

Overview of Chatham Island Provisions

The following table provides explanation of each entitlement with information on who is responsible and how to apply for reimbursements.

Provision (PPCA-NZEI / PTCA)	Entitlement	Responsibility / what do I need to do?
Housing		
2.1 / 7.2.1	Where a house is provided on the island, the following is included: • heavy furniture • blinds/curtains • garage or storeroom	Boards are responsible for providing employees with a detailed list of chattels prior to moving to Chatham Islands, to inform freight decisions. Houses are managed by the Ministry of Education, any queries email: Housing@education.govt.nz .
2.2 / 7.2.2	Reasonable storage costs for personal effects left on the mainland, when taking a position on the Chatham Islands. This applies for the duration of time spent employed on the Chatham and Pitt Islands.	Storage can be arranged through the transfer and removal process or directly with the school. Storage if arranged via transfers and removals process, is managed by the Ministry's contracted provider, NZ Van Lines.
Household Energy		
3.1 / 7.3.1	Coal, diesel, firewood and gas is provided free of charge.	Costs for coal, diesel, firewood and gas are met by the School Boards. Boards are reimbursed by the Ministry's Resourcing team: Resourcing@education.govt.nz .
3.2 PPCA	The Principal of Pitt Island School does not pay for their electricity consumption. Note: There is no networked electricity on Pitt Island.	Any costs associated with the solar panels, battery equipment and back-up diesel generator, are met by the Pitt School Board.
3.3 / 7.3.2 & 7.3.3	Principals and teachers on the Chatham Islands pay the cost of their domestic electricity	Additional costs will be covered by the School Board, by paying the electricity provider directly,

	consumption, based on the size of their household, up to the following maximums: <table><thead><tr><th>Household Size</th><th>Maximum Annual Payment</th></tr></thead><tbody><tr><td>1 person</td><td>\$472.93</td></tr><tr><td>2-4 persons</td><td>\$716.00</td></tr><tr><td>5+ persons</td><td>\$803.97</td></tr></tbody></table> If the household's annual electricity costs reach the maximum annual payment, the employer must meet the additional costs.	Household Size	Maximum Annual Payment	1 person	\$472.93	2-4 persons	\$716.00	5+ persons	\$803.97	or by reimbursing the principal/teacher as agreed. These are reimbursed by the Ministry's Resourcing team: Resourcing@education.govt.nz. The breakdown of energy costs is available within Pourato (identified as <i>Chatham Islands Power Funding</i>).
Household Size	Maximum Annual Payment									
1 person	\$472.93									
2-4 persons	\$716.00									
5+ persons	\$803.97									
3.4 / 7.3.4	Principals and teachers who are required to run the generator for both the school and their house will receive an allowance of \$4.11 per day.	Schools apply for this allowance via EdPay on behalf of eligible employees. This applies for the period the generator is required.								
Motor Vehicles										
4.1 / 7.4.1	All freight and landing charges for motor vehicles will be paid by the employer both ways.	Freight for vehicles intended for the personal use of teachers and principals can be arranged through the transfer and removal process or directly with the school. Freight arranged through the transfers and removals process is managed by the Ministry's contracted provider, NZ Van Lines.								
4.2 / 7.4.2	Principals and teachers who transport their own vehicles to the Chatham or Pitt Islands will receive a vehicle allowance of \$2,739 per annum.	Schools apply for this allowance via EdPay on behalf of eligible employees.								
Subsidised Annual Leave Trips										
5 / 7.5.1 & 7.5.2	Principals and teachers, and their families, are entitled to paid flights to have one leave trip on the mainland each school year. Family members are not required to take the trip at the same time. Subject to approval from the employer, principals, teachers, and/or family members	The Ministry will pay return air fares for the employees and their family, once each school year. The school will book flights with Air Chathams directly using a claim form (travel warrant is no longer needed).								

	can elect not to utilise a subsidised leave trip, and instead use the entitlement to reimburse the return travel of a family member from the mainland. For the principal of Pitt Island school, the annual subsidised leave trip also covers the associated return air or boat travel between Pitt and Chatham Islands. In addition to subsidised leave trip, the employees on Pitt Island will be eligible for two return air or boat fares between Pitt and Chatham Islands per year. Subsidised leave trips must be used within the current school year; if not they are forfeited.	Once travel has been confirmed, Air Chathams send the form to the Ministry's Resourcing team for reimbursement. Any queries email: Resourcing@education.govt.nz Phone: 04 463 8383
Secondary Schools Allowance		
6 / 7.6.1	Parents with dependent children attending secondary school on the mainland are entitled to Boarding Allowance through the Ministry of Education. The allowance for students from Chatham Islands is \$6,300 per year and they receive 4 return flights per school year. In addition, where the principal or teacher has dependent children attending secondary school on the mainland, they will be entitled to the following: (a) Boarding Allowance for the term breaks excluding the December/January period if the child does not return to the Chatham Islands for those periods; (b) The cost of internal travel between airport and the child's school for the December/January period only; For the principal residing on Pitt Island, the child's cost of travel between Pitt and Chatham Islands at the beginning and end of each school term, as arranged by Air Chathams.	The Boarding Allowance is paid quarterly to the school the dependent student attends. Parents book flights for the term breaks via Air Chathams, who then invoice the Ministry directly. More information on this Boarding Allowance is on the Ministry website. Email: boarding.allowances@education.govt.nz The costs of internal travel between airport and school in the December/January break is paid for by the school Board and reimbursed by the Ministry's Resourcing team. Any queries, email: Resourcing@education.govt.nz. NOTE: This internal travel is not part of the Boarding Allowance scheme.

Isolation Allowance		
7.1 / 3.16.6(c)	Principals and teachers on the Chatham and Pitt Islands are entitled to an isolation allowance of \$2,500 per annum.	Schools apply for the Isolation Allowance via EdPay on behalf of their employees. This allowance is paid fortnightly as part of the employee's salary, when employed at eligible schools.
Freight Allowance		
8.1 / 7.7	The principal or teacher will have a freight allowance of \$5,000 per annum. Additional freight allowance per annum: (a) Where the employee's spouse or partner resides with the employee on the island an additional \$4,000 per annum is paid to the employee. (b) For each dependent child the employee is paid \$1,500 per annum. (c) The principal on Pitt Island receives an additional \$688.05 per annum.	Schools apply for this allowance via EdPay on behalf of their employees. This allowance continues for the term of their employment. The School Board may reimburse the principal for additional freight costs, at their discretion. All reimbursements require appropriate receipts.
Subsidy of fares to mainland for professional development		
9 / 7.9	The employer covers the cost for return air fares for principals and four permanent full-time teachers (up to \$2,000 per person), for a trip to the mainland for the purposes of professional development. The principal and teachers will become eligible for the professional development fares after six months of continuous service at these schools. The entitlement is then available annually from their six-month service date.	All professional development requires the approval of the School Board. The school will book flights with Air Chathams directly, using a claim form (noting the travel warrant is no longer needed). Once travel has been confirmed, Air Chathams send the completed form to the Ministry's Resourcing team for reimbursement. Any queries email: Resourcing@education.govt.nz Phone: 04 463 8383
Eligibility for Removal Expenses back to the mainland		

10.1 / 7.8.1 & 7.8.2	Principals retiring from education service are eligible for transfer and removal expenses to the mainland, if they have completed 5 years of continuous service at Chatham and Pitt Island schools. <i>Principals are otherwise eligible for removal expenses, as per Appendix 2 of the PPCA.</i> Teachers are entitled to removal expenses after two full consecutive years at these schools, whether in a relieving or permanent position. <i>Teachers are otherwise be entitled to transfer and removal expenses under clause 6.1, Part 6 of the PTCA.</i>	The principal/school must complete the Transfer and removal expenses form and email this to: transfer.removals@education.govt.nz with the relevant documents. The Ministry's removals provider will invoice the Ministry directly. Where the Ministry's provider is not used, the Ministry will reimburse 100% of the actual and reasonable expenses for approved transfer and removal applications.
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