



KAIPARA DISTRICT COUNCIL

RESERVE CONTRIBUTIONS FUND

Organisation Name

BUSINESS PLAN

(YEAR)

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1 Overview of Organisation

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

Organisation Purpose	
Organisation Contact Details	<p>Address</p> <p>Phone Mobile</p> <p>Email Website</p>
Organisation Contact Person	<p>Phone Mobile</p> <p>Email Role</p>
Legal Entity	<p>A. Is your organisation a Registered Incorporated Society? Yes / No If yes, please supply your registration number.....</p> <p>B. Is your organisation registered with the Charities Commission? Yes / 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? Yes / No If yes, please provide the name of the umbrella organisation and its registration details </p>
GST Number	

2 Project Plan

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

How does the project link to Policy Criteria?	
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.

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?	
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

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
Total operational expenditure				
Revenue	Stage 1	Stage 2	Stage 3	Stage 4
Total operating revenue				

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

9.2 Financials

Risk description	Likelihood	Impact	Mitigations

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									
		Medium									
		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.

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.

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..... Designation

Address.....

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

Signature of contact person.....

Name of person completing this application..... Designation

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

Signature (if different to contact person) Date.....