

July/August 2011

Requirements for Employment Agreements

From 1 July 2011, employers must keep signed copies of employment agreements or terms and conditions of employment for **all** employees.

Employment agreements have been required by law since the introduction of the Employment Relations Act 2000.

Now employers are required to keep copies of all employment agreements that are signed by both parties. If you can't reach an agreement, retain a copy of the intended agreement or current terms and conditions of employment, and the steps you have taken to put an agreement in place. There are some provisions that must be included in employment agreements by law, and there are also a number of minimum conditions that must be met regardless of whether they are included in agreements.

A labour inspector who finds an employer is not complying with the law will give notice, and if the matter is not remedied can seek penalties of up to \$10,000 for individuals and \$20,000 for bodies corporate.

If a 90-day trial period is agreed between the employer and the employee it must be in the written agreement before employment commences, or it does not comply with the law.

The Department of Labour's Employment Agreement Builder can help you put a draft agreement together, visit: www.dol.govt.nz/er/starting/relationships/agreements/builder.asp for more information.



Workplace Emergency Plan

Under the Health and Safety in Employment Act, businesses have an obligation to be prepared for an emergency. Get your staff ready. Encourage staff to keep essential items they may need at work, including sturdy walking shoes, waterproof jacket, torch, snack food and water. Get involved in business continuity and emergency plans at industry level. Your plans should cover these areas:

- How to protect your business assets: staff, equipment, facilities, IT systems, reputation, market share, liquidity, etc.
- How to protect external service, particularly in support of civil defence emergency management critical activities, such as emergency services and medical facilities.
- Forecasting and prioritising external demand for your services before an emergency occurs.
- Cooperative planning with those you depend on so that responsibilities and roles are clearly understood.

Visit The Ministry of Civil Defence and Emergency Management website www.civildefence.govt.nz for more information on being prepared.

Aspiring Leaders Forum: 14—17 July 2011

The Clutha District Council and the Otago Community Trust will be once again be supporting 2 young people from the Clutha District to attend this forum to discuss the values and principles that underpin leadership. The Forum hopes it will build a bridge from one generation to the next, inspiring and elevating our young people's expectations of leadership.

Selected by the Mayor of the Clutha District, the successful applicants for 2011 are Saara Cavanagh (Student, South Otago High School) and Kelly McLean (Teacher, South Otago High School).

Also attending will be Jemaig Miller (Student, Otago University) who will be attending as part of the Mayor's Taskforce for Jobs Rangatahi Leadership programme.



Contact Energy Discussion Board

At the recent "Clutha Community Conversation with Contact Energy" event hosted by the Otago Chamber of Commerce. Neil Gillespie of Contact Energy reminded attendees of the avenues that are available to those that wish to share their thoughts about the possibility of new hydro development, what ideas people might have for possible hydro schemes, how possible opportunities might be maximised and how potential issues could be managed regarding the four hydro project proposals for the Clutha Catchment. At this stage Contact Energy have made no firm plans as to which, if any of these projects is the preferred option.

You can access information at www.contactenergy.co.nz/clutha and have your say on the discussion board on the site. Contact Energy encourage anyone with an interest in the future of the Clutha District to read this information and participate in the discussion.



"Match Ready" is a free online guide to help get businesses ready for Rugby World Cup 2011.

The website information focuses on businesses that will have direct contact with visitors.

There is also information to help other businesses that will be supplying goods and services or connecting with visiting business people.

"Match Ready" includes:

- Tips from leading business people
- Details of transport plans, commercial restrictions and compliance issues
- Workforce planning and training programmes
- Tips and tools to welcome visitors
- Opportunities to connect with visiting international business people

Visit www.GameOn2011.govt.nz to become "Match Ready".

Being a Welcoming Host

Rugby World Cup 2011 is our shop window on the world. Research tells us the New Zealand landscape is the number one reason visitors want to come to our country but when they leave it's the people and the welcome they receive that is the strongest impression they take away. By making an effort to provide excellent hosting, we all benefit. You can expect visitors to ask you about more than just the products and services you have on offer. It's probably what we would do when we visit foreign countries - ask local people general questions about the place.

These are some of the questions you could expect tourists to ask. Why not give some thought to how you and your team would answer?

- Can you recommend a good cafe/restaurant/bar/beach?
- Where can I get good quality souvenirs?
- Where can I go to I learn more about Maori culture?
- Do you know of any interesting tourist attractions nearby?
- How do I get to the city/airport/train station/ferry/bus stop?
- Where can I exchange my money to New Zealand dollars?
- Where do the locals go for a drink/to eat?



With friendly assistance, these visitors will spread a good word about your business, and our District. First Impression training available from www.nz2011.govt.nz/get-involved/first-impressions-training.



Community Law

Thursday 21st July and 18th August 2011
Phone 03 418 4048 for an appointment

Inland Revenue

Wednesday 3rd August and 7th September 2011
Phone 03 904 0888 for an appointment

enterprise clutha

Building Opportunities

Business Confidence Survey

It is time to complete the EC Six Monthly Business Confidence Survey. Please complete and return the enclosed form or visit http://www.surveymonkey.com/s/EC_JulySurvey to complete online. Any questions contact Sarah.