



13 July 2023

[Redacted]

[Redacted]

Stuff

[Redacted]@stuff.co.nz

REF: OIA-12943

Dear [Redacted]

**Request made under the Official Information Act 1982**

Thank you for your email of 20 June 2023 requesting information under the Official Information Act 1982 (the Act), which was refined on 21 June 2023 to:

*...a cost breakdown of the move to the new office including the fit out*

The information you have requested is provided in the following table:

Details	Total (excluding GST)
New furniture (collaboration tables, desks, chairs)	\$73,752.00
Freight to and installation fees at Majestic Centre	\$10,533.00
Relocation of existing furniture and rubbish removal from Cornerstone House	\$17,685.25
Removal of signage and Make Good at Cornerstone House	\$3,050.00
Server Decommissioning at Cornerstone House	\$4,924.00
AV decommissioning at Cornerstone House	\$3,580.38
<b>TOTAL (as at 20 June 2023)</b>	<b>\$113,524.63</b>

As shown in the table, all spending has been limited to necessities with no costs incurred for fitout. The existing Waka Kotahi NZ Transport Agency fitout at Level 7 Majestic Centre is being used, without alteration by Let's Get Wellington Moving (the Programme).

To provide context for the move, the previous programme office in Cornerstone House has an approved capacity for 52 permanent desks and total permitted numbers on the floor at any one time of 100 pax. In July 2022, the programme office headcount was 60, plus approximately 10-15 partner and consultant staff who also work from the programme office on a semi-regular basis.



To support the Detailed Business Case phase of the Transformational Programme and other phases of LGWM projects, it was projected that the growth in headcount would require an accommodation with an approved capacity of between 100-120 permanent desks and total permitted numbers in excess of 150 pax.

In addition, the Programme was struggling for meeting room space with only four rooms available in the previous office. Programme work by its nature is collaborative and requires considerable time spent in appropriately sized and resourced meeting rooms. The lease for the previous office was also due to expire in January 2023.

Due to the lease expiry, continued projected headcount growth and concerns around the previous office no longer being fit for purpose, the Programme searched for a new office space. To accommodate the projected increase in headcount, some additional furniture was purchased for the new office. This is in addition to existing furniture from the previous office that are also being utilised in the Majestic Centre currently.

Lastly, we would like to note that reporting on costs associated with the LGWM office relocation to Majestic Centre has been based on the information available at the time of the request received. More invoices have been received for payment since the costs were last reported publicly by the Minister of Transport in May 2023 here: [https://www.parliament.nz/en/pb/order-paper-questions/written-questions/document/WQ\\_15826\\_2023/15826-2023-simeon-brown-to-the-minister-of-transport](https://www.parliament.nz/en/pb/order-paper-questions/written-questions/document/WQ_15826_2023/15826-2023-simeon-brown-to-the-minister-of-transport)

In line with Waka Kotahi policy, this response will soon be published on our website, with personal information removed.

If you would like to discuss this reply with LGWM, please contact Willy Trolove, Senior Governance Advisor, by email to [willy.trolove@lgwm.nz](mailto:willy.trolove@lgwm.nz).

Yours sincerely



**Sarah Gardner**  
Programme Director