



Work Requirement Notice (WRN) Assistance Service

Why this service has been put in place

The Ministry has recognised managing the remediation of WRNs can be a tedious and timeconsuming process for schools.

How Argest can help your school

Argest can now assist you with managing WRN remediation and repair work. This service is optional and is at no cost to you.

We aim to help you by

- Providing you the options you need to get repairs completed and ensure you are getting good value for money*
- Organising and providing the proof of fix where contractors have completed their repair to close the WRN.
- Throughout this process we will provide you summary reports of what your school has spent on compliance repairs to assist with the management of your school's operations budget.

The Process



Inspections find compliance defects



A WRN is issued with items in Section A



Argest contacts School by phone to offer . assistance under this program and follows-up by email



Argest confirms: What service providers the school prefers to use (Electricians, Plumbers, Fire Companies, others)

- The limits for requesting quotes The school approver for
- works to proceed The site contact person
- for the contractor Inclusion of all WRN's



Argest provides scope and requests quote(s) from the school's preferred suppliers or, if not provided, local qualified contractors



Argest provides school authoriser with summary of quotes received with a recommendation and obtains their authorisation to proceed



Argest requests contractor to schedule work confirming school site contact, access approvals and H&S requirements



Argest creates summary report for the school, the School Property Adviser and Ministry



Argest updates school records, collates the necessary 12A's and compliance documentation in preparation of the BWOF



Argest confirms completion of work with IQP to allow closure of WRN, updates compliance records and requests 12A



Argest provides validated invoice to school for payment and for the school financial records



Argest confirms completion with schools site contact and validates invoice against quote or estimate



Argest receives notification contractor has completed works and their invoice

If the repairs are more than \$5,000, and you choose to use your 5YA funding, Argest will work with your Property Advisor and Project Manager to progress these works.

^{*}The budgets you utilise to pay for remediation work remain unchanged, there is no additional funding that comes with this new process.