking for our organisation where timing was critical.

With this in mind, Unispace’s methodology turn-key approach, enabled our project to be delivered significantly faster than the norm with their risk-free model and progressive budgeting.

Unispace delivered the project beautifully and those who have visited the office since the opening have been wowed by the final result. We strongly believe that the following factors were key:

1. Unispace consulted and worked with us as partners at every phase of the move from design to construction
2. They were honest and open about design elements, schedules and delivery, and where there were possible delays, they were quick to let us know
3. Unispace delivered the project in a manner that was consistent with our values, and the staff most involved with them were quick to praise their openness to a Te Ao Māori/Māori world.

This project has been more than a success. We seek a workplace that reflects our values and culture and that our people are proud to work in. Unispace have achieved that by showing throughout this project the capability to deliver on all services proposed by wrapping a strong Wellington team around the Strategy, Design, Pre-Construction to ensure the delivery met our organisation’s strategic objectives and requirements.

Te Taura Whiri i te Reo Māori unreservedly recommends Unispace to any organisation that is seeking not only a creative and innovative workplace design that meets business objectives, but also to enjoy a smooth, timely, collegial process from inception to completion.

Ngā mihi

Ngahiwi Apanui
Chief Executive
TE TAURA WHIRI I TE REO MĀORI | THE MĀORI LANGUAGE COMMISSION



Otorohanga District Council

Case study

Otorohanga, New Zealand

SIZE	1,600 sqm
INDUSTRY	Government
SERVICES	Strategy, Design, Delivery



Unispace were engaged by ŌDC to review their current premises and way of working to ensure workplace efficiencies in the long term. This included the review and recommendation of base-build upgrades for long-term value and the reconfiguration of ŌDC's existing space to ensure flexibility for current and future growth.

The new workplace drives connection between staff with collaboration zones, open floor plates and improved technology, unifying both those in the office and virtually. The design is fit-for-purpose, with flexible furniture that supports multi-functional use and social spaces that foster connection and can also be used for

informal meetings. The open floor plates allow greater flexibility in the future to accommodate headcount growth and evolving workstyles.

Engagement with Te Ao Māori Advisors was a significant part of the design process to integrate Mana Whenua design, paying respect to the land and its heritage.

Completed on-time and on-budget with significant local and Māori & Pasifika-owned trade engagement to evidence Broader Outcomes commitment.



Spark Brilliance.



Spark Brilliance.

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REPORT

Date : 20 November 2023

To : Ordinary Council Meeting 5 December 2023

From : Chief Executive Officer, Stace Lewer

Subject : **LOCAL GOVERNMENT NEW ZEALAND – ATTENDANCE AT SPECIAL GENERAL MEETING**

File ID : A1192483

EXECUTIVE SUMMARY

This report seeks Council’s endorsement for the Mayor and Deputy Mayor to attend a Special General Meeting of Local Government New Zealand on 11 December 2023 and delegated authority for the Mayor as presiding delegate to vote on a position paper to be presented to the meeting which reflects the consensus that has come out of the Future For Local Government work.

PURPOSE

The purpose of this report is for Council to endorse the attendance of the Mayor and Deputy Mayor at a Special General Meeting of Local Government New Zealand and delegate authority to the Mayor as presiding delegate to vote on behalf of Opōtiki District Council in relation to a position paper which reflects the consensus (by majority) that has come out of the Future For Local Government Review.

BACKGROUND

The Future For Local Government Review was commissioned in April 2021 by the Minister of Local Government. There have been presentations, workshops, online engagement and updates for the Local Government sector over the last two years. This work culminated in two meetings, one in September 2023 and one in November 2023 to consider the recommendations from the Future For Local Government Report. Opōtiki District Council was represented by the Mayor and Chief Executive Officer at these two meetings.

Some of the recommendations in the Future For Local Government Report were reviewed and reshaped at the September and November meetings and used to inform a position paper. The position paper will be presented at the Special General Meeting on 11 December.

DISCUSSION AND OPTIONS SECTIONS

The Local Government New Zealand Special General Meeting will give Local Authorities the opportunity to vote on the recommendations. The confirmed recommendations will be presented to the incoming Government.

Each Council has a specified number of delegates able to attend, along with a prescribed number of votes. Ōpōtiki District Council is able to have two delegates attend the meeting, with three votes.

It is proposed that the Mayor and Deputy Mayor attend the Special General Meeting, with delegated authority to the Mayor as presiding delegate to vote on behalf of Council.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

The level of significance related to the decision in this report is considered to be low. Because the decision is determined to have low significance in accordance with the policy, the corresponding level of engagement required is 'Inform'.

Assessment of engagement

As the level of significance has been determined to be low, the level of engagement required is Inform according to the Engagement Framework of the Significance and Engagement Policy:



Inform

To provide balanced and objective information to assist understanding about something that is going to happen.

The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

CONSIDERATIONS

Financial/budget considerations

There are no financial implications identified to be considered as part of this report.

The Local Government New Zealand Special General Meeting is an online meeting so there are no travel and/or associated costs to attend.

Risks

There are no risks identified as needing to be considered associated with this report.

Authority

Council has the authority to make this decision.

RECOMMENDATIONS:

- 1. That the report titled "Local Government New Zealand Special General Meeting" be received.**
- 2. That Council approves the Mayor and Deputy Mayor attending the Local Government Special General Meeting on 11 December 2023 on behalf of Council and delegates voting authority to the Mayor as presiding delegate.**

Stace Lewer

CHIEF EXECUTIVE OFFICER

REPORT

Date : 20 November 2023

To : Ordinary Council Meeting 5 December 2023

From : Group Manager Community Services and Development, Anna Hayward

Subject : **ŌPŌTIKI DISTRICT COUNCIL SCHEDULE OF MEETINGS 2024**

File ID : A1192309

EXECUTIVE SUMMARY

This report provides an overview of the 2024 Schedule of Meetings for the Opotiki District Council and associated committees and groups, including some joint and external committees.

PURPOSE

The purpose of this report is to share and seek endorsement by Council of the meeting schedule for the 2024 year. The draft Schedule of Meetings will be tabled at the Council meeting.

BACKGROUND

Council is required under Section 42 of the Local Government Information and Meetings Act 1987, to publicly notify a list of all meetings of that local authority scheduled to be held in the following month, together with the dates on which, and the times and places at which, those meetings are to be held.

A Schedule of Meetings provides a tool to ensure Council meets this obligation alongside supporting both Councillors and staff to plan and meet deadlines for meetings and other commitments.

DISCUSSION AND OPTIONS SECTIONS.

Council and Committee Meetings

The schedule of meetings provides meeting dates for:

- Ordinary Council
- Risk and Assurance Committee

- Strategy, Planning and Regulatory Committee
- Performance and Delivery Committee
- Community Coast Board.

Extra Ordinary meeting dates where known are also included, however if additional Extra Ordinary meetings are required these will be added to the schedule when identified.

The Schedule of Meetings also includes dates for Councillor/CEO catchups and Council briefings/workshops. Councillor/CEO catch ups are scheduled fortnightly. They are an opportunity for Councillors to meet informally with the CEO to ensure open lines of communication and to raise any concerns.

While the Local Government Information and Meetings Act 1987 requires Council to give notice, publish agendas and minutes and make meetings open to the public, section 45 of LGOIMA defines the term 'meeting' and excludes 'any meeting at which no resolutions or decisions are made'.

Council will continue to utilise workshops and briefings as part of their governance structure. Workshops and briefings are used as a mechanism to consider a particular issue or to unpack complex information with staff. They also enable direction to be provided to staff on areas where further information is needed or wanted. Standing orders do not apply to workshops or briefings and this allows for more 'free and frank' discussions. Staff will be looking at how to ensure workshops meet the recommendations of the recent Chief Ombudsmen's report.

A date has been set aside each month for workshops/briefing sessions with Councillors. Council will continue to publicly release workshop and briefing meeting notes that can be as and when appropriate, noting that public exclusion is required when matters discussed are personal privacy issues, legal privilege and commercial sensitivity – some workshops/briefings may discuss matters that are subject to these constraints. Additional workshops may be added to the Schedule as required.

The Schedule of Meetings is published on the Council website which will provide the community with an awareness of the workshops and briefings being held.

Joint Committees and External Groups.

The Bay of Plenty Regional Council sets the dates for the following committees/groups. Dates are included in the schedule but are subject to change.

- Bay of Plenty Mayoral Forum
- BOP Regional Transport Committee
- BOP Civil Defence Emergency Management Group Joint Committee
- Waioeka-Ōtara Rivers Scheme Advisory Group
- Ōhiwa Harbour Implementation Forum

The meeting dates for some other joint committees and external groups have not been notified at the time of this report being prepared. When dates for those meetings are known they will be added to the schedule.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

The level of significance related to the decision in this report is considered to be low. Because the decision is determined to have low significance in accordance with the policy, the corresponding level of engagement required is 'Inform'.

Assessment of engagement

As the level of significance has been determined to be low, the level of engagement required is Inform according to the Engagement Framework of the Significance and Engagement Policy:



Inform

To provide balanced and objective information to assist understanding about something that is going to happen.

The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

CONSIDERATIONS

Financial/budget considerations

There are no financial implications identified to be considered as part of this report.

Policy and planning implications

The proposed meeting schedule supports and aligns with key dates associated with our Annual Plan and Long-Term Plan processes.

Risks

There are no risks identified as needing to be considered associated with this report.

Authority

Council has the authority to make this decision.

RECOMMENDATIONS:

- 1. That the report titled "Ōpōtiki District Council Schedule of Meetings 2024" be received.**
- 2. That Council notes dates for some joint committees and external groups have not been notified and the schedule will be updated once those dates are known.**
- 3. That the Council approves the schedule as tabled at the meeting.**

Anna Hayward

GROUP MANAGER COMMUNITY SERVICES AND DEVELOPMENT

REPORT

Date : 24 November 2023

To : Ordinary Council Meeting, 5 December 2023

From : Chief Executive Officer, Stace Lewer

Subject : **CHIEF EXECUTIVE OFFICER'S UPDATE**

File ID : A1190551

LGOIMA REQUESTS

LGOIMA Report (14/08/2023-28/11/2023)

Month	Submitter	Subject	Due
Mar-22	New Zealand Taxpayers Union	Budget information	22/08/2022
August 2023	Wotton Kearney	Liability Insurance off set	14/09/2023
	Brian Foote	land to the North of the boat ramp at Waihau Bay	Completed
	Ryan Jones	Consents & response times	Completed
	NZ Forrest & Bird	vehicles on beaches	Completed
September 2023	SR1042	Glyphosate on beach tracks in the Ohiwa area	Completed
	D Sorensen	Actions from the future of local government report	10/10/2023
	Outdoor Access Commission	Road Stopping application	Completed
	Jane Phare (NZ Herald)	Whanarua Bay access	Completed
	Duncan & Cotterill	Request for conditions applying to 14 listed blocks	Completed

October 2023	Newshub	public pools	Completed
	RNZ	Cyclone Gabrielle	Completed
	Bay of Plenty Times	Food inspections	Completed
	Bay of Plenty Times	catering costs	14/11/2023
	Bay of Plenty Times	parking	14/11/2023
	We Are Snapshot	Bridge Data	16/11/2023
	M&D Stringfellow	Request for NZTA assessment report	Completed
	Mark Stringfellow	Access Policy	23/11/2023
	Sam Stewart	euthanized dogs	Completed
November 2023	Ken Barrett	Landfill waste figures - Information request	04/12/2023
	Min of Health	Fires and damages from vaping devices	06/12/2023
	Linus Langbacka	Suppliers for Purchases of Goods	12/12/2023
	M&D Stringfellow	LGOIMA Information Request - Whanarua Bay	Completed
	MBIE (Alan Clark)	Seeking data for BRANZ 'model documents' project	18/12/2023
	Salmon.P	information about the performance of Council Controlled Organisations	18/12/2023
	Leoine Exel	Standard Operating Procedures, Forms re uplifting dogs, no reg, barking, agro	25/12/2023
	Kyle Owen	Whakatōhea Mussels Acoustic report and associated correspondence	25/12/2023

MEETINGS / EVENTS ATTENDED BY THE CHIEF EXECUTIVE OFFICER – 14 OCTOBER 2023 – 24 NOVEMBER 2023

16 OCTOBER 2023

Council workshop

18 OCTOBER 2023

Catch up meeting with Police, including new Eastern Bay of Plenty Area Commander, Nicky Cooney

Ōpōtiki Marine Advisory Group (OMAG) meeting

ODC Tenders Sub-Committee meeting

19 OCTOBER 2023

ODC Governance Review Workshop

20 OCTOBER 2023

Eastern Bay of Plenty Spatial Plan workshop, Whakatāne

Bay of Plenty CEs meeting, Whakatāne

24 OCTOBER 2023

Ordinary Council meeting

25 OCTOBER 2023

Councillor/CEO catch up meeting

Met with Whakatōhea Maori Trust Board CEO, Dickie Farrar

26 OCTOBER 2023

Met with Emergency Management Bay of Plenty Director, Clinton Naude

27 OCTOBER 2023

Met with Chair of Ngai Tai, Anaru Vercoe, Whakatāne

30 OCTOBER 2023

Strategy Planning and Regulatory Committee meeting

1 NOVEMBER 2023

Council CE Entity B Group Meeting (Three Waters), via Zoom

2 NOVEMBER 2023

LGNZ Future for Local Government workshop, Wellington

3 NOVEMBER 2023

LGNZ Rural Provincial Sector meeting, Wellington

6 NOVEMBER 2023

Performance and Delivery Committee meeting

Ōpōtiki Harbour Project meeting with MBIE, via Zoom

8 NOVEMBER 2023

Councillor/CEO catch up meeting

Reorua workshop with Whakatōhea

9 NOVEMBER 2023

Ōpōtiki District Council and BOP Regional Council Executive Leadership Teams catch up meeting, Whakatāne

10 NOVEMBER 2023

Eastern Bay of Plenty Spatial Plan CEs' briefing, via Teams
Eastern Bay of Plenty Joint Committee meeting, Whakatāne

13 NOVEMBER 2023

Council workshop
Climate change workshop with BECA

17 NOVEMBER 2023

Zone 2 meeting, Whakatāne

20 NOVEMBER 2023

Council workshop
Extra Ordinary Council meeting
Ōpōtiki Harbour Steering Group meeting, via Zoom

22-24 NOVEMBER 2023

Taituara Conference, Hastings

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT**Assessment of significance**

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

The level of significance related to the decision in this report is considered to be low. Because the decision is determined to have low significance in accordance with the policy, the corresponding level of engagement required is Inform.

Assessment of engagement

As the level of significance has been determined to be low, the level of engagement required is Inform according to the Engagement Framework of the Significance and Engagement Policy:



Inform

To provide balanced and objective information to assist understanding about something that is going to happen.

The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

RECOMMENDATION:

- 1. That the report titled "Chief Executive Officer's Update" be received.**

Stace Lower

CHIEF EXECUTIVE OFFICER

REPORT

Date : 24 November 2023

To : Ordinary Council Meeting, 5 December 2023

From : Chief Executive Officer, Stace Lewer

Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- 26. Confirmation of In-Committee Minutes – Ordinary Council Meeting 24 October 2023.**
- 27. Update to the Provisional Opotiki Local Alcohol Policy.**
- 28. Notes of Council Workshops.**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
26.	Confirmation of In-Committee Minutes – Ordinary Council Meeting 24 October 2023.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
27.	Update to the Provisional Opōtiki Local Alcohol Policy.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
28.	Notes of Council Workshops.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

26.	Protect the privacy of natural persons Protect information Protection from improper pressure or harassment Prevent disclosure or use of official information Carry out negotiations Maintain legal professional privilege Carry out commercial activities	Section 7(2)(a) Section 7(2)(b)(i) & (ii); (d) & (e) and Section 7(2)(c)(i) & (ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(i) Section 7(2)(g) Section 7(2)(h)
27.	Maintain legal professional privilege.	Section 7(2)(g)
28.	Protection from improper pressure or harassment Prevent disclosure or use of official information	Section 7(2)(f)(ii) Section 7(2)(j)