

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 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 brief description of the project/activity:

APPLICATION MADE UNDER THE TE ARA MAHI PATHWAYS TO WORK INITIATIVE

A fully collaborative, industry led training initiative that is already in place and is focused on bringing local people to the transport and logistics industry through a program designed by subject matter experts from industry, that establishes an entry level standard for driving and operator positions in the central South Island. Most of the course is delivered within workplaces, . This enables the pool of students (who have come from other careers, work environments, unemployment and in some cases school) to experience the broad spectrum of different industry work types so that the most successful employment outcome can be achieved.

Refer

[Temuka mum eager to get behind wheel April 2019](#)

[Transport course attracts future male, and female, drivers Oct 2018](#)

[New heavy truck driving course launches Oct 2018](#)

[Transport Industry-led programme gets things going Aug 2018](#)

[Transport & Logistics sector celebrates new training programme Aug 2018](#)

[Truck training 'ticks boxes' May 2018](#)

The South Canterbury Transport & Logistics Panel is also active in promoting their industry sector into our 9 local Secondary Schools as part of the MyNextMove Youth Transition Initiative also facilitated by Aoraki development refer

[Transport & Logistics Open Day ahead of new course](#)

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

Legal Name:	Aoraki Development and Promotions Limited (TA Aoraki Development) on behalf of the South Canterbury Transport & Logistics Panel
Entity Type:	Company
Registered Offices / Place of Business:	Timaru
Identifying Number:	NZBN: 9429031496094
Organisation's Website:	www.aorakidevelopment.co.nz

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

Contact Name and Role:	Nigel Davenport/ Alle McGrath		
Email Address:	<input type="text" value="Privacy of natural persons"/>	Telephone:	<input type="text" value="Privacy of natural persons"/>

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

Aoraki Development is the Economic Development Agency and CCO (Council Controlled Organisation) of Timaru District Council. We operate as the facilitator/administrator of the South Canterbury Transport and Logistics Panel

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?

Start Date:	<input type="text" value="Commercial Information"/>	Completion Date:	<input type="text" value="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.

SWEP – the panel has engaged with SWEP throughout the design and implementation phase of this program, with ^{Privacy of na} a member of the panel. SWEP have endorsed our work and are strong supporters.

Ministry of Education – Aoraki Development, through other work, has kept their contacts at MOE fully informed of the program and they too are fully supportive.

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

- If Yes, please list which part of the Government, when the funding was received, and how much under Q11.

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 (through this application)	\$600,000	Pending
Local Industry/Operators	\$ ^{Commercial Inform}	Confirmed
Total:	\$ ^{Commercial Information}	

To date the extensive course development & consultation phase and subsequent implementation of this local industry led initiative has been 100% funded by over 15+ local industry company's. This commitment is conservatively estimated at c\$^{Commercial Informa}

Going forward we anticipate two course intakes per annum (Jan and Aug) of a minimum of ^{Comm} students each (^{Comm} annually) and are seeking Te Ara Mahi Funding support of \$600,000 in total to support the next ^{Com} intakes over the next ^{Commercial Informatio} – with the main funding commitment remaining with local Industry during this period.

Our below summary budget outlines the total current industry cost for per student intake of approx. ^{Comm} students is nearly \$^{Commercial Inform} and it is enabler funding in support of a substantially committed group of local industry that is being sought with this application.

This funding will enable industry to fully explore and obtain alternative long-term funding partners identified as potentially being:

- national industry associations and bodies via training levies or such like,
- industry associated national and local companies
- other local and central government agencies
- philanthropic entities

The very clear goal being to further develop, grow and establish the ongoing sustainability of this industry designed and led course which is meeting the needs of local employers in this growing sector.

SOUTH CANTERBURY TRANSPORT & LOGISTICS - CERTIFICATE IN COMMERCIAL ROAD TRANSPORT

PROACTIVELY RELEASED
Commercial Information



Members of the industry panel supporting the Ara training programme are (from left): Steve Divers (SWEP), Rob McCoid (Fonterra), Hamish Bruce (H&J Brace Transport), John Bromley (Timaru Container Terminal), Gordon Handy (Handy Group), Brett King (Fulton Hogan), Vaughan Moloney (Moloney Distribution), Michelle Pye (Pye Group), Laura Handy (Ara Institute) and chairperson Alle McGrath (Hilton Haulage). Aoraki Development's Nigel Davenport is absent

INDUSTRY RIGHT BEHIND SOUTH CANTERBURY TRAINING COURSE REVIVAL

By Steve Divers
Director – career pathways – road freight transport Sector Workforce Engagement Programme (SWEP)

IN PREVIOUS ARTICLES I HAVE HIGHLIGHTED THE need for industry to support training initiatives – essentially, aligning industry to the tertiary institute training programmes.

There are a few reasons why: These programmes are now attracting support from Government in the form of free fees – and they're not limited to school leavers, but are also for students who have never undertaken a level 3 programme.

Secondly, it has been unfairly said that these programmes are not producing experienced drivers – something that's incredibly difficult when 16 students have to share one truck! Hence industry needs to provide opportunities for students to gain experience – through cluster groups of operators working with the training provider.

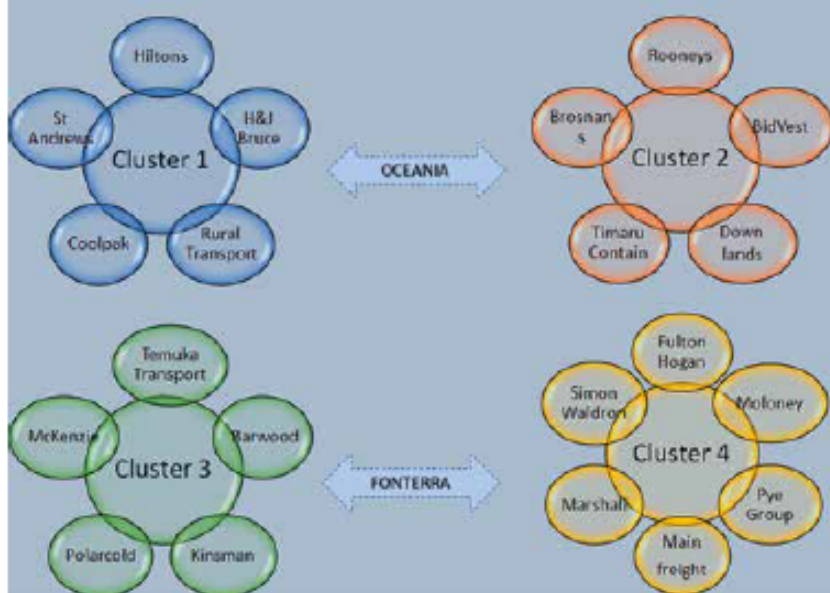
Thirdly, if industry doesn't support these programmes they wind-up very quickly. And the challenge involved in later resurrecting a course has been brought home in South Canterbury.

Ara Polytech is the former Aoraki Polytech, which has campuses in Christchurch and Timaru. The Timaru campus ceased commercial road transport courses some years ago.

For the past 10 months, local transport operators and the Timaru district economic development agency Aoraki Development, in partnership with Ara Polytech and assisted by SWEP, have worked together to launch a new programme starting this month.

This is the result of substantial collaboration and follows the Transport Sector Day held at the Timaru Raceway in March this year, which was supported by the South Canterbury Chamber of Commerce and Careers NZ.

Now enrolments are open for the New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) Level 3 at Ara. The programme will fill the need for skilled transport and logistics workers in South Canterbury, where the transport and logistics industry is a large employer – and growing.



Above left: Over 20 transport and logistics companies are supporting the programme

Right: A Transport Sector Day in Timaru in March was part of the leadup to the launch of the new course

Ever wanted to be in the Drivers Seat?

HAVE A GO AT...

- 🚛 Testing your skills on a crane truck
- 🚛 Seeing working forklifts on display
- 🚛 Riding in a truck

Also get a free session at **SAFETY TRAINING ROAD SAFETY TRUCK**



Transport Sector Day

Location	Time	Date	Contact
Levitt Raceway Timaru	9:00 am to 4:30 pm	Monday 19th March	Gordon Handy gordon@che.co.nz or 0274 553 814

Alle McGrath, chief people officer at Hilton Haulage, says that historically there has not been a training and educational pathway into the region's transport and logistics sector "for people to kick-start their careers in this field."

As chair of the new Transport & Logistics Group overseeing the initiative, McGrath is pleased with the outcome: "With the challenging nature of the licensing process, it has been difficult to provide opportunities in terms of 'opening the doors' to people with little to no experience at driving trucks and operating forklifts."

"This programme now provides that opportunity for South Canterbury."

Industry partners helped construct the content of the 30-week programme and an industry panel will continue to ensure that it delivers the key skills, knowledge and competencies that industry expects.

Road Transport Association of NZ chief executive Dennis Robertson says the programme is "a great initiative for South Canterbury and the industry at large, to address the most pressing problem we have – the driver shortage."

Over 22 local businesses in the transport and logistics sector are on board and helping to drive the new course, working together for the good of the sector

Says Alle McGrath: "The fact that it has been designed and moulded by industry in a collaborative way, means that it has been set up for success – a programme that is targeted, relevant and includes a substantial dose of work placement within industry."

Students gain their Class 2 licence on week two of the course, which means that they can achieve their Class 4 licence by the time the course finishes. Students also gain their F endorsement and First Aid Certificate, as well as learning many other key skills such as loading and unloading, risk management, route planning, dynamics and handling, customer service skills and fatigue management.

Successful completion of the course will see "well-rounded, skilled and qualified" students graduate with the required licences plus "a solid chunk of work experience gained on the ground – in the

workplaces where they will gain permanent employment. It's a win-win for employers and students," McGrath says.

Industry partners, including Timaru Container Terminal, Moloney Distribution, Pye Group and Fulton Hogan, are more than ready to back the new programme, she adds: "The launch will be well supported and welcomed in the region. We could say it is well overdue."

"Other regions have had success in this space and we have spent time looking at their successes and learning from the programmes they have in place currently."

"The dedication from the industry to date – to support this programme and work with Ara to produce a programme that will deliver the outcomes we need: More skilled, motivated drivers and operators – suggests that there is a lot of interest and confidence in what the programme will deliver."

Industry partners have committed to providing students with work placement opportunities and providing ongoing feedback to Ara, to make the programme as practical and relevant as possible.

Hilton Haulage is already gearing up to participate, says McGrath: "Like other local transport operators, Hilton Haulage will be providing work placement experience to students on the programme – giving them hands-on, practical, real-life experience within the transport environment."

"The programme will be run with 'everyday transport life' in mind – for example, students will be required to complete a logbook for each day on the programme, whether they're in the classroom or out in the field."

The key difference for the Ara course is that it is supported by an industry panel in which every member is from the transport industry.

Finally, another initiative that SWEP has been working to achieve is to relaunch the Accelerated Licensing Process. This is well under way at present and will complement the South Canterbury initiative.

This will be a feature for an upcoming article – providing a how-to guide to accelerate the graduated driver licence system...for qualifying companies to start cadetship and trainee programmes.

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.

Prior to this course commencing in October 2018, comprehensive engagement with local industry, potential service providers and other strategic partners – at both local and central government level was undertaken. The clear need for an introductory course such as that since developed and implemented has been complimented by the significant commitment and collaboration between traditional competing local businesses.

Successful employment of students into permanent local transport and logistics positions in an advanced work-ready state, which removes the traditional induction and onboarding burden on employers.

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

What is the course?

This **EXISTING NZQA CERTIFIED** New Zealand Certificate in Commercial Road Transport is a 30-week programme with a healthy mix of classroom and practical experience gained inside industry.

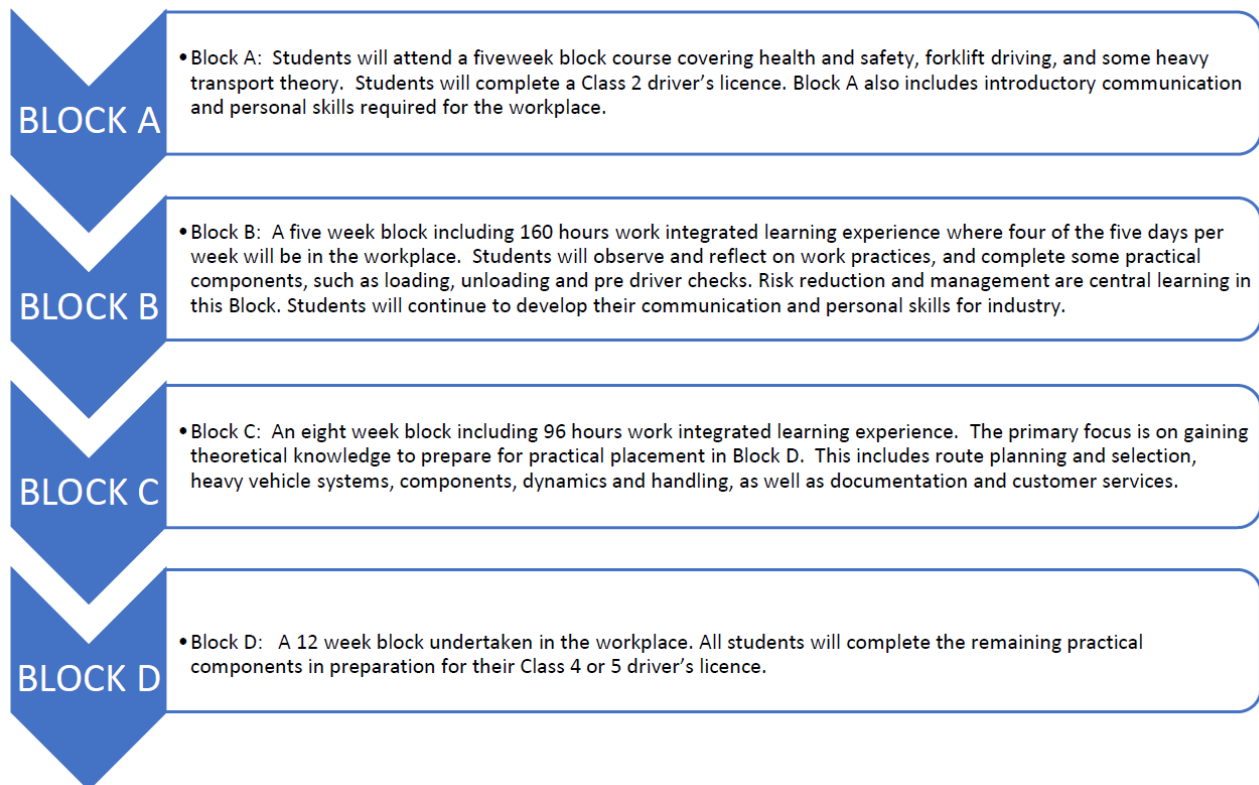
The course has been developed as a direct result of industry signalling a need and partnering with Commercial Information to design and deliver a practical based program.

Students gain their Class 2 licence in the first couple of weeks of the course (or as soon as possible), which for most students means that they can hold their Class 4 by the time the course finishes.

Students also gain their F endorsement, WTR endorsement, DG, First Aid Certificate as well as many other key skills such as loading and unloading, risk management, route planning, dynamics and handling, customer service skills and fatigue management.

There is a driver/operator shortage that exists nationwide but particularly in the South Canterbury region, and in response to this need, industry joined together to design a solution in the form of this program. The program is now into its second student intake (commenced Commercial Information), with Com students having graduated Commercial Information from the first intake and now in employment.

Brief overview of the course



Benefits:

- Industry led
- Locally delivered
- Majority of program run inside workplaces
- **Commercial Information** (which opens the student applications to a wider pool and secures the right type of individual)
- Hands-on
- Quickly establishing the industry standard for the region
- Provides an avenue for previous job applicants that did not meet the minimum prerequisites to get a job directly into the industry.
- Purposefully designed by industry to incorporate a large portion of the 90-120 induction and training traditionally completed individually by companies post formal employment.
- Provides a clear pathway for all prospective employees regardless of age, sex or ethnicity
- Retention of local people into local jobs
- Program design enables a wide variety of workplace exposure to students i.e. in terms of size, scale and work type. For instance, Coolstores, port operations, rural contracting, large bulk operators, small metro transport etc

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

Why the project is not already underway.

The program currently on its second intake of students, with third intake scheduled to commence on 6th Jan 2020.

How the project provides a new asset and is not seeking maintenance funding.

NA

The benefit of Central Government funding (i.e. over alternative sources).

This application is seeking enabling partner funding from central government to compliment the commitment made by industry already which will be ongoing (resources, time and financial) and provides an acceptable period of Commercial Information [redacted] to enable alternative sources of funding to be secured.

Central Government Funding will support the majority funding provider (local industry) in enabling this program to develop and grow and become sustainable over the next Commercial Information [redacted]

Why this project will unlock the potential within the region

This program provides the opportunity for all students to be exposed, educated and excited about the variety of roles and careers available within the transport and logistics industry sector. Feedback from the first two student cohorts has confirmed this to be the case with the common theme being centred around the scope, breadth and opportunity within the industry being much larger than anticipated.

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

This project alone clearly evidences the significant collaboration that can occur in the regions, that is not as easily replicated in the metropolitan centres. In our case we have a fully collaborative group of stakeholders that have cemented their commitment to date, to address the driver and operator shortage through investment of time, money and resources.

These stakeholders include:

-Industry (15+ business/operators of varying size and scope) – **Commercial Information**

-Economic Development Agency for the Timaru District – Aoraki Development

-Independent Training Provider - **Commercial Information**

-Timaru District Council

-South Canterbury Chamber of Commerce

-All nine South Canterbury Secondary Schools and their Career Advisors

-Local SWEF representative (With full endorsement from national associations – Road Transport Association, Road Transport Forum, National Road Carriers)

-Recruitment Agency – **Commercial Information**

-PTE - **Commercial Information**

Ministry of Social Development are fully aware and informed of the program and is a potential avenue for their client base. Discussions are currently underway to understand the linkages to their Mana in Mahi programme.

Local iwi is aware of the opportunities associated with this program via the variety of local networks however expanding this is a key focus of the panel going forward. We intend to achieve this through direct connection with local iwi leaders and utilising the already established relationship in place via **Commercial Information**.

To underpin the sustainability of this important program, further work is currently underway with key networks and suppliers to the transport and logistics industry, such as truck manufacturers, service providers etc.

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

PGF Outcome	✓	How will the project positively or negatively impact this outcome in the region(s) identified?
1. Increase economic output	✓	<i>Retention of local people in local roles.</i>
2. Enhance utilisation of and/or returns for Māori assets	<input type="checkbox"/>	<i>[Insert your relevant commentary here]</i>
3. Increase productivity and growth	✓	<i>By continuing the pipeline of a skilled workforce to local industry as a key enabler to increase productivity and growth</i>
4. Increase local employment and wages (in general and for Māori)	✓	<i>Enables the deployment of a ready-to-work, skilled and experienced workforce to industry.</i>
5. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	✓	<i>This program sets an industry standard and a clear pathway for those that have wanted to enter the transport and logistics industry but have not previously know how to.</i>
6. Improve digital communications, within and/or between regions	<input type="checkbox"/>	<i>[Insert your relevant commentary here]</i>
7. Improve resilience and sustainability of transport infrastructure, within and/or between regions	✓	<i>Increasing the number of skilled drivers and operators in the region directly impacts transport operator's ability to provide transport networks and services to and between the regions.</i>
8. Contribute to mitigating or adapting to climate change	<input type="checkbox"/>	<i>[Insert your relevant commentary here]</i>
9. Increase the sustainable use of and benefit from natural assets	<input type="checkbox"/>	<i>[Insert your relevant commentary here]</i>
10. Enhance wellbeing, within and/or between regions	✓	<i>Provides pathways for learning, provides certainty for those wanting to enter the sector and demystifies what the industry is about.</i>
Total number of outcomes project contributes to	6/10	

20. Has public consultation been conducted?

Yes:

No:

- If yes, what were the results?
- If no, is there a plan to do so?

As commented on in section 15, extensive consultation with local operators and service providers has been undertaken. This has been complimented by wider engagement with our community through schools and their careers advisors, business organisations and other aligned entities. This engagement continues as we progressively review and develop the program content and outcomes.

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?

Transport and Logistics operators throughout South Canterbury and the wider South Island are the key beneficiaries and leaders of this unique programme. They have been instrumental in the design of the content of the program, as well as stipulating the skills and capability outcomes required.

What opportunities are there to *expand* market activity (i.e. what is the customer demand)?

With additional funding, there is the opportunity to grow the program, with more operators provided work experiences, which in turn means more students and ultimately employees. Given the pending restructuring of vocational education, this provides us locally with a significant opportunity to enhance training pathways with this current programme as the foundation, including high levels of certification which will only further aid local employers.

The size, diversity and well-established collaboration of our local transport and logistics industry coupled with our central South Island location must position us as an ideal location for a centre of vocational excellence, a cornerstone of which could be focus on transport and logistics qualifications.

Commercial Information

What customer market relationships do you have to leverage success of the outcomes of this project?

Traditionally a very competitive and at times combative industry, the local transport and logistics leaders have already formed a sustainable level of collaboration and trust that has successfully managed the two previous cohorts and continues to go from strength to strength with strong attendance at meetings and events.

Is the project primarily aimed at enhancing the share of a single market? If so, please detail the proposed markets with this intention.

N/A

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:

N/A

23. Is the land is owned by others, i.e. not solely by the applicant?
- If yes, then please describe the other interests and how will this be managed?

N/A

24. Does the land have appropriate Resource Management Act consents? Yes: No:
- If no, how and when will this be addressed?

N/A

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 the activity will be managed from your organisation?
Aoraki Development simplistically acts as the facilitator/administrator for the South Canterbury Transport and Logistics Panel by ensuring consistency of governance and operational activities.

What involvement is required by the Provincial Development Unit?
Funding provider only, however support and input as the PDU requires.

What other partners are required for successful delivery? (demonstrating this with diagrams where possible)
Existing and potential future partners are detailed in other sections of this application.

What project management practices will be in place?
Panel oversees the implementation and management of the Programme and is supported by a variety of documented processes including a Memorandum of Understanding between operators, Training Agreements with ^{Commercial} Member expectations, project planning tools, Enrolment Centres (to ascertain suitability for the programme), and regular Panel meetings.

Who are the key personnel within the organisation relating to this project?
Please refer to section 32 for this information.

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

If yes, who verified the project and when?

Whilst no formal verification has been sought/obtained, we have clear endorsement from a variety of entities as detailed within this application.

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

This programme is already established with one cohort completed and a second underway.
 We attach a GANT chart that sets out the key milestones and activities for each cohort, with the third cohort shown in an additional level of detail.

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

Please see attached our summary of costs per cohort and funding sought.

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

[Please use the following table, consider what deliverables there will be, when, and whether there are any payments associated with them and against what criteria payment should be made. If it is a single deliverable with single payment, please just use one line]

NB: based on 15 students per cohort

#	Description	Payment criteria:	Invoice Value \$ (Exc. GST)	%	Invoice Date:
1	Cohort Three	Prior to start of Cohort Three	\$ ^{Commercial Inform}	Comm %	Commercial Information
2	Cohort Four	Prior to start of Cohort Four	\$ ^{Commercial Inform}	Comm %	Commercial Information
3	Cohort Five	Prior to start of Cohort Five	\$ ^{Commercial Inform}	Comm %	Commercial Information
4	Cohort Six	Prior to start of Cohort Six	\$ ^{Commercial Inform}	Comm %	Commercial Information

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

[Specifically, please set out why the funding cannot be sourced from other sources (e.g. banks, investors)]

This application is seeking enabling partner funding from central government to compliment the commitment made by industry already which will be ongoing (resources, time and financial) and provides an acceptable period of ^{Commercial Information} to enable alternative sources of funding to be secured.

Government Funding will support the majority funding provider (local industry) in enabling this program to develop and grow and become sustainable over the next ^{Commercial Information}

The Government Funding will enable a range of smaller to medium sized operators to actively participate in this program alongside those involved to date, by alleviating the monetary commitment that's proving a barrier to their participation. This is especially important in the Class 2 to 4 operating environment where many SME's operate and need capable employees.

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

The South Canterbury Transports and Logistics Panel with Aoraki Development, alongside ^{Commerce} (course provider) collectively have the necessary skills to ensure this programmes success and ongoing sustainability.

This is clearly evidenced by the already established programme, processes and review, as well as the successful delivery of the first two cohorts.

The larger Transport Operators have a wealth of infrastructure in the training space to support the programme to enable successful outcomes.

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

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

The South Canterbury Transport & Logistics Panel, with support from Aoraki Development, has full governance and oversight of the program, ensuring all stakeholders are aware of their responsibilities prior to committing.

Regular minuted meetings occur monthly. A MOU is in place to ensure the smooth running of work placements and expectations of transport operators.

Formal student training agreements are in place, as well as regular performance assessments.

- *What procurement process has been undertaken (i.e. a selection of a provider), or will be, and how will that be managed?*

ARA is the established program provider, whilst a local recruitment company ^{Commercial Information} provide work placement employment arrangements.

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

As above

- *Who the key personnel are?*

South Canterbury Panel Members:

Alle McGrath, Hilton Haulage (Chair)

John Bromley, Timaru Container Co

Michelle Pye, Pye Group

Robert McCoid, Fonterra

Vaughan Moloney, Moloney Distribution

Brett King, Fulton Hogan

Nigel Davenport, Aoraki Development

Replacement SWEP representative to be advised

^{Privacy of natural persons}

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:

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

The Panel has purposefully engaged with South Canterbury’s leading vocational education provider – **Commercial Information** who has in turn selected the appropriate delivery provider in **Commercial Information**.

The pending vocational education restructuring provides us with a unique opportunity to develop and enhance this new program further.

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

#	Risk	Mitigation approach	Rating
1	Students pulling out of course mid-way	<ul style="list-style-type: none"> - Ensure students are well briefed on the requirements of the course so there are no surprises. - Memorandum of Understanding amongst operators to ensure no poaching or exiting students from the course early. - Ensuring the enrolment centre identifies the best match for students and industry - Identify any performance issues early (via traffic light approach) and address promptly - Commercial Information 	Medium
2	Selecting students that are not “fit for purpose”	<ul style="list-style-type: none"> - Enrolment centre to ensure minimum standard is met in order for successful placements 	Low
3	Unable to find student placements	<ul style="list-style-type: none"> - The more transport operators that are part of the program the more options the panel has for placements (once the first round of placements are made and business have evidence of a successful outcome, then longer term commitments should follow) 	High
4	Course sustainability (the ability for ARA to continue to provide the course)	<ul style="list-style-type: none"> - Program Manager is a member of the panel to ensure open communication lines. - Commitment from Commercial Information is in place 	Low
5	Lack of interest from industry (due to costs or lack of success with students)	<ul style="list-style-type: none"> - Secure additional funding to alleviate the pressure on local businesses - Ensure a couple of larger players remain part of the panel to assist if interest drops off 	Medium

35. Will the applicant own the asset on delivery?

Yes:

No:

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

N/A

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

N/A

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

N/A

This is funding for a training programme that has no financial gain or impact to any specific entity.

All funding received from public or private entities will, in their entirety, be directed at the delivery and ongoing development of the course.

Flyer example:



Proudly supported by:



Part D: Declarations

Commercial Information

38. 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
39. Has this activity ever been declined Crown Funding in the past?
40. Has the applicant or the contracting entity ever been insolvent or subject to an insolvency action, administration or other legal proceedings?
41. 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?
42. 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?
43. 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?
44. 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 39 to 44, please provide a description below:

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; 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.

Privacy of natural persons



Nigel Davenport
Chief Executive
Aoraki Development

Privacy of natural persons



Alle McGrath
Chairperson
South Canterbury Transport & Logistics Panel

11th September 2019

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)