



## Prime Minister

Minister for Arts, Culture & Heritage

Minister for Child Poverty Reduction

Minister for National Security & Intelligence

26 NOV 2018

Matthew Hooton

Email: [fyi-request-8954-e401d74b@requests.fyi.org.nz](mailto:fyi-request-8954-e401d74b@requests.fyi.org.nz)

Ref: PMO 304 & 323-2018

Dear Matthew Hooton

### Official Information Act requests relating to KiwiBuild Announcement at Papakura

Thank you for your Official Information Act 1982 (the Act) requests, received on 29 and 30 October 2018. You requested:

Request 01 – received on 29 October:

*“...1) All information held by your office relating to the KiwiBuild announcement reported here: <https://www.odt.co.nz/news/national/ardern-welcomes-first-kiwibuild-families-new-homes>.*

*2) All communications between you or your office with Derryn Jayne, Fletcher Ross and/or Dave Dobbyn since you were sworn in as prime minister....”*

Request 02 – received on 30 October 2018:

*“... please provide the total and itemised costs to the taxpayer of the “street party” referred to here:*

*[https://www.nzherald.co.nz/nz/news/article.cfm?c\\_id=1&objectid=12149838](https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12149838).*

*This includes but is not limited to the cost of planning the event, catering and staffing, performance fees, equipment hire, and the cost of ministers and their staff travelling to and from the ‘street party’.*

I believe that your second request of 30 October 2018 for information about total costs of the KiwiBuild announcement on 27 October 2018 is more closely connected to the functions of the Minister of Housing and Urban Development (Hon Phil Twyford). Accordingly, this request has been transferred under section 14(b)(ii) of the Act to Hon Phil Twyford, as the Minister of Housing and Urban Development.

The Minister of Housing and Urban Development has the usual time limits under the Act from receipt of this transfer to make a decision on this request.

We have interpreted your first request of 29 October to be for information held by this Office specifically about the event held on 27 October 2018 welcoming the first families into their KiwiBuild homes in Papakura. Please find enclosed documents held by this Office identified as being relevant to your request, as set out in the table below:

Document	Date	Subject line of email	Description
Document 1	23/10/2018	Weeks ahead significant event/announcement/issues overview	Events schedule sent by PMs' Office to DPMC Cabinet Office.

Document	Date	Subject line of email	Description
Document 2	23/10/2018	Weeks ahead significant event/announcement/issues overview	Edited Events schedule sent by PMs' Office to DPMC Cabinet Office.
Document 3	23/10/2018	RE: KiwiBuild Saturday	Emails between from PMs' Office and Minister's Office arranging meeting and details for event.
Document 4	23/10/2018	RE: Draft KiwiBuild first families advisory	Emails between from PMs' Office and Minister's Office with Media Advisory.
Document 5	23/10/2018	FW: Run sheet	Emails between communications firm and Minister's Office forwarded to PMO with draft run sheet.
Document 6	23/10/2018	RE: Media advisory for checking please	Internal PM's Office email on draft times of media advisory.
Document 7	24/10/2018	FW: winners list	Emails between various parties on arrangements and forwarding list of families.
Document 8	24/10/2018	RE: winners list	Duplication of Doc 07 with one additional email.
Document 9	26/10/2018	Street party material	Email from Minister's Office with final documents.

Some parts of these documents have been withheld under the following sections of the Act:

- Some names, contact and other personal details have been withheld under section 9(2)(a) as withholding the information is necessary "*to protect the privacy of natural persons, including that of deceased natural persons*".
- Section 9(2)(g)(i) of the Act as withholding the information is necessary to "*maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any department or organisation in the course of their duty*".

Included as an attachment to the email in Document 9 in the table above was the media release "*First KiwiBuild families welcomed to their new homes*". This is available on the Beehive website at: [www.beehive.govt.nz/release/first-kiwibuild-families-welcomed-their-new-homes](http://www.beehive.govt.nz/release/first-kiwibuild-families-welcomed-their-new-homes). To the extent your request is for this document, it is declined under section 18(d) of the Act on the basis that the information requested is publicly available.

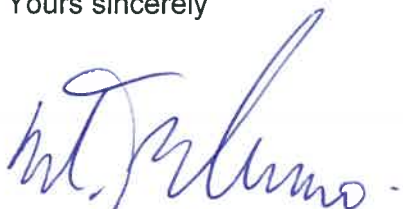
In addition, there were some documents identified as relevant to your request that have been withheld in full. These were:

- Included as an attachment to Document 7 above was personal details of the families who were purchasing the 18 KiwiBuild homes. This document has been withheld in full under section 9(2)(a) of the Act as set out above.
- An earlier draft of the run-sheet that was attached to Document 5 in the table above has been withheld under section 9(2)(g)(i) of the Act as set out above. The final copy the run-sheet has been released to you as an attachment to Document 9 in the table above.
- There was another attachment to Document 9 above that provided some advice to the Prime Minister for responding to questions raised by the media. This advice is withheld in full under section 9(2)(g)(i) of the Act as set out above.

Where information has been withheld, no public interest in releasing the withheld information has been identified that would be sufficient to override the reasons for withholding it.

You are entitled to ask the Ombudsman to review this response under section 28(3) of the Act. You can contact the Ombudsman online via the Ombudsman website, by email ([info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz)) or by post to The Ombudsman, PO Box 10152, Wellington 6143. Further details can be found on the Ombudsman website at: [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

Yours sincerely



Mike Munro  
**Chief of Staff**

[This schedule was sent by the Office of the Prime Minister to the Cabinet Office in DPMC]

Document 1

**Weeks ahead significant event/announcement/issues overview**

20 October to 4 November

Date	Day	Government Announcement/Event	Minister	Method	NOTES
		Not relevant to your request			
27	Saturday	KiwiBuild celebration McLennan - first KiwiBuild homeowners, possible one moves in	PM, Twyford	PR, event	Not relevant to your request

[Second page of document not relevant to your request]

[This amended schedule was sent by the Office of the Prime Minister to the Cabinet Office in DPMC]

Document 2

**Weeks ahead significant event/announcement/issues overview**

20 October to 4 November

Date	Day	Government Announcement/Event	Minister	Method	NOTES
27	Saturday	KiwiBuild celebration McLennan - first KiwiBuild homeowners, possible one moves in	PM, Twyford	PR, event	Not relevant to your request

[Second page of document not relevant to your request]



**From:** s9(2)(a) [Office of the Prime Minister]  
**To:** [Danya Levy](#)  
**Subject:** RE: KiwiBuild Saturday  
**Date:** Tuesday, 23 October 2018 1:00:00 p.m.

---

OK good, let's meet here maybe if Phil's office isn't free?

Nga mihi

s9(2)(a) | Chief Advisor, Strategic Communications  
Office of the Prime Minister  
M: s9(2)(a) | Email: s9(2)(a)

Authorised by Jacinda Ardern MP, Parliament Buildings, Wellington

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**From:** Danya Levy  
**Sent:** Tuesday, 23 October 2018 12:55 PM  
**To:** s9(2)(a) [Office of the Prime Minister]  
**Subject:** RE: KiwiBuild Saturday

Thanks. Will send calendar invite. s9(2)(g)(i)

Sent with BlackBerry Work  
([www.blackberry.com](http://www.blackberry.com))

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**From:** s9(2)(a) [Office of the Prime Minister]  
**Date:** Tuesday, 23 Oct 2018, 12:53 PM  
**To:** Danya Levy s9(2)(a)  
**Cc:** s9(2)(a) [Office of the Minister of Housing & Urban Development] s9(2)(a) [Office of the Prime Minister]  
s9(2)(a) [Office of the Prime Minister] Andrew Campbell  
s9(2)(a) s9(2)(a) [Labour Leader's Office]  
s9(2)(a) [Office of the Minister of Housing and Urban Development]  
**Subject:** RE: KiwiBuild Saturday

3.30pm is good for me tomorrow.

I just think we have be careful about the language we use on the day.

Nga mihi

s9(2)(a) | Chief Advisor, Strategic Communications  
Office of the Prime Minister  
M: s9(2)(a) | Email: s9(2)(a)

Authorised by Jacinda Ardern MP, Parliament Buildings, Wellington

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**From:** Danya Levy  
**Sent:** Tuesday, 23 October 2018 12:52 PM  
**To:** s9(2)(a) [Office of the Prime Minister]

Cc: s9(2)(a) [Office of the Minister of Housing & Urban Development] s9(2)(a) [Office of the Prime Minister]  
s9(2)(a) s9(2)(a) [Office of the Prime Minister] Andrew Campbell  
s9(2)(a) s9(2)(a) [Labour Leader's Office]  
s9(2)(a) [Office of the Minister of Housing and Urban Development]  
Subject: RE: KiwiBuild Saturday

Thanks s9(2)(a)  
Would 3.30pm tomorrow work to meet?  
s9(2)(g)(i)

Sent with BlackBerry Work  
([www.blackberry.com](http://www.blackberry.com))

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From: s9(2)(a) [Office of the Prime Minister]  
Date: Tuesday, 23 Oct 2018, 12:46 PM  
To: s9(2)(a) [Office of the Minister of Housing and Urban Development] s9(2)(a) [Office of the Prime Minister]  
Cc: s9(2)(a) [Office of the Prime Minister] Andrew Campbell  
s9(2)(a)  
Subject: KiwiBuild Saturday

Hi

We just had a wee catch-up here re Saturday's celebration and luckily enough the PM popped in too.

So some thoughts and decisions

s9(2)(g)(i)

We also need to see all the event documents – runsheet, anything else KB unit has prepared?  
And talking points for PM and Phil so there is no overlap?

When can we get these?

Send the ad

And be good to have a catchup tomorrow so we can weigh up any issues/risks etc. May be good

if Andrew joins us as he is the press sec going that day.

Nga mihi

s9(2)(a) | **Chief Advisor, Strategic Communications**

Office of the Prime Minister

M: s9(2)(a) | Email s9(2)(a)

Authorised by Jacinda Ardern MP, Parliament Buildings, Wellington

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**From:** Danya Levy  
**To:** s9(2)(a) [Office of the Prime Minister]  
**Subject:** RE: Draft KiwiBuild first families advisory  
**Date:** Tuesday, 23 October 2018 3:33:47 p.m.  
**Attachments:** [image001.png](#)  
[image002.jpg](#)

Yes, Carla from Sweeney Vesty has been contracted under the AOG procurement process to help KiwiBuild with its comms strategy until it's comms unit (s9(2)(a) etc) is up and running. She did the initial McLennan media event, has worked with the real estate company and has even attended the local residents committee meetings to discuss the street party. She's doing everything for Saturday – hiring marquees, sounds system for Dave Dobbyn, buying the food from Countdown. The lot.

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**From:** s9(2)(a)  
**Sent:** Tuesday, 23 October 2018 3:00 PM  
**To:** Danya Levy s9(2)(a)  
**Subject:** RE: Draft KiwiBuild first families advisory

Nice, looks good to me. BTW, I see a Sweeney Vesty person on the email recipients – are they involved in some way?

Nga mihi

s9(2)(a) | Chief Advisor, Strategic Communications  
Office of the Prime Minister  
M s9(2)(a) | Email s9(2)(a)

Authorised by Jacinda Ardern MP, Parliament Buildings, Wellington

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**From:** Danya Levy  
**Sent:** Tuesday, 23 October 2018 2:54 PM  
**To:** Andrew Campbell s9(2)(a); s9(2)(a) [Office of the Prime Minister]  
s9(2)(a); s9(2)(a) [Office of the Prime Minister] Rachel Smalley s9(2)(a) s9(2)(a) [Labour Leader's Office]  
s9(2)(a) [Office of the Minister of Housing and Urban Development]  
s9(2)(a) [Office of the Minister of Housing & Urban Development] [Carla.Hofle](#) s9(2)(a)  
**Subject:** Draft KiwiBuild first families advisory

Hello all,  
Please get back to me with any changes or corrections.  
Rachel and I thought it best to invite media at 10am as they will turn up early to set up.  
Many thanks,  
Danya

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# Rt Hon Jacinda Ardern

Prime Minister  
MP for Mt Albert

## Hon Phil Twyford

Minister of Transport

23 October 2018

PANUI PAPAHO  
MEDIA ADVISORY

## Welcome party for first KiwiBuild families

Prime Minister Jacinda Ardern, and Housing and Urban Development Minister Phil Twyford, will on Saturday welcome the first 18 families to their new KiwiBuild homes in Papakura.

A street party featuring iconic Kiwi music, food and beverages will be held for the KiwiBuild families to meet their new neighbours.

**When:** 10am  
Saturday, 27 October

**Where:** McLennan Development  
Corner of Liberation Road and Leadership Crescent  
Papakura

**Contacts:**  
For the Prime Minister – Andrew Campbell 021 243 8573  
For Phil Twyford – Danya Levy 021 996 010

**Danya Levy** | Senior Press Secretary  
Office of Hon. Phil Twyford  
Minister of Housing and Urban Development  
Minister of Transport  
Mobile: s9(2)(a) DDL: s9(2)(a)  
Email s9(2)(a)

Authorised by Jacinda Ardern MP, Parliament Buildings, Wellington

**From:** [Danya Levy](#)  
**To:** s9(2)(a) [Office of the Prime Minister]  
**Subject:** FW: Run sheet  
**Date:** Tuesday, 23 October 2018 5:26:07 p.m.  
**Attachments:** [McLennan Run Sheet 27 Oct v4.doc](#)

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**From:** s9(2)(a) [Office of the Minister of Housing & Urban Development]  
**Sent:** Tuesday, 23 October 2018 2:34 PM  
**To:** Danya Levy s9(2)(a)  
**Subject:** FW: Run sheet

**From:** Carla Hoffer s9(2)(a)  
**Sent:** Tuesday, 23 October 2018 1:42 PM  
**To:** s9(2)(a) [Office of the Minister of Housing & Urban Development]  
**Subject:** RE: Run sheet

s9(2)(a) just spotted the first page still had 9.00am under timings, have updated this to 9.30am in attached v4. Regards, Carla

Carla Hoffer | Senior Consultant | SweeneyVesty | [www.sweeneyvesty.com](http://www.sweeneyvesty.com) | @SVSNAPSHOT  
s9(2)(a) Tel s9(2)(a) Mobile s9(2)(a)  
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**From:** Carla Hoffer  
**Sent:** Tuesday, 23 October 2018 12:58 p.m.  
**To:** s9(2)(a) [Office of the Minister of Housing & Urban Development]  
**Subject:** RE: Run sheet

*[Note - only one document (the draft run sheet) attached to email forwarded to the Office of the Prime Minister].*

Hi s9(2)(a)

Sorry for delay, pls see attached 3 docs:

- Revised flyer with updated start time of 9.30am ie residents to arrive approx. the same time the PM does.
- Run sheet with 9.30am start
- Food and hire costs spreadsheet

This now includes the marquee cost, AV hire, tables and chairs, urns for hot water, BBQ etc.

s9(2)(a) is also looking at alt person who works with DD, have included the quote from another AV supplier



Also included 10% contingency fee.  
Pricing at bottom is shown both as GST inclusive & exclusive.

Best regards  
Carla

Carla Hoffer | Senior Consultant | SweeneyVesty | [www.sweeneyvesty.com](http://www.sweeneyvesty.com) | @SVSNAPSHOT  
s9(2)(a) | Tel s9(2)(a) | Mobile s9(2)(a)  
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**From:** s9(2)(a) [Office of the Minister of Housing & Urban Development]  
**Sent:** Tuesday, 23 October 2018 12:37 p.m.  
**To:** Carla Hoffer  
**Subject:** RE: Run sheet

Great, even just sending through the latest draft would be good.

Best wishes,

s9(2)(a)

---

**From:** Carla Hoffer s9(2)(a)  
**Sent:** Tuesday, 23 October 2018 10:14 AM  
**To:** s9(2)(a) [Office of the Minister of Housing & Urban Development]  
**Subject:** RE: Run sheet

Hi s9(2)(a)

Will do, just letting s9(2)(a) see the latest version of the run sheet again, will have through to you shortly.

Best  
Carla

Carla Hoffer | Senior Consultant | SweeneyVesty | [www.sweeneyvesty.com](http://www.sweeneyvesty.com) | @SVSNAPSHOT  
s9(2)(a) | Tel s9(2)(a) | Mobile s9(2)(a)  
AUCKLAND | BERLIN | COLUMBUS | LONDON | NEW YORK | SINGAPORE | SYDNEY | WELLINGTON

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**From:** s9(2)(a) [Office of the Minister of Housing & Urban Development]  
**Sent:** Tuesday, 23 October 2018 10:13 a.m.  
**To:** Carla Hoffer  
**Subject:** RE: Run sheet

Also, could we please get an indication of total costs? I know that you're working with s9(2)(a) on the AV stuff, but a ballpark figure would be helpful, thanks!

Best wishes,

s9(2)(a)

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**From:** s9(2)(a) [Office of the Minister of Housing & Urban Development]

**Sent:** Tuesday, 23 October 2018 8:25 AM

**To:** [Carla.Hofler](#) s9(2)(a)

**Subject:** Run sheet

Hi Carla,

Can you flick through a run sheet when you have a chance?

Thanks!

Best wishes,

s9(2)(a)

Sent with BlackBerry Work  
([www.blackberry.com](http://www.blackberry.com))

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From: s9(2)(a) [Office of the Prime Minister]  
To: s9(2)(a) [Office of the Prime Minister]  
Subject: RE: Media advisory for checking please  
Attachments: [image001.png](#)  
[image002.jpg](#)

Hi s9(2)(a)

I see Twyford's advisory has 1000 for the kiwibuild event?

From: s9(2)(a) [Office of the Prime Minister]  
Sent: Tuesday, 23 October 2018 4:37 PM  
To: s9(2)(a) [Office of the Prime Minister]  
s9(2)(a) [Office of the Prime Minister]  
Subject: Media advisory for checking please

**Rt Hon Jacinda Ardern**  
Prime Minister  
MP for Mt Albert

23 October 2018

**MEDIA ADVISORY**

**This is for planning purposes only and not for publication**

## PM schedule 25 -27 October

Not relevant to your request

**Saturday 27 October**  
9.30am

**Auckland**  
KiwiBuild event  
McLennan Development, Liberation Road, Papakura

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Contact: Andrew Campbell s9(2)(a)

s9(2)(a)

ress Secretary

**Office of the Prime Minister of New Zealand**

Mobile s9(2)(a) | Landline s9(2)(a) | Email s9(2)(a)

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**From:** [Danya Levy](#) s9(2)(a)  
**To:** s9(2)(a) [Office of the Prime Minister] [Labour Leader's Office] s9(2)(a) [Office of the Minister of Housing and Urban Development] [Andrew Campbell](#)  
**Cc:**  
**Subject:** FW: winners list IN-CONFIDENCE:RELEASE EXTERNAL  
**Date:** Wednesday, 24 October 2018 11:08:49 a.m.  
**Attachments:** [image001.png](#)  
[Kiwibuild winners 2.xlsx](#)

---

Hi s9(2)(a)

Here are the names of the first KiwiBuild families for the PM to write her welcome cards.  
Many thanks,  
Danya

Sent with BlackBerry Work  
(www.blackberry.com)

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**From:** Rachel Smalley s9(2)(a)  
**Date:** Wednesday, 24 Oct 2018, 10:51 AM  
**To:** Danya Levy s9(2)(a)  
**Subject:** FW: winners list IN-CONFIDENCE:RELEASE EXTERNAL

Hi there,

Here is the list of the names for the PM to write the 'welcome' cards.

Regards,  
Rachel

**Rachel Smalley**  
General Manager, Stakeholder Engagement and Communications, KiwiBuild

s9(2)(a)  
Mob: s9(2)(a)  
Address: PO Box 1473, Wellington 6140, New Zealand  
[www.kiwibuild.govt.nz](http://www.kiwibuild.govt.nz)

KB\_Logo\_primary\_RGB email



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**From:** Carla Hofle s9(2)(a)  
**Sent:** Wednesday, 24 October 2018 10:10 a.m.  
**To:** Rachel Smalley s9(2)(a)  
**Subject:** Fwd: winners list

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: s9(2)(a)@barfoot.co.nz  
Date: 24/10/18 9:16 AM (GMT+12:00)  
To: Carla Hofler s9(2)(a)  
Subject: winners list

Hi Carla  
Sorry for the delay

Regards

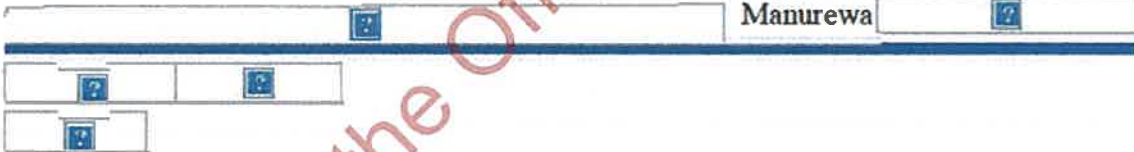
--

s9(2)(a)

Residential  
& Project  
Sales  
M s9(2)(a)

Manurewa  
s9(2)(a)

176 Great  
South  
Road,  
Manurewa



[www.govt.nz](http://www.govt.nz) your guide to finding and using New Zealand  
government services

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**From:** s9(2)(a) [Labour Leader's Office]  
**To:** [Danya Levy](#) s9(2)(a) [Office of the Minister of Housing and Urban Development]  
**Cc:** [Joy Gibben](#) [Andrew Campbell](#)  
**Subject:** RE: winners list [IN-CONFIDENCE:RELEASE EXTERNAL]  
**Date:** Wednesday, 24 October 2018 11:50:00 a.m.  
**Attachments:** [image001.png](#)

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That's a very diverse group.

Will pass on.

Nga mihi

s9(2)(a) | Chief Advisor, Strategic Communications  
Office of the Prime Minister  
M: s9(2)(a) | Email s9(2)(a)

Authorised by Jacinda Ardern MP, Parliament Buildings, Wellington

[Remainder is duplication of Document 7]

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**From:** [Danya Levy](#)  
**To:** [Andrew Campbell](#); s9(2)(a) [Office of the Prime Minister]  
**Cc:** s9(2)(a) [Carla Hofler](#); s9(2)(a) ; [Rachel Smalley](#); s9(2)(a) [Labour Leader's Office]; s9(2)(a) [Office of the Minister of Housing and Urban Development]  
**Subject:** Street party material  
**Date:** Friday, 26 October 2018 11:27:44 a.m.  
**Attachments:** [Street party PR.docx](#)  
[McLennan Street Party Talking Points.docx](#)  
[McLennan Run Sheet 27 Oct v5.doc](#)  
[Street Plan.pdf](#)

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Hello PMO team,

Please find attached the following material for the street party, signed off by Minister Twyford:

- Joint press release
- Talking points for the PM and Minister Twyford
- Final run sheet
- Street plan

I am about to speak to the wife of our first family, Derryn Janye. I'll go over all the obvious questions media will ask her and make sure she is comfortable with everything.

A reminder media advisory has just gone out.

Many thanks,

Danya

**Danya Levy** | Senior Press Secretary

Office of Hon. Phil Twyford

Minister of Housing and Urban Development

Minister of Transport

Mobile: s9(2)(a) | DDL s9(2)(a)

Email s9(2)(a)

Authorised by Jacinda Ardern MP, Parliament Buildings, Wellington

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<b>MCLENNAN MEDIA EVENT 27 OCTOBER 2018</b>	
<b>EVENT:</b>	To celebrate the first KiwiBuild homes and new owners a street party for all McLennan residents will be held on Saturday morning, attended by the PM
<b>VENUE/S:</b>	Outside the KiwiBuild homes on Liberation Road, Papakura
<b>DATE:</b>	Saturday 27 October 2018
<b>TIMINGS:</b>	Starts 9.30am, Ministers on-site from 9.30am
<b>LEAD CONTACT PERSON:</b>	Rachel Smalley, GM, Stakeholder Engagement and Communications, KiwiBuild E: s9(2)(a) M: s9(2)(a)
<b>EVENT &amp; COMMS CONTACTS :</b>	Carla Hofler, GM, SweeneyVesty E: s9(2)(a) M: s9(2)(a)
<b>INTERVIEWEES:</b>	Rt Hon Jacinda Ardern Minister Twyford Stephen Barclay, Head of KiwiBuild New KiwiBuild homeowner(s) – (tbc)
<b>BACKGROUND:</b>	The McLennan KiwiBuild ballotees winners are in the process of completing their Sale & Purchase agreements to purchase the first KiwiBuild homes in NZ.  Photo opportunities will take place onsite with new home owners.

<b>RUN SHEET OVERVIEW</b>		
<b>Time</b>	<b>Action</b>	<b>Who</b>
<b>Wednesday 24 October</b>		
4:00pm	Sign off all announcement documents • Q&A's / backgrounders	Rachel
<b>Thursday 25 October</b>		
4:00pm	Media advisory sent to all media	Danya/MO
<b>Friday 26 October</b>		
10.00am	Marquee set up on Liberation Road	Carla
<b>Saturday 27 October</b>		
7.00am	KB comms arrive on site, setup	Carla
8.00am	AV arrives and sound system setup and sound engineer	AV team
9.00am	Dave Dobbyn arrives, sound check	Carla
9.30am	KB ballot winners and local residents start to arrive	KB Ballot Winners & McL Residents
9:30am	PM and Ministers arrive, meet and mingle, enjoy food and atmosphere, media photo op – see below	PM, Minister Twyford
11.30am	Event concludes, pack down	Carla

RUN SHEET FOR EVENT DAY		
Saturday 27 October 2018		
9:30am	PM and Senior Minister(s) arrive Meet new KB homeowners	PM / Snr Minister(s) Minister Twyford Stephen Barclay
10:00am	Media setup (media likely start to arriving 9.30am) Dave Dobbyn plays a song to draw crowd and calls up Prime Minister and Minister Twyford	Press Secretaries, DD
10:05am	Welcome by Minister Twyford Introduces Prime Minister	Minister Twyford
10:10am	Prime Minister speaks	PM
10:15am	Dave Dobbyn plays a song to close formal proceedings	DD
10.20am	Prime Minister and Minister Twyford show family through home and PM gives gift	PM, Minister Twyford
10.30am	Media stand-up with the Prime Minister, Minister Twyford and the family, Stephen Barclay also available	PM, Minister Twyford, Press Secretaries
10.40am	Prime Minister, Minister Twyford, and other Ministers, MPs, and guests mingle with community	PM, Minister Twyford, Press Secretaries
11:00am	Prime Minister departs	

**Media roles:**

Role	Person	Responsibility	Rationale
Minister Oversight	Dayna Levy	<ul style="list-style-type: none"> <li>Named contact on Ministerial media release</li> <li>Triage calls and assign responsibility</li> </ul>	n/a
KiwiBuild Oversight	Rachel Smalley	<ul style="list-style-type: none"> <li>General oversight</li> <li>Determines media for Stephen Barclay</li> </ul>	n/a
Kiwibuild Media Support	Carla Hofler	<ul style="list-style-type: none"> <li>Onsite media logistics support</li> <li>Event logistics</li> </ul>	Behind the scenes logistics
Development Media Support	HNZ Alana Douglas & Karina Abadia	<ul style="list-style-type: none"> <li>Media and event logistics support</li> </ul>	

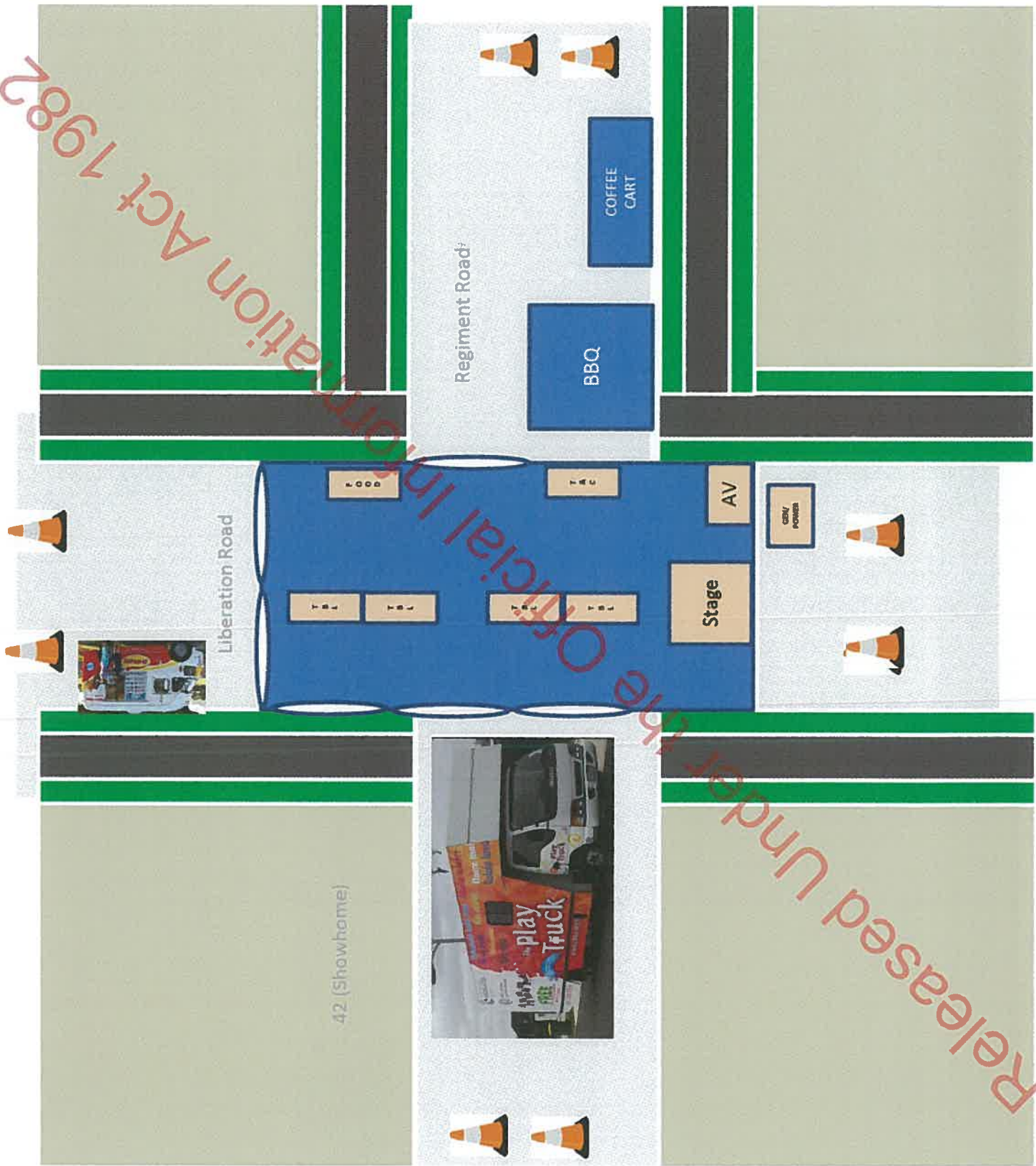
**Contacts**

Title	Role	Phone	Email
s9(2)(a) [Office of the Minister of Housing and Urban Development]	Press Secretary	s9(2)(a)	s9(2)(a)
<b>Danya Levy</b>	Press Secretary		
<b>Stephen Barclay</b>	Head of KiwiBuild		
<b>Rachel Smalley</b>	Stakeholder Engagement and Communications, KiwiBuild		
<b>Carla Hofler</b>	Comms and support		
<b>Alana Douglas</b>	HNZ, Events and Engagement Coordinator		
<b>Patrick Dougherty</b>	HNZ General Manager Asset Development Group		
<b>Karina Abadia</b>	HNZ Communications Advisor		
<b>Geoff Mills</b>	HNZ, Market Delivery Director		
<b>Graeme Mowday</b>	HNZ, Marketing Manager		
<b>Giles Tait</b>	HNZ, Snr Development Manager (in charge of McLennan)		
<b>Jo Morrissey</b>	MBIE (in charge of KB Register)		
<b>Jonno Ingerson</b>	Data, analytics and performance		
s9(2)(a)	McLennan Resident Committee		
s9(2)(a)	McLennan Resident Committee		
<b>Pending</b>	KiwiBuild Purchaser(s)		

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KiwiBuild  
Street Party  
Sat 27 Oct

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