



## INZ QUEENSTOWN UPDATE #2

*Tena koutou katoa,*

Welcome to 2009 and the second edition of the INZ Queenstown update. This edition includes the following information:

1. The Queenstown Team
2. Turnaround Times
3. Submitting Documents
4. Labour Market environment
5. ANZCO
6. Information for Employers
7. Notifying employee Departures/Resignations
8. Services we offer

We trust that this update will provide you with further context to the work we do. If there is any particular information you would like included in the next edition, please email [louise.wearing@dol.govt.nz](mailto:louise.wearing@dol.govt.nz).

Thank you for your patience during the Christmas/New Year period and best wishes for the year ahead.

*Naku noa, na*

*The Queenstown Team*

### 1. The Queenstown Team

The Queenstown Branch consists of four locally based staff with a Branch Manager based in Christchurch.

General Enquiries/Info	Phone: 0508 55 88 55 <a href="http://www.immigration.govt.nz">www.immigration.govt.nz</a>	
Office Hours	<b>Monday to Friday 9.30am to 3.30pm</b> Office 11-201b Level 2, Dart House Remarkables Park Town Centre Hawthorne Drive, Queenstown	
Louise Wearing	Immigration Manager	<a href="mailto:louise.wearing@dol.govt.nz">louise.wearing@dol.govt.nz</a>
Belinda Ballantine	Immigration Officer	<a href="mailto:belinda.ballantine@dol.govt.nz">belinda.ballantine@dol.govt.nz</a>
Jason Hannah	Immigration Officer	<a href="mailto:jason.hannah@dol.govt.nz">jason.hannah@dol.govt.nz</a>
Damian Milne	Immigration Officer	<a href="mailto:damian.milne@dol.govt.nz">damian.milne@dol.govt.nz</a>
Sarah Clifford	Acting Branch Manager (Christchurch based)	<a href="mailto:sarah.clifford@dol.govt.nz">sarah.clifford@dol.govt.nz</a>

## **2. Turnaround Times**

The Queenstown Branch continues to work towards processing 90% of work permit applications in 5 working days. Year to date we have processed 59% of work applications in five working days. One of the main contributing factors to current timeliness performance is incomplete applications where further information is required from the applicant and/or employer before a decision can be made.

## **3. Submitting Documents**

All documents submitted to our office must be placed through our drop box facility. This includes applications, additional documents or fee payments.

Before you submit application documents please:

- Clarify any uncertainty around required documentation prior to lodging the application
- Identify when medical or police certificates will be required and ensure these are obtained in advance
- Provide evidence with work permit applications (as appropriate) of the job vacancy being listed with Work and Income NZ as well as evidence of attempts to recruit New Zealand citizens or residents for the position being offered.

## **4. Labour Market Environment**

As mentioned in our last update, one of the fundamental objectives of New Zealand's work policy is to protect employment opportunities and employment terms and conditions for New Zealanders. Immigration therefore acts as a secondary lever to assist employers meet their workforce needs where they are not able to do so from within the New Zealand labour market.

Subsequently, the changing economic environment and softening of the labour market are significant considerations during our work permit assessment process. The majority of work applications we receive from the Queenstown area are for job offers with an occupation at ANZSCO Skill level 4 or 5. The Essential Skills policy requires that a labour market check must be conducted with Work and Income New Zealand (WINZ) for any occupation at ANZSCO Skill level 4 or 5.

To assist a timely assessment process, it is recommended that applicants and employers ensure that evidence of advertising and/or listing the vacancy with WINZ is provided at the initial lodgement stage.

## **5. Australian and New Zealand Standard Classification of Occupations (ANZSCO)**

Assessment of the skill level of an occupation for the purposes of Essential Skills work policy is primarily based on the ANZSCO, which classifies occupations according to the skill level required to perform the tasks of each occupation.

The ANZSCO is available at [www.immigration.govt.nz/ANZSCO](http://www.immigration.govt.nz/ANZSCO)

## **6. Information for Employers**

An Immigration guide for employers is available to help employers decide the right immigration policy for workers they may need to support through the immigration process. It explains the application process and provides some advice on recruiting offshore and settling new migrants and their families into their new life in New Zealand. Over the next month, we will be sending a copy of this brochure to employers we have received applications from during the past six months.

A copy of this employer guide can also be downloaded from our website [www.immigration.govt.nz](http://www.immigration.govt.nz) or alternatively a hard copy can be requested by calling our Immigration Contact Centre phone: 0508-55-88-55.

## **7. Notifying Employee Departures/Resignations**

Please ensure that you complete and send us the resignation/departures notification form for any temporary permit holders ceasing their employment. This form can be found on the Queenstown Branch webpage <http://www.immigration.govt.nz/branch/QueenstownBranchHome/> and can be faxed to 03 4411 811.

## **8. Services we offer**

While approximately 85% of the applications we receive are work related, we also process other temporary permits and visas in Queenstown such as:

- Visitor
- Student
- Returning Residents Visa
- Transfer of Label
- Variation of Conditions

All residence applications for the South Island region are processed by the INZ Christchurch Branch.