



26 March 2024

HUD2024-004011

s 9(2)(a)

Tēnā koe s 9(2)(a)

Thank you for your email of 7 March 2024 requesting the following information under the Official Information Act 1982 (the Act):

Can you please process a new request for the information considered out of scope in this response?

For the avoidance of doubt, I note that you are referring to the response sent to you on 7 March 2024 (HUD2024-003497). Six documents are in scope of your request and are released to you with this response. Some information has been withheld under the following sections of the Act:

Section of Act	Reason to withhold
9(2)(a)	To protect the privacy of natural persons.
9(2)(f)(iv)	To maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.

The documents are detailed in the attached document schedule. Note that the page number column refers to the page numbers in the original response and not this specific extract.

In terms of section 9(1) of the Act, I am satisfied that, in the circumstances, the decision to withhold information under section 9 of the Act is not outweighed by other considerations that render it desirable to make the information available in the public interest.

You have the right to seek an investigation and review of my response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website at: www.ombudsman.parliament.nz.

As part of our ongoing commitment to openness and transparency, the Ministry proactively releases information and documents that may be of interest to the public. As such, this response, with your personal details removed, may be published on our website.

Nāku noa, nā

Kate Goodman
Head of Government Services
Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development

Annex 1: Document schedule

Page no.	Date	Document	Section of the Act applied
5	24/11/2023	RE: Docs at end of today please so can be printed first thing Monday and I can read again weekend	9(2)(a) 9(2)(f)(iv)
10	29/11/2023	Attachment: 20231129 Agenda	N/A
12	27/11/2023	KO Cover Sheet	9(2)(a) 9(2)(f)(iv)
61	6/12/2023	FW: Min meetings next couple of days	9(2)(a)
107	12/12/2023	Re: Draft email to staff re EOIs - for comment by SLT stand up 9am tomorrow pls	9(2)(a)
110	13/12/2023	Opportunities to be part of some priority work in the New Year - EOIs by mdday Friday please	9(2)(a)

From: [Brad Ward](#)
To: [Bronwyn Lauten](#); [Sandra Mansor](#)
Cc: [Maddie Skinner](#); [Jo Hughes](#); [Glenn Phillips](#); [Adam Brown](#); [Nick McNabb](#); [Dax Dullabh](#)
Subject: RE: Docs at end of today please so can be printed first thing Monday and I can read again weekend
Date: Friday, 24 November 2023 10:13:45 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Brillant

Brad Ward

Deputy Chief Executive | Organisational Performance
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IN-CONFIDENCE

From: Bronwyn Lauten <Bronwyn.Lauten@hud.govt.nz>
Sent: Friday, November 24, 2023 10:10 AM
To: Brad Ward <Brad.Ward@hud.govt.nz>; Sandra Mansor <Sandra.Mansor@hud.govt.nz>
Cc: Maddie Skinner <Maddie.Skinner@hud.govt.nz>; Jo Hughes <Jo.Hughes@hud.govt.nz>; Glenn Phillips <Glenn.Phillips@hud.govt.nz>; Adam Brown <Adam.Brown@hud.govt.nz>; Nick McNabb <Nick.McNabb@hud.govt.nz>; Dax Dullabh <Dax.Dullabh@hud.govt.nz>
Subject: RE: Docs at end of today please so can be printed first thing Monday and I can read again weekend

Everything except the letter is ready to go, so I have sent it to Sandra. The letter will be updated immediately after the announcement of Ministerial portfolios, so will send that through later today.

IN-CONFIDENCE

From: Brad Ward <Brad.Ward@hud.govt.nz>
Sent: Friday, November 24, 2023 10:04 AM
To: Sandra Mansor <Sandra.Mansor@hud.govt.nz>
Cc: Maddie Skinner <Maddie.Skinner@hud.govt.nz>; Bronwyn Lauten <Bronwyn.Lauten@hud.govt.nz>; Jo Hughes <Jo.Hughes@hud.govt.nz>; Glenn Phillips <Glenn.Phillips@hud.govt.nz>; Adam Brown <Adam.Brown@hud.govt.nz>; Nick McNabb <Nick.McNabb@hud.govt.nz>; Dax Dullabh <Dax.Dullabh@hud.govt.nz>
Subject: Docs at end of today please so can be printed first thing Monday and I can read again weekend

- BIM (Jo Hughes)
- Min letter (Bronwyn L)
- Action Plan backpocket (Bronwyn L)
- Fiscal – non dept (Nick McNabb)
- Fiscal – dept (Dax)
- KO Review (Adam Brown)

s 9(2)(f)(iv)

- Going for Growth (Jo Hughes)

Thanks bro

Brad Ward

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IN-CONFIDENCE

Officials Meeting Agenda

Members: Hon Chris Bishop – Minister of Housing
Hon Tama Potaka – Associate Minister of Housing and Advisors

Date: 29 November 2023
Time: 3:00pm-3:30pm
Venue: 6.3 E.W.
Security: In-Confidence

Matt Burgess – Advisor
Louis Donovan – Advisor
Rachael White – Private Secretary (Media Advisory)
Matt Young – Press Secretary

Attendees: Andrew Crisp
Brad Ward
Glenn Phillips
Nick McNabb
Adam Brown (Private Secretary Housing)

Apologies:

Topic	Lead
Briefing to the Incoming Minister	Andrew Crisp
100-day priorities: <ul style="list-style-type: none"> Kāinga Ora Review Going for Housing Growth Priority 1 category on the Housing Register 	Andrew Crisp
Initial discussion on HUD Fiscal Plan <ul style="list-style-type: none"> Departmental Non-Departmental 	Andrew Crisp Nick McNabb
Portfolio delegations within Housing and between Housing and Social Development	Andrew Crisp
Quick discussion with follow up briefings <ul style="list-style-type: none"> Maintaining construction momentum Regulatory work programme Upcoming funding approvals 	Andrew Crisp
Rotorua Accord – Steering Group meeting on 1 December	Andrew Crisp

From: [Brad Ward](#)
To: [Glenn Phillips](#)
Subject: KO Cover Sheet
Date: Monday, 27 November 2023 1:59:23 pm
Attachments: [image003.png](#)
[image001.png](#)
[image002.png](#)

Three things to discuss and get your direction on:

1. KO Review:
 - a. TOR
 - b. Approach (informed by the Table)
 - c. Cab paper timing. Timing Expectations overall

s 9(2)(f)(iv)

[Redacted content]

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Te Tūāpapa Kura Kāinga
Ministry of Housing and Urban Development



He kāinga ora, he hāpori ora - our purpose is thriving communities where everyone has a place to call home.

IN-CONFIDENCE

From: [Ministerial Meetings](#)
To: [Glenn Phillips](#)
Subject: FW: Min meetings next couple of days
Date: Wednesday, 6 December 2023 10:22:13 am

Hoping you have been contacted directly about today's meeting and have this in your diary?

TODAY

- **1pm today** on KO review with Minister Bishop (Willis invited but may not attend). HUD (Glenn Phillips primary contact), TSY to attend.

TOMORROW

- 10am tomorrow meeting on HUD fiscals – Min Bishop and HUD officials (I think Glenn again)

Ngā mihi

Jenna

[UNCLASSIFIED]

From: Scott Petty <Scott.Petty@parliament.govt.nz>
Sent: Wednesday, December 6, 2023 9:47 AM
To: Ministerial Meetings <Ministerial_Meetings@hud.govt.nz>
Subject: Min meetings next couple of days

Just thought I'd set out Min meetings for you today and tomorrow in case there's any confusion.

At this stage:

- **1pm today** on KO review with Minister Bishop (Willis invited but may not attend). HUD (Glenn Phillips primary contact), TSY to attend.
- 9am tomorrow meeting between Mins Bishop and Potaka re EH/social housing – HUD (Anne Shaw is the contact) and MSD officials
- 10am tomorrow meeting on HUD fiscals – Min Bishop and HUD officials (I think Glenn again)
- 10.30am tomorrow meeting between Mins Bishop, Potaka, Upston re EH, etc. – this is political – so no officials required.

All subject to change of course

Scott Petty (he/him)

Private Secretary (Housing)

scott.petty@parliament.govt.nz | s 9(2)(a)

require any further information about the nature of the opportunity, please contact the responsible manager above in the first instance

Please let your manager know if you intend to express interest in one of these roles. Decisions on placement into these roles will be made by SLT, in consultation with relevant GMs, and will take into account ensuring that we can deliver other priority work over the March quarter, the skills and capability you will bring to the role and how it fits with your development. We expect there will be other short-term opportunities to contribute to priority projects in 2024 as our work programme and priorities evolve.

Please note these roles provide an opportunity for people to apply the skills required in their current role on different work in a different team and are not suitable for acting up opportunities.

We look forward to receiving your application.

Jo

Jo Hughes

Director, Office of the Chief Executive

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From: [Jo Hughes](#)
To: [DL - Intelligence and System Direction](#); [DL - Solutions Design and Implementation Group](#); [DL - Te Kahui Maori Housing](#); [DL - Organisational Performance](#); [DL - SDP - All Staff](#)
Cc: [DL - HUD Leaders](#)
Subject: Opportunities to be part of some priority work in the New Year - EOIs by mdday Friday please
Date: Wednesday, 13 December 2023 9:59:28 am
Attachments: [image002.png](#)
[image007.png](#)
[image009.png](#)

Kia ora koutou

To help us be well-placed to deliver on the immediate priorities of the incoming Government, SLT has identified a few areas for short-term work assignments into priority projects. The projects, skills being sought, and the process to express interest if you would like to be considered for this work is below. Unless otherwise stated, roles will commence early in the New Year and be full-time until the end of the March.

Secondment opportunities

Review of Kāinga Ora – one Policy Advisor, one part-time admin support person (Manager – Glenn Phillips)

Commissioning an independent review into Kāinga Ora's financial situation, procurement, and asset management is one of the incoming Government's 100-day priorities.

There is an opportunity for an advisor and part-time admin support person to be part of the team that will support the independent reviewers to undertake the review.

The advisor role requires strong analytical and writing capability, a drive for results, and an inquisitive approach.

The admin role requires someone who can ensure the secretariat and review panel are well supported (e.g. with diary and meeting management and logistics relating the travel/stakeholder engagement) and help ensure good quality control and document management for the project.

Regulatory work programme – Senior/Principal Advisor with regulatory experience and two Policy Advisors (Manager – Claire Leadbetter) – Senior /Principal (until end of May) and Advisor/s (ideally until June/ July but some flex)

Work on the Residential Tenancies Act and regulations for the Unit Titles Act regulations will need to progress in early 2024.

We need a Senior or Principal Advisor with experience in regulation-making (including getting policy decisions and working with PCO on the drafting process) to lead work on Unit Titles regulations. There is also an opportunity for an advisor/s to get some experience in legislative and regulatory work as part of policy work on this and supporting Residential Tenancies Act changes.

Office of the CE – Senior/Principal Advisor (Manager – Jo Hughes)

This is a backfill opportunity while Bronwyn Lauten temporarily moves to be part of supporting the Kāinga Ora review.

This is an opportunity to provide:

- Advice and support to the Chief Executive and SLT, particularly for meetings and engagements with Ministers, other public sector leaders, key stakeholders, and internally (e.g. All-staff stand up, SLT and internal governance meetings).
- Be a conduit between the OCE, the Minister's office and the rest of the business to give/receive commissioning and ensure context is understood.
- Assist the CE with risk and issues management.

The role requires strong organisational skills and sound judgment, excellent written and verbal communication, the ability to work and problem-solve under pressure and confidentiality and discretion. A good working knowledge of HUD would be an advantage.

How to apply

To apply, please email hrassist@hud.govt.nz to express which work and role(s) you are interested in, the skills you will bring to the role and how it fits with your development, your availability over January-March 2024 by **midday Friday 15 December** - this should be no more than six bullet points. If you require any further information about the nature of the opportunity, please contact the responsible manager above in the first instance.

Please let your manager know if you intend to express interest in one of these roles. Decisions on placement into these roles will be made by SLT, in consultation with relevant GMs, and will take into account ensuring that we can deliver other priority work over the March quarter, the skills and capability you will bring to the role and how it fits with your development.

Timeframes are necessarily short so we can have arrangements in place by the New Year. We expect there will be other short-term opportunities to contribute to priority projects in 2024 as our work programme and priorities evolve, for example there is a likely to be a need for someone to be involved in work related to Budget 2024.

Please note these roles provide an opportunity for people to apply the skills required in their current role on different work in a different team and are not suitable for acting up opportunities.

We look forward to receiving your application.

Jo

Jo Hughes

Director, Office of the Chief Executive

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[UNCLASSIFIED]