

Service Delivery Committee Agenda - 21 September 2021



Audio Visual Meeting

Chairperson
GRP Webber

Members

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

21 September 2021 09:00 AM - 12:00 PM

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6. Waters Services Activity Report to 31 August 2021	Martin Mould	09:05 AM-09:25 AM	19
7. Contracts Signed Under Delegation	Dawn Inglis	09:25 AM-09:26 AM	34
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8. Te Puutake o te Rira 2021 - Request for Temporary Road Closure	Julie Taylor	09:26 AM-09:29 AM	36
9. Karapiro 100K Flyer RESCHEDULED - Request for Temporary Road Closure	Julie Taylor	09:29 AM-09:32 AM	41
10. Urban Mobility Business Case and Waipā Urban Mobility Governance Groups	Bryan Hudson	09:32 AM-10:02 AM	45

11.	Memorandum of Understanding - Southern Links Designation and Land Access	Bryan Hudson	10:02 AM-10:17 AM	172
12.	Waste Minimisation Delivery Review of 2020-21 and Upcoming Programme	Sally Fraser	10:17 AM-10:32 AM	190

WORKSHOP:

Cambridge Wastewater Treatment Plant Options (60 minutes)



APOLOGIES



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.



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.



CONFIRMATION OF ORDER OF MEETING

Recommendation

That the Service Delivery Committee confirm the order of the meeting.



To: The Chairperson and Members of the Service Delivery Committee
From: Governance
Subject: **CONFIRMATION OF MINUTES**
Meeting Date: 21 September 2021

1 EXECUTIVE SUMMARY

To confirm the minutes of the Service Delivery meeting held on Tuesday 17 August 2021.

2 RECOMMENDATION

That the open minutes of the Service Delivery Committee meeting held on 17 August 2021, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENTS

Service Delivery Minutes – 17 August 2021



Time: 9.00am
Date: Tuesday 17 August 2021
Venue: Council Chambers, Waipā District Council,
101 Bank Street, Te Awamutu

PRESENT

Chairperson

EM Stolwyk

Members

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EH Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, B Harris (Te Kanohi), SC O'Regan, MJ Pettit, CS St Pierre, BS Thomas, GRP Webber

Due to the vacation of the Chair by Chairperson Webber, Group Manager Service Delivery Dawn Inglis asked for nominations from the Committee to Chair the meeting.

RESOLVED

15/21/44

That Councillor Stolwyk be elected to chair the meeting due to the vacation of the Chair by Chairperson Webber.

Councillor Webber/ Councillor St Pierre

1 APOLOGIES

Nil

2 DISCLOSURE OF MEMBERS' INTERESTS

Nil

3 LATE ITEMS

Nil



4 CONFIRMATION OF ORDER OF MEETING

RESOLVED

15/21/45

That the Service Delivery Committee confirm the order of the meeting.

Councillor St Pierre/ Councillor L. Brown

5 MINUTES OF PREVIOUS MEETING

RESOLVED

15/21/46

That the open minutes of the Service Delivery Committee meeting held on 15 June 2021, having been circulated, be taken as read and confirmed as a true and correct record.

Councillor Gordon/ Councillor Gower

6 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

15/21/47

That the information contained in the Monthly Schedule of Contracts Signed under Delegated Authority (Document Number 10667949) be received.

Councillor Webber/ Councillor A. Brown

7 TRANSPORTATION REPORT

The purpose of this report, included in the agenda, was to provide information on the activities pertaining to the Transportation Team's activities from, and projects for the remainder of the current financial year.



Mr Bryan Hudson, Manager Transportation took questions from committee members.

Discussion was held around the reliance on Waka Kotahi funding for “low cost low risk improvement funding projects” under \$1 million dollars. Mr Hudson advised that Council have applied to Waka Kotahi for many projects such as street lighting, intersection improvements and pedestrian crossings. Waka Kotahi have advised that Council cannot expect that the funding requested would be fully supported.

Mr Hudson advised that street lighting in Pollard Drive was a priority this year and he was hopeful that they would be installed before Christmas.

Discussion was held around CCTV cameras and the call from the community to modify and expand the service.

Chairperson Stolwyk advised that a second meeting would be held on 15 September 2021 for community groups including Police, Commsafe and interested parties to delve deeper into the details around expanding the CCTV service.

It was requested that a breakdown of the \$75k for communication licences be provided.

RESOLVED

15/21/48

That

- a) *The Transportation Report (document number 10648371) of Bryan Hudson, Manager, Transportation be received.*

Councillor Coles/ Councillor Pettit

8 KERBSIDE RECYCLING – THREE MONTH BIN AUDIT TRIAL

Mr Bryan Hudson, Manager Transportation, advised the Committee that earlier this year Metallic Sweeping Ltd engaged two full-time auditors to audit recycling bins placed at the kerbside on their collection days for contamination. The inspections were carried out across both urban and rural properties and timed to be undertaken just prior to the recycling truck arriving to service the bins.

Full time auditing was approved as a variation to the contract by the Executive Group in March 2021 for a three month trial period at a cost of \$16,839 per month, as a



measure to reduce contamination and ultimately protect the viability and sustainability of the recycling service.

Mr Hudson advised that the trial period began in mid-April and was completed in mid-July during which a total of 10,308 mixed recycling and 1,456 glass bins were audited.

Data collected from the audits was analysed by Council staff.

As a result of the audit, the recycling service was discontinued for 15 households, however two weeks of auditing remained to assess and staff estimated that up to 100 households would likely have the service removed.

Concerns were raised over the increasing operating costs of the recycling service.

RESOLVED

15/21/49

That

- a) *The report titled Kerbside Recycling – Three Month Bin Audit Trial (document number 10657596) of Jennifer Braithwaite, Operations Team Leader – Transportation, be received.*

Councillor L. Brown/ Councillor St Pierre

9 27-19-03 DISTRICT WIDE WATERMAIN RENEWALS 2019/21 – INCREASE TO APPROVED CONTRACT SUM

The contract for District Wide Watermain Renewals 2019/21 (Contract Number 27-19-03) was awarded to Cambridge Excavator Limited (trading as Camex Ltd) by the Service Delivery Committee on 10 December 2019. The Contract was for the replacement of water pipes in Cambridge and Te Awamutu.

It was reported that the works had progressed well, however due to factors outside of the contractor's control, including the Covid-19 lockdown, additional costs had been incurred which exceeded the contingency sum.

Approval was sought for the contract sum to be increased to align with the cost to complete the works, with the variation funded from PR2338 District Wide Watermain Renewals 2019/2020.

**RESOLVED**

15/21/50

That

- a) *The report titled '27-19-03 District Wide Watermain Renewals 2019/21 – Increase to Approved Contract Sum' (document number 10667215), of Jean de Villiers, Project & Contract Management Team Leader - Water Services, be received;*
- b) *The Service Delivery Committee approves the increase to the approved contract sum for Contract 27-19-03 District Wide Watermain Renewals 2019/21 from TWO MILLION, SIX HUNDRED AND FIFTY THOUSAND, ONE HUNDRED AND THIRTY ONE DOLLARS AND SIXTY FOUR CENTS (\$2,650,131.64), excluding GST, to TWO MILLION, NINE HUNDRED THOUSAND DOLLARS (\$2,900,000.00), excluding GST, to be funded from PR2338 District Wide Water Main Renewals 2019/2020.*

Councillor Thomas / Councillor Webber

10 27-20-03 SHANEL PLAN AND MANGAPIKO STREAM CYCLEWAY BRIDGES - INCREASE TO APPROVED CONTRACT SUM

The Shanel Place and Mangapiko Stream Cycleway Bridges Contract (27-20-03) was awarded under the delegated authority of the Chief Executive in December 2020, to Bridge It New Zealand Limited. The contract was for the design and construction of a replacement footbridge structure connecting Shanel Place to Mutu Street, and to provide an improved pedestrian facility on the Mangapiko Stream Bridge adjacent to State Highway 3.

When the contract was tendered a provisional sum of \$215,000 was included for the replacement of the Te Awamutu Memorial Park Footbridge (playground bridge). The approved contract sum of \$786,232.06 excluded this provisional sum as funding was still to be secured.



A budget has been included in the 2021-2031 Long Term Plan (LTP) for the playground footbridge of \$287,500.00 in this financial year, funded from asset sales.

It was now proposed to include the replacement of two footbridges in Te Awamutu Memorial Park, to be constructed under this contract which would require a contract variation.

Approval was sought for the contract sum and the budget of PR2586 Memorial Park to be increased to allow for the design and build of two footbridges in Te Awamutu Memorial Park.

RESOLVED

15/21/51

That

- a) *The report titled 27-20-03 Shanel Place & Mangapiko Stream Cycleway Bridges – Increase to Approved Contract Sum (document number 10658396) of Paul Strange, Asset Management Team Leader – Transportation, be received;*
- b) *The Service Delivery Committee approves to increase the contract sum from SEVEN HUNDRED AND EIGHTY SIX THOUSAND AND TWO HUNDRED AND THIRTY TWO DOLLARS AND SIX CENTS (\$786,232.06), excluding GST, to ONE MILLION AND THREE HUNDRED AND SIXTY ONE THOUSAND AND FOUR HUNDRED AND THIRTY TWO DOLLARS AND SIX CENTS, (\$1,361,432.06), excluding GST; inclusive of contingency sum of ONE HUNDRED AND FIFTY ONE THOUSAND AND TWO HUNDRED DOLLARS (\$151,200.00), excluding GST;*
- c) *The Service Delivery Committee approves to increase the budget on PR2586 – Memorial Park in this financial year, from THREE HUNDRED AND SIXTY ONE THOUSAND AND SEVEN HUNDRED AND SEVENTY SEVEN DOLLARS, (\$361,777.00), excluding GST, to SIX HUNDRED AND SEVENTY EIGHT THOUSAND AND SEVEN HUNDRED DOLLARS, (\$678,700.00), excluding GST, to be funded from Asset Sales and to construct the two footbridges in Te Awamutu Memorial Park in the 2021/2022 Financial Year.*

Councillor L. Brown / Councillor Andree-Wiltens

11 KARĀPIRO 100K FLYER – REQUEST FOR TEMPORARY ROAD CLOSURE



Event Promotions has applied to temporarily close the following road to vehicle traffic between **7.00am** and **3.30pm** on **Saturday, 25 September 2021**:

- **Maungatautari Road** - between Gate 1 and Gate 3 of the Mighty River Domain

Traffic would be detoured through the Mighty River Domain.

The proposed closure for the Karapiro 100K Flyer was advertised publicly in the Cambridge News on Thursday, 15 July 2021. Objections by affected parties were invited, and closed at 4.00pm on Friday, 30 July 2021. No objections were received.

Police, Waka Kotahi (NZTA), and emergency services were consulted and raised no concerns. Police and other emergency services would have priority access to all areas of the closed roads at all times.

RESOLVED

15/21/52

That the Service Delivery Committee:

- a) *Receives the **Karapiro 100K Flyer – Request for Temporary Road Closure** report of Julie Taylor, Transportation Safety Officer;*
- b) *Approves the temporary closure of:*
 - **Maungatautari Road** - between Gate 1 and Gate 3 of the Mighty River Domain

*between **7.00am** and **3.30pm** on **Saturday, 25 September 2021***

in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974.
- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

Councillor Gower/ Councillor Pettit



12 PIRONGIA ANNUAL CRAFT DAY 2021 – REQUEST FOR TEMPORARY ROAD CLOSURE

The Pirongia Annual Craft Day Committee has applied to temporarily close the following roads to vehicle traffic between **6.00am** and **4.00pm** on **Sunday, 3 October 2021**:

- **Franklin Street/SH39** – between Beechey Street and Bellot Street
- **Franklin Street/SH39** – between Bellot Street and McClure Street – restricted to residents and vehicles accessing Baffin Street, Bellot Street (west), Perry Street, Crozier Street (west) and Aubin Close

There would be no access from Crozier Street and Belcher Street onto, or through Franklin Street/SH39.

The proposed closure for the Annual Pirongia Craft Day 2021 was advertised publicly in the Te Awamutu News on Thursday, 15 July 2021. Objections by affected parties were invited, closing at 4.00pm on Friday, 30 July 2021. No objections were received.

It was advised that Franklin Street was part of State Highway 39, and only Waka Kotahi could authorise this closure. However, Council support was also sought due to the impact on Crozier and Belcher Streets. Council support would be subject to Waka Kotahi granting permission to close this section of state highway.

Police and other emergency services were consulted and raised no concerns. Police and other emergency services would have priority access to all areas of the closed roads at all times.

RESOLVED

15/21/53

That the Service Delivery Committee:

- a) *Receives the **Pirongia Annual Craft Day 2021 – Request for Temporary Road Closure** report of Julie Taylor, Transportation Safety Officer;*
- b) *Approves communicating to Waka Kotahi (NZTA) Council's support for the following temporary closure:*
 - **Franklin Street/SH39** – between Beechey Street and Bellot Street



- **Franklin Street/SH39** – between Bellot Street and McClure Street – restricted to residents and vehicles accessing Baffin Street, Bellot Street (west), Perry Street, Crozier Street (west) and Aubin Close between **6.00am** and **4.00pm** on Sunday, 3 October 2021 in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974.
- c) Authorises public notification of the road closure once it has Waka Kotahi approval, as required by the Local Government Act 1974.

Councillor St Pierre / Councillor Andree-Wiltens

13 KAIRANGI HILL CLIMB – REQUEST FOR TEMPORARY ROAD CLOSURE

The Waikato Veteran & Vintage Car Club has applied to temporarily close the following roads to ordinary vehicle traffic between **7.00am** and **5.00pm** on **Sunday, 10 October 2021**:

- **Kairangi Road** – between Robinson Road (southern end) and Kairangi Hall (702 Kairangi Road)
- **Griggs Road** – between Kairangi Road and the entrance of 62 Griggs Road

The proposed closure for the club's Kairangi Hill Climb was advertised publicly in the Cambridge News and Te Awamutu News on Thursday, 15 July 2021. Objections by affected parties were invited, closing at 4.00pm on Friday, 30 July 2021. No objections were received.

Police, Waka Kotahi (NZTA), and emergency services were consulted and raised no concerns. Police and other emergency services would have priority access to all areas of the closed roads at all times.

RESOLVED

15/21/54

That the Service Delivery Committee:

- a) Receives the **Kairangi Hill Climb – Request for Temporary Road Closure** report of Julie Taylor, Transportation Safety Officer;
- b) Approves the temporary closure of:



- **Kairangi Road** – between Robinson Road (southern end) and Kairangi Hall (702 Kairangi Road)
- **Griggs Road** – between Kairangi Road and the entrance of 62 Griggs Road
between **7.00am** and **5.00pm** on **Sunday, 10 October 2021**

in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974.

- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974*

Councillor Webber/ Councillor Thomas

14 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED

15/21/55

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>15. Confirmation of Public Excluded Minutes -15 June 2021</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, or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, 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
15	Section 7(2)(i)	To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The meeting went into Public Exclusion at 10.02am.

Councillor St Pierre/ Councillor Pettit

There being no further business the meeting closed at 10.05am

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:



INFORMATION ONLY

To: The Chairperson and Members of the Service Delivery Committee

From: Manager Water Services

Subject: **Water Services Activity Report to 31 August 2021**

Meeting Date: 21 September 2021

File Reference: 004.06

1 Executive Summary

The purpose of this report is to provide information on the activities pertaining to the Water Services Team's activities for the period from the previous report (May 2021) to the end of August 2021. We have changed the reporting from the previous quarterly timing to provide more up to date and current information. This report contains matters that are of a purely administrative nature, or information that does not require a decision from Council. As such, this report does not address any matters that are significant in terms of Council's obligations as set out in the Local Government Act 2002 or Council's Significance and Engagement Policy.

Of particular note:

- Flood Hazard mapping
 - Letters have been issued to 919 properties district wide in Ohaupo, Pirongia, Cambridge and Te Awamutu, notifying them that their houses are potentially at risk of flooding in a 100 year event, and that we will be doing a survey of their FFLs from the road to confirm. Of these letters we have received around 150 queries via email or phone. It is presently estimated that less than 100 houses will remain at risk of flooding in a 1% Annual Exceedance Possibility (statistical probability of happening each year) event.
- The Detailed Sub-regional Wastewater Treatment Business Case for the Southern Hamilton-Waikato Metro-Spatial Area is due for completion late September 2021.

- Four Reticulation staff have completed Backflow Testing Certification, with a further four staff due to do training this month.
- There is ongoing staff engagement with DIA/Water New Zealand on transition programme for the proposed Water Reform which is being undertaken on a “no regrets” basis.
- Last financial year (2020/21) compliance was met for all water treatment plants for both bacteria and protozoa. The only zone non-compliance occurred in Pukerimu where the maximum interval between sample days was not met (technical non-compliance). For this reporting period (2021/22), two water treatment plants are non-compliant for bacteria, with all plants compliant for protozoa. Pukerimu zone is non-compliant for July due to two positive E.coli samples within the reticulation. Evidence suggests safe water was provided, however the incident is currently being investigated internally.

2 Recommendation

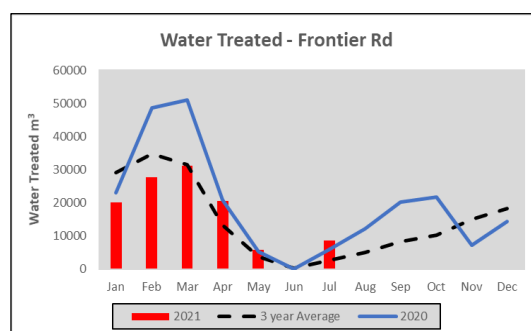
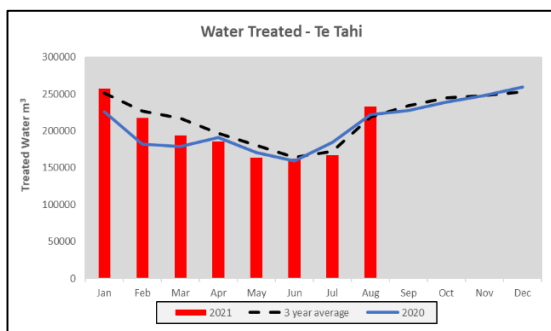
That

- a) *The report titled Water Services Quarterly Report, (document number 10676102) of Martin Mould, Manager Water Services, be received.*

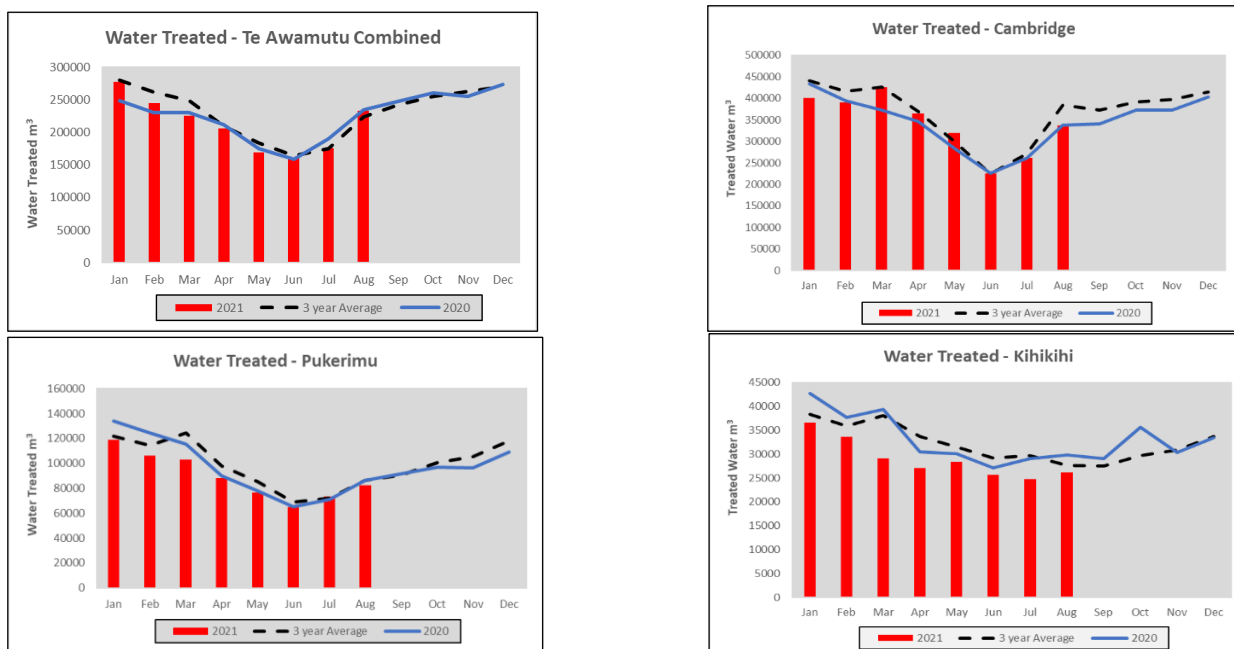
3 Water Demand

3.1 Current Demand – Water Production

Te Awamutu, Cambridge and Pukerimu schemes are all showing typical demand patterns and are aligning to the historical averages. Frontier Road bore has been off-line for August for bore head inspection work to be carried out, resulting in the Te Tahu plant supplementing this production during this time. Kihikihi production is lower than average and has remained so for the majority of this year to date. The demand curve tends to follow the similar annual pattern however.



Sensitivity: General



4 Demand Management Activities

4.1 Rainwater Harvesting

- A rainwater harvesting programme for schools has been developed and interest has been sought from Waipā schools. Eleven schools across the district have registered their interest to participate, which would see the school receive a rainwater harvesting tank (300 litre) and have a demonstration and workshop for their school community. The aim of this programme is to educate tamariki and their whanau on rainwater collection and water conservation, and provide opportunities for schools to enhance their own sustainability and conservation efforts.
- Hamilton City Council has a current project, funded as part of the Water Reform stimulus package, to assess the benefits, costs, opportunities and risks of establishing principles and rules for use of rain water tanks. Staff at Hamilton City have undertaken to share the outputs of this investigation. This will be reported on as the information becomes available (likely March 2022 when the stimulus funding ends and the project will be complete).

4.2 Smart Water Education

- The 2021/22 annual plan for the Smart Water campaign has the following areas of focus:
 - Schools outreach: Updating of the Smart Water Schools’ Curriculum, in-school curriculum kits, UN World Water Day offered to all primary and intermediate schools with a new activity being offered, school visits with a behaviour change focus.
 - *Status: Development underway*
 - Community Outreach: Showerhead replacement programme, Smart Water Roadshow at community events, rainwater harvesting workshops, mini-videos on how to repair a leaking tap and how to check if your toilet

is leaking, swimming pool campaign around covers and visiting suppliers for support, online pledges during the summer campaign, review of water alerts.

- *Planning underway*
- Workplace Outreach: Workplace kits developed for Council workplaces, workplace Smart Water Guide for facilities, industrial water efficiency in-depth case study.
 - *Planning underway*
- Website and software new webpages on the 5 Rs with interactive links, case studies page, build your own veggie-pod page
 - *Development underway*

4.3 Summer Campaign

- Summer campaign planning will commence in October 2021 with the development of individual Council's communication tactics.
- Weekly reporting will commence from 1 November 2021 ahead of the peak summer period.

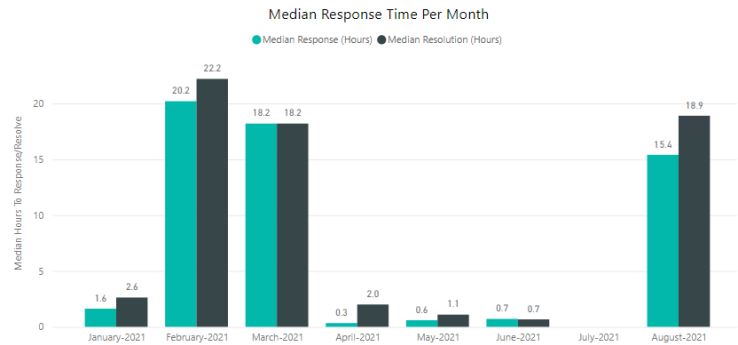
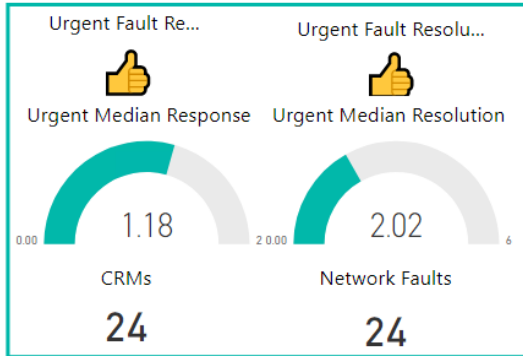
5 Levels of Service & Performance Measures

The Customer Request based measures shown below are part of the Department of Internal Affairs (DIA) Non-Financial Performance Measures.

5.1 Water

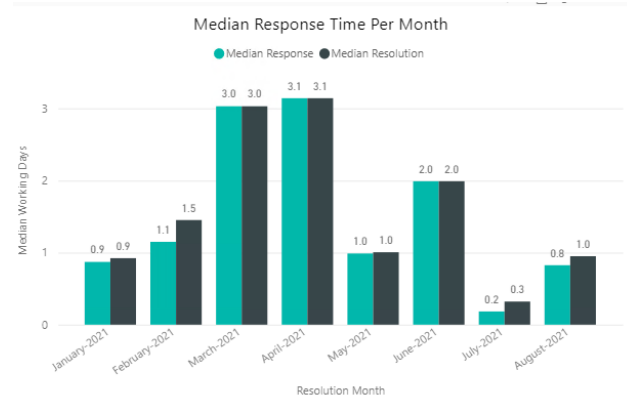
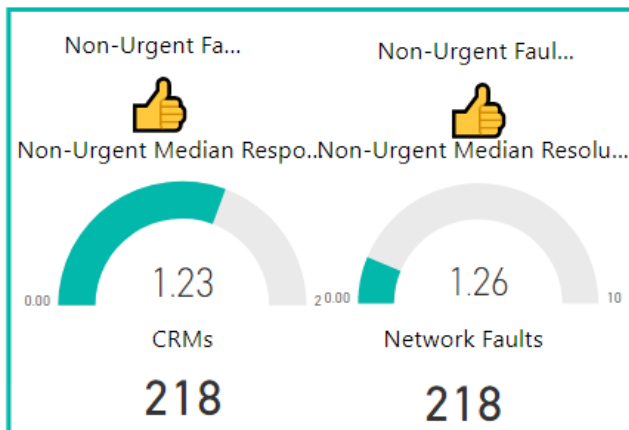
Urgent Water Network Faults

Median response and resolution time (hours) for call-outs in response to a fault of unplanned interruption to the network: urgent

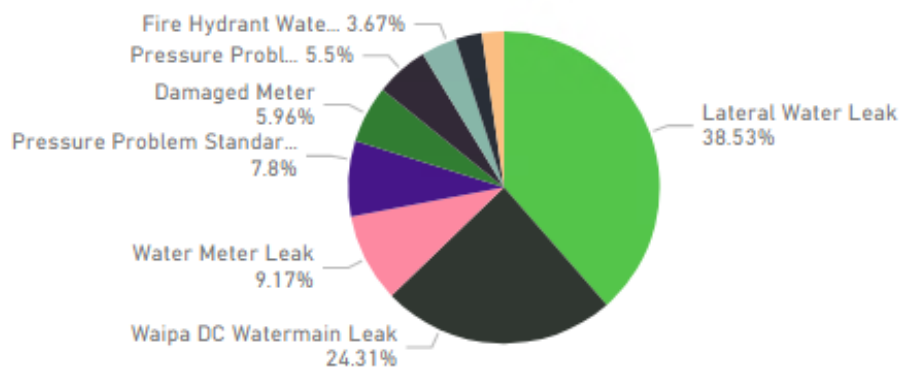


Non-Urgent Water Network Faults

Median response and resolution time (days) for call-outs in response to a fault of unplanned interruption to network: non-urgent

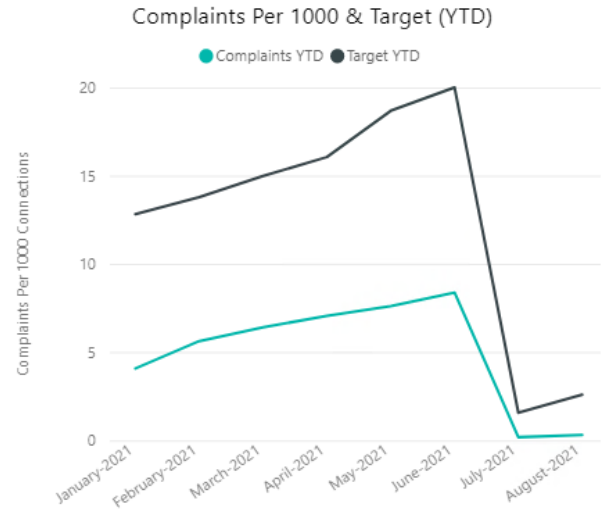
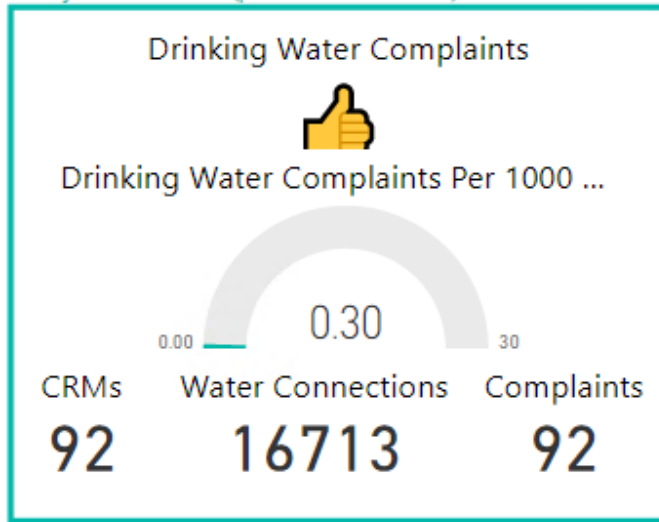


Categories



Drinking Water Complaints (Per 1000 Connections)

The total number of complaints received about any of the following: odour, system faults, blockages, and response to any of these issues (per 1000 connections)



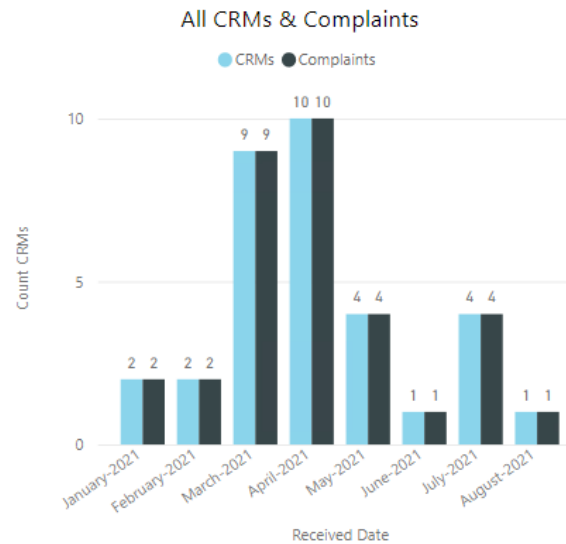
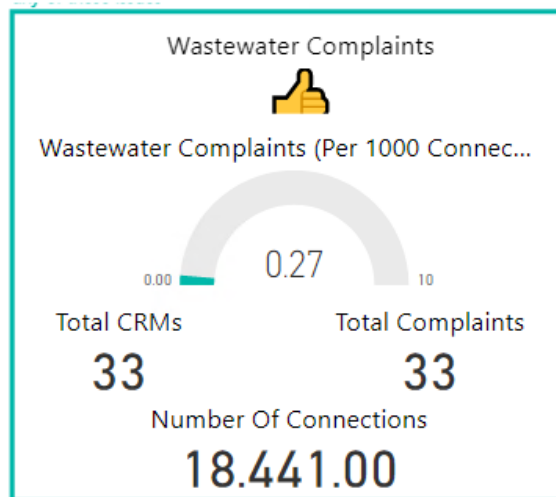
The drop seen in the above graph is representative of the change in reporting year between the 2020/21 financial year with the 2021/22 financial year as the data is represented as the annual cumulative total.

5.2 Wastewater - Dry Weather Sewerage Overflows and Response to Call Outs

During this period (May to August) there were no overflows or calls to respond to issues.

Wastewater Complaints (Per 1000 Connections)

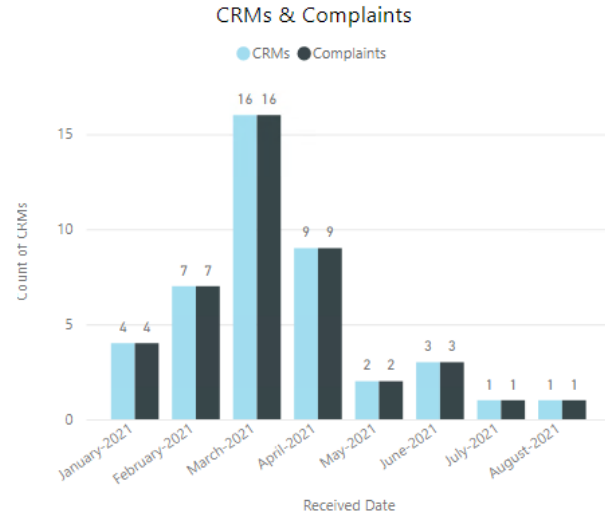
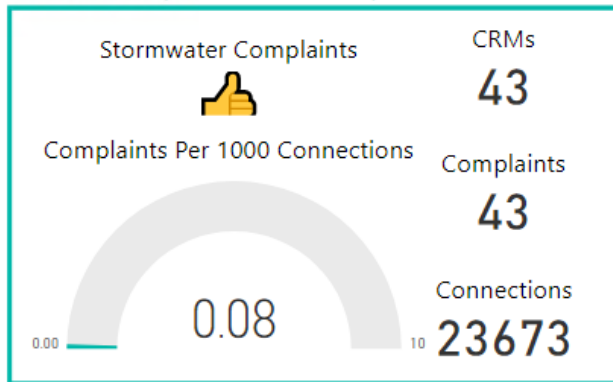
The number of complaints received about any of the following: odour, system faults, blockages, and the response to any of these issues



5.3 Stormwater

Stormwater Complaints (Per 1000 Connections)

The number of complaints received about the performance of the stormwater system (per 1000 connections)



5.4 Compliance – Drinking Water Standards July is the start of the Compliance year

Water Supply Drinking Water Standards (KPI Measures) – Treatment Plants

Treatment Plants		2020/21 Year end Results	Bacterial Compliance 2021/22												
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Cambridge	Alpha St	Yes	N/A	N/A	-	-	-	-	-	-	-	-	-	-	N/A
	Karapiro	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	Yes
Te Awamutu & Pirongia	Te Tahī	Yes	No#	Yes	-	-	-	-	-	-	-	-	-	-	No#
	Frontier Rd	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	Yes
Kihikihi	Rolleston St	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	Yes
Ohaupo & Pukerimu	Parallel Rd	Yes	No#	Yes	-	-	-	-	-	-	-	-	-	-	No#
Commentary	Yes = All requirements of the Drinking Water Standards, bacterial compliance were met for the water treatment plants. N/A = plant offline/ not in use No# = Tentative No as pending Public Health decision/outcome. Both incidents relate to insufficient evidence of adequate chlorine contact time, as required by DWSNZ. Some evidence does exist to show chlorine contact though. Both events likely to be compliant, but advised as "No" until decision is certain.														
Treatment Plants		2020/21 Year end Results	Protozoa Compliance 2021/22												
			Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Cambridge	Alpha St	Yes	N/A	N/A	-	-	-	-	-	-	-	-	-	-	N/A
	Karapiro	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	Yes
Te Awamutu & Pirongia	Te Tahī	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	Yes
	Frontier Rd	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	Yes
Kihikihi	Rolleston St	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	Yes
Ohaupo & Pukerimu	Parallel Rd	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	Yes
Commentary	Yes = All requirements were tested and met compliance N/A = plant offline/ not in use														

Water Supply Drinking Water Standards (KPI Measures) – Reticulation Zones

Reticulation Zones	2020/21 Year end Results	Bacterial Compliance													
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	
Cambridge	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	-	Yes
Karapiro Village	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	-	Yes
Kihikihi	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	-	Yes
Maungatautari	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	-	Yes
Ohaupo	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	-	Yes
Pirongia	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	-	Yes
Pukerimu	No	No*	Yes	-	-	-	-	-	-	-	-	-	-	-	No*
Te Awamutu Township	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-	-	-	Yes

Reticulation Zones	Bacterial Compliance													
	2020/21 Year end Results	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Commentary:	<p>*E. coli was detected in two routine samples, and must be recorded as non-compliances. However, no evidence has been found to support a failure in the water treatment system nor an actual contamination event, and staff are confident that safe drinking water was supplied during this time. The cause of the incident is currently under internal investigation.</p> <p>The 2020/21 year end results did not meet target for Pukerimu Rural reticulation zone due to one month having a technical non-compliance around maximum interval for sample days being exceeded.</p>													

Wastewater Consent Compliance (KPI Measures)

	Target	YTD (2020/21)
Abatement Notices	0	0
Infringement Notices	0	0
Enforcement Orders	0	0
Convictions	0	0
Commentary:	No notices, orders or convictions related to waste water consent compliance.	

Stormwater Consent Compliance (KPI Measures)

	Target	YTD (2020/21)
Abatement Notices	0	0
Infringement Notices	0	0
Enforcement Orders	0	0
Convictions	0	0
Commentary:	No notices, orders or convictions related to storm water consent compliance.	

6 Risk Management

6.1 Health & Safety Assessments and Events

- Top five risks identified for the business unit – a process to address and monitor is underway.
- Separation of hazards as they relate to individual teams within Water Services has now been completed to align to the new structure; full reviews to commence.
- Continuation of monthly area Health and Safety meetings, outcome increased awareness and ownership for Health and Safety.
- Overall safety score for major projects underway is very pleasing, with zero lost time or medical treatment events reported for this period.

6.2 Health & Safety – Initiatives

- A project to develop generic Job Safety Analyses for field teams where common hazards and tasks has been identified.
- Review of safe work procedures for the wastewater plants to ensure current best practice standards are in place.
- Process in place to achieve increased focus on contractor auditing agreed.

7 Activity Management

7.1 Asset Planning

Renewals

The scoping of renewals across the three waters assets has commenced for the 2021/22 – 2023/24 Long Term Plan period. This work will facilitate the design and procurement of physical works contracts for the coming years.

Stormwater Model / Flood hazard Mapping Update

The final stages of the stormwater model peer review have been completed and the field survey of potentially at risk properties' finished floor levels (FFLs) is progressing well.

Letters have been issued to 919 properties district wide in Ohaupo, Pirongia, Cambridge and Te Awamutu notifying them that their houses are potentially at risk of flooding in a 100 year event, and that we will be doing a survey of their FFLs from the road to confirm. As a result of these letters we have received around 150 queries via email or phone. The FFL survey is substantively complete for Pirongia, Ohaupo and Cambridge, with property owners of houses no longer deemed to be at risk receiving notification. Houses which couldn't be surveyed from the road, and also the initial FFL survey in Te Awamutu are being progressed at present, but has been delayed due to the COVID-19 lockdown restrictions. It is presently estimated that less than 100 houses will remain at risk of flooding in a 1% AEP event.

Separately an assessment of risk of human harm (as used by Hamilton City Council) in terms of water flow rate fast enough to knock someone off their feet or water depth deep enough to potentially cause human harm, has been undertaken. We will look to workshop with councillors stormwater Levels of Service and possible mitigation to houses at risk before responding to properties at risk. The Assets Team is also working with the GIS team to develop a flood hazard viewer for public and internal use at the end of the year.

District Wide Comprehensive Stormwater Consent Renewal

Work has commenced in regard to renewal of the district's stormwater discharge consent for the urban centres. Various desktop studies to support this consent renewal including ecology, groundwater and catchment management planning have been completed and the team has presented to Ngā Iwi Tōpū O Waipā (NITOW).

The desktop studies have been used to identify key catchments for which physical surveys have now commenced. The surveys and associated Catchment Management Plans (CMPs) are being generated on a township by township basis, with Pirongia the first. Waikato Regional Council has been consulted and it is comfortable that the process being used by Waipa will result in an informed consent renewal application in due course. From the work to date it is possible the new consent will require Council to mitigate possible contaminant run off and / or add detention in our reticulation to mitigate environmental effects from some catchments (the CMPs will give further information on this in due course).

7.2 Maintenance & Service Contracts

Water Meter Reading Contract (27-19-06)

Since November 2019, Wells Instrument and Electrical Services Ltd has been appointed to read water meters for Waipa District Council. Meters currently read include all commercial/industrial and residential customers across the Waipā district. Current performance of the contractor is satisfactory.

Reading of meters was suspended under COVID-19 Level 4 lockdown, but will resume under Level 3.

Stormwater Maintenance Contract (27-19-01)

Since August 2019, Waipa's stormwater maintenance contract has been undertaken by Cambridge Excavator Ltd (Camex). The contract includes a cyclical inspection and reactive maintenance of our stormwater network, treatment devices and structures, outlets, ponds and swales, CCTV stormwater network inspections, and the Council maintained rural drainage network. The contract also includes reactive works that include emergency works, network repairs and replacement works.

A one year extension for this contract until 31 July 2022 was approved by Council. All works are continuing, including programmed cyclical works and emergency repairs. Current performance of the contractor is satisfactory.

All non-critical stormwater maintenance was suspended under COVID-19 Level 4 lockdown, but will resume under Level 3.

290021 - District Wide CCTV Investigations

This contract entails the inspection of 11 km of the wastewater pipe network across Waipa District by means of Closed Circuit Television (CCTV). The contract was awarded to Insight. The contract commenced on 7 June 2021, and contract completion set for 23 August 2021. Current performance of the contractor is satisfactory.

Work was suspended under COVID-19 Level 4 lockdown, but will resume under Level 3.

Projects – Water Renewals 2019-2020

27-19-03 District Wide Watermain Renewals 19/21

A two-year contract to carry out watermain replacement across the district. The contract was awarded to Cambridge Excavator Ltd (Camex). Practical completion was achieved for the works under Separable Portion A (2019/2020 year) on 18 September 2020. Separable Portion B was awarded in November 2020, with the date for contract completion of Separable Portion B adjusted to 29 September 2021.

There are five work portions, namely: Gorst Avenue - Ohaupo Road, Te Awamutu; Wallace Terrace, Te Awamutu; Cambridge Road, Te Awamutu; Queen / Victoria Street, Cambridge; and McClure Street, Pirongia. The works on Cambridge Road, Te Awamutu and Queen / Victoria Street, Cambridge has been completed.

Work was suspended under COVID-19 Level 4 lockdown, but will resume under Level 3.

Projects – DIA Funding

290132 - Kihikihi Alternative Water Supply Pipeline

This contract is for the supply and installation of a bulk watermain to supply potable water directly from Taylors Hill reservoirs in Te Awamutu to the Kihikihi reservoirs, in order to reduce reliance on the Kihikihi Ground Water Take. The contract was awarded to Waipa Civil, with a contract start date of 12 July 2021, and contract completion set for 23 December 2021. Current performance of the contractor is satisfactory.

The Kihikihi reservoir site is situated on an archaeological site (military stockade). As the connection of the new pipeline to the reservoir will require works on this site, an Archaeological Authority has to be obtained from Heritage New Zealand (HNZ). In line with new requirements by HNZ, Iwi consultation will form part of all archaeological assessments. Consultation with Iwi partners (NITOW forum) is scheduled for 20 September 2021.

Work was suspended under COVID-19 Level 4 lockdown, but will resume under Level 3.

7.3 Significant Capital Project Delivery

Parallel Road Water Supply Upgrades

Commissioning of the new treatment plant is continuing. Higher than anticipated sand and grit in the raw water has caused some issues with the treatment process that Project Team and Operations staff are working collaboratively to resolve.

Water has been successfully sent to Taylors Hill as part of the commissioning process; however, this water has not yet been put into service.

Waikeria Wastewater Project

All construction works on the Waikeria project are complete and practical completion was issued to the contractor in March 2021. Work continues with the Waipa District Council operations staff to optimise systems and processes associated with the Waikeria wastewater connection. The magnesium hydroxide dosing system to treat septicity of the sewage in the pipeline has not been operating due to design and operational issues and currently waiting on recommended improvements to be undertaken.

Christie Avenue Wastewater Pump Station Improvements

In the last reporting period, the new emergency storage tank has been completed and the new rising main through to the Mutu/Mangapiko Street intersection has been commissioned. This has allowed a temporary pumping operation to be set up in the new storage tank while the existing wet well structure is taken offline, and refurbishment undertaken.

Works were tracking for completion in October 2021 prior to the most recent COVID

Level 4 and Level 3 restrictions. The full impacts of this on the construction works programme are still being understood.

Cambridge Wastewater Treatment Plant Replacement

Final outcomes of the sub-regional southern wastewater business case are still pending and likely to be received in late August 2021. Due to the delays and time constraints with the current short term consent, Waipā has commenced initial investigation and planning for a stand-alone option for a new Cambridge Wastewater Treatment Plant. Initial works have commenced on the consenting strategy and also the technical basis of design. To comply with our short term consent the new plant needs to be consented, built and operational by the end of 2026. The plant is currently meeting the short term consent conditions.

An assessment of early enabling works for the site is being prepared to allow these works to be completed well ahead of the project construction period to ensure that no delays are caused. These include the following identified to date:

1. Removal of present geobags and offsite disposal
2. Identify and divert operational pipes and cables within the new treatment plant site to allow present plant operation during construction
3. Remove redundant pipe and structures
4. Engineered fill into geobag bunds
5. Site remediation and native planting at Pukerimu Lane end of site including old NIWA site
6. Removal of scrub and planting of natives along the bankside of RIBs (install plants to screen the new treatment plant having a period to establish and grow before C3 development circa 2022/23 and new plant build 2025)
7. Relocate/underground existing overhead 11kV power
8. Relocate campervan dump station to new location

Stormwater Hot Spots

The design of raingardens to partly treat stormwater run-off from White Church roundabout (Hamilton Rd/Victoria St/Thornton Rd) area to Lake Te Koo Utu is well advanced, with the intention to construct over the summer 2021/22.

8 Shared Services

Waipa District Council has been working with Hamilton City Council for a number of years, developing and enhancing the shared service provisions between the partner Councils. There are currently 18 people employed within the Shared Services Team, undertaking activities of Tradewaste, Sampling and Analysis and the Smart Water programme. On 1 April 2021 these services became provided by WaiLASS (Waikato Local Authority Shared Services). WaiLASS has entered into service level agreements with nine Councils in the Waikato Region.

8.1 Smart water:

Smart Water education projects are discussed earlier in this report under Section 5: Demand Management.

8.2 Trade Waste:

There were 18 non-compliances detected over the reporting period April – June 2021 (quarter 4 2020/21). 98% of all non-compliances investigated by the Trade Waste team were responded to within the timeframe set. In the same reporting period, 95% of those non-compliances were resolved or a non-compliance response plan was received and approved within the timeframes set by the Trade Waste team.

Trade Waste summary:

- 380 active customers in Waipa, including 199 Controlled, 23 Conditional, 150 Permitted and eight tankered customers.
- 210 audits undertaken during the period April - June 2021 (quarter 4 2020/21) across the region.
- The Trade Waste team has preparing to start delivering and commencing service delivery for an additional five Councils across the Waikato Region.

8.3 Sampling and Analysis:

- The Sampling and Analysis Team collected 2,152 samples and completed 14,646 tests for on those samples across the sub-region during the period April - June 2021.
- The Sampling & Analysis team has prepared to start delivering and commencing service delivery for an additional four Councils.

9 Network

9.1 Cambridge Wastewater Treatment Plant

Repairs to the aeration pond liner have been completed with a plan to complete a drop down test in October to provide information on the level of success of the repairs. If successful the savings will assist in funding the consent application for the new plant.

9.2 Te Awamutu Wastewater Treatment Plant

Investigation into sludge management for both wastewater treatment plants and future biosolids disposal has been completed. This will provide Council with a strategic approach to short, medium and long term options.

Two additional floating aerators have been ordered to provide critical redundancy for the bio-reactor.

9.3 Reticulation

The Reticulation Team is now fully staffed. Currently three staff are completing formal training (Civil Infrastructure Apprenticeship - this is a new course replacing the Water Reticulation qualifications), with two further new recruits due to commence this training shortly.

The Annual Backflow Testing Programme and the Fire Hydrant Testing Programme have been planned and are ready to commence in September.



Martin Mould
MANAGER WATER SERVICES



Approved by: Dawn Inglis
GROUP MANAGER SERVICE DELIVERY



To: The Chairperson and Members of the Service Delivery Committee
From: Manager Service Delivery
Subject: **CONTRACTS SIGNED UNDER DELEGATION**
Meeting Date: 21 September 2021

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 10676107) be received.

3 ATTACHMENTS

Service Delivery Contracts – Monthly Schedule of Contracts Signed – 21 September 2021.



Service Delivery Contracts Monthly Schedule of Contracts Signed

Date: 21 September 2021

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
290203	Minor Structures and Renewal	Keir Landscaping Limited	31/08/2021	Community Services	\$191,026.00	\$209,426.00	Contingency

Dawn Inglis
GROUP MANAGER SERVICE DELIVERY



To: The Chairperson and Members of the Service Delivery Committee
From: Transportation Safety Officer
Subject: **Te Puutake o te Riri 2021 – Request for Temporary Road Closures**
Meeting Date: 21 September 2021
File Reference: 64.69

1 EXECUTIVE SUMMARY

Waikato Tainui has applied to temporarily close the following roads to vehicle traffic for the national Te Puutake o te Riri 2021 National Commemorations:

Ōrākau - Thursday, 28 October 2021 – between **3.00am** and **5.00pm**

- **Arapuni Road** – between Dick Street, Kihikihi, and Owairaka Valley Road

Traffic will be detoured from Arapuni Road to Kihikihi via Parawera and Monckton Roads, Puhue Road and Hairini Road as shown in Figures 1 and 2. Access to no-exit roads Kimberley Road, Tiki Road and Higham Road will be affected, but provision will be made for local residents and other essential traffic.

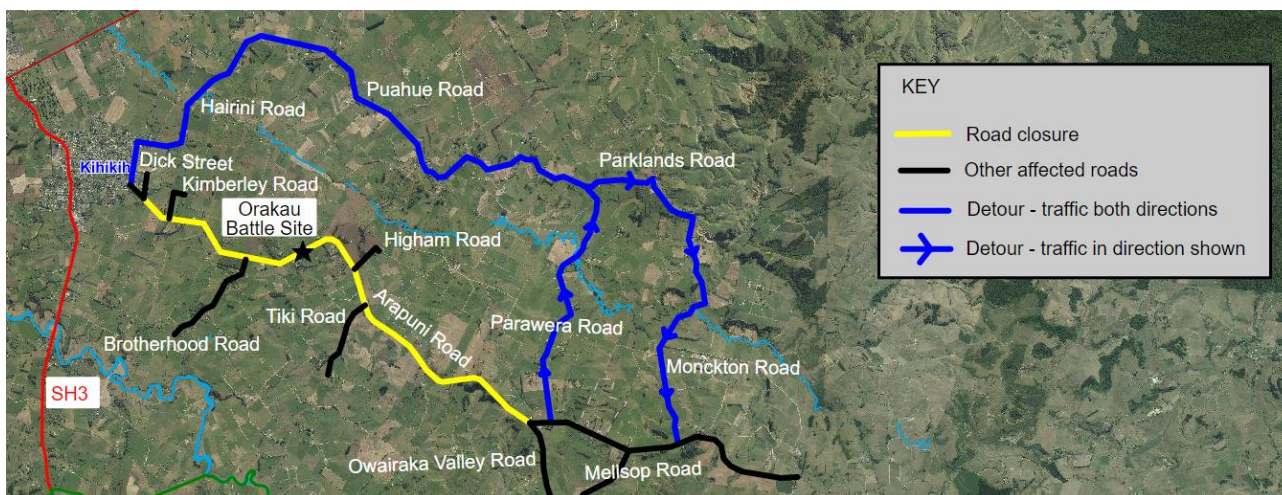


Figure 1 – Proposed road closures for Ōrākau commemorations on 28 October 2021



Figure 2 - Detour route through Kihikihi

Rangiaowhia - Thursday, 4 November 2021 – between 4.00am and 5.00pm

- **Rangiaowhia Road** – entire road between Cambridge Road and Puhue Road

Provision will also be made for local residents and other essential traffic.

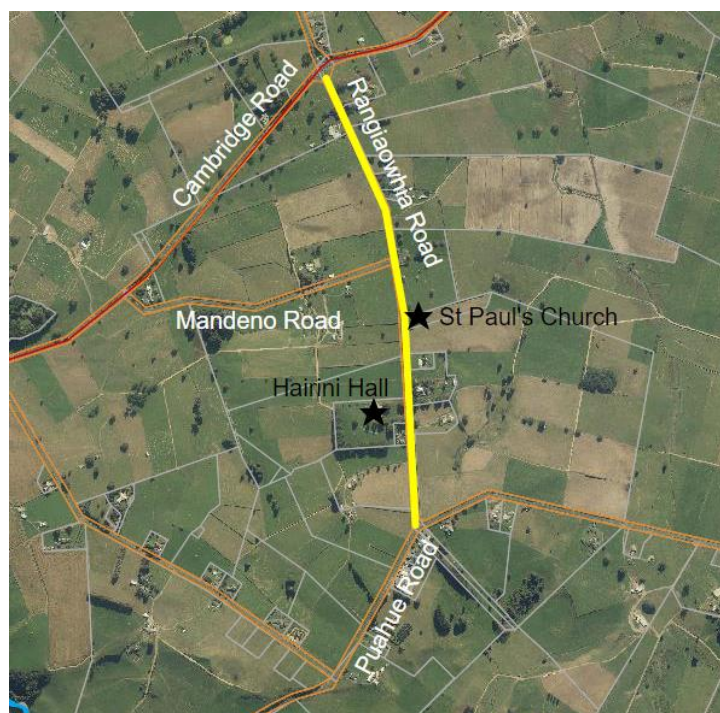


Figure 3 – Proposed road closures for Rangiaowhia commemorations on 4 November 2021

These proposed closures were advertised publicly in the Te Awamutu News on Thursday, 12 August 2021. Objections by affected parties were invited, closing at 4.00pm on Friday, 27 August 2021. No objections were received.

Police, the New Zealand Transport Agency, and emergency services were consulted and raised no concerns. Police and other emergency services will have priority access to all areas of the closed roads at all times.

2 RECOMMENDATIONS

That the Service Delivery Committee:

a) *Receives the **Te Puutake o te Riri 2021 – Request for Temporary Road Closure** report of Julie Taylor, Transportation Safety Officer;*

b) *Approves the following temporary road closures:*

Thursday, 28 October 2021 – between 3.00am and 5.00pm

- **Arapuni Road** – between Dick Street and Owairaka Valley Road
- **Kimberley Road, Tiki Road and Higham Road** – provision will be made to allow the local residents access to their no-exit road

Thursday, 4 November 2021 – between 4.00am and 5.00pm

- **Rangiaowhia Road** – entire road between Cambridge Road and Puhue Road

in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974;

c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

3 OPTIONS AND ASSESSMENT

Decision making

The application from Waikato Tainui has been reviewed and can proceed to approval. Council Officers are satisfied it meets the criteria set out in the Local Government Act 1974 and the Code of Practice for Temporary Traffic Management.

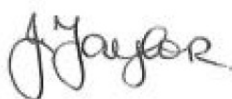
These national commemorations are being held in Waipā for the first time, but plans have been adapted from the 150th anniversary commemorations in 2014. No

problems or unreasonable inconvenience to traffic were reported to Council from this earlier event.

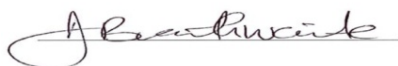
We anticipate this temporary road closure, if approved, will cause only limited disruption to the public. However, event organisers will be instructed to notify all affected properties of the closure details to minimise inconvenience.

If the temporary road closure is approved, Council Officers will:

- Inform organisers their application has been approved
- Work with organisers to approve a compliant Traffic Management Plan
- Publicly notify the temporary road closure in the Te Awamutu News before the closure dates.



Julie Taylor
TRANSPORTATION SAFETY OFFICER



Reviewed by Jennifer Braithwaite
OPERATIONS TEAM LEADER - 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 1974 and 2002

Council's powers to temporarily close roads are set out in Section 319(h), Section 342, and Schedule 10 (Section 11) of the Local Government Act 1974. Under the Local Government Act 2002, Waipa District Council has delegated powers to the Committee to approve temporary road closures, where legislative requirements are met.



To: The Chairperson and Members of the Service Delivery Committee
From: Transportation Safety Officer
Subject: **Karapiro 100K Flyer RESCHEDULED – Request for Temporary Road Closure**
Meeting Date: 21 September 2021
File Reference: 64.69

1 EXECUTIVE SUMMARY

Event Promotions has applied to temporarily close the following road to vehicle traffic between **7.00am** and **3.30pm** on **Saturday, 30 October 2021**:

- **Maungatautari Road** - between Gate 1 and Gate 3 of the Mighty River Domain

as shown in Figure 1 below.



Figure 1 – Proposed road closures for the Karapiro 100K Flyer

Traffic will be detoured through the Mighty River Domain.

The proposed closure is for the Karapiro 100K Flyer and was previously approved for 25 September 2021. However, due to uncertainty around Covid-19 restrictions, the event has been rescheduled for 30 October 2021. This new closure date was advertised publicly in the Cambridge News on Thursday, 2 September 2021. Objections by affected parties were invited, closing at 4.00pm on Thursday, 9 September 2021. No objections were received.

Police, Waka Kotahi (NZTA), and emergency services were consulted and raised no concerns. Police and other emergency services will have priority access to all areas of the closed roads at all times.

2 RECOMMENDATIONS

That the Service Delivery Committee:

- a) *Receives the **Karapiro 100K Flyer RESCHEDULED – Request for Temporary Road Closure** report of Julie Taylor, Transportation Safety Officer;*
- b) *Approves the temporary closure of:*
 - ***Maungatautari Road** - between Gate 1 and Gate 3 of the Mighty River Domain*

*between **7.00am and 3.30pm** on **Saturday, 30 October 2021***

in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974.
- c) *Authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

3 OPTIONS AND ASSESSMENT

Decision making

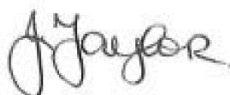
Event Promotions' application has been reviewed and can proceed to approval. Council Officers are satisfied it meets the criteria set out in the Local Government Act 1974 and the Code of Practice for Temporary Traffic Management.

This cycling event, and the associated road closure, is an annual event. Some issues were noted in 2020 relating to insufficient trained traffic management staff. This resulted in departures from the approved Traffic Management Plan, including unattended intersections along the course. Council staff will be working with the event organisers to ensure the 2021 event is appropriately staffed and the approved Traffic Management Plan is adhered to.

By working with the event organisers to address these matters, we anticipate this temporary road closure, if approved, will cause only limited disruption to the public. Event organisers will be instructed to notify all affected properties of the closure details to minimise inconvenience.


If the temporary road closure is approved, Council Officers will:

- Inform organisers their application has been approved
- Work with organisers to approve a compliant Traffic Management Plan
- Publicly notify the temporary road closure in the Cambridge News before the closure date.



Julie Taylor

TRANSPORTATION SAFETY OFFICER



Reviewed by Jennifer Braithwaite

OPERATIONS TEAM LEADER - 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 1974 and 2002

Council's powers to temporarily close roads are set out in Section 319(h), Section 342, and Schedule 10 (Section 11) of the Local Government Act 1974. Under the Local Government Act 2002, Waipa District Council has delegated powers to the Committee to approve temporary road closures, where legislative requirements are met.



To: The Chairperson and Members of the Service Delivery Committee
From: Manager Transportation
Subject: **URBAN MOBILITY BUSINESS CASE & WAIPĀ URBAN MOBILITY GOVERNANCE GROUPS**
Meeting Date: 21 September 2021

1 EXECUTIVE SUMMARY

Urban Mobility Business Case

This Business Case has been developed with the objective to increase active transport like walking, cycling, scooting and mobility aid use in the major towns of Cambridge, Te Awamutu and Kihikihi.

The plan is promoted to Council for endorsement with the knowledge that:

- Implementation is included in the Long Term Plan 2021-31
- Implementation targets (and timelines) are however subject to Waka Kotahi funding availability
- The plan covers a 10 year period and will be subject to three yearly Long Term Plan (LTP) reviews
- The plan does not cover smaller villages, but the principles of provision and connectivity of right sized infrastructure for active transport still apply and will be pursued in growth planning and other LTP transportation projects.

Plan objectives for the 2021-24 period are:

- Cambridge
 - Construction of cycling and pedestrian improvements that link Cambridge Middle School to the CBD, Leamington, and Cambridge East School.
- Te Awamutu / Kihikihi
 - Construction of cycling and pedestrian improvements that link Te Awamutu College to the CBD, the events centre, the library, and to Kihikihi.
 - Construction of cycling and pedestrian improvements that link the Pak n Save commercial centre to the CBD.
- Both towns
 - Cycle parking
 - Cycle skills training

- Driver behaviour campaigns
- Bike access scheme

Waipā Urban Mobility Governance Groups

Improving facilities for active transport will change the look and operation of some urban streets; potentially affecting residents, businesses and vehicle traffic.

Elected members have asked that a Working Group be established involving Councillors and key stakeholders to ensure a wider community understanding of the plan and that benefits are realised.

It is proposed that two groups are established:

- A core Urban Mobility Working Group (Working Group) of elected members and project staff that will:
 - Champion the project to stakeholders
 - Keep oversight of the investment programme
 - Ensuring appropriate engagement with the Stakeholder Reference Group
 - Endorse communication strategies
 - Endorse reports to Council and recommend approval to Council
 - Manage risks
- An Urban Mobility Reference Group (Reference Group) that will:
 - Represent the community of users for the projects (the group may have different participants for different projects depending on type or location)
 - Provide community perspectives on options and projects
 - Provide technical inputs; for example, suitability for disabled groups or impacts on emergency service operations
- The establishment and operation of these groups is described in detail in the Terms of Reference appendix.

The following appendices accompany the report:

- Appendix 1 - Urban Mobility Business Case (*document number 10583702*)
- Appendix 2 - Terms of Reference – Waipā Urban Mobility Governance Groups (*document number 10652801*)

2 RECOMMENDATION

That

- a) *The report titled Urban Mobility Business Case & Reference Groups (document number 10666339) of Bryan Hudson, Manager Transportation, be received;*
- b) *The Service Delivery Committee endorses the Urban Mobility Business Case (document number 10583702);*
- c) *The Service Delivery Committee approves the Terms of Reference – Waipā Urban Mobility Governance Groups (document number 10652801).*

3 OPTIONS AND ASSESSMENT

Decision making

The investment in cycling and pedestrian infrastructure in New Zealand has been problematic, with many projects having been built that have not resulted in any appreciable uptake of new users.

The problem is that cycling infrastructure has generally provided facilities on-road, without any separation from traffic and with little or no regard to how cyclists can use intersections. Pedestrian infrastructure has often been developed with able bodied adult users in mind, rather than the less able or younger school children, resulting in an incomplete network presenting barriers to safe and convenient travel.

The investment in the appropriate standard of infrastructure is a lot more expensive and transformational than the above described style of facility, and it requires a mind shift in thinking to develop infrastructure that actually works for the intended users.

When we carried out the recent consultation on our 2021 – 2031 Long Term Plan, we were careful to communicate all types of network level infrastructure to our residents, to ensure they understood the level of investment required to develop successful infrastructure. The three themes we consulted on were as follows:

Theme 1 Culture change

- Education is the top priority

Theme 2 Tactical improvements

- Creating safer spaces for walking and cycling

Theme 3 Cross-town cycleways

- Walking and cycling becomes the most convenient mode of transport

Our residents favoured Theme 3, which is a strong reflection of the better understanding in our district that significant infrastructure investment at a network

level is required to make cycling and walking both attractive and safe for residents of all ages and abilities.

The shortlisting approach in our Business Case fleshed out this thinking and analysis in more detail.

The preferred option is a programme of works that invests in cycleways and footpaths that are protected from traffic and road crossings, and intersections are carefully designed to minimise conflict, and provide priority over traffic.

COVID-19 Recovery

The investment in the infrastructure proposed in this report is consistent with Council's approach regarding the mitigation of any negative economic impacts from the COVID-19 pandemic.

Financial/risk considerations

This programme is funded in our 2021 to 2031 Long Term Plan as follows:

- | | |
|---|-------------|
| ▪ PR4292 Cambridge Urban Cycle Routes | \$5,818,550 |
| ▪ PR4293 Te Awamutu & Kihikihi Urban Cycle Routes | \$4,618,550 |

The above figures have assumed a 51% financial assistance rate from Waka Kotahi.

A key funding risk for this programme is confirming Waka Kotahi's endorsement and financial commitment to this programme. An update on whether this funding will be available will be provided at the meeting.



Bryan Hudson
MANAGER TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

1 Statutory and policy requirements

Consultation and Engagement

A communications and engagement strategy will be developed and implemented for the entire programme rollout. This will ensure that we provide consistent messaging and enable well planned community information on objectives and benefits, and how the community can be involved at different stages.

The Waipā Urban Mobility Governance Groups will play a key role in consultation and engagement, making sure that Council hears from a broad community base.

Community Boards would be engaged in two parts:

1. At a high level, showing the network strategy, programme and desired results
2. Then route specific briefings with opportunities for input.

Individual routes will have their own communication plans tailored to the specific needs of the users and communities impacted by these projects.

We have reviewed the previous Hamilton Road Cycleway and Streets for People Project consultation and engagement and have developed learnings to provide input for the above communication strategies.

Council policy or strategy

This decision assists in the implementation of an approved Long Term Plan 2021-31 project for increased active transport mode use. This meets the current and future needs of our major urban communities for good-quality transportation infrastructure, and local transportation services in a way that is most cost effective for households and businesses.

The investment proposed is consistent and promoted by the following documents:

- Government Policy on Land Transport 2021/22 – 2030/31
- Waikato Regional Land Transport Plan 2015-45 (2018 updated)
- Waipā Integrated Transport Strategy 2010-2040 (under review 2021)
- Cambridge Town Concept Plan 2019 Refresh
- Te Awamutu Town Concept Plan 2010

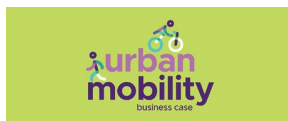
Appendix 1

Urban Mobility Business Case (*document number 10583702*)



Waipā District Council – Urban Mobility

SINGLE STAGE BUSINESS CASE
CAMBRIDGE AND TE AWAMUTU



DOCUMENT CONTROL

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Role	Name	Review Status
Programme Engineer Transportation	Erik van Der Wel	Final Draft for endorsement

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Manager Transportation	Bryan Hudson	

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EXECUTIVE SUMMARY

This business case is a response to the strong desire from our community to transition towards a transport model that favours alternative transport modes, such as walking and cycling. Residents of all ages and abilities want to be able to commute in our main urban areas safely and conveniently.

The investigation worked through the current state of the pedestrian and cycling network, identifying the areas in most need of improvement, as well as the preferred routes. The process included a robust and exhaustive review of the alternative solutions, proposing three main themes that were released to the community through a consultation process seeking community input.

From the community feedback the preferred solution was developed for inclusion in this business case. The resulting proposal for consideration is summarised below:

- For walking we are proposing a network-based approach to improving existing facilities, in particular the crossing points on key routes on busy streets.
- For cycling we are proposing to develop a network of key routes. The infrastructure proposed will be designed for the safe and easy use by people of all ages and all abilities.
- For bus users we will ensure that we provide the necessary connectivity and infrastructure to facilitate how bus users incorporate walking or cycling into their journey

The proposal is very similar for both towns in its structure, but unique in that each town has had its network specific details tailored to the feedback from the specific community.

The initial stages would involve the expansion of key routes to include well frequented key destinations to maximise the benefits to the community early in the project programme. The proposed early focus is described below.

Cambridge

Implementing routes that connect Leamington via Victoria Street to the newly constructed Hamilton Road Cycleway, as well as the Te Awa River Ride, the central business district and schools.

The Middle School and central business district are in close proximity to the above and are planned to be linked as a priority to this network.

Te Awamutu

Extension of the Kihikihi pathway further into the central business district, linking to Te Awamutu Intermediate School, and then linking to the Events Centre / Library and then Te Awamutu College.

Funding

Waipā District Council (WDC) has confirmed funding of \$10.9M in its 2021 to 2031 Long Term Plan (LTP). This business case will be used to support our funding application to Waka Kotahi for inclusion and financial assistance for this programme in the 2021 – 2031 National Land Transport Plan.

PART A. STRATEGIC CASE

1 INTRODUCTION

1.1 PURPOSE

This strategic case sets out the context for improving and increasing urban mobility for people of all ages and all abilities to move easily around using public and active transport in Cambridge and Te Awamutu. It outlines the current state of walking and cycling provision in the district, identifies existing problems and opportunities, and potential benefits of investing.

1.2 BACKGROUND

Waipā is home to around 56,200 residents; a significant number of whom live in the two main towns— Cambridge and Te Awamutu. The Waipā 2050 Growth Strategy forecasts that by 2050, the population of the two main towns will nearly double. As the population increases, so too does the travelling demand for social, work and educational activities. To manage the travel demand and reduce traffic pressure on the roads, it's important to promote walking, cycling and public transport as alternative transport modes.

Cambridge is the largest town in the Waipā district with approximately 20,510 residents (2020). The town centre is located north of the Waikato River and characterised by retail and commercial buildings along Victoria Street. Shakespeare Street in Leamington is another business and commercial centre in Cambridge. Roughly 5,700 people live within 20 minutes walking distance from the centres. About 17,600 people live within 15 minutes cycling distance from the Cambridge town centre.

As at 2020, approximately 13,100 people lived in Te Awamutu. The town centre is on Alexandra Street. About 7,700 people live within 20 minutes walking distance from the town centre. About 11,700 people live within 10 minutes cycling distance from the town centre. Walking and cycling catchment maps are included in the Appendix A and B.

Due to the small size of the towns, it's feasible to advance walking and cycling as the best way to move around Waipā's towns and promote these modes as safe and convenient modes of transport.

1.3 PUBLIC TRANSPORT

A separate business case was developed in 2019 by Waipā District Council in partnership with Waka Kotahi New Zealand Transport Agency (NZTA) and Waikato Regional Council (WRC) to improve public transport services.

There are two community bus services in the district: Cambridge to/from Hamilton and Te Awamutu to/from Hamilton. Annual patronage (Mar 2019-Feb 2020) was 64,371 on Cambridge services and 77,460 on the Te Awamutu services. Eight services run per day from Cambridge to Hamilton and nine from Te Awamutu to Hamilton on weekdays, and four services from both centres on weekends and public holidays.

Both WDC and WRC endorsed the first stage of a Public Transportation Improvement Plan which will include the following changes:

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.

Improving the bus services will provide residents with greater transport choice to travel to Hamilton and within the towns. Ideally, the improved bus services will operate from 2022. It is envisaged that passenger transport in the district will continue to focus in the short term on commuter travel as follows:

- Leamington – Cambridge – Tamahere – Hamilton
- Kihikihi – Te Awamutu – Ōhaupō - Hamilton

Proposed Cambridge and Te Awamutu bus route maps are in Appendix C and D.

2 STRATEGIC ASSESSMENT

A facilitated Investment Logic Mapping (ILM) and Benefit Mapping workshop was held in July 2020 with key stakeholders from a range of organisations (listed below). Before the workshop, stakeholders were provided with a pack of information and evidence about crash data, a mode share report and Council strategy documents to inform the conversation.

2.1 PARTNERS AND KEY STAKEHOLDERS

Table A - Partners and Key Stakeholders

Organisation	Name	Position	Role in the project
Waipā District Council	Bryan Hudson	Transportation manager	Investor
	Erik Van Der Wel	Transportation Programme Engineer	Project Manager
	Xinghao Chen	Transportation Planning Engineer	Project Engineer
	Justine Kennedy	Strategic Project Driver	Stakeholder
	Lou Brown	Councillor	Stakeholder
	Roger Gordon	Councillor	Stakeholder
Waka Kotahi	Jo Carling	Principal Advisor/Team Lead Partnership Investments	Funder
	Sharleen Hannon	Principal Advisor – Walking and Cycling Transport Services	Funder
Te Awa Trust	Sarah Ulmer	Trustee	Stakeholder
Cycling Action Network	Aidan Boswell	Local CAN member	Stakeholder

2.2 DEFINING THE PROBLEM

The stakeholders identified and agreed the following problems:

- Problem one: Increasing conflicts are causing active mode users to be seriously affected in crashes (50%). Evidence of this problem includes:
 - Total of 71 crashes recorded had pedestrians¹ or cyclists involved in the period 2015-2019
 - 32% of injury crashes on local roads had pedestrians and cyclists involved.
 - There were 49 people (40 cyclists and nine pedestrians) with injuries severe enough to be admitted to hospital following a transport related crash over the same five-year period. Two of the pedestrians subsequently died in hospital.

¹ The cycle facility quality of service evaluation tool (QoS tool) has been developed and aims to highlight where facilities meet critical minimum standards and will be comfortably used by a broad range of cyclists.

Active mode users involved in crashes	No injury / moderate injury	Severe injury (requiring hospitalisation)	Fatal
Pedestrians	28	3	2
Cyclists	31	7	0
Total	59	10	2

*numbers represent data for the whole WDC

- Problem two: A disjointed, poor quality and incomplete network is causing low active mode uptake. Evidence of this problem includes:

Table B - Walking and Cycling Barriers in Te Awamutu and Cambridge

	Walking	Cycling (existing cycle facilities)
Cambridge	<ul style="list-style-type: none"> • Narrow footpaths, which are non-compliant with current standards, in high pedestrian demand areas • High traffic volume and speed, and lack of safe crossing facility, difficult to cross arterial/busy roads • Complex traffic movements (lack of crossings, multiple decision points, fast traffic, high traffic volumes) at both sides of the Victoria Bridge 	<ul style="list-style-type: none"> • Victoria Road shared path: unsealed, unsafe crossings • Victoria Street CBD cycle lane: Not segregated from busy traffic • Town belt shared path: Not on desired routes for commuters or school cycle use
Te Awamutu	<ul style="list-style-type: none"> • Narrow footpaths, which are non-compliant with current standards, in high pedestrian demand areas • High traffic volume and speed, and lack of safe crossing facility making it difficult to cross State Highway 3 	<ul style="list-style-type: none"> • Te Awamutu to Kihikihi shared path: unsealed (in part), unprotected on arterial road (Golf Road) crossing, ends at Albert Park not CBD (incomplete – doesn't link to key destination) • There is no other segregated cycle path.

- A 2018 Cambridge school survey shows that one of the main reasons why parents are not wanting their child to walk/scoot/bike to school (65%) is because of road safety risks. The road safety risks include crossing intersections, driving behaviour and the unsafe speed of vehicles.
- Residents expect Council to build more footpaths and cycleways shown in a Council Resident Satisfaction Survey. The level of satisfaction of availability of footpaths decreased from 60% in 2019 to 45% in first half of the year 2020. The level of satisfaction of availability of cycleways decreased from 51% to 43% in the same period of time. The significant drops in the level of satisfaction show that residents have more awareness of walking and cycling facilities as an essential service provided by Council. It may have also been affected by the COVID-19 lock down in 2020 as more residents wished to walk and cycle at that time with less traffic on the roads.

- Problem three: Lack of transport choice results in a car dominated transport system (20%). Evidence of this problem includes:
 - A recent mode share study shows that overall vehicles (cars, heavy vehicles and motor bikes) had the highest volumes of all transport modes, which is over 94%.

The investment logic map is attached as Appendix E.

2.3 THE BENEFITS OF INVESTMENT

The workshop participants identified and agreed the following benefits for the proposal:

- Benefit one: Improved safety and perception of safety for active mode users (40%)
 - KPI 1:** Improved safety
 - KPI 2:** Improved perception of safety
- Benefit two: Increased active mode use (40%)
 - KPI 3:** Improved accessibility
 - KPI 4:** Providing safe and high-quality facilities
- Benefit three: Improved health outcome (20%)
 - KPI 5:** Improved health

The benefit map is attached as Appendix F.

2.4 MEASURES, BASELINES AND TARGETS OF THE INVESTMENT

The measures listed below are based on *NZTA Investment performance measures: benefits and measures*.

Table C - KPI's for Investment

KEY PERFORMANCE INDICATORS	MEASURES	BASELINE	TARGET	
			2031	2051
KPI 1: Improve safety	Number of death and serious injuries per year	0.8 death and injury crashes per 10,000 residents per year 2015-19	Reduce this number by at least 50%	
KPI 2: Improved perception of safety	Length (km) of separated/shared path		Over 7km of additional separated/shared path	Over 15km of additional separated/shared path

KEY PERFORMANCE INDICATORS	MEASURES	BASELINE	TARGET	
			2031	2051
KPI 3: Improved accessibility	Mode share - journey to work and education by active modes	3-6% active transport mode users	11-14% active transport mode users	15-16% active transport mode users
KPI 4: Providing safe and high-quality facilities	Proportion of new network meeting target Level of Service (LoS): <i>length of shared path + separated cycleways as a proportion of the total road network (ONRC)</i>	Will complete LoS analysis during concept plan phase	Achieve QoS 1 or QoS 2 based on Auckland Transport Evaluating QoS ² for all proposed cycle facilities	
KPI 5: Improved health	Number of additional daily cycling users	Will complete a survey to establish a baseline	Over 270 new active transport mode users	Over 700 new active transport mode users

2.5 ALIGNMENT WITH EXISTING STRATEGIES

Government Policy Statement on Land Transport 2021/22-2030/31

A Government Policy Statement (GPS) is issued by the Minister of Transport every three years to guide Government land transport funding spending. The current GPS provides four priorities: a land transport system free of death and serious injury, better travel options, reduced emissions, and improved freight connections. For the walking and cycling programme, the GPS supports investment to:

- Improve the safety of walking and cycling
- Provide appropriately designed and maintained infrastructure and speed management
- Increase uptake of active travel modes such as walking and cycling

Waikato Regional Land Transport Plan 2015-45 (2018 updated)

The 2018 updated Regional Land Transport Plan sets out the strategic direction for land transport in the Waikato Region. The Waikato Regional Council is seeking more investment in walking and cycling to improve transport choice by addressing:

- Provide multi-modal transport options and transport infrastructure in high growth areas
- Grow public transport and active transport mode share
- Improve access and mobility for transport disadvantaged
- Grow interconnected cycle and pedestrian networks in urban areas

Regional Road Safety Strategy: Challenges We Face – A Regional Evidence Base (2020)

This document is a shared evidence base for transport safety for the Waikato Region. The report states that pedestrians and cyclists are extremely vulnerable in a crash and are disproportionately affected by traffic volume increase and vehicle speeds. Pedestrians represented 21 per cent of regional urban casualties between 2009-18. Cyclists represent about 15 per cent of urban fatal and serious crashes in the region between 2009-18.

Waipā Integrated Transport Strategy 2010-2040 (under review 2021)

The Waipā Integrated Transport Strategy 2010-2040 sets out the direction for our district's transport system over the next 30 years. The vision is 'People and freight in Waipā have access to an affordable, integrated, safe, responsive and sustainable transport system that supports community aspirations.'

In relation to walking and cycling, the strategy aims to:

- Increase walking, cycling and public transport use by ensuring the urban form and road development support the use of these modes
- Improved opportunities for pedestrians and cyclists to move safely and comfortably within and around town centres
- Undertake education and promotion campaigns to encourage walking and cycling.

Cambridge Town Concept Plan 2019 Refresh

Waipā District Council published a Cambridge Town Concept Plan Refresh document in September 2019. It includes a series of deliberate near and long-term actions developed using the community's ideas and priorities. Actions include:

- Apply contemporary street design (such as healthy streets or living streets approaches) to town centre streets
- Develop a cycling network plan and level of infrastructure service standard
- Provide for a continuous multi-modal corridor along Victoria Street from Hautapu to the south end of Leamington and through the town centre.

Te Awamutu Town Concept Plan 2010

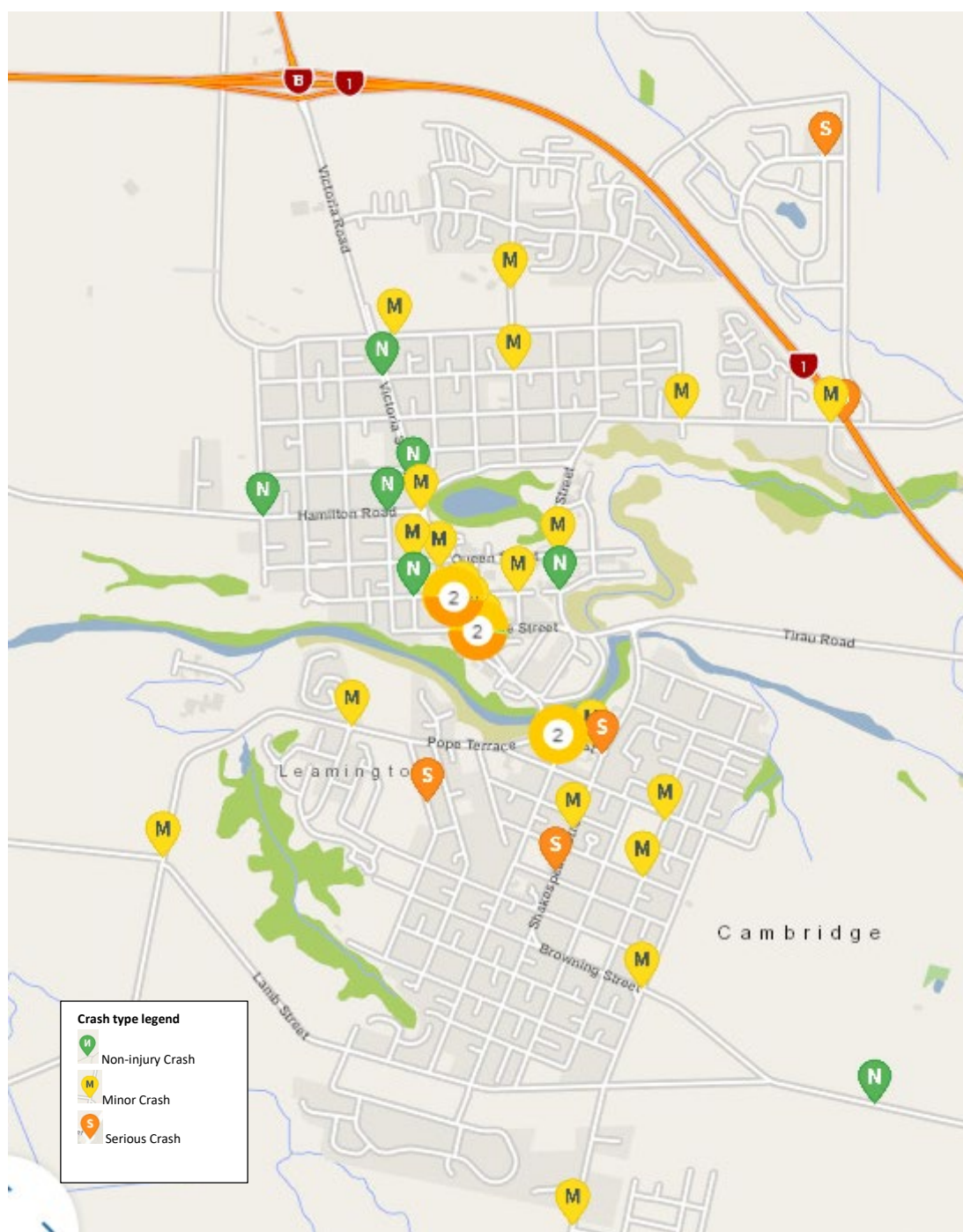
Te Awamutu Town Concept Plan contains design objectives set out to respond to future opportunities. One of the objectives is to enhance and extend connectivity throughout Te Awamutu by providing improved opportunities for pedestrians and cyclists to move safely and comfortably within and around the town. Provision of clear connections within the town centre will help to link places of interest, such as local amenities, retail, schools, places of work and recreational areas.

3 STATUS OF EVIDENCE BASE

The following sets out the available evidence or data that needs further development for the business case.

3.1 CRASH DATA

The crash data is recorded by the NZTA Crash Analysis System (CAS). The figures below show the locations of recorded active road user crashes in Cambridge and Te Awamutu in 2015-19.



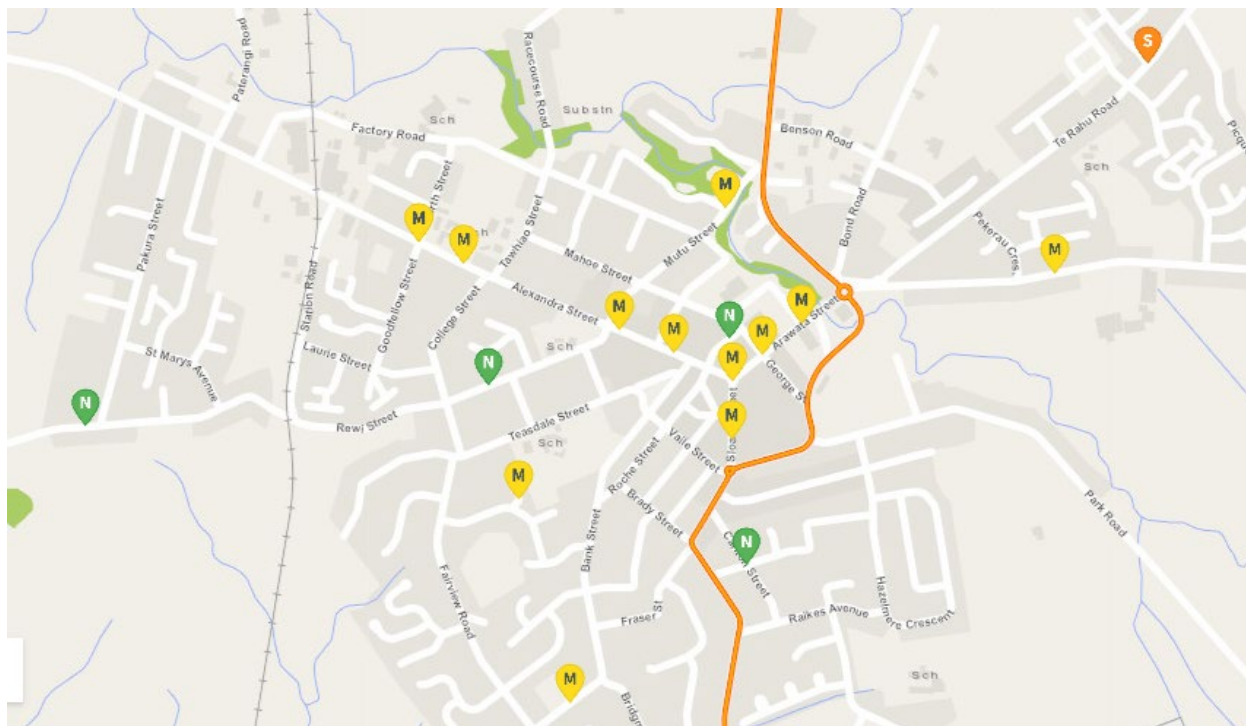


Figure A - Crash Locations

The numbers of crashes involving pedestrians or cyclists are summarised in table D by severity³.

Table D - Pedestrian and Cyclist Incidents

Table D	Non-injury Crash		Minor Crash		Serious Crash		Total Crashes
	Ped	Cycle	Ped	Cycle	Ped	Cycle	
Cambridge	0	7	12	15	3	3	40
Te Awamutu	1	3	13	2	0	1	20

Table D1 Social costs for vulnerable user crashes

Table D1	Minor Crash	Social Cost	Serious Crash	Social cost	Total Cost
Cambridge	27	\$110,000	6	\$1,005,000	\$9,000,000
Te Awamutu	15		1		\$2,655,000

*Ministry of Transport Social cost of road crashes and injuries 2019 update

The total five year social costs for vulnerable user crashes in Cambridge and Te Awamutu are approximately \$9.0m and \$2.7m respectively.

³ Note that often people don't report non-injury crashes or near misses. The real number of non-injury crashes may be much higher than the recorded number.

3.2 SAFE WAYS TO SCHOOL CAMBRIDGE 2018

Perception of safety is an important factor that has an influence on people choosing their travel options. The 2018 Cambridge school survey shows that 36.5% of primary and middle school students use active transport such as walking, cycling and scootering to school every day. About 51% of students are car passengers, with 12.5% catching a bus. The two main reasons stated for not using active modes are safety (44%) and long travelling distances (43%). This suggests that the Cambridge school community is interested in travelling to and from school by active modes, but that people choose not to do so because of safety reasons.

The report also developed high use route priorities for each school. The results have been used to help the business case to plan the future network. An example for Cambridge Middle School is shown below.

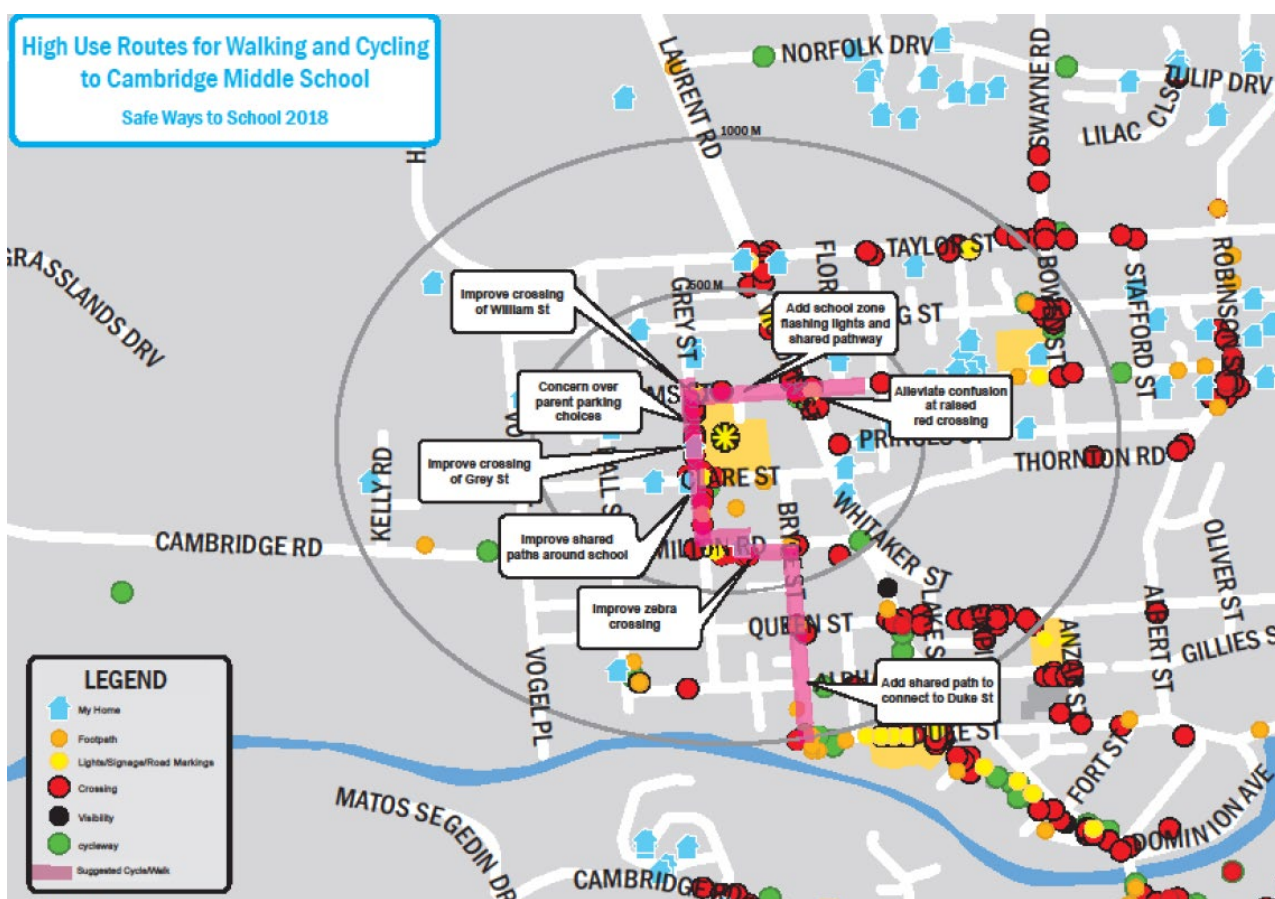


Figure B - High Use Route Priorities for Cambridge Middle School

A school survey using similar methods will be undertaken for Te Awamutu schools to understand the current status and safety risks in this area.

3.3 COUNCIL RESIDENT SATISFACTION SURVEY

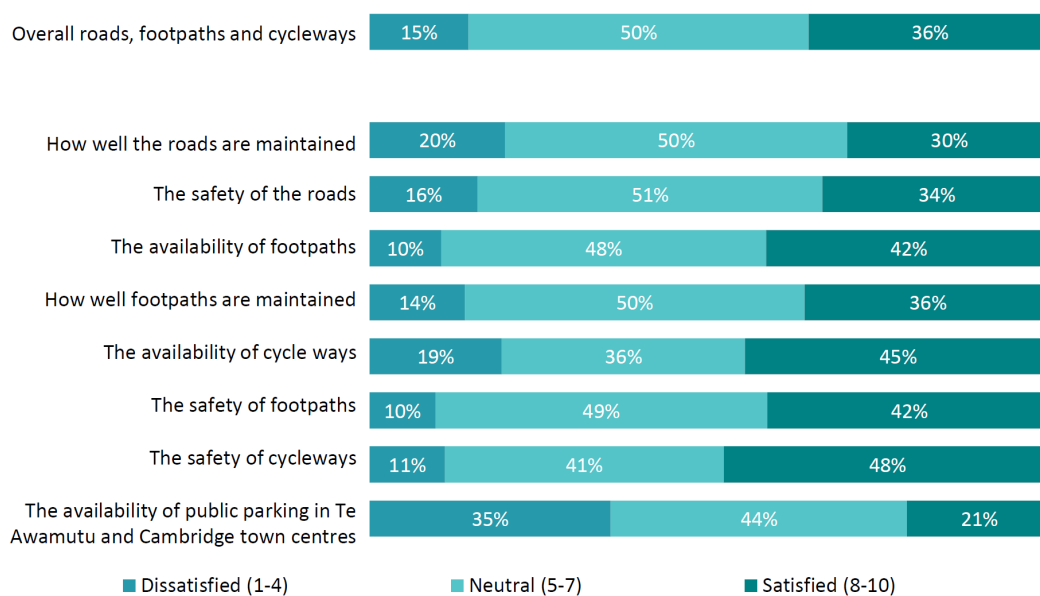
Council undertakes resident surveys quarterly to gain a better understanding of residents' thoughts and opinions across the whole district. The resident survey asks residents for their perceptions

around the environment and lifestyle associated with the Waipā district, and satisfaction with Council services.

In the July 2021 survey report, safety of roads had a relatively low performance score, with 48% satisfied responses for the safety of cycleways and 42% for the safety of footpaths. The 2021 survey is the first survey that addresses these specific points, and hence there is a good opportunity to see changes with regard to the perception of safety throughout project development.



Roads, footpaths and cycleways



% 8-10	2021	2020	2019
Overall roads, footpaths and cycleways	36%	38%	45%
How well the roads are maintained	30%	35%	43%
The safety of the roads	34% ▼	49%	44%
The availability of footpaths	42%	45%	60%
How well footpaths are maintained	36% ▼	45%	50%
The availability of cycle ways	45%	43%	51%
The safety of footpaths	42%	-	-
The safety of cycleways	48%	-	-
The availability of public parking in Te Awamutu and Cambridge town centres	21%	-	-

Figure C - Safety of footpaths and cycleways

3.4 MODE SHARE REPORT

A mode share study was undertaken in 2019-20 to determine the current state of facility usage within Te Awamutu and Cambridge. The selected sites were Victoria Bridge in Cambridge and Sloane Street in Te Awamutu, shown in the figures below. Victoria Bridge crosses the Waikato River and

links Leamington to the Cambridge town centre. Two pedestrian footpaths are located on both sides of the bridge.

Sloane Street is a busy shopping street in the Te Awamutu town centre with a supermarket, shops and restaurants along the street. The survey results indicated that the mode share for cars is substantially higher than any other transport mode, with 94.2% in Cambridge and 97.1% in Te Awamutu. At these screen lines only 5.8% and 2.9% of users are travelling by active transport modes in Cambridge and Te Awamutu respectively.



Figure D - Locations of Mode Share Study

3.5 WORK TRAVEL DATA--2018 CENSUS DATA

From the 2018 Census Commuter Waka tool, it shows that 5,082 workers work in Cambridge. 75% are Cambridge local residents. The table below shows the percentages of people who live in Cambridge, travelling to work in Cambridge.

Table E - Cambridge "Travel to Work" Numbers

By Car	Work at home	Walk/Jog	Passenger	Cycle
74%	18%	4%	3%	1%

The number of total workers who work in Te Awamutu is 3,873. 61% are Te Awamutu residents. The table below shows the percentages of Te Awamutu residents traveling to work in Te Awamutu.

Table F - Te Awamutu "Travel to Work " Numbers

By Car	Work at home	Walk/Jog	Passenger	Cycle
78%	13%	5%	3%	1%

3.6 TRAUMA TRACKING FROM DISTRICT HEALTH BOARD

According to the Waikato District Health Board trauma registry there were 49 people ⁴(40 cyclists and 9 pedestrians) with injuries severe enough to be admitted to hospital following a transport related crash over the five year period 2015-2019. Two of the pedestrians subsequently died in hospital. The average total cost of acute health care is estimated at \$744,592 (this does not include the cost of rehabilitation or costs to the individuals and families involved).

3.7 EXISTING CYCLEWAYS

Maps of existing cycle routes in Cambridge and Te Awamutu are shown in Appendix G and H.

In Cambridge, there are walking and cycling shared paths around the town green belt which are primarily used for recreational trips. A painted on-street cycle lane links Cambridge town centre to Leamington business centre, crossing Victoria Bridge. The on-street cycle lane only provides limited green surface paint at intersections; cyclists are required to merge with the general traffic lanes and roundabouts and across Victoria Bridge (painted sharrows advise motorists to share the road). Most of the time cyclists share the carriageway space with traffic.

Photos that help to demonstrate the current cycle facilities were taken in September 2020 at different locations of cycleways as shown in Appendix I.

Te Awamutu has one shared path that connects from Albert Park to the Kihikihi northern town boundary. This connection was completed in November 2017. It is 2.5m wide and is concrete in urban areas and crushed limestone in rural areas. Photos are shown in Appendix I.

3.8 PROPOSED CYCLEWAYS

Both Cambridge and Te Awamutu townships will keep expanding in future. Under the District Plan, new collector roads should provide good quality walking and cycling facilities and facilitate safe and

⁴ In the trauma registry the person needs to have been admitted to hospital or died in an Emergency Department. If a person dies at the scene of the crash or on the way to hospital, they are not included here. It also does not include those people who were treated in the Emergency Department and then discharged home (ie. not admitted).

easy access for pedestrians and cyclists to, from and within the area. Proposed cycleways in growth areas have been added to the cycling maps (Figures E and F).

The network development process will be discussed further in Section 4.4.4. Also, it is worth noting that the cycleway network within new growth cells will be developed in accordance with the District Plan and Regional Infrastructure Technical Specification (RITS).

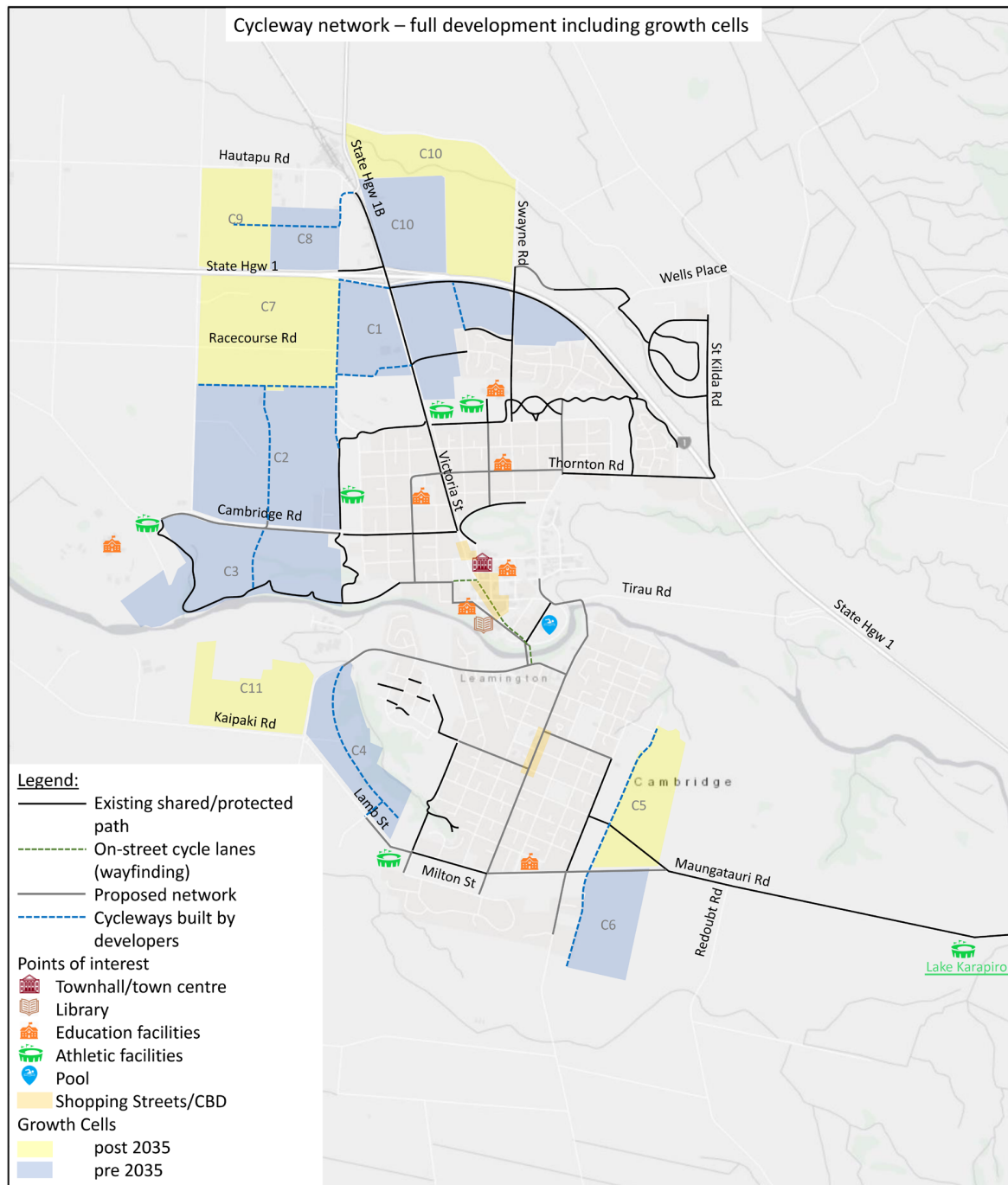


Figure E - Cycleway network – full development including growth cells

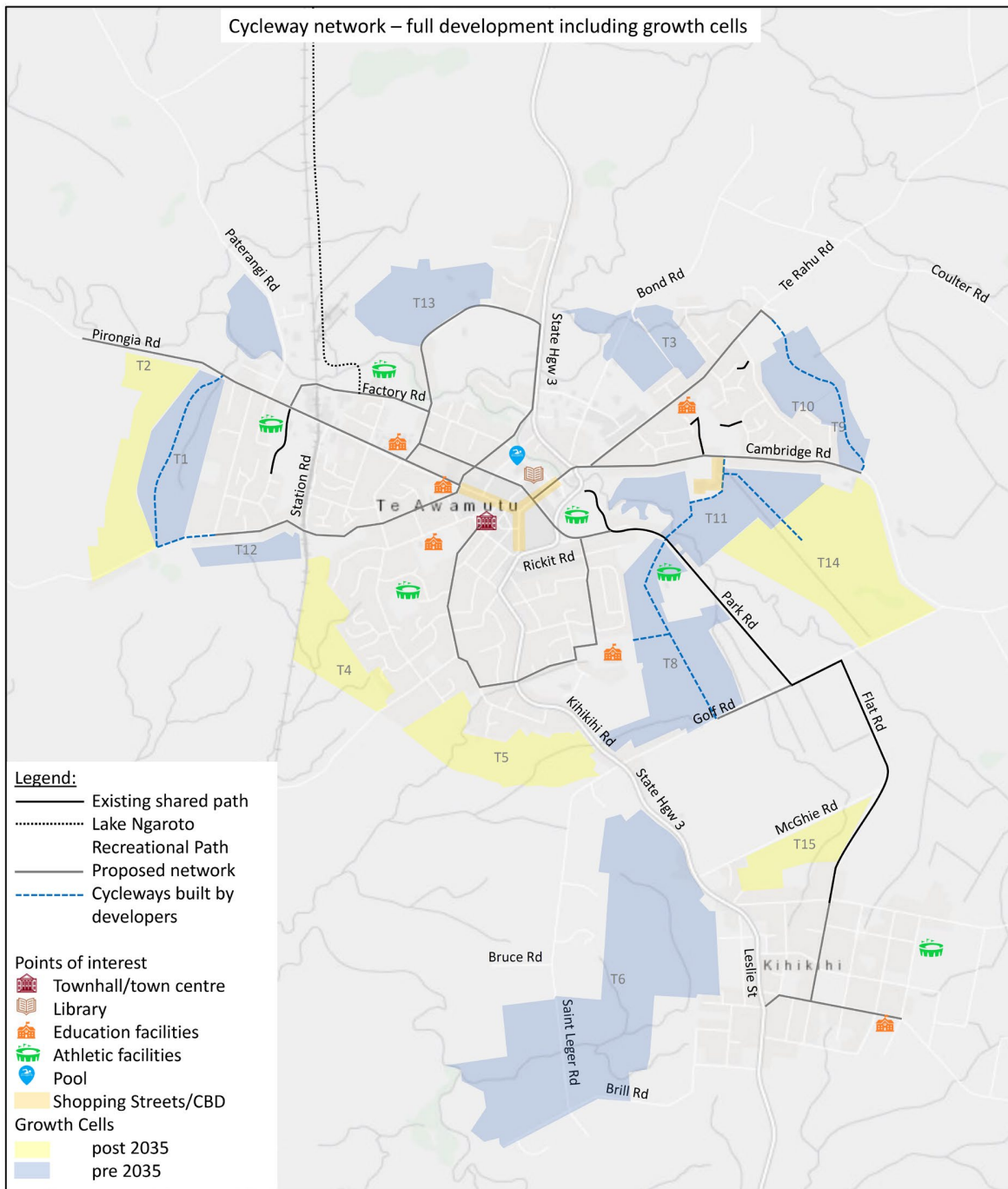


Figure F - Cycleway network – full development including growth cells

PART B. ECONOMIC CASE

4 ECONOMIC CASE

This section of the report summarises the option generation, assessment and selection of the preferred option for Te Awamutu and Cambridge.

4.1 DO MINIMUM OPTION

4.1.1 Existing environment

Both Te Awamutu and Cambridge are currently car dominated and the Do Minimum option assumes that no interventions will be put in place to change this situation. Without intervention in better walking and cycling infrastructure and commensurate travel behaviour change interventions, traffic congestion can be expected to worsen during the peak hours, Death and Serious Injury (DSI) crashes involving pedestrians and cyclists will increase and WDC will not be able to deliver on their climate change objectives and those targets set by the New Zealand Government.

4.1.2 Existing Networks

While Cambridge has an extensive network of shared paths, with a total of 46km, these are largely recreational facilities, more concentrated in the northern part of the town and there are large gaps through the town centre and not well catered for across the main river crossing bridge along Victoria Street.

Te Awamutu has a very limited network of cycling friendly paths with the main facility being the 4.1km long shared path between Kihikihi and the town centre, and some isolated links in the east and west of the northern parts of town.

The existing cycling networks in Cambridge and Te Awamutu are shown in Figure 1 respectively Figure 2.

Figure 1 Existing cycling infrastructure network in Cambridge

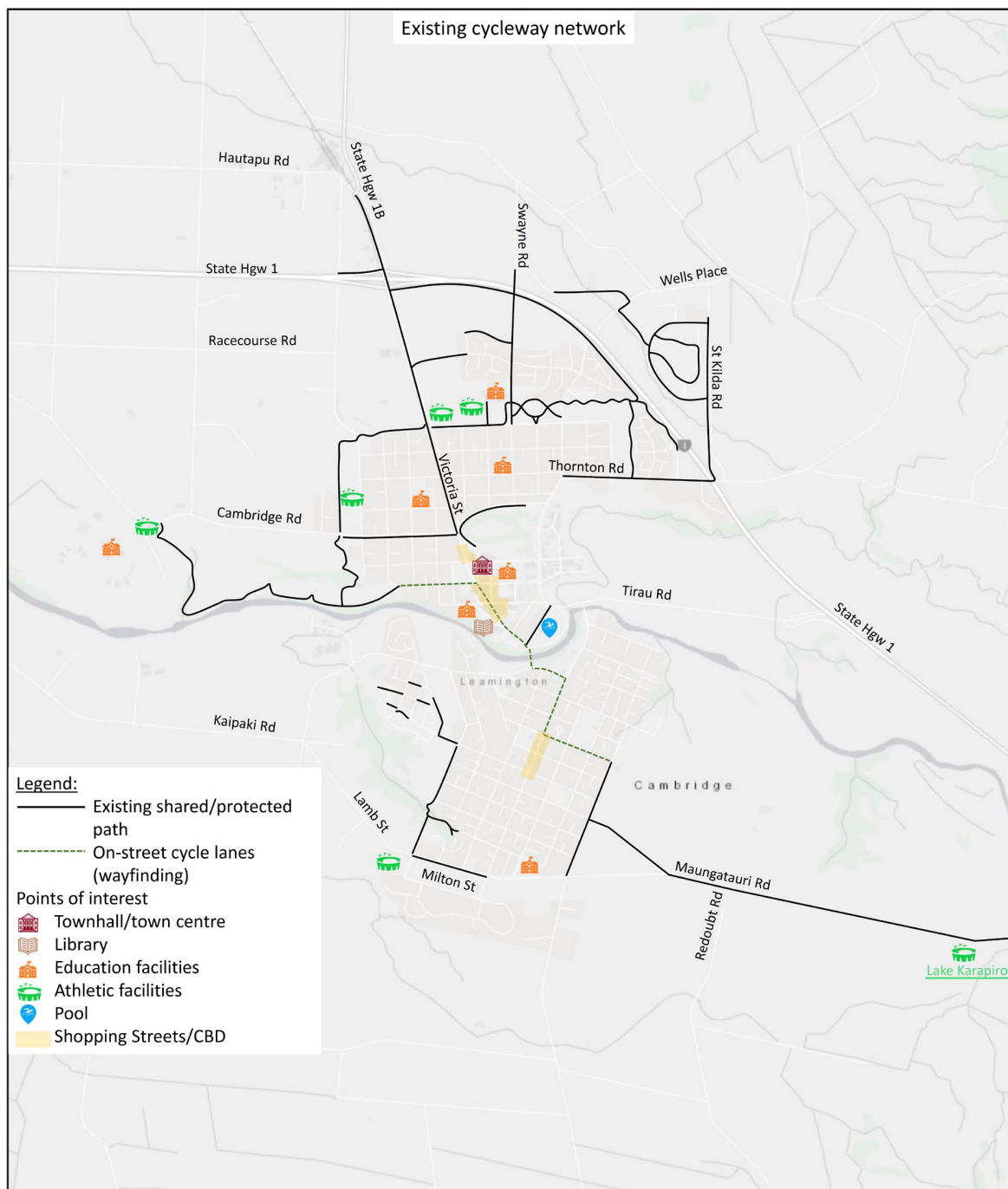
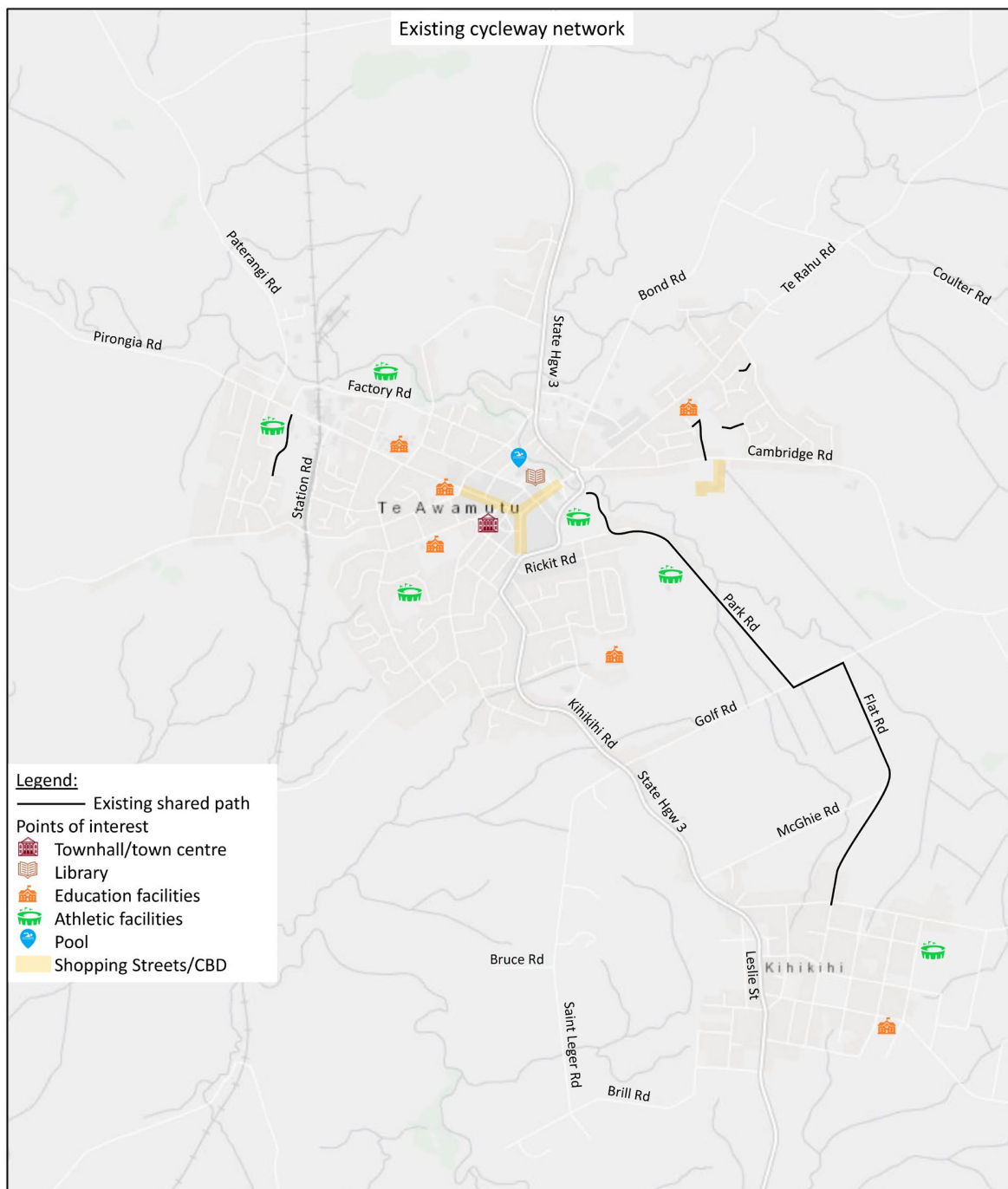


Figure 2 Existing cycling infrastructure network in Te Awamutu



4.1.3 Do Minimum activities

The Do Minimum option assumes that travel in the two towns continues to be dominated by private vehicles in the future as it currently is. It assumes no new investment in walking and cycling activities other than business as usual 'Low Cost Low Risk' (LCLR) programme activities.

The current LCLR focus is on safety around the town centres where pedestrian crossings are being upgraded, lightning improved, and CCTV cameras installed for the safety of users. Modest sections of shared path extensions are planned as the funding from growth in the area becomes available.

The LCLR programme includes:

- Road safety promotion
- Footpath and cycleway maintenance and renewals
- Pedestrian LCLR activities
- Cycling LCLR activities.

These activities are outlined in the following sections and have been assumed to continue as part of the Do Minimum, irrespective of whether or not any of the short list options are taken forward.

4.1.3.1 Road Safety Promotion

Council will continue to encourage culture change towards alternative modes of transport through promotional and educational activities. Council receives Waka Kotahi funding for road safety promotion activities and has received approximately \$450k in the 2018-2021 period that included funding from ACC for the national cycling education system. This level of funding is forecast to continue through the 2021-2024 NLTP period.

Topics such as Speed, Alcohol and Drugs and Fatigue are all targeted through educational promotion while training programmes such as motorcycle rider training aims to improve the riding skills of riders to potentially help reduce accidents. Other programmes specifically target young drivers (15-24 years) or is specific to a traffic situation (eg. Urban intersections) where high crash rates are prevalent.

4.1.3.2 Footpath and cycleway maintenance and renewals

From a service provision the asset condition of footpaths in the Waipā 2018/19 is on target. This condition assessment is based on visual inspection.

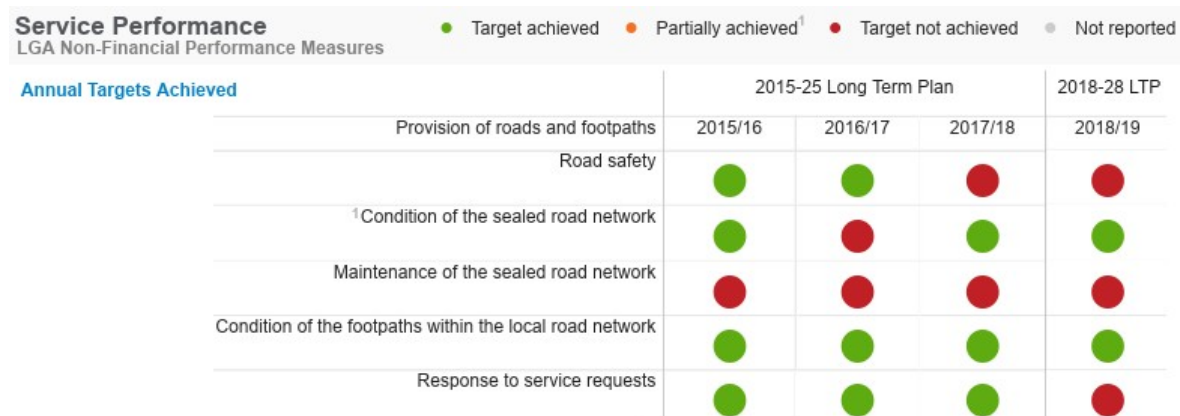


Figure 3 Asset Condition Targets (source 2018-19 RCA report)

Council had not obtained funding from Waka Kotahi for major walking and cycling projects until the Te Awa cycleway extension in 2020. Council continues to maintain and improve walking and cycling infrastructure from funding allocated through minor works and the capital works budget. The programme is often reactive as it is generally driven by feedback from residents and road users.

4.1.3.3 Pedestrian LCLR Activities

The current three-year NLTP programme for pedestrian focused activities in the “Low-Cost Low-Risk” activity class includes work to a total of around \$2m split across the two townships. The typical activities include the upgrade of crossings, road improvements for pedestrian protection, lighting, traffic calming and CCTV installations. The activities are focused around the main centres (Te Awamutu and Cambridge), schools and other areas where the highest level of danger exists to the users.

4.1.3.4 Cycling LCLR Activities

Cycling focused improvements and progress within the LCLR programme is currently dedicated to Cambridge, with the Hamilton Road Cycleway being the top priority. The activities undertaken include new infrastructure that will extend the total length of urban cycleway available to road users. The paths provided will be dedicated cycling paths which will improve safety while providing increased accessibility to the key facilities surrounding the velodrome.

Other activities include works on the Hanlin Road (Cambridge) roundabout cycle path and on road speed management to further support speed limits that have already been introduced to encourage the use of alternative modes of transport. The improvements and infrastructure should improve the safety of cyclists in the area, which should translate into increased use as cyclists feel safer while using the facilities.

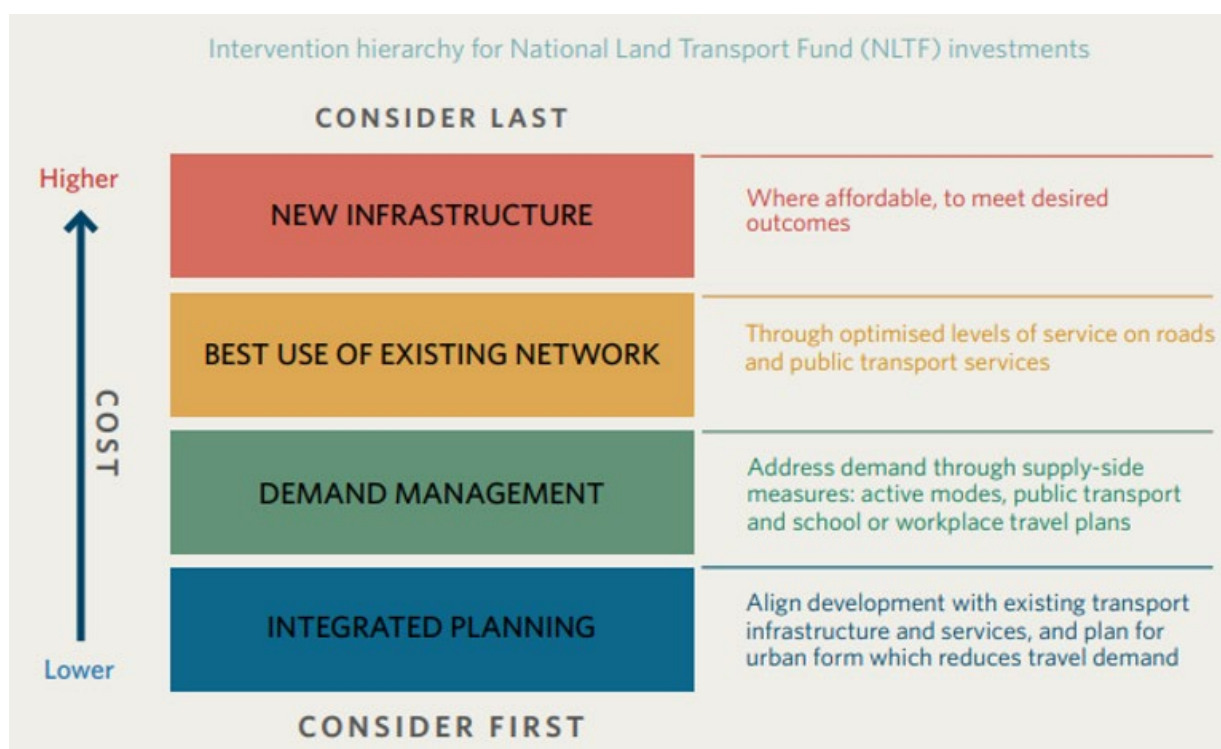
4.2 LONG LIST OPTIONS IDENTIFICATION

The ILM suggested that both infrastructure and non-infrastructure investments were needed to achieve the investment outcomes stakeholders want from this programme, and therefore we needed to cast a wide net to consider all the possible responses to achieve the potential benefits.

Two approaches were used to identify the long list of alternatives and options, ‘bottom up’ and ‘top down’. ‘Bottom up’ ideas were collated via workshops with stakeholders, schools, NZ Police and a community biking group to get their views on barriers to walking and cycling and opportunities to improve them.

The long list options were “brainstormed” as ideas and then categorised into more generalised options, grouped into alternatives and aligned with the Waka Kotahi NZTA intervention hierarchy, shown in Figure 4.

Figure 4 – NLTF Intervention hierarchy



The experience of the project team was used ‘top down’, to make sure all logical alternatives and options were included in the final list of options for assessment. This was reviewed and confirmed at the long list workshop.

4.3 LONG LIST ASSESSMENT

A long list assessment workshop was held with stakeholders on 2 November 2020. The aim of the assessment workshop was to establish a ‘toolkit’ of the most effective and implementable options that could be taken forward and combined to develop short list programme options.

Options that were inconsistent with “overarching strategy” or “outside the scope” of the project were discounted. The remaining options were then scored against the three investment objectives to arrive at the most effective options to take forward to the short list. The options were scored qualitatively on a scale of 0 to 3 where 0 is “neutral” and 3 is “Major Positive”.

- Improved Safety – Neutral 0
- Improved Mode Share – Minor positive +1
- Improved Health – Positive +2
- Major positive +3

Table 1 shows the long list scores following the assessment workshop with stakeholders.

Table 1 Long list options assessment results

Intervention Hierarchy	Alternatives	Long list Options	IO 1: Improved Safety	IO2: Improved Mode Share	IO3: Improved Health	Total
Integrated planning	Land use	Urban form / Community Plan	1	3	2	6
	Monitoring	Story telling	0	1	0	1
	Strategy	Integrated modes	2	3	2	7
		Transport / Land use Integration	2	3	2	7
	Policy	Design standards / Guidelines	2	2	2	6
District plan		1	1	1	3	
Demand management	Regulation	By-law / restrictions	2	3	2	7
		Law Amendments	2	3	2	7
	Education	Educational programme	2	1	2	5
		Community events	1	1	1	3
	Policy	Parking	2	3	2	7
		Road pricing	3	3	3	9
		Speed management	3	2	2	7
		Vehicle and fuel tax	0	2	2	4
		Mode integration	1	2	1	4
	Finance	Finance	1	2	1	4
Support	Staff	1	1	1	3	
Best use of existing network	Enhancement / modification	Intersection improvements	3	1	0	4
		Crossings	3	1	0	4
		Traffic calming / speed segregation	3	2	2	7
		Space reallocation	3	3	2	8
		User experience (character & amenity)	0	2	1	3
		Wayfinding information / journey planning	1	3	0	4
	Maintenance	Renewals	1	1	0	2
		Maintenance	1	1	0	2
New Infrastructure	Infrastructure	Biking network / corridors	3	3	3	9

Intervention Hierarchy	Alternatives	Long list Options	IO 1: Improved Safety	IO2: Improved Mode Share	IO3: Improved Health	Total
		New / upgraded pedestrian paths / crossings	3	2	2	7
		State Highway / River crossings	3	3	3	9
		Lighting / Surveillance and Security	1	1	0	2
		End user facilities	1	2	0	3
		Recreational / fun facilities	0	1	2	3

4.3.1 Discarded long list options

Several long list options, irrespective of their scoring in the long list assessment, were discarded based on their implementability within the scope of this business case.

Options that were initially discussed or deemed for inclusion were further investigated through the development of the themes to ensure that all of the “ideas” were dutifully considered; in cases where the ideas were not in line with the scope of the project or Council’s existing policy, the options were removed or reduced in its inclusion.

4.3.1.1 Urban form / spatial plan changes

The Waipā Spatial Plan (called the Waipā Community Plan) is currently under development and should be complete by late 2022. It is likely that the core walking and cycling networks of this business case will be incorporated into the Community Plan. Future implementation phases of this business case should respond to any changed land use and travel patterns, as set out in the Community Plan. This can be done at the next LTP review.

4.3.1.2 Design Standards

WDC will adopt design standards from elsewhere including the United Kingdom Department for Transport’s Infrastructure Design Guidelines, the Dutch ‘fietsberaad’ CROW document, as well as the Auckland Transport Urban Street and Road Design Guide. In terms of walking and cycling design guidance, the Regional Infrastructure Transport Specifications used by Waipā District Council for new subdivision development currently reference *Austroads Guide to Road Design, Part 6a: Pedestrian and Cycle Paths* and the *NZTA Cycling Network Guidance*. It does, however, make allowance for standards/specifications that meet or exceed these to be adopted.

4.3.1.3 Bylaws / Regulations

The project team took into consideration that vehicle bans/restrictions and traffic flow restrictions could force the use of alternative modes of transport, but bylaw vehicle bans or restrictions are difficult to develop and get through a bylaw process, are often challenged and difficult to enforce unless nationally consistent. Council has used its existing Public Places Bylaw to ban certain movements at intersections to restrict traffic flows and create more pedestrian and cycle friendly streets, and this approach is likely to continue in appropriate locations.

4.3.1.4 *Law Amendments*

Law amendments are set at a national level and therefore outside of the scope of the business case. The Ministry of Transport has consulted on law and regulation change to provide consistency across New Zealand to issues such as shared path use and controls, pedestrian and cyclist priority at intersections, recognition of micro-mobility devices and guidance for use in different settings. Waipā District Council would implement any subsequent national law changes through the urban mobility programme.

4.3.1.5 *Parking Policy*

Council has a specific policy in relation to parking and this project can work within the boundaries of that policy, but in effect, cannot change it.

The Waipā 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

Therefore, working within the policy allows prioritisation of other transport modes over motorised vehicles. Waipā District Council is a high growth Council and has been required by National Development Standards to remove minimum parking requirements from its District Plan. Council has not included any substantial new parking provision in the 2021-2031 Long Term Plan. These moves require better utilisation of existing parking and may lead to a “sinking lid” on parking provision in future which encourages alternate transport modes.

Council’s parking policy is attached in Appendix J.

4.3.1.6 *Road Pricing*

Road pricing was excluded on the basis that it would not be feasible to implement; WDC has a low level of influence to make change and implementation timeframes are too long to be effective.

4.4 SHORT LIST OPTIONS

4.4.1 Short list themes

Following the assessment of the long list options, three short list themes were initially developed by stakeholders in the long list workshop based around the Intervention Hierarchy, incorporating intervention options from the long list assessment.

The three groups were initially named “Go big”, “Targeted Investment” and “Culture Change”. While Culture Change was assessed as a stand-alone option, the elements included in this theme were also assumed to be included, albeit to a lower degree, in the other two themes. The three themes shown were further developed into solutions that then became the short list options. The three themes are differentiated by the results of the outcome: **“more people walking and cycling”, “a safer network”, “healthier communities” and “cost”**, with theme one leaning more towards integrated planning and theme three more towards new infrastructure.

The three “themes” were developed to create a clear message that could be easily communicated during public consultation and facilitate option development. Along with the “Do Minimum – Status Quo” option, the three themes are summarised to cover both localities, but the details are tailored to each locality where necessary.

The initial short list theme names were changed for clarity during public consultation:

- “Go Big”: renamed as “Crosstown Cycleways”
- “Targeted Investment renamed as “Tactical Improvements”
- “Culture change”: naming retained

While there was a standalone theme titled ***Culture Change***, both the other two themes include elements of culture change as it was identified that a level of behaviour change is required to maximise the outcomes of investing in walking and cycling infrastructure.

Table 2 provides an overview of the make-up of the short list options, and the logic for the inclusion/exclusion of the long list options within each of respective short list options.

Table 2 Short list option inclusions

Intervention Hierarchy	Alternatives	Options	Option A - Go Big	Option B - Targeted Investment	Option C - Culture Change	
Integrated planning	Land use	Urban form / Community Plan	The Waip? Community Plan is under development and the business case/options should respond to the proposed land use and travel patterns.			
	Monitoring	Story telling	Monitoring and 'storytelling' should be a fundamental part of all options to communicate the expected and actual impacts of the proposed interventions.			
	Strategy	Integrated modes	The options that include infrastructure provisions should integrate with PT facilities in key places. ie. bike racks at bus stops, seating etc.	No change from the Do Minimum.		
		Transport / Land use Integration	This is a consequence of investing in biking and walking facilities to cater for existing and future land use.	No infrastructure changes assumed for this option.		
	Policy	Design standards / Guidelines	WDC expects to adopt design standards from elsewhere including UK Dft Cycle Infrastructure Design, CROW from the Netherlands, and the Auckland Transport Urban Street and Road Design Guide.			
District plan		Not part of the options but the BC should recommend adopting design standards in new developments.				
Demand management	Regulation	By-law / restrictions	The BC would be expected to influence the bylaws in the future, but changes are not proposed as part of the options. Business as usual for open spaces bylaws. Not envisaging any vehicle restrictions on existing roads. not proposing new bylaws.			
		Law Amendments	Law amendments are set at a national level and therefore outside of the scope of the business case.			
	Education	Educational programmes	Culture change and educational programmes are proposed for all options but more pronounced in the non-infrastructure option (±2X). This includes bike maintenance/repair and skills training for children and adults.			
		Community events	Included but mainly as a presence at other events as opposed to hosting new events focused on the business case outcomes.			
	Policy	Parking	WDC has a parking policy and the business case needs to work within the boundaries of this policy. Some parking is expected to be reallocated to walking/cycling facilities but no changes to the parking policy are proposed.			
		Road pricing	Road pricing was excluded on the basis that it would not be feasible to implement, WDC has a low level of influence to make change and implementation timeframes are too long to be effective.			
		Speed management	Speed management will be integral to treatment where facilities integrate with the wider network.	Universal speed management across the network.		
		Vehicle and fuel tax	A vehicle and/or fuel tax is outside WDC's jurisdiction.			
		Mode integration	Mode integration is proposed through the implementation of bike racks at bus stops, on buses, etc.	No changes assumed for this option.		
	Finance	Finance	The bike access scheme is proposed for all options. This involves creating a programme with a local community group (eg. Lions) to refurbish donated bikes and provide them to students in need at local schools.			
	Support	Staff	All options assume the programme can be implemented with existing staffing and management arrangements.			
Best use of existing network	Enhancement / modification	Intersection improvements	Safety and LoS improvements commensurate with the mid-block facilities proposed.	No infrastructure changes assumed for this option.		
		Crossings	Safety and LoS improvements commensurate with the mid-block facilities proposed.	No infrastructure changes assumed for this option.		
		Traffic calming / speed segregation	Traffic calming and speed segregation are treatments of cycle friendly streets.		No physical measures proposed to reduce traffic speeds. Rather at the policy level to bring speeds down across the area.	
		Space reallocation	Space reallocation will involve reallocating parking space to protected bike lanes without altering the location of kerbs.	No reallocation of existing road space to walking and cycling with these options.		
		User experience (character & amenity)	User experience is proposed to be included across all options, however, the level of user experience provided will be commensurate with the level of treatment of the network. Bike lanes will include the integration of urban design elements.			
		Wayfinding information / journey planning	Included in all options to make non-motor modes simpler to navigate the towns.			

Intervention Hierarchy	Alternatives	Options	Option A - Go Big	Option B - Targeted Investment	Option C - Culture Change
	Maintenance	Renewals	This option involves introducing new infrastructure instead of renewing of existing.	Targeted Investment will require the upgrade of existing infrastructure; when existing footpaths require replacement, they will be provided with widened new ones.	No infrastructure changes assumed for this option.
		Maintenance	Any new infrastructure will require maintenance as the existing infrastructure does.		No change from the Do Minimum.
New Infrastructure	Infrastructure	Biking network / corridors	This is one of the main focus areas of the option.	There are no new corridors included under these options.	
		New / upgraded pedestrian paths / crossings	Included in association with the proposed network		No change from the Do Minimum.
		State Highway / River crossings	SH3 passes through Te Awamutu and Kihikihi, and several active mode crossing points will be required, including a likely transformation of the SH3 / Cambridge road roundabout to enable active mode use. We are proposing the development of a separate business case to develop these works. The Waikato river flows through Cambridge and is a major obstacle for the full connectivity of the town. A new active mode only bridge may be required; however the issue is complex in terms of the existing bridge resilience, catering for predicted higher traffic flows and a political desire for an additional traffic bridge. This BC does not require the resolution of this but needs to highlight this as a medium-term issue.	No change from the Do Minimum.	
		Lighting / Surveillance and Security	Lighting, surveillance and security only applies to the infrastructure being proposed per option.		No change from the Do Minimum.
		End of trip facilities	includes the provision of bike parking facilities at key locations.		No change from the Do Minimum.
		Recreational / fun facilities	Recreational/fun facilities already exist across the network.		

4.4.2 Design Principles

The design principles identified in the CROW Design Manual for Bicycle Traffic, which have been universally adopted as principles to aspire to, were assumed to apply to both cycling and walking facilities.

- Directness
- Safety
- Comfort
- Attractiveness
- Cohesion

Another overarching design principle identified through stakeholder and Elected Member engagement was the need to design for all ages and abilities, which reaffirmed the previously identified interest of the Cambridge school community's in travelling to and from school by active modes.

As identified through the long list assessment, WDC expect to adopt design standards from elsewhere including the UK Department of Transport (Dft) Cycle Infrastructure Design, CROW from the Netherlands, and the Auckland Transport Urban Street and Road Design Guide.

It also proposed that the District Plan changes should provide for adopting elements of these design standards to facilitate a coherent design standard throughout the towns, including walking and cycling provisions within developer led growth areas.

4.4.3 Promotional Activity

The following activities that aim to complement the use of the proposed walking and cycling infrastructure, were considered part of all options:

- Community hire schemes including cargo bikes
- Community cycling fund to provide financial assistance to active groups that promote and facilitate cycling activities
- Subsidised cycling trainings and maintenance courses
- Facilitate second-hand markets where no longer used bikes collected, repaired, and sold at a reasonable price.

4.4.4 Strategic Network

Strategic walking and cycling networks were developed for Cambridge and Te Awamutu to have a common basis of comparison for each of the short list options.

The network, existing land use, key destinations and future growth areas were overlaid to identify which locations were logical candidates to connect.

Points of interest included:

- Schools
- Libraries
- Sports facilities
- Town centres

Routes that best connected these destinations were considered from the perspectives of:

- Public perception/disruption
- Alignment with design principles
- Physical geometry and constraints
- Traffic volumes and safety
- Implementation cost

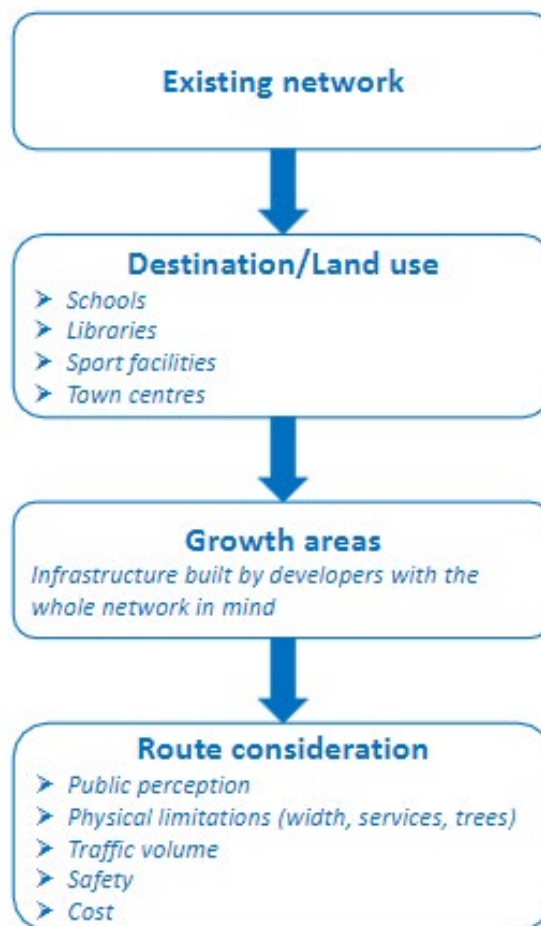


Figure 5 and Figure 6 show the proposed strategic networks developed for Cambridge and Te Awamutu.

Figure 5 Cambridge strategic walking and cycling network

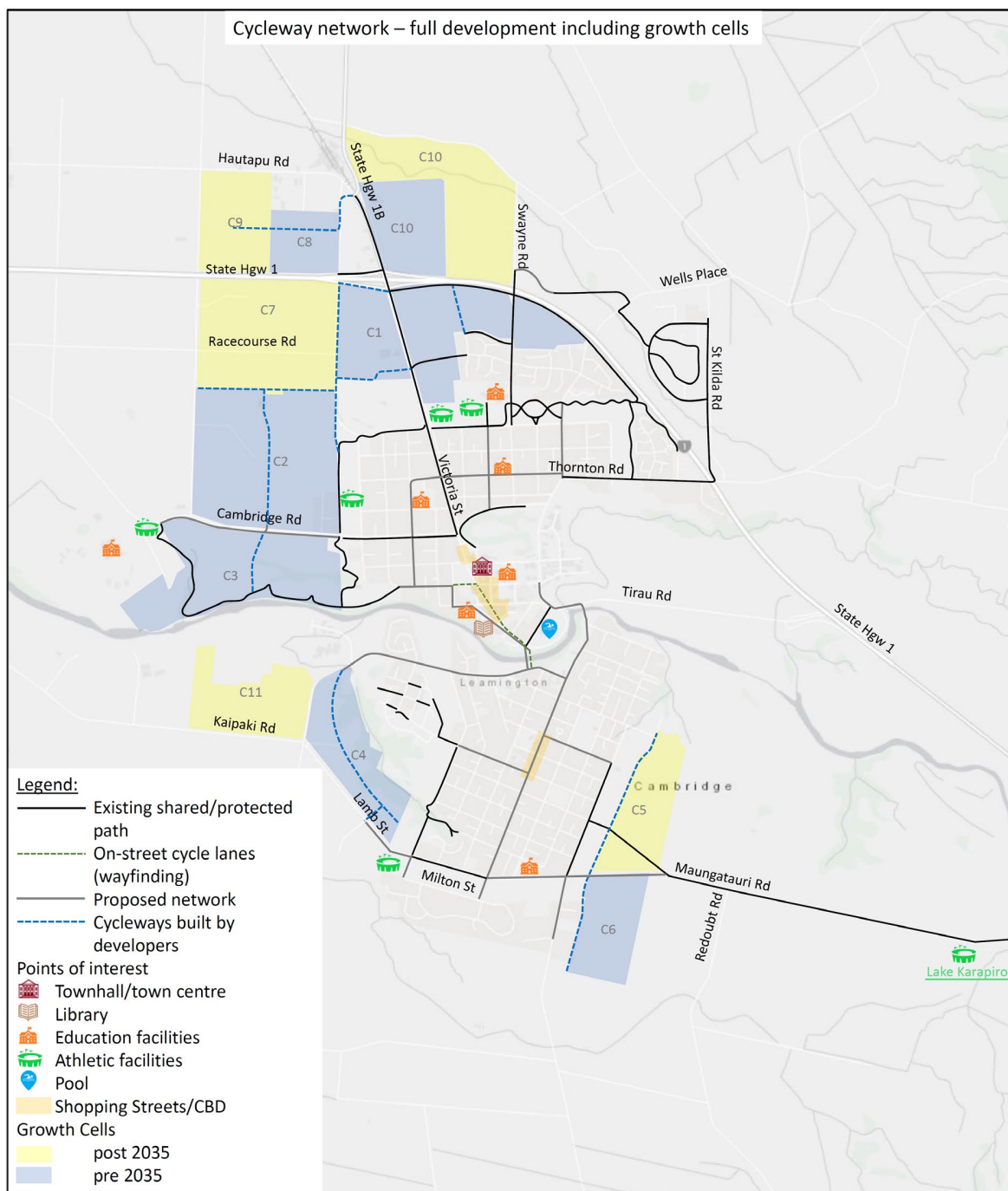
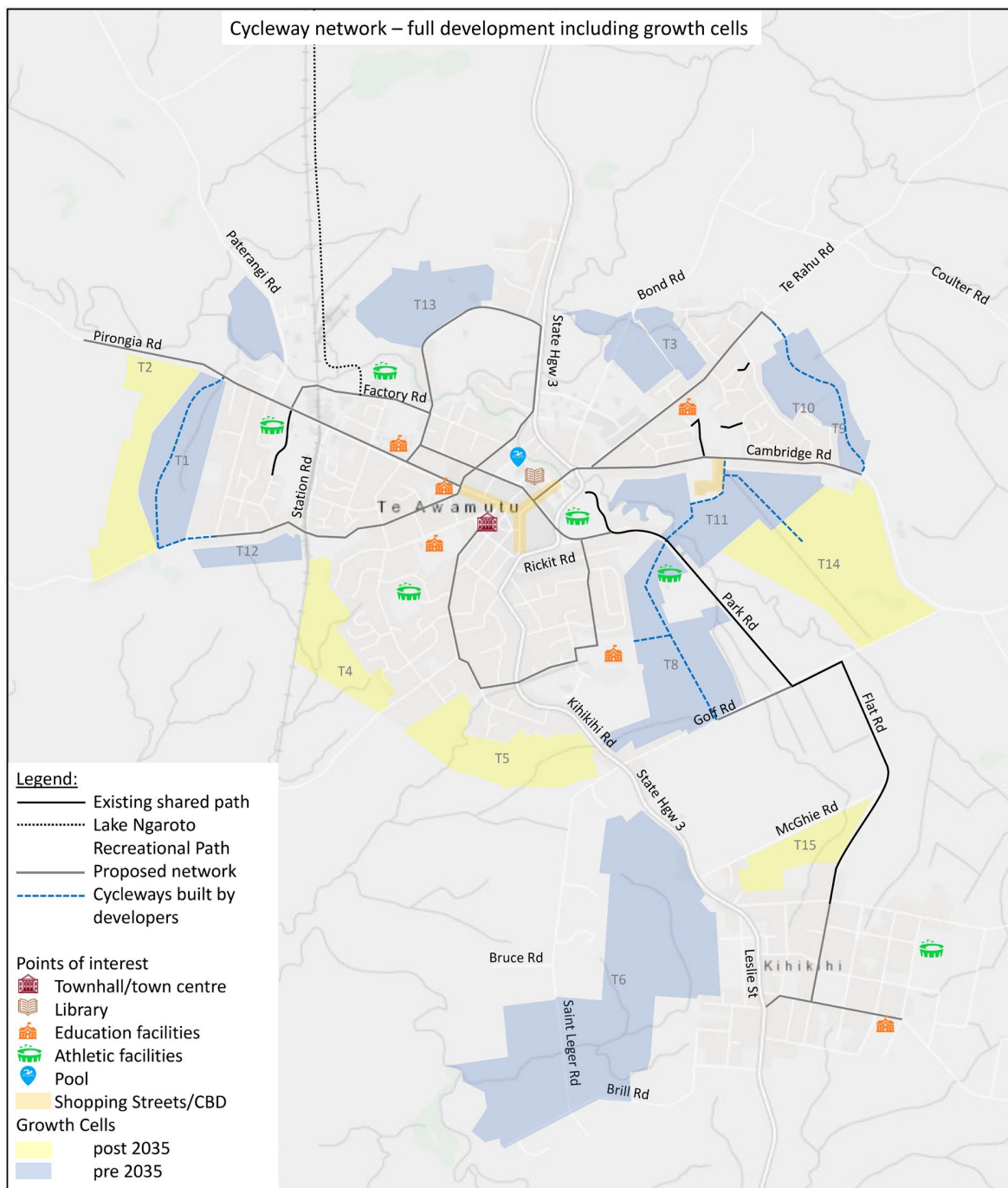


Figure 6 Te Awamutu strategic walking and cycling network



4.4.5 Theme 1 – Culture Change

Overview

Theme one focuses on delivering a culture change that is driven by education for road and cycleway users as well as higher level planning that includes school travel plans and a bike access scheme.

The main activities are:

- Bike skills training for adults and youth
- Provision of school travel plans
- Bike maintenance workshops
- Bike/scooter access scheme (donated bikes, volunteer resource to repair).

The theme also looks at enhanced street lighting and visibility. The below flyer was used during community consultation to introduce the theme to the public. It uses a simple “tick” system to evaluate and compare the theme to the other two.

Theme 1 considers the following main points as part of the culture change strategy:

- Bike Access Scheme
 - Option A – free distribution via schools
 - Option B - means tested and fully managed programme
 - 50 bicycles per year ongoing
- Education for cyclists
 - Schools
 - Professionally run bike skills course
 - Each school once a year
- Education for drivers
 - Best education is for drivers to see lots of cyclists
 - Promotional schemes to get lots of people out on bikes
- School travel plans
 - Facilitate schools to develop plans
- Enhanced lighting and visibility
 - Business as usual under LCLR programme
- Promote better legislation and regulation, ie. accessible streets package
 - Lobby/support central government to make national changes

4.4.6 Theme 2 – Tactical improvements

Overview

Theme 2 focuses on making tactical improvements to the network where needed most. It looks at linking popular areas with shared paths and safer crossings along some key routes to schools and town centres to improve safety and usability.

In addition to making infrastructure improvements, speed management is proposed to reduce the severity of incidents, as well as the activities presented in the Culture Change theme.

Te Awamutu

- **The Infrastructure focus:** through shared paths and safe crossings
- **Key routes:** linking popular areas of town such as town centres and schools
- Investment will provide only very limited additional walking and cycling capacity
- Speed management of local roads all to 40km/hr or below

Cambridge

- **The Infrastructure focus:** Through shared paths and safe crossings
- **Key routes:** linking popular areas of town
- Investment will provide only very limited additional walking and cycling capacity
- Speed management of local roads all to 40km/hr or below
- Integration of existing town belt pathways

Figure 7 and Figure 8 show the networks for the Tactical Improvements theme for Te Awamutu and Cambridge respectively.

Figure 7 Proposed network Te Awamutu (Tactical Improvements)

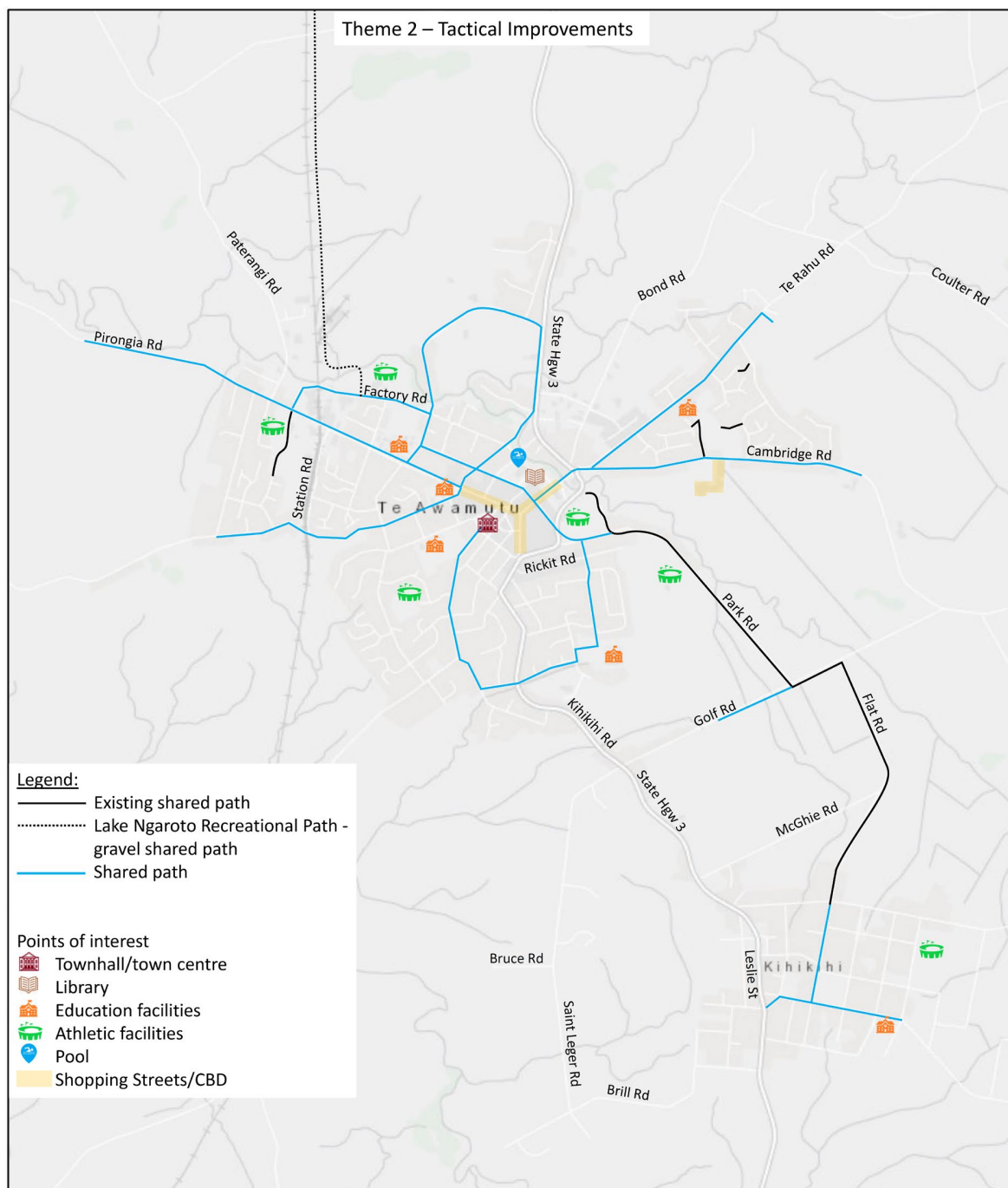
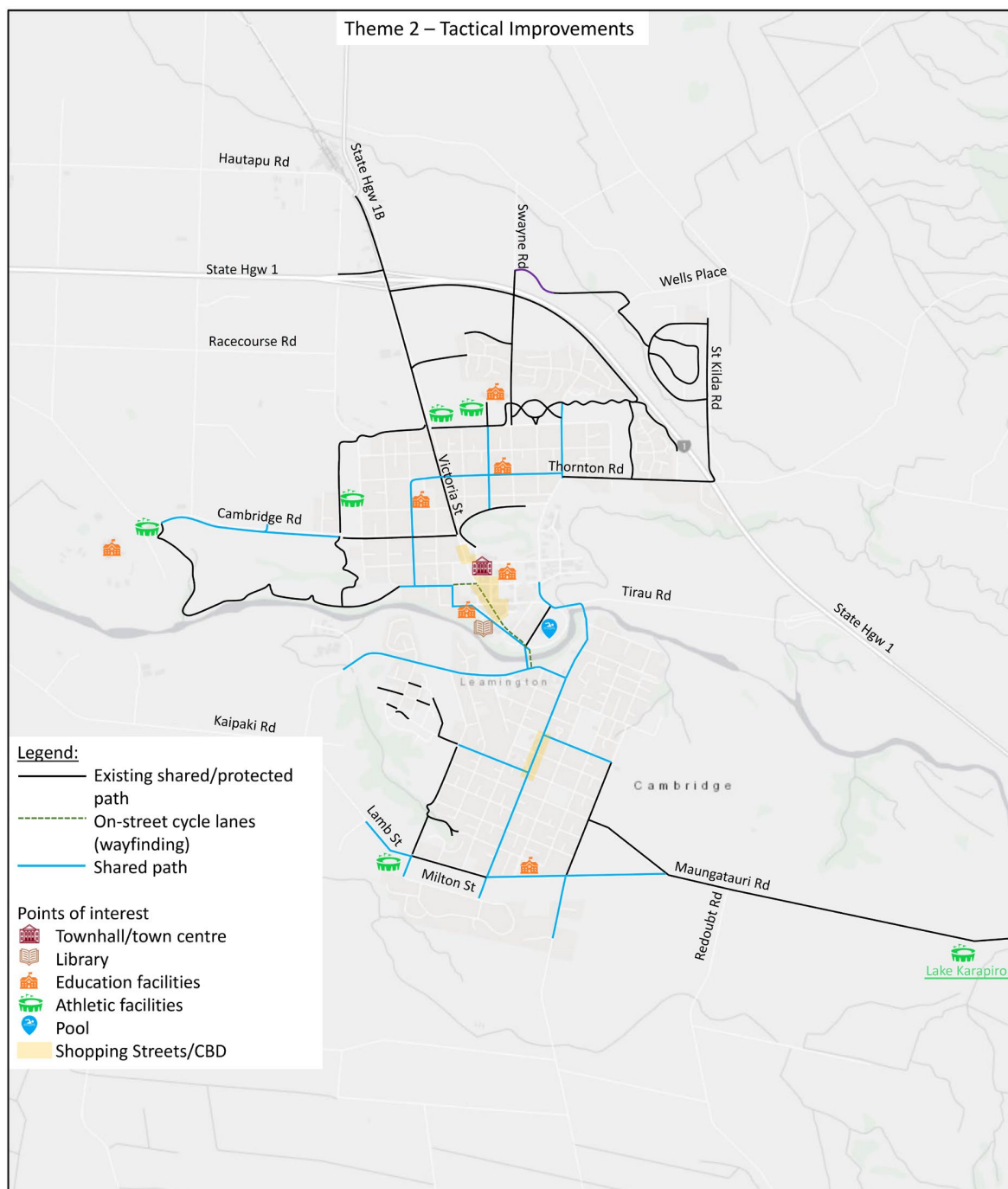


Figure 8 Proposed network Cambridge (Tactical Improvements)



4.4.7 Theme 3 – Cross-town cycleways

Overview

Theme 3 looks to remove most of the conflict points by physically separating cycleways from the road and footpaths from cycleways. It aims to provide three modes of transport in the safest possible way along key routes. It looks to significantly increase capacity and decrease cycle journey times to encourage cycling, especially at peak times.

The strategy uses a speed management aspect to further enhance the safety of pedestrians, placing a higher priority on non-vehicular traffic. In addition to this, the activities presented in the Culture Change theme are included with this theme to further enhance the safety and attractiveness of walking and cycling as preferred modes of transport.

Te Awamutu

- **Infrastructure focus:** protected cycleways, shared paths and safe crossings
- **Key routes:** between points of interest such as schools, town centres, athletic facilities and existing pathways, and catering for future growth areas
- **Fast cycle journey times:** quicker than, or equivalent to, by car at peak times
- Speed management of local roads all to 40km/hr or below

Cambridge

- **Infrastructure focus:** protected cycleways, shared paths and safe crossings
- **Key routes:** between points of interest such as schools, town centres, athletic facilities and existing pathways, and catering for future growth areas
- **Fast cycle journey times:** quicker than, or equivalent to, by car at peak times
- Speed management of local roads all to 40km/hr or below
- Integration of town belt pathways
- Dedicated walking and cycling bridge across the Waikato River

Figure 9 and Figure 10 show the networks for the Cross-town Cycleways theme for Te Awamutu and Cambridge respectively.

Figure 9 Proposed network Te Awamutu (Cross-town cycleways)

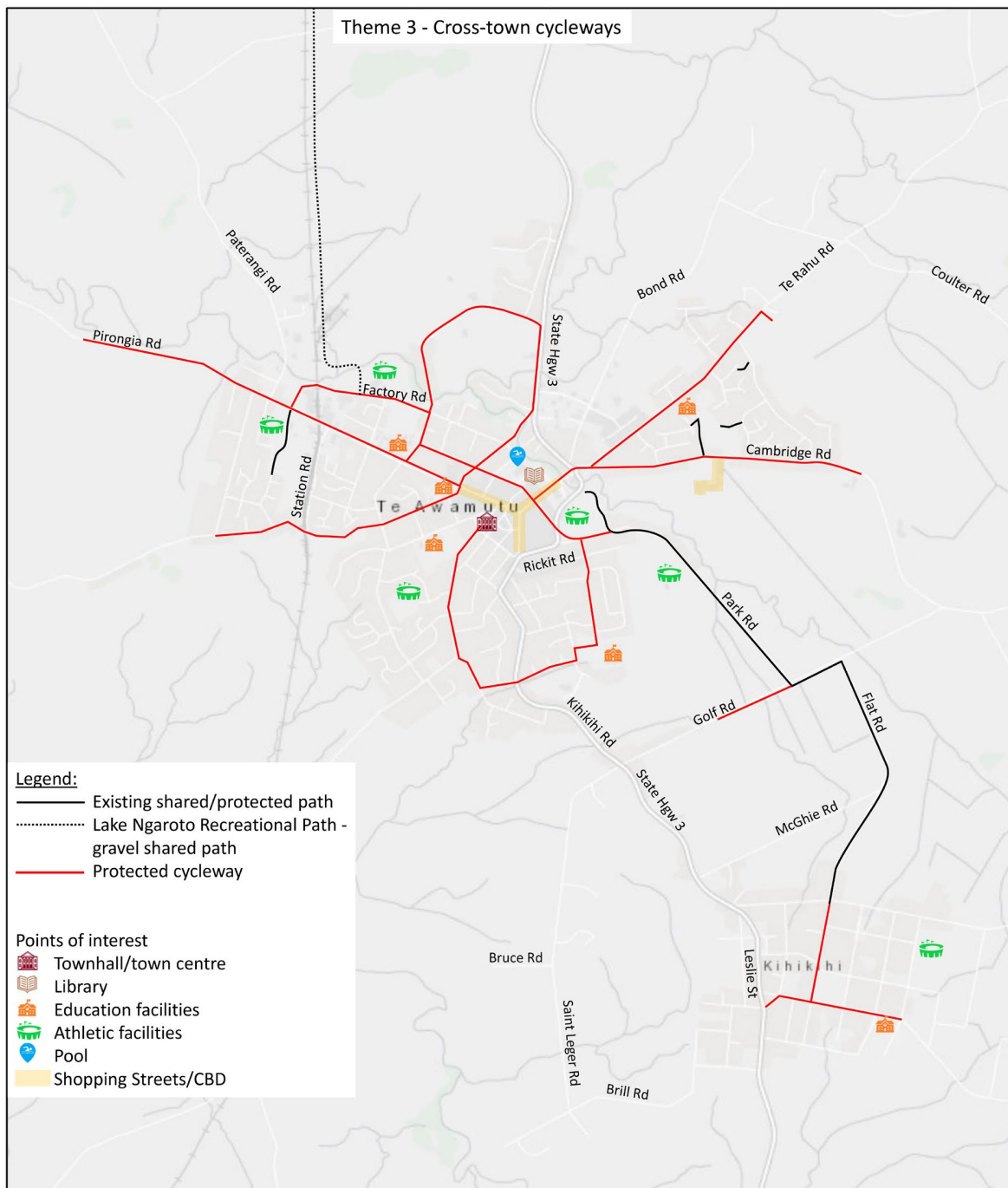
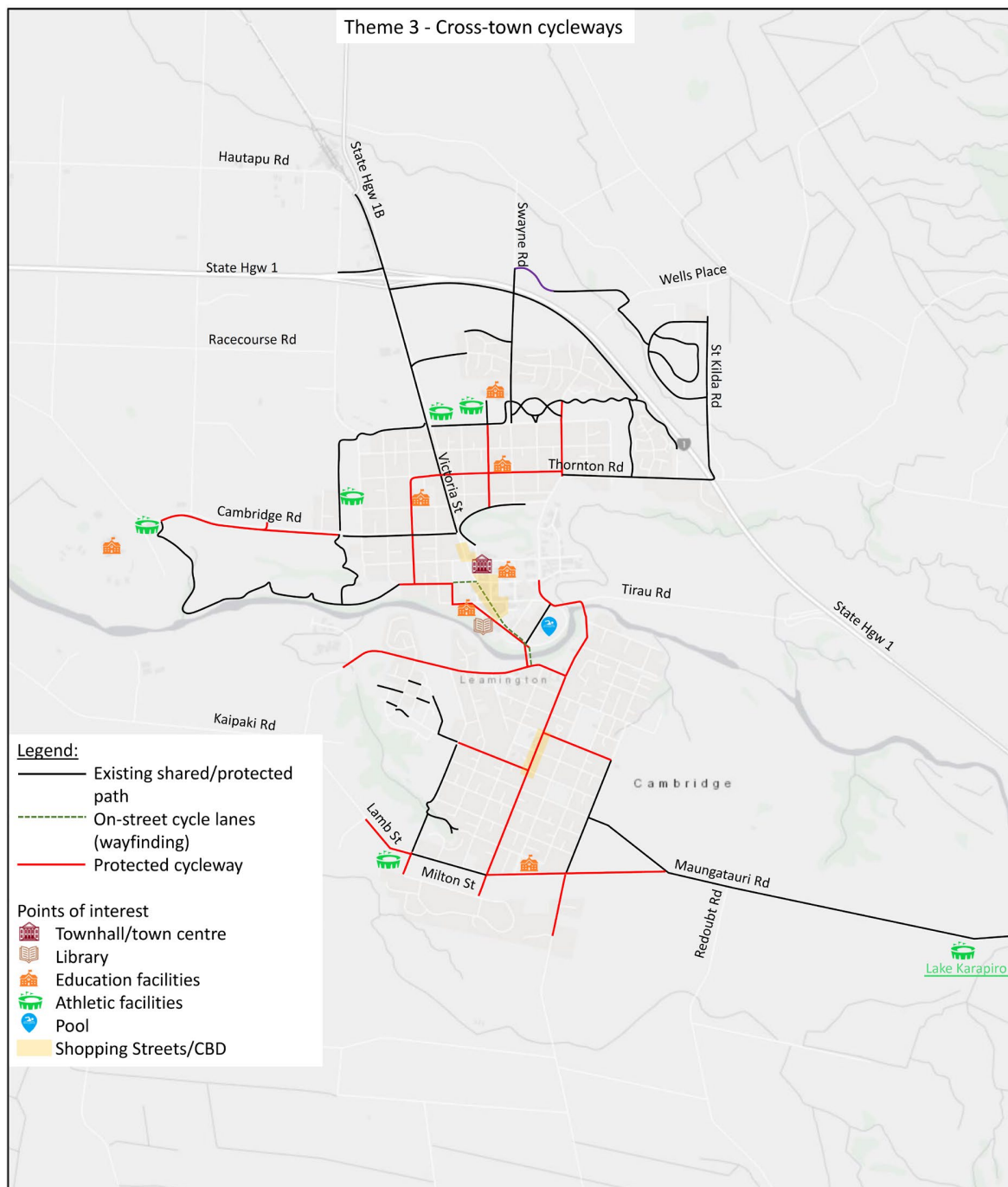



Figure 10 Proposed network Cambridge (Cross-town cycleways)



4.5 SHORT LIST ENGAGEMENT

Both the Te Awamutu and Cambridge communities were engaged to better understand the sentiment in relation to urban mobility and the three themes:



Theme 1
Culture change
Education is the top priority

This theme focuses on:

- Providing education for cyclists,
- Providing education for drivers,
- Helping schools to create travel plans,
- Providing better access to bikes and bike skills training,
- Enhancing lighting and visibility on our streets.

How does it stack up?
One tick low, two ticks medium, three ticks high.

More people walking & cycling	A safer network	Healthier communities	Implement and cost
✓	✓	✓	✓✓✓



Theme 2
Tactical improvements
Creating safer spaces for walking and cycling

This theme focuses on:

- Creating shared paths for walkers and cyclists,
- Linking popular areas in town,
- Managing the speed of vehicles on our roads,
- Providing safe places to cross the road.

How does it stack up?
One tick low, two ticks medium, three ticks high.

More people walking & cycling	A safer network	Healthier communities	Implement and cost
✓✓	✓✓	✓✓	✓



Theme 3
Cross-town cycleways
Walking and cycling becomes the most convenient mode of transport

This theme focuses on:

- Creating protected and separated cycleways on key routes,
- Providing safe road crossings for both walkers and cyclists,
- Cyclists are given higher priority over traffic.

How does it stack up?
One tick low, two ticks medium, three ticks high.

More people walking & cycling	A safer network	Healthier communities	Implement and cost
✓✓✓	✓✓✓	✓✓✓	✓

4.5.1 Te Awamutu

Council collected feedback from the community to better understand the community sentiment in relation to the overall issues of urban mobility and more specifically the three themes. The collated results are summarised below:

Walking

- Footpath provision – extensions and completion of missing sections
- Existing path upgrades and reallocation of space
- Recreational paths – through reserves
- Pedestrian crossings – State Highway 3 severance

Cycling

- Improved links and crossings – potential routes identified
- Provision of shared paths and dedicated cycleways

The theme preference score is shown in the graph below. Respondents were asked to rank the themes on a scale of one to three before the results were collated.

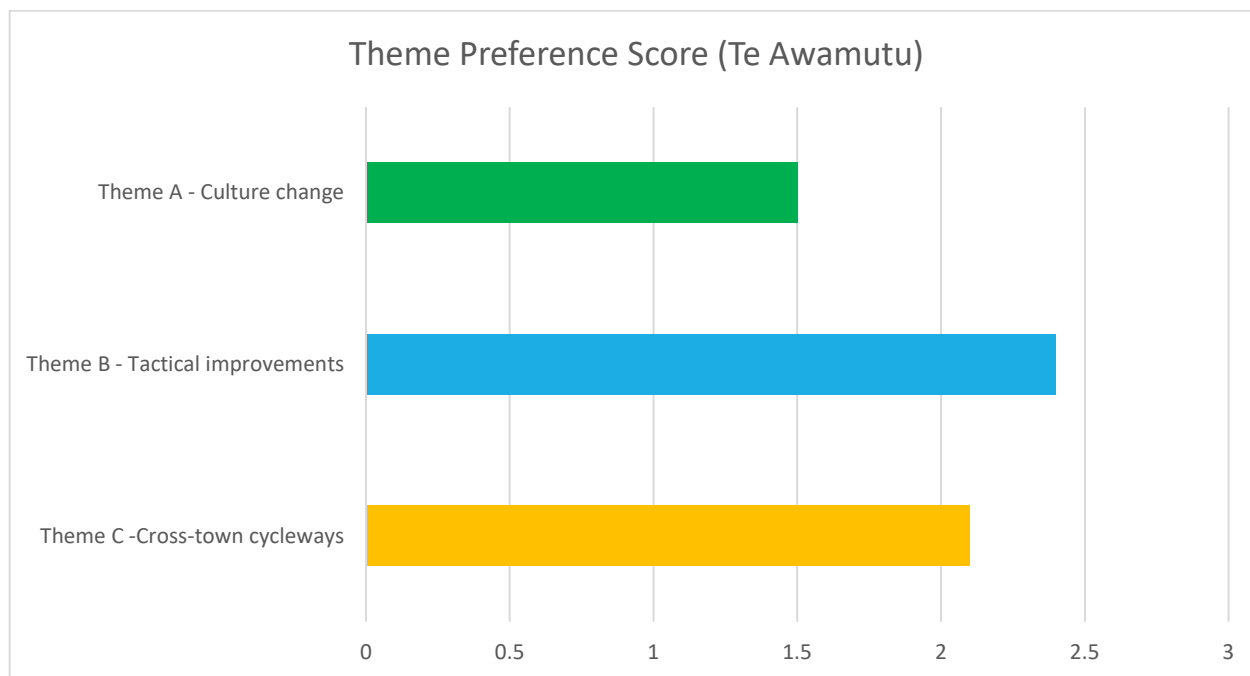


Figure 11 Theme Preference Score (Te Awamutu)

4.5.2 Cambridge

The town of Cambridge’s feedback focused on existing programmes such as the “Cambridge Town Concept Plan” refresh and the “Safe Ways to School” programme.

Cambridge Town Concept Plan Refresh

- Cycling Network Plan and projects

- Mobility spine Victoria Street – Shakespeare Street

Strong School Focus

- Safe ways to school Cambridge

Respondents were asked to rank the themes on a scale of one to three with the theme preference score results for Cambridge shown below.

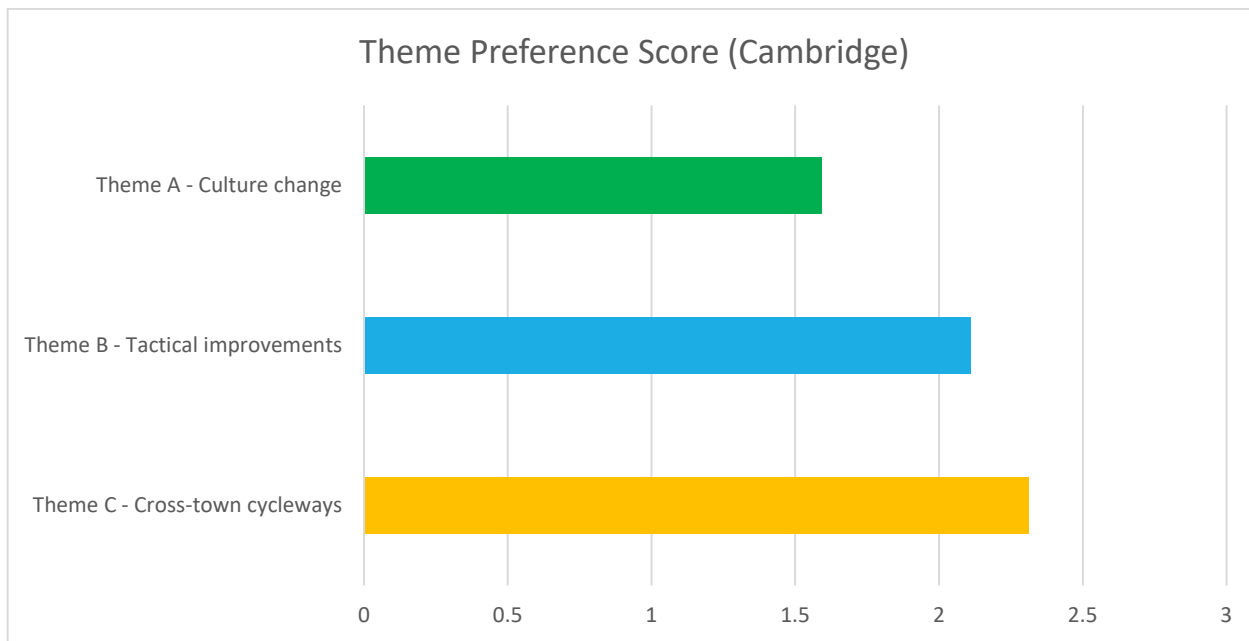


Figure 12 Theme Preference Score Cambridge

4.6 SHORT LIST ASSESSMENT

4.6.1 Assessment Criteria

A combined short list assessment workshop was hosted on 4 December 2020, where participants scored the themes in a multi-criteria assessment (MCA) against the Investment, Implementability and Assessment of Effects criteria in line with Waka Kotahi guidance, as shown in Table 3.

Table 3 Short list assessment criteria

Category	Criteria	Description
Investment	To improve safety for active mode users	<ul style="list-style-type: none"> Reducing deaths and serious injuries Improving the perception of safety
	To increase active mode use	<ul style="list-style-type: none"> Improving access to key destinations Providing safe and high-quality facilities
	Improving health outcomes	<ul style="list-style-type: none"> Improving physical health Improving attitudes and perceptions
Implementability	Feasibility	<ul style="list-style-type: none"> Technical / constructability – technical risk in developing or implementing the option Designation and consenting risk – the relative level of complexity in gaining statutory approvals, extent of designation, considering any non-complying and prohibited activities Safety in design / zero harm – Health and safety risk in construction, operations, and maintenance
	Affordability	<ul style="list-style-type: none"> Capital cost Annual operational and maintenance costs Benefit / cost ratio Financial – is it funded in the NLTP
	Stakeholder / customer	<ul style="list-style-type: none"> How acceptable is this to the stakeholders and customers?
Assessment of effects	Cultural	<ul style="list-style-type: none"> How does this impact on Mana Whenua values?
	Environment	<ul style="list-style-type: none"> How does this impact on the environment and / or landscape?
	Community	<ul style="list-style-type: none"> How will the community be affected?

4.6.2 Short list assessment workshop

The theme network maps for each town shown in Sections 1.4.6 and 1.4.7 for the Tactical Improvements and Cross-town cycleways themes were presented at the short list assessment workshop to show where the physical changes would be implemented, and to help better understand the envisaged transport connectivity.

All criteria were scored by workshop participants relative to the Do Minimum option using a seven-point scale as detailed in Table 4.

Table 4 – MCA scoring scale

-3	-2	-1	0	+1	+2	+3
Significant Adverse - Impact or Risk	Moderate Adverse - Impact or Risk	Minor Adverse - Impact or Risk	Neutral	Minor Positive	Moderate Positive	Significant Positive

Table 5 and Table 6 show the assessment summary of the short list options for Te Awamutu and Cambridge against the assessment criteria.

Table 5 Reviewed Scores Te Awamutu

Criteria	Do Minimum	Culture Change	Tactical Improvements	Cross-town Cycleways
Investment	0	3	15	17
Implementability	0	-3	-3	-5
Assessment of Effects	0	2	5	7
Total	0	2	17	19

Table 6 Reviewed Scores Cambridge

Criteria	Do Minimum	Culture Change	Tactical Improvements	Cross-town Cycleways
Investment	0	3	14	16
Implementability	0	-2	-3	-6
Assessment of Effects	0	2	5	7
Total	0	3	16	17

Table 7 and Table 8 provide the combined scoring from the short list MCA workshop for Te Awamutu and Cambridge respectively.

Table 7 Short list MCA scores Te Awamutu

Criteria	Investment Objective	KPI	Measure / Description
INVESTMENT	To improve safety for active mode users by	Reducing deaths and serious injuries	Deaths and serious injuries per year
		Improving perception of safety	Perception of safety and ease
	To increase active mode use by	Improving access	Mode share - Journey to work and education by active modes
		Providing safe and high quality facilities	Network coverage of proposed cycling network at LoS A/B
	To improve health outcomes by	Improving physical health	Number of new cycling users
		Improving attitudes and perceptions	Personal satisfaction and liveability surveys

2050 Forecast Baseline	Do Minimum	Culture Change	Tactical Improvements	Cross-town Cycleways
22 DSIs forecast between 2018 and 2051	22 (no change)	15 (30% saving)	11 (50% saving)	8 (63%)
	0	1	3	3
			Crossing point improvements will assist with safety	Separated paths
	0	0	2	3
12.6% by walking and cycling	12.6% (no change)	13.7% (+1.1%)	14.9% (+2.3%)	15.8% (+3.2%)
	0	1	2	3
0% of proposed biking network at LoS A/B				
	0	0	3	3
1165 daily bike trips	+0 (no change)	+266 (+23%)	+672 (+58%)	+896 (+77%)
	0	0	2	2
	0	1	3	3
Total	0	3	15	17

IMPLEMENTABILITY	Feasibility	Technical / constructability	Technical risk in developing or implementing the option
		Designation and consenting risk	Relative level of complexity in gaining statutory approvals, extent of designation, considering any non-complying activities - no prohibited activities
		Safety in design / zero harm	H&S Risk in construction, operations and maintenance
	Affordability	Capital cost	Capital cost
		Operational / maintenance costs	Annual operational and maintenance costs
		Benefit / cost ratio	NPV benefits / costs
		Financial	Is this funded in the NLTP?
	Stakeholders / customers	Stakeholders / customers	How acceptable is this to stakeholders and customers?

N/A		Shared paths are not technically difficult	
0	-1	-1	-2
N/A			
0	0	-1	-2
N/A	Risk for programmes such as cycle training		Maintenance issues for separated cycleways to consider
0	-1	-1	-2
N/A	\$5,425,000	\$29,393,962	\$29,393,962
0	-1	-2	-2
N/A	\$0	\$55,776	\$55,776
0	0	-1	-1
N/A	Medium	Low	Low
0	2	1	1
N/A	Not funded	Not funded	Not funded
0	0		
N/A	Stakeholder feedback/expectations from community that network not complete, no safe network	Visible improvements for positive for community	Completion of safe network
0	-2	2	3
Total	0	-3	-5

ASSESSMENT OF EFFECTS	Cultural	Mana Whenua	How does this impact on Mana Whenua values?
	Environment	Built environment	How does this impact on the environment / landscape?
	Community	Social	How will this affect the community?

N/A			Ensuring iwi engagement as part of cycleway planning process
0	1	2	2
N/A			Less parking traffic on street
0	0	1	2
N/A			
0	1	2	3
Total	0	2	7

METRICS	Value for money metrics	\$m per DSI saved	Cost effectiveness per DSI
		\$m per % mode shift	Cost effectiveness per % mode shift

N/A	\$775,000	\$2,672,177	\$2,099,568
N/A	\$4,931,818	\$12,779,979	\$9,185,610

Table 8 Short list MCA scores Cambridge

Criteria	Investment Objective	KPI	Measure / Description
INVESTMENT	To improve safety for active mode users by	Reducing deaths and serious injuries	Deaths and serious injuries per year
		Improving perception of safety	Perception of safety and ease
	To increase active mode use by	Improving access	Mode share - Journey to work and education by active modes
		Providing safe and high quality facilities	Network coverage of proposed cycling network at LoS A/B
	To improve health outcomes by	Improving physical health	Number of new cycling users
		Improving attitudes and perceptions	Personal satisfaction and liveability surveys

2051 Forecast Baseline	Do Minimum	Culture Change	Tactical Improvements	Cross-town Cycleways
60 DSIs forecast between 2018 and 2051	60 (no change)	48 (30% saving)	37 (47% saving)	34 (50% saving)
	0	1	1	1
		Mass education programme to teach safety	Physical changes; off-road; improved crossings	Positive separation of speed, likely to reduce school traffic
	0	1	2	3
10.6% by walking and cycling	10.6% (no change)	11.3% (+0.7)	15.5% (+4.9%)	18.6% (+6.0)
	0	0	3	3
0% of proposed biking network at LoS A/B				
	0	0	3	3
1703 daily bike trips	+0 (no change)	+320 (+19%)	+1589 (+93%)	+2118 (+124%)
	0	0	3	3
		Town belt and river	Some user groups may not support shared paths	High quality and town amenity
	0	1	2	3
Total	0	3	14	16

Criteria	Investment Objective	KPI	Measure / Description
IMPLEMENTABILITY	Feasibility	Technical / constructability	Technical risk in developing or implementing the option
		Designation and consenting risk	Relative level of complexity in gaining statutory approvals, extent of designation, considering any non-complying activities - no prohibited activities
		Safety in design / zero harm	H&S Risk in construction, operations and maintenance
	Affordability	Capital cost	Capital cost
		Operational / maintenance costs	Annual operational and maintenance costs
		Benefit / cost ratio	NPV benefits / costs
		Financial	Is this funded in the NLTP?
Stakeholders / customers	Stakeholders / customers	How acceptable is this to stakeholders and customers?	

N/A	Requires management of resources	Trees - some trade-offs in existing town centre	Need for a connection across river
0	-1	-1	-2
N/A	No infrastructure	Trees	River with bridge. May require purchase of land, may not be supported by the community
0	0	-1	-3
N/A			River with Bridge
0	-1	-1	-2
N/A	\$5,425,000	\$20,436,012	\$25,502,838
0	-1	-2	-2
N/A	\$0	\$38,780	\$41,166
0	0	-1	-1
N/A	High	Low	Low
0	3	1	1
N/A	Not funded	Not funded	Not funded
0	0	0	0
N/A	Stakeholder feedback/expectations from community that network not complete, no safe network		Completion of network. Bridge crossing may need separate business case resulting in delays
0	-2	2	3
Total	0	-2	-6

Criteria	Investment Objective	KPI	Measure / Description
ASSESSMENT OF EFFECTS	Cultural	Mana Whenua	How does this impact on Mana Whenua values?
	Environment	Built environment	How does this impact on the environment / landscape?
	Community	Social	How will this affect the community?

N/A			Ensuring iwi engagement as part of cycleway planning process
0	1	2	2
N/A			
0	0	1	2
N/A			
0	1	2	3
Total	0	2	7

Criteria	Investment Objective	KPI	Measure / Description
METRICS	Value for money metrics	\$m per DSI saved	Cost effectiveness per DSI
		\$m per % mode shift	Cost effectiveness per % mode shift

N/A	\$258,333	\$638,654	\$728,653
N/A	\$7,750,000	\$4,170,798	\$4,250,473

These tables show that the workshop participants scored the Cross-town Cycleways option most favourably against the MCA criteria for both Te Awamutu and Cambridge, and as a result it is the core of the emerging preferred programme option.

The margins between this option and the Tactical Improvements option were small for both towns, reaffirming the previously identified need to develop a consolidated preferred option consisting of elements of each of the short list themes. This was also identified through the short list option engagement with the public where responses indicated a relatively similar preference for Tactical Improvements and Cross-town Cycleways in both towns.

4.7 PREFERRED OPTION

4.7.1 Selection of preferred option

On the basis of the short list assessment and consideration of long-term vision, Elected Members, and community and stakeholder engagement feedback, Cross-town Cycleways was identified as the preferred option to take forward for further refinement, incorporating elements of the other two options as previously identified.

4.7.2 Details

4.7.2.1 Infrastructure

The preferred option for each locality from the short list workshop is Cross-town Cycleways, however, during the workshop it was reaffirmed that Cross-town Cycleways was not a complete solution and needed aspects from the other two options to comprise the best consolidated option for each town.

In both cases Cross-town Cycleways has been adopted as the spine of the solution, with some parts of Tactical Improvements and elements of Culture Change added in to complete the package. For each town the preferred option was refined incorporating the following key points:

Key Infrastructure – focus on the following four types:

1. Protected cycleways – uni-directional or bi-directional
2. Cycle friendly streets – on low volume roads with speeds 30km/h or lower
3. Shared paths – walking and cycling on widened paths
4. Pedestrian priority area – mixed use footpaths (shared path) in the existing shopping/town centre areas where pedestrians have right of way over cyclists

Note that in all instances above, where possible, preference will be given to **reallocate current road space** before using “greenfields” space to create new infrastructure.

“Pedestrian Priority Areas” are not so much new infrastructure as it is spaces where cyclists can use the existing infrastructure which will see minor tweaks to make it more comfortable for the two modes to co-exist. These links/areas are not envisaged to be used as through routes by cyclists, but rather that their destination is within the designated area. Cyclists are therefore expected to travel at low speeds or dismount and walk.

Tactical improvements will involve mainly road crossing upgrades in key locations and widening of existing footpaths where they are deemed too narrow to serve as shared paths.

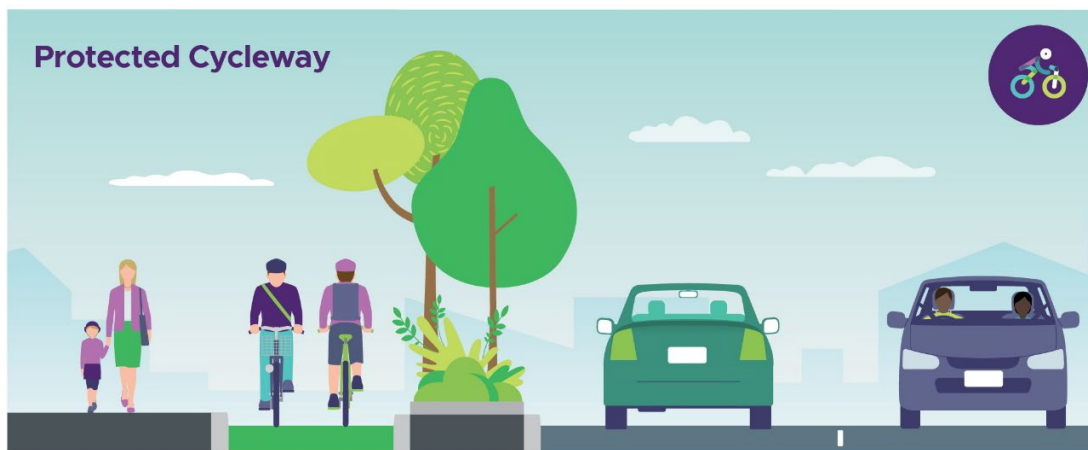


Figure 13 – Protected cycleway (either one way or two way)

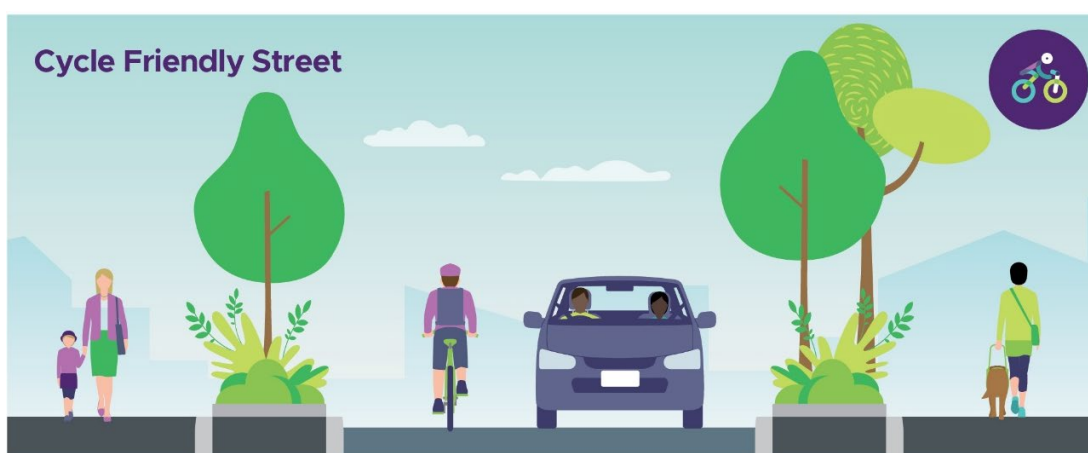


Figure 14 – Cycle friendly streets (traffic less than 30km/hr and low volume)

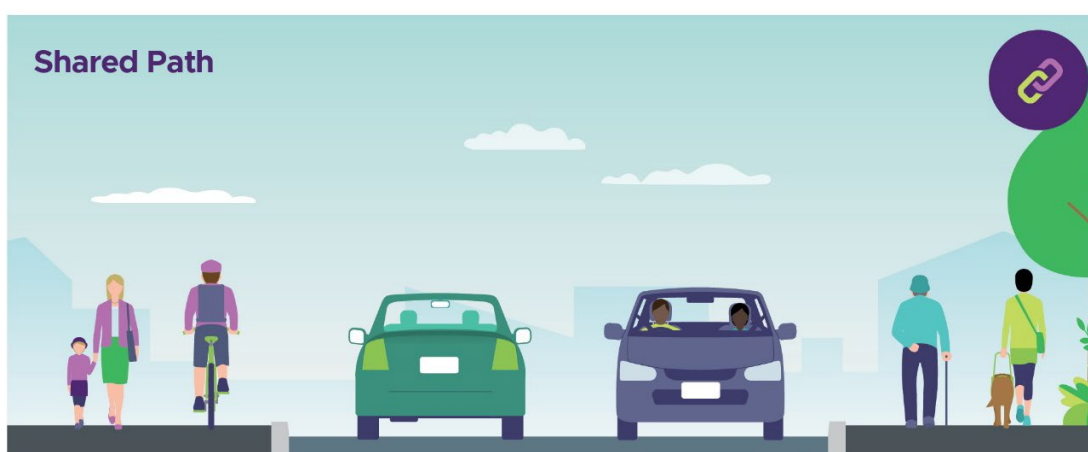


Figure 15 – Shared paths (where ped / cycle flows are low)

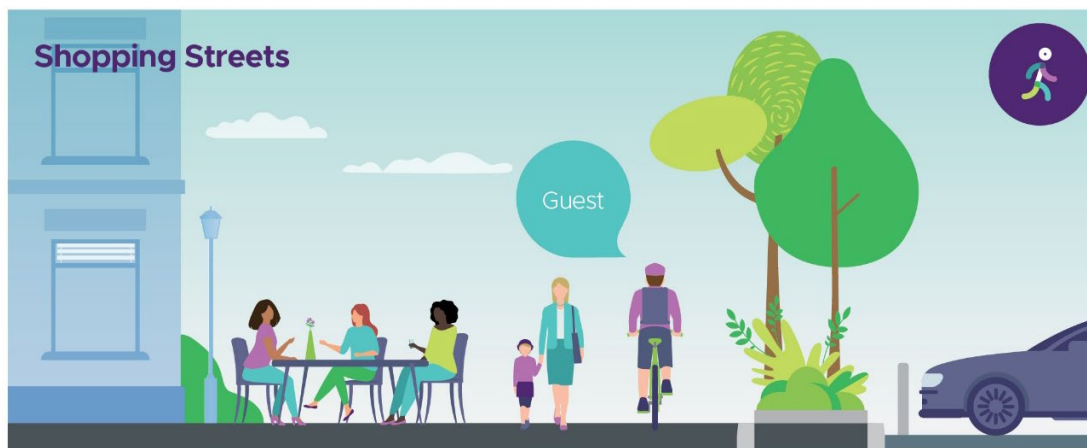


Figure 16 – Pedestrian Priority Area – pedestrian priority shared paths.

The fundamental goal of this programme is to provide quality infrastructure that will be well used by people of all ages and all abilities.

We are targeting a total transport mode share of 20% for cycling/scooting and 10% for pedestrians.

A key requirement for the successful implementation of this infrastructure programme and the cycling mode share uptake is to adhere to the design principles as described in CROW Fietsberaad “Design Manual for Bicycle Traffic”.

4.7.2.2 Culture Change

Culture change will focus on school biking training, access to bikes and education for drivers:

- Bike skills training for 50 students per year targeting the middle school / intermediate school (level one and level two)
- School travel plans for six schools
- Bike skills training for 20 adults per year
- Bike maintenance training workshops - four per year
- Project management (Road Safety Co-ordinator)
- Car driver behaviour education (billboards, newspaper, social media)
- Bike / scooter access scheme – 20 bikes per year distributed via the middle school / intermediate school

The combined cost of this is forecast to be \$30,000 per year and we are likely to only roll out these activities once part of the proposed network has been implemented.

Note that this annual cost is substantially lower than the costing for the Culture Change short list option. This is because the preferred option focuses on infrastructure, which once built, will on its own, substantially change transport.

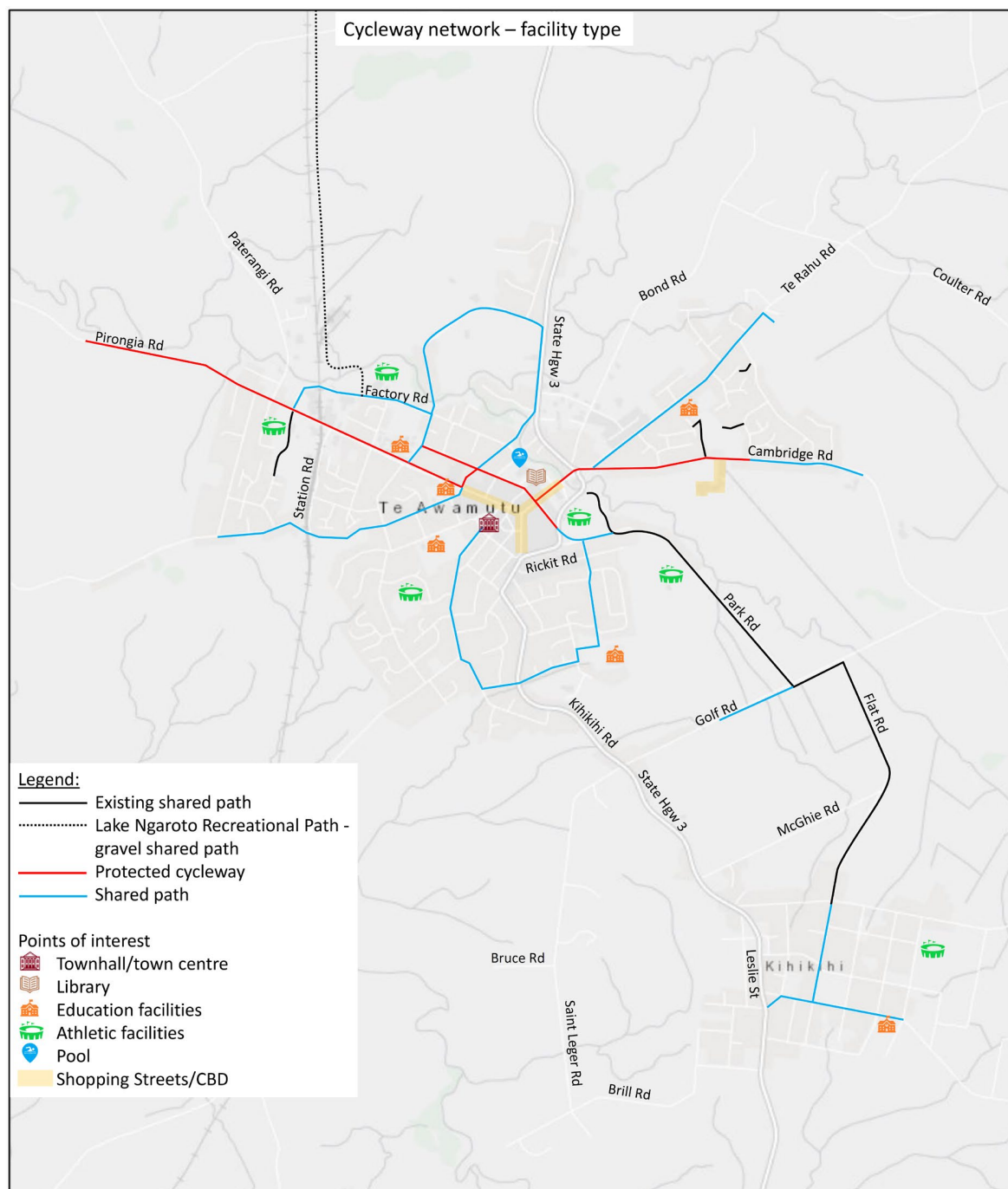
4.7.3 Preferred option network – Te Awamutu

The proposed network for Te Awamutu focuses on the extension of the Kihikihi pathway further into the CBD and then linking to the events centre / library / playground area, through to Te Awamutu College and further along Alexandra Street / Pirongia Road. It also provides separated facilities along Cambridge Road, linking the shopping area and Mahoe Medical Centre to the town centre

Further shared paths are provided within Kihikihi, linking to the existing shared paths through to the town centre and shared paths in Te Awamutu linking the Medical Centre, Te Wananga O Aotearoa and other points of interest to the separated facilities and the town centre.

This network provides 5km of protected cycleway and 14km of shared paths adding to the existing 5km of shared paths.

Figure 17 Preferred network – Te Awamutu



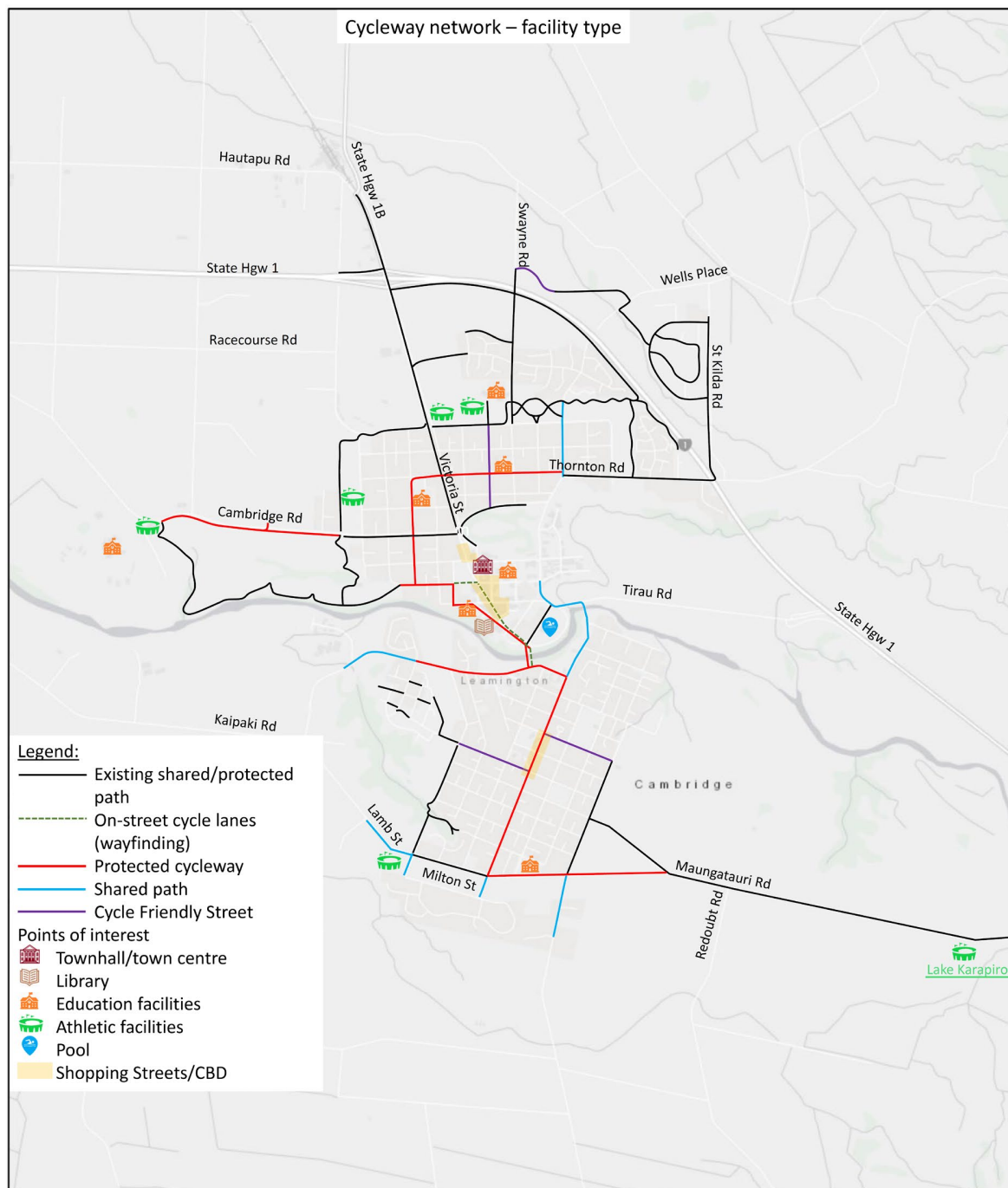
4.7.4 Preferred option network – Cambridge

The Cambridge preferred network focus is on:

- Implementing routes that connect to the newly constructed Hamilton Road Cycleway, as well as the Te Awa River Ride, and several km of existing shared paths.
- Cambridge East School, Cambridge Middle School, Cambridge Primary School and CBD are close to the above and are planned to be linked as a priority to this network.

The preferred network adds 9.8km of protected cycleways, 4.3km of shared paths and 2.7km of cycle friendly streets.

Figure 17.1 Preferred Network Cambridge



4.7.5 Preferred option outcomes

Table 9 and Table 10 provides details on the expected outcomes as assessed against the programme's investment objectives.

Table 9 Cambridge preferred option outcome

KPI	Measure	2018	Baseline (2031)	2031	Baseline (2051)	2051
Reducing deaths and serious injuries	DSIs per year	1.0	1.9	0.9	3.0	1.4
Improving perception of safety	Length (km) of separated/shared path	42.6	42.6	46.6	42.6	69.5
Improving access	Mode share - journey to work and education by active modes	10.6%	10.6%	13.8%	10.6%	15.7%
Providing safe and high-quality facilities	Total transport network coverage of proposed cycling network at LoS A/B*	22%	22%	24%	22%	37%
Improving physical health	Number of additional daily cycling users	0	0	832	0	1703

* Separated cycleways/shared paths

Table 10 Te Awamutu preferred option outcome

KPI	Measure	2018	Baseline (2031)	2031	Baseline (2051)	2051
Reducing deaths and serious injuries	DSIs per year	0.4	0.6	0.3	0.8	0.3
Improving perception of safety	Length (km) of separated/shared path	5.4	5.4	8.4	5.4	29.0
Improving access	Mode share - journey to work and education by active modes	9.1%	9.1%	11.0%	9.1%	15.1%
Providing safe and high-quality facilities	Total transport network coverage of proposed cycling network at LoS A/B*	4%	4%	7%	4%	24%
Improving physical health	Number of additional daily cycling users	0	0	278	0	715

* Separated cycleways/shared paths

4.7.5.1 Improved safety and perception of safety

Table 9 and Table 10 show that for both towns the programme is expected to reduce the DSIs involving pedestrians and cyclists per annum. In 2051, the total reduction across the two towns is forecast to be reduced by 53% and 63% in Cambridge and Te Awamutu when compared to the Baseline (Do Minimum).

The perceived safety is highly influential in encouraging the number of people that walk and cycle. Currently only 22% and 4% of the networks in Cambridge and Te Awamutu are considered safe to cycle on respectively, whereas the proposed networks are forecast to increase this to 37% and 24% in 2051.

4.7.5.2 Improved accessibility and mode share

Currently the mode shares of walking and cycling are only 10.6% (6.9% walking and 3.6% cycling) and 9.1% (7.7% walking and 1.4% cycling) in Cambridge and Te Awamutu.

This is directly related to the proportion of the network that is considered high level of service (shared path or protected cycleway) being 42.6 km and 5.4 km.

The investment in the preferred programme is forecast to improve the proportion of network at LoS A or B to 37% and 24% which is expected to increase the mode shares to 15.7% (6.9% walking, 8.8% cycling) and 15.1% (7.3% walking, 7.7% cycling) in the two towns by 2051.⁵

4.7.5.3 Improved health outcomes

A very conservative methodology was applied to estimate the number of new daily users – which is expressed in the moderate uplift in mode shares highlighted in 1.7.5.2.

The number of pedestrians was uplifted according to the current annual population growth, and therefore this approach can be considered conservative.

The Waka Kotahi MBCM Simplified Procedure (SP11) estimates the likelihood of a person taking up cycling given the introduction of a facility in the vicinity of their residence and the observed mode share of cycling in the area. This was based on Census 2018 journey to work (JTW) and journey to education (JTE) data.

This method estimates that by the year 2051, 1,703 and 705 new daily cyclists, in addition to the existing daily cyclists, would use the network if the preferred programme were implemented in Cambridge and Te Awamutu respectively.

We do consider these forecasts conservative and it is more likely than not that a higher number of people will choose to walk and cycle instead of driving in the future if the preferred programme is implemented.

⁵ Existing mode shares are based on Census 2018 Journey to Work (JTW) and Journey to Education (JTE) data.

4.8 EXTERNAL FACTORS

It warrants noting that external factors, including some of the long list options that were discarded, are likely to have a significant impact on travel behaviour, and therefore expected outcomes of the preferred programme, in the future.

Lever	Effect
Land use	Changes in land use patterns that are likely to be implemented within walkable catchments of the town centres would have a positive impact in further raising the mode shares of walking and cycling.
Parking policy	WDC's parking management strategy aims to uplift the use of non-motor vehicle modes for easy trips to the town centre by encouraging higher parking turnover. This was not considered in the demand assessment and as populations grow and land use changes are implemented, the demand for walking and cycling is likely going to see a significant further uplift.
By-laws / restrictions	Changes to bylaws and the implications of where motor traffic can go will have an uplifting impact on walking and cycling demand. While no changes are proposed as part of this business case, future changes as populations grow are likely and this will reduce reliance on car travel.
Climate change response	Fuel prices and cost of ownership of vehicles are likely to increase in the future in response to climate change. These measures are likely to make travelling by bicycle a more attractive mode.

4.9 PREFERRED OPTION PROGRAMME AND IMPLEMENTATION

Table 11 shows the type of work and length of facilities proposed to be implemented in the 2021 – 2031 LTP period in the two towns.

Table 11 Programme Work Type and lengths proposed (2021-2031)

Type	Description	Te Awamutu	Cambridge
A	Protected cycleway	2.7km	4km
B	Shared path	0.3km	-
C	Cycle Friendly Street	-	-

Table 12 shows the proposed long term (30-year outlook) programme facility lengths (including the works proposed during the 2021-31 period).

Table 12 Programme Work Type and lengths proposed (beyond 2031)

Type	Description	Te Awamutu	Cambridge
A	Protected cycleway	5km	9.8km

Type	Description	Te Awamutu	Cambridge
B	Shared path	14.2km	4.3km
C	Cycle Friendly Street	-	2.7km

These tables do not include the facilities that are envisaged to be constructed in the growth cell developments by the developer.

The key principle for the selection of which routes to do first and in what order, is ensuring cohesiveness with the existing network. There is therefore a preference to extend current routes or link new routes to existing infrastructure.

The result will be a cohesive network of cycle routes, that can be logically expanded as funding allows in the future. The initial implementation would start with the below considerations for each town considering current network use and destinations on the route.

4.9.1 Te Awamutu

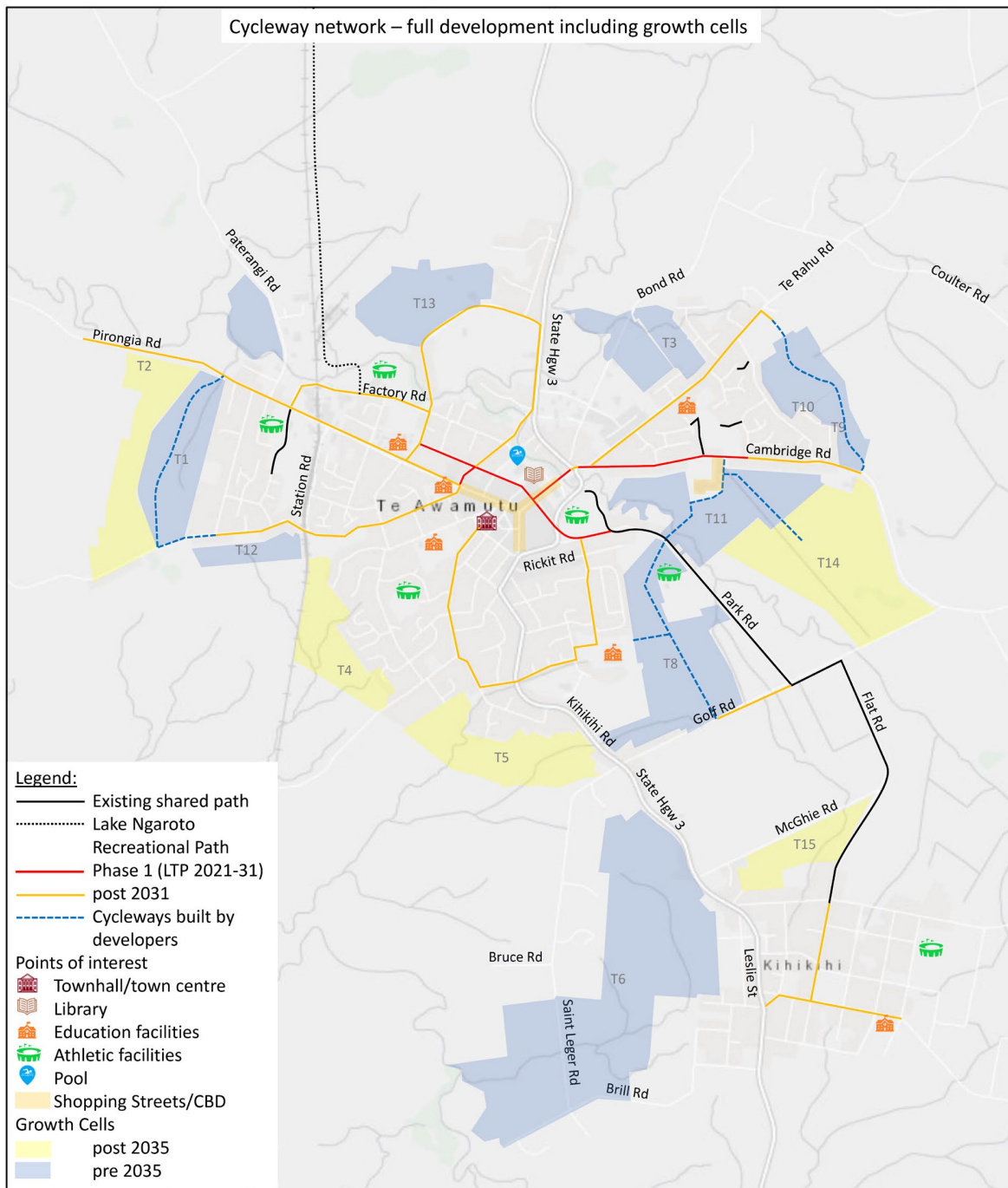
Table 13 Te Awamutu Delivery Programme

Number	Street	Type	Length (m)	LTP Cycle
TA-1	Mutu Street, Ōhaupō Road, Racecourse Road	B	2590	Beyond LTP 21-31
TA-2	Factory Road	B	1080	
TA-3	Tawhiao Street	B	420	
TA-4	Mahoe Street, George Street	A	1054	LTP 21-31
TA-5	Arawata Street	A	383	LTP 21-31
TA-6	Mutu Street	A	128	LTP 21-31
TA-7	Alexandra Street	A	2295	Beyond LTP 21-31
TA-8	Rewi Street	B	1760	
TA-9	Bank Street, Bridgeman Road, Sinclair Terrace, Swarbrick Drive, Raikes Avenue, Hazelmere Crescent	B	2900	
TA-10	Park Road	B	344	LTP 21-31
TA-11	Te Rahu Road	B	1620	Beyond LTP 21-31
TA-12	Te Aranui Drive	B	240	
TA-13	Cambridge Road	A	1119	LTP 21-31
TA-14	Cambridge Road	B	820	Beyond LTP 21-31
TA-15	Golf Road	B	580	
TA-16	Rolleston Street	B	742	
TA-17	Whitmore Street	B	407	
TA-18	Whitmore Street	B	678	LTP 21-31
TA-19	SH3 / Cambridge Road intersection transformation	*		
		Total	19160	

* Note that the **TA-19** is regarded as a separate sub project and will require a separate business case.

The below map shows the roll out of the Te Awamutu programme over the life of the programme including several kilometres of developer led infrastructure which we envisage to be designed in accordance with the District Plan recommended design standards (see Section 1.4.2).

Figure 18 Te Awamutu preferred network implementation staging



4.9.2 Cambridge

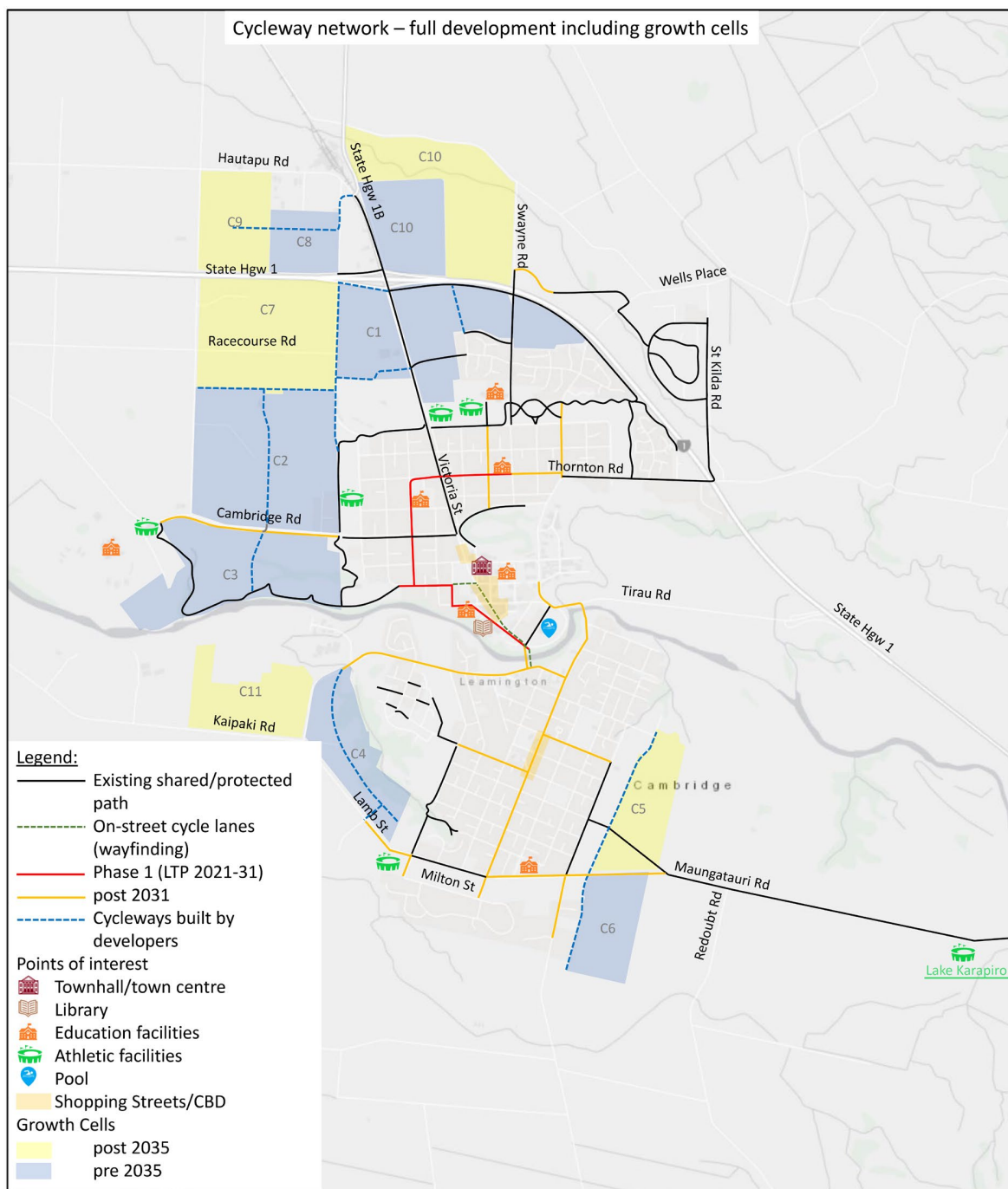
Table 14 Cambridge Delivery Programme

Number	Street	Type	Length (m)	LTP Cycle
CB-1	Appleby Road	C	493	Beyond LTP 21-31
CB-2	Robinson Street	B	715	
CB-3	Grosvenor Street	C	790	
CB-4	Williams Street	A	1092 288	LTP 21-31 Beyond LTP 21-31
CB-5	Grey Street	A	1051	LTP 21-31
CB-6	Hamilton Road	A	400	Beyond LTP 21-31
CB-7	Alpha Street, Dick Street, Wilson Street	A	1901	LTP 21-31
CB-8	Walking and cycling bridge Te Awa Waikato	*		Beyond LTP 21-31
CB-9	Albert Street	B	240	
CB-10	Achilles Avenue, Shakespeare Street	B	1030	
CB-11	Pope Terrace	A	1400	
CB-12	Cambridge Road	B	620	
CB-13	Shakespeare Street	A	1940	
CB-14	Thompson Street	C	690	
CB-15	Raleigh Street	C	695	
CB-16	Lamb Street	A	1700	
CB-17	Lamb Street	B	640	
CB-18	Milton Street	B	240	
CB-19	Shakespeare Street	B	255	
CB-20	Roto-O-Rangi Road	B	580	
		Total	16760	

*Note that **CB-8** is regarded as a separate sub project and will require a separate business case. The Victoria Bridge is used as a shared path and accommodates vehicles, pedestrians and cyclists in a less than ideal setup. Further investigation and analysis are needed to arrive at the best practical solution.

The below map shows the proposed roll out of the Cambridge programme over the life of the programme including several kilometres of developer led infrastructure which we envisage to be designed in accordance with the District Plan recommended design standards (see Section 1.4.2).

Figure 19 Cambridge preferred network implementation staging



4.10 PROGRAMME COSTS

The total costs of the works proposed for the 2021-2031 LTP period are shown in Table 15.

Table 15 10-year programme costs (2021-31)

Type	Description	Te Awamutu	Cambridge
A	Protected cycleway	\$ 3,970,978	\$ 5,983,098
B	Shared path	\$ 519,440	\$ -
C	Cycle Friendly Street	\$ -	\$ -
	Further Business Cases	\$ 236,604	\$ -
	Culture Change Activities	\$ 105,000	\$ 105,000
	Total	\$ 4,832,022	\$ 6,088,098

Table 16 shows the total costs of the programme including the projects proposed during the 2021-2031 LTP cycle

Table 16 Total programme costs (2021 to beyond 2031)

Type	Description	Te Awamutu	Cambridge
A	Protected cycleway	\$ 7,366,431	\$ 14,457,674
B	Shared path	\$ 21,413,310	\$ 6,523,200
C	Cycle Friendly Street	\$ -	\$ 1,346,006
	Further Business Cases	\$ 236,604	\$ -
	Culture Change Activities	\$ 308,500	\$ 308,500
	Total	\$ 29,324,845	\$ 22,635,380

The details around the cost estimates are included in Appendix O to S.

4.11 ECONOMIC ANALYSIS OF THE PREFERRED OPTION

This section summarises the economic appraisal of the preferred programme undertaken in accordance with the latest revision of the Waka Kotahi Monetised Benefits and Costs Manual (MBCM). For more details refer to Appendix M.

While a total length of 36.3km of facilities are proposed in the two towns over the long term, the economic evaluation has been carried out for the 6.8km of cycle network proposed for the 2021-2031 LTP period.

Table 17 shows the breakdown of facility lengths (Cambridge + Te Awamutu) for the 2021 – 2031 period and the total programme beyond 2031.

Table 17 Length of proposed facilities

Type	Description	Length of facility (2021-31)	Total
A	Protected cycleway	6.4	14.6
B	Shared path	0.4	19.0
C	Cycle Friendly Street	0.0	2.7
D	Pedestrian Priority Areas		+
Total		6.8	36.3

+ Not costed as sits under the education programme budget as an annual operating issue

The economic cost benefit analysis was carried out based on the costs and benefits of the infrastructure proposed for the 2021 – 2031 decade.

An economic benefits assessment has been carried out for the proposed LTP 2021 to 2031 cycle networks for Cambridge and Te Awamutu, in accordance with the latest revision of the Waka Kotahi, Monetised Benefits and Costs Manual. (MBCM). Refer to Appendix M.

The total length of the proposed cycle networks is 35.9km. The length of LTP 2021 to 2031 cycle network is 7.0km which has been assessed.

The total anticipated network capital cost is \$52.0m.

The anticipated network capital cost for the LTP 2021 to 2031 works is \$10.9m.

The results of the combined economic benefits assessment for Cambridge and Te Awamutu are summarised below for the Phase 1 works.

BCR_N	PV NET Benefits	35,721,080	9.14
	PV Economic Costs	3,906,779	
FYRR	First Year Benefits	1,321,959	34%
	PV Economic Costs	3,906,779	

5 COMMERCIAL CASE

5.1 SCALE AND PROCUREMENT

Construction procurement will be based on Waipā District Council procurement policies and guidelines. As Waka Kotahi is assisting with project funding, we will ensure that all relevant elements of Waka Kotahi's procurement approach are adhered to.

We intend to develop the necessary street upgrades on a route-by-route basis. This means that individual projects will generally be under \$2 to \$3 million and have low complexity and low risk. Procurement is likely to be carried using the Lowest Price Conforming tender evaluation method, and public tenders invited. There is a very good local market of suitably experienced and skilled contractors that are capable of carrying out this work.

5.2 RISK

As we develop each route, a detailed risk assessment and comprehensive risk register will be developed, and risks actively managed throughout the project life-cycle.

The following risks have been identified during business case and implementations stages:

Stage	Risk	Threat level	Consequence	Risk treatment
SSBC	Unavailable Waka Kotahi financial assistance	Extreme risk	Programme doesn't proceed, or proceeds with only local funding and at slower development rate	Proceed with local share funding only. Seek new funding sources.
Implementation (Design & Construction)	Design to the appropriate standard.	Medium risk	Poor uptake of active mode users.	Adherence to the best practice design guidelines.
	Community acceptance of the design.		Project delayed and reputational risk.	Implement strong communication plan.
	Prioritisation of work leading to the community dissatisfaction			

5.3 CONSENTING

As all the works will have minor earthworks only and are to be carried on existing road reserve, we do not anticipate consents or other similar approvals being required.

Stormwater - It is envisioned that all the proposed works are within the Waipā Comprehensive Consent requirements.

Utilities – Any improvement works in relation to underground utilities should fall within a permitted activity so that no consent is required.

The abovementioned assumptions will be checked and confirmed during the implementation stage of the project.

5.4 PROPERTY

All the works will be on existing road reserve, therefore there are no property acquisition or other similar matters required.

6 FINANCIAL CASE

6.1 PROGRAMME DELIVERY COSTS

The following section outlines the complete project programme and the associated costs for both townships. The type of infrastructure improvement with the assumed average cost is shown in the below table.

Table 18 Programme Work Type

Type	Description	Cost (\$) per km
A	Protected cycleway	\$1,479,500
B	Shared path	\$1,510,000
C	Cycle Friendly Street	\$504,500
D	Pedestrian Priority	+

+ Not costed as sits under education programme budget as an annual operating issue

The programme is realistically structured around Council's funding review cycle and is expected to be completed within two decades.

6.1.1 Cambridge

The works programme for Cambridge is structured in a logical way to ensure that the connection of current routes, high demand destinations and incomplete routes are prioritised to create usability through connectivity. The initial works are aimed at connecting Cambridge Middle School to the existing network via upgrades on Williams Street from Grey Street to Robinson Street, and on Grey Street from Williams Street to Alpha Street. In addition, a protected cycleway is proposed on Alpha, Dick and Wilson Streets to connect the school to the Victoria Street Bridge.

The school is being prioritised as the students are an ideal target user for alternative forms of transport. There is also a belief that the students are at an age where walking and cycling can become a habit that they may well continue into the future.

The project priorities are shown in the below table and the visual route information can be found in map format in Appendix N. The associated costs are allocated to the appropriate funding cycle showing the logical priority.

Table 19 Cambridge Project Priorities and Associated Costs

	LTP 2021-31										Total	
	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10		
CB-4	-	\$155,495	\$1,460,119	-	-	-	-	-	-	-	-	\$1,615,614
CB-5	\$155,554	\$1,399,401	-	-	-	-	-	-	-	-	-	\$1,554,955
CB-7	\$140,626	\$140,626	\$2,531,277	-	-	-	-	-	-	-	-	\$2,812,530
Cultural Change	-	-	-	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$105,000
Totals	\$296,180	\$1,695,522	\$3,991,395	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$6,088,098

6.1.2 Te Awamutu

The works programme for Te Awamutu follows the same logic as Cambridge using the parameters for Te Awamutu. The area around the Te Awamutu Events Centre and Albert Park are targeted as the facilities are frequently used for sports, and other events frequented by the likely users of alternative transport.

* Note that the **TA-19** is regarded as a separate sub project and will require a separate business case.

Table 20 Te Awamutu Project Priorities and Associated Costs

	LTP 2021-31										Total
	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	
TA-4	\$77,970	\$77,970	\$1,403,454	-	-	-	-	-	-	-	\$1,559,393
TA-5		\$56,665	\$509,984	-	-	-	-	-	-	-	\$566,649
TA-6		\$18,909	\$170,183	-	-	-	-	-	-	-	\$189,376
TA-10	\$51,944	\$467,496	-	-	-	-	-	-	-	-	\$519,440
TA-13		\$165,556	\$1,490,004	-	-	-	-	-	-	-	\$1,655,561
TA-19	\$236,604	-	-	-	-	-	-	-	-	-	\$236,604
Cultural Change	-	-	-	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$105,000
Totals	\$366,518	\$786,596	\$3,573,625	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$4,832,022.00

The costings in this business case are based on in-house knowledge, experience and the recent Hamilton Road Cycleway project. We believe that we are able to deliver this project very economically due to the below factors:

- We are developing solutions using CROW and other manuals as a guideline saving on consultancy fees. These methods are proven to be successful.
- We are leveraging development works in residential growth cells providing for significant savings.
- Our solutions are focused on the top 200mm of the existing ground level, almost completely removing the need for services relocation and significant stormwater works.

6.2 ONGOING MAINTENANCE AND OPERATION COSTS

The infrastructure required will require a higher level of effort to maintain than the current situation. This is due to cycleways requiring regular leaf and detritus sweeping, in situations where a standard road sweeper cannot reach. Initially this will be maintained manually, but over time we will structure our road maintenance work procedures to include the use of motorised footpath sweepers.

We will also need to install several signalised pedestrian crossings. These are maintained under contract with Hamilton City Council.

Our road maintenance Long Term Plan costings have anticipated these minor increased maintenance costs.

6.3 FINANCIAL RISK

The cost estimates in this business case are based on concept designs.

Basic quantities of the required works are reasonably well known, however there is always the risk of service relocations being required as part of the work.

A contingency has been allowed for at this stage. It is expected that financial risk will reduce as the individual routes are designed and constructed.

7 MANAGEMENT CASE

7.1 PROJECT MANAGEMENT PLANNING

The individual projects from this business case will be delivered by Waipā District Council.

Projects will be delivered in accordance with our Project Management Framework Policy.

The objectives of the Project Management Policy are:

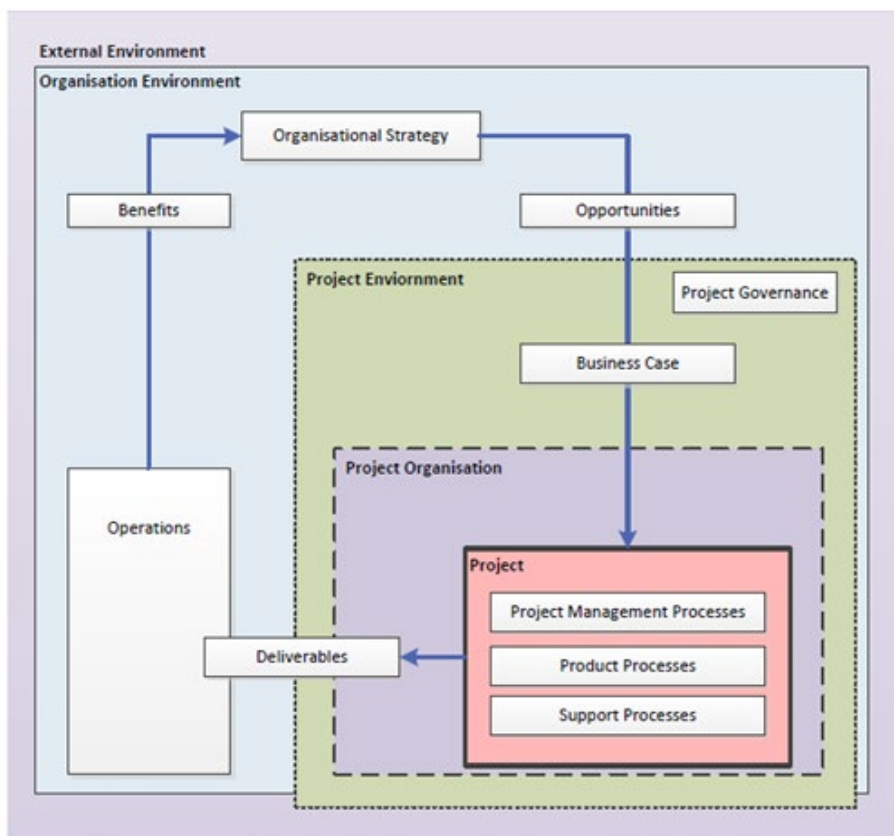
- Projects are effectively managed within the scope, quality, time, budget, risk and benefits
- Appropriate governance and control is established
- Appropriate authorisation and acceptance is established throughout the life of a project
- Stakeholder communication is inclusive
- Post implementation reviews are conducted and actively used to improve the effectiveness of project delivery.

This Project Management Policy ensures that project deliverables are identified and managed effectively and project objectives are met.

7.1.1 Project Management Environment

The project management environment has a relationship to other processes within Council, (as shown below); Operational and Strategy.

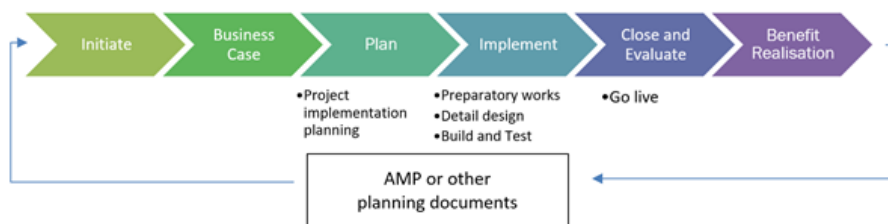
Figure 20: Project Management Environment (ISO 21500:2012)



7.1.2 Project Management Lifecycle

The Project Management lifecycle in Council requires projects to be managed through the following stages:

Figure 21: Council Project Lifecycle



7.1.3 Project Governance Structure

Projects are required to have a Project Governance Structure. The Governance Structure must include a Project Sponsor, Business Owner and a Project Manager

In addition to the requirements of this policy, all projects will be subject both a Stage 3: detailed design and a Stage 4: post-construction safety audit.

Activity plan

Activity	Timeframe
SSBC	To be approved in September 2021
Communication, Engagement and Design confirmation	From October 2021 to June 2023
Construction	From July 2022 to June 2024

Phase 1 delivery programme

Number	Capital Cost	LTP 2021-31									
		Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10
CB-4	\$1,615,614										
CB-5	\$1,554,955										
CB-7	\$2,812,530										
TA-4	\$1,559,393										
TA-5	\$566,649										
TA-6	\$189,376										
TA-10	\$519,440										
TA-13	\$1,655,561										

Number	Capital Cost	LTP 2021-31									
		Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10
TA-19	\$236,604										

- Communication, Engagement and Design confirmation

- Construction

7.2 RISK MANAGEMENT AND PLANNING

Project risks will be managed in accordance with our Risk Management Policy.

The objectives of this Risk Management Policy include, to:

- Support the achievement of Council’s vision, purpose, strategic goals and objectives, and strategies
- Safeguard assets, people, finances, property and reputation of the Council
- Integrate and align risk management with our strategic, operational and project planning approaches
- Provide an organisation-wide systematic, structured and timely approach enabling all staff to identify, and appropriately manage, monitor, report on and respond to risks
- Create a culture and provide the tools and support required for all staff to take responsibility for managing risks
- Ensure a common and consistent understanding of risks, risk management process and risk related concepts and terminology.

Risk Management process



7.3 COMMUNICATIONS AND ENGAGEMENT MANAGEMENT

Communications and engagement will be carried in accordance with our Significance and Engagement Policy.

Purpose & Scope

- To enable Council, Māori and communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities.
- To provide clarity about how and when communities can expect to be engaged in decisions made by Council.
- To inform Council from the beginning of a decision-making process about the extent, form and type of engagement

Management

Council has consulted on the Urban Mobility business case through the 2021-31 Long Term Plan public consultation process. There was significant community support for the preferred option, as outlined in this business case. The implementation will be reviewed at each three year LTP preparation.

During implement the Council is developing options for a broad reference group to communicate and engage with the community and key stakeholders. Regular newsletters, email updates, meetings and opportunities to input to the programme could be provided in this way. Potential key stakeholders could include:

- CCS Disability
- Iwi
- Aged user groups/Grey Power
- Bike Waikato
- Youth user group – students
- Local bicycle clubs
- Waka Kotahi (NZTA) for programmes that impact highways
- Locality based users like schools, retirement villages
- Emergency Services
- Business community
- Heavy vehicle operators
- Community Boards

8 NEXT STEPS

Following the completion of this business case, it will be reviewed and endorsed by both Waipā District Council and Waka Kotahi.

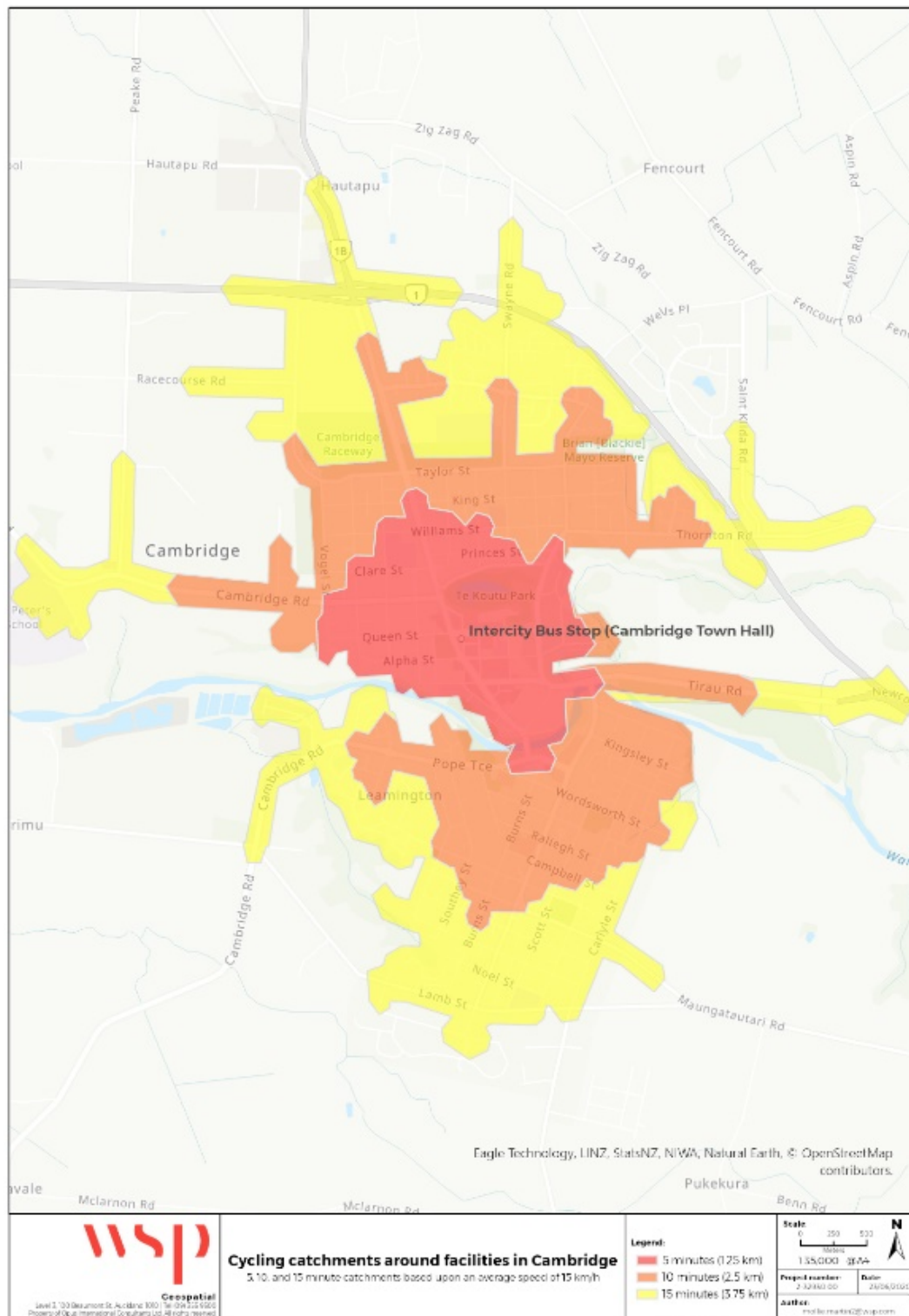
The programme of works will be considered as part of the following:

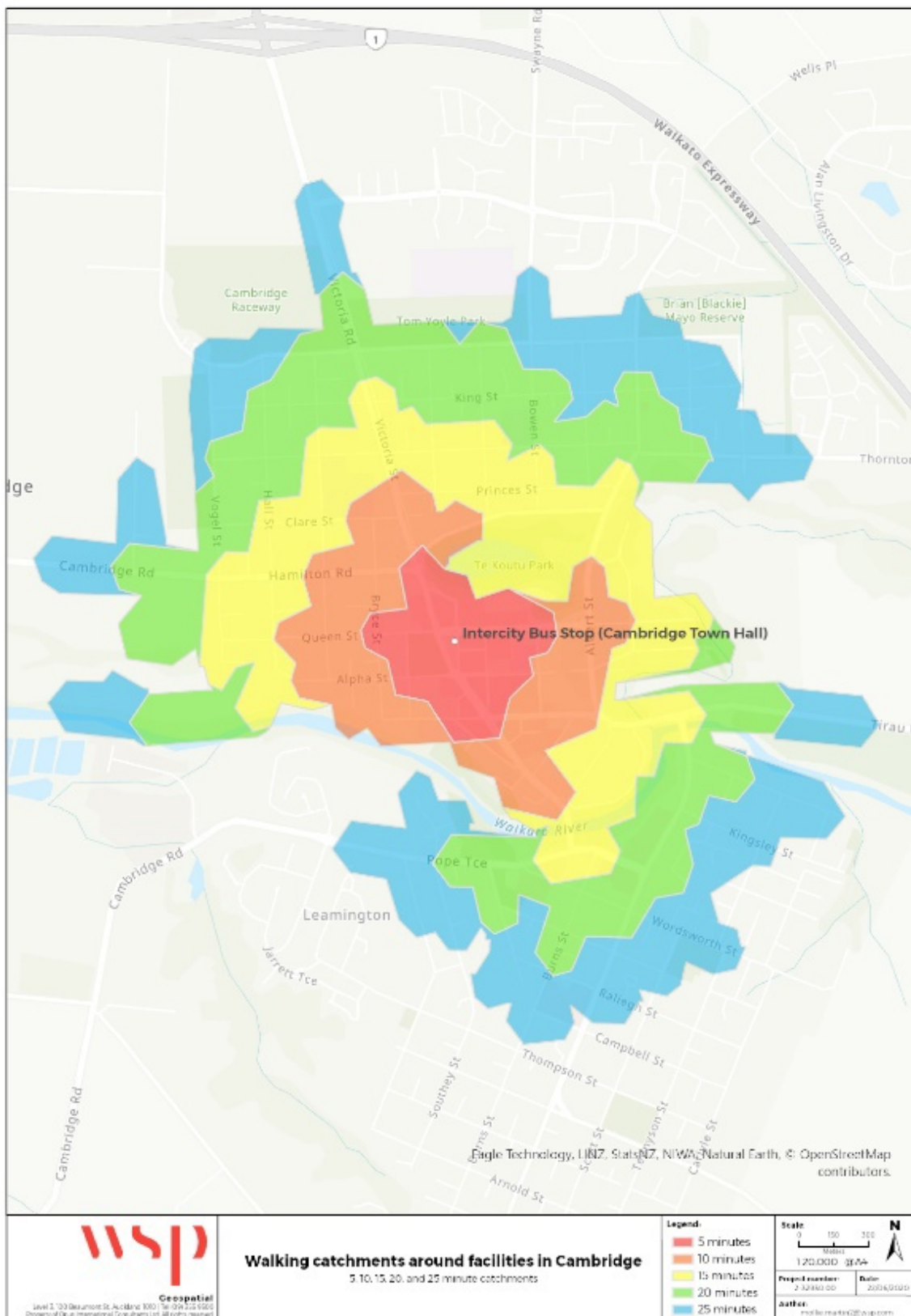
- Waipā District Council Long Term Plan 2021 – 2031
- Waka Kotahi National Land Transport Plan 2021 – 2024

Once funding is secured the programme of works will be implemented with the proposed routes-based approach.

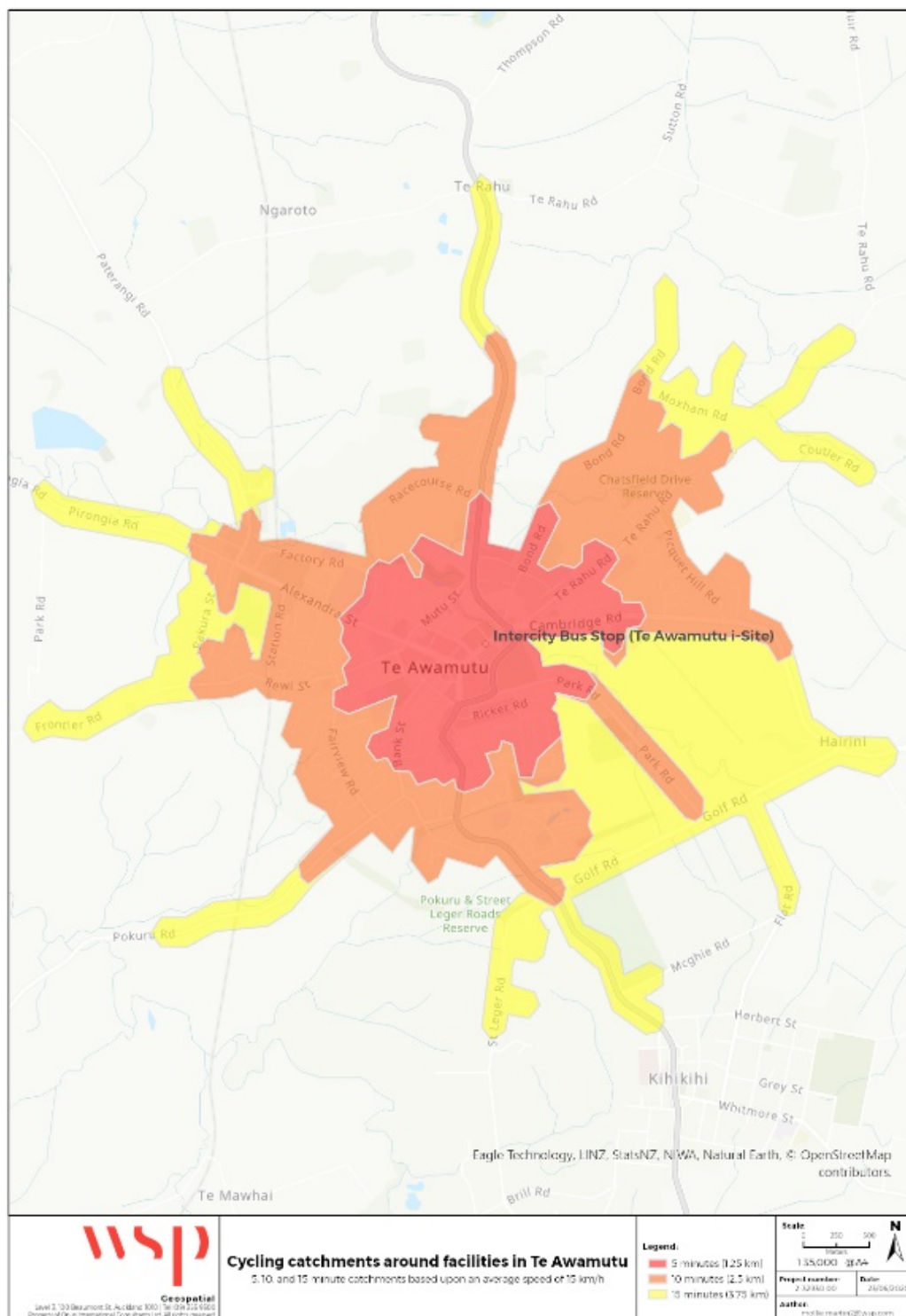
9 APPENDICES

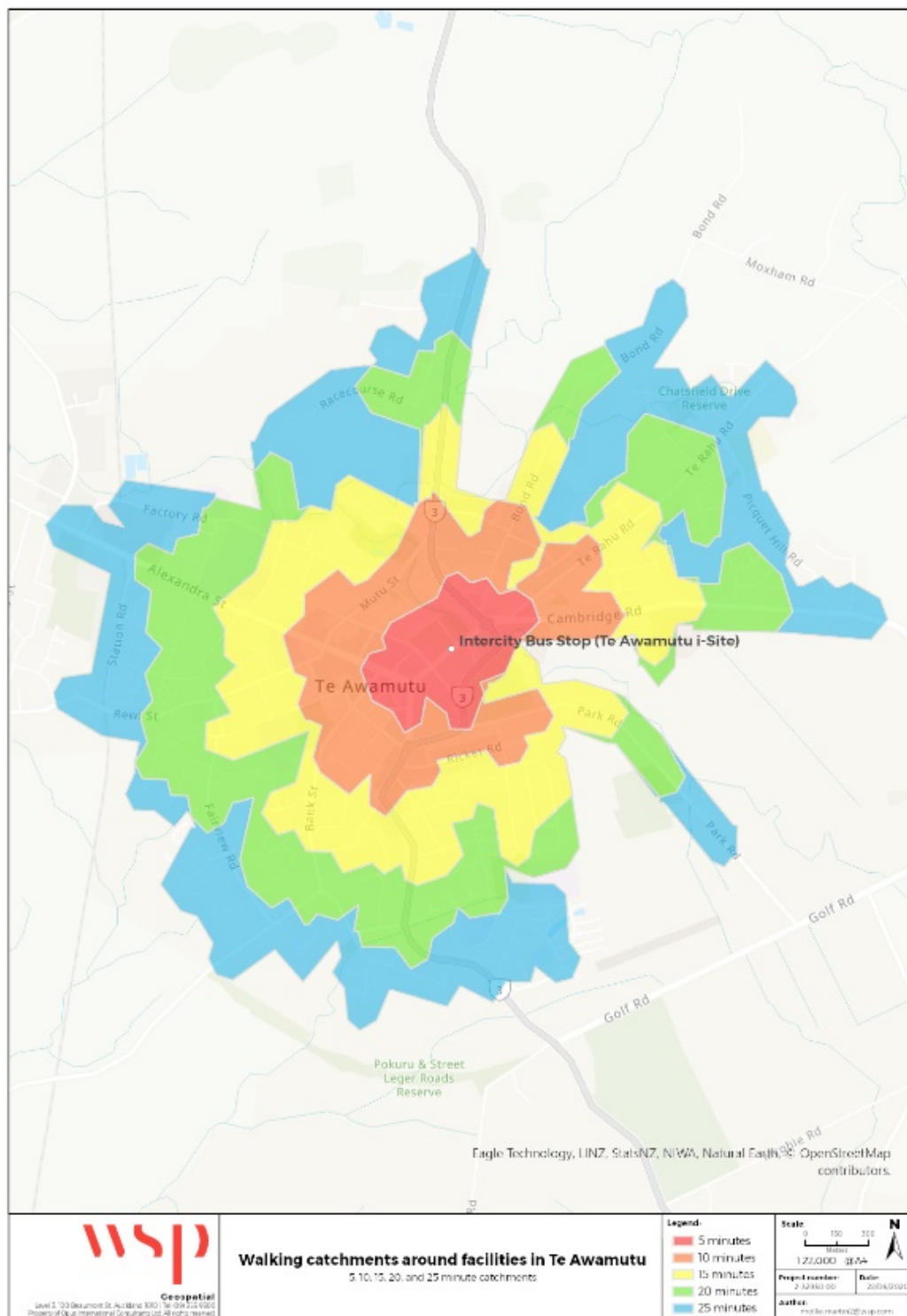
Appendix A CAMBRIDGE WALKING AND CYCLING CATCHMENT MAP



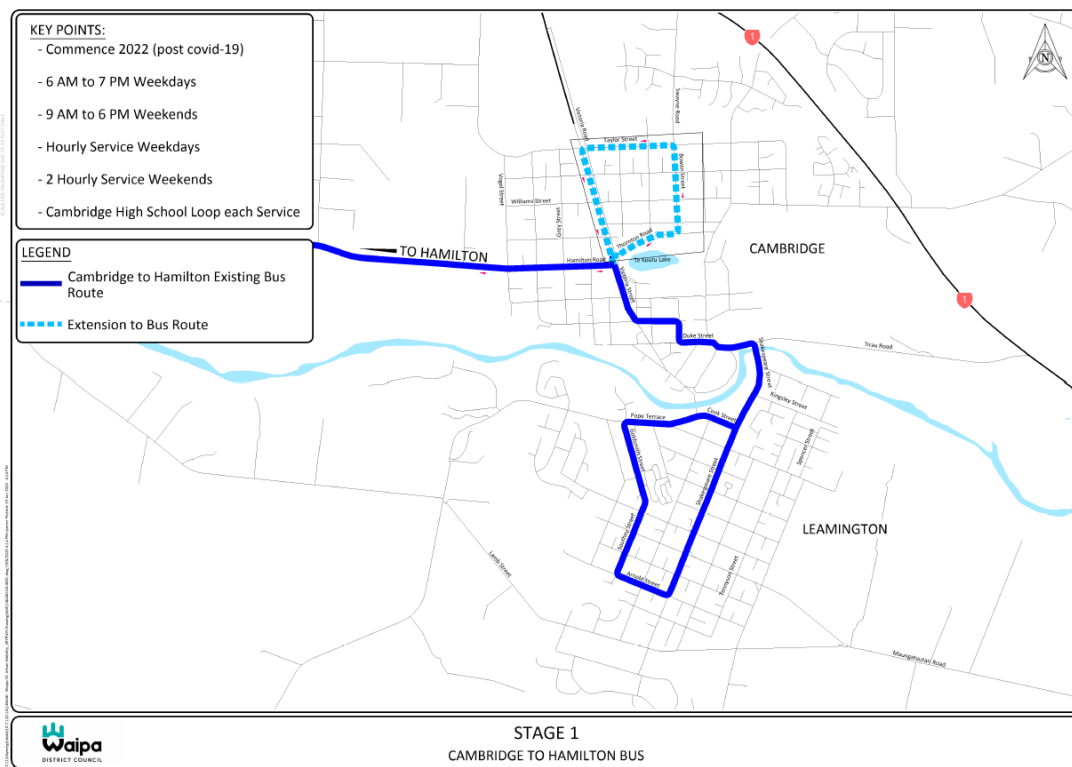


Appendix B TE AWAMUTU WALKING AND CYCLING CATCHMENT MAP

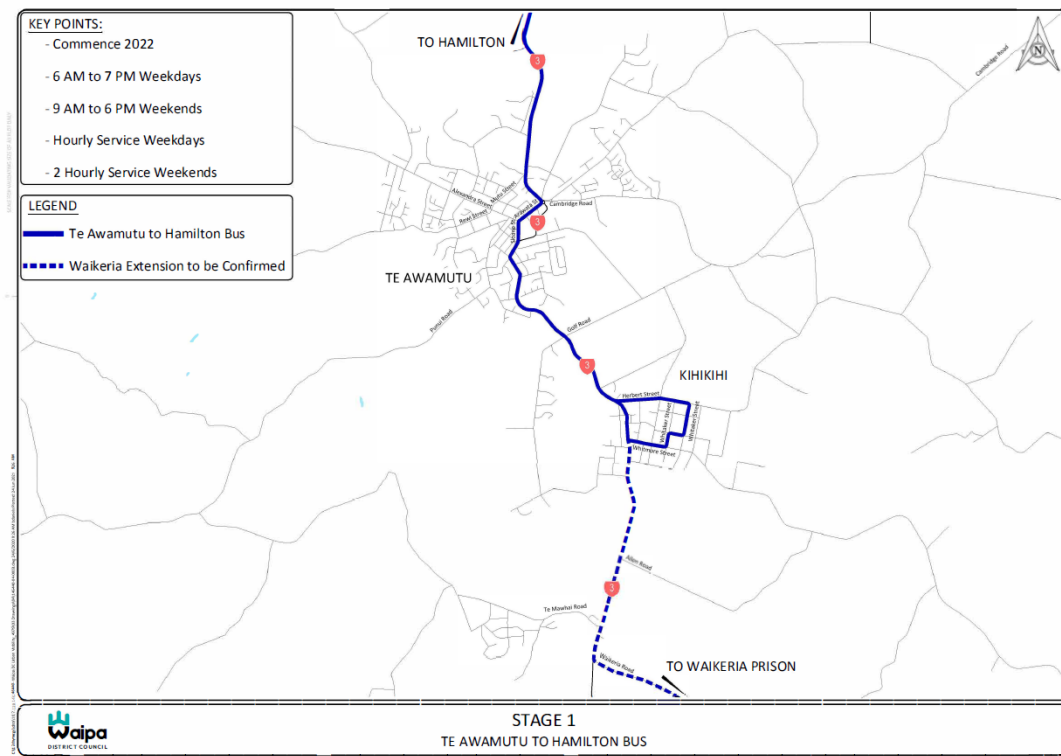




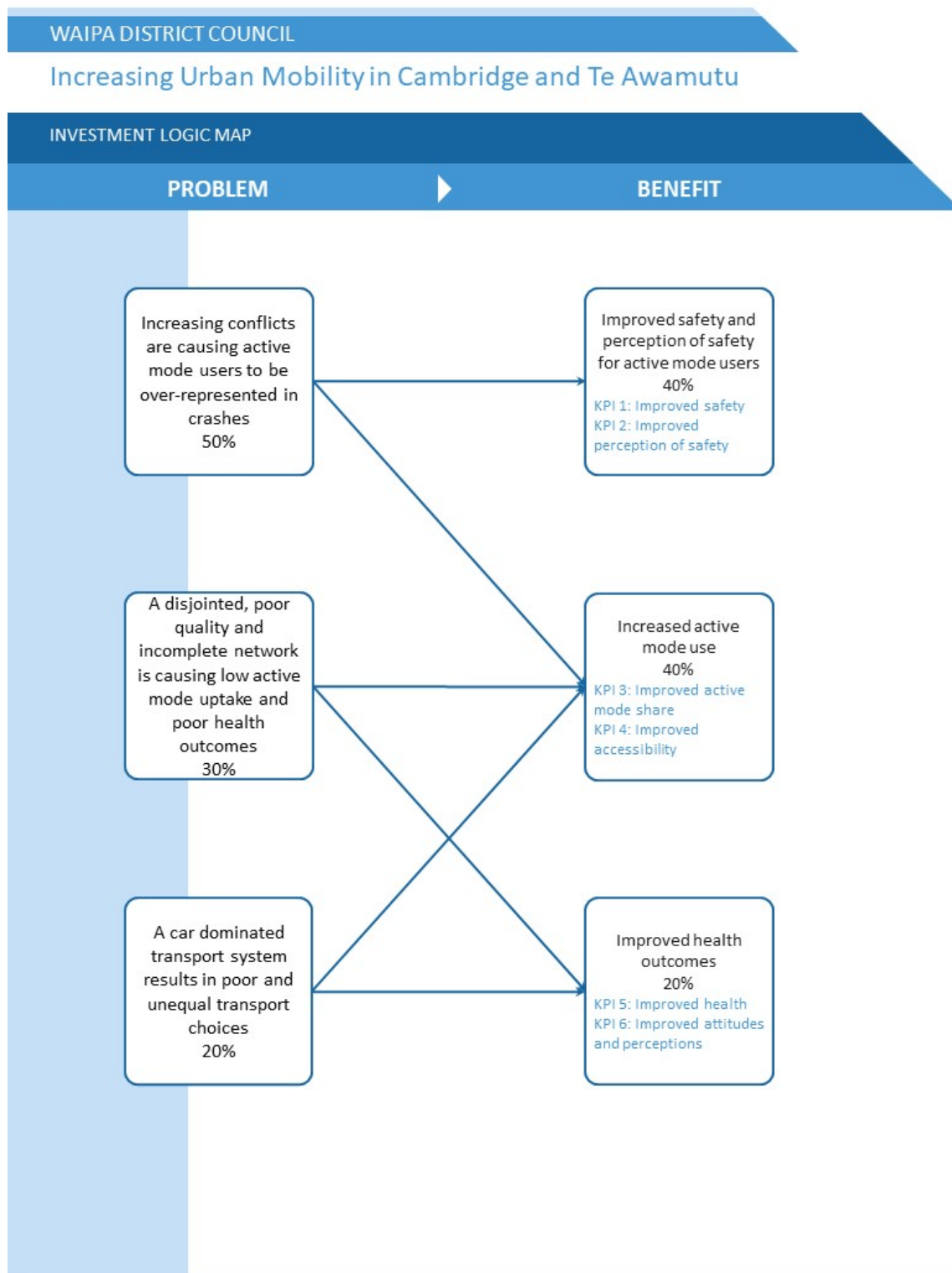
Appendix C CAMBRIDGE BUS ROUTE



Appendix D TE AWAMUTU BUS ROUTE



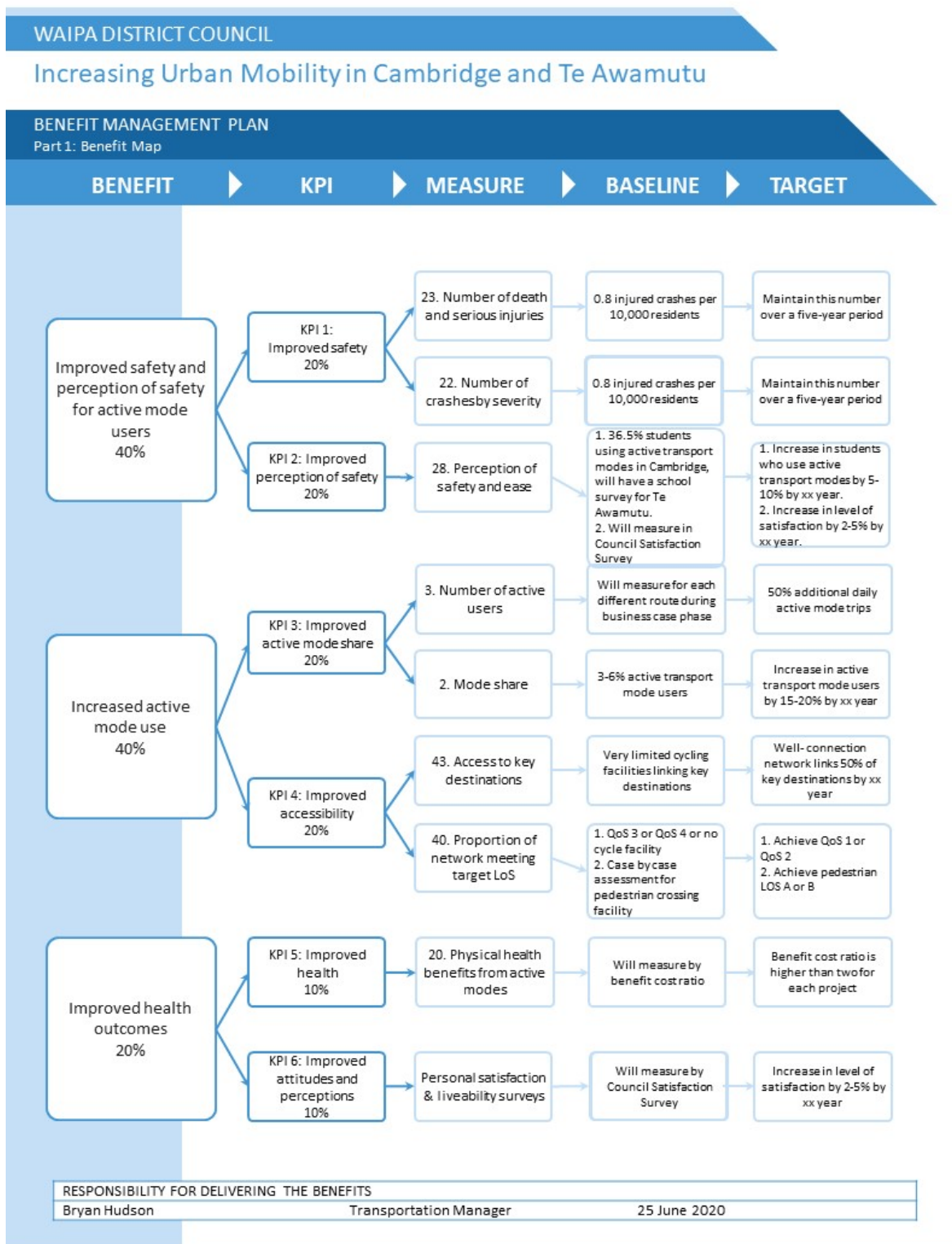
Appendix E INVESTMENT LOGIC MAP



Investor: Bryan Hudson
Facilitator: Nathan Harper
Accredited Facilitator: No

Version no: 0.3
Initial Workshop: 25/06/2020
Last modified by: Nathan Harper 16/07/2020
Template version: 6.0

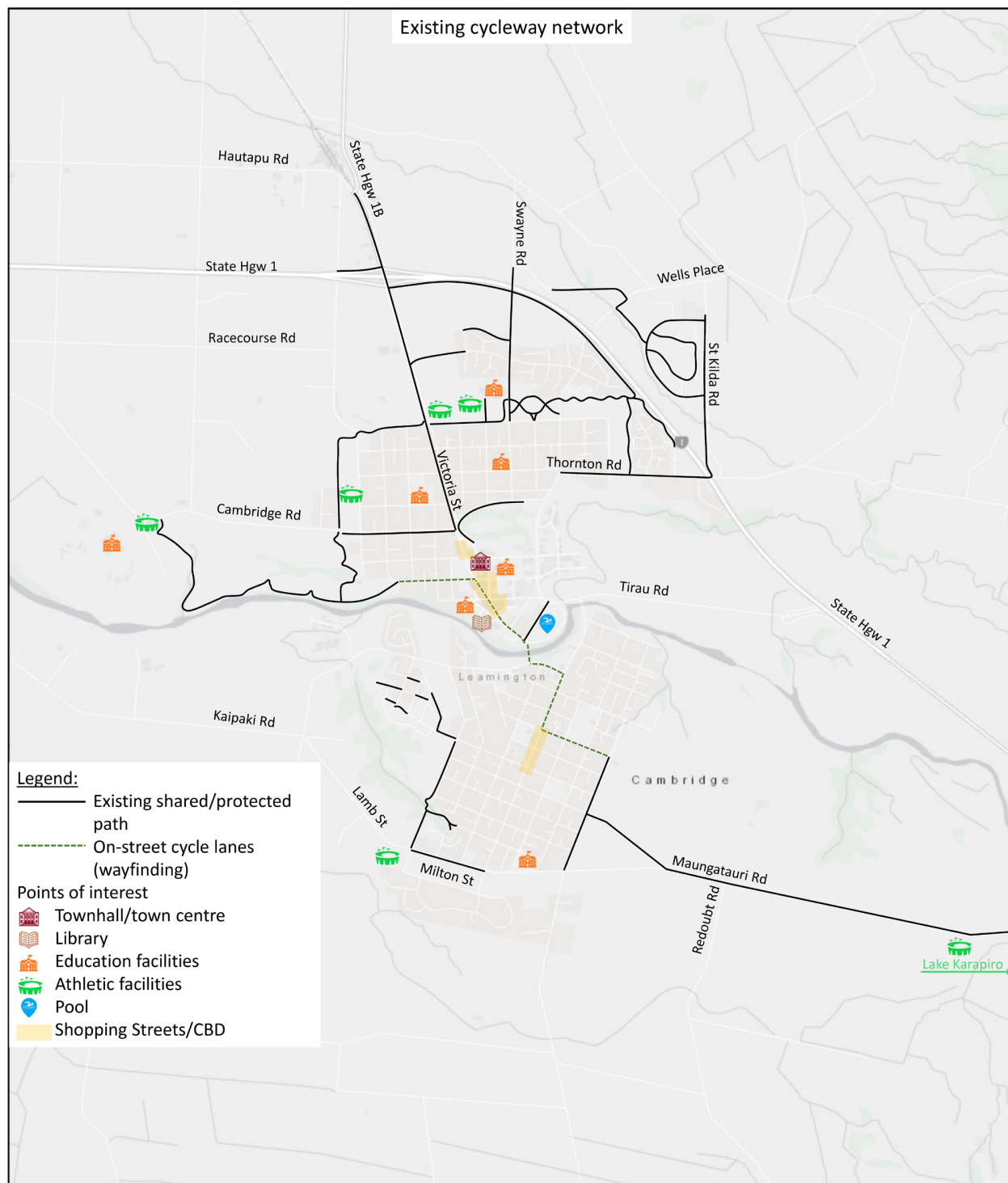
Appendix F BENEFIT MAP



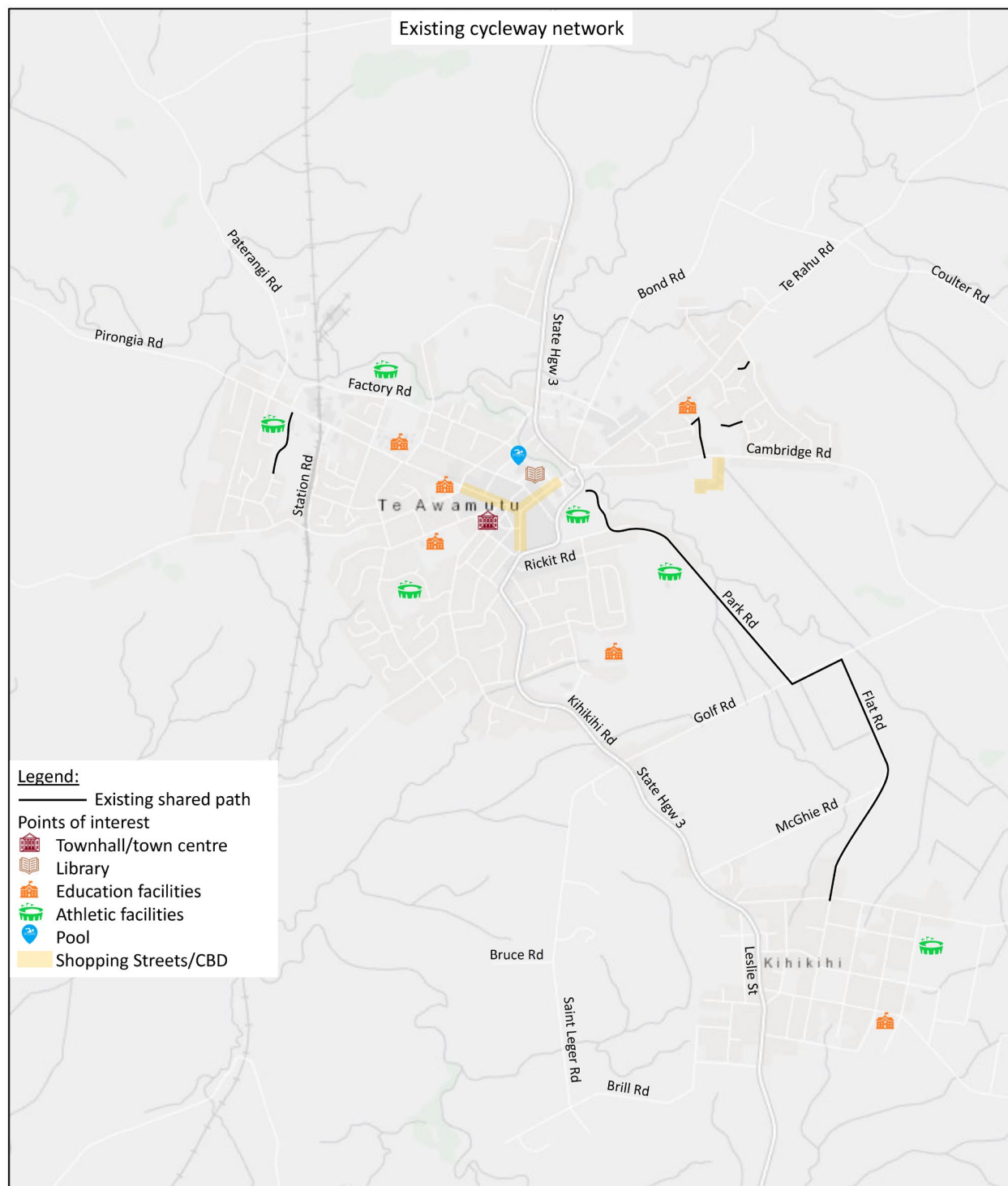
Investor: Bryan Hudson
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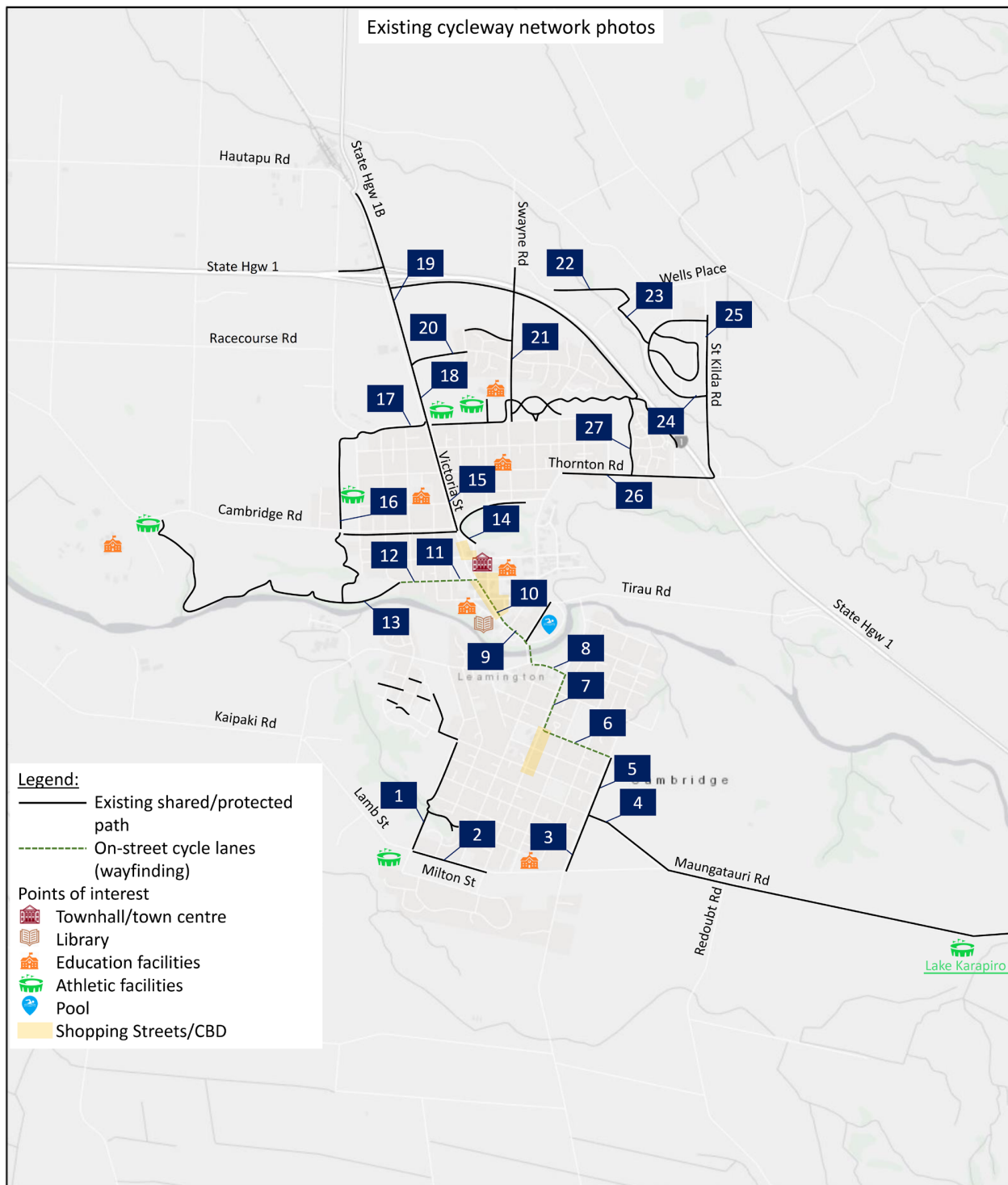
Appendix G CAMBRIDGE CYCLING MAP



Appendix H TE AWAMUTU CYCLING MAP



Appendix I CYCLEWAY PHOTOS

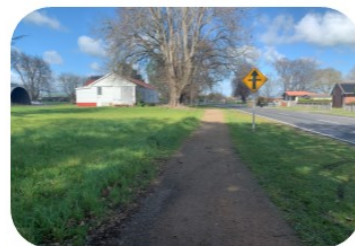




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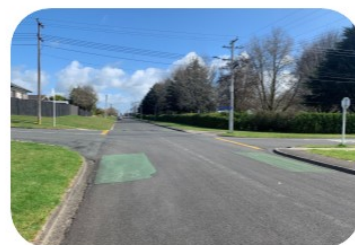
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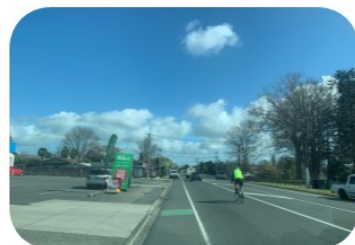
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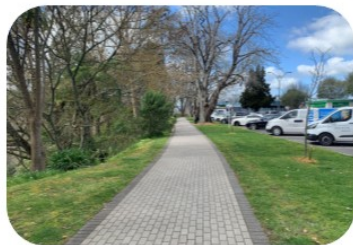
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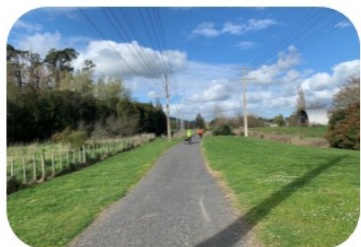
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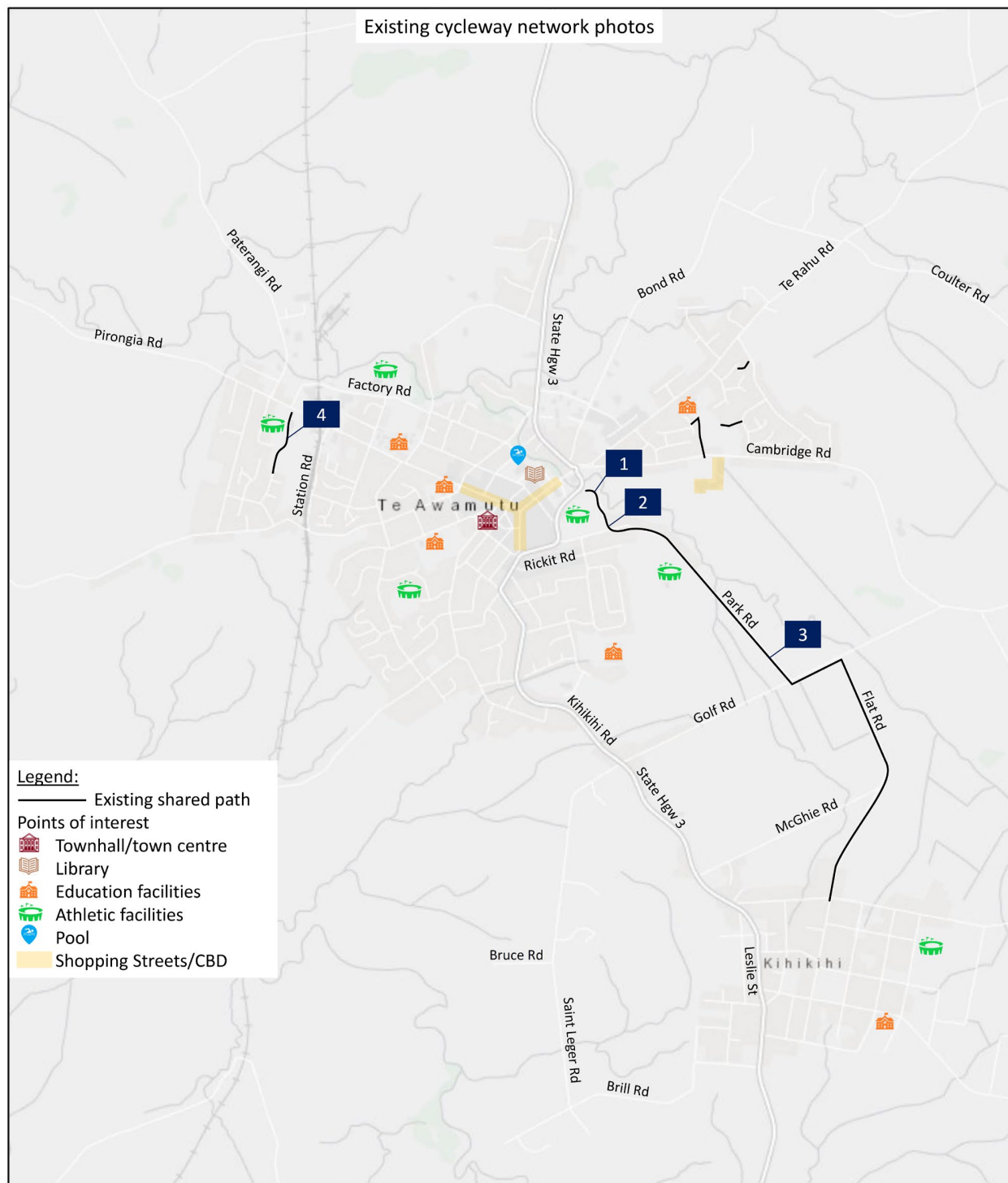
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Appendix J WDC PARKING MANAGEMENT IMPROVEMENT PLAN



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

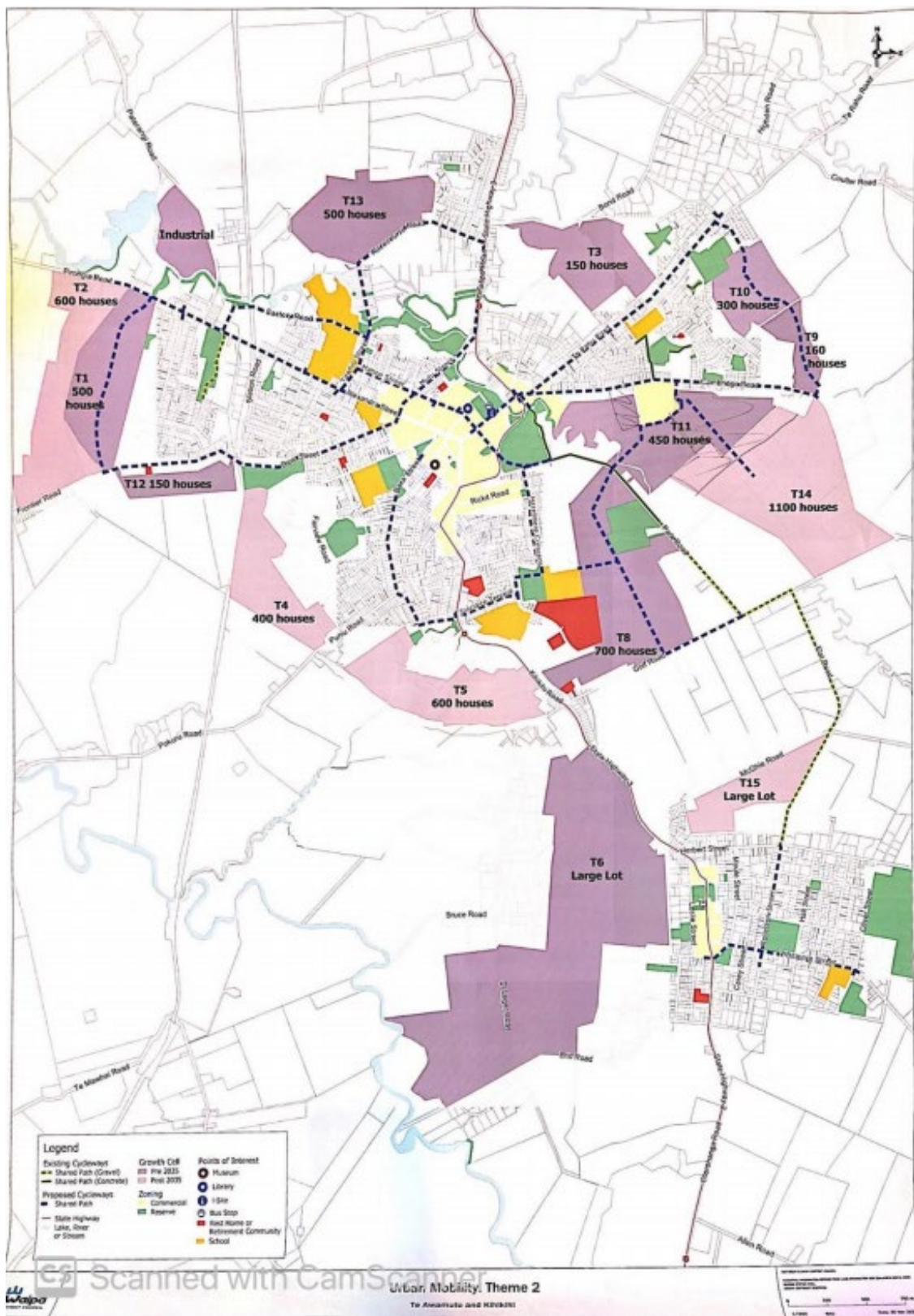
And the Cambridge Town Concept Plan Refresh 2019 lists the following desirable parking outcomes:

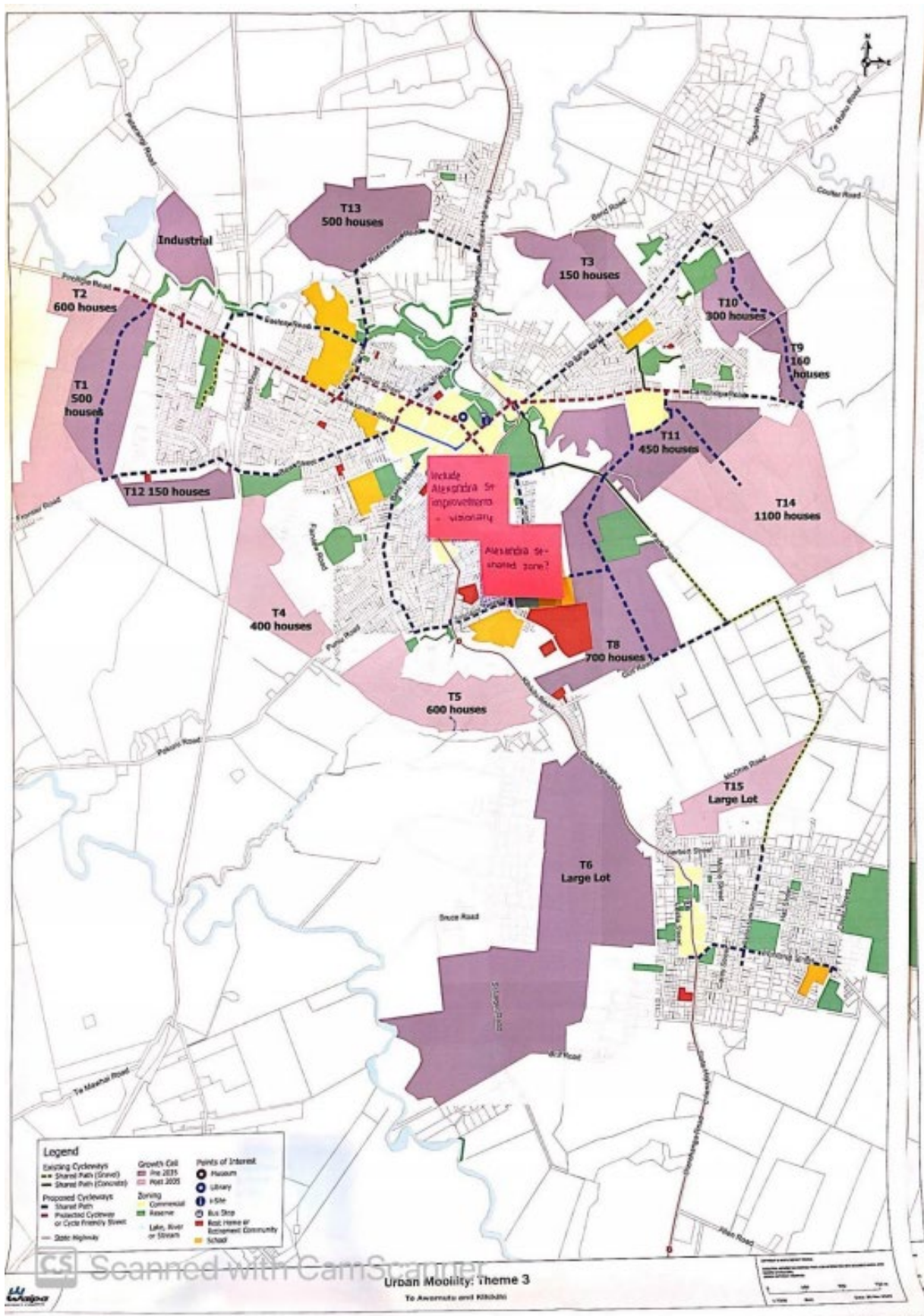
- Encourage higher turnover of vehicle parking
- Spread peak parking demand over a wider area
- Encourage non-motor vehicle modes for easy trips to the town centre

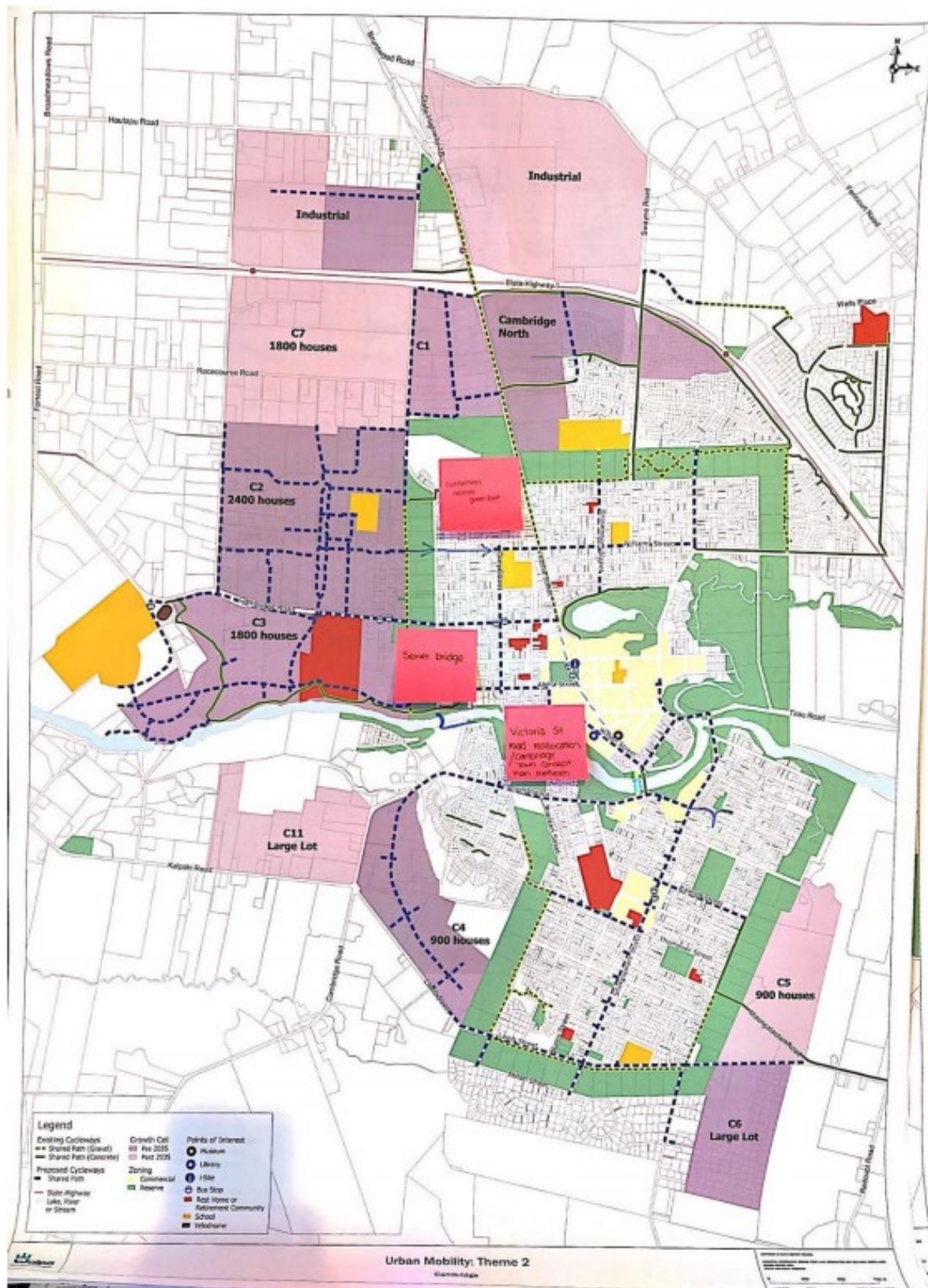
The parking use survey noted that overall the parking provision in the towns still had capacity to be used more efficiently and this is a matter of setting appropriate time limits, and encouraging long stay parking into more appropriate locations.

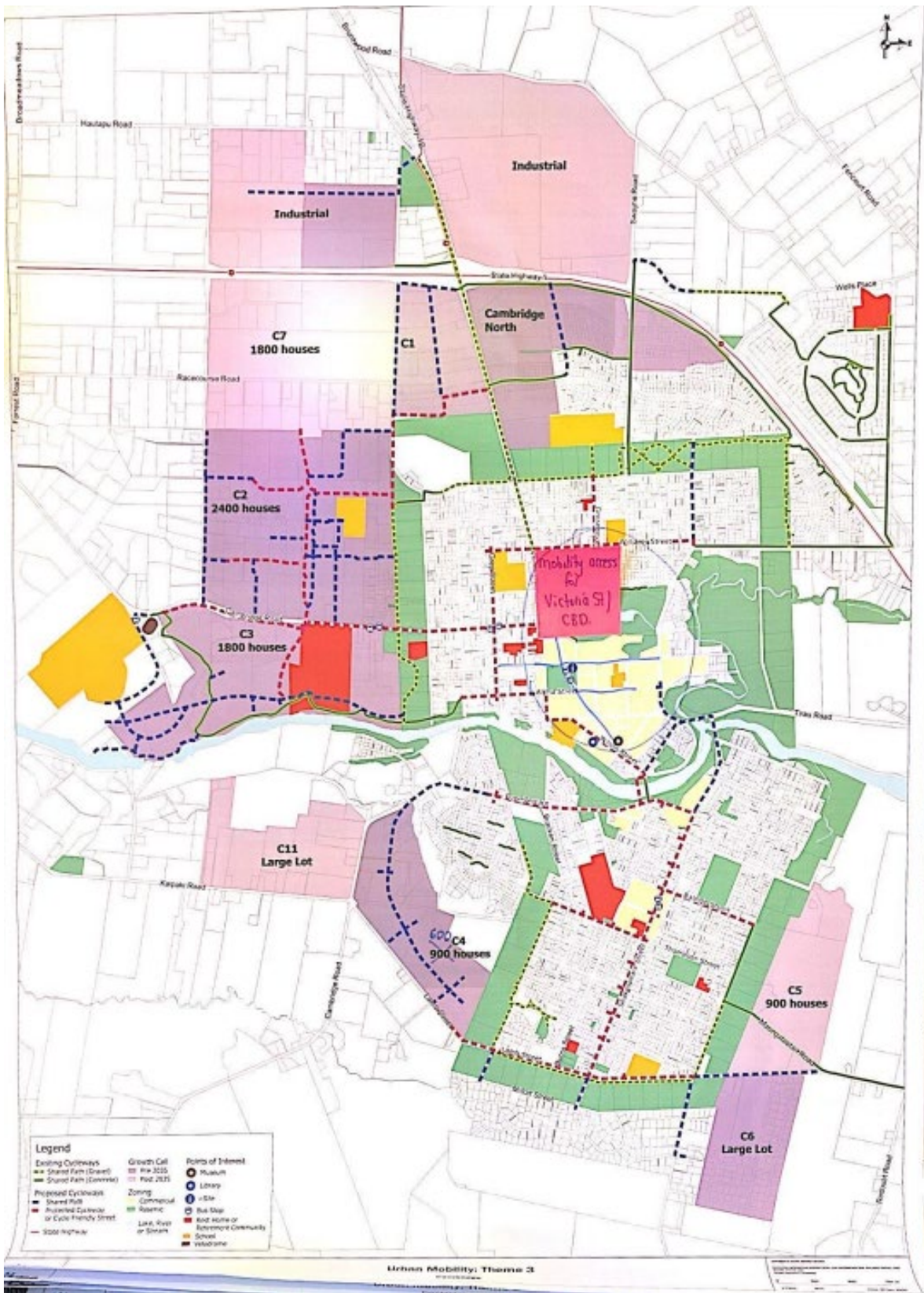
It is recommended that further standardisation of parking time limits is made along with increased enforcement. Implementation of these measures will be dependent on available budget as funding for the parking activity has been severely reduced in the 20120/2021 Annual Plan due to Covid-19 impacts.

Appendix K THEME MAPS

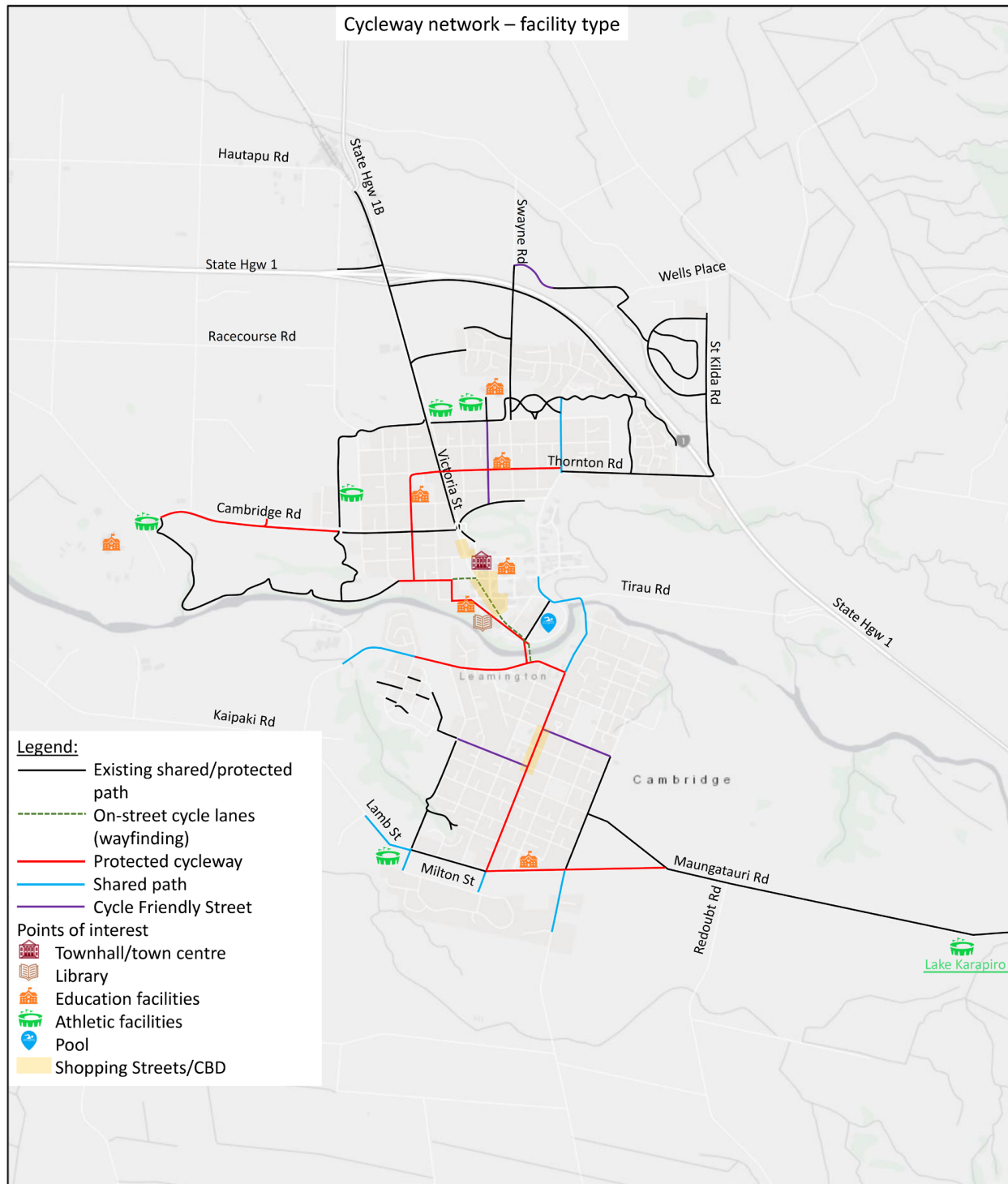


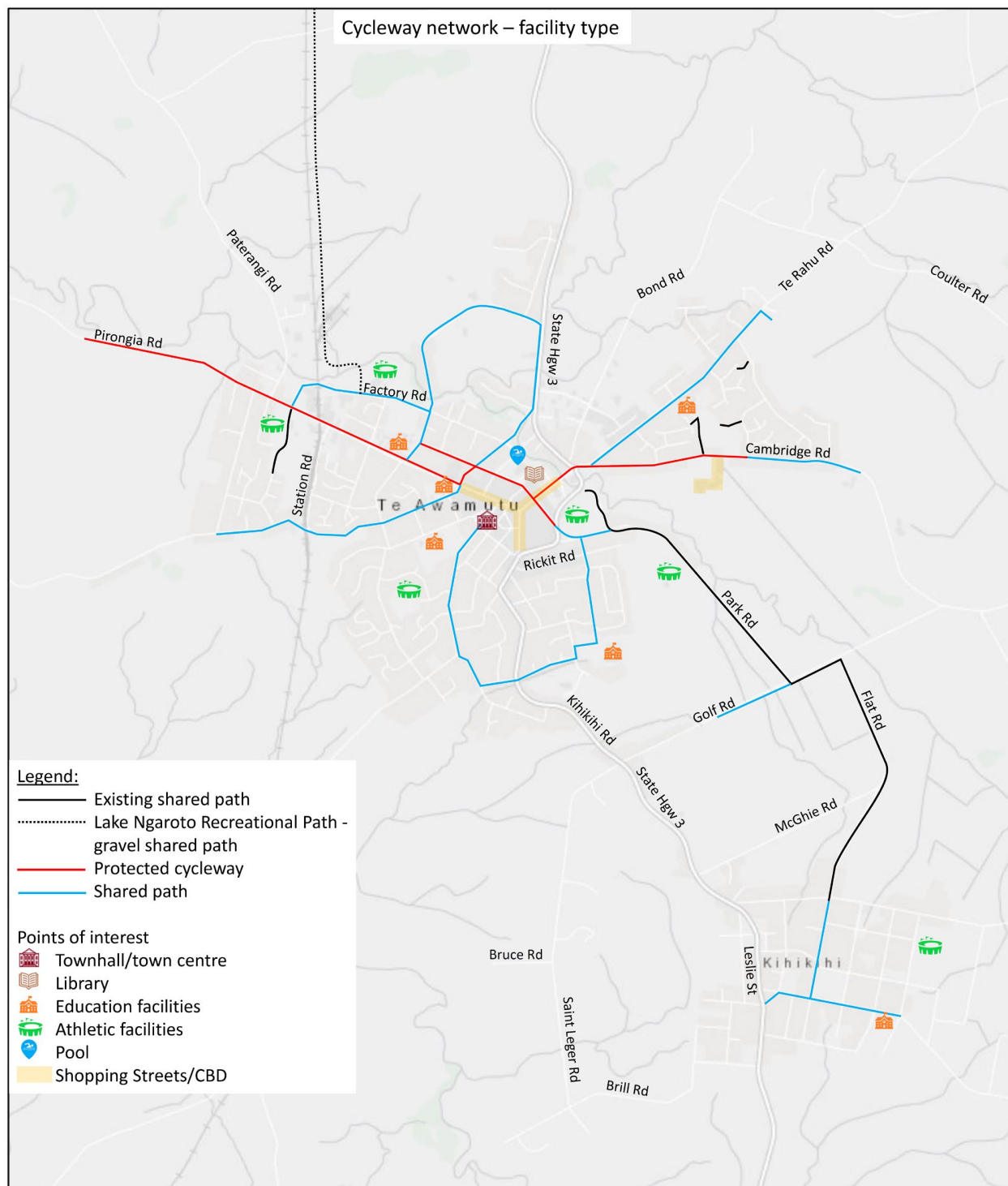






Appendix L PREFERRED OPTION





Appendix M ECONOMIC ANALYSIS

sp11-walking-and-cycling CB

SP11-1

SP11 Walking and cycling facilities

Spreadsheet v9.1 (21-Oct-20)

Worksheet 1 - Evaluation summary

Worksheet 1 provides a summary of the general data used for the evaluation as well as the results of the analysis. The information required is a subset of the information required for assessment in terms of the NZTA's *Planning and Investment Knowledge Base*.

1	Evaluator(s)	Xinghao Chen / Tony Richardson, Titus Consulting Engineers, Hamilton, tonyr@tituscivil.co.nz		
	Reviewer(s)	WSP		
2	Activity details			
	Approved organisation name	Waipa District Council		
	Activity name	Urban Mobility		
	Your reference			
	Activity description	Walking and Cycleway Development in Cambridge		
	Describe the issues to be addressed	1. Active mode users over-represented in crashes; 2. Low active mode uptake + poor health outcomes; 3. Poor + unequal transport choices		
3	Location			
	Brief description of location	Selected Streets / Routes in Cambridge		
4	Alternatives and options			
	Describe the do-minimum	Business as usual		
	Summarise the options assessed	4,399m cycleway in Cambridge		
5	Timing			
	Time zero (assumed construction start date)	1 July	2021	
	Expected duration of construction (months)		12	
	Period of analysis			
6	Economic efficiency			Discount rate
	Date economic evaluation completed (mm/yyyy)		Apr-21	4%
	Base date for costs and benefits	1 July	2021	Eval. Period (yrs)
	Land designation required		no	40
7	Data (only fill the applicable data)			
	Existing pedestrian/cycling volumes	273	AADT in year	2021
	Estimated new pedestrian/cyclist volume	70 / 147	per day	
	Estimated motor vehicle volumes		AADT	
	Estimated motor vehicle speed		km/h	
	Pedestrian/cyclist growth rate	2.60	%	
	Width available for walking/cycling before	0.00	m	
	Width available for walking/cycling after	3.00	m	
	Length walked/cycled after works	4.40	km	
	Length walked/cycled before works	4.40	km	
	Expected reduction in private vehicle travel	4.40	km per year	
8	PV cost of do-minimum		\$ 4,249,702	A
9	PV cost of the preferred option		\$ 6,890,980	B
10	Benefit values from worksheet 4, 5, 6			
	PV travel time cost savings	\$ 4,371,135	C x Update factor ^{TT}	1.57 = \$ 6,862,682
	PV facility benefits	\$ 13,206,392	D x Update factor ^{WCB}	1.04 = \$ 13,734,648
	PV crash cost savings	\$ 985,584	E x Update factor ^{ACC}	1.14 = \$ 1,123,566
11	$BCR_N = \frac{PV \text{ net benefits}}{PV \text{ economic costs}} = \frac{X + Y + Z}{B - A} = \frac{21,720,896}{2,641,279} = \mathbf{8.22}$			

SP11 Walking and cycling facilities

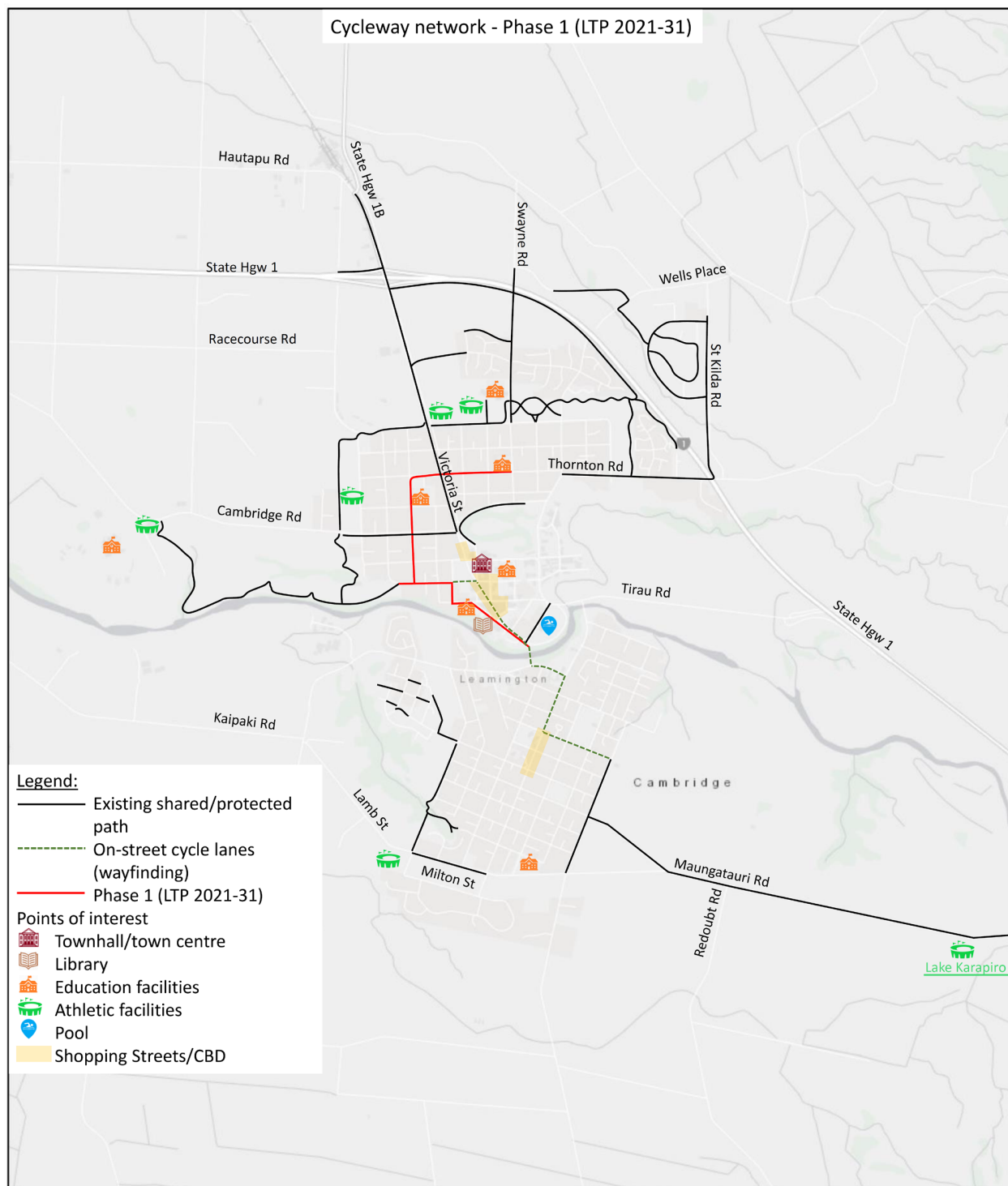
Spreadsheet v9.1 (21-Oct-20)

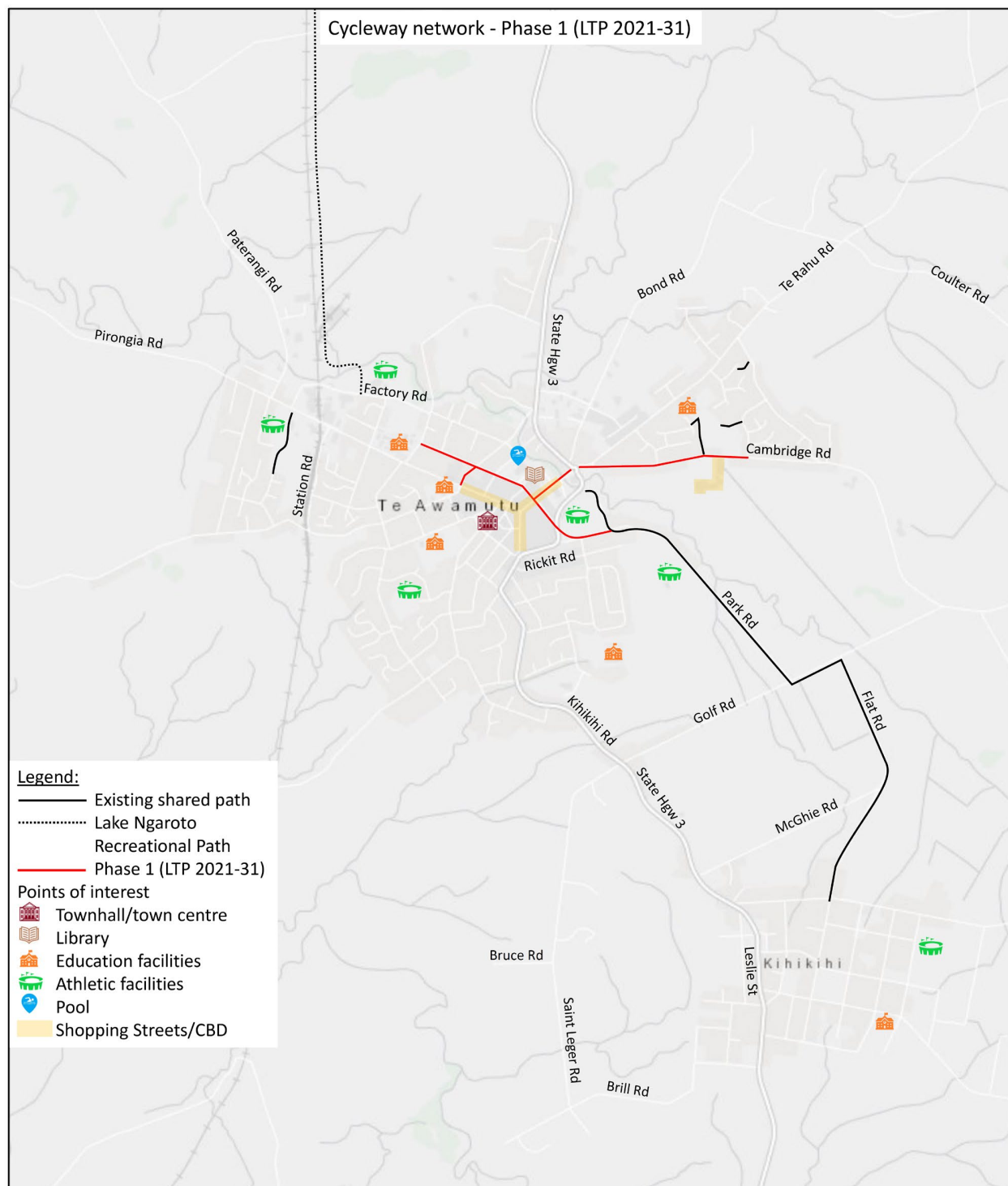
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	Reviewer(s)	WSP		
2	Activity details	Waipa District Council		
	Approved organisation name	Urban Mobility		
	Activity name	Your reference		
	Activity description	Walking and Cycleway Development in Te Awamutu		
	Describe the issues to be addressed	1. Active mode users over-represented in crashes; 2. Low active mode uptake + poor health outcomes; 3. Poor + unequal transport choices		
3	Location	Selected Streets / Routes in Te Awamutu		
	Brief description of location			
4	Alternatives and options	Business as usual		
	Describe the do-minimum	3,225m cycleway in Te Awamutu		
	Summarise the options assessed			
5	Timing	1 July 2021		
	Time zero (assumed construction start date)	12		
	Expected duration of construction (months)	Period of analysis		
	Period of analysis			
6	Economic efficiency			Discount rate
	Date economic evaluation completed (mm/yyyy)	Apr-21		4%
	Base date for costs and benefits	1 July 2021		Eval. Period (yrs)
	Land designation required	no		40
7	Data (only fill the applicable data)			
	Existing pedestrian/cycling volumes	205	AADT in year	2020
	Estimated new pedestrian/cyclist volume	39 / 57 per day		
	Estimated motor vehicle volumes	AADT		
	Estimated motor vehicle speed	km/h		
	Pedestrian/cyclist growth rate	2.60 %		
	Width available for walking/cycling before	0.00 m		
	Width available for walking/cycling after	3.00 m		
	Length walked/cycled after works	3.23 km		
	Length walked/cycled before works	3.23 km		
	Expected reduction in private vehicle travel	3.23 km per year		
8	PV cost of do-minimum	\$ 2,036,134		A
9	PV cost of the preferred option	\$ 3,301,634		B
10	Benefit values from worksheet 4, 5, 6			
	PV travel time cost savings	\$ 2,421,097	C x Update factor ^{TT}	1.57 = \$ 3,801,122 X
	PV facility benefits	\$ 7,704,554	D x Update factor ^{WCB}	1.04 = \$ 8,012,736 Y
	PV crash cost savings	\$ 1,917,829	E x Update factor ^{ACC}	1.14 = \$ 2,186,325 Z
11	BCR _N	$\frac{\text{PV net benefits}}{\text{PV economic costs}} = \frac{\text{X} + \text{Y} + \text{Z}}{\text{B} - \text{A}} = \frac{14,000,184}{1,265,500} = \mathbf{11.06}$		

Appendix N 2021 – 2031 IMPLEMENTATION







APPENDIX O – COST ESTIMATE – SHARED PATH

Project Estimate - Form C				
Project Name: Shared path typical per km cost			DBE	
Detailed Business Case Estimate				
Item	Description	Base Estimate	Contingency	Funding Risk Contingency
A	Nett Project Property Cost	0	0	0
B	Project Development Phase			
	Fees - Consultancy	0	0	0
	Managed Costs - NZTA	Nil	Nil	Nil
	Total Project Development	0	0	0
C	Pre-implementation Phase			
	Fees - Consultancy	145000	10,000	50,000
	Managed Costs - NZTA			
	Total Pre-implementation	145000	10000	50000
D	Implementation Phase			
	Implementation Fees			
	- Consultancy Fees			20,000
	- NZTA Managed Costs			
	- Construction Monitoring Fees	45,000	10,000	20,000
	Sub Total Base Implementation Fees	45000	10000	40000
	Physical Works			
	1 Environmental Compliance	0		10,000
	2 Earthworks	80,000	5,000	10,000
	3 Ground Improvements	0		
	4 Drainage	165,000	20,000	20,000
	5 Pavement and Surfacing	65,000	5,000	20,000
	6 Bridges	0		
	7 Retaining Walls	0		10,000
8 Traffic Services	45,000	5,000		
9 Service Relocations	50,000	100,000		
10 Landscaping	585,000	50,000		
11 Traffic Management and Temporary Works	30,000	5,000	5,000	
12 Preliminary and General	80,000	10,000	10,000	
13 Extraordinary Construction Costs	0			
Sub Total Base Physical works	1,100,000	200,000	85,000	
D	Total for Implementation Phase	1145000	210000	125000
E	Project Base Estimate (A+C+D)	1,290,000		
F	Contingency (Assessed/Analysed) (A+C+D)		220,000	
G	Project Expected Estimate (E+F)		1,510,000	
Nett Project Property Cost Expected Estimate			Nil	
Project Development Phase Expected Estimate			Nil	
Pre-implementation Phase Expected Estimate			155,000	
Implementation Phase Expected Estimate			1,355,000	

H	Funding Risk Contingency (Assessed/Analysed)	(A+C+D)	175,000
I	95th percentile Project Estimate	(G+H)	1,685,000
Nett Project Property Cost 95th percentile Estimate			Nil
Project Development Phase 95th percentile Estimate			Nil
Pre-implementation Phase 95th percentile Estimate			50,000
Implementation Phase 95th percentile Estimate			125,000

Date of Estimate	Cost Index August 2021
Estimate prepared by 	Erik Van Der Wel (Waipā District Council) Aug 2021
Estimate internal peer review by 	Bishow Tripathee (Waipā District Council) Sept 2021
Estimate external peer review by	N/A
Estimate accepted by NZTA	



Note:

- (1) These estimates are exclusive of escalation and GST.
- (2) Project Development Phase Estimates are set to Nil as these are now sunk costs.

APPENDIX P - COST ESTIMATE – CYCLE FRIENDLY

Project Estimate - Form C				
Project Name: Cycle friendly street typical per km cost			DBE	
Detailed Business Case Estimate				
Item	Description	Base Estimate	Contingency	Funding Risk Contingency
A	Nett Project Property Cost	0		
	Project Development Phase			
	Fees - Consultancy		Nil	Nil
	Managed Costs - NZTA	Nil	Nil	Nil
B	Total Project Development	0	Nil	Nil
	Pre-implementation Phase			
	Fees - Consultancy	85000	10,000	10,000
	Managed Costs - NZTA			
C	Total Pre-implementation	85000	10000	10000
	Implementation Phase			
	Implementation Fees			
	- Consultancy Fees			5,000
	- NZTA Managed Costs			
	- Construction Monitoring Fees	25,000	10,000	10,000
	Sub Total Base Implementation Fees	25000	10000	15000
	Physical Works			
	1 Environmental Compliance	0		
	2 Earthworks	20,000	5,000	10,000
	3 Ground Improvements	0		
	4 Drainage	52,500	25,000	50,000
	5 Pavement and Surfacing	25,000	10,000	50,000
	6 Bridges	0		
	7 Retaining Walls	0		
	8 Traffic Services	17,000		
	9 Service Relocations	25,000	25,000	25,000
	10 Landscaping	85,000	10,000	25,000
	11 Traffic Management and Temporary Works	15,000	5,000	5,000
	12 Preliminary and General	55,000		
	13 Extraordinary Construction Costs	0		
	Sub Total Base Physical works	294,500	80,000	165,000
D	Total for Implementation Phase	319500	90000	180000
E	Project Base Estimate (A+C+D)	404,500		
F	Contingency (Assessed/Analysed)	(A+C+D)	100,000	
G	Project Expected Estimate	(E+F)	504,500	
	Nett Project Property Cost Expected Estimate		Nil	
	Project Development Phase Expected Estimate		Nil	
	Pre-implementation Phase Expected Estimate		95,000	
	Implementation Phase Expected Estimate		409,500	
H	Funding Risk Contingency (Assessed/Analysed)		(A+C+D)	190,000

I	95th percentile Project Estimate	(G+H)	694,500
Nett Project Property Cost 95th percentile Estimate			Nil
Project Development Phase 95th percentile Estimate			Nil
Pre-implementation Phase 95th percentile Estimate			10,000
Implementation Phase 95th percentile Estimate			180,000

Date of Estimate		Cost Index August 2021
Estimate prepared by		Erik Van Der Wel (Waipā District Council) Aug 2021
Estimate internal peer review by		Bishow Tripathi (Waipā District Council) Sept 2021
Estimate external peer review by		N/A
Estimate accepted by NZTA		



Note:

- (1) These estimates are exclusive of escalation and GST.
- (2) Project Development Phase Estimates are set to Nil as these are now sunk costs.

APPENDIX Q - COST ESTIMATE – CULTURE CHANGE

<h1 style="margin: 0;">Project Estimate - Form C</h1>				
Project Name: culture change typical annual cost			DBE	
Detailed Business Case Estimate				
Item	Description	Base Estimate	Contingency	Funding Risk Contingency
A	Nett Project Property Cost	0	0	0
B	Project Development Phase			
	Fees - Consultancy	0	0	0
	Managed Costs - NZTA	Nil	Nil	Nil
	Total Project Development	0	0	0
C	Pre-implementation Phase			
	Fees - Consultancy			
	Managed Costs - NZTA			
	Total Pre-implementation	0	0	0
D	Implementation Phase			
	Implementation Fees			
	- Consultancy Fees	30,000	3,500	5,000
	- NZTA Managed Costs			
	- Construction Monitoring Fees			
	Sub Total Base Implementation Fees	30000	3500	5000
	Physical Works			
	1 Environmental Compliance			
	2 Earthworks			
	3 Ground Improvements			
	4 Drainage			
	5 Pavement and Surfacing			
	6 Bridges			
	7 Retaining Walls			
8 Traffic Services				
9 Service Relocations				
10 Landscaping				
11 Traffic Management and Temporary Works				
12 Preliminary and General				
13 Extraordinary Construction Costs				
Sub Total Base Physical works	0	0	0	
D	Total for Implementation Phase	30000	3500	5000
E	Project Base Estimate (A+C+D)	30,000		
F	Contingency (Assessed/Analysed) (A+C+D)		3,500	
G	Project Expected Estimate (E+F)		33,500	
	Nett Project Property Cost Expected Estimate		Nil	
	Project Development Phase Expected Estimate		Nil	
	Pre-implementation Phase Expected Estimate		0	
	Implementation Phase Expected Estimate		33,500	

H	Funding Risk Contingency (Assessed/Analysed)	(A+C+D)	5,000
I	95th percentile Project Estimate	(G+H)	38,500
Nett Project Property Cost 95th percentile Estimate			Nil
Project Development Phase 95th percentile Estimate			Nil
Pre-implementation Phase 95th percentile Estimate			0
Implementation Phase 95th percentile Estimate			5,000

Date of Estimate	Cost Index August 2021
Estimate prepared by 	Erik Van Der Wel (Waipā District Council) Aug 2021
Estimate internal peer review by 	Bishow Tripathy (Waipā District Council) Sept 2021
Estimate external peer review by	N/A
Estimate accepted by NZTA	



Note:

- (1) These estimates are exclusive of escalation and GST.
- (2) Project Development Phase Estimates are set to Nil as these are now sunk costs.

APPENDIX R - COST ESTIMATE – PEDESTRIAN PRIORITY AREA

Project Estimate - Form C				
Project Name: pedestrian priority areas typical per km cost			DBE	
Detailed Business Case Estimate				
Item	Description	Base Estimate	Contingency	Funding Risk Contingency
A	Nett Project Property Cost	0	0	0
B	Project Development Phase			
	Fees			
	Costs			
	- Consultancy			
	- NZTA Managed			
	Total Project Development	Nil	Nil	Nil
C	Pre-implementation Phase			
	Fees			
	Managed Costs			
	- Consultancy	32500	5,000	10,000
	- NZTA			
	Total Pre-implementation	32500	5000	10000
D	Implementation Phase			
	Implementation Fees			
	- Consultancy Fees			10,000
	- NZTA Managed Costs			
	- Construction Monitoring Fees	20,000	5,000	10,000
	Sub Total Base Implementation Fees	20000	5000	20000
	Physical Works			
	1 Environmental Compliance	0		
	2 Earthworks	0		
	3 Ground Improvements	0		
	4 Drainage	0		
	5 Pavement and Surfacing	0		
	6 Bridges	0		
	7 Retaining Walls	0		
8 Traffic Services	12,500	5,000	5,000	
9 Service Relocations	0			
10 Landscaping	22,000	2,500	5,000	
11 Traffic Management and Temporary Works	2,500	500	1,000	
12 Preliminary and General	2,500	2,500	2,500	
13 Extraordinary Construction Costs	0			
	Sub Total Base Physical works	39,500	10,500	13,500
	Total for Implementation Phase	59500	15500	33500
E	Project Base Estimate (A+C+D)	92,000		
F	Contingency (Assessed/Analysed) (A+C+D)		20,500	
G	Project Expected Estimate (E+F)		112,500	
	Nett Project Property Cost Expected Estimate		Nil	
	Project Development Phase Expected Estimate		Nil	
	Pre-implementation Phase Expected Estimate		37,500	
	Implementation Phase Expected Estimate		75,000	
H	Funding Risk Contingency (Assessed/Analysed) (A+C+D)			43,500

I	95th percentile Project Estimate	(G+H)	156,000
Nett Project Property Cost 95th percentile Estimate			Nil
Project Development Phase 95th percentile Estimate			Nil
Pre-implementation Phase 95th percentile Estimate			10,000
Implementation Phase 95th percentile Estimate			33,500

Date of Estimate	Cost Index August 2021
Estimate prepared by 	<i>Erik Van Der Wel</i> (Waipā District Council) Aug 2021
Estimate internal peer review by 	<i>Bishow Tripathee</i> (Waipā District Council) Sept 2021
Estimate external peer review by	N/A
Estimate accepted by NZTA	



Note:

- (1) These estimates are exclusive of escalation and GST.
- (2) Project Development Phase Estimates are set to Nil as these are now sunk costs.

APPENDIX S - COST ESTIMATE – PROTECTED CYCLEWAY

Project Estimate - Form C			DB E	
Project Name: Protected cycleway typical per km cost			Detailed Business Case Estimate	
Item	Description	Base Estimate	Contingency	Funding Risk Contingency
A	Nett Project Property Cost	0		
	Project Development Phase			
	Consultancy Fees	Nil	Nil	Nil
	Managed Costs - NZTA	Nil	Nil	Nil
B	Total Project Development	Nil	Nil	Nil
	Pre-implementation Phase			
	Consultancy Fees	145000	10,000	50,000
	Managed Costs - NZTA			
C	Total Pre-implementation	145000	10000	50000
	Implementation Phase			
	Implementation Fees			
	- Consultancy Fees			20,000
	- NZTA Managed Costs			
	- Construction Monitoring Fees	45,000	10,000	200,000
	Sub Total Base Implementation Fees	45000	10000	220000
	Physical Works			
	1 Environmental Compliance	0		
	2 Earthworks	80,000	10,000	20,000
	3 Ground Improvements	0		
	4 Drainage	165,000	20,000	50,000
	5 Pavement and Surfacing	157,000	20,000	50,000
	6 Bridges	0		
	7 Retaining Walls	0		
	8 Traffic Services	177,500	10,000	50,000
	9 Service Relocations	50,000	150,000	150,000
	10 Landscaping	260,000	50,000	50,000
	11 Traffic Management and Temporary Works	30,000	5,000	10,000
	12 Preliminary and General	80,000	5,000	10,000
	13 Extraordinary Construction Costs	0		
	Sub Total Base Physical works	999,500	270,000	390,000
D	Total for Implementation Phase	1044500	280000	610000
E	Project Base Estimate (A+C+D)	1,189,500		
F	Contingency (Assessed/Analysed)	(A+C+D)	290,000	
G	Project Expected Estimate	(E+F)	1,479,500	
	Nett Project Property Cost Expected Estimate		Nil	
	Project Development Phase Expected Estimate		Nil	
	Pre-implementation Phase Expected Estimate		155,000	
	Implementation Phase Expected Estimate		1,324,500	

H	Funding Risk Contingency (Assessed/Analysed)	(A+C+D)	660,000
I	95th percentile Project Estimate	(G+H)	2,139,500
	Nett Project Property Cost 95th percentile Estimate		Nil
	Project Development Phase 95th percentile Estimate		Nil
	Pre-implementation Phase 95th percentile Estimate		50,000
	Implementation Phase 95th percentile Estimate		610,000


Date of Estimate	Cost Index August 2021
Estimate prepared by 	<i>Erik Van Der Wel</i> (Waipā District Council) Aug 2021
Estimate internal peer review by 	<i>Bishow Tripathy</i> (Waipā District Council) Sept 2021
Estimate external peer review by	N/A
Estimate accepted by NZTA	

Note:

- (1) These estimates are exclusive of escalation and GST.
- (2) Project Development Phase Estimates are set to Nil as these are now sunk costs.

Appendix 2

Terms of Reference – Waipā Urban Mobility Governance Groups (*document number 10652801*)

 <p>Waipa DISTRICT COUNCIL</p>	<p align="right">Terms of Reference Waipa Urban Mobility Governance Groups ECM: PR4292/4293</p>
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1 STRUCTURE FOR THE URBAN MOBILITY PROJECT GOVERNANCE

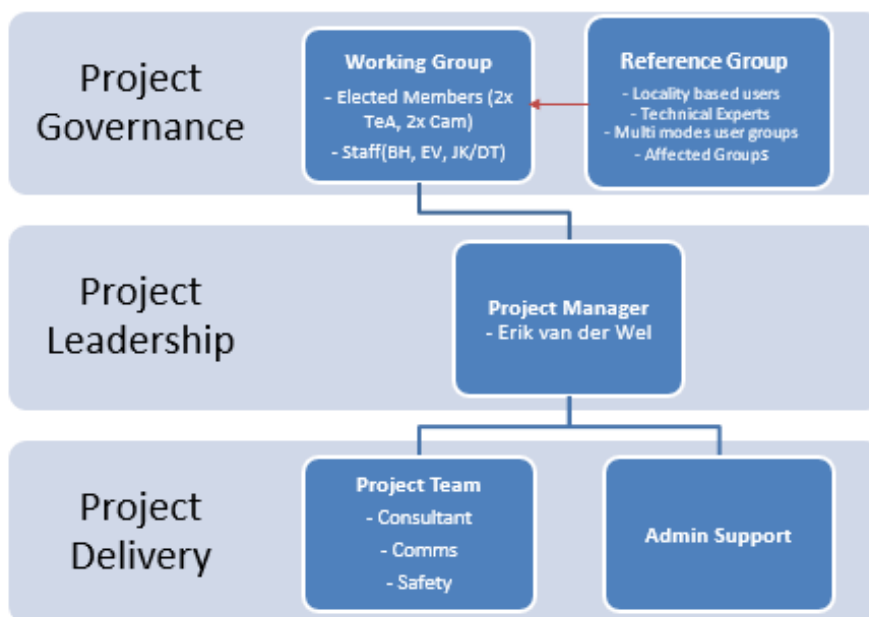
A project governance framework is being developed to support the implementation of the Waipā Urban Mobility Business Case. Its purpose is to provide good direction and guidance for the project team on the implementation of urban mobility projects.

Two groups are proposed as part of the framework; a specific governance group and a community /technical reference group.

The first, an Urban Mobility Working Group (Working Group), would be made up of councillors and Council staff, and would provide internal direction to the project team.

The second, an Urban Mobility Reference Group (Reference Group), would include local, user and technical group representatives who would provide ongoing and constructive guidance, feedback and input to urban mobility proposals.

The following organisational structure depicts this arrangement:



This terms of reference covers the role of both of these groups and how they will interact together and with the project team.

2 URBAN MOBILITY PROJECT BACKGROUND

The Waipā Urban Mobility Business Case is in its final stages of development to guide investment in the transport system and aims to achieve increased use of active and alternative modes of transport in Te Awamutu and Cambridge. These include supporting the use of cycling, walking and other mobility modes. The business case is nearing completion and will be submitted to Waka Kotahi for approval of co-investment. The Business Case includes a recommended programme of projects to be implemented with a proposed routes-based approach.

Additionally, Council has committed further investment in projects and initiatives to continue to develop its cycleway network and encourage more activities focused on active travel and use of streets. These include:

- a. Council's Innovating Streets Partnership Agreement with Waka Kotahi – Safe Routes to Schools and Businesses for Active Transport – Tactical Urbanism project, 90% subsidised by Waka Kotahi – completed June 2021, although final decision making on treatments will be guided by this group; and
- b. Hamilton Road cycleway project – under construction but with linkage planned for the new residential growth cells to the northwest of Cambridge.

2 OBJECTIVES FOR THE WORKING GROUP

This Working Group is established to provide direction to the project team in the programming of the projects and designing and delivering the projects.

The Working Group will be an internal governance group for the next phase of projects to provide oversight for:

- Champion the project to stakeholders
- Oversight of the investment programme
- Ensuring appropriate engagement with the Reference Group
- Endorse communication strategies
- Endorse reports to Council and recommend approval to Council
- Manage risks.

The Working Group will operate under the following terms:

- Meeting to be held every two months (or quarterly depending on level of current activities).
- Invite representation or recommendations of the Reference Group on specific topics.
- Ensure the views of all parties within the Reference Group are considered and included in decision making.

3 OBJECTIVES FOR THE REFERENCE GROUP

The Reference Group is a group that represents the community of users for the projects. This group will meet when requested by the Working Group to provide input and feedback on project options as these develop.

Membership of this group will be invited through a nomination process. Nominations will be requested from each of the representative groups identified below. The Working Group will decide the final members to ensure a suitable mix of all user groups is included.

User Groups to be invited:

Organisation	Role
Waipa District Council	Chair Reference Group
CCS Disability	Represent user group
Aged user group rep / Grey power	Represent user group
Bike Waikato	Represent user group
Youth user group – students?	Represent user group
Bicycle Revolution	Represent user group
Waka Kotahi (NZTA)	1. Local Highway Network Manager where affected by projects 2. Local Investment Adviser
Locality based user reps	Schools, Churches, Lions group etc
Emergency Services	Affected party and user group
Property Council /Business Reps	Affected party and user group
Heavy vehicle operators	Affected party and user group

The Reference Group will work under the following terms:

- Working Group representatives to attend meetings to advocate and support project proposals. There will be an open invitation to all working group members to attend the Reference Group meetings, however for specific topics there may be a need to nominate Working Group representatives.
- The Project Manager and Working Group will engage with the Reference Group as follows:
 - Initially, hold a workshop to introduce and explain roles, covering:
 - Project Objectives and Priorities – an initial discussion on project objectives and priorities
 - Expectations – the purpose of the group, project expectations, high-level programme
 - Clarify interests of each representative.
 - Share project focus and constraints for feedback on objectives for developing options and programme
 - Test ideas, options and proposals to gain feedback and ideas from user experience.

Reference Group meetings will be called as required to seek input to projects as they develop. Not all members will be required for every meeting; attendees for each of these meetings will be invited based on their level of interest in the projects or relevance to the location. This is to be discussed and agreed further at the initial workshop.

4 SCOPE

The general objective of the Working Group is to contribute knowledge and expertise to guide Waipā District Council in the development of the Urban Mobility projects and investment in the wider cycle and pedestrian networks. They will do this through engaging with the Reference Group to seek customer and user experience, knowledge and expertise.

Specifically, scope for this Working Group is to advocate for the projects and recommend options to the Council for approval.

5 WORKING GROUP MEMBERSHIP

Name	Role
Councillor Liz Stolwyk	Deputy Mayor – Chair of the Working Group
Councillor Grahame Webber	Cambridge Elected Member Representative
Councillor Roger Gordon	Cambridge Elected Member Representative
Councillor Lou Brown	Te Awamutu Elected Member Representative
Councillor Marcus Gower	Te Awamutu Elected Member Representative
Mayor Jim Mylchreest	Mayor - Elected Member Representative (Optional, reflecting time demand)
Bryan Hudson	Transportation Manager
Erik van der Wel	Project Manager

6 MEETINGS & MINUTES

The Working Group will normally meet every two months (or quarterly depending on level of current activities).

The Project Manager will be responsible for the preparation of the meeting agendas and will oversee the preparation of any reports for the Working Group and the minutes of the Working Group meetings.

Any recommendation to Council or a Council Committee must be agreed by a quorum of at least five members.

7 REFERENCE MATERIAL

The following references are provided as background information in an establishment pack for both the Working Group and Reference Group members:

1. UK Department for Transport – Cycle Infrastructure Design - National Guide for Highway Authorities and Designers.

2. Urban Mobility Business Case – draft for Waka Kotahi review (and final when completed).

8 DELEGATIONS

The Working Group has no delegated financial authority, and therefore has no decision making powers. All recommendations arising from the Working Group will be reported through to the Service Delivery Committee (or other Council meeting if required) for approval.

The Working Group may request expert advice through the Chief Executive where necessary.

9 SELF ASSESSMENT AND REVIEW OF TERMS OF REFERENCE

From time to time the Working Group may review its performance and effectiveness.

These Terms of Reference will be reviewed by the Council every triennium or as a result of any recommendation made by the Working Group in regard to proposed changes or refocus.



To: The Chairperson and Members of the Service Delivery Committee

From: Manager Transportation

Subject: **MEMORANDUM OF UNDERSTANDING – SOUTHERN LINKS DESIGNATION AND LAND ACCESS**

Meeting Date: 21 September 2021

1 EXECUTIVE SUMMARY

This report recommends that Council enters into a Memorandum of Understanding (MOU) with Waka Kotahi and Rukuhia Land Holdings Limited Partnership.

The MOU concerns creation of a short length of temporary public road near the intersection of State Highway 3 and State Highway 21 Airport Road, to provide a future access to land affected by the Southern Links highway designation. Waipa District Council is a party to the MOU because Council is the local authority which would take control of the temporary public road that would be needed to provide connectivity to and from SH3.

Waka Kotahi as Southern Links designation holder is responsible to purchase property for the future highway and make sure that properties affected by the project still retain access to a road. The Rukuhia Land Holdings Limited Partnership land currently has access to SH3 and Penniket Road. When the Southern Links and SH21 interchange is constructed the partnership land will gain access via a new roundabout, but in the interim it will need access via a temporary public road. Two possible temporary road arrangements are shown on the plan attached in Appendix 2.

Waka Kotahi is responsible for all actions and costs under the MOU, including construction of any temporary road. Waipa District Council is not responsible for any costs other than maintenance of any temporary road after vesting. Council retains complete independence under the MOU for any regulatory functions it must continue to deliver.

The following appendices accompany the report:

- Appendix 1 - Memorandum of Understanding with Waka Kotahi, Waipa District Council and Rukuhia Land Holdings Limited Partnership, (*document number 10685727*)

- Appendix 2 - CKL Ltd Drawing B20199 Crater Lakes Development Access at SH3 - SH21 roundabout (*document number 10685740*).

2 RECOMMENDATION

That

- a) The report titled Memorandum of Understanding – Southern Links Designation and Land Access (document number 10679131) of Bryan Hudson, Manager Transportation, be received;*
- b) The Service Delivery Committee approves entering into a Memorandum of understanding with Waka Kotahi and Rukuhia Land Holdings Limited Partnership for future access to land in association with the Southern Links Designation (document number 10685727) and authorises the Chief Executive to sign the said document on behalf of Council.*

3 OPTIONS AND ASSESSMENT

Decision making

Council was invited by Waka Kotahi to engage in, and be part, of a MOU in this situation as a local road would be formed and vested in Council to provide the future property access. The road would be formed and sealed to Council standards with a turn-around head at the end.

The property of Rukuhia Land Holdings Limited Partnership at 3558 Ohaupo Road is 134ha in two titles and has frontage to Ohaupo Road SH3 on the east side and Penniket Road to the north. The future southern links highway will have a dual roundabout interchange and grade separation for the connection to SH21 Airport Road, so there are limited options for continued property connection to the west of the new road. The property, designation and future roads are shown in figure 1 below.

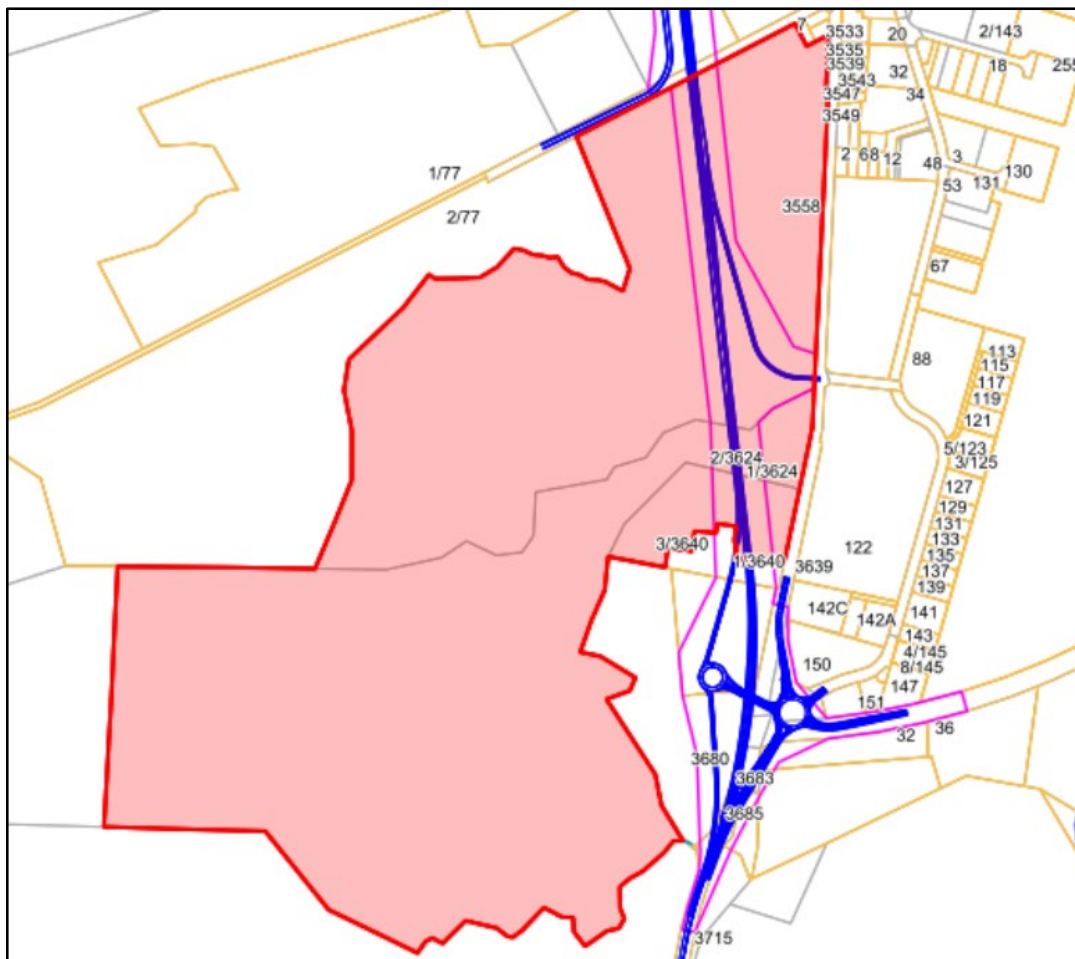


Figure 1. Rukuhia Land Holdings property shaded red, Southern links designation in magenta and proposed highway centre line in blue. The roundabout on the right exists as the current SH3 and SH21 junction.

Waka Kotahi, as road controlling authority and designation holder, is best placed to determine the optimal arrangement for continued property access and negotiate that with the landowner as part of the process of securing land for the future highway.

Figure 2 below, being an extract from Appendix 2, provides two possible local road layouts that could suffice to provide the future land access required. The possible local road layouts all start at the same point being the existing roundabout at the intersection of SH3 and SH21, then track under a future overpass bridge and skirt around a future roundabout which would make up the final part of the interchange. These option arrangements allow Waka Kotahi to maintain property access in future while the interchange is being built, and would allow the final property access to be connected to the second roundabout.

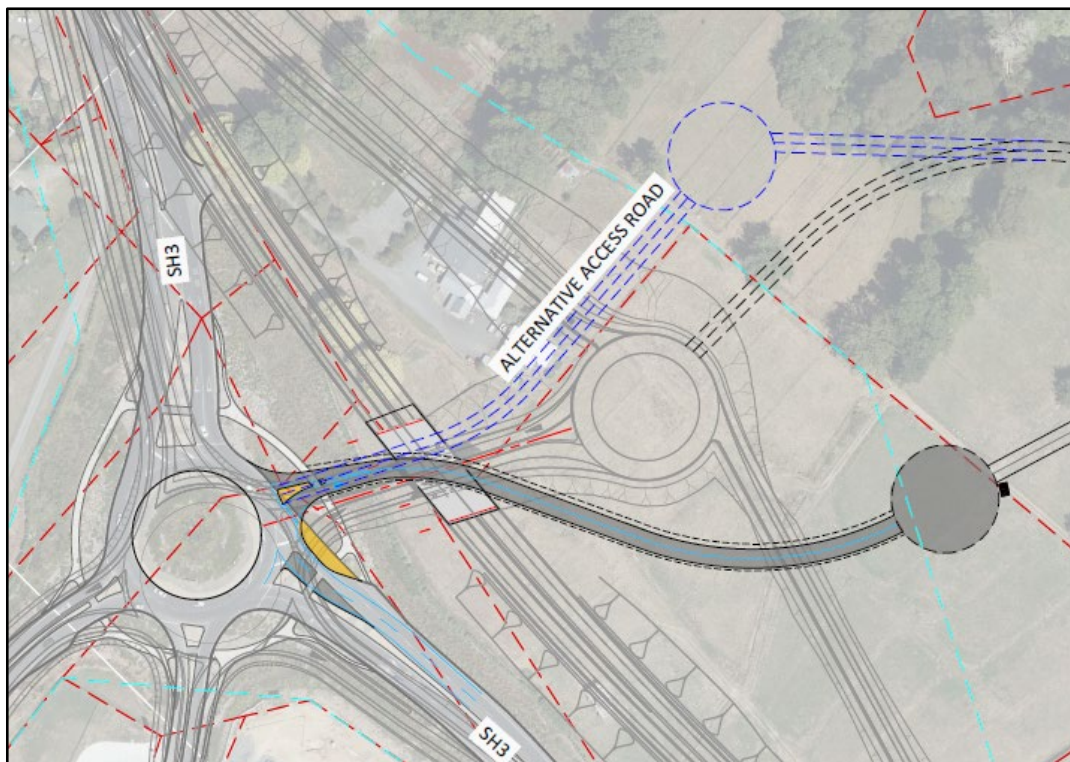


Figure 2. Possible temporary local road layouts to provide property access.

Creating property access in this location is a practical option with the following advantages:

- All access is via a local road and not direct to a high speed highway.
- Access is via a roundabout which is a safer form of intersection in this environment.
- Access can also be provided to other property in this location that Waka Kotahi has already purchased for the new highway.
- Access via Pennekit Road is too remote, does not provide access to all titles and will not provide a safe or convenient access for the majority of property.
- Access can be maintained during the Southern Links project build.

Financial/risk considerations

The MOU will have a 10 year duration. All of the works envisaged by the MOU to create and vest a local road are funded either by Waka Kotahi or by Rukuhia Land Holdings Limited Partnership. Waka Kotahi has given an undertaking to reimburse any costs that may be incurred by Council under a separate agreement if these arise. At this time it is not anticipated that Council will incur any costs in connection with the MOU.

The land under ownership of Rukuhia Land Holdings Limited Partnership is currently used as a dairy farm. The partnership has indicated it may wish to consider other future land uses. The MOU contains a clause 11.3 which expressly separates Council's regulatory role from this MOU to deal independently with any land use change or subdivision, and to recover fees and charges under this regulatory role.



Bryan Hudson
MANAGER TRANSPORTATION



Approved by Dawn Inglis
GROUP MANAGER SERVICE DELIVERY

SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

1 Statutory and policy requirements

Consultation and Engagement

The Southern Links highway designation has been through a Resource Management Act public consultation process and Environment Court hearing, and has been confirmed.

The purchase of property for the project and securing of continued land access is a minor matter of consequence only to Waka Kotahi and individual affected land owners. No further public consultation or engagement is required.

Council policy or strategy

This proposal facilitates land purchase for future highway improvements while ensuring on going road access for productive farm land in Waipa District. Creating a new local road for the purpose of continued land access is both safe and efficient.

The Southern Links designation is current in the Waipa District Operative District Plan. Building the new highway is included in the current National Land Transport Programme to a stage of purchasing property only at this time.

Any new local road constructed will be formed in compliance with the Regional Infrastructure Technical Specifications and naming of a new road will follow Council's Road Naming Policy.

Appendix 1

Memorandum of Understanding with Waka Kotahi, Waipa District Council and Rukuhia Land Holdings Limited Partnership (*document number 10685727*)



MEMORANDUM OF UNDERSTANDING

Between

New Zealand Transport Agency

And

Waipa District Council

And

Rukuhia Land Holdings Limited Partnership

THIS MEMORANDUM OF UNDERSTANDING is dated

2021

PARTIES

- (1) ***New Zealand Transport Agency (Waka Kotahi NZ Transport Agency)***, a Crown entity established on 1 August 2008 by section 93 of the Land Transport Management Act 2003, at 50 Victoria Street, Wellington ("Waka Kotahi")
- (2) ***Waipa District Council***, a local authority pursuant to the Local Government Act 2002 ("the Council")
- (3) ***Rukuhia Land Holdings Limited Partnership***, a registered company subject to the provisions of the Companies Act 1993 Company Number: 2201349, at 53-61 Whitaker Street, Te Aroha ("RFL")

BACKGROUND

- A. RFL is the current registered owner of an estate in freehold in possession in all of that land being:
 - (i) 77.7622 hectares more or less, Lot 4 Deposited Plan ("DP") 488969 and Lot 2 DP 473591 being all of the land contained in Record of Title ("RT") 702357; and
 - (ii) 56.1093 hectares more or less, Lot 1 DP 488969 being all of the land contained in RT 702354, together referred to as "the Land".
- B. RFL have granted an option to purchase the Land to Western Developments Corporation Limited ("WDP"), subject to WDP completing certain due diligence investigations in respect of the Land (including access) in order to satisfy prospective investors that the Land can be developed in the manner WDP proposes.
- C. RFL are currently in separate negotiations with Waka Kotahi on behalf of Her Majesty the Queen ("the Crown") in respect of the acquisition of part of the Land ("the Required Land") for Road, for the Southern Links Project ("the Project"). The acquisition of the Required Land by the Crown for the Project will result in the current access to the Land from State Highway 3 ("SH 3") being lost.
- D. Waka Kotahi is the Crown entity responsible for dealing with the issue of future access to and from the Land from and to SH 3 ("Future Access") and has identified two proposed location/plan options for the Future Access, one of which would be constructed as part of the Project.
- E. The Council is the local authority which will have responsibility for the local road that would be needed to provide connectivity to and from SH3 as part of the Future Access.
- F. The parties have entered into preliminary discussions concerning potential Future Access options.
- G. The purpose of this Memorandum of Understanding ("MOU") is to record the principles and objectives of the Parties, the Parties' intentions to collaborate and to provide a platform for the implementation of activities supporting the purpose and scope set out in clause 5 below.

1. DEFINITIONS

1.1 In this MOU, unless the context requires otherwise:

"Business Day" means any day other than a Saturday, a Sunday or a public holiday in the Waikato;

"Confidential Information" means any information of a sensitive nature (whether or not specifically identified as confidential), the subject matter and existence of this MOU, any information about the Parties or their businesses, personnel, or their clients that is not already in the public domain, and includes all Personal Information;

"Data Breach" means any incident involving facilities, systems, personnel, suppliers and/or subcontractors of RFL or the Council that:

- (a) involves (or gives rise to a real risk of unauthorised access to, or use or disclosure of, any of Waka Kotahi Personal Information; or
- (b) would prompt a reasonable and prudent person in the position of Waka Kotahi to notify (or consider notifying) the incident to the Privacy Commissioner and/or one or more individuals under Privacy Laws;

"MOU" means this Memorandum of Understanding and includes the Schedules (if any);

"Personal Information" has the meaning given in the Privacy Act 1993;

"Privacy Laws" means any laws, regulations, codes of practice and approved information sharing agreements insofar as they regulate the collection, processing, storage, use and/or disclosure of information about individuals; in each case as amended or replaced from time to time;

"Representative" means, in relation to a party, any director, officer, employee or professional adviser of that party; and

"Waka Kotahi Personal Information" means Personal Information made available to the Council or RFL by or on behalf of Waka Kotahi or collected by the Council or RFL for Waka Kotahi, in connection with this MOU.

2. INTERPRETATION

2.1 In this MOU, unless the Context requires otherwise:

- (a) the headings to clauses are inserted for convenience only and shall be ignored in interpreting this MOU;
- (b) a gender includes each other gender;
- (c) the word including and other similar words do not imply any limitation;
- (d) a person includes any company or body of persons (incorporated or not);
- (e) the plural includes the singular and vice versa; and
- (f) a reference to a statute includes any subordinate legislation made under it and amendments to or replacement of any of them from time to time.

IT IS AGREED AS FOLLOWS:

3. TERM AND LEGAL EFFECT OF MOU

- 3.1 This MOU is indicative only, and except for clauses 6 (Future Access), 7 (Confidentiality), 8 (Intellectual Property), 9 (Privacy Obligations), and 11 (Costs) is not legally binding.
- 3.2 This MOU commences on the date it is signed and will continue until the date that is ten years from the date of this MOU.

4. GUIDING PRINCIPLES

- 4.1 The parties, recognising the respective roles and statutory functions and powers (if any) of Waka Kotahi and the Council, and agree:
- (a) to work together in the spirit of partnership, sincerity and mutual respect;
 - (b) to maintain open and transparent communications, and to protect the confidentiality of information provided within their relationship;
 - (c) to be non-adversarial in dealings between them and take constructive mutual steps both to avoid differences and to identify solutions; and
 - (d) be open, prompt and fair in providing notifications and resolution between them of any differences or disputes which may arise or be apprehended.

5. PURPOSE AND SCOPE

- 5.1 The Parties wish to collaborate and co-operate with each other in order to confirm understandings in relation to the Future Access, including road location and continuity of physical access to SH3 as a result of the Project. The parties shall achieve this by utilising, where appropriate, the capabilities and expertise available to each party.

6. FUTURE ACCESS

- 6.1 In order to preserve continued physical and legal access to and from the Land from and to SH3, Waka Kotahi agrees that an obligation to construct, or to allow the construction of a road or roads, will be included in the agreement for the acquisition of the Required Land .
- 6.2 At the date of this MOU, the proposed new access leg to the Land runs immediately south of the dog leg Intersection and southern links bridge and connecting to a permanent internal road, which are to be constructed as part of the Project. . This proposal is not final and is subject to the approval of and may be amended by Waka Kotahi prior to construction (New Access Leg).
- 6.3 The physical works associated with construction of the New Access Leg will be funded by Waka Kotahi but only to the point that access is provided to the Land in accordance with clause 6.4 below.
- 6.4 The New Access Leg is only for the purpose of and will only be funded for construction to a standard suitable to enable the current use of the Land as a dairy farm (which includes tanker access) to continue. Any other use of or standard required for the Future Access, as a result of the development or future use

of the Land, is outside the scope and intention of this MOU and will be the responsibility of and funded by the registered owner of the Land.

- 6.5 A section of the New Access Leg will become legal road to be vested in and under the control of the Council. Waka Kotahi shall ensure that the design of that part of the New Access Leg to be vested in Council includes a turnaround facility which is reasonably satisfactory to the Council.
- 6.6 The balance of the New Access Leg, not vested in the Council will be private road, which is to be owned by the then registered owners of any land that receives the benefit of that private road.
- 6.7 If Future Access ahead of construction of the Project is agreed to by Waka Kotahi, as at the date of this MOU it is likely that the New Access Leg will instead be constructed off the existing roundabout located to the North of the Land ("Alternative AL"). This alternative is not final and is subject to the approval of and may be amended by Waka Kotahi prior to construction.
- 6.8 Notwithstanding clause 6.3, Waka Kotahi will not have any obligation to fund the construction of the Alternative AL. All works and requirements associated with the construction of the Alternative AL will be completed and funded by the registered owner of the Land as a condition of Waka Kotahi's agreement.
- 6.9 This MOU is intended for the benefit of the parties hereto and their respective permitted successors and assigns, and is not for the benefit of, nor may any provision hereof be enforced by, any other person.

7. CONFIDENTIALITY

- 7.1 Except as permitted by clause 7.2, each party shall keep the other parties' Confidential Information confidential and shall not disclose such Confidential Information to any person or use such Confidential Information for any purpose other than the purpose of this MOU.
- 7.2 Notwithstanding clause 7.1, either party may disclose any Confidential Information:
 - (a) to its professional advisers, auditors or bankers on a need to know basis;
 - (b) if and to the extent disclosure is required by law or the rules of any registered securities exchange upon which the parties securities are listed, provided that party gives the other party notice of the requirement as soon as practicable before such disclosure is made; or
 - (c) if and to the extent the information is obtained or developed independently of the information disclosed by the disclosing party.

8. INTELLECTUAL PROPERTY

- 8.1 All intellectual property brought by each party to the relationship under this MOU remains in the ownership of that party. Ownership and management of any intellectual property developed in relation to a project or projects under this MOU, or any standards for data management and protocols for data sharing, are to be dealt with in another contract formed for the particular project. If there is no such contract, then all intellectual property rights created under or arising out of this MOU shall be owned by Waka Kotahi and licensed to the Council and RFL with a non-exclusive, sub-licensable, royalty free, transferable and irrevocable licence.

8.2 In this MOU, intellectual property means copyright, and all rights conferred under statute, common law or equity in relation to inventions (including patents), trademarks, designs, circuit layouts, domain names, rights in databases, confidential information, trade secrets, know-how, layout designs, techniques, ideas, concepts, procedures or improvements in procedures, and all other proprietary rights, whether registered or unregistered, and all equivalent rights and forms of protection anywhere in the world, together with any right, interest or licence in or to any of the foregoing.

8.3 The use of logos or other corporate identification must be agreed to in writing by each party on a case by case basis.

9. PRIVACY OBLIGATIONS

9.1 The Council and RFL must comply at all times with all Privacy Laws and not do anything with Waka Kotahi Personal Information likely to cause Waka Kotahi to breach any Privacy Laws.

9.2 The Council and RFL must not use or disclose Waka Kotahi Personal Information (including to any subcontractors or employees) except as strictly necessary to comply with this MOU.

9.3 The Council and RFL must implement and maintain reasonable security safeguards to protect Waka Kotahi Personal Information, including from unauthorised use or disclosure.

9.4 Except as agreed in writing, the Council and RFL must not transfer (or permit the transfer of) Waka Kotahi Personal Information outside New Zealand or Australia.

9.5 The Council and RFL must promptly return and/or irreversibly erase all Waka Kotahi Personal Information (at the option of Waka Kotahi), once no longer required for the purposes of this MOU, and otherwise where directed by Waka Kotahi.

9.6 If the Council and/or RFL become aware of, or has reason to suspect the existence of, a Data Breach, the Council and/or RFL must promptly notify Waka Kotahi, take all practicable steps to mitigate the effects of the Data Breach, and co-operate with the investigation by Waka Kotahi of the Data Breach as reasonably necessary to enable Waka Kotahi to meet its obligations under Privacy Laws.

9.7 The Council and RFL will not comment publicly, including to the media, about any Data Breach, or any breach of this Section 9, without the written consent of Waka Kotahi.

10. CONFLICT OF INTEREST

10.1 Each party warrants that, as at the start date of this MOU, it has no conflict of interest in entering into this MOU and that, during the term of this MOU, if any actual or perceived conflict of interest arises, the party will immediately inform the other parties in writing of such conflict.

11. COSTS

11.1 Each party shall bear its own costs and expenses incurred in the negotiation, preparation and implementation of this MOU.

11.2 Notwithstanding clause 11.1 Waka Kotahi and the Council may enter into a separate agreement governing the payment of costs in respect of this MOU.

11.3 The Parties acknowledge that the Council is a regulatory authority and any the commitments in this MOU do not bind the Council in any way in relation to any decision or the exercise of statutory function or power in its capacity as regulatory authority. This MOU also does not negate the requirement for any Party to pay any charges or fees normally payable to the Council, in its capacity as regulatory authority, for any consents, permits, inspections or otherwise.

12. PROBLEM RESOLUTION

12.1 The Parties' Representatives, as set out in clause 13, will, in good faith, meet with a view to resolving any problems or differences between the Parties in relation to the interpretation or performance of this MOU as quickly as possible.

12.2 If the problem or difference cannot be settled by the Representatives set out in clause 13 within 10 Business Days, it will be referred to the relevant Group Manager of the Parties or their approved delegates. The Group Managers or their approved delegates will, in good faith, meet and negotiate with a view to resolving the problem or difference as quickly as possible.

13. GENERAL

13.1 Notices: Each notice under this MOU (each a "notice") shall be in writing and delivered personally or sent by post or email to the address of the relevant party set out below (or to any other address from time to time designated for that purpose by the relevant party by notice to the other party):

Waka Kotahi:	Level 1, Deloitte Building, 24 Anzac Parade, Hamilton – PO Box 973 Waikato Mail Centre Hamilton 3240
Representative:	Tama Tawhai
Email:	Tama.tawhai@nzta.govt.nz

Council:	101 Bank Street Te Awamutu – Private Bag 2402, Te Awamutu 3840
Representative:	Bryan Hudson
Email:	Bryan.Hudson@waipadc.govt.nz

RFL:	3065 Ohaupo Road, Rd 2, Hamilton, 3282
Representative:	Robert Rigter
Email:	rukuhiafarm@gmail.com

A notice under this MOU is deemed to be received if:

- (a) delivered personally, when delivered;
- (b) posted, 5 days after posting; or

(c) sent by email, when actually received in readable form by the recipient.

13.2 Amendments: No amendment to this MOU will be effective unless it is in writing and signed by the Parties.

13.3 Relationship of Parties: The Parties are independent contractors and this MOU does not create any partnership, joint venture, agency or employment relationship between them.

13.4 Survival: Following termination or expiry of this MOU, clauses 6, 7, 8, 9 and 11 will remain in effect.

13.5 Waiver: A waiver of a right under this MOU is ineffective unless it is in writing.

13.6 Governing law and jurisdiction: This MOU is governed by New Zealand law and the Parties irrevocably submit to the non-exclusive jurisdiction of the New Zealand courts.

13.7 Counterparts: This MOU may be executed in any number of counterparts (including any scanned PDF counterpart), each of which shall be deemed to be an original, but all of which together shall constitute the same instrument. No counterpart shall be effective until each party has executed at least one counterpart.

SIGNED BY

SIGNED for and on behalf of the)
New Zealand Transport Agency by:)

Signature

[Print Name])

Position

SIGNED for and on behalf of the)
Waipa District Council by:)

Garry Dyet
Chief Executive Officer

Signature

[Print Name])

Position

SIGNED for and on behalf of)
Rukuhia Land Holdings Limited)
Partnership by:

Signature

[Print Name])

Director

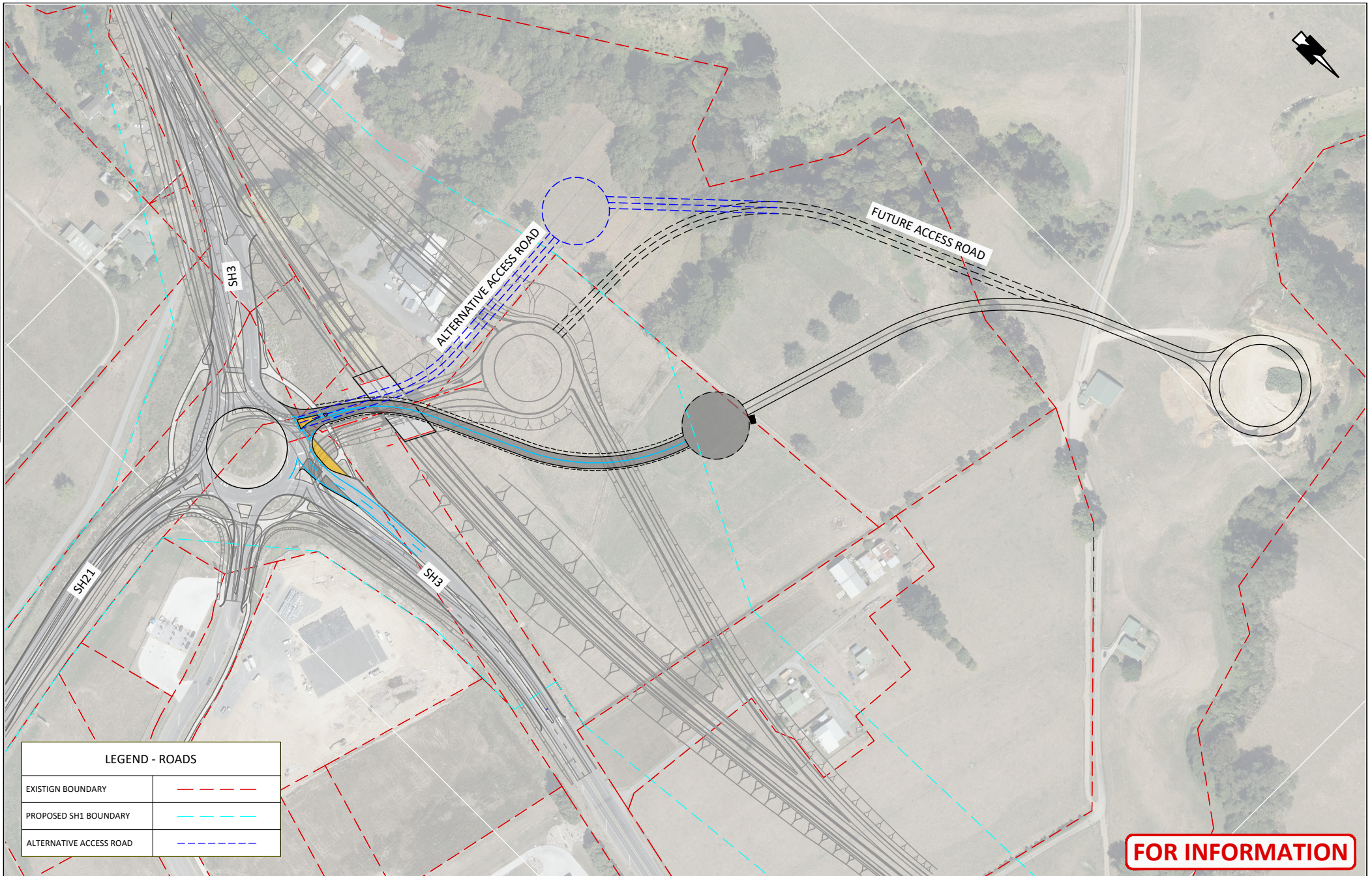
Signature

[Print Name])

Director

Appendix 2

CKL Ltd Drawing B20199 Crater Lakes Development Access at SH3 - SH21
roundabout (*document number 10685740*)



LEGEND - ROADS	
EXISTING BOUNDARY	
PROPOSED SH1 BOUNDARY	
ALTERNATIVE ACCESS ROAD	

FOR INFORMATION



CKL
 Auckland Office
 A: 25 Broadway, Newmarket
 P: 09 524 7029
 E: Auckland@ckl.co.nz

**CRATER LAKES DEVELOPMENT
 DEVELOPMENT ACCESS
 SH3 & SH21 ROUNDABOUT**

**PROPOSED DEVELOPMENT
 ALTERNATIVE ACCESS ROAD**

Issue	Description	Checked	Date	Designed:	Date	Scale:
01	FOR INFORMATION ONLY			JB	12/08/21	1:2000
				Drawn:	12/08/21	(A3 Original)
				Checked:		
				Job No:	Dwg No:	Rev:
				B20199	E04	01



INFORMATION ONLY

To: The Chairperson and Members of the Service Delivery Committee
From: Waste Minimisation Officer
Subject: **WASTE MINIMISATION DELIVERY REVIEW OF 2020-21 & UP-COMING PROGRAMME**
Meeting Date: 21 September 2021
File Reference: 150.4

1 EXECUTIVE SUMMARY

This report provides a review of the delivery of year four of the Waste Minimisation and Management Plan (WMMP), and an outline of the proposed programme for the current financial year.

Year four key highlights include:

- A large increase in direct community engagement in the programme with a lot of communication and education work on recycling contamination (firstly medical and veterinary wastes and then pre-collection audits).
- A high level of delivery face-to-face with the community during Plastic Free July.
- Second waste audit completed, including generating engaging video to be shared with our community about the reality of our what we throw out.
- Education tours of the recycling sorting centre.

A programme is put forward for the current year, focusing on increasing delivery on WMMP objectives that have not had strong delivery to date, and alignment with Ministry for Environment (MfE) direction where relevant.

There have been some significant policy developments by MfE, namely increasing the waste levy and committing to continuing to increasing that over the next several years, and also widening the levy to apply to all landfill classes. The Ministry is also currently undertaking a review of the Waste Strategy and Waste Minimisation and Litter Acts.

Council will need to develop and adopt a new WMMP by July 2023 so work will start this year to complete a Waste Assessment and then use that information to develop a new WMMP in 2022-2023.

The following appendix accompanies this report:

- Appendix 1 – WMMP Tracking Delivery Year Four

2 RECOMMENDATION

That

- a) *The report Waste Minimisation Delivery Review of 2020-21 and Up-coming Programme (document number 10682881), of Sally Fraser, be received.*



Sally Fraser
WASTE MINIMISATION OFFICER



Reviewed by 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

Waste management and minimisation is an issue for our communities in order to provide for good-quality local public services. Waste minimisation is a mandated function of local government.

Under the Waste Minimisation Act (2008), local territorial authorities are responsible for promoting effective and efficient waste management and waste reduction practices within their district. The Waste Minimisation Act stipulates that Councils must have adopted a Waste Management and Minimisation Plan (WMMP) by 2012. Waipa District Council published its second WMMP in September 2017. The plan must be reviewed every six years.

2 BACKGROUND

It is good practice to monitor delivery on the WMMP each year and document that for the funders (in this case the Ministry for the Environment (MfE) and Waipa District Council), and this also allows elected members and the community to see the progress made on the WMMP.

Appendix 1 captures the delivery of the programme against each WMMP action for the 2020-2021 financial year. This, plus opportunities presented by Ministry direction, collaboration with other Councils and leveraging off national or international events, feeds into the development of the next year's proposed Waste Minimisation Programme which is outlined below.

There are 15 WMMP actions and two are funded via rates (kerbside recycling and litter bins/illegal dumping). The remainder are funded via the MfE waste levy. Council currently collects \$180-205K/year from MfE (it is not exact as this depends on tonnage to landfill and is distributed to Councils nationwide per capita). This covers the Waste Minimisation Officer's role (and administration-on costs) and an operational budget that is approximately \$120,000. This includes the \$40,000 that is allocated to support community projects via the Waste Minimisation Community Fund.

APPENDIX 1

Proposed Waste Minimisation Programme for 2021-2022:

WMMP activity	Proposed deliverables
A1. Continue existing kerbside recycling service.	<ul style="list-style-type: none"> ▪ Focus on contamination education and bin audits (if extended). ▪ Data led communication about correct recycling to all routes, starting with the ones with highest levels of contamination. ▪ Ongoing education based on the Communication Plan developed with Metallic Sweeping. ▪ Design visual education for the walls in the education space at the recycling sorting centre. ▪ Continue education tours of the recycling sorting centre for the community and schools.
A2. Continue providing litter bins and collecting illegal dumping.	<ul style="list-style-type: none"> ▪ Continue to deliver as per contracts.
A3. Advocate for increased producer responsibility.	<ul style="list-style-type: none"> ▪ Keep abreast of opportunities to feedback views from Council, as staff submission or via waste sector channels.
A4. Investigate options to support businesses to reduce waste and increase recycling.	<ul style="list-style-type: none"> ▪ Year 2 for Waste Minimisation Award in Waipa Business Awards is funded already. ▪ Supporting the Cambridge Chamber of Commerce to audit a couple of businesses as part of their focus on waste minimisation. ▪ Funding 20 cafes to trial the cup lending system 'AgainAgain'. ▪ TBC (Council partners needed) create a Food as a Resource Award as part of the Waikato Food Awards. ▪ Work with Domino's Pizza on a food use and correct recycling campaign.
A6. Introduce a licensing system for operators.	<ul style="list-style-type: none"> ▪ Continue to work with, and fund, the project led by Waikato and Bay of Plenty LASS to progress the regional approach to licensing. NB: Responsibility for this might shift during the review of the Waste Minimisation Act.
A7. Complete compositional waste audit every three years.	<ul style="list-style-type: none"> ▪ As second audit was completed in September 2020, no delivery needed. ▪ Keep sharing video content created in 2020.
GOAL 3. Connect with our community by developing collaborative relationships.	<ul style="list-style-type: none"> ▪ Ongoing - WMO always ready and willing to make connections between community groups, individuals, businesses and services. ▪ Fund Mainstream Green to run two partnership events that serve as fundraisers with local

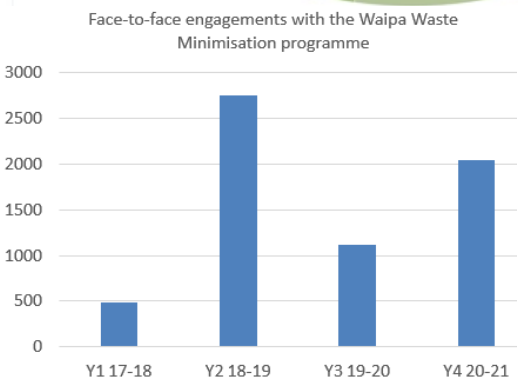
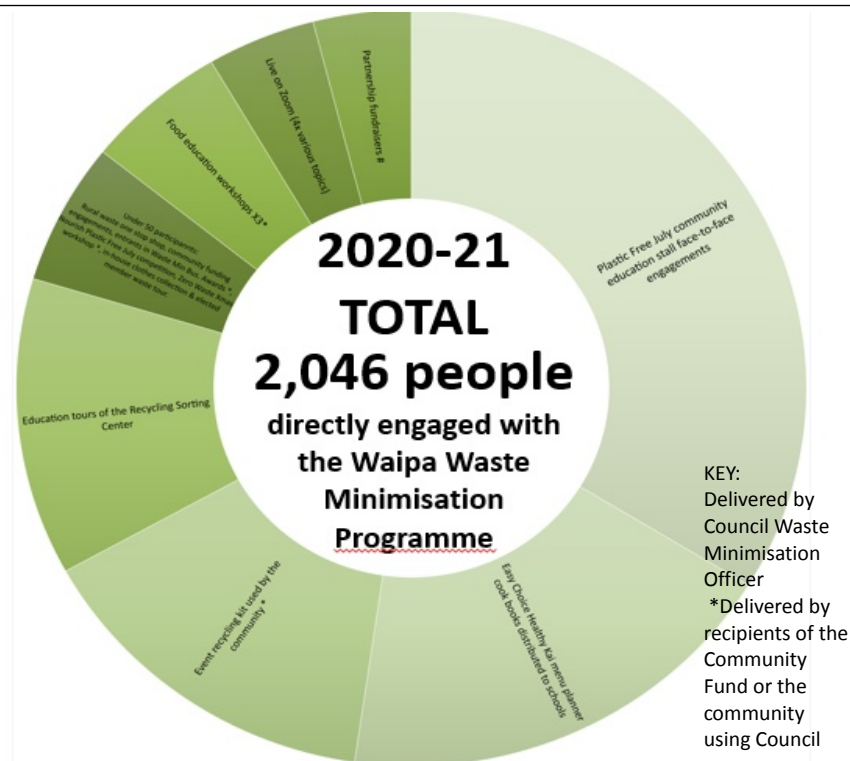
WMMP activity	Proposed deliverables
	<p>schools/community groups by speaking on zero waste living.</p> <ul style="list-style-type: none"> ▪ Lead the team to deliver the “Great DIY Garage Sale” event for the first time in Te Awamutu. ▪ Work with Collectors Anonymous to curate a free guide to all Waipa’s quality second-hand shops and resource recovery centres. This guide also includes a “Zero Waste Waipa” guidebook profiling all the shops, farms and events where you can shop and eat zero waste.
A9. Joint working, partnerships, co-operate with other Councils.	<ul style="list-style-type: none"> ▪ Contribute funding to WasteMINZ collaborative fund. ▪ WMO on national <i>Love Food Hate Waste</i> working group and fund project. ▪ Run a household hazardous waste collection co-funded with Waikato Regional Council.
A10. Continue to support waste education including working with farms and businesses to achieve waste reduction.	<ul style="list-style-type: none"> ▪ Five Plastic Free July events (completed).
A11. Continue the Waste Minimisation Community Fund.	<ul style="list-style-type: none"> ▪ Two rounds, June-July 2021 (completed) and March-April 2022. ▪ This March slot will be the regular slot annually for the fund to open going forward. ▪ Monitor past years’ recipients, get all final reports and share successes with the community.
A12. Promote composting and other ways to reduce food waste.	<ul style="list-style-type: none"> • Pushing out our “Recipes from the Rubbish” video collateral. • Look to fund community delivery through the Community Fund. • Fund and support <i>Love Food Hate Waste</i> website and annual campaign. • Keep website/social media up to date. • “Zero Waste Waipa” guide has lots of locations to share excess food. • Co-host bokashi workshop with community expert.
A13. Investigate and develop resilient access to waste infrastructure and processing facilities within the Waikato region that minimise the impact of external market fluctuations and provide sustainable waste services.	<ul style="list-style-type: none"> ▪ Waiting for completion of national project to digitise the planning tool to complete Waipa’s first Disaster Waste Management Plan. ▪ Investigate feasibility of local solution for rejected glass from our recycling system.
A14. Resource Recovery facilities are investigated and developed, pending feasibility studies.	<ul style="list-style-type: none"> ▪ WMO to keep abreast of all New Zealand wide activity in this space to keep informed as Waipā’s first LTP funded Resource Recovery Centre project approaches (detailed planning 2023-24). ▪ Continue to support where possible Cambridge Bins, Urban Miners and any other groups looking to work in resource recovery.

WMMP activity	Proposed deliverables
A15. Improved access to hazardous waste disposal.	<ul style="list-style-type: none"> ▪ Co-host and fund an event with Waikato Regional Council for household hazardous waste. *Excludes businesses because volumes and toxicity of commercial hazardous wastes are much harder to manage. (logistically and financially)

To keep MfE waste levy funding, Councils need:

- a Waste Assessment to feed into WMMP development
- a current WMMP
- to review WMMP no less than every six years.

The next WMMP needs to be adopted by 1 July 2023 so work will be started during the 2021-2022 year to review the Waste Assessment, update private waste sector data, draft a new Waste Assessment, bring that to a Councillor workshop and work through the process of feedback until the Assessment is finalised. That document will be used as a basis to develop a new WMMP for the next six years. And that will work through the typical process for Council approval then out to the community for consultation and then formal adoption during 2022-23.



2020-2021 Overview.

The current Waste Minimisation and Management Plan (WMMP) was adopted in October 2017. This is year four (of six) for our current WMMP. For previous years’ delivery please see Appendix 1.

Overall great involvement from the community in the waste minimisation programme. A large jump in direct engagements with the programme (via funded events, Council supplied resources, Waste Minimisation Officer [WMO] delivered events, in person or online), with over 2,000 people engaging in 2020-21. Predictably this is a jump up from the previous year (as seen in the bar graph lower left) which was lower than average due to the resource needed for the wheelie bin roll out.

It’s worth noting that some events had low number of participants, but a large waste impact. For example, 47 participants in the rural waste one stop shop brought 5.5 tonne of material to be recycled or safely disposed of. This event was a real highlight of the year considering it was a long time coming to partner with Agrecovery to be able to provide a bespoke event for the rural community, and be one of only 10 such events nationwide.




A large focus on recycling wheelie bin contamination has resulted in a lot of Comms and education work. Towards the start of the financial year this was focused on medical and vet waste and then moved into the pre collection bin audits. There have been over 11,000 individual bins audited with the large Great majority 88% are recycling perfectly! A few (2%) need some education on items that look like an item we can recycle but it isn’t e.g. car oil plastic container #1, coffee cups etc. Some 10% are putting rubbish-like items in the bin. Of these 1,076 bins with gross contamination inside the yellow recycling wheelie bin, 47% of the contaminated bins was rubbish, like what that you would see in your rubbish bin at home. Pizza boxes with slices inside (so food contamination) was 17.3% and food scraps and takeaway food was third most common at 9.6% of bins with contamination. The other larger contamination types were large hard plastics (6.5%), cardboard/paper is very contaminated (6.3%), glass in yellow bin (5.3%) and fabric (clothing, shoes, bags) (5.3%).

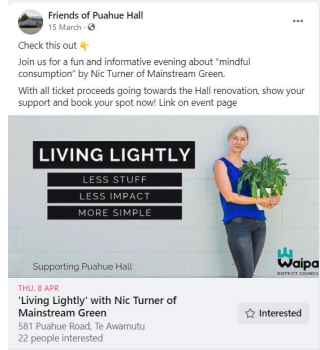

Glass had the same level of compliance which was great. Just under half of the contamination was three or more incidences of lids or caps still on the glass bottles or jars. These need to be taken off and put in the yellow bin. 38% had other recycling (plastics, tins, cans or paper) or rubbish items. And 11.5% had items like ceramics, pottery, drinking glasses etc. This data collection allowed re-editing of longer recycling videos into three short item specific education messages which are coming out now (clean recycling, pizza boxes and lids off glass) on Council’s social media to continue to educate the community. This pilot project will be analysed, along with landfilling costs from the recycling sorting centre, and presented to Council for consideration in the near future.

Great delivery by our community fund partners, with 9/13 completing delivery already and returning (in the process of) final reports. All projects are due to be completed in November 2021. So early delivery is great to see.






Engagement from staff with Ministry consultations and workstreams is higher than in past years. With the waste levy changing, there was a piece of work to provide data on current and closed fill sites and several webinars to keep up to date with changing data and reporting requirements for Council. Council supported a submission on hard to recycle and single use plastic items which was recently [announced as being banned in the next few years](#). This will remove plastics #3 and #6 from food packaging on supermarket shelves, making our “what you can recycle” message two plastics simpler.

Keeping strong collegial relationships with other waste staff nationally through online hui and topic specific working groups and regional workshops. Regularly connecting to our close neighbours Waikato Regional Council, Hamilton City Council (HCC), Waikato District Council and Ōtorohanga District Council, resulting in a shared site visit to a food composting facility, a communication project on reusables and opportunity to learn from other Councils’ projects e.g. Construction and Demolition waste by HCC and an upcoming co-funded project with Waikato Regional Council.

<p>GOAL 1. Reduced waste and increased resource recovery.</p>	<p>A1. Continue existing kerbside recycling</p>	<p>Existing action & new action</p>	<p>By 2023</p>	<p>Very high delivery.</p>	<p>2020-21 delivery:</p> <ul style="list-style-type: none"> • “Simple 7” collateral created and sent out to all households in rates notice. Reinforces message of only seven items that can be placed in the yellow mixed recycling wheelie bin. • First education tours at Recycling Sorting Centre. 80% of participants rated the sessions highest possible rating of “really interesting” and 100% would recommend to friends and family. 260 residents and students have been through the tour to date. • WMO created “Four plastics you can’t recycle and how to avoid them” concept and co-managed video production for national sharing through WasteMINZ’s Plastic Free July project. Very successful. Over 52,000 views from the PFJ Aotearoa and Wellington City Council’s Facebook pages alone. Hosted live online event using same resource called “Simple ways to avoid plastic at home” showing people how to avoid plastics 3, 4, 6, & 7. Participants reported 50% of the information was new to them. • Recycling Contamination Education Plan confirmed and underway. • “What happens to your recycling next” video made showcasing the sorting process and hardworking team sorting by hand. Focus on contamination items. • Customer Service team and elected members visited Recycling Sorting Centre to further understand the process and challenges. • Worked with DHB to identify source of continued medical waste in the recycling. • Stakeholder engagement with high risk (medical or veterinary wastes) waste stakeholders (medical centres, GPs, Rest homes, DHB and vets) about how to correctly dispose of medical/veterinary waste. • Pre collection bin audits trial underway. Supported contractor to develop guidelines on what contamination is (compared to education or compliant bins). Over 5,000 bins inspected to date. Short on-point videos created about common contamination items. 	
<p>GOAL 1. Reduced waste and increased resource recovery.</p>	<p>A2. Continue providing litter bins and collecting illegal dumping.</p>	<p>Existing</p>	<p>Ongoing</p>	<p>Good delivery.</p>	<p>2020-21 delivery:</p> <ul style="list-style-type: none"> • Created large 2400 x 1200 signs to advise people not to leave their rubbish in specific locations which were common areas for illegal dumping. • Picked up under the illegal dumping contract 494 incidences of rural illegal dumping 	
<p>GOAL 1. Reduced waste and increased resource recovery.</p>	<p>A3. Advocate for increased producer responsibility.</p>	<p>Existing</p>	<p>Ongoing</p>	<p>Good delivery.</p>	<p>2020-21 delivery:</p> <ul style="list-style-type: none"> • Ongoing – WMO participates in WasteMINZ forums, webinars, surveys etc. • Submitted supportive feedback from Waipā District Council to the Ministry for the Environment Submission on “Moving away from hard-to-recycle and single-use items” (December 2020). 	
<p>GOAL 1. Reduced waste and increased resource recovery.</p>	<p>A4. Investigate options to support businesses to reduce waste and increase recycling</p>	<p>New</p>	<p>By 2020</p>	<p>Good delivery.</p>	<p>2020-2021 delivery:</p> <ul style="list-style-type: none"> • Funded (through the Community Waste Minimisation Fund) a new Waste Minimisation award as part of the Chamber of Commerce Business Awards, contested early 2021 with 19 businesses entering. And a Waste 101 Workshop hosted by the Chamber. • Developed an event waste version of recycling game specifically for Karapiro Domain to support their recycling contamination direction. 	

GOAL 2. Collect waste information for informed decision making.	A5. Update bylaw	New	By 2020	Complete	No action as WMMP formally adopted September 2018.	
GOAL 2. Collect waste information for informed decision making.	A6. Introduce a licensing system for operators.	New	By 2020	Underway	<p>2020-2021 Delivery:</p> <ul style="list-style-type: none"> Still ongoing. Currently who should license is being considered in wider conversations as the Ministry reviews and updates the Waste Minimisation Act. 	
GOAL 2. Collect waste information for informed decision making.	A7. Complete compositional waste audit every three years.	New	By 2020	Completed Nov 2017 & Oct 2020.	<p>2020-21 Delivery:</p> <ul style="list-style-type: none"> Delayed due to COVID-19 but completed in October 2020. Hosted elected members to visit audit and see it happening. 	
GOAL 3. Connect with our community by developing collaborative relationships.	<p>A8. Establish a Community Waste Forum.</p> <p>This action doesn't meet Council needs currently. This action was to support community engagement in the Resource Recovery Centre. That project is several years off.</p> <p>Focus has been broader GOAL 3.</p>	New	By 2018	Underway in a different way.	<p>2020-21 delivery:</p> <ul style="list-style-type: none"> Have connected well with community on projects, but not formulated a formal group. In terms of networking with the community, this would be an area of high delivery. WMO is well connected with groups, individuals and businesses working in the resource recovery and waste minimisation space and is able to connect people and bring them together. WMO always available to provide advice, resources, links to others. Supported Mainstream Green to be able to build relationships with a rural hall society and a local school to use a zero-waste education event as a fundraising opportunity for them. Attend Health and Welfare Networking Group in Te Awamutu. Held a clothes collection event (internal) and donated over 100 items to Dress for Success. Had two local businesses appear on our virtual waste event and do "tours" of their stores and products. Facilitated first meeting with Rotary TA with CB group doing e-waste collections. They are now mentoring TA group which has held the first collection event in TA. Brought together an industry partner and two community partners for TA's first Great DIY Garage Sale planned for later in the year. Short video for tradies and retailers is out promoting the need for donations. 	
GOAL 3. Connect with our community by developing collaborative relationships.	A9. Joint working, partnerships, co-operate with other Councils	Existing	Ongoing	Very high delivery.	<p>2020-21 Delivery:</p> <ul style="list-style-type: none"> Hosted networking and best practice workshop in Waipā for Council waste staff from Waikato and Bay of Plenty Regions. Organised local speakers. WMO is on the Council working group for the national "Rethinking Rubbish and Recycling" project that is focussed on increasing the quality of recycling and reducing contamination. Attended annual WasteMINZ conference online, and one networking day in person. Radio, print and online campaign to promote using reusables over single use developed and paid for with HCC, Waikato District and Regional Council. 	

<p>GOAL 3. Connect with our community by developing collaborative relationships.</p>	<p>A10. Continue to support waste education including working with farms and businesses to achieve waste reduction.</p>	<p>Existing, expanded to new areas</p>	<p>By 2020</p>	<p>Good delivery.</p>	<p>2020-21 delivery</p> <ul style="list-style-type: none"> • Ran six Plastic Free July community engagement stalls. Had over 600 face-to-face engagements, six-week post evaluation showed 85% had used their free plastic free item and 85% will keep using that product over their usual one. • Set up 10+ local businesses to have “No Advertising Mail” stickers to give away to customers. • Hosted online Zoom workshop on “How to make a beeswax wrap” • Hosted first rural waste event in partnership with Agrecovery recycling or responsibly disposing of 5.5 tonnes of agricultural materials. Through this project developed deeper relationships with that organisation, the rural sector (through promotion) and Envirowaste as they allowed us to host the event on their site. 	
<p>GOAL 3. Connect with our community by developing collaborative relationships.</p>	<p>A11. Continue the Waste Minimisation Community Fund.</p>	<p>Existing</p>	<p>Ongoing</p>	<p>Good delivery.</p>	<p>2020-21 delivery:</p> <p>Y4 \$37,313 allocated to 14 projects. Over-subscribed (\$72K). Quality of the projects continue to be higher than in the past and sitting higher in the waste hierarchy which increases impact. Groups were informed of success for funding in mid-October 2020 – and some didn’t receive funds until some months after that; they have 12 months to complete the project and then submit a report. So, for this funding round not many results have been communicated, as we are still mid-way through their delivery timeframe. Projects were:</p> <ol style="list-style-type: none"> 1. H2O refill stations Mighty River Domain – installed, estimate 5% less single use plastic bottles at events. 2. Cambridge Primary Zero Waste School Gala – event completed, awaiting final report. 3. Little Thinkers community composting – installed, monitoring use for first 12 months. 4. Fieldays recycling contamination reduction bin toppers – unable to progress due to supply of toppers being delayed. Holding until available. 5. Chamber of Commerce "staff starter kit"- in contact, project yet to be delivered. 6. Chamber of Commerce Waste Min Award – completed, 19 applicants and great winner and highly commended recognised at event. Report received. 7. Menu planning workshops by Nourished by Lylie – First (of four) workshops delivered in June. 8. Kate Meads Food Lovers Master Class – event completed, awaiting final report. 9. Uniform repair and re-sell extended project – will contact at 12-month mark for report. 10. Little Thinkers modern cloth nappies purchased, monitoring use for first 12 months. 11. Te Awamutu Maori Women’s Welfare League Community Food Freezer – purchased, and final report received. Used to preserve food from their community garden to share with the community. 12. Wrap-it beeswax wraps - will contact at 12-month mark for report. 13. Zero Waste Xmas workshop – event completed, well reviewed by attendees. 	

<p>GOAL 3. Connect with our community by developing collaborative relationships.</p>	<p>A12. Promote composting and other ways to reduce food waste.</p>	<p>New</p>	<p>By 2023</p>	<p>Good delivery.</p>	<p>2020-21 delivery:</p> <ul style="list-style-type: none"> Co-hosted “How to bokashi” with community expert. Leveraged off the opportunity of the second waste audit completed October 2020 to use a videographer to show what the audit process is and generate lots of video content creation about food waste and what we can do about it. Made three videos themed “recipes from the rubbish” based off common foods found in the audit to show people how to easily use up common food waste items (bread, cooked meats and vegetables).   <ul style="list-style-type: none"> Shared out remaining 1,000+ “Easy Choice, Healthy Kai” seasonal cookbook and menu planners with interested schools. Funded two projects specifically about food waste through the community fund. Presented to Council on audit findings and on a LTP project proposal to investigate food waste. 	 
<p>GOAL 4. Effective waste services and facilities</p>	<p>A13. Investigate and develop resilient access to waste infrastructure and processing facilities within the Waikato region that minimise the impact of external market fluctuations and provide sustainable waste services.</p>	<p>New</p>	<p>By 2023</p>	<p>No progress to date.</p>	<p>2020-21 delivery</p> <ul style="list-style-type: none"> Continuing to keep abreast to see the direction central government takes to help the recycling crisis. 	
<p>GOAL 4. Effective waste services and facilities</p>	<p>A14. Resource Recovery facilities are investigated and developed, pending feasibility studies.</p>	<p>New</p>	<p>By 2023</p>	<p>Underway</p>	<p>2020-21 delivery</p> <ul style="list-style-type: none"> Pulled together data for landfills and fill sites (current and historical) for MfE’s levy project. LTP project for a resource recovery centre gained community support during consultation and was included in the LTP. 	 <p>RESOURCE RECOVERY CENTRE</p> <p>YOU TOLD US...</p> <p>Community feedback was overwhelming in support for this. The Centre will give unwanted household items a new lease on life, reducing waste and keeping it out of landfill.</p> <p>The preferred option was to partner with a community organisation or group to develop a resource recovery centre which would service the District. For this option we would work with a community organisation, charitable group or fee partner to set up a resource recovery centre in an existing building on an industrial or commercial site. This option has been budgeted for in the proposed LTP.</p>
<p>GOAL 4. Effective waste services and facilities.</p>	<p>A15. Improved access to hazardous waste disposal.</p>	<p>New</p>	<p>By 2019</p>	<p>No progress to date.</p>	<p>2020-21 delivery</p> <ul style="list-style-type: none"> 2020 waste audit results show little change. Hazardous waste makes up 0.9% of all waste which results in 0.08kg of material. Have commitment from Regional Council to co-fund a household hazardous waste event in Waipā in 2021-22, following successful evaluation from an event in Hamilton. 	