



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name:

Shane Ormsby (Pacific Broadcast)

1) Requisition



Sign by FC

[Signature]

Sign by ED

2) Payment Voucher



Sign by FC

[Signature]

Sign by ED

3) LPO



Sign by FC

Sign by ED

4) IB Authorisations



Authorised by FC

[Checkmark]

Authorised by ED

[Checkmark]

Comments:

Bid waiver attached.





Transaction or Request Lodgement Receipt

Transaction or Request Description: International Transfer Request

Transaction or Request Status: Pending

Date / Time: 12/10/2023 16:50

Transaction Number: AHD22626

Transaction Details:

International Transfer Request

From Account: 5691140

Transfer Amount: NZD 9,103.00

Transfer From Amount: SBD ~~47,263.76~~ **\$46,325.70**

Indicative Exchange Rate: 1 SBD = 0.19260 NZD 1 NZD = 5.19211 SBD

Purpose of Transfer: Payment of services

Other Details:

Bank Charge Option: OUR

Beneficiary Contact Details

Beneficiary Name: Pacific Broadcast Consulting

Beneficiary Address

Street Number and Name: 101 Chamberlain Road

Town: Massey 0614

City: Auckland

Country: New Zealand

Beneficiary Contact Number: +6421 998 9849

Message to Beneficiary: INV#2023010- GOC_Sol2023

Beneficiary Bank Account Details

Bank: Bank of New Zealand

SWIFT Code: BKNZNZ22

Branch Number:

Account Number / IBAN: 02-0108-0459315-000

Branch Address: Auckland, New Zealand

Quoted Rate:

Reference Number:

Intermediary Bank Account Details (Optional)

Bank:

Swift BIC:

Branch Number:

Your Reference

* Important Information displayed on ANZ Internet Banking screen is not shown on this printout

Held for Authorisation Transaction Number AHD22626

Transaction Details

International Transfer Request

From Account: 5691140

Transfer Amount: NZD 9,103.00

Transfer From Amount: SBD 47,263.76

Indicative Exchange Rate: 1 SBD = 0.19260 NZD 1 NZD = 5.19211 SBD

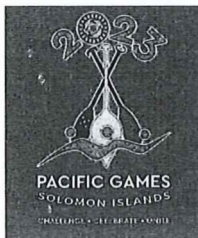
Purpose of Transfer: Payment of services

Other Details:

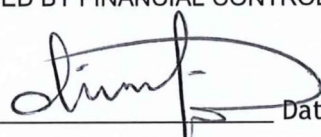
Bank Charge Option: OUR

You can view the status and details of your transactions and requests for the last 12 months via ANZ Internet Banking.





PAYMENT VOUCHER

Payment: Voucher No:	
NAME: SHANE ORMSBY	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed  Date <u>12/15/23</u>
IF DIRECT CREDITS ISSUED:	APPROVED BY FINANCIAL CONTROLLER
BANK REF #:	Signed  Date <u>12/15/23</u>
Signed	

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-5575 6-2747 6-2004 <i>Spoke</i>	Capex- Specialised Other Local Other Costs <i>Consultancy fee</i>	Being for Network and Broadcast Transmission & Service Fees for Septemeber 2023	\$22,434.83 \$25,026.07

Cheque No: IB for \$47,460.90 Date 10/10/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by  Date 11/10/23

Invoice

Pacific Broadcast Consulting

101 Chamberlain Road
Massey 0614
Auckland
New Zealand
+6421 998 849
shane.pacificbroadcast@gmail.com

Date:	04/10/2023
Invoice:	2023010
Customer:	NHA_Sol2023
Quote Ref:	Services
Client PO:	
Due Date:	Due Now
Currency:	NZD

Customer
2023 Pacific Games
Attention: Clint Flood
Solomon Islands

Date	Description	Units	Unit NZD\$	Subtotal
30 Sep 2023	Services - September_Remote Auckland	8	\$600	\$4,800
4 Oct 2023	PhotoGear NZ Invoice 113897	1	\$4,303	\$4,303
				\$0
			Total Due	\$9,103

Notes:
1. Remit Electronic Payment to: Bank of New Zealand Wellington New Zealand SWIFT code: BKNZNZ22 Account Name: PBCL Account No: 02-0108-0459315-000

Approval
Note the Equipment
will be returned by
NHA as part of
IBC Equipment

Contract has been agreed



Shane Ormsby <shane.pacificbroadcast@gmail.com>

Your Photogear Order Confirmation (#113897)

Photogear <sales@photogear.co.nz>
Reply-To: sales@photogear.co.nz
To: shane.pacificbroadcast@gmail.com

Sat, Sep 30, 2023 at 6:32 PM

Thanks for Your Order

Your order ID is #113897.

ⓘ Your order requires payment before it can be completed. Details on how to pay are shown below.

Tax Invoice

Invoice Number: #113897

Invoice Date: 30th Sep 2023

Photogear GST Number: 94-704-243

Shipping Address

Shane Ormsby
Pacific Broadcast
101 Chamberlain Road, Massey
Auckland, 0614
New Zealand
+64 21 998 849

Billing Address

Shane Ormsby
Pacific Broadcast
101 Chamberlain Road, Massey
Auckland, 0614
New Zealand
+64 21 998 849

Your order requires payment before it can be completed. Details on how to pay are shown below.

Once you've provided payment your order will be completed.:

The outstanding balance of your order is \$4,303.00 NZD

Please transfer the total amount into the following bank account:

Bank: BNZ Bank
Bank ac name: Wave Images Ltd
Bank ac no: 02-1244-0095696-83

Please use the order number as the reference.
Bank transfer payments may take a few working day to appear.

We'll ship out the purchased items as soon as the payment is received.

Order comments

Please call +64 21 998 849 for any issues

Your Order Contains...

Cart Items	SKU	Qty	Item Price	Item Total
------------	-----	-----	------------	------------

Items shipped to 101 Chamberlain Road, Massey, Auckland , 0614, New Zealand

HyperDeck Studio HD Mini	HYPERD/ST/DAHM	4	\$852.00 NZD	\$3,408.00 NZD
DJI Osmo Mobile SE	CP.OS.00000214.01	3	\$174.00 NZD	\$522.00 NZD
Ulanzi PT-3 three-head hot shoe with extension bracket	PT-3	3	\$25.00 NZD	\$75.00 NZD
BOYA BY-MM1 PRO Ultracompact Camera-Mount Dual-Capsule Shotgun Microphone	BY-MM1 PRO	3	\$86.00 NZD	\$258.00 NZD

Subtotal: \$4,263.00 NZD

Shipping: \$40.00 NZD

Grand total: \$4,303.00 NZD

GST Included in Total: \$561.26 NZD

Payment method:: Bank Deposit

Delivery / Collection notice

Your order will be ready for delivery or collections based on the availability shown above.
Our team will contact you shortly if there is a delay on getting the order ready.

Photogear
Contact us

Copyright © 2023 Photogear New Zealand. All rights reserved

Samantha Kereka

From: Shane Ormsby <shane.pacificbroadcast@gmail.com>
Sent: Wednesday, 4 October 2023 2:54 pm
To: Samantha Kereka
Cc: Clint Flood
Subject: Invoice 2023010
Attachments: Invoice 2023010 - Invoice.pdf; Gmail - Your Photogear Order Confirmation (#113897).pdf

Hi Samantha and Clint,
my invoice for September services attached, along with a line-item for the Photogear Invoice 113897 for the Blackmagic Hyperdecks and Mojo Kits.

Regards
Shane

--

Shane Ormsby
Managing Director
Pacific Broadcast Consulting
+6421 998 849
shane.pacificbroadcast@gmail.com
Skype: shaneormsby



CONTRACT OF ENGAGEMENT

ASSIGNMENT FOR SHORT TERM CONTRACT

CONTRACT

THIS CONTRACT ("Contract") is entered into this 30 day of March 2023, by and between the 2023 Pacific Games Organizing Committee ("GOC" and "Client"), a Committee established by Government of Solomon Islands through the Pacific Games 2023 Act (2017) having its principal place of business at the Sea King Building, Honiara, Solomon Islands, and Shane Ormsby operating as Pacific Broadcast ("the Contractor").

WHEREAS, the National Hosting Authority ("NHA") through the Pacific Games 2023 Act (2017) , provides the funding to the GOC to execute the services contracted through this agreement, and;

WHEREAS, the Client wishes to have the Contractor performing the services hereinafter referred to, and;

WHEREAS, the Contractor is willing to perform these services and has the necessary experience and skills, and;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- Shane Ormsby shall perform the services of Broadcast Technical Manager for services outlined in **Annex A**
- The Client agrees to pay such fees and expenses as listed in **Annex B**.

2. Term

- This Agreement shall be for a period of through to January 31 2024 commencing from the date of this Agreement.

3. Conditions

- The Contractor shall be available to be in Honiara as per the schedule outlined in Annex B (with flexibility to reflect actual travel dates)
- The Contractor shall provide remote services for the time period as outlined in Annex B. The Contractor shall use all best efforts to return/provide information on expedited basis at all times.

- The Client designates the CTO of the NHA or his designate as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving, approving and/or acceptance of the deliverables by the Client.
- In the event the Client's coordinator is the Chair's designate the Contractor shall have a direct reporting line to the CEO of the GOC to address issues that may not be able to solved/addressed by the Client's Coordinator.
- For purposes of this contract, until otherwise amended, the Contractor shall be referred to as the 2023 Pacific Games Broadcast Technical Manager.

5. Performance Standard

The Contractor undertakes to perform the Services as defined under respective committee and authority roles, through respective Chairperson or their designate, with the highest games organisational standards as set out by the Pacific Games Council.

6. Confidentiality

The Contractor shall not, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

- Any studies, reports or other material, graphic, software or otherwise, prepared by the Contractor for the Client under the Contract shall belong to and remain the property of the Client.
- The Contractor may retain a copy of such documents.

9. Insurance

The Contractor will be responsible for taking out any insurance coverage for its Employee's home and other assets including the liability of the Contractor.

10. Assignment

The Contractor shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.

11. Law Governing Contract and Language

The Contract shall be governed by the Laws of The Solomon Islands, and the language of the Contract shall be English.

12. Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the parties,



NATIONAL HOSTING AUTHORITY

PURCHASE REQUISITION

REQUISITION NUMBER:

GOC-1430/23

Contract/Supplier Payment Number:

Contract/Supplier Name:

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	SUPPLIER	ORDER NO.	PURCHASING OFFICER USE ONLY COST
1		Raise payment to Shane Ormsby for Technical Manager to perform the duty of development of the network and broadcast transmission	SHANE ORMSBY		NZD \$9,103-00 2 NZD \$9,103-00
					Total:

Approval is requested to incur expenditure on the above

Plan

Estimated Cost (SBD):

NZD \$9,103-00

Date:

6/10/2023

Requisition Officer (Name):

Imogen Vida

Sign:

Account Code No:

6-2004

Account Name:

Consultancy Fees

Funds available on this account:

Certifying Officer (Name):

Debbie R

Sign:

Position:

Department/Committee:

NHA

Threshold and contract/Supplier payments Checklist

Payment requires one quote (\$10,000.00 below)

Payment requires three quotes (\$10,000.00 above)

Is it a ITB Contract Payment

Is it a GTB contract payment

Payment is a Bid waiver

Compliance

Name:

Position:

Authority is granted for expenditure not exceeding:

SBDs

9,103-00

★ Note: Authority for expenditure not to be given by accounting officer or his/her delegated.

Signature

Date:

White Copy - Finance Unit/Department

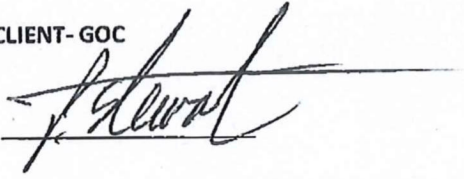
Blue Copy - Compliance Unit/Department

Green Copy - Ordering Unit/Department

@ 0.1918
SBD \$ 47, 460.90

FOR THE CLIENT- GOC

Signature



Name:

PETER STEWART

Date:

6/4/2023

FOR THE CONTRACTOR

Name: Pacific Broadcast Consulting

Signature



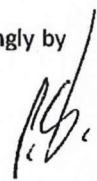
Name: __Shane Ormsby__

Date: __6 April 2023__

ANNEX B

FEES

- 1.0 For each day of service from execution date an amount of \$600 NZD per day for each day of offsite work to a maximum of \$12,500 NZD for each 30 day period based on schedule below, excepting November 2023.
- 2.0 For each day on site for remote work a fee of \$750/day would be charged to a maximum of \$16,500 per 30 days period, excepting November.
- 3.0 For any work less than 8 hours a day the rate shall be \$75/NZD per hour.
- 4.0 Contractor agrees and understands that to deliver the Games will require sustained effort and will provide maximum support to help insure delivery of the Games, and understands and accepts significant overtime and extra days above the 22 days of month while in Solomons is required and that the Contractor shall reasonably work 6-7 days a week while in the Solomons and during the period Nov 12-Dec 02 it will be 7 days a week with 14+ hours per day.
- 5.0 The consultant shall provide an invoice with a detailed listing of work accomplished for each billing period.
- 6.0 Per Diems charged only for days in Honiara.
- 7.0 If meals are provided by Client /accomodation then per diem will be reduced accordingly by following rates Breakfast \$25/Lunch \$25/ Dinner\$30



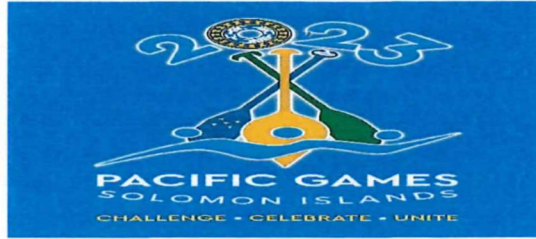
EXPENSES

- 1.0 Reimbursement of economy airfares for travel to Honiara from Auckland including any transit costs for a maximum of 4 trips
- 2.0 Reimbursement of emergency medical insurance
- 3.0 Reimbursement of any agreed/approved hospitality costs to conduct official business while in Honaria

SCHEDULE OF WORK

		Max Billing for Month NZD	
April	10 days Remote	\$6000	
May	7 days on Site	\$5250	Plus Per Diem 7 x \$80
	7 days Remote	\$4200	
June	10 days Remote	\$4200	
July	7 days onsite	\$5250	Plus per Diem 7 x \$80
	5 days Remote	\$3000	





MINUTE

Ref: GOC – /23

To: EXECUTIVE DIRECTOR, NHA _____

From: PROCUREMENT COODINATOR, GOC _____

Date: 06/10/23

RE: PROCUREMENT OF PACIFIC BROADCAST CONSULTING -SHANE ORMSBY

Approval is sought to raise payment as referred above.

The GOC needs Broadcast Technical Manager to perform the duty of development of the network and broadcast transmission plan and oversee roll out such plan including any required contingencies. The technical manager is here to perform equipment needed for the IBC and supervision of set up /operation of technical operations on such. Shane Ormsby is a broadcast technical manager for the Pacific Broadcast Consulting. Thus payment is urgently needed to be raised for their consulting work the amount of NZD \$9,103.00.

See attached is the invoice for your perusal.

Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

Lisiane Simata

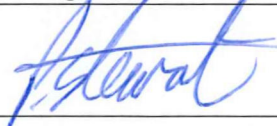


Procurement Officer (GOC)

Endorsed by:

Imogin Vidda Finance team Games Organizing Committee		
Signature: 	Date: 6/10/2023	

Approval:

Mr Peter Stewart Chief Executive Officer Games Organising Committee		
Signature: 	Date: 6/10/23	



NATIONAL HOSTING AUTHORITY

SOLOMON ISLANDS GOVERNMENT

C5

CONTRACT PAYMENT AND COMPLIANCE CHECKLIST

(For payment of contracts over \$100,000)

This checklist is to be submitted along with contracts payments for works, goods and services

Required documents Prepared by Committee/Department	Fl Ref	Committee	Procurement	Finance
Purchase Requisition (PR) for the entire value of the contract	P7 35			
Draft Contract (not yet signed by Supplier)	P7 10.1			
Tender Award by ITB/GTB	P7 10.1	✓		
PR signed by requisition officer		✓		
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc		✓		
Completion report if goods/services and works have been completed				
Other reports if any (goods and services)				
Payment certificate from Engineer matching amount in Requisition		✓		
Invoice from Contractor matching amount in requisition		✓		
Compliance checks required and done by Procurement				
Contract form approved and Signed by Chairman/EDs	P7 27.2			
PR has been signed by authorized person (and not approving payment to themselves)	P7 44			
Check amount on PR matches the signed contract				
Account code used is correct	P7 38.5(e)			
Name on PR matches signed contract	P7 38.5(e)	✓		
Check price and rates are reasonable	P7 43.2(b)	✓		
Data entry checks for PV and Cheque payments done by Finance Department				
Amount entered in AX matches Requisition				
Account code in AX matches Requisition				
Vendor name in AX matches Requisition				
Item code and Units entered (e.g. box, each) correctly				
Description has enough detail				
Check dates on future instalments entered correctly				
Budget OK				

Note: If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.

Department Compliance performed by:

Signed: _____

Name and Position: Agnes Nychini

Date: 7/10/23

Procurement section Compliance performed by:

Signed: _____

Name and Position: _____

Date: _____

Finance Department Compliance performed by:

Signed: _____

Name and Position: _____

Date: _____



Transaction or Request Lodgement Receipt

Transaction or Request Description: International Transfer Request

Transaction or Request Status: Pending

Date / Time: 12/10/2023 16:50

Transaction Number: AHD22626

Transaction Details:

International Transfer Request

From Account: 5691140

Transfer Amount: NZD 9,103.00

Transfer From Amount: SBD 47,263.76

Indicative Exchange Rate: 1 SBD = 0.19260 NZD 1 NZD = 5.19211 SBD

Purpose of Transfer: Payment of services

Other Details:

Bank Charge Option: OUR

Beneficiary Contact Details

Beneficiary Name: Pacific Broadcast Consulting

Beneficiary Address

Street Number and Name: 101 Chamberlain Road

Town: Massey 0614

City: Auckland

Country: New Zealand

Beneficiary Contact Number: +6421 998 9849

Message to Beneficiary: INV#2023010- GOC_Sol2023

Beneficiary Bank Account Details

Bank: Bank of New Zealand

SWIFT Code: BKNZNZ22

Branch Number:

Account Number / IBAN: 02-0108-0459315-000

Branch Address: Auckland, New Zealand

Quoted Rate:

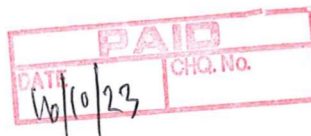
Reference Number:

Intermediary Bank Account Details (Optional)

Bank:

Swift BIC:

Branch Number:





2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name: SHANE ORMSBY - Pacific Broadcasting Consultant

20/11/23

1) Requisition	☒	Sign by FC	<u> </u>	Sign by ED	<u> </u>
2) Payment Voucher	☒	Sign by FC	<u> </u>	Sign by ED	<u> </u>
3) LPO	☐	Sign by FC	<u> </u>	Sign by ED	<u> </u>
4) IB Authorisations	☒	Authorised by FC	<u> </u>	Authorised by ED	<u> </u>

Comments:



10:46

LTE

apib1.anz.com



Transaction or Request Lodgement Receipt

Transaction or Request Description: International Transfer Request
Transaction or Request Status: Pending
Date / Time: 20/11/2023 15:39
Transaction Number: AH124986

Transaction Details:

International Transfer Request

From Account: 5691140
Transfer Amount: NZD 9,604.94
Transfer From Amount: SBD ~~49,689.29~~ 50,156.34
Indicative Exchange Rate: 1 SBD = 0.19330 NZD 1 NZD = 5.17331 SBD
Purpose of Transfer: Payment of services
Other Details:
Bank Charge Option: OUR

Beneficiary Contact Details

Beneficiary Name: Pacific Broadcast Consulting
Beneficiary Address
Street Number and Name: 101 Chamberlain Road
Town: Massey 0614
City: Auckland
Country: New Zealand
Beneficiary Contact Number: +6421 998 849
Message to Beneficiary: Payment for Nov Services- Remote- Inv#2023012

Beneficiary Bank Account Details

Bank: Bank of New Zealand
SWIFT Code: BKNZNZ22
Branch Number:
Account Number / IBAN: 02-0108-0459315-000

Branch Address: Wellington, New Zealand

Quoted Rate:
Reference Number:

Intermediary Bank Account Details (Optional)

Bank:
Swift BIC:
Branch Number:
Account Number:

Branch Address:

Your Contact Details

Home Address: National Hosting Authority
Sea king Building
Honiarua



3



10:46

LTE

apib1.anz.com

Transfer Amount: NZD 9,604.94
Transfer From Amount: SBD 49,689.29
Indicative Exchange Rate: 1 SBD = 0.19330 NZD 1 NZD = 5.17331 SBD
Purpose of Transfer: Payment of services
Other Details:
Bank Charge Option: OUR

Beneficiary Contact Details

Beneficiary Name: Pacific Broadcast Consulting
Beneficiary Address
Street Number and Name: 101 Chamberlain Road
Town: Massey 0614
City: Auckland
Country: New Zealand
Beneficiary Contact Number: +6421 998 849
Message to Beneficiary: Payment for Nov Services- Remote- Inv#2023012

Beneficiary Bank Account Details

Bank: Bank of New Zealand
SWIFT Code: BKNZNZ22
Branch Number:
Account Number / IBAN: 02-0108-0459315-000

Branch Address: Wellington, New Zealand

Quoted Rate:
Reference Number:

Intermediary Bank Account Details (Optional)

Bank:
Swift BIC:
Branch Number:
Account Number:

Branch Address:

Your Contact Details

Home Address: National Hosting Authority
Sea king Building
Honiara
Solomon Island
Preferred Contact No: +677 42100
Alternative Contact No:

Comments:

***** Authorisation Details *****
20/11/2023 15:39 Gregory Sale
Authorisation Required for : International Transfer Request (2A)
21/11/2023 08:43 Christian Nieng
Authorised -International Transfer Request
Comments : verified
21/11/2023 10:46 Debbie Ofaeri Sifoni
Authorised -International Transfer Request
21/11/2023 10:46 Debbie Ofaeri Sifoni
Transaction Submitted

Your Reference

* Important Information displayed on ANZ Internet Banking screen is not shown on this printout

Held for Authorisation
Transaction Number AHI24986

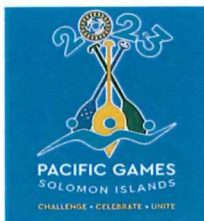
Transaction Details

International Transfer Request

From Account: 5691140
Transfer Amount: NZD 9,604.94
Transfer From Amount: SBD 49,689.29
Indicative Exchange Rate: 1 SBD = 0.19330 NZD 1 NZD = 5.17331 SBD
Purpose of Transfer: Payment of services
Other Details:
Bank Charge Option: OUR

You can view the status and details of your transactions and requests for the last 12 months via ANZ Internet Banking.





PAYMENT VOUCHER

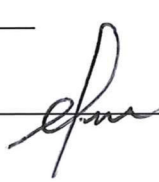
Payment: Voucher No:	
NAME: SHANE ORMSBY <i>Pacific Broadcast Consultancy</i>	APPROVED BY EXECUTIVE DIRECTOR
Address:	Signed  Date <i>20/11/23</i>
IF DIRECT CREDITS ISSUED:	APPROVED BY FINANCIAL CONTROLLER
BANK REF #:	Signed  Date <i>20/11/23</i>
Signed	

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2004	Consultancy Fees	Payment for Technical Manager for Broadcast Consultant invoice#2023012 <i>Nov Service fee</i>	\$49,459.01

Cheque No: IB for \$49,459.01 Date 18/11/2023

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by  Date *18/11/23*



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC-1993/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to SHANE ORMSBY for broadcast technical Manager for the Pacific broadcast Consulting	SHANE ORMSBY		NZD \$9,604-94
					2 NZD \$9,604-94
			TOTALS		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2004</u>		
Estimated Cost (SBD): <u>NZD \$9,604-94</u>			Account Name: <u>Consultancy fees</u>		
Requisition Officer (Name): <u>Imogen Vida</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Debra Renee</u>			SBD\$ <u>9,604.94</u>		
Post: <u>RE</u>			Signed: <u>[Signature]</u>		
Department: <u>NHA</u>			Name: <u>[Signature]</u>		
Threshold Checklist			Note: Authority for expenditure must be given by accounting officer or his/her deligated		
Payment requires one quote (10,000 below)			Compliance Check by: <u>[Signature]</u>		
Payment requires three quotes (\$10,000.00 above)			Signature: <u>[Signature]</u>		
Is it a ITB Contract Payment			Name: <u>[Signature]</u>		
Is it a GTB Contract Payment			Date: <u>17/11/23</u>		
Payment is a Bid Waiver			Position: <u>CPD</u>		

Copy 1 White
Copy 2 Pink
Copy 3 YellowNHA Finance
Compliance Department
Requesting Department



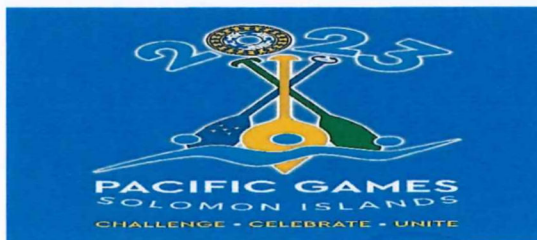
NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC-1993/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to SHANE ORMSBY for broadcast technical Manager for the Pacific broadcast Consulting	SHANE ORMSBY		NZD \$9,604.94
					2
					NZD \$9,604.94
			TOTALS		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2004</u>		
Estimated Cost (SBD): <u>NZD \$9,604.94</u> Date: <u>16/11/2023</u>			Account Name: <u>Consultancy fees</u>		
Requisition Officer (Name): <u>Imogen Vida</u> Sign: <u>[Signature]</u>			Funds available on this account: _____		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Debra Renee</u> Sign: <u>[Signature]</u>			SBD\$ <u>9,604.94</u>		
Post: <u>TC</u>			Signed: <u>[Signature]</u>		
Department: <u>NHA. New Service fee</u>			Name: <u>C. Nuey</u>		
			Note: Authority for expenditure must be given by accounting officer or his/her delegated		
Threshold Checklist			Compliance Check by: <u>[Signature]</u> Signature		
Payment requires one quote (10,000 below) ☐			Name: <u>Peter [Signature]</u> Date: <u>17/11/23</u>		
Payment requires three quotes (\$10,000.00 above) ☐			Position: <u>C.P.M.</u>		
Is it a ITB Contract Payment ☐					
Is it a GTB Contract Payment ☐					
Payment is a Bid Waiver ☐					



MINUTE

Ref: GOC – /23

To: EXECUTIVE DIRECTOR, NHA

From: PROCUREMENT COODINATOR, GOC

Date: 15/11/23

RE: PROCUREMENT OF PACIFIC BROADCAST CONSULTING -SHANE ORMSBY

Approval is sought to raise payment as referred above.

The GOC needs Broadcast Technical Manager to perform the duty of development of the network and broadcast transmission plan and oversee roll out such plan including any required contingencies. The technical manager is here to perform equipment needed for the IBC and supervision of set up /operation of technical operations on such. Shane Ormsby is a broadcast technical manager for the Pacific Broadcast Consulting. Thus payment is urgently needed to be raised as contracted for their consulting work the amount of NZD \$9,604.94.

See attached is the invoice for your perusal.

Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

Lisiane Simata

Procurement Officer (GOC)

Endorsed by:

Imogin Vidda Finance team Games Organizing Committee		
Signature:	Date: 16/11/2023	

Approval:

Mr Peter Stewart Chief Executive Officer Games Organising Committee		
Signature:	Date: 16/11/23	

Invoice

Pacific Broadcast Consulting

101 Chamberlain Road
Massey 0614
Auckland
New Zealand
+6421 998 849
shane.pacificbroadcast@gmail.com

Date:	13/11/2023
Invoice:	2023012
Customer:	NHA_Sol2023
Quote Ref:	Services
Client PO:	
Due Date:	Due Now
Currency:	NZD

Customer
2023 Pacific Games
Attention: Clint Flood
Solomon Islands

Date	Description	Units	Unit NZD\$	Subtotal
5-Nov-2023	Services - Nov Wk1_Onsite Honiara	5	\$750.00	\$3,750.00
13-Nov-2023	Services - Nov Wk2_Onsite Honiara	7	\$750.00	\$5,250.00
4-Nov-2023	Unity Intercom 20 seat Subscription USD\$348.00	1	\$604.94	\$604.94
			Total Due	\$9,604.94

Notes:
1. Remit Electronic Payment to: Bank of New Zealand Wellington New Zealand SWIFT code: BKNZNZ22 Account Name: PBCL Account No: 02-0108-0459315-000

02
CTO
As per contract

Receipt



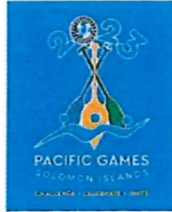
Invoice number 07CB4E64-0001
Receipt number 2636-9556
Date paid November 4, 2023
Payment method Visa - 0533

Unity Intercom
+1 888-225-8054
orders@unityintercom.com

Bill to
Sol2023
shane.ormsby@gmail.com

\$348.00 paid on November 4, 2023

Description	Qty	Unit price	Amount
Monthly 20 Nov 4, 2023 – Feb 3, 2024	1	\$348.00	\$348.00
Subtotal			\$348.00
Total			\$348.00
Amount paid			\$348.00



CONTRACT OF ENGAGEMENT

ASSIGNMENT FOR SHORT TERM CONTRACT

CONTRACT

THIS CONTRACT ("Contract") is entered into this 30 day of March 2023, by and between the 2023 Pacific Games Organizing Committee ("GOC" and "Client"), a Committee established by Government of Solomon Islands through the Pacific Games 2023 Act (2017) having its principal place of business at the Sea King Building, Honiara, Solomon Islands, and Shane Ormsby operating as Pacific Broadcast ("the Contractor").

WHEREAS, the National Hosting Authority ("NHA") through the Pacific Games 2023 Act (2017) , provides the funding to the GOC to execute the services contracted through this agreement, and;

WHEREAS, the Client wishes to have the Contractor performing the services hereinafter referred to, and;

WHEREAS, the Contractor is willing to perform these services and has the necessary experience and skills, and;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- Shane Ormsby shall perform the services of Broadcast Technical Manager for services outlined in **Annex A**
- The Client agrees to pay such fees and expenses as listed in **Annex B**.

2. Term

- This Agreement shall be for a period of through to January 31 2024 commencing from the date of this Agreement.

3. Conditions

- The Contractor shall be available to be in Honiara as per the schedule outlined in Annex B (with flexibility to reflect actual travel dates)
- The Contractor shall provide remote services for the time period as outlined in Annex B. The Contractor shall use all best efforts to return/provide information on expedited basis at all times.

- The Client designates the CTO of the NHA or his designate as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving, approving and/or acceptance of the deliverables by the Client.
- In the event the Client's coordinator is the Chair's designate the Contractor shall have a direct reporting line to the CEO of the GOC to address issues that may not be able to solved/addressed by the Client's Coordinator.
- For purposes of this contract, until otherwise amended, the Contractor shall be referred to as the 2023 Pacific Games Broadcast Technical Manager.

5. Performance Standard

The Contractor undertakes to perform the Services as defined under respective committee and authority roles, through respective Chairperson or their designate, with the highest games organisational standards as set out by the Pacific Games Council.

6. Confidentiality

The Contractor shall not, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

- Any studies, reports or other material, graphic, software or otherwise, prepared by the Contractor for the Client under the Contract shall belong to and remain the property of the Client.
- The Contractor may retain a copy of such documents.

9. Insurance

The Contractor will be responsible for taking out any insurance coverage for its Employee's home and other assets including the liability of the Contractor.

10. Assignment

The Contractor shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.

11. Law Governing Contract and Language

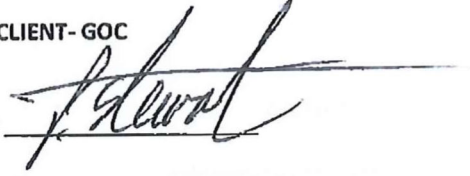
The Contract shall be governed by the Laws of The Solomon Islands, and the language of the Contract shall be English.

12. Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the parties,

FOR THE CLIENT- GOC

Signature



Name:

PETER STEWART

Date:

6/4/2023

FOR THE CONTRACTOR

Name: Pacific Broadcast Consulting

Signature



Name:

Shane Ormsby

Date:

6 April 2023

ANNEX B

FEES

- 1.0 For each day of service from execution date an amount of \$600 NZD per day for each day of offsite work to a maximum of \$12,500 NZD for each 30 day period based on schedule below, excepting November 2023.
 - 2.0 For each day on site for remote work a fee of \$750/day would be charged to a maximum of \$16,500 per 30 days period, excepting November.
 - 3.0 For any work less than 8 hours a day the rate shall be \$75/NZD per hour.
 - 4.0 Contractor agrees and understands that that to deliver the Games will require sustained effort and will provide maximum support to help insure delivery of the Games, and understands and accepts significant overtime and extra days above the 22 days of month while in Solomons is required and that the Contractor shall reasonably work 6-7 days a week while in the Solomons and during the period Nov 12-Dec 02 it will be 7 days a week with 14+ hours per day.
 - 5.0 The consultant shall provide an invoice with a detailed listing of work accomplished for each billing period.
 - 6.0 Per Diems charged only for days in Honiara.
 - 7.0 If meals are provided by Client /accomodation then per diem will be reduced accordingly by following rates Breakfast \$25/Lunch \$25/ Dinner\$30
- 

EXPENSES

- 1.0 Reimbursement of economy airfares for travel to Honiara from Auckland including any transit costs for a maximum of 4 trips
- 2.0 Reimbursement of emergency medical insurance
- 3.0 Reimbursement of any agreed/approved hospitality costs to conduct official business while in Honaria

SCHEDULE OF WORK

		Max Billing for Month NZD	
April	10 days Remote	\$6000	
May	7 days on Site	\$5250	Plus Per Diem 7 x \$80
	7 days Remote	\$4200	
June	10 days Remote	\$4200	
July	7 days onsite	\$5250	Plus per Diem 7 x \$80
	5 days Remote	\$3000	





NATIONAL HOSTING AUTHORITY
SOLOMON ISLANDS GOVERNMENT

C5

CONTRACT PAYMENT AND COMPLIANCE CHECKLIST
(For payment of contracts over \$100,000)

This checklist is to be submitted along with contracts payments for works, goods and services

Required documents / Items	PR No.	Submission	Payment	Receipt
Purchase Requisition (PR) for the entire value of the contract	P7 35	/		/
Draft Contract (not yet signed by Supplier)	P7 10.1			/
Tender Award by TB/STB	P7 10.1			/
PR signed by requisition officer				/
Vendor information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc		/		
Completion report if goods/services and works have been completed		/		
Other reports if any (goods and services)		/		
Payment certificate from Engineer matching amount in Requisition		/		
Invoice from Contractor matching amount in requisition		/		
Contract form approved and Signed by Chairman/EDs	P7 27.2		/	/
PR has been signed by authorized person (and not approving payment to themselves)	P7 44	/	/	/
Check amount on PR matches the signed contract		/	/	/
Account code used is correct	P7 58.5(e)	/	/	/
Name of all signatories signed contract	P7 58.5(e)	/	/	/
Check date and rate are reasonable	P7 43.2(b)	/	/	/
Amount entered in PR matches Requisition				
Account code in PR matches Requisition				
Vendor name in PR matches Requisition				
Item code and Units entered (e.g. box, each) correctly				
Description has enough detail				
Check dates on future payments entered correctly				
Budget OK				

Note: If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.

Department Compliance performed by:

Signed: _____

Name and Position: _____

Date: _____


Agnes N. Ngonzi
17/11/23

Procurement section Compliance performed by:

Signed: _____

Name and Position: _____

Date: _____

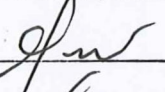

Tumasi B. C-P-O
17/11/23

Finance Department Compliance performed by:

Signed: _____

Name and Position: _____

Date: _____


George / Finance Officer
17/11/23

Point Cruz
P.O. Box 10
Honiara, Solomon Islands

17-Nov-23

EXCHANGE RATES

Country	Currency	Abbr	Bank Buys	Bank Buys	Bank Buys	Bank Sells
			TT	Cheques	Notes	TT, Cheques, Notes
Australia	Dollar	AUD	0.1843	0.1838	0.1913	0.1793
United States	Dollar	USD	0.1199	0.1202	0.1246	0.1159
United Kingdom	Pound	GBP	0.0972	0.1009	0.1074	0.0937
Canada	Dollar	CAD	0.1661	0.1686		0.1591
Euro Zone	Euro	EUR	0.1135	0.1149	0.1220	0.1057
Fiji	Dollar	FJD	0.2687	0.2712	0.3233	0.2572
Hong Kong	Dollar	HKD	0.9396	0.9546		0.9036
Japan	Yen	JPY	20.0605	18.2605		17.2695
New Zealand	Dollar	NZD	0.2031	0.2121	0.2361	0.1942
Papua New Guinea	Kina	PGK	0.4317	N/A	0.5672	0.4203
Philippines	Peso	PHP	6.5481	6.7256		6.2535
Samoa	Tala	WST	0.3280	0.3445		0.3077
Singapore	Dollar	SGD	0.1612	0.1659	0.1987	0.1532
Vanuatu	Vatu	VUV	14.2212	14.4542		13.0212
Tonga	Pa'anga	TOP	0.2802	0.2845		0.2530
Switzerland	Franc	CHF	0.1147	0.1107		0.1009
Sweden	Kroner	SEK	1.2561	1.2811		1.2271

All rates are subject to change without notice.

Quotations for other currencies not listed above are also available on application.

All transactions in excess of the equivalent of SBD50,000 are subject to market quotation.

We can be contacted at: "ANZTreasurySIUsers@anz.com" for a copy of our daily rate sheet

ANZ Solomon Islands Swift Code : ANZBSBSB

Telephone: +677 21111

Facsimile: +677 21113



2023 PACIFIC GAMES OFFICE

Approval /Signature Required

Supplier Name:

SHANE ORMSBY - Pacific Broadcast Consulting

1) Requisition

☒

Sign by FC

Sign by ED

2) Payment Voucher

☐

Sign by FC

Sign by ED

3) LPO

☐

Sign by FC

Sign by ED

4) IB Authorisations

☒

Authorised by FC

Authorised by ED

Comments:



Transaction or Request Lodgement Receipt

Transaction or Request Description: International Transfer Request

Transaction or Request Status: Pending

Date / Time: 20/12/2023 15:05

Transaction Number: AHM32382

Transaction Details:

International Transfer Request

From Account: 5691140

Transfer Amount: NZD 16,500.00

Transfer From Amount: SBD ~~88,471.85~~ **\$89,625-20**

Indicative Exchange Rate: 1 SBD = 0.18650 NZD 1 NZD = 5.36193 SBD

Purpose of Transfer: Payment of services

Other Details:

Bank Charge Option: OUR

Beneficiary Contact Details

Beneficiary Name: Pacific Broadcast Consulting

Beneficiary Address

Street Number and Name: 101 Chamberlain Road

Town: Massey 0614

City: Auckland

Country: New Zealand

Beneficiary Contact Number: +6421 998 9849

Message to Beneficiary: INV#2023013- NHA_Sol2023



Beneficiary Bank Account Details

Bank: Bank of New Zealand

SWIFT Code: BKNZNZ22

Branch Number:

Account Number / IBAN: 02-0108-0459315-000

Branch Address: Auckland, New Zealand

Quoted Rate:

Reference Number:

Intermediary Bank Account Details (Optional)

Bank:

Swift BIC:

Branch Number:

Your Reference

* Important Information displayed on ANZ Internet Banking screen is not shown on this printout

Held for Authorisation
Transaction Number AHM32382

Transaction Details

International Transfer Request

From Account: 5691140
Transfer Amount: NZD 16,500.00
Transfer From Amount: SBD 88,471.85
Indicative Exchange Rate: 1 SBD = 0.18650 NZD 1 NZD = 5.36193 SBD
Purpose of Transfer: Payment of services
Other Details:
Bank Charge Option: OUR

You can view the status and details of your transactions and requests for the last 12 months via ANZ Internet Banking.


21/12/23



Point Cruz
P.O. Box 10
Honiara, Solomon Islands

18-Dec-23

EXCHANGE RATES

			Bank Buys	Bank Buys	Bank Buys	Bank Sells
Country	Currency	Abbr	TT	Cheques	Notes	TT, Cheques, Notes
Australia	Dollar	AUD	0.1782	0.1777	0.1852	0.1732
United States	Dollar	USD	0.1200	0.1203	0.1247	0.1160
United Kingdom	Pound	GBP	0.0952	0.0989	0.1054	0.0917
Canada	Dollar	CAD	0.1617	0.1642		0.1547
Euro Zone	Euro	EUR	0.1132	0.1146	0.1217	0.1054
Fiji	Dollar	FJD	0.2635	0.2660	0.3181	0.2520
Hong Kong	Dollar	HKD	0.9404	0.9554		0.9044
Japan	Yen	JPY	19.0536	17.2536		16.2626
New Zealand	Dollar	NZD	0.1956	0.2046	0.2286	0.1867
Papua New Guinea	Kina	PGK	0.4320	N/A	0.5675	0.4206
Philippines	Peso	PHP	6.5547	6.7322		6.2601
Samoa	Tala	WST	0.3230	0.3395		0.3027
Singapore	Dollar	SGD	0.1584	0.1631	0.1959	0.1504
Vanuatu	Vatu	VUV	13.9603	14.1933		12.7603
Tonga	Pa'anga	TOP	0.2768	0.2811		0.2496
Switzerland	Franc	CHF	0.1124	0.1084		0.0986
Sweden	Kroner	SEK	1.2102	1.2352		1.1812

All rates are subject to change without notice.

Quotations for other currencies not listed above are also available on application.

All transactions in excess of the equivalent of SBD50,000 are subject to market quotation.

We can be contacted at: "ANZTreasurySIUsers@anz.com" for a copy of our daily rate sheet

ANZ Solomon Islands Swift Code : ANZBSBSB

Telephone: +677 21111

Facsimile: +677 21113



NATIONAL HOSTING AUTHORITY

REQUISITION NUMBER: GOC-2623/23

DEPARTMENT: _____

PURCHASE REQUISITION

QUANTITY	UNIT	DESCRIPTION (Full and clear details of payment)	PURCHASING OFFICER USE ONLY		
			SUPPLIER	ORDER NO.	COST
1		Raise payment to SHANE ORMSBY for technical Manager for Goc Host Broadcast	SHANE ORMSBY -Pacific Broadcast Consulting		NZD 16,500-00 2 NZD 16,500-00
			TOTALS		
Approval is requested to incur expenditure on the above			Account Code: <u>6-2004</u>		
Estimated Cost (SBD): <u>NZD 16,500-00</u>			Date: <u>13/12/23</u>		
Requisition Officer (Name): <u>Imogen Vida</u>			Sign: <u>[Signature]</u>		
Supervisors Certification (Accountable Officers):			Authority is granted for expenditure not exceeding:		
Certifying Officer (Name): <u>Dianne Rennie</u>			SBD \$ <u>NZD 16,500-00</u>		
Post: <u>FE</u>			Signed: <u>[Signature]</u>		
Department: <u>NHA</u>			Name: <u>CR/eng</u>		
Threshold Checklist			Note: Authority for expenditure must be given by accounting officer or his/her deligated		
Payment requires one quote (10,000 below)			Compliance Check by: <u>[Signature]</u> Signature		
Payment requires three quotes (\$10,000.00 above)			Name: <u>Imogen B</u> Date: <u>15/12/23</u>		
Is it a ITB Contract Payment			Position: <u>CRO</u>		
Is it a GTB Contract Payment					
Payment is a Bid Waiver					

Copy 1 White
Copy 2 Pink
Copy 3 Yellow

NHA Finance
Compliance Department
Requesting Department



NATIONAL HOSTING AUTHORITY SOLOMON ISLANDS GOVERNMENT

C5

CONTRACT PAYMENT AND COMPLIANCE CHECKLIST (For payment of contracts over \$100,000)

This checklist is to be submitted along with contracts payments for works, goods and services

Required documents Prepared by Committee/Department	Pl Ref	Committee	Procurement	Finance
Purchase Requisition (PR) for the entire value of the contract	P7 35			
Draft Contract (not yet signed by Supplier)	P7 10.1			
Tender Award by ITB/GTB	P7 10.1			
PR signed by requisition officer				
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Progress Report of works/Photos etc				
Completion report if goods/services and works have been completed				
Other reports if any (goods and services)				
Payment certificate from Engineer matching amount in Requisition				
Invoice from Contractor matching amount in requisition				
Compliance checks required and done by Procurement				
Contract form approved and Signed by Chairman/EDs	P7 27.2		/	
PR has been signed by authorized person (and not approving payment to themselves)	P7 44		/	
Check amount on PR matches the signed contract			/	
Account code used is correct	P7 38.5(e)		/	
Name on PR matches signed contract	P7 38.5(e)		/	
Check price and rates are reasonable	P7 43.2(b)		/	
Data entry checks for PV and Cheque payments done by Finance Department				
Amount entered in AX matches Requisition				
Account code in AX matches Requisition				
Vendor name in AX matches Requisition				
Item code and Units entered (e.g. box, each) correctly				
Description has enough detail				
Check dates on future Instalments entered correctly				
Budget OK				



MINUTE

Ref: GOC – /23

To: EXECUTIVE DIRECTOR, NHA

From: Finance & Procurement, GOC

Date: 12/12/2023

**RE: PROCUREMENT FOR BROADCAST TECHNICAL MANAGER – SHANE ORMSBY
(PACIFIC BROADCAST CONSULTING)**

Approval is sought to raise payment as referred above.

See attached is the Invoice and contract for your perusal.

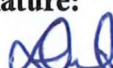
As stated in the contract, a payment of NZD16,500.00 is agreed with the *Pacific Broadcast Consulting*.

Therefore, kindly request for approval of budget and endorsement to make the payment soon as possible.

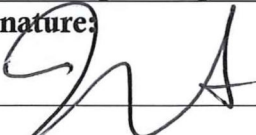
Georgina Kikiolo

Finance and Procurement Coordinator (GOC)

Endorsed by:

Lisiane Simata Finance Team Games Organizing Committee		
Signature: 	Date: 12/12/23	

Approval:

Mr Peter Stewart <i>Jack Smith</i> Chief Executive Officer Games Organising Committee		
Signature: 	Date: 13/12/23	

Invoice

Pacific Broadcast Consulting

101 Chamberlain Road
Massey 0614
Auckland
New Zealand
+6421 998 849
shane.pacificbroadcast@gmail.com

Date:	27/11/2023
Invoice:	2023013
Customer:	NHA_Sol2023
Quote Ref:	Services
Client PO:	
Due Date:	Due Now
Currency:	NZD

Customer
2023 Pacific Games
Attention: Clint Flood
Solomon Islands

Date	Description	Units	Unit NZD\$	Subtotal
13-Nov-23	Services - Nov Wk3_Onsite Honiara	7	\$750.00	\$5,250.00 ✓
20-Nov-23	Services - Nov Wk4_Onsite Honiara	6	\$750.00	\$4,500.00 ✓
27-Nov-23	Services - Nov Wk5_Onsite Honiara	7	\$750.00	\$5,250.00 ✓
4-Dec-23	Services - Nov Wk4_Onsite Honiara	2	\$750.00	\$1,500.00 ✓
				\$0.00
			Total Due	\$16,500.00 ✓

Notes:
1. Remit Electronic Payment to: Bank of New Zealand Wellington New Zealand SWIFT code: BKNZNZ22 Account Name: PBCL Account No: 02-0108-0459315-000

03

CTD
NAVZ



CONTRACT OF ENGAGEMENT

ASSIGNMENT FOR SHORT TERM CONTRACT

CONTRACT

THIS CONTRACT ("Contract") is entered into this 30 day of March 2023, by and between the 2023 Pacific Games Organizing Committee ("GOC" and "Client"), a Committee established by Government of Solomon Islands through the Pacific Games 2023 Act (2017) having its principal place of business at the Sea King Building, Honiara, Solomon Islands, and Shane Ormsby operating as Pacific Broadcast ("the Contractor").

WHEREAS, the National Hosting Authority ("NHA") through the Pacific Games 2023 Act (2017) , provides the funding to the GOC to execute the services contracted through this agreement, and;

WHEREAS, the Client wishes to have the Contractor performing the services hereinafter referred to, and;

WHEREAS, the Contractor is willing to perform these services and has the necessary experience and skills, and;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- Shane Ormsby shall perform the services of Broadcast Technical Manager for services outlined in Annex A
- The Client agrees to pay such fees and expenses as listed in Annex B.

2. Term

- This Agreement shall be for a period of through to January 31 2024 commencing from the date of this Agreement.

3. Conditions

- The Contractor shall be available to be in Honiara as per the schedule outlined in Annex B (with flexibility to reflect actual travel dates)
- The Contractor shall provide remote services for the time period as outlined in Annex B. The Contractor shall use all best efforts to return/provide information on expedited basis at all times.

- Payments shall be made within 20 days of submission of invoice. For clarity the contractor shall invoice at the beginning of the month for days as per Annex B. The following month the amount will be adjusted to reflected to actual days worked. Any increase in days must be pre approved by the Client.
- No tax shall be taken off fees or expenses by Client or the Government of Solomon Islands.
- No Solomon Islands GST shall be charged or collected in executing this contract except in reimbursement of GST charged on services that the Contractor pays for.
- A vehicle for transport including all fuel and maintenance shall be provided for business use while the Contractor is in Honiara.
- The Client will provide return economy airfares from Auckland to Honiara.
- The Contractor shall be provided accommodation in single room hotel or single room apartment while in Solomon Islands.
- A per diem rate of \$80 NZD per day will be charged for each day onsite in Solomon Islands. The per diem shall cover all costs of meals while the Contractor is onsite.
- Contractor shall be provided Phone Credits, or reimbursed for Phone credits while in Solomon Islands
- The Client agrees that other costs that it asks the Contractor to bear on behalf of executing this contract shall be reimbursed at cost to the Contractor in currency of their choice.
- The Client agrees to provide in addition to the fees and other costs outlined, that the Client will provide the Contractor while in Solomon Islands, -office space complete with internet.
- The Contractor shall submit copies of all receipts as part of any reimbursements payable to the Contractor for travel or other approved costs. All costs for expenses shall be pre-approved by the Client.
- The Client agrees that all invoices will be paid in equivalent NZD to a bank account that the Contractor shall provide. Contractor shall not be responsible for the charges related to the wire transfers from Solomon Islands shall be to the Client's cost.
- Client shall arrange for Work permit exemption for Contractor.
- The Client also agrees that in the event that it asks and both parties approves the Contractor to pay the costs of other Contractor's costs, that the Contractor shall be reimbursed for those costs (with no markup). Such commitment shall only be activated with the prior the approval of the CTO of the NHA.

4. Programme Administration

- The Client designates the CTO of the NHA or his designate as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving, approving and/or acceptance of the deliverables by the Client.
- In the event the Client's coordinator is the Chair's designate the Contractor shall have a direct reporting line to the CEO of the GOC to address issues that may not be able to solved/addressed by the Client's Coordinator.
- For purposes of this contract, until otherwise amended, the Contractor shall be referred to as the 2023 Pacific Games Broadcast Technical Manager.

5. Performance Standard

The Contractor undertakes to perform the Services as defined under respective committee and authority roles, through respective Chairperson or their designate, with the highest games organisational standards as set out by the Pacific Games Council.

6. Confidentiality

The Contractor shall not, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

- Any studies, reports or other material, graphic, software or otherwise, prepared by the Contractor for the Client under the Contract shall belong to and remain the property of the Client.
- The Contractor may retain a copy of such documents.

9. Insurance

The Contractor will be responsible for taking out any insurance coverage for its Employee's home and other assets including the liability of the Contractor.

10. Assignment

The Contractor shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.

11. Law Governing Contract and Language

The Contract shall be governed by the Laws of The Solomon Islands, and the language of the Contract shall be English.

12. Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the parties,

shall be referred to adjudication/arbitration in accordance with the laws of the Solomon Islands.

13. Termination of Contract

This contract may not be terminated by either party with 10 days' notice without reason.
Any fees and expenses owing to the Contractor shall be paid in full within 15 days of termination.

FOR THE CLIENT- GOC

Signature



Name: PETER STEWART

Date: 6/4/2023

FOR THE CONTRACTOR

Name: Pacific Broadcast Consulting

Signature



Name: Shane Ormsby

Date: 6 April 2023

ANNEX A

Key Contractor Deliverables

The Contractor will undertake the role of Broadcast Technical Manager for the 2023 Pacific Games. As such he will be responsible for the planning, and delivery of the Host Broadcast of the Games, which will include delivery of content/signals to domestic and international rights holders as per required specifications and as per available funding.

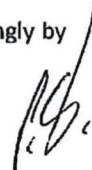
- Development of the network and broadcast transmission plan and oversee roll out of such plan including any required contingencies.
- Planning equipment needed for the IBC and supervision of setup /operation of technical operations of such.
- Review of all VPU/RPU equipment and services and oversight of technical operation of these
- Establish staffing requirements for IBC operations
- Coordinate broadcast distribution to authorized rights holder
- Coordinate technical requirements with PCBL.
- Coordinate procurement/acquisition of loose equipment needed to support the Games.
- Support tear down and pack up post Games for up to 5 days post the Games closing ceremonies
- Assist with financial close out of technical contracts.



ANNEX B

FEES

- 1.0 For each day of service from execution date an amount of \$600 NZD per day for each day of offsite work to a maximum of \$12,500 NZD for each 30 day period based on schedule below, excepting November 2023.
- 2.0 For each day on site for remote work a fee of \$750/day would be charged to a maximum of \$16,500 per 30 days period, excepting November.
- 3.0 For any work less than 8 hours a day the rate shall be \$75/NZD per hour.
- 4.0 Contractor agrees and understands that that to deliver the Games will require sustained effort and will provide maximum support to help insure delivery of the Games, and understands and accepts significant overtime and extra days above the 22 days of month while in Solomons is required and that the Contractor shall reasonably work 6-7 days a week while in the Solomons and during the period Nov 12-Dec 02 it will be 7 days a week with 14+ hours per day.
- 5.0 The consultant shall provide an invoice with a detailed listing of work accomplished for each billing period.
- 6.0 Per Diems charged only for days in Honiara.
- 7.0 If meals are provided by Client /accomodation then per diem will be reduced accordingly by following rates Breakfast \$25/Lunch \$25/ Dinner\$30



EXPENSES

- 1.0 Reimbursement of economy airfares for travel to Honiara from Auckland including any transit costs for a maximum of 4 trips
- 2.0 Reimbursement of emergency medical insurance
- 3.0 Reimbursement of any agreed/approved hospitality costs to conduct official business while in Honaria

SCHEDULE OF WORK

		Max Billing for Month NZD	
April	10 days Remote	\$6000	
May	7 days on Site	\$5250	Plus Per Diem 7 x \$80
	7 days Remote	\$4200	
June	10 days Remote	\$4200	
July	7 days onsite	\$5250	Plus per Diem 7 x \$80
	5 days Remote	\$3000	



August	7 days remote	\$4200	
September			
	7 days on Site	\$5250	Plus per diem x 7 x 80
	3 Days remote	\$1800	
October			
	7 days Remote	\$4200	
November			
	22 days on Site	\$16,500	Plus per Diem 22x \$80
	5 days remote	\$3,000	
December			
	7 days on Site	\$5250	Plus Per Diem 7 x \$80
	3 days Remote	\$1800	
January			
	7 days remote as required/directed.	\$4200	

