



30 July 2015

TRESPASS NOTICES

[FOR SOUTHERN RESPONSE AND ARROW INTERNAL USE ONLY - NOT FOR DISTRIBUTION]

Southern Response and Arrow International (Arrow) have a zero tolerance attitude regarding threatening and intimidating behaviour towards staff, whose wellbeing and safety is paramount.

When is a trespass notice issued?

Southern Response or Arrow may issue a trespass warning to a person if:

- (a) A person is trespassing or has trespassed the premises; or
- (b) Southern Response or Arrow has reasonable cause to suspect that any person is likely to trespass on that place.

Process for issuing a trespass notice

A trespass notice should be issued in writing by using the attached template.

A photocopy of the completed trespass notice should be given to the Support Services Manager.

The trespass warning should tell the person to leave and stay away from the premises. It should also inform the person that he or she commits an offence if he or she wilfully trespasses on the premises within 2 years after the giving of the warning.

The person issuing the written trespass warning notice, or his or her agent, should then serve the notice personally on the trespasser, or send it to the trespasser by post in a registered letter at the trespasser's usual place of residence in New Zealand. If the notice is served personally, the person serving the notice should complete the "Details of service of trespass notice" at page 2 of the **attached** template trespass notice as soon as the notice is served. Southern Response should retain a copy as proof of service if the matter progresses to Court.

Trespass authority

An Executive Manager from either Southern Response or Arrow is able to issue a trespass notice (see below). In the event of an office based issue **First Security** also have the authority to trespass an individual(s) should staff and visitor safety be deemed to be at risk.

Southern Response	Role	Arrow International	Role
Peter Rose	CEO	██████████	Project Director
Tony Feaver	CFO	██████████	Project Leader
██████████	Operations Manager	██████████	Delivery Manager
Casey Hurren	Earthquake Strategy Manager	██████████	Commercial Manager
Anthony Honeybone	Technical and Performance Manager	██████████	Operations Manager
Linda Falwasser	Strategic Communications Manager	██████████	Technical Director
Sarah Giles	Support Services Manager	██████████	HR Business Partner

