



- 9 FEB 2017

Privacy of another: section 9(2)(a)

Dear Privacy of another: section 9(2)(a)

On 20 January 2017, part of your request was transferred from the New Zealand Defence Force to the Ministry requesting, under the Official Information Act 1982, the following information:

- *All Operational Group Meeting Minutes for Limited Service Volunteers from October 2015 to the present.*

I have enclosed copies of the operational meeting minutes for the period between October 2015 to October 2016. It is important to note that the meeting minutes dated 19 October 2016, state that all camps from January 2017 will be run from Burnham. Since this meeting the circumstances have changed and camps will continue to be run from Auckland as well as Burnham.

Date of Meeting	Document title
21 October 2015	<i>Limited Service Volunteers, Operational Group Meeting Minutes</i>
16 December 2015	<i>Limited Service Volunteers, Operational Group Meeting Minutes</i>
20 April 2016	<i>Limited Service Volunteers, Operational Group Meeting Minutes</i>
15 June 2016	<i>Limited Service Volunteers, Operational Group Meeting Minutes</i>
17 August 2016	<i>Limited Service Volunteers, Operational Group Meeting Minutes</i>
19 October 2016	<i>Limited Service Volunteers, Operational Group Meeting Minutes</i>

You will note that the names of some individuals are withheld under section 9(2)(a) of the Act in order to protect the privacy of natural persons. The need to protect the privacy of these individuals outweighs any public interest in this information.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public shortly. The Ministry will do this by publishing this letter and attachments on the Ministry of Social Development's website. Your personal details will be deleted and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response regarding the Limited Services Volunteer programme with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Ruth Bound', written in a cursive style.

Ruth Bound
Deputy Chief Executive, Service Delivery



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

Limited Service Volunteers

Operational Group Meeting Minutes

Date:	21 October 2015
Time:	10.00 am to 11.00 am
Location:	Ministry of Social Development, Bowen State Building, Level 3, Taupo Room
Attendees	<p>(NZDF) Section 9(2)(a) Privacy of Natural Persons</p> <p>§ 9(2)(a) (NZDF)</p> <p>§ 9(2)(a) (NZDF)</p> <p>§ 9(2)(a) (NZ Police)</p> <p>§ 9(2)(a) (MSD Work and Income Employer Services)</p> <p>§ 9(2)(a) (MSD Work and Income Partnerships and Programmes) (Chair)</p> <p>§ 9(2)(a) (MSD Work and Income Contracts)</p> <p>§ 9(2)(a) (MoE)</p> <p>§ 9(2)(a) (Work and Income Partnerships and Programmes) (Secretariat)</p>
Apologies	<p>§ 9(2)(a) (MSD CYF Youth Justice Services), § 9(2)(a) (Careersnz), § 9(2)(a) (MoE), § 9(2)(a) (MSD Work and Income Contracts), § 9(2)(a) (Work and Income Partnerships and Programmes), § 9(2)(a) (Work and Income Regional Operations).</p>

Item	Item and Description
	<p>Introduction</p> <ul style="list-style-type: none"> § 9(2)(a) welcomed § 9(2)(a) the meeting and acknowledged it was § 9(2)(a) last meeting. A big thank you to § 9(2)(a) as she hands over to § 9(2)(a) for NZDF. General introductions around the group.
1.	<p>Action points from Previous Minutes</p> <ul style="list-style-type: none"> The NZDF MSD Contract will be discussed post the Operations meeting. Operational Guidelines have been viewed by NZDF; require confirmation from NZDF who will be required to sign off on their behalf. § 9(2)(a) advised 20 tablets have been donated to Burnham Camp. Waiting for NZDF to enable the infrastructure and further explore wi-fi capability. § 9(2)(a) advised that Drivers Licencing practice tests would be able to be completed on the tablets; if wi-fi enabled.
2.	<p>NZDF Update</p> <ul style="list-style-type: none"> The new course marched into Burnham on Monday, 19 October with 110 participants. The NZDF exit from the Hobsonville site will take place over the next month. § 9(2)(a) from Work and Income (ex Hobsonville) will be at Burnham for the next week to observe. NZDF business case for a new building is still been worked on.
3.	<p>Work and Income</p> <ul style="list-style-type: none"> The processes for this second camp at Burnham for 2015/2016 have worked well. While some processes are still being refined the application process was much better this time. Work and Income held a workshop last Thursday with the national coordinators, and § 9(2)(a) from Employer Services; who bought two employers with her. The workshop looked at employment outcomes from a national perspective and re focused the programme as a national programme; not just Canterbury. The process for the Employer Day at Burnham has been agreed.

	<ul style="list-style-type: none"> • s 9(2)(a) asked for better directions for Employers arriving at Burnham. She said they send road directions and a map; but found it was then hard to find where the LSV course was being held. • Discussion held about access to IT equipment. NZDF agreed Work and Income are able to use the projector. USB sticks (generally with participants CVs) can be used on stand-alone PCs only. They cannot be used on NZDF networked computers. • Discussed whether the graduation ceremony could be filmed for families who are unable to attend the graduation. NZDF have no issue with this and s 9(2)(a) will discuss with s 9(2)(a) advised photos are already uploaded to Drop Box for all participants to access. • s 9(2)(a) briefed on the \$3k to Work Expansion from 9 November.
4.	NZ Police <ul style="list-style-type: none"> • Discussed issues around Driver Licensing and options being discussed for Police to mentor young people at the camp; to do theory in the evenings. • Significant issues are apparent with Literacy as a barrier to driver licencing. Discussion that research is that 68% of participants are below the minimum requirements; well below the national average.
5.	MoE <ul style="list-style-type: none"> • A new Service Academy will open in Kaitaia next year. • The Service Academy National Hui is in Auckland this coming November. • Progressing discussion around recognising NCEA credits for completing Service Academy.
6.	Child Youth and Family <ul style="list-style-type: none"> • No Update
7.	Employer Services <ul style="list-style-type: none"> • s 9(2)(a) advised the Restaurant Association have agreed to recruit from LSV • We will focus more on job vacancies available now, so that more people can go straight from camp into a job, ideally. • s 9(2)(a) advised there are opportunities through Fletcher Building and Kiwi Rail. Kiwi Rail won't be able to travel to the employer day but would like video conference available.
8.	Contracts <ul style="list-style-type: none"> • No Update. • Joint discussion about the 2015/2106 contract post meeting.
9.	General Business <ul style="list-style-type: none"> • Monitoring and reporting for outcomes will measure the number accepted on the course and those that go into employment or training • An A3 of the outcomes will be presented at each meeting.
10.	Action Points <ul style="list-style-type: none"> • s 9(2)(a) to discuss filming of graduation with s 9(2)(a) • NZDF follow up wi-fi at Burnham camp. • s 9(2)(a) ongoing discussion re Driver Licencing and mentoring and support for theory.

Meeting Closed: 10.50 am

Next Meeting: 16 December 2015, 10.00 am at MSD



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

Limited Service Volunteers

Operational Group Meeting Minutes

Date:	16 December 2015
Time:	10.00 am to 11.00 am
Location:	Ministry of Social Development, Bowen State Building, Level 3, Taupo Room
Attendees	<p>(NZDF) Section 9(2)(a) Privacy of Natural Persons</p> <p>§ 9(2)(a) (NZDF) (Work and Income Partnerships and Programmes) (Chair)</p> <p>§ 9(2)(a) (NZ Police)</p> <p>§ 9(2)(a) (Work and Income Regional Operations)</p> <p>§ 9(2)(a) (MSD Work and Income Partnerships and Programmes)</p> <p>§ 9(2)(a) (MSD Work and Income Contracts)</p> <p>§ 9(2)(a) (MSD Work and Income Contracts)</p> <p>§ 9(2)(a) (MoE)</p>
Apologies	<p>§ 9(2)(a) (MSD CYF Youth Justice Services), § 9(2)(a) (Careersnz), § 9(2)(a) (MoE),</p> <p>§ 9(2)(a) (MSD Work and Income Employer Services)</p>

Item	Item and Description
	<p>Introduction</p> <ul style="list-style-type: none"> § 9(2)(a) welcomed everyone
1.	<p>Action points from Previous Minutes</p> <ul style="list-style-type: none"> § 9(2)(a) advised filming of graduation had been done. § 9(2)(a) advised wi-fi is not available at Burnham. After further discussion he will go back to discuss further options. § 9(2)(a) continue to work on Driver Licencing for trainees. § 9(2)(a) setting up meeting with § 9(2)(a) from NZTA re Mangere project and how this may help for LSV.
2.	<p>NZDF Update</p> <ul style="list-style-type: none"> New staff started in Auckland and Burnham including OC's. The NZDF will have vacated from the Hobsonville site by 16 December 2015. Preparations at Motu Moana going to plan. Contract (for 12 months) and MoU to share data from Statistics have been signed. § 9(2)(a) talked about NZDF working on tidying up all their processes and YDU as one umbrella with each programme appendices under that.
3.	<p>Work and Income</p> <ul style="list-style-type: none"> § 9(2)(a) talked about Employer Services assisting with Employer day at Burnham. Inviting many new employers who have jobs available at the time. This meant there were 250 jobs on offer for all trainees. Employer Services will continue to support employer days for LSV. Feedback from Employer day was that the NZDF presentation was interesting however not that relevant as most trainees wouldn't meet the criteria to enter into the Army. § 9(2)(a) to follow up on this. § 9(2)(a) presented data on outcomes 16 weeks after completion for the financial year. Was asked

	<p>to have a breakdown of benefit duration to outcomes s 9(2)(a) to have this available for next meeting.</p> <ul style="list-style-type: none"> When information required for OIA's, PQ's etc, we need to ensure that all parties are made aware of the request as soon as possible.
4.	<p>NZ Police</p> <ul style="list-style-type: none"> s 9(2)(a) advised that the Police Mentors have been completing a report at the end of each course, however these reports have not been available at a National level. There are some valuable ideas, thoughts in these reports. s 9(2)(a) is to have copies of reports available at next meeting.
5.	<p>MoE</p> <ul style="list-style-type: none"> National Hui held in Auckland on Contractual Development.
6.	<p>Child Youth and Family</p> <ul style="list-style-type: none"> No Update
7.	<p>Employer Services</p> <ul style="list-style-type: none"> No Update
8.	<p>Contracts</p> <ul style="list-style-type: none"> No Update.
9.	<p>General Business</p> <ul style="list-style-type: none"> Discussion had around no wi-fi available at Burnham, suggestions re using 3G with ipads or enquiring about sponsorship.
10.	<p>Action Points</p> <ul style="list-style-type: none"> s 9(2)(a) to look further into the possibility of wi-fi at Burnham. s 9(2)(a) to review the NZDF presentation at Employer Day. s 9(2)(a) ongoing discussion re Driver Licencing and mentoring and support for theory. s 9(2)(a) to update data to show breakdown of benefit duration to outcomes. s 9(2)(a) to have available Police Mentors reports for next meeting.

Meeting Closed: 10.50 am

Next Meeting: 17 February 2016, 10.00 am at MSD



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

Limited Service Volunteers

Operational Group Meeting Minutes

Date:	20 April 2016
Time:	9.00 am to 10.00 am
Location:	Ministry of Social Development, Bowen State Building, Level 3, Taupo Room
Attendees	<p>[redacted] (NZDF) Section 9(2)(a) Privacy of Natural Persons</p> <p>s 9(2)(a) [redacted] (NZ Police)</p> <p>s 9(2)(a) [redacted] (Work and Income Regional Operations)</p> <p>[redacted] (MSD Work and Income Partnerships and Programmes) (Chair)</p> <p>s 9(2)(a) [redacted] (MSD CYF Youth Justice Services)</p> <p>s 9(2)(a) [redacted] (MSD Work and Income Employer Services)</p> <p>[redacted] (MSD Work and Income Contracts)</p> <p>s 9(2)(a) [redacted] (MSD Work and Income Contracts)</p> <p>s 9(2)(a) [redacted] (Careersnz)</p> <p>s 9(2)(a) [redacted] (MoE)</p> <p>[redacted] (MSD Work and Income Partnerships and Programmes) – (Minutes)</p>
Apologies	s 9(2)(a) [redacted] (NZDF) s 9(2)(a) [redacted] (MSD Partnerships and Programmes) s 9(2)(a) [redacted] (MSD Work and Income Communications)

Item	Item and Description
	<p>Introduction</p> <ul style="list-style-type: none"> s 9(2)(a) [redacted] welcomed everyone. Introductions followed. Minutes from previous meeting were approved.
1.	<p>Action points from Previous Minutes</p> <ul style="list-style-type: none"> s 9(2)(a) [redacted] arranged for MSD Comms to contact s 9(2)(a) [redacted] regarding Comms for Motu Moana. s 9(2)(a) [redacted] discussed possibility of reporting on changes in criminal convictions and gang affiliations. Discussions are ongoing.
2.	<p>NZDF Update</p> <p>Motu Moana on track for first programme start on 2 May 2016. Staff have been rehearsing for potential issues and testing tracks, area for mud run other activities.</p> <ul style="list-style-type: none"> Referrals numbers looking good. Concern with only six working days to complete application process would like some clean apps on stand-by. Motu Moana open day on Saturday 23 April 2016 - had little response from the local community. No media interest. Burnham Marched In (4 April) with 112 trainees. Numbers for the year will be met if Motu Moana and Burnham achieve required March In numbers. s 9(2)(a) [redacted] talked about other ways to show outcomes, NZDF are exploring how to measure trainee's health and well-being through the programme, eg. measuring body mass index and fitness. Also looking at how to show change in social measures.

3.	Work and Income <ul style="list-style-type: none"> • s 9(2)(a) talked about the good numbers for Burnham and will check how many clean applications are available if required for Motu Moana. • s 9(2)(a) talked about developing a role profile for MSD staff involved in LSV. • [redacted] advised the group that changes to MSD IT system is impacting on reporting programme outcomes.
4.	NZ Police <ul style="list-style-type: none"> • s 9(2)(a) discussed changes to how Police mentors for both Auckland and Southern courses. • Currently in the process of reviewing all resources and processes for Police Mentor. • s 9(2)(a) advised of a process for mentor reports from Police to Defence. • [redacted] discussed the Gang Intelligence Centre and interface with LSV with regards to identifying participants who are gang connected. Provides a snap shot of participant's background – useful for information to assist staff with inter-agency responses going forward. • Police have held meetings with gangs (older gang members) to find out what they want for youth – education, health, pride, and belonging.
5.	MoE <ul style="list-style-type: none"> • s 9(2)(a) discussed an NCEA qualification level developed for wider youth (NCEA Level 2). • Discussed cross agency involvement and future outcomes of participants.
6.	Child Youth and Family <ul style="list-style-type: none"> • Last MAC course started 21 February 2016, with eight participants. Six graduated. • Next MAC – ten people tagged. s 9(2)(a) discussed that Judges are now asking young people to talk about their experiences of attending the MAC programme in Court and this is assisting Judges decision. • s 9(2)(a) discussed that the outcomes from young people completing MAC is similar to LSV participants including: <ul style="list-style-type: none"> ◦ Good outcomes and performances during the programme ◦ Limited support required following completion of the programme. • s 9(2)(a) discussed the positive response to mixed gender courses, with minimal issues. Mixed gender courses are likely to continue.
7.	Employer Services <ul style="list-style-type: none"> • Increased involvement at LSV in the last two programmes at Burnham. • s 9(2)(a) informed the meeting of an increased number of vacancies. • [redacted] discussed the impact (financial and resources) on employers to travel to Burnham and may not get the time to spend with trainees who they are interested in. • s 9(2)(a) discussed solutions needed for participants to maintain motivation when return home. • s 9(2)(a) discussed a positive point from the last programme was the high number of participants with employer referrals. From January course approximately 40% off benefit and into employment or training.
8.	Contracts <ul style="list-style-type: none"> • No update

9.	Careersnz <ul style="list-style-type: none"> • s 9(2)(a) explained the profile builder which is like a CV builder but includes soft skills, skills and experienced gained from voluntary work, and work experience in the community. • s 9(2)(a) advised the Youth Passport programme running in Auckland has no drivers licence content is included.
10.	General Business <ul style="list-style-type: none"> • Employers Services would like to have a list of patrons. s 9(2)(a) expressed a reluctance to provide the personal details of patrons – some of whom are influential New Zealanders. Many patrons e.g. s 9(2)(a) are not directly engaged in employment opportunities, more for purposes of motivation. • s 9(2)(a) advised that linking patrons from employment backgrounds could be linked to local labour market opportunities. • From a recent LSV workshop with MSD National co-ordinators it was suggested the Operational Minutes be sent to co-ordinators. Decision: everyone agreed this is not appropriate. Co-ordinators may take content of minutes out of context. • Discussion had around who is responsible for trainees travel arrangements to and from the camp, and appointments to dentists and doctors while at camp. Decision: s 9(2)(a) advised that Defence is responsible for participants while on the programme, including all travel. • Discussion had around Police Vetting information be available for employers when trainees completing a job application to reduced time while employers wait for a Police check. Decision: s 9(2)(a) advised that information for employers can be different to information included in Police Vetting disclosures for LSV.
11.	Action Points <ul style="list-style-type: none"> • s 9(2)(a) continue to discuss driver licencing, mentoring and support for theory. • s 9(2)(a) to have available Police Mentors reports for next meeting.

Meeting Closed: 10.45 am

Next Meeting: 9.00 am on 15 June 2016, at MSD Bowen State Building Level 3, Taupo Room.



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

Limited Service Volunteers

Operational Group Meeting Minutes

Date:	Wednesday, 15 June 2016
Time:	9.00 am to 10.00 am
Location:	Ministry of Social Development, Bowen State Building, Level 3, Taupo Room
Attendees	<p>(NZDF) Section 9(2)(a) Privacy of Natural Persons</p> <p>s 9(2)(a) (NZ Police)</p> <p>s 9(2)(a) MSD Work and Income Partnerships and Programmes) (Chair)</p> <p>(MSD Work and Income Employer Services)</p> <p>(MSD Work and Income Contracts)</p> <p>s 9(2)(a) (Careersnz)</p> <p>s 9(2)(a) (MSD Work and Income Partnerships and Programmes) – (Minutes)</p>
Apologies	<p>s 9(2)(a) (NZDF), s 9(2)(a) (MSD Partnerships and Programmes), s 9(2)(a) (Work and Income Regional Operations), s 9(2)(a) (MSD CYF Youth Justice Services), s 9(2)(a) (MSD Work and Income Contracts), s 9(2)(a) (MoE)</p>

Item	Item and Description
	<p>Introduction</p> <ul style="list-style-type: none"> s 9(2)(a) welcomed everyone. Minutes from previous meeting were approved.
1.	<p>Action points from Previous Minutes</p> <ul style="list-style-type: none"> WiFi at Burnham available, need to sort out tables and computers. Driver licence training for learner's licences in programme content s 9(2)(a) from NZDF, s 9(2)(a) and s 9(2)(a) to discuss off line.
2.	<p>NZDF Update</p> <ul style="list-style-type: none"> Have approximately 20 Tablets at Burnham but not yet in use. Would be good to have more available. s 9(2)(a) discussed approaching sponsorship/supply from Spark, Vodafone or employers. Last course in Auckland Marched Out (11 June) with 74 with around 50 trainees with job offers and good outcomes expected. Burnham Marched In (30 May) with 115 trainees. Auckland referrals for next course (4 July) low with 10 accepted but more in pipeline (28). s 9(2)(a) identified other programmes and services in Auckland having similar response to referrals. s 9(2)(a) mentioned joint Minister's meeting on Thursday (16/6/15) re future of Auckland.
3.	<p>Work and Income</p> <ul style="list-style-type: none"> s 9(2)(a) discussed the Wellington hub s 9(2)(a) will be finishing LSV roles on 1 July 2016 and moving back to substantive positions. s 9(2)(a) will continue to accept applications up to 9 July 2016. Canterbury will appoint an administration assistant to support s 9(2)(a) asked if

	<p>the new role will be located on site <u>s 9(2)(b)</u> follow up with Canterbury. AP</p> <ul style="list-style-type: none"> Reporting <u>s 9(2)(a)</u> discussed that reporting is still problematic with this fiscal year (2015/2016) data not accurate. Reporting to fix from 1/7/16.
4.	<p>NZ Police</p> <ul style="list-style-type: none"> Mentor Reports – Last mentor pleased with progress and enthusiasm of the course. Positive response received. Police have gone back to mentor expand on some details. Positive feedback also received from <u>s 9(2)(a)</u> – former Ops Group member), who attended.
5.	<p>MoE</p> <ul style="list-style-type: none"> No Updates – MoE continuing to work with Defence on MOU.
6.	<p>Child Youth and Family</p> <ul style="list-style-type: none"> No update
7.	<p>Employer Services</p> <ul style="list-style-type: none"> Employer Day <u>s 9(2)(a)</u> informed they were 2 employers short for the next employer day in Burnham. Three staff from Employer Services will travel to Burnham for the day. <u>s 9(2)(a)</u> advised of a meeting with Fulton Hogan on 5 July 2016 as Fulton Hogan want to offer assistance to LSV in best way that would be beneficial for trainees.
8.	<p>Contracts</p> <ul style="list-style-type: none"> No update
9.	<p>Careersnz</p> <ul style="list-style-type: none"> <u>s 9(2)(a)</u> advised Careersnz not merging with TEC. Two significant ways of working for Careersnz is: <ul style="list-style-type: none"> Employability skills – a collaboration platform for organisations to promote initiatives for education toward employment Work with MSD on the social record – profile builder including an updated CV builder to take into account soft skills.
10.	<p>General Business</p> <ul style="list-style-type: none"> <u>s 9(2)(a)</u> discussed more job search skills training required. <u>s 9(2)(a)</u> suggested participants could receive online training during course down time.
11.	<p>Action Points</p> <ul style="list-style-type: none"> <u>s 9(2)(a)</u> continue to discuss driver licencing, mentoring and support for theory. <u>s 9(2)(a)</u> to advise from Canterbury if the new admin staff will be located on site. Meeting to be scheduled with <u>s 9(2)(a)</u> from Defence re fitting Drivers Licence theory training into camp time.

Meeting Closed: 9.30 am

Next Meeting: 9.00 am on 17 August 2016, at MSD Bowen State Building Level 3, Taupo Room.



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

Limited Service Volunteers

Operational Group Meeting Minutes

Date:	Wednesday, 17 August 2016
Time:	10.00 am to 11.00 am
Location:	Ministry of Social Development, Bowen State Building, Level 3
Attendees	<p>§ 9(2)(a) (NZDF)</p> <p>§ 9(2)(a) (NZDF)</p> <p>§ 9(2)(a) (NZ Police)</p> <p>§ 9(2)(a) (Work and Income Partnerships and Programmes) (Chair)</p> <p>§ 9(2)(a) (Work and Income Employer Services)</p> <p>§ 9(2)(a) (Work and Income Regional Operations)</p> <p>§ 9(2)(a) (CYF Youth Justice Services)</p> <p>§ 9(2)(a) (CareersNZ)</p>
Apologies	<p>§ 9(2)(a) (Work and Income Partnerships and Programmes), § 9(2)(a) (Work and Income Partnerships and Programmes), § 9(2)(a) (Work and Income Partnerships and Programmes), § 9(2)(a) (Work and Income Contracts), § 9(2)(a) (Work and Income Contracts), § 9(2)(a) (MoE)</p>

Item	Item and Description
	<p>Introduction</p> <ul style="list-style-type: none"> § 9(2)(a) welcomed everyone. Minutes from previous meeting were approved apart from one change: CareersNZ is merging with TEC.
1.	<p>Action points from Previous Minutes</p> <ul style="list-style-type: none"> The driver licence app has been installed on tablets in camps for trainees to do learner licence theory training. § 9(2)(a) from NZDF, in consultation with § 9(2)(a) has organised driver licence training for learner's licences in LSV programme content. New Work and Income admin staff member assigned to assist § 9(2)(a) for Burnham. This is § 9(2)(a) who will be based off site at The Base Canterbury.
2.	<p>NZDF Update</p> <p>§ 9(2)(a) provided an update on recent course participation and the number of trainees who have dropped out.</p>
3.	<p>Work and Income</p> <ul style="list-style-type: none"> Canterbury has appointed an administration assistant to support § 9(2)(a) for Burnham. This is § 9(2)(a), who will be based off site at The Base Canterbury. Reporting - § 9(2)(a) discussed that reporting issues are nearing resolution. Accurate 2015/16 reporting should be available in the next couple of weeks.
4.	<p>NZ Police</p> <ul style="list-style-type: none"> The Police Commissioner has been promoting LSV. LSV is also being promoted as part of the 'tool kit' for the Police when managing young people. The recruitment process for Mentors has seen a number of high calibre applicants, including a former LSV graduate who joined the Police.

	<ul style="list-style-type: none"> • s 9(2)(a) mentioned that the Human Rights Commissioner could be a good advocate of the LSV programme. • Police are looking at the ACC/ NZTA led Young Driver Signature Programme run in Mangere as a model to base any expansion of driver licence work in LSV. • s 9(2)(a) will seek clarification on the requirements for learner licence testing on base. AP
5.	MoE <ul style="list-style-type: none"> • No Updates – MoE continuing to work with Defence on MOU. MOU is with MoE legal.
6.	Child Youth and Family <ul style="list-style-type: none"> • MAC in progress and is full.
7.	Employer Services <ul style="list-style-type: none"> • Employer Services are interested in reporting of employment outcomes for LSV participants and what employers / industries that employed them, if this was the outcome.
8.	Contracts <ul style="list-style-type: none"> • No update
9.	CareersNZ <ul style="list-style-type: none"> • s 9(2)(a) had heard of feedback that there were some out of date CareersNZ resources were being used at camps s 9(2)(a) to follow up with Burnham and Auckland AP • s 9(2)(a) mentioned two CareersNZ products that could be useful resources: <ul style="list-style-type: none"> ○ Industry Focused Events ○ Work Inspiration (www.workinspiration.nz) <p>s 9(2)(a) also mentioned that CareersNZ are willing to facilitate CareersNZ training sessions for facilitators or trainers attached to the camps.</p>
10.	General Business <ul style="list-style-type: none"> • None.
11.	Action Points <ul style="list-style-type: none"> • s 9(2)(a) will seek clarification on the requirements for learner licence testing on base. • s 9(2)(a) to follow up with Burnham and Auckland about CareersNZ resources

Meeting Closed: 10:30 am

Next Meeting: To be determined



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

Limited Service Volunteers

Operational Group Meeting Minutes

Date:	Wednesday, 19 October 2016
Time:	10.00 am to 11.00 am
Location:	Ministry of Social Development, Aurora Centre, 56 The Terrace, Level 1, Kahu Room
Attendees	<div> <div></div> (NZDF) Section 9(2)(a) Privacy of Natural Persons <div>§ 9(2)(a)</div> (NZDF) <div></div> (NZDF) <div>§ 9(2)(a)</div> (NZ Police) <div></div> (Work and Income Partnerships and Programmes) (Chair) <div>§ 9(2)(a)</div> (Work and Income Partnerships and Programmes) <div></div> (Work and Income Employer Services) <div>§ 9(2)(a)</div> (CYF Youth Justice Services) <div></div> (CareersNZ) <div>§ 9(2)(a)</div> (Work and Income Contracts) <div>§ 9(2)(a)</div> (MoE) </div>
Apologies	<div>§ 9(2)(a)</div> (Work and Income Contracts), <div>§ 9(2)(a)</div> (Work and Income Regional Operations)

Item	Item and Description
	Introduction <ul style="list-style-type: none"> <div>§ 9(2)(a)</div> welcomed everyone and introductions completed.
1.	Action points from Previous Minutes <ul style="list-style-type: none"> <div>§ 9(2)(a)</div> continue to discuss driver licencing, mentoring and support of theory. This Action Point to continue until further notice. Work and Income National co-ordinators confirm that all CareersNZ resources at camps are taken from the Website and are up to date.
2.	NZDF Update <ul style="list-style-type: none"> <div>§ 9(2)(a)</div> provided an update on recent course participation. Auckland Marched Out 77. Burnham Marched In 124. NZDF have vacated Motu Moana. All camps from January 2017 will run from Burnham.
3.	Work and Income <ul style="list-style-type: none"> Currently working on process to improve follow up once the trainees return home. NZDF and Work and Income are meeting at Burnham 25 October to discuss future options.
4.	NZ Police <ul style="list-style-type: none"> Drivers Licencing process for Learners, has to be completed either via Mobile Unit or at an AA office. <ul style="list-style-type: none"> Mobile Unit cost is \$1100 per day or \$550 half day. Able to book an AA office for a period of time required.

	<ul style="list-style-type: none"> Cost is \$93.90 to obtain a licence. Participants with literacy issues, the tutor can ask the question verbally but participant will need to record answer online. s 9(2)(a) suggested NZDF could pay the daily cost for the Mobile Unit and use half day for trainees and the other for NZDF staff. Reports from Mentors very detailed and including ideas. Discussed the possibility of more than one Police Mentor per course with increase in numbers. s 9(2)(a) to follow up with s 9(2)(a) Consider Police Mentors at Burnham for the six weeks due to increase in numbers.
5.	MoE <ul style="list-style-type: none"> Clearer oversight of Academy programmes, more support, extending contracts to three years.
6.	Child Youth and Family <ul style="list-style-type: none"> Last MAC course running with 10 young people most with remand status. NZDF will continue to run Bluelight.
7.	Employer Services <ul style="list-style-type: none"> Employer Services are looking at options for client to obtain driver licences. s 9(2)(a) to follow up on where they are at and if they could assist with LSV.
8.	Contracts <ul style="list-style-type: none"> Meeting to discuss contract follows Operational meeting.
9.	CareersNZ <ul style="list-style-type: none"> CareersNZ are developing a Profile Builder, to complete a CV (go live December) built into it will be a matching tool (similar to LinkedIn) to employers (go live March 2017). My Career – personal development builder, questions to guide through planning for a career, this can be saved and updated at any time. Plan is then to be able to share with Work Brokers.
10.	General Business <ul style="list-style-type: none"> s 9(2)(a) to send s 9(2)(a) details of MSD staff attending meeting at Burnham on 25 October. Cancel meeting in December. Future meetings start January 2017 and continue with every third Wednesday of every second month.
11.	Action Points <ul style="list-style-type: none"> s 9(2)(a) discuss possibility of more than one Police Mentor per course with increase numbers or attend Burnham for the six weeks.

Meeting Closed: 10.35 am

Next Meeting: 18 January 2017