

From: [Karen Naik-Araitī](#)
To: [Diane Turner](#)
Cc: [Adelaide Gleadow](#); [Simon MacPherson](#); [Sarah Palmer](#); [Miriam Mathews](#); [George Minton](#); [i_request \(MSD\)](#); [Justina Gear](#)
Subject: [SC] Advice – Senior officials action items [I]
Date: Saturday, 2 December 2023 3:48:05 pm

IN-CONFIDENCE

Kia ora Diane

These requests are tricky for us to track and close – as best you can, when responding please reference the 'Senior officials action items' to give us a clue where to save the responses. Please:

- advise us if you plan to respond to any of the action points below via a report to Minister or aide memoire
- cc I-Requests into advice going back to the Minister's office.

[SC] Advice – Senior officials action items [I]

Due: 4 December – MaES Admin, the due dates are varied, so use 4 December which should hopefully catch the urgent items

Ngā mihi

Karen

Karen Naik-Araitī Advisor | Ministerial and Executive Services | Ministry of Social Development
| Te Manatu Whakahiato Ora | [s9\(2\)\(a\)](#)
Ministry of Social Development, Level 5, The Aurora Centre, 55- 66 The Terrace,
Wellington

MSD purpose:

We help New Zealanders to be safe, strong and independent
Manaaki tangata, manaaki whānau



From: Phoebe Duncan <[s9\(2\)\(a\)](#)> @parliament.govt.nz>
Sent: Thursday, 30 November 2023 3:40 pm
To: Diane Turner <[s9\(2\)\(a\)](#)> @msd.govt.nz>
Cc: Adelaide Gleadow <[s9\(2\)\(a\)](#)> @msd.govt.nz>; Simon MacPherson <[s9\(2\)\(a\)](#)> @msd.govt.nz>; Sarah Palmer <[s9\(2\)\(a\)](#)> @msd.govt.nz>; Miriam Mathews <[s9\(2\)\(a\)](#)> @msd.govt.nz>; George Minton <[s9\(2\)\(a\)](#)> @msd.govt.nz>; i_request (MSD) <xxxxxxx@xxx.xxx.xx>; Justina Gear <[s9\(2\)\(a\)](#)> @msd.govt.nz>

Subject: Senior officials action items

Hi Diane,

Please note the following action points from our first meeting with the Minister, and things to be covered in upcoming supplementary briefings. I suspect there are a number of these topics which will already be covered in briefings to come.

Immediate action
<ul style="list-style-type: none">• a detailed outline of the Senior's portfolio budget so the Minister can come to understand the financials• a copy of MSD's org chart with an understanding of where the seniors portfolio sits, what the reporting lines are, including delegations through health and the Aged Care Commissioner
Supplementary topics
MSD lead <ul style="list-style-type: none">• [REDACTED] s9(2)(f)(iv) [REDACTED]• understanding the Age-friendly network and what the councils are delivering under it• an outline of data on elder abuse Other portfolios <ul style="list-style-type: none">• a summary of issues to do with ARC including HCSS, particularly how placement allocation is decided• understanding the review of the Retirement Villages Act (I will seek that a briefing is forwarded to the Minister for Seniors through the Minister and/or the Associate Minister for Housing)• understanding resourcing consent and the Building Act for the purpose of modifying units for older people

I have set up weekly officials meetings every Monday from 11:15-12:00pm up until Christmas. I suspect this may carry on for a short while into the new year.

The Minister will send me through a list of questions that she has regarding the BIM which I will forward on as soon as possible. I may not receive this until Monday.

Hopefully I have included everything above. Anything else....??? We have our first team meeting with the Minister tomorrow at 9am so I will get some more face to face time with her. If there is anything I need to clarify or raise with her, please let me know by **COP today**.

Phoebe Duncan | Private Secretary – Seniors

Office of Hon Casey Costello

Mobile +s9(2)(a) | Email s9(2)(a) @Parliament.govt.nz