



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

Transferring the CREF and SEEC funds to EECA

Final Decisions

13 December 2024

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Introduction

Kia ora koutou,

We want to thank you again for your patience while we worked through this change. We appreciate the time you have taken to engage with the process and ask questions. This has been useful in identifying information gaps or issues that needed further clarification.

As you know, the Minister for Energy has now agreed that responsibility for administering the Community Renewable Energy Fund (CREF) and Supporting Energy Education in Communities (SEEC) should transfer from MBIE to the Energy Efficiency & Conservation Authority (EECA). After considering your feedback on the change proposal, we have made the decisions outlined in this document. We consider these necessary to give effect to this decision.

The best way to give effect to the decision is for the administrative responsibility to sit within the Delivery and Partnerships Group in EECA. The structure consulted on is largely maintained in these decisions with some minor changes. MBIE and EECA recognise and value the range of skills and experiences of existing employees working on CREF and SEEC and want to maintain as much of that expertise as possible throughout the transition. For this to occur, we are proposing that EECA will make fixed term offers to those employees who are in positions proposed to be disestablished by MBIE.

We acknowledge this will be a work in progress and needs time to settle. It also presents an opportunity for the new positions to evolve as things become clearer and we can shape how the work will be done. There is more detail in the document on the feedback received and our response to that feedback as part of the final decision.

Ngā mihi



Dr Marcos Pelenur
Chief Executive
EECA



Justine Cannon
General Manager, Energy Markets
MBIE

How to read this document

This document confirms the changes and implementation approach required as a result of the Minister for Energy’s decision to transfer the CREF and SEEC funds to EECA.

Scope of these change decisions

This final decision document confirms how we will implement the Government’s decisions, the resulting change to organisational structure and the impact for employees.

Understanding changes to your position

Confirmed organisational charts have been included in this document to outline the impact that these change decisions have. There is also a summary table at the end of this document.

In addition, all people who are confirmed as directly impacted by these change decisions will receive a letter which outlines specific detail regarding how they are impacted and what the next steps are.

Let us know

The information included in this document reflects the organisational structure available on 6 December 2024.

If you notice any inconsistencies in the organisational structure represented, please advise your people leader or email kalinda.chembo@mbie.govt.nz.

These decisions have been shared with the Public Service Association (PSA).

Find out more about the change process and support available.

More information about MBIE’s change process is on page 19. This determines how we classify the impact to our people, based on the confirmed impacts to their positions.

We recognise that people will have a wide variety of feelings in relation to these confirmed changes. Please remember to be respectful of each other’s opinions and privacy. If you have further questions regarding this change or your personal situation, please have a conversation with your people leader in the first instance.

Further information on the support available is available from page 18.

Implementation timeline

Activity	Indicative Timeframes
Final decisions announced	12 December 2024
Positions disestablished at MBIE	31 January 2025
First Day of administration at EECA	3 February 2025

Reasons for Change

MBIE's Energy Markets branch has only taken on administration of the funds in recent years. Until 2020 the energy teams in the branch were primarily focussed on delivering energy policy advice and stewardship of the energy regulatory systems. The current delivery approach has been developed with limited resourcing and often sees staff juggling competing priorities between the core policy work of the branch, and the operational design and delivery of the funds.

EECA is an experienced delivery agent, with contracting and fund administration expertise. EECA also has dedicated operational policy capability to ensure service design is optimised. EECA also has several other funds with complementary outputs and focus. The most notable is the Warmer Kiwi Homes programme, which is highly complementary with the SEEC programme. SEEC providers often refer recipients of energy education to EECA, when they are also eligible for Warmer Kiwi Homes support. There may be opportunities to improve this alignment through co-location within EECA.

CREF is also well suited to be delivered by EECA. The programme entails substantial ongoing engagement with funding recipients and regional partners; and the negotiation, execution and monitoring of large numbers of contracts. For example, round one had 69 funding agreements alone, and up to 150 additional sites are expected to be contracted in the current financial year. Co-locating CREF within EECA will make greater use of efficiencies from its contract management teams and systems.

There may also be opportunities to leverage the projects funded to provide lessons for EECA to enhance their own understanding of the market and improve relevant information provision services.

Lastly both funds clearly fit within the legislative mandate of EECA to promote energy efficiency, energy conservation and use of renewable energy.

Summary of the Proposed Changes

MBIE and EECA recognise and value the range of skills and experiences of existing employees working on CREF and SEEC and want to maintain as much of that expertise as possible throughout the transition. For this to occur, we proposed for EECA to make fixed term offers to those employees who are in positions proposed to be disestablished by MBIE.

The following changes were the subject of consultation from 20 November to 4 December 2024.

The following changes were proposed within the Energy Use Policy team in MBIE:

Disestablish the following fixed term roles in MBIE which have a significant focus on administrating and supporting the CREF and SEEC:

- Team Leader Community and Household Use (fixed term)
- Senior Investment Advisor (fixed term)
- Senior Policy Advisor (fixed term)
- Fund Coordinator (fixed term)

Change of reporting line for the remaining positions that currently report to Team Leader Community and Household Use to the Manager Energy Use Policy:

- Senior Policy Advisor
- Policy Advisor
- Policy Advisor (fixed term)
- Associate Policy Advisor (fixed term)

The following changes were proposed within the Community and Household Use team in EECA:

Establish the following new fixed term role reporting to Group Manager, Delivery and Partnerships:

- Manager Community and Household Use (fixed term)

Establish the following new fixed term roles reporting to the Manager Community and Household Use:

- Senior Investment Advisor (fixed term)

- Senior Investment Advisor (fixed term)
- Fund Coordinator (fixed term)

The Delivery and Partnerships group in EECA currently has responsibility to administer other funds and funding agreements so this is a natural location for the team to be located.

Transition approach.

As a result of the decision to transfer administration for the CREF and SEEC funds to EECA, all associated activities were also proposed to transfer to EECA, including the following positions:

- Team Leader Community and Household Use (fixed term)
- Senior Investment Advisor (fixed term)
- Senior Policy Advisor (fixed term)

To support a smooth transition, we proposed that incumbents in the listed positions are offered fixed term agreements with EECA effective from 3 February 2025.

This would be on:

- The same base salary.
- Terms and conditions which are broadly commensurate.
- The same end dates as per their current MBIE fixed term agreement.

Your feedback on the Transferring the CREF and SEEC funds to EECA

Due to the nature of this change and the Minister for Energy’s decisions, the consultation process and feedback sought was not about the decision to transfer the CREF and SEEC funds to EECA, but rather how we approached the implementation of these decisions for our people and the resulting organisational change.

Overall, the feedback was focused on the proposed transition approach. The following table summarises the key feedback themes we received in response to the proposal. While this may not reflect every aspect of the feedback received, we assure you we have carefully considered all the feedback received.

General feedback themes		Response
Team name and position titles	<p>Feedback recommended to amend the proposed team name from Community and Household Use to Community Energy.</p> <p>Furthermore, feedback suggested to change the proposed position titles as follows:</p> <ul style="list-style-type: none"> • Fund Coordinator title to Project Coordinator. • Senior Investment Advisor position title Senior Funds Advisor. 	<p>We have taken this feedback on board and the team’s name and position titles have been amended as suggested.</p>
Timing	<ul style="list-style-type: none"> • Some feedback agreed with the proposed timeline which would help towards the timely delivery of FY2024/25 funding for both SEEC and CREF. • MPHREF will remain at MBIE given how close it is to completion. Some feedback raised concerns around the delivery risks for MPHREF if some of the impacted employees are employed by EECA. The feedback explained that the employee proposed to be offered employment by EECA currently uses most of their time on the MPHREF projects and has significant institutional knowledge related to MPHREF. Therefore, handing these projects over to another employee does not seem feasible in the proposed timeframe. 	<p>Considering the feedback received, we agree that there is a substantial delivery risk for MPHREF. Therefore, we decided that one Senior Funds Advisor will have a delayed start at EECA on 2 June 2025 to minimise delivery risks for MPHREF.</p>

<p>Fixed term end dates</p>	<ul style="list-style-type: none"> • Feedback raised concerns that the current fixed-term end dates may cause resource instability and could jeopardise successful delivery of the funds. • Several submissions recommended extending or aligning the fixed term end dates for the personnel who would be employed with EECA, particularly for those currently finishing in 2025. 	<p>The fixed term end dates are subject to future budget decisions within EECA. Therefore, MBIE and EECA are not in a position to make decisions on this until the transfer is complete.</p> <p>We acknowledge the concern and EECA will aim to provide clarity about current fixed term arrangements as soon as possible.</p>
<p>Matching people and responsibilities</p>	<ul style="list-style-type: none"> • Feedback stated that the way the work is currently distributed across positions is not perfectly aligned with the individuals moving. 	<p>This concern is partly being addressed by a delayed start date for the MPHREF Senior Funds Advisor.</p> <p>The other element of the concern is related to the delivery of SEEC, which has been delivered recently by the Team Leader Community and household use, and an energy use project coordinator. The shift will require some reassignment of roles between team members one they land at EECA. MBIE will also continue to support the transition of the funds by making staff with the relevant knowledge available for ongoing handover after 1 Feb.</p>
<p>Span of Control</p>	<ul style="list-style-type: none"> • Concerns were raised about the increased span of control for the Manger Energy Use Policy if they take on four additional direct reports. 	<p>We consider this is a fair concern and it is part of the reason the branch runs a mixed-matrix model, where some projects draw on team members across the branch. The benefit of this is that managers can help balance workload and span of control. We will continue to use this approach to balance the workload for the Energy Use Policy Manager. The reduction of work associated with the funds will also help with manager bandwidth.</p>
<p>Workload distribution</p>	<ul style="list-style-type: none"> • There were some concerns raised around how work will be allocated among the remaining CHU team members who will have a change in reporting line to the Manager Energy Use Policy. 	<p>The remaining CHU team members and the Energy Use Policy Manager will need to actively reassign work programme priorities and issues across Energy Use policy as part of the transition in early 2025. The Energy Use Policy team will also need to continue to prioritise our work programme to match the new resourcing levels.</p>

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Confirmed changes

After careful consideration of all the feedback received, the final decisions are listed below.

Disestablish the following fixed term roles effective 31 January 2025:

- Team Leader Community and Household Use (fixed term)
- Senior Policy Advisor (fixed term)
- Fund Coordinator (fixed term)
- Senior Investment Advisor (fixed term) – end date 30 May 2025

Change of reporting line for the remaining positions from Team Leader Community and Household Use to the Manager Energy Use Policy:

- Senior Policy Advisor
- Policy Advisor
- Policy Advisor (fixed term)
- Associate Policy Advisor

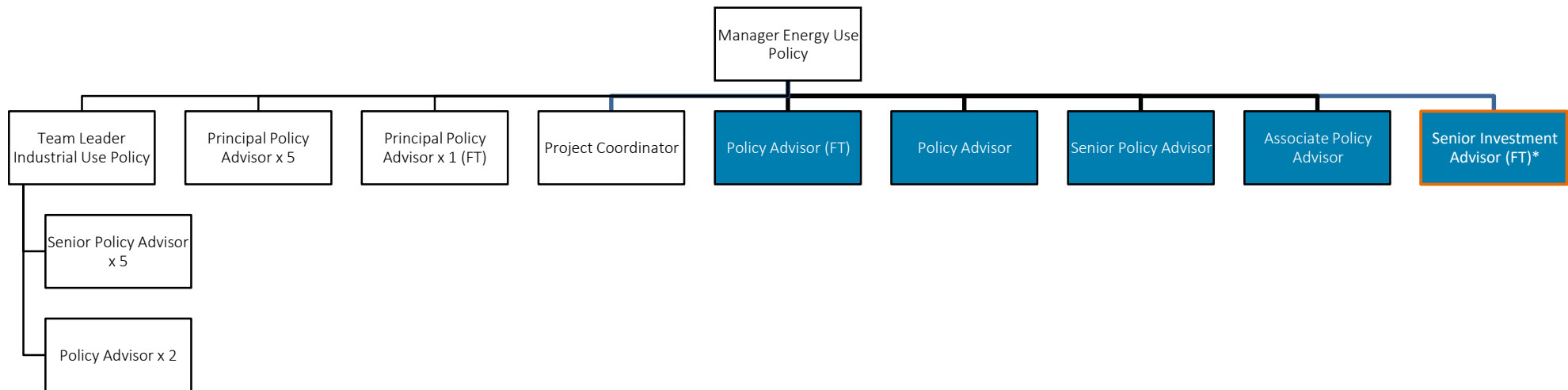
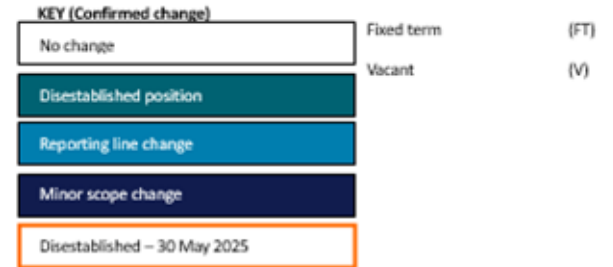
Employment at EECA

To support a smooth transition, the incumbents of the confirmed disestablished positions will be offered fixed term employment agreements with EECA effective 3 February 2025, except for the Senior Investment Advisor whose effective date will be 2 June 2025.

This would be on:

- The same salary;
- terms and conditions which are broadly commensurate;
- and same end dates in line with their current MBIE fixed term employment agreement.

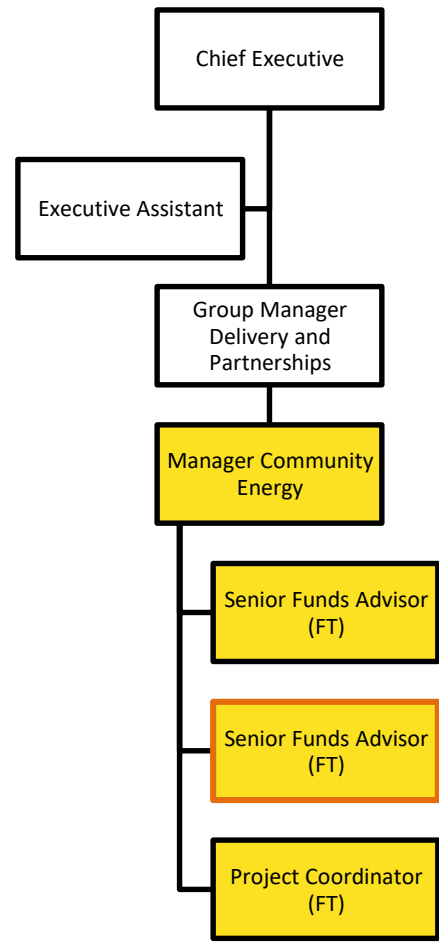
Confirmed Structure (Energy Use Policy Team, Energy Markets, MBIE) organisational chart.



Confirmed Org Structure within Delivery and Partnerships Group, EECA

KEY (Confirmed change)

No change	Fixed term	(FT)
Disestablished position	Vacant	(V)
Reporting line change		
Minor scope change		
Start date - 2 June 2025		



Confirmed changes to Community and Household Use

Current Position	Current Position Title	Team name	Impact	Effective Date
16209466	Team Leader Community and Household Use (FT)	Community and Household Use	Disestablished	31 January 2025
16210390	Fund Coordinator (FT)	Community and Household Use	Disestablished	31 January 2025
16211545	Senior Investment Advisor (FT)*	Community and Household Use	Disestablished; temporary change in reporting line	30 May 2025
16211665	Senior Policy Advisor (FT)	Community and Household Use	Disestablished	31 January 2025
10001210	Senior Policy Advisor	Community and Household Use	Change in Reporting line	31 January 2025
10001600	Policy Advisor	Community and Household Use	Change in Reporting line	31 January 2025
16211666	Policy Advisor (FT)	Community and Household Use	Change in Reporting line	31 January 2025
16212336	Associate Policy Advisor	Community and Household Use	Change in Reporting line	31 January 2025

Confirmed new positions within Delivery and Partnerships Group, EECA

Position title	Fixed term end date	Reporting line	Group
Manager Community Energy (fixed term)	29 August 2025	Group Manager, Delivery and Partnerships	Delivery and Partnerships
Senior Funds Advisor (fixed term)*	30 June 2026	Manager Community Energy	Delivery and Partnerships
Senior Funds Advisor (fixed term)	30 June 2027	Manager Community and Household Use	Delivery and Partnerships
Project Coordinator (fixed term)	30 May 2025	Manager Community and Household Use	Delivery and Partnerships

*Commencing employment with EECA in June 2025

Accessing internal roles at MBIE

Overview:

- You may apply for vacancies MBIE is advertising by submitting a CV and cover letter to a position in the Recruit@MBIE system in the 'current vacancies' area. For further information on how to see and apply for these opportunities please visit Te Taura - [Ngā tūranga wātea - Current vacancies \(sharepoint.com\)](#).
- Such opportunities may be permanent, fixed term or temporary and this will be identified on the system. There will typically be an advertisement and a Position Description and together these form the information you will need to assess whether the role is of interest, and you are a suitable candidate.

Using Recruit@MBIE:

- A full list of available roles can be found on Recruit@MBIE by logging into Pay@MBIE and then clicking on [Current Vacancies](#).
- This takes you to the MBIE Careers site. To see internal vacancies as well as external ones on this site you must be logged in from an MBIE device as an employee.
- Once on the site you will see a dark green box saying, "Discover a career with purpose at MBIE". Immediately above and to the right of that box it will either say "My Account", in which case you have been automatically logged in as an employee, or "Applicant login Employee login" in which case you have not. Click "Employee Login" if this is the case and "My Account" will come up.
- Click on "My Account" and then "Applicant login" from the drop down and ensure that your employee/candidate profile is set up with the correct information. Pay careful attention to the email addresses in your profile.

- You can then select "View All Jobs" from the menu bar at the top and you will see both internal and external roles. These can be searched or filtered from this screen.

Support through change

We recognise that change may be difficult and encourage you to reach out to your support network as well as taking advantage of the resources available to you, including:

Wellbeing support

- Your people leader
- Our Employee Assistance Programme (EAP) provides external support for both work and personal issues ([Home | EAP Services Limited](#), 0800 327 669 or via the app)
- Your union delegate or representative can provide you or your people support through change ([Unions | HR](#))
- The Wellbeing, Health and Safety Team (safetyandwellbeing@mbie.govt.nz)
- 1737 – Access free counselling services through the national telehealth service
- Te Puna Ora – Our one-stop shop for all things wellbeing related. Ensuring we all feel supported across the four pillars of work, social, mental and physical health. Go to My Dashboard – Te Puna Ora (<https://mbie.vitalityhub.co.nz/>). This can be accessed remotely using your MBIE login details.

Learning support

- Learn@MBIE which holds all of MBIE’s learning content in one place. Access it via [Learn@MBIE](#).
- Specifically, the ‘[Change](#)’ learning module on Learn@MBIE is highly relevant.

- Percipio, the world’s largest online library. Access it via [Percipio](#), select ‘team/enterprise subscription’ and then enter ‘MBIE’ in the Site Name field.

Appendix 1: Proposed change process

Consistent with MBIE's employment agreements and recruitment policy, the following information summarises the standard change processes which would apply to any changes confirmed as a result of this consultation process.

Reconfirmation

As part of the consultation process your substantive position may be proposed to be "reconfirmed". In these circumstances your substantive position in the proposed new structure is substantially the same as your current substantive position and you are the only person able to be reconfirmed to the role. Examples include - change in reporting line, title, a minor change in work content.

For reconfirmation to apply:

- The position description you are being reconfirmed into is the same (or substantially the same) as what you currently do, and
- Salary and other terms and conditions for the position are no less favourable, and
- Location of the position is in the same local area (note: this need not necessarily mean the same building and/or the same street).

If your substantive position is reconfirmed as part of the final structure, you will not need to take any action as you will automatically be reconfirmed into the position.

Redeployment

If you wish to apply for any other existing MBIE vacancies (i.e. vacancies that are being advertised separately to the change processes), this can be done via the MBIE careers site at any stage of the process.

If you are considered an affected employee, this will need to be indicated as part of your application as first consideration will always be given to affected employees over other applicants subject to them meeting the suitability requirements of the position. Where applicable, a panel interview will be used as a contributing selection tool to assess the demonstrated skills, experience and qualifications against the key accountabilities and person specifications as outlined in the position description. In situations where there is more than one affected employee who meets the suitability requirements of the position an assessment will be made of the employee who is best for the role.

Process for casual and fixed term employees.

Casual and fixed term employees, by the nature of their employment agreements, will not have access to the change processes set out above.

Offer of fixed term employment in EECA

EECA will offer current impacted fixed term employees fixed term positions in the EECA structure.

This would be on:

- The same salary;
- Terms and conditions which are broadly commensurate;
- and same end dates in line with their current MBIE fixed term employment agreement.

Review process.

If you disagree with the application of this process, including for example your reconfirmation into a position as part of the final structure, you have the right of review. This process is set out in your employment agreement. You are encouraged to raise any concerns with your People Leader at the earliest opportunity so these can be worked through with you on a case-by-case basis.