

16 OCT 2018

On 26 September you submitted the following Official information Act 1982 (the Act) request to the Minister of Housing and Urban Development:

- "1. Please provide all documents, emails, and letters in regards on HNZ procuring Methcon services. What contracts were entered into by HNZ with Methcon.*
- 2. Please provide all documents, emails, letters, presentation materials that Methcon supplied as services to HNZ"*
- 3. Please provide the cost of Methcon services provided to HNZ."*

On 27 September 2018 your request was transferred to Housing New Zealand. Responses to your questions are provided below.

Documents, emails and letters in regards to HNZ procuring Methcon services

Please find enclosed emails between Housing New Zealand and Methcon in relation to engaging their services.

Contracts entered into

Methcon was engaged to facilitate workshops to raise awareness of frontline staff to identify signs of P-labs and potential risks they could face.

Documents, emails, letters, presentation materials Methcon supplied as services to HNZ

A presentation has been identified within the scope of your request. Methcon has advised that this is their intellectual property. Therefore, I am withholding this information as making it available:

"would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information" Section 9(2)(b)(ii).

I do not consider the public interest outweighs the grounds for withholding the information.

Cost of Methcon services

The table below shows the amount spent per year by Housing New Zealand for training services procured from Methcon.

Financial Year	Amount \$ (incl GST)
2005/06	12,843.25
2006/07	11,903.63
2007/08	6,666.11
2008/09	2,680.88
2009/10	60,818.23
2010/11	9,860.41
2011/12	12,675.36
2012/13	12,526.86
2013/14	7,778.93
2014/15	17,227.72
Total	154,981.38

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely



Rachel Kelly
Manager Government Relations

From: Kelly Cenek
Sent: Monday, 16 April 2012 1:19 p.m.
To: Sharee Ngaheu
Subject: FW: Housing NZ: Training outline - P LAB Training FYI

Kind Regards
Kelly Cenek

Learning & Development Advisor
Housing New Zealand Corporation

DDI: 04 439 3570
Email: kelly.cenek@hnzc.co.nz

Freephone: 0800 824-925 | Main Line: 04 439-3000 | Housing New Zealand Corporation – Level 10, 80 Boulcott Street, Wellington |
www.hnzc.co.nz | www.newzealand.govt.nz

From: Dale Kirk [<mailto:dale@methcon.co.nz>]
Sent: Monday, 16 April 2012 12:49 p.m.
To: Kelly Cenek
Subject: Re: Housing NZ: Training outline

Hi Kelly

I have posted you a CD with the updated training package.

You will note that I have amended the following:

- Removed all of the interviews with the exception of the first one
- Removed all information regarding meth and pregnancy/children etc
- Removed some other superfluous slides
- Added housekeeping slides at the beginning
- Added 2 x group scenarios and 4 x discussion questions.

In terms of time, this should still come in within the 3 1/2 hour window and still allow plenty of time for the group discussions.

I hope that this is what you want. Please let me know if you require any further changes.

Kind regards,

Dale Kirk
Managing Director
Methcon Group Ltd
P: +64 [0]7 5741037
M: +64 [0]21 2288422
F: +64 [0]7 8343458
P.O Box 1408, Hamilton 3240
New Zealand

dale@methcon.co.nz
W: www.methcon.co.nz

This e-mail is a confidential communication between MethCon Group Ltd and the intended recipient. If it has been received by you in error, please notify us by return e-mail immediately and delete the original message. Thank you for your co-operation.

On 11/04/12 1:30 PM, "Kelly Cenek" <Kelly.Cenek@hnzc.co.nz> wrote:

Many thanks Dale ☺

Kind Regards
Kelly Cenek

Learning & Development Advisor
Housing New Zealand Corporation

DDI: 04 439 3570

Email: kelly.cenek@hnzc.co.nz <<mailto:kelly.cenek@hnzc.co.nz>>

Freephone: 0800 824-925 | Main Line: 04 439-3000 | Housing New Zealand Corporation – Level 10, 80 Bouicott Street, Wellington | www.hnzc.co.nz
<<http://www.hnzc.co.nz/>> | www.newzealand.govt.nz <<http://www.newzealand.govt.nz/>>

From: Dale Kirk [<mailto:dale@methcon.co.nz>]
Sent: Wednesday, 11 April 2012 10:37 a.m.
To: Kelly Cenek
Subject: Re: Housing NZ: Training outline

Hi Kelly

Sorry for the delay. I will have it for you this week.

Kind regards,

Dale Kirk
Managing Director
Methcon Group Ltd
67 Ranch Road, Mt Maunganui
3116
New Zealand

P: +64 [0]7 5741037

M: +64 [0]21 2288422

dale@methcon.co.nz <dale@methcon.co.nz> <<mailto:dale@methcon.co.nz>>

W: www.methcon.co.nz <<http://www.methcon.co.nz/>>

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Thank you for your co-operation.

On 10/04/12 12:39 PM, "Kelly Cenek" <Kelly.Cenek@hnzc.co.nz> wrote:

Hi Dale

Hope you had a restful Easter break with family and friends ☺

A friendly reminder - Just checking with you re your training outline and if you may be able to send this

through? Also, did you get a chance to look through material especially the policy part to determine a new way of delivery for that as we discussed? Many thanks.

Kind Regards

Kelly Cenek

Learning & Development Advisor
Housing New Zealand Corporation

DDI: 04 439 3570

Email: kelly.cenek@hnzc.co.nz <<mailto:kelly.cenek@hnzc.co.nz>>

Freephone: 0800 824-825 | Main Line: 04 439-3000 | Housing New Zealand Corporation – Level 10, 80 Boulcott Street, Wellington | www.hnzc.co.nz
<<http://www.hnzc.co.nz/>> | www.newzealand.govt.nz <<http://www.newzealand.govt.nz/>>

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From: Kelly Cenek
Sent: Saturday, 19 May 2012 5:09 p.m.
To: 'Dale Kirk'
Cc: Sharee Ngaheu
Subject: Housing NZ: Updated slides & info for Wednesday

Attachments: Updated Methcon pres slides 59 - 65 180512.ppt
Hi Dale

Please find attached tweaked slides (59-65) done by Sharee following Thursday's workshop. These are to replace the current ones. Sorry, I'm afraid your master background is missing from the slides so you'll need to tweak that part.

Also, please find final participant list for Wednesday.

Lunch will be delivered at 11.45 for 12pm too. You'll find biscuits (morning team) hopefully in the room as I've had these sent to you last Friday. There is another 2 packs handy for Friday too :)

Many thanks Dale!

Kind Regards
Kelly Cenek
Learning & Development Advisor
Housing New Zealand Corporation

DDI: 04 439 3570
Email: kelly.cenek@hnzc.co.nz

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From: Kelly Cenek
Sent: Monday, 28 May 2012 1:38 p.m.
To: Sharee Ngaheu
Subject: Message from Dale (Methcon)
FYI

Kind Regards
Kelly Cenek

Learning & Development Advisor
Housing New Zealand Corporation

DDI: 04 439 3570
Email: kelly.cenek@hnzc.co.nz

Freephone: 0800 824-925 | Main Line: 04 439-3000 | Housing New Zealand Corporation – Level 10, 80 Boulcott Street, Wellington |
www.hnzc.co.nz | www.newzealand.govt.nz

From: Dale Kirk [<mailto:dale@methcon.co.nz>]
Sent: Sunday, 27 May 2012 1:59 p.m.
To: Kelly Cenek
Subject: Re: Housing NZ: Catering details

Hi Kelly

The sessions went really well. I was impressed with the level of engagement of all staff and feel that the changes that we have made to the format have improved the level of learning.

Im sorry to hear that you were on bereavement leave. I hope things are ok for you and your family.

Kind regards,

Dale Kirk
Managing Director
Methcon Group Ltd
P: +64 [0]7 5741037
M: +64 [0]21 2288422
67 Ranch Road
Mt Maunganui 3116
New Zealand

dale@methcon.co.nz
W: www.methcon.co.nz

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On 27/05/12 1:09 PM, "Kelly Cenek" <Kelly.Cenek@hnzc.co.nz> wrote:

Hi Dale
Hope everything went ok for last week?

Kind Regards

Kelly Cenek

Learning & Development Advisor
Housing New Zealand Corporation

DDI: 04 439 3570

Email: kelly.cenek@hnzc.co.nz <<mailto:kelly.cenek@hnzc.co.nz>>

Freephone: 0800 824-925 | Main Line: 04 439-3000 | Housing New Zealand Corporation – Level 10, 80 Boulcott Street, Wellington | www.hnzc.co.nz
<<http://www.hnzc.co.nz/>> | www.newzealand.govt.nz <<http://www.newzealand.govt.nz/>>

From: Dale Kirk [<mailto:dale@methcon.co.nz>]

Sent: Tuesday, 22 May 2012 9:26 a.m.

To: Kelly Cenek

Subject: Re: Housing NZ: Catering details

Thanks Kelly

Can you please remind me about next week? I note that I have penciled in 28th May

Kind regards,

Dale Kirk

Managing Director

Methcon Group Ltd

67 Ranch Road, Mt Maunganui

3116

New Zealand

P: +64 [0]7 5741037

M: +64 [0]21 2288422

Licensed Private Investigator 12-001765

dale@methcon.co.nz <dale@methcon.co.nz> <<mailto:dale@methcon.co.nz>>

W: www.methcon.co.nz <<http://www.methcon.co.nz/>>

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Thank you for your co-operation.

On 21/05/12 10:41 PM, "Kelly Cenek" <Kelly.Cenek@hnzc.co.nz> wrote:

Hi Duncan and Dale

Duncan – lunches are for 1pm

Dale – lunches are for 12pm

Your caterer is AppressoFresh – any issues contact Kerry or Sam on:

Telephone: 09 415 6566

Mobile : 027 464 1437 or 027 686 7979

Kind Regards

Kelly Cenek

Learning & Development Advisor
Housing New Zealand Corporation

DDI: 04 439 3570

Email: kelly.cenek@hnzc.co.nz <<mailto:kelly.cenek@hnzc.co.nz>>

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Alex Travis

From: Dale Kirk <dale@methcon.co.nz>
Sent: Wednesday, 4 July 2012 4:15 p.m.
To: Kelly Cenek
Subject: Re: Housing NZ: New Contract

No they are still the same thanks

Regards

Dale Kirk
Managing director
Methcon Group Ltd
Cheapgolf Ltd
07 5741037
021 2288422

Sent from my I Phone

On 4/07/2012, at 3:59 PM, Kelly Cenek <Kelly.Cenek@hnzc.co.nz> wrote

Hi Dale

Were your fees changing from what is pasted below? We wouldn't go beyond 20 participants given the size of venues we hire.

Course	Charges in NZ\$
Up to 20 participants	\$1795 plus gst per presentation

Kind Regards

Kelly Cenek

Learning & Development Advisor
Housing New Zealand Corporation

DDI: 04 439 3570

Email: kelly.cenek@hnzc.co.nz

Freephone: 0800 824-925 | Main Line: 04 439-3000 | Housing New Zealand Corporation – Level 10, 80 Boulcott Street, Wellington | www.hnzc.co.nz | www.newzealand.govt.nz

From: Dale Kirk [<mailto:dale@methcon.co.nz>]

Sent: Wednesday, 4 July 2012 2:04 p.m.

To: Kelly Cenek

Subject: Re: Housing NZ: New Contract

Hi Kelly

No problem re the contract. I will be overseas however from 4th September for a week, is there any chance of rescheduling ?

Regards

Dale Kirk
Managing director

Methcon Group Ltd
Cheapgolf Ltd
07 5741037
021 2288422

Sent from my iPhone

On 4/07/2012, at 12:33 PM, Kelly Cenek <Kelly.Cenek@hnzc.co.nz> wrote:

Hi Dale

Just to let you know that you're not forgotten and that a new contract is being prepared for the 2012/13 year. Sign-off won't be until week of 16 July as Manager is away. Hope ok?
Next scheduled course is Sept 6 (AKL)

Kind Regards

Kelly Cenek

Learning & Development Advisor
Housing New Zealand Corporation

DDI: 04 439 3570
Email: kelly.cenek@hnzc.co.nz

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Alex Travis

From: Justine Cameron on behalf of Capability Development
Sent: Thursday, 31 January 2013 3:27 p.m.
To: 'Duncan.Holland@totalrisk.co.nz'; 'dale@methcon.co.nz'
Subject: PLab Awareness and Conflict De-escalation workshop scheduling

Follow Up Flag: Follow up
Flag Status: Completed

Hi Duncan & Dale,

Hope you both had a great Christmas and New Years.

We are looking at scheduling 2 workshops initially in March/April 2013 and I just need to understand your availability for these months prior to confirming schedules.

I am still collecting expressions of interest for these workshops so this will help decide location of these workshops.

Look forward to hearing from you.

Kind Regards
Justine Cameron
Learning & Development Advisor

Housing New Zealand Corporation

DDI: 04 439 3712
Fax: 04 474 2156
Email: justine.cameron@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz
| www.newzealand.govt.nz

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Kind Regards
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Learning & Development Advisor

Housing New Zealand Corporation

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| www.newzealand.govt.nz

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Friday, 1 February 2013 7:37 a.m.
To: Capability Development
Subject: RE: PLab Awareness and Conflict De-escalation workshop scheduling

Follow Up Flag: Follow up
Flag Status: Completed

Hi Justine

I'm available and can work around your dates provided reasonable notice is provided.

Regards

Dale

Dale Kirk
Residential Sales

P: 07 571 7752 | M: 021 2288422 | F: 07 5782259 | www.eves.co.nz
Eves Willow, Willow Street, Tauranga, New Zealand
Eves Realty Ltd. (MREINZ), Licensed under the Real Estate Agents Act 2008

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From: Justine Cameron [<mailto:Justine.Cameron@hnzc.co.nz>] **On Behalf Of** Learning and Development Enquiries
Sent: Thursday, 31 January 2013 4:08 p.m.
To: Dale Kirk
Subject: FW: PLab Awareness and Conflict De-escalation workshop scheduling

Kind Regards
Justine Cameron
Learning & Development Advisor

Housing New Zealand Corporation

DDI: 04 439 3712
Fax: 04 474 2156
Email: justine.cameron@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz
| www.newzealand.govt.nz

From: Justine Cameron **On Behalf Of** Learning and Development Enquiries
Sent: Thursday, 31 January 2013 3:27 p.m.

To: 'Duncan.Holland@totalrisk.co.nz'; 'dale@methcon.co.nz'
Subject: PLab Awareness and Conflict De-escalation workshop scheduling

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I am still collecting expressions of interest for these workshops so this will help decide location of these workshops.

Look forward to hearing from you.

Kind Regards
Justine Cameron
Learning & Development Advisor

Housing New Zealand Corporation

DDI: 04 439 3712
Fax: 04 474 2156
Email: justine.cameron@hnzc.co.nz

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Alex Travis

From: Helena Gibson on behalf of Capability Development
Sent: Monday, 25 February 2013 5:57 p.m.
To: 'Duncan.Holland@totalrisk.co.nz'; 'dale.kirk@eves.co.nz'
Cc: Chris Rowney
Subject: Conflict De-escalation and PLab Awareness training

Follow Up Flag: Follow up
Flag Status: Completed

Hi guys

We have now received expressions of interest for the two workshops, and need to firm up dates with you.

We are looking at the week beginning 18 March at the earliest – and then trying to avoid Easter weeks (so April would be fine).

We have enough interest for the following:

Conflict De-escalation

3 x Auckland workshops (1 x 18, 2 x 19)
3 x Wellington workshops (1 x 19, 1 x 16)

PLab Awareness

1 x Auckland workshop (1 x 23)
2 x Wellington workshops (1 x 17, 1 x 18)

Some people want both workshops, others only want to attend one or the other.

Please could you come back to me asap with actual dates that you are available, so that we can send out formal invitations. We want to be able to run a Conflict De-escalation and PLab workshop on the same day, so will be looking for dates that you can both accommodate. We expect that numbers will drop, as inevitably some people won't be able to make the dates we propose, although there is some other interest that is yet to be firmed up.

Hope this makes sense – it is certainly hurting my head!!!

Kind regards
Helena

Helena Gibson
Learning and Development Manager
Housing New Zealand Corporation
DDI: 04 439 3239
Mobile: 021 822 930
Email: Helena.Gibson@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz | www.newzealand.govt.nz

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Monday, 25 February 2013 6:11 p.m.
To: Capability Development
Subject: Re: Conflict De-escalation and PLab Awareness training

Follow Up Flag: Follow up
Flag Status: Completed

Hi Helena

I'm very flexible as to dates. The only date that I can't make is 21 March. Apart from that I'm sure I can make it work

Regards

Dale Kirk
Residential salesperson
Eve's Realty Ltd
Willow Street
Tauranga
Ph 07 5790662
021 2288422

Sent from my iPhone

Dale Kirk
Residential Sales

P: 07 571 7752 | M: 021 2288422 | F: 07 5782259 | www.eves.co.nz
Eves Willow, Willow Street, Tauranga, New Zealand
Eves Realty Ltd. (MREINZ), licensed under the Real Estate Agents Act 2008

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On 25/02/2013, at 5:51 PM, "Learning and Development Enquiries" <mb-lrndev@hnzc.co.nz> wrote:

Hi guys

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We have enough interest for the following:

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Kind regards
Helena

Helena Gibson
Learning and Development Manager
Housing New Zealand Corporation
DDI: 04 439 3239
Mobile: 021 822 930
Email: Helena.Gibson@hnzc.co.nz

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Alex Travis

From: Helena Gibson on behalf of Capability Development
Sent: Monday, 25 February 2013 5:57 p.m.
To: 'Duncan.Holland@totalrisk.co.nz'; 'dale.kirk@eves.co.nz'
Cc: Chris Rowney
Subject: Conflict De-escalation and PLab Awareness training

Follow Up Flag: Follow up
Flag Status: Completed

Hi guys

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3 x Wellington workshops (1 x 19, 1 x 16)

PLab Awareness

1 x Auckland workshop (1 x 23)
2 x Wellington workshops (1 x 17, 1 x 18)

Some people want both workshops, others only want to attend one or the other.

Please could you come back to me asap with actual dates that you are available, so that we can send out formal invitations. We want to be able to run a Conflict De-escalation and PLab workshop on the same day, so will be looking for dates that you can both accommodate. We expect that numbers will drop, as inevitably some people won't be able to make the dates we propose, although there is some other interest that is yet to be firmed up.

Hope this makes sense – it is certainly hurting my head!!!

Kind regards
Helena

Helena Gibson
Learning and Development Manager
Housing New Zealand Corporation
DDI: 04 439 3239
Mobile: 021 822 930
Email: Helena.Gibson@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz | www.newzealand.govt.nz

Released under the Official Information Act 1982

Alex Travis

From: Capability Development
Sent: Thursday, 28 February 2013 4:57 p.m.
To: 'Duncan Holland[TRM]'; 'dale.kirk@eves.co.nz'
Cc: Helena Gibson; John Stubbe
Subject: Conflict De-escalation and P Lab Awareness Training

Follow Up Flag: Follow up
Flag Status: Completed

Hi Duncan & Dale

I've just started in the L&D Advisor role so will be your joint point of contact (replacing Justine). My contact details are in my signature block below. Please feel free to call or email me any time.

We would prefer not to run the workshops either side of Easter so suggest dates between 9 and 19 April 2013 in Auckland, Wellington and Christchurch. I am waiting on confirmation from our Tenancy Services contacts as to whether there may be any conflicting dates, so will be in touch as soon as I can to confirm. In the meantime, the proposed dates are as follows:

Auckland

9 April
10 April
16 April

Wellington

11 April

Christchurch

17 April

Duncan – I spoke to Helena and John following our discussion yesterday. Their understanding is that, because the Staying Safe and Secure content is now being delivered separately, you would be able to deliver the Conflict De-escalation session in 3.5 hours. Can you please confirm this is correct? If so we could look at a 9:00am start time with a half hour for lunch before the P Lab session? We propose the following times:

9:00am – 12:30pm Conflict De-escalation (or 8:30am – 12:30pm if you need the full 4 hours)
1:00pm – 5:00pm P Lab Awareness

Please let me know if you've got any questions.

Cheers

Chris

Chris Rowney
L&D Advisor
Learning and Development
Housing New Zealand Corporation

DDI: 04 439 3248
Mob: 021 221 3956
Email: chris.rowney@hnzc.co.nz

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Tuesday, 23 April 2013 7:24 p.m.
To: Capability Development
Subject: Re: Housing New Zealand - Conflict De-escalation & P-Lab Awareness Workshops 2013

Follow Up Flag: Follow up
Flag Status: Completed

Hi Chris

I'm available anytime except 14th and 30th of may

Regards

Dale Kirk
Residential salesperson
Eve's Realty Ltd
Willow Street
Tauranga
Ph 07 5717752
021 2288422

Sent from my iPhone

On 23/04/2013, at 1:51 PM, "Learning and Development Enquiries" <mb-lrndev@hnzc.co.nz> wrote:

Hi Duncan & Dale

I have been asked to proceed with scheduling the Conflict De-escalation and P-Lab Awareness workshops.

Can you please let me know your availability for May and June 2013 so I can organise this?

I am currently working through the list of participants so will be able to provide you with the locations and number of participants for each workshop soon.

Many thanks ☺

Cheers

Chris

Chris Rowney
L&D Advisor
Learning and Development
Housing New Zealand Corporation

DDI: 04 439 3248
Mob: 021 221 3956
Email: chris.rowney@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140
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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Wednesday, 1 May 2013 7:13 a.m.
To: Capability Development
Subject: RE: Conflict De-escalation & P-Lab Awareness Workshop Dates

Follow Up Flag: Follow up
Flag Status: Completed

Hi Chris

Those dates work well for me thanks

Dale

From: Learning and Development Enquiries [mailto:mb-lrndev@hnzc.co.nz]
Sent: Tuesday, 30 April 2013 5:15 p.m.
To: Duncan Holland|TRM; Dale Kirk
Subject: Conflict De-escalation & P-Lab Awareness Workshop Dates

Hi Dale & Duncan

We have tentatively scheduled the following dates, locations and attendee numbers for the Conflict De-escalation & P-Lab Awareness workshops.

Can you please confirm your availability prior to me sending this information to Tenancy Services for their approval? (I need to do this to ensure the dates don't clash with anything else they may have scheduled.) As soon as we receive approval of the dates and locations from Tenancy Services and yourselves we will send out calendar invitations to all attendees.

We will also confirm whether we will hold the workshops in Rotorua OR Hamilton, hence the Rotorua/Hamilton location below.

Conflict De-escalation (8:30am-12:30pm)
P-Lab (1:00-5:00pm)

A1	A1 = Auckland Combo	10	10/06/2013
A1a	A1a = Auckland CD only	9	10/06/2013
A1b	A1b = Auckland Plab only	3	10/06/2013
A2a	A2a = Auckland CD only	18	20/06/2013
C1	C1 = Christchurch Combo	8	12/06/2013
C1a	C1a = Christchurch CD only	10	12/06/2013
C1b	C1b = Christchurch Plab only	8	12/06/2013
R1	R1 = Rotorua/Hamilton Combo	7	14/06/2013
R1a	R1a = Rotorua/Hamilton CD only	14	14/06/2013
R1b	R1b = Rotorua/Hamilton Plab only	0	
W1	W1 = Wellington Combo	10	5/06/2013
W1a	W1a = Wellington CD only		5/06/2013
W1b	W1b = Wellington Plab only	4	5/06/2013
W2	W2 = Wellington Combo	9	18/06/2013
W2a	W2a = Wellington CD only	7	18/06/2013

Dates both Dale & Duncan are available:**May 2013**

Monday 27 May

Tuesday 28 May

Wednesday 29 May

June 2013**Wednesday 5 June** – Wellington (both workshops – full day)**Monday 10 June** – Auckland (both workshops – full day)

Tuesday 11 June

Wednesday 12 June – Christchurch (both workshops – full day)

Thursday 13 June

Friday 14 June – Rotorua/Hamilton (both workshops – full day)**Tuesday 18 June** – Wellington (both workshops – full day)**Thursday 20 June** – Auckland (CD only – half day)

Friday 21 June

Monday 24 June

Tuesday 25 June

Cheers

Chris

Chris Rowney

L&D Advisor

Learning and Development

Housing New Zealand Corporation

DDI: 04 439 3248

Mob: 021 221 3956

Email: chris.rowney@hnzc.co.nzFreephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz
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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Friday, 3 May 2013 1:50 p.m.
To: Capability Development
Subject: RE: Conflict De-escalation & P-Lab Awareness Workshop Dates

Follow Up Flag: Follow up
Flag Status: Completed

No Problem as long as I have enough notice to book flights etc

Dale Kirk
Residential Sales

P: 07 571 7752 | M: 021 2288422 | F: 07 5782259 | www.eves.co.nz
Eves Willow, Willow Street, Tauranga, New Zealand
Eves Realty Ltd. (MREINZ), Licensed under the Real Estate Agents Act 2008

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From: Learning and Development Enquiries [mailto:mb-lrnde@hnzc.co.nz]
Sent: Friday, 3 May 2013 1:43 p.m.
To: 'Duncan Holland | TRM'; Dale Kirk
Subject: RE: Conflict De-escalation & P-Lab Awareness Workshop Dates

Hi Duncan & Dale

I'm sure we can work around the morning/afternoon slots. Dale – are you happy to reshuffle some of the workshops to the morning instead of the afternoon?

I'm now sending the dates to Lynda Rowland (PA to Kay Read – GM Tenancy Services) to confirm the dates are suitable for Tenancy Services.

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I will let you know as soon as Lynda confirms the dates (or advises otherwise).

Cheers
Chris

From: Duncan Holland | TRM [mailto:Duncan.Holland@totalrisk.co.nz]
Sent: Friday, 3 May 2013 11:39 a.m.
To: Learning and Development Enquiries
Subject: RE: Conflict De-escalation & P-Lab Awareness Workshop Dates

Hi Chris – I am available and have booked in all those dates. It did occur to me that for the Auckland and Rot/Hamilton workshops I could get considerably cheaper air fares by doing the pm session not the am session. For the Rot/Ham session on the 14th I would need to do the pm session as I have an early board meeting in Wellington on that date and in addition early flights are not available into those locations some days of the week.

thanks

Duncan Holland
Director

ToTal Risk Management

64 274578886

64 4 815 9453

Licensed Security Consultant & Private Investigator

From: Learning and Development Enquiries [mailto:mb-ldrdev@hnzc.co.nz]

Sent: Friday, 3 May 2013 11:08 a.m.

To: Duncan Holland | TRM

Subject: RE: Conflict De-escalation & P-Lab Awareness Workshop Dates

Importance: High

Hi Duncan

Just wondering if you've had a chance to have a look at the proposed dates yet?

Cheers

Chris

From: Learning and Development Enquiries

Sent: Tuesday, 30 April 2013 5:15 p.m.

To: Duncan Holland|TRM; Dale Kirk

Subject: Conflict De-escalation & P-Lab Awareness Workshop Dates

Hi Dale & Duncan

We have tentatively scheduled the following dates, locations and attendee numbers for the Conflict De-escalation & P-Lab Awareness workshops.

Can you please confirm your availability prior to me sending this information to Tenancy Services for their approval? (I need to do this to ensure the dates don't clash with anything else they may have scheduled.) As soon as we receive approval of the dates and locations from Tenancy Services and yourselves we will send out calendar invitations to all attendees.

We will also confirm whether we will hold the workshops in Rotorua OR Hamilton, hence the Rotorua/Hamilton location below.

Conflict De-escalation (8:30am-12:30pm)

P-Lab (1:00-5:00pm)

A1	A1 = Auckland Combo	10	10/06/2013
A1a	A1a = Auckland CD only	9	10/06/2013
A1b	A1b = Auckland Plab only	3	10/06/2013
A2a	A2a = Auckland CD only	18	20/06/2013
C1	C1 = Christchurch Combo	8	12/06/2013
C1a	C1a = Christchurch CD only	10	12/06/2013
C1b	C1b = Christchurch Plab only	8	12/06/2013
R1	R1 = Rotorua/Hamilton Combo	7	14/06/2013
R1a	R1a = Rotorua/Hamilton CD only	14	14/06/2013
R1b	R1b = Rotorua/Hamilton Plab only	0	
W1	W1 = Wellington Combo	10	5/06/2013
W1a	W1a = Wellington CD only		5/06/2013
W1b	W1b = Wellington Plab only		5/06/2013
W2	W2 = Wellington Combo	7	18/06/2013
W2a	W2a = Wellington CD only	3	18/06/2013
W2b	W2b = Wellington Plab only	4	18/06/2013

Dates both Dale & Duncan are available:

May 2013

Monday 27 May

Tuesday 28 May

Wednesday 29 May

June 2013

Wednesday 5 June – Wellington (both workshops – full day)

Monday 10 June – Auckland (both workshops – full day)

Tuesday 11 June

Wednesday 12 June – Christchurch (both workshops – full day)

Thursday 13 June

Friday 14 June – Rotorua/Hamilton (both workshops – full day)

Tuesday 18 June – Wellington (both workshops – full day)

Thursday 20 June – Auckland (CD only – half day)

Friday 21 June

Monday 24 June

Tuesday 25 June

Cheers

Chris

Chris Rowney

L&D Advisor

Learning and Development

Housing New Zealand Corporation

DDI: 04 439 3248

Mob: 021 221 3956

Email: chris.rowney@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz
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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Tuesday, 14 May 2013 12:27 p.m.
To: Capability Development
Subject: Re: HNZ PLab Awareness workshops

Follow Up Flag: Follow up
Flag Status: Completed

Hi Keira

Sorry, I'm in a training session and couldn't answer the phone.

Those times and dates are fine thanks

Regards

Dale Kirk
Residential salesperson
Eve's Realty Ltd
Willow Street
Tauranga
Ph 07 5717752
021 2288422

Sent from my I Phone

Dale Kirk
Residential Sales

P: 07 571 7752 | M: 021 2288422 | F: 07 5782259 | www.eves.co.nz
Eves Willow, Willow Street, Tauranga, New Zealand
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On 14/05/2013, at 11:42 AM, "Learning and Development Enquiries" <mb-lrnde@hnzc.co.nz> wrote:

Hi Dale,

Further to the voicemail from Chris and our email regarding dates and times for the PLab Awareness workshop could you please confirm with us that the below times and dates are still suitable. We did initially expect to run your session in Hamilton in the afternoon but have rescheduled it to the morning if this is acceptable.

5 June in Wellington 1pm - 5pm

10 June in Auckland 1pm - 5pm

12 June in Christchurch 1pm - 5pm

14 June in Hamilton 8.30am - 12.30pm

18 June in Wellington 1pm - 5pm

We have scheduled this for 4 hours, but is it possible for the content to be delivered in 3.5 hours?

I look forward to hearing from you.

Kind regards,

Keira McCullough

L&D Advisor
Learning and Development
Housing New Zealand Corporation

DDI: 04 439 3472

Email: keira.mccullough@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street, PO Box 2628 Wellington 6140 | www.hnzc.co.nz | www.newzealand.govt.nz

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Thursday, 20 June 2013 12:17 p.m.
To: Keira McCullough
Subject: RE: Course numbers and participants
Attachments: Invoice HNZN June 2013.xlsx

Hi Keira

Please find attached my invoice of costs for the P Lab seminars.

I will post the attendee lists and feedback forms to you.

Thanks so much for your excellent organisation.

Regards

Dale

Dale Kirk
Residential Sales

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From: Keira McCullough [<mailto:Keira.McCullough@hnzc.co.nz>]
Sent: Tuesday, 4 June 2013 3:12 p.m.
To: Dale Kirk
Subject: Course numbers and participants

Hi Dale,

Please find below the participant numbers and locations for the rest of the courses over June

5/06/2013	Wellington	1pm - 5pm	14 people	Clutha Meeting room, Level 10, 80 Boulcott Street
10/06/2013	Auckland	1pm - 5pm	12 people	Greenlane L2 Meeting Room 201, 205 Great South
12/06/2013	Christchurch	1pm - 5pm	11 people	CHERO Conference Room, Level 1, 93 Manchester
14/06/2013	Rotorua	8.30am - 12.30pm	6 people	Kingsgate Hotel Hamilton, 100 Garnett Avenue, Te
18/06/2013	Wellington	1pm - 5pm	12 people	Kupe Meeting room, Level 10, 80 Boulcott Street

Kind regards,

Keira

Keira McCullough

L&D Advisor
Learning and Development
Housing New Zealand Corporation

DDI: 04 439 3472
Email: keira.mccullough@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz | www.newzealand.govt.nz

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Friday, 8 November 2013 6:21 p.m.
To: Capability Development
Subject: Re: Housing New Zealand - Conflict De-escalation & P-Lab Awareness Workshops 2013

Follow Up Flag: Follow up
Flag Status: Completed

No commitments during that time that can't be altered. So will be fine

Regards

Dale Kirk
Residential salesperson
Eve's Realty Ltd
Willow Street
Tauranga
Ph 07 5717752
021 2288422

Sent from my iPhone

Dale Kirk
Residential Sales

P: 07 213 0400 | M: 021 2288422 | F: 07 5782259 | www.eves.co.nz
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On 8/11/2013, at 4:42 PM, "Learning and Development Enquiries" <mb-lrndev@hnzc.co.nz> wrote:

Hi Dale

We'd need to give people notice so probably looking at between 2 and 13 December.

Cheers

Chris

Chris Rowney
L&D Advisor
Learning and Development
Housing New Zealand Corporation

DDI: 04 439 3248
Email: chris.rowney@hnzc.co.nz

From: Dale Kirk [mailto:dale.kirk@eves.co.nz]
Sent: Thursday, 7 November 2013 10:21 a.m.
To: Learning and Development Enquiries
Subject: RE: Housing New Zealand - Conflict De-escalation & P-Lab Awareness Workshops 2013

What dates do you have in mind Chris?

Dale Kirk
Residential Sales

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Eves Willow, Willow Street, Tauranga, New Zealand
Eves Realty Ltd. (MREINZ), Licensed under the Real Estate Agents Act 2008

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<image001.jpg>

From: Learning and Development Enquiries [mailto:mb-lrndev@hnzc.co.nz]
Sent: Thursday, 7 November 2013 9:50 a.m.
To: Dale Kirk
Subject: RE: Housing New Zealand - Conflict De-escalation & P-Lab Awareness Workshops 2013

Thanks Dale ... I look forward to hearing from you tomorrow ☺

Cheers

Chris

Chris Rowney
L&D Advisor
Learning and Development
Housing New Zealand Corporation

DDI: 04 439 3248
Email: chris.rowney@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140
| www.hnzc.co.nz | www.newzealand.govt.nz

From: Dale Kirk [mailto:dale.kirk@eves.co.nz]
Sent: Wednesday, 6 November 2013 9:38 p.m.
To: Learning and Development Enquiries
Subject: Re: Housing New Zealand - Conflict De-escalation & P-Lab Awareness Workshops 2013

No problem Chris

Regards

Dale Kirk
Residential salesperson
Eve's Realty Ltd
Willow Street
Tauranga
Ph 07 5717752
021 2288422

Sent from my iPhone

Dale Kirk
Residential Sales

P: 07 213 0400 | M: 021 2288422 | F: 07 5782259 | www.eves.co.nz
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<image001.jpg>

On 6/11/2013, at 6:23 PM, "Learning and Development Enquiries" <mb-lmdev@hnzc.co.nz> wrote:

Hi Duncan & Dale

We would like to schedule Conflict De-escalation and P-Lab Awareness workshops before Christmas.

Can you please let me know your availability for the following workshops by 2:00pm, Friday 8 November:

3 x Conflict De-escalation workshops (43 participants):
2 x Auckland
1 x Christchurch

2 x P-Lab Awareness workshops (33 participants):
1 x Auckland
1 x Christchurch

Many thanks ☺

Cheers

Chris

Chris Rowney
L&D Advisor
Learning and Development
Housing New Zealand Corporation

DDI: 04 439 3248
Mob: 021 221 3956
Email: chris.rowney@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz | www.newzealand.govt.nz

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Tuesday, 12 November 2013 2:35 p.m.
To: Capability Development
Subject: RE: Housing New Zealand - Conflict De-escalation & P-Lab Awareness Workshops 2013

Thanks Chris.

Locked in

Dale Kirk
Residential Sales

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From: Learning and Development Enquiries [<mailto:mb-lmdev@hnc.co.nz>]
Sent: Tuesday, 12 November 2013 2:28 p.m.
To: 'Duncan Holland (TRM)'; Dale Kirk
Subject: RE: Housing New Zealand - Conflict De-escalation & P-Lab Awareness Workshops 2013
Importance: High

Hi Duncan & Dale

We would like to confirm the following dates:

Auckland

Tuesday 10 December – Conflict De-escalation (9:00am-12:30pm) & Plab Awareness (1:00-5:00pm)

Wednesday 11 December – Conflict De-escalation (9:00am-12:30pm)

Christchurch

Thursday 12 December – Conflict De-escalation (9:00am-12:30pm) & Plab Awareness (1:00-5:00pm)

We will now book venues and catering, and confirm numbers asap. Please can you let us know if there's anything else you require from us (we assume you're doing your own printing).

Cheers

Chris

Chris Rowney
L&D Advisor
Learning and Development
Housing New Zealand Corporation

DDI: 04 439 3248

Email: chris.rowney@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz
| www.newzealand.govt.nz

From: Learning and Development Enquiries
Sent: Wednesday, 6 November 2013 6:26 p.m.
To: 'Duncan Holland|TRM'; 'Dale Kirk'
Subject: Housing New Zealand - Conflict De-escalation & P-Lab Awareness Workshops 2013
Importance: High

Hi Duncan & Dale

We would like to schedule Conflict De-escalation and P-Lab Awareness workshops before Christmas.

Can you please let me know your availability for the following workshops by 2:00pm, Friday 8 November:

3 x Conflict De-escalation workshops (43 participants):

2 x Auckland
1 x Christchurch

2 x P-Lab Awareness workshops (33 participants):

1 x Auckland
1 x Christchurch

Many thanks ☺

Cheers

Chris

Chris Rowney
L&D Advisor
Learning and Development
Housing New Zealand Corporation

DDI: 04 439 3248
Mob: 021 221 3956
Email: chris.rowney@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 | www.hnzc.co.nz
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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Tuesday, 28 January 2014 9:56 a.m.
To: Capability Development
Subject: RE: Additional PLab workshop request for mid May

Follow Up Flag: Follow up
Flag Status: Completed

Hi Justine

Yes I can do that date. I will be in Australia the following week however.

Kind Regards

Dale Kirk
Residential sales
Eves Realty
Willow Street
Tauranga

Ph 07 2130400
Ph 021 2288422
www.dalekirk.co.nz

From: Justine Cameron [Justine.Cameron@hnzc.co.nz] on behalf of Learning and Development Enquiries [mb-lrndev@hnzc.co.nz]

Sent: Monday, January 27, 2014 8:46 AM

To: Dale Kirk

Subject: Additional PLab workshop request for mid May

Good morning Dale,

We are looking at running another PLab Awareness workshop as we still have a waitlist of people requiring this training.

We would need to run this in Christchurch, around the 15 May 2014.

Look forward to hearing from you.

Kind Regards
Justine Cameron

Learning & Development Advisor
Learning and Development
Housing New Zealand Corporation
DDI: 04 4393791
Email: learninganddevelopment@hnzc.co.nz
justine.cameron@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 |
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Dale Kirk | Residential Sales

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Thursday, 15 May 2014 12:43 p.m.
To: Capability Development
Subject: Re: Plab Training - 93 Manchester St

Follow Up Flag: Follow up
Flag Status: Completed

Hi Chris

Have just touched down in Chch after a delayed flight. Can you please advise the group of this. I'll kick it off at 1.30 and we will still have time for the full presentation.

Regards

Dale

Sent from my iPhone

Dale Kirk | Residential Sales

Rookie of the Year 2014, 100 Club Member 2014

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EVES WILLOW, Willow Street, Tauranga, New Zealand



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On 15/05/2014, at 11:44 am, "Learning and Development Enquiries" <mb-lrnde@hnzc.co.nz> wrote:

Hi Dale

Darren Kingi is going to attend the P Lab workshop today ... apologies for the short notice but I thought it would be ok given Bev Winter isn't able to make it.

Hope that's ok with you.

Cheers
Chris

From: Chloe Anderson
Sent: Thursday, 15 May 2014 11:33 a.m.

To: Learning and Development Enquiries
Subject: RE: Plab Training - 93 Manchester St

Thank you.

From: Learning and Development Enquiries
Sent: Thursday, 15 May 2014 11:22 a.m.
To: Chloe Anderson
Subject: RE: Plab Training - 93 Manchester St

Hi Chloe

That should be fine as we've had one cancellation due to illness.

Cheers
Chris

From: Chloe Anderson
Sent: Thursday, 15 May 2014 10:04 a.m.
To: Learning and Development Enquiries
Subject: Plab Training - 93 Manchester St

Hi.

Are we able to fit one more person on the Plab training session booked for 1pm today please?

His name is Darren Kingi.

Thanks.

Chloe.

Chloe Anderson
Project Administrator
Project Management Office - Repair 5000 Minor Works
Canterbury Earthquake Recovery Team

DDI: 03 375 0287
Email: chloe.anderson@hnzc.co.nz

*Te Manapou i te Haumanutanga o Waitaha
Contributing to the earthquake recovery of Canterbury*

Freephone: 0800 801 601 | Housing New Zealand Corporation Canterbury Housing Earthquake
Recovery Office, Level 1 93 Manchester Street, P O Box 424, Central Christchurch 8011 | www.hnzc.co.nz |
www.newzealand.govt.nz

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Wednesday, 20 August 2014 12:45 p.m.
To: Capability Development
Subject: Re: P-Lab Awareness Workshops - HNZ

Follow Up Flag: Follow up
Flag Status: Completed

Hi Chris

Yes those dates are fine thanks.

Regards

Dale

Sent from my iPad

Dale Kirk | Residential Sales

Rookie of the Year 2014, 100 Club Member 2014

P 07 213 0400 **M** 021 2288422 **F** 07 5782259 **VISIT** www.eves.co.nz
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On 20/08/2014, at 10:21 am, "Learning and Development Enquiries" <mb-lrnde@hnzc.co.nz> wrote:

Hi Dale

Further to our discussion last week, we would like to schedule the following P-Lab Awareness workshops:

- 3 x Auckland – 18, 23 & 24 September
- 1 x Christchurch – 30 September

Can you please confirm your availability for these dates as soon as possible?

Cheers

Chris

Chris Rowney
HR Support Advisor (Capability)
Human Resources
Housing New Zealand Corporation

DDI: 04 439 3248
Email: learninganddevelopment@hnzc.co.nz
chris.rowney@hnzc.co.nz

Freephone: 0800 801 601 | Housing New Zealand Corporation 80 Boulcott Street PO Box 2628 Wellington 6140 |
www.hnzc.co.nz | www.newzealand.govt.nz

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Tuesday, 3 February 2015 4:12 p.m.
To: Keira McCullough
Subject: Re: PLAb training

Hi Keira

Yes its been lovely up here. Sounds like it's been good in welly as well.

All good to do the chch workshops. The only day this month that I am unavailable is 19th feb

Regards

Dale

Sent from Samsung Mobile

Dale Kirk | Residential Sales

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

From: Keira McCullough
Date: 03/02/2015 4:08 PM (GMT+12:00)
To: Dale Kirk
Subject: PLAb training

Hi Dale,

I hope you have had a good start to the year.

I have had an enquiry as to whether you would be available to facilitate the PLab Awareness workshop later this month in Christchurch? There would be two sessions required, so it would probably be good to get them in the same day if possible.

Kind regards,

Keira

Keira McCullough

HR Support Advisor (Capability)
Relationship Team
Human Resources
Housing New Zealand Corporation

DDI: 04 439 3472

Email: keira.mccullough@hnzc.co.nz

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Alex Travis

From: Dale Kirk <dale.kirk@eves.co.nz>
Sent: Wednesday, 11 February 2015 3:38 p.m.
To: Keira McCullough
Subject: RE: PLAb training

Hi Keira

Yes that's fine.

Regards

Dale

Dale Kirk | Residential Sales

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From: Keira McCullough [<mailto:Keira.McCullough@hnzc.co.nz>]
Sent: Wednesday, 11 February 2015 3:30 p.m.
To: Dale Kirk
Subject: RE: PLAb training

Thanks Dale

Would you be able to run 2 sessions for us on 26th February? These would both be in Christchurch and have a number of our contractors on them.

Location: CHERO Conference room 93 Manchester Street Christchurch.

Kind regards,

Keira

From: Dale Kirk [<mailto:dale.kirk@eves.co.nz>]
Sent: Tuesday, 3 February 2015 4:12 p.m.

To: Keira McCullough
Subject: Re: PLAb training

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