

Manatū
Taonga
Ministry
for Culture
& Heritage

17 December 2015

Copy

Brian Pauling

S9(2)(a)

Dear Mr Pauling

LETTER OF ENGAGEMENT

As discussed, the Ministry for Culture and Heritage ("the Ministry") wishes to engage you ("the supplier") to participate in a panel meeting charged with deciding on the allocation of a community radio broadcasting licence ("the assignment"). The meeting is to be held at the Ministry's offices in the former Public Trust Building, 133-135 Lambton Quay, Wellington, on 26 January 2016.

Period of Assignment

The assignment is expected to take a maximum of 8 hours work between 18 December 2015 and 5 February 2016. The Ministry and you will agree in writing in advance if additional hours are required to complete the work. During the course of your assignment the liaison and report person at the Ministry is Rick Julian.

Delivery

The deliverables for this assignment include reviewing applications and other documents, participating in one or more panel meetings to make a decision, interviewing applicants if required, and otherwise as required.

Fee

The Ministry will pay you a daily fee of s9(2)(a) (GST exclusive) for each 8 hour day for this assignment. Periods of less than a day will be invoiced on a pro-rata basis. The fee also includes any expenses you may incur.

You will invoice the Ministry on completion of the assignment to the reasonable satisfaction of the Ministry. The invoice is to quote contract number 950.

Confidentiality

You will keep confidential all matters relating to the deliverables which are the subject of this agreement and shall not disclose any matters whatsoever other than in the proper fulfilment of those deliverables and in accordance with the Privacy Act 1993.

Ministry for Culture and Heritage Contract Number: 950

Intellectual Property

All working papers, reports and other papers or information produced or obtained in any manner whatsoever in carrying out this assignment shall be the property of the Ministry. Provided that the Ministry shall allow you reasonable access to such papers, reports and information and may, at the discretion of the Ministry allow you to retain copies of any such papers subject to such terms and conditions as the Ministry may require.

Select Committees and Official Information Act

The Ministry may be required by Select Committees or under the Official Information Act to supply information on the contractors the Ministry has engaged during the year. This information may include the name of the contractor, the nature of the project and its costs. No evaluative material is disclosed.

Other Matters

In accordance with the Ministry's standard policy you will advise the Ministry of potential or actual conflicts of interest as soon as you become aware of any such conflict. You will also not take on other work that may conflict with the services provided under this Contract.

Acceptance

If these terms are acceptable to you please sign the section below, initial the first page and return this document to Rick Julian in the stamped addressed envelope enclosed. A copy of this agreement is provided for your records.

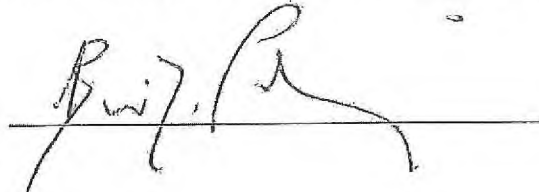
Yours sincerely

C Cooke

Carrie Cooke
Manager, Media Policy

Brian Pauling hereby confirms the abovementioned assignment agreed on the terms and conditions specified.

Signed by the said **Brian Pauling**



in the presence of:

Witness: ... *Annette Stapleton*

Address: ... *S9(2)(a)*

Occupation: ... *FAMILY COURT ADVISER*

Date: ... *29th December 2013*