



# Application for Funding Employment and Skills (Te Ara Mahi)

## About this form

This form enables you to make an application for funding from the Provincial Growth Fund (PGF). The form is designed solely for applications relating to employment and skills (Te Ara Mahi), for any funding amount. If your application is for anything else, please use one of the other forms available on the [Provincial Growth Fund website](#)

## Purpose of Te Ara Mahi

Te Ara Mahi (TAM) is a portion of the Provincial Growth Fund which has been allocated to focus on regional skills and employment development. TAM funding is aligned with the intent of the Provincial Growth Fund, including its regions of focus, and is administered by the Provincial Development Unit.

To ensure funding under TAM is deployed effectively and complements the existing work of public sector agencies, the following principles will apply to investments made through TAM:

- 1) Focus on supporting local people into local employment opportunities by addressing the specific needs of those who need more help than can be currently provided in order to achieve sustainable employment.
- 2) Ensure additionality by only deploying investments where existing departmental funding for workforce initiatives cannot be used to support proposals.
- 3) Build or strengthen mechanisms for coordination of employers, workers and government that will endure past the lifetime of the PGF.
- 4) Reinforce investment in PGF Tier 2 (Sector Investment) and PGF Tier 3 (Enabling Infrastructure) projects; supporting their workforce requirements specifically.

## 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.

## 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.

## Section 1: Key Details

1. Initiative title:

Takitimu Tuanui

2. Please provide a very brief description of the project/activity:

Takitimu Tuanui is a Kahungunu housing movement initiated by Ngāti Kahungunu to raise the incomes and standards of living for Māori in the Kahungunu rohe through upskilling in building trades, supporting Māori trades business development and ultimately building warm, dry houses for Kahungunu whānau, using both traditional and innovative building systems.

To operationalise this movement K3 Kahungunu Property Limited is currently being established. This will be a property development company 100% owned by Kahungunu Asset Holding Company focussed on housing provision, **Maori trades and business development**, and building innovation.

This proposal is the **Maori trades and business development** model of the overall Takitimu Tuanui approach that sits under the K3 umbrella. It is doing things differently to the norm, challenging current structures and choosing a different route in order to achieve outcomes never seen before.

Takitimu Tuanui will be focussed on:

- Building affordable homes: construction work will be at the heart of the model. The mission is provide a training model that supports the process of building quality, desirable and affordable homes for whānau.
- Earn while you learn: K3 will provide employment from day one. Tradespeople who come from industry or tertiary education will receive innovative training modes that complement their employment.
- Grow New Maori Business: Using new small business ownership training and incubation, the K3 model will produce new Māori businesses, and legacy opportunity stimulation of the Māori economy through trades.

We are proposing to support up to <sup>Comm</sup> individuals into apprenticeships over <sup>Commercial</sup> years, facilitating employment for them from day one utilising our build partners to provide ongoing work opportunities with our own building contracts – as well as others in the region. We will work with our build partners to incentivise upskilling and progression to living wage aligned with training milestones.

As part of this approach we also want to support up to <sup>Comm</sup> individuals with business mentoring in order to support the ongoing development of Maori business in the trades sector.

This project will be supported by a backbone of pastoral support and workforce coordination established to support the apprenticeships through their apprenticeships, **Commercial Information** and manage the relationships with build partners in the region.

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

*[If you are applying on behalf of another organisation, then please provide details of that organisation]*

<b>Legal Name:</b>	Kahungunu Asset Holding Company Limited (on behalf of K3 Limited Partnership until legally established in June 2020)		
<b>Entity Type:</b>	Company		
	If other, please specify (if a trust please provide a list of current trustees with this application):		
<b>Registered Offices / Place of Business:</b>	304 Fitzroy Avenue Hastings		
<b>Identifying Number(s):</b>	1632194		
<b>Organisation's Website:</b>	www.kahc.co.nz		

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

<b>Contact Name and Role:</b>	Rawinia Lewis		
<b>Email Address:</b>	Privacy of natural persons	<b>Telephone:</b>	Privacy of natural persons

5. This initiative will be based in:
6. If multi-region, please outline which regions:
7. What type of funding would you be applying for:

8. Please provide a high level outline of the funding needs for the initiative:

Source of Funding: <i>[Please indicate where all other funding has/will be sourced from, including from Government agencies]</i>	\$ (excluding GST)	Status / Commentary <i>[e.g. received / confirmed / in principle; end dates]</i>
Provincial Growth Fund Funding (through this application)	\$ <small>Commercial Information</small>	
Other sources: <i>[add rows below if applicable]</i>	\$	
Total Funding:	\$ <small>Commercial Information</small>	

9. Please provide details of the application's link to wider projects:

Is this project related to any other application which has sought, is seeking or has approved PGF funding? If yes, please provide the name (s) of the project	No	
Is yes to the above question, then please provide 1) the <b>name</b> (s) of the wider project/application (s) 2) the <b>status</b> of the wider project/application e.g. approved, in progress, declined <i>Add rows as required</i>	Wider project/application name (s):	Status

10. If this is a joint application<sup>1</sup>, briefly describe the nature of the arrangement between the organisations involved e.g. partnership, joint venture, Memorandum of Agreement/Understanding, no formal agreement.

A project of this size has numerous inter-dependencies. While K3 Limited is the sole applicant – the overall approach will require support and commitment from both central and local government, our building firms in the construction industry Commercial Information. We have connected with these stakeholders as we have developed this proposal and the Takitimu Tuanui approach – and have attached letters of support.

## Section 2: Target Group

11. Please outline the characteristics of group you are targeting within the following table:

Characteristic	Target	Examples
Age	All working age people – with specific focus on Maori and youth.	<ul style="list-style-type: none"> <li>All working age people</li> <li>18 – 29 year olds</li> </ul>
Gender	Any gender identification	<ul style="list-style-type: none"> <li>Wāhine</li> <li>Any gender identification</li> </ul>
Ethnicity	This project focusses on providing employment and training/upskilling opportunities for Maori.	<ul style="list-style-type: none"> <li>Māori</li> <li>Any ethnic identification</li> </ul>
Location	Hawkes Bay initially Extend to Wairarapa and Dannevirke	<ul style="list-style-type: none"> <li>Wairoa</li> <li>North of Whangarei</li> </ul>

<sup>1</sup> A joint application is one where two or more New Zealand based organisations are planning to partner, either formally or informally, to deliver an initiative through the PGF

<p>Education, training and/or employment status</p>	<p>This initiative will provide opportunities for those in the trades workforce pipeline being:</p> <ul style="list-style-type: none"> <li>- Trades potential youth (school leavers looking for a career in the trades. Will have NCEA L1 and L2 and would commonly enrol in a pre-trade course)</li> <li>- Pre-Trade Experienced (Commercial Information ██████████ or other trades training programmes.)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Region wide</i></li> <li>• <i>Not in education, employment or training</i></li> <li>• <i>Currently employed and looking to upskill</i></li> <li>• <i>No qualifications</i></li> </ul>
<p>Other distinguishing characteristics</p>		<ul style="list-style-type: none"> <li>• <i>Have shown an interest in carving</i></li> <li>• <i>Iwi affiliation</i></li> </ul>

12. Please outline how you have identified that this group is unemployed/underemployed and therefore requires additional support to upskill, train and find and keep employment. Use evidence or data where possible e.g. learnings from earlier activities and how these have informed this initiative, target group demand analysis.

Infometrics and Business HB have provided the following insights into the impact that Covid-19 will have on the local economy – and on unemployment figures:

- Unemployment will rise; that’s a given. But how much is unknown. Infometrics estimates the Hawke’s Bay unemployment rate is likely to rise above 8% next year, while other economists predict even higher.
- Youth, unskilled workers, and older workers (55+) are most at risk from job losses and unemployment. During previous economic downturns Māori were also significantly impacted.
- Employment in Hawke’s Bay is expected to decline from 83,600 to 76,600 in the coming year
- Unemployment forecast to rise to 8.4% (March 2021 quarter)
- Earnings for the year to 31 March 2021 forecast to decline by \$380 million
- Bulk of job losses forecast to be in:
  - Accommodation and food services -1,453 jobs
  - Retail and wholesale trades -1,390 jobs
- Job losses across the board, with low and highly skilled roles most impacted:
  - Low skilled job losses -3,311
  - Semi-skilled -915
  - Skilled -1,089
  - Highly-skilled -1,644

In light of this environment - Maori trade training is seen as an opportunity for many. This project targets those most at risk from job losses – Maori and Youth, while also providing opportunities for mentors or skilled people to provide the leadership and mentoring within the sector. The Takitimu Tuanui model has the potential to draw from all different aspects of displaced workers – low-skilled through to high-skilled – and provide them with ongoing employment, opportunities for upskilling, and avenues for self-employment and building their own business.

13. Please outline how the target group will be identified and engaged with to participate in the initiative:

**Commercial Information** ██████████  
 ██████████ **Commercial Information** ██████████  
 ██████████ MSD will likely be a vital driver of referrals for people interested in the construction sector and we want to be able to provide opportunities for those that have been impacted by Covid-19 and are seeking career changes.

14. Please outline who else will benefit from this initiative? This will include which employers/sectors are being targeted as part of the initiative and why; name specific employers where possible

The wider construction sector within Hawkes Bay will benefit from this initiative. While K3 will facilitate employment opportunities and take on some responsibility for supporting them through their apprenticeship –

other firms including our build partners will benefit from having access to labour – from entry level at a highly subsidised rate through to the provision of a skilled third year apprentice. This will benefit the industry in our region which has struggled to retain a skilled workforce for quite some time.

Even with the increase in potentially skilled people entering the labour market and looking for work – there is still a need in this sector to continue to develop skilled people to keep up with the demand for housing in the region.

**Commercial Information**

[Redacted]

**Section 3: Outcomes**

15. Please outline in the table below the specific skills, training and/or employment outcomes that will be achieved through the initiative

Outcome category	Description	Number	Timeframe
	Please describe the outcomes that the initiative will result in for the target group, for each outcome category	Please provide the number of target group expected to attain these outcomes, for each outcome category	Please outline the time frames for delivery of support for the target group, for each outcome category
Skills			
Training	Apprentices will complete a NZQA Level 4 Apprenticeship qualification applicable to the field of work they are in.		The duration of these qualifications will vary depending on the trade or sub-trade
Employment attainment	Employment paid at least the living wage	Comm Comm Comm	Year Year Year
Sustained employment of at least 6 months	The aim is for all participants to remain in employment and complete their apprenticeship		
Wider Social/Public Benefits	This project feeds into the construction sector workforce – and also into the development of Maori business as individuals are supported to set up their own business following the completion of their apprenticeship.		

**Section 4: Service delivery**

16. Please outline how the skills, training and/or employment outcomes will be delivered, including a description of the specific supports for the target group

There are three opportunity streams within the Takitimu Tuanui model:

- Employment: applying the earn while you learn model. People start paid employment from Day 1 of engagement with Takitimu Tuanui. People are employed through opportunities accessed by K3 Limited and then allocated to various trades contracting companies along with an applicable subsidy. This subsidy reduces as participants move through their apprenticeship and their skill level lifts. For example – a contractor will be subsidised \$<sup>Commercial</sup> per hour for a <sup>Comm</sup> year apprentice, and \$<sup>Co</sup> per hour for a <sup>Commercial</sup> year apprentice. No subsidy is applied in the <sup>Commercia</sup> year. There is the intent to progress the

apprentices quickly to a living wage – aligned with training milestones to offer an incentive for the apprentice. K3 Limited take on the obligation to support the apprentice through their training – [redacted] and continuing to access labour opportunities for the apprentice to gain new skills. K3 will continue to support the apprentice with pastoral support.

- Trade Skills and Qualifications: **Commercial Information** [redacted]; an innovative and customised training programme will be offered for new employees of all trades and subtrades. Duration and mode of training will vary but we will work with industry and our training providers to establish a fit for purpose model to best support our apprentices. This will include a pathway for entry into an apprenticeship (relevant pre-trades programme) as well as consider innovative ways for assessment as they move through.
- Maori Business Development Training: This programme is only offered to those that have the desire and meet the criteria. Will partner with TPK and others. Provides small business training and mentoring so each person grows a business they own while on their work journey. It will involve supporting mentoring hours for the apprentice from an experienced tradesperson, access to business workshops, and facilitate whatever learning and support the person might need in order to set themselves up.

These three opportunity streams will be overseen by a backbone of pastoral support and workforce coordination. We are seeking funding support for three roles: Workforce Coordinator/Programme Manager, and two Apprentice liaisons. (The second position may only be needed as we enter the second year). These roles will fulfil the following functions:

**Programme Manager**

- Work with build partners to identify labour requirements
- Maintain strategic relationships with [redacted], build partners and other stakeholders
- Oversee the programme of support for both the apprentices and the employers

**Apprentice Liaison x 2**

- Provide pastoral support to the apprentices
- Connect in with [redacted] as well as contractor supervisors on a daily basis
- Oversee recruitment of apprentices
- Connect apprentices with ongoing employment opportunities in the sector to ensure continuity of employment and the apprenticeship

17. Please provide a delivery timeframe for how the outcomes above will be successfully achieved within a [redacted] timeframe

Activity	Components	Timeframe
	<ul style="list-style-type: none"> <li>• Recruitment of key staff,</li> <li>• development of processes and policies,</li> <li>• establish working environment and practices</li> </ul>	[redacted]
	<ul style="list-style-type: none"> <li>• Identify potential apprentices</li> <li>• Liaise with build partners</li> <li>• Place into work/apprentices</li> <li>• Provide training and pastoral support</li> <li>• Identify and work with potential Maori-owned businesses</li> </ul>	[redacted]

### Section 5: Link with broader PGF outcomes government outcomes

This section will enable detail to be provided about how the initiative meets the primary objective of the fund which is “to lift productivity potential in the regions”.

18. Using the table below, please outline how the initiative will contribute to the following PGF outcomes which seek to unlock the 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	✓	This initiative will see the employment of up to [redacted] individuals who will be paid at least the Living Wage of \$22.10 per hour through their apprenticeship. This will have an impact on the wider economy and help to lift our often low-skill, low-wage economy.
2. Increase productivity and growth	✓	This project is a significant priority for our region. As [redacted] and others are making moves to increase the housing supply across Hawkes Bay – there is a need to provide a steady flow of labour to support this activity. This project will allow for businesses to grow and increase productivity through lifting up skill levels.
3. Increase local employment and wages (in general and for Maori)	✓	Takitimu Tuanui has the potential to be a significant provider of skilled tradespeople in the region. An important mechanism to stimulate these new jobs will be the social procurement criteria and processes of Takitimu Tuanui. We will ensure contractors that engage in the project at every stage provide as many new jobs and new apprenticeships as practically feasible. We estimate that if K3 play a major role in solving the housing shortage in Hawkes Bay over the next [redacted] years, this initiative will directly contribute at least [redacted] apprenticeships over this time.
4. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	✓	As above. One of our targeted cohorts for this programme are youth and the overall programme is about lifting income levels, social and economic outcomes for our people.
5. Enhance wellbeing, within and/or between regions	✓	While Takitimu Tuanui is a model being proposed to deliver economic and social outcomes for the Kahungunu rohe – this is a model that could be duplicated throughout Aotearoa. Raising income levels, standards of living, providing warm, affordable housing are all key aspects of wellbeing for our people.

19. Please outline any other benefits expected to result from this project/activity

This project has multiple benefits for the region and whanau within our region:

- Provision of employment paid at least the living wage for [redacted] individuals
- Upskilling through apprenticeships for up to [redacted] individuals
- The development of new Maori business through targeted mentoring
- Development of a pipeline of skilled labour for the region in the construction sector
- Contribution to the provision of safe, warm, dry and affordable housing – increasing the supply.
- Increasing income levels for Maori

### Section 6: Funding breakdown

20. Please provide a breakdown of the components and associated costs for the funding requested

Component (insert new rows where required)		Cost (ex GST)																												
HR Costs - Programme Manager - \$ Commercial Info per annum x Com years - Success Navigator - \$ Commercial Info per annum x Com years - Success Navigator - \$ Commercial Info per annum x Com years		\$ Commercial Info																												
Administration - Vehicle lease x2 - Office lease - Phones/Technology - Overheads/Utilities - @ \$ Commercial Info per year		\$ Commercial Info																												
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21. Please outline why Government funding is required to deliver this project as opposed to alternative sources e.g. banks, investors, self-funding:

This programme is not a commercial offering – and there will be no return for K3 to do this – apart from establishing a pipeline of talent that is essential for us to achieve our wider aspirations under Takitimu Tuanui.

### Section 7: Additionality

These questions will allow detail to be provided about how the initiative meets the Te Ara Mahi principle of 'additionality' which requires that investments under Te Ara Mahi are only made if there is evidence that existing funding across government cannot be used to support proposals

22. Please outline evidence that the needs of the target group are unable to be met through existing channels e.g. through the Ministry of Social Development (Work and Income), Ministry of Education and the Tertiary Education Commission. This will include any research that has been done to identify other initiatives that address the same or similar need, and how the initiative for which funding is being sought fills a gap in service provision.



This project seeks to complement the programmes and services already in existence:

- **Commercial Information** to provide the next step (paid employment) in the employment journey
- Providing further upskilling opportunities in a supportive, relevant and customised way – while participants are in employment
- Working alongside MSD and HPR providers to provide opportunities for rangatahi with an appetite to build a career within the trades

23. Please outline previous Government involvement with this initiative:

a) Has previous Government funding been received for this initiative?	No			
b) If yes a) above, please outline: 1) which part of Government, 2) when the funding was received, 3) how much was received and, 4) why the funding was discontinued	Agency which funding was received from	How much funding was received	When funding was received	Why it was discontinued
c) If no a) above, has this initiative previously been discussed with any part of Government?	Yes			
d) If yes c) above, please describe which part of government, and any outcomes of those discussions	This programme has been discussed at length with officials from MBIE, MSD, MHUD, KO and TPK. All have been positive and supportive. Support letters attached. <b>-Withheld-commercially sensitive</b>			

## Section 8: Regional engagement

24. Please outline what regional engagement has occurred relating to this initiative. *Evidence of this, including evidence of regional (and sector) stakeholder support, should be provided in the 'supporting evidence' section of this document.*

<p>We have engaged with a number of employers, ie. <b>Commercial Information</b>. We have also established an Industry Advisory Group made up of Maori owned trades businesses.</p> <p>Since February 2020, we have had a number of engagements and hui with government agencies, TPK, NZTE, MBIE, MHUD, KO, MSD as well as the Napier City Council and Hastings District Council.</p> <p>We have included a number of support letters to evidence this. <b>-Withheld-commercially sensitive</b></p>
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25. Please outline in the table below the regional readiness for implementation of the initiative if funded. This will include the nature of current relationships with key stakeholder groups.

Stakeholder group	Description of relationship	Readiness for supporting this initiative
Employers	We have met with a number of employers (such as those mentioned above) who are keen to support and/or partner with K3.	One construction company is ready to partner immediately and have been on board with this kaupapa for the last 12 months. We are keen to progress with this employer.
Community groups	The iwi has secure relationships with	Ready to support

	many community groups across all aspects of social services.	
Education providers	EIT have been part of the early and ongoing discussions on this initiative.	EIT have agreed work with K3 on the apprenticeship training. See letter of support. - Withheld-commercially sensitive
Training providers		
Other relevant stakeholders	Central and local government as outlined in response 24. Commercial Information	Supportive as indicated by attached support letters. - Withheld-commercially sensitive Commercial Information

### Section 9: Ability to deliver the service and intended outcomes

26. Using the questions in the table below, please outline how the initiative will be governed and managed:

Question	Response
How will the initiative be governed?	Through a Board of Directors: <ul style="list-style-type: none"> <li>• Privacy of natural persons</li> <li>• Privacy of natural persons</li> <li>• Privacy of natural perso</li> </ul> All have extensive directorship experience. Profiles can be provided on request.
How will the initiative be managed within your organisation and by whom?	The Programme Manager will be responsible for the delivery of this project. K3 overall will be managed by Rawinia Lewis, while a permanent General Manager/CEO is appointed.
What other parties are required for successful delivery of the initiative e.g. contractors and other agencies?	<ul style="list-style-type: none"> <li>• Kainga Ora</li> <li>• EIT</li> <li>• Local Councils</li> <li>• MSD</li> <li>• TPK</li> <li>• PSGEs</li> </ul>
What procurement process has been/will be undertaken for the initiative (i.e. a selection of a provider(s)), and how will it be managed?	The staff will be employed through a competitive recruitment process.

27. Please provide an overview of the relevant skills and experience you/the applicant organisation has in delivering initiatives of this nature. If you/applicant organisation does not have experience please indicate how this risk will be managed:

<p>The Kahungunu Asset Holding Company was incorporated in June 2005 and has extensive holdings across forestry, fisheries and farming.</p> <p>The KAHC have appointed a board of professional directors to provide governance and oversight to K3 as advised above.</p> <p>Rawinia Lewis, currently the Business Manager for KAHC, will be the interim manager for K3. Rawinia has lead the establishment of K3, working with key stakeholders to realise the vision.</p> <p>Privacy of natural persons</p>
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Privacy of natural persons [REDACTED].

Privacy of natural persons [REDACTED]

Privacy of natural persons [REDACTED]

Privacy of natural persons [REDACTED]

28. Please complete the table below to outline the key risks and associated mitigations relating to this initiative

Risk	Responsible party	Risk treatment / Mitigation	Rating [High/Medium/Low]
Employment not available	K3	<p><b>Commercial Information</b></p> <p>[REDACTED]</p> <p>K3 has the ability and willingness to partner with other like-minded developers to ensure ongoing employment for apprentices</p>	Medium
Low demand for apprentices	K3	K3 will only partner/procure from suppliers/builders that respond to social procurement practices through supporting trades training – this includes taking on apprenticeships.	Low
Construction partners reluctant to pay living wage	K3/trades partners	Part of the negotiations with trade partners is that living wage must be paid to those going through apprenticeship training, K3 will contribute a substantial subsidy of \$ [REDACTED] per hour in the first year.	Medium
Sourcing apprentices	K3	<p><b>Commercial Information</b></p> <p>[REDACTED]</p>	Low
Quality training and apprenticeships	K3/[REDACTED]	<p><b>Commercial Information</b></p> <p>[REDACTED]</p>	Low
Timing of builds	K3	K3 expect to start first builds late [REDACTED]. K3 may need to partner with other already established developers (e.g. [REDACTED]) to stand-up the apprenticeship model before K3 starts their own builds.	Medium

29. Please describe any key assumptions that have been made relating to the project /activity. Include any assumptions relating to the development of the expected outcomes, project implementation and assessment of 'additionality' for the initiative:

We assume that K3 will be successful in standing up the property development side of Takitimu Tuanui, in order to provide employment for these apprenticeships. We have mitigations in place should the timing not work. Assumptions on minimum wage and living wage:

	Living wage	Minimum wage
2020	\$22.10	\$18.90
2021	\$22.80	\$19.60
2022	\$23.50	\$20.30

30. Please outline your/the applicant organisation's ability to meet reporting requirements:

Do you understand that the PDU will have reporting expectations if funding for this initiative is approved?	Yes
Please outline your/the applicant organisations ability/experience in meeting reporting requirements:	As an iwi organisation we are well experienced in partnering with government and have the necessary skills and expertise to meet reporting requirements that will be required.

### Section 10: Future intent of initiative

31. What are the future funding needs or the initiative?

a) Is additional funding likely to be applied for prior to the 2020/2021 financial year i.e. <b><u>within the life of the PGF</u></b> (the PGF expires on 30 June 2021)?	Yes
b) If yes to a) above, when this is likely to be applied for and why it isn't being applied for now:	<h1>Commercial Information</h1>
c) Is funding required beyond the 2020/2021 financial year i.e. <b><u>beyond the life of the PGF?</u></b>	
d) If yes to c) above, please describe how the project will be funded beyond the life of the PGF (the PGF	Commercial Information

expires on 30 June 2021)?	
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**Section 11: Supporting documentation** - withheld - commercially sensitive

1. Please attach any supporting documents and outline their purpose in the table below. Supporting documents could include:

- Child protections policies – these are required if you are providing services to people under the age of 18 and must be at a minimum, written and contain provisions on the identification and reporting of child abuse and neglect.
- Evidence of endorsement by the regional lead or regional governance body.
- Letters of support from employers and other key regional stakeholders.
- Governance documents.
- Designs/concept developments.
- Feasibility studies.
- Evidence of staff vetting.
- Health and safety policies.

	Document (title)	Purpose
1	Commercial Information	
2		
3		
4		
5		

## Section 12: Declarations

Commercial Information

2. Has this activity ever been declined Crown Funding in the past?
3. Is the applicant or the contracting entity insolvent or subject to any insolvency action, administration or other legal proceedings?
4. 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
5. Is any individual involved in the application, the proposed contracting entity or the project, an undischarged bankrupt?
6. Is any individual under investigation for, or has any individual been convicted of, any offence that has a bearing on the operation of the project?
7. 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>
8. Has the applicant / any individual involved in the application been subject to any enforceable undertaking or infringement notices.

If you answered "Yes" to any of the above, please provide a description below:

By completing the details below, the applicant makes the following declaration 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 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.

Full name: **Heather Hinemoa Skipworth**

Title / position: **Deputy Chair, Kahungunu Asset Holding Company**

Signature:

Privacy of natural persons

Date:

**Jun 8, 2020**

## Appendix 1 – Terms and Conditions of this Application

### General

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

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

### Reliance by Provincial Development Unit

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

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

### Ownership and intellectual property

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

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

### Confidentiality

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

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, which will include carrying out due diligence. 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 initiative
- 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.



## 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)