

Regional Digital Hubs
Grey and Westland Districts

Project Outline

Contact details for follow-up:

Helen Wilson, Research Manager, Development West Coast

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Summary:

Development West Coast has been discussing with the Provincial Development Unit (**PDU**) a number of opportunities to improve digital capability and business productivity in the West Coast region.

With a highly distributed population the West Coast has an opportunity to establish regional digital hubs (**RDH**) in specific locations to function as anchor facilities for programs to lift the regions digital capability. The regional hubs have the potential to offer the following digital services to businesses, communities and individuals:

- Co-working spaces, video-conferencing facilities, and digitally enhanced meeting spaces
- Digital training, mentoring and business advisory services,
- Space for community code clubs, linux user clubs, networking and peer to peer activities
- Space for presentations of digital products and services
- Space for community enterprises that require digital support, and
- Free Wi-Fi for visitors to the hub.

This proposal summarises:

- The solution which Development West Coast and potential partners/ supporters can provide;
- The location of the proposed Regional Digital Hubs;
- Potential partners, sponsors and supporters;
- Costs of establishing and running this venture; and
- Expected benefits for the region, its businesses and the broader community.

We thank you for the opportunity to provide this proposal to and look forward to following up at your convenience.

Overview:

Context for your application:

- Describe your Region/ District/ Town at a high level
- What is the level and nature of ICT usage in your Region/ District/ Town?
- What are the strengths, weaknesses, opportunities, threats to your Region/ District/ Town?
- How would more and better ICT usage improve your Region/ District/ Town, especially its businesses?

Summary of the proposal for Greymouth and the Outreach Hub

Digital transformation is now seen as a defining factor of success in the modern world, to the point where most organisations realise they must invest in the latest technologies to remain relevant.

The West Coast is faced with a unique set of challenges around digital technology and access to it, with a population of around 30,000 distributed across 650km of challenging terrain. This population is concentrated around the main centres of Westport, Greymouth and Hokitika. Westport is over an hour's drive north of Greymouth over a slip prone coastal road however Hokitika are fairly close in proximity.

Recent Infometrics data confirms that the internet access rate for the West Coast at 69.6% is well below the national average of 76.8%.

Development West Coast, as the regions' economic development agency, wishes to facilitate the implementation of two RDH's managed from Greymouth but designed to service the following locations:

- Greymouth (population: 13,550), and
- The rural Westland district (population 8,990).

Greymouth is the commercial centre of the West Coast, so making equipment and training available in this location is seen as meeting the business needs market with a dedicated space, dedicated staffing and a business focus.

Greymouth is also the entry point for many visitors to the region, being the disembarkation point for the Tranz Alpine. Anticipated growth in visitation and in the visitor economy generally means that Greymouth is very likely to emerge as a service hub for new visitor economy businesses (Greymouth is already seen as the service centre for the region). This is a further driver for a regional digital hub in this location.

Further there is a desire to establish a relatively mobile hub in South Westland to serve communities such as Franz Josef, Fox Glacier, Whataroa, Harihari and Haast. This RDH would be referred to as the **Outreach Hub**.

These communities, while isolated, are being upgraded in their access to broadband. The government, through Crown Infrastructure Partners, is investing a total of \$^{Commercial Information} in the West Coast region (this includes Ultra-fast Broadband (UFB), RBI2/MBSF and the recent West Coast elements in a PGF package of \$^{Commercial Info}). Much of this infrastructure investment is concentrated to the South of the region.

Due to their relative isolation, and the fact that the West Coast' population is concentrated in the larger towns to the North, these communities don't attract the investment required to establish digital capability programs generally. But this doesn't mean that businesses aren't being established or people don't need support. These small fragmented communities are home to some of New Zealand's most popular and widely known tourist attractions. Offering programs to facilitate digital technology usage and advance digital literacy could unlock enormous opportunities in these communities.

The West Coast region has a responsibility to realise the greatest possible return on this investment and in turn contribute more to the prosperity of its residents.

When natural disasters strike, such as cyclones Gita and Fehi, the March 2019 South Westland flood event, and the anticipated Alpine Fault earthquake, large parts of the West Coast can quickly find themselves cut off from the rest of the South Island. This exposure to risk means that the Outreach Hub and the two other proposed West Coast hubs could play a dual role, in providing training and support to get online, while supporting communications resilience in times of natural disaster.

Commercial Information

Other information:

- Currently digital capability courses on the West Coast are delivered via either WestREAP, the libraries and occasionally ^{Commercial Information}
- DWC has offered digital capability programs in the past and is set up to offer similar programs into the future.
- The library courses are offered ^{Commercial Information}, and are diverse, from basic social media like Facebook and Instagram to employment readiness and online banking, Excel, Publisher and loads more (38 x 2 hour programs available). All are offered free.
- Courses offered are general skills development rather than business focused.
- West REAP has the ability to offer 36 of their own modules. Programs generally have more subscribers than places available on courses!
- Computers for REAP and for DORA (a mobile digital training facility in a bus) are donated by an organisation called Digital Wings who take old PC's from large organisations and refurb them for community groups.
- The bus (DORA) is operated by ^{Commercial Information} and travels the country. Approximately a \$^{Commercial} fitout. West REAP has hosted it on the West Coast in the past and it is always well received.
- The bus contains ^{Comm} laptops and a satellite connection so it can connect anywhere. It also offers a WiFi hot spot when onsite.

In addition, provide a general summary of the proposal, answering the following questions:

- *How will it fit with the characteristics of the town(s) covered?*
- *Why these towns and not others?*
- *How will Regional Digital Hub(s) will deliver value to the community, particularly in the form of improved business capability?*

This proposal would see an RDH established in central Greymouth and a second RDH established in South Westland with shared management.

Greymouth is the largest population centre on the West Coast, home to the majority of the region's commercial entities, is the start and end point of the Tranz Alpine railway and is viewed as the service centre of the West Coast. Greymouth is home to both the Grey District Council and the West Coast Regional Council, so there is a high likelihood that new and existing businesses requiring the kind of support that the RDH can offer would find themselves either based in or spending time in Greymouth for access to a variety of services.

Significant PGF investment has already been made in the Grey District, with funds allocated to organisations such as Kiwirail, at the Runanga Miners Hall, to the Dolomite Point redevelopment at Punakaiki, in support of the new Paparoa and Pike 29 memorial tracks, and others. There are synergies between further investment in digital capability in the Grey District to facilitate business that will be done as a multiplier of the existing PGF investment.

South Westland, despite the above-mentioned improved access to broadband and mobile data coverage, and the fact that a good portion of the West Coasts' success in the visitor economy hangs on the continued popularity of sites like Franz Josef, Lake Matheson, and the Haast World Heritage Area, can seem hard done by. Tourism New Zealand among others have used these sites to promote 'Brand NZ' to the world for decades, and many of the country's largest tourism businesses operate in the area. Any initiative to promote digital capability, connectivity and unlock potential in the region must in some way reference South Westland.

The Outreach Hub proposal is to establish a mobile RDH in South Westland. This would allow access to broadband, access to hardware and training to communities left out of much of the investment that comes to the West Coast. There are significant opportunities for businesses to spring up around the growing visitor economy, for support to be offered to existing enterprises, farms and visitors, and for there to be an alignment between this RDH and the work that councils Commercial Information are doing to strengthen the regions resilience to the impact of natural disasters.

At the DWC Trust meeting on Commercial Information, trustees have approved partnership funding of \$Commercial Info per Hub over Com years.

Establishment of the Grey RDH and the Outreach Hub, plus the proposed development of an RDH in Westport, means that the West Coast would be served at the Northern and Southern ends and in the centre of the region.

Describe the proposed Regional Digital Hub in Location 1 in more detail:

- Where is the proposed site?
- What specific aspects of this site make it suitable e.g. proximity to business area, foot traffic, central location?
- Is there any linkage to other relevant projects e.g. Council building upgrades, precinct renewal etc.
- When will the proposed site be available?

The Greymouth Digital HUB.

In Greymouth the RDH will be located in premises within the CBD. Plans to establish a 'Hub' of some nature have been included in Grey District 'CBD revival' concept drawings for some time. This shows the desire of local government to establish an RDH as part of becoming a vibrant and attractive place to do business. More recent discussions around the Greymouth CBD redevelopment do include the potential to house an RDH within Development West Coast's [Commercial Information]. Draft plans for this build have already been produced [Commercial Information].

The immediate plan would be to house the RDH in vacant premises within the central CBD. Greymouth is seen as the commercial centre of the West Coast region and as such it has a large service sector.

[Commercial Information]

At the DWC Trust meeting on [Commercial Information], trustees have approved the recommendation for management to explore leasing [Commercial Information] to house the proposed RDH as well as for other compatible uses. As such it has very good potential in terms of providing a new and exciting décor for the Grey District Digital Hub. There are other potential and appropriate tenants that could contribute [Commercial Information] and DWC itself is interested in renting space [Commercial Information]. This could be a shared space.

[Commercial Information]

The focus of the Greymouth RDH will be on building existing business capability, providing digital services to the business community and supporting innovation and entrepreneurship amongst its young people.

[Commercial Information]

Development West Coast management have considered leasing this space prior to this opportunity. It has already been identified that this site would be ideal for establishment of DWC's own [Commercial Information], and this plan sits well with the RDH concept.

Outreach HUB

The Westland District has geographical challenges that are well documented. As described above, a highly fragmented population, exposure to significant risk of natural disaster, a high degree of visitor loading, and some of New Zealand's most well-known and well-loved attractions make this beautiful area a challenging place to do business. From Haast, at the southern end of the West Coast, it can be quicker to travel to Wanaka for services than to travel north to Hokitika!

WestREAP is the West Coasts' Rural Education Activities Program and has offered computing and digital literacy courses for some time. Through a partner organisation, West REAP accessed a mobile training facility called DORA (Digital On Road Access), a 'digitally enabled' bus. DORA travels the country and contains laptops, a satellite broadband connection, a Wi-Fi hot spot and training facilities that has proven highly popular. WestREAP report that when DORA visits there is more demand than spaces available. It is a good example of what has been achieved in the past and the rural communities' readiness to respond to the opportunity. However, DORA is used throughout New Zealand and is very rarely on the West Coast.

There is some potential for the Outreach Hub to be [redacted] Commercial Information
[redacted] in a shipping container [redacted] Commercial Information
[redacted]

This facility would house laptops, a satellite broadband connection, the ability to deploy seating and tables, whiteboards and other training equipment, [redacted] Commercial Information
[redacted]

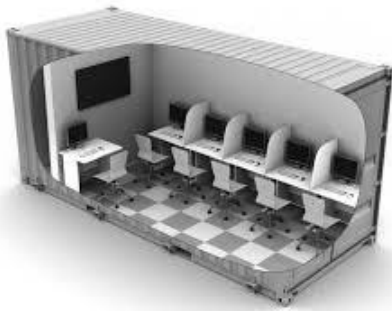
The containers would be outfitted [redacted] Commercial Information and shipped to the preferred location on the West Coast. CD has already had a version Commercial Information, and was given a quote of \$[redacted] Commercial Info plus GST, equipped with lighting, shelving, electrical works and painting. Further costs, such as transport to site and a petrol generator has been proposed, and information is available.

A budget has been produced which adds the cost of outfitting a digital hub to combine the two initiatives; potentially with final costs to include laptops, solar power, a wi-fi hot spot, tables, chairs, whiteboard, a satellite broadband connection and other paraphernalia. DWC, is well placed to coordinate the fit out of both Regional Digital Hubs.

Obviously, there are significant synergies between a facility that could be opened up and run as a digital drop-in and business training centre, plus a hub for emergency events management and resilience of communications. There is an opportunity for the hub to be relocated to other communities given demand or specific events where support is required.

Further, as discussed above, there is enormous unrealised potential in this part of the West Coast given that people have access to the visitor economy but are a long way from a digital training facility and associated hardware.

[redacted] Commercial Information
[redacted]
[redacted]



Implementation and Deliverables:

- Describe briefly how you propose to implement the Regional Digital Hub(s).
- Include project phases, milestones, timeframes etc.
- Describe the deliverables and outcomes to be achieved by the project, and the timeframe (e.g. by half-year over the five-year operations period of the Hub) for each. These may include:

	Activity	Planned Date	ommer	Commer	ommer	Commer	C mmer	ommer	C mmer	C mmer	Commer	C
Outreach HUB	Design, Planning & Budgeting			■								
	Procurement & Contracts in place			■								
	Completion of Fit-out			■								
	Appointment Commercial Information			■								
	Launch			■								
	Reviewing initial implementation				■							
	End of Year Progress Check						■					
	Refresh and transition planning								■			
Greymouth HUB	Design, Planning & Budgeting			■								
	Procurement & Contracts in place			■								
	Completion of Fit-out				■							
	Appointment of Commercial Information			■								
	Launch				■							
	Reviewing initial implementation					■						
	End of Year Progress Check							■				
	Refresh and Transition Planning								■			

Note: The infrastructure roll-out throughout Westland and South Westland in particular will dictate the best timing to implement stages of the Outreach Hub project.

The two RDH facilities will include:

- In Greymouth a potential reconfiguring of the space to ensure fit for purpose, including lighting, signage etc.
- Laptops, whiteboards, projector/large monitor, desks and chairs
- A space available for businesses to meet, for presentations to be delivered, and for events such as networking and 'Business After 5' style sessions to be run
- In Outreach Hub, a solar power source, generator, satellite broadband connection, wi-fi hotspot, and a communications kit
- Personnel to deliver the training across both locations
- Training suitable for small businesses, to allow people to get online more easily and confidently
- General digital literacy programs

Stakeholder Engagement:

- *Who have you engaged in developing this proposal? Include, as applicable, Territorial Local Authorities, iwi, potential national corporate sponsors, Non-Government Organisations and others.*
- *Describe what level/ kind of involvement or contribution each party wishes to make, which Regional Digital Hub this assistance would apply to, timeframe, status of negotiations/ discussions etc.*
- *In particular, clearly identify any parties who are willing to provide funding or in-kind contribution to support the investment in Regional Digital Hubs.*

The Tai Poutini Digital Enablement Strategy, its overarching principles and vision has been presented to and signed off by members of the 'Regional Stakeholder Group' at a forum held on February the 13th 2019. The Regional Stakeholder Group consists of; DWC Trustees, Te Runanga o Ngatiwaewae, Te Runanga o Makaawhio and Ngai Tahu representatives, the Mayors, Chairs and Councillors of the three district councils and the West Coast Regional Council's Chair and councillors.

Development West Coast has been engaged to scope co-funding opportunities and a decision at the Trustees meeting **Commercial Information** approved funding of \$**Commercial Info** per year per hub for **Com** years. The DWC engagement will be ongoing. The eventual sustainability of each of the hubs will in some part depend on the support of the individual districts, sponsorship contracts as well as the establishment of alternative revenue streams. There may be accessible funding **Commercial Information** .

Cost Estimates and Funding Sources:

- Provide a table like the one below describing the projected costs of each element of the Regional Digital Hub(s) – and the funding source(s) for each element.
- The “preferred funding source” column sets out the PGF’s preferences but this is not binding on the Applicant.

The digital fitout cost is based on the provision of ten laptops, screens, routers and associated cabling. An estimated figure for this was sought from a regional IT provider and came to \$Commercial Info + GST. The fit-out budget of \$Commercial Info + GST provides for associated tech equipment as deemed necessary for each HUB, i.e. Smartboards. Chairs, tables and other furnishings will also come within this budget.

In terms of future funding of the two hubs, DWC is well placed to ensure viability of these assets moving forward. DWC manages a \$Commercial Info annual ‘Digital Enablement’ fund, which will be accessed to assist with keeping the facilities afloat.

There is also the opportunity to provide sponsorship opportunities to offset costs for the Outreach Hub, and to call out this sponsorship with branding on the shipping container itself. Commercial Information

To provide the requisite training programs and a reliable schedule of RDH opening, Commercial Information would be employed by DWC and required to travel between the Greymouth and Outreach hubs on a regular basis. This doesn’t need to be confined to Commercial Information personnel as required. Funding for Commercial Information allowed for in the budget laid out below. The operational responsibility for these matters ultimately sits with DWC.

Indicative Budget

Note: Commercial Information

Commercial Information

HUB		Commercial		Commercial		Commercial		Commercial		Commercial		Total	PGF Funding	DWC Funding	Revenue	
		Comm	Comm	Comm	Comm	Comm	Comm	Comm	Comm	Comm	Comm					
Greymouth HUB	Fit Out	\$ Commercial Inf										\$ Commercial Info				
	Launch & Marketing	\$ Commercial I	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info				
	Facilities Rental	\$ Commercial Inf	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info			\$ Commercial Info	
	Connectivity Rental	\$ Commercial	\$ Commercial	\$ Commercial	\$ Commercial	\$ Commercial	\$ Commercial	\$ Commercial	\$ Commercial	\$ Commercial	\$ Commercial	\$ Commercial	\$ Commercial Info			
	HUB Staffing	\$ Commercial Inf	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info			
	OPEX	\$ Commercial I	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In			
	Training programmes	\$ Commercial I	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In			\$ Commercial Info
	Program licences	\$ Commercial I		\$ Commercial In		\$ Commercial In		\$ Commercial In		\$ Commercial In		\$ Commercial In	\$ Commercial Info			
	Commercial Information	\$ Commercial I		\$ Commercial In		\$ Commercial In		\$ Commercial In		\$ Commercial In		\$ Commercial In	\$ Commercial Info			
Totals		\$ Commercial Inform	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Inform				
Total Greymouth Hub												\$ Commercial Inform	\$ Commercial Inform	\$ Commercial Inform	\$ Commercial Inform	
Outreach Hub	Fit Out	\$ Commercial Inf				\$ Commercial Info						\$ Commercial Inform				
	Land Rental	\$ Commercial I	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In				
	Launch & Marketing	\$ Commercial I	\$ Commercial I	\$ Commercial I	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial Info			
	OPEX - Maintenance			\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial Info			
	OPEX - Mobile Flexibility	\$ Commercial I	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial Info			
	HUB staffing	\$ Commercial Inf	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info	\$ Commercial Inform			
	Connectivity Rental	\$ Commercial I	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial Info			
	Training Programmes	\$ Commercial I	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In	\$ Commercial In			\$ Commercial Info
Program licences	\$ Commercial I		\$ Commercial In		\$ Commercial In		\$ Commercial In		\$ Commercial In		\$ Commercial In	\$ Commercial Info				
Totals		\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa			\$ Commercial Info	
Total Outreach Hub												\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa	

Benefits:

Summarise the potential benefits of Regional Digital Hubs for the [Applicable Region/ District/ Town].

Digital hubs are considered to be drivers for positive change in rural areas.

Delivery of access to technology, capability building programmes, co-working spaces for the region's sectors, industries and businesses will be fundamental to driving innovation and creating our future.

West Coast businesses need support to access and develop their own use of the internet, platforms and apps to compete in the marketplace. This particularly applies to a region populated by SME's.

Particular sectors (i.e. the farming sector) need support to make best use of newer and faster access to technology. Further, there is an emerging need in the tourism sector to provide visitors to the region with authentic, compelling experiences and a real emphasis on value-based visitor propositions over volume of visitors. There will be individuals and businesses keen to become involved in this sector that deserve the same access to technology and training as those in the larger regional centres do.

The overarching West Coast Digital Enablement Strategy aims to use digital technologies to build social capital and to support community engagement so that there is real local benefit generated by innovation which, in turn, increases digital inclusion, provides access to skills and jobs and improves the quality of life. The objectives below represent only a tentative list of outcomes desired.

Objective	Measurable Outcomes
West Coast business can access the best digital tools to grow and scale their businesses, connecting and serving national and international customers.	Increased GDP and employment outcomes.
Enabling existing digital businesses to safeguard existing jobs and create new ones.	Increased business and employment opportunities.
Attracting and retaining talented people, businesses and capital. Entrepreneurial businesspeople taking advantage of the opportunities of ubiquitous connectivity.	An increasingly tech savvy workforce. Increasing levels of venture capital investment
Coast entrepreneurs can access world class digital opportunities.	Increased connection between West Coast businesses and global markets.
A confident and connected digital community resulting in enhanced social well-being and quality of life.	Percentage of confident Digital Residents.
Access for all to digital educational services and facilities irrespective of age, social standing, rank or location.	Improved educational outcomes.
Access to capability building programmes for the whole region.	Increased use of digital technologies to improve productivity within all sectors across the region.
Improve productivity of businesses across sectors through capability building programmes hosted within HUBS.	Improved productivity indicators through smart use of IT.
Effective participation in the digital economy to grow a sustainable digital/ICT sector	Significantly increased number of regional, national and global collaborative talent ventures.
Promotion of a digitally friendly culture.	Collaborative network of individuals & organisations promoting digital enablement and confidence within our region and beyond.

Risks:

Complete the following table of risks you have identified for the project, and how you could mitigate or manage them.

This is a High-Level Risk Analysis. A more comprehensive risk analysis will be tasked to the Commercial Information as a priority responsibility.

Development West Coast (DWC) is acknowledged as the Project Lead.

Risk & Implications	Likelihood	Impact	Risk Rating	Mitigation	Risk Owners
IF suitable premises are unable to be found in a timely manner in each or any of the locations THEN the HUB project will be delayed or cannot proceed.	Possible	Moderate	Moderate	Seeking suitable premises in Westport and Greymouth has already been actioned. Careful consultation with Westland stakeholders is already underway.	DWC
IF the costs of the 'Fitout' cause budget overruns THEN the HUB will be under resourced.	Unlikely	Moderate	Minor	Contingency is built into budget figures and the HUBS may need to look at staging the purchase of equipment and/or immediately seek sponsorship.	DWC & Steering Group
IF an appropriate Commercial Inf is unable to be sourced in a timely manner THEN the HUBS development will be late in beginning.	Possible	Moderate	Moderate	Allocate resource within DWC team in the interim. Advertise widely. Consider the barriers to employment	Steering Group
IF the DWC funding is not forthcoming THEN the HUBS may not be able to deliver the outcomes desired.	Unlikely	Moderate	Minor	Funding will be allocated from DWC's Digital Enablement Fund and has been approved Commercial I .	DWC
IF the HUBS are not utilised in a manner that aligns with the plan THEN they may not become sustainable in the future.				Effective management and marketing. Regular reviews of HUB activity and efficacy will be undertaken.	DWC HUB Manager
IF the overheads and opex forecasts are inaccurate then the HUBS may struggle to be sustainable.	Possible	Minor		A comprehensive budget with accurate quotes will be prepared for each HUB. Financial delegations will be carefully considered.	Commercial Inform
IF there is not enough uptake for the Hub's services and it becomes a 'lemon'.	Possible	Major	Moderate	Careful consideration of appointing the right person to manage and 'Champion' the Hubs Good marketing plan is set in place. One year review prior to further funding.	DWC

Appendix 1: Development West Coast partnership funding;

MEMO



RGS.DIG.06

Date 9/10/2019

To: Penny Bicknell,
Principal Regional Advisor, West Coast Regional Development Branch, Provincial Development Unit

From: Helen Wilson, Research Manager, Development West Coast

Subject: **Digital Enablement Funding Recommendations**

At their meeting **Commercial Information**, Development West Coast Trustees **approved** the following recommendations:

RECOMMENDATION

That:

1. Trustees support the application to the Provincial Growth Fund (PGF) for DWC to own and manage the Grey District Digital Hub and South Westland 'Outreach' Hub **Commercial Information**.
2. Note that the proposal includes a co-funding allocation of up to \$ **Commercial Information** from the Digital Enablement Fund (DEF) for the Grey District and Outreach Digital Hubs and a further \$ **Commercial Information** for the Westport Digital Hub, managed by EPIC Westport.
3. Note the updated DEF 'Workstream Summary and Budget' provided.
4. Management explore suitable premises for housing the Grey District Digital Hub.

Appendix 2: Overview of ICT Sector in the Grey & Westland District

Add further detail on the nature of the ICT sector and ICT usage in the Region/ District/ Town if available and if it will assist assessment of the proposal.

Between 2004 – 2011 the West Coast was one of the regions at the forefront of broadband infrastructure rollout and the driving of technology update initiatives. The region's first digital strategy was written in 2006 and formed the basis for much of this work. That strategy had seven goals based on leadership, connection, education sector support, driving uptake, growing future leaders and collaboration regionally, nationally and internationally.

In terms of connectivity, the region's existing telecommunications infrastructure was mapped against business, farm locations and areas of population enabling the creation of a broadband infrastructure development plan with a fibre backbone forming the foundation for this. Through this plan a large number of successful funding applications and resulting installations of fibre and cabinet upgrades were achieved. Of note, the Coast Road fibre between Runanga and Punakaiki, enablement of much of the Kokatahi/Kowhiterangi area, fibre up the Waitaha Valley, Blue Spur, Carters Beach, Granity and Karamea fibre, new satellite coverage into Haast and the Gloriavale network extension into the Haupiri Valley. Greymouth became the first place in New Zealand enabled by Telecom with ADSL2+.

All schools were enabled with broadband under the government's PROJECT PROBE. The Education West Coast ICT committee set up at the time, gained funding and provided a very successful skilled technology resource to schools for Commercial years. One of the legacies from this committee's work is the Commercial Development West Coast funded "Computers in Schools" project to upgrade classroom technology. This saw all West Coast Schools provided with computers and related technology hardware.

A programme of around 100 workshops and initiatives was rolled out across the Coast between 2010 and 2011. The project also saw the region's libraries amongst the first in the country to receive government funded computer pods and scanners through the Aotearoa Peoples Network. The West Coast Kids ICT conference, now into its 10th year, remains another lasting legacy today.

Establishment of the West Coast Technology Education Trust

Recognising the need and importance of continued digital and technology upskilling and development, a group of volunteers established the West Coast Technology Education Trust to provide continued support and initiatives. The Trust has charitable status and focuses on the education sector, youth, business/industry and community training. Much of the training is currently delivered Commercial Information room above the Greymouth Regent Theatre. The physical space is only accessible via a narrow stairway and has no visibility to the wider community. Since 2017 The Trust voiced its aspirations to expand and service the region while at the same time finding its own sustainability difficult to achieve.

Commercial Information

Facebook and AboutUS.

In 2018 Development West Coast teamed up with Facebook's Boost Your Town initiative to hold very successful events in three regional locations. A series of digital skills workshops held in Hokitika, Greymouth and Westport and proved exceptionally popular with around 250 people attending the sessions. The Boost Your Town workshops were a collaboration between DWC, social media network Facebook and digital innovation agency AboutUs. The event had a huge uptake and has resulted in an ongoing relationship with Privacy of natural persons AboutUs.

Net HUI & Tech Week

In 2018 various organisations on the West Coast collaborated to bring Tech Week events to the Coast. These included Tai Poutini Polytechnic, Tech Space, Grey District Library, Greymouth High School, Westland District Library, Buller District Library and EPIC in Westport. Grey District Library hosted two events: a Virtual Reality experience in conjunction with Tech Space and a workshop using a spherical robot in conjunction with Greymouth High School.

Appendix 3: About Development West Coast

A few sentences about the Applicant, their current business or operations, ownership, main products, key customers, areas or markets served, history etc.

Development West Coast(DWC) was set up as a Charitable Trust in 2001 to manage, invest and distribute income from a fund of \$92 million received from the Government. This fund was an adjustment package for the loss of indigenous forestry and the privatisation of much infrastructure on the West Coast in the late 1990s. DWC is governed by a Deed of Trust which specifies DWC's Objects - to promote sustainable employment opportunities; and generate sustainable economic benefits for the West Coast, both now and into the future. A [Board of seven Trustees](#) govern DWC and they are supported by an Advisory Body who assist them on matters around the commercial finance function, and Investment Advisors who assist them on the management of the Fund. A staff of ten carry out the day to day functions of the Trust.

DWC provides a range of assistance and support to the business sector, including:

- Facilitating business mentoring
- Facilitating training opportunities and programmes
- Facilitating business networking events
- Sourcing information on relevant topics for local businesses

DWC has invested in numerous commercial businesses through loans and equity investment up and down the West Coast. DWC has supported a diverse range of businesses, including timber, adventure tourism, retail, horticulture and accommodation. It has been involved in, invested and supported numerous projects and businesses throughout the West Coast in an endeavour to promote employment and generate sustainable economic benefits in the West Coast.

Since 2004 Development West Coast (DWC) has taken a leadership role in Broadband and ICT uptake development. The West Coast was one of the regions at the forefront of broadband infrastructure rollout and the driving of technology update initiatives. DWC (then known as The West Coast Development Trust) through various central government funds, including NZT&E's Capability Building programme and Partnerships Programme, developed the region's first digital strategy in 2006 and formed the basis for ongoing project work in this sector. That strategy had seven goals based on leadership, connection, education sector support, driving uptake, growing future leaders and collaboration regionally, nationally and internationally. The key achievements included the creation of a broadband infrastructure development plan, with a fibre backbone forming the foundation for this.

Through a successful working partnership with Chorus and the support of a large number of successful funding applications, DWC achieved the installation of fibre and cabinet upgrades up and down the coast and inland into many of the significant farming regions. Greymouth became the first place in New Zealand enabled by Telecom with ADSL2+.

In 2005 DWC partnered with the Ministry of Education (Collaborative Innovations Fund) in funding a three year West Coast Education Sector ICT Facilitator role. It also contributed to the Ministry of Education School Network Upgrade project.

As a result of the West Coast Regional Growth Study in 2016 DWC was reinforced as the region's lead agency for economic development and in conjunction with the Mayor's and Chairs forum has the mandate to endorse regional applications for government funding.

Application Declarations

About this form

This form enables Provincial Development Unit (PDU), part of the Ministry of Business, Innovation and Employment, to progress applications to the Provincial Growth Fund (PGF) through the system to reach a decision.

The form requests the high level detail of the project and applicant, then seeks the applicant's declarations against the terms and conditions. This form is to be used where the PDU has been previously provided information by the applicant.

Part A: Key Details

Please note that if the funding agreement will not be held with the applicant (i.e. applying on behalf of another organisation), then we require the details of that organisation.

1. Proposal Title:

2. Please provide the details of the applicant organisation/entity for which funding is being requested:

Legal Name:	Development West Coast (DWC)
Entity Type:	Registered Charitable Trust
Registered Offices / Place of Business:	1/54 Tainui Street, Greymouth 7805
Identifying Number:	1191592
Organisation's Website:	www.dwc.org.nz

3. Please provide the contact details for a person as a key point of contact):

Contact Name and Role:	Helen Wilson – Research Manager		
Email Address:	Privacy of natural persons	Telephone:	Privacy of natural persons

4. What is the activity / funding start and end date?

Start Date:	Commercial Information	Completion Date:	Commercial Infor after commencement.
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5. Please provide details of the project team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project):

DWC was established as a charitable Trust in 2001. Its purpose is to manage invest and distribute income from a fund of \$^{Commercial} received from the Government as an economic adjustment package for the loss of indigenous forestry and the privatisation of much infrastructure on the West Coast in the late 1990's.

DWC is governed by a Board of Trustees chaired by Renee Rooney at present. It has a Management Team of three being the CEO (new appointment is pending), the CFO, Mark Dawson and the Executive Manager, Belinda Lunn. Key Members of this project will be:

Helen Wilson, Research Manager,

Part B: Declarations

Commercial Information

- 6. The contracting entity is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices
- 7. Has this activity ever been declined Crown Funding in the past?
- 8. Has the applicant or the contracting entity ever been insolvent or subject to an insolvency action, administration or other legal proceedings?
- 9. Has any individual in the Project Team (including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project) ever been insolvent or subject to an insolvency action, administration or other legal proceedings, or actively involved in any organisation which has?
- 10. Has any individual in the Project Team (including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project) ever been adjudged bankrupt or is an undischarged bankrupt?
- 11. Has any individual in the Project Team (including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project) ever been under investigation for, or been convicted of, any criminal offence?
- 12. Are there any actual, potential or perceived conflicts of interest that the applicant or any of the key personnel have in relation to this project.
“In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully...”
<https://www.oag.govt.nz/2007/conflicts-public-entities>

If you answered “Yes” to any question from 7 to 12, please provide a description below:

N/A

By completing the details below, the applicant makes the following declarations about its application for Provincial Growth Fund funding for the project ("application"):

- I have read, understand and agree to the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;
- I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
- I have obtained the permission of each member of the Project Team to provide the information contained in this application and those individuals are aware of, and agree to, the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- I consent to this application being publicly released if funding is approved. I have identified the commercially sensitive and personal information.
- The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the project. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the Provincial Development Unit by emailing PGF@mbie.govt.nz.
- I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any contract awarded as a result of this application process.
- The applicant consents to the Provincial Growth Fund undertaking due diligence including any third party checks as may be required to fully assess the application.

Full name:


Helen Wilson

Title / position:

Research Manager – Development West Coast

Signature:

Privacy of natural persons



Date:

14/10/2019

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Appendix 1 – Terms and Conditions of this Application

General

The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a request for Provincial Growth Fund (“PGF”) funding (each an “application”) has confirmed by their signature on the application that these terms and conditions are accepted without reservation or variation.

The Provincial Growth Fund is a government initiative which is administered by the Provincial Development Unit, a unit within the Ministry of Business, Innovation and Employment. Any reference to the Provincial Development Unit in these terms and conditions, is a reference to MBIE on behalf of the Crown.

Reliance by Provincial Development Unit

The Provincial Development Unit may rely upon all statements made by any applicant in an application and in correspondence or negotiations with the Provincial Development Unit or its representatives. If an application is approved for funding, any such statements may be included in the contract.

Each applicant must ensure all information provided to the Provincial Development Unit is complete and accurate. The Provincial Development Unit is under no obligation to check any application for errors, omissions, or inaccuracies. Each applicant will notify the Provincial Development Unit promptly upon becoming aware of any errors, omissions, or inaccuracies in its application or in any additional information provided by the applicant.

Ownership and intellectual property

Ownership of the intellectual property rights in an application does not pass to the Provincial Development Unit. However, in submitting an application, each applicant grants the Provincial Development Unit a non-exclusive, transferable, perpetual licence to use and disclose its application for the purpose of assessing and decision making related to the PGF application process. Any hard copy application or documentation supplied by you to the Provincial Development Unit may not be returned to you.

By submitting an application, each applicant warrants that the provision of that information to the Provincial Development Unit, and the use of it by the Provincial Development Unit for the evaluation of the application and for any resulting negotiation, will not breach any third-party intellectual property rights.

Confidentiality

The Provincial Development Unit is bound by the Official Information Act 1982 (“OIA”), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. While the Provincial Development Unit intends to treat information in applications as confidential to ensure fairness for applicants during the assessment and decision making process, the information can be requested by third parties and the Provincial Development Unit must provide that information if required by law. If the Provincial Development Unit receives an OIA request that relates to information in this application, where possible, the Provincial Development Unit will consult with you and may ask you to confirm whether the information is considered by you to be confidential or still commercially sensitive, and if so, to explain why.

Use and disclosure of information

The Provincial Development Unit will require you to provide certain information, including personal information, on application forms if you wish to apply for funding. If you do not provide all of the information that is required on an application form, the Provincial Development Unit may be unable to process or otherwise progress your application.

MBIE will generally only use personal information provided in the application process for the purpose of administering the PGF which includes assessing an application you have submitted, contracting, monitoring compliance and reporting.

We may use personal information provided to us through the application for other reasons permitted under the Privacy Act (e.g. with your consent, for a directly related purpose, or where the law permits or requires it).

The Provincial Development Unit may disclose any application and any related documents or information provided by

the applicant, to any person who is directly involved in the PGF application and assessment process on its behalf including the Independent Advisory Panel ("IAP"), officers, employees, consultants, contractors and professional advisors of the Provincial Development Unit or of any government agency. The disclosed information will only be used for the purpose of participating in the PGF application and assessment process, including assessment and ongoing monitoring, which will include carrying out due diligence. Due diligence may involve MBIE disclosing information to another MBIE business unit or relevant agency in order to assess the application and verify the information contained in the application and accompanying documents.

MBIE will generally not otherwise disclose personal information provided or collected through this application unless required or otherwise permitted by law. For example, we may seek your consent to undertake additional due diligence checks and request information from other relevant third parties. If an application is approved for funding, information provided in the application and any related documents may be used for the purpose of contracting.

In the interests of public transparency, if an application is approved for funding, the application (and any related documents) may be published by the Provincial Development Unit. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982.

Limitation of Advice

Any advice given by the Provincial Development Unit, any other government agency, their officers, employees, advisers, other representatives, or the IAP about the content of your application does not commit the decision maker (it may be Senior Regional Officials, Ministers or Cabinet depending on the level of funding requested and the nature of the project) to make a decision about your application.

This limitation includes individual members of the IAP. The IAP's recommendations and advice are made by the IAP in its formal sessions and any views expressed by individual members of the IAP outside of these do not commit the IAP to make any recommendation.

No contractual obligations created

No contract or other legal obligations arise between the Provincial Development Unit and any applicant out of, or in relation to, the application and assessment process, until a formal written contract (if any) is signed by both the Provincial Development Unit and a successful applicant.

No process contract

The PGF application and assessment process does not legally oblige or otherwise commit the Provincial Development Unit to proceed with that process or to assess any particular applicant's application or enter into any negotiations or contractual arrangements with any applicant. For the avoidance of doubt, this application and assessment process does not give rise to a process contract.

Costs and expenses

The Provincial Development Unit is not responsible for any costs or expenses incurred by you in the preparation of an application.

Exclusion of liability

Neither the Provincial Development Unit or any other government agency, nor their officers, employees, advisers or other representatives, nor the IAP or its members will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this application and assessment process, including without limitation:

- a) the assessment process
- b) the preparation of any application
- c) any investigations of or by any applicant
- d) concluding any contract
- e) the acceptance or rejection of any application, or
- f) any information given or not given to any applicant(s).

By participating in this application and assessment process, each applicant waives any rights that it may have to make any claim against the Provincial Development Unit. To the extent that legal relations between the Provincial Development Unit and any applicant cannot be excluded as a matter of law, the liability of the Provincial Development Unit is limited to \$1.

Nothing contained or implied in or arising out of the PGF documentation or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

Inducements

You must not directly or indirectly provide any form of inducement or reward to any IAP member, officer, employee, advisor, or other representative of the Provincial Development Unit or any other government agency in connection with this application and assessment process.

Governing law and jurisdiction

The PGF application and assessment process will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning your application.

Public statements

The Provincial Development Unit and any other government agency, or any relevant Minister, may make public in whole or in part this application form including the following information:

- the name of the applicant(s)
- the application title
- a high-level description of the proposed project/activity
- the total amount of funding and the period of time for which funding has been approved
- the region and/or sector to which the project relates

The Provincial Development Unit asks applicants not to release any media statement or other information relating to the submission or approval of any application to any public medium without prior agreement of the Provincial Development Unit.

PROACTIVELY RELEASED