

Application for Funding Employment and Skills (Te Ara Mahi)



About this form

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

Purpose of Te Ara Mahi

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

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

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

Completing this form

Please complete all sections fully and accurately. Square brackets and italics indicate guides.
Please see the PGF website, or contact your regional relationship manager, for further support.

Submitting your application

All completed forms must be emailed to PGF@mbie.govt.nz with a clear subject included.
If you are a Trust (or applying on behalf of a Trust), then you must provide a copy of your Trust Deed.

Next Steps

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

Funding Agreement

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

Public disclosure

The Provincial Development Unit is responsible for leading the Provincial Growth Fund's design, administration and monitoring its operation in consultation with other government agencies. In the interests of public transparency, successful applications may be published by the Provincial Development Unit. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982. Please identify by highlighting any information in your application that you regard as commercially sensitive or as personal information for the purposes of the Privacy Act 1993.

Section 1: Key Details

1. Initiative title:

2. Please provide the details of the lead applicant (organisation/entity) for which funding is being requested:
[If you are applying on behalf of another organisation, then please provide details of that organisation]

Legal Name:	Central Region Major Projects Skills Hub Trust
Entity Type:	Trust (please provide your Trust Deed)
	If other, please specify (if a trust please provide a list of current trustees with this application):
Registered Offices / Place of Business:	21 Dairy Farm Road, Palmerston North
Identifying Number(s):	
Organisation's Website:	n/a

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

Contact Name and Role:	Margaret Kouvelis, Central Region Major Projects Skills Hub Trustee		
Email Address:	Privacy of natural persons	Telephone:	Privacy of natural persons

4. This initiative will be based in:

5. If multi-region, please outline which regions:

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

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

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

Is this project related to any other application which has sought, is seeking or has approved PGF funding? If yes, please provide the name (s) of the project	Yes	
Is yes to the above question, then please provide 1) the name (s) of the wider project/application (s) 2) the status of the wider project/application e.g. approved, in progress, declined <i>Add rows as required</i>	Wider project/application name (s):	Status
	<small>Commercial Information</small>	Approved

8. If this is a joint application¹, briefly describe the nature of the arrangement between the organisations involved e.g. partnership, joint venture, Memorandum of Agreement/Understanding, no formal agreement.

No.

Section 2: Target Group

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

Characteristic	Target	Examples
Age	All working age people – including youth (17-24 year olds), job seekers, career changers and all underemployed	<ul style="list-style-type: none"> All working age people 18 – 29 year olds
Gender	Any gender identification	
Ethnicity	All ethnic identifications Specific targets related to Māori will be developed in conjunction with iwi and the advisory group.	<ul style="list-style-type: none"> Māori Any ethnic identification
Location	Manawatū-Whanganui and Taranua regions	
Education, training and/or employment status	In secondary education, tertiary education; Currently employed and looking to upskill or retrain; Currently unemployed and looking for employment; No qualifications	
Other distinguishing characteristics	Regional connector between large scale regional projects and a prepared, trained workforce	

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

The core driver for the Central Region Major Projects Skills Hub (Hub) is the need for a regional connector between large scale infrastructure projects and a prepared, trained workforce. The initial focus of the Hub will be the Te Ahu a Turanga: Manawatū Dannevirke highway, which is a new road build, measuring 12.4km from Woodville to the Western Gorge entrance. This project will require an estimated ^{Commercial} workers with construction to begin in ^{Commercial} and continue through to ^{Commercial In}

Commercial Information

The Hub wants to ^{Commercial Information} begin the training of the wider regional work force to help meet the demands of the project whilst building a stronger and resilient local economy that will benefit from increased employment and raised GDP.

A recent study by the Central Economic Development Agency (CEDA) found that 50% of all businesses in the Manawatū identified difficulties with accessing skilled workers as the key barrier to growth. The Hub will map the supply and demand of employment needs by facilitating relationships between key project partners, training providers and supply chains.

We have identified that this will be achieved through:

- Mapping: Employment needs of key projects will be mapped and anticipated to meet needs earlier
- Training: Responsive, focused training of industry workers to help fulfil employment needs

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

- Pastoral Care: Industry workers employed through the Hub will be supported with pastoral care services that evaluate their learning experience and success as well as enabling the key projects to a more stable workforce with improved worker retention

Any key regional project is likely to have its own human resources recruitment arm, however, we see the Hub as being able to connect to supply chains that other recruitment agencies cannot access, such as students, MSD and NEETs clients and iwi. Specific skills training ensures work participants a pathway to a career whilst pastoral care will provide a line of sight to individual progression.

At this early stage, our view is that in the short term the Hub focus its efforts on the key roading infrastructure projects in the region until [Commercial Info] when it could then start mapping demand and supply of other core regional industries.

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

The Hub aims to place [Commercial] work participants a year from the wider regional workforce of Manawatū and Tararua regions to engage with the key regional project of Te Ahu a Turanga highway. The Hub will focus on Hub management, linking potential employees with training organisations (via the [Commercial Information] [Commercial Inf] and other providers), mapping demand, pastoral care, and direct job brokerage with key project partners.

The [Commercial] is building to be a leading course facilitator for civil infrastructure, is currently expanding and a strong relationship between [Commercial] and the Hub will be facilitated and supported. A joint location at [Commercial Informat] has been secured to strengthen this partnership. [Commercial Info] focus will be securing training providers and the supply a large portion of participants to the Hub's work programme.

Commercial Information

Support from [Commercial Information] Charitable Trust, who engage with youth and those seeking work, will ensure the civil infrastructure pathway is a key component of their school and youth-based programmes.

[Commercial Information] have shown support for the initiative through initial discussions. [Commercial Information] are aware of the Hub through their engagements with [Commercial Information] and will be formally engaged as part of establishing the Advisory Group.

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

The initial benefit will be to lift the productivity potential of the Manawatū Whanganui and Tararua regions by delivering a regionally prepared and trained workforce whilst helping to secure the growth of the region both through employment and by regional GDP.

Secondly the Te Ahu a Turanga highway project contractors, alliance group of [Commercial Information], will benefit in the supply and retention of workers to allow for more stable workforce for this key regional project. We expect industry to contribute to the costs of the Hub from [Commercial In] onward through placements fees and general support.

This project will support these key industries by:

- Providing key connections to regional workforce participants
- Providing trained and skilled workers for pre-existing but unfilled regional job vacancies;
- Developing those not in education, employment or training (NEETs) into work ready candidates.

Section 3: Outcomes

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

Outcome category	Description	Number	Timeframe
	Please describe the outcomes that the initiative will result in for the target group, for each outcome category	Please provide the number of target group expected to attain these outcomes, for each outcome category	Please outline the time frames for delivery of support for the target group, for each outcome category (must be within a 12-18 month timeframe)
Skills	Skills training in Wheels, Tracks, Rollers; Licencing Class 2-5; Forklift and Civil Works Pit training are initial focuses, other skills will be identified by the Alliance project contractors once further mapping of their likely skill demand is completed	Commer participants (Commercial Information). The Hub is not delivering on the full amount, deliverables for the Hub are below.	Commercial Information
Training	Numbers for skills training are based upon the Commercial estimated participants, we have stuck with a conservative modelling upon 25% utilisation of facility and upon the specific skills most likely to be used by the Civil Infrastructure industry such as Wheels, Tracks, Rollers; Licencing Class 2-5; Forklift and Civil Works Pit training. The total participants equal Co ercia. We estimate a Comm % conversion to work placements of Comm per year. We anticipate that Comm % of this number will require some form of training to be work ready.	Comm participants	Commercial Information
Employment attainment	The Hub will enable the key project provider to have valuable connections to a strong, stable workforce that has had its needs anticipated, workers with the necessary training, drug tested and ready for work.	Comm Commer Commer	Commercial Information
Sustained employment of at least 6 months	Pastoral care will assist in the retention and supply of industry workers for a stable workforce; all work participants, whether they have required training or not, will have a training programme to further their skills	Comm Commer Commer	Commercial Information

Section 4: Service delivery

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

Success will be determined by the Hub's ability to respond to industry demands at short notice and there will need to focus to deliver this by ensuring a good connection to the talent pool of trainees through the ^{Commercial In} and wider community.

For the Hub to be successful it will require:

- Emphasis on building strong relationships with key project providers, supply networks and training providers
- Pastoral care that can assist in the retention and supply of industry workers for a stable workforce. Each work placement, for example, will receive a pastoral care plan that includes identified steps to achieve career progression.

The ^{Commercial Inf} is currently expanding and a strong relationship between ^{Commercial In} and the Hub will be facilitated and supported ^{Commercial Information}

^{Commercial} programmes that are specific to the key regional project of the Te Ahu a Turanga: Manawatū Tararua highway will include:

- Class 2 – 5 Licencing programmes
- Wheels, Tracks, Rollers programmes
- Civil Works Pit Training (digger)
- Forklift licencing.

Whilst there will be a need for a strong relationship with the ^{Commercial Information} for connection to training providers and work participants, the Hub need to remain autonomous, fluid and responsive to employment needs.

Training of a skilled and talented workforce is one side of the equation and supporting workers to develop strategies to enable their own success is the flip side. Pastoral care will support work placements with a programme that actively participates in the development and implementation of a strategy for client success.

15. Please provide a delivery timeframe for how the outcomes above will be successfully achieved within a 12-18 month timeframe

Activity	Components	Timeframe
^{Commere} Work Participants placed	Establishing location of ^{Commercial Information}	^{Commercial Information}
	^{Commercial Information} Job Description finalised	^{Commercial Information}
	^{Commercial Information} appointed	^{Commercial Information}
	Mapping Te Ahu a Turanga estimated workforce for this key regional project and developing a plan to meet the demands	^{Commercial Information} and every 6 months after
	MOU's with schools, industry, MSD, Iwi and training providers	^{Commercial Information} and every 6 months after
	^{Commercial Information} Job Description finalised and appointment made	^{Commercial Information}
	Coordinate programmes for core training activities for work participants	^{Commercial Information} and ongoing

	Commercial Information Job Description finalised and appointment made	Commercial Information
	Pastoral care programmes developed and implemented	Commercial Information and ongoing
	Commercial Information Job Description finalised and appointment made	Commercial Information

Section 5: Link with broader PGF outcomes government outcomes

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

16. Using the table below, please outline how the initiative will contribute to the following PGF outcomes which seek to unlock the productivity potential in the regions:

PGF Outcome	✓	How will the project positively or negatively impact this outcome in the region(s) identified?
1. Increase economic output	✓	The project will increase economic output by addressing the issue of obtaining a regionally prepared and trained workforce, taking a long-term focus by improving skills and talent for a growing industry in the region, in theory having greater impact on regional growth.
2. Increase productivity and growth	✓	Identifying, mapping demand and being responsive to the employment needs of the key project partner and further support in the form of pastoral care for workers will ensure a more stable workforce.
3. Increase local employment and wages (in general and for Maori)	✓	Businesses in the Manawatū have identified difficulties with accessing skilled workers as the key barrier to business growth (e.g. CEDA report). The Hub will bridge this skills gap and enable our key regional projects to access the skills and talent required to succeed. More skills equate to better employment outcomes and opportunities in the future for work placement participants.
4. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	✓	Youth will be well placed to take advantage of the Hub work programme which enables a pathway into industry. Further pastoral care will create a line of sight and development of further skills to create a skilled professional.
5. Enhance wellbeing, within and/or between regions	✓	The Te Ahu a Turanga highway traverses across three regions: Palmerston North, Manawatu and Tararua. Workers will be sourced from all three regions enhancing the economic impact and wellbeing of each of these communities. Workers will be sourced from all three regions and employment uptake will enhance the economic impact and wellbeing of each of these communities. Potential applicants will be sourced through direct communication by key Hub staff to schools, MSD, iwi and tertiary providers. Workers who are supported with pastoral care are likely to be more productive, stay longer in their jobs and have less absenteeism.

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

The Hub is expected to identify and connect with key projects within the Manawatū Whanganui region as they develop over time, enabling the Hub to evolve as large projects grow and complete. With the Te Ahu a Turanga highway and the proposed ring road expecting to engage within this region for the next 5 years, and after that the Hub may alter focus to one of the Manawatū's other GDP sectors such as agriculture and manufacturing.

Section 6: Funding breakdown

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

Component (insert new rows where required)	Cost (ex GST)
Example: Intensive literacy support (\$2,500 per employee)	\$5,000
Example: Heavy Machinery Class 3-4 Licenses (\$1,500 per employee)	\$4,500
Numbers placed in employment for major projects (\$ ^{Commercial Info} per employee), per annum (using ^{Commerc} trainees as measure in ^{Commercial Info})	\$ ^{Commercial Info}
Numbers placed into training relating major projects (\$ ^{Commercial Info} per trainee), per annum (using ^{Commerc} trainees)	\$ ^{Commercial Info}
Provision of pastoral care to each trainee (including plans) (\$ ^{Commercial Info} per trainee and per employee), per annum based on ^{Commerc} per year	\$ ^{Commercial Inform}
Outreach and engagement with ^{Commercial Info} job and training prospects each year (via schools, MSD, iwi etc) (\$ ^{Commercia} per person)	\$ ^{Commercial Inform}
Total (per annum)	\$ ^{Commercial Inform}

19. Please outline why Government funding is required to deliver this project as opposed to alternative sources e.g. banks, investors, self-funding:

Government funding is required to initiate the skills hub and get it to a viable operating level. Once proven, we expect it to develop income lines (including funding from the main users in the form of placement fees) and grant flows from the likes of MSD & other community funders to sustain it into the future. ^{Commercial Information}

Section 7: Additionality

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

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

The Hub initiative is modelled upon the Ara Airport and Skills Hub and centred around placing local people into local jobs that offer sustainability and future advancement. The core driver of the Hub is the need for a regional connector between large scale infrastructure projects and a prepared, trained workforce.

Any key regional project is likely to have its own Human Resources and/or recruitment division, however, we see the Hub as being able to connect to supply chains that other recruitment agencies do not generally access in effective ways, such as schools, tertiary, MSD, Iwi and general public wanting to upskill or retrain. This will ensure that local people are given the opportunity to obtain employment before the contractors look outside the region.

21. Please outline previous Government involvement with this initiative:

a) Has previous Government funding been received for this initiative?	No			
b) If yes a) above, please outline: 1) which part of Government, 2) when the funding was received, 3) how much was received and, 4) why the funding was discontinued	Agency which funding was received from	How much funding was received	When funding was received	Why it was discontinued
c) If no a) above, has this initiative previously been discussed with any part of Government?	Yes			
d) If yes c) above, please describe which part of government, and any outcomes of those discussions	The Sector Workforce Engagement Programme has worked closely with regional players to develop the Central Region Skills Hub Trust, and have supported the establishment of the Trust and the development of its business plan. Both SWEP and the Provincial Development Unit have supported the placement of a skills hub in the Manawatū/Whanganui region to complement the development and operation of the Commercial Information . Cabinet agreed to extend the Skills and Talent Hub model to other parts of New Zealand and specifically noted Manawatū/Whanganui as the first region.			

Section 8: Regional engagement

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

<p>Discussions regarding the establishment of the Hub have occurred over the past twelve months. Privacy of natural persons</p> <p>Commercial Information based around the civil infrastructure sector to support the initial key regional project, the Te Ahu a Turanga highway.</p> <p>Other key regional stakeholders have been engaged in the development of the hub through a regional working group. This group included:</p> <ul style="list-style-type: none"> • Ministry of Social Development • Commercial Information • NZTA • and CEDA. <p>Both Accelerate25 and CEDA have been engaged in the hub development through the A25 Skills and Talent Group which initially identified the need for a skills solution relating to the major infrastructure projects occurring in the region. Local authorities – Tararua District Council, Manawatū District Council, and Palmerston North City Council – have all been engaged and are supportive. The majority of these stakeholder will be part of the Advisory Group once formed.</p>

23. Please outline in the table below the regional readiness for implementation of the initiative if funded. This will include the nature of current relationships with key stakeholder groups.

Stakeholder group	Description of relationship	Readiness for supporting this initiative
Major project contractors	The alliance for the Te Ahu a Turanga project is currently being formed. Once complete the intention is for them to appoint Trustees to the Hub Trust Board (i.e. in doing so adopting the structure as their key skills organisation). Engagement prior to this has been done through NZTA (who are part of alliance group).	High
Supply groups	Schools have been represented through Commercial Information during the development of the Hub. Commercial and MSD have also been a member of the Hub development group from initial conception. Engagement with tertiary is expected but the relationship not yet developed – this will be the responsibility of the Commercial Information	High
Training providers	The Hub has secured its base at Commercial Information who are responsible for coordinating the training provision.	High
Iwi	Commercial Information have been engaged as part of the development of the Hub. Other iwi in the area are aware of the development and will be engaged as part of initial implementation. Once the major project contractors adopt the Hub Trust further engagement will be had with iwi on how they are able to best achieve their goals through the Hub (either at a governance level or through setting of targets and measures).	Med
Other relevant stakeholders	Existing – MSD, Iwi, CEDA, Accelerate 25, local government – will continue to be engaged as part of the advisory group.	Med

Section 9: Ability to deliver the service and intended outcomes

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

Question	Response
How will the initiative be governed?	The board of the Central Region Major Projects Skills Hub Trust will maintain overall governance responsibility for the Hub. A detailed project plan is anticipated to form part of the funding gateways for drawdown on any funds. The Trust will be supported by an advisory group that will include iwi, local councils, MSD, SWEP, and a Commercial In representative.
How will the initiative be managed within your organisation and by whom?	Day-to-day responsibility for delivery will be assigned to an Operations Manager who will be supported by a small team of staff once fully up and running. The Trust will be responsible for initial implementation until the appointment of Commercial Information .
What other parties are required for successful delivery of the initiative e.g. contractors and other agencies?	The support of a number of other agencies and groups are crucial for the success of this initiative. The major civil construction contractors will most likely form part of the Trust Board. Others – such as iwi, MSD, SWEP etc – will be involved via an advisory group that will provide governance-level input for the Trust Board to consider.
What procurement process has been/will be undertaken for the initiative (i.e. a selection of a provider(s)), and how will it be managed?	No major purchases are required. Appointment of key positions will be done through best-practice open advertising.

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

be managed:

The Central Region Major Projects Skills Hub Trust is a new entity and therefore does not have a track record in delivering initiative of this nature. This risk is being managed through the tight involvement of key stakeholders both in the development and implementation of the Hub, and through the partnering with existing organisations such as the **Commercial Information** and **Commercial Information**. Further mitigation of this will be to connect with similar projects nationwide (Te Ara as an example) for guidance. The Hub Trust is also looking to appoint former owner of **Privacy of natural persons** to the Trust Board and a similar person with operational and business experience from another large-scale firm.

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

Risk	Responsible party	Risk treatment / Mitigation	Rating [High/Medium/Low]
The Hub does not meet key project partner needs	The Hub	Set clear strategy and monitor regularly. Ensure advisory group is maintained throughout to complement Hub governance.	Low/Med
Commercial Inf as preferred training provider, is too slow to react to training needs	The Hub	Clearly set out requirements for training with Commercial Information as part of initial implementation. Reserve right to develop relationships with training providers directly if Commercial In is unable to.	Med/High
Competition from Commercial I and relationship breakdown	Hub/ND TC	Be clear and upfront on expected outcomes and relationship boundaries Commercial Information . Have a clear disputes process in place to allow appropriate escalation.	Low/Med
Insufficient funds means unable to be sustainable	Hub	Develop financial plan, revenue models and reporting system early to mitigate risk. Assess and create relationships with financial impacts in mind.	High/Med
Hub cannot meet the needs of the Project Partners	Hub	Develop relationships and Commercial Information any other supply channels in first stages of implementation.	High/Med
Hub has too many work participants for the project	Hub	Utilise regional connections to connect work placements with key regional partners. Work closely with Commercial I to 'share' trainees.	Low/Med

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

We have assumed that the Alliance responsible for the Te Ahu a Turanga highway will adopt and adapt the Hub for its purposes and will require sufficient volumes of trained workers. These assumptions have been reinforced through engagement with NZTA as part of the contracting process (NZTA is a member of the Alliance) and as part of project establishment (volume estimates are taken from Te Ahu a Turanga project documentation). We also assume that other major projects – such as the regional ring road and rail hub – are likely to also utilise the Hub, but these demand figures have not been used when estimating Hub throughput.

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

Do you understand that the PDU will have reporting expectations if funding for this initiative is approved?	Yes
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<p>Please outline your/the applicant organisations ability/experience in meeting reporting requirements:</p>	<p>Part of the Commercial Information is to provide the reporting requirements needed, and sufficient administrative and financial management support has also been included to ensure this is achieved. The Trust will also utilise the services of Commercial Information to support meeting reporting requirements.</p>
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Section 10: Future intent of initiative

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

a) Is additional funding likely to be applied for prior to the 2020/2021 financial year i.e. <i>within the life of the PGF</i> (the PGF expires on 30 June 2021)?	No
b) If yes to a) above, when this is likely to be applied for and why it isn't being applied for now:	
c) Is funding required beyond the 2020/2021 financial year i.e. <i>beyond the life of the PGF?</i>	Yes
d) If yes to c) above, please describe how the project will be funded beyond the life of the PGF (the PGF expires on 30 June 2021)?	This application covers the first ^{Commercial Information} of funding for the Central Region Major Projects Skills Hub Trust. By this stage it is expected that revenue models for placements with lead contractors will be in place, and other contributions (either funding or in-kind) will be sufficient to cover ongoing costs. This will be sustained as new major projects come online, rather than needing to provide 'start-up' costs again.

Section 11: Supporting documentation

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

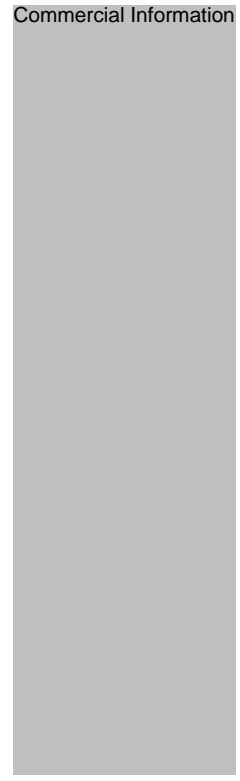
- Child protections policies – these are required if you are providing services to people under the age of 18 and must be at a minimum, written and contain provisions on the identification and reporting of child abuse and neglect.
- Evidence of endorsement by the regional lead or regional governance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

	Document (title)	Purpose
1	Trust Deed	Sets out the purpose and focus of the Hub Trust. Withheld - Commercial Information
2	Letters of support	Evidence of endorsement by regional stakeholders Withheld - Commercial Information
3	Business plan	Sets out the expected activities of the Hub Withheld - Commercial Information

Section 12: Declarations

Commercial Information

- 2. Has this activity ever been declined Crown Funding in the past?
- 3. Is the applicant or the contracting entity insolvent or subject to any insolvency action, administration or other legal proceedings?
- 4. The contracting entity is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices
- 5. Is any individual involved in the application, the proposed contracting entity or the project, an undischarged bankrupt?
- 6. Is any individual under investigation for, or has any individual been convicted of, any offence that has a bearing on the operation of the project?
- 7. Are there any actual, potential or perceived conflicts of interest that the applicant or any of the key personnel have in relation to this project.
 "In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully..."
<https://www.oag.govt.nz/2007/conflicts-public-entities>
- 8. Has the applicant / any individual involved in the application been subject to any enforceable undertaking of infringement notices.



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

Privacy of natural persons

By completing the details below, the applicant makes the following declaration about its application for Provincial Growth Fund funding for the project ("application"):

- I have read, understand and agree to the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;
- I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
- I consent to this application being publically released if funding is approved. I have identified the commercially sensitive and personal information.
- The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the project. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the Provincial Development Unit by emailing PGF@mbie.govt.nz; and
- I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any contract awarded as a result of this application process.

Full name:
Margaret Kouvelis

Title / position:
Trustee, Central Region Major Projects Skills Hub Trust

Signature:
Privacy of natural persons

Date:
14 October 2019

Appendix 1 – Terms and Conditions of this Application

General

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

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

Reliance by Provincial Development Unit

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

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

Ownership and intellectual property

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

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

Confidentiality

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

The Provincial Development Unit may disclose any application and any related documents or information provided by the applicant, to any person who is directly involved in the PGF application and assessment process on its behalf including the Independent Advisory Panel (“IAP”), officers, employees, consultants, contractors and professional advisors of the Provincial Development Unit or of any government agency. The disclosed information will only be used for the purpose of participating in the PGF application and assessment process, which will include carrying out due diligence. If an application is approved for funding, information provided in the application and any related documents may be used for the purpose of contracting.

In the interests of public transparency, if an application is approved for funding, the application (and any related documents) may be published by the Provincial Development Unit. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982.

Limitation of Advice

Any advice given by the Provincial Development Unit, any other government agency, their officers, employees, advisers, other representatives, or the IAP about the content of your application does not commit the decision maker (it may be Senior Regional Officials, Ministers or Cabinet depending on the level of funding requested and the nature of the project) to make a decision about your application.

This limitation includes individual members of the IAP. The IAP’s recommendations and advice are made by the IAP in its formal sessions and any views expressed by individual members of the IAP outside of these do not commit the IAP to make any recommendation.

No contractual obligations created

No contract or other legal obligations arise between the Provincial Development Unit and any applicant out of, or in relation to, the application and assessment process, until a formal written contract (if any) is signed by both the Provincial Development Unit and a successful applicant.

No process contract

The PGF application and assessment process does not legally oblige or otherwise commit the Provincial Development Unit to proceed with that process or to assess any particular applicant's application or enter into any negotiations or contractual arrangements with any applicant. For the avoidance of doubt, this application and assessment process does not give rise to a process contract.

Costs and expenses

The Provincial Development Unit is not responsible for any costs or expenses incurred by you in the preparation of an application.

Exclusion of liability

Neither the Provincial Development Unit or any other government agency, nor their officers, employees, advisers or other representatives, nor the IAP or its members will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this application and assessment process, including without limitation:

- a) the assessment process
- b) the preparation of any application
- c) any investigations of or by any applicant
- d) concluding any contract
- e) the acceptance or rejection of any application, or
- f) any information given or not given to any applicant(s).

By participating in this application and assessment process, each applicant waives any rights that it may have to make any claim against the Provincial Development Unit. To the extent that legal relations between the Provincial Development Unit and any applicant cannot be excluded as a matter of law, the liability of the Provincial Development Unit is limited to \$1.

Nothing contained or implied in or arising out of the PGF documentation or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

Inducements

You must not directly or indirectly provide any form of inducement or reward to any IAP member, officer, employee, advisor, or other representative of the Provincial Development Unit or any other government agency in connection with this application and assessment process.

Governing law and jurisdiction

The PGF application and assessment process will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning your application.

Public statements

The Provincial Development Unit and any other government agency, or any relevant Minister, may make public in whole or in part this application form including the following information:

- the name of the applicant(s)
- the application title
- a high-level description of the proposed initiative
- the total amount of funding and the period of time for which funding has been approved
- the region and/or sector to which the project relates

The Provincial Development Unit asks applicants not to release any media statement or other information relating to the submission or approval of any application to any public medium without prior agreement of the Provincial Development Unit.

Appendix 2 - Operational criteria for all tiers of the Fund

Link to Fund and government outcomes

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

Additionality

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

Connected to regional stakeholders and frameworks

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

Governance, risk management and project execution

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