

[Staff-wide email 1]

Kia ora colleagues

Please find below information compiled by the Campus Development Division regarding the move by Pathways and English Language Centre (PELC) into the OBS in early 2024. The Centre will be based on the now vacant second floor and some of the third floor of this building.

Please if you have any queries or comments, forward them to Fiona @ pvc.commerce.ea@otago.ac.nz and we will compile and feedback to the Campus Development Division for response.

Ngā mihi

Maree

Outline of project:

Who is coming in?

The Pathways and English Language Centre (PELC) is being moved into the Otago Business School in early 2024.

The Centre has about 700 students on short-term programmes over the course of a year, with peaks from mid-February to April, and again in August/September when about 200-250 students are onsite. There are also about 50 FTE staff (including permanent and casual staff to meet peak demands).

Providing the Foundation Studies Certificate, bridging education and English language programmes, PELC was integrated into the University of Otago over the past two years. It was previously operated separately.

The Centre works differently to University operations. It is more like a high school, has three semesters and three intakes annually, and students are generally in classrooms for most of the day. They provide in person and online teaching.

Many PELC graduates go on to complete a degree at the University, including professional programmes and advanced degrees such as a PhD. It is this conversion we are seeking to achieve in order to improve student enrolments in the future.

Where will they be located?

PELC is currently located in the Plaza building attached to the Forsyth Barr Stadium. They are being moved onto the main campus as part of the University's strategic space project. The Centre will be based on the largely vacant second floor where additional classrooms are being built, bringing the total to 12 teaching spaces for the use of their students. There are also breakout rooms, administration spaces, a CAL lab and library on the floor. Please see FAQ below "why are the rooms not pooled after completion" for further information.

Office spaces and some meeting rooms for the Centre will be provided in the third floor's vacant south tower.

What will the project entail?

Construction is intended to begin in July 2023, and be completed by March 2024.

The project team and Otago Business School leadership will work together to minimise disruption as much as possible, with communication co-ordinated through the Dean's office.

Regular updates on the project will be shared with Business School staff, including notification of expected noise and vibration levels throughout the project.

The core construction work to be done is to create additional facilities on Level 2 and most of the work is related to the interior fit-out, but will create noise, dust and vibration at varying levels over the course of the seven months of work. There will be disruption to building users during this time. There will be additional work, on ventilation, electrical, and other building code matters, which will take place outside of Level 2 and 3, including the upgrade of fire systems in the upper levels of the building.

In order to minimise disruption and to separate construction activity from existing building occupants as much as possible, construction staff will use the Level 2 Boardroom for the duration of the project, and materials will be craned in through the Boardroom balcony. If you have made any bookings for the boardroom from June 2023 – Feb 2024 these will be cancelled. You will be required to find a replacement venue and reschedule through Resource Booker. .

FAQs

Will there be changes in the building to make accommodations for the additional people?

Yes, building code requirements such as toilets, ventilation and fire protection and evacuation will be upgraded to accommodate the increased occupancy.

Why can't the work be done out of hours?

Some work may be able to be undertaken out of hours to minimise disruption but it is not possible to carry out all works out of hours for both health and safety and commercial reasons, as well as contractor availability.

What is the backup plan if it's too noisy?

The project team and contractor will be working to mitigate disruption as much as reasonably practical. However, the construction will be noisy at times. The project team will let building occupants know in advance of upcoming construction activities and any planned works that are particularly noisy. The Dean's office will liaise with the project team to provide updates on events and teaching activity to allow co-ordination and mitigation where possible.

Why are the rooms not pooled after completion?

The unique aspects of the PELC teaching and their cohort would prevent effective sharing, and do not match the requirements of this programme or its students. There are similarities in this decision to that of Executive Education/MBA rooms, which also remain as departmental spaces rather than pooled:

- Both have specific cohorts with strong co-location needs
- Both must be in specific locations to support their students
- Both have timetabling periods which differ from the rest of teaching and overlap with examinations for other papers
- Both have timetabling requirements at short notice, potentially in the middle of other semesters, for legitimate reasons

Why does PELC need to move – they are in a new building?

This project is part of a range of initiatives related to the integration of the former Foundation Studies Ltd into the University. The University Council has approved the business case for this project which outlines the key driver for this project as:

- Ensuring that the University maximises the opportunities to connect PELC students with the wider University environment, including the support services offered on campus. A flourishing PELC supports the University's wider aims around access to undergraduate study for special interest groups and increasing conversion rates from PELC into ungraduated programmes thus providing longer term financial benefit to the university.

- Ensuring the University maximises the use of the built environment (thus reducing costs) whilst also maximising the opportunities for collaboration and efficiencies.
- Enabling a wider plan of works to address significant risks associated with sub-optimal buildings and other known issues with particular buildings.

The Plaza will be re-used, largely in its existing format, for non-student-facing University support services that don't require central campus locations. This will enable reduction of university footprint, external lease costs, occupancy costs and vacating seismically prone buildings.

Can we get changes in our spaces at the same time?

There are no plans to alter any spaces not in relation to the PELC move and related building code upgrades. If you have an enquiry for non-PELC project building matters, please contact Property Services.

Will the building name change?

There are no plans to change the name of the building. Additional signage and wayfinding will need to be considered to allow staff and students to find their way to PELC.

Why can't the work be done in-between semesters?

The necessary scope of the works does not lend itself to being staged to coincide with semester breaks. This approach would significantly increase the time and costs, the level of ongoing disruption to the Business School. It would also delay the realisation of the intended benefits of the project.

[Staff-wide email 2]

Kia ora colleagues

Please find below update compiled by the Campus Development Division regarding the move by Pathways and English Language Centre (PELC) into the OBS in early 2024. As you will be aware, the Centre will be based on the now vacant second floor and some of the third floor of this building.

Please if you have any queries or comments, forward them to Fiona @ pvc.commerce.ea@otago.ac.nz and we will compile and feedback to the Campus Development Division for response.

Ngā mihi
Maree

OBS Construction update:

Construction is scheduled to commence late July subject to building consent currently being processed by DCC. The estimated completion date remains February 2024. We've previously said in communication that it would start "in July"; it's now clearer it will be late July assuming the consent is approved.

A DRAFT site-set up plan (attached) has been prepared. Key points are:

- The contractors will set up an external compound in the Commerce car-park south of the building. Parking in this area will need to be removed to allow for the compound and for traffic movement (highlighted yellow) through to campus and the Food Science construction site. Staff and departments who have parks in here will be contacted and informed directly by University Parking Admin.
- All construction traffic movements will be subject to the Contractors Site Specific Safety Plan. As the project progresses the extent of the compound will change and any opportunity to re-instate parking earlier than planned will be investigated.
- The compound will allow for material to be craned up to the 2nd floor board room. This will require scaffolding and protection of the existing building to be put in place and will be subject to H&S plans including any necessary exclusion zones outside of the compound which will be communicated to staff as well as clearly signposted.
- We understand concerns have been raised about items being lifted over the top of the Divisional office and the scaffolding protection and H&S plans for each lift will address this H&S risk
- All ground floor entrances/exits will be maintained for general staff and student use and three of the lifts will be available – the fourth will be for construction use only to keep it separate. Where possible we are separating construction activity from the rest of the building to minimise disruption.
- All of level 2 and part of level 3 will be a secure construction site as per the attached plan. The team will be working directly with Information Sciences who will be more affected by this – a meeting will be held with the HoD first.

- Access for staff up and down the stairwells between levels 1 and 3 and above will be maintained for general use (see Stairwells highlighted green).
- Emergency exit paths to the south stairwells for level 3 occupants will be maintained at all times.

The DRAFT site-set up plan is still under review and a final Site Specific Safety Plan will be compiled by the contractor and reviewed by Campus Development and the University's Health & Safety Compliance office.

Impacts to building use

The University Union are aware of the planned increase in building occupants and are currently planning for the anticipated increased use of the Te Matiti café.

The project team is currently working with timetabling and the exams office to understand and manage any impacts to semester 2 exams.



Professor Maree Thyne, PhD
Acting Pro-Vice-Chancellor (Commerce)
Dean, Otago Business School

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[Staff-wide email 3]

Tēnā koutou,

We would like to advise you about activity on Level 2 and 3 happening on Monday 10th July. – which is not expected to be noisy.

These activities are to prepare the vacant spaces on Level 2 and 3 for the upcoming construction work to accommodate the Pathway and English Language Centre.

Furniture and equipment

The remaining furniture and audio-visual equipment will be moved out of the vacant spaces on Level 2 and 3 from 8.30am,

The furniture will go to our University's Recycling Centre and the audio-visual equipment will be temporarily stored for future re-use.

Please note the Level 3 tearoom and photocopy room will not be disturbed during this work and will remain in use for Information Science until further notice but trades teams and relocation staff will be in and around those unoccupied offices most of Monday.

Skip

A skip will be delivered to the south side of the Otago Business School building about 7.30am. The only effect should be narrowing the footpath. This is to dispose of general rubbish left in the offices.

Construction

Construction on Level 2 and 3 should start later this month, with the exact timing dependant on final planning and building consent processing. The project is scheduled to finish in March 2024. As with all building projects, dates can vary for many reasons.

Why

- Moving the Pathway and English Language Centre from the Plaza Building, beside Forsyth Barr Stadium, to the central campus should encourage more of its international and domestic students to progress to University study, because they will be involved in more campus activities and have easier access to student support services.
- The Plaza Building could house non-student-facing support services, saving space, which is a key way to save money because our University's second biggest expense is owning, operating, maintaining, and leasing buildings. The Plaza Building would need relatively minor work to accommodate new occupants.
- Moving non-student-facing support services fits with our University's approach of having students and student-facing services on the central campus, and could enable:
 - Freeing some central campus space for more student-facing staff and academics.
 - Turning some buildings into income-earning student accommodation.
 - Exiting some leases and some buildings, which could be sold.
 - Improving buildings – our University has a backlog of maintenance.
 - Vacating seismically prone buildings.

A further update with more details on construction planning and timing will follow shortly.



Professor Maree Thyne, PhD
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[Staff-wide email 4]

Kia ora koutou,

We would like to let you know the planned construction on Levels 2 and 3 for the Pathway and English Language Centre (PELC) will not start from 17 July as scheduled and is unlikely to begin for at least a fortnight as the Dunedin City Council is still working through our building consent application.

Answers

Several questions have been asked about this project's construction phase and we have supplied the answers below, along with answers to previous questions.

If you have more questions, please contact Fiona @ pvc.commerce.ea@otago.ac.nz so they can be collated and provided to the project team.

Frequently Asked Questions

- [1: What communications have we had so far about construction for the Pathway and English Language Centre in the Otago Business School?](#)
- [2: What will be done about noise on Levels 2 and 3?](#)
- [3: Why do the Level 3 toilets need to be redeveloped?](#)
- [4: Are car parks being used?](#)
- [5: Will craning material over the divisional office windows be safe?](#)
- [6: Will the lifts and stairs still be available during construction?](#)
- [7: How will construction work affect the two planned conferences?](#)
- [8: Why are Pathway and English Language Centre's 12 teaching spaces not becoming pool rooms after it moves in?](#)
- [9: Where exactly will the Pathway and English Language Centre be in Otago Business School?](#)
- [10: Why is construction not being done in a semester break or phased around breaks?](#)
- [11: Why can we not use the boardroom on Level 2?](#)
- [12: Will the Otago Business School building need changes to accommodate more people?](#)
- [13: Can we get changes in our spaces at the same time?](#)
- [14: Will the Otago Business School name change?](#)
- [15: Can we still evacuate the building in the same way in an emergency?](#)
- [16: Will Te Mātiti café be affected by having more occupants in the Otago Business School?](#)
- [17: Why is the Pathway and English Language Centre moving into the Otago Business School?](#)

1: What communications have we had so far about construction for the Pathway and English Language Centre in the Otago Business School?

- 1: The issues of noise and disruptions were discussed at a Division of Commerce Heads of Department meeting in early April.
- 2: The first email to the division on 5 May 2023 said "most of the work is related to the interior fit-out, but will create noise, dust, and vibration at varying levels over the course of the seven months of work. There will be disruption to building users during this time".
- 3: The second email on 3 July included the initial email about noise and disruption, along with a construction site draft plan.
- 4: The fourth email included information about furniture and audio-visual equipment being moved out of Levels 2 and 3.

Both emails came from Pro-Vice-Chancellor Commerce and were sent to sob.alldepartments.staff, which goes to: accountancyfinance_staff, deansoffice.all, economics.staff, executive_programmes.staff, informationscience.staff, management.staff, marketing.staff, tourism.staff, Duncan Connors, Nataliya Podgorodnichenko, Sarah Carr, and Tony Garry.

2: What will be done about noise on Levels 2 and 3?

The project team is:

- Asking University space-related staff if respite space can be found for staff and students to use when noise affects them. We will let you know more as soon as we can.
- Liaising with Timetables, which will involve relocating exams where possible.
- Liaising with Timetables about teaching, but relocating it could be difficult due to timetabling constraints and lack of alternative space.
- Sending out regular fortnightly construction bulletins by email – via the Pro-Vice-Chancellor of Commerce – that will include daily estimates of noise (green, orange, red – with red the loudest). These are estimates because construction work can include many variables.
- Liaising with Otago Business School occupants about any particular requirements for conferences, tests, and research that need to be in the Otago Business School. If you have any of these please contact: Fiona @ pvc.commerce.ea@otago.ac.nz
- Monitoring noise after construction starts to ensure it does not reach unsafe levels.
- Investigating having headphones for staff and students who feel they could be helpful.
- Receiving updates during construction from the Pro-Vice-Chancellor/Dean's office about events, teaching, or research so ways to reduce noise impacts can be investigated.
- People can email concerns and questions to Fiona @ pvc.commerce.ea@otago.ac.nz to be collated for the project team. These will be discussed regularly with the project team.

Please note: This project will involve some concrete drilling – to install ventilation – which can be noisy and cause vibrations. The project team will liaise with the contractors about drilling times – to reduce its impact when possible – and whether any noise reduction measures can be taken.

3: Why do the Level 2 and 3 toilets need to be redeveloped?

Under the building code, an increase in occupants triggers an increase in toilets. The toilets will be unisex and include an accessible toilet with a shower.

4: Are car parks being used?

The project needs an external contractor's compound in the carpark between the Otago Business School and Water of Leith – it will house a crane and materials the crane will lift to the boardroom on Level 2 for this project. The compound may include some amenities for contractors.

The compound will also include vehicle access for the Department of Food Science construction site to keep construction-related vehicles out of the heavy foot-traffic area at the top of Union Street East, near the Archway Lecture Theatres, University College (Unicol), Marama Hall, and Allen Hall.

People who lease the car parks were advised on 28 June the car park would be closed from 17 July to the end of February next year. As the project progresses, the size of the compound will change and the project team will investigate opportunities to re-instate parking earlier than scheduled.

5: Will craning material over the divisional office windows be safe?

Scaffolding will be erected to support protective material, to cover the windows from above. This may reduce light but is a necessary safety measure. Lift safety plans will be put in place, which will include timing significant lifts to minimize disruption – that work can involve 'coning' off areas for people's safety.

6: Will the lifts and stairs still be available during construction?

One of the four lifts will be dedicated to the project, for safety reasons. The contractors will be in charge of ensuring no-one else uses that lift.

All stairs will be available, but during construction no building occupants can enter or leave Levels 2 and 3 from the south-east and south-west stairs (except during an emergency). However, staff and students can enter and leave Level 3 from the north-eastern stairs.

No ground floor entrances and exits will be affected.

7: How will construction work affect the two planned conferences?

The project is aware of the Otago Business School hosting two conferences in the building and wants that to happen without disruption – the Australian and New Zealand Marketing Academy Conference 2-6 December and the Human Resources International Conference 10-12 January 2024. These dates are in the later stages of construction so no demolition or significant structural work should be happening, unless there have been delays. We are co-ordinating with the contractor to accommodate these conferences.

8: Why are Pathway and English Language Centre's 12 teaching spaces not becoming pool rooms after it moves in?

There are similarities in this decision to that of Executive Education/MBA rooms, which also remain as departmental spaces rather than pooled:

- Both have specific cohorts with strong co-location needs.
- Both must be in specific locations to support their students.
- Both have timetabling periods which differ from the rest of teaching and overlap with examinations for other papers.
- Both have timetabling requirements at short notice, potentially in the middle of other semesters, for legitimate reasons.

The Pathway and English Language Centre operates more like a high school, with students usually in classrooms most of the day. The centre has:

- Three semesters and three intakes annually.
- About 700 students on short-term programmes during each year.
- Student numbers peak from mid-February to April, and again in August-September when about 200-250 students are onsite.
- About 50 staff, including permanent staff and casual staff to meet peak demands.
- Was integrated into the University of Otago during the past two years, it previously operated separately.

The centre is also not getting as many classrooms as originally requested.

9: Where exactly will the Pathway and English Language Centre be in Otago Business School?

On Level 2, the centre will have classrooms, breakout rooms, administration spaces, a Computer Aided Learning (CAL) lab and library. On Level 3, in the south tower's vacant space, the centre will have offices and some meeting rooms.

10: Why is construction not being done in a semester break or phased around breaks?

Too much work needs to be done to fit into semester breaks but it will continue through the break between the 2023-2024 academic years.

Phasing the work would be difficult – getting contractors can be complex in this market and the longer the work takes, the more it costs and the more disruption it causes. While work could be done after hours to minimise disruption, it is not possible to do all work out of hours because of:

- Health and safety reasons.
- Availability of contractors
- Cost efficiency

The work also needed to fit around Pathway and English Language Centre's teaching commitments.

11: Why can we not use the boardroom on Level 2?

It is unavailable from 17 July until construction ends in late February as the contractors will use it for their site office and amenities and material will also be craned to the boardroom for the construction.

12: Will the Otago Business School building need changes to accommodate more people?

Yes, the building code requires toilets, ventilation, fire protection, and evacuation be upgraded.

13: Can we get changes in our spaces at the same time?

The scope of this project is clearly defined so if you have other work you would like done, please contact the Property Services Division.

14: Will the Otago Business School name change?

No, but the project is currently investigating signage that will help staff and students find the Pathway and English Language Centre.

15: Can we still evacuate the building in the same way in an emergency?

Yes, we are working with the Divisional Health & Safety Officer to co-ordinate work and maintain the existing evacuation plan. The contractor will create a Site Specific Safety Plan that will be reviewed by our University's Campus Development Division and Health & Safety Compliance office.

A pathway will be maintained through the construction zone on Level 3 so staff and students can use the south-eastern and south-western stairs in an emergency. Contractors will use them too.

16: Will Te Mātiti café be affected by having more occupants in the Otago Business School?

The University Union is planning for the increasing use of Te Mātiti café.

17: Why is the Pathway and English Language Centre moving into the Otago Business School?

- Moving the Pathway and English Language Centre from the Plaza Building, beside Forsyth Barr Stadium, to the central campus should encourage more of its international and domestic students to progress to University study, because they will be involved in more campus activities and have easier access to student support services.
- The Plaza Building could house non-student-facing support services, saving space, which is a key way to save money because our University's second biggest expense is owning, operating, maintaining, and leasing buildings. The Plaza Building would need relatively minor work to accommodate new occupants.
- Moving non-student-facing support services fits with our University's approach of having students and student-facing services on the central campus, and could enable:
 - Freeing some central campus space for more student-facing staff and academics.
 - Turning some buildings into income-earning student accommodation.

- Exiting some leases and some buildings, which could be sold.
- Improving buildings – our University has a backlog of maintenance.
- Vacating seismically prone buildings.

[Staff-wide email 5]

The project team is still working through the building consent process with the Dunedin City Council to allow work to start on Level 2 and part of Level 3 to accommodate the Pathway and English Language Centre.

As soon as we know when the work can begin, we will let you know – a later start will also mean finishing later than the original completion target of February 2024.

Fire

Complying with the Building Code means some work will need to be done in other areas of the Otago Business School as well.

We will be upgrading the smoke and fire alarms throughout Levels 2 and Level 3, including the Level 3 area occupied by the Department of Information Science.

We will also be upgrading the smoke alarms in parts of Levels 7, 8, and 9, while doing the same around the stairwells on Levels 4,5, 6.

We have attached a plan showing where this work will take place. We are currently working with the contractor to confirm timing and are conscious it would be preferable to undertake during the non-teaching time in between academic years.

This work also includes creating new external emergency exit stairs on the building's south side – facing the Water of Leith. The stairs would start on the ground floor, beside the eastern end of Te Mātiti's windows. The end of the stairs is not expected to affect the carpark or vehicle movements.

Plant and electrical

We will also be adding equipment to the plant deck on the roof of the building and working on some switchboards around the building – none of this work is expected to be disruptive.

Background

Why is this happening?

- Moving the Pathway and English Language Centre from the Plaza Building, beside Forsyth Barr Stadium, to the central campus should encourage more of its international and domestic students to progress to University study, because they will be involved in more campus activities and have easier access to student support services.
- The Plaza Building could house non-student-facing support services, saving space, which is a key way to save money because our University's second biggest expense is owning, operating, maintaining, and leasing buildings. The Plaza Building would need relatively minor work to accommodate new occupants.
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If you have questions, please contact Fiona @ pvc.commerce.ea@otago.ac.nz so they can be collated and provided to the project team.

UNIVERSITY OF OTAGO PATHWAY AND ENGLISH LANGUAGE CENTRE (PELC) Relocation Project – Update

Bulletin 6

Thursday 24 August, 2023

Kia ora koutou,



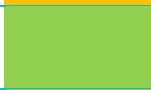


We would like to let you know about activities on Level 2 and part of Level 3 in the fortnight from Monday, 28 August, when work starts.

We would also like to introduce two key people in the Cook Brothers Team you will see working in the Otago Business School for the next seven months. They are looking forward to delivering a successful addition to your existing spaces.




Forecast for the week starting 28 August 2023

Activities	Impact/ Disruption
<ul style="list-style-type: none">Closing some car parks between the Otago Business School and the Water of Leith (see attached site below). Our Property Services Divisions' parking administrator has notified car park lessees.	
<ul style="list-style-type: none">Adding site signs on Levels 2 and 3 (see site plan below).	
<ul style="list-style-type: none">Erecting the site compound in the car park beside the Water of Leith (see site plan below). All entrances and exits to the building will be kept open.	

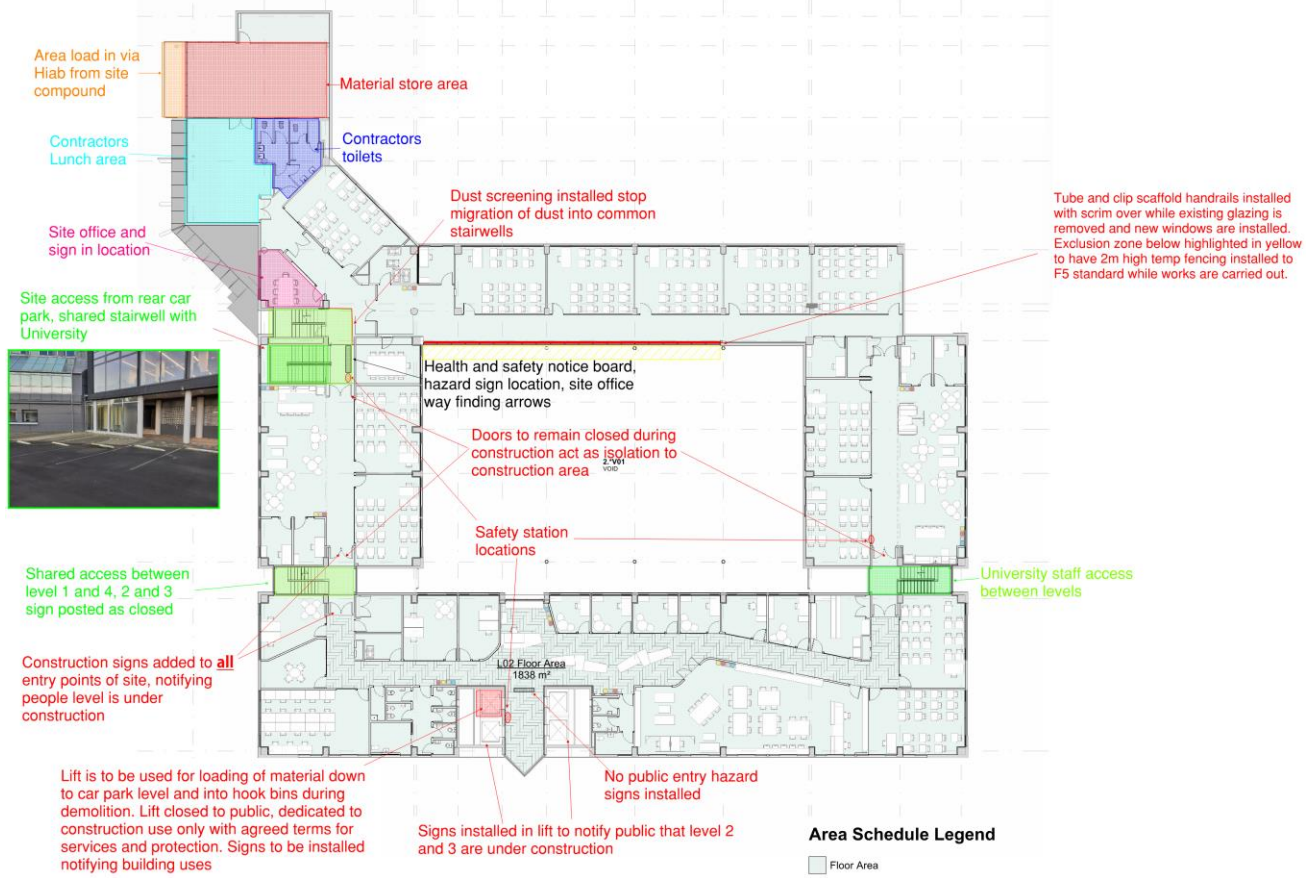
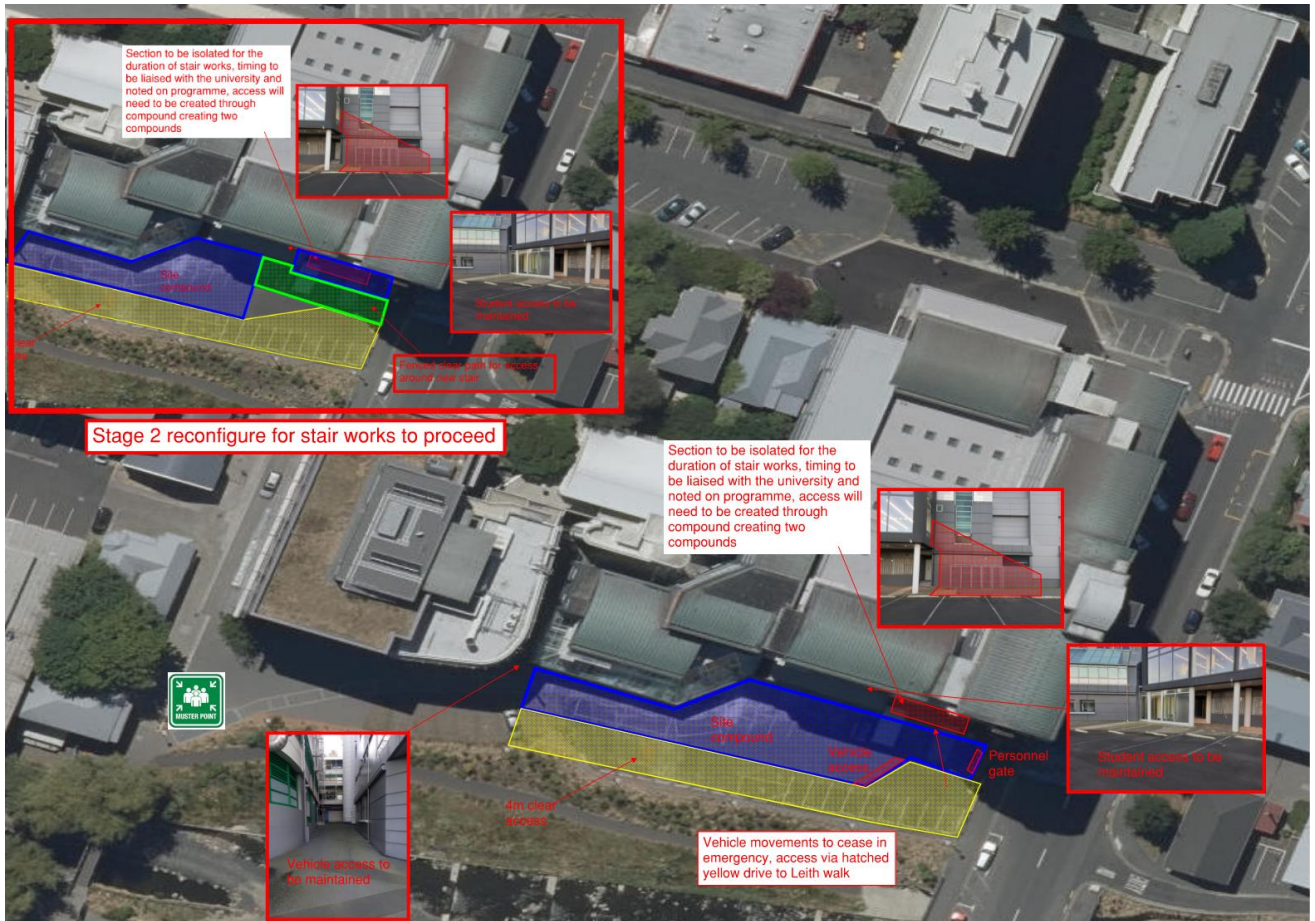
Forecast for the week starting 4 September 2023

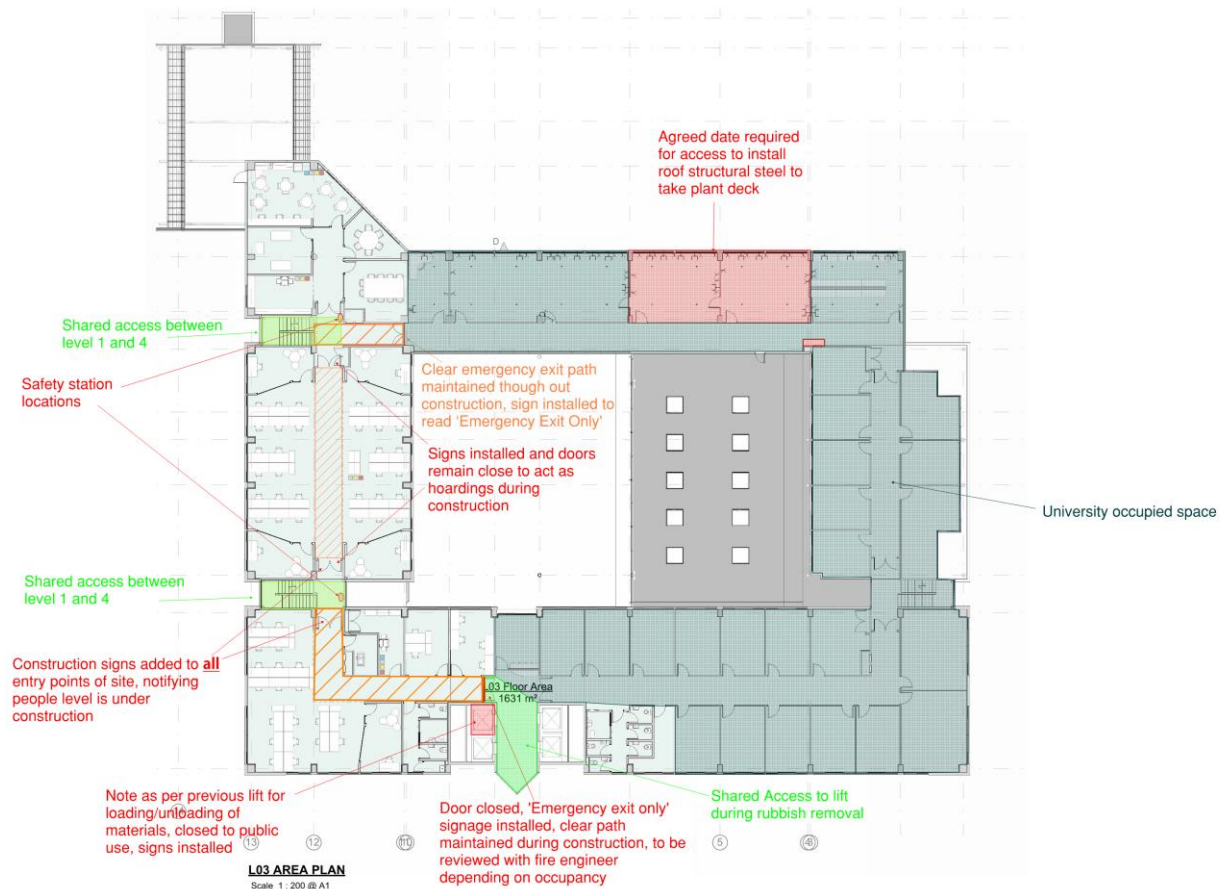
Expected Activities	Impact/ Disruption
<ul style="list-style-type: none"> Increasing contractor movements between levels and preliminary works underway e.g., removing ceiling tiles and wall linings to confirm the building's structure, and preparing spaces. 	
<ul style="list-style-type: none"> Installing a scaffolding loading bay up to Level 2 – the boardroom – for lifting materials from the carpark beside the Water of Leith over Level 1 offices. More details will be provided for Level 1 office occupants in the coming week. 	
<ul style="list-style-type: none"> Soft demolition, e.g., removing loose floor coverings, doors, and hardware. 	
<ul style="list-style-type: none"> The north-east lift will be locked off so it is for construction use only – signs will be installed to notify users. 	
<ul style="list-style-type: none"> Possibly disconnecting some building services. This will be reviewed once the Cooks Construction team is on site. If it needs to happen, you will be told which services are being disconnected and if that will affect you. 	

Key

Low levels of noise/disruption and/or low traffic movement	
Medium levels of noise/ disruption and/ or medium traffic movement	
High levels of noise/ disruption and/ or high traffic movement	

Please see the site plans below:





Questions:

If you have any questions or concerns, please contact Fiona @ pvc.commerce.ea@otago.ac.nz so they can be collated and provided to the project team.

Background

What is happening?

The Pathway and English Language Centre is moving into the Otago Business School early next year, so space is being fitted out on Level 2 and part of Level 3 to suit teaching its preparation courses for university-level study – students are usually in classrooms most of the day.

Why?

Moving the centre from the Plaza Building, beside Forsyth Barr Stadium, to the central campus should encourage more of its international and domestic students to progress to University study, by enriching their experience; they will be involved in more campus activities and have easier access to student support services.

This move should boost our University's annual income and will enable:

- Freeing some central campus space for more student-facing academics and staff.
- Turning some buildings into income-earning student accommodation.
- Exiting some leases and some buildings, which could be sold.
- Improving buildings – our University has a backlog of maintenance.
- Vacating buildings with low seismic ratings.

When? The construction work is currently scheduled to finish in April 2024.

UNIVERSITY OF OTAGO PATHWAY AND ENGLISH LANGUAGE CENTRE (PELC) Relocation Project – Update

Bulletin 7

Thursday, 31 August, 2023

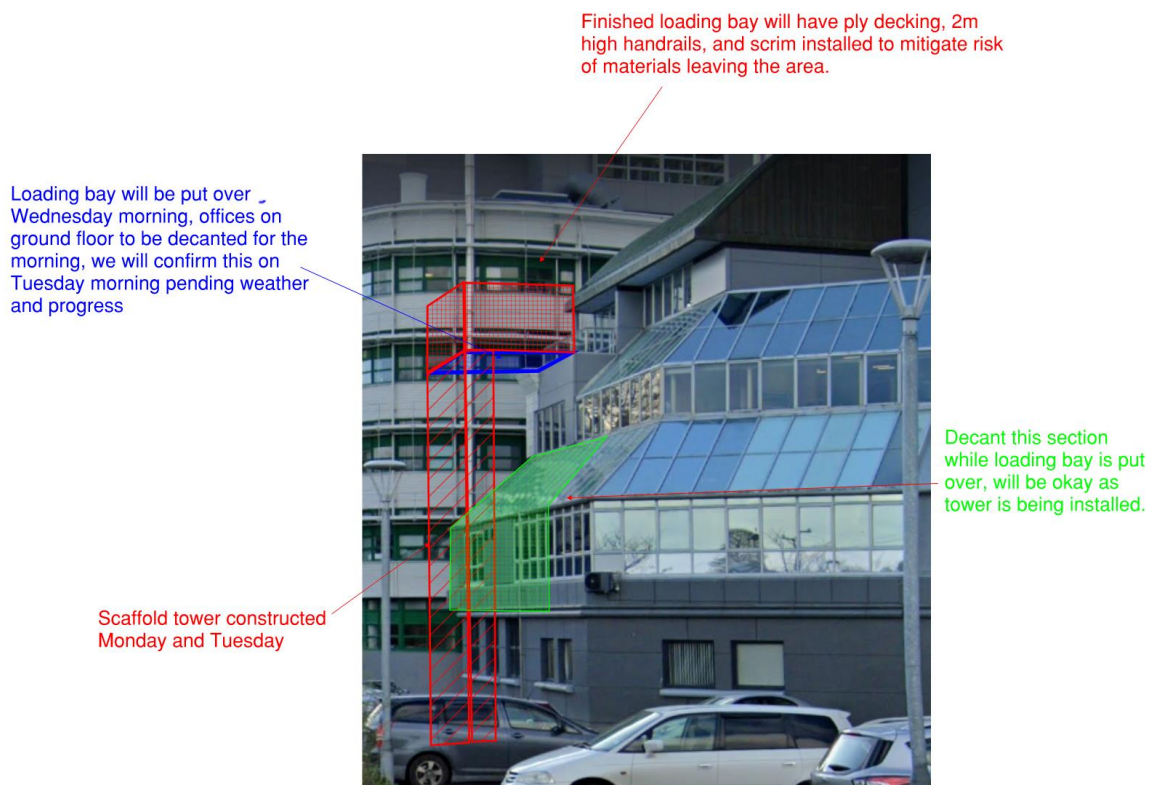
Kia ora koutou,

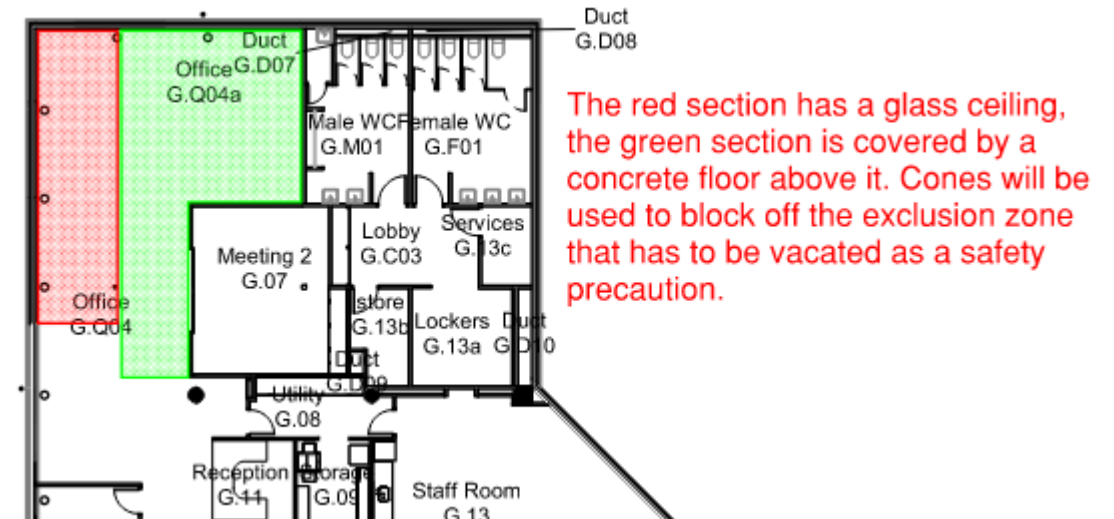
Contractor Cook Brothers is planning to build a scaffolding tower from the carpark beside the Water of Leith to the second-floor boardroom on Monday and Tuesday next week – but this will depend on the wind levels.

A loading bay will also be installed at the top of the tower on the morning of Wednesday 6 September, depending on progress made on erecting the tower and the wind levels (see below for an illustration of the tower and loading bay).

While the loading bay is being installed, staff have to leave the Divisional Office as a safety precaution – see the red area in the illustration below for an indication of the area that must be temporarily vacated and the green area that could need to be as well after the final health and safety assessment.

A barrier will be erected around the exclusion zone in the Divisional Office, and no-one will be allowed to enter it while the loading bay is being installed.





Forecast for the week starting 4 September 2023

Expected Activities	Impact/ Disruption
<ul style="list-style-type: none"> Increasing contractor movements between levels and preliminary works underway e.g., removing ceiling tiles and non-intrusive investigation works. 	<div style="background-color: #92d050; width: 100%; height: 100%;"></div>
<ul style="list-style-type: none"> Installing a scaffolding tower up to Level 2 – the boardroom – and a loading bay for lifting materials from the carpark beside the Water of Leith over Level 1 offices. 	<div style="background-color: #ffc107; width: 100%; height: 100%;"></div>
<ul style="list-style-type: none"> Soft demolition, e.g., removing loose floor coverings, doors, and hardware. 	<div style="background-color: #92d050; width: 100%; height: 100%;"></div>
<ul style="list-style-type: none"> The north-east lift will be locked off so it is for construction use only – signs will be installed to notify users. 	<div style="background-color: #92d050; width: 100%; height: 100%;"></div>
<ul style="list-style-type: none"> Possibly isolation of some building services to the construction area. This will be reviewed once the Cooks Construction team is on site. If it needs to happen, you will be told which services are being disconnected and if that will affect you. 	<div style="background-color: #92d050; width: 100%; height: 100%;"></div>

Forecast for the week starting 11 September 2023

Activities	Impact/ Disruption
<ul style="list-style-type: none"> Disconnection of services to construction areas on Level 2, some possible temporary disruptions to shared circuits/plumbing stacks if carried beyond Level 2 (unknown at this stage) 	<div style="background-color: #ffc107; width: 100%; height: 100%;"></div>
<ul style="list-style-type: none"> Demolition of walls on Level 2, demolition material removal via basement car park, noise levels will be raised. 	<div style="background-color: #ffc107; width: 100%; height: 100%;"></div>

- Increased site personnel walking between levels (shared access).
- Atrium ground floor isolation zone set up on the afternoon of Friday 15 August. Elevated Work Platform onsite on the ground floor on Saturday 16 August to install Level 2 balustrade edge protection.

Key

Low levels of noise/disruption and/or low traffic movement

Medium levels of noise/ disruption and/ or medium traffic movement

High levels of noise/ disruption and/ or high traffic movement

Questions:

If you have any questions or concerns, please contact Fiona @ pvc.commerce.ea@otago.ac.nz so they can be collated and provided to the project team.

Background

What is happening?

The Pathway and English Language Centre is moving into the Otago Business School early next year, so space is being fitted out on Level 2 and part of Level 3 to suit teaching its preparation courses for university-level study – students are usually in classrooms most of the day.

Why?

Moving the centre from the Plaza Building, beside Forsyth Barr Stadium, to the central campus should encourage more of its international and domestic students to progress to University study, by enriching their experience; they will be involved in more campus activities and have easier access to student support services.

This move should boost our University's annual income and will enable:

- Freeing some central campus space for more student-facing academics and staff.
- Turning some buildings into income-earning student accommodation.
- Exiting some leases and some buildings, which could be sold.
- Improving buildings – our University has a backlog of maintenance.
- Vacating buildings with low seismic ratings.

When? The construction work is currently scheduled to finish in April 2024.

From: [Chief Operating Officer](#)
To: [365-all-staff](#)
Subject: Incorrect reporting in ODT article
Date: Wednesday, 16 August 2023 4:48:45 pm
Attachments: [image001.jpg](#)
[image002.jpg](#)

Tēnā koutou,

The *Otago Daily Times* has incorrectly reported today that shifting many Operations Group staff to the Plaza Building will cost \$10 million – the cost covers much more and aims to save money, generate annual income, reduce risks, and avoid constructing a more expensive new building.

We are extremely disappointed the reporter did not approach us for clarification of that figure – which we did not supply – before linking it to the move. We are speaking to the Otago Daily Times about this.

Financial benefits

The latest financial modelling shows moving the Pathway and English Language Centre from the Plaza Building at Forsyth Barr Stadium to the Otago Business School, then shifting Operations Group staff to the Plaza, is expected to have paid itself in the next 10 to 11 years – and to have generated about \$4.44 million more in income and savings than our University would have had otherwise over 20 years.

This is achieved through:

- More students progressing from the Pathway and English Language Centre's courses that prepare them for University-level study to first year university study.
- Reduced occupancy costs such as savings on power, maintenance and cleaning in buildings that have been vacated.
- Not using as much space.

The net present value calculations are from a purely financial viewpoint however these moves also include important non-monetary considerations such as direct benefits to teaching and learning.

Expected income

The Operations Group is only moving because space is coming free in the Plaza Building, and it makes sense to have these support services on the campus periphery, in line with our campus master plan.

The Pathway and English Language Centre's academic courses are shifting to the Otago Business School on the central campus – it is this move that will cost almost 85 per cent of the \$10.3 million and is expected to boost our annual income.

Having the students on our central campus will enrich their experience by involving them in more campus activities and give them easier access to student support services, encouraging students to progress to university studies. This move will also save about 700 square metres of space year-on-year, when space is our University's second biggest cost.

The centre has about 700 students on short-term programmes each year. The move costs

include IT and adjusting the business school space, because the students are in classrooms most of the day, during three semesters with three annual intakes.

Savings

Shifting the Operations Group will cost about 15 per cent of the \$10.3 million and one of the drivers is getting staff out of the 111 Albany Street building, which is at the end of its natural life with a low seismic rating and would cost about \$27 million to replace.

Because Operations Group staff at the Plaza will be booking spaces to work in their team's 'neighbourhood' of desks, the move will save about 915 square metres of space year-on-year.

Medium-term benefits

These two moves are also enablers for future proposed work that includes:

- Creating more student accommodation because most international students will not come to Otago without it.
- Selling some buildings (which specific buildings is commercially sensitive), to generate more income and save on maintenance, heating, and cleaning costs.
- Exiting leases.
- Getting staff out of other buildings that need cost-prohibitive future work to meet modern seismic and compliance standards so are a potential risk – this also saves on maintenance, heating, and cleaning costs.

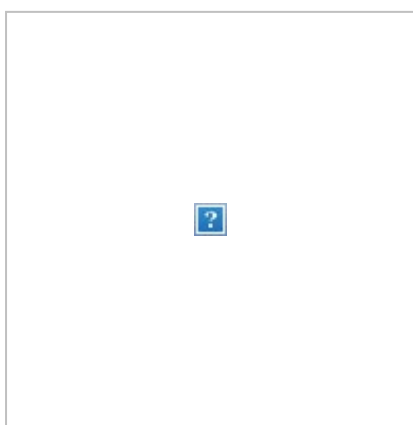
Why?

We have taken the relatively unusual step of emailing you all directly about an Otago Daily Times story because we want to limit uncertainty as much as possible in these challenging times.

More?

If you would like to know more, please read [the story published in our Otago Bulletin Board yesterday](#).

Ngā mihi



Stephen Willis *BN, MHIthSc, MPRojM, MAIPM, MoP®, MInstD.*
Chief Operating Officer | Te Poumatua

Office of the Chief Operating Officer
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