

# **Te Puna Tāmata**

## **Emergency Policy One Pool**

### **Guidance Notes**

September 2022

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## Background

Te Puna Tāmata has been designed to replace the previous Catholic Education Trust Fund Policy One Saving Scheme in order to ensure more Policy One Funds can be delivered directly to Participating Proprietors while at the same time providing a pool of Policy One Funds to support a Participating Proprietor in the event that a school suffers a catastrophic failure of a building or other immediate threat to the health and safety of the community.

Policy One Funds are provided to proprietors in order to discharge the Minister's obligation to maintain that part of the school's premises not required to be undertaken by the Board of Trustees during the course of that year in a state of repair as for a comparable state school. If, after applying Policy One Funds to discharge the Minister's maintenance obligations, a proprietor has surplus Policy One Funds, the proprietor is able to apply the surplus Policy One Funds to maintenance, capital works or other purposes directly related to that school or any other integrated school.

## Purpose

The purpose of Te Puna Tāmata is to provide grant funding support for unplanned and unexpected work arising from events that, if the school was to continue operating, would constitute an imminent and immediate danger to the health and safety of staff, students and members of the public (events of a catastrophic nature or requiring immediate remediation) and where the Participating Proprietor does not have the necessary funds to immediately respond to the issue.

A Participating Proprietor that is given a grant from Te Puna Tāmata will not have to repay the grant.

Examples of the types of events that might lead to a Participating Proprietor applying to NZCEO Finance Limited to access emergency funding from Te Puna Tāmata are set out in Schedule 2 to the TPT agreement.

The Participating Proprietor of a school where a catastrophic failure of a building or other imminent and immediate threat to the health and safety of the staff, students and members of the public is identified must, in conjunction with applying to NZCEO Finance Limited for funds from Te Puna Tāmata:

- (a) identify the level of insurance cover (if any) that can be claimed and applied to the emergency work;
- (b) use or apply for any contingency funds held by the proprietor and/or regional or other cooperative funding pools for the purpose of an emergency building repair or replacement; and
- (c) once funds from (a) and (b) have been determined, apply to NZCEO Finance Limited to access funds from Te Puna Tāmata for the balance of the costs.

## Eligibility Considerations

The following considerations or criteria have been developed for use by NZCEO Finance Limited in assessing an application by a Participating Proprietor for a grant through Te Puna Tāmata:

- (a) Is the situation a genuine immediate and imminent threat to the safety of the school staff, students and members of the public such that the use of, and access to, the building or facility must be stopped immediately?
- (b) In closing the building or facility, does the school have the capacity, space or amenities to continue to function normally as you would expect of a school of its type?
- (c) Has the school board, as determined by the Participating Proprietor, carried out its obligation to maintain the school to the equivalent standard of a state school (i.e. is the issue in part, or whole, the result of a board not completing regular maintenance as required by the Participating Proprietor and funded by the Ministry of Education)?
- (d) Is the expectation to remediate the situation, in whole or part, considered to be an unfair burden on the Participating Proprietor's Policy One Funds capacity?
- (e) Is the cost of remediation substantially greater than the balance of Policy One Funds that the school would generate over the next 5 -10 years?
- (f) Has the Participating Proprietor explored, to the full satisfaction of NZCEO Finance Limited, avenues such as insurance and contingency funding before making its application to Te Puna Tāmata?
- (g) Is there any practical possibility of fundraising by the community to support the remediation of this emergency situation?
- (h) Is the school supported by its community and is it considered to have a strong and sustainable future?

In order to be considered an eligible project, any emergency work that is the subject of an application for a grant from Te Puna Tāmata must comply with the criteria set out in the "National Interpretation of the Use of Policy One Funds" document attached as Schedule 3 to this agreement.

NZCEO Finance Limited will also consider if there is a willingness and capacity from the Participating Proprietor to contribute or return some Policy One Funds to Te Puna Tāmata if the emergency situation involves the Participating Proprietor having a short to medium term cash flow management issue.

## Decision Making Process

In the event of a catastrophic failure of a building or other immediate threat to the health and safety of the school community, there will be two phases of decision making.

### Phase One – Interim Support

In the first phase, the Participating Proprietor should contact the CEO of NZCEO to advise them of the emergency situation. This is an opportunity for discussions between the proprietor and the CEO and for the CEO to determine whether any interim support may be required by the Participating Proprietor to enable immediate short term management of the situation. The CEO will ensure that the Chair of NZCEO and at least one other member of the NZCEO Board are advised of the circumstances. The CEO will remain in close contact with the Participating Proprietor throughout the initial stages of the emergency.

A grant may be allocated from the Te Puna Tāmata to assist the Participating Proprietor for the purposes of interim support. It is generally envisaged that any grant for interim support will be a relatively small amount of funds. Any grant of funds for interim support must comply with the “National Interpretation of the Use of Policy One Funds” document attached as Schedule 3 to the TPT agreement.

### Phase Two – Application for Funding

The second phase is focused on the application for funding for the long-term remediation of the emergency situation, including site works, underground services, construction and professional fees. This phase is based on clear and comprehensive engineering assessments, building plans and contracts. The process for the second phase is as follows:

- (a) The Participating Proprietor must submit an application to Te Puna Tāmata applying for funds due to an imminent and immediate threat to the health and safety of staff and students. The submission must include evidence that:
  - (i) the Participating Proprietor has explored and claimed against their existing insurance cover, where appropriate, and identified the amount of insurance funds available for the remediation work. Correspondence with any insurance agency should be supplied with the application;
  - (ii) the Participating Proprietor has investigated whether contingency funds through either a diocesan or cooperative funding scheme are available to support their situation and supply this correspondence to NZCEO Finance Limited to support the application; and
  - (iii) the Participating Proprietor has explored whether fundraising is a possible source of supplementary funds.
- (b) The Participating Proprietor must provide a full explanation and engineering and/or other professional assessment of the emergency situation and an itemised breakdown of the costs of any remediation and/or replacement of the building/facility needing the urgent attention.
- (c) NZCEO Finance Limited’s Board will meet to evaluate the application and either request further information (in order to make a decision) or make a decision on the basis of the information supplied to support the application or not.

- (d) If there are insufficient funds in Te Puna Tāmata to provide the Participating Proprietor with the full amount of the grant requested, the Board shall determine the fair allocation of funds, taking into account any other applications for funding that have been lodged through Te Puna Tāmata.
- (e) NZCEO Finance Limited will advise all Participating Proprietors when an application to Te Puna Tāmata for emergency Policy One funding has been submitted, and whether that application has been approved or declined.
- (f) NZCEO Finance Limited will advise an applicant on whether the application has been approved (and on what terms) or declined (and for what reasons) before it advises all other Participating Proprietors.
- (g) NZCEO Finance Limited will work with a Participating Proprietor on the timing and processing of any grant funds approved for that Participating Proprietor, using NZCEO Finance Limited's current financial management processes.