

**From:** James Unwin [mailto:JamesU@experiencewellington.org.nz]  
**Sent:** Thursday, 2 April 2020 1:42 PM  
**To:** Louise Saviker; Marta Ordejon-Mateos  
**Cc:** Pat Stuart  
**Subject:** Covid Wage Subsidy

Morena,

Following detailed discussion with KPMG, we have been advised to apply for the wage subsidy on behalf of our employees.

I have started the form, located at:

Executive Office/Finance/Payroll/Wage Subsidy Application

We need to fill the relevant information for all our employees.

I have shown an example of the format required on the form.

In determining full time (20 hours or more) or part time (less than 20 hours), the following guidance is given:

If you work variable hours (or your employee does), you can use an average to work out what rate to apply for.

Use the average hours worked each week:

- over the last 12 months, or
- over the period of time you (or they) have been employed (if it's less than 12 months).

If the average hours are:

- 20 or more, apply for the full-time rate
- less than 20, apply for the part-time rate.

We can even apply for casual staff however, if there is no work for them for the foreseeable future, then I do not think we should apply.

Once the form is completed let me know and I will submit with a declaration on behalf of Experience Wellington.

Any questions please let me know.

**Ngā mihi**

**James Unwin**  
**Finance Manager**

**DDI** +64 4 471 0304 **Mob** XXXXXXXXXX

[experiencewellington.org.nz](http://experiencewellington.org.nz)

Level 8, 342 Lambton Quay, PO Box 893, Wellington, New Zealand  
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**From:** Pat Stuart [mailto:PatS@experiencewellington.org.nz]  
**Sent:** Tuesday, 7 April 2020 1:55 PM  
**To:** Louise Saviker; James Unwin  
**Subject:** RE: Confirmation of Wage Subsidy Application Plans

Kia ora Louise,

Agree that you have accurately listed the assumptions and actions as discussed.

With regard to the option of reducing hours by 20%, I agree that we look at this in the context of the new Financial Year and when we have better information about the operating environment although the only thing that will make a difference is if the rules change for Level 3 and public venues can open.

In the meantime agree with the annual leave strategy; I mentioned this to Brett this morning and his response was positive.

We can make some suggestions as to how leave may be taken. It will be difficult for some.

Ngā mihi Pat

**Pat Stuart**  
**Chief Executive**

**DDI** +64 4 471 0209 **Mob** [REDACTED]

[experiencewellington.org.nz](http://experiencewellington.org.nz)

Level 8, 342 Lambton Quay, PO Box 893, Wellington, New Zealand

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**From:** Louise Saviker <LouiseS@experiencewellington.org.nz>  
**Sent:** Tuesday, 7 April 2020 12:18 pm  
**To:** Pat Stuart <PatS@experiencewellington.org.nz>; James Unwin <JamesU@experiencewellington.org.nz>  
**Subject:** Confirmation of Wage Subsidy Application Plans

Morena

Further to our discussion yesterday, here is the outline for our plans for our application of the wage subsidy. Please let me know if any details are incorrect or you would like something changed.

#### Process

- Tuesday – Wednesday Marta, Denise and Louise working on applicant information. This includes DOB, IRD numbers, average earning calculations.
- Wednesday – Louise to seek permission from staff for the application (help from Lizzie and Marta)
- Thursday - James to file application

#### Who we are applying for

- All full time staff

- All permanent part time staff (applied for and to be paid out at their average annualised weekly earnings)
- All fixed term staff
- All permanent Hannah Playhouse staff – (all HPH casuals excluded). This is Kathiy, Eleanor, Neill and Bern
- All casuals who meet the following criteria:
  - a. Casuals are included in our application where:
    - i. there is reasonable expectation by the employee they would have been regularly employed in the next 12 weeks had there not been COVID disruption
    - ii. They were active on the roster prior to closure or were taking agreed leave ie on holiday
    - iii. We can concur that applying and paying the subsidy is an appropriate use of crown money
  - b. Casuals are excluded where:
    - i. They work at HPH – genuinely intermittent and casuals could not have expected regular work over the 12 week subsidy period
    - ii. they work irregularly in a genuine casual context
    - iii. there work was intermittent e.g. they were working in the school holidays etc and did not have reasonable expectation to weekly regular work

All casuals will be claimed for and paid at their average annualised weekly earnings.

#### **Communications:**

Wednesday – email from Louise to gain permission to apply. Email to detail:

- Carefully explains this is subject to being approved and we are not assuming this will be the case.
- Financial snapshot provided from James/Lou -how we got to be in a position to apply now
- Government subsidy if provided enables different remuneration plan – offers 12 weeks at average earnings. No change to original communication of what we can afford going forward beyond forecasts demonstrate we will not be able to afford our pre-COVID people remuneration costs.

Louise to check email with James and Pat before sending.

#### **Other communications.**

Full time staff, voluntary option to go to a 0.8 or 32 hour week. With or without the option to top up with annual leave one day per week.

All staff: expectation to book at least one weeks annual leave in the next 12 weeks. Those with leave balances of over 100 hours should seek to book additional leave in the next 12 weeks.

#### **Further thoughts**

I do not think I can work to appropriately work to communicate and get agreement at this time for a 20% reduction to salaries to a group or to all. Suggest this one is kept in reserve and introduced later if needed. Best case is the wage subsidy sees us through to the end of the financial year. I suggest we wait till we have the budget for 2021 sorted and see what we need to do with remuneration costs and then look to have a range of potential solutions to manage this based on

financial modelling in the first instance, alongside a better understanding of resourcing needed e.g. museum open or closed/level of operation we are expecting (from Pat's current planning framework). Better analysis of working remotely agreements – mapping of activity. These things to inform remuneration options.

Nāku noa, nā Louise

**Louise Saviker**

**MANAGER, PEOPLE AND CAPABILITY**

DDI +64 4 471 0919 ext 272 [REDACTED]



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