



He Poutama Rangatahi

Youth Employment Pathways

Application for Funding

He Poutama Rangatahi (**HPR**) is a cross agency initiative facilitated by the Ministry of Business, Innovation and Employment (**MBIE**) which seeks to support communities develop pathways for young people (aged 15-24) not currently in employment, education or training (**NEET**), through to sustained employment underpinned by intensive pastoral care. The HPR strategy is focussed on communities in places in the regions where the need is greatest.

The rangatahi targeted by HPR are those who are NEET *and* most at risk of long-term unemployment, and therefore who need more individualised and ongoing support to connect to training and employment than current employment programmes are able to provide. HPR's approach is to support rangatahi on the pathway to sustained employment, through programmes that are collaborative and tailored to the specific needs and context of the young people and the community, including employers, in which they live. HPR proposals should:

1. highlight current interventions which could be scaled up or redirected;
2. identify gaps in the provision of support and particularly pastoral care for both NEET rangatahi and for employers to connect; and
3. develop interventions specifically targeted at those gaps.

MBIE uses this information to determine which applications should be funded. It is important that you complete all sections fully, but as concisely as possible.

Pre-submission Feedback Available

Before submitting your application, it is recommended that you send a short summary to the HPR team at HPR@mbie.govt.nz (200 word limit, email format is acceptable with 'Expression of Interest' as the subject). This will enable us to provide you with feedback that will help improve alignment to the HPR criteria below.

Alignment with He Poutama Rangatahi criteria

Applications should demonstrate how the proposed activity:

1. targets and provides **effective support** for rangatahi most at risk of long term employment.
2. supports and coordinates a purposeful and **effective system** that enables sustained employment

Applications should reflect a focus on the needs of rangatahi and employers and demonstrate how the proposed activity:

- **Is Relevant:** *by being specifically tailored to the local context, with goals that address community aspirations and local opportunities by making use of relevant expertise to link rangatahi to employment, and that is responsive to local rangatahi, local employers and the local employment context.*
- **Is Inclusive/collaborative:** *by creating partnerships between and within communities and government, and those most impacted (employers and youth) who can make a difference.*
- **Is Coherent:** *by making use of local knowledge, relationships, and relevant expertise, utilising existing services, programmes, and infrastructure wherever possible.*



- ***Credible/transparent:*** proposals should adopt clear, credible, transparent processes and be evidence-based for evaluation and accountability purposes.

The Declaration Form on page 10 must be signed by an authorised person on behalf of the organisation to validate the application. The Terms and Conditions for HPR applications are noted in Appendix 1. By submitting an application you are agreeing to those terms and conditions.

Applications for funding, or requests for further assistance and advice on the application process, should be emailed to: **HPR@mbie.govt.nz**. Hard copies can also be accepted and should be sent to:

He Poutama Rangatahi
Ministry of Business, Innovation & Employment
PO Box 1473
WELLINGTON 6140



A) SUMMARY OF PROPOSAL

Proposal name	Ka Hao te Rangatahi
Organisation (<i>legal name</i>)	Kāpiti Coast District Council
Contact person and role	Privacy of natural persons Senior Advisor – Economic Development
Physical address <i>Please include postal address if different</i>	Kāpiti Coast District Council 175 Rimu Road Private Bag 60601 Paraparaumu 5254
Contact telephone number	Privacy of natural persons
Contact email address	Privacy of natural persons
Legal status (e.g. company/charitable trust/local government) <i>Please include supporting documents and relevant identifying number(s) (e.g. NZBN/company number)</i>	Local Authority
Communities/Districts targeted	Ōtaki based on the Kāpiti Coast
Duration of activity <i>Please also include starting and end dates</i>	Commercial Information
Total budget for Project	Commercial Information
Total HPR funding sought	Commercial Information
Other sources (if applicable) <i>Please add rows below as required to include all additional sources and respective amount of co-funding (including in-kind contributions) to the Project</i>	<p>KCDC will sought an office space and provide overall Programme Management. (Commercial Information)</p> <p>Work Ready Kāpiti (a programme already funded and supported by KCDC, the Kāpiti Coast Chamber of Commerce and local businesses) will provide the intellectual property, programmes, systems, processes and databases necessary to scale up their current offering in this region. Work Ready Kāpiti is supported by sponsors and funders to complete the work they do on a smaller scale across the region and this funding would allow them to scale up with partners to target efforts to Ōtaki specifically – where the need to support NEETS is greatest. (in-kind Commercial Information)</p>
Proposal Summary	<p><i>This section should explain clearly what this Proposal will deliver and achieve. This summary should outline the essence of the concept you are proposing (ie what is the issue, what is the proposed solution, and how this will be implemented).</i></p> <p>A partnership has been formed to develop and deliver this proposed Commercial Information pilot programme – Ka Hao te Rangatahi. The partnership is crucial to delivering successful outcomes for rangatahi. Ensuring holistic wrap around services, that are grounded in tikanga Maori support and pastoral care are there at the outset, will help to ensure, support</p>



and encourage rangatahi onto a positive pathway and for the employer and rangatahi that they feel connected, supported, understood and heard.

A united voice for this proposed programme includes Ministry of Social Development, Work Ready Kāpiti, and Te Puna Oranga o Ōtaki.

The programme has a core focus on young people/rangatahi and Māori 15-24 year olds not in employment, education or training (NEETs) and school leavers identified as potentially NEET or that need greater support. Mātātahi in our district are our future leaders so it is crucial that we are able to offer them an opportunity that contributes to a positive future.

In depth, relevant and individual pastoral care based upon Dr Mason Duries, whare tapawha model, and supported by the Ōtaki communities' expertise and mentors, will be fundamental to the success of this programme. Holistic wellbeing, including mental health which includes whanau, needs to be normalised for all, we need greater focus on wellbeing for our employers and with getting our rangatahi on a positive, sustainable and successful pathway where they feel holistically supported along the way.

The programme offers Work Ready Kāpiti's existing initiatives: WEX - work experience opportunities, #EmployerMeet events (speed dating style events aimed at connecting youth and employers), the Kāpiti Work Ready Passport (a programme run via colleges & online to prepare youth for work). Work Ready Kāpiti would also offer industry specific training, this will allow rangatahi to gain new skills in industry of their choosing focusing on the following industries within Kāpiti:

- Power lines/Alarm Techs
- Construction/Infrastructure
- Aged Care/Health Services
- Redeployment from industries greatly impacted by Covid 19 - Retail, Hospitality and Tourism
- Work experience and employment opportunities with local businesses

Programme Structure

The programme will be implemented as a placed-based pilot in Ōtaki, managed by Work Ready Kāpiti in partnership with Te Puna Oranga o Ōtaki and Ministry of Social Development. Work Ready Kāpiti (WRK) is an already established youth programme on the Kāpiti Coast and has excellent industry partners and strong working relationships with colleges across the district. WRK programmes are primarily targeted at those transitioning into the workforce and NEETs and they have had successful outcomes to date. Kāpiti Coast District Council supports WRK through grant funding, social media, business support and connections.

The programme will see the delivery of a series of ^{Commercial Information} intakes. The programme will offer industry specific training with wellbeing as the primary focus - block programmes with the first intake proposed for ^{Commercial Information}. The following training will be built into the ^{Commercial Informa} training blocks:

Each intake will happen at a Marae in Ōtaki, to anchor and prepare for the training sessions ahead and to foster a sense of unity through values such as kotahitanga and and whanaugatanga. Through marae tikanga and values such as manaakitanga, each intake will prepare to host the next intake coming through. Moving from manuhiri to valued marae whanau provides a sense of importance in looking after people on the marae as well ensures expressions of manaakitanga and reciprocal behaviour is experienced.

Training programme to be delivered by Work Ready Kāpiti:

- Industry specific training e.g. construction/infrastructure, alarm technicians, linesmen
- Work Ready Passport
- Soft skills – punctuality, adaptability, problem solving, attitude, communication
- Life skills - respect, talking, listening, manners
- Financial literacy



- Driver Licence – Learners licence and restricted licence
- C.V. and cover letter preparation
- Interview training – mock interviews between employers and the programme participants
- Work Experience

Wellbeing / Hauora

Influencing total Wellbeing through positive change is a strong component of the training programme (total ^C me ^{me} : Commercial Information training, Commercial Information in employment or further training/education, then ongoing pastoral care for another Commercial Information :

- Pastoral care – rangatahi/employers – pastoral care to ensure the wellbeing needs of rangatahi are being met, that they have someone to trust and talk to on their pathway to getting work ready, and once placed in employment pastoral care will continue for Commercial Information to ensure a smooth transition. For the employer it is to ensure they are supported throughout the programme and are part of the training programme. That they feel connected, informed and have support with offering work experience.
- Most of all it is about resilience and the ability to deal with situations as they arise and having the confidence to ask for help at the right places.
- Mental Health support/services – we will work with external providers to arrange referrals and assessments. This forms part of the training and pastoral care aspects of the wellbeing component of this programme.
- Drug testing and education – construction industry and Commercial Information WRK will facilitate with The Drug Detection Agency (TDDA).

Employment opportunities will be identified and understood between employers and the programme delivery team as well as further training/education opportunities with training providers/tertiary:

- Full time employment (FTE)
- Part-time employment
- Apprenticeships
- Other training/education
- Volunteerships

Context

Work Ready Kāpiti has the programmes, processes, intellectual property, systems and databases to implement the initiatives within Ōtaki. With strong connections with local colleges including Te Kura Kaupapa Māori o Te Rito and Commercial Information who currently run some of their programmes. It will be a case of scaling up the offering of the existing programme with partners and broadening it to include tikanga principles and provide a specifically targeted place-based programme that has a fundamental wellbeing component in Ōtaki including a physical presence, partnerships and connection within the community.

Kāpiti Coast is within easy reach of the capital city, a higher proportion (46 percent) of our residents travel daily for work outside our district – a greater percentage than many other districts in the country. However, for rangatahi living in Ōtaki, there is very limited public transport. The train only runs between Waikanae and Wellington. There is only an infrequent bus service, which is another issue confronting Ōtaki rangatahi when looking for work.

Kāpiti Coast has pockets of wealth and pockets of deprivation. On the New Zealand Deprivation Index (NZ DEP - 2018), Ōtaki ranks as significantly deprived (9), while most of the semi-rural and rural areas in Kāpiti are among the least deprived in New Zealand (3,4).

The Kāpiti Coasts' not in education, employment or training (NEET) rate sits at 12.6% (2019) compared to the national average of 12.1 percent (2019). Approximately 60% of Kāpiti total NEETs as at May 2020 are in Ōtaki, of which approximately a third are young Māori. This is set to change significantly with the forecast unemployment



rate predicted to rise to 10-11% (infometrics) as we head into a recession, particularly impacting and affecting our rangatahi/young people and Māori. Currently, over 40 percent of Ministry of Social Development Jobseekers in Ōtaki are Māori.

The importance of rangatahi rebuilding and stimulating our current and future workforce is crucial when we have not only an aging workforce, but Kāpiti Coast has the second largest older persons' population (second to Thames/Coromandel). Looking at our population statistics it is evident that not only do we have a significant aging population, we have a large young person population, particularly young Māori. Though the overall performance of our young people through college is high, we have a significant number of rangatahi who are not engaged and a significant proportion of rangatahi with health issues.

Enabling our rangatahi to be equipped with the right holistic support and tools to encourage a positive pathway is the best outcome we can give a young person/rangatahi, whanau and community.

B) RATIONALE

What will be the additional impact/value achieved through HPR's involvement in this proposed activity? Briefly describe how this proposal is in addition to your existing work programmes (ie is not business as usual). How does this proposal relate to other initiatives?

This section should clearly and succinctly describe the need or opportunity that the proposal will address. Use evidence or data, where available, such as key learnings from earlier activities. How will the learnings contribute to achieve the expected results of this proposal? How was this need or opportunity identified?

The additional impact achieved through HPR's involvement in this programme will a necessary extension of Work Ready Kāpiti's (WRK) existing programmes to have a primary focus on rangatahi wellbeing.

This will also see the formation of a partnership in a localised area - Ōtaki which in turn will enable greater sustainable and connected outcomes for the community and wider district. It allows for a much needed wrap around service to enable a more holistic approach to supporting our rangatahi to get on a positive and sustainable pathway to wellbeing, getting work ready and for some, employment and the necessary ongoing pastoral care for

Commercial Information

Speaking with colleges, particularly Commercial Information' principal, there is great need for more intervention by way of health services and pastoral care to better support and enable our rangatahi to get on a pathway that encourages positive wellbeing and a desire and confidence to work. We need to normalise the importance of mental health and wellbeing for all, work smartly to remove the stigma.

Commercial Information has Comme students of which Comin percent are Māori. The following data looks at Ōtaki Colleges mental health interventions (referrals) over the last 3-years (2017-2019).

YEAR	Total No. of referrals	% of total students (499)	Referral % Māori	Referral % NZ Euro	*High Risk Referrals % Māori	*High Risk Referrals % NZ Euro	*Med Risk Referrals % Māori	*Med Risk Referrals % other
2017	<small>Comme</small>	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %
2018	<small>Comme</small>	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %
2019	<small>Comme</small>	<small>Comin</small> %	<small>Comin</small> %	<small>Comin</small> %	n/a	n/a	n/a	n/a

- Risk assessments were carried out in 2017 following a suicide and again in 2018 following another suicide.

When a young person is assessed they are then categorised based on the level of support or intervention that is required. These levels are outlined below:



High Risk referrals	Mid Central District Health - Child, Adolescent and Family Mental Health & Co Existing Disorder Service or youth court – based in Levin.
Medium risk	Primary Health Organisation - counselling within the Ōtaki medical centre. Kāpiti Youth Services (KYS) provide counselling weekly at the college and run screening every year. KYS is based in Paraparaumu.
Low risk	Guidance Counsellor within the College

Commercial Information has been proactively focussed on better mental wellbeing support for their students, with students actively involved, working as role models, talking about it more openly. However, that does not address the need for more community based health services to meet community need.

Drug testing and education is a core component and will be a compulsory requirement of working in some industries such as construction and **Commercial Information**. Drug education and testing adds immense value to showing our employer partners that our rangatahi are work ready and understand the implications to employment when using drugs. This will be a valuable addition to the programme which will help towards building trust, providing education around the importance of being and staying drug free and a strong partnership with our potential employers.

Ōtaki has a strong sense of whanau and has the largest speaking Te Reo population in the country. Better results will be achieved with a physical presence, partnerships and connections within the community.

(200 word summary)

C) PURPOSE AND DESCRIPTION

This section should clearly and succinctly describe what the proposal will deliver

C.1 Goal

What is the overall aspirational goal of this proposal?

Ka Hao te Rangatahi is embedded and supported by businesses and the community of Ōtaki as a positive, holistic and enabling programme to rangatahi/young people's wellbeing and employment prospects. This will reflect in NEET's and the wellbeing of our rangatahi improving.

C.2 Description of activities and why He Poutama Rangatahi funding is needed

Describe your proposed activities, what you propose they will achieve and how they lead to sustained employment (please include a delivery timeline outlining relevant milestones).

Programme activities:

A powhiri at the Marae in Ōtaki for each intake will be an essential component to introduce the programme and become familiar with the marae setting and protocols, to properly introduce ourselves to each other through the formal process and to establish goals.

We understand that do good approaches are rarely what is needed and inevitably lead to negative unexpected consequences, therefore we want to include those most affected by these proposed programmes as primary participatory collaborators and anticipate that by doing this in a culturally



embrative setting will honour our relationships and set the scene early, establishing tikanga and identifying key risks and vulnerabilities through whananugatanga.

Work Ready Passport - The Passport works through an array of topics, allowing strengths to be identified and evidence of skills and experience to be provided. The 10 employer work ready skills covered are:

- Life skills
- Communication
- Academic achievement
- Financial literacy
- C.V. and cover letter preparation
- Drug free
- Work experience
- Kotahitanga - teamwork
- Understanding workplace health and safety
- Restricted drivers licence

- Work Experience – gives rangatahi confidence and the opportunity to showcase all that they have learned throughout the training programme and apply it with a view to potentially securing a job.
- Industry specific training – gives rangatahi specific knowledge and guidance to what the industry is about, types of work and opportunities, H&S etc. This enables a young person to be better prepared when entering work experience or interview training with potential employers.
- Soft skills – built into the Work Ready Passport and sector specific training but will also be covered separately.
- Pastoral care – rangatahi/employers – this programme will be delivered for the purpose of providing wrap around 1:1 support including coaching, mentoring, care and communication to both rangatahi (Commercial Information) and employers (Commercial Information). This ensures needs are being met and both parties feel engaged, understood and supported.
- Mental Health support/services - through the welling component of this programme, mental health support/services providers will be linked to the overall pastoral care programme to provide specialist support to encourage a positive pathway through to and including in employment if applicable.
- Full time employment (FTE) – we will work with our employers and young people to ensure as many rangatahi have the opportunity to gain work experience, and for those that are ready, the option of fulltime employment.
- Apprenticeships – apprenticeship opportunities will be identified with industry/businesses.
- Drug education and testing – a core requirement of entering the workforce in Construction/Infrastructure and working for (Commercial Information) Built into Work Ready Passport but will also have TDDA deliver training. TDDA will also carry out necessary testing.



Timeline

- **Programme launch:** Commercial Information (social media/communications release/recruitment underway)
- **First intake underway** Commercial Information – Marae welcome and induction
- **First intake runs:** Commercial Information – Commercial Information

C.3 Target Groups

This is a programme that will work with Commercial Information rangatahi over Commercial Information, of which **approximately 75% will be NEET**.

Those that are not identified as NEET but are rangatahi who need greater support than others, such as those who are considering leaving school and potentially NEET, have health barriers or have been negatively impacted by COVID-19 will be considered for the programme, if there is availability in an intake.

MSD along with Te Puna Oranga o Ōtaki will work with Work Ready Kāpiti to reach out and connect with NEETs. Work Ready Kāpiti already has established relationships with the colleges in Ōtaki and will work with partners to recruit rangatahi onto the programme. A website with social media channels will be launched along with supporting marketing collateral that will be utilised by all partners for their various channels.

Rangatahi

Which grouping(s) of rangatahi (e.g. age, ethnicity, young parents, disability etc) is your proposal targeting, and what makes them 'most at risk of long term unemployment'? Please indicate how many women will be targeted.

Rangatahi that are 15-24 years with a primary focus on Māori that are NEET. We will also consider rangatahi leaving secondary school that are potential NEET or have other health needs.

Young women will be encouraged as much as young men to join the programme. We are a gender-neutral operation with opportunities for all youth regardless of gender or nationality.

Employers

Which employers (e.g. sectors) are you targeting, and why are you targeting them?

Kāpiti Coasts' largest sectors that employ a majority of our local people and have a large number of employment pathways that will need to be stimulated and supported greatly, particularly through the recovery phase of Covid19. Also local businesses in the Ōtaki community along with our large sectors also offer the important opportunity of work experience, which is important to growing confidence and having a sense of responsibility and also gives young people/rangatahi exposure to different industries:

- Construction - numerous and varied pathway opportunities, primarily Civil and infrastructure. This is a key sector for Government to stimulate to get the economy going, keep jobs and create jobs, especially now there is financial support for taking on apprenticeships.
- Commercial Information – particularly linesmen, alarm technicians - numerous and varied pathway opportunities. An essential service industry and crucial to our economy.
- Aged Care/Health Support Services - numerous and varied pathway opportunities. A significant and growing sector for Kapiti Coast with our aging population. Not only an essential service sector it is also a high risk sector for Covid19 that will need greater and ongoing staff and skills.



- While these sectors are targeted we also acknowledge that our rangatahi, with the right support are architects of their own destiny and do not want to limit them to the above mentioned. Examples of national and international quality entrepreneurs are evident in Ōtaki and exposure to inspirational korero will also be included. Enabling rangatahi led aspirations is core to the success of this project.
- Having the opportunity to be on local marae is also going to provide rangatahi opportunities to learn tikanga Māori and foster a sense of belonging to a strong Māori community and the contributions the ART (Ātiawa, Raukawa, Toa) have made to the district.

Experience

Please detail any experience you have had in delivering 'employment ready' programmes

I (Privacy of natural persons) have previously developed and delivered an industry partnership employment programme for the Rodney Economic Development Trust in Auckland, funded and supported by Ministry of Social Development. It entailed a 6-week training programmes for both Construction/Manufacturing and Retail/Hospitality. The training was co-designed with industry partners, whom also participated in parts of the programme delivery. The training incorporated soft skills, industry specific training and how to get work ready. Obtaining a learner's drivers licence and passing a drug test – only applicable to the construction/manufacturing programme, were requirements of the programme and was built into the programme. All participants had 2-weeks work experience following completion of their training. They also undertook interview training with industry partners and had the opportunity to work with Dress for Success (charity organisation to help people get dressed/groomed for an interview) to get dressed appropriately for an interview. These were very successful programmes that had excellent participation and employment outcomes.

[Work Ready Kāpiti](#) (WRK) was established in response to feedback from the business community and was initially led by the Kāpiti Coast Chamber of Commerce and Kāpiti Coast District Council; it has strong roots within the business community. The business community felt youth weren't work ready when entering the workforce so WRK was established to put in place programmes to address this need and bridge the gap between education and employment.

WRK have now been successfully delivering their Kāpiti Work Ready Passport programme within the local colleges for three years and for the last two years have also been delivering WEX a work experience programme and along with regular #EmployerMeet events, as well as their Annual Awards which celebrates the graduates of the Passport and youth that have excelled in their other programmes throughout the year, as well as businesses and colleges that have been involved. WRK have seen great growth particularly over the last year since they have received funding from the Council to resource a Programme Coordinator. They have seen their employer engagement grow by over 100% and student involvement grow by a similar amount. They have strong relationships with Colleges, youth organisations, local businesses and Council and are an established initiative with three years' experience serving the local youth and business communities. Testimonials can be viewed at [Work Ready Kapiti - news](#).

C.4 Outcomes

What outcomes are expected to be delivered to rangatahi, employers and the broader community after, respectively, 6 months, 12 months and 18 months and beyond. *Outcomes are the short, medium, and long-term changes or effects*



that are intended as a result of this proposal? Please adjust the table below as required to include the expected outcomes for the full duration of the Project.

	Rangatahi	Employers	Community
6 months	<ul style="list-style-type: none"> • [Comm] receive wrap-around pastoral care for [Commercial Info] • [Comm] rangatahi complete and graduate with a Work Ready Passport • [Comm] rangatahi have completed at least two weeks of work experience • [Comm] rangatahi have passed their Learners Licence • [Comm] rangatahi have passed their Restricted Licence • [Comm] rangatahi are on a positive healthy pathway. • [Comm] rangatahi in an apprenticeship, employment or further training or education • Wrap around pastoral care is part of getting rangatahi on the right pathway. • Rangatahi are aware of the programme through local colleges and MSD will inform and connect with NEET's in the area. • Rangatahi are connecting via our website and social media platforms • KCDC Youth Council support and promote the programme. 	<ul style="list-style-type: none"> • [Commercial Info] programme plan underway • Industry leaders participate in mock interviews with rangatahi • Work experience opportunities are given to rangatahi • Talks are given with rangatahi about apprenticeship and job opportunities • Website – social media established to programme and industry/employer partners showcased. • Employers feel supported and communicated with by the programme team • Pastoral care programme is valued by employers 	<ul style="list-style-type: none"> • Community are aware of the programme, the partnership whom are delivering and supporting it and how they can be involved in it • Quarterly updates to Kāpiti Coast District Council and Te Whakaminenga o Kāpiti o Ōtaki, Ōtaki Community Board and Nga Hapu o Ōtaki • Monthly reporting to respective Boards. • Schools and kura feel connected, supported and engaged • Awareness and knowledge of wellbeing strategies that can be integrated into both the working and personal lives of rangatahi and employers. • Success is celebrated through the website and social media channels in the community, and through whanau kai gatherings.
12 months	<ul style="list-style-type: none"> • [Comm] receive wrap-around pastoral care for [Commercial Info] • [Comm] rangatahi complete and graduate with a Work Ready Passport • [Comm] rangatahi have completed at least two weeks of work experience 	<ul style="list-style-type: none"> • Industry leaders participate in mock interviews with rangatahi • Work experience opportunities are given to rangatahi • Talks are given with rangatahi about 	<ul style="list-style-type: none"> • Young people/Rangatahi Awards night at Marae • Celebrating success – social media, reporting, stories, community • Local businesses wanting to get on board



	<ul style="list-style-type: none"> • rangatahi have passed their Learners Licence • rangatahi have passed their Restricted Licence • rangatahi are on a positive healthy pathway. • rangatahi in an apprenticeship, employment or further training or education • Wrap around pastoral care is part of getting rangatahi on the right pathway. • Rangatahi are aware of the programme through local colleges, social media, community; and MSD with partners will inform and connect with NEET's in the area. • Rangatahi are connecting via our website and social media platforms 	<p>apprenticeship and job opportunities</p> <ul style="list-style-type: none"> • Website – social media established to programme and industry/employer partners showcased. • Employers feel supported and communicated with by the programme team • Pastoral care programme is valued by employers 	<p>and support the programme.</p> <ul style="list-style-type: none"> • Awareness and knowledge of wellbeing strategies that can be integrated into both the working and personal lives of rangatahi and employers. • Schools and kura feel connected, supported and engaged
<p>18 months</p>	<ul style="list-style-type: none"> • receive wrap-around pastoral care for • rangatahi complete and graduate with a Work Ready Passport • rangatahi have completed at least two weeks of work experience • rangatahi have passed their Learners Licence • rangatahi have passed their Restricted Licence • rangatahi are on a positive healthy pathway. • rangatahi in an apprenticeship, employment or further training or education • Wrap around pastoral care is part of getting rangatahi on the right pathway. • Rangatahi are aware of the programme through local colleges, social media and MSD with partners 	<ul style="list-style-type: none"> • Industry leaders participate in mock interviews with rangatahi • Work experience opportunities are given to rangatahi • Talks are given with rangatahi about apprenticeship and job opportunities • Website – social media established to programme and industry/employer partners showcased. • Employers feel supported and communicated with by the programme team • Pastoral care programme is valued by employers 	<ul style="list-style-type: none"> • Celebrating success – social media, reporting, stories, community • Local businesses wanting to get on board and support the programme. • Awareness and knowledge of wellbeing strategies that can be integrated into both the working and personal lives of rangatahi and employers. • Schools feel connected, supported and engaged



	<p>will inform and connect with NEET's in the area.</p> <ul style="list-style-type: none"> Rangatahi are connecting via our website and social media platforms 		
24 months	<ul style="list-style-type: none"> Comm receive wrap-around pastoral care for Commercial Info Comm rangatahi complete and graduate with a Work Ready Passport Comm rangatahi have completed at least two weeks of work experience Comm rangatahi have passed their Learners Licence Comm rangatahi have passed their Restricted Licence Comm rangatahi are on a positive healthy pathway. Comm rangatahi in an apprenticeship, employment or further training or education 	<ul style="list-style-type: none"> Commercial Info programme plan established and agreed by partners. Employers value the programme and want to be more involved. Employers support the Marae awards night Industry leaders participate in mock interviews with rangatahi Work experience opportunities are given to rangatahi Talks are given with rangatahi about apprenticeship and job opportunities Website – social media established to programme and industry/employer partners showcased. Employers feel supported and communicated with by the programme team Pastoral care programme is valued by employers 	<ul style="list-style-type: none"> Young people/Rangatahi Awards night at Marae Celebrating success – social media, reporting, stories, iwi and community Local businesses wanting to get on board and support the programme. Awareness and knowledge of wellbeing strategies that can be integrated into both the working and personal lives of rangatahi and employers. Schools feel connected, supported and engaged Programme is well established in Ōtaki with great uptake by rangatahi/young people.

C.5 Outputs

What outputs does the proposal expect to achieve (*outputs are the products, goods and services for example driver licences or training qualifications, that may also be delivered to achieved the outcomes*).

- Comm learner licences achieved
- Comm restricted licences achieved
- Comm work ready booklets completed
- Comm drug tests undertaken, Comm passed
- Comm referrals to health services

C.6 Expected Results



What are the expected measures of success for your proposal (to the extent that these can be predicted)?

- **An improvement in NEETs (*will be harder to measure with Covid19 full impact unknown)**
- **Comm% of young people/rangatahi are work ready**
- **Comm% young people/rangatahi are in sustainable employment/apprenticeships**
- **Comm% young people/rangatahi are on a positive pathway to well-being**

C.7 Expected indicators for rangatahi and employers

This sections should include the expected indicators for, respectively, each half-year/six-month period of the Project.

Please adjust the table below as required to include the expected indicators for the full duration of the Project.

Numbers of Rangatahi	Commercial Information	Commercial Information	Commercial Information	Commercial Information
Enrolled in the programme and committed to the kaupapa	Comm	Comm	Comm	Comm
Work Ready Passport completed	Comm	Comm	Comm	Comm
Learners licence completed	Comm	Comm	Comm	Comm
Restrict licence completed	Comm	Comm	Comm	Comm
Work Experience completed	Comm	Comm	Comm	Comm
Mental health support referrals	Comm	Comm	Comm	Comm
Pastoral care carried out	Comm	Comm	Comm	Comm
Job, apprenticeship or training	Comm	Comm	Comm	Comm
Numbers of Employers	Commercial Information	Commercial Information	Commercial Information	Commercial Information
Employers offering work experience	Comm	Comm	Comm	Comm
Employers involved in mock interviewing	Comm	Comm	Comm	Comm
Employers part of pastoral care programme	Comm	Comm	Comm	Comm

D) ROLES AND RESPONSIBILITIES

This section should outline each organisation who will be involved in the design and implementation of this proposal and why

Name of organisation(s)	Kāpiti Coast District Council
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Roles and responsibilities (please attach a list of Trustees or Directors if appropriate)	Kāpiti Coast District Council - Economic Development team will be responsible for overall Programme Management.
Skills and resources	Established relationships with colleges, businesses, Government agencies and Chamber of Commerce. This programme is supported by Council's Youth Council and Connected Communities team. Councils Economic Development team has skills pertaining to employment programmes, economic data, social media channels and communication.
Capacity and experience in providing this type of service	Capacity will be made in the team to fulfil this role. The Council's Economic Development team has had experience in developing and running employment programmes working in partnership with industry and Ministry of Social Development.
Current activities in other sectors (e.g. other business, sporting, community activities which are not the subject of this application)	Council's Economic Development team supports the Pop Up Business School, Tech Start-up Weekend, we run the Major Events Programme, develop the Economic Development Strategy 2020-2023, write PGF applications a business newsletter; business development and growth, Destination and Workforce Planning. We also work across the Council supporting other team's initiatives and projects.
Governance Structure(s) (include organisational chart(s) if available)	Mayor Guru and elected members
Declaration of Interests Please include any actual, potential or perceived conflict of interest that the Applicant(s) or any key personnel have in relation to this proposal ¹	None
Enforcement Action Have you, your company/trust, or one of your partner organisations been subject to any regulatory enforcement action, such as a prohibition notice, enforceable undertaking etc.	<i>If yes please provide details</i> No
Additional value each organisation will add to this activity	Council's Connected Communities team works with charitable, not for profit and volunteer organisations. They fund one of Kāpiti Youth Services (KYS) programmes, Zeal (runs youth training programmes) and is involved on the ground with communities, schools and whanau.
Joint applications: If this is a joint application, briefly describe the nature of the arrangement between the organisations involved (e.g. a formal partnership, a joint venture, through a memorandum of agreement or understanding). <i>A joint application is where two or more New Zealand based organisations are planning to partner, either formally or informally, to deliver an activity through HPR.</i>	
Kāpiti Coast District Council will contract Work Ready Kāpiti (WRK) to manage and deliver the programme. A Memorandum of Understanding between WRK and partners (MSD, Te Puna Oranga o Kāpiti) will be documented. WRK will report to the Kāpiti Coast District Council – Economic Development team and their respective Board.	

¹ Note: Declaring interests does not necessarily mean that there is an actual conflict or that someone has done something wrong; interests need to be identified so that any actual conflict can be identified and appropriately managed. Go to <https://www.oag.govt.nz/2007/conflicts-public-entities> for more information.



Name of organisation(s)	Work Ready Kāpiti
Roles and responsibilities (please attach a list of Trustees or Directors if appropriate)	<p>The Trustees provide governance and they are: Bryan Gundersen (Chair) Carole Jowett (Treasurer) Tracy Nyhan (Kiwibank) Ruth Surrey (Goodmans) Hamish Wood (Ōtaki College) Rudy van Vlerken (Pzazz Building)</p> <p>Operations are provided by: Programme Manager – Charlotte Tollervey of PomPom Events & Marketing Marketing Coordinator – <small>Privacy of natural persons</small> Photographer – Jorden Young Videographer – <small>Privacy of natural perso</small></p>
Skills and resources	<p>Access to the business community – via Trustees, database and established sponsor and programme participant relationships. Strong connections with four local colleges – already in working relationships with these.</p> <p>Connections with other key local organisations such as youth organisations, <small>Commercial Informatio Commercial</small> and Council.</p> <p>Marketing Coordinator – with experience in social media, online, media management, communications, EDMs and radio.</p> <p>Photographer Videographer Programme Manager – with experience running #EmployerMeet events, coordinating the work experience programme and operating the Passport programme.</p>
Capacity and experience in providing this type of service	<p>Three years' experience serving the Kāpiti community and providing programmes to support youth in getting work ready.</p> <p>Experience running three of the core programmes required for this wrap around programme: Work experience #EmployerMeets Work ready passport workbook.</p> <p>An experienced Programme Manager with the capacity to manage the delivery of these programmes within Ōtaki.</p>
Current activities in other sectors (e.g. other business, sporting, community activities which are not the subject of this application)	<p>Work Ready Kāpiti's focus is on supporting youth into finding meaningful and sustainable work that is their sole purpose. They do deliver these programmes across the region at present in Paraparaumu, Raumati and Ōtaki.</p>
Governance Structure(s) (include organisational chart(s) if available)	<p>Under its Trust Deed, Work Ready Kāpiti is governed by a Board of Trustees (the current Trustees are set out above). They provide general governance and supervision of all operations. They are supported by an Employers Advisory Group (comprised of some Trustees and Kāpiti employers) to provide advice and liaise with</p>



	employers generally. They are also supported by the KCDC Youth Council.
Declaration of Interests Please include any actual, potential or perceived conflict of interest that the Applicant(s) or any key personnel have in relation to this proposal ²	None
Enforcement Action Have you, your company/trust, or one of your partner organisations been subject to any regulatory enforcement action, such as a prohibition notice, enforceable undertaking etc.	<i>If yes please provide details</i> No
Additional value each organisation will add to this activity	Established connections with local colleges, businesses and youth organisations. Experience running three of the core programmes required.
Joint applications: If this is a joint application, briefly describe the nature of the arrangement between the organisations involved (e.g. a formal partnership, a joint venture, through a memorandum of agreement or understanding). <i>A joint application is where two or more New Zealand based organisations are planning to partner, either formally or informally, to deliver an activity through HPR.</i>	
Kāpiti Coast District Council will contract Work Ready Kāpiti (WRK) to manage and deliver the programme. A Memorandum of Understanding between WRK and partners (MSD, Te Puna Oranga o Kāpiti) will be documented. WRK will report to the Kāpiti Coast District Council – Economic Development team and their respective Board.	
Name of organisation(s)	Te Puna Oranga o Ōtaki
Roles and responsibilities (please attach a list of Trustees or Directors if appropriate)	The Trustees provide governance and they are: <ul style="list-style-type: none"> • Kiwa Raureti (Chair) General Manager Ōtaki Medical Centre • Privacy of natural persons Think Hauora • Privacy of natural persons Raukawa Whanau Ora • Privacy of natural persons Community rep) • Privacy of natural persons (Community rep) clinical services • Youth representation – <p>Operations are provided as and when needed by various members of the community. We have strong working relationships and are active with providers which include but are not limited to; Commercial Information</p>

² Note: Declaring interests does not necessarily mean that there is an actual conflict or that someone has done something wrong; interests need to be identified so that any actual conflict can be identified and appropriately managed. Go to <https://www.oag.govt.nz/2007/conflicts-public-entities> for more information.



	<p>Commercial Information</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> • Culturally appropriate services are at the forefront of what we provide and how we provide them. • Our marae is our principal home and our people are our wealth.
Skills and resources	<ul style="list-style-type: none"> • We have a strong track-record with a dedicated board who offer a new horizon of opportunity resulting from their combined successes and commitment to the whanau of Ōtaki based in Hauora. The focus for TPOoO is on continuing to provide strong leadership towards a holistic health community and in doing so, bring new resources in that enable us to support the right people at the appropriate time to do the work needed to carry out our vision. • Although the Ōtaki community is small and organisations operate with their own rangatanga (self determination) we all pull our resources together for kotahitanga (unity) when needed.
Capacity and experience in providing this type of service	Our combined knowledge and extensive multiple hat wearing roles put us in the ideal position to partner in this project. We are community aware, community driven and are capable of delivering to our people for our people, by our people.
Current activities in other sectors (e.g. other business, sporting, community activities which are not the subject of this application)	
Governance Structure(s) (include organisational chart(s) if available)	
Declaration of Interests Please include any actual, potential or perceived conflict of interest that the Applicant(s) or any key personnel have in relation to this proposal ^[1]	None
Enforcement Action Have you, your company/trust, or one of	If yes please provide details

^[1] Note: Declaring interests does not necessarily mean that there is an actual conflict or that someone has done something wrong; interests need to be identified so that any actual conflict can be identified and appropriately managed. Go to <https://www.oag.govt.nz/2007/conflicts-public-entities> for more information.



your partner organisations been subject to any regulatory enforcement action, such as a prohibition notice, enforceable undertaking etc.	No
Additional value each organisation will add to this activity	<ul style="list-style-type: none"> The practices of TPOoO are tangible, successful examples of how together, community are leading positive and impactful changes to their whanau by , achieving better outcomes and raising the overall health and wellbeing of our community through appropriate and accessible health care that is always tikanga centred and Māori driven

E) ASSUMPTIONS AND RISKS

E.1 Assumptions

Describe any key assumptions you have made when developing the expected outcomes (e.g.; what are the context or delivery assumptions you have made that success depends on).

The full extent of Covid19 is yet to be understood and reflected in our district's economy. This means, we are not sure of the extent of impact there will be on industry/business or young people/rangatahi over the next 2-years. Impact from Covid19 could create issues for businesses to offer employment or work experience if they are financially impacted by Covid19. For young people/rangatahi a pathway opportunity to employment may be challenging and other opportunities of further education or training would need to be considered. The industry partners we have through Work Ready Kāpiti and Commercial Info are fully committed to this programme and offering work experience and employment opportunities.

E.2 Risks

What are the key risks you perceive and how will you manage these risks? (Please ensure you update and advise MBIE of any new risks if and as they emerge).

Provide an explanation of/reference to any documents or methods used to determine and assess risks, e.g. feasibility studies, economic/risk evaluations etc.

Risk	Responsible party	Risk treatment / Mitigation
Impact of Covid19 on rangatahi	Programme delivery team	<ul style="list-style-type: none"> Working with our partners, colleges and kura will help to ensure we keep across any impact of Covid19 on our rangatahi and to ensure the right support is activated where necessary. The pastoral care aspect of the programme will ensure help and support is put in place for our rangatahi.
Impact to business – Covid19	Programme delivery team	<ul style="list-style-type: none"> KCDC Economic Development team will provide economic impact updates regularly, particularly through the recovery phase of Covid19.



Risk	Responsible party	Risk treatment / Mitigation
		<ul style="list-style-type: none"> Programme Delivery Manager to raise with their respective Boards and Kāpiti Coast District Council, Economic Development team – Programme Manager

F) FUNDING

Please identify your cost/benefit breakdown across the requested funding period you are applying for.

F.1 Total funding request, by Financial Year (1 July to 30 June)

Please also attach a full breakdown (e.g. excel spreadsheet). This may include a full payment schedule proposal to reflect the respective funding requirements for the Project.

	Commercial Information	Commercial Information	Commercial Information	TOTAL
Total funding request	\$	\$ Commercial Info	\$ Commercial Inform	\$ Commercial Infor

F.2 Funding breakdown

Please break down your funding request above into relevant areas of spending

Please adjust the table below as required to include all expected costs for the full duration of the Project. If applicable, please indicate where HPR funding will be spent and which costs will be funded by other sources. Please also include the details of the respective source of co-funding.

	Commercial Information	Commercial Information	Commercial Information	TOTAL
Administrative costs	\$	\$ Commercial Info	\$ Commercial Info	\$ Commercial Inform
HR costs	\$	\$ Commercial Inform	\$ Commercial Inform	\$ Commercial Inform
Programme costs	\$	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info
Capital expenditure	\$	-	-	-
Other costs	\$	-	-	-

F.3 Funding rationale

Please break down your funding request above

Administrative costs	Costs:	Year 1	Year 2	Total
	Rent	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info



	Advertising	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info
	Insurance	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info
	Office furniture and supplies	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info
HR costs	ROLES:	Commercial Info	Commercial Info	Total
	WORK READY KAPITI – PROGRAMME MANAGER IS RESPONSIBLE FOR STAFFING INCLUDING *CONTRACT PROVIDERS AND REPORTING	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info
	STAFFING: WORK READY KAPITI AND TE PUNA ORANGA O OTAKI <ul style="list-style-type: none">PROGRAMME DELIVERY MGR – (30HRS)PASTORAL CARE DELIVERY LEAD – (30HRS)COORDINATORS – FULLTIME	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info
	CONTRACT PROVIDERS (EX GST):	\$ Commercial Information	\$ Commercial Information	\$ Commercial Information
	Training providers	\$ Commercial Information	\$ Commercial Information	\$ Commercial Information
	Pastoral care providers	\$ Commercial Information	\$ Commercial Information	\$ Commercial Information
	The Drug Detection Agency (TDDA): <ul style="list-style-type: none">TRAINING/EDUCATIONTESTING	\$ Commercial Information	\$ Commercial Information	\$ Commercial Information
	Driver training school: <ul style="list-style-type: none">\$ Commercial Info PER LESSON X Commercial Info LESSONS PER PERSON	\$ Commercial Information	\$ Commercial Information	\$ Commercial Information



	AA – licencing: <ul style="list-style-type: none"> • LEARNERS • RESTRICTED 	\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa
		\$ Commercial Informa	\$ Commercial Informa	\$ Commercial Informa
Programme costs	Marketing Comm’s social media, website	\$ Commercial Info	\$ Commercial Info	\$ Commercial Info
		\$ Commercial Info	\$ Commercial Info	\$ Commercial Info
		\$ Commercial Info	\$ Commercial Info	\$ Commercial Info
Capital expenditure	n/a			
Other costs	n/a			

Are you currently funded for any parts of this work? If so, who by, and why do you need HPR funding?

NO

Have you approached any other funding providers for this programme? If Yes, please disclose details (including organisation details, total funding sought from each source, budget request rationale and covered areas of spending, request status, etc.). *(please note your application will be shared with other government funders and relevant agencies for their feedback)*

NO

G) SERVICES TO CHILDREN

Will you be delivering service to children and young people under the age of 18? – **YES/NO**

If Yes, please provide a copy of your Child Protection Policy/ies *(please note your application will be shared with other relevant government agencies)*.

Child protection policies must be, at a minimum:

- Written
- Contain provisions on the identification and reporting of child abuse and neglect.

• Work Ready Kāpiti has a Child Protection Policy – attached to this application
 Withheld in Full Due to Commercial Sensitivity



Have all staff involved in the delivery of services to children been vetted by NZ Police?

YES/NO

H) SUPPORTING DOCUMENTS

Attach any supporting documents. This could include evidence of endorsement by the regional lead or regional governance body, governance documents, designs/concept developments, feasibility studies, registration with the Police Licensing and Vetting Service, staff codes of behaviour, child protection policies economic or risk evaluations or any document which supports assumptions, measurements or judgements made in the business case. Please list these in order below, and reference each document. **All Letters of Support Withheld in Full Due to Commercial Sensitivity**

	Document (title)	Purpose
1	Letter of Support – Commercial Information	Support the application
2	Letter of Support – Commercial Information	Support the application and we understand the need for greater holistic support for our rangatahi to encourage a positive pathway and wellbeing.
3	Letter of Support – Commercial Information	Support of the application
4	Letter of Support – Commercial Information	Support of the application and an in depth understanding to the need for this type of placed based rangatahi programme.
5	Letter of Support – Commercial Information	A key delivery partner to this application
6	Letter of Support - Commercial Info	A key supporter to the need for this application
	Letter of Support - Commercial	To support the need for a place based initiative in Ōtaki to better support the young people/rangatahi through pathways to employment and wellbeing. RECEIVED
7	Letter of Support – Commercial Information	As a locally owned and operated business in the community we understand the importance of supporting our future workforce and rangatahi wellbeing.
8	Letter of Support - Commercial Information	Support of the application
	Child Protection Policy - WRK	A requirement to delivering a youth related programme
	Registration with the Police Licensing and Vetting Service -WRK	A requirement to delivering a youth related programme
9		
10		

G) DECLARATION

I certify that:

- a) To the best of my knowledge, the information contained in this proposal is true and accurate;



- b) Our organisation is aware of and complies with the relevant legislative requirements to provide the services provided, in particular (but not limited to) under the Vulnerable Children Act 2014, Privacy Act 1993, and Health and Safety at Work Act 2015;
- c) All sections of the application form have been completed;
- d) All supporting documentation required has been attached; and
- e) I have the authority of my organisation to sign this declaration and provide the required information.

In signing this Declaration, I understand that:

- f) There is no guarantee that my organisation will be successful in securing He Poutama Rangatahi funding;
- g) The He Poutama Rangatahi team may collect information about my organisation from any third party in respect of this application;
- h) If the proposal is successful, the name of my organisation, the purpose of the investment and the MBIE investment amount will be made available as part of MBIE accountability for public funds;
- i) I (the applicant) along with the target group and beneficiaries of the proposed project may be required to participate in an evaluation of the project.

Signed: _____

Designation: _____

[To be signed by an authorised signatory]

Date: _____



Appendix 1 – Terms and Conditions of this Application

General

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

The He Poutama Rangatahi 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 HPR application and assessment process on its behalf including Regional Governance Groups, 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, 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.

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 HPR 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, 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 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 HPR 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.