

MBIE's Risk Management Framework

Risk Matrix

Approach used to determine the level of risk exposure

Loss of life and/or physical or mental injuries with serious permanent effects. Single or multiple fatality	Extreme	10	18	20	23	25
Physical or mental injuries with serious non-permanent effects. Single or multiple serious injury.	Major	9	12	19	21	24
Short term physical and mental injury Lost Time Injury.	Moderate	8	11	13	15	22
Short term Physical injury Medical Treatment Injury Restricted Work Injury	Minor	2	6	8	14	17
First Aid Pain & Discomfort No medical treatment	Insignificant	1	3	5	7	16
		Rare	Unlikely	Possible	Likely	Almost Certain
		<5% chance in next 12 months	5%-30% chance in the next 12 months	30%-50% chance in the next 12 months	51%-90% chance in the next 12 months	>80%chance in the next 12 months
		Only expected in exceptional circumstances, once in next 5 years or more	Not expected to occur, once in the next 2-5 years	Could be expected to occur, once in next 2 years	More likely to occur than not, once in the next year	Expected to occur, at least once in the next year.

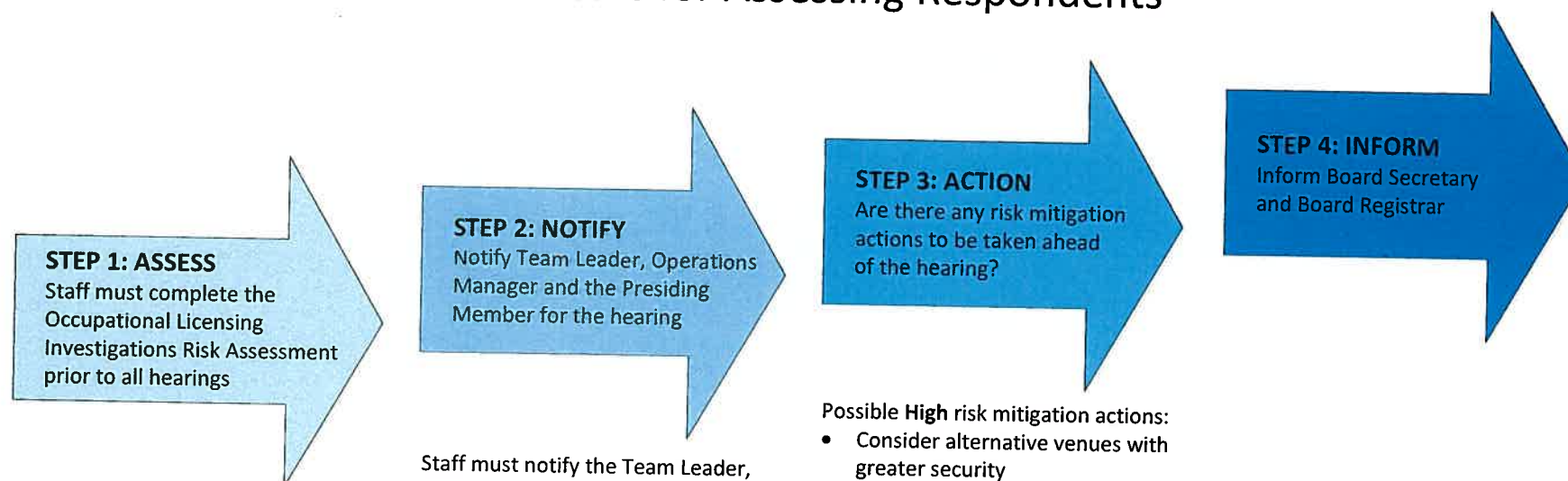
Level of Risk	
Very High	23-25
High	18-22
Moderate	9-17
Low	4-8
Very Low	1-3

Occupational Licensing Investigations Risk Assessment

This assessment relies on: Staff member judgements and intelligence from Board members

Level of Risk	Behavioural Indicators	Action to be taken
Very High	<ul style="list-style-type: none"> Respondent is physically and/or verbally aggressive and may be destructive Multiple complaints Aggressive speech/language Low consideration of others Explosive Arrogant Hostile Attacking Blaming Threatening 	<p>Notify Team Leader and Operations Manager of respondent behaviour and possible risks arising from respondent's behaviour (Step 2)</p> <p>Proceed to Step 3 with Team Leader and Operations Manager</p>
High	<ul style="list-style-type: none"> Respondent is restless, agitated and has increasing tension and irritability 	<p>Keep observing and monitor respondent behaviour.</p>
Moderate	<ul style="list-style-type: none"> Assertive speech/language Interrupting and talking over people Snapping Visibly upset and angry Raises their voice 	<p>If any sign of high risk indicators, re-evaluate respondent risk and take appropriate action.</p>
Low	<ul style="list-style-type: none"> Respondent is agreeable and is self-aware of the situation 	
Very Low	<ul style="list-style-type: none"> Passive – assertive speech/language Clear messages Talking and listening Self-Aware Self-Accepting Comfortable 	<p>No action to be taken.</p>

Process for Assessing Respondents



STEP 1: ASSESS

Staff must complete the Occupational Licensing Investigations Risk Assessment prior to all hearings

For both LBP and EWRB, the following staff must carry out an Occupational Licensing Investigations Risk Assessment:

- Investigators
- Registrar
- Secretariat
- Board Members

Other staff should be made aware of the Occupational Licensing Investigations Risk Assessment so they are able to provide input as required.

STEP 2: NOTIFY

Notify Team Leader, Operations Manager and the Presiding Member for the hearing

Staff must notify the Team Leader, Operations Manager and Presiding Member for the hearing.

It is important to have all parties involved in the decision making process.

STEP 3: ACTION

Are there any risk mitigation actions to be taken ahead of the hearing?

Possible **High** risk mitigation actions:

- Consider alternative venues with greater security
- Security guard(s)

Possible **Very High** risk mitigation actions:

- Hearing in absentia e.g. video conference
- Including the actions listed for *High* risk

STEP 4: INFORM

Inform Board Secretary and Board Registrar

Note:

- This assessing respondents process must be carried out by all Staff prior to all Board hearings.
- Each step is discrete.
- Only escalate to the next step on agreement with team leader and operations manager.





Government Model Contract-Lite
Mobile Patrols and Alarm Response

The Parties

Ministry of Business, Innovation and Employment

(Buyer)

PO Box 1473, Wellington 6140

FIRST Security Guard Services Limited

(Supplier)

P O Box 7631, Wellesley St. Auckland

Agreement	The Supplier will provide the following goods and/or services (as applicable) to the Buyer by the date and for the price recorded in the table below (excluding GST). The price includes all expenses.	
	Description	Price (exc GST)
	Mobile Patrols: <ul style="list-style-type: none"> - 2x drive by night patrols to the site gates doing a visual check of premises per night 7 days per week. - 2x drive by day patrols to the site gates doing a visual check of premises on Weekends and Public Holidays - Bar Code tags will be placed at the gate and on each check these will be scanned by the patrol officer to verify the patrol has been undertaken. 	A fixed fee of _____ per month (total annual value of _____
	Alarm Response: <ul style="list-style-type: none"> - This includes a full perimeter foot patrol of the perimeter fence 	
Invoice and payment	The Supplier will invoice the Buyer for the services at the end of the month, for Services delivered during that month. If the Buyer receives a valid tax invoice on or before the end of the month, and delivery of the goods and/or services has been satisfactory, the Buyer must pay that tax invoice by the 20 th calendar day of the following month.	
Start date	This contract will start on 1 February 2018.	
End date	This contract is for 12 months, unless the Parties agree in writing to an earlier end date, or this contract is terminated earlier by the Buyer giving 1 month notice.	
Standards	FOR SERVICES: (as applicable) the Supplier will provide the services with due care, skill and diligence and to the Specific Standards specified above (if any).	
Resolving disputes	The Parties will use their best endeavours to resolve any dispute or difference that may arise under this contract through direct negotiation. If the Parties cannot resolve a dispute by negotiation, either Party may refer the matter to mediation. The Party requesting mediation must notify the other Party in writing. Each Party will meet their own costs of resolving the dispute.	
Law	This contract will be governed and interpreted in accordance with New Zealand law.	

Buyer:



(signature)

Name: Michael ACP

Position: GM Property & Services

Date: 1/02 / 2018

Supplier: FIRST Security Guard Services



(signature)

Name: Hayden Bigelow

Position: Bigelow

Date: 31/01/2018

From: [REDACTED]@waikatosecurity.co.nz>
Sent: Tuesday, 5 December 2017 9:37 a.m.
To: Gemma Lawson
Subject: RE: Guard Booking [IN-CONFIDENCE:RELEASE EXTERNAL]

Hi Gemma,

Thanks for the reply, I will pass on to our Senior Supervisor for tomorrow 😊

Ngā Mihi,

[REDACTED]
Senior Supervisor Guards, Patrols & Monitoring



[REDACTED]@waikatosecurity.co.nz
Waikato Security Services Ltd | P.O.Box 697 | 4 Somerset St | Hamilton 3240



From: Gemma Lawson [mailto:Gemma.Lawson@mbie.govt.nz]
Sent: Tuesday, 5 December 2017 9:27 a.m.
To: [REDACTED]@waikatosecurity.co.nz>
Subject: RE: Guard Booking [IN-CONFIDENCE:RELEASE EXTERNAL]

Hi [REDACTED]

The Board asks that security can be easily identified i.e. dressed smartly with identification, or in uniform. Further we would appreciate if they arrive ~15 minutes before 1pm – as that is when the hearing is scheduled to start.

Thank you,

Gemma Lawson
BOARD SECRETARY | BUILDING PRACTITIONERS BOARD

Occupational Licensing, Consumer Protection and Standards
Ministry of Business, Innovation & Employment

gemma.lawson@mbie.govt.nz | Telephone: +64 04 901 8492 | Hearings Mobile: [REDACTED]

MINISTRY OF BUSINESS INNOVATION & EMPLOYMENT / HIKINA WHAKATUTUKI
15 Stout Street, Wellington 6011, PO Box 1473, Wellington 6140 | www.mbie.govt.nz

From: [REDACTED]@waikatosecurity.co.nz]
Sent: Tuesday, 5 December 2017 8:04 a.m.
To: Gemma Lawson
Subject: RE: Guard Booking [IN-CONFIDENCE:RELEASE EXTERNAL]

Hi Gemma,

My apologies for not replying to your email last week – Is there anything you need me to pass on to our guards prior to tomorrow?

Ngā Mihi,

[REDACTED]
Senior Supervisor Guards, Patrols & Monitoring



[REDACTED]@waikatosecurity.co.nz
Waikato Security Services Ltd | P.O.Box 697 | 4 Somerset St | Hamilton 3240

GUARDS | PATROLS | MONITORING | ALARMS | CCTV  

From: Gemma Lawson [mailto:Gemma.Lawson@mbie.govt.nz]
Sent: Friday, 1 December 2017 3:48 p.m.
To: Kath Kelly <kath@waikatosecurity.co.nz>
Subject: RE: Guard Booking [IN-CONFIDENCE:RELEASE EXTERNAL]

Hi [REDACTED]

Thank you for getting back to me. Please go ahead with this booking.

Thanks again,

Gemma Lawson
BOARD SECRETARY | BUILDING PRACTITIONERS BOARD

Occupational Licensing, Consumer Protection and Standards
Ministry of Business, Innovation & Employment

gemma.lawson@mbie.govt.nz | Telephone: +64 04 901 8492 | Hearings Mobile: [REDACTED]

MINISTRY OF BUSINESS INNOVATION & EMPLOYMENT / HIKINA WHAKATUTUKI
15 Stout Street, Wellington 6011, PO Box 1473, Wellington 6140 | www.mbie.govt.nz

From: John Currie
Sent: Friday, 1 December 2017 3:12 p.m.
To: Gemma Lawson
Subject: Re: Guard Booking [IN-CONFIDENCE:RELEASE EXTERNAL]

Approved

Regards

John Currie
Operations Manager
Occupational Licensing Team, CP&S
Sent from my iPhone

On 1/12/2017, at 3:04 PM, Gemma Lawson <Gemma.Lawson@mbie.govt.nz> wrote:

Hi John,

We have a hearing coming up where it has been suggested that we arrange guards as a preventative measure, [REDACTED]. Please see the quote for these services below, for your approval.

Best,

Gemma Lawson
BOARD SECRETARY | BUILDING PRACTITIONERS BOARD

Occupational Licensing, Consumer Protection and Standards
Ministry of Business, Innovation & Employment

gemma.lawson@mbie.govt.nz | Telephone: +64 04 901 8492 | Hearings Mobile: [REDACTED]
<image004.jpg>

MINISTRY OF BUSINESS INNOVATION & EMPLOYMENT / HIKINA WHAKATUTUKI
15 Stout Street, Wellington 6011, PO Box 1473, Wellington 6140 | www.mbie.govt.nz

From: [REDACTED] <[\[REDACTED\]@waikatosecurity.co.nz](mailto:[REDACTED]@waikatosecurity.co.nz)>

Sent: Friday, 1 December 2017 2:52 p.m.

To: Gemma Lawson

Subject: Guard Booking

Good Afternoon Gemma,

Thank-you very much for your phone enquiry earlier on this with [REDACTED] he has passed your request to me to finalize.

I understand you are needing x2 guards at the [REDACTED] from [REDACTED] on the [REDACTED]

We can provide guards for this date and I have done a rough estimate of the pricing below.

X2 Guards at [REDACTED]
Travel costs from WSS base to Hamilton Airport Conference Centre at [REDACTED] per km, [REDACTED] both ways = [REDACTED]

If you would like to go ahead with the booking, or have any further questions please let me know.

Ngā Mihi,

[REDACTED]
Senior Supervisor Guards, Patrols & Monitoring

<image001.png>

<image002.gif>

_____@waikatosecurity.co.nz

Waikato Security Services Ltd | P.O.Box 697 | 4 Somerset St | Hamilton 3240

<image003.png>

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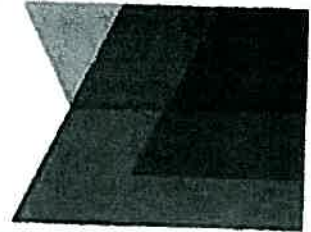
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Government Model Contract-Lite

The Parties

Ministry of Business, Innovation and Employment

(Buyer)

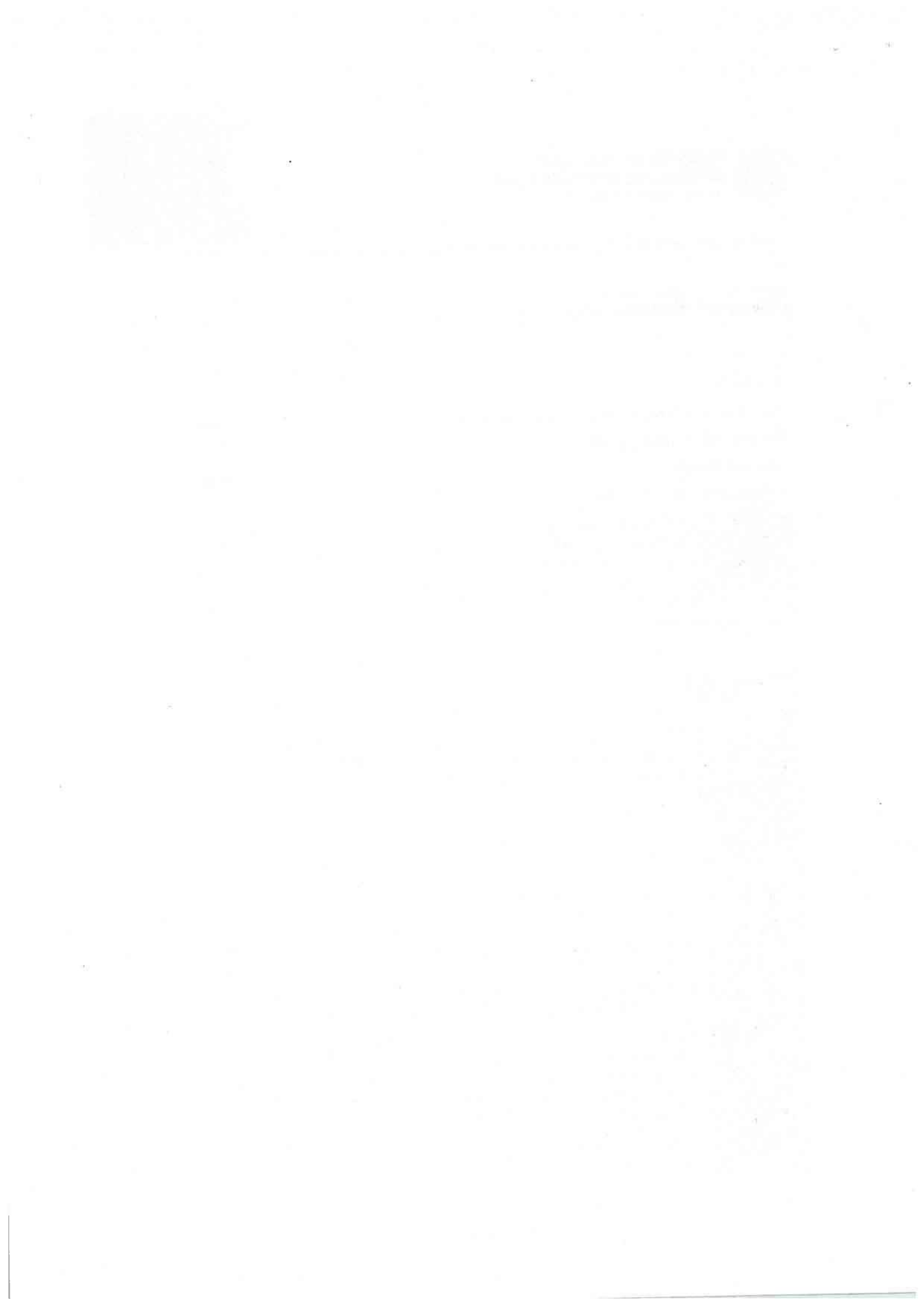
PO Box 1473, Wellington 6140

Select Alarms Ltd

(Supplier)

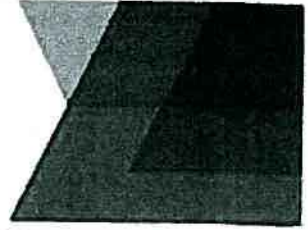
PO Box 15524, Hamilton 3243

Agreement	The Supplier will provide the following goods and/or services (as applicable) to the Buyer by the date and for the price recorded in the table below (excluding GST). The price includes all expenses.		
Description	Delivery date	Specific Standards (if any)	Price (exc GST)
Secure access services			Up to \$5000 per annum
Invoice and payment	The Supplier will invoice the Buyer for the goods and/or services when all goods and/or services have been provided]. If the Buyer receives a valid tax invoice on or before the end of the month, and delivery of the goods and/or services has been satisfactory, the Buyer must pay that tax invoice by the 20 th calendar day of the following month.		
Start date	1 July 2017		
End date	This contract will end on the date when all goods and/or services (as applicable) have been delivered or performed to the required standard and the tax invoice has been paid by the Buyer, unless the Parties agree in writing to an earlier end date, or this contract is terminated earlier by the Buyer giving 5 business days' notice.		
Standards	FOR SERVICES: (as applicable) the Supplier will provide the services with due care, skill and diligence and to the Specific Standards specified above (if any). FOR GOODS: (as applicable) all conditions and warranties under the Sale of Goods Act 1908 apply to the supply of goods under this contract.		
Resolving disputes	The Parties will use their best endeavours to resolve any dispute or difference that may arise under this contract through direct negotiation. If the Parties cannot resolve a dispute by negotiation, either Party may refer the matter to mediation. The Party requesting mediation must notify the other Party in writing. Each Party will meet their own costs of resolving the dispute.		
Law	This contract will be governed and interpreted in accordance with New Zealand law.		



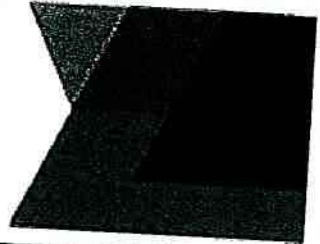


**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĀKINA WHAKATUTUKI



Buyer:	[Redacted]	Supplier:	[Redacted]
(signature)	[Redacted]	(signature)	[Redacted]
Name:	Joanna Telling	Name:	Julie Bergink
Position:	Assistant Facilities Manager	Position:	Office Administrator
Date:	16 August 2017	Date:	16/8/17





Government Model Contract-Lite

The Parties

Ministry of Business, Innovation and Employment

PO Box 1473, Wellington 6140

(Buyer)

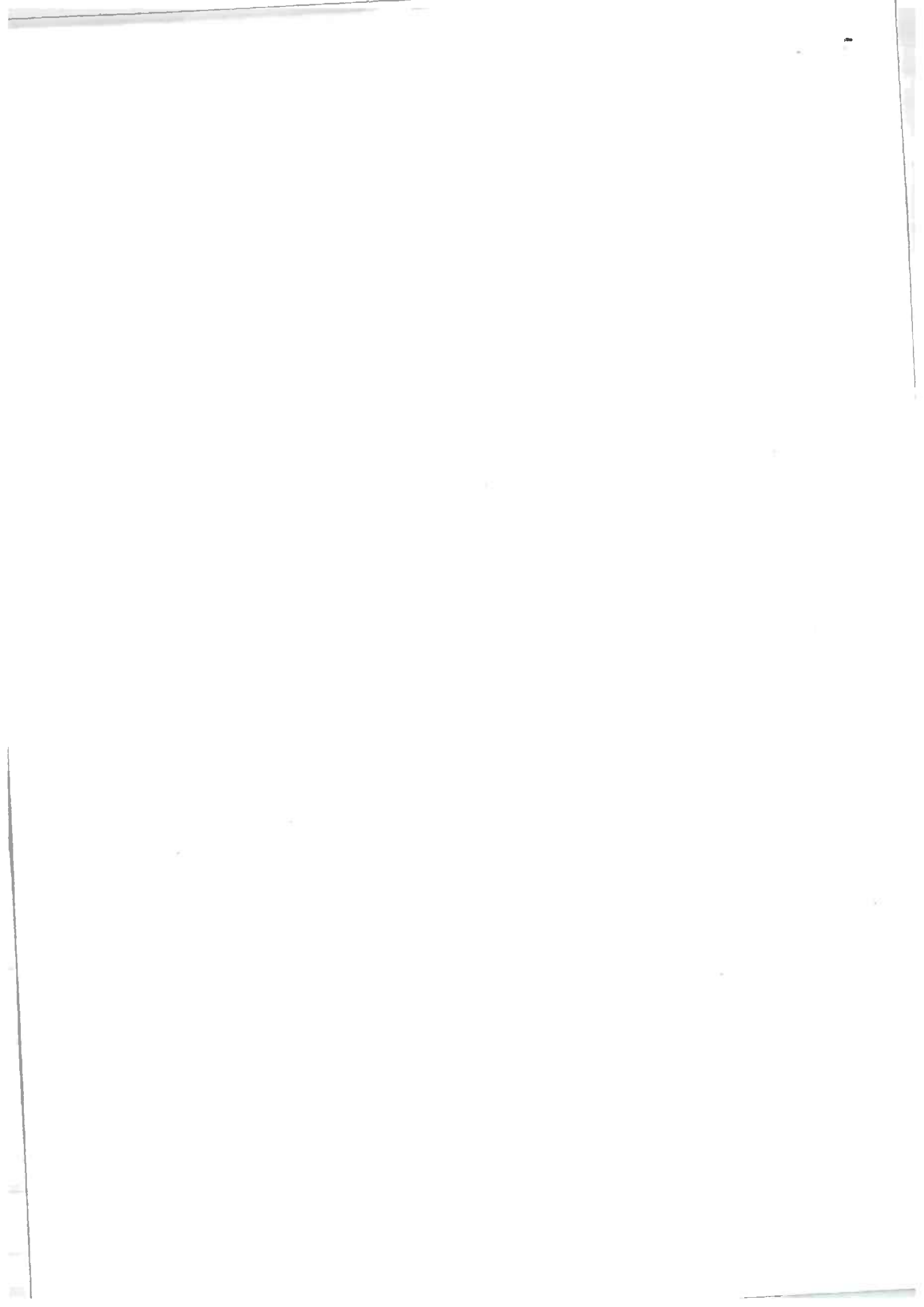
Global Security Solutions Ltd

PO Box 5279, Wellesley Street, Auckland 1141

(Supplier)

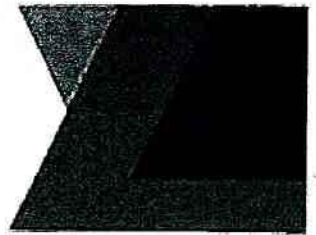
Agreement	The Supplier will provide the following goods and/or services (as applicable) to the Buyer by the date and for the price recorded in the table below (excluding GST). The price includes all expenses.		
Description	Delivery date	Specific Standards (if any)	Price (exc GST)
Monitoring services			Up to \$5000 per annum
Invoice and payment	The Supplier will invoice the Buyer for the goods and/or services when all goods and/or services have been provided]. If the Buyer receives a valid tax invoice on or before the end of the month, and delivery of the goods and/or services has been satisfactory, the Buyer must pay that tax invoice by the 20 th calendar day of the following month.		
Start date	1 July 2017		
End date	This contract will end on the date when all goods and/or services (as applicable) have been delivered or performed to the required standard and the tax invoice has been paid by the Buyer, unless the Parties agree in writing to an earlier end date, or this contract is terminated earlier by the Buyer giving 5 business days' notice.		
Standards	<u>FOR SERVICES:</u> (as applicable) the Supplier will provide the services with due care, skill and diligence and to the Specific Standards specified above (if any). <u>FOR GOODS:</u> (as applicable) all conditions and warranties under the Sale of Goods Act 1908 apply to the supply of goods under this contract.		
Resolving disputes	The Parties will use their best endeavours to resolve any dispute or difference that may arise under this contract through direct negotiation. If the Parties cannot resolve a dispute by negotiation, either Party may refer the matter to mediation. The Party requesting mediation must notify the other Party in writing. Each Party will meet their own costs of resolving the dispute.		
Law	This contract will be governed and interpreted in accordance with New Zealand law.		







**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI



Buyer:	[Redacted]	Supplier:	Global Security Solutions Ltd
(signature)	[Redacted]	(signature)	[Redacted]
Name:	Joanna Telling	Name:	Matthew Hayden
Position:	Assistant Facilities Manager	Position:	CFO
Date:	16 August 2017	Date:	14/11/17



TAX INVOICE

Ministry of Business, Innovation & Employment
 P O Box 51006
 Tawa
 Wellington

Invoice Date
 23 Sep 2016

Invoice Number
 INV-9540

GST Number
 093-821-149

First Contact Limited

Attention: [REDACTED]

PO Box 24198

Manners St

Wellington 6142

NZ

Telephone:04-8015586

Description	Quantity	Unit Price	Amount NZD
Guard Services Date: 31st August 16 At: Stout Street For: Networking for Policy Professionals Requested by: Melanie Baylis 1 x 15:30 - 18:30		[REDACTED]	75.00
		Subtotal	75.00
		TOTAL GST 15%	11.25
		TOTAL NZD	86.25

Due Date: 30 Sep 2016

Payment direct credit to First Contact Ltd 06 0513 0264714 00

Please note all invoices that remain outstanding past the due date will incur a 2.5% per week interest charge. Unpaid accounts could be forwarded for debt collection, all additional collection fees will be your responsibility.

✂-----
PAYMENT ADVICE

To: First Contact Limited
 Attention: [REDACTED]
 PO Box 24198
 Manners St
 Wellington 6142
 NZ
 Telephone:04-8015586

Customer	Ministry of Business, Innovation & Employment
Invoice Number	INV-9540
Amount Due	86.25
Due Date	30 Sep 2016
Amount Enclosed	

Enter the amount you are paying above

From: [REDACTED] <messaging-service@post.xero.com>
Date: 23 Sep 2016 11:39:02 +1200
To: Mbie_invoices@globalservicesmail.fxnz.co.nz;zaneta.waitai@mbie.govt.nz
Subject: Invoice INV-9540 from First Contact Limited for Ministry of Business,
Innovation & Employment
Attachments: Invoice INV-9540.pdf

Hi Ministry of Business, Innovation & Employment,

Here's invoice INV-9540 for 86.25 NZD.

The amount outstanding of 86.25 NZD is due on 30 Sep 2016.

View and pay your bill online:

<https://in.xero.com/VIUUOG4o5n7gDalY0xzUxDGSNXMXnRqurlAWKVMX>

From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please let us know.

Thanks,
First Contact Limited

SCANNED: 29/01/2018 08:43:30 BOX: 1 ITEM : 5866532 DOC: MBIAERWZ
Email Original Sender: "MBIE Invoices" <MBIE.Invoices@mbie.govt.nz>
Email Sender: "Gemma Lawson" <Gemma.Lawson@mbie.govt.nz>
Email Subject: Emailing - Invoice_9_2018-01-29.pdf



GUARDEX
Professional Security Services

INVOICE

GST Registration # 79-685-488

Guardex Security Solutions Limited
Unit 3/113 Yaldhurst Road, Sockburn
Christchurch, Canterbury 8042
New Zealand

Phone: +64 (03) 974 9293
Mobile: +64 0204 482737
www.guardex.co.nz

BILL TO
Ministry of business and innovation

Attn: Alison Smith

Invoice Number: 9

Invoice Date: January 29, 2018

Payment Due: January 29, 2018

Amount Due (NZD): \$275.54

Services	Hours	Price	Amount
Client Security Guard Services - Security Guard Services			\$239.60
		Subtotal:	\$239.60
		GST 15%:	\$35.94
		Total:	\$275.54
		Amount Due (NZD):	\$275.54

Notes

Please note the reference for this job -

Thank you for your business we look forward to working in with you again in the future.



What you can try:

- Refresh the page.



CUSTOMER SERVICE ENQUIRIES
0800 20 30 40
Shop on-line www.chubb.co.nz

PAYMENT ENQUIRIES
0800 880 489

IMMIGRATION ADVISERS AUTHORITY
PO BOX 51006
TAWA 5022

Customer No:	558825
Invoice No:	5624888
Customer Ref:	

Invoice Date	19-Jan-2018
Date Due	20-Feb-2018
Amount Due	\$38.49

Amount

Site Address: Refer below

ATTN:

LEVEL 2 52 SYMONDS STREET AUCKLAND CBD
Site No: 116155
From: 01-FEB-2018 To: 28-FEB-2018



The terms and conditions set out at www.chubb.co.nz shall apply to the goods and services invoiced hereunder unless other terms and condition relating to such goods and services are in place between you and the Company.

5624888

Sub Total	\$33.47
Plus GST	\$5.02
Amount Due	\$38.49

PAYMENT SLIP



1. Paying by EFT

Please deposit funds into Westpac Banking Corporation Account Number : 030243 0021105 00 quoting your customer number as a reference and email your remittance advice to ar.nz@chubb-sharedservices.com or fax to +649 353 1696



2. Paying by mail

Please detach this payment slip and mail it together with your credit card details (see reverse) or cheque to the address below. Note: Credit card payments over \$600 may be subject to a surcharge of 2% for Visa/Mastercard or 3% for Amex.

Chubb New Zealand
PO BOX 109179
NEWMARKET AUCKLAND 1149



GST Reg No: 12 002 319

Invoice No:	5624888
Customer No:	558825
Date Due	20-Feb-2018
Amount Due	\$38.49

⑈ 2150 ⑆ ⑆ 000005624888 ⑆ ⑆ 9020000000 ⑆ ⑆ 0000003849 ⑆

SCANNED: 22/01/2018 11:44:21 BOX: 1 ITEM : 5788010 DOC: MBIAERCY
Email Original Sender:mbie.invoices@mbie.govt.nz
Email Sender:"Chubb New Zealand Accounts" <cfs@accounts.utcfs.com.au>
Email Subject:Chubb New Zealand Invoice Number 5624888 Customer Number 558825

Credit Card Payment Slip

When paying by credit card, please complete the details below and mail to address shown on front of payment slip

Visa Master Card Amex Diners Club

Card Number

Amount \$ _____

Cardholders Name (print) _____

Card Expiry Date _____

Signature _____

Direct Control

TAX INVOICE SMI+17/005027

Ministry of Business Innovation & Employment
 PO Box 50076
 Porirua

Direct Control Limited
 Document Date 30/11/17
 Due Date 20/12/17
 Payment Terms 20th Month Following
 PO Number [REDACTED]
 GST Registration No. 101-172-090

Worksheet 175123	Site MBIE - L2, 52 Symonds St
Description Show [REDACTED] how to program access	52 Symonds St
Customer No. 5734	Auckland City
	Auckland,

Resolution Comments
 27/11/17 Attended site and checked programming and found the controller offline due to a lead issue. Repaired and updated programming. Tested OK. Demonstrated the system to staff as required.

No.	Description	Qty.	UOM	Unit Price	Amount
VC	Vehicle Charge				
NT	Normal Time				
				Total NZD Excl. GST	108.00
				15% GST	16.20
				Total NZD Incl. GST	124.20

Remittance Information:

Please remit directly to our bank account:
 BNZ 02-0192-0161174-00

This is a payment claim under the Construction Contracts Act 2002.
 Goods remain the property of Direct Control Limited until this invoice is paid in full.

Visa & Mastercard is accepted, a 3% surcharge is applicable to all transactions over \$500.

SCANNED: 04/12/2017 13:38:11 BOX: 1 ITEM : 5212954 DOC: MBIAEIBQ
Email Original Sender: "mbie.invoices@mbie.govt.nz" <mbie.invoices@mbie.govt.nz>
Please find att
Email Sender: @DirectControl.co.nz
Email Subject: Invoice <SM117005027

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We respond faster

WAIKATO SECURITY SERVICES LIMITED
4 Somerset Street Hamilton
PO Box 697 Hamilton 3240
New Zealand
Tel: +64 (07) 834 8106
Fax: +64 (07) 839 0832
Email: accounts@waikatosecurity.co.nz

GST No. 38 - 170 - 042

Account 661
Ministry of Business Innovation & Emp
Private Bag 3090
Hamilton 3240

Tax Invoice 258598
Invoice Date 29 December 2017
Order No.
Ref No.

Table with 4 columns: Description, Price, Discount, Amount. Row 1: 2x Site Security Officers Requested By Gemma Lawson To [redacted] \$210.00 \$210.00

PAYMENT DUE 20/01/2018

CONTACT US TO ASK ABOUT PAYING BY VISA OR DIRECT DEBIT
PAY INTO OUR ANZ ACCOUNT 06-0317-0143480-02
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WAIKATO SECURITY SERVICES LIMITED
4 Somerset Street Hamilton
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New Zealand
Tel: +64 (07) 834 8106
Fax: +64 (07) 839 0832
Email: accounts@waikatosecurity.co.nz

Account 661
Ministry of Business Innovation & Emp
Invoice Date 29/12/2017
Invoice No. 258598
Invoice Amount \$291.18



From: Fadia Mudafar
Sent: Thursday, 22 March 2018 11:00 a.m.
To: Judy Simpson
Subject: Security Companies [UNCLASSIFIED]

H Judy,

The alarm in Palmerston North office was monitored by ADT Security until the end of 2016 when the office was closed.

There was no alarm in the old Dunedin office.

We are still using ADT Security as a point of call when the Radio Inspectors are working after hours. They receive a call from the Radio Inspector and ring back to check that everything is ok at the time nominated by the RI. This service will be stopped once there is an after hour comms centre for MBIE. Hopefully sooner than later!

Haven't engaged Servers for court hearings since 2012.

Hope this helps.

Cheers
Fadia



Government Model Contract-Lite

Tracing witness details for Board hearings

The Parties:

(Buyer)

Occupational Licensing




Consumer Protection and Standards
 Market Services Group
 Ministry of Business, Innovation and Employment
 PO Box 1473
 Wellington 6140

(Supplier)

Avon Investigations

PO Box 5318
 Christchurch 8542

Agreement	The Supplier will provide the following goods and/or services (as applicable) to the Buyer by the date and for the price recorded in the table below (excluding GST). The price includes all expenses.		
Description	Delivery date	Specific Standards (if any)	Price (exc GST)
Trace contact current contact details for Board witness, [REDACTED]	Delivery by 1 June 2016.	See standards below.	NZ\$495
Invoice and payment	The Supplier will invoice the Buyer for the goods and/or services when all goods and/or services have been provided. If the Buyer receives a valid tax invoice on or before the 3rd business day of the month, and delivery of the goods and/or services has been satisfactory, the Buyer must pay that tax invoice by the 20 th calendar day of that month. Any valid tax invoice received after the 3 rd business day of the month will be paid by the Buyer by the 20 th calendar day of the following month.		
Start date	This contract will start on 25 May 2016.		
End date	This contract will end on the date when all goods and/or services (as applicable) have been delivered or performed to the required standard and the tax invoice has been paid by the Buyer, unless the Parties agree in writing to an earlier end date, or this contract is terminated earlier by the Buyer giving [5] business days' notice.		
Standards	The Supplier will provide the services with due care, skill and diligence and to the Specific Standards specified above (if any).		
Resolving disputes	The Parties will use their best endeavours to resolve any dispute or difference that may arise under this contract through direct negotiation. If the Parties cannot resolve a dispute by negotiation, either Party may refer the matter to mediation. The Party requesting mediation must notify the other Party in writing. Each Party will meet their own costs of resolving the dispute.		
Law	This contract will be governed and interpreted in accordance with New Zealand law.		

Buyer:		Supplier:	
(signature)		(signature)	
Name:		Name:	
Position:	Operations Manager	Position:	INVESTOR
Date:	25/5/16	Date:	25/5/16

Government Model Contract-Lite

Tracing witness details for Board hearings

The Parties:

Building Practitioners Board

Consumer Protection and Standards
Market Services Group
Ministry of Business, Innovation and Employment
PO Box 1473
Wellington 6140

(Buyer)

Avon Investigations

PO Box 5318
Christchurch 8542

(Supplier)

Agreement	The Supplier will provide the following goods and/or services (as applicable) to the Buyer by the date and for the price recorded in the table below (excluding GST). The price includes all expenses.		
Description	Delivery date	Specific Standards (if any)	Price (exc GST)
Trace contact current contact details for Board witness, [REDACTED]	Delivery by 18 July 2016.	See standards below.	NZ\$495
Invoice and payment	The Supplier will invoice the Buyer for the goods and/or services when all goods and/or services have been provided. If the Buyer receives a valid tax invoice on or before the 3rd business day of the month, and delivery of the goods and/or services has been satisfactory, the Buyer must pay that tax invoice by the 20 th calendar day of that month. Any valid tax invoice received after the 3 rd business day of the month will be paid by the Buyer by the 20 th calendar day of the following month.		
Start date	This contract will start on 14 July 2016.		
End date	This contract will end on the date when all goods and/or services (as applicable) have been delivered or performed to the required standard and the tax invoice has been paid by the Buyer, unless the Parties agree in writing to an earlier end date, or this contract is terminated earlier by the Buyer giving [5] business days' notice.		
Standards	The Supplier will provide the services with due care, skill and diligence and to the Specific Standards specified above (if any).		
Resolving disputes	The Parties will use their best endeavours to resolve any dispute or difference that may arise under this contract through direct negotiation. If the Parties cannot resolve a dispute by negotiation, either Party may refer the matter to mediation. The Party requesting mediation must notify the other Party in writing. Each Party will meet their own costs of resolving the dispute.		
Law	This contract will be governed and interpreted in accordance with New Zealand law.		

Buyer:

(signature)

Name:

Position: *Operations Manager*

Date: *11/2/16*

Supplier

(signature)

Name:

Position: *AVON INVESTIGATOR*

Date: *11-7-16*



Government Model Contract-Lite

The Parties

Ministry of Business, Innovation and Employment

(Buyer)

PO Box 1473, Wellington 6140

First Security Guard Services Limited

(Supplier)

PO Box 7631, Wellesley Street, Auckland 1141

Agreement	The Supplier will provide the following goods and/or services (as applicable) to the Buyer by the date and for the price recorded in the table below (excluding GST). The price includes all expenses.		
Description	Delivery date	Specific Standards (if any)	Price (exc GST)
Mobile Patrols; Ministry of Business, Innovation & Employment offices\premises: 502 Rosebank Road, Avondale, AUCKLAND 1026	Daily	3x mobile patrol checks 7 days per week between 1800-0800hrs	Set fee rate per calendar month
Invoice and payment	The Supplier will invoice the Buyer for the goods and/or services when all goods and/or services have been provided]. If the Buyer receives a valid tax invoice on or before the end of the month, and delivery of the goods and/or services has been satisfactory, the Buyer must pay that tax invoice by the 20 th calendar day of the following month.		
Start date	01 March 2017		
End date	This contract will end on the date when all goods and/or services (as applicable) have been delivered or performed to the required standard and the tax invoice has been paid by the Buyer, unless the Parties agree in writing to an earlier end date, or this contract is terminated earlier by the Buyer giving 5 business days' notice.		
Standards	<p>FOR SERVICES: (as applicable) the Supplier will provide the services with due care, skill and diligence and to the Specific Standards specified above (if any).</p> <p>FOR GOODS: (as applicable) all conditions and warranties under the Sale of Goods Act 1908 apply to the supply of goods under</p>		



	this contract.
Resolving disputes	The Parties will use their best endeavours to resolve any dispute or difference that may arise under this contract through direct negotiation. If the Parties cannot resolve a dispute by negotiation, either Party may refer the matter to mediation. The Party requesting mediation must notify the other Party in writing. Each Party will meet their own costs of resolving the dispute.
Law	This contract will be governed and interpreted in accordance with New Zealand law.

Buyer: [Redacted]
(signature) [Redacted]
Name: JOANNA TELLING
Position: ASSISTANT FACILITIES
MANAGER
Date: 26-Apr-17

Supplier: [Redacted]
(signature) [Redacted]
Name: [Redacted]
Position: ^{Key} Senior Account Manager
Date: 28/4/17