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**Te Puni Kōkiri**

**Te Pū Harakeke**

**Matariki Investment**

**Application information, guidelines and form**

This is a guide to the process for completing and submitting an application for funding from the Te Pū Harakeke Investment. It includes important guidance and instructions on how to complete the application and things you need to know.

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#### Section 1: Important information about the Matariki Investment

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| The purpose of the Matariki Investment | The Matariki Investment provides one off financial contributions to whānau, hapū, iwi and community groups toward Matariki celebratory events and activities.  Events funded through the Matariki Investment must be held within the broad timetable of Matariki each year. Events outside of this time or purpose are not eligible.  As it is a local level initiative, the Matariki Investment is administered through Te Puni Kōkiri regional offices. |

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| What we want to invest in | Projects funded through the Matariki Investment are intended to encourage the:   * 1. sharing of knowledge of Matariki, including mythology and modern day translation (mātauranga)   2. creation of a learning environment for whānau Māori and embraces other cultures and nationalities (whānaungatanga)   3. provision of opportunity to participate in practical learning experiences, learning the tools and trade of tūpuna (mātauranga)   Our expectation is that projects funded under the Matariki Investment will contribute to the following focus areas:  **Whanaketanga** – partnerships in regional development.  **Whairawa** – support for community based projects, skills, learning and leadership.  **Whakapapa** – strengthening whakapapa and relationships through culture and Te Reo. |

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| What is funded | Funding can be used to support the provision of services to enable the delivery of an event highlighting and celebrating Matariki. |

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| What is not funded | Funding cannot be used to pay for:   * retrospective events and activities * consultant costs, event management costs * international travel and accommodation * medical bills, court costs, administration costs (except those identified in **section 26**) * payment of existing debts * business ventures * items of a capital nature including buildings and vehicles * events that have a political component or purpose. |

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| Who can apply for funding? | You can apply for funding if:   * you are a legal entity or your application is made under the umbrella of a legal entity based in New Zealand * all activities identified in your application will be based in New Zealand * you have not received funding for another application under this fund in the current financial year. |

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| Who cannot apply for funding | You cannot apply for funding if you are:   * an entity established or governed by the State Sector Act 1988, the Crown Entities Act 2004, the New Zealand Public Health and Disability Act 2000, the Crown Research Institutes Act 1992, the Local Government Act 2002 or an entity that is at least 50% owned by one or more of these entities * an overseas group or organisation * currently receiving funding under another Te Puni Kōkiri contract (or multiple) and have overdue reports, your application may not be considered. |

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| Key timings to note | Events funded through the Matariki Investment **must be held within the broad timetable of Matariki each year**. Events outside of this time or purpose are not eligible.  It is important that your fully completed application, with all supporting documents, is received no later than six weeks before the commencement date of Matariki. |

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| How to acknowledge Te Puni Kōkiri | Te Puni Kōkiri must be acknowledged for its contribution when events are held, materials and resources are printed and also:   * Te Puni Kōkiri staff must be given the opportunity to participate in the event or activity * Te Puni Kōkiri Communication Team must be consulted on press releases and Te Puni Kōkiri logo placement * events and activities must be submitted to Rauika   <http://www.tpk.govt.nz/en/rauika> the Te Puni Kōkiri online events calendar. |

#### Section 2: Guide to completing the application form

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| Some helpful hints to assist the process along | Do:  🗹 **write the fund** that you are applying to clearly on the subject line of an email or, if posting, on the front of an envelope  🗹 **submit** your application at least six weeks before your project is due to commence direct to your regional office  🗹 **provide clear** and legible supporting documents (outlined below)  🗹 **ask** you regional office if any of the questions are not clear or you would like assistance  🗹 **make sure** the Declaration is read and signed by the Chairperson or authorised signatory.  Don’t:  🗷 **forget to include all supporting documents** as your application will be considered incomplete and not processed. |

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| What’s in the application form and checklist? | |  |  |  |  | | --- | --- | --- | --- | | **Section** | **Key details sought** | **Evidence or additional information required** | **✓** | | Your details | Organisation details and contact details  Legal Status  Financial statements | Contact details of Organisation, primary contact and partners. |  | | Confirmation of legal status and any associated evidence which can include your registration number or evidence of establishment. |  | | Current financial statements or audited accounts. |  | | Proposal details | Proposal description and purpose  Deliverables | Tell us what you want to do and why. |  | | How and when will this be done? |  | | Funding details | Budget breakdown | Confirm what you plan to spend the funding on. |  | | Disclaimers |  | Disclaimers completed. |  | | Declaration |  | Application signed by appropriately authorised person. |  | |

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| The process | |  |  |  | | --- | --- | --- | | Developing your application | Te Puni Kōkiri Regional Offices (contact details provided in ***Appendix 1***) will provide support, advice and guidance when developing your application. Once you are happy with your application it must be signed by an approved person and formally submitted with all the required documentation for assessment. | 1-2 weeks | | Application assessment | Your application is assessed and a recommendation is made by your regional office to the Regional Manager. More information or clarification may be requested if required. | 1 week | | Decision Making | The Regional Manager will agree or disagree with the recommendation made. | 1 week | | Contracting | If your application is approved you will receive a Letter of Agreement which will outline a work plan containing :   * project description * key contacts * agreed milestones and deliverables, including reporting * payment timing and amounts * a set of generic terms and conditions. | 1-2 weeks | | Delivery | You are responsible, as the applicant, to deliver on the agreed purpose of the Letter of Agreement. |  | | Reporting and evaluation | You will be required to submit progress reports to Te Puni Kōkiri over the life of the project and a final report upon completion that includes full details as to how the funds were spent. Your reports should provide details about the:   * outcomes achieved * funding has been used for the purposes for which it was given * difference it has made for whānau, hapū and iwi. |  | |

#### Section 3: Application Form

**Your details**

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| Your details This section captures the formal details of your organisation to help us ensure eligibility and that we have correct information for any contract.  If applying through an umbrella organisation, please complete section 13. | |  |  |  | | --- | --- | --- | | **Organisation Name** |  | | | **Address** | **Registered** | *This is the address that is registered with (for example) the Companies Office or Charities Service* | | **Physical** | *If different from above* | | **Postal** | *If different from above* | | **Legal Status** | *What is the legal status of your organisation?* | | | **Registration or incorporation number** | *If this is not available please attach a copy of your Trust Deed/documents* | | | **GST Registration** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Is your organisation GST registered** |  | **Yes** |  | **No** | | **What is your GST number** |  | | | | | |  |  |  |  | | --- | --- | --- | | **Primary Contact** | *This person will have the overall responsibility to manage this proposal* | | | **Role or position** |  | | | **Contact details** | **Landline** |  | |  | **Mobile** |  | |  | **E-mail** |  |  |  |  |  | | --- | --- | --- | | **Secondary Contact** | *This person will have the overall responsibility to manage this proposal* | | | **Role or position** |  | | | **Contact details** | **Landline** |  | |  | **Mobile** |  | |  | **E-mail** |  | |

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| Umbrella organisation | If you are the umbrella organisation, please provide details of the organisation who will actually deliver the project (if it is different from previously advised).   |  |  |  | | --- | --- | --- | | **Type of Organisation** |  | | | **Lead Contact** | *This person will have the overall responsibility to manage this project.* | | | **Role or position** |  | | | **Contact details** | **Landline** |  | | **Mobile** |  | | **E-mail** |  | |

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| Your aims | Please provide a brief overview of your organisation, who it represents and what it aims to achieve. |

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| Describe your rōpῡ | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | From the list below, how would you best describe your rōpū?   |  |  |  |  | | --- | --- | --- | --- | | **Tick** | **Description** | **Tick** | **Description** | |  | Marae |  | Kōhanga | |  | Puna Reo |  | Kura | |  | School |  | Māori community group | |  | Other – (please explain what other community rōpū you are) | | | | |

**Proposal details**

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| Proposal description | Describe the purpose of your funding request.  *Here we want to know what Te Puni Kōkiri will be purchasing.*  *Tell us more:*   * *Why is this project being undertaken?* * *Who will benefit from this investment (the target group)?* * *How will this investment contribute to the development of new knowledge skills and or expertise?* |

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| What do you hope to achieve? | We want to know what your proposal will achieve and how it will benefit your community (refer to Section 2 for descriptions).   |  |  |  | | --- | --- | --- | | Outcome or objective | Explain how the impact of your proposal achieves these outcomes or objectives | What does success look like for you? | |  |  |  | |  |  |  | |  |  |  | |

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| What are your deliverables? | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Tell us about your deliverables and when you expect them to happen.   |  |  |  | | --- | --- | --- | | Deliverable – *what are you going to produce?* | Amount | Due | | *E.g. project plan approved* |  |  | | *Stage 1 milestone* |  |  | | *Stage payment request* |  |  | | *Stage 2 milestone* |  |  | | *Report delivered* |  |  | | *Report approved* |  |  | | *Stage payment request* |  |  | | *Case study complete* |  |  | | *Final report delivered* |  |  | | *Final payment request* |  |  | | |

**Project management details**

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| What is the role of your organisation in this project? |  |

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| What is your organisations capacity and capability to manage this project? | *Tell us about your organisations governance and management structure. How will this support the delivery of the project?*  *What skills and experience does your organisation have to complete this project successfully?* |

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| Who will have overall responsibility to manage the project? |  |

1. **Risk Management**

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| In this section we want to make sure you have considered any possible risks to your project and how you might address (or mitigate) the risk. Complete this section in two parts.   |  |  | | --- | --- | | *Step* | *Action* | | *1* | *Using the* ***table below****, identify each risk, no matter how big or small. We have provided an example of the type of content you should note.* | | *2* | *Using the ‘heat- map’ description attached in* ***Appendix 2****, classify the* ***likelihood of the risk occurring*** *and the* ***impact should the risk occur*** *– for each risk you have identified.* |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Risk Identified** | **Existing Controls** | **Likelihood** | **Impact** | **Rating** | **Planned Treatment** | | *i.e. Tickets don’t sell* | *Event is being advertised in the local paper and on the local radio station* | *Possible* | *Moderate* | *M* | *Additional marketing on social media and flyers* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

**Funding details**

In this section we want to know what financial support, and what support in kind you could be receiving that will contribute to the success of your proposal.

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| Budget summaryPlease include all funding needs and sources in this table. | |  |  | | --- | --- | |  | $ ex GST | | What is the total cost of your proposal? |  | | How much funding is your organisation seeking from Te Puni Kōkiri? |  | | What contribution will your organisation make to the proposal? |  | | What financial contribution will be made by other organisations? See section 25. |  | | **TOTAL** |  |  |  |  |  | | --- | --- | --- | | Have contributions to be made by other organisations been confirmed? | Yes | No | | Are other organisations making non-financial contributions? | Yes | No | |

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| Partner financial contributions | |  |  |  |  | | --- | --- | --- | --- | |  | **Organisation** | **What is the contribution for?** | **$ ex GST** | | Please list other organisations contributing financially and the amount |  |  |  | |  |  |  | |  |  |  | |

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| Partner non-financial contributions | |  |  |  |  | | --- | --- | --- | --- | |  | **Organisation** | **What are they contributing?** |  | | Please list other organisations contributing non-financially. |  |  |  | |  |  |  | |  |  |  | |

**Please be aware that the full funding may not be available and your organisation may be granted part of the requested amount.**

##### Budget breakdown

Use this table to provide a full breakdown of your budget. Continue over the page if needed.

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|  | Your organisations contribution | Te Puni Kōkiri potential investment | Other source  (the organisations name) | Other source  (the organisations name) | Other source  (the organisations name) | TOTAL |
| List the item and item cost |  |  |  |  |  |  |
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| Telecommunications |  |  |  |  |  |  |
| Advertising |  |  |  |  |  |  |
| Equipment Hire / Lease |  |  |  |  |  |  |
| Facilitator/Coordinator |  |  |  |  |  |  |
| Venue |  |  |  |  |  |  |
| Kai costs |  |  |  |  |  |  |
| Training & Development |  |  |  |  |  |  |
| Contractors |  |  |  |  |  |  |

#### Section 4: Disclaimers

Please note and consider any questions in this section carefully and answer as completely as possible

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| Conflicts of interest | Are there any conflicts of interest between you as the applicant or the umbrella organisation **and** your providers **or** Te Puni Kōkiri? If so please give a brief description.  A conflict of interest occurs where a person or organisation is compromised when their personal interests or obligations conflict (negatively or positively) with the person or organisation they are dealing with.  It means that independence, objectivity or impartiality of funding decisions from Te Puni Kōkiri could be called into question.  A conflict of interest can be:   * actual: where the conflict already exists * potential: where the conflict is about to happen, or could happen * perceived: where other people might reasonably think that a decision has been compromised.   When conflicts of interest cannot be avoided they need to be managed.  Further discussion with Te Puni Kōkiri staff may be required. |

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| Previous applications and funding | Please describe any funding your organisation has previously received from Te Puni Kōkiri. |

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| Funding from other government agencies | Have you received funding for this project from any other government agency? |

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| Are you a provider of Children’s Services? | If you are a provider of children’s services[[1]](#footnote-1) and some or all of the contract is about providing children’s services, then you must provide us with a copy of your Child Protection Policy |

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| Privacy Act 1993 | Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 1993.  Equally, organisations collecting personal information on Te Puni Kōkiri’s behalf will comply with the provisions of the Privacy Act 1993.  Te Puni Kōkiri requires the personal information requested in this document to process your funding application.  We will use the information for this purpose only.  You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong.  For a copy of your information, or to have it corrected please contact us at Te Puni Kōkiri PO Box 3943 Wellington. |

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| Publishing information about funded projects | From time to time, Te Puni Kōkiri may need to publish the names of organisations that were funded on our website, or in public communications.  This may include:   * The name of (your) organisation * A short summary that describes your project, the start date and completion date. * A short description about the numbers and location of whānau who will benefit or have benefited from your project. * Te Puni Kōkiri approved funding amounts.   If this is likely, we will contact you beforehand. |

#### Section 5: Declaration

This declaration is to be completed by an authorised signatory of your organisation

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| In signing this declaration, I certify that: | 1. To the best of my knowledge, the information contained in this proposal is true and accurate; 2. This proposal complies with the objectives of my organisation as contained in the Organisation’s Constitution, Trust Deed or Māori Land Court order; in support of this statement I have attached a note from an authorised member of the organisation or a copy of Minutes from an Executive Committee or Board of Trustees meeting, approving the proposal; 3. There exists no undeclared conflicts of interest for me, any other member of the organisation or employee of Te Puni Kōkiri, in making this application; 4. All sections of the application form have been completed; and 5. All supporting documentation required have been attached. |
| In signing this declaration, I understand that:” | 1. There is no guarantee that my organisation will be successful in securing Te Puni Kōkiri investment; 2. Te Puni Kōkiri may collect information about my organisation from any third party in respect of this application; 3. If the proposal is successful, the name of my organisation, the purpose of the investment and the Te Puni Kōkiri investment amount will be made available as part of Te Puni Kōkiri’s accountability for public funds; 4. The information provided in this document can be used by Te Puni Kōkiri for statistical purposes and/or policy development; 5. I (the applicant) along with the target group and beneficiaries of the proposed project may be required to participate in an evaluation of the project; and 6. I (the applicant) will accept full accountability and responsibility for all requirements associated with the completion of the project. |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (To be signed by the Chairperson or authorised signatory)  Date: \_\_\_\_\_\_\_\_\_\_\_\_ | |

#### Appendix 1 - Te Puni Kōkiri Regional Offices

| **Region** | **Tari** | **Email address** |
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| Te Taitokerau | Kaitāia  25 Commerce Street, Kaitāia 0410  Phone: 09-430-3731 | [tpk.te-taitokerau@tpk.govt.nz](mailto:tpk.te-taitokerau@tpk.govt.nz) |
| Whangārei  Level 2, Tai Tokerau Māori Trust Board Building, 3-5 Hunt Street, Whangārei  Phone: 09-430-3731 | [tpk.te-taitokerau@tpk.govt.nz](mailto:tpk.te-taitokerau@tpk.govt.nz) |
| Tāmaki Makaurau | Auckland  9 Ronwood Avenue, Manukau, Auckland 2104  Phone: 09-571-2940 | [tpk.tamaki-makaurau@tpk.govt.nz](mailto:tpk.tamaki-makaurau@tpk.govt.nz) |
| Waikato-Waiariki | Hamilton  Level 1, 19 Worley Place, Hamilton 3204  Phone: 07-834-7100 | [tpk.waikato@tpk.govt.nz](mailto:tpk.waikato@tpk.govt.nz) |
| Tauranga  174 Eleventh Avenue, Tauranga 3110  Phone: 07-577-6254 | [tpk.tauranga@tpk.govt.nz](mailto:tpk.tauranga@tpk.govt.nz) |
| Whakatāne  58 Commerce Street, Whakatāne  Phone: 07-307-1057 | [tpk.whakatane@tpk.govt.nz](mailto:tpk.whakatane@tpk.govt.nz) |
| Rotorua  Level 1, Te Puni Kōkiri House, 1218-1224 Haupapa Street, Rotorua  Phone: 07-349-7810 | [tpk.rotorua@tpk.govt.nz](mailto:tpk.rotorua@tpk.govt.nz) |
| Ikaroa-Rāwhiti | Gisborne  299 Gladstone Road Gisborne  Phone: 06-868-0208 | [tpk.tairawhiti@tpk.govt.nz](mailto:tpk.tairawhiti@tpk.govt.nz). |
| Hastings  Ground Floor, Taikura House, 304 Fitzroy Avenue, Hastings 4122  Phone: 06-878-0757 | [tpk.takitimu@tpk.govt.nz](mailto:tpk.takitimu@tpk.govt.nz) |
| Te Tai Hauāuru | Taumarunui  Te Tititihu House, 32 Miriama Street, Taumarunui  Phone: 07-895-7356 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Palmerston North  109 Princess Street, Palmerston North  Phone: 06-354-1706 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Taranaki  465B Devon Street East, Strandon, New Plymouth  Phone: 06-759-5450 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Whanganui  Te Taurawhiri Building, 357 Victoria Avenue, Whanganui  Phone: 06-348-1400 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Lower Hutt  Level 1, Bloomfield House, 46-50 Bloomfield Terrace, Lower Hutt  Phone: 04-570-3180 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Nelson  Level 1, 105 Trafalgar Street, Nelson  Phone: 03-539-0687 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Te Waipounamu | Christchurch  BNZ Centre level 1, 120 Hereford Street, Christchurch  Phone: 0800-875-839 | [tpk.te-waipounamu@tpk.govt.nz](mailto:tpk.te-waipounamu@tpk.govt.nz) |
| Dunedin  Level 1, Colonial House, 258 Stuart Street, Dunedin  Phone: 0800-875-839 | [tpk.te-waipounamu@tpk.govt.nz](mailto:tpk.te-waipounamu@tpk.govt.nz) |
| Invercargill  Level 1, Menzies Building, 1 Esk Street West, Invercargill  Phone: 0800-875-839 | [tpk.te-waipounamu@tpk.govt.nz](mailto:tpk.te-waipounamu@tpk.govt.nz) |

#### Appendix 2 – Risk Management Heat Map

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Heat map | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **RATING** | **Impact** | | | | | | **Likelihood** | **Negligible** | **Minor** | **Moderate** | **Major** | **Severe** | | Very Likely  (80-100%) | M | M | H | E | E | | Likely  (50-80%) | L | M | H | H | E | | Possible (20-50%) | L | M | M | H | H | | Unlikely (5-20%) | L | L | M | H | H | | Rare (<5%) | I | L | M | M | H |  | Indicator | Impact | | --- | --- | | Severe | * threatens the survival of organisation or key personnel * has wide ranging financial, political or reputational consequences * leads to adverse legal decisions * causes a significant health and safety incident | | Major | * threatens continued effective functioning of project * requires the intervention of top-level management * has financial or political consequences * attracts undue public awareness | | Moderate | * threatens existing manner of operation * causes measurable and observable impact * threatens operational/financial stability of project * requires co-management and/or external resources | | Minor | * threatens some functions but would be dealt with internally * has minimal impact on performance/contained by routine operations * has some internal and/or external implications but is controllable | | Negligible | * can be handled with by routine operations * has negligible impact on performance * has no internal or external implications | |

1. Children’s services are defined as:

   Services to one or more children

   Services to adults in respect of one or more children

   Services provided to adults living in households that include one or more children and that:

   do or may affect significantly any one or more aspects of the well-being of those children; and

   Maybe prescribed/defined by the Governor-General by Order in Council. (Note: You can check if your service is included in an Order in Council on [www.legislation.govt.nz](http://punaha-korero/otcsdav/nodes/16128400/www.legislation.govt.nz)). [↑](#footnote-ref-1)