

From: Official Information  
Sent: Wednesday, 4 December 2019 3:08 PM  
To: [REDACTED]  
Subject: CEO Relocation Assistance

Dear [REDACTED]

I refer to your official information request we received on 6 November 2019 requesting the following:

I've been asked to request the following information about CEO Dawn Baxendale's relocation from the UK:

1. Can we please have all itemised receipts for her relocation, outlining what the \$30,000 relocation fee was spent on.
2. Was the entire \$30,000 fee used? If not, how much of it was used?
3. Was any of the fee used to pay for the relocation of Ms Baxendale's dog - or any other pets? If so, how much, and what was it spent on?
4. Was the relocation fee used to pay for flights? If so, how did she travel and how much did they cost?

On 22 November 2019 we refused this request, stating:

"We have concluded that in this case public interest does not outweigh Chief Executive Dawn Baxendale's right to privacy. We have, therefore, decided to refuse your request under the following section of the LGOIMA: - 7(2)(a) – to protect the privacy of natural persons"

On 29 November 2019 Mrs Baxendale stated that she would reflect further on the matter.

#### Council Decision

Part of the information you have requested is attached. However, we have decided to refuse your request for information which relates to the specifics of what Mrs Baxendale has claimed reimbursement for in her relocation to New Zealand. This information is withheld under the following section of the LGOIMA:

- 7(2)(a) – to protect the privacy of natural persons

#### Public Interest

In making this decision the Council considers the reasons for withholding this information is not outweighed by public interest considerations in section 7(1) favouring their release.

1. Can we please have all itemised receipts for her relocation, outlining what the \$30,000 relocation fee was spent on.
  - We are refusing this part of your request under the following section of the LGOIMA -7(2)(a) – to protect the privacy of natural persons
2. Was the entire \$30,000 fee used? If not, how much of it was used?
  - In accordance with Mrs Baxendale's employment contract and Christchurch City Council policy and guidelines on relocation assistance, Mrs Baxendale has claimed \$6,865.64 to date.
3. Was any of the fee used to pay for the relocation of Ms Baxendale's dog - or any other pets? If so, how much, and what was it spent on?
  - No - no claim was made for the relocation of Mrs Baxendale's dog or any pets, all claims made have been in accordance with Mrs Baxendale's employment agreement and Christchurch City Council policy and guidelines on relocation assistance.
4. (a) Was the relocation fee used to pay for flights? (b) If so, how did she travel and how much did they cost?
  - (a) Yes, all claims made have been in accordance with Mrs Baxendale's employment agreement and Christchurch City Council policy and guidelines on relocation assistance.
  - (b) Refuse under 7(2)(a) – to protect the privacy of natural persons

To provide further clarity we would like to release the following relevant paragraphs from Mrs Baxendale's employment agreement and Council policy and guidelines on relocation assistance that apply in this circumstance only.

#### Contract

The Council will make a contribution of a maximum of NZD\$30,000 including GST ("the relocation contribution") towards your relocation from the United Kingdom to Christchurch. Costs that may be claimed can include removal of effects, airfares, surface travel and storage of personal effects for up to eight weeks.

A Christchurch based representative from both Allied Pickfords and Crown Relocations will be in contact with you in the near future to provide quotes. Once you have received both quotes and selected your preferred relocation provider, please get in contact with the Council to inform us of your decision so that a purchase order can be prepared for the supplier. You will then need to liaise directly with the accepted supplier to arrange your relocation. The bill from Allied Pickfords or Crown Relocations will be paid directly by the Council.

You may also use the relocation contribution towards temporary accommodation costs, city orientation, home search and settling-in services such as banking, medical, and transport. Please liaise with your Christchurch based representative from either Allied Pickfords or Crown Relocations to find the best package to suit your needs.

You have 12 months from your commencement date to use the relocation contribution. Any costs incurred by you in excess of the relocation contribution amount set out above are for you to meet at your own expense.

#### Policy

Recruitment and Selection Policy 2018:

- 3.12 Relocation and Resettlement  
At its sole discretion, the Council may provide assistance to candidates who have been offered employment and need to relocate and who may require assistance with settling in Christchurch. The Council's preferred relocation and resettlement suppliers must be used. All payments will be made directly to the supplier on invoice.

#### Guidelines

##### Eligibility

The Council may provide assistance to candidates who have been offered employment and need to relocate and who may require assistance with settling in Christchurch. The Hiring Manager is required to assess each situation in order to determine whether an offer of relocation and/or resettlement assistance is appropriate. Assistance should be sought from the Recruitment Team Leader or an HR Business Partner. Factors to consider in regard to relocation support are the level of difficulty recruiting for the role and the level of the position. Factors to consider in regard to resettlement assistance include the candidate's familiarity with Christchurch, the candidate's family circumstances and the difference providing support would make to the candidate's willingness to accept the job offer.

##### Coverage

The Council may provide assistance with the following relocation expenses:  
Removal of furniture and effects, may include cost of insurance  
Storage for a period of up to two months while permanent accommodation is arranged  
Air travel for new employee and their immediate family if also relocating  
Surface travel within New Zealand, including overnight accommodation if an employee is relocating from the North Island

The Council will NOT provide assistance with relocation costs associated with the following:  
Customs or import duties including agricultural and quarantine charges, demurrage, fumigation, steam cleaning or other related charges or taxes  
Motor vehicle transfers  
Immigration documentation including any work visa/permit/residency applications or associated medical checks or Police checks  
Animals  
Antiques

The Council may provide assistance with the following resettlement expenses:

Temporary accommodation for a period of up to two weeks (14 days) for the new employee and their immediate family if also relocating

Home search orientation - research and information provided on house/apartment locations including the viewing of housing styles, cost, size, age, local amenities and infrastructure

School search orientation - research and information on local schooling options

Settling-in services - information provided on matters such as banking, insurance, communications, medical, dental and hospital facilities, shopping, transport, religious, ethnic and community groups, recreation and leisure options

You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz), by fax to (04) 471 2254, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Please note: This LGOIMA responses will be published on the Christchurch City Council website at 5.00pm today, with requesters' personal details withheld. If you have any concerns about this please contact the Official Information team on [officialinformation@ccc.govt.nz](mailto:officialinformation@ccc.govt.nz).

Yours sincerely,

**Duncan Sandeman**

**Director**

Office of Chief Executive

**Email** [OfficialInformation@ccc.govt.nz](mailto:OfficialInformation@ccc.govt.nz)

**Web** [ccc.govt.nz](http://ccc.govt.nz)

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