

# Application for Funding Projects



## **About this form**

This form enables you to make an application for funding over \$100,000 from the Provincial Growth Fund for applications relating to the delivery of projects.

You will need to use the Express Form if your application is for an activity under \$100,000 or the Development Phase Form if your application is within the Development phase of a Project (i.e. feasibility / business case).

These forms are available on the [Provincial Growth Fund website](#)

## **Purpose of the Provincial Growth Fund**

The Provincial Growth Fund aims to lift productivity potential in the provinces. Its priorities are to enhance economic development opportunities, create sustainable jobs, enable Māori to reach their full potential, boost social inclusion and participation, build resilient communities, and help meet New Zealand's climate change targets.

## **Completing this form**

Please complete all sections fully and accurately. Square brackets and italics indicate guides.

Please see the PGF website, or contact your regional relationship manager, for further support. If you are applying on behalf of a number of parties, you need their consent to submit this application. You can add other applicants during the application process. You will be the point of contact for this application, but you must give us all information about all applicants.

## **Submitting your application**

All completed forms must be emailed to [PGF@mbie.govt.nz](mailto:PGF@mbie.govt.nz) with a clear subject included.

If you are a Trust (or applying on behalf of a Trust), then you must provide a copy of your Trust Deed.

## **Next Steps**

Applications will be assessed for eligibility, as well as how well they will deliver on the aims of the Provincial Growth Fund. One of our team will be in contact regarding your application.

## **Funding Agreement**

The template funding agreements can be found on the [Provincial Growth Fund website](#)

## **Public disclosure**

The Provincial Development Unit is responsible for leading the Provincial Growth Fund's design, administration and monitoring its operation in consultation with other government agencies. In the interests of public transparency, successful applications 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. Please identify by highlighting any information in your application that you regard as commercially sensitive or as personal information for the purposes of the Privacy Act 1993.

## 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 a very brief description of the project/activity:150 words

Ngā Ara Tipuna - Waipukurau Pā Site Interpretation project will showcase the network of six historic pā sites surrounding Waipukurau in Central Hawke's Bay District. This significant cultural heritage project includes creation of carvings, digital storytelling and displays to engage visitors and locals through sharing stories of the people of Tamatea and their relationship with the land. It is an important cultural heritage initiative and positive catalyst for tourism growth generating employment, boosting tourism and the local economy, including Māori economy. Medium to long term monetary return is expected to bring revenue of \$<sup>Commercial Inf</sup>, net household income of \$<sup>Commercial Inf</sup>, employment of <sup>Comm</sup> persons and value-added GRP of \$<sup>Commercial Info</sup> to the Hawke's Bay region. Other economic gains include development of Māori cultural tourism product and increasing tourism spending gains from additional short-term visitation and growing number of overnight visitors.

A Concept Design report and positive Business Case has been completed and Ngā Ara Tipuna is now ready to proceed to construction phases:

- Phase One - Solution definition, Carvings, Information Centre Map, web and mobile development, content and design, technical development.
- Phase Two - Solution definition, Carvings

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

<b>Legal Name:</b>	Central Hawke's Bay District Council
<b>Entity Type:</b>	Local Authority
<b>Registered Offices / Place of Business:</b>	28-32 Ruataniwha Street, Waipawa 4210 P O Box 127, Waipawa
<b>Identifying Number:</b>	N/A
<b>Organisation's Website:</b>	www.chbdc.govt.nz

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

<b>Contact Name and Role:</b>	Doug Tate		
<b>Email Address:</b>	<sup>Commercial Information</sup>	<b>Telephone:</b>	<sup>Privacy of natural persons</sup>

5. Please describe the principal role or activity of the applicant organisation.

This application is submitted by Central Hawke's Bay District Council, on behalf of the combined project team (including Te Taiwhenua o Tamatea Inc). Central Hawke's Bay District Council is a territorial local authority responsible for democratic and effective local government as per the Local Government Act 2002. The recently elected Council is in a period of leading positive and significant change. After completing a successful community engagement exercise, "Project THRIVE" Council is actively working towards supporting Central Hawke's Bay to reach its full potential. As part of this new way of working Council is seeking opportunities for the local community to make meaningful connections with the rich cultural history of Central Hawke's Bay. Council recognises the significance of connecting with the past and shared history contributes to a sense community identity and pride. Promoting the history of the area to visitors will also provide a tourist attraction and assist to boost the local economy.

6. This project will be based in the region of:

7. What type of funding is this application for:

[Note: the most appropriate funding type will be determined by the PDU in consultation with the applicant]

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

<b>Start Date:</b>	Commercial Information	<b>Completion Date:</b>	Commercial Information
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9. Has this project / activity been previously discussed with any part of Government? Yes:  No:

- If Yes, please describe which part of government, and what the outcome of the discussions were.

Previous discussion has been held with the Provincial Development Unit and the Business Case phase of this project has been funded by the Provincial Growth Fund. Te Puni Kokiri has also been consulted and has agreed in principle to contribute funding.

10. Have you previously received Government funding for this Project? Yes:  No:

Provincial Growth Funding 2018 - Business Case \$ Commercial Inform

11. Are you an overseas investor for the purposes of the Overseas Investment Act? Yes:  No:

To find out if you are an overseas investor, and find support, please visit the Overseas Investment Office [website](#).

12. Please set out the proposed sources of funding for the Project:

Source of Funding: <i>[please indicate where all other funding is sourced from, noting who the funder is]</i>	\$ (excluding GST)	Status / Commentary <i>[i.e. received / confirmed / in principle]</i>
Provincial Growth Fund Funding - Construction Phase (through this application)	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Information</span>	In progress
Te Puni Kokiri	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Info</span>	In progress
Central Hawke's Bay District Council	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Inform</span>	In progress
Lottery Funding	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Inform</span>	Anticipated
Community Trust	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Info</span>	Anticipated
Private Trusts	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Info</span>	Anticipated
Gaming Trusts	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Info</span>	Anticipated
Community fundraising	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Inform</span>	Anticipated
<b>Total</b>	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Information</span>	
**Includes a grant funding buffer	\$ <span style="background-color: #cccccc; padding: 0 20px;">Commercial Inform</span>	

## Part B: Project Description

13. This application is: “a stand-alone activity”  or “in support of a wider project/programme”

14. Will additional funding be required in the future? Yes:  No:

If Yes, please describe at a high level, what this may include, and when this is likely to be applied for.

N/A

15. Has a feasibility study, or equivalent, been conducted prior to this application? Yes:  No:

- If Yes, please provide a copy, including an overview of the feasibility study and any outcomes

- If No, please explain why not; and how feasibility/viability of the project has been assured.

A Business Case has been completed using the New Zealand Treasury’s Better Business Case Model – Attachment One. The outcomes of the Business Case indicate:

**Strategic Case:** The project outcomes sought by Ngā Ara Tipuna promotes the strategic aspirations identified in local and regional and national policies and strategic documents.

**Economic Case:** The economic returns to Hawke’s Bay come from the proposed project both through direct economic impacts and flow-on impacts in production and consumption. While there will be a modest economic return from Phases One and Two (GDP impact of \$<sup>Commercial</sup> and Employment impact of <sup>Comm</sup> persons), this impact will be of a short-term nature. In the medium to longer term the monetary return is expected to bring in revenue of \$<sup>Commercial Info</sup>, net household income of \$<sup>Commercial Info</sup>, employment of <sup>Comm</sup> persons and value-added GRP of \$<sup>Commercial Inf</sup>. It should be noted that the economic impact modelling has been done on a regional basis.

Other economic gains are also expected such as the development of additional Māori cultural tourism product and increasing tourism spending gains from additional short-term visitation and a growing number of overnight visitors. An assessment of the tourism potential of the project indicates that the appeal of this tourism product will primarily draw domestic visitors. It also confirms that Phase One will draw short-stay visitors, but numbers will increase as the project progresses into Phases Two and Three. For more detail refer to the Economic Benefit Assessment Attachment Two.

**Commercial Case:** The Council has a Procurement Strategy in place that outlines a robust procurement process.

**Financial Case:** A funding partnership is proposed for this project with the majority of funding coming from the Provincial Development Unit. If the funding is provided at the beginning of the project (as requested) there will <sup>Com</sup> funding gateway stages.

**Management Case:** The Council will project manage Ngā Ara Tipuna throughout the development Phases, providing administrative capability and responding to funding accountability requirements. A Charitable Trust will be established for the long-term management of the assets (Pou, carvings, digital assets) associated Ngā Ara Tipuna. Council would retain representation on the Trust.

16. Please provide a detailed description of this project for which funding is being applied, including the benefits arising from the project:

**What the funding is for:**

The funding will be used to complete the construction Phases One and Two of Ngā Ara Tipuna including creation of carvings, digital storytelling and displays.

**Pukekaihou**

- Whare Korero – structure at the top of Pukekaihou
- Viewshaft -an interpreted viewshaft installation at the base of the pa.
- Pou whenua – carvings on the pa.
- Waka Sculpture – art installation at the traditional waka entrance.

**Digital**

- Website and social media assets to promote a visit to Waipukurau/Pukekaihou.
- Mobile a guided tour that supports a visit to Pukekaihou

**Information Centre**

- A large orientation steep map that introduces the pa sites and stories.

**Why is it required:**

The Central Hawke’s Bay District Council and Te Taiwhenua o Tamatea Inc do not have enough funding available to resource the completion of the next phase of Ngā Ara Tipuna. The project lead, Central Hawke’s Bay District Council is a small rural Council with competing priorities and limited resources to allocate across a full range of local government activities. Council and the Project Team remains fully committed to supporting the project in kind and providing <sup>Commercial</sup> % of the total project costs. This includes a Council commitment of \$ <sup>Commercial Inform</sup> and an anticipated \$ <sup>Commercial Inform</sup> of funding sourced through **Commercial Information**. The remaining funding requirement of \$ <sup>Commercial information</sup> (or <sup>Comm area</sup> %) is sought from the Provincial Development Unit. Without support from the Provincial Development Unit it is unlikely that the project will proceed to construction phase.

**What will the project do:**

The aim is to undertake the construction of Phase One and Phase Two of the Ngā Ara Tipuna project. The construction phases include the following components:

- Solution Definition - schematic drawings, workshops, concept testing, project planning and costings
- Content Development (Web, Mobile, Graphic) – interviews, filming, editing, translations, writing, illustrations.
- Developed Design (Spatial and Graphic) - graphic layouts, spatial drawings, map design, Pou design.
- Production and Testing - Software development web and mobile.
- Install/Assembly- shipping, ground preparation including the unplanned upgrade of Hunter Park (Pukekaihou), install.
- Project Management

Phase Three will be developed at a later stage and does not currently require funding.

During the development of the Strategic Case a workshop was held with stakeholders and the Project Working Group. They identified the objectives for Ngā Ara Tipuna are as follows:

- **Cultural Narrative**  
To provide a **cultural narrative** that encourages **collective community identity** and a sense of belonging and wellbeing, through a shared understanding of culture and heritage of Waipukurau from the time prior to European settlement.

- **Inform and educate**

To **tell the stories** of the people of Tamatea and their **sustainable environmental relationship** with the land, lakes and rivers, so this heritage may be passed down to our young ones and through the generations.

**Provide a catalyst for growth**

To create a project that positively influences the **local economy** and potentially links to other projects in neighbouring rohe, which augments **tourism and Māori economic development**, within Tamatea/Central Hawke's Bay.

**What are the benefits?**

The Ngā Ara Tipuna - Waipukurau Pā Site Interpretation project itself, has the potential to bring about positive benefit to community including:

- **Increased job opportunities and economic return**

Construction of the Ngā Ara Tipuna - Waipukurau Pā Site Interpretation project components including structures, carvings, digital media content, signage etc will provide additional short-term employment opportunities.

While there will be a modest economic return from Phases One and Two (GDP impact of \$<sup>Commercial</sup> and Employment impact of <sup>Comm</sup> persons), this impact will be of a short-term nature. In the medium to longer term the monetary return is expected to bring in revenue of \$<sup>Commercial Inf</sup>, net household income of \$<sup>Commercial Info</sup>, employment of <sup>Comm</sup> persons and value-added GRP of \$<sup>Commercial Inter</sup>. This includes direct job creation developed via the Maori Business Development Framework (outlined in the Business Case) It is envisaged these jobs could include visitor service and hospitality positions i.e. cultural tour guides, catering and hospitality, cultural souvenirs and entertainment. It should be noted that the economic impact modelling has been done on a regional basis.

Other economic gains are also expected such as the development of additional Māori cultural tourism product and increasing tourism spending gains from additional short-term visitation and a growing number of overnight visitors. An assessment of the tourism potential of the project indicates that the appeal of this tourism product will primarily draw domestic visitors. It also confirms that Phase One will draw short-stay visitors, but numbers will increase as the project progresses into Phases Two and Three.

- **Increased social inclusion and participation**

Te Taiwhenua o Tamatea Inc have generously agreed to share information about the location, functions and stories about Pā sites and surrounds in Waipukurau. The significance of sharing this information should not be underestimated as Pā sites are very important to local iwi, rich in history and meaning. In many community's similar information is closely guarded. Identifying locations and important historical encounters through story telling will add to a sense of shared history and social inclusion. Increasing the community profile of these taonga will attract visitors to the areas providing an opportunity for social interaction and participation in cultural learning experiences.

The Concept Plan identifies six persona or hypothetical visitor groups that would potentially visit Ngā Ara Tipuna including:

- Tangata Whenua
- Local Mother and Daughter
- Local Retirees
- Anthropology Buff
- Free and Independent Travellers
- School Group.

Each visitor group has a range of social needs that can be met through visiting the site including history education, increased knowledge, opportunity to recreate and socialise with family and friends, unique cultural experience. The Concept Plan includes options for accessing information i.e. visiting physical sites, accessing information from the mobile documentary, website resources. This wide range of information formats has been specifically designed so that the opportunity to participate and experience Ngā Ara Tipuna is widely available to a range of visitor groups.

Council has recently invested \$ [Commercial Inform] into developing the river pathways to enable the community better access to the Tuki Tuki River. Further investment totalling over \$ [Commercial Informatic] has been made by the Rotary Rivers Pathway Group in the development of trails, river bridges and future land legal land access. In Phase 3 of the project there is potential for Ngā Ara Tipuna to leverage off and enhance the existing popularity of the Tuki Tuki River Trails to become a further regional tourism attraction.

- **Enabling Maori to realise aspirations in the economy**

Local whakapapa have connections to the stories and potentially desire to learn more about their heritage. The whakapapa connection will be key motivation for visiting the site. The project provides employment opportunities for local iwi to be involved with producing project components including sculpture, story-telling, digital media content, and signage. It is anticipated there will be ongoing tourism related opportunities. The Ngā Ara Tipuna - Waipukurau Pā Site Interpretation may provide the platform for other Maori tourism providers. These will be investigated in Phase 3 of the project.

- **Catalyst for development of Maori Cultural Tourism**

Ngā Ara Tipuna will be a new attraction and provide a boost to the ongoing development of Maori cultural tourism provision in the Central Hawke's Bay district as well as the wider Hawke's Bay region. This is a relatively undeveloped sector in both areas but also one with significant growth potential. Currently, the only Māori tourism features of the district promoted by the regional tourism industry body (Hawkes Bay Tourism) are personalised guided tours and accommodation at Rongomaraeroa Marae in Porangahau. Potential initiatives include tours to Taumatawhakatangi-hangakoauauotamateaturipukakapikimaungahoronukupokaiwhenuakitanatahu (a significant wahi tapu and officially the world's longest place name.)

**Links to other projects:**

**Central Hawke's Bay District Council - Project THRIVE**

The Ngā Ara Tipuna - Waipukurau Pā Site Interpretation project links with the aspirations identified by the Central Hawke's Bay community in Project THRIVE. In 2016 the newly elected Council embarked upon a fresh approach to delivering value to the community. A significant community engagement initiative called Project THRIVE, provided opportunities for community to identify what a thriving Central Hawke's Bay would look like and what was holding them back from achieving that. Specifically, this project was identified as the top priority project for the community, however was out of the affordability of the District to fully fund or resource the project.

Over [Comme] people provided [Commercial Info] pieces of feedback covering a range of different topics, that were then consolidated into different themes and potential initiatives. Two of the themes identified that are relevant to this project are:

**'Proud District – He Rohe Poho Kereru'**

**Central Hawke's Bay is proud of its identity and place in our region and nation. We hold our head high on the national and international stage, celebrating our unique landscape from the mountains to the sea.**

**'Prosperous District -He Rohe Tonui'**

**Ours is a thriving district that is attractive to businesses. Central Hawke's Bay is enriched by the households and whanau that are actively engaged in, and contribute, to our thriving district.**



**Matariki - Hawke's Bay Regional Economic Development Strategy**

The Ngā Ara Tipuna - Waipukurau Pā Site Interpretation project positively contributes to the goals of Matariki – Hawke's Bay Regional Economic Development Strategy and Action Plan 2016. This is a comprehensive plan to diversify and grow the Hawke's Bay economy, increasing jobs, income and investment in the region. The overarching

aim is that:

**“Every household and every whanau is actively engaged in, contributing to and benefiting from a thriving Hawke’s Bay economy”.**

The plan aims to make Hawke’s Bay the most innovative region in New Zealand, the leading exporter of premium primary produce and a hub for business growth. It focuses on improving pathways to employment, supporting business, lifting innovation and productivity, attracting investment and skilled migrants, developing infrastructure and increasing visitor spending.

PROACTIVELY RELEASED



17. How does this project demonstrate additionality within the region?

**Why isn't the project underway?**

Construction is not currently underway as Council and local hapu do not have enough funding available to proceed. The total project costs \$<sup>Commercial Information</sup> and Council plans to commit \$<sup>Commercial Inform</sup> from the <sup>Commercial Information</sup> fund towards construction costs leaving a shortfall of \$<sup>Commercial Information</sup>. **Commercial Information**

**How is this project a new asset?**

All construction components of the Ngā Ara Tipuna - Waipukurau Pā Site Interpretation project are new assets. These assets include carvings, digital storytelling and displays using both media and the following sites:

**Pukekaihou**

- Whare Korero – structure at the top of Pukekaihou
- Viewshaft -an interpreted viewshaft installation at the base of the pa.
- Pou whenua – carvings on the pa.
- Waka Sculpture – art installation at the traditional waka entrance.

**Digital**

- Website and social media assets to promote a visit to Waipukurau/Pukekaihou.
- Mobile a guided tour that supports a visit to Pukekaihou

**Information Centre**

- A large orientation steep map that introduces the pa sites and stories.

Please refer to Attachment Three (Pukekaihou) - Ngā Ara Tipuna 'Scope and Price' report for images of the new assets.

**The benefit of Central Government Funding**

Ngā Ara Tipuna cannot proceed to construction phase without a significant funding contribution from Central Government. A project of this scale and cost is otherwise unaffordable for a small rural local authority like Central Hawke's Bay.

**How will the project unlock regional potential?**

Ngā Ara Tipuna will provide a new tourist attraction for the Hawke's Bay Region that will bring more visitors to the area and increased spending to the local and regional economy. This project provides an opportunity for Central Hawke's Bay to showcase its cultural history, enhancing its sense of community pride and confirming its place in our region and nation.

Waipukurau is the "welcome gateway to the Hawke's Bay". It is the first major town after Dannevirke for travellers heading South towards Hastings and Napier. With an estimated 10,000 vehicles travelling through the town each day there is potential to harness travellers and grow the tourism industry in the area. Growing the tourism industry has been recognised as goal in Matariki - Regional Economic Development Strategy. A visitors first experience of Ngā Ara Tipuna - Waipukurau Pā Site Interpretation will occur at the Waipukurau Information Centre. This is ideally located just off the main transit route SH2, so well positioned to provide an easily accessible rest area and launch point from which to discover Ngā Ara Tipuna.

Central Hawkes Bay district currently accounts for approximately only <sup>Comm</sup>% of total Hawkes Bay region annual visitor spending. It is important for the district that its economic, social and cultural tourism potential is utilised to a greater degree in order that its regional tourism contribution is significantly enhanced.

The new attraction should provide a boost to the ongoing development of Maori cultural tourism provision in the Central Hawkes Bay district as well as the wider Hawkes Bay region. This is a relatively undeveloped sector in both areas but also one with significant growth potential.

18. How is the project connected to regional (and sector) stakeholders and frameworks?

The outcomes anticipated from Ngā Ara Tipuna will make a positive contribution towards the goals identified in Matariki - Hawke's Bay Regional Economic Development Strategy. Central Hawke's Bay District Council is responsible for numerous action plan points including:

Work Area	Actions	Partner
Improve pathways to and through employment	2.5 Engage rangatahi in regional economic development (including Māori and regional economic development forums) so they increase their participation to the regional economy - contributes to Project 1000	Central Hawke's Bay District Council
Promote greater innovation, productivity and agility	5.1 Work in partnership with Iwi and Hapū to identify and support commercial opportunities and to support the innovative and entrepreneurial capacity of Māori	Central Hawke's Bay District Council
Enhance visitor satisfaction and increase spend	7.1 Improve collaboration between organisations tasked with tourism product development and infrastructure spend and establish a coordinated approach to developing tourism products and a programme of initiatives in order to optimise visitor spend in Hawke's Bay	Central Hawke's Bay District Council

This application is fully supported by Matariki partners (as listed below) including iwi, regional business sector, other Councils, government departments, research institutes and other potential partners.

Commercial Information

19. How will your project lift productivity potential in the regions? See table below.

PROACTIVELY RELEASED

PGF Outcome	✓	How will the project positively or negatively impact this outcome in the region(s) identified?
1. Increase economic output	✓	<p>Ngā Ara Tipuna - Waipukurau Pā Site Interpretation will increase economic output through increased visitor numbers to the area, increasing spending and overall contribution to the local economy. Central Hawke's Bay is a gateway location to the Hawke's Bay and within close proximity to Hastings and Napier. Distance and providing this unique cultural experience positively contribute to Central Hawke's Bay tourism appeal and assist it to move from a thoroughfare town to a destination of choice.</p> <p>The Economic Case shows that medium to long term monetary return is expected to bring revenue of \$ [redacted], net household income of \$ [redacted], employment of 39 persons and value-added GRP of \$ [redacted] to the Hawke's Bay region. Other economic gains include development of Māori cultural tourism product and increasing tourism spending gains from additional short-term visitation and growing number of overnight visitors.</p>
2. Enhance utilisation of and/or returns for Māori assets	☐	<p>Ngā Ara Tipuna - Waipukurau Pā Site Interpretation will enable local iwi to utilise assets (knowledge, sculpture, location) in a culturally respectful way to capture and communicate history and share this with the local community and visitors. This is an opportunity to provide a cultural experience unique to Waipukurau, Central Hawke's Bay the wider region and nation.</p>
3. Increase productivity and growth	✓	<p>Showcasing the cultural assets of Waipukurau through the Ngā Ara Tipuna - Pa Site Interpretation will entice a range of visitors to the Central Hawke's Bay, this will provide the tourism industry an opportunity to attract premium visitors to stay longer and enjoy more of what is on offer here including accommodation, attractions, local boutique food producers and retail. The Economic Case shows there will be increased tourism spending gains from additional short-term visitation and growing number of overnight visitors.</p>
4. Increase local employment and wages (in general and for Māori)	✓	<p>Construction of the Ngā Ara Tipuna- Waipukurau Pā Site Interpretation project components including structures, carvings, digital media content, signage etc will provide additional short-term employment opportunities.</p> <p>Longer term, it is anticipated there will be increased demand in services from those local businesses supporting the tourism sector such as cafes, accommodation providers, local food producers, retail stores. More employment opportunities will eventuate to meet this new demand.</p>
5. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	✓	<p>A renewed tourism industry will require a well-trained workforce, this may provide an opening for education or training providers in Central Hawke's Bay. Industry research shows that trained staff are more likely to deliver a higher standard and more consistent level of service to meet the evolving and changing needs of visitors.</p>

6. Improve digital communications, within and/or between regions	✓	Phase One and Two of Ngā Ara Tipuna involves the development of digital elements - a website and a mobile phone app that provides users with a mobile guided tour of the six different pa sites. Ngā Ara Tipuna's digital platform will enable digital communications within and between regions.
7. Improve resilience and sustainability of transport infrastructure, within and/or between regions	<input type="checkbox"/>	[Insert your relevant commentary here]
8. Contribute to mitigating or adapting to climate change	<input type="checkbox"/>	[Insert your relevant commentary here]
9. Increase the sustainable use of and benefit from natural assets	<input type="checkbox"/>	[Insert your relevant commentary here]
10. Enhance wellbeing, within and/or between regions	✓	<p>Employment enhances wellbeing and enables members of the community to participate more fully in society. Regular income reduces poverty and provides employees and their families with the ability to make positive lifestyle choices.</p> <p>Ngā Ara Tipuna also contributes towards cultural wellbeing. The provision of a cultural narrative will provide a platform to talk about all things Maori - matauranga Maori. Nga Ara Tipuna will make a positive contribution towards sustaining cultural wellbeing over the long term by telling the stories of the people of Tamatea and their sustainable environmental relationship with the land, lakes and rivers, so this heritage may be passed down to our young ones and through the generations.</p>
Total number of outcomes project contributes to	7/10	

20. Has public consultation been conducted?

Yes:

No:

- If yes, what were the results?

- If no, is there a plan to do so?

Targeted public consultation has been undertaken throughout the project so far. This includes

**Pre-Concept Phase** – A significant community engagement initiative called Project THRIVE, provided opportunities for community to identify what a thriving Central Hawke's Bay would look like and what was holding them back from achieving that. Specifically, this project (then referred to as the Tamatea Trails) was identified as the top priority project for the community, however was unaffordable for District to fully fund or resource the project. The Council could however afford to fund the Concept Phase and \$<sup>Commercial Info</sup> was put towards this phase.

**Business Case** – The options for the project were discussed by approximately <sup>Comm</sup> stakeholders at a facilitated workshop held on 27 February 2019.

**Construction Phase** – Public consultation on this phase has yet to commence. If the Provincial Growth Funding application is successful and the project proceeds to the construction phase a detailed communications and engagement plan will be developed. The aim will be to inform the Central Hawke's Bay and wider community about Ngā Ara Tipuna. The plan will include a Ministerial approved announcement and visual displays about the element of Ngā Ara Tipuna, site blessings and first sod turning public engagement opportunities.

21. Please provide your customer demand / market analysis for this project, covering the following where possible:

- What is the current market for this project's outcome, and what is your current involvement in the market?
- What opportunities are there to *expand* market activity (i.e. what is the customer demand)?
- What customer market relationships do you have to leverage success of the outcomes of this project?
- Is the project primarily aimed at enhancing the share of a single market? If so, please detail the proposed markets with this intention.

Currently there is lack of cultural tourism opportunities in Central Hawke's Bay. Ngā Ara Tipuna was initially identified in Project THRIVE, (then referred to as the Tamatea Trails) as the top priority project for the community.

Visitors to key heritage sites in New Zealand administered by Heritage New Zealand show that visitor numbers are trending upwards.

There is a global trend for heritage and cultural visitors to expect personal or interactive experiences that bring a place, its people and stories to life rather than be presented solely through static displays. The Domestic Growth in Tourism Tool (DGIT)<sup>1</sup> shows 5 percent of New Zealand's population have a "Learn and Understand" travel preference. They want to discover and learn about their and others' history and heritage. They are primarily interested in museums, art galleries, exhibitions and places of significance to Māori. They also have some interest in natural attractions (including wildlife) and attending special events.

The DGIT tool indicates there is demand for visits to Hawke's Bay to experience storytelling or visit important sites – a potential 116,898 trips per annum. These visitors are mostly from Manawatū, Taranaki and Hawke's Bay itself; more likely to be aged 35-49 (35 percent) or over 65 (28 percent); 47 percent travel with children; 60 percent are female; 33 percent are day trippers; and 37 percent stay with family and friends. Many visits are triggered by specific family and friends' events, e.g. wedding, birthday, Christmas.

Some findings regarding cultural and heritage tourism are:

- Heritage attractions and experiences that are unique and visitor focused are proving successful in New Zealand and experiencing an increase in visitor numbers, e.g. Forgotten World Adventures self-driven rail carts;
- Travel routes and trails are currently very popular and form the links, themes and clusters of tourism experiences and services in many New Zealand regions;
- The research undertaken in New Zealand on cultural and heritage tourism all points to the viability of a tourism experience based on culture and heritage themes.

Demand for maori cultural tourism initiatives can be indicated by recent visitors to the Central Hawke's Bay Tamatea rohe (aonga) exhibition at the Central Hawke's Bay Museum saw record numbers of visitors (Commercial ) during the exhibition December 2018-April 2019.

<sup>1</sup> Tourism Industry Aotearoa November 2016 <https://dgit.nz/>

22. Where the project utilises land, does the land have any other interests associated with it? (i.e. Treaty claims, or iwi/hapū ownership) Yes:  No:

Yes, some of the sites have interests associated. Please refer to table below.

**Commercial Information**

23. Is the land is owned by others, i.e. not solely by the applicant? Yes.

- If yes, then please describe the other interests and how will this be managed?

Site	Ownership	Preferred option	Second option
<b>Phase One</b>			
Hunter Park/Pukekaihou	Central Hawke's Bay District Council reserve	No issues with use of site. Some adjoining properties to be contacted as part of design work (no formal consultation needed).	N/A
Visitor Information Site – Bogle Brothers Parade	Mixed ownership Central Hawke's Bay District Council & Kiwirail	No issues with use of site. Kiwirail have indicated support and the proposals do not impinge on their operations.	CHB Promotions currently lease Visitor Information Site off Kiwirail and CHBDC can continue this if it lapses.
<b>Phase Two</b>			
Moana-i-rokia Pā	Privately owned, Central Hawke's Bay District Council	Discussions being held with owners about access to site.	Have pou on site and place information board on road reserve.
Te Waipukurau Pā	Central Hawke's Bay District Council	No issues with use of site, with potential connection of Russell.	N/A
Kaimanawa Pā	LINZ, Rotary, Central Hawke's Bay District Council	Only potential issue is around <small>Commercial Information</small>	Utilise the CHBDC and Rotary sites first until LINZ process complete.
Kaitoroa Pā	Privately owned, Central Hawke's Bay District Council, Hawke's Bay Regional Council	Use CHBDC road reserve for interpretive signage, private land hosts marker pou or other sculpture, HBRC riverbank for cycleway and path.	Utilise CHBDC and HBRC components – no marker pou or other sculpture on private land.
Ruatangaroa Pā	Privately owned, Central Hawke's Bay District Council	Marker pou on pa site (some distance from road on ridge), CHBDC road reserve interpretive signage, connection with historic Mount Vernon homestead (under renovation)	Utilise road reserve interpretive signage and Mount Vernon homestead.

24. Does the land have appropriate Resource Management Act consents? Yes:  No:

- If no, how and when will this be addressed?

Resource Management consents are not required for the construction phases of this project.

## Part C: Project Delivery

[Please note – this section refers to the actual activity associated with this application.]

25. Please provide an overview of the project management approach / plan for this activity.

**How will the activity be managed within your organisation?**

The project will be managed by Central Hawke’s Bay District Council. Customer and Community Partnerships, Doug Tate will be the Project Sponsor. Doug has an internationally recognised Project Management Qualification, CAPM. Craig Ireson, Economic Development Lead, will manage the project applying recognised Project Management Institute Project Methodology.

The Project will be managed using the Project Management Institute project methodology. This will include developing a comprehensive Project Management Plan that will include task scheduling, milestone and key deliverables, reporting requirements, Communication and Engagement Plan and a Risk Management Plan.

**What involvement is required from the Provincial Development Unit?**

Council invites the Provincial Development Unit to be a stakeholder in the project. Council seeks the ongoing support and guidance of the Provincial Development Unit.

**What other partners are required for successful delivery?**

Person	Representing	Role
Phillip Morris	Manawhenua - Rakautatahi-Takapau	Project Lead/Client Liaison
Brian Morris	Manawhenua - Rakautatahi-Takapau	Project Lead/Client Liaison
Privacy of natural pers	Director - Commercial Infor	Project Manager (Design and Installation)
Privacy of natural persons	Independent Consultant - Commercial Infor	Project Manager (Content Development)

Others as required including artistic advisors, Privacy of natural persons

**What project management practices will be in place?**

Application of appropriate project management will occur throughout the five project life cycle stages including project initiation, planning, execution, performance/monitoring, and project close. The project will be subject to Key Project Status Reporting to ensure that stakeholders are kept informed of progress and any risks to delivery are monitored and addressed.

**Key Personnel (in the applicants organisation)**

- Monique Davidson, Chief Executive.
- Doug Tate, Group Manager Customer and Community Partnerships
- Craig Ireson, Economic Development Lead.

**Health and Safety Policy (Attachment Four)**

26. Have you had independent verification of the project approach / plan? Yes:  No:

If yes, who verified the project and when?

Yes, Commercial Information has verified the project approach and plan as part of the Business Case prepared by Giblin Group. On the basis of the information provided and information sought as part of the project review Commercial notes the following points:

- 1) The potential of Phase 3 has yet to be fully scoped but is likely to be very important for the long-term sustainability for Ngā Ara Tipuna.



- 2) There is risk of delays due to complexity and nature of work being undertaken particularly regarding the carvings (noted by Commercial Info)
- 3) As part of the process to establish the Trust there is a need to assess the Trust's capacity to own and maintain the assets.
- 4) Uncertainty around timing and carving costs to be confirmed in the Solution Definition Phase. Adequately covered by the contingency.

27. Please provide us with a project plan, where possible please attach a schedule (i.e. Gantt chart):

Please refer to Attachment Five for detail on key activities, responsibility and timings.

<b>Withheld In Full Due to Commercial Sensitivity</b>			

28. Please provide a complete breakdown of the costs of the project to assist us in understanding where the funds will be utilised:

Please refer to Attachment Five for budget detail. Note that the total funding figure provided in Q11 includes a grant funding buffer of \$ Commercial Inform to account for the potential of not receiving all grant funds being targeted.


29. What are the proposed deliverables if funding is approved?

#	Description	Payment criteria:	Invoice Value \$ (Exc. GST)	%	Invoice Date:
1	Project initiation	Signing of funding agreement and completion of conditions precedent	\$ <span style="background-color: #cccccc;">Commercial Inform</span>	<span style="background-color: #cccccc;">Comm</span> %	<span style="background-color: #cccccc;">Commercial Information</span>
2	Design development	Agreed solution definition for Phase One and Phase Two	\$ <span style="background-color: #cccccc;">Commercial Inform</span>	<span style="background-color: #cccccc;">Comm</span> %	<span style="background-color: #cccccc;">Commercial Information</span>
3	Phase One fabrication & construction	Phase One agreed design & development documentation (complete detailed drawings and approvals)	\$ <span style="background-color: #cccccc;">Commercial Information</span>	<span style="background-color: #cccccc;">Comm</span> %	<span style="background-color: #cccccc;">Commercial Information</span>
4	Phase Two development and construction	Delivery of detailed project plan and costings for Phase Two	\$ <span style="background-color: #cccccc;">Commercial Inform</span>	<span style="background-color: #cccccc;">Comm</span> %	<span style="background-color: #cccccc;">Commercial Information</span>
			\$ <span style="background-color: #cccccc;">Commercial Information</span>		

30. Please provide a description of why Government funding is required to deliver this project?

Council does not have funding available for the construction phases of Ngā Ara Tipuna. **Commercial Information**  
 [Redacted]  
 [Redacted]

31. Please provide an overview of the applicant’s relevant skills and experience for delivering a project of this nature.

Council will appoint Wellington based company [Redacted] to deliver the construction phases of Ngā Ara Tipuna. **Commercial Information**  
 business objective is to help organisations, communities and individuals tell stories better. They have extensive experience within New Zealand, Australia and internationally. **Commercial Information** pride themselves on delivering the highest quality service, resulting in world class experiences. Previous projects include **Commercial Information**  
 [Redacted] Please refer to Attachment Six for the **Commercial Information** company bio statement. **Withheld In Full Due to Commercial Sensitivity**

32. Please outline the project team and explain the Governance arrangements for this project

Project Team		
Person	Representing	Role
Phillip Morris	Manawhenua - Rakautatahi-Takapau	Project Lead/Client Liaison
Brian Morris	Manawhenua - Rakautatahi-Takapau	Project Lead/Client Liaison
<small>Privacy of natural persons</small>	<small>Commercial Information</small> Director -	Project Manager (Design and Installation)
<small>Privacy of natural persons</small>	<small>Commercial Information</small> Independent Consultant	Project Manager (Content Development)
Doug Tate	Group Manager	Council Liaison, Project Sponsor, Project Support
Craig Ireson	Economic Development Lead	Council Liaison, Project Manager
Others as required including artistic advisors, <b>Privacy of natural persons</b>		

**The oversight / governance arrangements which are, or will be, put in place?**

A steering group (see below) will be established to provide governance and oversight of the project during Phases One and Two. It is anticipated once the Trust has been established it will perform a governance and management duties. Council views its role in this project as an enabler. The governance structure will be bi-cultural with a strong hapū presence. Just as the genesis of Ngā Ara Tipuna was hapū-led, so should the continued operation and development of the project be hapū-led to maintain its cultural integrity.

Steering Group	
Person	Role/Representing
Dr Roger Maaka	Manawhenua/Te Taiwhenua of Tamatea/CHBDC
Phillip Morris	Manawhenua - Rakautatahi-Takapau
Brian Morris	Manawhenua - Rakautatahi-Takapau
Monique Davidson	Chief Executive Officer CHBDC
Alex Walker	Mayor CHBDC
Other Hapū representatives	
Representative from Te Puni Kōkiri (TBC)	
Representative from Provincial Development Unit (TBC)	

33. What procurement process has been undertaken (i.e. selection of a provider), or will be undertaken, and how will that be managed? In addition, please provide a description of how greater public value will be achieved through the procurement process, for example by considering one or more of the following:

- How regional businesses (inc. Māori / Pacifica enterprises) will be provided with opportunities
- How skills will be developed in the market (i.e. via construction apprenticeships)
- How worker conditions in the supply chain will be improved / managed
- How waste / emissions are being reduced in this procurement.

For more information, please visit: <https://www.procurement.govt.nz/broader-outcomes/>

Central Hawke’s Bay District Council procurement process for contracting providers is guided by the Council’s Procurement and Contract Management Policy. This outlines how Council will meet its obligations as described in the Office of the Auditor General’s “Procurement Guidelines for Public Entities”<sup>2</sup>. Council must demonstrate in its use of public money that its procurement and contract management processes are fair, transparent, compliant and auditable, and that staff and suppliers are able to deliver services in a safe and efficient commercial environment.

**Procurement of Design – Appointment of** Commercial Info

Place-based story-telling company, Commercial Info were chosen by the Project Working Group to develop their initial design concept for the project with no further company being asked to tender.

This was decided because the initial project team led by Brian Morris were impressed with the outcome of the early stage design process and the level of engagement, rapport, and sensitivity which Director Privacy of natural pers demonstrated in working with the group.

At the options workshop, it was strongly felt that local Māori artists/designers should be involved in the design of structures, pou and any cultural elements at the sites going forward into the constructions Phases One and Two.

**Construction Procurement**

Where possible, local builders/artisans should be preferred for the construction of elements for the sites. This will ensure that any economic benefit realised from this work will return to Tamatea/CHB.

34. What risks are associated with the delivery of this activity?

Potential Project Risks and Mitigating Strategies	Impact (H/M/L)	Likelihood (H/M/L)	Mitigating Strategy
<b>Financial/Fundraising</b>			
<b>Not securing the required funding</b> This is one of the greatest risks to a project’s viability.	H	M/L	Develop a detailed Funding Strategy to show potential funding sources and recommended target amounts for each avenue.
<b>Capital cost increases due to price increases in materials or delays.</b>	H	H	Build a contingency into the project budget.
<b>Under resourcing for raising the funds.</b>	H	H	Ensure the project meets the criteria of the different funding streams.  Have a dedicated person within

<sup>2</sup> <https://www.oag.govt.nz/2008/procurement-guide/docs/procurement-guide.pdf>

			the project team to oversee the fundraising.
<b>Planning and Design</b>			
<b>The design does not meet expectations</b>	H	L	Good communication with the chosen designer should prevent any disconnect between expectation and reality.  Appoint professional and experienced designer.
<b>Construction</b>			
<b>Quality of construction or problems with contractors.</b>	H	M	Project Manager should closely oversee construction.
<b>Management and Governance</b>			
<b>Lack of effective project management.</b>	H	L	Clearly define the role of the Project Management Team and key stakeholders in the project.
<b>Community Support</b>			
<b>Lack of support from hapū/iwi.</b>	H	L	Regular hui. Feedback to key stakeholders.
<b>Lack of support from the wider community.</b>	M	M	Have good Communications and Community Engagement Plan. Keep the community informed and where possible involved with the development through fundraising activities.
<b>Media</b>			
<b>Project receives negative media coverage.</b>	H	M/L	Develop a communications plan to inform and engage people. Funding for the project needs to be transparent.  This is a “feel-good” community project so should be able to generate positive media attention.
<b>Other</b>			
<b>External factors unrelated to the project, e.g. political change leads to funding policy change</b>	H/M	L	The range of funds available for this project reduces this risk to some degree but a funding buffer should still be built into funding targets for the project.

35. Will the applicant own the asset on delivery?

Yes:

No:

- If no, please describe who will own the asset.

Yes, Council will own the assets on delivery. However, a Trust is being established to manage Ngā Ara Tipuna in the long term. Pending further discussion, the assets will be transferred to the Trust.

36. When the project is delivered, what is the plan to operationalise the asset (if an asset), and maintain it through life?

Council has committed to providing maintenance funding for Ngā Ara Tipuna throughout the life of the assets. A Charitable Trust will be established for the long-term management of the assets (pou, carvings, digital assets) associated Ngā Ara Tipuna. Council will retain representation on the Trust.

37. What will the impact be on the applicant's financial accounts?

If the application is successful the funding will be administered by Central Hawke's Bay District Council. A separate reserves account will be established to manage the funding. Council's balance sheet will increase by the value of the asset, and there will be a marginal increase in maintenance costs which Council are able to absorb as part of their standing maintenance expenditure.

For other required information please refer to appropriate Central Hawke's Bay District Council documents:

- Growth Forecasts – Long Term Plan 2018-28 Forecast Assumptions
- Financial Accounts - Annual Report 2017/18 (which includes accounts from 2016/17 & 2017/18)
- Banking arrangements - ANZ
- Details of any borrowings - Council has a \$2m loan with the Local Government Funding Authority due in August 2025.
- Current level of debt and equity and financial Ratios (i.e. Debt to Equity, Debt to Revenue, and Current Ratio) - Annual Report 2017/18
- Insurance provider – Council's insurances are spread amongst a range of different providers by Insurance Brokers AON and JLT.

PROACTIVELY RELEASED

## Part D: Declarations

Commercial Information

- a. 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
- b. Has this activity ever been declined Crown Funding in the past?
- c. Has the applicant or the contracting entity ever been insolvent or subject to an insolvency action, administration or other legal proceedings?
- d. 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?
- e. 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?
- f. 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?
- g. 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 b to g, please provide a description below:

PROACTIVELY RELEASED

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 publically 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](mailto:PGF@mbie.govt.nz); and
- 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.

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**Full name:**  
**Doug Tate**

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**Title / position:**  
**Group Manager Customer and Community Partnerships**

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**Signature / eSignature:**

**Date:**

.....



## **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 (or e-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.

### **Electronic signature**

You can only file documents and information with us using an electronic signature if you're the signatory, or have authority to act on behalf of the signatory, and are using software that complies with our standards, in particular keeping records of transactions where an electronic signature has been used. Once a document with your electronic signature has been filed with us, we consider the information:

- has been provided with your full knowledge and agreement
- is authentic and accurate
- wasn't amended after your electronic signature was added to the document, unless a change has been clearly marked on the document.

You're responsible for:

- safeguarding how and when your electronic signature and credentials are used on documents and information
- managing who has authority to use your electronic signature on your behalf, for example, a chartered accountant.

If your electronic signature on a document or information is filed with us, you won't be able to dispute having signed and approved the document or information. If we question the authenticity of an electronic signature or online transaction, you must be able to demonstrate on request the validity of the software used to apply your electronic signature to the document.

You must use electronic signature software that captures authentication, time and source details for any online transaction where a document with your electronic signature has been filed. These details must be held within the software itself, in the form of a file that:

- is maintained in its original form with no amendments, and
- can be provided to us, if requested, within a specified time.

The file must be treated as a record, as defined by the Companies Act 1993, and a business record as defined by the Evidence Act 2006.

## Appendix 2 - Operational criteria for all tiers of the Fund

### Link to Fund and government outcomes

- Demonstrate the ways in which the project will contribute to lifting the productivity potential of the region
- Demonstrate how the project contributes to the Fund's objectives of:
  - more permanent jobs
  - benefits to the community and different groups in the community
  - increased utilisation and returns for Māori from their asset base (where applicable)
  - sustainability of natural assets (e.g. water, soil integrity, the health and ecological functioning of natural habitats)
  - mitigating or adapting to climate change effects, including transitioning to a low emissions economy
- Clear evidence of public benefits (i.e. benefits other than increased profitability for the applicant)
- Are in a Government priority region or sector

### Additionality

- Project is not already underway, does not involve maintenance of core infrastructure or assets (except for rail and transport resilience initiatives), and does not cover activities the applicant is already funded for (funding could be considered to increase the scale of existing projects or re-start stalled projects)
- Demonstrated benefit of central Government investment or support
- Detail of any supporting third party funding (and any funding sought unsuccessfully)
- Acts as a catalyst to unlock a region's productivity potential
- Demonstrated links to other tiers of the Fund and related projects, to maximise value of Government investment

### Connected to regional stakeholders and frameworks

- Evidence of relevant regional and local support, either through existing regional development mechanisms, or through another relevant body such as a council, iwi or other representative group (or reasons for any lack of local support)
- Has been raised and discussed with the region's economic development governance group
- Alignment with, or support for the outcomes of, any relevant regional development plan, Māori development strategy or similar document (whether regional or national)
- Demonstrated improvement in regional connectedness (within and between regions)
- Leverage credible local and community input, funding, commercial and non-commercial partners
- Utilise existing local, regional or iwi/Māori governance mechanisms

### Governance, risk management and project execution

- Evidence of robust project governance, risk identification/management and decision-making systems and an implementation plan appropriate to the size, scale and nature of the project
- Future ownership options for capital projects, including responsibility for maintenance, further development, and other relevant matters
- Benefits and risks clearly identified and quantified, depending on the scale of the initiative
- Evidence of potential exit gates and stop/go points, and a clear exit strategy
- Clearly identifies whole of life costs (capital and operating)
- Dependencies with other related projects are identified
- Evidence of sustainability after conclusion of PGF funding
- Adequacy of asset management capability (for capital projects)
- Compliance with international obligations (where relevant)