## Contents

**Ministry of Education, Wellington**  
July/August 2014  
St Paul's Square  
Public Trust  
Freyberg House  
Justice Centre

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OVERALL HIGHLIGHTS

- 2109 workpoints & meeting spaces recorded every hour across all buildings
- 855 average number of people per hour within all buildings
- 26% rate the workplace as 'over crowded'*
- 35% of workpoints are not used on a daily basis
- 92% believe they are at their desk for 5+ hours a day*
- 45% of workpoints on average are used for 5+ hours a day
- 28% are satisfied with the focus workspace available*
- 17% of all meetings are 1 person
- 87% rate spontaneous collaboration as important to their work performance*
- 11% of informal meeting spaces are occupied on average
- 88% rate bookable meeting space as important to their work performance*
- 35% of formal meeting rooms are occupied on average

*JANUS Workflow 2005 - 2014 prepost occupancy workplace evaluation database averages
Occuancy Survey
GENERAL OVERVIEW

LEVEL OF WORKPOINT OCCUPANCY ON AN HOURLY BASIS MEASURED OVER A 10 DAY PERIOD

- Vacant
- Signs of Occupation
- Occupied

THE AVERAGE LEVEL OF WORKPOINT OCCUPANCY IS 37%
GENERAL OVERVIEW

AVERAGE LEVEL OF WORKPOINT OCCUPANCY PER BUILDING

THE BUILDINGS WITH THE HIGHEST WORKPOINT OCCUPANCY RATES ARE THE JUSTICE CENTRE AT 46%* AND PUBLIC TRUST AT 47%*

*Including "signs of life" recordings.
GENERAL OVERVIEW

AVG. NR. USING WP
AVG. NR. USING SA
AVG. NR. FLOATING
TOTAL NR. OF WP
MAX. NR. OF PEOPLE

ST PAUL'S SQUARE HAS THE MOST WORKPOINTS AT 1120
THE MAXIMUM NUMBER OF PEOPLE RECORDED IN ST PAUL'S SQUARE IS 783
THE MAXIMUM NUMBER OF PEOPLE RECORDED IN ALL BUILDINGS AT ONE TIME IS 1327
THE TOTAL NUMBER OF WORKPOINTS RECORDED IS 1777
THE AVERAGE NUMBER OF PEOPLE RECORDED IN ALL BUILDINGS PER HOUR IS 855
HIGHLIGHTS

44% is the average level of workpoint occupancy*

52% is the maximum workpoint occupancy recorded*

33% is the minimum workpoint occupancy recorded*

*Including "signs of life" recordings
HIGHLIGHTS

45% of the workpoints are used for 5 hours or more per day*

46% of the workpoints are used for 3 hours or less per day*

35% of the workpoints have not been used on a daily basis

*Including "signs of life" recordings
21% of the workpoints have not been used at all over the period*

35% is the average occupancy of all formal meeting rooms

53% is the maximum occupancy recorded of all formal meeting rooms

*including "signs of life" recordings
HIGHLIGHTS

53% is the highest average occupancy of all buildings' meeting rooms - Freyberg House

65% of all meetings are 4 persons or less

1120 is the largest number of work-stations in a building (St. Paul's Square)

70% 783 is the maximum number of people recorded within the building
45% of the workpoints are used for 5 hours or more per day
46% of the workpoints are used for 3 hours or less per day
35% of the workpoints have not been used at all on a daily basis
37% average workpoint occupancy

21% of the workpoints have not been used throughout the period

No. of work points recorded: 1777

(1) 5 hours is equivalent to 87.5% of the degree of occupancy in the figures above. "Used" takes into account the occupancy and signs of occupancy.

(2) 3 hours is equivalent to 37.5% of the degree of occupancy in the figures above. "Used" takes into account the occupancy and signs of occupancy.
WORKPOINT OCCUPANCY BY DEPARTMENT

AVERAGE LEVEL OF WORKPOINT OCCUPANCY PER DEPARTMENT

○ THE DEPARTMENT WITH THE HIGHEST WORKPOINT OCCUPANCY IS THE CHIEF EXECUTIVES OFFICE AT 52%*

= = THE AVERAGE LEVEL OF WORKPOINT OCCUPANCY IS 38%*

*Including "signs of life" recordings
AVERAGE LEVEL OF OCCUPANCY OF ALL FORMAL MEETING ROOMS

LEVEL OF FORMAL MEETING ROOM OCCUPANCY ON AN HOURLY BASIS MEASURED OVER A 10 DAY PERIOD

- THE AVERAGE OCCUPANCY OF ALL FORMAL MEETING ROOMS IS 35%
- NO. OF FACILITIES RECORDED: 96
SHARED AMENITY OVERVIEW
All Formal Meeting Rooms

AVERAGE LEVEL OF OCCUPANCY OF ALL
FORMAL MEETING ROOMS ON AN HourLY BASIS

DISTRIBUTION OF PERSONS IN ALL FORMAL MEETING ROOMS
(IF OCCUPIED)

- THE MAXIMUM OCCUPANCY RECORDED OF ALL FORMAL MEETING ROOMS IS 53%
- 65% OF ALL MEETINGS ARE 4 PERSONS OR LESS

(1) 'All meetings' refers to all occupied recordings in the meeting room facilities available at MOE as indicated on the floor plans.
SHARED AMENITY OVERVIEW
All Informal Meeting Spaces

AVERAGE LEVEL OF OCCUPANCY OF ALL INFORMAL MEETING SPACES

LEVEL OF INFORMAL MEETING SPACE OCCUPANCY ON AN HOURLY BASIS MEASURED OVER A 10 DAY PERIOD

THE AVERAGE OCCUPANCY OF ALL INFORMAL MEETING SPACES IS 11%
NO. OF FACILITIES RECORDED: 182
SHARED AMENITY OVERVIEW
All Informal Meeting Spaces

AVERAGE LEVEL OF OCCUPANCY OF ALL INFORMAL MEETING SPACES ON AN HOURLY BASIS

DISTRIBUTION OF PERSONS IN ALL INFORMAL MEETING SPACES
(IF OCCUPIED)

- THE MAXIMUM OCCUPANCY RECORDED OF ALL INFORMAL MEETING SPACES IS 23%
- 75% OF ALL INFORMAL MEETINGS ARE 2 PERSONS OR LESS

(1) 'All meetings' refers to all occupied recordings in the meeting room facilities available at MOE as indicated on the floor plans.
### BEST PRACTICE WORKPLACE OBJECTIVES

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<th>Reduction / Optimisation of Costs</th>
<th>Improvement of the Organisation</th>
<th>Greater Flexibility</th>
<th>Improvement of Workplace</th>
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<tr>
<td>Co-location of people:</td>
<td>Co-location with core operational business</td>
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<td>- Reduce leasing costs</td>
<td>Encourage interaction and collaboration across teams</td>
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<td>- Reduce running costs</td>
<td>Build on functional synergies across teams</td>
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<td>Achieve a higher ROI:</td>
<td>Support cultural change</td>
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<tr>
<td>- Space efficiency</td>
<td>Align with corporate values</td>
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<td>- Higher utilisation</td>
<td>Reduce inefficiencies</td>
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<td>From work-desk to work-space</td>
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<td>Reduce the cost of internal relocations</td>
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<td>Standardisation (storage solutions, desking solutions)</td>
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<td>IT optimisation (deliver improved connectivity and data solutions)</td>
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<td>Design</td>
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<td>Increase the variety of worksetting options</td>
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<td>Technology e.g. centralised meeting room bookings</td>
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<td>Increase quality of workplace</td>
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PROJECT EXAMPLES