



19 August 2022

Tēnā koe

On 3 August 2022, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information:

- *Please send me the questionnaire used to get people on the social housing waiting list.*

The Ministry uses the Public Needs Housing Assessment Form, rather than a questionnaire.

The Public Needs Housing Assessment is completed in the Single Client Management System (SCMS), which Ministry staff use to manage public housing applications. The Public Needs Housing Assessment Form version provided to you for your reference is to be used in the event SCMS is unavailable. The manual assessment form mirrors the questions exactly as they appear in SCMS.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public. The Ministry will do this by publishing this letter and attachments on the Ministry's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz).

If you are not satisfied with this response regarding the assessment form for the Social Housing Register, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Ngā mihi nui



Karen Hocking  
**Group General Manager  
Housing**

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