

SERVICE DELIVERY COMMITTEE AGENDA



Time: 9.00am
Date: Tuesday 21 July 2020
Meeting: Council Chambers
Waipa District Council
101 Bank Street, Te Awamutu

INDEX

Agenda –21 July 2020

Minutes of the Previous Meeting – 19 May 2020

Contracts Signed Under Delegation

Public Transport Improvement Plan

Overview of Intersection Plans for Growth Cells C2/C3 and T9/T14

Parking Management Improvement Plan

Innovating Streets – Urban Mobility Opportunity

Contract 27-19-59 Williamson Street Streetscape Upgrade – Progress Update and Scope Confirmation

27-19-38 Cambridge Wastewater Treatment Plant Short Term Consent Upgrades and Operational Improvements – Increase to Approved Contract Sum

Resolution to Exclude the Public

SERVICE DELIVERY COMMITTEE AGENDA



AGENDA ITEMS

MEMBERS

Chairperson

GRP Webber

Members

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EM Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas

1 APOLOGIES

2 DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.

3 LATE ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

4 CONFIRMATION OF ORDER OF MEETING

Recommendation

That the order of the meeting be confirmed.

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **CONFIRMATION OF MINUTES**
Meeting Date: 21 July 2020

1 EXECUTIVE SUMMARY

To confirm the minutes of the Service Delivery meeting held on Tuesday 19 May 2020.

2 RECOMMENDATION

That the open minutes of the Service Delivery Committee meeting held on 19 May 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENTS

Service Delivery Minutes – 19 May 2020

SERVICE DELIVERY COMMITTEE MINUTES



Time: 9.10am
Date: Tuesday 19 May 2020
Meeting: Audio Visual Meeting

1 PRESENT

Chairperson via Zoom
GRP Webber

Members via Zoom

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EM Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas

2 APOLOGIES

There were no apologies.

3 DISCLOSURE OF MEMBERS' INTERESTS

There were no new disclosures.

4 LATE ITEMS

There were no late items.

5 CONFIRMATION OF ORDER OF MEETING

RESOLVED

15/20/20

That the order of the meeting be confirmed.

Cr L Brown/ Cr St Pierre

6 MINUTES OF PREVIOUS MEETING

RESOLVED

15/20/21

That the open and public excluded minutes of the Service Delivery Committee meeting held on 21 April 2020, having been circulated, be taken as read and confirmed as a true and correct record.

Cr St Pierre/ Cr Gordon

7 TRANSPORTATION REPORT

Bryan Hudson, Manager, Transportation, presented his comprehensive report on the activities pertaining to the Transportation Team's activities from December 2019 to March 2020, and provided highlights to the Committee.

It was advised that due to COVID-19 and bitumen prices rising 25-30% above the original tender prices, the length of seal able to be completed has been affected. The price has since fallen, and it is hoped that it remains low which will allow for addressing the backlog in the next sealing season. The seal extension to Hall Street, Kihikihi would be completed later this week and work has recommenced on Parallel Road and Williamson Street.

It was noted that the orange printing on the overhanging gantry on the high-level bridge may require a sun shield to improve visibility.

Due the extremely dry weather, peat swamp roads are responding to ground movement, and this has created uneven road surfaces. This is being managed with reduced speed limits and uneven road signage in areas where road safety is affected. A communication plan will be rolled out to the public regarding this.

The work carried out on Crozier and Franklin Streets was complimented.

Discussion was held around the process for replacing damaged lids on Recycling Wheelie bins. Calls are logged though the Council Customer Service team to the Contractor Metallic. The contractor can replace damaged bins, make repairs to lids and wheels.

It was reported that 44 customers use the assisted service for recycling bins.

SERVICE DELIVERY COMMITTEE MINUTES



RESOLVED

15/20/22

That

- a) *The Transportation Report (document number 10369565) of Bryan Hudson, Manager, Transportation be received.*

Cr Pettit/ Cr Coles

8 WATER SERVICES QUARTERLY REPORT

The purpose of this report presented by Martin Mould, Manager Water Services, was to provide information on the activities pertaining to the Water Services Team's activities for January 2020 to March 2020.

Discussion was held around the reporting framework and how a technical noncompliance was viewed. It was noted that the benchmark for technical noncompliance's was zero.

A request was made for commercial entities who rely on water for their business such as garden centres to be given warning when water alert levels are introduced, noting that in some cases the level of demand for water can rise rapidly reducing the ability to provide early notification

It was advised that every year the pipe renewals profile identifies pipes in poor condition within archaeological or culturally sensitive sites, or pipes that are in poor condition that are within private property. These challenging renewals have been difficult to progress but there is a strong intention to undertake these works in the coming construction season.

It was advised that the Parallel Road Treatment Plant work had not been impacted by COVID-19 and some equipment was ordered prior to the lockdown to ensure project continuity.

RESOLVED

15/20/23

That

- a) *The information contained in the report (document number 10386879) of Martin Mould, Manager Water Services, be received.*

Cr L Brown / Cr Coles

9 EMERGENCY RESPONSIVENESS – WATER SERVICES

Emergency responsiveness is a necessity in the three waters activities in Water Services. Legislative requirements in the areas of health and safety, public health protection and protection of the environment requires robust plans and exercising of the plans and being in a constant state of readiness. While all the plans are current and appropriate, there are opportunities to develop smarter ways of recording processes and procedures and having more automated triggers and early warnings to work towards a more robust service and move to digital platforms for data capture.

In the event of an emergency (such as contamination of drinking water or an unconsented wastewater discharge), staff will implement the emergency response plans. These need to be up to date, and staff familiar with them to ensure that all practicable steps are taken to protect public health and the environment, and to keep any impacts to a minimum. As Council holds a number of resource consents regarding the Waters' activities, the compliance authorities would be taking a close interest in Council's response to any emergency. Where it can be demonstrated that an agreed planned response was successfully implemented, it is anticipated that Council would not be prosecuted over the emergency breach, even if consent conditions were affected during the period of the emergency.

Manager Water Services Martin Mould advised that our emergency response plans were adequate, but were becoming dated so needed review. A business case has been developed to apply for funding in the Long Term Plan to further develop drinking water related plans and upgrade the telemetry system in the water and wastewater activities which is key to supporting good emergency responsiveness.

RESOLVED

15/20/24

That

- a) *The Emergency Responsiveness – Water Services report (document number 10375969) of Martin Mould, Manager Water Services, be received.*

Cr A Brown/ Mayor Mylchreest

10 CONTRACTS SIGNED UNDER DELEGATION

Council policy and delegated authority provides for tender and contract documents to be signed by Council staff on behalf of Council, subject to financial limits.

RESOLVED

15/20/25

That the information contained in the Monthly Schedule of Contracts Signed under Delegated Authority (Document Number 10388576) be received.

Cr O'Regan/ Cr Coles

11 CAMBRIDGE WASTEWATER TREATMENT PLANT – MOU WITH IWI

As outlined during the workshop held with Council on 28 April 2020, staff have been working closely with mana whenua to draft a Memorandum of Understanding (MOU) regarding the way forward for the Cambridge Wastewater Treatment Plant. Tātou O Te Oko Horoi is the name for the MOU and the parties are: Waipa District Council, Raukawa, Waikato-Tainui, Ngāti Koroki Kahukura and Ngāti Hauā.

The intention of the MOU was to help bridge the gap and address concerns of mana whenua between the short-term consent application, and the on-going long term approach for the treatment and disposal of wastewater at Cambridge. The MOU sets out how parties will work together, giving effect to the enabling legislation as listed within the MOU and the joint management agreements already in place.

The preparation of the MOU has been undertaken in a collaborative manner with both Council staff and mana whenua who all actively participated. The MOU has been reviewed by Iwi governance and all parties are happy to proceed with the signing of the document. This report requests that delegated authority is given to Mayor Mylchreest and Chief Executive, Garry Dyet, to sign the document on behalf of Waipa District Council.

RESOLVED

15/20/26

That

- a) *The Memorandum of Understanding with Iwi in relation to the Cambridge Wastewater Treatment Plant report (document number 10386869), of Marie McIntyre, Programme Manager be received;*

- b) *The Service Delivery Committee approves entering in to the draft Tātou O Te Oko Horoi – Memorandum of Understanding attached to this report (document number 10385288), with Raukawa, Waikato-Tainui, Ngāti Koroki Kahukura and Ngāti Hauā;*
- c) *The Service Delivery Committee authorises the Mayor and Chief Executive to negotiate and agree any amendments to the draft Tātou O Te Oko Horoi – Memorandum of Understanding between Waipa District Council and Raukawa, Waikato-Tainui, Ngāti Koroki Kahukura and Ngāti Hauā and to execute the Agreement on behalf of Council.*

Cr O'Regan/ Cr Pettit

12 RESOLUTION TO EXCLUDE THE PUBLIC

(Section 48, Local Government Official Information and Meetings Act 1987)

RESOLVED

15/20/27

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<i>1.1 Detailed Business Case for Cambridge Wastewater Treatment - Update</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected

SERVICE DELIVERY COMMITTEE MINUTES



by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
1.1	Section 7(2)(i)	To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Cr Gordon/ Cr Coles

There being no further business the meeting closed at 10.20am.

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Manager Service Delivery
Subject: **CONTRACTS SIGNED UNDER DELEGATION**
Meeting Date: 21 July 2020

1 EXECUTIVE SUMMARY

Council policy and delegated authority provides for tender and contract documents to be signed by Council staff on behalf of Council, subject to financial limits.

2 RECOMMENDATION

That the information contained in the Monthly Schedule of Contracts Signed under Delegated Authority (Document Number 10427729) be received.

3 ATTACHMENTS

Service Delivery Contracts – Monthly Schedule of Contracts Signed – 21 July 2020

Date: 21 July 2020

File Reference: 51.40

CONTRACTS SIGNED UNDER DELEGATED AUTHORITY

Council policy and delegated authority provides for tender and contract documents to be signed by Council staff on behalf of Council, subject to financial limits.

Monthly Schedule of Service Delivery Contracts Awarded

Contract No.	Contract Name	Contract Awarded to:	Date Contract Awarded	Activity Type	Accepted Tender Sum	Approved Contract Sum	Difference between Sums
27-20-08	Pirongia Public Toilet Upgrade	Exeloo Limited	15/05/2020	Project Delivery	\$396,358.75	\$413,858.75	Contingency



Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Transport Planning Engineer
Subject: **PUBLIC TRANSPORT IMPROVEMENT PLAN**
Meeting Date: 21 July 2020

1 EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement to progress the implementation of Stage One of the Public Transport Improvement Plan.

With a growing population and employment forecast in the district, and with an increasing proportion of older residents, continuing growth in public transport patronage can be expected. Through the consultation on the Waipā Integrated Transport Strategy and the Cambridge Town Concept Plan, the community has shown strong support for improved public transport services.

There are two community bus services in the district: Te Awamutu to/from Hamilton and Cambridge to/from Hamilton. Annual patronage (Mar 2019-Feb 2020) was 77,460 on the Te Awamutu services and 64,371 on Cambridge services. The annual patronage growth rate is 8%-10% in both cases for two continuous years 2017-18 and 2018-19. In the February 2020 patronage report, it shows that the Cambridge bus service increased 7.2% compared to same period one year prior. Te Awamutu bus services increased only 2.6% in the year to February 2020, but this is attributed to no more capacity on some bus services.

Waikato Regional Council manages the bus contract for the Waipā district. The current contract ends in mid-2021 but this is likely to be extended to 2022 due to Covid-19 delaying procurement. There is an opportunity to incorporate improved bus services when preparing the new contract.

For the 2021-2031 Long Term Plan (LTP) period it is proposed to improve public transport in three stages to support access to education, employment and social connections. Stage two and three are anticipated as being at least four years away and can be determined in the next LTP, so only stage one is discussed here.

The proposed changes for stage one are:

1. Provide regular services seven days per week with expanded operating hours.

2. Upgrade the existing Te Awamutu route to include Kihikihi on all trips and potentially add trips to provide service to Waikeria Prison.
3. Upgrade the existing Cambridge route to include Cambridge East (Taylor Street) area on all trips.
4. Weekday service hourly, with one additional peak service to accommodate more passengers during the morning (7am-9am) and afternoon (4pm-6pm) peak times in each direction and extension of hours. Weekends and holidays two hourly frequency.

The following appendices accompany this report:

- Appendix 1 - Public transport improvement plan stage one Cambridge map (document number 10432632)
- Appendix 2 - Public transport improvement plan stage one Te Awamutu map (document number 10432644).

2 RECOMMENDATION

That

- a) *The report titled Public Transport Improvement Plan (document number 10416623) of Xinghao Chen, Transportation Planning Engineer, be received;*
- b) *The Service Delivery Committee endorses the following stage one Public Transport Improvement Plan:*
 - a. *Provide regular services seven days per week between Cambridge and Hamilton and Te Awamutu and Hamilton, and expanded operating hours being 6 am – 7 pm on weekdays and 9 am – 6 pm on weekends.*
 - b. *Upgrade the existing Te Awamutu route to include Kihikihi on all trips and investigate selected trips to provide service to Waikeria Prison.*
 - c. *Upgrade the existing Cambridge route to include Cambridge East area on all trips.*
 - d. *Weekday service hourly, with one additional peak service in each direction and extension of hours. Weekends and holidays two hourly frequency;*
- c) *Staff formally request the Waikato Regional Council to include these service improvements in the next bus service contract tender;*
- d) *That an additional ratepayer funded local share of \$51,000 per annum be put forward for consideration into the draft Long Term Plan 2021-2031 for Stage One Public Transport Improvements.*

3 OPTIONS AND ASSESSMENT

A workshop was held on 30 June 2020 with Elected Members to provide an overview of the Public Transport Improvement Plan. Members expressed support for embarking on Stage One of the Plan.

Options for stage one include:

1. Retain current bus services. This option will see increased crowding on current buses at peak times and dissatisfaction and exclusion of some passengers from their preferred service.
2. Improving service coverage incrementally allows for Waipa District Council, Waikato Regional Council and NZTA as the co-funders to manage risk and cost. The first stage improvement will provide longer operating hours, hourly services during the week and two hourly on weekends and public holidays. Coverage would extend to the East of Cambridge and to Kihikihi on every trip.

Option 2 is in line with the Waipa District Integrated Transport Strategy to provide well connected, reliable and high quality bus services and improve supporting infrastructure for it. It provides greater transport choice, reduces car dependence and is environmentally more sustainable. Patronage is expected to increase over time from approximately 140,000 to over 200,000 trips per annum with stage one service improvements.

Financial/risk considerations

A Long Term Plan business case (Bus Transport Improvements) has been submitted to the 2021-31 LTP. It requires approximately \$45,000-\$51,000 additional ratepayer funding every year for the first three years for stage one improved services. The actual cost will depend on the new bus operating contract value and future patronage/fare recovery. Monitoring of patronage uptake through the Waikato Regional Council's bus ticketing system can help to fine tune the services to minimise financial risk.



Xinghao Chen

TRANSPORTATION PLANNING ENGINEER



Reviewed by Bryan Hudson

MANAGER TRANSPORTATION



Approved by Dawn Inglis

GROUP MANAGER SERVICE DELIVERY

1 Statutory and policy requirements

Legal and regulatory considerations

Local Government Act 2002

The purpose of local government is defined in section 10 of the LGA as follows:

10 Purpose of local government

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and*
- (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.*

Consultation and Engagement

A bus user consultation will be developed by Waikato Regional Council to seek users' feedback on proposed changes. The outcome of the consultation will help to plan the bus routes.

Some public and customer engagement was undertaken as part of the Bus Transport Improvement Business case completed in 2019, in partnership with Waikato Regional Council and NZTA. During that time on-bus surveys, on-line surveys and telephone surveys were undertaken to gauge public interest in current and future bus services.

Council policy or strategy

The proposed changes align with the Waipa District Council Integrated Transport Strategy 2010-40. The document sets out the direction for our transport system. The objective of public transport is to improve public transport so that it becomes a viable option for travel between main centres in the district and the region. Bus services focus on providing high quality, reliable, fast, and direct bus services between Te Awamutu, Cambridge and Hamilton. The services provide commuters to Hamilton with an alternative travel option to the car. The improved services under stage one will also provide for more local trips within Cambridge and between Te Awamutu and Kihikihi.



Appendix 1

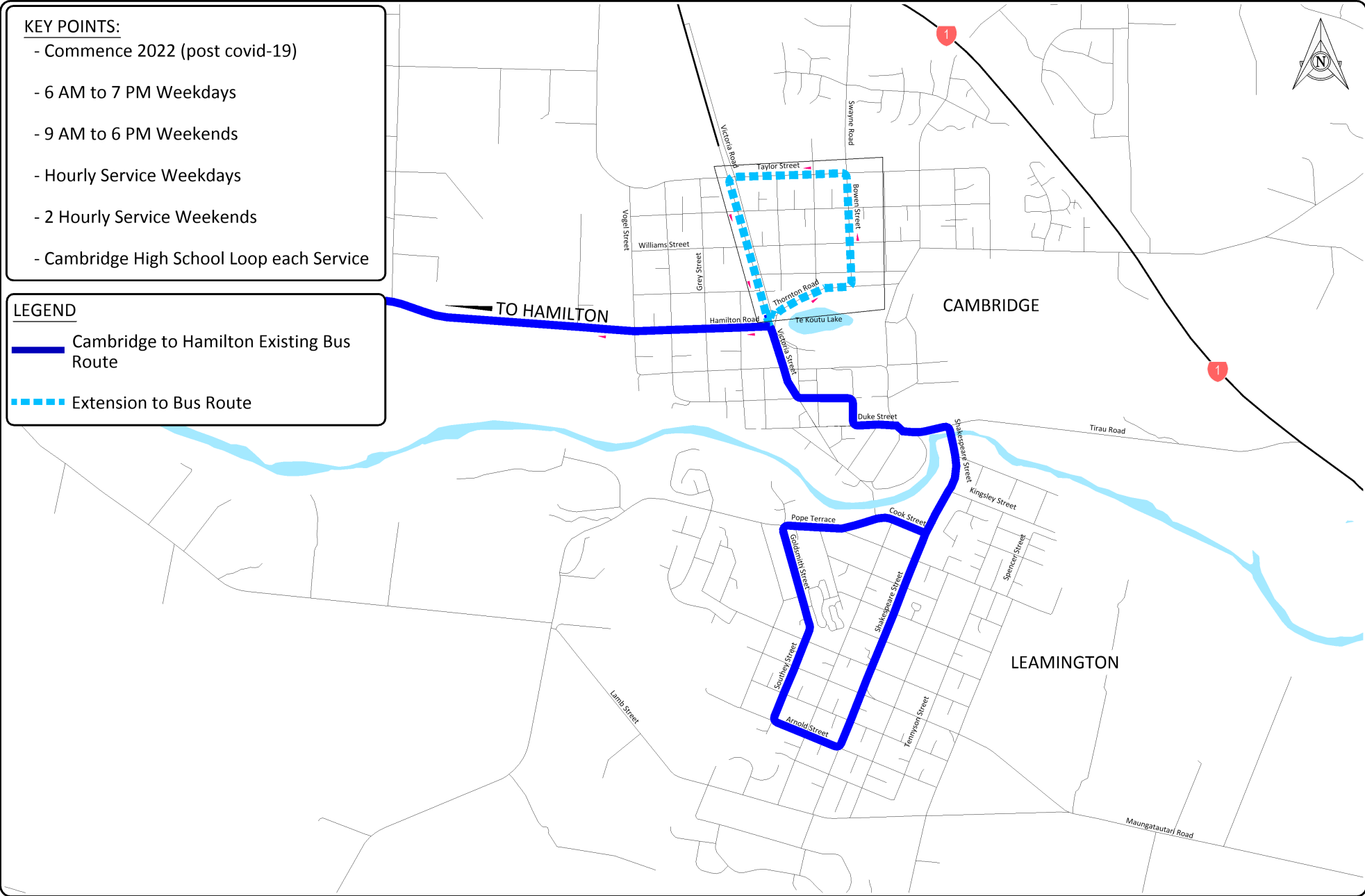
Public transport improvement plan stage one – Cambridge map
(10432632)

KEY POINTS:

- Commence 2022 (post covid-19)
- 6 AM to 7 PM Weekdays
- 9 AM to 6 PM Weekends
- Hourly Service Weekdays
- 2 Hourly Service Weekends
- Cambridge High School Loop each Service

LEGEND

-  Cambridge to Hamilton Existing Bus Route
-  Extension to Bus Route



STAGE 1
CAMBRIDGE TO HAMILTON BUS



Appendix 2

Public transport improvement plan stage one Te Awamutu map
(10432644)

KEY POINTS:

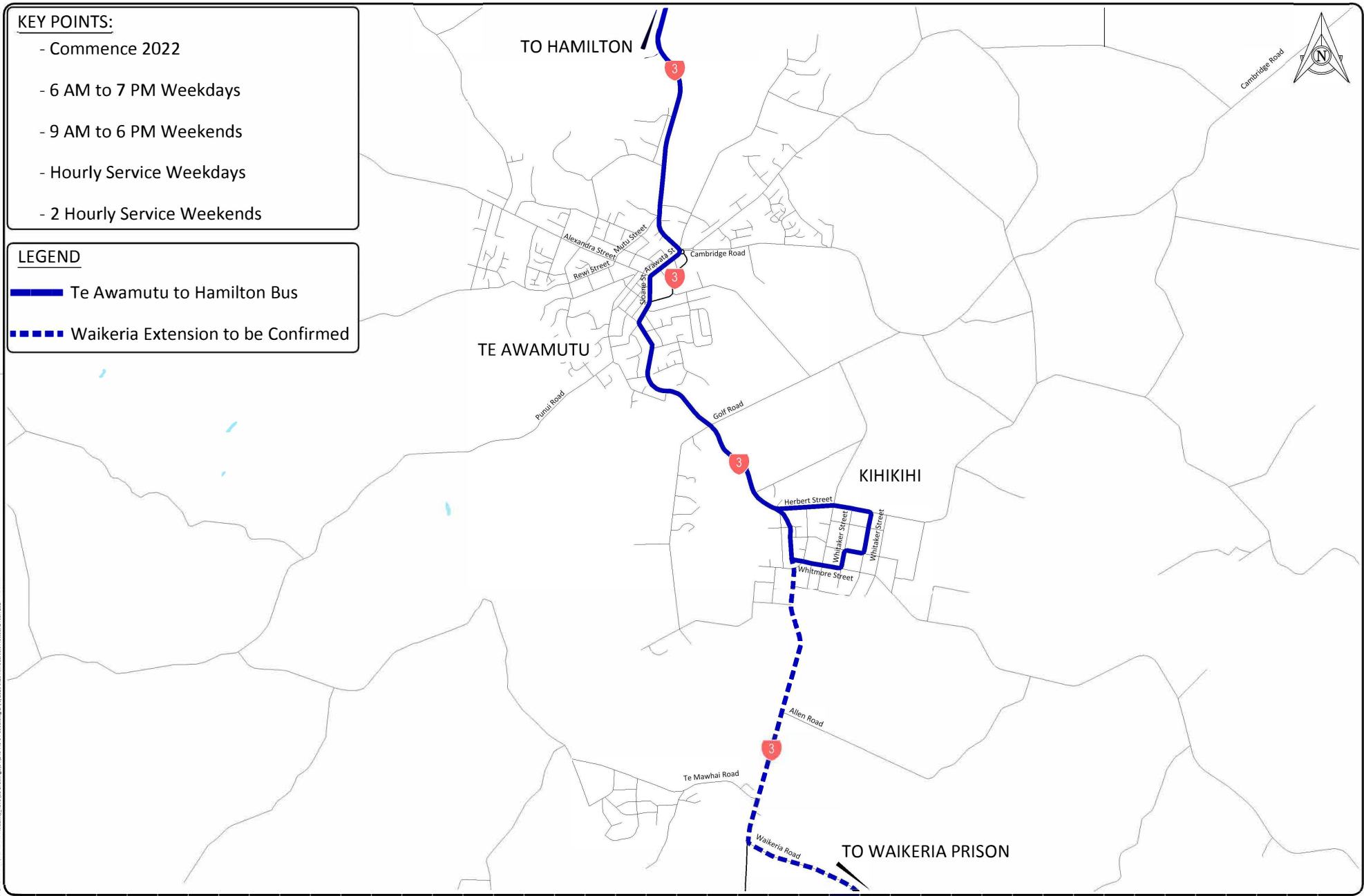
- Commence 2022
- 6 AM to 7 PM Weekdays
- 9 AM to 6 PM Weekends
- Hourly Service Weekdays
- 2 Hourly Service Weekends

LEGEND

-  Te Awamutu to Hamilton Bus
-  Waikeria Extension to be Confirmed

SCALE FOR VALIDATING USE OF AIR PHOTO ONLY

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SERVICE DELIVERY COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Service Delivery Committee
From: Manager Transportation
Subject: **Overview of Intersection Plans for Growth Cells C2/C3 and T9/T14**
Meeting Date: 21 July 2020
File Reference: PR3169 & PR3041

1 EXECUTIVE SUMMARY

Residential growth cells under development in Cambridge and Te Awamutu both require new intersections onto arterial roads. This report outlines the investigations completed to date for these significant new infrastructure builds.

For the Cambridge C2/C3 growth cells, a roundabout with two pedestrian and cycling underpasses is proposed.

For the T9/T14 growth cells, a roundabout is proposed.

2 RECOMMENDATION

That

- a) *That the Overview of Intersection Plans for Growth Cells C2/C3 and T9/T14 report (document number 10420159), of Bryan Hudson, Manager Transportation, be received.*

3 OPTIONS AND ASSESSMENT

C2/C3 Intersection

A report in August 2019 (ECM 10092362) commissioned by Council identified two suitable intersection options, being traffic signals or a roundabout with four underpasses. The two options were near equal in safety and function but signals would be lower cost due to the risks and disruption that would be necessary for the installation of four underpasses.



Figure 1. Location of proposed new intersection on Cambridge Road, Cambridge.

Further work with BBO consultancy was commissioned, after significant feedback from adjacent land developers, to refine the two options. This showed that a single lane roundabout with two underpasses (but future-proofed for two lanes on the Cambridge Road approaches) had the following benefits:

- Comparable traffic capacity
- Balanced traffic safety (signals were seen as providing greater safety for pedestrians negotiating the intersection, whereas the roundabout will provide greater vehicle traffic safety)
- Less land area required than signals overall (signals would be five lanes wide at the junction to provide for the various turning movements on Cambridge Road and four lanes wide for a length along Cambridge Road to provide stacking in peak times)
- Less delay and risk for pedestrians and cyclists crossing the roads
- Additional lanes for traffic capacity may not be required until 2041.

BBO was engaged to develop the roundabout design further, and in particular to provide detail on:

- the land required
- demonstrating that safe, attractive and user friendly underpasses can be built, including minimising the depth of underpasses so that ramps can be short and have gentle grades. Underpasses would be 5m wide and 2.7m high so they can accommodate separate cycle and pedestrians paths safely
- drainage design connectivity with the main stormwater system for C2/C3
- minimising land disturbance and loss of mature trees
- CCTV implementation for traffic and pedestrian monitoring.

The following preliminary drawings and 3d renders provide a good indication of the roundabout scale and features

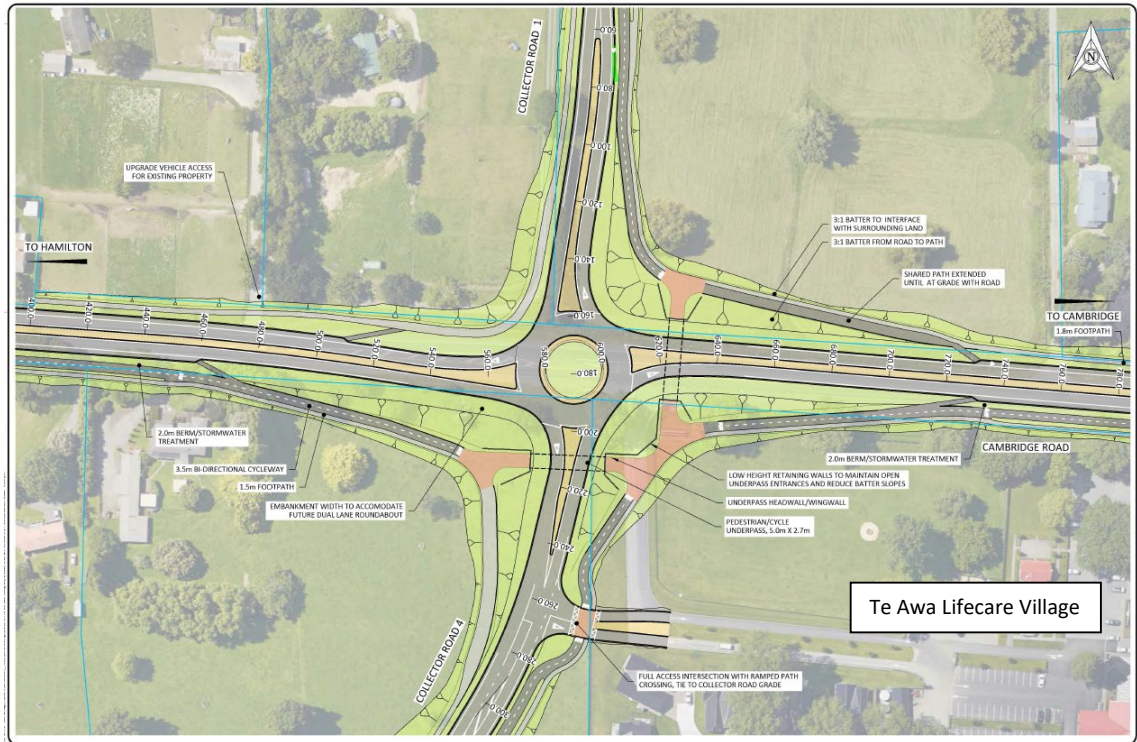


Figure 2. Preliminary layout plan of preferred intersection



Figure 3. Preliminary 3d image of preferred intersection



Figure 4. Preliminary 3d image of preferred intersection and underpass

C2/C3 Intersection Consultation

At this time Council staff and contractors are working with the adjacent landowners to understand all the impacts of the preferred intersection design including land purchase requirements. There is also a requirement to co-ordinate this intersection work with an upgrade of Cambridge Road, installation of walking and cycling links, stormwater drainage and other utilities in the road corridor such as power, water and telecommunications.

C2/C3 Intersection Implementation Plan

The implementation programme is expected to be:

- July-September 2020 - design
- October-December 2020 - land Agreements
- Jan-March 2021 - procurement
- April-Dec 2021 - construction

T9/T14 Intersection

The T9 growth cell on Cambridge Road, Te Awamutu, is currently being developed with stage 1 accessed off Thorncombe Road. Stages 2 and 3 will gain access primarily from Cambridge Road at the urban/rural boundary. At the time of developing a structure plan for T9 it was thought that widening and a right turn bay would be provided, and that the existing Cambridge/Thorncombe Road intersection would be closed to reduce the number of intersections and conflict points onto the arterial road.

T14 is not programmed for development until after 2035 but landowners are keen to explore development earlier, especially adjacent to the T11 growth cell which will gain access off Cambridge Road nearer to the existing Pak n Save development. There is significant advantage in providing a combined T9/T14 access point in the one location.

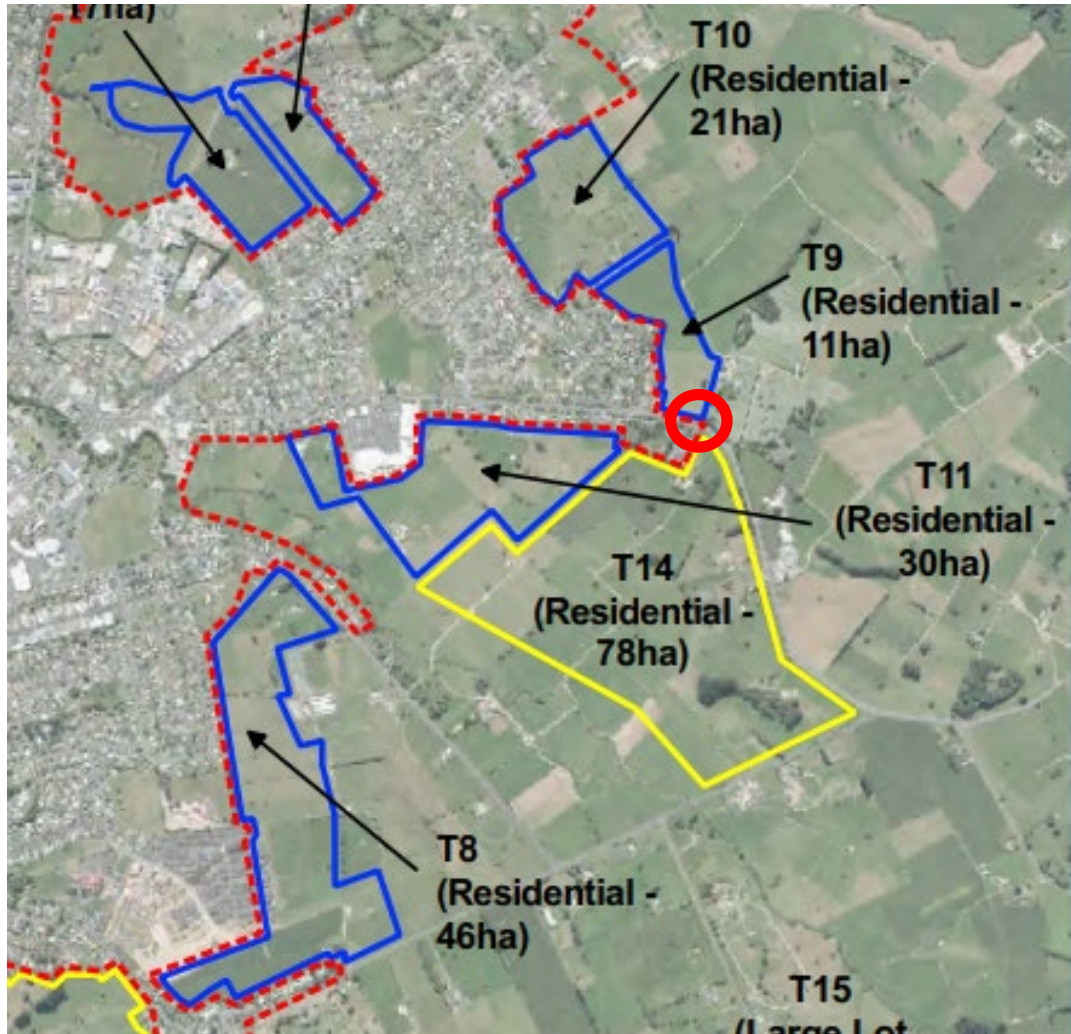


Figure 5. Location of the T9, T11 and T14 Grow cells and indicative intersection location circled red



Figure 6. This overlay sketch shows how a roundabout intersection could be situated to provide access to both the T9 cell to the north and the T14 cell to the south

A roundabout is expected to cost approximately \$3.5M including land purchase, design, consenting and construction. It would be largely growth funded.

A roundabout has the following benefits over a right turn bay option for this intersection:

- It provides a safer intersection at this urban/rural boundary and provides a threshold to slow all traffic on approach to the urban area.
- It can be constructed as a three leg roundabout initially and the fourth leg can be added when T14 is to be developed.
- It provides a safe u-turn facility for traffic from Picquet Hill and Thorncombe Roads which have limited sight distance when trying to make a right turn out onto Cambridge Road due to traffic approaching over the brow of the hill from the town.
- It would allow Picquet and Thorncombe Road intersections to be restricted to left in-left out turns if future traffic volumes present a higher risk for right turn movements.
- It provides opportunity for landscaping and town entranceway recognition.

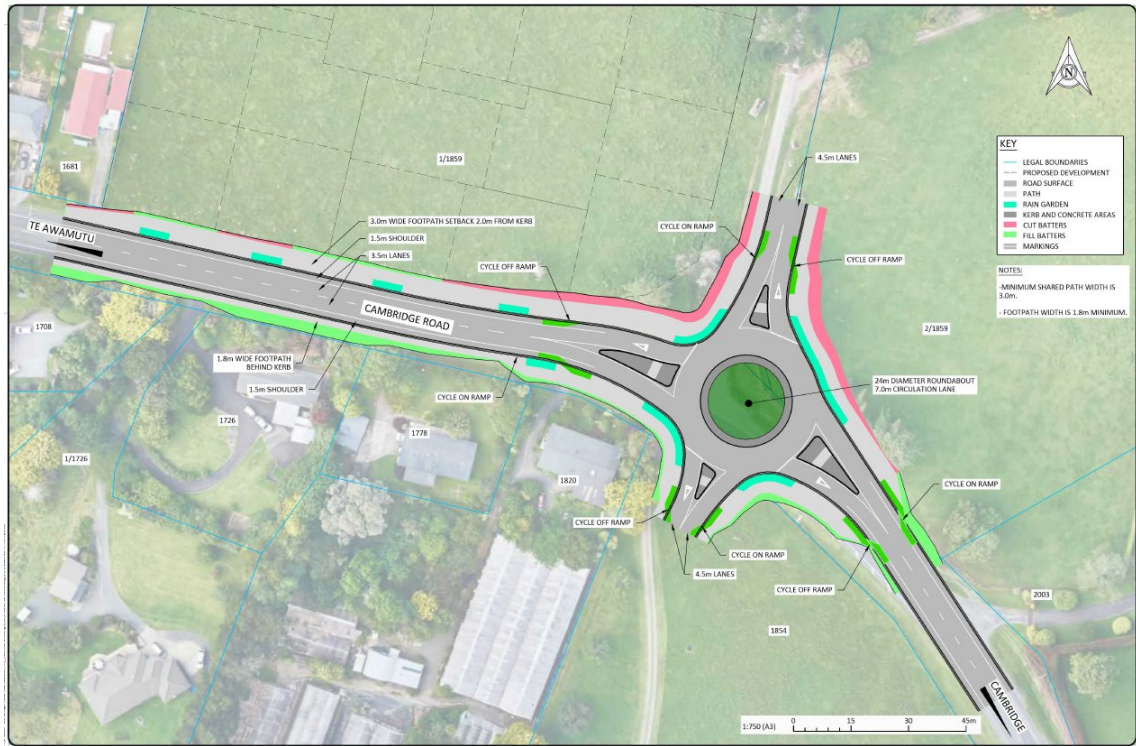


Figure 7. Preliminary layout plan of preferred intersection

T9/T14 Intersection Consultation

At this time Council staff have prepared preliminary drawings for consultation with the T9 land developer, and provided the information included in this report to residents who would be directly affected by a new intersection build.

T9/T14 Intersection Implementation Plan

The implementation programme is expected to be:

- July-December 2020 - consultation and sufficient design to allow the T9 developer to set new road and section levels for a future intersection, regardless of whether a roundabout or right turn bay was constructed.
- Jan-June 2021 - design and land purchase agreements, subject to acceptance of preliminary design and cost estimates.
- 2021/22 - construction subject to LTP project approval, with a four month build time.

Bryan Hudson
MANAGER TRANSPORTATION

Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Manager Transportation
Subject: **PARKING MANAGEMENT IMPROVEMENT PLAN**
Meeting Date: 21 July 2020

1 EXECUTIVE SUMMARY

Up until the Covid-19 pandemic, growth in private vehicle travel had continued to put pressure on town centre parking in Cambridge and Te Awamutu. A parking use survey in November 2019 showed some on-street and off-street parking was heavily used in peak times and would warrant the introduction of changes to time limits, and increased enforcement to make sure that high value parking is providing the level of service desired. This approach is supported by stakeholder groups consulted to date and our Transportation Strategy guiding principles which include:

- Issue: High dependence on vehicles and dispersed urban growth
- The need to balance parking supply and travel demand
- The need to monitor parking demand change in town centres
- The need to offer more transport choices

And the Cambridge Town Concept Plan Refresh 2019 lists the following desirable parking outcomes:

- Encourage higher turnover of vehicle parking
- Spread peak parking demand over a wider area
- Encourage non-motor vehicle modes for easy trips to the town centre

The parking use survey noted that overall the parking provision in the towns still had capacity to be used more efficiently and this is a matter of setting appropriate time limits, and encouraging long stay parking into more appropriate locations.

It is recommended that further standardisation of parking time limits is made along with increased enforcement. Implementation of these measures will be dependent on available budget as funding for the parking activity has been severely reduced in the 20120/2021 Annual Plan due to Covid-19 impacts.

The following appendix accompanies the report:

- Parking Management Plan Presentation (10412148)

2 RECOMMENDATION

That

- a) *The report titled Parking Management Improvement Plan (10418195), of Bryan Hudson, Transportation Manager be received;*
- b) *The Service Delivery Committee endorses a Parking Improvement Plan which includes:*
 - i) *Standardisation of parking time limits, P5 for loading zones, P10 near public toilets, P10 for school pick up and drop off zones, P60 for main streets with shops both sides and in off street car parks with fronting shops, P120 for side streets connecting to main streets and where there are shops one side, P120 for a portion of off street car parks.*
 - ii) *Establishment of new parking time limits in streets and public car parks which currently have no time restrictions as generally indicated in the slides labelled Cambridge, Te Awamutu, and Leamington Public Parking Map within the Parking Management Plan Presentation included as Appendix 1 of this report (10412148), but subject to further engagement with stakeholders and availability of budget.*
 - iii) *A level of regular enforcement subject to resourcing, which is an increase over the current enforcement on complaint approach.*
 - iv) *Monitoring of the effectiveness of the Parking Improvement Plan with a follow up use survey within the 2021-2023 Long Term Plan period.*
- c) *The Service Delivery Committee notes that funding for the implementation of this is considered as part of the 2021-2031 Long Term Plan.*

3 OPTIONS AND ASSESSMENT

Background

Growth in the district has increased the demand for parking in our town centres. Engagement with Elected Members, Community Boards and business groups has identified concerns around parking availability in main streets and levels of parking enforcement, but also that our town centres should be places for people instead of cars. In the 2018/19 annual resident survey, eight respondents made unprompted comments about parking, including the need to increase parking or manage parking better and to keep parking free.

Parking demand is an outcome of travel choice and Council is working on two other projects which will impact travel choice, including improvements to passenger transport which will provide more bus services within our towns, and improvements to walking and cycling which will allow more residents to choose active transport alternatives to the car. These projects are planned for the 2021-23 LTP period.

Parking Survey

A parking use survey was completed over three weeks in November 2019, during which each car park was surveyed 15 times at one and a half hour intervals from 8.30 am – 2.30pm over three days. This method identifies how frequently car parks turn over and provides a good representation of use and time limit compliance.

Cambridge key findings of this survey are:

- There were 1222 on street car parks in the survey area, 71% did not have time restrictions and there are 21 accessible (previously known as disability) parking spaces.
- In peak demand periods streets such as Victoria, Empire and Wilson utilisation was above 90% (near or above capacity).
- Average utilisation across the survey area over the day was generally below 85%, which is considered acceptable by Australian and New Zealand guidelines.
- Public off-street car parks have 426 spaces, 82% do not have time restrictions and there are eight accessible parking spaces.
- In peak demand periods off-street car parks can be 100% full and all day commuters occupy approximately 54% of the spaces.
- Leamington town centre has 115 on-street parking spaces, all with no time restrictions and five accessible spaces. Peak and average occupancy are generally acceptable and there are low numbers of all day commuters.

Te Awamutu key findings of this survey are:

- There were 1406 on-street car parks in the survey area, 68% did not have time restrictions and there are 15 accessible parking spaces.
- In peak demand periods, streets such as Bank, Teasdale, Walton, Redoubt, Churchill, part of Alexandra and Gorst utilisation was above 90% (near or above capacity).
- Average utilisation over the day was generally below 85%, which is considered acceptable by Australian and New Zealand guidelines.
- Public off-street car parks have 505 spaces, 85% do not have time restrictions and there are 18 accessible parking spaces.
- In peak demand periods the Council, Churchill and Vaile off-street car parks can be 100% full, but only the Council and Churchill car parks have a high proportion of all day commuters.
- Off street car park average occupancy is at 74%, which is considered acceptable.

Parking Survey Analysis

These survey results show that some on-street and off-street parking spaces are being used at or near capacity at peak times, but that overall utilisation across each town during the day generally falls within accepted parking use guidelines¹.

Options for Parking Improvement

The survey highlights the near or above capacity parking areas which would benefit from a review of operation to free up spaces in peak demand times. A range of options are practical including:

Option	Benefits	Risks	Preferred
Status quo. Standard maintenance and enforcement on complaint only.	Lowest cost. No new investment required.	Does not adapt to changing demand. Does not address peak time capacity issues.	No
Do minimum. Increase parking enforcement. Improve infrastructure as required.	Enforcement partially addresses over capacity areas and can be largely self-funding. User satisfaction improved with infrastructure.	Additional enforcement staff or contractor required. Public aversion to regular enforcement in a small town.	No
Do minimum plus. As for 'do minimum' but also increase time limit coverage and standardisation.	Additional benefits include: High demand P60 parking supply is increased. Medium demand P120 parking is increased.	Time limit non-compliance may increase as all day commuter parking in the town centre is reduced. All day commuter parking increases in adjacent residential streets.	Yes
Paid parking introduced	High turn over of parking in demand areas. Increased revenue to improve town centre infrastructure.	Costs of introduction and ongoing operating costs. Public aversion to paid parking in a small town. Increased enforcement is required to ensure payment.	No

It is considered that the Do Minimum Plus option is fit for purpose in addressing the current parking demand issues, while acknowledging the aspirations of the Waipa Transportation Strategy. This option also considers that as funding for parking

¹ Austroads Guide to Traffic Management Part 11: Parking, indicates optimum efficiency is at 85-95% occupancy but that 85% occupancy and less indicates good use of parking resource, but people can easily find a parking space.

improvement is constrained in the 2020/2021 Annual Plan due to Covid-19 impacts, the option can be incrementally implemented as funding allows.

In effect this option targets the streets and car parks that are in high demand for use, but do not have appropriate time limits or those time limits are not adequately observed. Under this plan approximately 129 spaces in Cambridge, 73 spaces in Leamington and 110 spaces in Te Awamutu will have a new time limit set. Routine and regular enforcement of time limits will encourage users to make better parking choices and thus ensure that car park spaces turn over for new users.

Standardisation of Parking time Limits

In addition to more parking time limits, it is recommended that the limits be standardised to:

- P60 for main shopping streets and side streets with shops both sides, and in some off-street car parks that have shop frontages
- P120 for streets very close to the main street or with shops one side
- P120 spaces in public car parks nearest to shopping areas desirable for users who wish to spend more than an hour in the main street
- P5 loading zones
- P10 public toilet area or school pick up and drop off zones

Infrastructure Improvements

Improvements to footpaths, pedestrian crossings and lighting can all have a positive impact on parking use. If commuters must park further from work then smooth footpaths and good lighting provide safety, particularly in winter when daylight is limited at the beginning and end of the day. These types of infrastructure improvement are already being made under current LTP budgets and are planned to continue under the next LTP.

Financial/risk considerations

Some general risks are described in the options table above. However, the principle risks for the recommended option include:

- Public aversion to increased enforcement. This can be mitigated to an extent by good communications and signage on where users can and should park, depending on their expected length of stay. Staff have been active in this area with new parking maps on Council's website. This information would be updated and promoted with changes. Post changes warnings can be issued initially as an education tool rather than enforcement notices.
- Enforcement comes at a cost and creates back office work and administration for infringement collection or remission when appropriate. Enforcement costs are spread across a range of activities within Council so there is opportunity to balance effort, cost and revenue recovery. In the short term there are Covid-

19 budget reductions which will limit the additional enforcement effort that can be made.

- There may be push back on some parking time limit restrictions. Time limits are set after consultation and assessment. The Group Manager Service Delivery must sign off time limit changes under the Public Places Bylaw so there is a degree of independent scrutiny to ensure consistency. The standardisation of time limits also gives greater guidance to staff in dealing with situations that arise where individual businesses wish to have parking on the street in front of their premises treated most favourably to themselves, rather than the wider public good.

The estimated cost for implementation of new parking time limits is \$40,000. The budget available for these changes is nil under PR3060 Car Park Improvements (due to the Covid-19 budget reduction). At this time parking time limit changes can only be made if additional funding becomes available from savings in other activities.



Bryan Hudson
MANAGER TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

1 Statutory and policy requirements

Legal and regulatory considerations

Local Government Act 2002

The purpose of local government is defined in section 10 of the LGA as follows:

10 Purpose of local government

- (1) The purpose of local government is—
- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
 - (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Management of parking is a local government regulatory function and it is important for the effective economic and environmental functioning of our town centres; it ensures parking availability and convenience and has an effect on households and businesses.

Parking control also has an impact on travel choices, for instance when parking is paid for by ratepayers, and therefore is free to users, and plentiful then there is a tendency for those with cars to drive to town even if that journey is relatively short, whereas when parking is scarce or expensive to users then alternate travel choices are used. Parking control can therefore have an effect on travel mode, levels of traffic congestion and air quality in town centres. Striking a balance in parking provision, demand and control can therefore promote the economic and environmental well-being of communities.

Consultation and Engagement

The following groups have been engaged with in formulating this parking improvement plan:

- Cambridge and Te Awamutu Community Boards
- Cambridge Chamber of Commerce
- Cambridge Property owners group
- Te Awamutu Chamber of Commerce

As the theme of recommended changes is supported by these interest groups and are not a big departure from current practice, the decision in this report is considered to be of low significance in relation to Council's Significance and Engagement Policy.

A second round of engagement is proposed before parking time limit changes are introduced and this will include those stakeholders listed above and those businesses

on the streets where changes are proposed. This provides opportunity to fine tune time limit changes and address any local parking problems at the same time.

General media coverage will be used to inform the wider community of proposed changes.

Council policy or strategy

The Waipa Integrated Transport Strategy 2010-2040 lists the following parking strategy matters:

- Issues: High dependence on vehicles and dispersed urban growth
- The need to balance parking supply and travel demand
- The need to monitor parking demand change in town centres
- The need to offer more transport choices

The Cambridge town Concept Plan Refresh 2019 lists the following desirable parking outcomes:

- Encourage higher turnover of vehicle parking
- Spread peak parking demand over a wider area
- Encourage non-motor vehicle modes for easy trips to the town centre

The recommended option is therefore in keeping with Council's stated strategies.

Appendix 1

Parking Management Plan Presentation (10412148)

Parking Management Plan Update

Service Delivery Committee

Bryan Hudson

Manager Transportation

21 July 2020



STRATEGY

Waipa Integrated Transport Strategy 2010-2040

- **Issues: High dependence on vehicles and dispersed urban growth**
- **Balance parking supply and travel demand**
- **Monitor parking demand change in town centres**
- **Offer more transport choices**

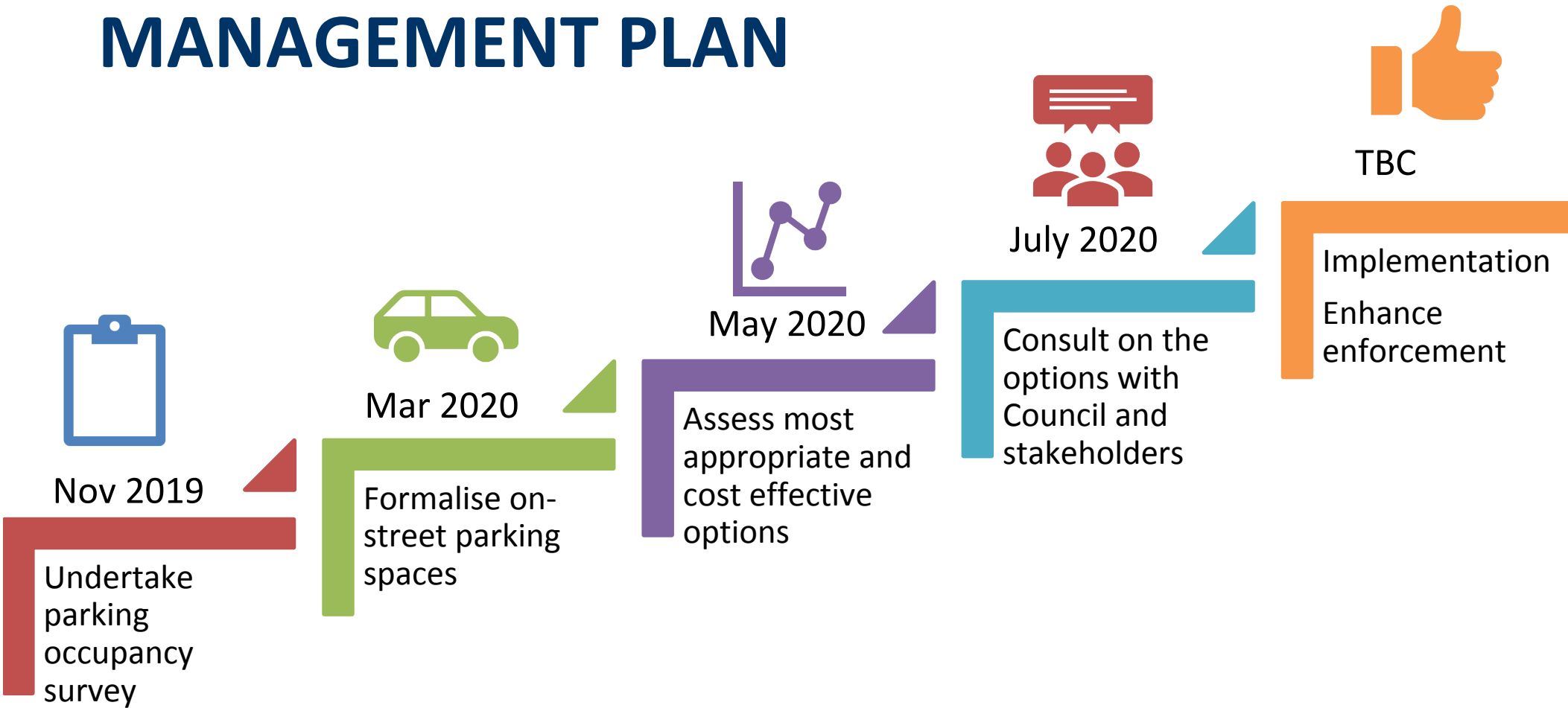
STRATEGY

Cambridge Town Concept Plan Refresh 2019

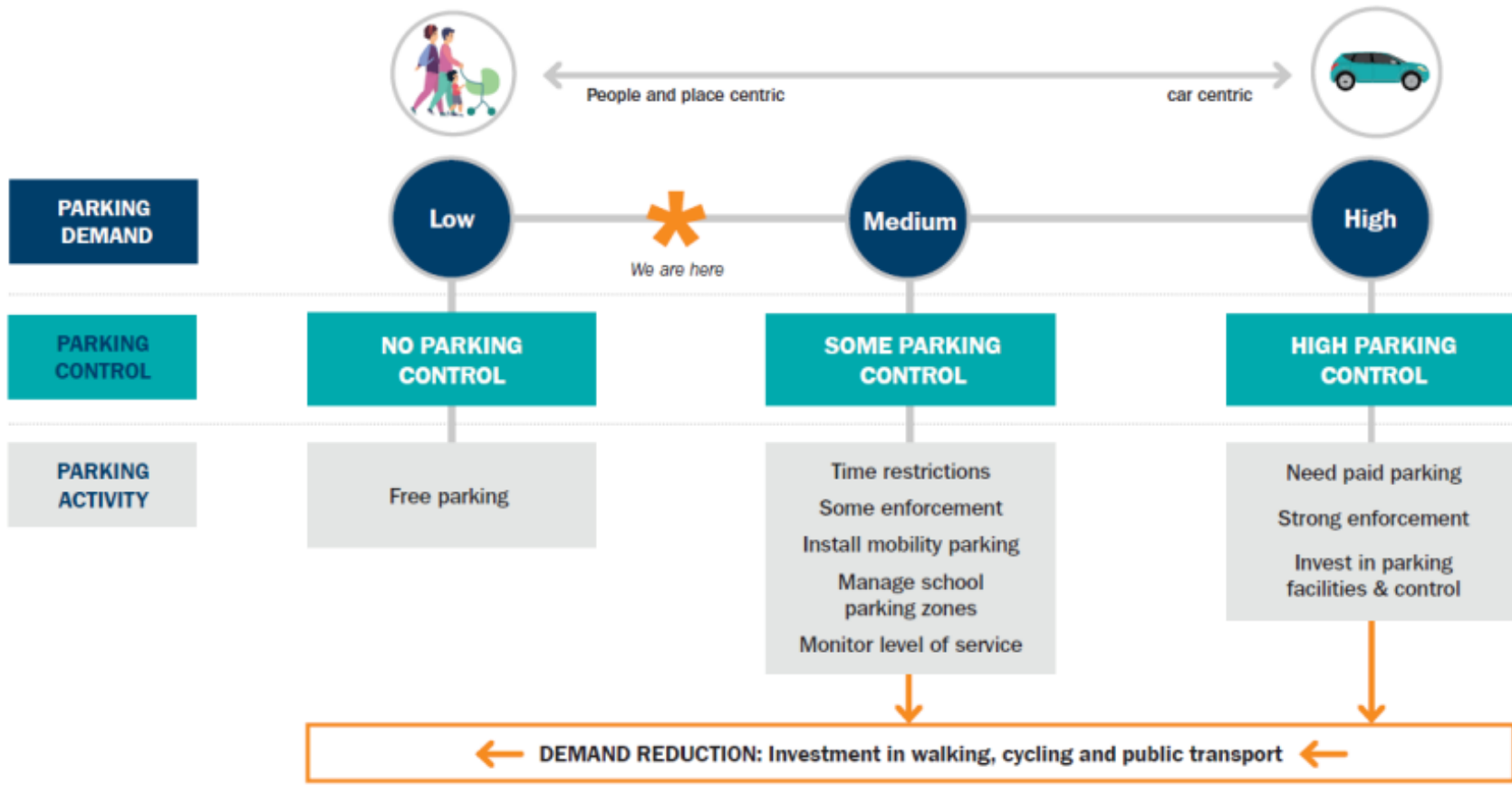


- Encourage higher turnover of vehicle parking
- Spread peak parking demand over a wider area
- Encourage non-motor vehicle modes for easy trips to the town centre

MANAGEMENT PLAN



TYPICAL PARKING TRENDS



PARKING SURVEY

Cambridge



PARKING SURVEY RESULTS

Cambridge

- On-street parking

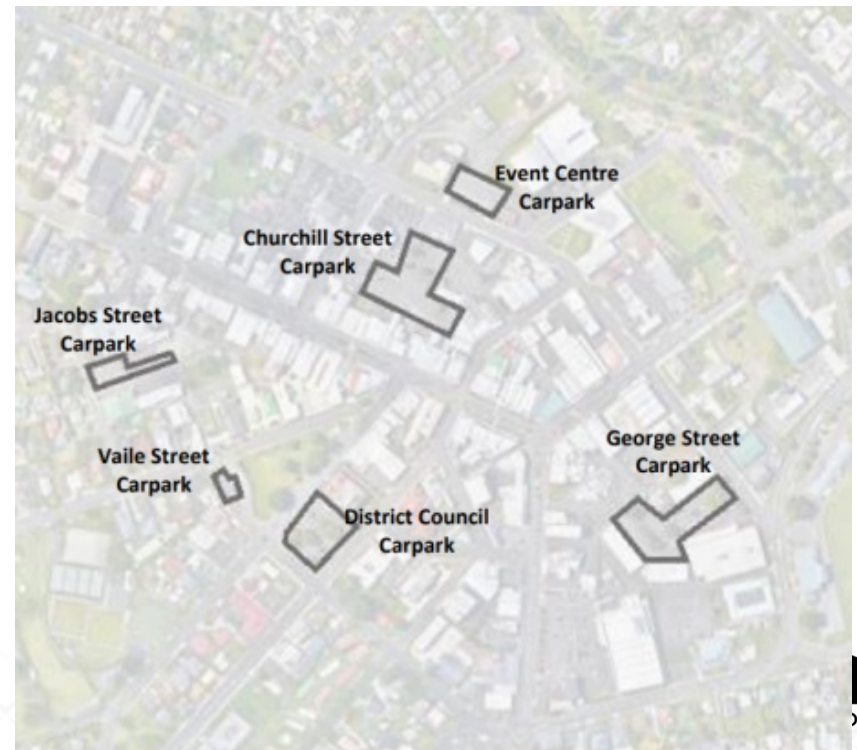
Average occupancy rate	All-day commuter rate
62%	29%

- Off-street car parks

Average occupancy rate	All-day commuter rate
79%	54%

PARKING SURVEY

Te Awamutu



PARKING SURVEY RESULTS

Te Awamutu

- On-street parking

Average occupancy rate	All-day commuter rate
54%	29%

- Off-street car parks

Average occupancy rate	All-day commuter rate
74%	42%

PARKING SURVEY

Leamington



Average occupancy rate

62%

All-day commuter rate

30%

PARKING SURVEY

Findings

- During peak hours demand for main street parking is near capacity.
- Some off-street carparks are full at peak times.
- 59% of vehicles park less than 1.5hr on street.
- All day commuters occupied almost half the parking spaces in off-street carparks.
- A noticeable number of users exceed time limits.

PUBLIC VOICE



Need more
parking available
outside the
shops

People park
exceeding the
time limits

Making the
streets about
people instead
of cars

OPTIONS

Option one: status quo

- Enforcement on complaints
- Standard maintenance



OPTIONS

Option two: Do minimum

- More parking enforcement
- Address quality issues such as footpaths, accessibility, lighting and signage



OPTIONS

Option three: Do minimum + changes to time restrictions

- Increase time restriction parking coverage to manage parking demand
- Standardise time restrictions



OPTIONS

Option four: Further Investment

- Introduce—paid parking
 - \$? Cost very dependent on technology
- Install parking sensors
 - \$160 per space per year
- Buy land to provide more public parking spaces
 - Ground carpark: \$5,000 per space + land cost
 - Carpark building: \$50,000 per space + land cost



OPTIONS

- 1: Status quo
- 2: Do minimum
- ★ • 3: Do minimum + time restriction change
- 4: Paid parking



PREFERRED OPTION

Option three: Do minimum + Change time restriction

- P5 loading zone
- P10 public toilet, school pick up/drop off, near bus stops
- P60 main streets such as Victoria Street with shops both sides of the street
- P120 streets connecting with main streets, less shops/pedestrian density
- P60 or P120 for parts of our off-street carparks



CAMBRIDGE

PUBLIC PARKING MAP



KEY

PUBLIC ON STREET PARKING

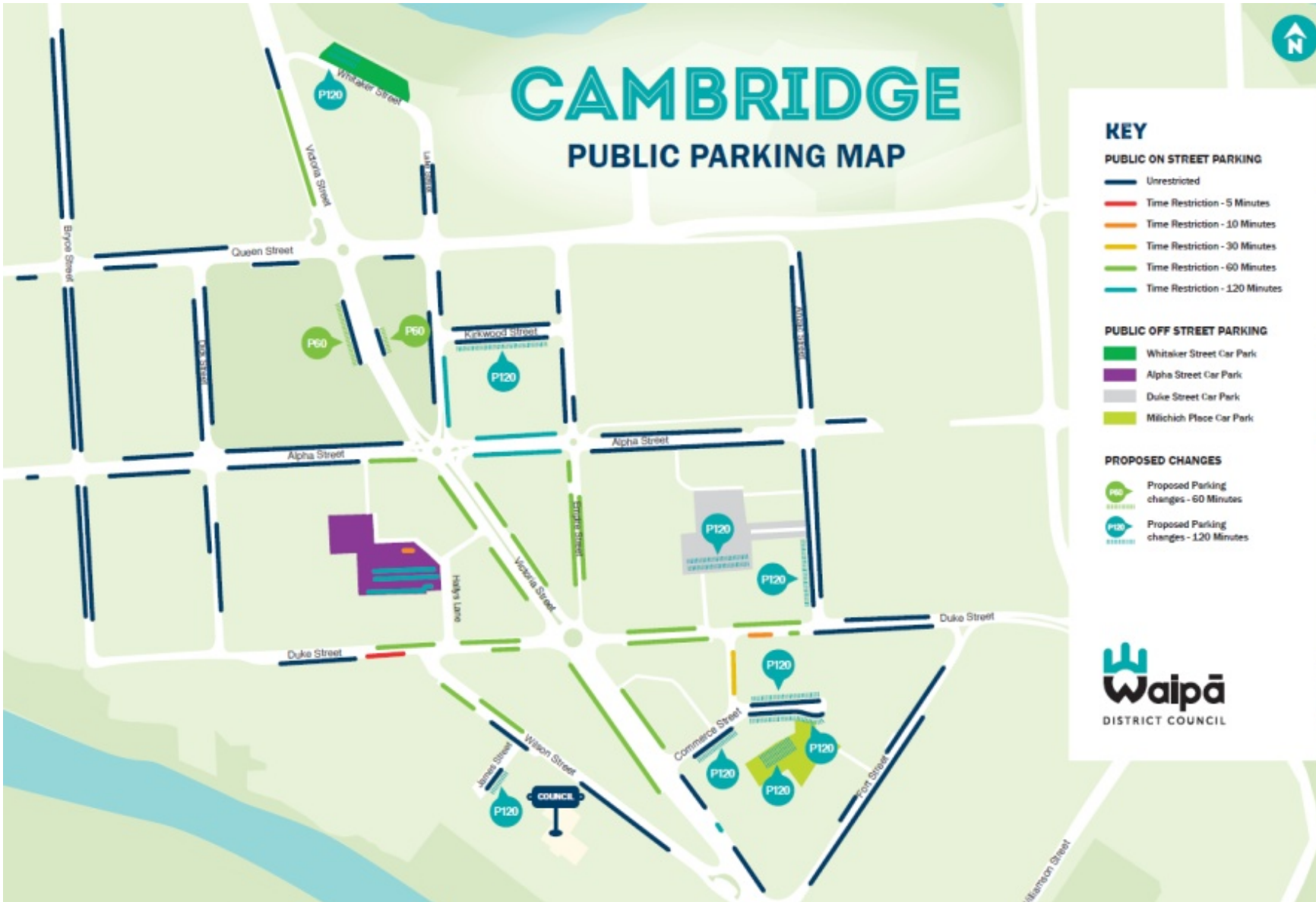
- Unrestricted
- Time Restriction - 5 Minutes
- Time Restriction - 10 Minutes
- Time Restriction - 30 Minutes
- Time Restriction - 60 Minutes
- Time Restriction - 120 Minutes

PUBLIC OFF STREET PARKING

- Whitaker Street Car Park
- Alpha Street Car Park
- Duke Street Car Park
- Millich Place Car Park

PROPOSED CHANGES

- Proposed Parking changes - 60 Minutes
- Proposed Parking changes - 120 Minutes







KEY

PUBLIC ON STREET PARKING

- Unrestricted
- Time Restriction - 10 Minutes
- Time Restriction - 15 Minutes
- Time Restriction - 30 Minutes
- Time Restriction - 60 Minutes
- Time Restriction - 120 Minutes

PROPOSED CHANGES

- Proposed Parking changes - 120 Minutes



LEAMINGTON
PUBLIC PARKING MAP



PREFERRED OPTION

Option three: Do minimum + time restriction

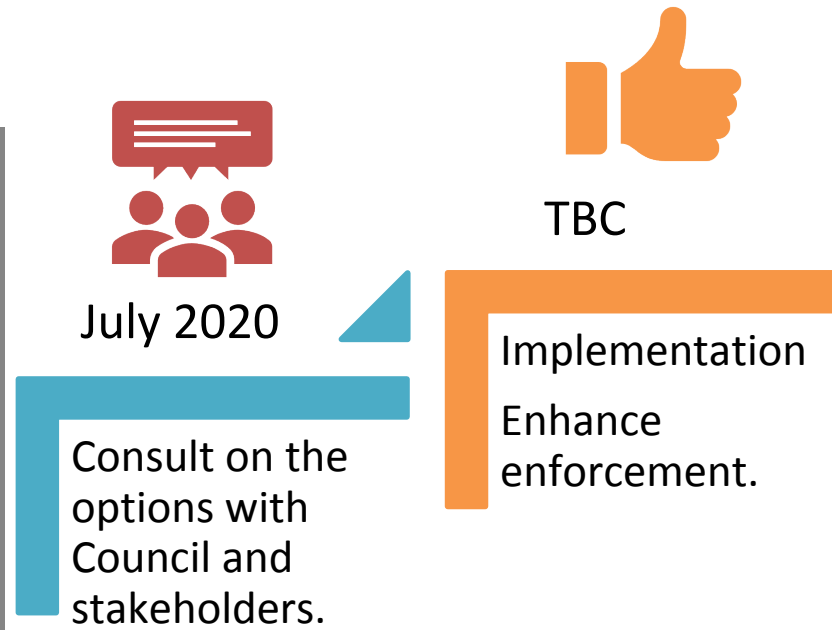
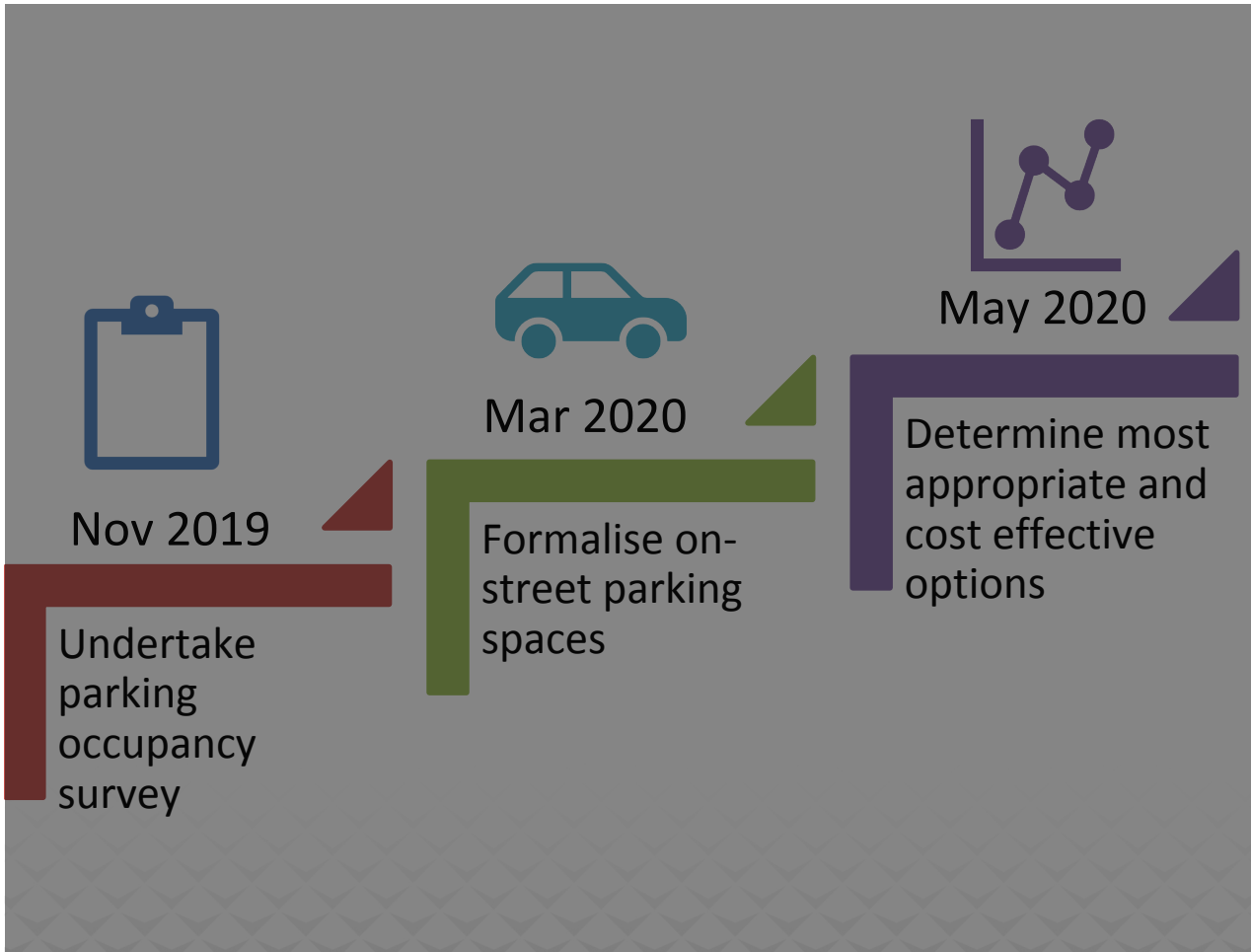
- Where: peak and/or average occupancy rate is high
 - 129 spaces in Cambridge
 - 110 spaces in Te Awamutu
 - 73 spaces in Leamington
- Discussion: Do we need to simplify existing parking time limits?

BENEFITS

Option three: Do minimum + time restriction

1. Manage the parking demand on busy streets and carparks
2. Free up more parking spaces for shoppers and visitors
3. Encourage high parking turnover
4. Spread parking demand over a wider area
5. Cost efficient

MANAGEMENT PLAN



SERVICE DELIVERY COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Service Delivery Committee
From: Manager Transportation
Subject: **Innovating Streets – Urban Mobility Opportunity**
Meeting Date: 21 July 2020
File Reference: 96.17

1 EXECUTIVE SUMMARY

The Government has introduced a one-off innovation fund to help local Councils trial new street forms and share their vision;

“of New Zealand being a place where towns and cities are constantly improving their streets so it’s easier and safer for people to walk, cycle and catch the bus. We want our suburb and town centres to be welcoming, vibrant places where people can connect with each other and feel relaxed. We also have a vision that we can make progress quickly, testing and piloting projects to help demonstrate their value to the community, building confidence in new street layouts and getting feedback in real time, rather than off paper plans.”

This vision fits closely with Waipa’s Integrated Transport Strategy and town concept plan objectives:

- Promote travel choices to manage travel demand in the district, including: walking and cycling to school and parking demand management.
- Encourage walking and cycling as safe and convenient modes of transport, with actions such as calming traffic on selected routes or selected areas such as in school zones.
- Cambridge TCP 2019, Transportation is convenient, with walking and cycling a pleasure for all ages
- Te Awamutu TCP 2010, create a vibrant town centre that encourages locals and visitors to spend time in our district and contribute to our local economy.

Council staff and community have applied to this innovation fund for projects in Cambridge and Te Awamutu. Projects must be completed by 30 June 2021.

The Cambridge funding application was included in the first funding application round, and was successful. The application was titled Safe Routes to Schools and Businesses for Active Transport, with a total value of \$620,000, funded 90% by Waka Kotahi NZ Transport Agency.

The Te Awamutu funding application was submitted on 3 July 2020, titled Māketē Transformed (Market Street Transformed), with a total value of \$328,000. Council will hear in late July whether this application has been successful.

These projects will run with a high degree of community engagement and use temporary materials like planters, rubber kerbs, new paint markings and signs to trial street changes that produce safer, more attractive street spaces where active users are given priority over vehicles. The temporary installations can be trialled and easily changed so there is an incentive for bold experimentation. Installations that work well can be left in place for several years in the temporary materials and potentially locked in with permanent infrastructure under future Long Term Plan (LTP) projects for walking and cycling improvements.

Council staff will work closely with other Councils running similar trials and with an expert advisory group of Waka Kotahi staff to help build capability in the industry for this type of urban change.

2 RECOMMENDATION

That

- a) The Innovating Streets report (document number 10421487) of Bryan Hudson, Manager Transportation, be received.*

3 OPTIONS AND ASSESSMENT

Decision making

Waipa District Council has a strategic priority to improve community wellbeing through social connectedness and place shaping. Our town concept plans describe making our towns more liveable, more attractive and easier to move around. Our Integrated Transport Strategy promotes the move to safe and convenient active travel modes. The Government Innovating Streets Programme fits very closely with Council's vision, and therefore it is an ideal opportunity to participate, leveraging the 90% funding contribution, and make some rapid progress in this area.

Cambridge Project

The Cambridge innovating streets project is titled Safe Routes to Schools and Businesses for Active Transport. The project is borne out of the Safe Ways to School

Survey of school parents in 2018 that identified that children want to walk and cycle to school, and parents also want this for their children, but that road safety is a significant barrier to more active school travel. In addition we know that these same routes are used by pedestrians and cyclists accessing the CBD and parks in the area. Community representatives and Sarah Ulmer were instrumental in the preparation phase of the successful funding application.

The key routes proposed to be treated link Victoria Street, Cambridge Primary, Cambridge East Primary, the Middle school and High School. It is expected that it will create safer road crossings, slow zones and lanes for cycling. It is also proposed to experiment with partial street closures which would allow resident access but close one end of a street to through traffic.

A significant benefit of the innovating streets delivery approach is that all work is done with temporary materials allowing for experimental design with the community, rapid installation and rapid change if the treatment does not work, and it is expected that some ideas will not work and will need to be changed. The project's ability to respond to feedback in a timely manner will be critical to its success.



Figure 1. Preliminary map of routes and treatments. This is not a final route plan and it is expected that community engagement will change some parts.

Te Awamutu Project

The Te Awamutu innovating streets project covers the Market, Mahoe and Selwyn Streets area which is part of the Hub development for town centre revitalisation and culture and heritage improvement.

The Te Ara Wai and streetscape development is timed for 2024-2028 and this project allows for experimentation with some bold street changes, to find the best outcomes and later make this permanent as part of the larger project. It will also bring some immediate pedestrian safety benefits for the Selwyn, Mahoe, Market Streets intersection area where there are high pedestrian flows.

It is anticipated that a slow speed shared zone could be created around the Market / Mahoe/ Selwyn intersection. It will also be possible to experiment with the layout of parking and traffic lanes in Market Street, perhaps trialling a one way traffic flow or even a temporary closure at the Alexandra Street end, provided that all business access and servicing needs can still be accommodated. Again, because these changes would be implemented with temporary measures they can be easily removed or repositioned if we find it does not work as anticipated.

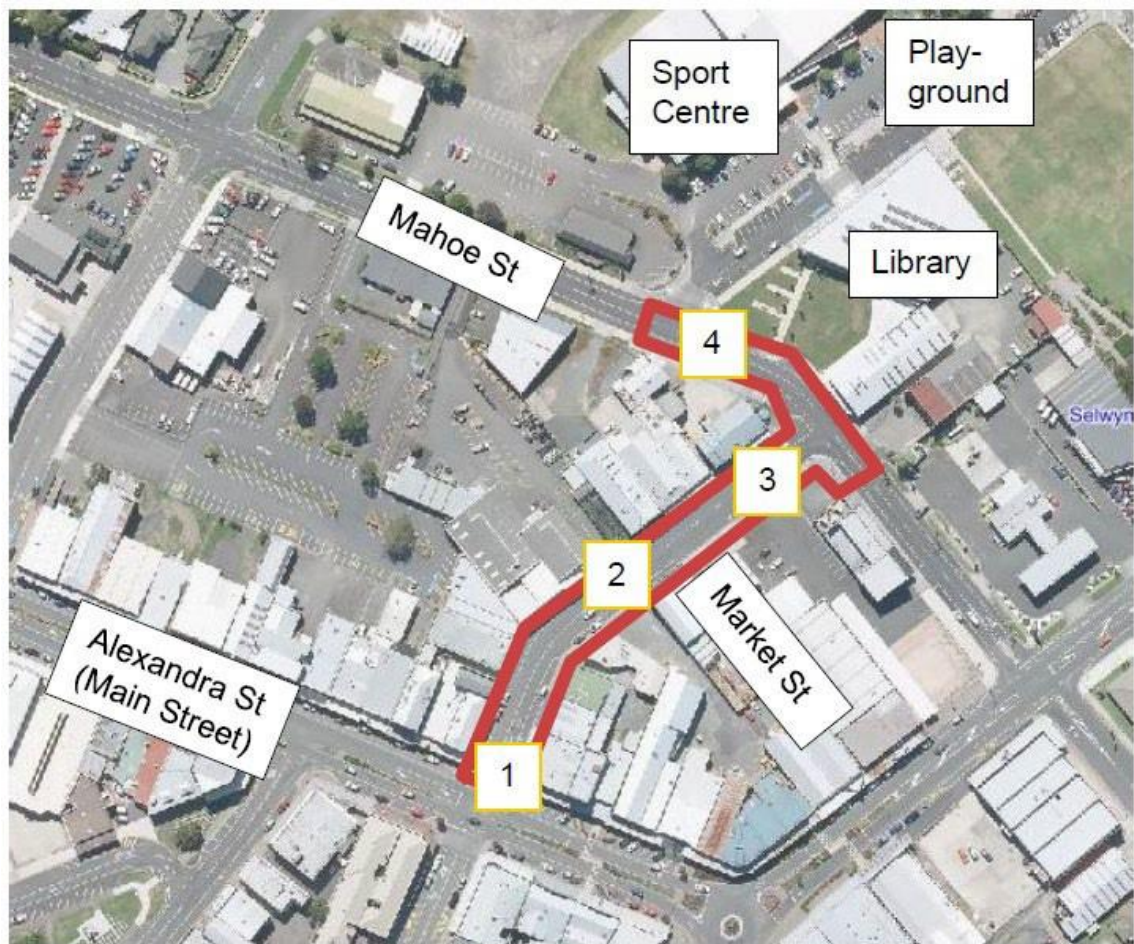


Figure 2. Te Awamutu project area showing the likely extent of temporary street changes.

Financial/risk considerations

Council's 10% share of these works is funded from LTP budgets as follows;

- PR3063 Cycling Projects District Wide \$52,000 (Cambridge)

- PR3092 CBD Accessibility Improvements \$10,000 (Cambridge)
- PR3119 Town Concept Plan Market Street \$33,000 (Te Awamutu)

Risk considerations include:

- Treatments are ineffective or create a safety issue that was not predicted. This will be mitigated by working closely with Waka Kotahi throughout the process, using a design safety audit process and post construction safety review. Treatments are suitably temporary so that changes can be easily and cost effectively made.
- Negative impacts on residents and businesses such as parking loss, road noise from speed control devices, restrictions on property access by treatments. This will be mitigated by good design processes and consultation with directly affected people.
- Innovative treatments in other cities have sometimes generated misunderstanding, complaints and negative press damaging the reputation of Councils. This can be mitigated by good public engagement and a clear understanding up front that this is experimentation, and an expectation that there will be some failures and that these can be easily changed at low cost.
- The Te Awamutu project is part of the second funding tranche and there is no guarantee from Government that it will be funded. If it is not funded then Council may have to wait for a future opportunity to re-look at the future form and function of Market Street.



Bryan Hudson
MANAGER TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

1 STATUTORY AND POLICY REQUIREMENTS

Legal and regulatory considerations

Local Government Act 2002

s.10 Purpose of Local Government

10 Purpose of local government

- (1) The purpose of local government is—
- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
 - (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Consultation and Engagement

These projects are in keeping with Council's stated LTP priorities and transportation strategies. The temporary nature of works mean that they are not significant enough to trigger a need for wide spread community consultation. However, the intent is that there is much public engagement in the design and implementation of the temporary measures. Part of the success of the project is in helping our residents to re-imagine street spaces which are safer, healthier and more attractive which would then provide community support for more street innovation in future.

Traditional communication and engagement processes typically involve presenting pre-determined designs, created by Council staff on behalf of the community, and seeking community feedback. The community is not involved in the entire process from start to finish, rather their first interaction is often mid-way through the process.

Our approach to these projects would be a collaboration with the community from the outset to understand their ideas and desires before creating designs with community input. A project steering group would be established involving representatives from key community groups and businesses so we could ensure the community co-designs the project alongside technical experts.

Alongside this we would use a mixture of traditional and creative communication tactics to share with, and involve, the community in this project. Tactics would include online surveys, on-street media boards, use of video, a strong social media campaign, online Q&A sessions, and a street gathering where we would invite residents to join us for a brainstorming session.

Council policy or strategy

Both projects align with the Waipa Integrated Transport Strategy 2010-2040, which has objectives including:

- Promote travel choices to manage travel demand in the district, including: walking and cycling to school and parking demand management.
- Encourage walking and cycling as safe and convenient modes of transport, with actions such as calming traffic on selected routes or selected areas such as in school zones.

The Cambridge project aligns with the Cambridge Town Concept Plan 2019 which has an objective “Transportation is convenient, with walking and cycling a pleasure for all ages”, and this objective translates to projects including: town centre complete streets plan, develop a cycling network plan, a mobility spine on Victoria Street and way finding and signage.

The Te Awamutu project aligns with the Te Awamutu Town Concept Plan 2010, the Waipa 10-year Long Term Plan 2018-28 and the Business Case for TA Hub Streetscaping Implementation longer term.

Upgrading Market Street and Mahoe Street has been identified as part of Te Awamutu town centre development in the Waipa 10-year Long Term Plan. It helps to create a vibrant town centre that encourages locals and visitors to spend time in our district and contribute to our local economy. It’s an opportunity to change some of our streets and land use so the area flows well and the right things are connected.

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Programme Engineer – Transportation
Subject: **CONTRACT 27-19-59 WILLIAMSON STREET STREETScape UPGRADE
– PROGRESS UPDATE AND SCOPE CONFIRMATION**
Meeting Date: 21 July 2020
File Reference: 10427975

1 EXECUTIVE SUMMARY

The streetscape works have been substantially completed. The only works left to complete is the final asphalt surfacing. This has been deferred to minimise the risk of damage from the ongoing adjacent pool construction project. We have programmed to carry out the asphalt surfacing in early 2021 to coincide with the pool construction completion. At the time of tender, works were planned to create pedestrian and cycling connections between Williamson Street and Victoria Street and Achilles Avenue. The costs for the connections was not known at time of tender due to the design work still being underway. Unfortunately the prices received from the contractor to construct these connections are higher than was estimated.

Due to these cost issues, and to stay within the budget as approved by this Committee on 17 December 2019 (file reference ECM 10220947), we propose that the walking and cycling connections to both Victoria Street and Achilles Avenue are not constructed at this time, although pedestrian platforms will be installed at Dominion Road and near to the Achilles Avenue intersection.

We propose to include these connections as separate projects for consideration in the preparation of the 2021-2031 Long Term Plan (LTP).

2 RECOMMENDATION

That

- a) *The 27-19-59 Williamson Street Streetscape Upgrade – Progress Update and Scope Confirmation report of Erik Van Der Wel, Programme Engineer – Transportation be received;*
- b) *The Service Delivery Committee **APPROVES** the revised scope of the Williamson Street Streetscape Upgrade Project to defer the construction of the Victoria Street and Achilles Street walking and cycling connections; and that these will be put forward for consideration as future projects in the 2021-2031 Long Term Plan.*

3 OPTIONS AND ASSESSMENT

The initial street upgrade contract programme was for a construction phase from January 2020 through to May 2020. This envisaged that the pool construction would be completed around July 2020.

As the pool completion is some months away, we have surfaced the streetscape works with chip seal rather than asphalt. This has added some additional cost to the work, however this ensures that the asphalt surfacing is not damaged during the final stages of the pool construction project.

There have also been several other scope increases on the contract which have put pressure on the contingency sum, including:

- Covid-19 holding costs (temporary traffic management) \$58,000
- Significant road pavement improvement work \$98,000
- Utility relocation / undergrounding \$33,000
- Additional carpark lighting for the on-site pool carpark \$57,000

Our estimated cost to complete this contract is \$1.6M. This is within the current approved contract sum of \$1.65M.

The expected date for completion of the works is January 2021.

Walking and Cycling Links

At the time of contract award there were investigations underway to improve the walking and cycling links to Achilles Avenue and Victoria Street at each end of Williamson Street. These investigations have confirmed the likely path infrastructure and costs.

Unfortunately we had previously underestimated the scope and cost required to carry out these works. However, we have designed robust solutions that enable the paths to be constructed with an easy gradient, with safe crossing points.

Achilles Avenue – cost of construction \$645k



Victoria Street – cost of construction \$565k



The red lines above indicate the scope of work which is proposed not to be constructed under the current Williamson St Streetscape Upgrade Contract.

As these costs are higher than initially considered and are not covered in a Covid-19 impacted budget, they are not able to be included as an extension to the current contract. Our proposal is to make partial connections on Williamson Street (at

Dominion Street and near Achilles Avenue) with raised speed tables and concrete paths to connect new paths to existing infrastructure.



Erik Van Der Wel
PROGRAMME ENGINEER – TRANSPORTATION



Reviewed by Bryan Hudson
MANAGER TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

1 Statutory and policy requirements

Legal and regulatory considerations

There are no Legal or Regulatory implications for this proposal.

Consultation and Engagement

Residents in the area have been consulted with during the pool consent process and are aware of the planned street upgrade. Further engagement has occurred by way of sharing the 3D visual of the proposed works, and communicating the construction process with residents before work starts and regularly during the works.

Council policy or strategy

The planned scope of the works aligns with our Road Corridor Activity Management Plan 2018 – 2028 and the 2018 – 2028 Long Term Plan.

SERVICE DELIVERY COMMITTEE REPORT



To: The Chairperson and Members of the Service Delivery Committee
From: Programme Manager, Project Delivery
Subject: **27-19-38 CAMBRIDGE WASTEWATER TREATMENT PLANT SHORT TERM CONSENT UPGRADES & OPERATIONAL IMPROVEMENTS – INCREASE TO APPROVED CONTRACT SUM**
Meeting Date: 21 July 2020

1 EXECUTIVE SUMMARY

The Cambridge Wastewater Treatment Plant Short Term Consent Upgrades and Operational Improvements Contract (27-19-38) was awarded by an Executive Committee in September 2019, to Fulton Hogan. The contract was for the operational improvements and upgrades to meet anticipated short term consent requirements to the existing wastewater treatment plant located in Matos Segedin Drive, Cambridge.

The work involves the installation and commissioning of specialised equipment and modification to the existing plant to address the requirements of two abatement notices received in April 2019. The works had been progressing well, however due to external factors outside of the contractor's control, primarily related to Covid-19 and Principal approved scope increases, the contract has been extended past its original completion date of February 2020, and as a result has incurred additional costs to complete.

Staff recommend the contract sum is increased to align with the expected costs to complete the works, with the variation funded from the Cambridge Wastewater Treatment Plant Upgrade (PR1436) budget. There is a budget shortfall for this project due to \$4 million being deferred through the Annual Plan process; to cover this, staff recommend \$770,000 be brought forward into the 2020/21 year from year four of the 2018-2028 Long Term Plan.

2 RECOMMENDATION

That

- a) *The report titled '27-19-38 Cambridge Wastewater Treatment Plant Short Term Consent Upgrades & Operational Improvements – Increase to Approved Contract Sum' (document: 10421416) of Marie McIntyre; Programme Manager, be received;*
- b) *The Service Delivery Committee approves to increase the contract sum for Contract 27-19-38 Cambridge Wastewater Treatment Plant Short Term Consent Upgrades & Operational Improvements from FOUR MILLION AND THREE HUNDRED THOUSAND DOLLARS (\$4,300,000.00), excluding GST, to FIVE MILLION, AND SEVENTY THOUSAND DOLLARS (\$5,070,000.00), excluding GST, inclusive of contingency sum, to be funded from Project Code PR1436;*
- c) *The Service Delivery Committee approves to bring forward SEVEN HUNDRED AND SEVENTY THOUSAND (\$770,000) into the 2020/21 year from Year 4 of the 2018-2028 Long Term Plan, Project Code PR1436 Cambridge New Wastewater Treatment Plant - Stage 1. The increase to be funded from the capital wastewater reserve.*

3 OPTIONS AND ASSESSMENT

Decision making

The contract was awarded to Fulton Hogan for the operational improvements and short term upgrades to the existing wastewater treatment plant located at Matos Segedin Drive, Cambridge, in September 2019 by an Executive Committee, after a competitive tendering process. The works involve the provision, installation and commissioning of specialised equipment and modification to the existing plant. The key outcomes for the contract were ensuring the specialised plant was installed in a cost effective manner that complied with anticipated requirements of the short term resource consent, by February 2020. The work involves:

- Supply and installation of specialised plant:
 - Aerators
 - Coagulant dosing
 - Ultra violet disinfection system
 - Cleaning and lining two sludge ponds
 - Various plant improvements – power, pumps and pipes
 - Commissioning, optimisation and testing.

Due to the time constraints to adhere to the abatement notices the contract is a cost reimbursement model, with the design being finalised post contract award. The contractor has worked well with Council and consultants through this process, and has provided excellent early contractor input to solutions as required.

Unfortunately the contract has experienced delays primarily associated with the Covid-19 pandemic and procurement of the specialist equipment, and therefore the contractor is entitled to claim for extension of time. Delays have included:

- Desludging contractor completing works later than expected in the sludge lagoons due to sludge volumes and viscosity;
- Availability of stainless steel from both China and India was impacted from early 2020 due to China’s Covid-19 response;
- Several key infrastructure items were also delayed during international shipment and border clearance due to increased processes as a result of Covid-19.

Scope increases have also occurred to address ageing infrastructure at key tie-in locations, with the upgrade works to ensure successful delivery of the project, such as electrical work and valves. New assets have been installed to best practice health and safety requirements. The on-site works are progressing steadily with all operational improvements now completed, and the upgrades all well progressed and in final installation or commissioning stages. Works are programmed for completion by the end of September 2020.

Staff recommend that the contract sum is increased to allow the contract to be completed, as Fulton Hogan has been undertaking the works to a satisfactory level, and the cost impacts occurring are largely outside of their control.

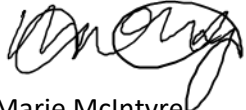
Financial/risk considerations

As the contract is an NZS3910 Cost Reimbursement Contract, the tender sum received was an indication of the likely cost of the work for this contract. Therefore staff recommend the contract sum is increased to cover the additional costs incurred due to the contract extending beyond the original completion date.

These works being completed is a key mitigation to the risk to Council given the abatement notices in place, and the requirement to have the plant compliant with the new short term resource consent within the coming months.

Project Budget 2019/20	\$5,167,618
Project Budget 2020/21	\$3,704,912
	\$8,872,530
27-19-38 Cambridge WWTP Improvements and STC Upgrades	\$4,300,000
Other costs to date PR1436 during 2019/20	\$2,984,000
Current Commitments	\$1,574,000
Variation required (including 10% contingency)	\$770,000
Shortfall in Budget	\$770,000

It is recommended that \$770,000.00 is brought forward from the 2018-2028 LTP Year 4. The rates impact due to this funding being brought forward into this financial year will be quantified through the Long Term Plan process.



Marie McIntyre
PROGRAMME MANAGER



Reviewed by Lorraine Kendrick
MANAGER PROJECT DELIVERY



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

1 Statutory and policy requirements

Alignment with Asset Management

The Wastewater Treatment and Supply Activity Management Plan 2015-2025 Version .6 states:

7.8 Renewal Strategy – Treatment Plants

Identification of items for renewal are based on the remaining life as recorded on the asset register supported by on-site identification by staff familiar with the treatment plant assets.

Appropriate renewal of assets will help ensure the treatment plant functions correctly allowing level of service to be maintained and ensuring compliance with the WRC Resource Consents.

Simple renewals are carried out in-house with the larger/more complex renewals being contracted as they exceed the Council's in-house capacity.

Local Government Act 2002

The contract is compliant with the requirements of the LGA as it is focused on delivering quality asset management renewal outcomes that demonstrates appropriate stewardship and value for money for our communities.

The purpose of local government is defined in section 10 of the LGA as follows:

10 Purpose of local government

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and*
- (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.*

The Cambridge Wastewater Treatment Plant is a strategic and vital piece of infrastructure, and was last upgraded in 1999 and is currently not compliant with the associated discharge consents. There is a need to undertake operational improvements and upgrades to ensure the plant will comply with the conditions associated with the short term consent, which has been lodged with the Waikato Regional Council.

Strategy, Policy or Plan Context

The proposal is not at variance with any separate policy, plan or strategy.

Significant & Engagement Policy

There are no Significance and Engagement Policy implications in this proposal.

SERVICE DELIVERY COMMITTEE REPORT



To: His Worship the Mayor and Councillors
From: Governance
Subject: RESOLUTION TO EXCLUDE THE PUBLIC
Meeting Date: 21 July 2020

1 RECOMMENDATION

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<i>Confirmation of Public Excluded Minutes</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
<i>14</i>	<i>Section 7(2)(i)</i>	<i>To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>