



KAIPARA DISTRICT COUNCIL

RESERVE CONTRIBUTIONS FUND

Lions Club of Paparoa

BUSINESS PLAN

2019/2020

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?	Members of 'Paparoa Lions Club' & 'Proudly Paparoa Inc.'
What will be the voluntary contribution to the project?	This is very limited as the 'Health & Safety' risk for the Contractor is too great. We can provide easy access to the construction zones and assist with transporting materials in to these zones.
How many volunteer and/or machine hours are being donated? e.g. - volunteer labour, donated goods and services in kind	This is difficult to assess as it would have to be in consultation with the Contractor.

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
Proudly Paparoa Inc.	Graham Taylor, Chairman

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
Contract Price (1)	\$140,012.50			
Contract Price (2)	\$166,800.00			
Total operational expenditure	\$166,800.00 max			
Revenue	Stage 1	Stage 2	Stage 3	Stage 4
KDC Reserve Contribution Fund	\$45,000.00			
Contribution Fund \$45,000.00	\$90,000.00			
Foundation North	\$10,000.00 - \$20,000.00			
COGs	\$5,000.00			
Pub Charities	\$5,000.00			
Paparoa Lions/Proudly Paparoa Inc.	\$10,000.00 (up to)			
Total operating revenue	\$165,000.00 - \$175,000.00			

Provide detailed Capital Works Projects and Budgets : *There are no 'Stages' to this work*

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 4	
Total Capital Expenditure					

Risk Management : This rests with the Contractor with his 'Health & Safety' policies

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

9.2 Financials

Risk description	Likelihood	Impact	Mitigations

9.3 Risk Matrix

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.

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.)

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.

Kaipara District Council Contractor Risk Rating Chart

Health and Safety Approval Not Required	Level 1 Low Risk Contractor	Level 2 Medium Risk Contractor	Level 3 High Risk Contractor
Applies to work not conducted on Council property or where the risk is extremely low	Applies to low risk work such as, but not limited to, those activities listed below.	Higher levels of risk therefore KDC will require a more stringent level of control measures than Level 1.	More sophisticated safety management systems are required for these projects. E.g. full site specific safety plan.
Some examples of extremely low risk work: - Consultants who only work from their place of business; - Couriers; - Data/IT companies who work only from their place of business; - Training providers; - Suppliers of goods who do not come onto Council property; - Caterers who deliver food; - Power and water supply companies who only come onto site to read meters.	Some examples of low risk work: - Consultants or project managers working on Council property or managing Council projects; - Photocopier repairs; - Maintenance (using hand tools); - Cleaners - Working at heights under 2 metres (platform to ground level); - Property management companies who engage contractors to do work for them. #	Some examples of medium risk work: - Any person working at heights between 2 and 3 metres (platform to ground level); 240V electrical work; - Plumbing; - Brazing and soldering; - Pest control (excluding very toxic chemicals); - Gardening/landscaping/lawnmowing; - Working on elevated platforms under five metres (excludes self-propelled MEWP'S); - Any excavations that are not notifiable to WorkSafe (< 1.5m); - Any work in or within 5 metres of public occupied spaces. - Any lone work in areas of poor cell phone coverage. - Any work dealing with potentially volatile members of the public.	Some examples of high risk work: - Roading projects; - Working at heights over 3 metres (platform to ground level); - Where permits to work are required; - Handling hazardous chemicals; - Work involving self-propelled plant or equipment; - Confined space entry; - Electrical (high voltage) - Demolition (>1.5m); - Asbestos removal; - Diving work (breathing compressed air); - Excavations that are notifiable to WorkSafe(> 1.5m); - Tree felling or pruning that requires notification to WorkSafe; - Use of explosives; - Hot work – welding, gas cutting, grinding, etcetera.
# NB: Any contractor who intends to sub-contract out any element of their work must: - Inform KDC of this intent to sub-contract; - Rate the risk of the sub-contracted work as above; - Give evidence of the sub-contractors health and safety approval to their KDC Contract Manager.			

11 Maintenance Plan

Maintenance description	Action required	Person/s Responsible	Timeframe

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

Contact person.....As per Application.....Designation

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Address.....

Telephone..... Mobile..... Email

Signature of contact person.....

Name of person completing this application.....Bruce Lydiard.....Designation ...Funding Officer.....

Telephone.....(09) 431-6975..... Mobile...(021) 168-2292..... Emailbrucenestelle@gmail.com

Signature (if different to contact person)*B. Lydi.*.....Date.....*2nd October 2019*.....



Paparoa Lions - KDC Reserve & Open Spaces Grant Application
Business Plan

Funding :- Kaipara District Council Reserve & Open Spaces Grant \$45,000.00
 Lotteries Funding Application \$90,000.00
 Foundation North \$10,000.00
 COGS, Pub Charities up to \$5,000.00 each?
 Paparoa Lions, Proudly Paparoa Inc. required to make up any shortfall.
 (this will be made up from funds raised as part of our normal activities).

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Expenditure :- Milton Hayward Construction Ltd. quote
 133m of 800mm wide boardwalk (including incidentals) \$66,500.00
 +89m of 800mm wide boxed steps/landings (incl. Incidentals) \$35,600.00
 backfilling of steps with 21m³ of B.A.M & top with 6m³ of aggregate
 \$19,650.00
 + GST \$18,262.50
 Total = \$140,012.50

 :- Northland Parkcare Ltd. quote
 133m of 1000mm wide boardwalk (including incidentals) \$113,050.00
 +89m of 800mm wide boxed steps/landings (incl. Incidentals) \$31,150.00
 + GST \$21,630.00
 Total = \$144,200.00

(Northland Parkcare's quote does not include B.A.M. or aggregate.)

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It is a one off project that needs to be actioned by DoC approved contractors.
As these contractors are committed to DoC projects; availability is going to be the important factor in who is awarded the contract. We (the Paparoa Lions) want the scheduled work to be completed by the end of winter 2020.

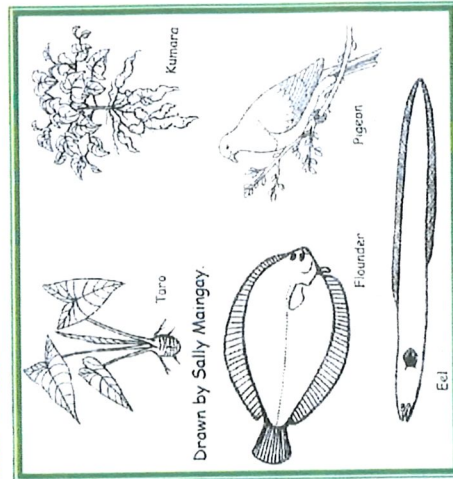
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As the walk begins by crossing private land, please stay on the defined track and do not disturb farm animals which may be grazing in the area.

The walkway, which starts beside SH.12 in the Paparua township, has a very easy first stage across private land which leads to the foot of the Pa site (20 minutes).

From here the walk crosses a second bridge entering the main bush area. The track climbs at a moderate grade up to the Pa site (another 20 minutes). There is a loop track, or you can venture further to the boardwalk through the mangroves onto Pah Road (15 minutes) and return along Pah Road before joining Paparua Valley Road to the carpark (30 minutes).

In 1989 the Pow and Roach families formally protected the bush areas by covenanting with the Queen Elizabeth II National Trust.



Middens containing oyster and cockle shells found around the Pa provide some insight into the types of food eaten when the Pa was inhabited. Other foods likely to have been stored and eaten include kumara, taro, eel, flounder and other fish, plus a variety of other native birds.



The Kauri found in the bush are free of the Kauri Dieback disease. Please use the boot washes provided on the walkway.

Walk into History and mystery at

Paparua Pa Site



Mystery surrounds the dozens of Maori food pits and fortification trenches dug on a Paparua hill top well before Captain Cook first circumnavigated New Zealand in 1769.

The site of the Pa, now shrouded by native bush at least 250 years old, is well preserved and easily accessible.

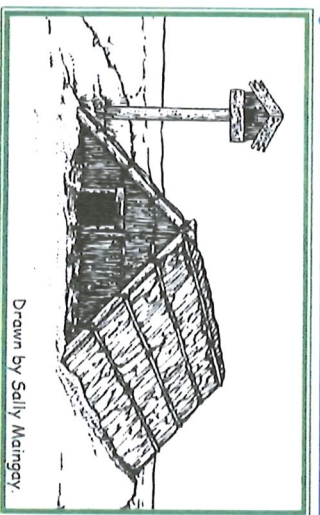
Historians and local Kaumatua have been unable to identify the people who inhabited this particular pa site.

An easy walk along the trail pioneered by the Paparua Lions Club will let your imagination range back through the years as you ponder these fascinating and clearly visible remains.

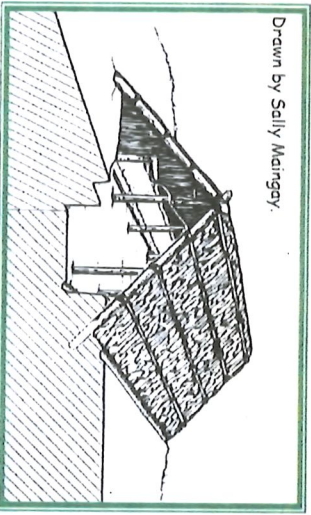
The Lions Club of Paparua gratefully acknowledge the assistance of PPI and generosity of many in their endeavour to establish and maintain the walkway and this information.



We Serve



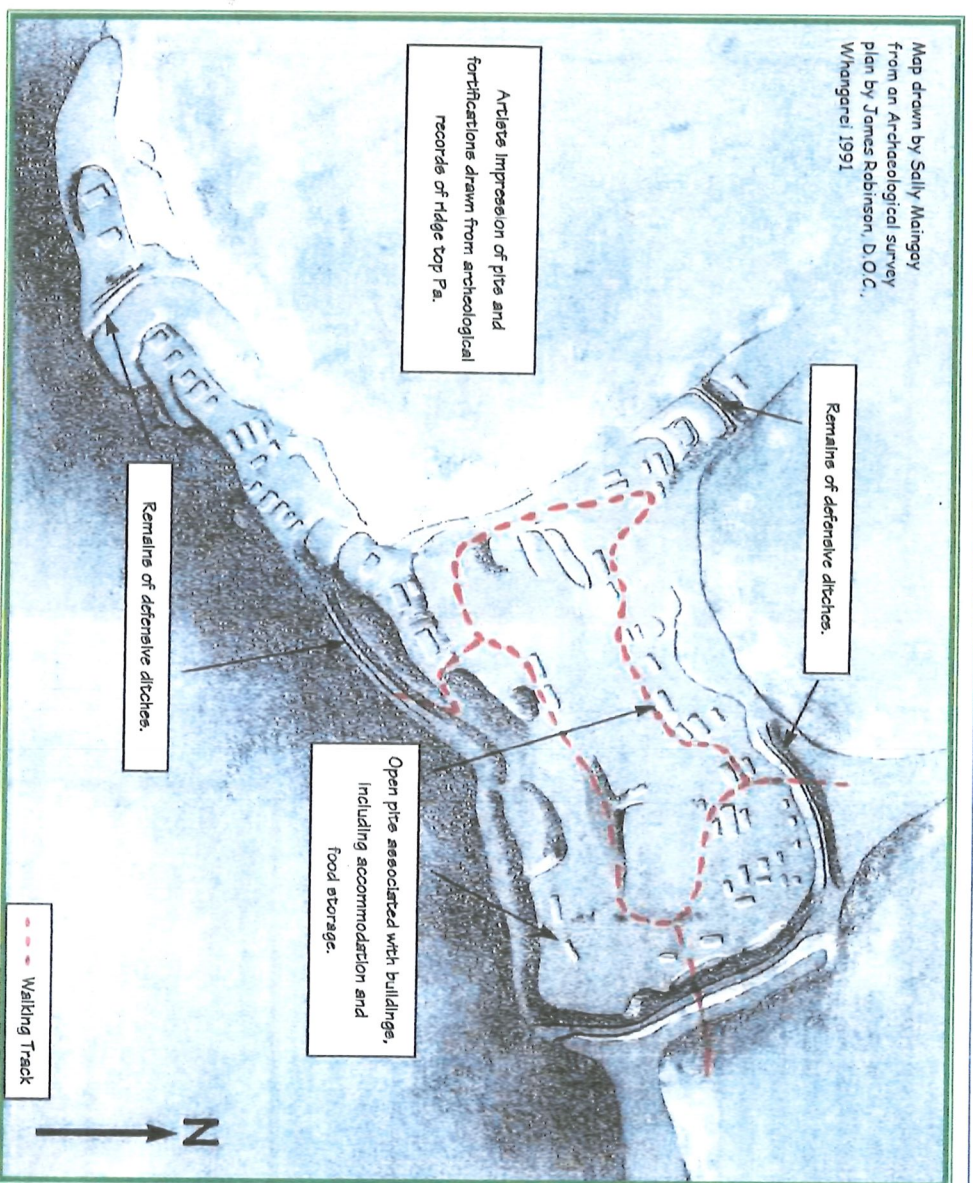
The kumara storage pit was developed by Maori partly to ensure the survival of seed kumara until the next spring planting. A rectangular pit is shown in the cross-section below and also as it might have looked with a thatched roof. The small structure on a pole (patakā) was designed to keep special foods safe from rats and vermin.



What we know about the Pa

The Pa is an extensive well preserved site on a bush covered hill adjacent to Paparoa Creek. The steep hill slopes provide natural defenses and these were further augmented by ditch and bank fortifications across each of the spurs that run down from the flat summit.

Living terraces and storage pits cover an area of approximately 100m x 40 m on the hilltop and continue along two of the spurs.



This suggests that more than 300 people could have found refuge here during threat of warfare, although in times of peace many would have lived in dispersed hamlets below the Pa.

An outstanding feature of the site is the number of clearly defined storage pits. The presence of at least 60 pits indicates that large gardens were situated nearby producing kumara, taro, yams and gourds

and that this fortification served to protect both people and their provisions. In addition, close proximity to the headwaters of the Kaipara would have provided easy access to the rich seafood resources of the harbour.

A date for the earliest occupation of the Pa cannot be determined without excavation, but a count of tree rings from a large totara growing in one of the pits has shown that it is over 250 years old.