

Out of Scope

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Monday, 2 October 2023 9:41 AM
To: s 9(2)(a)
Cc: Afzal Ali; Kerri Ahomiro
Subject: [URL SCANNING ERROR]FW: Extending RSE Workers - Matakana Berries [UNCLASSIFIED]

Hi s 9(2)(a)

Please see below.

As far as the employment is concerned, the LI has suggested an extension letter for the contract is all that is required. But for the visa side of things, as you thought, an ATR is needed. And as below, they will consider extensions for the visas.

Might be a good idea to print this and include it in the application, so everyone is aware of the slightly unique situation.

Good luck!

T

From: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Sent: Sunday, October 1, 2023 7:17 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Subject: FW: Extending RSE Workers - Matakana Berries [UNCLASSIFIED]

Hi Tanya,

I received the following advice from our Practice Lead regarding the extension of the workers stay. Hope this clarifies.

Cheers
Afzal

From: Fiona Geraerts <Fiona.Geraerts2@mbie.govt.nz>
Sent: Friday, 29 September 2023 2:01 PM
To: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: RE: Extending RSE Workers - Matakana Berries [UNCLASSIFIED]

Hi Afzal,

I have spoken to Porirua and they advise that they will need to apply for a new ATR for the extended period. If that is approved then we can consider either extensions to their LVs or if they will need full new applications.

Kind Regards,

Fiona Geraerts

Practice Lead - Pacific

Chief Operating Officer Immigration Branch, Immigration New Zealand
Ministry of Business, Innovation & Employment

fiona.geraerts2@mbie.govt.nz | Telephone: +64 9 928 2902 | Mobile: s 9(2)(a)

DX Box: EP71514, 20 Fairfax Avenue, Penrose, Auckland 1061, New Zealand

NZBN 9429000106078

Planning to visit New Zealand for Christmas?

Apply for your visa early - do not leave it to the last minute.

For people travelling to New Zealand over the Christmas period, all Visitor Visa applications **must** be lodged no later than:

Wednesday 25th October 2023.

Applications can be made **online only** via the following link:

<https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/visitor-visa>

(If you apply after 25th October 2023, your application may not be completed until January 2024.)

From: Afzal Ali <Afzal.Ali@mbie.govt.nz>

Sent: Monday, 25 September 2023 5:14 pm

To: Fiona Geraerts <Fiona.Geraerts2@mbie.govt.nz>

Subject: FW: Extending RSE Workers - Matakana Berries [UNCLASSIFIED]

Hi Fiona,

Hope all well.

Seeking your expert advice with the following query please. Appreciate your advice on the highlighted points below.

We have an employer that wants to extend their current workers who landed in NZ on the 20th May, by a 5-14 days this would not put them over the maximum of 7mths. The workers are keen to stay on.

The workers arrived to Matakana Strawberries (secondary employer) early September, however the strawberry season this year has started late, s 9(2)(b)(ii)

- ATR 21427784.2 ATR ends 7th Dec, 11 workers visas expire 6th Dec – the employer would like them until 20th Dec.
- ATR 21427784.3 ATR ends 15 Dec, 11 workers visas expire 13th Dec – the employer would like them till 20th Dec.

So, what needs to be done?

- Another ATR seems like the most obvious start point, and the employer understands the reasons behind that requirement.
- What about the visas? Do they need to do another full Visa application, or can their current visa be extended onto the new ATR? Or if another application needs to be done, can the fee be waived?
- With their IEA, can this be sorted with an extension letter? Or will they need new IEAs also? Noting this may depend on how the visa question (above) is answered.

Cheers
Afzal

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Thursday, 21 September 2023 12:40 PM
To: Kerri Ahomiro <Kerri.Aho@mbie.govt.nz>; Afzal Ali <Afzal.Ali@mbie.govt.nz>
Cc: s 9(2)(a); New Zealand Ethical Employers Inc <chair@nzee.nz>
Subject: RE: Extending RSE Workers - Matakana Berries [UNCLASSIFIED]

Thanks K1 😊

Afzal is doing the background work from an INZ perspective, and will loop back, might take a week or so, so hold the line s 9(2)(a) ...

Thank you

T

From: Kerri Ahomiro <Kerri.Aho@mbie.govt.nz>
Sent: Thursday, September 21, 2023 8:16 AM
To: Tanya Pouwhare <tanya@nzee.nz>; Afzal Ali <Afzal.Ali@mbie.govt.nz>
Cc: s 9(2)(a); New Zealand Ethical Employers Inc <chair@nzee.nz>
Subject: RE: Extending RSE Workers - Matakana Berries [UNCLASSIFIED]

Hi T & T 😊

From an employment perspective, an extension letter is all that is required BUT for INZ processes, they may need a new IEA so it will depend entirely on what INZ need for this.

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Wednesday, 20 September 2023 3:47 pm
To: Afzal Ali <Afzal.Ali@mbie.govt.nz>; Kerri Ahomiro <Kerri.Aho@mbie.govt.nz>
Cc: s 9(2)(a); New Zealand Ethical Employers Inc <chair@nzee.nz>
Subject: Extending RSE Workers - Matakana Berries

Hi Afzal & Kerri,

We have another example where flexibility of RSE Policy would be appreciated - unfortunately a common sense approach is not possible within the current policy. And we are a little unsure what is going to be required.

We have an employer that wants to extend their current workers who landed in NZ on the 20th May, by a 5-14 days this would not put them over the maximum of 7mths. The workers are keen to stay on.

The workers arrived to Matakana Strawberries (secondary employer) early September, however the strawberry season this year has started late, s 9(2)(b)(ii)

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- Another ATR seems like the most obvious start point, and the employer understands the reasons behind that requirement.
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- With their IEA, can this be sorted with an extension letter? Or will they need new IEAs also? Noting this may depend on how the visa question (above) is answered.

We look forward to hearing back from you, and hopefully common sense prevails.

Many thanks for your time and your guidance, take care.

Ngā mihi,

T

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
 0212491919

In office hours 9am – 3pm Monday – Friday
 NZEE supports me to work flexibly from home. You may receive an email from me outside of usual working hours. Please respond at a time that is convenient to you.



**if you're wondering about the use of pronouns she/her on this signature you can find more information about how sharing pronouns can help to create a sense of belonging and respect [here](#)

From: [Oikoumene Maualaivao-Chan Tung](#)
To: s 9(2)(a) rse_southpacific@vfsqlobal.com
Cc: s 9(2)(a); tanya@nzee.nz; [Faith Talamaivao](#)
Subject: RE: VFS Solomons [UNCLASSIFIED]
Date: Thursday, 5 October 2023 3:00:10 PM

Hi VFS Team,

Please can you assist with the request below.

Hi s 9(2)(a)

Theresa Masoe has moved on from this role and i'm now stepping in as her replacement until we have a confirmed replacement. In the meantime, please can you attach a list of the group that are suppose to travel on the 29th October?

regards

Oikoumene Maualaivao-Chan Tung
RSE RELATIONSHIP MANAGER (South Island)
Pacific Migration, Immigration New Zealand
Hikina Whakatutuki - Ministry of Business, Innovation & Employment
161 Cashel Street, Christchurch
oiko.mchantung@mbie.govt.nz
Phone +64 (3)9892964 | Mobile s 9(2)(a)

From: s 9(2)(a)
Sent: Thursday, 5 October 2023 2:50 PM
To: Theresa Masoe-Taimalelagi <Theresa.MasoeT@mbie.govt.nz>; Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>; tanya@nzee.nz
Cc: s 9(2)(a)
Subject: VFS Solomons

Hi Theresa

It seems we are experiencing the same issues with s 9(2)(a) at Solomon's VFS. We made payment to them for 24 visas on the 19th of September for RSE staff due to travel on the 29th of October.

Despite repeated requests for confirmation of receipt of funds we have not received a response. We are now getting emails bounced back saying she can not receive emails. I do not want a repeat of what happened in June of this year when visa applications sat in the VFS office for 10 days because of an IT issue and no one was informed.

Could you please investigate and see if there are any issues that we should be concerned about.

Thanks

s 9(2)(a)

Seasonal Solutions

PO Box 326

Alexandra 9320

New Zealand

s 9(2)(a)

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

From: [Oikoumene Maualaivao-Chan Tung](#)
To: s 9(2)(a); tanya@nzee.nz
Cc: s 9(2)(a)
Subject: RE: VFS Solomons [UNCLASSIFIED]
Date: Friday, 6 October 2023 1:04:26 PM
Attachments: [image001.jpg](#)

Thank you...

From: s 9(2)(a)
Sent: Friday, 6 October 2023 12:11 PM
To: Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>; s 9(2)(a); tanya@nzee.nz
Cc: s 9(2)(a)
Subject: RE: VFS Solomons [UNCLASSIFIED]

Hello Oiko

Not yet, s 9(2)(a) has asked for the email proof of payment which I have sent through to her.


Many Thanks

s 9(2)(a)

Seasonal Solutions Coop Ltd
1 Deel Street
PO Box 326
Alexandra
Ph 03 4402028
Ph s 9(2)(a)

'Think safe, Act safe, Be safe'

New logo



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From: Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>
Sent: Friday, October 6, 2023 12:06 PM
To: s 9(2)(a); tanya@nzee.nz
Cc: s 9(2)(a)
Subject: RE: VFS Solomons [UNCLASSIFIED]

Thanks s 9(2)(a),

Do you need anything from my end?

cheers

Oikoumene Maualaivao-Chan Tung
RSE RELATIONSHIP MANAGER (South Island)

Pacific Migration, Immigration New Zealand

Hikina Whakatutuki - Ministry of Business, Innovation & Employment

161 Cashel Street, Christchurch

oiko.mchantung@mbie.govt.nz

Phone +64 (3)9892964 | Mobile s 9(2)(a)

From: s 9(2)(a)

Sent: Friday, 6 October 2023 11:57 AM

To: Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>; s 9(2)(a)
<[REDACTED]>; tanya@nzee.nz

Cc: s 9(2)(a)

Subject: RE: VFS Solomons [UNCLASSIFIED]

Have spoken to s 9(2)(a)

Many Thanks

s 9(2)(a)

Seasonal Solutions Coop Ltd

1 Deel Street

PO Box 326

Alexandra

Ph 03 4402028

Ph s 9(2)(a)

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From: Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>

Sent: Friday, October 6, 2023 11:51 AM

To: s 9(2)(a) tanya@nzee.nz

Cc: s 9(2)(a)

Subject: RE: VFS Solomons [UNCLASSIFIED]

Hi s 9(2)(b)(i)

This is an update i received from VFS

- Contacted s 9(2)(a), he directed me to reach out to the finance manager, tried multiple times to reach her, will keep trying.

Can you please let your finance team know that s 9(2)(a) is trying to get in touch?

cheers

Oikoumene Maualaivao-Chan Tung
RSE RELATIONSHIP MANAGER (South Island)

Pacific Migration, Immigration New Zealand

Hikina Whakatutuki - Ministry of Business, Innovation & Employment

161 Cashel Street, Christchurch

oiko.mchantung@mbie.govt.nz

Phone +64 (3)9892964 | Mobile s 9(2)(a)

From: s 9(2)(a)

Sent: Thursday, 5 October 2023 4:52 PM

To: Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>; tanya@nzee.nz

Cc: s 9(2)(a)

Subject: RE: VFS Solomons [UNCLASSIFIED]

s 9(2)(a) can you please confirm for Oiko

Thanks

s 9(2)(a)

Seasonal Solutions

PO Box 326

Alexandra 9320

New Zealand

s 9(2)(a) (cell)

s 9(2)(a)

From: Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>

Sent: Thursday, October 5, 2023 4:42 PM

To: s 9(2)(a) tanya@nzee.nz

Cc: s 9(2)(a)

Subject: RE: VFS Solomons [UNCLASSIFIED]

Hi s 9(2)(a)

We are experiencing bank transfer issues with other RSE Employers in regards to transferring fund to VFS.

Can you double check if these were the account details you had when doing the transfer?

Solomon Islands - account name: VFS Services New Zealand Ltd, currency SBD, account number 4820407, swift ANZBSBSB bank ANZ

[Honiara | vfsglobal](#)

regards

Oikoumene Maualaivao-Chan Tung
RSE RELATIONSHIP MANAGER (South Island)

Pacific Migration, Immigration New Zealand

Hikina Whakatutuki - Ministry of Business, Innovation & Employment

161 Cashel Street, Christchurch

oiko.mchantung@mbie.govt.nz

Phone +64 (3)9892964 | Mobile s 9(2)(a)

From: s 9(2)(a)

Sent: Thursday, 5 October 2023 2:50 PM

To: Theresa Masoe-Taimalelagi <Theresa.MasoeT@mbie.govt.nz>; Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>; tanya@nzee.nz

Cc: s 9(2)(a)

Subject: VFS Solomons

Hi Theresa

It seems we are experiencing the same issues with s 9(2)(a) at Solomon's VFS. We made payment to them for 24 visas on the 19th of September for RSE staff due to travel on the 29th of October.

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Could you please investigate and see if there are any issues that we should be concerned about.

Thanks

s 9(2)(a)

Seasonal Solutions

PO Box 326

Alexandra 9320

New Zealand

s 9(2)(a) (cell)

s 9(2)(a)

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From: Afzal Ali
To: Tanya Pouwhare; s 9(2)(a)
Cc: Tony Jensen
Subject: VFS payments- Confirmation of bank details [UNCLASSIFIED]
Date: Friday, 6 October 2023 11:53:00 AM
Attachments: image001.jpg

Good Morning,

Below are the correct bank account details used by VFS in the different Countries. Please distribute the following details to your members to use the correct bank details.

Thank you.

Cheers

Afzal

From: Tony Jensen <Tony.Jensen@mbie.govt.nz>
Sent: Friday, 6 October 2023 11:09 AM
To: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: Confirmation of bank details [UNCLASSIFIED]

Hi Afzal

As discussed there have recently been issues with some employer's money not going through to the VFS for payments for visas due to account details not being correct. The bank had not advised the employer, so the employer thought the money had gone through okay. It was not until later that this was discovered which has led to extra stress being placed on visa services to issue visas in time for flights.

Below are the correct bank account details used by VFS in the different Countries.

Are you able to have these distributed so that employers can verify they are using the correct bank details for visa payments online.

VAC Location	Account Name	Currency	Account number	SWIFT	Bank Name
Solomon Islands	VFS Services New Zealand Limited	SBD	4820407	ANZBSBSB	ANZ
PNG	TT Services New Zealand Limited	PGK	6002084181	WPACPGPM	WESTPAC
Vanuatu	VFS Services Vanuatu Limited	VUV	1539086	ANZBVUVX	ANZ
Fiji Islands	VFS Services New Zealand Limited	FJD	9804948322	WPACFJFXXX	Westpac

Thanks

Tony Jensen

RSE RELATIONSHIP MANAGER

Pacific Migration, Immigration New Zealand

Ministry of Business, Innovation and Employment.

E: Tony.Jensen@mbie.govt.nz | **T:** +64 (0)6 975 5550 | **M:** s 9(2)(a)

19 Bower Street | PO Box 546 | Napier 4140 | New Zealand

From: [Tanya Pouwhare](#)
To: [Tanya Pouwhare](#)
Cc: [Afzal Ali](#)
Subject: RE: VFS payments- Confirmation of bank details [UNCLASSIFIED]
Date: Saturday, 7 October 2023 2:40:33 PM
Attachments: [image001.jpg](#)

Hi Team,

Additionally please find the email contacts below also. Note is an underscore between RSE and southpacific not a gap.

Please find contact details for VFS. Any email sent to this address (yes it's all the same) is picked up by the VAC manager, Country Manager, and the South Pacific team leads.

Location	To
Fiji	rse_southpacific@vfsglobal.com
PNG	rse_southpacific@vfsglobal.com
Solomon Islands	rse_southpacific@vfsglobal.com
Vanuatu	rse_southpacific@vfsglobal.com

T

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Saturday, October 7, 2023 1:23 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: FW: VFS payments- Confirmation of bank details

Hi NZEE Team,

Please see below.

VFS RSE Bank Transfers have been an ongoing issue, we are aware of such one with the Solomon Islands currently, the employers are working with Oiko to sort it out. If you have issues, please sing out. This is stressful for *not just* for visa processing, but also employers & workers who are waiting, blindly, for progress of visa applications.

We will continue to advocate for more transparency in these processes, and robust systems and escalation procedures for better running of this important part of your offshore recruitment.

Take care

T

From: Tony Jensen <Tony.Jensen@mbie.govt.nz>
Sent: Friday, 6 October 2023 11:09 AM
To: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: Confirmation of bank details [UNCLASSIFIED]

Hi Afzal

As discussed there have recently been issues with some employer's money not going through to the VFS for

payments for visas due to account details not being correct. The bank had not advised the employer, so the employer thought the money had gone through okay. It was not until later that this was discovered which has led to extra stress being placed on visa services to issue visas in time for flights.

Below are the correct bank account details used by VFS in the different Countries.

Are you able to have these distributed so that employers can verify they are using the correct bank details for visa payments online.

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Vanuatu	VFS Services Vanuatu Limited	VUV	1539086	ANZBVUVX	ANZ
Fiji Islands	VFS Services New Zealand Limited	FJD	9804948322	WPACFJFXXX	Westpac

Thanks

Tony Jensen

RSE RELATIONSHIP MANAGER

Pacific Migration, Immigration New Zealand

Ministry of Business, Innovation and Employment.

E: Tony.Jensen@mbie.govt.nz | T: +64 (0)6 975 5550 | M: s 9(2)(a)

19 Bower Street | PO Box 546 | Napier 4140 | New Zealand



From: [Tanya Pouwhare](#)
To: [Afzal Ali](#)
Cc: [Loua Ward](#)
Subject: RE: Visa Conditions
Date: Wednesday, 4 October 2023 2:48:12 PM
Attachments: [image001.png](#)
[image002.png](#)

s 9(2)(a)

Attached an old one 2019 & a new one I don't think I can send all of them...?

From: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Sent: Wednesday, October 4, 2023 2:10 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Cc: Loua Ward <Loua.Ward@mbie.govt.nz>
Subject: RE: Visa Conditions

Yes, that would be helpful.

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Wednesday, 4 October 2023 2:01 PM
To: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Cc: Loua Ward <Loua.Ward@mbie.govt.nz>
Subject: RE: Visa Conditions

There are 65 visas all with the same data – these are current ones, I looked back and it is the same on visas even as far back as 2019...

Do you want all the visas ...?

From: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Sent: Wednesday, October 4, 2023 1:58 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Cc: Loua Ward <Loua.Ward@mbie.govt.nz>
Subject: RE: Visa Conditions

Thanks for the heads-up, looks like data entry error. Are you able to share the client details?

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Wednesday, 4 October 2023 1:31 PM
To: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Cc: Loua Ward <Loua.Ward@mbie.govt.nz>
Subject: Visa Conditions

Hi Afzal,

Just having a look at a recent RSE Limited Visa – and the time allowed for them to enter the country is **28 days**. (visa starts 2 Oct, last date of travel is 30 Oct)



Which is not consistent with the Immigration instructions ...weirdly ??

WH1.15.20 Currency and conditions of an RSE limited visa

1. Visas will be granted to allow arrival in New Zealand no earlier than 14 days before, and no later than 14 days after, the expected commencement of work as stated in the employment agreement.

Ngā mihi,

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

In office hours 9am – 3pm Monday – Friday
NZEE supports me to work flexibly from home. You may receive an email from me outside of usual working hours.
Please respond at a time that is convenient to you.



**if you're wondering about the use of pronouns she/her on this signature you can find more information about how sharing pronouns can help to create a sense of belonging and respect [here](#)

16 August 2019



New Zealand limited visa approval

Application number **s 9(2)(a)** for a New Zealand visa has been approved. If this application has been made through an immigration adviser, lawyer or other representative who is exempt from licensing, this entire document must be provided to the applicant.

Limited Visa details

Applicant:

s 9(2)(a)

Date of Birth:

s 9(2)(a)

Principal applicant's details

Gender: **s 9(2)(a)**

Nationality: **s 9(2)(a)**

Passport number: **s 9(2)(a)**

Client number: **s 9(2)(a)**

The start date of your visa is: 14 October 2019

You must arrive in New Zealand before:

The number of times you may enter New Zealand using this visa is: Single

The last date you may travel to New Zealand is: 11 November 2019

Your visa expires and you must leave New Zealand on or before: 20 April 2020

The conditions of your visa: The holder may stay in NZ for the express purpose of Working for Recognised Seasonal Employer. Stay subject to grant of entry permission. You must leave before visa expiry or face deportation. Financial support evidence not required. Return/onward ticket not required. The holder may work for **s 9(2)(a)**

The holder may not study in NZ.

PRINT THIS DOCUMENT AND CARRY IT WITH YOUR PASSPORT WHEN TRAVELLING

The details above reflect the electronic record of your visa held by Immigration New Zealand (INZ). You do not require a visa label in your passport. Do not attempt to alter this letter. It is an offence under the Immigration Act 2009 to use a document that you know has been altered.

Please check that the above visa details match your passport before you travel and contact INZ immediately if there are any errors.

You may be asked to show this letter when you check in for your flight to New Zealand and/or when you arrive at the New Zealand border. If you cannot show this letter when asked, the airline may not let you board your flight or you may be delayed when entering New Zealand.

You can only hold one visa at a time. Any previous visa you held is now void and has been replaced by the visa referred to in this letter.

Limited visa conditions

The following conditions apply to limited visas:

- you must leave New Zealand no later than the date on which the visa expires or you will become liable for deportation
- you may not apply for a visa of a different class or type, whether before or after your visa expires, while you are in New Zealand
- you may not request a special direction or a visa under section 61 of the Immigration Act 2009, whether before or after your visa expires, while you are in New Zealand
- you may not appeal, whether before or after your visa expires, to a court or the Immigration and Protection Tribunal (other than an appeal under sections 194 or 195 of the Immigration Act 2009).

How can you prove your visa details without a visa label in your passport?

Your employer can verify the details of your visa online using VisaView. With your consent, other people or organisations such as health care providers or travel agents can verify the details of your visa using the Visa Verification Service. See: immigration.govt.nz/visaview

Do you have a new passport?

If you get a new passport while this visa is still valid, you must request INZ to update your visa details so that they match your new passport. INZ's website has information on how to do this: immigration.govt.nz/transfervisa

You must not remain in New Zealand after your visa expires

You must hold a valid visa at all times while you are in New Zealand. If you do not hold a valid visa you will be in New Zealand unlawfully and you will be liable for deportation. If you do not leave voluntarily before you are served with a deportation order you will face a prohibition period preventing your return to New Zealand in the future.

Do you need more information about eVisas?

For information about eVisas go to immigration.govt.nz/evisas

See immigration.govt.nz/search for answers to frequently asked questions or to send an enquiry to INZ, or call our Immigration Contact Centre on +64 9 914 4100 from outside New Zealand, 09 914 4100 from Auckland, or 0508 55 88 55 from the rest of New Zealand.

Message for carriers and border staff

This letter confirms that an electronic visa has been granted for travel to New Zealand. We request your assistance in facilitating the visa holder's travel to New Zealand, in accordance with the conditions set out in the Visa Details box at the top of this letter.

Carriers can verify this visa through the New Zealand Advance Passenger Processing (APP) system or the TIETAC NZ system.

01 August 2023



New Zealand limited visa approval

Application number **s 9(2)(a)** for a New Zealand visa has been approved. If this application has been made through an immigration adviser, lawyer or other representative who is exempt from licensing, this entire document must be provided to the applicant.

Limited Visa details

Applicant:

s 9(2)(a)

Date of Birth:

s 9(2)(a)

Principal applicant's details

Gender: **s 9(2)(a)**

Passport number: **s 9(2)(a)**

Nationality: **s 9(2)(a)**

Client number: **s 9(2)(a)**

The start date of your visa is: 02 October 2023

You must arrive in New Zealand before: N/A

The number of times you may enter New Zealand using this visa is: Single

The last date you may travel to New Zealand is: 30 October 2023

Your visa expires and you must leave New Zealand on or before: 16 April 2024

The conditions of your visa: The holder may stay in NZ for the express purpose of Working for Recognised Seasonal Employer. Stay subject to grant of entry permission. You must leave before visa expiry or face deportation. Return/onward ticket not required. The holder may work for **s 9(2)(a)** **s 9(2)(a)**. The holder may not study in NZ.

Please note that your visa is subject to the condition that you comply with:

- any order made under section 11 of the COVID-19 Public Health Response Act 2020; and
- any order made under section 70 of the Health Act 1956 and listed in schedule 2 of the COVID-19 Public Health Response Act 2020; and
- any instruction from a Medical Officer of Health which relates to a notifiable or quarantinable disease.

If you do not comply with these conditions you may become liable for deportation.

PRINT THIS DOCUMENT AND CARRY IT WITH YOUR PASSPORT WHEN TRAVELLING

Your visa

The details above reflect the electronic record of your visa held by Immigration New Zealand (INZ). You do not require a visa label in your passport. Do not attempt to alter this letter. It is an offence under the Immigration Act 2009 to use a document that you know has been altered.

Please check that the above visa details match your passport before you travel and contact INZ immediately if there are any errors.

You may be asked to show this letter when you check in for your flight to New Zealand and/or when you arrive at the New Zealand border. If you cannot show this letter when asked, the airline may not let you board your flight or you may be delayed when entering New Zealand.

You can only hold one visa at a time. Any previous visa you held is now void and has been replaced by the visa referred to in this letter.

Limited visa conditions

The following conditions apply to limited visas:

- you must leave New Zealand no later than the date on which the visa expires or you will become liable for deportation
- you may not apply for a visa of a different class or type, whether before or after your visa expires, while you are in New Zealand
- you may not request a special direction or a visa under section 61 of the Immigration Act 2009, whether before or after your visa expires, while you are in New Zealand
- you may not appeal, whether before or after your visa expires, to a court or the Immigration and Protection Tribunal (other than an appeal under sections 194 or 195 of the Immigration Act 2009).

New Zealand's COVID-19 requirements

If you plan to travel to or from New Zealand, please check the current COVID-19 requirements. These requirements can change so we recommend referring to these often when planning travel:

[Covid-19 Travel | COVID19.govt.nz](https://www.covid19.govt.nz)

How can you prove your visa details without a visa label in your passport?

Your employer can verify the details of your visa online using VisaView. With your consent, other people or organisations such as health care providers or travel agents can verify the details of your visa using the Visa Verification Service. See: immigration.govt.nz/visaview

Do you have a new passport?

If you get a new passport while this visa is still valid, you must request INZ to update your visa details so that they match your new passport. INZ's website has information on how to do this: immigration.govt.nz/transfervisa

You must not remain in New Zealand after your visa expires

You must hold a valid visa at all times while you are in New Zealand. If you do not hold a valid visa you will be in New Zealand unlawfully and you will be liable for deportation. If you do not leave voluntarily before you are served with a deportation order you will face a prohibition period preventing your return to New Zealand in the future.

Do you need more information about eVisas?

For information about eVisas go to immigration.govt.nz/evisas

See immigration.govt.nz/search for answers to frequently asked questions or to send an enquiry to INZ, or call our Immigration Contact Centre on +64 9 914 4100 from outside New Zealand, 09 914 4100 from Auckland, or 0508 55 88 55 from the rest of New Zealand.

Message for carriers and border staff

This letter confirms that an electronic visa has been granted for travel to New Zealand. We request your assistance in facilitating the visa holder's travel to New Zealand, in accordance with the conditions set out in the Visa Details box at the top of this letter.

Carriers can verify this visa through the New Zealand Advance Passenger Processing (APP) system or the TIETAC NZ system.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

From: [Afzal Ali](#)
To: [Tanya Pouwhare](#)
Cc: [Loua Ward](#)
Subject: RE: Visa Conditions
Date: Thursday, 5 October 2023 2:32:00 pm
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Tanya,

I have run this past our RSE Unit and am advised the visas have been correctly issued in line with instructions.

As per WH1.15.20(a) the visa will be granted to allow arrival in New Zealand no earlier than 14 days before, and no later than 14 days after, the expected commencement of work as stated in the employment agreement. The employment agreement start date is 16/10 which is also noted in the conditions of the limited visa below.

The start date of your visa is: 02 October 2023
You must arrive in New Zealand before: N/A
The number of times you may enter New Zealand using this visa is: Single
The last date you may travel to New Zealand is: 30 October 2023
Your visa expires and you must leave New Zealand on or before: 16 April 2024

The conditions of your visa: The holder may stay in NZ for the express purpose of Working for Recognised Seasonal Employer. Stay subject to grant of entry permission. You must leave before visa expiry or face deportation. Return/onward ticket not required. The holder may work for **s 9(2)(a)**
The holder may not study in NZ.

Hope this clarifies!

Thanks,

Afzal

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Wednesday, 4 October 2023 1:31 PM
To: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Cc: Loua Ward <Loua.Ward@mbie.govt.nz>
Subject: Visa Conditions

Hi Afzal,

Just having a look at a recent RSE Limited Visa – and the time allowed for them to enter the country is **28 days**. (visa starts 2 Oct, last date of travel is 30 Oct)

The start date of your visa is: 02 October 2023
You must arrive in New Zealand before: N/A
The number of times you may enter New Zealand using this visa is: Single
The last date you may travel to New Zealand is: 30 October 2023
Your visa expires and you must leave New Zealand on or before: 16 April 2024

Which is not consistent with the Immigration instructions ...weirdly ??

WH1.15.20 Currency and conditions of an RSE limited visa

1. Visas will be granted to allow arrival in New Zealand no earlier than 14 days before, and no later than 14 days after, the expected commencement of work as stated in the employment agreement.

Ngā mihi,

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

In office hours 9am – 3pm Monday – Friday
NZEE supports me to work flexibly from home. You may receive an email from me outside of usual working hours.
Please respond at a time that is convenient to you.



**if you're wondering about the use of pronouns she/her on this signature you can find more information about how sharing pronouns can help to create a sense of belonging and respect [here](#)

Out of Scope

From: Afzal Ali
Sent: Wednesday, 4 October 2023 1:52 PM
To: Tanya Pouwhare; s 9(2)(a)
Subject: ATR Processing timeframes

Afternoon All,

Please see below the current ATR processing timeframes.

Current wait times for ATRs to be allocated are 1 month (4 weeks) and for RSE Status 3 months (12 weeks).

Cheers

Afzal Ali
Programme Manager
Toso Vaka o Manu
Pacific Migration, Immigration New Zealand
PO Box 76895, Manukau City, Auckland 2241
Email - afzal.ali@mbie.govt.nz | Telephone: s 9(2)(a)
NZBN 9429000106078

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OFFICIAL INFORMATION ACT

From: [Tanya Pouwhare](#)
To: [Loua Ward](#); [Afzal Ali](#); [Kerri Ahomi](#); [Margaret Meafua](#)
Subject: FW: NZEE Update 4/10/23
Date: Wednesday, 4 October 2023 3:59:13 PM
Attachments: [image001.png](#)
[RSE-POLICY-2023,-Fuafuaga-o-faatinoga-mo-le-faigafaavae-mo-galuega-faavaitaimi-i-ausestalia-ma-niu-sila-5-41-1.pdf](#)
[Samoan Govt Media 1 Oct 23.pdf](#)
[ATR Processing Timeframe - Escalation .msg](#)

HI Team - below our member update FYI – thanks Kerri for your brain cells to sort the ADP wording

T

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Wednesday, October 4, 2023 3:45 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Subject: NZEE Update 4/10/23

Good Afternoon NZEE team,

-

Quick update on working out what to pay for the upcoming stat holiday/s, and a few RSE topics.

Workforce Planning Framework and Resources

- This framework is to assist NZEE Members to effectively plan and communicate their workforce requirements
- Final consultation with the workforce planning tool is almost complete, we aim to get this out to you mid-October
- We have been working closely with MSD leadership team nationwide, the regional managers and work brokers are looking forward to working with you on it in the coming seasons.

NZEE Member Dashboard

- Creation of our members-only dashboard in the NZEE Website is nearly complete
- We will get out the system generated passwords this month
- You will then have access to all recent updates, resources, and guides in one place

Working out Stat Holiday/Sick Leave Pay

Calculating Relevant Daily Pay (RDP) is determined by multiplying the hours an employee would have worked on a given day by their contracted hourly rate. RDP becomes challenging when work hours are irregular, and/or payment is based on a piece rate.

Average Daily Pay (ADP) can be used when RDP is difficult to calculate or when an employee's daily earnings vary within the pay period. This involves working out the daily average of an employee's gross earnings over the past 52 weeks. You add up the total gross earnings for the

period worked and divide it by the total number of days worked, or on paid leave during that time.

An example of ADP is:

- total gross earnings over last 52 weeks = \$21,984
- whole or part days worked (includes paid holidays or leave) = 120 days
- average daily pay = \$21,984 divided by 120 days = \$183.20

After wages earned and stat holiday (or sick leave) has been paid, all RSE must be paid at least the **RSE Minimum Weekly Wage** of \$749.10 per week (\$24.97 x 30hrs).

More detail found here : [Relevant and average daily pay » Employment New Zealand](#)

INZ/RSE Update

Reminder

- **ATR & IEA requirements related to +10% and Sick Pay Entitlements**
 - For those with workers already here in NZ, provided you are paying the correct rate in accordance with Immigration instruction which is **from 01 October RSE will be paid no less than \$24.97 per hour** as your minimum, you are not in breach of immigration instruction.
 - As you are redoing your employment agreements, update them
 - Send a short note to your workers that **from 01 October RSE will be paid no less than \$24.97 per hour**
- **RSE Minimum Weekly Wage** (we have referred to this in the past as 30hr/wk minimum)
 - The intention of the 30hr/wk immigration ruling was to create **a minimum weekly remuneration for RSE**
 - The worker must be paid in line with the 'per hour' rate specified in each employment agreement for a minimum of 30 hours per week.
 - For example, if the IEA states minimum hourly rate is **\$22.70/hr (minimum weekly \$681)** - the worker makes \$700.00 that week and worked 20hrs – you are not required to "top up"
 - Another example, if the IEA states minimum hourly rate is **\$25/hr (minimum weekly \$750)** – the worker makes \$700.00 that week and worked 31hrs – you ARE required to "top up" the wage to their minimum weekly wage of \$750. You would need to top up the remaining \$50.
 - The intention is not to enforce specific hours but to ensure minimum weekly remuneration protection for the 'per hour' rate in their IEA.

Date	Calculation method	Minimum remuneration RSE worker weekly wage
Pre-1 October 2023	RSE wage rate (\$22.70) x 30 hours	\$681.00
From 1 October 2023	RSE wage rate (\$24.97) x 30 hours	\$749.10

Current ATR Processing Timeframes

- ATR's are currently taking 4 weeks to be processed
- RSE Status is currently taking 12 weeks to process
- See attached email on the Escalation Process for ATRs taking longer than expected

Samoa

Samoa Govt have announced its policy on Labour Mobility but have yet to advise New Zealand officially. INZ & MFAT are pushing for the official notice, so they can then officially notify all RSE employers. Until then, we have what the Samoan Govt have released here and attached, and summarised below: [Samoa's Policy for Temporary Labour Migration under the Labour Mobility Schemes of Australia and New Zealand – Government of Samoa \(samoagovt.ws\)](#) and [PRESS RELEASE: Changes to Existing RSE Policies and Strategies – Government of Samoa \(samoagovt.ws\)](#)

- Increase safe and secure employment opportunities for Samoans that are most vulnerable,
- Prioritize the mobilisation of persons that are unemployed, and have been unemployed for a significant period of time (i.e., more than 6 months without employment),
- Ensure that the labour mobility opportunities are equally distributed amongst the whole of Samoa (i.e., equal opportunities available by Constituency and Village) through the newly established Constituency Committees,
- Involve the Constituency Committees in the vetting of candidate's process for the labour mobility schemes,
- Ensure workers are appropriately compensated for their services rendered,
- Enhance safety measures for workers while they are deployed overseas,
- Consolidate and centralize all labour mobility operations through the Government of Samoa, ensuring registration and oversight of all private recruiters, employer companies and/or contractors and workers:
- Regulating the operations of private recruiters to ensure equitable and transparent recruitment process and avoiding unethical practices where workers are subject to excessive up-front costs or recruitment fees and recruiting from other districts.
- To strengthen oversight of the schemes, all approved employers wishing to recruit from Samoa must first inform the Government (MCIL-LEEP) of its intentions.
- To assess the level of obligation on approved employers related to costs of recruitment and mobilization including travel, wage deductions, and pastoral care/housing/utilities.
- Strengthening information sharing mechanisms amongst the Governments of Samoa, Australia, and New Zealand, The Employers, And All Other Labor Mobility Stakeholders Involved.
- To commit all individual employers and contractors to properly engage in negotiating fair contractual arrangements to include benefits and all other conditions of employment prior to departure.

Expect INZ to send out comms on this in the next week or so once they have had the official notice from Samoa.

RSE Allocation of the 500 Cap increase

The cap on the number of workers who may be employed under the Recognised Seasonal

Employer (RSE) scheme was increased to 19,500 for the 2023/2024 season – 500 more than the previous year.

When the cap was increased to 19,000 several employers were missed off the list to receive an allocation. Once INZ were made aware of this, the employers received a Temporary Allocation, for 23/24 only. To fix that oversight, when the Minister recently approved a cap increase of 500, this was used to move the Temporary Allocations, to Permanent. Which means there was/is no opportunity for an increase in your RSE numbers until a more substantial increase is granted.... Or if National get in and double the cap!

The 500-cap increase has been utilised in the following way:

- 372 temporaries were made permanent & INZ will send out letters to those impacted employers this week
- 128 have been retained for new RSE employers who are granted up to 10 allocation

PNG

- MBIE & RSE Employer Trip leaving 8 October 2023
- 12 employers going
- PNG meeting in-country costs, employers need to meet all other travel and accommodation costs

Vanuatu

- Air Vanuatu continue to have issues with their plane, this is currently disrupting worker travel back to the islands, and as we come into the peak RSE seasons of harvest, may start to impact more workers getting into NZ. INZ are aware of these challenges and are currently exploring options if flight cancellations start to impact the conditions of entry for Limited Visa. If you are experiencing issues with flight cancellations, please let us know.
- Passports continue to be an ongoing headache, Vanuatu have an issuing limit of just 20 a day. Understandably, INZ is hesitant to endorse the use of Certificates of Identity (COI) primarily due to the past instances of forgery. INZ is currently considering the possibility of an official Vanuatu endorsement stamp as a passport extension, which would permit the issuance of a visa for returning RSE workers whose passports expire while they are in New Zealand. We will keep you updated as this progresses, we have communicated the urgency, to INZ.

RSE INZ Website

INZ have been creating a one-stop-shop for all RSE related comms, forms, and guides. The RSE Team will have the ability to update it regularly, and not wait for MBIE IT to update it (which is a pain for employers when things are inaccurate or out of date). It will hold all the dedicated resources and forms and be the source of truth for all things RSE related. Coming soon.

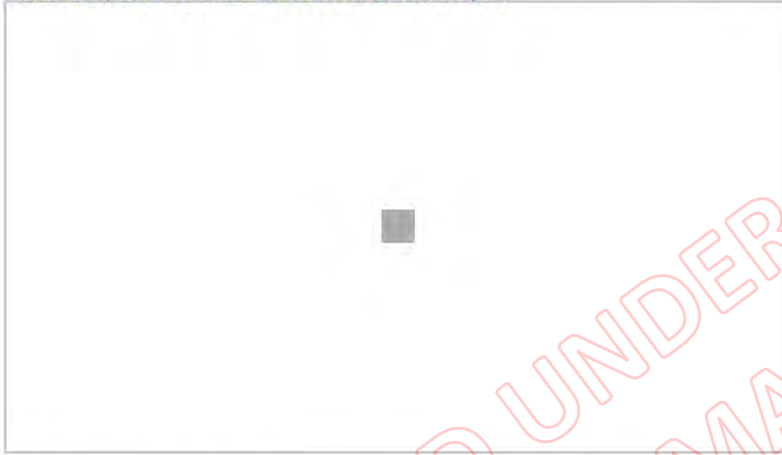
As always, any issues, yell out. Take care & keep safe....and for those of you with kiddos – hope you are surviving the school holidays and staying sane, enjoy the remainder of week two

Ngā mihi,

T

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

In office hours 9am – 3pm Monday – Friday
NZEE supports me to work flexibly from home. You may receive an email from me outside of usual working hours.
Please respond at a time that is convenient to you.



**if you're wondering about the use of pronouns she/her on this signature you can find more information about how sharing pronouns can help to create a sense of belonging and respect [here](#)

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s 18(d) - 37 pages

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From: [Tanya Pouwhare](#)
To: [Tanya Pouwhare](#)
Subject: ATR Processing Timeframe - Escalation
Date: Friday, 25 August 2023 11:59:31 AM
Attachments: [image001.png](#)

HI NZEE Team,

****Save this email for future reference****

After following up on a number of ATR's where employers **were not getting a timely response** please see the below note:

An escalation mailbox is centrally monitored by a dedicated senior immigration staff who will assess requests and forward to the appropriate team/person for response. A request for escalation will be considered against the following criteria:

- compelling personal circumstances
- humanitarian factors, and
- matters of national interest

Specifically, **for RSE ATR related matters if employers are not getting timely responses** requests should be sent to this mailbox.

For any priority escalations, requests can be sent to the following escalation mailbox:

EmploymentVisaEscalations@mbie.govt.nz

This mailbox is monitored and actioned by a team of dedicated senior immigration staff who will assess these requests for escalation.

And the below is the last correspondence we have received around ATR timeframes:

ATR Submission Schedule

Please allow at least two months between submitting your Agreement to Recruit (ATR) application and when you expect the workers to arrive in New Zealand. Please also allow at least 5 working days for RSE limited work visas to be processed. This will give us enough time to process both the ATR and workers' visa applications.

Here are the ATR submission dates:

Worker Arrival	ATR Submission
Quarter 1 (July – September)	February

Quarter 2 (October – December)	May
Quarter 3 (January – March)	September
Quarter 4 (April – June)	November

Ngā mihi,

T

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

In office hours 9am – 3pm Monday – Friday
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From: [Tanya Pouwhare](#)
To: s 9(2)(a) ; [Oikoumene Maualaivao-Chan Tung](#)
Subject: RE: PIC Delegates contact info.xlsx
Date: Tuesday, 10 October 2023 11:44:26 AM
Attachments: [RSE Country MBIE Contact Details.xlsx](#)

Hi team,

I reached out to the Pacific Collective to get their updated dets – please find it attached – Oiko I will put this up on our website too, in the members dashboard. Any issues with any of them on here?

Thanks

T

From: s 9(2)(a)
Sent: Wednesday, September 6, 2023 11:46 AM
To: Tanya Pouwhare <tanya@nzee.nz>; Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>
Subject: PIC Delegates contact info.xlsx

Hi T and/or Oiko

Do you have an updated version of the attached document?

It is outdated now.

Is there also a good resource just like this, but for the LMU's?

If not would Pacer Plus have it?

Thanks

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OFFICIAL INFORMATION ACT

s 9(2)(b)(ii)

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OFFICIAL INFORMATION ACT

From: Afzal Ali
To: Tanya Pouwhare; s 9(2)(a)
Cc: Oikoumene Maualaivao-Chan Tung
Subject: FW: Line of Communication - Vanuatu RSE
Date: Monday, 16 October 2023 3:34:58 PM

Afternoon all,

FYI – keeping you in the loop regarding the line of communication for Vanuatu RSE matters (see highlighted section below). As a start your ‘go to person’ for Vanuatu RSE workers is s 9(2)(a) for all operational, worker welfare and work-related issues.

Appreciate if you could please share this with your members.

Cheers

Afzal Ali
Programme Manager
Toso Vaka o Manu
Pacific Migration, Immigration New Zealand
PO Box 76895, Manukau City, Auckland 2241
Email - afzal.ali@mbie.govt.nz | Telephone: s 9(2)(a)
NZBN 9429000106078

From: s 9(2)(a)
Sent: Monday, 9 October 2023 4:26 PM
To: Oikoumene Maualaivao-Chan Tung <oiko.mchantung@mbie.govt.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>; Lafaele Lupo <Lafaele.Lupo@mbie.govt.nz>
Subject: Line of Communication

Talofa Oiko,

I was hoping you would be able to help with something.

I am noticing a large number of RSE who email the Commissioner directly requesting the Commissioner to assist on passport matters and such. s 9(2)(g)(i)

Is it possible to send a communique from MBIE to Vanuatu RSE community directing them to:

- Email me for all operational, welfare and work-related issues.
- If they are direct recruiters, they can email s 9(2)(a)
- They can also cc s 9(2)(a) for senior leadership within the recruitment space

Commissioner can be emailed directly if it is a social email or escalating a serious matter

- High Commissioner is to be emailed for high level policy and diplomatic dialogue
- For consular services (only for RSE workers) they can email me and I can direct them to s 9(2)(a)

s 9(2)(g)(i)

Thank you for your understanding.

Ngā mihi

s 9(2)(a)

Recognised Seasonal Employer (RSE) Programme

s 9(2)(a)

Vanuatu Government - Ministry of Internal Affairs

Department of Labour, Employment Service Unit (ESU)

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From: [Lina Pita](#)
To: tanya@nzee.nz
Cc: [Afzal Ali](#)
Subject: FW: For Translation
Date: Monday, 16 October 2023 2:58:24 PM
Attachments: [image004.png](#)
[Fire & Emergency - English.pdf](#)
[Kawenata RSE no employer.docx](#)
[RE 7292 7377 Quote for translating document UNCLASSIFIED.msg](#)

Hi Tanya,

Hope Monday is treating you well.

Caught up with Afzal with regards to the documentation which requires translation, I endeavour to give you an update by end of the week.

Thank you for your patience.

Kind Regards

Lina Pita
Senior Advisor INZ
Toso Vaka o Manū Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080
Mobile: s 9(2)(a)
www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Thursday, 17 August 2023 12:59 PM
To: Loua Ward <Loua.Ward@mbie.govt.nz>; Afzal Ali <Afzal.Ali@mbie.govt.nz>
Cc: New Zealand Ethical Employers Inc <chair@nzee.nz>
Subject: For Translation

Hi Loua & Afzal,

Attached

1. Kawaenta (updated)
2. Tenancy Agreement Template (3pg)
3. Fire & Emergency Poster – Canterbury example
4. Fire & Emergency Translation template – Bislama example already done.

KAWENATA

A "Kawenata" is a type of binding agreement that demonstrates a sense of permanence and moral commitment between parties. This "Kawenata" reflects the importance of the relationship

between an RSE employer and a RSE worker who is working away from home. We have worked on this document with His Excellency Jimmy Nipo to make sure the tone and wording correctly reflects the commitment the employer is making to safeguard their workers while in their employ. This is a way to “welcome them into their home”, set the expectations and commitments of the employer to respect the worker, and set clear expectations for the worker also. It is written with a lens of internationally recognised human rights and labour rights.

Translations to be done – Kawenata

1. Fijian- Fiji
2. Gilbertese – Kiribati
3. Naruruan – Nauru
4. Tok Pisin - Papua New Guinea
5. Samoan – Samoa
6. Pjin - Solomon Island
7. Tongan – Tonga
8. Tuvaluan – Tuvalu
9. Bislama – Vanuatu

Non-Pacific Translation (need alternative service, not TVOM)

10. Thai – Thailand
11. Hindi - India
12. Javanese – Indonesia
13. Maly – Malaysia
14. Filipino – Philippines

TENANCY AGREEMENT

NZEE have worked with Tenancy Services & the LI, to make sure all the main points required to be included in the Tenancy Agreement under the RTA and Healthy Homes Regulations have been included. Some requests for changes have not been made including:

- Tenancy Services Request for change : Take out that the rent covers power, water, gas etc – you can only do so if there are meters installed in individual rooms.
 - LI Response : RSE accommodation requires costs inclusive
- Tenancy Services Request for change : restricting alcohol in the accommodation may not be possible to do if not a boarding house
 - NZEE Response : Alcohol restriction in RSE Accommodation provides for the safety and wellbeing of other tenants sharing the accommodation, as requested by workers
- Tenancy Services Request for change : Exemption can be made if main heater was installed before 1st July 2019
 - NZEE Response: We did not add a list of all exemptions - the agreement details the required compliance for each section in Healthy Homes. If the main heater was installed prior 01 July 2019, that would be detailed.
- Tenancy Services Request for change : All the healthy homes standards have certain exemptions but there is no information about those exemptions on this sheet.
 - We did not add a list of all exemptions - the agreement details the required compliance for each section in Healthy Homes. If there is an exemption it will be

included in the agreement

Brief Background

1. The recent amendments made to the Residential Tenancies Act 1986 (RTA) have impacted various aspects of tenancy law. These changes apply to all employers, not just those in the RSE Scheme. It's essential to understand how these changes will affect your business.
2. There are different types of tenancy agreements, each with its own set of rules. We have provided specific details that relate to providing accommodation for RSE workers to NZEE Members. More details found here : [Types of tenancies » Tenancy Services](#)
3. From 1st July 2025, it will be mandatory for all landlords to comply with the Healthy Homes Standards (HHS). This is one of the anticipated changes to be implemented in the RSE Review. Therefore, it is highly recommended that start to incorporate a Tenancy Agreement into your RSE's IEA. More details here : [Residential Tenancies \(Healthy Homes Standards\) Regulations 2019 \(LI 2019/88\) \(as at 26 November 2022\) – New Zealand Legislation](#)
4. Tenancy Agreement Template attached condenses four x 15+ page documents into three pages of common language (where applicable).
 - a. Tenancy Agreement (pg1)
 - b. Insulation statement (pg2)
 - c. Healthy Homes Standards Compliance Statement (pg2)
 - d. Insurance statement (pg3)

There is space for an employer to personalise this agreement for their individual needs. The employer will need to have carried out **a full Healthy Homes Statement for each property**, information found in that statement is required to complete the Tenancy Agreement Template. It is strongly advised the full statement is kept on file for any RTA audit or if a worker wants to see the full statement.

Translations to be done – Tenancy Agreement

1. Fijian- Fiji
2. Gilbertese – Kiribati
3. Naruruan – Nauru
4. Tok Pisin - Papua New Guinea
5. Samoan – Samoa
6. Pjin - Solomon Island
7. Tongan – Tonga
8. Tuvaluan – Tuvalu
9. Bislama – Vanuatu

Non-Pacific Translation (need alternative service, not TVOM)

10. Thai – Thailand
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13. Maly – Malaysia
14. Filipino – Philippines

FIRE AND EMERGENCY POSTER

NZEE have been working with Donna Lindsay from Fire & Emergency (Snr Advisor Community Readiness & Recovery, Mid-South Canterbury District) who created a Fire & Emergency poster for migrants in the South-Canterbury area. We have been working with Donna for over a year to get permission (received) to adapt it for RSE Accommodations. The intention is that this poster would go up in every RSE accommodation, translated into the languages that reside in that accommodation.

1. Page one is the main Fire, Ambulance, Police details
2. Page two has regional specific services that an RSE worker could go to for help or advice if needed, and includes space for the workers employer, supervisor, team leaders contact details to be added.

Translations to be done – Fire & Emergency Poster

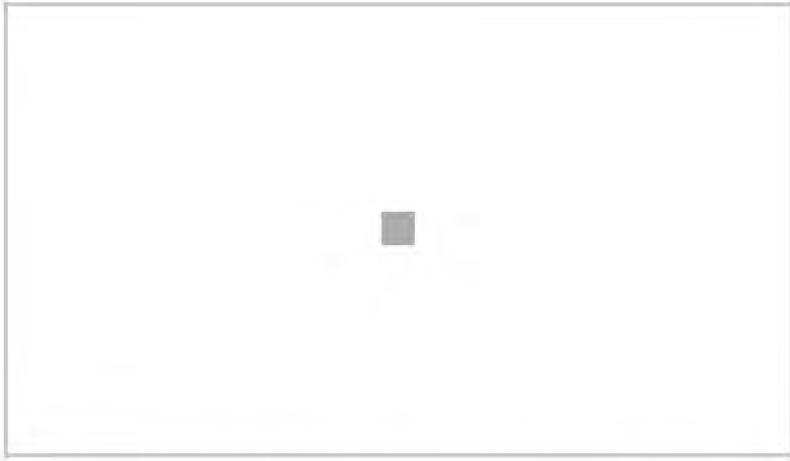
1. Fijian- Fiji
 2. Gilbertese – Kiribati
 3. Naruruan – Nauru
 4. Tok Pisin - Papua New Guinea
 5. Samoan – Samoa
 6. Pjin - Solomon Island
 7. Tongan – Tonga
 8. Tuvaluan – Tuvalu
- Translations already done
9. Bislama – Vanuatu
 10. Thai – Thailand
- Non-Pacific Translation (need alternative service, not TVOM)
11. Hindi - India
 12. Javanese – Indonesia
 13. Maly – Malaysia
 14. Filipino – Philippines

Ngā mihi,

T

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
xxxxx@xxxx.xx
0212491919

In office hours 9am – 3pm Monday – Friday
NZEE supports me to work flexibly from home. You may receive an email from me outside of usual working hours.
Please respond at a time that is convenient to you.



**if you're wondering about the use of pronouns she/her on this signature you can find more information about how sharing pronouns can help to create a sense of belonging and respect [here](#)

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

EMERGENCY INFORMATION

In An Emergency You Need To **CALL FREE 111**
An Operator Will Ask Whether You Need **FIRE, AMBULANCE OR POLICE.**



CALL 111

If you see smoke or fire and believe there is a risk to people or property ask for **'Fire'** immediately.

CALL 111

If there is a medical or health emergency ask for **'Ambulance'** immediately.



CALL 111

If you are afraid for your safety or others, ask for **'Police'** immediately.



CALL 105 - NON EMERGENCY

About theft, damage or threatening behaviour

**IN AN EARTHQUAKE,
DROP, COVER, HOLD.**



My Home address:.....

My Language Spoken:.....

Emergency Contact name:.....

Phone Number:

FOR SUPPORT SERVICES PLEASE TURN OVER

If you need to talk or get information, free call or text any time for support from a trained counsellor **1737**

For a mental health or suicide crisis, call the Mental Health Crisis team **0800 277 997**

For a mental health or suicide emergency, CALL **111**

1737 - Peer Support
Phone or TXT: 1737
www.1737.org.nz

Healthline
Phone: 0800 611 116
www.healthline.govt.nz

Rural Support
Phone: 0800 787 254
www.rural-support.org.nz

Presbyterian Support USI
Phone: 03 261 6907
or 0800 477 874
215 Tancred Street,
Ashburton
www.psuppersouth.org.nz

Women's refuge:
Phone: 03 684 8280
or 0800 007 750
12 Sarah St, Timaru
E: office@scwr.co.nz
womensrefuge.org.nz

Safer Mid Canterbury/ Refugee Settlement Services
Phone: 03 308 1395
44 Cass Street, Ashburton
E: info@saferashburton.org.nz

Citizens Advice Bureau:
Phone: 03 928 8761 for local,
or call free 0800 367 222
44 Cass Street, Ashburton
E: midcanterbury@cab.org.nz

Hakatere Multicultural Council:
Phone: 0272208791 or 03 308 1395 ext.239
44 Cass Street, Ashburton
Email: newcomers@safer.org.nz

Hey Bro
Ph: 0800 439 276
www.hewakatapu.org.nz

Neighbourhood Support:
Phone: 0800 4NEIGHBOURS
(0800 463 444)
www.neighbourhoodsupport.co.nz

The Salvation Army:
Phone: 03 308 7610
226 Cameron Street, Ashburton
ashburton.corps@salvationarmy.org.nz
www.salvationarmy.org.nz

Fale Pasifika
Phone: 021 146 5139
44 Cass Street, Ashburton
office@falepasifikaoaoraki.org.nz
www.falepasifikaoaoraki.org.nz

Doctors name: Phone:
School: Phone:
Neighbours name: Phone:

Kawenata for RSE Workers

A "Kawenata" is a type of binding agreement that demonstrates a sense of permanence and moral commitment between parties. This "Kawenata" reflects the importance of the relationship between an RSE employer and a RSE worker.

EMPLOYER acknowledges and greatly appreciates RSE workers commitment to EMPLOYER

In return EMPLOYER therefore makes the following commitments:

EMPLOYER Commitment to the RSE Workers that EMPLOYER Employs

Workplace – EMPLOYER:

- values culture as important and endeavours to learn and appreciate culture in all situations;
- is committed to a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions;
- does not tolerate disrespectful or inappropriate behaviour, harassment or retaliation;
- managers will conduct themselves with the utmost fairness, honesty, and responsibility;
- will treat workers with respect and dignity;
- will not subject workers to any physical, sexual, psychological, or verbal harassment or abuse, or to fines or penalties as a disciplinary measure;
- will not discriminate in recruitment and employment practices;
- will consider how an employee's cultural practices (such as Tikanga Māori) can be sensitively and reasonably addressed during a disciplinary process (this may require a conversation with the Country Liaison Officer about how this could practicably be done);
- respects workers right to join, form or not to join a trade union without fear of reprisal, intimidation, or harassment;
- is committed to setting up a constructive dialogue with workers freely chosen representatives where those workers are represented by a legally recognised union;
- discourage personal relationships between EMPLOYER personnel or management and RSE workers
- is committed to follow applicable workplace safety, labour and employment laws; and
- will, in particular, comply with New Zealand Health and Safety laws providing a safe and clean working environment.

Employment – EMPLOYER:

- will provide a written employment agreement in the worker's language;
- will meet all legal requirements for wages and benefits;
- will provide each worker with a statement of wages worked, hours worked, and any deductions made for each pay period;
- will pay wages equal to or exceed the minimum wage required by law or the prevailing industry wage, whichever is higher;
- will compensate workers for hours at the rate legally specified in the employment contract;
- will pay wages by electronic funds transfer to a bank account standing in the name of the employee;
- will not make any unauthorised deductions all deductions must be agreed and signed by the worker.
- will not take any "cash back" from the worker;
- will not ask workers, except in extraordinary circumstances, to work more than sixty (60) hours per week including overtime;
- will comply with all applicable local laws on data protection and data security standards for the processing and storing of personal data;
- will permit the Country Liaison Officer to be present during disciplinary meetings should the RSE worker request representation;
- will not keep any identity documents and/or passports; and
- will pay all recruitment costs of such workers including visa, transport, and other related costs as stipulated by Immigration New Zealand.

Accommodation and Pastoral Care – EMPLOYER:

- will fully follow New Zealand Recognized Seasonal Employer worker accommodation standards at a minimum and ensure such standards are always maintained and comply with New Zealand Health and Safety laws;
- will not restrict the freedom of movement of workers within the constraints of the worker's visa issued by Immigration New Zealand;
- without penalty investigate and take appropriate remedial action for any concerns workers raise about their employment, accommodation or pastoral care; and
- will inform the Country Liaison Officer of any complaints raised by RSE worker(s).

In making these commitment **EMPLOYER** recognises the circumstances of the RSE Workers:

EMPLOYER's Understanding of the RSE Workers' Circumstances

- We have asked you to leave your home and family and come and work in a foreign country.
- The NZ Government stipulates you have to work for **EMPLOYER**, live where the NZ Government (Labour Inspectorate) approves and cannot move regions without a visa change issued by the NZ Government.

EMPLOYER will therefore do all it can to make your stay in New Zealand profitable and as pleasant as is possible.

In return **EMPLOYER** asks its RSE Workers:

What EMPLOYER asks of its RSE Workers

- Work your allotted hours and follow all reasonable instructions.
- Behave like adults.
- Respect your accommodation and **EMPLOYER's** property and not damage it.
- Not commit theft.
- Not commit sexual or other assault.
- Do not enter into personal relations with **EMPLOYER** personnel or management
- Not harassment or bullying anyone.
- Not use of illegal drugs or alcohol.
- Turn up to work safely without the influence of drugs or alcohol and be fit to work in all respects.
- Agree to be tested for drugs or alcohol following the testing procedures and agree not to tamper with, or try to tamper with, the test or its results.
- Do anything to damage **EMPLOYER's** reputation.
- Not use any social media platform to harass, or bully anyone employed by or related to **EMPLOYER** including any unfounded allegation or comment intended to bring **EMPLOYER** into disrepute.
- Take all reasonable care at all times when dealing with risks, wear PPE when required and follow **EMPLOYER's** health and safety policies and use safe and appropriate practices.
- Comply with **EMPLOYER's** policies at work and when off-work in the accommodation provided by **EMPLOYER**.

EMPLOYER is a member of New Zealand Ethical Employers (NZEE)

EMPLOYER is committed to NZEE's:

Human Rights Policy

Workplace and Supplier Standards

The policies are found at www.NZEE.NZ

NZEE is founded on internationally recognised Human Rights and Labour Rights and NZEE guides its members to operate ethically, to work sustainably and to conduct themselves with the utmost fairness, honesty, and responsibility in all aspects of their business.

From: [Translate](#)
To: [Afzal Ali](#)
Subject: RE: 7292 / 7377 Quote for translating document [UNCLASSIFIED]
Date: Sunday, 14 May 2023 12:10:09 PM
Attachments: [image001.png](#)

Kia ora Afzal

Thank you. Please see your quotes below:

Job number 7292

All prices exclude GST

	Language	Translation	Formatting	TOTAL
1	Bislama	\$750.00	\$0.00	\$750.00
2	Fijian	\$600.00	\$0.00	\$600.00
3	Kiribati	\$600.00	\$0.00	\$600.00
4	Samoan	\$600.00	\$0.00	\$600.00
5	Solomon Islands Pidgin	\$750.00	\$0.00	\$750.00
6	Tok Pisin	\$750.00	\$0.00	\$750.00
7	Tongan	\$600.00	\$0.00	\$600.00
8	Tuvaluan	\$600.00	\$0.00	\$600.00
	TOTAL	\$5,250.00	\$0.00	\$5,250.00

At our current capacity, we're unlikely to be able to complete Job number 7292 by next week. If you have some flexibility, estimated turnaround is around 2 weeks.

Job number 7377

All prices exclude GST

	Language	Translation	Formatting	TOTAL
1	Thai	\$530.00	\$0.00	\$530.00
2	Hindi	\$490.00	\$0.00	\$490.00
3	Indonesian	\$490.00	\$0.00	\$490.00
	TOTAL	\$1,510.00	\$0.00	\$1,510.00

Estimated turnaround time for Job number 7377 is around 1-2 weeks but will depend on linguists' capacity at the time you ask us to proceed with it.

To clarify, here are the languages quoted for compared to your list of regions:

- Vanuatu = Bislama
- Fiji = Fijian
- Kiribati = Kiribati
- PNG = Tok Pisin
- Samoa = Samoan
- Solomon = Solomon Islands Pidgin
- Tonga = Tongan

- Tuvalu = Tuvaluan
- Thailand = Thai
- India = Hindi
- Indonesia = Indonesian

If you prefer a different language for any region, let us know and we can adjust the quote accordingly.

Please let us know if you would like us to go ahead with translation for Job number 7292 (8x languages). Let us know too if you have a PO Number that needs to be noted on the invoice, and whether it would apply to both jobs or only one.

Ngā mihi,

Koleta Kelekolio on behalf of The Translation Service team

Kaiwhakahaere Mahi Whakamāori | Translation Project Manager
Te Pūtahi Whakawhiti Reo | The Translation Service
Te Tari Taiwhenua | Department of Internal Affairs
0800 872 675 | +64 4 460 2220 | www.translate.govt.nz

Logo-test



From: Afzal Ali <Afzal.Ali@mbie.govt.nz>

Sent: Thursday, 11 May 2023 3:45 PM

To: Translate <Translate@dia.govt.nz>

Subject: 7292 / 7377 Quote for translating document [UNCLASSIFIED]

You don't often get email from afzal.ali@mbie.govt.nz. [Learn why this is important](#)

Kia Ora,

We would need this translated for the following countries, say by next week:

- Vanuatu
- Fiji
- Kiribati
- PNG
- Samoa
- Solomon
- Tonga
- Tuvalu

At a later date would also need for the following:

We'd also need at some point:

- Thailand
- India

- Indonesia

Cheers
Afzal

From: Translate <Translate@dia.govt.nz>
Sent: Thursday, 11 May 2023 1:44 PM
To: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: RE: 7292 Quote for translating document [UNCLASSIFIED]

Kia ora Afzal

Thank you for your request.

Could you please let us know which language/s you require?

Ngā mihi,

Koleta Kelekolio on behalf of The Translation Service team

Kaiwhakahaere Mahi Whakamāori | Translation Project Manager
Te Pūtahi Whakawhiti Reo | The Translation Service
Te Tari Taiwhenua | Department of Internal Affairs
0800 872 675 | +64 4 460 2220 | www.translate.govt.nz

Logo-test

From: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Sent: Thursday, 11 May 2023 9:06 AM
To: Translate <Translate@dia.govt.nz>
Subject: 7292 Quote for translating document [UNCLASSIFIED]

You don't often get email from afzal.ali@mbie.govt.nz. [Learn why this is important](#)

Mōrena,

I am seeking a quote and a timeframe for translating the attached document. Appreciate your prompt response.

Kind Regards

Afzal Ali
Programme Manager

Pacific Migration, Immigration New Zealand

PO Box 76895, Manukau City, Auckland 2241

Email - afzal.ali@mbie.govt.nz | Telephone: s 9(2)(a) |

NZBN 9429000106078

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

From: [Lina Pita](#)
To: [Tanya Pouwhare](#)
Cc: [New Zealand Ethical Employers Inc](#)
Subject: RE: For Translation
Date: Friday, 3 November 2023 5:59:00 PM
Attachments: [image001.png](#)

Afternoon Tanya,

Hope the week has treated you well.
Just an update we hope to have these documents with you by next week.

Have a lovely weekend

Thank you

Kind Regards

Lina Pita
Senior Advisor INZ
Toso Vaka o Manū Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080
Mobile: s 9(2)(a)
www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Wednesday, 25 October 2023 12:54 pm
To: Lina Pita <Lina.Pita@mbie.govt.nz>
Cc: New Zealand Ethical Employers Inc <chair@nzee.nz>
Subject: RE: For Translation

Thank you so much Lina!!!

T

From: Lina Pita <Lina.Pita@mbie.govt.nz>
Sent: Wednesday, October 25, 2023 12:41 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Subject: RE: For Translation

Hi Tanya,

Hope all is well.
An update with the documents for translation, we are hoping to have these completed by beginning of November.

I'll be in touch with further updates.

Have a good day.

Thank you

Kind Regards

Lina Pita
Senior Advisor INZ
Tosō Vaka o Manū Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080
Mobile: s 9(2)(a) [REDACTED]
www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Monday, 16 October 2023 6:01 pm
To: Lina Pita <Lina.Pita@mbie.govt.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: RE: For Translation

Thanks Lina,

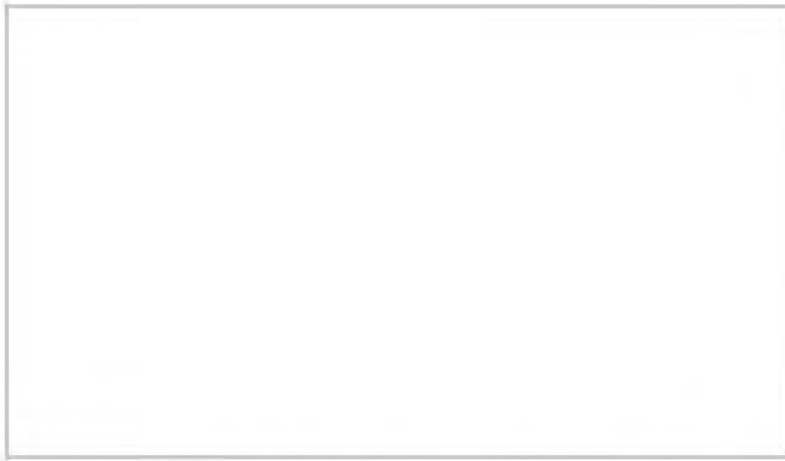
Yell out if you have any questions.

Take care.

Tanya

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

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From: Lina Pita <Lina.Pita@mbie.govt.nz>
Sent: Monday, October 16, 2023 2:57 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: FW: For Translation

Hi Tanya,

Hope Monday is treating you well.
Caught up with Afzal with regards to the documentation which requires translation, I endeavour to give you an update by end of the week.

Thank you for your patience.

Kind Regards

Lina Pita
Senior Advisor INZ
Toso Vaka o Manū Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080
Mobile **s 9(2)(a)**
www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Thursday, 17 August 2023 12:59 PM
To: Loua Ward <Loua.Ward@mbie.govt.nz>; Afzal Ali <Afzal.Ali@mbie.govt.nz>

Cc: New Zealand Ethical Employers Inc <chair@nzee.nz>

Subject: For Translation

Hi Loua & Afzal,

Attached

1. Kawaenta (updated)
2. Tenancy Agreement Template (3pg)
3. Fire & Emergency Poster – Canterbury example
4. Fire & Emergency Translation template – Bislama example already done.

KAWENATA

A "Kawenata" is a type of binding agreement that demonstrates a sense of permanence and moral commitment between parties. This "Kawenata" reflects the importance of the relationship between an RSE employer and a RSE worker who is working away from home. We have worked on this document with His Excellency Jimmy Nipo to make sure the tone and wording correctly reflects the commitment the employer is making to safeguard their workers while in their employ. This is a way to "welcome them into their home", set the expectations and commitments of the employer to respect the worker, and set clear expectations for the worker also. It is written with a lens of internationally recognised human rights and labour rights.

Translations to be done – Kawenata

1. Fijian- Fiji
2. Gilbertese – Kiribati
3. Naruruan – Nauru
4. Tok Pisin - Papua New Guinea
5. Samoan – Samoa
6. Pjin - Solomon Island
7. Tongan – Tonga
8. Tuvaluan – Tuvalu
9. Bislama – Vanuatu

Non-Pacific Translation (need alternative service, not TVOM)

10. Thai – Thailand
11. Hindi - India
12. Javanese – Indonesia
13. Maly – Malaysia
14. Filipino – Philippines

TENANCY AGREEMENT

NZEE have worked with Tenancy Services & the LI, to make sure all the main points required to be included in the Tenancy Agreement under the RTA and Healthy Homes Regulations have been included. Some requests for changes have not been made including:

- Tenancy Services Request for change : Take out that the rent covers power, water, gas etc

- you can only do so if there are meters installed in individual rooms.
 - LI Response : RSE accommodation requires costs inclusive
- Tenancy Services Request for change : restricting alcohol in the accommodation may not be possible to do if not a boarding house
 - NZEE Response : Alcohol restriction in RSE Accommodation provides for the safety and wellbeing of other tenants sharing the accommodation, as requested by workers
- Tenancy Services Request for change : Exemption can be made if main heater was installed before 1st July 2019
 - NZEE Response: We did not add a list of all exemptions - the agreement details the required compliance for each section in Healthy Homes. If the main heater was installed prior 01 July 2019, that would be detailed.
- Tenancy Services Request for change : All the healthy homes standards have certain exemptions but there is no information about those exemptions on this sheet.
 - We did not add a list of all exemptions - the agreement details the required compliance for each section in Healthy Homes. If there is an exemption it will be included in the agreement

Brief Background

1. The recent amendments made to the Residential Tenancies Act 1986 (RTA) have impacted various aspects of tenancy law. These changes apply to all employers, not just those in the RSE Scheme. It's essential to understand how these changes will affect your business.
2. There are different types of tenancy agreements, each with its own set of rules. We have provided specific details that relate to providing accommodation for RSE workers to NZEE Members. More details found here : [Types of tenancies » Tenancy Services](#)
3. From 1st July 2025, it will be mandatory for all landlords to comply with the Healthy Homes Standards (HHS). This is one of the anticipated changes to be implemented in the RSE Review. Therefore, it is highly recommended that start to incorporate a Tenancy Agreement into your RSE's IEA. More details here : [Residential Tenancies \(Healthy Homes Standards\) Regulations 2019 \(LI 2019/88\) \(as at 26 November 2022\) – New Zealand Legislation](#)
4. Tenancy Agreement Template attached condenses four x 15+ page documents into three pages of common language (where applicable).
 - a. Tenancy Agreement (pg1)
 - b. Insulation statement (pg2)
 - c. Healthy Homes Standards Compliance Statement (pg2)
 - d. Insurance statement (pg3)

There is space for an employer to personalise this agreement for their individual needs. The employer will need to have carried out **a full Healthy Homes Statement for each property**, information found in that statement is required to complete the Tenancy Agreement Template. It is strongly advised the full statement is kept on file for any RTA audit or if a worker wants to see the full statement.

Translations to be done – Tenancy Agreement

1. Fijian- Fiji

2. Gilbertese – Kiribati
3. Naruruan – Nauru
4. Tok Pisin - Papua New Guinea
5. Samoan – Samoa
6. Pjin - Solomon Island
7. Tongan – Tonga
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FIRE AND EMERGENCY POSTER

NZEE have been working with Donna Lindsay from Fire & Emergency (Snr Advisor Community Readiness & Recovery, Mid-South Canterbury District) who created a Fire & Emergency poster for migrants in the South-Canterbury area. We have been working with Donna for over a year to get permission (received) to adapt it for RSE Accommodations. The intention is that this poster would go up in every RSE accommodation, translated into the languages that reside in that accommodation.

1. Page one is the main Fire, Ambulance, Police details
2. Page two has regional specific services that an RSE worker could go to for help or advice if needed, and includes space for the workers employer, supervisor, team leaders contact details to be added.

Translations to be done – Fire & Emergency Poster

1. Fijian- Fiji
2. Gilbertese – Kiribati
3. Naruruan – Nauru
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Translations already done

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10. Thai – Thailand

Non-Pacific Translation (need alternative service, not TVOM)

11. Hindi - India
12. Javanese – Indonesia
13. Maly – Malaysia
14. Filipino – Philippines

Ngā mihi,

T

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

In office hours 9am – 3pm Monday – Friday
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RELEASED UNDER THE
OFFICIAL INFORMATION ACT

From: [Lina Pita](#)
To: [Tanya Pouwhare](#)
Cc: [Afzal Ali](#); [Tricia Kuriwara](#)
Subject: RE: For Translation
Date: Monday, 13 November 2023 4:26:13 PM
Attachments: [image001.png](#)

Good morning Tanya,

Hope the weekend was good to you. Lovely to put a face to the name earlier on

My apologies with the delay in responding back to you, with everything happening of late around the Vanuatu COI it has been a bit hectic. Vanuatu liaison officer kindly sent through the translated Fire and Emergency document (attached). I'm waiting to hear back from our PNG colleagues regarding the documents.

I'll be in touch with you soon.

Thank you

Kind Regards

Lina Pita
Senior Advisor INZ
Toso Vaka o Manū Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080
Mobile: s 9(2)(a) [REDACTED]
www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Wednesday, 25 October 2023 12:54 pm
To: Lina Pita <Lina.Pita@mbie.govt.nz>
Cc: New Zealand Ethical Employers Inc <chair@nzee.nz>
Subject: RE: For Translation

Thank you so much Lina!!!

T

From: Lina Pita <Lina.Pita@mbie.govt.nz>
Sent: Wednesday, October 25, 2023 12:41 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Subject: RE: For Translation

Hi Tanya,

Hope all is well.

An update with the documents for translation, we are hoping to have these completed by beginning of November.

I'll be in touch with further updates.

Have a good day.

Thank you

Kind Regards

Lina Pita
Senior Advisor INZ
Toso Vaka o Manū Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080

Mobile **s 9(2)(a)**

www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>

Sent: Monday, 16 October 2023 6:01 pm

To: Lina Pita <Lina.Pita@mbie.govt.nz>

Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>

Subject: RE: For Translation

Thanks Lina,

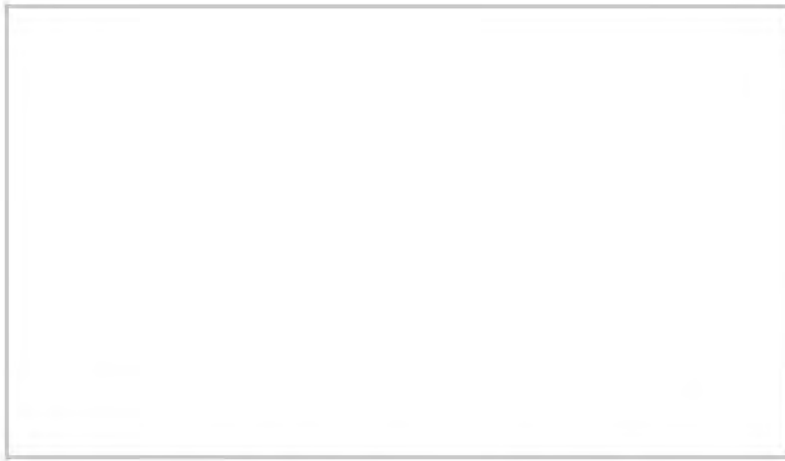
Yell out if you have any questions.

Take care.

Tanya

Tanya Pouwhare (**she/her)
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From: Lina Pita <Lina.Pita@mbie.govt.nz>
Sent: Monday, October 16, 2023 2:57 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: FW: For Translation

Hi Tanya,

Hope Monday is treating you well.
Caught up with Afzal with regards to the documentation which requires translation, I endeavour to give you an update by end of the week.

Thank you for your patience.

Kind Regards

Lina Pita
Senior Advisor INZ
Toso Vaka o Manū Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080
Mobile: s 9(2)(a) [REDACTED]
www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Thursday, 17 August 2023 12:59 PM
To: Loua Ward <Loua.Ward@mbie.govt.nz>; Afzal Ali <Afzal.Ali@mbie.govt.nz>

Cc: New Zealand Ethical Employers Inc <chair@nzee.nz>

Subject: For Translation

Hi Loua & Afzal,

Attached

1. Kawaenta (updated)
2. Tenancy Agreement Template (3pg)
3. Fire & Emergency Poster – Canterbury example
4. Fire & Emergency Translation template – Bislama example already done.

KAWENATA

A "Kawenata" is a type of binding agreement that demonstrates a sense of permanence and moral commitment between parties. This "Kawenata" reflects the importance of the relationship between an RSE employer and a RSE worker who is working away from home. We have worked on this document with His Excellency Jimmy Nipo to make sure the tone and wording correctly reflects the commitment the employer is making to safeguard their workers while in their employ. This is a way to "welcome them into their home", set the expectations and commitments of the employer to respect the worker, and set clear expectations for the worker also. It is written with a lens of internationally recognised human rights and labour rights.

Translations to be done – Kawenata

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2. Gilbertese – Kiribati
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6. Pjin - Solomon Island
7. Tongan – Tonga
8. Tuvaluan – Tuvalu
9. Bislama – Vanuatu

Non-Pacific Translation (need alternative service, not TVOM)

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11. Hindi - India
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TENANCY AGREEMENT

NZEE have worked with Tenancy Services & the LI, to make sure all the main points required to be included in the Tenancy Agreement under the RTA and Healthy Homes Regulations have been included. Some requests for changes have not been made including:

- Tenancy Services Request for change : Take out that the rent covers power, water, gas etc

- you can only do so if there are meters installed in individual rooms.
 - LI Response : RSE accommodation requires costs inclusive
- Tenancy Services Request for change : restricting alcohol in the accommodation may not be possible to do if not a boarding house
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 - We did not add a list of all exemptions - the agreement details the required compliance for each section in Healthy Homes. If there is an exemption it will be included in the agreement

Brief Background

1. The recent amendments made to the Residential Tenancies Act 1986 (RTA) have impacted various aspects of tenancy law. These changes apply to all employers, not just those in the RSE Scheme. It's essential to understand how these changes will affect your business.
2. There are different types of tenancy agreements, each with its own set of rules. We have provided specific details that relate to providing accommodation for RSE workers to NZEE Members. More details found here : [Types of tenancies » Tenancy Services](#)
3. From 1st July 2025, it will be mandatory for all landlords to comply with the Healthy Homes Standards (HHS). This is one of the anticipated changes to be implemented in the RSE Review. Therefore, it is highly recommended that start to incorporate a Tenancy Agreement into your RSE's IEA. More details here : [Residential Tenancies \(Healthy Homes Standards\) Regulations 2019 \(LI 2019/88\) \(as at 26 November 2022\) – New Zealand Legislation](#)
4. Tenancy Agreement Template attached condenses four x 15+ page documents into three pages of common language (where applicable).
 - a. Tenancy Agreement (pg1)
 - b. Insulation statement (pg2)
 - c. Healthy Homes Standards Compliance Statement (pg2)
 - d. Insurance statement (pg3)

There is space for an employer to personalise this agreement for their individual needs. The employer will need to have carried out **a full Healthy Homes Statement for each property**, information found in that statement is required to complete the Tenancy Agreement Template. It is strongly advised the full statement is kept on file for any RTA audit or if a worker wants to see the full statement.

Translations to be done – Tenancy Agreement

1. Fijian- Fiji

2. Gilbertese – Kiribati
3. Naruruan – Nauru
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FIRE AND EMERGENCY POSTER

NZEE have been working with Donna Lindsay from Fire & Emergency (Snr Advisor Community Readiness & Recovery, Mid-South Canterbury District) who created a Fire & Emergency poster for migrants in the South-Canterbury area. We have been working with Donna for over a year to get permission (received) to adapt it for RSE Accommodations. The intention is that this poster would go up in every RSE accommodation, translated into the languages that reside in that accommodation.

1. Page one is the main Fire, Ambulance, Police details
2. Page two has regional specific services that an RSE worker could go to for help or advice if needed, and includes space for the workers employer, supervisor, team leaders contact details to be added.

Translations to be done – Fire & Emergency Poster

1. Fijian- Fiji
2. Gilbertese – Kiribati
3. Naruruan – Nauru
4. Tok Pisin - Papua New Guinea
5. Samoan – Samoa
6. Pjin - Solomon Island
7. Tongan – Tonga
8. Tuvaluan – Tuvalu

Translations already done

9. Bislama – Vanuatu
10. Thai – Thailand

Non-Pacific Translation (need alternative service, not TVOM)

11. Hindi - India
12. Javanese – Indonesia
13. Maly – Malaysia
14. Filipino – Philippines

Ngā mihi,

T

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

In office hours 9am – 3pm Monday – Friday
NZEE supports me to work flexibly from home. You may receive an email from me outside of usual working hours.
Please respond at a time that is convenient to you.



**if you're wondering about the use of pronouns she/her on this signature you can find more information about how sharing pronouns can help to create a sense of belonging and respect [here](#)

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

IMEJENSI INFOMESIN

Taim blong emejensi, yu mas kolem **FAIA** long **111**
 Man blo ansarem fon bai i askem sipos yu nidim **FAIA**,
AMBULENS O POLIS.



KOL 111

Sipos yu luk smok mo faia
 mo luk se bilding i stap
 long denja hariap mo
 kolem **111** askem 'FAIA'

KOL 111

Sipos i kat wan helt o medikel
 imejensi kolem **111** mo askem
 'AMBULENS'



KOL 111

Sipos yu o nara man/woman i
 fraet o stap long denja kolem
111 mo askem 'POLIS'



KOL 105 - SIPOS i NO WAN IMMEJNSE

Blo ripotem stil, man i kilim nara man o damij

**LONG TAIM BLO ERTKWEK
 YU MAS -
 DROP, COVER, HOLD.**



Adres blo haos we mi slip lo em:.....

Languij blo mi:.....

Nem blong imjensi kontak:.....

Fon namba:

OL NARA PABLIK SEVES WE YU SAVE USUM SIPOS YU KAT NID BLO EM

If you need to talk or get information,
free call or text any time for support
from a trained counsellor

1737

For a mental health or suicide
crisis, call the Mental Health
Crisis team

0800 277 997

For a mental health or
suicide emergency, CALL

111

1737 - Peer Support
Phone or TXT: 1737
www.1737.org.nz

Healthline
Phone: 0800 611 116
www.healthline.govt.nz

Rural Support
Phone: 0800 787 254
www.rural-support.org.nz

Presbyterian Support USI
Phone: 03 261 6907
or 0800 477 874
215 Tancred Street,
Ashburton
www.psuppersouth.org.nz

Women's refuge:
Phone: 03 684 8280
or 0800 007 750
12 Sarah St, Timaru
E: office@scwr.co.nz
womensrefuge.org.nz

Safer Mid Canterbury/ Refugee Settlement Services
Phone: 03 308 1395
44 Cass Street, Ashburton
E: info@saferashburton.org.nz

Citizens Advice Bureau:
Phone: 03 928 8761 for local,
or call free 0800 367 222
44 Cass Street, Ashburton
E: midcanterbury@cab.org.nz

Hakatere Multicultural Council:
Phone: 0272208791 or 03 308 1395 ext.239
44 Cass Street, Ashburton
Email: newcomers@safer.org.nz

Hey Bro
Ph: 0800 439 276
www.hewakatapu.org.nz

Neighbourhood Support:
Phone: 0800 4NEIGHBOURS
(0800 463 444)
www.neighbourhoodsupport.co.nz

The Salvation Army:
Phone: 03 308 7610
226 Cameron Street, Ashburton
ashburton.corps@salvationarmy.org.nz
www.salvationarmy.org.nz

Fale Pasifika
Phone: 021 146 5139
44 Cass Street, Ashburton
office@falepasifikaoaoraki.org.nz
www.falepasifikaoaoraki.org.nz



Smoke Alarms Save Lives - Get fire safety information for you and your family. Scan the QRCode.



Canterbury Civil Defence Emergency Management - for information on natural hazards and how to prepare your family during a disaster scan this QR code.

Doctors name: **Phone:**

School: **Phone:**

Neighbours name: **Phone:**

From: [Tanya Pouwhare](#)
To: [Lina Pita](#)
Cc: [Afzal Ali](#); [Tricia Kuriwara](#)
Subject: RE: For Translation
Date: Tuesday, 14 November 2023 10:39:02 AM
Attachments: [image001.png](#)
[Fire & Emergency - Translation BISLAMA.xlsx](#)
[Fire & Emergency - Translation Samoan.xlsx](#)
[Fire & Emergency - Translation Template.xlsx](#)
[Fire & Emergency - Translation Tongan.xlsx](#)

Hi Lina,

To give you some background on the Fire & Emergency posters – we have created a support page (page 2) for each region, and the front page will be translated into each language. We are working with FENZ and Firebrand, the designer who created our website and all our branding.

The front page of the original CHCH poster, had those same photos as the one you sent me, with services personnel wearing masks, as this was done during COVID. FENZ wanted us to change the pictures, and use another logo, which we have.

I'm not sure who did the poster you sent through to me? The support page shows Ashburton support services.

What we wanted was the translations only for the wording only – and we will pull the posters together.

I attach the translation template, the Bislama translation that s 9(2)(a) had already completed. And the part completed translation for Tonga and Samoa. If easier – I can reach out to the Pacific liaison group and ask if they would mind translating these for us, to get them done?

1. Page one is the main Fire, Ambulance, Police details - translated
2. Page two has regional specific services that an RSE worker could go to for help or advice if needed, and includes space for the worker's employer, supervisor, team leaders contact details to be added.

Translations to be done – Fire & Emergency Poster

1. Fijian- Fiji
2. Gilbertese – Kiribati
3. Naruruan – Nauru
4. Tok Pisin - Papua New Guinea
5. Samoan – Samoa – a few lines to be done, see highlighted yellow.
6. Pijin - Solomon Island
7. Tongan – Tonga – need this double checked
8. Tuvaluan – Tuvalu

Translations already done

9. Bislama – Vanuatu
10. Thai – Thailand

Non-Pacific Translation (need alternative service, not TVOM)

11. Hindi - India
12. Javanese – Indonesia
13. Maly – Malaysia
14. Filipino – Philippines

From: Lina Pita <Lina.Pita@mbie.govt.nz>
Sent: Monday, November 13, 2023 4:25 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>; Tricia Kuriwara <Patricia.Kuriwara@mbie.govt.nz>
Subject: RE: For Translation

Good morning Tanya,

Hope the weekend was good to you. Lovely to put a face to the name earlier on

My apologies with the delay in responding back to you, with everything happening of late around the Vanuatu COI it has been a bit hectic. Vanuatu liaison officer kindly sent through the translated Fire and Emergency document (attached). I'm waiting to hear back from our PNG colleagues regarding the documents.

I'll be in touch with you soon.

Thank you

Kind Regards

Lina Pita
Senior Advisor INZ
Toso Vaka o Manu Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080

Mobile: s 9(2)(a)

www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Wednesday, 25 October 2023 12:54 pm
To: Lina Pita <Lina.Pita@mbie.govt.nz>
Cc: New Zealand Ethical Employers Inc <chair@nzee.nz>
Subject: RE: For Translation

Thank you so much Lina!!!

T

From: Lina Pita <Lina.Pita@mbie.govt.nz>
Sent: Wednesday, October 25, 2023 12:41 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Subject: RE: For Translation

Hi Tanya,

Hope all is well.

An update with the documents for translation, we are hoping to have these completed by beginning of November.

I'll be in touch with further updates.

Have a good day.

Thank you

Kind Regards

Lina Pita
Senior Advisor INZ
Toso Vaka o Manū Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080
Mobile: s 9(2)(a) [REDACTED]
www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Monday, 16 October 2023 6:01 pm
To: Lina Pita <Lina.Pita@mbie.govt.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: RE: For Translation

Thanks Lina,

Yell out if you have any questions.

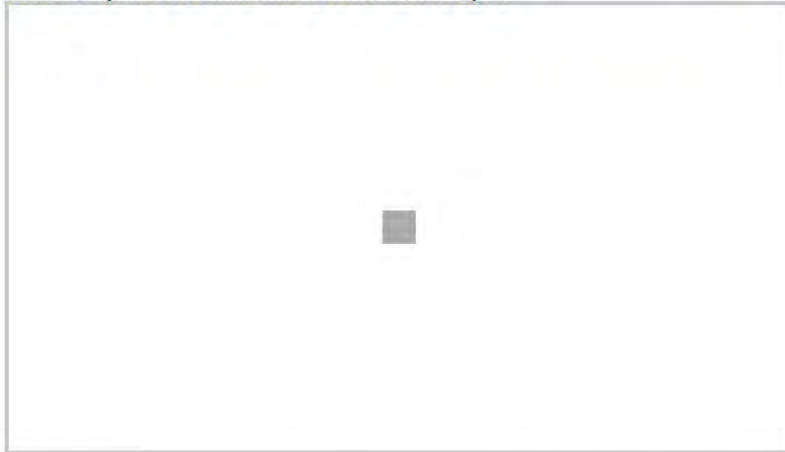
Take care.

Tanya

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

In office hours 9am – 3pm Monday – Friday

**NZEE supports me to work flexibly from home. You may receive an email from me outside of usual working hours.
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From: Lina Pita <Lina.Pita@mbie.govt.nz>

Sent: Monday, October 16, 2023 2:57 PM

To: Tanya Pouwhare <tanya@nzee.nz>

Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>

Subject: FW: For Translation

Hi Tanya,

Hope Monday is treating you well.

Caught up with Afzal with regards to the documentation which requires translation, I endeavour to give you an update by end of the week.

Thank you for your patience.

Kind Regards

Lina Pita

Senior Advisor INZ

Toso Vaka o Manū Programme

Immigration New Zealand

Ministry of Business, Innovation and Employment

Telephone: +64 928 2080

Mobile: **s 9(2)(a)**

www.immigration.govt.nz

From: Tanya Pouwhare <xxxxx@xxxx.xx>
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Ngā mihi,

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Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

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RELEASED UNDER THE OFFICIAL INFORMATION ACT

English	Translation	Notes
Page One		
Emergency Information		
In an emergency you need to call FIRE 111	Lo emejensi bae iu nid fo callem FIRE 111	
An operator will ask whether you need,	Wanfala operator bae askem if iu needim	
Call 111	Callem 111	
If you see smoke or fire and believe there is a risk to people or property ask FIRE immediately	If iu lukim smok or fire and thinkim bae denja for oketa pipol and properti askem FIRE sem taem	
If there is a medical or health emergency ask for AMBULANCE immediately	If hem eni medical or helt emejensi ask fo AMBULANS sem taem	
If you are afraid for your safety or others, ask of POLICE immediately	If iu fraet fo sefti blo iu or blo oketa nara pipol, ask fo POLICE sem taem	
Call 105 - NON EMERGENCY	Callem 105-NO EMEJENSI	
About theft, damage or threatening behaviour	Aboutim oketa man steal, or bae mekem eni damage or threatenim iu	
In an Earthquake Drop, Cover, Hold	Taem Earthquake drop sem taem lo graon, coverem iuseleva and hold on lo eniting for sapotim iu	
Support Services	Sapot Sevisis	
FENZ SPECIFIC PAGE ONE		
My Home Address	House adres blo mi	
My language spoken	Langus blo mi	
Emergency contact name	Nem blo Emejensi kontakt	
Phone Number	Fone numba	
NZEE SPECIFIC PAGE ONE		
Supervisors Name	Nem blo Supavaesa	
Employers Name	Nem blo Employa	
Team Leader Name	Nem blo Team Leader	
Page Two		
Doctors Name	Nem blo Doctor	
School	School	
Neighbours House	Haus blo Neighbour	
Phone	Fone	

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English	Translation	Notes
Page One		
Emergency Information		
In an emergency you need to call FIRE 111		
An operator will ask whether you need,		
Call 111		
If you see smoke or fire and believe there is a risk to people or property ask FIRE immediately		
If there is a medical or health emergency ask for AMBULANCE immediately		
If you are afraid for your safety or others, ask of POLICE immediately		
Call 105 - NON EMERGENCY		
About theft, damage or threatening behaviour		
In an Earthquake Drop, Cover, Hold		
Support Services		
FENZ SPECIFIC PAGE ONE		
My Home Address		
My language spoken		
Emergency contact name		
Phone Number		
NZEE SPECIFIC PAGE ONE		
Supervisors Name		
Employers Name		
Team Leader Name		
Page Two		
Doctors Name		
School		
Neighbours House		
Phone		

RELEASED UNDER THE
 OFFICIAL INFORMATION ACT

English	Translation	Notes
Page One		
Emergency Information	FA'AMAUMAUGA FALAVELAVE FA'AFUASEI	
In an emergency you need to call FIRE 111, An operator will ask whether you need,	So'o se fa'alavelave fa'afuasei, e taua lou Vili 111 ona e fesili lea mo se	
FIRE	TAAVALE TINEIMU (FIRE),	
AMBULANCE	TA'AVALE a le FALEMAI (AMBULANCE),	
POLICE	po'o se TAAVALE LEOLEO (POLICE)	
Call 111	Vili 111	
If you see smoke or fire and believe there is a risk to people or property ask FIRE immediately	A fai e te va'aia se asu po'o se afi, ma e te talitonu e ono lamatia ai tagata poo ni meatotino Vili vave le ofisa TINEIMU (FIRE)	
If there is a medical or health emergency ask for AMBULANCE immediately	A fai tupu se fa'alavelave fa'afuasei ia te oe po'o so'o se tasi fa'alesoifua maloloina. Vili vave le tavale a le falemai (AMBULANCE)	
If you are afraid for your safety or others, ask of POLICE immediately	A fai e te popole mo lou saogalemu po'o lou malu puipua Vili vave le ofisa o leoleo (POLICE)	
Call 105 - NON EMERGENCY		
About theft, damage or threatening behaviour		
In an Earthquake Drop, Cover, Hold	Pe a oso se mafuie	
For Support Services please turn over	Mo auanaga fesoasoani fa'amolemole susue le laupepa	
FENZ SPECIFIC PAGE ONE		
My Home Address	Tuatusi o lou fale	
My language spoken	O lau gagana tautala	
Emergency contact name	Igoa fa'afeso'ota'i fa'afuase'i	
Phone Number	Telefoni	
NZEE SPECIFIC PAGE ONE		
Supervisors Name		
Employers Name		
Team Leader Name		
Page Two		
Doctors Name	Igoa lau fomai	
School	Aoga	
Neighbours House	Igoa o lou tuaoi	
Phone	Telefoni	

RELEASED UNDER THE OFFICIAL INFORMATION ACT

English	Translation	Notes
Page One		
Emergency Information	FAKATOKANGA I HA FAKATAMAKI	
In an emergency you need to call FIRE 111, An operator will ask whether you need,	Ka hoko ha fakatamaki fakatu/upake telefoni ki he 111 talaange 'oku ke fiema'u 'a e tamate afi	
FIRE	tamate afi FIRE	
AMBULANCE	AMBULANCE	
POLICE	pe ko e polisi POLICE.	
Call 111	Telefoni ki he 111	
If you see smoke or fire and believe there is a risk to people or property ask FIRE immediately	Kapau teke sio ki ha kohu pe vela 'oku kovi, fetu'utaki ki he 111 pea kole ke ke lea ki he tamate afi (FIRE) 'i he vave taha.	
If there is a medic or health emergency ask for AMBULANCE immediately	Kapau 'oku iai ha tuunga fakatu'utamaki felave'i mo ha moui. Pea kole leva ke ke lea ki he ambulance (AMBULANCE) 'i he vave taha.	
If you are afraid for your safety or others, ask of POLICE immediately	Kapau 'oku ke onogo'i 'oku 'ikai ke malu a ho'o mo'ui pe ko ha mo'ui ha tokotaha kehe. Pea kole leva ke ke lea ki he polisi (POLICE) 'i he vave taha.	
Call 105 - NON EMERGENCY	TELEFONI KI HE 105	
About theft, damage or threatening behaviour	Kapau 'oku ikai koha fakatu'utamaki ki ha mo'ui	
In an Earthquake Drop, Cover, Hold	Tu'ulutui, Totolo 'o toi, Piki ma'u. Drop – Tu'ulutui Cover – Totolo 'o toi Hold – Piki ma'u	
For Support Services please turn over	Ngaahi sevesi tokoni, vakai ki he peesi hoko.	
FENZ SPECIFIC PAGE ONE		
My Home Address	Tu'asila ho 'api nofoanga	
My language spoken	Lea 'oku ngaueaki i'api	
Emergency contact name	Tokotaha fetu'utaki ofi ka hoko ha fakatamaki	
Phone Number	Fika telefoni	
NZEE SPECIFIC PAGE ONE		
Supervisors Name		
Employers Name		
Team Leader Name		
Page Two		
Doctors Name	Toketa fakafamili	
School	'Api ako	
Neighbours House	Hingoa ho kaunga'api	
Phone	Fika telefoni.	

RELEASED UNDER THE OFFICIAL INFORMATION ACT

From: [Tanya Pouwhare](#)
To: [Lina Pita](#)
Cc: [Afzal Ali](#); [Tricia Kuriwara](#)
Subject: RE: For Translation
Date: Tuesday, 28 November 2023 2:00:43 PM
Attachments: [image001.png](#)

Many thanks Lina

T

From: Lina Pita <Lina.Pita@mbie.govt.nz>
Sent: Tuesday, November 28, 2023 2:00 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>; Tricia Kuriwara <Patricia.Kuriwara@mbie.govt.nz>
Subject: RE: For Translation

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Lina Pita
Senior Advisor INZ
Toso Vaka o Manu Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080
Mobile: **s 9(2)(a)**
www.immigration.govt.nz

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Toso Vaka o Manū Programme

Immigration New Zealand

Ministry of Business, Innovation and Employment

Telephone: +64 928 2080

Mobile: s 9(2)(a)

www.immigration.govt.nz

From: Tanya Pouwhare <tanya@nzee.nz>

Sent: Wednesday, 25 October 2023 12:54 pm

To: Lina Pita <Lina.Pita@mbie.govt.nz>
Cc: New Zealand Ethical Employers Inc <chair@nzee.nz>
Subject: RE: For Translation

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I'll be in touch with further updates.

Have a good day.

Thank you

Kind Regards

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Telephone: +64 928 2080

Mobile: s 9(2)(a)

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From: Tanya Pouwhare <tanya@nzee.nz>
Sent: Monday, 16 October 2023 6:01 pm
To: Lina Pita <Lina.Pita@mbie.govt.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>
Subject: RE: For Translation

Thanks Lina,

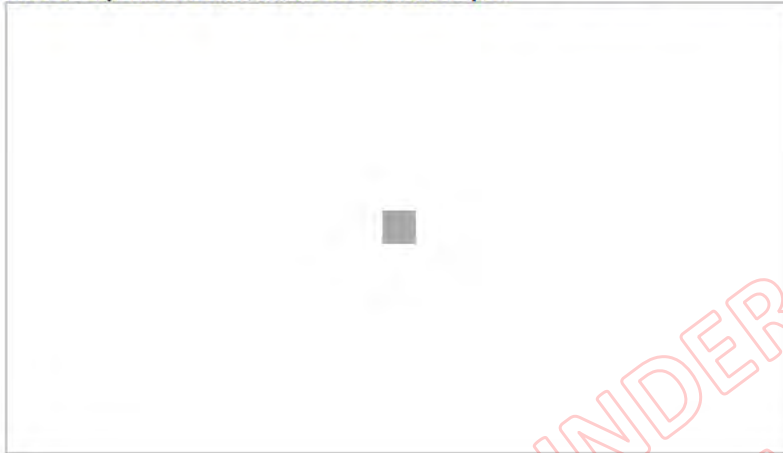
Yell out if you have any questions.

Take care.

Tanya

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

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Sent: Monday, October 16, 2023 2:57 PM
To: Tanya Pouwhare <tanya@nzee.nz>
Cc: Afzal Ali <Afzal.Ali@mbie.govt.nz>
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Mobile: s 9(2)(a)

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From: Tanya Pouwhare <tanya@nzee.nz>

Sent: Thursday, 17 August 2023 12:59 PM

To: Loua Ward <Loua.Ward@mbie.govt.nz>; Afzal Ali <Afzal.Ali@mbie.govt.nz>

Cc: New Zealand Ethical Employers Inc <chair@nzee.nz>

Subject: For Translation

Hi Loua & Afzal,

Attached

1. Kawaenta (updated)
2. Tenancy Agreement Template (3pg)
3. Fire & Emergency Poster – Canterbury example
4. Fire & Emergency Translation template – Bislama example already done.

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1. The recent amendments made to the Residential Tenancies Act 1986 (RTA) have impacted various aspects of tenancy law. These changes apply to all employers, not just those in the RSE Scheme. It's essential to understand how these changes will affect your business.
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 - a. Tenancy Agreement (pg1)
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 - c. Healthy Homes Standards Compliance Statement (pg2)
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There is space for an employer to personalise this agreement for their individual needs. The employer will need to have carried out **a full Healthy Homes Statement for each property**, information found in that statement is required to complete the Tenancy Agreement Template. It is strongly advised the full statement is kept on file for any RTA audit or if a worker wants to see the full statement.

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FIRE AND EMERGENCY POSTER

NZEE have been working with Donna Lindsay from Fire & Emergency (Snr Advisor Community Readiness & Recovery, Mid-South Canterbury District) who created a Fire & Emergency poster for migrants in the South-Canterbury area. We have been working with Donna for over a year to get permission (received) to adapt it for RSE Accommodations. The intention is that this poster would go up in every RSE accommodation, translated into the languages that reside in that accommodation.

1. Page one is the main Fire, Ambulance, Police details
2. Page two has regional specific services that an RSE worker could go to for help or advice if needed, and includes space for the workers employer, supervisor, team leaders contact details to be added.

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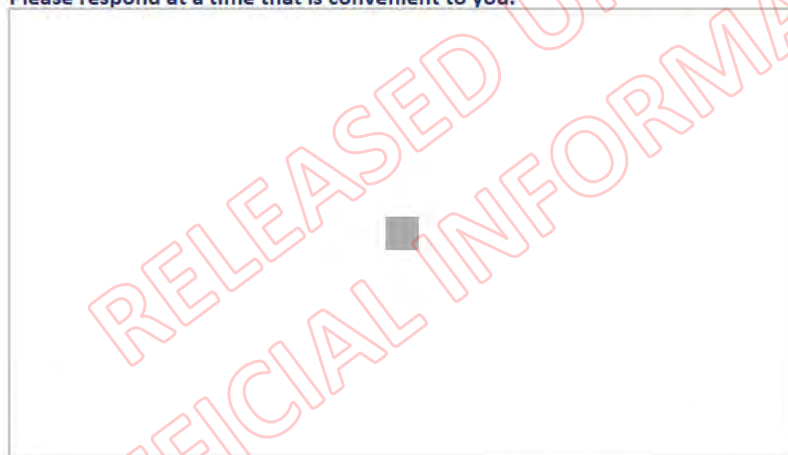
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Ngā mihi,

T

Tanya Pouwhare (**she/her)
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To: [Tanya Pouwhare](#)
Cc: [Afzal Ali](#); [Tricia Kuriwara](#)
Subject: RE: For Translation
Date: Tuesday, 28 November 2023 2:00:35 PM
Attachments: [image001.png](#)
[RE Documents for Translations .msg](#)

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Immigration New Zealand
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Telephone: +64 928 2080
Mobile: +64 9(2)(a) [REDACTED]
www.immigration.govt.nz

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9. Bislama – Vanuatu

Non-Pacific Translation (need alternative service, not TVOM)

10. Thai – Thailand
11. Hindi - India
12. Javanese – Indonesia
13. Maly – Malaysia
14. Filipino – Philippines

FIRE AND EMERGENCY POSTER

NZEE have been working with Donna Lindsay from Fire & Emergency (Snr Advisor Community Readiness & Recovery, Mid-South Canterbury District) who created a Fire & Emergency poster for migrants in the South-Canterbury area. We have been working with Donna for over a year to get permission (received) to adapt it for RSE Accommodations. The intention is that this poster would go up in every RSE accommodation, translated into the languages that reside in that accommodation.

1. Page one is the main Fire, Ambulance, Police details
2. Page two has regional specific services that an RSE worker could go to for help or advice if needed, and includes space for the workers employer, supervisor, team leaders contact details to be added.

Translations to be done – Fire & Emergency Poster

1. Fijian- Fiji
2. Gilbertese – Kiribati
3. Naruruan – Nauru
4. Tok Pisin - Papua New Guinea
5. Samoan – Samoa
6. Pjin - Solomon Island
7. Tongan – Tonga
8. Tuvaluan – Tuvalu

Translations already done

9. Bislama – Vanuatu
10. Thai – Thailand

Non-Pacific Translation (need alternative service, not TVOM)

11. Hindi - India
12. Javanese – Indonesia
13. Maly – Malaysia

14. Filipino – Philippines

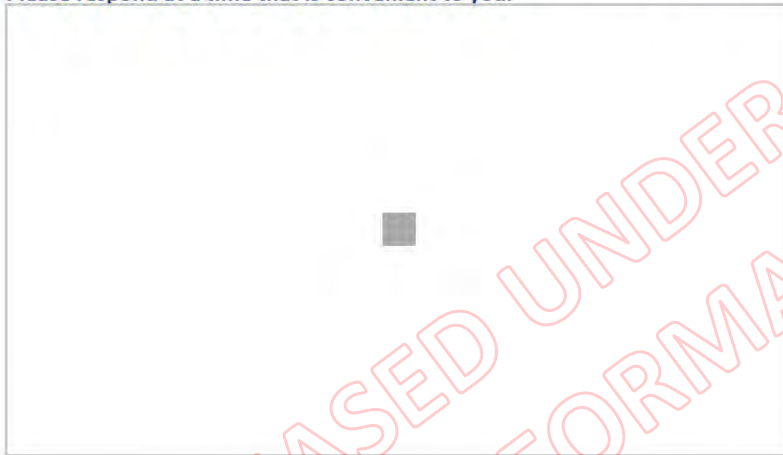
Ngā mihi,

T

Tanya Pouwhare (**she/her)
CEO, New Zealand Ethical Employers Inc
tanya@nzee.nz
0212491919

In office hours 9am – 3pm Monday – Friday

NZEE supports me to work flexibly from home. You may receive an email from me outside of usual working hours. Please respond at a time that is convenient to you.



**if you're wondering about the use of pronouns she/her on this signature you can find more information about how sharing pronouns can help to create a sense of belonging and respect [here](#)

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

From: s 9(2)(a)
To: [Lina Pita](#); s 9(2)(a)
Cc: [Tricia Kuriwara](#)
Subject: RE: Documents for Translations
Date: Wednesday, 15 November 2023 4:57:33 PM
Attachments: [Fire & Emergency - tok pisin Edited15112023.docx](#)
[Kawenata RSE no employer \(FINAL\).docx](#)

Good afternoon, Lina

Apologies for the delay. Please find attached the translations completed by the team.

Many thanks

s 9(2)(a)

From: Lina Pita <Lina.Pita@mbie.govt.nz>
Sent: Monday, November 13, 2023 1:29 PM
To: s 9(2)(a)
Cc: Tricia Kuriwara <Patricia.Kuriwara@mbie.govt.nz>
Subject: RE: Documents for Translations

[Please note, this email originated from outside of Palladium. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

Afternoon s 9(2)(a)

Hope the day has treated you well.

I was following up on the request sent through to your office last week, if you could please advise how this is coming along?

Look forward to hearing back from you.

Thank you

Kind Regards

Lina Pita
Senior Advisor INZ
Toso Vaka o Manū Programme

Immigration New Zealand
Ministry of Business, Innovation and Employment

Telephone: +64 928 2080

Mobile: s 9(2)(a)

www.immigration.govt.nz

From: s 9(2)(a)
Sent: Wednesday, 8 November 2023 10:22 am
To: Lina Pita <Lina.Pita@mbie.govt.nz>; s 9(2)(a)
Subject: Re: Documents for Translations

Good morning, Lina

Lovely to e-meet you.

I will discuss with the Director and we will organize for this to be actioned.

If you would like to connect virtually, I can organize this based on Director's calendar.

Many thanks

s 9(2)(a)

Get [Outlook for iOS](#)

From: Lina Pita <Lina.Pita@mbie.govt.nz>

Sent: Wednesday, November 8, 2023 7:13:18 AM

To: s 9(2)(a)

Subject: Documents for Translations

[Please note, this email originated from outside of Palladium. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

Good morning,

I wanted to touch base with you as NZEE industry have requested the following documents be translated in PNG, I understand there are different dialects, but if we can ask for the commonly used language.

Going forward the documents will be included in the pre departure package/process for all employees and also NZEE will be forwarding the documents out to the employers to have on site when employees arrive.

I understand that there is a lot going on with preparations for PLMAM.

Happy for you to contact me directly regarding the above request.

Look forward to hearing back from you soon.

Thank you

Lina Pita

Senior Advisor INZ

Toso Vaka o Manū Programme

Ministry of Business, Innovation and Employment/Hikina Whakatutuki

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Mob: s 9(2)(a)

Email: Lina.Pita@mbie.govt.nz

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