

Application for Funding Projects



About this form

This form enables you to make an application for funding over \$100,000 from the Provincial Growth Fund for applications relating to the delivery of projects.

You will need to use the Express Form if your application is for an activity under \$100,000 or the Development Phase Form if your application is within the Development phase of a Project (i.e. feasibility / business case).

These forms are available on the [Provincial Growth Fund website](#)

Purpose of the Provincial Growth Fund

The Provincial Growth Fund aims to lift productivity potential in the provinces. Its priorities are to enhance economic development opportunities, create sustainable jobs, enable Māori to reach their full potential, boost social inclusion and participation, build resilient communities, and help meet New Zealand's climate change targets.

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. If you are applying on behalf of a number of parties, you need their consent to submit this application. You can add other applicants during the application process. You will be the point of contact for this application, but you must give us all information about all applicants.

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.

Part A: Key Details

Please note that if the funding agreement will not be held with the applicant (i.e. applying on behalf of another organisation), then we require the details of that organisation.

1. Proposal Title:

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

Opotiki District Council are in the process of finalising the build of a new modern library facility 'Te Tahuu o Te Rangī', as part of that facility it is looking to provide the local community and businesses with a 'regional digital hub'. This digital hub will provide much needed digital services which most places in new Zealand take for granted, but is currently not available. Without this regional digital hub, efforts to improve digital literacy and business growth will be restricted.

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

Legal Name:	Ōpōtiki District Council
Entity Type:	Local Authority
Registered Offices / Place of Business:	108 St John Street, Opotiki
Identifying Number:	
Organisation's Website:	www.odc.govt.nz

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

Contact Name and Role:	Michael Homan – Finance, Systems and Property Group Manager.		
Email Address:	Privacy of natural persons	Telephone:	Privacy of natural persons

5. Please describe the principal role or activity of the applicant organisation.

Local Authority

6. This project will be based in the region of:

7. What type of funding is this application for:

[Note: the most appropriate funding type will be determined by the PDU in consultation with the applicant]

8. What is the activity / funding start and end date?

Start Date:	Commercial Information	Completion Date:	Commercial Information
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9. Has this project / activity been previously discussed with any part of Government? Yes: No:

- If Yes, please describe which part of government, and what the outcome of the discussions were.

Commercial Information

10. Have you previously received Government funding for this Project? Yes: No:

- If Yes, please list which part of the Government, when the funding was received, and how much under Q11.

11. Are you an overseas investor for the purposes of the Overseas Investment Act? Yes: No:

To find out if you are an overseas investor, and find support, please visit the Overseas Investment Office [website](#).

12. Please set out the proposed sources of funding for the Project:

Source of Funding: <i>[please indicate where all other funding is sourced from, noting who the funder is]</i>	\$ (excluding GST)	Status / Commentary <i>[i.e. received / confirmed / in principle]</i>
Various Local Fundraising including revenue from rental received.	\$ Commercial Information	Confirmed
Opotiki District Council Commercial Information)*	\$ Commercial Information	\$ Commercial Information allocated in the Commercial Information. As this is Commercial Information funded – it will be confirmed as part of Annual Planning on 28 Jun 2019.
Provincial Growth Fund Funding (through this application)	\$400,000	This Application
Commercial Information	\$ Commercial Information	Application Submitted
Total:	\$ Commercial Information	

*Opotiki District Council are prepared to fully fund this project, however to reduce the burden on ratepayers other funding sources will be sought (e.g. lotteries funding)

Part B: Project Description

13. This application is: “a stand-alone activity” or “in support of a wider project/programme”

14. Will additional funding be required in the future? Yes: No:

If Yes, please describe at a high level, what this may include, and when this is likely to be applied for.

15. Has a feasibility study, or equivalent, been conducted prior to this application? Yes: No:

- If Yes, please provide a copy, including an overview of the feasibility study and any outcomes.
- If No, please explain why not; and how feasibility/viability of the project has been assured.

Multiple public engagements have occurred over the last few years to seek feedback from the local community, local business leaders and local iwi on the type of facility they would like, as the new library building is developed.

The current library facility, which has four computer terminals and no collaborative meeting spaces has some great attributes that we want to build upon. The current library has an open door policy, used by a wide socio-economic groups. It is centrally located in the heart of the CDB and already seen as a ‘social hub’ for the town.

A feasibility study was carried out in January 2018 (see attached), with local business leaders and they requested modern meeting rooms facilities (to allow for training / co-location / video conferencing) as well as space for additional computers and wifi to allow for digital connectivity and e-learning.

Pop up shops were also set up to get community feedback on what the community want from a modern library / digital hub. Taking into consideration feedback received Council informed the community that “it would investigate the redevelopment of the building in to a modern \$3m facility providing the best research, technology and library services to the Ōpōtiki community”.

16. Please provide a detailed description of this project for which funding is being applied, including the benefits arising from the project:

What is the funding for:

The funding requested will be targeted directly to the provision of the digital and technology requirements associated with the proposed new modern library facility in Opotiki.

Why is it required:

This funding is required in order to be able to deliver the 'digital services' that our local community, business leaders and iwi leaders have requested. Without this funding Opotiki District council will need to look at the current proposed plans and scale back the digital services offering (as part of the new library) as it will not be able to afford to deliver this, based on current debt levels and also the limited ability for the local rate payers to fully fund this facility.

What will the project do – Supporting Businesses

This Regional Digital Hub will provide a facility, thus allowing businesses and self-employed to access services such as:

- A fit out with the latest technology for co-working spaces, meetings and video conferencing;
- Training, mentoring and business advisory in the digital space;
- Networking and peer to peer activities;
- Space for corporates and businesses to present digital products and services e.g. Commercial Information;
- Support for efforts to improve digital literacy;
- Community lead initiatives requiring digital support; and
- Community WiFi for visitors and guests to the Hub, as well as (subject to site design and discussion with local stakeholders) members of the general public in the immediate precinct.
- Access for trades people to relevant online resources to help support increased compliance (e.g. health and safety requirements / earthquake requirements)

Looking specifically at business training, mentoring & advice, the Hub will offer services aiming to increase the ICT capability of local businesses especially small businesses. These may be offered by a range of different parties:

- By the Hub's own staff;
- Sponsors;
- Corporate supporters;
- Local Government/ EDA Inc economic development agency;
- Central Government;

Some additional services are considered "nice to have", that is, desirable but not mandatory. These services may be offered at the Hub, delivered by third parties, but would be subject to constraints such as third party funding, availability of space etc. These include:

- Digital divide programmes; and
- Other (non-ICT) business training.

The Hub will also be suitable premises for 3rd party functions, e.g. Business After 5s, seminars, Local Council meetings, community meetings.

What will the project do – Supporting Local Community

This digital centre will act as a 'social Hub', being located in the centre of the township. Ōpōtiki District services one of NZ's highest deprivation areas and covers a very large geographical area spanning from Wainui in the west up to the East Cape. Due to isolation and many other social reasons digital connectivity is not possible for many living in the wider district. This new building (Te Tahuu o Te Rangi) is designed with this in mind and will provide many with necessary online access for upskilling and workforce readiness.

What will the project do – Link to wider benefits

This initiative is also seen as a key enabler for the regional growth strategy. Without a vibrant, well trained and resourced community the industries charged with leading growth will have less chance of succeeding. As a result the local community / businesses and iwi see this as a critical component of the wider economic and social growth within the district.

The Ōpōtiki District is an area with strong and developing aquaculture, horticulture and forestry industries. These

industries have, through the Economic Growth Strategy identified a need for investment in workforce training and readiness and the need for improved and modern technology and digital spaces.

Te Tahuhi o Te Rangi has been designed with this in mind. Such a facility will also provide a focal point for the local community and also support the increased number of tourists, who are coming to the region.

17. How does this project demonstrate additionality within the region?

Why is the project not already underway:

This project has been identified within the ODC ten year plan and funding has been allocated for the building of a new library. Based on business / community feedback on the type of facilities they would like working drawings and full costings have been completed. Currently the community is unable to solely fund this facility through taxpayer rates, even with the amazing response we have had from community fundraising.

How the project provides a new asset and is not seeking maintenance funding:

The funding requested (as part of this application) is to help deliver the digital components of this facility, including digital fit out (and project management to lead this), essential ICT devices such as hardware (routers) and additional ICT devices (e.g. tablets, Smart TVs, as well as extra Wi-Fi devices). Once this facility is built and commissioned all operating costs will be funded by ODC.

The benefit of Central Government funding

As mentioned above community fund raising has delivered up to \$^{Commercial In Confidence} to help build a new modern library facility (including Digital hub), the ratepayers are unable to afford a significant increase in rates and private funding is not available for this type of facility.

Why this project will unlock the potential within the region

This regional digital hub will provide the following facilities :

- Three meeting rooms all with videoconferencing and smart TV's, with a capacity of between 6-10 people for each meeting room
- Break out rooms for small meetings with desks and IT connections
- Provide for up to 20 hot desks, with devices, allowing for digital access and collaboration areas
- A large area for presentations (both community and business) with wifi capabilities across the whole facility

Currently in Opotiki there is an existing library with four workstations, and this caters mainly to the local community, there is currently no access for business to business collaboration. A local shop provides wifi access at a commercial fee for tourists and locals that need this.

There is currently no access to workshop space, the closest facility is through a business hub in Whakatane (40 min drive away), and at present this facility is near capacity, the next closest facility would be through Tauranga/ Rotorua, which is a 2 hour drive away.

This lack of a facility like this is hampering economic growth in the Opotiki District, see more details below.

Impacts of not having a digital facility in the Opotiki District

The District is entering a phase of growth not only in aquaculture but also forestry and horticulture. It is an area of vast potential and this facility and the inclusion of the digital and technology facilities such as these have been identified as required to unlock this potential and an enabler for district wide growth.

Significant infrastructure and land development projects are already being progressed within the EBOP region, specifically within Opotiki and the east coast area. The team of people that are coming through Opotiki to deliver these significant projects require access to meeting rooms, hot desks and internet access. This Regional digital hub

will provide facilities for these teams to effectively deliver against the key economic growth projects.

Local iwi want to bring their people home and provide them with job opportunities, and lots of people are attracted to what the regions have to offer. To attract whanau home we need to be able to offer services that people living in larger towns / cities expect as a basic service (i.e. access to the internet).

The addition of ultra fast broadband in the area is already attracting people home and the regions now have key technology resources (web designers / graphic designers / architects / management consultants / media people) who can work remotely. We want this regional digital hub to be the 'social hub' bringing these innovators and highly skilled people together to drive increased growth for our region, and unlocking even more potential within the region.

Having access to this facility will allow local job seekers to access necessary training and education to allow them to participate in the workforce. Many throughout the Eastern Bay of Plenty lack opportunity through limited or no access to such services and also affordability. This facility will go a long way in addressing that

18. How is the project connected to regional (and sector) stakeholders and frameworks?

The EBOP produced a Regional Development Report (as attached) highlighting the key clusters for driving economic growth for the region, these key clusters include (1) high value horticulture, (2) Opotiki Harbour and aquaculture, (3) Whakatane CDB revitalisation and tourism, and (4) Kawerau Industrial Zone. As part of this report over 68 projects were identified that are needed to be delivered to support this economic growth, which will deliver up to Commercial jobs to the EBOP. This Regional digital hub is one of the Comm identified projects.

This report was signed off and approved by the regional stakeholders (district councils / iwi / regional council / Toi EDA) and it was presented to ministers, officials and the PGF independent advisory panel in late 2018. Positive feedback has been received by officials and ministers around the regionally connected approach that has been signed off by local stakeholders.

This project has been discussed in some detail with local businesses, chamber of commerce and the local Economic development agency, all of whom fully support this initiative, and see this as a key enabler for economic growth and increased jobs in the Opotiki area.

Iwi stakeholders have been involved in the naming of the facility, and also support these types of services to support the iwi members currently living in the EBOP, but also for attracting their whanau home, as increased jobs are made available through the regional growth opportunities.

Councils, both district and regional fully support the delivery of these services, with ODC being the main funder for the whole building.

19. How will your project lift 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	✓	Facility will support growth projects already identified and also provide for training / internet access for job seekers.
2. Enhance utilisation of and/or returns for Māori assets	✓	There are two key clusters of economic growth being driven in the Opotiki area, these are being driven by local iwi. <small>Commercial Information</small> are driving significant high value horticulture opportunities and <small>Commercial Information</small> are driving significant aquaculture opportunities. This regional digital hub will help support the delivery of this growth.
3. Increase productivity and growth	✓	This facility will support the large teams of people that will be coming to the local area to set up and deliver the infrastructure and development opportunities identified for regional growth (such as meeting rooms / video conferencing / internet access) This Regional Digital Hub will help address the current constraint of having a trained and ready workforce.
4. Increase local employment and wages (in general and for Māori)	✓	Workforce readiness, training and digital access all contribute employment opportunities. 86% of district population identify themselves as Māori. In addition, it is expected that the growth opportunities will bring whanau home, specifically the highly skilled ones that are needed to support the growth opportunities.
5. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	✓	Deprivation levels in this district are at some of the highest levels experienced in NZ. Due to both isolation and financial constraints many need this facility to access education and training opportunities not available at home.
6. Improve digital communications, within and/or between regions	✓	Digital communication and access opportunities are not physically possible for many especially those outside the immediate Ōpōtiki township. This facility provides that much needed service in a modern and safe environment.
7. Improve resilience and sustainability of transport infrastructure, within and/or between regions	✓	By providing some of these digital capabilities, such as video conferencing, internet access and meeting rooms, it greatly increases the connectivity that local people have with other parts of New Zealand and internationally (more connected).
8. Contribute to mitigating or adapting to climate change	✓	Education and awareness programmes will be run from this facility. Having access to the facilities (such as videoconferencing) also limits the need for travel, thus reducing our carbon footprint.
9. Increase the sustainable use of and benefit from natural assets	<input type="checkbox"/>	<i>[Insert your relevant commentary here]</i>
10. Enhance wellbeing, within and/or between regions	✓	For many persons within this region Ōpōtiki is the focal point. Many travel large distances to get to Ōpōtiki and do necessary tasks. Having an accessible Regional Digital Hub eliminates further travel. This facility will allow many to stay connected with the wider community both nationally and internationally. Ōpōtiki is also placed at a strategic point between the Hawkes Bay and Bay of Plenty. The Ōpōtiki District has an annual tourism spend in excess of \$30m pa (MBIE Tourism Spend Statistics – as at April 2019). This initiative will provide flow on services to the visitor experience.
Total number of outcomes project contributes to	9/10	

20. Has public consultation been conducted?

Yes:

No:

- If yes, what were the results?
- If no, is there a plan to do so?

See Section 15 (above).

21. Please provide your customer demand / market analysis for this project, covering the following where possible:

- What is the current market for this project's outcome, and what is your current involvement in the market?
- What opportunities are there to *expand* market activity (i.e. what is the customer demand)?
- What customer market relationships do you have to leverage success of the outcomes of this project?
- Is the project primarily aimed at enhancing the share of a single market? If so, please detail the proposed markets with this intention.

The current vacant library facility, which is 300sq m and (only had 4 workstations and no meeting room facilities) was already a well utilised space prior to the necessary relocation to a temporary location (approximately 200 sq m). With the development of a new modern library building and regional digital hub facilities (717sq m) as proposed we believe this will be a real focal point for the centre of the Opotiki Township.

Commercial Information

There is already a lot of business consultants / providers that are in the region to help support the current economic growth activities, at present there is no space for meetings and no ready access to the internet, this demand is already there.

The local community already use the current library with the 4 workstations all in full demand, with the introduction of new modern facilities and surroundings we know this demand will increase.

Currently tourists access the internet through their phones, with the access to these facilities, alongside a coffee cart & with the facilities being located in the centre of town, we expect an increase in tourist usage of this facility.

22. Where the project utilises land, does the land have any other interests associated with it? (i.e. Treaty claims, or iwi/hapu ownership)

Yes:

No:

n/a

23. Is the land is owned by others, i.e. not solely by the applicant?

- If yes, then please describe the other interests and how will this be managed?

No

24. Does the land have appropriate Resource Management Act consents?

Yes:

No:

- If no, how and when will this be addressed?

n/a

Part C: Project Delivery

25. Please provide an overview of the project management approach / plan for this activity.

This project will be delivered by ODC. Once funding is approved a suitably qualified project manager will be appointed to deliver the new library building and regional digital hub.

High level milestones and timeframes are available (See section 27). These timeframes are based on other similar projects which have been undertaken in the district and more detailed planning will be carried out once the project manager is in place.

A steering group will be set up per normal project management practises within the Council CEO's team and this will be chaired by the CEO herself to show the importance of this project for the region.

26. Have you have independent verification of the project approach / plan?

Yes

No:

If yes, who verified the project and when?

The project plan has been prepared based on previous experience. The council tenders out project management and building work all the time, so we have a good understanding of those timeframes.

A quantity surveyor prepared a detailed cost estimate and verbally advised suitable timeframes for build timings.

27. Please provide us with a project plan, where possible please attach a schedule (i.e. Gantt chart):

[Please use the following table to describe the milestones of the project, if preferred, a schedule can be provided]

#	Project Activity	Responsible:	Date / Period:
1	COMPLETE : Council considered options and decided on Te Tahuu o Te Rangī as preferred.	Council	Commercial Information
2	COMPLETE : Full QS Review and update of costings	Independent Contractor	Commercial Information
3	ODC confirms Annual plan funding for <small>Commercial Informa</small>	Council	Commercial Information
4	Tendering of Project Manager Consultancy	Council	Commercial Information
5	Appointment of Project Manager	Council	Commercial Information
6	Finalising of tendering plans and documents	Council/Project Mgr	Commercial Information
7	Tender of project	Council/Project Mgr	Commercial Information
8	Tender Let	Council	Commercial Information
9	Build Commences	Contractor	Commercial Information
10	Project Complete (including all relevant digital connectivity fit out in place and fully tested)	Contractor	Commercial Information

28. Please provide a complete breakdown of the costs of the project to assist us in understanding where the funds will

be utilised:

Cost Description:	\$ (excluding GST)
Full QS design and build estimate (April 2019)	\$ Commercial Information
Contingency for unidentified ground conditions	\$ Commercial Information
Purchase Cost of neighbouring property	\$ Commercial Information
Project Management (including tendering costs)	\$ Commercial Information
Internal fitout (includes computer and software need)	\$ Commercial Information
Total	\$ Commercial Information

The above costs are for a fully delivered modern library and regional digital hub, we are therefore seeking funding to support the regional hub components of this project, details as below :

Item	Description	Costs	Preferred funding source
Project Manager – implementation	Project manager to implement the Regional Digital Hub(s), assumed ^{Comp} % of overall PM costs to deliver regional digital hub component of facility.	\$ Commercial Information	Co-funded
Connectivity installation	Installation of fibre and ICT equipment		Co-funded - included in fit out below.
Connectivity rental	Monthly line rental and other ongoing ICT charges		ODC Funded
Fit-out (included in the QS estimate)	Fixtures & fittings / Additional electrical services to support regional digital hub / Communications fit out and security.	\$ Commercial Information	Co-funded
Facilities rental	Payment for use of buildings, building management. (Fit out costs may be factored into lease costs.)		ODC funded
Essential ICT devices	Hardware essential to effective installation as well as safe, secure use. E.g. gigabit router, WiFi access points. Included within the internal fit out costings above.	\$ Commercial Information	PGF
Additional ICT devices	Digital devices to connect to the internet such as smartphones, tablets, Smart TVs, as well as extra Wi-Fi devices. Included within the internal fit out costings above.	\$ Commercial Information	PGF
Tech Support & training	Technical support and a basic level of training for local businesses in effective ICT use		ODC funded
Hub Oversight	Responsible part time Hub manager		ODC funded
Additional business training	Further training to improve digital/IT capability of local businesses		3rd party / ODC funded.
TOTAL COSTS - THIS PGF Application		\$ Commercial Information	

29. What are the proposed deliverables if funding is approved?

[Please use the following table, consider what deliverables there will be, when, and whether there are any payments associated with them and against what criteria payment should be made. If it is a single deliverable with single payment, please just use one line]

#	Description	Payment criteria:	Invoice Value \$ (Exc. GST)	%	Invoice Date:
1	Project manager	Project manager secured and detailed planning completed	\$ Commercial Information		Commercial Information
2	3 rd party vendor confirmed and up front payment	3 rd party vendor to deliver fully fitted out facility in place	\$ Commercial Information		Commercial Information
3	3 rd party vendor – Milestone payment	3 rd party vendor – Milestone payment - Procurement of key Regional digital hub items	\$ Commercial Information		Commercial Information

4	Project completion	Fit out completed / commissioned	Commercial Inform	Commercial Information
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30. Please provide a description of why Government funding is required to deliver this project?

See section 17 above for details (extracts below) :

- Currently the community is unable to solely fund this facility through rates, even with the amazing response we have had from community fundraising.
- As mentioned above community fund raising has delivered up to \$^{Commercial Inform} to help build a new modern library facility (including Digital hub), the ratepayers are unable to afford a significant increase in rates and private funding is not available for this type of facility.
- Currently in Opotiki there is an existing library with four workstations, and this caters mainly to the local community, there is currently no access for business to business collaboration. A local shop provides wifi access at a commercial fee for tourists and locals that need this. There is currently no access to workshop space, the closest facility is through a business hub in Whakatane (40 min drive away), and at present this facility is near capacity, the next closest facility would be through Tauranga/ Rotorua, which is a 2 hour drive away. This lack of a facility like this is hampering economic growth in the Opotiki District, see more details below.
- The District is entering a phase of growth not only in aquaculture but also forestry and horticulture. It is an area of vast potential and this facility and the inclusion of the digital and technology facilities such as these have been identified as required to unlock this potential and an enabler for district wide growth.
- This Regional digital hub will provide facilities for these teams to effectively deliver against the key economic growth projects.
- To attract whanau home we need to be able to offer services that people living in larger towns / cities expect as a basic service (i.e. access to the internet).
- We want this regional digital hub to be the 'social hub' bringing innovators and highly skilled people together to drive increased growth for our region.
- Having access to this facility will allow local job seekers to access necessary training and education to allow them to participate in the workforce.

Government funding is needed to reduce the burden on the community. Ōpōtiki is one of the most economically deprived districts in the country, yet it has the potential to be significantly improved due to proposed economic projects outlined through the Regional Development Project. Public good investment won't happen on its own or by the relevant sectors at this level. It needs the assistance of Government both local and central. Local government cannot afford to do the whole project and get the best outcome possible without assistance.

Without this grant a relook at the affordability of the project will be required with the possible result being the loss of the proposed technology and digital aspect of the project.

31. Please provide an overview of the applicant's relevant skills and experience for delivering a projects of this nature:

ODC (as a local authority) has experience and expertise in large capital projects of this size and nature. There are strong internal processes in place, with the added assurance of external auditing.

Due to the specialised nature of this project a professionally experienced and external project manager will be appointed to deliver this project on behalf of Council and will be answerable to the Steering Group that is established. The recruitment of that Project Manager will be done via a transparent tendering process.

A similar tendering process will be carried out for the contractors to deliver the building and the internal fit out (including all the digital components) for this project.

32. Please outline the project team and explain the Governance arrangements for this project

ODC will lead the project, for the build of the new library and the regional digital hub.

A project steering group will be formed, consisting of senior Council staff covering Infrastructure, Finance and Consenting activities, and the steering group will be chaired by the CEO.

The Project Manager will be answerable to the steering committee. The building contractor and any other relevant contractors will report into the project manager, with regular meetings set up to manage the deliverables/risks of a contract this size.

Elected members will be informed of progress to date throughout the entire project with updates provided to the community through the Council website and social media links.

Regular updates will be provided through the EBOP Programme manager for reporting back through to the PDU, and also through to the Regional Growth Leadership Group (RGLG) which meets quarterly. We recognise, as part of this application there will be regular reporting back through to the PDU, which will be delivered by the Project Manager. Any finance reporting will adhere to the ODC standard processes.

33. What procurement process has been undertaken (i.e. selection of a provider), or will be undertaken, and how will that be managed? In addition, please provide a description of how greater public value will be achieved through the procurement process, for example by considering one or more of the following:

- How regional businesses (inc. Māori / Pacifica enterprises) will be provided with opportunities
- How skills will be developed in the market (i.e. via construction apprenticeships)
- How worker conditions in the supply chain will be improved / managed
- How waste / emissions are being reduced in this procurement.

For more information, please visit: <https://www.procurement.govt.nz/broader-outcomes/>

Council will follow its procurement and open tendering processes as it is required to do through legislation and internal controls. These processes and procedures safeguard value for money and are designed with the control of public monies specifically in mind.

A weighted attributes approach will be taken when considering tenders which will include where possible the demonstration of the use of local business, training and apprenticeship opportunities while maintaining an open and fair tender process.

34. What risks are associated with the delivery of this activity?

#	Risk	Mitigation approach	Rating
1	Building costs are greater than anticipated, resulting in additional funding having to be sought.	A detailed quantity surveyor report has been completed, detailing costing. Appropriate contingency has been applied for a project this size/complexity. As contracts are placed with the project manager and building contractor, these contingencies will be reviewed. Once we have firm quotes in place the risk profile will reduce.	Low (Based on completed mitigation actions)
2	Certain ground conditions have been assumed, however additional work may be required once building starts.	No mitigation actions – accept the risk. A specific risk contingency has been applied of \$ should this risk occur.	Medium
3	Funding is not approved, resulting in a descope exercise & re-design	Council will approve their AP2019/20 on 28 June.	Medium / Low

		We need positive confirmation of this funding application before proceeding. If we do not get funding, a redesign will need to occur.	
4	Schedule risk – Delays to the building work starting	This project has been fully scoped and working drawings completed. The site is available. Following the tendering process the commencement of work will be determined by the availability of contractors. Timelines will be revisited at that stage when confirmed.	Medium

35. Will the applicant own the asset on delivery?

Yes:

No:

- If no, please describe who will own the asset.

36. When the project is delivered, what is the plan to operationalise the asset (if an asset), and maintain it through life?

ODC will maintain and operationalise this asset upon completion. Standard processes will be applied around depreciation and asset management throughout the facilities life. This facility is included in the Long Term planning by Council. No further funding beyond the planning and budgets already in place will be required following completion. LTP (Extract) is attached.

37. What will the impact be on the applicant's financial accounts?

[Please describe what impact the funding will have on the applicant's financial accounts over the time of the project.]

Commercial Information

Part D: Declarations

Commercial
Information

- 38. 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

- 39. Has this activity ever been declined Crown Funding in the past?

- 40. Has the applicant or the contracting entity ever been insolvent or subject to an insolvency action, administration or other legal proceedings?

- 41. Has any individual in the Project Team (including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project) ever been insolvent or subject to an insolvency action, administration or other legal proceedings, or actively involved in any organisation which has?

- 42. Has any individual in the Project Team (including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project) ever been adjudged bankrupt or is an undischarged bankrupt?

- 43. Has any individual in the Project Team (including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project) ever been under investigation for, or been convicted of, any criminal offence?

- 44. 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>

If you answered “Yes” to any question from 39 to 44, please provide a description below:

Commercial Information

[Redacted area for providing a description of conflicts of interest]

By completing the details below, the applicant makes the following declarations 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 have obtained the permission of each member of the Project Team to provide the information contained in this application and those individuals are aware of, and agree to, the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- 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.
- The applicant consents to the Provincial Growth Fund undertaking due diligence including any third party checks as may be required to fully assess the application.

Full name: GERARD McCORMACK

Title / position: ACTING CHIEF EXECUTIVE – Ōpōtiki District Council

Signature / eSignature:

Date: 20 June 2019

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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 (or e-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.

Use and disclosure of information

The Provincial Development Unit will require you to provide certain information, including personal information, on application forms if you wish to apply for funding. If you do not provide all of the information that is required on an application form, the Provincial Development Unit may be unable to process or otherwise progress your application.

MBIE will generally only use personal information provided in the application process for the purpose of administering the PGF which includes assessing an application you have submitted, contracting, monitoring compliance and reporting.

We may use personal information provided to us through the application for other reasons permitted under the Privacy Act (e.g. with your consent, for a directly related purpose, or where the law permits or requires it).

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, including assessment and ongoing monitoring, which will include carrying out due diligence. Due diligence may involve MBIE disclosing information to another MBIE business unit or relevant agency in order to assess the application and verify the information contained in the application and accompanying documents.

MBIE will generally not otherwise disclose personal information provided or collected through this application unless required or otherwise permitted by law. For example, we may seek your consent to undertake additional due diligence checks and request information from other relevant third parties. 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 project/activity
- the total amount of funding and the period of time for which funding has been approved
- the region and/or sector to which the project relates

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

Electronic signature

You can only file documents and information with us using an electronic signature if you're the signatory, or have authority to act on behalf of the signatory, and are using software that complies with our standards, in particular keeping records of transactions where an electronic signature has been used. Once a document with your electronic signature has been filed with us, we consider the information:

- has been provided with your full knowledge and agreement
- is authentic and accurate
- wasn't amended after your electronic signature was added to the document, unless a change has been clearly marked on the document.

You're responsible for:

- safeguarding how and when your electronic signature and credentials are used on documents and information
- managing who has authority to use your electronic signature on your behalf, for example, a chartered accountant.

If your electronic signature on a document or information is filed with us, you won't be able to dispute having signed and approved the document or information. If we question the authenticity of an electronic signature or online transaction, you must be able to demonstrate on request the validity of the software used to apply your electronic signature to the document.

You must use electronic signature software that captures authentication, time and source details for any online transaction where a document with your electronic signature has been filed. These details must be held within the software itself, in the form of a file that:

- is maintained in its original form with no amendments, and
- can be provided to us, if requested, within a specified time.

The file must be treated as a record, as defined by the Companies Act 1993, and a business record as defined by the Evidence Act 2006.

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)