



**PROVINCIAL
GROWTH
FUND**

FUNDING AGREEMENT

BETWEEN

**MINISTRY OF BUSINESS,
INNOVATION AND EMPLOYMENT**

AND

GISBORNE AIRPORT LIMITED

FOR

**GISBORNE AIRPORT TERMINAL
REDEVELOPMENT PROJECT**

Date of Agreement: 2019

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 Gisborne Airport Limited (NZ company number 1352871) having its registered office at 37 Gladstone Road, Gisborne, 4010 , New Zealand (Recipient)</p>
2	<p>Funding Start Date</p> <p>Commencement Date</p>
3	<p>End Date</p> <p>31 July 2021, being one month after the practical completion date.</p>
4	<p>Background</p> <p>Through the Provincial Development Unit, the Ministry is responsible for administering the Provincial Growth Fund, which aims to lift productivity potential in New Zealand’s provinces.</p> <p>The Gisborne Airport business and land is owned by the Gisborne District Council. Gisborne District Council has a long term lease and management agreement with the recipient, who have full management control of the airport and surrounding land area.</p> <p>The Recipient is the designated Airport Authority for Tairāwhiti and is a wholly owned subsidiary of Eastland Group.</p> <p>The Project is initiated with the encouragement and support of Gisborne District Council; Ngai Tawhiri, Rongowhakaata Iwi Trust; Ngati Porou; Gisborne Chamber of Commerce and Activate Tairāwhiti.</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> <ol style="list-style-type: none"> 1. Signed Document: Duly executed original of this Agreement. 2. Other documents and evidence: <ol style="list-style-type: none"> a. Evidence that all consents or approvals under the Resource Management Act 1991 and Building Act 2004 have been obtained. b. Appointment of a Quantity Surveyor satisfactory to the Ministry. c. A copy of the Project Budget evidencing the payments profile and which sets out how the Funding and the Co-Funding will be applied in

	<p>order to meet the total construction costs for the Project.</p> <ul style="list-style-type: none"> d. Confirmation from the Quantity Surveyor as to the Project Budget and payments profile for the Project. e. Evidence that the following co-funding amounts have been secured: <ul style="list-style-type: none"> (i) Eastland Group Limited, \$2,000,000 excluding GST (if any); and (ii) Eastland Community Trust, \$5,000,000 excluding GST (if any), <p>(the Co-Funding).</p> f. A copy of the Construction Contract in form and substance satisfactory to the Ministry duly executed and evidence that each of the conditions precedent under the Construction Contract have been satisfied and such that the Construction Contract is unconditional. g. Confirmation from the Quantity Surveyor that the Construction Contract is in a commercially acceptable form and that, in its opinion, the construction programme is achievable. h. A document detailing the key Project milestones and corresponding due dates, by reference to the Construction Contract, in a form and substance satisfactory to the Ministry. i. Such other document, assurance or information as the Ministry may, by notice to the Recipient, require. j. The Ministry has obtained all necessary approvals to enter into the Transaction Documents, including: <ul style="list-style-type: none"> (i) the approval of the relevant Ministers of the Crown; and (ii) approvals under any relevant legislation, including the Public Finance Act 1989.
<p>6 Project</p>	<p>The project involves the redevelopment and upgrade of the Gisborne Airport passenger terminal building and supporting infrastructure that is no longer considered by the community as meeting their future needs.</p> <p>The new airport terminal will be large enough to accommodate forecasted increased passenger numbers through the airport. It will facilitate fast and efficient movement of visitors into and out of the region, providing them with an enjoyable and memorable arrival and departure experience.</p> <p>The project includes development of roading and supporting infrastructure services required to accompany the terminal development.</p>

	<p>The design for the airport reflects a unique cultural and regional theme using carved wood, natural materials where practical and other local artists design features.</p> <p>The redevelopment and upgrade programme of work will be undertaken in accordance with the Construction Contract and the Civil Contract.</p> <p>The Project will be managed by the recipient. A governance group will be set up for this Project, the composition of which will be appointed by the directors of the Recipient.</p> <p>The expected outcomes for the region of the Project which directly align with those of the Provincial Growth Fund are:</p> <ul style="list-style-type: none"> • Increased employment in tourism and visitor related industries; • Increased investment in the region; • Significant benefit to the travelling public of the East Coast region; and • To build and develop on the local cultural heritage of the lands surrounding the airport. 									
<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="481 969 1461 2020"> <thead> <tr> <th data-bbox="481 969 810 1099">Due Date</th> <th data-bbox="810 969 1134 1099">Project Deliverable (One quarter prior)</th> <th data-bbox="1134 969 1461 1099">Instalment payable on completion NZD\$ plus GST, (if any)</th> </tr> </thead> <tbody> <tr> <td data-bbox="481 1099 810 1292">Commencement Date</td> <td data-bbox="810 1099 1134 1292">Funding Agreement executed by both parties and the Recipient entered into a construction contract.</td> <td data-bbox="1134 1099 1461 1292">\$1,000,000</td> </tr> <tr> <td data-bbox="481 1292 810 2020">30 June 2019</td> <td data-bbox="810 1292 1134 2020"> <p>Stage 1</p> <p>Pre-Construction</p> <p>Lead Time Items</p> <p>Construction</p> <p>Establishment</p> <p>Structure</p> <ul style="list-style-type: none"> • GA A-B • GL D-G+ • Roof • External Walls <p>Internal</p> <ul style="list-style-type: none"> • Electrical • Mechanical </td> <td data-bbox="1134 1292 1461 2020">\$2,200,000</td> </tr> </tbody> </table>	Due Date	Project Deliverable (One quarter prior)	Instalment payable on completion NZD\$ plus GST, (if any)	Commencement Date	Funding Agreement executed by both parties and the Recipient entered into a construction contract.	\$1,000,000	30 June 2019	<p>Stage 1</p> <p>Pre-Construction</p> <p>Lead Time Items</p> <p>Construction</p> <p>Establishment</p> <p>Structure</p> <ul style="list-style-type: none"> • GA A-B • GL D-G+ • Roof • External Walls <p>Internal</p> <ul style="list-style-type: none"> • Electrical • Mechanical 	\$2,200,000
Due Date	Project Deliverable (One quarter prior)	Instalment payable on completion NZD\$ plus GST, (if any)								
Commencement Date	Funding Agreement executed by both parties and the Recipient entered into a construction contract.	\$1,000,000								
30 June 2019	<p>Stage 1</p> <p>Pre-Construction</p> <p>Lead Time Items</p> <p>Construction</p> <p>Establishment</p> <p>Structure</p> <ul style="list-style-type: none"> • GA A-B • GL D-G+ • Roof • External Walls <p>Internal</p> <ul style="list-style-type: none"> • Electrical • Mechanical 	\$2,200,000								

		<ul style="list-style-type: none"> • Hydraulics • Other cabled Services <p>External works</p>	
	31 March 2020	<p>Stage 2 Construction</p> <p>Establishment Structure</p> <ul style="list-style-type: none"> • Roof • External Walls <p>Internal</p> <ul style="list-style-type: none"> • Electrical • Other cabled Services <p>External works</p>	\$2,200,000
	Sixty days from the End Date	Final Construction Report submitted to the Ministry	\$100,000
8 Key Personnel	<p>Andrew Gaddum, GM Ports – Project Sponsor</p> <p>Andrew is the General Manager of Gisborne Airport and has overall accountability for the project.</p> <p>Through the project team, Andrew will be responsible for engaging and communicating with key stakeholders associated with the construction project. This will include funding partners, Eastland Executive and Board of Directors. Andrew has been employed at Eastland Group since 2004. His role encompasses the management of Eastland Port and its associated debarking operations in Gisborne and Northland, Gisborne Airport, as well as the Cookstores, Gisborne's largest cold and dry store facility.</p> <p>Murray Bell, Airport Manager</p> <p>Murray will be responsible for the continued management and operation of Gisborne Airport during the construction period. Murray will work closely with our appointed project manager to ensure minimum disruption to airport</p>		

	<p>services.</p> <p>Murray has been involved in running Gisborne Airport since the mid 1990's when he commenced employment with the local Council undertaking various project management functions which included some at the airport. Murray took on further airport specific functions and was then appointed to the role of Airport Manager. In April 2005 Murray moved from the Council to the Eastland Group when the Eastland Group took on the lease together with the full management and operational control of Gisborne Airport. Murray continues in that role today and he has a wealth of knowledge, experience and contacts, developed over time within the aviation sector. Murray is authorised as a Civil Aviation Authority 'Senior Person' described as key personnel in certified aviation organisations, effectively managing all the functions associated with an operation.</p> <p>Stu Buscke – Gisborne Airport appointed Project Manager (via Civil Project Solutions)</p> <p>Stu has been engaged as an independent project manager to assist with the continued operation of the airport whilst an extensive construction project is also underway on site. Stu will be responsible for daily communication with the Contractor and Airport Manager to ensure all compliance, timetable and all other critical work streams are effectively communicated and managed.</p> <p>Stu started with a local builder as an apprentice in the early 90's, completing his Licensed Building Practitioner – Site 1 qualification 4 years later. He then gained overseas experience on construction sites in Australia until returning early in the new millennium as a self-employed builder in the East Coast region.</p> <p>This extensive construction experience in the building sector serves Stu well as a Project Manager. His knowledge of local subcontractors and materials combined with understanding of being self-employed in the industry gives an excellent base for decision making, organising and problem solving relevant issues.</p> <p>Contractor Key Personnel – McMillan & Lockwood Bay of Plenty Limited</p> <p>BOP General Manager – Keith Nightingale</p> <p>Overall responsibility for management and performance of project</p> <p>Leadership and guidance to Project Team. Promote and monitor Client and key sub-contractor relationships. Visit site weekly and attend all PCG meetings.</p> <p>Senior Quantity Surveyor: Mike Couch</p> <p>To oversee the financial performance on the project. Providing assistance and guidance to the Quantity Surveyor.</p> <p>Senior Site Manager: Damian Barrett</p> <p>On Site Full-time, supervise day to day operations on site including: subcontractors and suppliers, Manage Health & Safety and Quality Control, lead carpentry trade. Co-ordinate subcontractors, consultants and management of site. Liaise with client and consultant representatives. Actively manages construction programme, quality and methodology.</p>
<p>9 Funding</p>	<p>The Funding is provided in the form of a capital contribution for the construction of the airport terminal building. The total Funding available under this Agreement is up to NZ\$5,500,000 plus GST (if any). This is the Total Maximum</p>

	<p>Amount Payable.</p> <p>The Funding will be paid in instalments on the payment dates set out in item 7, subject to completion of the relevant Project Deliverable and; receipt of a Payment Request in accordance with clause 1 of Part 2 and the terms and conditions of this Agreement.</p> <p>Project costs will be funded on the pro rata basis outlined in Part 2, 2 (a) (ii)</p>
<p>10 Co-Funding</p>	<p>The Recipient must have secured the following Co-Funding to be used for the Project:</p> <ul style="list-style-type: none"> (i) Eastland Group Limited, \$2,000,000 excluding GST (if any); and (ii) from Eastland Community Trust, \$5,000,000 excluding GST (if any), <p>(the Co-Funding).</p>
<p>11 Reporting</p>	<p>The Recipient must provide the Ministry with the following reports:</p> <ol style="list-style-type: none"> 1. During the construction phase, a quarterly Construction Report at the same time and in the same form as the Recipient provides its management and the governance group with an update on the construction, the final Construction Report being due within 60 days of completion of the Project; 2. An annual report within 90 days following the end of each financial year; 3. Post Project Completion Outcomes Report within 6 months of Practical Completion; and 4. Promptly report to the Ministry any material health and safety incident, injury or near miss, or any notice issued under the Health and Safety at Work Act 2015. <p>Each Construction Report must include the following information:</p> <ol style="list-style-type: none"> 1. Detail of progress against planned progress and giving confirmation of the relevant milestone that has been reached and time to complete by reference to the Project Budget; 2. any variations in the Construction Contract identifying where those are Material Variations, whether or not requiring approval; 3. images of the progress of the Project; and 4. A statement of the Funding and Co-Funding received, spent and unspent

(if any) and the cost to complete against the Project Budget.

Each annual report must include the following information:

1. A statement of the Funding and Co-Funding received, spent and unspent (if any);
2. Any major risks arising or expected to arise with the Project, costs or compliance with the terms of this Agreement;
3. A description of any significant new initiatives that the Recipient is considering implementing into its business;
4. an update on media, marketing and communication activities for this Project; and
5. Any other information relating to the Project that is notified in writing by the Ministry to the Recipient

The **Post Project Completion Outcome report** must include the following information:

1. an analysis of how the funding made pursuant to this Agreement has enabled the Recipient to achieve the expected outcomes listed under item 6 of this Part 1 above;
2. an analysis of how the funding made pursuant to this Agreement and the Project has brought wider benefits to the region/province;
3. how the funding has accelerated regional development through increasing the productivity potential of, and contributing to more and better paid jobs in, the region;
4. In conjunction with Activate Tairawhiti:
 - an analysis of new jobs that the Recipient is aware of (after making enquiry) that the Project has supported (including direct and indirect jobs);
 - an analysis of increased investment in the region that the Recipient is aware of (after making enquiry);
 - an analysis of how the Project has advanced iwi aspirations and led to the better utilisation of iwi assets (after making enquiry);
5. the number of jobs that were created during and resulting from the Project;

	<p>6. how the Project has contributed to Maori development; and</p> <p>7. how the Project has increased regional and national resilience by improving critical infrastructure and/or growth and diversification of the economy.</p>
<p>12 Insurance</p>	<p>During the funding period (Part 1: Section 7), the Recipient must:</p> <ul style="list-style-type: none"> (a) keep insured with an insurer acceptable to the Ministry all its property against physical loss or damage by such causes as should be insured against (including earthquake, fire and flood protection) in accordance with good commercial practice (including, but not limited to, public liability insurance, building and improvements full replacement/reinstatement insurance and business continuity/interruption insurance; (b) promptly pay when due all premiums and other amounts and do all other things necessary to maintain the insurances, and not do anything or permit anything to be done, or not done, which would prejudice any of the insurances required by the Transaction Documents or any claims thereunder; (c) as soon as practicable after becoming aware of the same, notify the Ministry of any proposed cancellation of an insurance policy or reduction in the amount payable under any insurance policy; (d) not materially change the cover under any insurance policy without the Ministry's consent; (e) immediately rectify any matter, thing or circumstance that is likely to materially prejudice any of the policies; and (f) apply all claim proceeds at all times in accordance with the direction of the Ministry.
<p>13 Special Terms</p>	<p>Project and Related Property</p> <p>Without prior consent of the Ministry, the Recipient may not sell, lease, dispose, transfer, assign or cease to legally and beneficially own the Project as defined in item 6.</p> <p>Co-Funding</p> <p>The Recipient must maintain sufficient co-funding to complete the Project at all times, given the residual funding available under this Agreement and then expected cost to complete the Project.</p> <p>Maintenance</p>

	<p>Upon completion of the Project, the Recipient will maintain the completed Project in accordance with best industry practice necessary to maintained in:</p> <p>(a) good and substantial repair and condition and, as appropriate, in good working order; and</p> <p>(b) such repair, condition and order as to enable them to be let in accordance with all applicable laws and regulations; for this purpose, a law or regulation will be regarded as applicable if it is either:</p> <p style="padding-left: 40px;">(i) in force; or</p> <p style="padding-left: 40px;">(ii) it is expected to come into force and a prudent property owner in the same business as the Recipient would ensure that its buildings, plant, machinery, fixtures and fittings were in such condition, repair and order in anticipation of that law or regulation coming into force.</p>	
<p>14 Contact Person</p>	<p>Ministry's Contact Person:</p> <p>Name: Richard Katipa</p> <p>Email: richard.kapita@mbie.govt.nz</p> <p>Contract ID: 39</p>	<p>Recipient's Contact Person:</p> <p>Name: Andrew Gaddum</p> <p>Email: andrew.gaddum@eastland.nz</p>
<p>15 Address for Notices</p>	<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>37 Gladstone Road PO Box 1048 Gisborne 4010</p> <p>Attention: Andrew Gaddum</p> <p>Email: andrew.gaddum@eastland.nz</p>
<p>SIGNATURES</p>	<p>SIGNED for an on behalf of the SOVEREIGN IN RIGHT OF NEW ZEALAND 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> <p>_____</p> <p>Name:</p> <p>Position:</p> <p>Date:</p>	<p>SIGNED for an on behalf of the RECIPIENT by the person named below, being a person duly authorised to enter into obligations on behalf of the Recipient:</p> <p>_____</p> <p>Name:</p> <p>Position:</p> <p>Date:</p>

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 a Director and an authorised signatory 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

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 proportionally on a pro rata basis 66/ 44 Recipient/ Ministry with Funding provided under this Agreement; 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.

Deliverables, Key Personnel, Contractors and the Project

- 3.3 The Recipient will ensure that the 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 Deliverables are completed by the relevant "End 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 is responsible for the acts and omissions of any contractors.
- 3.7 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

- 3.8 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.
- 3.9 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.
- 3.10 The Recipient shall 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.
- 3.11 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

- 3.12 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.
- 3.13 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

- 3.14 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. The Recipient shall notify the Ministry promptly upon taking any step or action to sell, dispose, transfer or change the purpose of the Project.

- 3.15 Clause 3.14 does not limit a transfer of the assets between Gisborne District Council, and subsidiaries, Eastland Community Trust, and subsidiaries and Eastland Group Limited, and subsidiaries subject to the following conditions:
- (a) The proposed new owner of the asset has acknowledged and agreed in writing to comply with the relevant provisions of this Agreement relating to the asset. ; and
 - (b) The proposed transfer is approved in advance 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 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 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 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) the Recipient has ceased to carry on its operations or business (or a material part of them) in New Zealand; or
 - (d) 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 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;
 - (iii) 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);
 - (iv) the Recipient abandons the Project;

- (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(d) 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) **Co-Funding not provided.** On expiry or termination of this Agreement, if 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.
- (c) **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.

6.6 Clauses 1.4, 3.2, 3.12m 3.13, 3.14, 3.15, 3.16, 5, 5.1, 7, 8, 9, 10, 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) 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;

- (b) it has disclosed to the Ministry all matters known to the Recipient (relating to Project, the Recipient or its personnel) that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of the Ministry; and
- (c) 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 acknowledges that the Ministry has entered into this Agreement in reliance on these warranties.

7.4 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

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 reports, documents, information and other material licensed under this Agreement, 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 "no surprises" policy advised by Ministers of the Crown; and
- (c) publicise and report on the awarding of the Funding, including the Recipient's and any of its contractor'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 Recipient will consult with the Ministry 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 10.1 (*Dispute Notice*). 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 10.1. 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 Recipient, 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;

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

END OF PART 3

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

[insert name of Recipient]

Position: Director

Authorised Officer