|  |
| --- |
| 8 Nicholson Street refurbishment  Frequently asked questions August/September 2016 |

Why is 8 Nicholson Street being refurbished?

Property Manager DEXUS is upgrading the building to ensure it remains a comfortable and contemporary workplace. These changes were negotiated into a new lease for the building and reflect DELWP’s sustainability values.

Site establishment works

Site establishment works are in progress.

What will be included in the site establishment works?

* Establishing builder’s accommodation on level 1 of the basement carpark
* Closing off the existing basement level 2 locker facilities
* Creating an entry point into the building from Evelyn Place for the exclusive use of construction staff
* Isolating a high-rise lift for the exclusive use of the builder as a goods lift

What effect will this have?

Carpark

* Fewer parking spaces in basement level carpark
* Fewer parking spaces on Evelyn Place
* Restricted basement visitor car parking will be for the duration of the works.
* Cyclists can still use the carpark and are asked to take extra care. The Bicycle Users Group has communicated a safety plan to members.
* Anyone using the basement should take extra care and follow safety instructions.

Carpark locker facilities

* The existing basement locker facilities will not be available
* A temporary locker facility will be available in the carpark for the duration of the works on Level 2 of the carpark.

Access to floors

* One less high-rise lift available to staff
* Staff will not be able to access floors where construction is occurring (initially this will be levels 5, 13, 14 and 15). All passenger lifts will by-pass these floors. Stairwell entry to these floors will only be available to those with a builder’s pass.
* Meeting rooms on level 5, 13, 14 and 15 are unavailable from Monday 18 July 2016.
* First Aid and Carer’s Rooms will be relocated to Level 6 from Monday 18 July (they will be clearly marked)
* Prayer room will be relocated to Level 16 (it will be clearly marked

Construction works

Construction works will commence 2-4 weeks after the site establishment works as above.

When will the works at 8 Nicholson Street be completed?

* Works are expected to be completed by July 2017.

What work will the refurbishment involve?

* The refurbishment will be undertaken in stages over 14 months. Each division will vacate floors and be relocated to enable internal refurbishment works.
* Floors under construction will not be accessible by lifts.
* The refurbishment will increase the building’s National Australian Built Environment Rating System\* environmental performance from 2.5 to 5.0, which will cut energy and water consumption by 20-30 per cent. This better reflects DELWP’s sustainability values, and will allow us to remain in this location for another 10 years.
  + - Redesign and improved amenity of the ground floor and foyer
      * New informal meeting spaces in the foyer area
      * New wheelchair accessible entry from Nicholson Street
      * Upgrades to toilet facilities
      * Facade repairs from the ground floor to level 5
      * Proposal for new green wall near the Nicholson Street entry
    - Renovation of floors from levels 1-17
      * Upgrades to all staff workstations
      * New technology solutions and furniture for meeting rooms
      * Replacement of the air-conditioning system for levels 6-17
      * Upgrades to kitchens on all floors
      * Repainting walls, new ceiling tiles, new window blinds, and the completion of the carpet replacement program
      * Upgrades to toilet facilities on all floors, including additional accessible toilets
      * Repainting and re-tiling of lift lobbies on all floors
    - Upgrades to facilities in the basement
      * New shower, locker and bicycle parking facilities in the carpark
      * The installation of a new stairwell from the carpark to the ground floor
      * Upgrade to plant rooms where building systems are housed\*NABERS is a performance based rating system that rates a building on the basis of its historical measured operational impacts on the environment.
    - **How will these works affect my workplace?**
    - There may be some noise. The builder has agreed to conduct all noisy works outside normal business hours – on weekends and public holidays; and week days after 6pm and before 7.30am.
    - There may be the movement of building materials in and out of the building.
    - The contractor site establishment will have an impact on access in and out of the carpark, the number of parking bays and basement locker facilities.
    - Unless you are part of the construction management team, DELWP staff cannot access floors under construction without:
    - The permission of the builder; and
    - A formal safety induction.

Accommodation changes

Each division will vacate floors and be relocated to enable internal refurbishment works during the refurbishment project in turn as each stage of works is completed.

What does this mean for my division?

* The most significant change will be experienced by Corporate Services staff located at 8 Nicholson Street, where most of the group will be moving to 385 Bourke Street (the former Commonwealth Bank head office) for the duration of the refurbishment. This move will free up several floors to be used as temporary accommodation while other floors are being refurbished.

When and where will I be moving to?

* You will be advised closer to the time when and where you need to move, which will be different for each division as works progress. The first moves will take place in late April and early May 2016.
* The timing of individual moves will be a matter for planning discussions with the Client Reference Group representing each division. Nominations for representatives for the Client Reference Group will be requested shortly.

What do I have to do in preparation for the move?

* You will be informed of how you can best prepare for the move, key dates and support services via your manager, Client Reference Group representative and on the intranet. An information pack will be provided to you before the move, which will outline packing tips and moving instructions.
* **The Client Reference Group will support the relocation process**, and assistance will be provided in relation to recycling and waste management. Staff are encouraged to provide feedback about the move and new facility and to discuss any concerns with their manager or Client Reference Group representative.

Will it affect my day-to-day duties?

* It will be business as usual with little to no impact on day-to-day duties. As we approach the relocation date, opportunities will be provided to reduce the current level of documentation and archive any current resources that are not being utilised. This will be a good time to dispose of unwanted documents and store files with Records Management that need to be kept by the department.

Will there be meeting room facilities at 385 Bourke Street?

* A range of meeting room and facilities options are available for all DELWP staff at 385 Bourke Street, which can be booked through the existing Lotus Notes calendar booking system.
* Level 20 at 385 Bourke Street is accessible from the lift lobby without the need for a security pass. Simply sign in with security at level 20 reception for access to any meeting facilities that you have booked.

How do we get access to 385 Bourke Street if we have a meeting with staff from Corporate Services?

* Level 20 at 385 Bourke Street is accessible from the lift lobby without the need for a security pass. Simply sign in with security at the level 20 reception desk.
* There is almost door-to-door tram access to 3895 Bourke Street from 8 Nicholson Street, just get on at Parliament on Nicholson and get off at the Bourke Street Mall.

Why was Corporate Services chosen to temporarily relocate?

* Corporate Services is managing the refurbishment through Finance and Planning division. Along with this project management role, the group’s support role allows relocation with minimal service disruption to DELWP’s stakeholders and customers.
* Corporate Services’ staff work across several floors at 8 Nicholson Street, freeing up several floors to be refurbished and used as temporary accommodation while other floors are refurbished in stages.

Which Corporate Services teams will remain at 8 Nicholson Street?

* Ministerial and Cabinet Services, Records Management, Mailroom Services, Strategic Communications, Digital, Media and Events, our Workplace Conciliator and several staff from IT Infrastructure.

What floors will Corporate Services be occupying at 385 Bourke Street?

* Levels 19, 20 and 21 are occupied by Corporate Services. Level 20 at 385 Bourke Street is accessible from the lift lobby without the need for a security pass. Simply sign in withsecurity at the level 20 reception desk.

What public transport options are there for people who need to travel to 385 Bourke Street?

* There is almost door-to-door tram access to 3895 Bourke Street from 8 Nicholson Street, just get on at Parliament on Nicholson and get off at the Bourke Street Mall.

Will parking be available at 385 Bourke Street?

* No. Staff and visitors can use an onsite Wilson parking facility.

Will my 8 Nicholson Street security pass work at 385 Bourke Street?

* No. Staff relocating to 385 Bourke Street will have an additional security pass.

Will hot desks be available at 385 Bourke Street?

* Yes. Several hot desks will be available on each floor.

What will happen between now and the move to 385 Bourke St?

* Staff moving to 385 Bourke Street have been notified.
* The layout of floors at 385 Bourke Street will be designed and fitted out.
* Telephone and data systems/cabling will be installed.
* Removalists will be procured.

Who can I contact for more information?

* Contact the project team at: Accommodation.Nicholson@delwp.vic.gov.au