



## RESERVE CONTRIBUTIONS FUND

*(Organisation Name)*

BAYLYS BEACH SOCIETY INC.

**BUSINESS PLAN**

2019

*(YEAR)*

## Contents

|    |                                                                   |    |
|----|-------------------------------------------------------------------|----|
| 1  | Overview of Organisation .....                                    | 3  |
| 2  | Project Plan.....                                                 | 4  |
| 3  | The Future.....                                                   | 6  |
| 4  | Action Plans.....                                                 | 7  |
| 5  | People Plan .....                                                 | 8  |
| 6  | Working with Partner Groups (who do you need to work with?) ..... | 8  |
| 7  | Operating Budgets .....                                           | 9  |
| 8  | Provide detailed Capital Works Projects and Budgets .....         | 10 |
| 9  | Risk Management.....                                              | 11 |
| 10 | Health & Safety Plan.....                                         | 13 |
| 11 | Maintenance Plan .....                                            | 14 |
| 12 | Other relevant information and supporting documents.....          | 14 |

## 1 Overview of Organisation

Provide a one-page profile of why this group exists. Include summary text under the following headings:

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                          |                    |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------|
| Organisation Purpose         | See attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |                    |
| Organisation Contact Details | Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 502 Scottys Camp Rd, RD7 Dargaville 0377 |                    |
|                              | Phone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                          | Mobile 02108542003 |
|                              | Email                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | baylysbeachsocietybbbs@gmail.com Website |                    |
| Organisation Contact Person  | Phone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Mobile                                   |                    |
|                              | Email                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | As above Role                            |                    |
| Legal Entity                 | <p>A. Is your organisation a Registered Incorporated Society?<br/> <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please supply your registration number..... 1339055</p> <p>B. Is your organisation registered with the Charities Commission?<br/> <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please supply your Charities Commission number.....</p> <p>C. If you have answered 'No' to questions A and B, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission?<br/> <input checked="" type="radio"/> Yes / <input type="radio"/> No If yes, please provide the name of the umbrella organisation and its registration details<br/> .....<br/> .....</p> |                                          |                    |
| GST Number                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                          |                    |

## 2 Project Plan

|                                                                     |                                                                                        |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Provide a detailed Project Description including its location       |                                                                                        |
| How will the Project be developed?                                  |                                                                                        |
| What cross-section of the community will benefit from this Project? | <i>See attached</i>                                                                    |
| How does your Project impact the community's Four Well-beings?      | <div>Economic:</div> <div>Cultural:</div> <div>Environmental:</div> <div>Social:</div> |

|                                                     |               |
|-----------------------------------------------------|---------------|
| How does the project link to Policy Criteria?       | See attached. |
| How does the Project link to community outcomes?    |               |
| What is the community demand for Project?           |               |
| Does the organisation own or manage any key assets? |               |
| Are there any other key factors?                    |               |

This section provides context to the remainder of the business plan, so this section can be a stand-alone document. Throughout this document, you can provide additional information on separate sheet/s. Please ensure that you clearly indicate when you have done so on the application form.

### 3 The Future

This section contains a description of how the organisation or the Community will be different as a result of the actions incorporated within this Business Plan.

**The Future: What will be different as a result of this Business Plan?**

|                                                                  |
|------------------------------------------------------------------|
| What Will Be Different by the End of [proposed completion date]? |
| See attached.                                                    |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |

## 4 Action Plans

Outline key Project objectives, actions/milestones for the [insert year] as indicated in the tables below.

| Objectives                                    | Actions/Milestones                          | How will you know the action has been achieved or completed? | Person responsible for ensuring completion? | Completion date      |
|-----------------------------------------------|---------------------------------------------|--------------------------------------------------------------|---------------------------------------------|----------------------|
| Provide certainty for the following steps.    | Funding Approved in Principle               | KDC advise                                                   | KDC                                         | 2019                 |
| Allow consultation-BBS direct neighbours, KDC | Exact location finalised                    | Location Map provided                                        | KDC/Contractor                              | Late 2019/early 2020 |
| Gain Approval                                 | Consultation with immediate neighbours      | Agreement of all/majority immediate neighbours               | BBS/KDC                                     | "                    |
| Allow construction to begin                   | Funding approved by KDC                     | Formal notification                                          | KDC                                         | Early 2020           |
| Finalise KDC Contract for Service             | Select Contractor and enter Contract by KDC | KDC/Contractor sign contract                                 | KDC/Contractor                              | Mid 2020             |
| Build Playground                              | Construction Active                         | Playground Completed                                         | KDC/Contractors/BBS                         | Mid-late 2020        |
| Community Celebration                         | Official Opening                            | Stakeholders and Community attend                            | BBS                                         | Late 2020.           |

## 5 People Plan

*Voluntary contribution is a requirement of the application and part of the assessment criteria.*

Please give a detailed description of who will be involved in the project and what level of voluntary contribution there will be.

|                                                                                                                        | Description   |
|------------------------------------------------------------------------------------------------------------------------|---------------|
| Who will be involved from the community in the project?                                                                | See attached. |
| What will be the voluntary contribution to the project?                                                                |               |
| How many volunteer and/or machine hours are being donated? e.g. - volunteer labour, donated goods and services in kind |               |

## 6 Working with Partner Groups (who do you need to work with?)

What other organisations or groups will be involved?

| Name of Organisation or Group | Contact Details                                      |
|-------------------------------|------------------------------------------------------|
| Dept of Corrections           | Violet Hutchinson - Dept of Corrections - Dargaville |
|                               | 0274391739                                           |
|                               |                                                      |

## 7 Operating Budgets

Operational costs will not be funded by the Reserve Contributions Fund. However, provide the project's operating budget for information

| Expenditure                                                                                                                                                                                                  | Stage 1 | Stage 2 | Stage 3 | Stage 4 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|
| Operational Maintenance -                                                                                                                                                                                    |         |         |         |         |
| Maintenance expenditure is provided by KDC as per 1:2 Reserves Contributions, p1 of 7, 1.2 last paragraph, last sentence: "The maintenance of reserves and recreational facilities is funded through rates." |         |         |         |         |
|                                                                                                                                                                                                              |         |         |         |         |
|                                                                                                                                                                                                              |         |         |         |         |
|                                                                                                                                                                                                              |         |         |         |         |
| Total operational expenditure                                                                                                                                                                                |         |         |         |         |
| Revenue                                                                                                                                                                                                      | Stage 1 | Stage 2 | Stage 3 | Stage 4 |
| BBS does not envisage any charge/cost to use the playground but becoming a Council (KDC) asset, BBS is unable to provide any detail in regard to revenue                                                     |         |         |         |         |
|                                                                                                                                                                                                              |         |         |         |         |
|                                                                                                                                                                                                              |         |         |         |         |
| Total operating revenue                                                                                                                                                                                      |         |         |         |         |

## 8 Provide detailed Capital Works Projects and Budgets

Capital works projects and budgets (provide a separate financial budget breakdown document if necessary). Dependant on the amount of funding required the budget may need to be calculated in stages of development and receive on-going progress payments.

| Expenditure                               | Stage 1 | Stage 2 | Stage 3 | Stage 4 |
|-------------------------------------------|---------|---------|---------|---------|
| See detailed attached Quotes              |         |         |         |         |
| included with Funding Application Papers. |         |         |         |         |
|                                           |         |         |         |         |
|                                           |         |         |         |         |
|                                           |         |         |         |         |
|                                           |         |         |         |         |
|                                           |         |         |         |         |
|                                           |         |         |         |         |
| Total Capital Expenditure                 |         |         |         |         |
|                                           |         |         |         |         |

\$180,000.

## 9 Risk Management

Outline any key risks that have not already been mentioned in this Business Plan that could have a material impact on:

- Operations/activities
- Financials

Describe each key risk, the likelihood of it eventuating, impact or consequences if the risk eventuates and activities that are being undertaking to mitigate the risk.

### 9.1 Operations

| Risk description                              | Likelihood | Impact | Mitigations |
|-----------------------------------------------|------------|--------|-------------|
| See attached Risk Management doc from Playco. |            |        |             |
|                                               |            |        |             |
|                                               |            |        |             |
|                                               |            |        |             |

### 9.2 Financials

| Risk description                          | Likelihood                                       | Impact                                  | Mitigations                                                                                                                                                                                                                                                    |
|-------------------------------------------|--------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Costs Increase from decisional delays KDC | Possible but uncontrollable by BBS or Contractor | Insufficient funds to complete project. | <ul style="list-style-type: none"> <li>• Stop Construction and make safe</li> <li>• Identify and apply for funding</li> <li>• Identify and approach potential sponsors</li> <li>• Apply 2020 Reserves Contributions Funding KDC to cover shortfall.</li> </ul> |

## 9.3 Risk Matrix

| Risk# | Rank | Rating | Risk Description                                                             | Consequences | Existing Controls (and Future Controls) | Impact (Net) | Likelihood (Net) | Planned Mitigations (Treatments) | Owner | Primary Theme | Scoring |
|-------|------|--------|------------------------------------------------------------------------------|--------------|-----------------------------------------|--------------|------------------|----------------------------------|-------|---------------|---------|
|       |      | High   |                                                                              |              |                                         |              |                  |                                  |       |               |         |
|       |      | High   |                                                                              |              |                                         |              |                  |                                  |       |               |         |
|       |      | Medium | NET APPLICABLE TILL CONTRACT SIGNED WITH KDC AND CONSTRUCTION ABOUT TO BEGIN |              |                                         |              |                  |                                  |       |               |         |
|       |      | Medium |                                                                              |              |                                         |              |                  |                                  |       |               |         |
|       |      | Low    |                                                                              |              |                                         |              |                  |                                  |       |               |         |
|       |      | Low    |                                                                              |              |                                         |              |                  |                                  |       |               |         |
|       |      | Low    |                                                                              |              |                                         |              |                  |                                  |       |               |         |
|       |      | Low    |                                                                              |              |                                         |              |                  |                                  |       |               |         |
|       |      | Low    |                                                                              |              |                                         |              |                  |                                  |       |               |         |
|       |      | Low    |                                                                              |              |                                         |              |                  |                                  |       |               |         |
|       |      | Low    |                                                                              |              |                                         |              |                  |                                  |       |               |         |

| Score | Impact        | Likelihood     |
|-------|---------------|----------------|
| 1     | Insignificant | Rare           |
| 2     | Minor         | Unlikely       |
| 3     | Moderate      | Moderate       |
| 4     | Major         | Likely         |
| 5     | Extreme       | Almost Certain |

## 10 Health & Safety Plan

Successful applicants will be advised which of the following health and safety documentation they are required to complete. Commencement of physical works, and release of funds will be conditional on providing and complying with a site specific health and safety plan and, if appropriate, registration to Site Wise. Documentation is required to be provided to Council prior to the commencement of physical works. Please review the information below during your application process.

*Playground Design & Build  
Companies have these  
in place.*

Applicants applying for work on Council owned or managed land must provide a detailed Health & Safety Plan demonstrating the following compliance measures:

- Pre-qualification of contractors using Site Wise <http://sitewise.co.nz>
- All Medium – High Risk Contractors are expected to have met SiteWise Green ( $\geq 75\%$  score)
- Submission of Site Specific Safety Plans (SSSP's) for contracts and projects.
- Provide a detailed Health & Safety Plan to meet legislative requirements and the Council key system requirements are listed below:
- SSSP's to ensure that contractors can show; visible H&S systems, competent staff, risks are identified and appropriate controls are in place.
- Site indemnification certificates (public liability, vehicle, professional indemnity)
- Consult, cooperate and coordinate where PCBU's have overlapping duties
- Establishing reporting responsibilities (notifiable work/events, incidents etc.) *KDC / Contractor ; Contract for Service*
- Monitoring Contractor H&S performance through audits and review of incident investigations (also a Council responsibility) ✓
- Evaluating the contractor H&S performance (also a Council responsibility) ✓

For applications for work on privately owned land or Council land which is contracted under a License to Occupy, applicants are to provide a detailed Health & Safety Plan in accordance with legislative requirements. *N/A*

# Kaipara District Council Contractor Risk Rating Chart



| Health and Safety Approval Not Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Level 1<br>Low Risk Contractor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Level 2<br>Medium Risk Contractor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Level 3<br>High Risk Contractor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Applies to work not conducted on Council property or where the risk is extremely low</i></p> <p>Some examples of extremely low risk work:</p> <ul style="list-style-type: none"> <li>Consultants who only work from their place of business;</li> <li>Couriers;</li> <li>Data/IT companies who work only from their place of business;</li> <li>Training providers;</li> <li>Suppliers of goods who do not come onto Council property;</li> <li>Caterers who deliver food;</li> <li>Power and water supply companies who only come onto site to read meters.</li> </ul> | <p><i>Applies to low risk work such as, but not limited to, those activities listed below.</i></p> <p>Some examples of low risk work:</p> <ul style="list-style-type: none"> <li>Consultants or project managers working on Council property or managing Council projects;</li> <li>Photocopier repairs;</li> <li>Maintenance (using hand tools);</li> <li>Cleaners</li> <li>Working at heights under 2 metres (platform to ground level);</li> <li>Property management companies who engage contractors to do work for them. #</li> </ul> | <p><i>Higher levels of risk therefore KDC will require a more stringent level of control measures than Level 1.</i></p> <p>Some examples of medium risk work:</p> <ul style="list-style-type: none"> <li>Any person working at heights between 2 and 3 metres (platform to ground level);</li> <li>240V electrical work;</li> <li>Plumbing;</li> <li>Brazing and soldering;</li> <li>Pest control (excluding very toxic chemicals);</li> <li>Gardening/landscaping/lawnmowing;</li> <li>Working on elevated platforms under five metres (excludes self-propelled MEWP'S);</li> <li>Any excavations that are <b>not</b> notifiable to WorkSafe (&lt; 1.5m);</li> <li>Any work in or within 5 metres of public occupied spaces.</li> <li>Any lone work in areas of poor cell phone coverage.</li> <li>Any work dealing with potentially volatile members of the public.</li> </ul> | <p><i>More sophisticated safety management systems are required for these projects. E.g. full site specific safety plan.</i></p> <p>Some examples of high risk work:</p> <ul style="list-style-type: none"> <li>Roading projects;</li> <li>Working at heights over 3 metres (platform to ground level);</li> <li>Where permits to work are required;</li> <li>Handling hazardous chemicals;</li> <li>Work involving self-propelled plant or equipment;</li> <li>Confined space entry;</li> <li>Electrical (high voltage)</li> <li>Demolition (&gt;1.5m);</li> <li>Asbestos removal;</li> <li>Diving work (breathing compressed air);</li> <li>Excavations that are notifiable to WorkSafe(&gt; 1.5m);</li> <li>Tree felling or pruning that requires notification to WorkSafe;</li> <li>Use of explosives;</li> <li>Hot work – welding, gas cutting, grinding, etcetera.</li> </ul> |
| <p># <b>NB:</b> Any contractor who intends to sub-contract out any element of their work must:</p> <ul style="list-style-type: none"> <li>Inform KDC of this intent to sub-contract;</li> <li>Rate the risk of the sub-contracted work as above;</li> <li>Give evidence of the sub-contractors health and safety approval to their KDC Contract Manager.</li> </ul>                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

# 11 Maintenance Plan

| Maintenance description                                                                                                                                              | Action required                                                | Person/s Responsible                                                  | Timeframe        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------|------------------|
| Regular Inspections of Equipment as per requirements                                                                                                                 | Develop Inspection Checklist, timeframe and reporting process. | Contractor: Inspection points checklist<br>KDC: timeframe, playground | By completion of |
| * Refer 1:2 Reserves Contributions, p. 1 of 7, 1:2 last paragraph, last sentence: "The maintenance of reserves and recreational facilities is funded through rates." |                                                                | who, reporting process, maintenance before official opening.          | (late 2020)      |

# 12 Please supply any other relevant information to support your application and business plan

Contact person... Cheryl Carmichael ..... Designation ..... Chairperson TSBS .....  
 Address... 502 Scottys Camp Rd, RD7 Dargaville 0377 .....  
 Telephone... Mobile 02108542003 ..... Email baylysbeachssocietybbs@gmail.com .....  
 Signature of contact person:  .....

Name of person completing this application ..... As above ..... Designation .....  
 Telephone ..... Mobile ..... Email .....  
 Signature (if different to contact person) ..... Date .....

PLEASE READ AND CONSIDER IN CONJUNCTION WITH BUSINESS PLAN TEMPLATE PROVIDED BY KDC  
AND WITH SUPPORTING DOCUMENTS INCLUDED IN ATTACHED FUNDING APPLICATION.

1. Overview of organisation (p.3)

Organisation Purpose: BBS will promote, coordinate, assist, advocate, represent and facilitate activities that improve and benefit the wellbeing of the community of residents, property owners and visitors in the area of Baylys beach, Dargaville. NZ (BBS Constitution: 2 Principles).

BBS is regularly referred to and is considered 'the voice of the Baylys Beach Community' The BBS catchment zone is described in our Constitution as a ten kilometre radius of Baylys Beach. The committee of volunteers agrees for simplicity this is from the turn off to Baylys Beach on SH1, all of Scottys Camp Rd, and Babylon Coast Road for 10 kilometres.

BBS has a high profile in the local community and the wider Kaipara area. The residents and property owners know who the committee members are so are able to have open and regular conversations/consultations about concerns, improvements etc with any one of us any time people are out and about which with a generally physically active population at Baylys, is often. Over the years BBS has successfully worked for our community alongside KDC to successfully achieve many community initiatives.

2. Project Plan (p.4)

See attached detailed Project Description and location

How will the Project be developed?

Source funding from KDC Reserve Contribution Fund 2019 for playground to be built. After consultation the selected Playground Installation Company and KDC will develop and sign a 'Contract for Service' which will guide how the project will be developed (See also p.7 Action Plan 4.)

What cross-section of the community will benefit from this Project?

A community playground will provide numerous benefits to the following cross section of the community: adults, parents and carers, toddlers and babies, children of all ages, teenagers, Grandchildren visiting residents, tourists and holiday makers.

Many pieces of equipment in a playground is of benefit to adults who choose to utilise it to exercise eg stretching, push ups/against/down, circuits, strengthening - both physically and one's mental health... BBS intends to promote the benefits of the playground to adults of all ages once it is completed and operating.

How does your Project impact the community's Four Well Beings?

Economic: A well planned inclusive playground adds not only amenity value to Baylys Beach community but is also an economic asset to the community. The presence of a well patronised playground will attract mobile food vendors eg ice cream vans, mobile food caravans etc. This will

### 3. The Future – What will be different for the community by the completion of this project?

Baylys beach community will have a well informed purpose built inclusive community playground to be proud of to be used and enjoyed by all who live at or visit Baylys Beach.

A community playground naturally becomes a place of community pride, where families and people of all backgrounds, ethnicities, socio-economic situations, and ages gather to socialise, develop and maintain good health.

Playgrounds are in their own right a central focus point for smaller communities. At present with no public playground whatsoever at Baylys Beach all the positive differences for the community outlined above and throughout this application and Business plan are not available to the community.

### 4. Action Plan – see p.7 of Business Plan

### 5. People Plan

Who will be involved from the community in the project?

Baylys Beach Society committee members, BBS Members, Baylys Beach Surf Club volunteers and community volunteers

What will be the voluntary contribution to the project?

Working Bee Installations when able and appropriate for the Contractor under the supervision and direction of their Project Manager

How many volunteer and/or machine hours are being donated?

50+ hours to date with application process – KDC meeting and communications, community consultations and surveys (design, consult, travel-delivery and collection, collation, drafting, sharing, and finalising funding application and Business Plan.

BBS is planning 3-4 Working Bee Installation opportunities of 4-6 hours duration, utilising minimum 4-6 adult volunteers each time as appropriate for Installation Company Project manager. Total volunteer hours = 6hrs x 6adults = 36 hours daily x 4 opportunities = potentially minimum 144 voluntary labour hours.

6. Please see Business Plan p.8
7. Operating Budgets – please see Business Plan p.9
8. BBS is unable to complete this until funding is secured. KDC and selected Contractor would decide on stages and complete this section
9. 9. Risk Management – 9.1 Operations: see attached document from Playco initially addressing generic but relevant traffic, public and dust risks and mitigations.

Pages 12 & 13 are not applicable until Contractor to design and install playground is selected, funding is formally secured, and the construction process is about to begin.

benefit these small businesses who often struggle for venues to sell their products. Baylys has one food shop at present and competition is well known to benefit consumers.

A playground also offers locals and teenagers the opportunity to potentially make money providing a captive audience (especially visitors) for selling local art, drinks, foods etc.

Cultural: Although 'hauora' is a maori concept of an inter-layered overall wellbeing, it is relevant to all cultures. A culturally inclusive playground specifically provides for the four components of hauora – physical (improving health and fitness), social – participating and encouraging others, emotional – feeling mentally safe and balanced, and spiritual – liking yourself, feeling connected and grounded.

Environmental: A playground will enhance and add purpose to the existing open Recreation Reserve space. The playground is planned to be themed to reflect the ship wreck history of Ripiro beach by way of a ship/boat with play equipment incorporated into and off it, and it will have an overall 'beach theme' The colours of equipment will be selected to complement the surrounding environment (eg timbers, blues, greens etc) The position of the playground will also highlight the existing coastal walking track to people who may not have previously known it existed.

Social: A playground is a place for individuals, families and children to meet and socialise. Community playgrounds provide opportunities for children of all ages (and adults) to practice and learn key skills including but not limited to social, emotional, cognitive and physical. Children are constantly learning through play making friends, sharing, taking turns, observing and evaluating, and socially interacting with others. Adults at playgrounds with children also have opportunities to socialise, and to develop new connections and friendships. Without a community playground where people are naturally drawn together in a social situation these opportunities are not available.

P.5

How does the project link to Policy Criteria?

Please see attached 'Reserves Contribution Contestable Fund – Policy. Project links to policy criteria are clearly shown.

How does the project link to community outcomes?

The need for a community playground was first expressed by community members at a public consultation meeting for the Baylys beach community in December 2017. This initiative (along with others from that public meeting) was presented to a full KDC long term planning meeting in April 2018. Developing a playground (a safe place for children to play) is in the long term plan for BBS which guides and directs what we do as the voice for the community.

What is the community demand for the project?

There is an overwhelming majority support and demand for this project as evidenced and explained in the attached Application Form p.2, 8, see attached 8.

Does the organisation own or manage any key assets?

BBS has had a Contract for Service with KDC since 2015 to maintain the Coastal Walking Track at Baylys Beach.

Are there any other key factors?

No

## RESERVES CONTRIBUTIONS CONTESTABLE FUND

| Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reserve Contributions (use of) Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Eligibility Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>When accessing proposals for the use of the reserve contributions, Council will have regard for the following criteria:</p> <ol style="list-style-type: none"> <li>1) Creating public open spaces (including recreation areas, visual buffers and amenity areas)</li> <li>2) Adding capacity to or otherwise enhancing existing public open spaces (including recreation areas, visual buffers and amenity areas). This can include (but not limited to): <ul style="list-style-type: none"> <li>• Bringing existing reserves up to a minimum standard for public use e.g. supplying public toilets in recreation areas;</li> <li>• Landscaping; and</li> <li>• Providing equipment e.g. seats, barbeques, playgrounds.</li> </ul> </li> <li>3) Giving public access to coastal areas, reserves, bush areas or areas of special character, this is typically through: <ul style="list-style-type: none"> <li>• The development of walking tracks; and</li> <li>• The public purchase of land that connects two public areas otherwise not accessible to the public.</li> </ul> </li> <li>4) Within each catchment, consideration will be given to the amount of funds collected in the locality of a proposed project. The district has been divided into four catchment areas – Dargaville and Surrounds; Maungaturoto, Paparoa, Tinopai and surrounds; Kaiwaka and surrounds; Mangawhai and surrounds. The catchment areas are depicted in <i>Appendix 1</i>.</li> <li>5) Consideration will be given to projects that add amenity to the parks and reserves that are lacking in amenities.</li> </ol> <p>All allocations will be judged against their fit with these criteria. The fund will not be used for normal asset management (maintenance, repairs or renewals).</p> |
| Criteria for Contestable Funding Applicants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Applications will be called for annually each year providing sufficient funds have accumulated in the catchment area.</li> <li>• With the exception of the Council applications, all applicants: <ul style="list-style-type: none"> <li>✓ must be a legally constituted Not-For-Profit entity or have another community organisation who fits this criteria umbrella them;</li> <li>✓ have a volunteer component i.e. through labour or business in kind or donated goods;</li> <li>✓ provide reviewed or audited Statement of Financial position for the previous year and a budget projection for the next financial year.</li> </ul> </li> <li>• Community organisations who receive central government funding may also be considered for grants.</li> <li>• All applicants: <ul style="list-style-type: none"> <li>✓ must comply with all Health and Safety Legislative and Council requirements <i>refer to Business Plan template for details</i></li> <li>✓ Provide a detailed Business Plan.</li> </ul> </li> <li>• Applications will be considered by the Reserve Contributions Committee who will make recommendations to the full Council for approval.</li> <li>• All decisions on whether and how to distribute the funds will be at the sole discretion of the Council and are final.</li> <li>• Successful applicants will be required to enter into an Agreement or Contract for Service with Council that outlines the terms and conditions of approved assistance.</li> <li>• Funds will not be provided until both parties have signed the Agreement or Contract for Service.</li> </ul> <p><b>Exceptions</b> - Central Government Agencies are not eligible to apply for funding.</p>                                |

## 9. Risk Management – Business Plan

Provided by Playco Playgrounds (potential Playground Design and Installation Contractor)

### **Risk Management**

#### **Traffic:**

Low Risk

Description - Management of traffic to site, machinery on site.

Managed by site fencing of works area. The site area is significantly larger than the works area so plenty of room for machinery and safety management.

Impact = minor

Likelihood = Unlikely

Planned Mitigation – Site Fencing of site area

#### **Public:**

Low Risk

Description - Management of public access to site during works.

Managed by site fencing of works area.

Impact = minor

Likelihood = Unlikely

Planned Mitigation – Site Fencing of site area

#### **Dust:**

Low Risk

Description – Created while machinery on site.

Works are approximately 15m to the nearest residence, excavations should be completed on still days to avoid dust nuisance.

Impact = minor

Likelihood = Unlikely

Planned Mitigation – Controlled by Contractors