



**PROVINCIAL GROWTH FUND: SKILLS
AND EMPLOYMENT (TE ARA MAHI)
FUNDING AGREEMENT**

BETWEEN

**MINISTRY OF BUSINESS,
INNOVATION AND EMPLOYMENT**

AND

**WHANGAREI AGRICULTURAL AND PASTORAL
SOCIETY**

FOR

**WHANGAREI A&P SOCIETY FARM INTERNSHIP
PROGRAMME**

PART 1: KEY DETAILS

1	<p>Parties</p> <p>MINISTRY The Sovereign in right of New Zealand, acting by and through the Chief Executive of the Ministry of Business, Innovation and Employment (Ministry)</p> <p>RECIPIENT Whangarei Agricultural and Pastoral Society, registered number CC27110, being a registered charity having its registered offices at 127 Bank Street, Whangarei, 110 (Recipient or WAP)</p>
2	<p>Funding Start Date</p> <p>Commercial Information</p>
3	<p>End Date</p> <p>Commercial Information</p>
4	<p>Background</p> <p>Through the Provincial Development Unit (PDU), the Ministry is responsible for administering the Provincial Growth Fund (PGF), which aims to lift productivity potential in New Zealand’s provinces.</p> <p>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 PDU.</p> <p>TAM focuses on the provision of a range of different employment and upskilling related support with the aim of getting local people into sustained local employment.</p> <p>The Recipient is a Registered Charity that works actively within the Agriculture and Pastoral industries in Whangarei connecting urban to rural communities, building strong relationships to ensure one of Northlands largest industries thrives.</p> <p>The Recipient has sought a funding contribution from the Ministry for the purposes of the Project described below. The Ministry has agreed to contribute funding on the terms and conditions of this Agreement (Agreement).</p> <p>Key details of this Agreement are set out in this Part 1. The full terms and conditions are set out in Part 2. Defined terms and rules of interpretation are set out in Part 3.</p>
5	<p>Conditions Precedent</p> <p>No Funding is payable under this Agreement until the Ministry has confirmed to the Recipient in writing that it has received, and found, in its sole discretion, to be satisfactory to it in form and substance, the following documents and evidence:</p> <ul style="list-style-type: none"> - A copy of the Recipient’s constitution. - A copy of a resolution of the Board of the Recipient: <ul style="list-style-type: none"> o Approving the terms of, and the transactions contemplated by, the Project and this Agreement; o Authorising a specified person or persons to execute this Agreement on behalf of the Recipient; and o In the case of the Recipient only, authorising a specified person or persons, on its behalf, to sign and/or despatch all documents

	<p>and notices (including, if relevant, any Payment Request) to be signed and/or despatched by it under or in connection with this Agreement to which it is a party.</p> <ul style="list-style-type: none"> - Confirmation from the Ministry (in its sole discretion) that it has completed satisfactory due diligence on the Recipient. - A funds flow statement/model and budget setting out the funding and application of funds in relation to the Project and the financing thereof, including all fees, costs and expenses (including taxes) in connection with the same. - Confirmation that <small>Commercial Inform</small> co-funding has been secured. - Confirmation from the Ministry (in its sole discretion) that the Recipient has demonstrated sufficient commercial governance expertise in place for the Project. - Evidence that the Recipient has adopted a child protection policy as required under the Children's Act 2014.
<p>6 Project</p>	<p>The Recipient in partnership with <small>Commercial Information</small> and host farmers will deliver a farm based internship programme across the Northland region. <small>Commerc</small> are a Private Training Establishment holding consent to assess Level 3 and Level 4 Certificate in Agriculture programme.</p> <p>The Recipient will recruit Rangatahi between the ages of 16-24 from across the Tai Tokerau region. The Recipient will undertake a selection process with <small>Commerc</small> and the host farmers as appropriate.</p> <p>The programme will deliver Level 3 Certificates in Agriculture to Rangatahi. The weekly structure of the programme will consist of:</p> <ul style="list-style-type: none"> • Up to 32 hours per week of on-farm delivery, with skills assessments completed by <small>Commerc</small> in the work environment. • An additional 8hrs per week of classroom based training delivered by <small>Commercia</small> <p>The programme offers the opportunity to train Rangatahi with a grounded agricultural industry understanding, increasing Northlands wider Agriculture capabilities. The programme will also include intensive pastoral care to address some of the specific challenges which are faced by this target group.</p> <p>On completion of interns Level 3 Certificate (expected to take approximately one year), the Recipient will support their transition into paid employment with progression to and completion of their Level 4 Certificate in Agriculture, if they decide to do so.</p> <p>Pastoral Care Support through the first year training and transition into employment paired with training environment or until the intern has completed their Level 4 Certificate in Agriculture, whichever is the latter, is the responsibility of the Recipient.</p> <p>Pastoral care support for those exiting the programme without completion will have a supported transition into to further training, part-time/full-time employment and/or a combination of the two with period of supported set with joint decision with TAM Regional Lead.</p>

	<p>The expected outcomes of the Project include:</p> <ul style="list-style-type: none"> - Contribute towards increased economic activity in the regions; - Contribute towards increased productivity in the workplace; - Sustainable employment opportunities for domestic workers; - To help fill labour shortages by increasing the attractiveness of the industry with an emphasis on providing a career pathway; - Contribute to the development of a fit for purpose workforce which meets industry requirements; - Stronger connection to local famers and employers in the region; and - Contribute to a skilled and sustainable workforce to meet the technological and projected growth in the industry. <p>The expected direct training and employment benefits of the Project include:</p> <ul style="list-style-type: none"> - Employment of ^{Commer} staff members directly with Recipient to fill Administration and pastoral care supports positions; - ^{Comm} new interns completed Level 3 Certificate in Agriculture ^{Comm} new interns completed Level 4 Certificate in Agriculture through to the conclusion of the ^{Commercial Info} funding period (cohorts of ^{Commercial Inf} each year for ^{Com} years); and - At least ^{Comm} people expected to attain employment at the completion of programme. <p>The Project (including roles and responsibilities) is further described in Appendix One of this Agreement.</p>								
<p>7 Project Deliverables and Instalments</p>	<p>The Recipient is to complete the following Deliverables for the Project to the satisfaction of the Ministry by the following dates:</p> <table border="1" data-bbox="481 1424 1476 2000"> <thead> <tr> <th data-bbox="481 1424 715 1713">Due Date</th> <th data-bbox="715 1424 1021 1713">Project Deliverable</th> <th data-bbox="1021 1424 1230 1713">Co-funding amount required before Ministry funding payable (plus GST, if any)</th> <th data-bbox="1230 1424 1476 1713">Instalment payable (plus GST, if any)</th> </tr> </thead> <tbody> <tr> <td data-bbox="481 1713 715 2000">Commencement Date</td> <td data-bbox="715 1713 1021 2000"> Funding Agreement executed by both Parties, and upon receipt of an invoice. The Recipient notifies the Ministry that it has adopted a child protection policy as </td> <td data-bbox="1021 1713 1230 2000">N/A</td> <td data-bbox="1230 1713 1476 2000">\$^{Commercial Informat}</td> </tr> </tbody> </table>	Due Date	Project Deliverable	Co-funding amount required before Ministry funding payable (plus GST, if any)	Instalment payable (plus GST, if any)	Commencement Date	Funding Agreement executed by both Parties, and upon receipt of an invoice. The Recipient notifies the Ministry that it has adopted a child protection policy as	N/A	\$ ^{Commercial Informat}
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		<p>required under the Children’s Act 2014.</p> <p>All Conditions Precedent are satisfied or waived by the Ministry (Item 5).</p>		
<p>Commercial Information</p>		<p>The Ministry is satisfied with the progress of the Project; the Recipient is meeting all of its obligations under this Agreement including as follows:</p> <ul style="list-style-type: none"> - A six monthly report is provided to the Ministry 	<p>Confirmation of co-funding contribution</p> <p>Commercial Information</p> <p>_____)</p> <p>Commercial Information</p>	<p>Commercial Information</p>
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<p>Commercial Information</p> <p>[Redacted]</p>	<p>Stop/Go</p> <p>Evaluation by the Ministry of effectiveness of the first two years of the programme in accordance with clause 14.</p> <p>Total instalments payable by the Ministry at this date is up to a maximum of Commercial Information plus GST (if any).</p>		<p>Commercial Information</p> <p>[Redacted]</p>
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		Project are provided to the Ministry.		
	Commercial Information [REDACTED]	Post-outcome report	N/A	\$ Commercial Information [REDACTED]
8	Key Personnel	Chris Mason, CEO of the Recipient.		
9	Approved Contractors	<p>All other contractors must be approved in writing by the Ministry while also fulfilling the below requirement:</p> <ol style="list-style-type: none"> 1. The Approved Contractors may only be used for, and instructed to, oversee and carryout tasks directly in connection with the Project, and may not be required to carry out other work for the Recipient unless approved by the Ministry in writing. 2. The Recipient must notify the Ministry promptly if any Approved Contractor(s) ceases to be contracted by the Recipient or their role is disestablished or otherwise ceases or is diminished. 3. The Ministry must be contacted, and may provide input into, any replacement contractor should any Approved Contractor(s) cease to be contracted (for whatsoever reason). 		
10	Funding	<p>The total Funding available under this Agreement is up to NZ\$1,433,535 plus GST (if any). This is the Total Maximum Amount Payable.</p> <p>The Funding will be paid in instalments subject to satisfactory completion of the relevant Project Deliverable (table item 7); receipt of a Payment Request in accordance with clause 1 of Part 2 and the terms and conditions of this Agreement.</p>		
11	Co-Funding	<p>The Recipient must show investment <small>Commercial Inform</small>, of following Co-Funding to be used for the Project:</p> <p>NZ\$<small>Commercial Informa</small> plus GST (if any) from the Recipient.</p>		
12	Reporting	<p>The Recipient will provide the Ministry with the following reports:</p> <ol style="list-style-type: none"> (a) Six monthly reports; (b) At least two case studies every 12 months of a regional person/people who have been supported by the Project (or following a reasonable request by the Ministry); and (c) A Post Contract Outcomes Report within six months of completion date. <p>Each six monthly report must include the following information:</p> <ol style="list-style-type: none"> (a) A 'dashboard' summary (trend, risk, overall health) of key project information such as, budget, scope, resourcing, schedule and benefits; (b) Confirmation that the Recipient is meeting the requirements of the Children's Act 2014 and the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015; (c) Confirmation that the Recipient is carrying out the necessary criminal 		

history checks of staff and host farmers;

- (d) A summary of expenditure to date, actual against budgeted (including any co-funding);
- (e) A summary of the deliverables and progress against these deliverables (see section 7 of this Agreement);
- (f) A summary of any major risks and/or issues arising or expected to arise with the Project, costs or performance of this Agreement; and
- (g) A summary of any other information that is notified by the Ministry in writing to the Recipient. Achievements for the reporting period including;
 - Information on the demographics, placements and upskilling into employment, through completing the provided template (Appendix)
 - An update the levels of stakeholder engagement register to the satisfaction of the Ministry
 - An update on those employers meeting the standards (as outlined on page 7 of the Application, see Appendix 2);
 - An update (by region) on the Direct Employment Benefits (as outlined on page 15, of the Application, see Appendix 2); and
 - Plans for the next report period.

Each case study must include:

- (a) A description of the local context and needs;
- (b) A description of service delivery activities;
- (c) Voices of the person/people as part of their movement along the Project; and
- (d) Achievements and learning

The Post Contract Outcome report must include the following information:

- (a) an analysis of how the Funding has enabled the Recipient to achieve the Key Objectives of the Project;
- (b) how the Funding has accelerated regional development through increasing the productivity potential of the regions and contributing to more and better paid jobs in the region;
- (c) the number of people who were trained and achieved Level 3 certificates as a result of the Project;
- (d) the number of people who were trained and achieved Level 4 certificates as a result of the Project;
- (e) the number of people who were obtained sustainable employment as a result of the Project; how the Project has enhanced wellbeing, within and/or between regions;
- (f) how the Project has increased social inclusion and participation;
- (g) how the Project has increased regional and national resilience;
- (h) how the project has ensured additionality by working with other agencies and service providers in the areas the Project was implemented into; and
- (i) any other information that is notified by the Ministry in writing to the

	<p>Recipient.</p> <p>The Recipient acknowledges that the Ministry is developing an evaluation framework for the Provincial Growth Fund and is likely to receive requests for additional information from the Ministry.</p>
13 Insurance	Refer to Part 2, section 3.16
14 Special Terms	<p>Performance Review</p> <ol style="list-style-type: none"> 1. Following the completion of Year 2 of the Project, the Ministry will undertake a full evaluation of the Recipient's performance, finances and the progress of the Project. The purpose of the evaluation is to ensure that the Recipient is meeting the Project Deliverables and the Project is realising the objectives of Provincial Growth Fund and to provide the Ministry certainty that the Project is on track and sustainable. 2. The Ministry may otherwise review the Recipient's performance in respect of this Funding Agreement within any period from the Commencement Date. 3. If the Ministry determines that the performance of the Recipient (and/or Approved Contractors) under this Agreement is not satisfactory, either: <ol style="list-style-type: none"> a. the Parties may agree to vary this Agreement, which will be recorded in accordance with Part 2; or b. the Ministry may terminate this Agreement on 30 days' written notice. <p>Nothing in this clause prevents the Ministry from withholding funding under clause 1.4 of Part 2 if it is not satisfied with progress of the Project.</p> <p>Commercial Governance Expertise</p> <ol style="list-style-type: none"> 3. The Recipient at all times shall be able to demonstrate commercial governance expertise in all aspects of the Project. 4. If the Ministry at any time is not satisfied with the Recipient's commercial governance expertise then the Recipient (at its own cost) shall arrange as soon as possible for third parties (as approved by the Ministry) to assist the Recipient in obtaining such expertise. <p>Children's Act 2014</p> <ol style="list-style-type: none"> 5. The Recipient confirms that it is aware of and will comply with its obligations under the Children Act's 2014 and the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015. 6. If, under current law, the Recipient will be providing "Children's Services" under the Children's Act 2014, the Recipient must comply with the following: <ol style="list-style-type: none"> i. The Recipient will maintain during the Term a child protection policy that accords with the requirements of section 19 of the Children's Act 2014 (Child Protection Policy); ii. If the Recipient does not have in place a Child Protection Policy at the Funding Start Date, it shall adopt one as soon as practicable, but in any event not later than three months after the Commencement Date; iii. The Recipient shall ensure its Child Protection Policy is reviewed on a regular basis so that at any time during the Term its Child Protection Policy has been reviewed within the last

	<p>three years; and</p> <ul style="list-style-type: none"> iv. All persons involved in the delivery or running of the services provided by the Recipient will be safety checked in accordance with Part 3 of the Children’s Act 2014. Failure to comply will constitute a breach under 6.3(d)(i) of the Agreement. v. The Recipient (after successful initial vetting) shall undertake ongoing police vetting reports on each employee at least every three years to ensure that they are able to continue to be involved in a position that requires the care and supervision of young people or young adults. <p>Criminal History Checks</p> <p>The Recipient must undertake initial and ongoing (at least once every three years) criminal history checks to ensure that no instructor or staff member is employed if they have a criminal conviction that would be inappropriate for a person working in their current role.</p> <p>Privacy of personal information</p> <p>7. The Recipient will collect, use, store and disclose personal information related to this Agreement in accordance with:</p> <ul style="list-style-type: none"> (a) the Privacy Act 1993; (b) any law that amends or overrides any of the Information Privacy Principles of the Privacy Act 1993 and that applies to the parties; and (c) any Code of Practice or Approved Information Sharing Agreement (as defined in the Privacy Act 1993) that amends or overrides any of the Information Privacy Principles of the Privacy Act 1993 and that applies to the parties. 	
15 Contact Person	<p>Ministry’s Contact Person:</p> <p>Name: Jo Littin</p> <p>Email: jo.littin@mbie.govt.nz</p> <p>PDUID:</p>	<p>Recipient’s Contact Person:</p> <p>Name: Chris Mason</p> <p>Email: Privacy of natural persons</p>
16 Address for Notices	<p>To the Ministry:</p> <p>15 Stout Street, PO Box 1473 Wellington 6140</p> <p>Attention: Provincial Development Unit</p> <p>Email: monitorpgf@mbie.govt.nz</p>	<p>To the Recipient:</p> <p>127 Bank Street Whangarei</p> <p>Attention: Chris Mason</p> <p>Email: Privacy of natural persons</p>
SIGNATURES	SIGNED for and on behalf of the SOVEREIGN IN RIGHT OF NEW ZEALAND	SIGNED for and on behalf of the RECIPIENT by the person named

	<p>by the person named below, being a person duly authorised to enter into obligations on behalf of the Ministry of Business, Innovation and Employment:</p> <hr/> <p>Name: Position: Date:</p>	<p>below, being a person duly authorised to enter into obligations on behalf of the Recipient:</p> <hr/> <p>Name: Position: Date:</p> <p><i>Each signatory warrants that they have the necessary authority to execute this Agreement for and on behalf of the Recipient, that collectively they are the only signatories needed for that purpose, and that all consents and approvals required under, and for the purposes of, its constitutive documents and the Charitable Trusts Act 1957 in connection with the entry into, execution and performance of this Agreement have been obtained and remain in full force and effect.</i></p>
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END OF PART 1

PART 2: GENERAL TERMS**1 FUNDING**

- 1.1 The Ministry will pay the Funding (up to the “Total Maximum Amount Payable” specified in the Key Details) to the Recipient, subject to the terms of this Agreement. The Recipient must use the Funding on Eligible Costs.
- 1.2 The Recipient must submit a Payment Request to monitorpgf@mbie.govt.nz and copying in the Ministry’s Contact Person in accordance with item 7 (Project Deliverables and Instalments) of the Key Details.
- 1.3 Each Payment Request is to be signed by the Chair of the Recipient and must be in the form set out in the Schedule and include the confirmations set out therein, and must include:
- (a) the amount of Funding requested, which must not exceed the Instalment set out in item 7 of the Key Details;
 - (b) a breakdown of total Eligible Costs incurred by the Recipient and confirmation that such costs are Eligible Costs for the purpose of this Agreement and have been paid or are currently due and payable (not required for any initial payment to be paid on the Commencement Date);
 - (c) copies of invoices received by the Recipient from third parties in relation to the Eligible Costs where those Eligible Costs are more than \$1,000 (on an individual basis or when grouped by supplier or subject matter) and statements and accounts showing the Eligible Costs incurred;
 - (d) if the Payment Request includes a GST component, contain a valid GST invoice complying with the Goods and Services Tax Act 1985;
 - (e) confirmation that no Termination Event is subsisting and that each of the warranties under clauses 3 and 7 of this Agreement are correct as at the date of the Payment Request; and
 - (f) contain any other information required by the Ministry.
- 1.4 The Ministry is not required to pay any Funding in respect of a Payment Request:
- (a) where the Ministry is not satisfied with the progress of the Project;
 - (b) if any Project Deliverable(s) have not been completed by the relevant “Completion Date” specified in the Key Details;
 - (c) if the Ministry is not satisfied with the information that is contained within, or provided in connection with, the quarterly reports or the Payment Request noting that in the context of the Payment Request the Ministry may elect to pay the Recipient for certain Eligible Costs that are the subject of the Payment Request and withhold payment for other Eligible Costs that the Ministry disputes;
 - (d) if the Ministry is not satisfied that the Recipient has applied Co-Funding in accordance with clause 2(a)(ii) of this Agreement;
 - (e) if payment will result in the Funding exceeding the “Maximum Amount Payable”;
 - (f) while there are one or more Termination Event(s);

(g) if this Agreement has expired or been terminated; and/or

(h) while the Recipient is in breach of this Agreement.

1.5 Subject to the terms of this Agreement, the Ministry will pay each valid Payment Request by no later than the 20th day of the month after the month the Payment Request is dated, and if such day is not a Business Day, on the next Business Day.

2 CO-FUNDING

If specified at item 11 of the Key Details, the Recipient must:

(a) ensure that during the term of this Agreement the Co-Funding:

(i) is and remains secured and available to the Recipient to be applied towards the Project on the same terms and conditions approved by the Ministry; and

(ii) is applied to Eligible Costs as set out in the Key Details; and

(b) immediately notify the Ministry if it becomes aware of any circumstances that may result in the Co-Funding (or any part of the Co-Funding) not being secured and available to the Recipient to be applied towards the Project.

3 RECIPIENT'S RESPONSIBILITIES

Standards and compliance with laws

3.1 The Recipient will use reasonable endeavours to undertake the Project as described in this Agreement.

3.2 In undertaking the Project, the Recipient will comply with all applicable laws, regulations, rules and professional codes of conduct or practice.

Project Deliverables, Key Personnel, Contractors and the Project

3.3 The Recipient will ensure that the Project Deliverables and the Project are carried out:

(a) promptly with due diligence, care and skill, and in a manner that meets or exceeds Best Industry Practice;

(b) by appropriately trained, qualified, experienced and supervised persons; and

(c) in accordance with any directions of the Ministry, notified by the Ministry in writing from time to time.

3.4 The Recipient will ensure that the Project Deliverables are completed by the relevant "Completion Date" specified in the Key Details.

3.5 The Recipient will ensure that the Key Personnel undertake their respective roles in connection with the Project as specified in the Key Details, except as otherwise approved in writing by the Ministry. If any Key Personnel become unavailable to perform their role, the Recipient must promptly arrange replacement Key Personnel acceptable to the Ministry.

- 3.6 The Recipient may not contract the delivery of the Project or any of its obligations under this Agreement except where:
- (a) it has the Ministry's prior written approval (which may be given on any conditions specified by the Ministry);
 - (b) the contractors are named as "Approved Contractors" in respect of particular roles in the Key Details; or
 - (c) the subcontract is for less than \$100,000.
- 3.7 The Recipient is responsible for the acts and omissions of any contractors.
- 3.8 The Recipient will ensure (and will procure that the head contractor when engaging with any other contractor ensures) that all agreements it enters into with contractors or any other party in connection with the Project are on an "arm's length" basis, provide value-for-money and do not give rise to any Conflict of Interest. The Recipient must provide the Ministry with reasonable evidence of compliance with this clause 3.8 in response to any request by the Ministry from time to time.

Information Undertakings

- 3.9 The Recipient will provide the Ministry with the reports (if any) specified in the Key Details, in accordance with the timeframes and reporting requirements set out in the Key Details.
- 3.10 The Recipient will provide the Ministry with any other information about the Project requested by the Ministry within the timeframe set out in the request.
- 3.11 The Recipient will promptly notify the Ministry if:
- (a) the Recipient (or any of its personnel or contractors) becomes aware of, or subject to, a Conflict of Interest;
 - (b) the Recipient becomes aware of any matter that could reasonably be expected to have an adverse effect on the Project, or result in a Termination Event or a breach of any term of this Agreement by the Recipient.
- 3.12 The Recipient will not at any time do anything that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of the Ministry. The Recipient will keep the Ministry informed of any matter known to the Recipient which could reasonably be expected to have such an effect.

Funding, records and auditors

- 3.13 The Recipient will receive and manage all Funding in accordance with good financial management and accounting practices and to a high standard that demonstrates appropriate use of public funds.
- 3.14 The Recipient must keep full and accurate records (including accounting records) of the Project, and retain them for at least 7 years after the last payment of Funding under this Agreement. The Recipient must permit the Ministry (or any auditor nominated by the Ministry) to inspect all records relating to the Project and will allow the Ministry and/or the auditor access to the Recipient's premises, systems and personnel for the purposes of this inspection.

Capital Assets

- 3.15 If the Recipient uses the Funding to purchase or develop any Qualifying Capital Asset and, at any point during the term of this Agreement or during the 20 years after the End Date, either:
- (a) the Recipient sells, disposes or transfers the Qualifying Capital Asset, without the Ministry's prior written consent; or
 - (b) the Qualifying Capital Asset will no longer be used for the purpose intended by the Ministry at the time this Agreement was entered into,

then the Recipient must immediately repay to the Ministry an amount equal to the amount of Funding used by the Recipient in the purchase or development of the Qualifying Capital Asset, as determined by the Ministry.

Insurance

- 3.16 The Recipient must effect and maintain insurance that is adequate to cover its obligations under this Agreement, plus any other insurance specified in the Key Details. The Recipient will, on request, provide the Ministry with evidence of its insurance cover required under this clause.

Health and Safety

- 3.17 Without limiting its other obligations under this Agreement, the Recipient will:
- (a) consult, cooperate and coordinate with the Ministry to the extent required by the Ministry to ensure that the Ministry and the Recipient will each comply with their respective obligations under the Health and Safety at Work Act 2015 as they relate to this Agreement and the Project;
 - (b) perform its, and ensure that the contractors perform their, obligations under this Agreement and the Project (as applicable) in compliance with its and their obligations under the Health and Safety at Work Act 2015;
 - (c) comply with all directions of the Ministry relating to health, safety, and security; and
 - (d) report any health and safety incident, injury or near miss, or any notice issued under the Health and Safety at Work Act 2015, to the Ministry to the extent that it relates to, or affects, this Agreement or the Project.

4 PROJECT GOVERNANCE

- (a) If advised in writing by the Ministry the Recipient will:
 - (i) provide reasonable notice to the Ministry of all Project management group meetings and Project governance group meetings; and
 - (ii) provide copies of all documents and notices to be tabled at the Project management group meetings and Project governance group meetings to the Ministry no later than a reasonable period prior to the meetings, and the minutes of those meetings within a reasonable period after each meeting

- (b) The Ministry may appoint observers who will be entitled to attend and speak at all Project management group meetings and Project governance group meetings (but will not be entitled to vote on any matter at those meetings).

5 INTELLECTUAL PROPERTY

- 5.1 The Ministry acknowledges that the Recipient and its licensors own all pre-existing intellectual property which they contribute to the Project, and all new intellectual property which they create in the course of the Project.
- 5.2 The Recipient grants an irrevocable, perpetual, royalty-free, sub-licensable licence to the Ministry to use all reports, documents, information and other materials created or provided by the Recipient to the Ministry under or in connection with the Project and this Agreement.
- 5.3 The Recipient warrants that it has obtained (or will obtain, prior to creation of each relevant work) all rights and permissions necessary to enable the grant and exercise of the licence in clause 5.2 without infringing the intellectual property rights of any third party.

6 TERM AND TERMINATION

- 6.1 This Agreement will be effective on and from the Commencement Date, which will be the latest to occur of:
 - (a) the date this Agreement has been signed by both parties; and
 - (b) the date on which the Ministry has provided written notice to the Recipient that the Conditions Precedent specified in the Key Details, if any, have either been satisfied (in the opinion of the Ministry) or waived by the Ministry.
- 6.2 This Agreement will remain in force until the End Date, unless terminated in accordance with this Agreement (the **Term**).
- 6.3 The Ministry can terminate this Agreement with immediate effect, by giving notice to the Recipient, at any time while:
 - (a) the Ministry reasonably considers that the Recipient has become or is likely to become, insolvent or bankrupt;
 - (b) the Recipient is subject to the appointment of a liquidator, receiver, manager or similar person in respect of any of its assets;
 - (c) where the Recipient is a Trust, and there has been a material breach of the Trust Deed that has not been remedied within 30 days of notice being given or if such material breach is incapable of remedy;
 - (d) the Recipient has ceased to carry on its operations or business (or a material part of them) in New Zealand; or
 - (e) any one or more of the follow events or circumstances remains unremedied:
 - (i) the Recipient is materially in breach of any obligation, or a condition or warranty, under this Agreement;

- (ii) the Recipient abandons the Project;
- (iii) the Recipient has provided the Ministry with information in connection with or under this Agreement that (whether intentionally or not) is materially incorrect or misleading, and/or omits material information;
- (iv) the Ministry reasonably considers that this Agreement or the Project has caused, or may cause, the Ministry and/or the New Zealand Government to breach any legal obligations (including its international trade obligations);
- (v) the Recipient is involved in any intentional or reckless conduct which, in the opinion of the Ministry, has damaged or could damage the reputation, good standing or goodwill of the Ministry, or is involved in any material misrepresentation or any fraud;
- (vi) the Recipient (or any of its personnel or contractors) is subject to a Conflict of Interest which cannot be managed to the Ministry's satisfaction; or
- (vii) any change in law, regulations, government policy or other circumstances materially affects the Ministry's ability to perform its obligations under this Agreement.

6.4 However, where the Ministry considers that a Termination Event set out in clause 6.3(e) can be remedied, the Ministry will give notice to the Recipient requesting a remedy, and will not exercise its right of termination unless the relevant event remains unremedied for at least 14 days (or any longer period agreed with the Recipient) after that notice has been provided by the Ministry.

6.5 The Ministry may recover Funding from the Recipient as follows:

- (a) **Misspent Funding.** At any time the Ministry may recover the amount of any Funding that has been spent or used other than in accordance with this Agreement, together with interest on all such amounts calculated at 10% per annum from the date of the misspending to the date the money is repaid.
- (b) **Uncommitted Funding.** On expiry or termination of this Agreement, the Ministry may recover any Funding paid to the Recipient, which the Recipient:
 - (i) has not spent or contractually committed to spend in accordance with this Agreement; or
 - (ii) has spent or contractually committed to spend in accordance with this Agreement but which the Recipient can have refunded or released from that commitment.
- (c) **Co-Funding not provided.** If Co-Funding is required as set out in the Key Details, on expiry or termination of this Agreement, if the Co-Funding has not been used for the Project, the Ministry may recover an amount that represents the same proportion of the Funding as the proportion of Co-Funding that has not been used is of the total Co-Funding.
- (d) **Project abandoned.** If the Recipient has abandoned the Project or stated an intention to abandon the Project, and does not within 10 Business Days of being requested to do so by the Ministry demonstrate to the Ministry's satisfaction that the Recipient will proceed with the Project, the Ministry may recover an amount up to the total value of the Funding, provided the Ministry may not recover under this subclause if the Recipient satisfies the Ministry that it acted on reasonable grounds in deciding to abandon the Project.

- (e) **Excess Funding.** On expiry or termination of this Agreement, where the total Funding paid under this Agreement and any other money received by the Recipient to carry out the Project exceeds the funding required to perform the Project, the Recipient must upon request refund to the Ministry the excess amount. The Recipient is not required to refund, under this clause 6.5(e), any amount that exceeds the total amount of Funding.

6.6 Clauses 1.4, 3.2, 3.13, 3.14, 3.15, 5, 6, 7, 8, 9, 10, 11, 12 and 13 survive expiry or termination of this Agreement, along with any other parts of this Agreement necessary to give effect to those provisions. Expiry or termination of this Agreement does not affect any accrued rights, including any rights in respect of a breach of this Agreement or Termination Event that occurred before expiry or termination.

7 WARRANTIES

7.1 The Recipient warrants that, in the course of its activities in connection with the Project, it will not infringe any intellectual property or other rights of any third party.

7.2 The Recipient warrants that, as at the date of this Agreement:

- (a) It has full power and authority to enter into and perform its obligations under this Agreement which, when executed, will constitute binding obligations on it in accordance with this Agreement's terms;
- (b) all information and representations disclosed or made to the Ministry by the Recipient in connection with this Agreement are true and correct, do not omit any material matter, and are not likely to mislead or deceive the Ministry as to any material matter;
- (c) it has disclosed to the Ministry all matters known to the Recipient (relating to Project, the Recipient, its contractors or its personnel) that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of the Ministry; and
- (d) it is not aware of any material information that has not been disclosed to the Ministry which may, if disclosed, materially adversely affect the decision of the Ministry whether to provide the Funding.

7.3 The Recipient represents and warrants that:

- (a) **Due authority:** it has taken all necessary actions required by the constituent document of the relevant trust to authorise the entry into, the delivery of and performance of this Agreement;
- (b) **Due performance:** in entering into this Agreement, the Recipient has performed its obligations in accordance with the purposes of the Recipient;
- (c) **Power and no removal action:** any person who signs this Agreement on behalf of the Recipient is properly appointed in accordance with the Recipient's constitution, and no action has been taken to remove that person as a member of the Recipient.
- (d) **Assets:** none of the assets administered by the Recipient have been re-settled or set aside;
- (e) **Trust not terminated:** no action has been taken to disestablish the Recipient; and

Trust Property: all property administered by the Recipient is segregated and is not mixed with any other property.

7.4 The Recipient acknowledges that the Ministry has entered into this Agreement in reliance on these warranties.

7.5 The Recipient acknowledges and agrees that the Ministry has made no warranty or representation that any funding or financial support is or will be available to the Recipient in respect of the Project other than the Funding.

8 LIABILITY AND INDEMNITY

8.1 The maximum liability of the Ministry under or in connection with this Agreement, whether arising in contract, tort (including negligence) or otherwise, is limited to the total amount of Funding paid or payable under this Agreement.

8.2 The Ministry is not liable for any claim under or in connection with this Agreement, whether arising in contract, tort (including negligence) or otherwise, where such claim is or relates to any loss of profit, loss of revenue, loss of use, loss of reputation, loss of goodwill, loss of opportunity (in each case whether direct, indirect or consequential) or any other indirect, consequential or incidental loss or damages of any kind whatsoever.

9 CONFIDENTIALITY

9.1 Subject to clause 9.2 and 9.3, each party will keep the other party's Confidential Information in confidence, and will use or disclose that Confidential Information only to the extent necessary to perform its obligations, and/or take the intended benefit of its rights, under this Agreement. However, this will not prohibit:

- (a) either party from using or disclosing any information with the written prior consent of the other party;
- (b) use or disclosure of information that has become generally known to the public other than through a breach of this Agreement;
- (c) either party from disclosing information to its personnel or contractors with a need to know, so long as the relevant personnel and contractors use the information solely to enable that party to perform its obligations and/or take the intended benefit of its rights under this Agreement, and so long as they are informed of the confidential nature of the information and in the case of the Recipient, the Recipient receives an acknowledgement from its personnel or contractors that they acknowledge, and will comply with, the confidentiality obligations in this Agreement as if they were party to it;
- (d) disclosure required by any law, or any compulsory order or requirement issued pursuant to any law; or
- (e) the Ministry from using or disclosing to any third party any information, document, report or other material licensed under clause 5, provided that prior to any such disclosure the Ministry removes all information that is commercially sensitive to the Recipient from the relevant work.

9.2 The Recipient acknowledges and agrees that nothing in this Agreement restricts the Ministry's ability to:

- (a) discuss, and provide all information in respect of, any matters concerning the Recipient, the Project or this Agreement with any Minister of the Crown, any other government agency or any of their respective advisors;

- (b) meet its obligations under any constitutional or parliamentary convention (or other obligation at law) of or in relation to the New Zealand Parliament, the New Zealand House of Representatives or any of its Committees, any Minister of the Crown, or the New Zealand Auditor-General, including any obligations under the Cabinet Manual including the "no surprises" principle; and
- (c) publicise and report on the awarding of the Funding, including the Recipient's and any of its subcontractor's names, the amount and duration of the Funding and a brief description of the Project, on websites; in media releases; general announcements and annual reports.

9.3 The Recipient acknowledges that:

- (a) the contents of this Agreement; and
- (b) information provided to the Ministry,

may be official information in terms of the Official Information Act 1982 and, in line with the purpose and principles of the Official Information Act 1982, this Agreement and such information may be released to the public unless there is good reason, in terms of the Official Information Act 1982, to withhold it.

10 MEDIA AND COMMUNICATIONS

- 10.1 Before making any media statements or press releases (including social media posts) regarding this Agreement and/or the Ministry's involvement with the Project, the Recipient will consult with the Ministry, and will obtain the Ministry's prior approval to any such statements or releases.
- 10.2 The Recipient will refer any enquiries from the media or any other person about the terms or performance of this Agreement to the Ministry's Contact Person.
- 10.3 The Recipient will acknowledge the Ministry as a source of funding in all publications (including any digital presence) and publicity regarding the Project in accordance with the PGF Funding Acknowledgement Guidelines on the website: www.growregions.govt.nz. The Recipient must obtain the Ministry's approval of the form and wording of the acknowledgement prior to including the acknowledgement in the publication or publicity (as the case may be).
- 10.4 If requested by the Ministry, the Recipient will establish or erect temporary and/or permanent signage (which may be in the form of a plaque) at the site of the Project acknowledging the Ministry as a source of funding for the Project. The Ministry may provide such signage and the Ministry will consult with the Recipient in respect of a suitable location for such signage.
- 10.5 The Recipient does not have the right to enter into any commitment, contract or agreement on behalf of the Ministry or any associated body, or to make any public statement or comment on behalf of the Ministry.
- 10.6 All correspondence with the Ministry under this clause 10 must be directed to the Ministry's Contact Person and copied to pducomms@mbie.govt.nz.

11 DISPUTES

- 11.1 In the event of any dispute, controversy or claim arising out of or in connection with this Agreement, or in relation to any question regarding its existence, breach, termination or invalidity (in each case, a *Dispute*), either party may give written notice to the other specifying the nature of the Dispute and requesting discussions under this clause 11. As soon as reasonably practicable

following receipt of a Dispute Notice, the parties will meet (in person, or by audio or video conference) and endeavour to resolve the Dispute by discussion, negotiation and agreement.

- 11.2 A party must not commence any proceedings in connection with a Dispute unless at least 40 days have elapsed since the issue of a corresponding Dispute Notice, and that party has used reasonable endeavours to comply with this clause 11. However, nothing in this clause will prevent either party from seeking urgent interim relief from a court (or other tribunal) of competent jurisdiction.

12 CONTACT PERSONS

- 12.1 All matters or enquiries regarding this Agreement will be directed to each party's Contact Person (set out in the Key Details).
- 12.2 Each party may from time to time change the person designated as its Contact Person on 10 Business Days' written notice to the other Party.

13 GENERAL

- 13.1 Each notice or other communication given under this Agreement (each a notice) will be in writing and delivered personally or sent by post or email to the address of the relevant party set out in the Key Details or to any other address from time to time designated for that purpose by at least 10 Business Days' prior written notice to the other party. A notice under this Agreement is deemed to be received if:

- (a) **Delivery:** delivered personally, when delivered;
- (b) **Post:** posted, 5 Business Days after posting or, in the case of international post, 7 Business Days after posting; and
- (c) **Email:** sent by email:
 - (i) If sent between the hours of 9am and 5pm (local time) on a Business Day, at the time of transmission; or
 - (ii) If subclause (i) does not apply, at 9am (local time) on the Business Day most immediately after the time of sending,

provided that an email is not deemed received unless (if receipt is disputed) the party giving notice produces a printed copy of the email which evidences that the email was sent to the email address of the party given notice.

- 13.2 The Recipient agrees to execute and deliver any documents and to do all things as may be required by the Ministry to obtain the full benefit of this Agreement according to its true intent.
- 13.3 No legal partnership, employer-employee, principal-agent or joint venture relationship is created or evidenced by this Agreement.
- 13.4 This Agreement constitutes the sole and entire understanding with respect to the subject matter hereof and supersedes all prior discussions, representations and understandings, written or oral.
- 13.5 No amendment to this Agreement will be effective unless agreed in writing and signed by both parties.

- 13.6 The Recipient may not assign or transfer any of its contractual rights or obligations under this Agreement, except with the Ministry's prior written approval.
- 13.7 The Ministry may assign or transfer any of its contractual rights or obligations under this Agreement without the Recipient's prior approval. The Ministry may at any time disclose to a proposed assignee or transferee any information which relates to, or was provided in connection with, the Project or this Agreement.
- 13.8 No failure, delay or indulgence by any party in exercising any power or right conferred on that party by this Agreement shall operate as a waiver. A single exercise of any of those powers or rights does not preclude further exercises of those powers or rights or the exercise of any other powers or rights.
- 13.9 The exercise by a party of any express right set out in this Agreement is without prejudice to any other rights, powers or remedies available to a party in contract, at law or in equity, including any rights, powers or remedies which would be available if the express rights were not set out in this Agreement.
- 13.10 This Agreement is not intended to confer any benefit on or create any obligation enforceable at the suit of any person not a party to this Agreement.
- 13.11 Any provision of this Agreement that is invalid or unenforceable will be deemed deleted, and will not affect the other provisions of this Agreement, all of which remain in force to the extent permitted by law, subject to any modifications made necessary by the deletion of the invalid or unenforceable provision.
- 13.12 This Agreement is to be governed by the laws of New Zealand, and the parties submit to the non-exclusive jurisdiction of the courts of New Zealand.
- 13.13 This Agreement may be executed in any number of counterparts (including scanned and emailed copies). So long as each party has received a counterpart signed by each of the other parties, the counterparts together shall constitute a binding and enforceable agreement.

END OF PART 2

PART 3: DEFINITIONS AND CONSTRUCTION**Defined terms**

In this Agreement, unless the context requires otherwise:

Agreement means this agreement including Parts 1, 2 and 3 and Schedule 1 (and any other annexures or attachments).

Approved Contractor means an “Approved Contractor” specified in the Key Details.

Best Industry Practice means that degree of skill, care and foresight and operating practice that would reasonably and ordinarily be expected of a skilled and competent supplier of services engaged in the same type of undertaking as that of the Recipient or any contractors (as applicable) under the same or similar circumstances as those contemplated by this Agreement.

Business Day means any day other than a Saturday, Sunday or public holiday within the meaning of section 44 of the Holidays Act 2003.

Co-Funding means the “Co-Funding” (if any) or any part of the Co-Funding (as the context requires), described in the Key Details.

Commencement Date has the meaning given in clause 6.1 of Part 2.

Confidential Information of a party (*Owner*), means any information in the possession or control of another party (*Holder*) that:

- (a) was originally acquired by the Holder in connection with this Agreement through disclosures made by or at the request of the Owner; and/or
- (b) was originally acquired by the Holder in connection with this Agreement through any access to, or viewing, inspection or evaluation of, the premises, facilities, documents, systems or other assets owned or controlled by the Owner; and/or
- (c) is derived from information of a kind described in paragraph (a) or (b) above;

but excludes any information which the Holder can show:

- (d) was lawfully acquired by the Holder, entirely independently of its activities in connection with this Agreement, and is free of any other obligation of confidence owed to the Owner; and/or
- (e) has been independently developed by the Holder without reference to the Owner’s Confidential Information, and without breaching any other obligation of confidence owed to the Owner.

Notwithstanding the foregoing, the terms of this Agreement are Confidential Information of which each Party is both an Owner and a Holder.

Conflict of Interest means any matter, circumstance, interest or activity of the Recipient, its personnel or contractors, or any other person with whom the Recipient has a relationship that:

- (a) conflicts with:
 - (i) the obligations of the Recipient (or its personnel or contractors) to the Ministry under this Agreement; or
 - (ii) the interests of the Recipient in relation to this Agreement and/or the procuring of the Project; or
- (b) otherwise impairs or might appear to impair the ability of the Recipient (or any of its personnel or contractors) to diligently and independently carry out the Project in accordance with this Agreement.

Eligible Costs means the actual costs reasonably incurred by the Recipient:

- (a) on or after the Funding Start Date and no later than the End Date;
- (b) in good faith for the purpose of carrying out the Project or for purposes incidental to the Project, including all internal costs,

disbursements and expenses incurred by the Recipient for such purposes (and to the extent the Recipient is carrying out any other activities) reasonably and proportionately allocated towards such purposes; and

- (c) to the extent that the expenditure relates to work performed by parties not at "arm's length", that expenditure is assessed at reasonable market value, and contains no unacceptable overhead and no element of "in group profit".

End Date means the "End Date" specified in the Key Details.

Funding means the funding or any part of the funding (as the context requires) payable by the Ministry to the Recipient in accordance with the terms of this Agreement, as described in the Key Details.

Funding Start Date means the "Funding Start Date" specified in the Key Details.

Key Details means Part 1 of this Agreement.

Key Personnel means the "Key Personnel" specified in the Key Details.

Payment Request means a request submitted to the Ministry by the Recipient seeking payment of Funding substantially in the form set out in the Schedule to this Agreement.

Project means the "Project" described in the Key Details.

Project Deliverable means a deliverable to be provided by the Recipient to the Ministry, as set out in the Key Details.

Qualifying Capital Asset means a capital asset (as determined in accordance with generally accepted accounting practice, as defined in the Financial Reporting Act 2013) purchased or developed by the Recipient using no less than \$50,000 of Funding.

Recipient means the Recipient specified in the Key Details.

Termination Event means any one or more of the events or circumstances set out in clause 6.3.

Construction

In the construction of this Agreement, unless the context requires otherwise:

Currency: a reference to any monetary amount is to New Zealand currency;

Defined Terms: words or phrases appearing in this Agreement with capitalised initial letters are defined terms and have the meanings given to them in this Agreement;

Documents: a reference to any document, including this Agreement, includes a reference to that document as amended or replaced from time to time;

Inclusions: a reference to "includes" is a reference to "includes without limitation", and "include", "included" and "including" have corresponding meanings;

Joint and Several Liability: any provision of this Agreement to be performed or observed by two or more persons binds those persons jointly and severally;

Parties: a reference to a party to this Agreement or any other document includes that party's personal representatives/successors and permitted assigns;

Person: a reference to a person includes a corporation sole and also a body of persons, whether corporate or unincorporate;

Precedence: if there is any conflict between the different parts of this Agreement, then unless specifically stated otherwise, Part 2 will prevail over the Key Details, and the Key Details will prevail over any Attachments;

Related Terms: where a word or expression is defined in this Agreement, other parts of speech and grammatical forms of that word or expression have corresponding meanings;

Statutes and Regulations: a reference to an enactment or any regulations is a reference to that enactment or those regulations as amended,

or to any enactment or regulations substituted
for that enactment or those regulations;

END OF PART 3

Writing: a reference to “written” or “in writing”
includes email and any commonly used electronic
document format such as .DOC or .PDF.

Schedule: Payment Request

To: MINISTRY OF BUSINESS, INNOVATION AND EMPLOYMENT

Dated: [•]

PAYMENT REQUEST NO. [•]

1. We refer to the Funding Agreement dated [•] and agreement number [•] between [•] as recipient (**Recipient**) and The Sovereign in right of New Zealand, acting by and through the Chief Executive of the Ministry of Business, Innovation and Employment (**Ministry**) (the **Agreement**). Terms defined in the Agreement have the same meaning in this Payment Request.
2. This is a Payment Request for the purpose of clause 1.3 of the Agreement.
3. The Project Deliverables which are the subject of this Payment Request are:

[insert description of Project Deliverables].
4. The amount of Funding requested is \$[•] plus GST if any.
5. Invoices/statements and accounts evidencing the Eligible Costs incurred are attached.

**Note that for any Eligible Costs that are more than \$1,000 (on an individual basis or when grouped by supplier or subject matter) a copy of the original invoices received from third parties in relation to the Eligible Costs must be provided.*

6. That each of the items referred to in paragraph 5 are Eligible Costs for the purpose of the Agreement have been paid or are currently due and payable.
7. [Co-Funding will be used to meet the following Eligible Costs that have been incurred by us:

[include breakdown description of Eligible Costs that Co-Funding will meet]
8. *[Include valid GST invoice if relevant].*
9. We confirm that:
 - (a) no Termination Event is subsisting; and
 - (b) each of the warranties set out in the Agreement are correct as at the date of this Payment Request.

Except to the extent otherwise agreed in writing by the Ministry, all those items forming part of the Eligible Costs identified in any previous Payment Request as due or becoming due and payable, have been paid in full.

By and on behalf of the Recipient by

WHANGAREI AGRICULTURAL AND PASTORAL SOCIETY

Position: Chairperson

APPENDIX ONE

Whangarei A&P Society will be responsible for the following in respect to the Project:

- Coordination and overseeing the Programme including regular communication and updates.
- Selecting suitable farms for intern placement. This will involve checking farms and accommodation for suitability and regular visits by the WAP field officer or representative during the programme.
- Selecting suitable interns and matching them to appropriate host farms and farmers.
- Monitoring the health, safety and welfare of interns.
- Helping resolve any disputes or personal grievances that may arise.
- Organising and hosting group activities and field trips for the interns during the year.
- Organising and hosting regular Steering Group meetings and planning the Programme taking into account the workload needs of the Farmers.
- Arranging regular review and monitoring of the Programme.
- Providing liaison between all Parties as required.

Commercial Information will be responsible for the following in respect to the Project:

- Ensuring the intern's training needs are being catered for and delivering the appropriate training for the qualification being sought.
- Providing a quality learning environment for interns.
- Monitoring the health, safety and welfare of interns.
- Provide numeracy and literacy training for interns if required.
- Give interns sound and timely assessments of their work and regular information on their progress.
- Ensure that information about the personal details and progress of interns remains confidential except where legal or professional (e.g NZQA) requirements demand otherwise.
- Ensure interns are aware of support services available to them.
- Provide a culturally safe training environment and be a good education provider.
- Providing the appropriate and required administration and other government requirements to comply with the unit standards delivery, assessment and requisites.
- Helping resolve any disputes or personal grievances that may arise.
- Arranging regular review and monitoring of the Programme.
- Providing liaison between all Parties as required.

The host farms/farmers will be responsible for the following in respect to the Project:

1. Policies & Procedures

- Having an active, up to date Health & Safety programme operational on farm.
- Holding current Grow Safe/ Safe Staff/ Certified Handler (or equivalent) certificates.
- Inducting the intern into the farm and enforcing the use of safety equipment, protective equipment and gear and following all safety procedures.
- Provide and maintain the tools and equipment required for interns to carry out their tasks.

2. Hours of Work & Remuneration

- Providing no more than 8 hours work consecutively in any day and a maximum of 32 hours in any one week on farm.
- Allowing the intern to attend classroom and other group training as arranged by the Steering Group.
- Interns are not required to work weekends, public holidays or statutory holidays.
- While it is acknowledged that because of the nature of farming, hours and days may need to vary from time to time, any variation to the clauses above must firstly be agreed by intern and farmer, in consultation with the field officer.
- A minimum break of 15 minutes for morning and afternoon tea and 30 minutes for lunch is to be provided.
- If the intern agrees to work outside of the 32 hours and 8 hours class time, not less than the minimum wage is to be paid for the additional hours worked.

3. Accommodation & Food

- Board and accommodation is to be provided for the intern while they are on-farm.
- Accommodation must be suitable and met the NZ Healthy Homes standards.
- Meals are to be provided including breakfast, lunch, dinner.
- Tea, coffee, milk and sugar is to be provided.
- The intern will make a board contribution which will be agreed prior to the intern starting.

4. Training & Assessment

- Providing the intern every opportunity for on-the-job training, practise and development.
- Maintaining close supervision of the intern at all times.
- Completing any task records required in conjunction with WAP or Commercial personnel.
- Reporting any irregularities found with interns or any breaches of the rules or agreement to WAP.

5. General & Care

- As interns may be away from home and not used to fending for themselves, the farmer will need to ensure the intern is taking care of their accommodation, eating properly and taking care of themselves in a manner conducive to productive farm work.
- The intern is expected to be treated 'like one of the family' and included in social, sporting or community activities that are part of normal rural life.
- The Farmer -Intern relationship needs to be based on mutual respect and understanding, as well as patience and tolerance as the interns confidence, skills and abilities develop. The Farmer will need to match their communication to the ability and progression of the intern during the programme.
- Abusive language and inappropriate personal contact is not permitted when addressing interns and vice versa.