
ORDINARY MEETING

OF

TRANSPORT AND URBAN DEVELOPMENT COMMITTEE

AGENDA

Time: 9:15 am
Date: Thursday, 19 May 2016
Venue: Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington

MEMBERSHIP

Mayor Wade-Brown
Councillor Ahipene-Mercer
Councillor Coughlan
Councillor Eagle
Councillor Foster (Chair)
Councillor Free
Councillor Lee
Councillor Lester
Councillor Marsh
Councillor Pannett
Councillor Peck
Councillor Ritchie
Councillor Sparrow
Councillor Swain
Councillor Woolf
Councillor Young

(Greater Wellington Regional Council)

Have your say!

You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 803-8334, emailing public.participation@wcc.govt.nz or writing to Democratic Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number and the issue you would like to talk about.

AREA OF FOCUS

The focus of the Committee is to direct growth to where the benefits are greatest and where adverse effects are minimised, and to deliver a quality compact urban environment.

The Committee will also lead and monitor a safe, efficient and sustainable transport system that supports Wellington's economy and adds to residents' quality of life with a strong focus on improving cycling and public transport and enhancing Wellington's walkability.

Quorum: 8 members

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1 Meeting Conduct

1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.2 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

1.3 Confirmation of Minutes

The minutes of the meeting held on 14 May 2016 and 4 May 2016 will be put to the Transport and Urban Development Committee for confirmation.

1.4 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows:

Matters Requiring Urgent Attention as Determined by Resolution of the Transport and Urban Development Committee.

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor Matters relating to the General Business of the Transport and Urban Development Committee.

No resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Transport and Urban Development Committee for further discussion.

2. General Business

ORAL PRESENTATION | NZ BUS | INTRODUCTION OF THE WRIGHTSPEED ELECTRIC VEHICLE TECHNOLOGY

1. The committee will receive an oral presentation from NZ Bus.

Recommendation

That the Transport and Urban Development Committee:

1. Receive the information.

Background

2. NZ Bus is transitioning their fleet to electric powered vehicles. Wrightspeed Inc. will supply first-in-kind, electric powertrain technology which NZ Bus intends to deploy across its fleet. This arrangement represents a \$40m investment in technology that reduces emissions, noise and futureproofs the fleet as the transition to electric vehicles occurs.
3. California-based Wrightspeed, founded by New Zealand-born Ian Wright who was a co-founder of Tesla, manufactures range-extended electric vehicle powertrains, which are already in use successfully in the U.S.A. in waste management and delivery vehicles.
4. Infratil and NZ Bus will bring innovation through introducing Wrightspeeds electric powertrain technology to New Zealand. An electric public transport fleet would enable New Zealand to transition to a clean energy public transport system and play a significant role in decarbonisation and reducing noise pollution in New Zealand cities.
5. With nearly 82% of New Zealand's electricity from renewable energy sources, transition to electric-powered public transport alongside private vehicles will deliver a step change in reducing the country's carbon footprint.

Attachments

Nil

Author	Antoinette Bliss, Governance Advisor
Authoriser	David Chick, Chief Planning Officer

WELLINGTON CABLE CAR LTD DRAFT STATEMENT OF INTENT 2016/17

Purpose

1. To receive and consider the draft Statement of Intent (SOI) for 2016/17 for the Wellington Cable Car Ltd (WCCL or the company).

Summary

The company's draft SOI responds constructively to its Letter of Expectations. However, the final SOI would be improved by acknowledging the company's commitment to engage with Wellington Regional Economic Development Agency Ltd in support of mutually beneficial outcomes. The final SOI should also reflect the most recent tangible information in terms of the planning and scheduling for the decommissioning of the overhead trolley bus network. The omission of baseline forecasts to 30 June 2016 will be corrected in the final SOI.

Recommendations

That the Transport and Urban Development Committee:

1. Receive the information.
2. Agree that Wellington Cable Car Ltd be requested to include baseline forecasts including financial forecasts to 30 June 2016 in the final Statement of Intent.
3. Agree that Wellington Cable Car Ltd be requested to include its commitment to consider all opportunities to engage with Wellington Regional Economic Development Agency Ltd to support mutual performance objectives and outcomes.
4. Agree that the Statement of Intent for Wellington Cable Car Ltd should acknowledge its latest planning and tangible implications related to the decommissioning of the overhead trolley bus network where the company is able to signal the position with a reasonable level of certainty.
5. Agree that Council officers will work with the company to develop the final Statement of Intent for 2016/17 so as to address the items raised in this report and any further items raised by the committee.

Background

2. WCCL is an independent company and a Council Controlled Organisation but was effectively brought 'in-house' with the appointment of Council officers (Andy Matthews and Anthony Wilson) to the board on 1 April 2014.
3. The Letter of Expectations of 10 December 2015 from this Committee to the company is responded to in the draft SOI attached to this report.

Discussion

4. Officers have reviewed the draft SOI and acknowledge that, for the most part, it does respond to the Letter of Expectations. However, there are areas of the SOI that could be improved by the company and Council officers working collaboratively.

5. The final SOI should contain baseline forecasts to 30 June 2016 including financial forecasts. This helps to provide some context to the financial forecasts for the ensuing periods.
6. In view of the relative infancy of Wellington Regional Economic Development Agency Ltd (WREDA), the company's SOI should acknowledge that it will consider all opportunities to engage with WREDA to support mutual performance objectives and outcomes. This continues an enduring expectation that Council-controlled Organisations will engage proactively among themselves to leverage mutual areas of expertise for the overall benefit of the city.
7. The draft SOI signals that company has given preliminary consideration to other opportunities in retail and merchandising that would leverage its position as a transport hub for approximately 1 million passenger trips per year, including a large proportion of the visitors to Wellington.
8. The decommissioning of the trolley bus overhead network is a significant body of work for the company that is scheduled to be completed 12 months after the trolley bus operations cease. The company is actively planning and scheduling the decommissioning which includes the removal of 80 kilometres of network, associated electrical supply feeder pillars, the electrical fault protection system and those poles not required to support other critical infrastructure (e.g. Wellington Electricity supply cables, telecommunications, ultra-fast broadband and telephone networks, street lighting, road signs and traffic lights). At this stage this work is reflected in the second year (2017/18) of the company's draft financial forecasts. The company's SOI should acknowledge its latest planning and implications related to the decommissioning works where the company is able to signal the position with a reasonable level of certainty.

Attachments

Attachment 1. Wellington Cable Car Ltd Draft 2016/17 Statement of Intent

Page 11

Author	Warwick Hayes, CCO Project Manager
Authoriser	Derek Fry, Director City Growth & Partnerships

SUPPORTING INFORMATION

Consultation and Engagement

Not required.

Treaty of Waitangi considerations

None.

Financial implications

None at this stage. Financial implications (if any) will be clearer when the final 2016/17 Statement of Intent is provided.

Policy and legislative implications

None.

Risks / legal

None.

Climate Change impact and considerations

Not applicable.

Communications Plan

Not required.



**Statement of Intent 2016/17
Wellington Cable Car Limited**

Presented to the Transport and Urban Development Committee
Pursuant to Schedule 8 of the Local Government Act (2002)

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WCCL SOI 2016/17

1. Introduction

This Statement of Intent for 2016/17 has been produced at a time of continuing significant activity and great change for Wellington Cable Car Limited (WCCL). WCCL and its Board of Directors have been working assiduously to create a strong working environment within which the Cable Car operating division can prosper whilst still dealing with the complicated issues of maintaining the Trolley Bus electrical network to keep it operational and safe whilst also planning for the future once the network has been decommissioned.

The current Cable Car plant and equipment is now in its 37th year of operation and WCCL has commenced a business case in conjunction with NZTA, GWRC, WCC and WREDA to investigate the possibility of inclusion in the Metlink public transport network funding options and other potential capital works asset replacement funding options. As part of the supporting work for this process, WCCL has completely rewritten and released a new 50-year Cable Car asset management plan covering the period 2016 to 2066.

WCCL currently provides infrastructure services that contribute to the operation of Wellington Trolley Bus services under contract to Greater Wellington Regional Council (GWRC) until 30 June 2017. Clarity has now been achieved over the long term future of the Trolley Bus overhead electrical network, however, WCCL still remains busy with ensuring that the network remains operationally available and public safety is enhanced, whilst ensuring full compliance with all statutory legislation, regulations and codes.



Notwithstanding these activities and changes, the core strategies and activities outlined in this Statement of Intent largely continue the thrust of the previous Statement of Intent for 2015/16, as the company's principal activities relate to its long-term infrastructure assets – the Trolley Bus overhead electrical network and the Wellington Cable Car.

WCCL SOI 2016/17

2. Strategic Direction

a) Core Purpose

The primary business activities of WCCL are:

1. Provision of the Cable Car passenger service, to meet the needs of local residents (including commuters and students) and visitors (domestic and international). This operation is financed from passenger fare income and any additional revenue developed from WCCL and Wellington City Council tourism-related activities.

Ongoing marketing initiatives are seen as a key part of the future success of the Cable Car. This also includes potential further investment in retail, merchandising and event hosting activities (such as weddings that already occur on an occasional basis).

2. Provision of Trolley Bus traction services by means of the overhead electrical network for use by Trolley Buses in Wellington under contract from GWRC, using Broadspectrum (rebranded name for Transfield Services Limited) as the maintenance services provider. This operation is financed from payments by GWRC on a cost recovery basis, to cover planned maintenance, reactive defect rectification and progressive replacement of severely degraded sections of the overhead electrical network. This also includes:

- Infrastructure-related activities undertaken within Wellington on a profit-making basis, namely:
 - i. Projects initiated by parties other than GWRC requiring the overhead electrical network to be relocated and/or modified (for example, the Victoria University Pipitea campus construction project);
 - ii. Protection of the Trolley Bus overhead electrical network from damage by escorting high loads through the city, and protection of parties requiring safe access in proximity to overhead lines by electrical de-energisation.
- Maintaining WCCL's pole network funded via a combination of support from GWRC and pole user charges from telecommunications companies using WCCL's poles to support their broadband networks.

b) Cable Car Passenger Operating Environment Update

The operating environment for 2015/16 was far more buoyant than 2014/15, and the whole tourism industry in Wellington (including the Cable Car) benefitted significantly from this. Passenger figures and revenue increased significantly although the final figures will be affected by the 7-week shutdown for the Electric Drive and Controls project that commences in June 2016.

WCCL SOI 2016/17

The Cable Car remains the second most visited tourist attraction in Wellington after the Museum of New Zealand Te Papa Tongarewa, and is perceived as an iconic attraction for Wellingtonians and visitors alike. Our patronage is shared equally between local residents (including students at Victoria University of Wellington) and tourists.

The local adult market is mature but has grown recently and, in terms of numbers, has offset the decline in student numbers. This also accounts for Cable Car revenue increasing at a higher rate than the increase in overall passenger numbers.

WCCL is now part of the Victoria University of Wellington inter-campus travel scheme using the Snapper system to increase staff and student patronage. Victoria University student numbers have declined markedly in recent years due to demographic changes in the locations of student accommodation and this trend is projected to continue because of the changed demographics.

c) Trolley Bus Network Decommissioning

WCCL is actively planning, scheduling the decommissioning work of the Trolley Bus overhead electrical network and will competitively tender this with the intention of completing work 12 months after Trolley Bus operations cease. This will include removal of 80 Km of network, associated electrical supply feeder pillars, the electrical fault protection system and those poles not required to support other critical infrastructure. This is equipment vital to Wellington's built environment and includes Wellington Electricity supply cables, telecommunications ultra-fast broadband and telephone networks, street lighting, road signs and traffic lights.

On completion of network decommissioning, residual infrastructure will be disposed of in various ways. Building anchor ownership will be transferred to Wellington City Council whilst WCCL is currently negotiating the sale of the remaining poles to existing utility providers.

d) Strategic Change Initiatives

WCCL will need to change and evolve as the Traction Services side of the Company winds down over the next 2-3 years. There will be some restructuring costs associated with this but these have not yet been fully scoped due to the large amount of change currently occurring and the unknown impact that future local government reform in the Wellington region may have on the public transport sector. Relevant provision is included in the 2017/18 year financial statements.

WCCL SOI 2016/17

e) Health, Safety and Wellness

The Health and Safety at Work Act 2015 has now been enacted and this is already driving positive behaviours and greater collaboration between key players in the Wellington public transport sector. This includes regular meetings at which learnings are shared and initiatives are discussed to promote safety and raise awareness. WCCL's partners in this process include Broadspectrum, NZ Bus, Wellington Electricity, WCC, GWRC and NZTA.

WCCL's staff and sub-contractors have a huge role to play in the success of the Company. Looking after the most important asset WCCL possesses (its staff) and giving them the health, safety and wellness support they need to carry on doing excellent work is really important to the Company and our customers, and is given a very high priority in everything that we do.

WCCL SOI 2016/17

3. Nature and Scope of Activities

The activities that are undertaken and the outputs that WCCL seeks to deliver across both operating divisions are as follows:

<u>Core Strategies</u>	<u>Key Activities and Outcomes Sought</u>
<p>a. <u>Operation of Cable Car Service</u></p>	<p><u>Key Generic Activities and Outcomes</u></p> <ol style="list-style-type: none"> 1. Ensure all Legal and Statutory requirements are met. 2. Safe operation of the Cable Car service with no serious injuries or fatalities, by ensuring high importance is placed on the safety of staff, contractors and members of the public, and meeting statutory requirements. 3. Reliable operation of Cable Car service by ensuring appropriate staffing levels and that Cable car assets are managed in accordance with the strategy and policies outlined in Cable Car Asset Management Plan. 4. High standard of customer service provided, with convenience for regular users and a memorable experience for visitors to Wellington. 5. Stakeholder engagement with all relevant central government departments, councils, organisations, companies, suppliers and third parties whose activities impinge upon or who could affect Cable Car services. 6. Cable Car marketing activities managed in accordance with Marketing Plan. 7. Manage the operation of the Cable Car within the timetable to maximise the throughput of passengers, without detracting from the overall experience of visitors to the facility. 8. Train employees to ensure that they perform all aspects of their work helpfully and in accordance with safety and operational requirements. 9. Set revenue targets for the Cable Car service to contribute optimally to WCCL's net profit after tax. 10. Ensure appropriate insurance cover is held for Cable Car assets and functions. 11. Cable Car Health and Safety Plan kept up to date and appropriately managed.

WCCL SOI 2016/17

<u>Core Strategies</u>	<u>Key Activities and Outcomes Sought</u>
<p>b. <u>Operation of Trolley Bus Traction Services</u></p>	<p><u>Key Generic Activities and Outcomes</u></p> <ol style="list-style-type: none"> 1. Ensure all Legal and Statutory requirements are met. 2. Safe operation of the Trolley Bus overhead electrical network with no serious injuries or fatalities, by ensuring high importance is placed on the safety of staff, contractors and members of the public, and meeting statutory requirements. 3. Operate, maintain, repair and replace (where required) the Trolley Bus overhead electrical network assets in accordance with the Asset Management Plan as required under contract by GWRC, using Broadspectrum Limited as the maintenance services provider. 4. The Trolley Bus Overhead Electrical Network is fully available for Trolley Bus services during the working week as contracted for by GWRC, subject to damage caused by extreme weather / third parties, or any requirements to undertake reactive maintenance or defect rectification. 5. Stakeholder engagement with all relevant central government departments, councils, organisations, companies, suppliers and third parties whose activities impinge upon or who could affect Trolley Bus services. 6. Train WCCL employees (and Broadspectrum employees where necessary) to ensure that they can perform all aspects of their work satisfactorily and in accordance with safety and operational requirements. 7. Ensure appropriate insurance cover is held for Traction Services assets and vehicles, excluding the overhead electrical network infrastructure. 8. Ensure the Trolley Bus Traction Services Health and Safety Plan is kept up to date and appropriately managed. 9. Investigate opportunities to use new technologies and consider their implementation. 10. Liaise and negotiate with WCC, GWRC, utility companies and broadband providers to manage third party use of WCCL Poles for safety reasons and to secure revenue.

WCCL SOI 2016/17

<u>Core Strategies</u>	<u>Key Activities and Outcomes Sought</u>
	<p>11. Provide assistance to third parties who are required to move high loads through the overhead electrical network.</p> <p>12. Provide assistance to organisations that need to relocate overhead electrical network assets for road building / modification purposes or earthquake strengthening works.</p>

WCCL SOI 2016/17

4. Performance Measurements

1. Cable Car Passenger Services Performance Measures

Performance Indicator	Measure	Target/Result
Cable Car vehicles, track, tunnels, bridges, buildings and equipment are maintained to required safety standards	Approval by NZTA Rail Safety Regulator to be obtained each year	Timely approval received
Cable Car service reliability	Percentage reliability	Greater than 99%
Wellington Residents Satisfaction Survey	Q1. Have you used the Cable Car in the last 12 months? Q2. How do you rate the standard and operational reliability of the Cable Car (Good/Very good)	30% of respondents have used Cable Car 95% of respondents with some knowledge of the Cable Car rate it "Good" or "Very Good"
Cable Car Service maintains Qualmark endorsement to confirm that the Cable Car Service meets the established tourism standards	Qualmark endorsement maintained	Qualmark endorsement maintained when annual requalification is required
Cable Car Asset Management Plan (AMP) produced and implemented	Asset Management Plan agreed and endorsed	Asset Management Plan implemented and long term planning and financial implications fed into WCCL, WCC and GWRC planning and financial systems
Cable Car Passenger Trips	Passenger trips as per the estimates below	Passenger trip estimates achieved or variances explained

WCCL SOI 2016/17

Estimated Cable Car Passenger Numbers and Revenue					
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Full Year
2015/16 (SOI Estimates)	186,854	268,971	365,566	189,514 ¹	1,010,905¹
2015/16 (Pax)	206,942*	291,942	356,882	148,386 ^{2,3}	1,004,152^{2,3}
2016/17 (Pax)	149,815 ³	293,325	354,332	200,039	997,511³
2016/17 (Revenue)	\$344,493 ³	\$796,147	\$994,122	\$491,672	\$2,626,434
2017/18 (Pax)	199,934	297,028	356,801	195,824	1,049,587
2017/18 (Revenue)	\$465,877	\$860,891	\$1,103,425	\$533,087	\$2,963,280
2018/19 (Pax)	201,530	303,284	362,861	198,451	1,066,126
2018/19 (Revenue)	\$522,799	\$901,582	\$1,123,285	\$541,327	\$3,088,993

1. The estimated figures for 2015/16 did not include the impact of the shutdown for the replacement of the electric drive and controls system in June/July 2016. This will impact upon passenger numbers for the year by approximately 30,000 – 40,000.
2. Estimated figures for the remainder of the 2015/16 financial year.
3. The 2016/17 figures will be affected by the 7-week shutdown for the replacement of the electric drive and controls system in June/July 2016. This will impact upon passenger numbers for the year by approximately 30,000 – 40,000.

WCCL SOI 2016/17

2. Trolley Bus Services Performance Measures

Performance Indicator	Measure	Target/Result
Trolley Bus Overhead Network Asset Management Plan (AMP) reviewed and updated as required	Draft Asset Management Plan completion	Asset Management Plan agreed and planning / financial implications fed into GWRC planning system
Trolley Bus Overhead Network Decommissioning Project	Trolley Bus Overhead Network Decommissioning Plan and Schedule agreed with GWRC and tender process completed	Process for safe and efficient Trolley Bus Overhead Network Decommissioning organised and ready to commence at the appropriate time.
Trolley Bus Overhead Network Poles identified in the AMP as requiring urgent and critical replacement are programmed for replacement	Pole replacements completion	Completed in accordance with the programme
GWRC funding and performance agreement compliance	Number of breaches of agreement	Nil breaches by WCCL Nil complaints from GWRC
Number of power outages on the Trolley Bus Overhead Electrical Network attributable to WCCL	Number of power outages occurring on the network.	24 per annum

WCCL SOI 2016/17

3. WCCL Corporate Activities Performance Measures

Performance Indicator	Measure	Target/Result
Compliance with appropriate regulations and statues	Number of adverse comments from the relevant regulatory authorities	Nil adverse comments
WCCL Corporate and Operational Risks are proactively identified, assessed and managed to an As Low As Reasonably Practicable (ALARP) level in accordance with the principles contained in AS/NZS ISO 31000:2009.	WCCL Corporate and Operational Risks are proactively identified, assessed and managed	Nil Extreme Risks extant High Risks are proactively managed and eliminated or minimised.

4. Financial Performance Measures

Performance Indicator	Measure	Target/Result
Budgetary requirements approved by the WCCL Board are met	Degree of variance from budget	Within 10% of Board approved variance
Board delegations are adhered to	Board and leadership team approvals of financial and contractual commitments and expenditure	All approvals of financial and contractual commitments and expenditure are in accordance with delegations policy
WCCL can fund its long-term Cable Car capital expenditure programme	Appropriate budgeted amount set aside each year for long-term capital works programme	Sufficient financial reserves are maintained to permit funding of capital works programme as included in the Asset Management Plan, through a combination of cash, external borrowings and grants / external funding

WCCL SOI 2016/17

5. Board's Approach to Governance

- The Board of Directors normally comprises two members. All are appointed by WCC for varying terms, according to WCC practices.
- The Chairman and other Director are both appointed by WCC and are currently senior Tier 2 Council Officers (Chief Asset Officer and Chief Financial Officer).
- The Board currently meets every two months (typically 5 meetings per annum).

a) Responsibility of the Directors

The Board supports the principles of good governance as set out in "The Four Pillars of Governance Best Practice for New Zealand Directors" (incorporating the Code of Practice for Directors), issued by the Institute of Directors in New Zealand (Inc.) in 2012.

The responsibilities of the Directors include:

- Exercising prudence and skill in their governance of the company, and to act in accordance with the requirements of the Companies Act 1993 and all other relevant legislation in the execution of their duties;
- Managing WCCL to meet:
 - The objectives of WCCL's Board;
 - General WCC objectives for WCCL as expressed from time to time;
 - Monitoring and addressing policy, solvency and statutory matters of the company;
 - Monitoring all of the company's activities and ensuring the company acts in accordance with its stated objectives.

b) Delegated Functions

The Board of Directors delegates the day-to-day management of the company to the CEO and his leadership team, who are required to act in accordance with the Board's approved delegations policy.

c) Board Practices

The Board's practices include:

- i) The Chair meets with the CEO weekly to discuss current issues
- ii) The Directors and the CEO meet monthly for a semi-formal catch-up to discuss governance issues.
- iii) The Board meets bi-monthly or more frequently on an as required basis.

WCCL SOI 2016/17

6. Organisational Health, Capability and Risk Assessment

WCCL is committed to developing and maintaining an enduring and resilient approach to health and safety that embeds a culture of zero harm within the company, adheres to current and future legislative requirements (noting that the HSE Act 1992 will be superseded in 2015) and ensures that staff, contractors and the general public are not exposed to unnecessary risk or harm in their dealings with WCCL. The following approaches and organisational procedures are in place or are being developed to ensure that WCCL meets its obligations to the Council and the Wellington public as required by the Local Government Act 2002 and other pertinent legislation:

a) Organisational Approach to Health and Safety:

Health and Safety legislation is being overhauled in New Zealand, and the old Health and Safety in Employment Act 1992 has been replaced by the new Health and Safety at Work Act (HASAW) modelled upon the Australian equivalent. WCCL is working in conjunction with WCC to ensure that WCCL remains “ahead of the curve” in the transition to the new regime that now exists under the new HASAW Act, in addition to the continuing practices that are undertaken by the NZTA Rail Safety Regulator for the Cable Car.

The Cable Car operates under a license granted by the NZTA Rail Safety Regulator and follows well established procedures for the investigation and reporting of any near misses or accidents. The vast majority of reported statistical events comprise of slips, trips or falls, or members of the general public who have injured themselves elsewhere and ask for first aid assistance whilst travelling on the Cable Car.

At a governance level, Health and Safety reporting is a mandatory item at all Board meetings, ensuring that Directors remain apprised of current statistics and any developments arising.

As a result, WCCL has in place appropriate Health and Safety policies, practices and procedures to meet its responsibilities covering hazard identification and management, emergency planning, accident reporting, investigation management, contractor management and safe work procedures (incorporating appropriate Safe Systems of Work).

b) Capital Investment and Asset Management Plans:

Sourcing adequate funding to meet the requirements of the long-term Cable Car capital investment plan is a very high priority as several significant large equipment replacement programmes will be needed over the next 10-12 years. WCCL will continue to liaise with NZTA and GWRC in addition to WCC to identify appropriate finance (which could be a combination of debt, grant, and external funding from both local and central government funding streams).

The two operating divisions of WCCL each have their own Asset Management Plans and associated capital investment plans. These plans are reviewed annually; however the Cable Car Asset Management Plan has been fundamentally rewritten and issued in February 2016 to cover the 50-year period through to 2066.

WCCL SOI 2016/17

c) Staff Engagement and Training:

The two operating divisions of WCCL each have staff engagement responsibilities and conduct a variety of training to support their activities as well as continuing professional development for employees. Some training is conducted in-house or using services provided by sister CCOs and Trusts, but WCCL also engages external training providers. These are essential for customer service ("front-of-house") related activities, first aid, HT driver training, specialist technical training (noting the unique nature and design of the Trolley Bus network and the skills required for its upkeep), and IT (including computer-aided design and project management).

d) Emergency Planning and Business Continuity:

WCCL has a disaster recovery plan, which focuses on effective communications with staff and the general public in the event of an emergency event, as well as IT system and data recovery, bearing in mind the importance of maintaining Cable Car and Trolley Bus passenger services for the general public in the event of accidents, incidents and natural disasters.

e) Environmental Impact Assessment and Practices:

WCCL does not produce high levels of waste or contaminated materials, and therefore does not have a highly developed environmental impact procedure for analysing its carbon footprint. However, it does undertake sensible initiatives including separation and recycling of waste paper products, plastics, aluminium tins, food waste, conventional garbage and metals (ferrous and non-ferrous).

f) Risk Management:

The company's Risk Management Policy is to actively manage risk by assessing risks on at least an annual basis, using the methodologies and practices laid down in AS/NZS ISO 31000:2009 (Risk Management). These risks are identified and actively managed under the following categories:

- a) Health and Safety
- b) Environment
- c) Assets Management
- d) Financial and Commercial
- e) Statutory and Legislation
- f) Corporate
- g) Project
- h) Operational
- i) HR
- j) IT

In each category all aspects of the business have been considered and the level of risk assessed and risk mitigation actions determined as appropriate using the principles of eliminate, substitute, isolate or engineering controls wherever practicable.

WCCL SOI 2016/17

WCCL has no risks that have an Extreme assessment.

The Risk Register currently contains 17 risks that are assessed as High (9 Cable Car and 8 Trolley Bus).

An extract from the WCCL Risk Register dated 04 April 2016 containing all of the High risks is at Appendix 1.

NZ Bus, BroadSpectrum, and Wellington Electricity all have their own Risk Registers that pertain to certain aspects of Trolley Bus operational services. Regular meetings are held with all of these organisations where any significant hazards and risks arising are discussed and actions agreed to eliminate or mitigate risk (where practicable).

WCCL SOI 2016/17

7. Additional Information

a) Ratio of Shareholders Funds to Total Assets

Definition of Terms

Shareholders' funds: Represents the net equity the shareholder has contributed to the Company since its incorporation. This amount includes issued share capital, revaluation reserves and retained earnings. For completeness, this amount would also include any balances in the shareholder current account that exist but is not applicable in the case of WCCL as the Company is self-sufficient financially and pays all amounts in respect of dividends when they are declared. As at 30 June 2015, the shareholders' funds equated to \$7.622m.

Total Assets: Represent the total assets, both intangible and tangible of the Company, disclosed in accordance with applicable financial reporting standards. For completeness, it is noted that any tax liabilities in respect of GST and deferred tax are classified as liabilities irrespective of them being a debit or credit balance. As at 30 June 2015, the Total Assets of the Company equated to \$9.811m.

Ratio of Shareholders Funds to Total Assets as at 30 June 2015 – 77%

b) Estimate of Amount Intended for Distribution

The Board and Management of the Company are continuously investigating additional revenue-earning streams, and the result of these activities may require initial capital investment in order to provide increased revenue (and therefore dividend) streams in future years.

Cable Car passenger numbers and revenue has increased post the completion of the new Cable Car Kelburn terminus in 2013 as well as the other improvements and strategic marketing initiatives the Company has been undertaking in 2014 and 2015 (in particular, the LED tunnel lights funded by WCC). The Directors anticipate revenue will continue to increase post the completion of the Cable Car electric drive in June/July 2016 (noting there will be a reduction in revenue over this period due to the closure).

However because of the planned capital investment programme detailed within this Statement of Intent (specifically the Cable Car assets) plus the potential for company restructuring costs after the Trolley Bus network is decommissioned, the Company is not expecting to declare any dividends in respect of the 2016/17 year and subsequent two financial years. Should alternative funding arrangements be secured in respect of the capital investment programme the Company will re-assess its cash requirements and, as such, its dividend policy.

As stated in this Statement of Intent, there is the long-term requirement to ensure that the capital investment programme of the Company is adequately funded. In order to determine these needs, the Company has produced a comprehensive 50-year Asset Management Plan covering the period 2016 – 2066. In addition to the additional maintenance required over the coming years, the two most important projects within the capital investment programme are listed below. These are considered the bare minimum to obtain a licence to operate from the NZTA rail safety regulator and maintain the operation at an acceptable level of performance and customer experience. In addition, the Cable Car is an iconic attraction and WCCL wishes to maintain the highest levels of service and customer experience wherever possible:

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- a) Upgrade of the Cable Car Electric Drive and Controls Project (to be completed largely in the 2015/16 year – June/July 2016)
- b) Replacement of the Cable Car Passenger Vehicles and Bogies (currently planned for 2025/26).

In addition to the dividend, there are other payments that WCCL makes to its shareholder as a consequence of WCCL's structure as an independent entity and its business operations that would not otherwise be received if an internal WCC division. The primary mechanism for this is a subvention payment to Wellington City Council in lieu of income tax. There are also consent payments made to WCC as part of both the Cable Car and Trolley Bus operations.

c) Acquisition Procedures

The Company will only issue shares or acquire shares in other companies or become a partner with any other business with the express prior permission of WCC.

The Company will fully investigate and report to WCC any proposal to enter into partnerships or to sell any buildings or other significant assets before binding commitments are entered into.

d) Activities for which the Board Seeks Compensation from a Local Authority

The Company obtains funding from the following sources, noting that no significant operational or capital funding has previously been provided by WCC for many years prior to the Electric Drive replacement in the 2015/16 year which was much appreciated by the Company:

- The company is funded by GWRC to operate and maintain the Trolley Bus overhead electrical network, including replacement of key degraded sections that will become unsafe to operate if not replaced in a timely fashion. The other activities of WCCL will not subsidise the funding needed for the maintenance and replacement of the Trolley Bus overhead electrical network;
- The Cable Car operation will be funded from fares and any enhanced tourism activities, including any prospective retail and marketing opportunities. The exception to this is the capital replacement of the electric drive and control systems that is currently being largely grant funded by WCC.
- WCCL, in conjunction with WCC, GWRC, NZTA and WREDA is undertaking an NZTA Better Business Case to ascertain the feasibility and merits of the Cable Car operation becoming part of the Metlink public transport network;
- Income from undertaking miscellaneous services for third parties relating to the Trolley Bus overhead electrical network, including project management (for example, the Victoria University Pipitea campus construction project); and
- Utility companies that currently pay for the use of Trolley Bus poles (for example, Telecommunications companies for UFB infrastructure).

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However, should the shareholder require the company to undertake obligations or services which cannot be covered by the funding from these sources, the company will seek compensation from WCC or other funding sources to restore an adequate level of income to meet the business requirements.

e) Estimate of commercial value of shareholders investment

The estimate of commercial value is equal to the equity value of the company as at 30 June 2015, is \$7.622m.

The commercial value is reassessed annually, following completion of the audited annual report of the Company.

f) Other matters (if applicable) e.g. Water supply services, LGA requirements

Nil

g) Supplementary information the entity wishes to include

Insurance Programme

The insurance programme for the respective operating divisions is as follows:

(1) Cable Car Service

All assets related to the cable car service are covered by a policy with Lloyds of London.

The amount of cover necessary has been calculated on the basis of Probable Maximum Loss, as advised by the structure and earthquake engineering consultant who surveyed the assets and reported to WCCL. The Company maintains an investment fund which exceeds any excess payable under this insurance policy to ensure sufficient business operations funds exist at any point in time.

(2) Material Change

Following the Canterbury earthquakes, it was not possible to get continued cover from the then insurer, or from any other NZ-based insurer. The placement was made with Lloyds through and introduction by WCC on the best terms that could be achieved, but not for full replacement. WCCL was able to get its cover only on the strength of the consultant's report and his assessment of Probable Maximum Loss.

(3) Cable Car Service

All assets related to the cable car service are covered by a policy with Lloyds of London.

The amount of cover necessary has been calculated on the basis of Probable Maximum Loss, as advised by the structure and earthquake engineering consultant who surveyed the assets and reported to WCCL. The Company maintains an investment fund which exceeds any excess payable under this insurance policy to ensure sufficient business operations funds exist at any point in time.

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(4) Trolley Bus Overhead Network

The trolley bus overhead network itself (poles, stays wires, contact wire and other equipment) is self-insured.

The warehouse and contents, including inventory and equipment is insured with a NZ-based insurer (Aon as broker).

Motor Vehicles are insured with a NZ-based insurer (Aon).
Liability covers are insured with a NZ-based insurer (Aon).

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Appendix 1: WCCL Risk Register (High Risks)

WELLINGTON CABLE CAR LIMITED
Cable Car Risk Register

13/05/2016

RISK ID No	OPERATING DIVISION	HAZARD_TITLE	RISK_ITEMS	RISK_CAUSES	RISK_EFFECTS	RISK_CONTROLS	PROBA-BILITY	IMAPACT	OVERALL RISK SCORE	RISK_RATING	CATEGORIES	DATE RAISED	LAST REVIEW	NEXT REVIEW	OWNERS	Max_Rate	
0034	Cable Car	Defective Systems: Braking	1 - Loss of Cable Car service	1 - Breakdown or failure due to age, obsolescence or material state	1 - Loss of Cable Car service	1 - Multiple methods of redundancy designed into the system.	Unlikely	Catastrophic	20	High	Operational Impact	1/07/2015	1/07/2015	1/07/2016	Gavin MacIntyre	20	
			2 - Financial Risk to the Company			2 - Rigorous preventative maintenance, including weekly checks, and an annual shutdown.	Unlikely	Catastrophic	20	High	Plant and Equipment						
			3 - Damage to P & E			3 - One bogie is overhauled and changed out per annum.											
0035	Cable Car	Defective Systems: Controls	1 - Loss of Cable Car service	1 - Breakdown or failure due to age, obsolescence or material state	1 - Loss of Cable Car service	1 - Obsolete control system to be replaced in 2016.	Likely	Moderate	17	High	Operational Impact	1/07/2015	1/07/2015	1/07/2016	Gavin MacIntyre	17	
			2 - Financial Risk to the Company			2 - Offsite backup of control system programming and algorithms maintained.	Possible	Moderate	16	High	Plant and Equipment						
			3 - Damage to P & E														
0039	Cable Car	Passengers on Station Platforms	1 - Injury to passenger	1 - Standing where the Cable Car could strike them.	1 - Injury to passenger	1 - Signs and markings on platforms to indicate risk to passengers.	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Gavin MacIntyre	16	
			2 - Loss of Cable Car service			2 - Drivers trained to be observant and look out for potential accidents.											
0040	Cable Car	Doors closing on members of the public	1 - Injury to people trapped by doors closing on them.	1 - Defective door acutation systems	1 - Loss of Cable Car services	1 - Weekly Checks	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Gavin MacIntyre	16	
				2 - Passengers boarding late	2 - Potential injury to member of the public	2 - Drivers instructed on closing doors correctly using mirrors and other visual aids.											
						3 - Cars cannot move with doors ajar.											
						4 - Door actuation systems to be replaced in 2016 as part of the Electric Drive project. New rope will be subject to a rigorous inspection and testing regime.											
0041	Cable Car	Workers injured by mechanical handling equipment	1 - Injury to worker	1 - Dropping / mishandling of mechanical handling equipment and equipment being lifted	1 - Injury to personnel caused by impact	1 - Authorised employee use only.	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Gavin MacIntyre	16	
					2 - Damage to equipment	2 - Danger areas are fenced off.											
						3 - Regular checks to ensure lifting equipment is serviceable.											
						4 - Register kept of ropes, slings and lifting equipment.											
						5 - PPE gear worn.											
						6 - Safety strops used where applicable.											
0031	Cable Car	Damage and or physical violence caused by intoxicated public/students	1 - Mental and physical ill health of employees	1 - Public under the influence of drugs or alcohol	1 - Stress and possible physical violence to driver and passengers	1 - Drivers have right to refuse entry on cars and lower station	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Gavin MacIntyre	16	
			2 - Loss of Cable Car service			2 - Drivers have radio communications and access to WCC security staff											
					3 - Minor damage to Cable Car and property	3 - Security guards on site during events which may attract intoxicated behaviour											
0007	Cable Car	Earthquake (Small) - (sets off EQ monitor in Control room)	1 - Injuries or loss of life due to falling debris	1 - Small Earthquake	1 - Damage to infrastructure and equipment	1 - Cars automatically cease operating. Emergency Stop (ES) tripped by EQ monitor. The monitor has a trigger level of 0.01g	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Gavin MacIntyre	16	
			2 - Loss of equipment		2 - Injury to employee/contractor	2 - Evacuation signs fitted at Lambton and Kelburn Terminals	Possible	Minor	9	Medium	Plant and Equipment						
			3 - Damage to structure			3 - Employees are trained in evacuation procedures											
			4 - Loss of cable car service, unconsciousness, cuts and abrasions			4 - All exits are clearly identified with illuminated signs											
						5 - Car evacuation procedures taught and practised regularly as detailed in Drivers and Health & Safety Manuals											
						6 - Telephone interconnects with radio in both Cars, programmed with emergency numbers											
						7 - Tunnels, bridges, visual inspection before service recommences											
						8 - Tunnel convergence monitored											
0021	Cable Car	After hours Interference with a Cable Car by general public	1 - Loss of Cable Car service	1 - Unauthorised entry to Cable Car premises by trespassers	1 - Vandalism/damage to Cable Car property	1 - Lower Car locked inside terminal at night	Possible	Moderate	16	High	Plant and Equipment	1/07/2015	1/07/2015	1/07/2016	Gavin MacIntyre	16	

WELLINGTON CABLE CAR LIMITED
Cable Car Risk Register

13/05/2016

RISK ID No	OPERATING DIVISION	HAZARD_TITLE	RISK_ITEMS	RISK_CAUSES	RISK_EFFECTS	RISK_CONTROLS	PROBA-BILITY	IMAPACT	OVERALL RISK SCORE	RISK_RATING	CATEGORIES	DATE RAISED	LAST_REVIEW	NEXT_REVIEW	OWNERS	Max_Rate	
			2 - Damage to property		2 - Loss of Cable Car Service	2 - Monitored camera surveillance and alarms inside both Kelburn and Lambton Terminals 3 - Both Kelburn and Lambton Terminals locked at night 4 - Live contact strip fitted with warning lamp & "Danger Live wires" stickers on three locations. 5 - Isolating transformer used to supply mains power to strip. 6 - Driver's pre-test run inspection conducted. 7 - Sprinkler system at Kelburn to deter trespassers.											
0022	Cable Car	Workers around the cars during operation	1 - Vehicle strike causing injury, broken bones and or bruising 2 - Loss of Cable Car Service	1 - People trespassing on the track	1 - Injury to Worker	1 - Workers given H&S training, including hazard identification 2 - Portable RT can be used by workers to communicate with drivers 3 - Appropriate scaffolding, signage, barriers and netting used as required 4 - Drivers notified of any such work 5 - Drivers notify each other when workers are in the proximity of the track 6 - Drivers use Cable Car bell as warning to workers. If no acknowledgement received, Cars must be stopped	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Gavin MacIntyre	16	
							Possible	Moderate	16	High	Plant and Equipment						

WELLINGTON CABLE CAR LIMITED
Traction Services Risk Register

RISK ID No	OPERATING DIVISION	HAZARD TITLE	RISK ITEMS	RISK CAUSES	RISK EFFECTS	RISK CONTROLS	PROBABILITY	IMPACT	OVERALL RISK SCORE	RISK RATING	CATEGORIES	DATE RAISED	LAST REVIEW	NEXT REVIEW	OWNERS	Max Rate
0013	Traction Services	Overhead Network (Electrocution)	1 - Electric shock causing death, cardiac arrest and or burns	1 - Equipment failure	1 - Serious injuries to employee/contractor and or general public	1 - Only trained competent employees' are permitted to operate the machinery.	Possible	Major	19	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Andrew Cresswell	19
			2 - Damage to electric and telco services	2 - Extreme Weather	2 - Damage to plant and equipment	2 - Employee is supplied with PPE gear which include fire resistance overalls, hi viz jacket, safety boots, rubber gloves.	Possible	Major	19	High	Plant and Equipment					
				3 - High load damage to overhead network	3 - Damage to property	3 - Employee has completed the Safety Harness and Fall Arrest Systems and Traffic Controller Courses.	Possible	Major	19	High	Operational Impact					
						4 - WCCL use competent field contractors to manage/maintain the overhead network.										
						5 - Trolley Bus Overhead Protection (TBOP) cabinets have been installed at selected high risk sites.										
						6 - NZ ESI approved procedures are used (SMEI manuals).										
0026	Traction Services	Trolley Bus Overhead Protection (TBOP) Cabinets: 7 CBD, 2 Kilbirnie, 1 Miramar	1 - Weather, (flooding), tree, object or vehicle colliding into cabinet, unauthorised access (vandalism)	1 - Weather (flooding), vehicle, tree, object strike, or vandalism.	1 - Unsafe assets causing injury to staff and or public	1 - Emergency services notified. Field contractor and Wellington Electricity will isolate the power supply.	Unlikely	Major	14	Medium	Health & Safety	1/07/2015	1/07/2015	1/07/2015	Andrew Cresswell	19
			2 - Electric shock, damage to electric and telco services	2 - Not following protocols and process	2 - Damage to property and equipment	2 - For any internal problems inside the TBOP cabinet, e.g. the cabinet has tripped, a SMS is sent back to WCCL who will confirm deenergisation.	Possible	Major	19	High	Plant and Equipment					
			3 - Non operation of Trolley Bus services			3 - Trained competent contractors inspect the overhead, find the fault, and then ask for permission from WCCL to access the cabinet.	Possible	Moderate	16	High	Operational Impact					
			4 - Loss of DC power supply to cabinets			4 - Ongoing maintenance completed by qualified electrical service technicians).	Unlikely	Moderate	12	Medium	Compliance					
						5 - Assets have been designed, constructed and maintained by competent persons so that there is a low probability of failure.	Unlikely	Moderate	12	Medium	Financial					
						6 - Work in conjunction with Wellington electricity to restore DC power supply safely.										
0025	Traction Services	Extreme Weather Events	1 - Injuries to employees/contractors, damage to property	1 - Extreme weather conditions (wind, rain, flooding)	1 - Injury/illness to employee/contractor, and or general public	1 - WCCL vehicles are fuelled, equipment/stock at Glover Street Warehouse ready to use/distribute. Stock is also replenished at Transfield Services Warehouse.	Likely	Moderate	17	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Andrew Cresswell	17
			2 - Loss of trolley bus operations	2 - Debris flying around	2 - Damage to overhead infrastructure	2 - Materials and rubbish securely stored/disposed of.	Likely	Moderate	17	High	Plant and Equipment					
			3 - Loss of DC power supply	3 - Slippery surfaces	3 - Damage to plant and equipment	3 - Contractors undertake field operations. They make safe or repair any damage to the overhead network.	Likely	Moderate	17	High	Operational Impact					
					4 - Damage to property	4 - Reports sent to media if the trolley buses have been affected by the weather and are not operating.	Likely	Minor	10	Medium	Reputation					
					5 - Loss of DC power supply to trolley bus network.	5 - Work in conjunction with Wellington Electricity to restore dc power supply safely.										
						6 - Observe and look after each other in the work party.										
						7 - If not safe and conditions are dangerous, work is stopped.										
						8 - PPE/Wet weather gear worn.										
0028	Traction Services	Unauthorised high loads travelling under the overhead network and causing damage to the network.	1 - Unauthorised or over height equipment hitting the overhead network line.	1 - Brings down the overhead network.	1 - Damage to overhead network/equipment	1 - Trigger height for high loads to permit safe passage of the load through the Wellington CBD. High load process. WCC also register high load permits.	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Andrew Cresswell	17
					2 - Injury to employee and or public	2 - High loads exceeding conductor safe height require deenergisation of the trolley bus lines.	Likely	Moderate	17	High	Plant and Equipment					
					3 - Damage to property	3 - Advance approvals are required through WCCL and/or WCC.	Likely	Moderate	17	High	Operational					
						4 - Authorised high loads are managed and escorted by WCCL contractor (Transfield Services).										
						5 - Follow procedures and protocols, care when switching.										
0029	Traction Services	Excavation and construction near poles/overhead network.	1 - Excavations and other works near overhead network line support structure (pole) can compromise the structural integrity of the pole.	1 - Excavating too close to a network line support structure	1 - Damage to property and or equipment	1 - Reference:- Compliance NZECP..54 2001.	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Andrew Cresswell	16
			2 - Metallic or conducting paths near overhead electric line supports can transfer voltage potentials that could create step and touch currents during earth fault conditions		2 - Injury to employee and or public	2 - Reduced Distance Consents (RDC) are issued to work or excavate around the base of the pole to a distance of no closer than 1.0 metre and no deeper than 300m. The consent holder is responsible for maintaining this distance at all times to ensure the pole/found is not undermined or becomes unusable. The trolley bus network carries 500 v DC and is treated as live at all times.	Possible	Minor	9	Medium	Health & Safety					
						3 - Follow procedures and protocols, care when switching.	Rare	Minor	4	Low	Compliance					

WELLINGTON CABLE CAR LIMITED
Traction Services Risk Register

RISK ID No	OPERATING DIVISION	HAZARD TITLE	RISK ITEMS	RISK CAUSES	RISK EFFECTS	RISK CONTROLS	PROBABILITY	IMPACT	OVERALL RISK SCORE	RISK RATING	CATEGORIES	DATE RAISED	LAST REVIEW	NEXT REVIEW	OWNERS	Max Rate
0021	Traction Services	Bus Depoling due to poor WCCL network causing damage to 3rd party property.	1 - Damage to overhead network/teardown	1 - Workmanship on the network	1 - Damage to overhead network	1 - Processes and procedures adhered to.	Possible	Moderate	16	High	Plant and Equipment	1/07/2015	1/07/2015	1/07/2016	Andrew Cresswell	16
			2 - Injury to worker and/or member of the public	2 - Incorrect materials/stock used on the overhead	2 - Possible injury to worker and/or member of the public	2 - Network well maintained by field staff.	Possible	Moderate	16	High	Financial					
				3 - Maintenance not carried out in a timely manner	3 - Damage to property and vehicles	3 - Good driving.	Unlikely	Minor	5	Low	Health & Safety					
						4 - Frequent inspections.										
0004	Traction Services	Earthquake (Small)	1 - Injuries due to falling debris	1 - Earthquake - (Small)	1 - Injury to employees	1 - Evacuation signs fitted.	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Andrew Cresswell	16
	Corporate		2 - Damage to stock and equipment		2 - Damage to stock and equipment	2 - Office shelves are secured to wall.	Possible	Minor	9	Medium	Health & Safety					
					3 - Damage to plant/infrastructure	3 - Warehouse stock stacked safely.										
						4 - Staff are trained first aiders.										
0008	Traction Services	Hi-ab Hydraulic Crane (Lifting or hoisting failures when loading/ unloading stock from to/back of the Hi-ab Truck)	1 - Heavy equipment falling onto people causing injury.	1 - Equipment malfunction	1 - Minor/or serious injury to staff	1 - There is only one employee who is qualified to operate the hydraulic crane.	Unlikely	Moderate	12	Medium	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Andrew Cresswell	16
				2 - Operator error	2 - Damage to equipment/plant	2 - Reference: Operating Manual Hydraulic Crane PK160022 High Performance manual is stored in a special place within the truck's cab.	Possible	Moderate	16	High	Plant and Equipment					
						3 - PPE Gear worn including steel capped safety boots.										
						4 - Regular servicing and maintenance of the truck.										
						5 - (Safety Manual Electricity Industry) SM-EI 2.1001, 2.906, 2.1005, 2.1004, 2.1002, 2.1003, 2.1004, 2.1007, 1.602, 2.905										
0016	Traction Services	Driving Company Vehicles (Car or Van)	1 - Damage to the vehicle/s and or property	1 - Driver error	1 - Causing damage to vehicle, other vehicles and property	1 - Only appropriately licensed employees are permitted to drive the company vehicles.	Possible	Moderate	16	High	Health & Safety	1/07/2015	1/07/2015	1/07/2016	Andrew Cresswell	16
			2 - Minor to serious injury	2 - Other driver's error	2 - Minor to serious Injury to staff and/or member of the public	2 - Undertake daily checks on the vehicle before use.										
				3 - Vehicle malfunction		3 - Vehicle is regularly serviced.										
						4 - No smoking in the vehicle.										
						5 - Keep to all traffic regulations and speed.										
						6 - Drivers must drive defensively and to the conditions.										
0040	Traction Services	Elevated Work Platform (EWP) Operating and Testing	1 - Employee being catapulted or falls out of EWP	1 - Equipment malfunction	1 - Serious injury to employee/s or member of the public	1 - Operators are trained in the EWP they are operating.	Unlikely	Moderate	12	Medium	Health & Safety	1/07/2015	1/03/2016	1/07/2016	Andrew Cresswell	16
			2 - Heavy equipment falling onto people causing injury	2 - Operator error		2 - A full body harness-webbed waist is used for height work. Harnesses must be worn at all times on boom lift style EWPs. Safety harnesses must only be attached to a clearly labelled certified attachment point.	Possible	Moderate	16	High	Plant and Equipment					
				3 - EWP hit by another vehicle		3 - Regular servicing and maintenance of the truck.										
						4 - Refer (Safety Manual Electricity Industry) SM-EI 2.1001, 2.906, 2.1005, 2.1004, 2.1002, 2.1003, 2.1004, 2.1007, 1.602, 2.905										
						5 - PPE Gear worn including steel capped safety boots.										
						6 - Set up on firm, flat level ground.										
						7 - Look out for hazards and potential hazards.										
						8 - Don't overload the EWP. Always operate within its parameters.										
						9 - Plan work. Take care and think about the task at all times.										

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Appendix 2: Accounting Policies

Reporting Entity

These are the financial statements of Wellington Cable Car Limited. Wellington Cable Car Limited is a company wholly owned by Wellington City Council and is registered under the Companies Act 1993. It is a Council-controlled Organisation as defined by Section 6 of the Local Government Act 2002 and is domiciled in New Zealand.

The primary objective of the Wellington Cable Car Limited is to provide goods or services for the community or social benefit rather than making a financial return. Accordingly, Wellington Cable Car Limited has designated itself as a public benefit entity for Financial Reporting Purposes.

The financial statements are for the year ended 30 June 2015 and were approved by the Board of Directors on 30 September 2015.

Basis of Preparation

These financial statements have been prepared on the basis that the company is a going concern and has the continuing support of its shareholders. Based on the continuing financial support of its shareholders, the company would satisfy the solvency requirements of the Companies Act 1993.

Statement of Compliance

The financial statements of Wellington Cable Car Limited have been prepared in accordance with the reporting requirements of the Companies Act 1993 and the Local Government Act 2002.

The financial statements have been prepared in accordance with Tier 2 PBE accounting standards. The company is eligible to report as a Tier 2 reporting entity with reduced disclosures on the basis that it does not have public accountability and is not large.

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP) and they comply with PBE accounting standards.

Other accounting policies set out below have been applied consistently to all periods presented in these financial statements.

These financial statements are the first financial statements that have been presented in accordance with the new PBE Accounting Standards.

Measurement Base

The financial statements of Wellington Cable Car Limited have been prepared on an historical cost basis, except where modified by the revaluation of trolley bus overhead lines.

The information is presented in New Zealand dollars.

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Changes in Accounting Policies

There has been one change in accounting policies, being in relation to the valuation of the Trolley Bus Overhead Network. The change being a move from the revaluation method to cost method.

Specific Accounting Policies

In the preparation of these financial statements, the specific accounting policies are as follows:

(a) Judgements and Estimations

The preparation of financial statements requires judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, revenue and expenses.

Where material, information on the major assumptions is provided in the relevant accounting policy or will be provided in the relevant note.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised when the revision affects only that period. If the revision affects both current and future periods, it is reflected in the current and future periods.

Judgements that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next year are discussed in the relevant notes.

(b) Property, Plant & Equipment Recognition

Property, plant and equipment consist of operational assets. Expenditure is capitalised as property, plant and equipment when it creates a new asset or increases the economic benefits over the total life of an existing asset and can be measured reliably. Costs that do not meet the criteria for capitalisation are expensed.

Property, plant and equipment is shown at cost, less accumulated depreciation and impairment losses.

Measurement

Property, plant and equipment are initially recorded at cost.

The initial cost of property, plant and equipment includes the purchase consideration and those costs that are directly attributable to bringing the asset into the location and condition necessary for its intended purpose. Subsequent expenditure that extends or expands the asset's service potential and that can be measured reliably is capitalised. In accordance with IPSAS 17, borrowing costs are capitalised if they are directly attributable to the acquisition, construction, or production of a qualifying asset.

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Trolley Bus Overhead and Poles

The Traction network is valued at cost less accumulated depreciation in accordance with IPSAS 17, and annually reviewed for impairment to ensure its carrying value is accurately reflected.

Cable Car Assets

The Cable Car assets comprising the Cable Car Tracks & Wires and Cable Car Equipment are valued at cost less accumulated depreciation in accordance with IPSAS 17, and annually reviewed for impairment to ensure its carrying value is accurately reflected.

Impairment

The carrying amounts of property, plant and equipment are reviewed at least annually to determine if there is any indication of impairment in accordance with PBE IPSAS 21 and PBE IPSAS 26. Where an asset's recoverable amount is less than its carrying amount, it will be reported at its recoverable amount and an impairment loss will be recognised. The recoverable amount is the higher of an item's fair value less costs to sell and value in use. Losses resulting from impairment are reported in the Statement of Comprehensive Revenue and Expense.

Disposal

Realised gains and losses arising from the disposal of property, plant and equipment are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Comprehensive Revenue and Expense in the period in which the transaction occurs. Any balance attributable to the disposed asset in the asset revaluation reserve is transferred to Accumulated Comprehensive Revenue and Expense.

Depreciation

Depreciation is provided on all property, plant and equipment, except for assets under construction (work in progress). Depreciation is calculated on a straight line basis, to allocate the cost or value of the asset (less any residual value) over its useful life. The depreciation rates of the major classes of property, plant and equipment are as follows:

Cable Car Tracks & Wires	2%
Cable Car Equipment	2%
Cable Car Equipment	10%-33%
Computer Equipment	33%
Motor Vehicles	20%
Furniture & Fittings	20%
Trolley Bus Overhead Wire System & Fittings	2.5%-20%
Trolley Bus Overhead Wire System Equipment	10%

The residual values and useful lives of assets are reviewed, and adjusted if appropriate, at each balance date.

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Work-in-progress

The cost of projects within work in progress is transferred to the relevant asset class when the project is completed. It is transferred to the relevant asset class only if it is probable that future economic benefits associated with the item will flow to Wellington Cable Car Limited and the cost of the item can be reliably measured.

(c) Foreign Currencies

Transactions in foreign currencies that are settled in the accounting period are translated into NZD (the functional currency) using the spot exchange rates at the dates of the transaction. Transactions in foreign currency that are not settled in the accounting period, resulting in monetary assets and liabilities denominated in foreign currencies at the Statement of Financial Position date are translated to NZD at the foreign exchange rate ruling at that date. Foreign exchange differences arising on their translation are recognised in the Statement of Comprehensive Revenue and Expense.

(d) Intangible Assets

Intangible assets comprise computer software which has a finite life and is initially recorded at cost less any amortisation and impairment losses. Amortisation is charged to the Statement of Comprehensive Revenue and Expense on a straight-line basis over the useful life of the asset.

Typically, the estimated useful lives of these assets are as follows:

Computer Software 3 years

Realised gains and losses arising from disposal of intangible assets are recognised in the Statement of Comprehensive Revenue and Expense in the period in which the transaction occurs. Intangible assets are reviewed at least annually to determine if there is any indication of impairment. Where an intangible asset's recoverable amount is less than its carrying amount, it will be reported at its recoverable amount and an impairment loss will be recognised. Losses resulting from impairment are reported in the Statement of Comprehensive Revenue and Expense.

(e) Goods & Services Tax

These financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST. Where GST is not recoverable as an input tax, it is recognised as part of the related asset or expense.

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(f) Income Tax

Income tax expense is charged in the Statement of Comprehensive Revenue and Expense in respect of the current year's results. Income tax on the surplus or deficit for the year comprises current and deferred tax.

Current tax is the expected tax payable on the taxable revenue for the year, using tax rates enacted or substantively enacted at the balance sheet date, and any adjustment to tax payable in respect of previous periods.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses.

Deferred tax is provided using the balance sheet liability method, providing for temporary differences between the carrying amounts of assets and liabilities for financial reporting purposes and amounts used for taxation purposes. The amount of deferred tax provided is based on the expected manner of realisation or settlement of the carrying amount of assets and liabilities, using tax rates enacted or substantively enacted at balance date. Deferred income tax assets are recognised to the extent that it is probable that future taxable surplus will be available against which the temporary differences can be utilised.

(g) Inventories

Wellington Cable Car Limited's inventory comprises of items held in respect of maintaining and operating the Overhead Trolley Bus network. Any inventory items utilised in providing this service is reimbursed by Greater Wellington Regional Council at its cost to Wellington Cable Car Limited. In accordance with PBE IPSAS 12, all inventories have been valued at cost using the weighted average cost formula. Any inventory items that are reclaimed from the existing Overhead Network are entered into inventory at a nil cost value, and where subsequently refurbished, the refurbishment costs are included in calculating the weighted average cost of that item.

(h) Leases

Finance Leases

Assets purchased under finance leases which effectively transfer to the lessee substantially all the risks and benefits incidental to ownership of the property are included as non-current assets in the Statement of Financial Position. Finance Leases will be capitalised at the present value of the minimum lease payments. A corresponding liability is also disclosed with lease payments being apportioned between the liability and interest payments.

The depreciation policy for depreciable assets, that are the subject of a finance lease, will be consistent with that for assets that are owned, unless there is no certainty that the lessee will take ownership by the end of the lease term, in which case the assets will be depreciated over the shorter of the estimated useful life of the asset or the lease term.

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Operating Leases

Leases where the lessor effectively retains substantially all the risks and rewards of ownership of the leased items are classified as operating leases. Payments made under these leases are expensed in the Statement of Comprehensive Revenue and Expense in the period in which they are incurred.

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight-line basis over the term of the lease. Lease incentives received are recognised in the Statement of Comprehensive Revenue and Expense as an integral part of the total lease payment.

(i) Statement of Cash Flow

The Statement of Cash Flow has been prepared using the direct approach.

Operating activities include cash received from all revenue sources of the company and record the cash payments made for the supply of goods and services. Investing activities relate to the acquisition and disposal of assets. Financing activities relate to activities that change the equity and debt capital structure of the company.

(j) Related Parties

Related parties arise where one entity has the ability to affect the financial and operating policies of another through the presence of control or significant influence. Related parties also include key management personnel or a close member of the family of any key management personnel.

(k) Directors' Remuneration

Directors' remuneration is any money, consideration or benefit received receivable or otherwise made available, directly or indirectly, to a Director during the reporting period. Directors' remuneration does not include reimbursement of legitimate work expenses or the provision of work-related equipment such as cell phones and laptops.

(l) Financial Instruments

Wellington Cable Car Limited classifies its financial assets and financial liabilities according to the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at every reporting date.

Trade and other receivables

Trade and other receivables are recorded at their fair value, less any provision for impairment. A provision for impairment is established where there is objective evidence that the company will not be able to collect all amounts according to the original terms of receivable. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows discounted using effective interest method. Receivables with a short duration are not discounted.

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Cash and cash equivalents

Cash and cash equivalents comprise cash balances and call deposits with up to three months maturity from the date of acquisition. These are recorded at their fair value.

Short Term Investments

Short term investments comprise an ANZ term deposit that is invested for a period of less than 12 months. This is recorded at its fair value.

Trade and other payables

Short term payables are recorded at face value.

(m) Revenue

Wellington Cable Car Limited derives revenue from the cable car passenger service with fares being the sole source of income.

Additional revenue is received from projects in relation to the Traction Network to modify the network at the request of outside parties and there are also pole occupancy licences in place.

Revenue is recognised when billed or earned on an accrual basis.

(n) Grants

The trolley bus overhead wiring system funding is from contract payments by the Greater Wellington Regional Council.

Grants are recognised as revenue when received, unless conditions apply. Any grants for which conditions apply under the grant agreement are carried as liabilities until all the conditions have been fulfilled.

(o) Expenses

Expenses are recognised when the goods or services have been received on an accrual basis.

(p) Employee Benefit Liabilities

A provision for employee benefits (holiday leave) is recognised as a liability when benefits are earned but not paid.

Holiday leave is calculated on an actual entitlement basis at the greater of the average or current hourly earnings in accordance with sections 16(2) and 16(4) of the Holidays Act 2003.

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Appendix 3: Forecast Financial Statements

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Wellington Cable Car Limited - Business Plan
 Statement of Comprehensive Income for the years ending 30 June 2017, 2018 and 2019

	2017 - Qtr 1 \$000	2017 - Qtr 2 \$000	2017 - Qtr 3 \$000	2017 - Qtr 4 \$000	2017 - Total \$000	2018 \$000	2019 \$000
OVERHEAD DIVISION							
Income	1,076	1,076	1,076	1,076	4,290	8,000	0
Contractor Operations Costs	453	453	453	453	1,814	0	0
Wellington Cable Car Operations Costs	326	326	326	326	1,303	300	0
Reactive Maintenance	138	138	138	138	551	0	0
Total Operating Expenses	917	917	917	917	3,667	300	0
Operating Surplus/Loss before Replacements	159	159	159	159	623	7,700	0
Reactive Maintenance	0	0	0	0	0	0	0
Pole Replacements	93	93	93	93	371	0	0
Feeder Pillar Replacements	5	5	5	5	20	0	0
Special Works Replacement	19	19	19	19	62	0	0
Contact Wire Replacements / Rentensions	18	18	18	18	70	0	0
AMP Expenditure	0	0	0	0	0	0	0
Total Replacements	134	134	134	134	523	0	0
Total 3rd Party Jobs Completed	0	0	0	0	0	0	0
Overhead Division Items Subject to Business Case to GWRC							
Investigation Funding / Decommissioning	25	25	25	25	100	10,367	0
Contact Wire Replacements / Rentensions	0	0	0	0	0	0	0
Other Network Upgrade Expenditure	0	0	0	0	0	0	0
Total Maintenance cost	159	159	159	159	623	10,367	0
Depreciation	56	56	56	56	225	0	0
Total Expenses	1,132	1,132	1,132	1,132	4,515	10,667	0
Overhead Overall Surplus/ (Loss)	(56)	(56)	(56)	(56)	(225)	(2,667)	0

	2017 - Qtr 1 \$000	2017 - Qtr 2 \$000	2017 - Qtr 3 \$000	2017 - Qtr 4 \$000	2017 - Total \$000	2018 \$000	2019 \$000
<u>COMPANY ACTIVITIES DIVISION</u>							
Cable Car Income	344	796	994	492	2,626	2,963	3,089
Cable Car Operations	235	235	235	235	942	966	1,002
Cable Car Maintenance	170	170	170	170	681	715	776
Depreciation	42	42	42	42	168	185	175
Cable Car Expenses Subtotal	448	448	448	448	1,791	1,866	1,953
Cable Car Operating Surplus/ (Loss)	(103)	348	546	44	836	1,098	1,136
<u>EXTERNAL ACTIVITIES</u>							
3rd Party Services Net Contribution	2	2	2	2	8	0	0
Sundry External Income	59	59	59	59	237	75	78
External Activities Operating Surplus / (Loss)	61	61	61	61	244	75	78
Administration Expenses	134	134	134	134	536	578	592
External Activities Division Surplus/ (Loss)	(176)	275	473	(29)	544	595	622
WELLINGTON CABLE CAR - TOTAL SURPLUS/ (LOSS) BEFORE TAX	(232)	219	417	(85)	319	(2,072)	622
Income Tax Expense	(63)	63	118	(22)	96	89	182
WELLINGTON CABLE CAR - TOTAL SURPLUS/ (LOSS) AFTER TAX	(169)	156	299	(63)	223	(2,161)	440
The Total Surplus / (Loss) After Tax Consists of:							
Total Income	1,494	1,945	2,143	1,641	7,223	11,038	3,167
Total Expenditure	(1,663)	(1,789)	(1,845)	(1,704)	(7,000)	(13,199)	(2,727)
	(169)	156	299	(63)	223	(2,161)	440

Wellington Cable Car Limited - Business Plan

Statement of Movements in Equity for the years ending 30 June 2017, 2018 and 2019

	Notes	2017 \$000	2018 \$000	2019 \$000
Opening Equity - 1 July		7,952	8,175	6,014
Net Surplus/(loss) for the period		223	(2,161)	440
Total Recognised Revenues and Expenses		<u>223</u>	<u>(2,161)</u>	<u>440</u>
Distribution to Owners		-	-	-
Closing Balance 30 June		<u>8,175</u>	<u>6,014</u>	<u>6,454</u>

Wellington Cable Car Limited - Business Plan

Statement of Financial Position for the years ending 30 June 2017, 2018 and 2019

	Notes	2017 \$000	2018 \$000	2019 \$000
CURRENT ASSETS				
Bank	1	2,374	1,503	1,621
Inventory		100	-	-
Work In Progress		-	-	-
Accounts Receivable		<u>300</u>	<u>50</u>	<u>50</u>
		2,774	1,553	1,671
FIXED ASSETS	2	<u>7,656</u>	<u>5,220</u>	<u>5,549</u>
TOTAL ASSETS		<u>10,430</u>	<u>6,773</u>	<u>7,221</u>
CURRENT LIABILITIES				
Accounts Payable/Accruals		1,205	259	267
Current Portion of Term Loan		<u>-</u>	<u>-</u>	<u>-</u>
		1,205	259	267
NON CURRENT LIABILITIES				
ANZ Bank Loan		-	-	-
Deferred Tax Liability		1,050	500	500
Employee Retirement Gratuity		<u>-</u>	<u>-</u>	<u>-</u>
		1,050	500	500
NET ASSETS		<u>8,175</u>	<u>6,014</u>	<u>6,454</u>
SHAREHOLDERS' FUNDS				
Represented by:				
Authorised Capital				
Ordinary Shares at \$1 fully paid		7,435	7,435	7,435
Retained Earnings		<u>740</u>	<u>(1,421)</u>	<u>(981)</u>
		<u>8,175</u>	<u>6,014</u>	<u>6,454</u>

Notes and Assumptions:

- 1 Bank balance has been taken as the balancing figure and includes any short term deposits and the Cable Car self insurance fund.
- 2 Fixed assets include the capital expenditure as included in the 2016-17 detailed budget report including disposal of the Overhead Division assets in the 2017/18 year to fund de-commissioning costs.
- 3 No distribution to owners based on the Company accumulating funds for further capital replacements required however will be assessed on an annual basis.

Wellington Cable Car Limited
Statement of Cash Flows
For the Years Ended 30 June 2017, 2018 and 2019

	Year Ended 30 June 2017	Year Ended 30 June 2018	Year Ended 30 June 2019
Cash flows from operating activities			
<u>Cash was received from:</u>			
Operating receipts	7,195	11,223	3,101
Interest received	66	66	66
<u>Cash was disbursed to:</u>			
Payments to suppliers and employees	(5,964)	(13,771)	(2,362)
Net cash inflow / (outflow) from operating activities	<u>1,297</u>	<u>(2,483)</u>	<u>805</u>
Cash flows from investing activities			
<u>Cash was received from:</u>			
Investments	-	-	-
Sale of Fixed Assets	-	-	-
<u>Cash was applied to:</u>			
Purchase of fixed assets	(49)	2,252	(505)
Net cash inflow / (outflow) from investing activities	<u>(49)</u>	<u>2,252</u>	<u>(505)</u>
Cash flows from financing activities			
<u>Cash was received from:</u>			
Term Loan	-	-	-
<u>Cash was applied to:</u>			
Payment of Dividend	-	-	-
Term Loan	-	-	-
Payment of Tax	-	-	-
Subvention Payment	(96)	(639)	(182)
Net cash inflow/(outflow) from financing activities	<u>(96)</u>	<u>(639)</u>	<u>(182)</u>
Net Increase/(decrease) in Cash held	<u>1,152</u>	<u>(870)</u>	<u>118</u>
Opening Cash Balance	1,222	2,374	1,503
Closing Cash Balance	<u>2,374</u>	<u>1,503</u>	<u>1,621</u>

ORAL UPDATE - COUNCILLOR SWAIN, GREATER WELLINGTON REGIONAL COUNCIL

Purpose

1. The Committee will receive an update from Councillor Swain, Chair of The Greater Wellington Regional Council Sustainable Transport Committee.

Summary

2. At the Wellington City Council (WCC) meeting on 26 August 2015, the Council (WCC) agreed to appoint the Chair of the Sustainable Transport Committee from Greater Wellington Regional Council (GWRC), as a non-voting member of the Council's Transport and Urban Development Committee.

Recommendation

That the Transport and Urban Development Committee:

1. Receive the information.

Discussion

3. Councillor Swain, Chair of The Greater Wellington Regional Council Sustainable Transport Committee will update the Committee on transport projects.

Attachments

Nil

Author	Antoinette Bliss, Governance Advisor
Authoriser	Anusha Guler, Manager Democratic Services

HUTT ROAD CYCLEWAY AND TRANSPORT IMPROVEMENTS

Purpose

1. To seek committee approval to a staged approach to implementing a range of transport improvements on Hutt Road that will seek to benefit active modes and public transport.

Summary

2. Improvements for cycling between Ngauranga and Bunny Street have been included as part of the national rollout of the Urban Cycleways Programme. Wellington City Council has allocated \$9 million to the development of a safe cycleway in this corridor in the 2015-2018 LTP period. The \$9 million investment will receive a subsidy from central government of two-thirds.
3. Numerous studies have confirmed that the best location at this time for a route is along the existing Hutt Road corridor from Ngauranga to Aotea Quay, at which point there are options available for the route.
4. While route options are being developed south of Aotea Quay, proposals to upgrade the shared path on the Hutt Road to a dedicated two-way cycle path and separate footpath have been developed
5. Public feedback was sought through March and April 2016 on the proposal, with almost 1000 submissions received.
6. It is recommended to take a phased approach to the rollout subject to approval from the NZ Transport Agency's planning and investment team.
7. The initial phase will be a comprehensive upgrade of a shared path but future-proofing the path for removal of parking from the rear and separating bikes and walkers. Options for traffic management to support public transport will be linked to capacity improvements elsewhere on the network.
8. Construction will be subject to a safety audit and officers being able to demonstrate how safety concerns have been addressed.
9. Improvements to the Hutt Road for those who walk and bike will complement Council's longer term desire to better cater for these modes through the development of an iconic harbour-side cycleway connecting Ngauranga to the Wellington waterfront that would form part of the Great Harbour Way

Recommendations

That the Transport and Urban Development Committee:

1. Receives the information.
2. Agrees to the phased implementation of transport improvements to the Hutt Road as described in this report as specifically referred to in paragraphs 28(a) and 28(q).
3. Agrees to pursue the creation of a harbour-side facility between Ngauranga and Aotea Quay.
4. Approves the following amendments to the Traffic Restrictions, pursuant to the provisions of the Wellington City Council Consolidated Bylaw 2008.

- a. Delete from Schedule A (Time Limited), Schedule B (Class Restricted), Schedule C (Direction), Schedule D (No Stopping), Schedule G (Give Way & Stop), Schedule H (Pedestrian Crossings), and Schedule I (Cycle Lanes) of the Traffic Restrictions Schedules

Column One	Column Two	Column Three
Hutt Road	No Stopping – At All Times	Both sides, commencing its intersection with the Aotea Quay off/off-ramps and extending in a northerly direction to its intersection with Onslow Road.
Hutt Road	No Stopping – At All Times	East side, commencing 873 metres north of its intersection with Kaiwharawhara Road and extending in a southerly direction following the eastern kerblines to its intersection with Kaiwharawhara Road.
School Road	Give Way	East side, at the intersection with Hutt Road.

- b. Add to Schedule B (Class Restricted Parking) of the Traffic Restrictions Schedule

Column One	Column Two	Column Three
Hutt Road	Bus stop	East side, commencing 94.3 metres south of its intersection with Kaiwharawhara Road, (Grid coordinates x= 1749870.1m, y= 5430732.5m) and extending in a southerly direction for 30 metres.
Hutt Road	Bus stop	West side, commencing 55.3 metres north of its intersection with Kaiwharawhara Road, (Grid coordinates x= 1749963.7m, y= 5430871.1m) and extending in a northerly direction for 30 metres.
Hutt Road	Bus stop	East side, commencing 694.4 metres north of its intersection with Kaiwharawhara Road, (Grid coordinates x= 1750461.5m, y= 5431272.0m) and extending in a northerly direction for 30 metres.
Hutt Road	Bus stop	West side, commencing 773.8 metres north of its intersection with Kaiwharawhara Road, (Grid coordinates x= 1750519.0m, y= 5431320.6m) and extending in a northerly direction for 25 metres.
Hutt Road	Bus stop	East side, commencing 98.4 metres south of its intersection with Jarden Mile, (Grid coordinates x= 1751868.7m, y= 5432120.6m) and extending in a southerly direction for 30 metres.
Hutt Road	Bus stop	West side, commencing 42.0 metres south of its intersection with Jarden Mile, (Grid coordinates x= 1751884.9m, y= 5432171.1m) and

extending in a southerly direction for 30 metres.

c. Add to Schedule A (Time Limits) of the Traffic Restrictions Schedule

Column One	Column Two	Column Three
Hutt Road	P10 Monday to Friday 7:30am to 9:30am & 4pm to 6pm	East side, commencing 464.9 metres north of its intersection with Kaiwharawhara Road, (Grid coordinates x= 1750281.2m, y= 5431131.6m) and extending in a northerly direction for 54 metres.

d. Add to Schedule D (No Stopping) of the Traffic Restrictions Schedule

Column One	Column Two	Column Three
Hutt Road	No stopping at all times	East side, commencing 128.4 metres south of its intersection with Jarden Mile, (Grid coordinates x= 1751847.3m, y= 5432099.4m) and extending in a southerly direction for 1492.8 metres.
Hutt Road	No stopping at all times	East side, commencing 1651.2 metres south of its intersection with Jarden Mile, (Grid coordinates x= 1750461.7m, 5431266.9m) and extending in a southerly direction for 180.0metres.
Hutt Road	No stopping at all times	East side, commencing 1885.2 metres south of its intersection with Jarden Mile, (Grid coordinates x= 1750278.8m, 5431135.1m) and extending in a southerly direction to its intersection with Kaiwharawhara Road.
Hutt Road	No stopping at all times	East side, commencing at its intersection with Kaiwharawhara Road, (Grid coordinates x= 1749930.2m, y= 5430804.9m) and extending in a southerly direction for 94.3 metres.
Hutt Road	No stopping at all times	East side, commencing 124.3 metres south of its intersection with Kaiwharawhara Road, (Grid coordinates x= 1749848.9m, y=5430712.1m) and extending in a southerly direction to its intersection with Aotea Quay On-Ramp.
Hutt Road	No stopping at all times	West side, commencing 60 metres south of its intersection with Jarden Mile (Grid coordinates x= 1751866.5m, 5432150.3m) and extending in a southerly direction to its intersection with Onslow Road.
Hutt Road	No stopping at all times	West side, commencing 33 metres south of its intersection with Jarden Mile (Grid coordinates x=1751883.5m, y=5432184.6m) and extending in a northerly direction to is intersection with Jarden Mile.

Hutt Road	No Stopping – At All Times	West side, commencing at its intersection with the Aotea Quay off-ramp and extending in a northerly direction to its intersection with Onslow Road.
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- e. Add to Schedule G (Give Way and Stop) of the Traffic Restrictions Schedule

Column One	Column Two	Column Three
School Road	Stop	West side, at the intersection with Hutt Road (Grid coordinates x= 1749883.1m, y= 5430785.2m).
Westminster Street	Stop	East side, at its intersection with Hutt Road (Grid coordinates x= 1750000.3m, y= 5430878.9m).

- f. Add to Schedule H (Pedestrian Crossings) of the Traffic Restrictions Schedule

Column One	Column Two	Column Three
Hutt Road	Pedestrian Crossing	West side commencing 4m south of its intersection with Jarden Mile (Grid coordinates x= 1751902.3m, y= 5432200.8m).

Background

10. The Hutt Road is an important link in our transport network. It is a parallel route to the Wellington urban motorway, and provides a direct connection to the city for the communities of Ngaio and Khandallah, an alternative connection for our northern suburbs as well as the cities north of Wellington in the Hutt Valley and Porirua. All bus transport from our northern suburbs uses the Hutt Road and all freight heading to and from the Interislander ferry terminal from the north must also use the Hutt Road as there is currently no connection from the motorway. Equally there are no alternative routes for those who wish to walk or bike between Ngauranga and Thorndon.
11. In the early 1990's Council took steps to formalise a shared path along the eastern side of the Hutt Road. Over the last 20 years the numbers of people riding bikes along the route has risen to over 400 per day, making this Wellington's busiest route for commuter bikes.
12. On the Hutt Road there have been 26 reported crashes involving a bike from 2009-2013, resulting in one serious injury crash, 17 minor injury crashes and eight non-injury crashes. The reported crashes resulting this being one of Wellington's worst performing routes for bikes.
13. From reviewing the Police crash reports, 58% (15) of the reported cycle crashes on Hutt occurred on the shared path. Of the reported cycle crashes on the shared path, 73% (11) of those crashes involved northbound cyclists. The majority (67%, 10) of the crashes involved vehicles turning out of entranceways onto Hutt Road and failing to see the approaching cyclists.
 - 70% of vehicles were attempting to turn left

- 30% of vehicles were attempting to turn right

Vehicles turning into entranceways accounted for 20% (3) of the crashes with the predominant movement being northbound vehicles turning right through southbound queued vehicles and colliding with cyclists on the path (as there is limited visibility to the cyclist). There has been one reported crash involving two cyclists on the path colliding with each other while travelling in opposite directions.

14. 2008 saw the adoption of Wellington's Cycling Policy which sets out the city's desire to create the Great Harbour Way. The following is an excerpt from the policy:

For a number of years cyclists and pedestrians have advocated for a high quality connection between Petone and Ngauranga. This has been the subject of a number of studies involving both the Wellington and Hutt City Councils, the Regional Council and NZ Transport Agency (formerly Transit). Some minor work was undertaken by Wellington City Council in 1999 to establish a southbound only cycle facility between our northern boundary near Horokiwi Road through to Ngauranga. More recently the call for a complete two way facility has been made, from this has grown the Great Harbour Way concept for a high quality commuting/recreational facility from Pencarrow on the eastern harbour entrance around the harbour to Red Rocks in Owhiro Bay.

Wellington City Council supports the concept of the Great Harbour Way as an important regional connection, while noting that its development would be challenging and expensive.

15. In March 2013 Opus International completed a preliminary funding report on the Ngauranga to CBD route. It looked at two options for improving provisions for people on bikes, either along the harbour edge (the Great Harbour Way option) or via Hutt Road. The report concluded that a Hutt Road improvement project was the option that was most likely to gain financial assistance from the NZ Transport Agency.
16. In May 2013 the Agency commenced the study of the Wellington to Hutt Valley corridor with a view of improving it for bikes but also to look at its resilience. The study area was Melling Station in the Hutt Valley to Aotea Quay in Wellington.
17. The work undertaken by them further confirmed an upgrade of the existing path on the Hutt Road as being the best option to provide for the predicted increase in demand for a safe dual facility in this part of the corridor.
18. In June 2015 the Government confirmed as part of the Urban Cycleways Programme (UCP) a \$19 million investment in the Hutt Valley to Wellington corridor and signalled a likely additional \$54 million would be allocated in the following months.
19. The allocation to Wellington is \$9 million with about half to be spent on the 3km section of the Hutt Road between Ngauranga and Aotea Quay. The \$9 million investment is made from \$3 million local share and \$6 million Government share from the National Land Transport Fund and the Urban Cycleways Fund.
20. The Council's 2015 LTP confirmed the funding allocation above and agreed that the Council would contribute \$5 million towards the completion of the Petone to Ngauranga harbour-side cycleway.
21. In December 2015 Opus completed a study of the Hutt Road with recommendations for a range of transport improvements to satisfy the objects of improved walking, cycling and public transport. This study formed the basis of the formal engagement.

22. The Hutt Road cycleway was proposed to make it safer and more convenient for people on bikes, bus, and foot by creating separate bike and pedestrian paths as well as a T2 transit lane along the Hutt Road. It also provided a critical section in connecting the Transport Agency's Petone to Ngauranga shared pathway to the Wellington waterfront.
23. The Hutt Road cycleway project as consulted on proposed to create dedicated cycling facilities along The Hutt Road between Jarden Mile and Aotea Quay overbridge, a distance of approximately 3km. Some 3.4km of lightly protected cycle lanes would be provided. Other design features included:
- 3-4m wide two-way dedicated cycle path
 - 1m car door zone for cars parked parallel to the cycle path
 - 2m wide dedicated pedestrian space
 - Peak-hour directional T2 lane on Hutt Road
 - Bus stop bypasses at three bus stops
 - Intersection improvements at Jarden Mile to reduce bus and vehicle delays and provide safe crossing opportunities for pedestrians and cyclists
 - Removal of hazards
 - Providing a smooth travelling surface for users
 - Kerb crossings and judder bars to slow vehicles entering the cycle/pedestrian path space
 - On-street parking along Hutt Road provided after 9am weekdays, and at all times on the weekends
 - On-street parking near childcare services provided at all times
 - Relocation of the bus stop near Westminster Street
 - Lengthening of vehicle acceleration/merge lane from Onslow Road intersection.
24. It is acknowledged that the Wellington Regional Land Transport Plan states some of the existing general traffic lanes on Hutt Road between Ngauranga and Thorndon will be reallocated for bus lanes to support faster and more reliable bus journey times from the north. At the same time improved peak capacity will be provided on SH1 between Ngauranga and Aotea Quay through active traffic management measures and increased capacity. However traffic modelling undertaken as part of the cycleway project suggested that the network had insufficient capacity at this time to accommodate bus lanes and hence the proposal for T2 lanes instead.
25. The design was developed based on engagement with adjacent landowners before recent wider public consultation. The public consultation over March and April generated feedback from almost 1000 parties. Feedback was generally in support of the proposal although there were a number of themes that need to be addressed to accommodate concerns. These are discussed below.

Discussion

26. The Hutt Road cycleway is one component of a suite of improvements proposed for this key arterial transport corridor. Because there are multiple interdependencies

between the various elements it will be a challenge to get clarity of decision-making. However it is possible to sequence decisions and implementation in such a way that it links to identified need and key trigger points. Not only does this approach reduce potential confusion and conflict in decision-making but it provides a more transparent pathway towards greater understanding and timing of proposed interventions.

27. In adopting this approach the following assumptions have been made:

- The growth in demand for cycling on this route is strongly linked to the completion of the Melling to CBD cycle route. This is subject to resource consents (Petone-Ngaauranga), funding and delivery and it is likely to be 4-5 years before completion.
- The Hutt Road serves as a key arterial for all transport modes and it will be problematic to depower its general traffic and freight functions until such time as additional south bound motorway lane capacity and alternative port access from the motorway is provided. It is anticipated that this could be 5 years away.

28. The phased implementation approach (for the project as consulted upon) then becomes:

Immediate – no trigger points

- a. Remove and relocate the light poles and other infrastructure from the current shared path
- b. Modify the existing bus stop adjacent to Placemakers as proposed to enable buses to stop without affecting through traffic
- c. Remove the southbound bus stop north of Westminster Street
- d. Remove the southbound bus stop on Kaiwharawhara Road near the intersection with Hutt Road
- e. Install a new southbound bus stop free of through traffic south of the intersection of Kaiwharawhara Road
- f. Provide up to nine short-stay on-street car parks adjacent to iKids and Early Years Childcare Centre
- g. Widen the Kaiwharawhara Stream shared path bridge
- h. Resume the road corridor in the space that is currently part of the Spotlight car park to improve the shared path width in this location
- i. Improve the surface condition of the shared path between the Caltex Fuel Stop and Aotea Quay
- j. Investigate, design and implement speed controls at business egress points where it is beneficial to do so

- k. Investigate demand and alternative options for current shared path car parking, including but not limited to options around the Ngauranga Train Station
- l. Consider narrowing vehicle lanes to provide wider shoulders for on-road cyclists either side of the Hutt Road and implement if beneficial
- m. Traffic signal improvements at Ngauranga, including improvements for buses and pedestrians

Short/Medium – subject to completion of k above

- n. Relocate shared path car parking to alternative off-road locations; or
- o. Create southbound clearway for restricted on-road parking in off-peak periods.

When the Petone to Ngauranga cycleway improvement is consented and fully funded

- p. Implement improvements to the cycleway between Caltex and Ngauranga

When the southbound motorway capacity and port access to the ferry terminals is improved (An additional trigger point will be also providing for enhanced bus priority through Thorndon Quay).

- q. Implement improved bus priority.
29. There is general agreement that a harbour-side cycleway connecting the proposed Transport Agency facility at Ngauranga through to the Wellington waterfront is highly desirable and would be an iconic piece of infrastructure for the city attracting commuters, recreational use and tourists.
30. There are currently a number of initiatives being looked at that could assist in the delivery of a harbour-side cycleway. These include:
- consideration of improving the resilience of the existing southbound motorway traffic lanes
 - the improvements to capacity of the southbound motorway lanes
 - the port access study
 - Centreport's proposed changes to the Interislander ferry terminal
 - KiwiRail's intended changes to their operating model that future vessels will no longer carry rail freight.

All of these can be seen as opportunities to progress the vision of an iconic harbour-side cycleway but may take some years to eventuate.

31. It is therefore proposed that we continue to work with the NZ Transport Agency, KiwiRail and Centreport to develop a mutually agreeable proposal for this endeavour.

32. In the meantime there is a need to address the current issues along the Hutt Road and an ongoing need to provide connectivity for those who would not be well serviced by a future harbour-side facility.
33. In conjunction with, but not part of the Morrison Low review into Wellington City Council's UCP delivery, the NZ Transport Agency undertook an independent technical review of the proposals for the Hutt Road. (a copy of that technical review is attached).
34. The independent review acknowledges the existing facilities for those on foot and bikes are poor and should be improved. It also recognises that the proposal is far from perfect but is the best that can be achieved along the route at this time. The reviewers also note some of the concerns raised by submitters relating to visibility of bikes at driveways and have recommended that Council works closely with the NZ Transport Agency through the detailed design to develop solutions that work for all road users.
35. The existing parking at the back of the footpath is technically illegal, as is the driving along the path to get to and from each parking space, however the practice has long been an accepted one and businesses have become reliant upon it. Generally the parking is all-day parallel parking with only two movements associated with each space per day. The phased approach would see this parking remaining with some exceptions in the first phase. One area however where it is proposed to make changes is to address the short-stay angle parking associated with drop-off and pick-up from the iKids childcare centre.
36. It is proposed to develop up to nine short-stay parking spaces on the road with sufficient buffer to enable safe access to and from the driver's side of the car. In the current phase we would look to retain parking at the back of the path, however this would need to be converted to parallel parking and would accommodate staff parking.

Consultation

37. During the public feedback period for the proposal (16 March – 18 April 2016), officers received 991 submissions of which there was 67% general support for the proposal.
38. Submitters were given an opportunity to speak to their submission. On 4 May 2016, 45 submitters addressed the committee.
39. A copy of all submissions was made available to committee at its 4 May 2016 meeting. Analysis of these submissions has been undertaken by officers and is attached.

Next Actions

40. If approved, the phased approach would form part of the indicative business case to the Transport Agency to secure funding for the detailed business case/construction funding approval. The Transport Agency needs to be satisfied that investing in a phased approach will still deliver worthwhile benefits.

41. If approved by the Agency, officers would commence detailed design on a number of elements of the project gearing up for construction before October. All detailed design will be subject to a safety audit at design stage which demonstrates that the concerns of submitters and the Agency relating to the safe operation of the cycleway have been addressed.
42. A comprehensive parking survey will be undertaken to understand where the occupants of all-day parked cars go, i.e. how many who are associated with the adjacent businesses versus commuters who park and then continue on into the city by other means.
43. Officers would investigate options for accommodating parking demand for the period 7-9 weekdays with options and costs reported back to Committee.
44. We will continue to work with the key stakeholders at both a political and management level to achieve the desire for a harbour-side cycleway.

Attachments

Attachment 1.	Consultation Summary	Page 65
Attachment 2.	Traffic Resolution Plans	Page 70
Attachment 3.	NZTA regional directors letter	Page 94
Attachment 4.	NZTA quality assurance and technical review	Page 96

Author	Paul Barker, Safe and Sustainable Transport Manager
Authoriser	David Chick, Chief Planning Officer

SUPPORTING INFORMATION

Consultation and Engagement

Formal consultation that satisfies the consolidated bylaws requirements for making changes to parking by resolution was undertaken 16 March – 18 April 2016. The consultation also covered the wider aspects of the project and is the subject of this report.

Treaty of Waitangi considerations

There were no specific considerations as part of this paper, however consideration will need to be given on the proposal for a future harbor-side facility.

Financial implications

Though discussion with NZ Transport Agency officials, Council officers were confident that the original proposal would return sufficient benefits and the Agency would be able to coinvest. At the time of preparing this report the agency has not had sufficient time to indicate if they are able to financially support a phased approach.

Existing budgets assume a two-thirds subsidy from the Government by way of the National Land Transport Fund and the Urban Cycleways Fund. Given that there is no guarantee that the UCP will be available after June 2018 any physical works deferred until after this time may only receive a 50% subsidy, this would mean the work to widen the path north of the Caltex station would not happen until the Petone to Ngauranga section is completed and would be outside the UCP window.

The cost to mitigate parking loss has not been allowed for in the current budgets. This will be reported back to committee with the results from the parking surveys and options for mitigation.

Policy and legislative implications

This is consistent with the Cycling Policy

Risks / legal

Not applicable

Climate Change impact and considerations

Encouraging and providing for active transport has a positive effect in reducing vehicle emissions and reducing the impact of transport effects on climate change.

Communications Plan

A communications plan has been developed for this project to get it to this stage. An updated plan will make people aware of the decisions of this committee and cover the communication requirements through construction.

Question 1: Do you support the proposed changes to Hutt Road?

Yes	%	Yes, but please consider	%	No	%	Don't know	%	Total
423	43%	239	24%	309	32%	9	1%	980

Breaking this down based on where respondents live:

	Yes	%	Yes, but please consider	%	No	%	Don't know	%	Did not answer	%	Total	%
Other	116	55%	49	23%	42	20%	2	1%	1	0%	210	22%
Khandallah	26	16%	29	18%	10	64%	3	2%	2	1%	165	17%
Ngaio	33	39%	25	29%	25	29%	1	1%	1	1%	85	9%
Johnsonville	11	24%	21	46%	14	30%	0	0%	0	0%	46	5%
Island Bay	17	53%	3	9%	12	38%	0	0%	0	0%	32	3%
Newtown	19	66%	6	21%	3	10%	1	3%	0	0%	29	3%
Brooklyn	19	73%	3	12%	4	15%	0	0%	0	0%	26	3%
Karori	14	54%	6	23%	6	23%	0	0%	0	0%	26	3%
Newlands	9	35%	14	54%	3	12%	0	0%	0	0%	26	3%
Kaiwharawhara	0	0%	7	28%	17	68%	0	0%	1	4%	25	3%
Churton Park	13	54%	4	17%	6	25%	1	4%	0	0%	24	3%

The top 12 themes identified in the comments for question 1 are:

The safety issues associated with vehicles crossing the cycle path to access driveways and side streets have not been adequately addressed	19%
How does this fit in with the wider network?	9%
Against the placement of the cycleway – should be by sea or other side of Hutt Road	8%
Against the implementation of a T2 lane	7%
Need to make clear separation between cyclists and pedestrians	6%
Establish who has right of way – in particular at driveways	4%
Against removal of as many/any car parks - without replacing them	4%
Cyclists should be required to use the infrastructure built for them	4%
Ensure a smooth and continuous cycle path is provided	3%
Don't have car parks between the road and cyclists	3%
Support for the removal of more car parks	3%
Prevention of people parking on the cycle path	3%

Question 2: Have you recently travelled along the Hutt Road?

Yes	%	No	%	Don't know	%	Total
929	96%	35	4%	1	0%	965

Question 3: What mode of transport do you typically use?

Motorcycle	%	Car	%	Walking	%	Bus	%	Bicycle	%	Total
15	2%	420	43%	46	5%	63	6%	428	44%	972

Question 4: Do you support the proposed changes for people on foot?

Yes	%	Yes, but please consider	%	No	%	Don't know	%	Total
614	63%	120	12%	208	21%	27	3%	969

The top 11 themes identified in the comments for question 4 are:

Need to make clear separation between cyclists and pedestrians	36%
Concerned pedestrian path is too wide in some places	15%
Provide safe pedestrian crossings	8%
Against the placement of the cycleway – should be by sea or other side of Hutt Road	5%
Will moving street lights impede visibility?	4%
Against removal of as many/any car parks - without replacing them	4%
Enforcement of pedestrians staying in their space	4%
Cyclists are the main problem for pedestrians	3%
Concerned for pedestrian and cyclist safety - bells, lights, headphones, etc	3%
The safety issues associated with vehicles crossing the cycle path to access driveways and side streets have not been adequately addressed	3%
Support more user education	3%

Question 5: Is a painted white line enough to separate people on bikes from people on foot?

Yes	%	Yes, but please consider	%	No	%	Don't know	%	Total
514	53%	180	19%	224	23%	46	5%	964

The top 12 themes identified in the comments for question 5 are:

Support the use of a physical barrier – eg. plants, poles, rubber bumps	15%
Support the use of different surfaces – eg. coloured paths or textures	13%
Support use of signage	12%
Support the use of on road markings – eg. Cycle markings	9%
A white line is sufficient in this case	9%
It is the responsibility of cyclists and pedestrians to stick to their specified sides	8%
Support grade separation - eg. Different curb levels	8%
The speed of cyclists needs to be monitored and potentially policed	6%
Support more user education	5%
Against cyclists and being separated	5%
Support lane/direction markings for cycle path and pedestrian path	3%
Ensure adequate lines of sight for passing opportunities	2%

Question 6: Do you support the proposed changes for people using buses?

Yes	%	Yes, but please consider	%	No	%	Don't know	%	Total
589	61%	63	7%	193	20%	120	12%	965

The top 10 themes identified in the comments for question 6 are:

Interaction of cyclists and pedestrians at the bus stop bypasses	21%
Support a bus lane instead of a T2 lane	17%
Concerned about the disruption of traffic when stopping	13%
Support the addition of more bus stops	8%
Against the implementation of a T2 lane	8%
Not enough buses to cope with demand	6%
Support a T3 instead of a T2 lane	6%
Need to consider the bus shelter visibility and weather proof	4%
Need to ensure the bus stop users have been consulted	4%
Concerned about the interaction of people on bikes and buses in the road lanes	4%

Question 7: Do you support the proposed changes for people on bikes?

Yes	%	Yes, but please consider	%	No	%	Don't know	%	Total
453	47%	212	22%	277	29%	17	2%	959

The top 10 themes identified in the comments for question 7 are:

The safety issues associated with vehicles crossing the cycle path to access driveways and side streets have not been adequately addressed	23%
How does this fit in with the wider network?	9%
Against allowing cyclists on the road	8%
Against the placement of the cycleway – should be by sea or other side of Hutt Road	6%
Ensure a smooth and continuous cycle path is provided	6%
Establish who has right of way – in particular at driveways	4%
Need to make clear separation between cyclists and pedestrians	4%
The speed of cyclists needs to be monitored and potentially policed	4%
Ensure the path is swept regularly and kept to a high level of maintenance	4%
Ensure all obstacles (as well as the light poles) are removed	4%

Question 8: Do you support the proposed changes to parking?

Yes	%	Yes, but please consider	%	No	%	Don't know	%	Total
446	46%	130	14%	328	34%	58	6%	962

The top 12 themes identified in the comments for question 8 are:

Support investment in a multi storey/ shared car park	12%
Support removal of more parking	10%
Prevention of people parking on the cycle path	9%
Increase visibility coming out of driveways/ allow a place for vehicles to wait to join traffic that isn't across the path	9%
Ensure businesses have enough parking	8%
Support investment in a park and ride facility	7%
Ensure the issues around the child care centres are addressed	6%
It is not the councils responsibility to provide car parks for businesses	4%
Provide a barrier between car parks and cycle path	4%
Support formalising parking on western side of road	4%
Against allowing parking on the road lanes	3%
Need to ensure there is parking available during peak times	3%

Question 9: Do you support the proposal to provide a T2 transit lane during peak periods?

Yes	%	Yes, but please consider	%	No	%	Don't know	%	Total
464	48%	110	11%	324	33%	72	7%	970

The top 12 themes identified in the comments for question 9 are:

How will it be enforced?	15%
Support a T3 instead of a T2 lane	12%
Support a bus lane instead of a T2 lane	9%
Clear signage and education so people understand what a T2 lane is and the benefits	8%
Support extending the time restriction on the T2 lane	7%
Against the implementation of a T2 lane	6%
Support the extension of the T2 lane further south	4%
Concerned about the merging issues at the start and end of the T2 lanes	4%
Against allowing parking in the T2 lane	4%
Separate T2 proposal from cycle path proposal	4%
Concerned this will create more congestion	4%
Ensure there is space in the T2 lane for cyclists to be on the road	4%

Question 13d: Which suburb do you live in?

	Total	%
Other	210	22%
Khandallah	165	17%
Ngaio	85	9%
Johnsonville	46	5%

Island Bay	32	3%
Newtown	29	3%
Brooklyn	26	3%
Karori	26	3%
Newlands	26	3%
Kaiwharawhara	25	3%
Churton Park	24	3%
All other Wellington Suburbs	250	26%



General Notes

No.	Revision/Issue	Date

Project Name and Address

Absolutely Positively
Wellington City Council

Project Name and Address

HUTT ROAD CYCLEWAY
TRAFFIC RESOLUTION DWG
AOTEA OVERBRIDGE TO
JARDEN MILE

HUTT ROAD	Sheet
Date 09.05.2016	2
Scale	







General Notes		
No.	Revision/Issue	Date
Absolutely Positively Wellington City Council <small>Me Heke Ki Pōneke</small>		
<small>Project Name and Address</small> HUTT ROAD CYCLEWAY TRAFFIC RESOLUTION DWG AOTEA OVERBRIDGE TO JARDEN MILE		
HUTT ROAD		Sheet 5
Date 09.05.2016		Scale 1:1000



General Notes

No.	Revision/Issue	Date

Prepared by and address

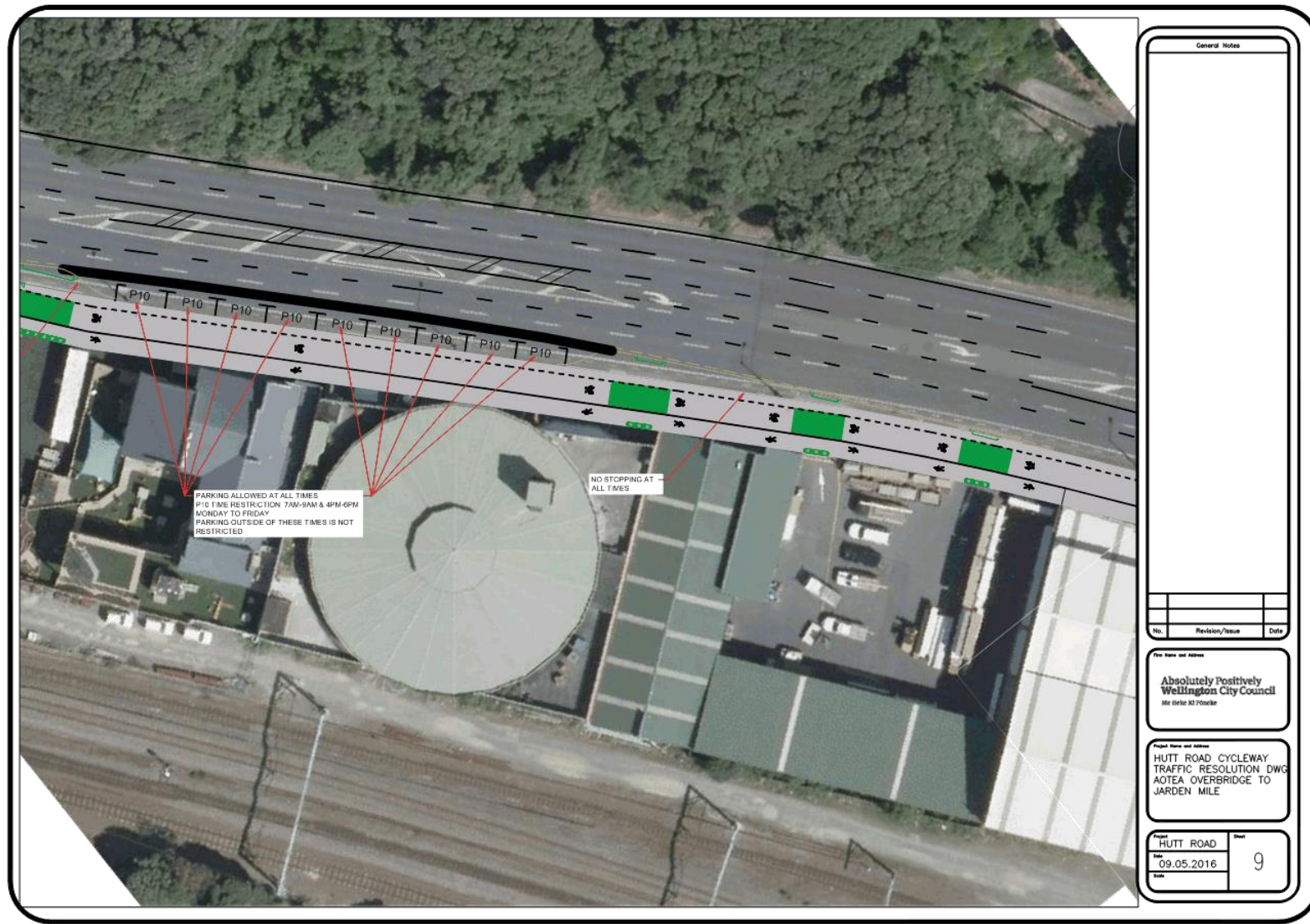
Absolutely Positively
Wellington City Council
Me Heke Ki Pōneke

Project Name and Address

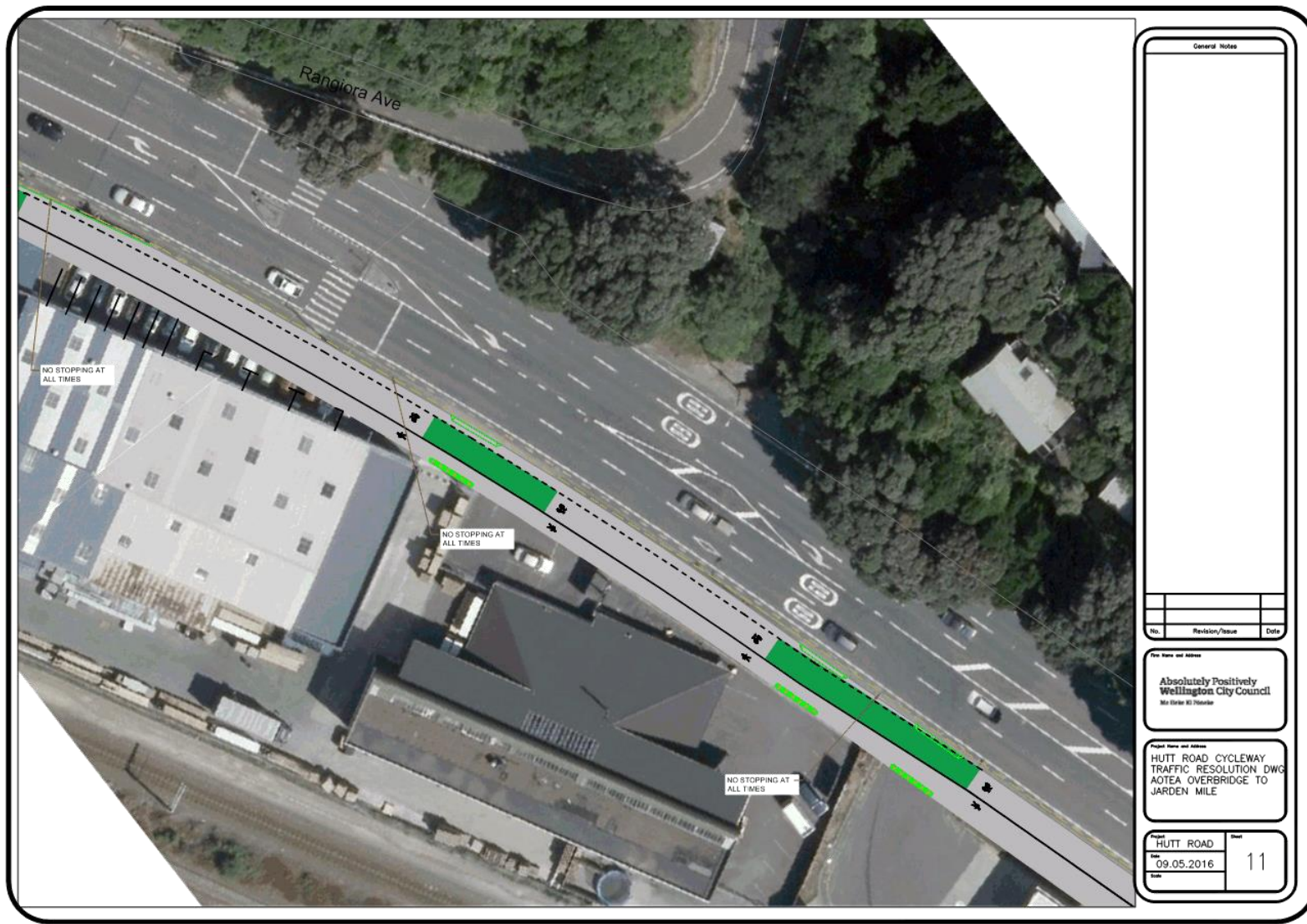
HUTT ROAD CYCLEWAY
TRAFFIC RESOLUTION DWG
AOTEA OVERBRIDGE TO
JARDEN MILE

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Date: 09.05.2016	7
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General Notes		
No.	Revision/Issue	Date
For Name and Address Absolutely Positively Wellington City Council Me Heke Ki Pōneke		
Project Name and Address HUTT ROAD CYCLEWAY TRAFFIC RESOLUTION DWG AOTEA OVERBRIDGE TO JARDEN MILE		
HUTT ROAD	Sheet	
Date 09.05.2016		12
Scale		

General Notes

No.	Revision/Issue	Date

Project Name and Address

Absolutely Positively
 Wellington City Council
 Me Heke Ki Pōneke

Project Name and Address

HUTT ROAD CYCLEWAY
 TRAFFIC RESOLUTION DWG
 AOTEA OVERBRIDGE TO
 JARDEN MILE

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Date: 09.05.2016	13
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General Notes		
No.	Revision/Issue	Date
Prepared Name and Address		
Absolutely Positively Wellington City Council Me Heke Ki Pōneke		
Project Name and Address		
HUTT ROAD CYCLEWAY TRAFFIC RESOLUTION DWG AOTEA OVERBRIDGE TO JARDEN MILE		
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General Notes		
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Project Name and Address Absolutely Positively Wellington City Council Me Heke Ki Pōneke		
Project Name and Address HUTT ROAD CYCLEWAY TRAFFIC RESOLUTION DWG AOTEA OVERBRIDGE TO JARDEN MILE		
Title HUTT ROAD	Sheet 18	
Date 09.05.2016		
Scale 1:1000		

General Notes

No.	Revision/Issue	Date

Project Name and Address

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Project Name and Address

HUTT ROAD CYCLEWAY
TRAFFIC RESOLUTION DWG
AOTEA OVERBRIDGE TO
JARDEN MILE

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General Notes		
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Item 2.4 Attachment 2

General Notes

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Project Name and Address

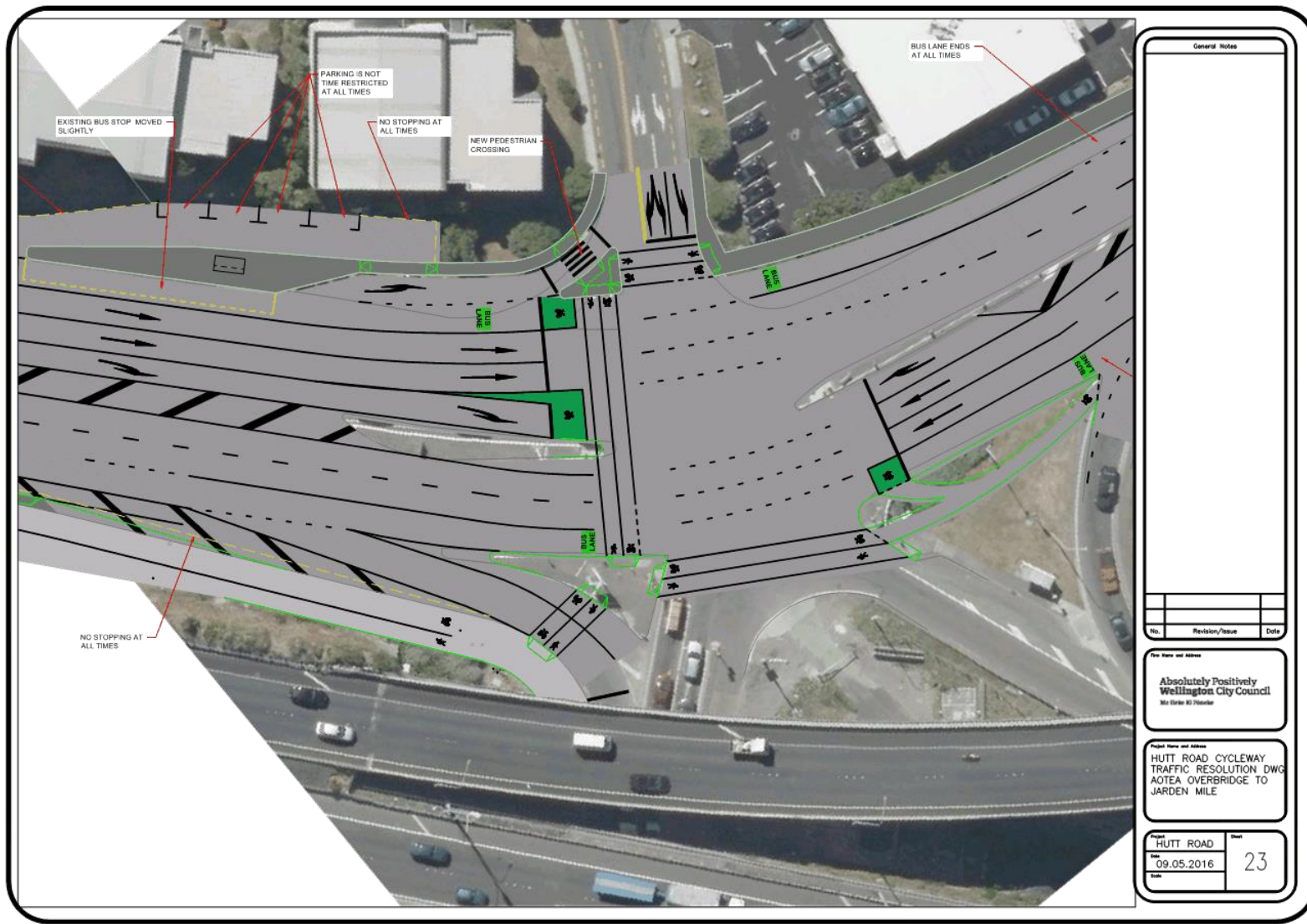
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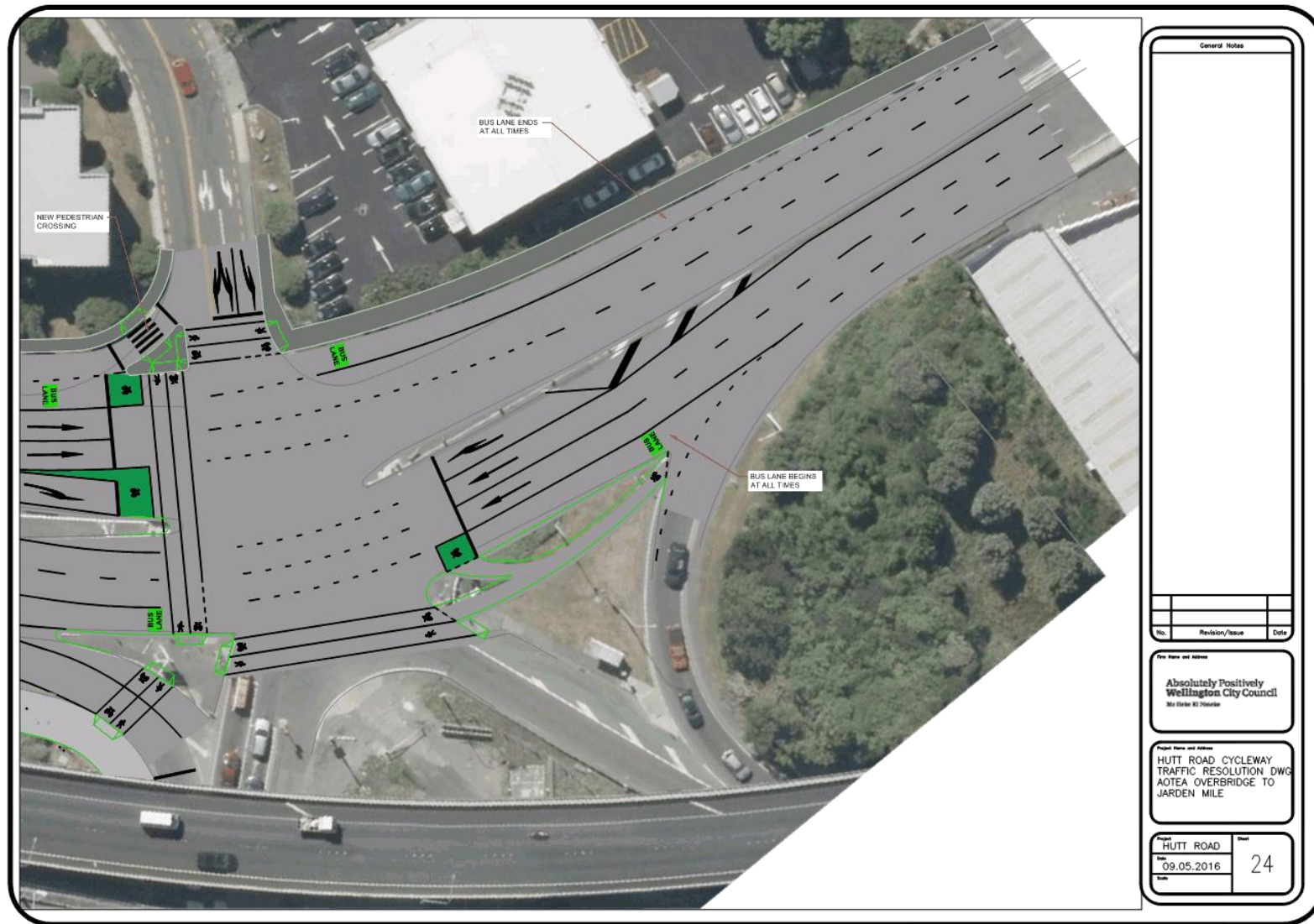
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HUTT ROAD CYCLEWAY
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11 May 2016

Kevin Lavery
Wellington City Council
PO Box 2199
Wellington 6140

Dear Kevin

Hutt Road Cycleway project – support for proposal

The NZ Transport Agency is supportive of improvements to the Hutt Road cycleway, which you have recently consulted on as part of a wider road corridor upgrade. These comments focus on the upgrade of the cycleway, as opposed to the broader transport project.

Improvements to the cycleway are a critical piece of the wider transport network, including planned investment to make the journey for cyclists from Wellington to the Hutt Valley safe, consistent and connected.

The Transport Agency has commissioned a quality assurance review of the scheme concept; the results of this are attached.

In summary, the review concluded:

- there is a clear and increasing need to upgrade the Hutt Road cycleway now
- the chosen proposal is the best of a number of constrained options
- there are residual risks relating to the safety of cyclists and pedestrians at driveways but these can be mitigated to an acceptable level by careful design and warning devices
- further investigation of parking demand and alternative opportunities is recommended
- it is reasonable to stage the implementation of the cycleway upgrade, which should also allow time to address the parking issues noted.

The Transport Agency agrees that the phased approach to implementation is pragmatic. It will enable the Wellington City Council to get on with progressing needed improvements to the cycle network, as well as planning future improvements to time in with completion of the cycle network connections to the Hutt Valley.

In order to realise the full benefits of the Hutt Road cycleway, it is important that the remainder of the package – into the CBD - is fully investigated and implemented in a timely way. The Transport Agency remains committed to working closely with Wellington City Council as it investigates options for this part of the journey as well as your wider cycling programme.

In conclusion, with regard to the Hutt Road cycleway, the Transport Agency is supportive of the proposal and looks forward to receiving the Council's application for investment to implement the Hutt Road cycleway as soon as the business case documentation is complete.

We would welcome the chance to speak to these comments or answer any questions at the Transport and Urban Design Committee meeting on 19 May.

Yours sincerely,



Raewyn Bleakley
Regional Director – Central

Attachment: Hutt Road Cycle Facility – Quality Assurance Review of Scheme Concept



**Quality Assurance & Technical
Review**

TO: Dougal List, National Cycling Manager DATE: 09 May 2016
CC: Gerry Dance, Principal Advisor Cycling REF:
FROM: Mike Smith / Tim Hughes MWH New Zealand Ltd / NZ Transport Agency
SUBJECT: **HUTT ROAD CYCLE FACILITY – QUALITY ASSURANCE REVIEW OF SCHEME
CONCEPT**

Purpose of this document

This document provides a quality assurance & technical review of the upgraded separated cycleway proposed for Hutt Road, Wellington.

This review has been undertaken by knowledge leaders in cycle facilities, and is independent of the project team. Reviewers were:

- Mike Smith, National Specialist – Road Safety, MWH
- Tim Hughes, National Safety Engineer, NZ Transport Agency

Review Summary

In summary, the review concluded:

- there is a clear and increasing need to upgrade the Hutt Road cycleway now
- the chosen proposal is the best of a number of constrained options
- there are residual risks relating to the safety of cyclists and pedestrians at driveways but these can be mitigated to an acceptable level by careful design and warning devices
- further investigation of parking demand and alternative opportunities is recommended
- it is reasonable to stage the implementation of the cycleway upgrade, which should also allow time to address the parking issues noted.

Project Outline

The project is the upgraded separated cycleway on Hutt Road. The project is intended to provide for a safer and more attractive cycleway, along with transport improvements for the Hutt Road between Ngauranga and the central city. The Hutt Road corridor is Wellington's busiest cycle route, and one of its busiest bus corridors. Wellington City Council plans to upgrade this shared path to a high-quality separated cycle path plus footpath.

The Hutt Road cycleway is one section of the 12km Wellington-Hutt Valley route and will provide a vital link in a larger regional investment in the cycling network from Upper Hutt to the Wellington waterfront, and in Wellington City's network. The rest of this network is proposed to provide a high level of service for users, and the attractiveness of the whole route depends on the extent to which this part of the route is fit for purpose. The project is one of the Urban Cycleway Programme projects with substantial financial assistance from the Urban Cycleways Fund and the National Land Transport Fund.

The project is currently out for consultation, and is at the Detailed Business Case (DBC) phase. The preferred option being consulted is a 2-way separated cycle only path plus footpath on the eastern side of Hutt Road.

Hutt_Road_Review_final_GD_repackaged.docx

Purpose, scope and parameters of this review

To provide a quality assurance review of the preferred option for the upgraded cycleway on Hutt Road, in the existing location.

The review was undertaken at the request of Wellington City Council and the NZ Transport Agency to provide assurance that the project will provide a safer and attractive choice for cycling, and how it considers the needs of other transport and adjacent land use within this corridor.

The specific points review team was asked to review included the following matters;

- Confirm whether the chosen alignment is the best option for the this corridor
- Review the process council undertook (with Opus) to reach the preferred design option
- Review the alternative options available within the corridor with pros and cons for each.
- Review the driveway and intersection conflict points and in particular the entry and exit by vehicles and sightlines interrupted by parked cars.
- Review the proposed parking provision within the corridor.

This review also comments on those elements that should be considered further in the next phases of the design.

The team has not undertaken a detailed review of alternate routes. The alternative route assessment is based on the documents supplied and a desktop overview of the alternatives.

General review & key findings

Need for upgrade of cycleway

Key finding: Based on the current crash history and increasing usage there is clearly a need to upgrade this cycleway now.

This cycleway is one of the most popular in Wellington and is now carrying twice as many cyclists as ten years ago. This appears to be increasing based on cycle counts in Wellington. It forms a crucial link in wider cycle network development, including connections to the Hutt Valley. It also is poorly performing from a safety perspective and several problems need addressing now including crash risk to cyclists.

- The space needs to be at least 3 metres wide plus clearance to obstructions to operate as a functional shared space at current use for walking and cycling. Obstructions by structures and parked vehicles create conflicts between path users, and seriously compromise level of service for them.
- Vehicles cross the path to access free parking spaces against the buildings. This activity peaks at the same time as peak path use.
- The current design of the intersection, and driveways increase crash risks.
- Some cyclists are travelling too fast at the main conflict points with cars.

On the Hutt Road there have been 26 reported crashes involving a bike from 2009-2013, resulting in one serious injury crash, 17 minor injury crashes and eight non-injury crashes. The reported crashes resulting this being one of Wellingtons worst performing routes for bikes.

As result of the poor crash history, some work has been undertaken to partly mitigate the risks by low cost improvements to signs and markings and removal of some sight line obstructions, but a significant safety risk to cyclists remains.

While there is only one intersection to be crossed, there are many driveways. At least 4 of them are to busy activity sites, where visitors (infrequent users) may be unaware of the risks they pose to path users. Drivers using the driveways are required to yield to path users, but they are not expecting cyclists travelling north against the traffic. This is the biggest crash cause for cyclists on this route and the hardest to address. The situation is consistent with international literature on this problem and it requires careful attention to design detail, and may require trials of innovative treatments.

Addressing these issues would require attention irrespective of the wider Hutt to Wellington City path proposals.

Assessment of route options

Key finding: The review team agrees that the chosen proposal route is the best of a number of constrained options.

Because of known issues with the existing Hutt Road path, a lot of good work was undertaken to assess other routes and these proved to be impractical. A variety of facility options for the Hutt road route were also explored and none of them would have supplied the standard of safety and attractiveness for walking and cycling consistent with the rest of the facilities planned for the route from the Hutt Valley to the CBD and beyond.

The team felt that, based upon the information provided, constraints from existing activities mean that all routes had drawbacks, with some having serious connection issues due to their location, along with failing to meet the value for money criteria for funding assistance. Only the Hutt Road alignment offers a direct and practicable alignment.

The team was supplied with an extensive number of reports that detailed the progression of the route selection and the processes deployed. It appears that considerable effort has been made to investigate alternatives to the Hutt Road route, and a robust selection process has been applied in accordance with good practice. However, this work is documented across many documents which makes it difficult to follow. It would have been useful for the story of this work to be available in a single document when consulting on the project.

For the Hutt Road route, a number of facility options were investigated, all of which had positive and negative aspects for different users. The team has reviewed the consideration for these factors and agrees that the option of a two way, cycle only path on the east side of Hutt Road with a separate adjacent footpath was the best of the possible options. Other options would not have supplied the standard of safety and attractiveness for walking and cycling consistent with the rest of the facilities planned for the route from the Hutt Valley to the CBD and beyond. It would have been useful for the story of this work on option selection to be available when consulting on the project.

To assist those that are not deeply involved in the process, a concise overview report should be developed that details the good work that was done to arrive at the chosen proposal.

However all the options had benefits and issues and the undesirable effects of the chosen proposal require consideration to ensure that they are mitigated to an acceptable level. The issues are identified in project documents but how the council proposed to mitigate them and analysis of whether the mitigation is sufficient is not well documented. Going forward residual risks should be clearly stated and understood.

The full proposal improves the above aspects.

Assessment of cycleway location and design

Key finding: When compared to other options within the Hutt Road corridor, the chosen two way facility on the east side of Hutt Road is considered the best practical option as it;

- Avoids the Aotea Quay interchange merge and diverge areas.
- Avoids the need to cross the roadway in the vicinity of Ngauranga
- Avoids the need to cross Kaiwharawhara Rd and Onslow road with left turn conflicts and phase changes required that would lead leading to delay to all users.
- Avoids the commercial driveways on the west side of Hutt Road north of the Aotea Quay interchange.
- Provides a direct and attractive route with minimal delays to path users.

Safety concerns & risks to the project

Key finding: All the Hutt Road options have some safety issues but the review team considers that the safety of path users would be substantially improved by the proposal, but residual issues remain at key driveways.

At this concept design stage, a few issues remain where further consideration is recommended to minimise any adverse effects to people and risks to the success of the project. The main potential adverse risks to the project that need to be further addressed are the safety of cyclist and pedestrians at driveways, and the provision for parking.

All the Hutt Road options have some safety issues. The safety issues for the chosen route were identified in the road safety audit undertaken by GHD. However these were too lightly dismissed in the response, as the designers believed they had already been adequately considered in developing the design concept. This review team is of the opinion that the safety issues for the chosen option can be mitigated more easily than the alternative options and to an acceptable level of safety. This will require more consideration at detailed design to develop effective solutions.

The review team considers that the safety of path users would be substantially improved by the proposal, but residual issues remain at key driveways. The main issue identified is the potential for collisions between drivers exiting driveways and riders coming unexpectedly from the left. We believe this can be mitigated to an acceptable level by careful design, and warning devices. This will require detailed study of the behaviours of all parties and the conflicts between them, and the risks at each driveway, to design effective interventions appropriate to the context and use of each driveway.

Assessment of Access Treatments and Driveways

Key finding: Treatments at driveways and the intersection are the main safety issues for the current path and the upgraded proposal. With attention to sight lines, parking setbacks, crossing treatments for vehicles, and slowing the speed of cyclists at busier driveways, the review team considers that the safety concerns can be adequately mitigated.

The team identified that the main safety issue relates to the proposed shared cycleway crossing over the existing access points at commercial driveways and the retention of some access to residual parking against the building line. This is also the main safety issue on the existing facility. It is stated that 73% of the driveway crashes are left turn, left side impacts, where the exiting driver (generally undertaking a left turn out) has not seen a cyclist approaching from the left. While in some cases poor visibility has contributed to the problem the main issue is that drivers unfamiliar with the location are not expecting cyclists to arrive from their left. This issue in relation to two way paths is well documented internationally and there has been some success at reducing it through design features.

However NZ road rules and culture is different from overseas jurisdictions, so some Research & Development is necessary to design, trial and evaluate the most promising solutions for our NZ conditions. Because the motor vehicles exiting the driveway are travelling slowly, the injuries are usually minor. At the driveways, cyclist speed is a bigger factor in crash severity. Severity is also higher when heavy vehicles are involved.

The project proposal substantially improves sight lines to cyclists for drivers exiting the driveways by removing parked cars and obstructions, but introduces some new visibility restrictions from parking on the roadway and a bus shelter.

The team considered that the busy driveway issue remains the main safety risk for the project. There is little NZ experience with solutions to the issue of driveways and two way cycle paths. A detailed study of behaviours by cyclists on the path, users of the driveways and conflicts between them is required. Effective solutions may vary between driveways and should be based on a risk analysis for each driveway. Solutions will likely involve a mix of sight line improvements, signs, markings, surface treatments, and measures to control the speeds of driveway traffic and speeds of cyclists. On road parking setback from driveways also needs to be further considered for each driveway (see parking comments below). The review team is confident that acceptable solutions are feasible and can be developed at the detailed design stage.

The NZTA cycling team sees solving the problem of two way paths and busy driveway as a nationally significant issue with application at other locations so is keen to assist the WCC to develop, trial and evaluate solutions.

Parking provision

Key finding: We suggest that a comprehensive parking study that looks at the proportion that park for work in the local area, and those that park and ride/ walk, to better understand the impact of the change of parking availability on users of nearby land.

A key customer risk to this project has been identified as the substantial reduction in all day parking. The team observed the site in both the morning and evening peak on Friday 29th April 2016. It was noted that there is extensive parking along the building frontages, all requiring access over the current bi-directional shared use path, and in some cases resulted in obstructing sight lines at driveways. The proposed design removes most of this parking while retaining it at a few locations, where it may still be appropriate. The removal of this parking improves safety and efficiency by reducing the conflict with path users. However as noted below, the extra width they presently occupy is only needed to segregate pedestrians from cyclists in about four years when the cyclist volumes are forecast to jump with the opening of the Ngauranga to Petone section.

The team is aware that a parking use study was undertaken that identified the level of park occupancy and duration of park for the given study dates. However the review team noticed that a considerable portion of the parking is used by commuters who utilise the free all day parking then bike, bus or walk to and from the CBD. The scheme documentation has no consideration about the effects on these people who park and walk or ride and where these people will move to. The study undertaken did not (or was unable to) distinguish the users undertaking a park-and- walk / ride activity from those who need parking nearby to access their employment. There is no evidence about the size of the latter group, the alternatives available to them and parking management measures that would meet their needs.

It is noted that the proposed Transit lane or Clearway would permit on road parking after 9am. On road parking is currently banned at all times. This parking after 9am would provide for only some of the existing parking needs when parking by the buildings is removed. If this parking is not time restricted, it could still result in the limited parking spaces being occupied for the rest of the day after 9 am by the park and ride to CBD users. A continuous line of all day parked vehicles in the kerbside lane would diminish the availability of visitor parking and obstruct the view between the roadway and path users. On the other hand parking in the left lane creates a greater feeling of separation between path users and traffic - and a more attractive facility- possibly at the expense of a false sense of security

We suggest that a comprehensive parking study that looks at the proportion that park for work in the local area, and those that park and ride/ walk, to better understand the impact of the change of parking availability on users of nearby land.

Pick up and drop off of children and parking at the two child care centres are significant and need careful attention. One of the centres has provided an off road car park – the other has not and relies on use of the space in front of the building. Fortunately the users are using it most days so would be familiar with the issues. Moving the parking to the roadside would reduce the cyclist vs car conflict but create a cyclist vs pedestrian conflict that includes young children crossing from the cars. Both options are hardly satisfactory. In the view of the review team the off street parking of the south most child care centre site is much better and a similar solution should be sought for the adjacent centre to the north.

Roadside Structures / Bridges

Key finding: The Kaiwharawhara bridge is proposed to be widened to a satisfactory width, but it would appear there may still be sight line issues for vehicles exiting the Spotlight car park. This issue can be addressed in detailed design.

The site observations revealed that there were a number of locations along the proposed separated bi-directional path that had utility structures within the proposed path. The plans supplied did not indicate the position or nature of mitigation for addressing these, nor the position of if they were to be relocated. If the structures remained in the current locations, then isolated narrowing's that could impact on the safe use could result. These structures can be expensive to relocate and could impact on the cost of delivery of the project if not considered.

The team considered the proposed widening of the Kaiwharawhara Bridge, and its impact on the adjacent road environment. The proposed widening still appears to leave a sight line issue between path users and traffic exiting the Spotlight car park. While this can be addressed at detail design, by location or by ensuring the sides are designed so they can be seen through. This may have an impact on the project cost. A risk assessment of bridge and handrail / side protection type should be undertaken to ensure that sight lines to the left for exiting drivers is maintained. At this location the road curves to the left, partially blocking the sight line.

It was noted that the relocated bus stop outside Placemakers would be in the sight line of exiting drivers from the Placemakers yard. The stop position of the driver to check this view would require the vehicle to stop over the shared facility, in a location where the approach visibility could be compromised due to the curvature in the road. A risk assessment, detailing the mitigation measures and residual risk should be undertaken to ensure that these issues are fully considered.

Provision for cyclists on Roadway

Key finding: Whilst the proposed upgraded cycleway will cater for majority of users there will still be a few users that will still use the roadway, so on-road provision still needs to be accommodated.

The review team observed that some cyclists prefer to avoid the path and ride on the roadway - especially northbound. While improving safety and efficiency of the path may make the path more attractive, some fast and confident cyclists will still prefer to remain on the roadway. The widths of the traffic lanes should consider the needs of such cyclists and heavy vehicle users in the kerbside northbound lane and for the kerbside southbound lane also consider the presence of parked cars and the space required for opening doors (for instance a 4m left lane and a 3m right lane against flush median).

Bus stop.

Key finding: The location of the bus stop and shelter should be addressed in detailed design.

One of the busiest driveways observed is at Placemakers. The proposed bus stop and shelter just north of this driveway affects the sight lines to the right from the driveway.

Clearway / Transit Lane

Key finding: The team did not assess in detail the pros and cons of the clearway or transit lane but a general observation was that both are acceptable solutions in relation to path users.

The team considered that the original clearway proposal is appropriate, but some details of on-road parking after 9am in relation to the offset of parking from the driveways (as discussed above) may need review. The team considered that as proposed, some parking would have a negative impact on the available sight lines of both the driver, and the cyclist & pedestrian. Special consideration should be given to sight lines around the bus stops to ensure that the bus patrons and path users have adequate intervisibility and warning of each other's intended movements.

It is noted that the Issues around the proposed use of a southbound transit lane vs a clearway do not affect path users.

Potential staging of work and space considerations

Key finding: With the current demand, the cycleway could operate with an adequate level of service for path users on a shared path that is consistently at least 3 metres wide plus clearances to obstructions and parked car doors. So addressing the space requirements and parking provision can be done as a next phase of work, so the full proposal could be staged over the next 2-3 years.

The current shared path is experiencing an increasing number of users and to cope with the expected demand once the Ngauranga to Petone path is completed in about four years' time, and the last section into the city is addressed, all the space proposed including most of the space currently used by parking in front of the buildings will be needed to provide for the extra pedestrians and cyclists with their own separate spaces. So addressing the space requirements and parking provision can be done as a next phase of work. .

The use of the existing shared path is surprisingly high considering the poor current level of service for existing path users, both on this section and the rest of the route. The issues for these path users have been outlined above. Key project deliverables are needed now for improved safety and level of service for existing path users. These involve relocation or removal of obstacles, treatment at driveways and intersections, and provision of adequate space for a shared path. Full project implementation to provide substantial capacity improvements are needed for about four years' time.

For the existing users who walk and cycle for the section north of Kaiwharawhara Road, the Queensland and Victorian guidance that we currently use, shows that adequate capacity and cyclist LOS could be catered for with a shared path 3m wide plus clearances to car doors, and other obstructions.

South of Kaiwharawhara Road, a 3m wide (plus clearances) shared path is marginal for the number of people who currently walk and cycle there, and some more width would be desirable where it can be provided.

The section north of Onslow Road is predicted to have little pedestrian traffic, and may not need the full proposed width now. Because cycling flows are very tidal in direction, a shared path may suffice for a while after the Ngauranga to Petone section is opened. The need for widening of this section could be reviewed at that stage. The opportunity could be taken now to establish new trees behind the proposed path boundary ready for removing some existing trees that are currently growing within the area eventually required for path widening.

Review Methodology

The route and facility assessment of this scheme has generally followed the following process:

1. Meeting with NZ Transport Agency National Cycling Team and programme reviewer (Morrison Low)
2. Meeting with the WCC project leader
3. Review of the supplied scheme reports and drawings, along with supporting documents for route selection
4. Undertake a field assessment of the proposed scheme to determine the nature and impacts of the scheme
5. Team evaluation of findings and observations
6. Production of Quality Assurance & Technical Review Note.

Documentation reviewed

The technical review team were supplied the following documentation for their assistance and review.

Document	Title	Revision	Date
Paper	Morrison Low/NZTA – Terms of Reference – Review of Wellington City Council’s Urban Cycleways Programme		18 April 2016
Report	CBD to Ngauranga Cycleway Background Report		April 2016
Drawings	Hutt Road Sustainable Transport Improvements (by Opus) - Concept Design Option B DWGS C2953.00_C220 – 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16		17 December 2015
Report	NZTA X - Wellington to Hutt Valley Cycle and Pedestrian Link DBC (AECOM)		14 August 2015
Report	NZTA - Wellington to Hutt Valley Walking and Cycling Link Project, Hutt Road – Ngauranga to Thorndon Quay (draft) - (AECOM)		10 March 2014
Report	Wellington City Council – Thorndon Quay Sustainable Transport Study Final Report (OPUS)		17 December 2015
Report	Wellington Cycleway Feasibility Study– Ngauranga to CBD Preliminary Funding Report (final draft) – (OPUS)		March 2013
Report	NZTA – Wellington to Hutt Valley Cycleway / Walkway / Resilience package – Approval of detailed business case and funding for pre-implementation (consenting design) of petone to melling		28 September 2015
Report	Wellington City Council – Urban Cycleways Programme – Programme overview		25 February 2016
Report	Wellington City Council (by Opus) – Hutt Road Sustainable Transport Study Final Report		17 December 2015

WELLINGTON HOUSING ACCORD MONITORING REPORT

Purpose

1. To present to the Committee the Housing Accord Monitoring Report for the period 1 July 2015 – 31 December 2015. This is the third monitoring report prepared since the Housing Accord was agreed with Government in June 2014.

Summary

2. For the period 1 July 2015 – 31 December 2015, the Council issued consents for 355 new dwellings and 74 new sections. At this rate, it is projected that approximately 840 new dwellings and sections will be consented in Year 2 of the Accord, a shortfall of 660 against the target of 1500.
3. When compared to the same stage last year, an additional 112 building consents have been granted for new dwellings (an increase of 46%) though the number of new sections created by subdivision consents has fallen by 44%.
4. The following table sets out consenting numbers over the history of the Accord to date:

		Dwellings	Sections
Year One	Jul – Dec 2014	243	133
	Jan – Jun 2015	385	116
Year Two	Jul – Dec 2015	355	74
	Jan – Jun 2016	-	-

5. There has been a significant increase in the number of pre-application processes for resource consents under both the RMA and HASHA Act as set out below. In part this is reflective of the fact that Special Housing Areas (SHAs) lapse in September 2016, meaning resource consent applications need to be lodged by this time.

Recommendations

That the Transport and Urban Development Committee:

1. Receives the information.

Background

6. The Council signed the Wellington Housing Accord in June 2014. It includes the following targets:

Targets – total number of dwellings and sections consented				
Year 1	Year 2	Year 3	Year 4	Year 5
1000	1500	1500	1500	1500

7. After the Accord was signed, the Council identified 25 SHAs across four tranches. Additionally, the Council implemented a range of financial and non-financial incentives to aid in the implementation of the Accord.

8. At the end of Year 1 of the Accord, the final number of consented dwellings and sections was 837 against the target of 1000.
9. Special Housing Areas that have been created expire in September 2016. This means that applications made under the HASHA Act must be lodged with the Council by this time.

Discussion

Key findings

10. The key findings of the monitoring report are:
 - Consenting numbers – 403 new dwellings and sections have been consented over the first six months of the second year of the Accord.
 - Applications and pre-application processes – there has been a noticeable increase in the number of applications and pre-application processes underway, both in terms of HASHAA consents and those made under the RMA. Specifically:
 - There are four HASHAA applications currently lodged, that would provide for some 150 lots once granted;
 - There are 11 HASHAA pre-application processes currently underway that would provide for some 600 sections/dwellings; and
 - Combined with other lodged RMA applications and those at the pre-application stage, these applications would provide for some 1200 sections and dwellings.
 - SHA's – The Council has now approved 25 Special Housing Areas. These areas provide for a range of development types, from inner city high density residential, low density greenfield development in the northern growth areas, to a range of brownfield redevelopment opportunities throughout the city.
 - Land capacity – there remains significant residential growth capacity in the city for greenfield development (20+ years), infill development (40+ years), and high density development (40+ years).

Governance and communication

11. Council officers continue to meet on a regular basis with officials from the Ministry of Business, Innovation and Employment. The Housing Accord 'Steering Group' comprising the Mayor, Deputy Mayor, and the Minister for Building and Housing continues to meet on a biannual basis.
12. The Council continues to maintain a Housing Accord page on the Council's website with details of Special Housing Areas, HASHAA application processes and the monitoring report will be published on this page also.

Overall comments

13. The targets set by the Accord are ambitious. For instance, since 1991 the Council has never consented 1500 dwellings in a year, with the highest total being 1323 consents in 2003. Over the last 10 years, the Council has only consented more than 1000 new dwellings in a year on one occasion.
14. By historic patterns, building consent rates are still below their peak prior to the global financial crisis, but they are gradually increasing. The impending expiry of existing

SHAs has seen an increase in the number of pre-application processes underway within these SHAs. This, coupled with an increase in consenting activity, signals that there is a marked increase in general development activity.

15. The increase in pre-application activity further highlights the lead time required in the preparation and lodgement of resource consent applications and therefore the lag from when an SHA is created to the time resource consent is lodged for a given proposal.

Next Actions

16. The next monitoring report, for the full period of the second year of the Accord, will be presented to the Committee in six months time.

Attachments

Attachment 1. Housing Accord Monitoring Report

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Author	Mitch Lewandowski, Principal Advisor Planning
Authoriser	David Chick, Chief Planning Officer

SUPPORTING INFORMATION

Consultation and Engagement

The monitoring report was prepared in consultation with officials from the Ministry of Business, Innovation and Employment.

Treaty of Waitangi considerations

There are no implications resulting from this paper.

Financial implications

There are no implications resulting from this paper.

Policy and legislative implications

There are no implications from the monitoring report.

Risks / legal

There are no implications from the monitoring report.

Climate Change impact and considerations

There are no implications resulting from this paper.

Communications Plan

A Communications Plan has been prepared for the Housing Accord. The Monitoring Report will be published on the Council website.

Wellington Housing Accord Monitoring Report 3

July 2015 to December 2015

Based on:

- building consent data to month ended December 2015
- new section data to month ended December 2015



Executive Summary

This monitoring report spans the **first six months** of the **second year** of the Wellington Housing Accord (1 July 2015 – 31 December 2015), agreed between the Wellington City Council and Government on 24 June 2014. The Housing Accord is a tool used to facilitate residential development in the city and sets targets for the consenting of new sections and dwellings in Wellington over five years. It also complements a range of other Council initiatives that seek to grow the Wellington economy through targeted investment in infrastructure, facilities and place making that will spur corresponding private sector investment in the residential and business sectors.

It reports on building consents granted for new dwellings and resource consents issued for new residential lots created, for the first six months of the second year of the Accord (July 2015 – December 2015). During the period of 1 July 2015 to 31 December 2015 a further three special housing areas (SHAs) were established, bringing the total number of SHAs in Wellington to 24.

Consenting Numbers

- For the first six months of the second year of the Wellington Housing Accord (July 2015 – December 2015), **355 new dwellings** have been granted building consents and **74 new sections** approved by resource consent for an adjusted **total of 403** across the city. This is less than half of the second year target of 1500 dwellings or sections.
- However when compared to the same stage of the first year of the Accord (July 2014 – December 2014), an **additional 112 building consents** have been granted, showing a 46% increase in building consent activity. Conversely the number of new sections consented has fallen from 133 to 74 (a decrease of 44%).
- Based on the monthly average and on applications being processed by the Council, it is projected that by the end of the second year of the Accord **560 new dwellings** would have been granted building consent and **330 new sections** will be approved by resource consent for an adjusted **total of 840**. This will be 660 less than the second year target of 1500 new dwellings or sections.
- Two consents have been issued under the HASHA Act, for 47 lots. Four other HASHA Act applications have been lodged and are being processed which would provide for some further 150 lots.
- The number of pre-application meetings for proposals within SHAs has increased, with 11 pre-application processes currently underway. These proposals would total approximately 600 additional lots or dwellings once applied for. In addition to these HASHA Act applications, the amount of resource consent applications either lodged or in the pre-application stage under the RMA has also increased, with proposals for an approximate 600 further lots or dwellings also being progressed.

Special Housing Areas

- To date, 24 SHAs with an expected yield of approximately 2500 sections and dwellings have been established following their nomination by the Council in August 2014, April 2015 and October 2015.
- Of the 403 dwellings and sections consented over the first half of the second year of the Housing Accord (July 2015 – December 2015), 127 (31.5%) are located within SHAs reflecting the status of some of these areas as existing growth areas. This compares to 20.5% of consents granted over the first year of the Accord.

Land capacity for residential development

- Wellington City has capacity for significant residential growth across greenfield development (20+ years), infill development within existing residential areas (30+ years) and for central city apartment development (40+ years). The city is therefore well placed to meet expected growth over the next 20+ years.
- A Memorandum of Understanding (MOU) between Wellington City Council and Greater Wellington Regional Council (GWRC) has been agreed. This MOU has protocols in place to ensure efficient processing of resource consent applications for Qualifying Developments within SHAs that span the jurisdictions of both Councils.



Housing Accord Implementation

Since the Housing Accord was agreed by the Council and the Minister of Housing, 24 SHAs have been created focusing firstly on existing growth areas identified in the city, then a range of other sites in the second tranche that provide a further range of development opportunities. These include:

- Two greenfield SHAs in the Lower Stebbings and Lincolnshire-Woodridge areas.
- Two central city areas for apartment development within the height limitation prescribed by the HASHA Act (6 storeys or 27m).
- Three medium-density areas in Johnsonville, Kilbirnie and Adelaide Road.
- The imminent redevelopment of the Arlington Apartments complex.
- Shelly Bay as an area of redevelopment opportunity.
- Three Housing New Zealand properties that are to be comprehensively redeveloped.
- A number of smaller opportunity sites around the city.

Council initiatives supporting residential development

To support the implementation of the Housing Accord, the Council has a range of incentives to encourage development:

- To remit rates on greenfield development for newly created lots. This initiative seeks to increase the amount of sections being brought to market.
- A one-stop-shop resource consent process in partnership with GWRC and other relevant parties such as Wellington Water Ltd. This will provide a fully integrated, case-managed process for qualifying development consent applications with immediate and timely advice.
- Both Wellington City Council and GWRC have waived fees for officer's time during pre-application meetings.
- Continued Council investment in key infrastructure and place-making improvements.

Additionally, the Council is advancing a range of transformational projects for the City that aim to stimulate the economy and consequently boost residential growth:

- The '8 Big Ideas' programme, including – an extension to the airport runway, creation of a Tech Precinct, development of a film museum, convention centre and indoor concert venue, and creating a framework for the ongoing development of Miramar.
- Investment in urban regeneration projects, including the recently completed Victoria Street transformation initiative. This will catalyse apartment development, and will spur additional private sector investment such as the recently commenced development of a new Whitirea/WelTec campus.
- Planning for further development opportunities in east Te Aro, Kent and Cambridge Terraces and development across the CBD.
- Rejuvenation and redevelopment of the CBD civic area.
- The construction of the Petone-Grenada link road that will open up a large area of land for future growth.

- More recently, the Council has agreed to consult as part of the 2016/2017 Annual Plan, on the establishment of an Urban Development Agency.

These initiatives seek to boost the economic performance of the city as a whole. Residential development often lags as an indicator of economic performance so we expect to see a general uplift in residential development on the back of these economic initiatives.



Targets

The Wellington Housing Accord targets are based on the number of new dwellings and sections consented in Wellington each year, adjusted to reflect overlaps between new dwellings and sections.

Wellington Housing Accord

Paragraph 16, Wellington Housing Accord

Year	Targets – Total number of dwellings and sections consented	Actual number of dwellings and sections consented to date
Year 1 (July 2014 – June 2015)	1000	837
Year 2 (July 2015 – June 2016)	1500	403 (for July – December 2015)
Year 3 (July 2016 – June 2017)	1500	-
Year 4 (July 2017 – June 2018)	1500	-
Year 5 (July 2018 – June 2019)	1500	-

Dwellings

Dwellings are measured at the point of building consent (source: Wellington City Council).

Sections

Sections are measured at the point of resource consent (source: Wellington City Council).

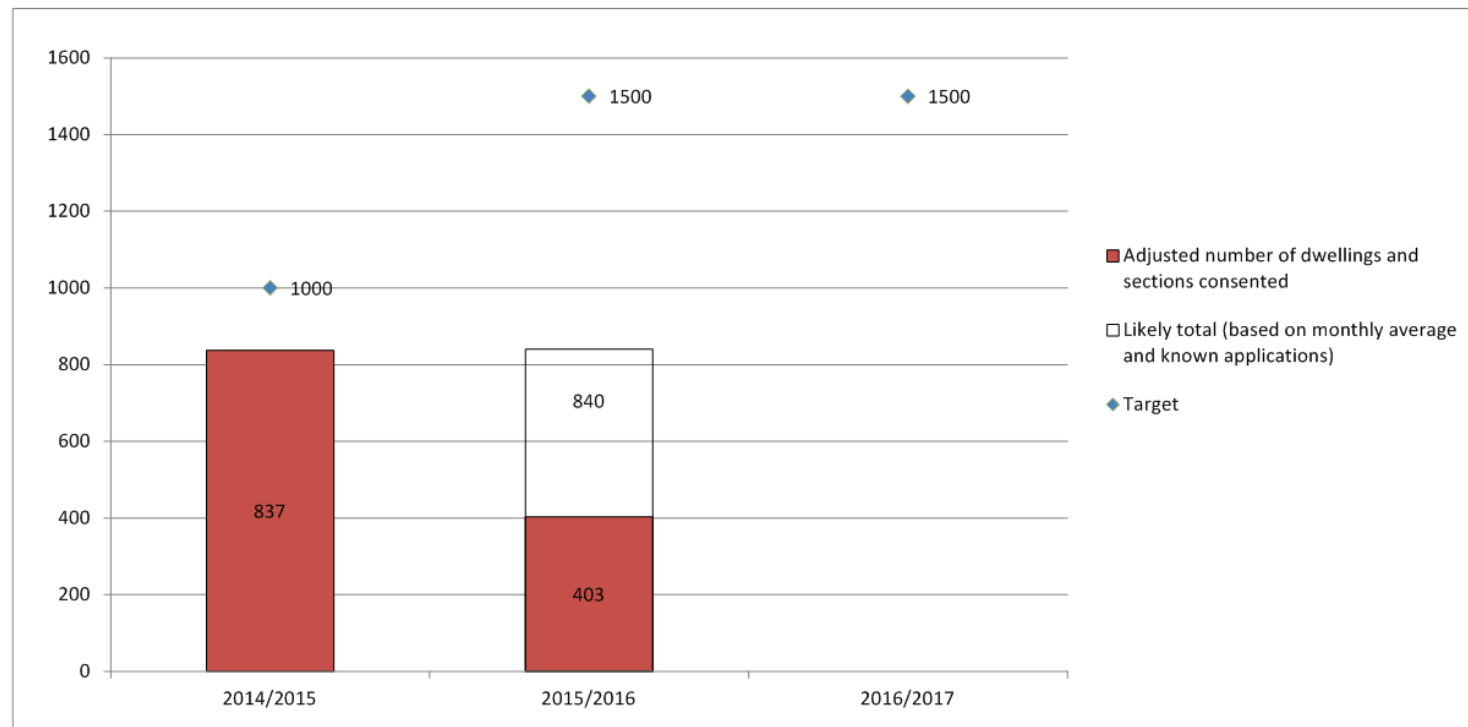


Overview

Halfway through year two of the Accord, the adjusted number of new sections and dwellings consented (403) is less than half of the year two target of 1500 new dwellings or sections. Also shown is the likely adjusted total for the end of the second year of the Accord. This is 840 new dwellings or sections, which equates to 660 less than the second year target of 1500.

Adjusted number of new dwellings consented and sections created

Wellington; July 2015 – December 2015; adjusted for dwelling/section combinations (see next page)

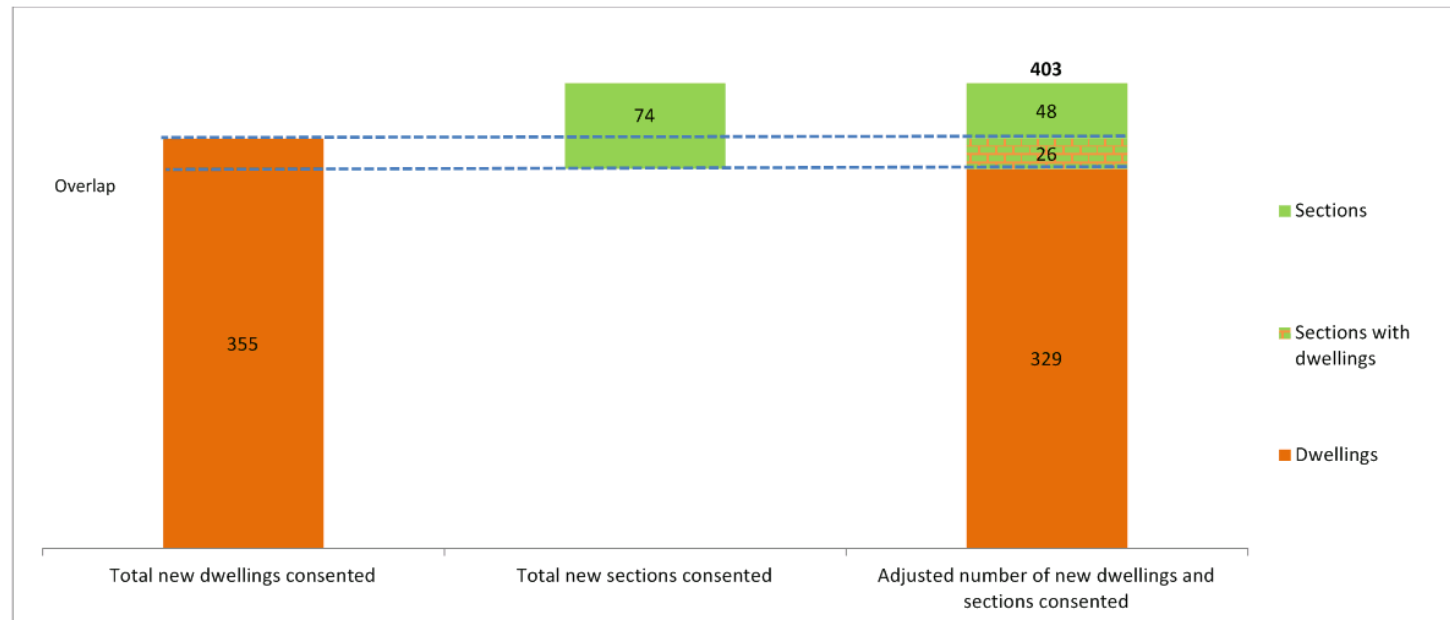


Adjusted total in Year 2

The number of new dwellings consented and the number of new sections created must each be adjusted for the 26 occasions they overlap.

Adjusted number of new dwellings and sections created*

Wellington; July 2015 – December 2015; adjusted for dwelling/section combinations; Wellington City Council (dwellings and sections)



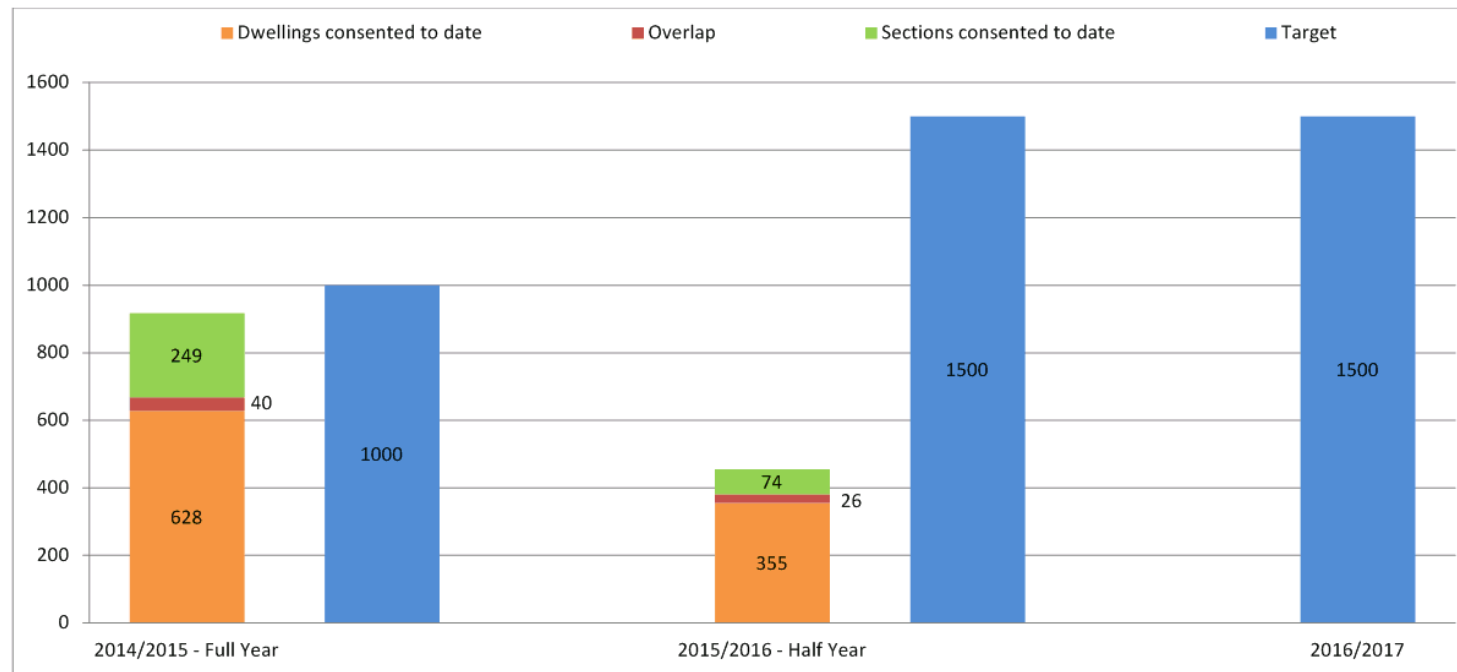
As illustrated in the graph above, the **adjusted total** adjusts for any overlap that occurs between new sections created and the dwellings that are consented on those sections (i.e. it avoids double-counting). Where a newly created section has a dwelling consented on it, the section and dwelling are counted as one. If more than one dwelling is consented on the section, then the additional dwellings are also counted. In the first half of the second year of the Housing Accord, this overlap is minimal, but will become more pronounced in subsequent years as more new sections are converted into dwellings, or as subdivisions occur around previously established dwellings.

New dwellings and sections

In the first half of the second year of the Accord (July 2015 – December 2015), 355 new dwellings were consented and 74 new sections were granted resource consent. Building consent rates show significant variability on a monthly basis, ranging from 16 to 164 new dwellings consented each month, with an average of 59. In November an office building on Lambton Quay was converted into 98 apartments which meant the total for the month of November was significantly higher than the other five months.

Number of new dwellings consented and sections created

Wellington; cumulative totals to end of December 2015; adjusted for the overlap.

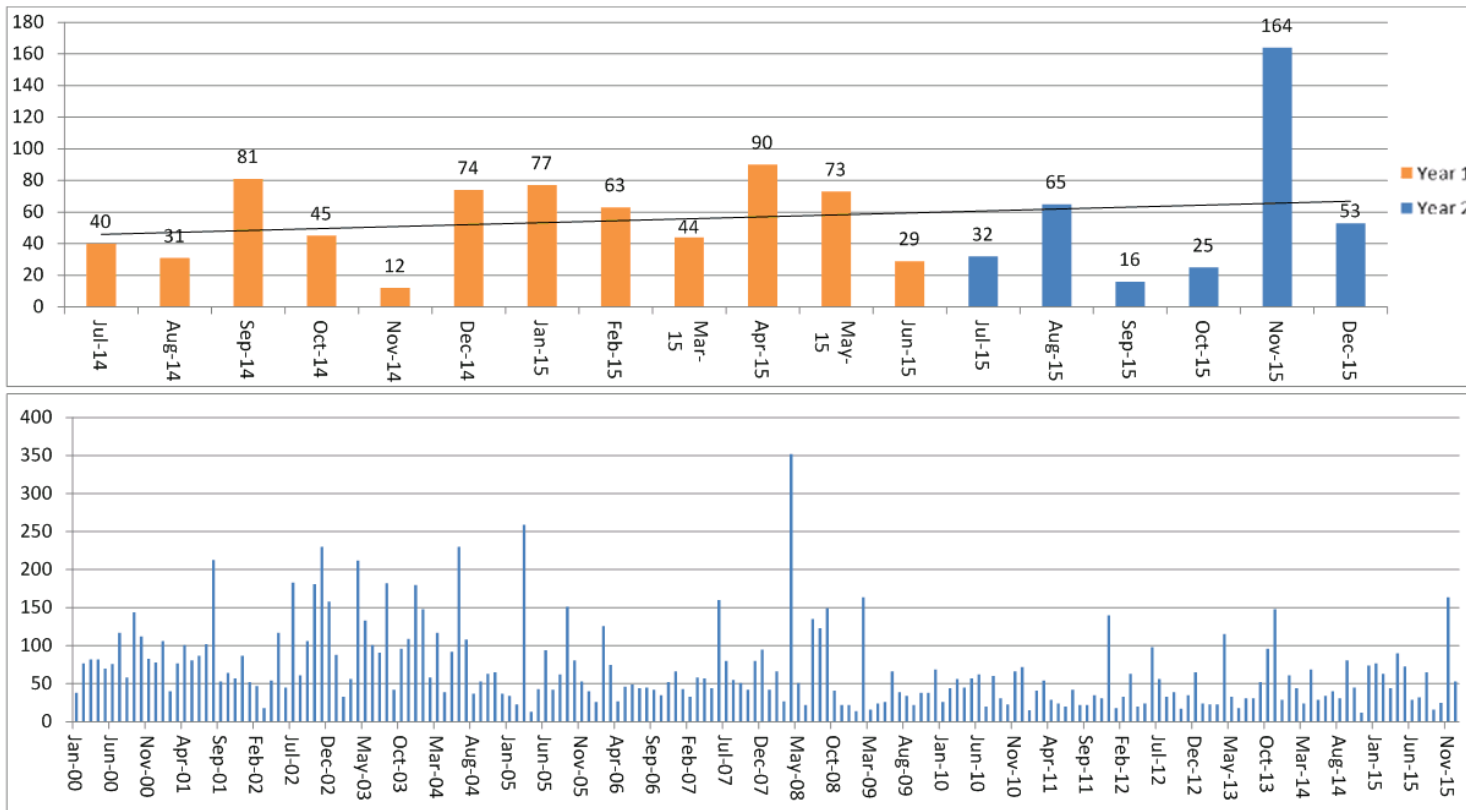


Consented dwellings – monthly

The number of dwellings consented on a monthly basis are showing a gradual but consistent increase over the period of the Housing Accord and since the Global Financial Crisis.

Number of new dwellings that received building consent

Wellington; monthly total; Statistics New Zealand and Wellington City Council

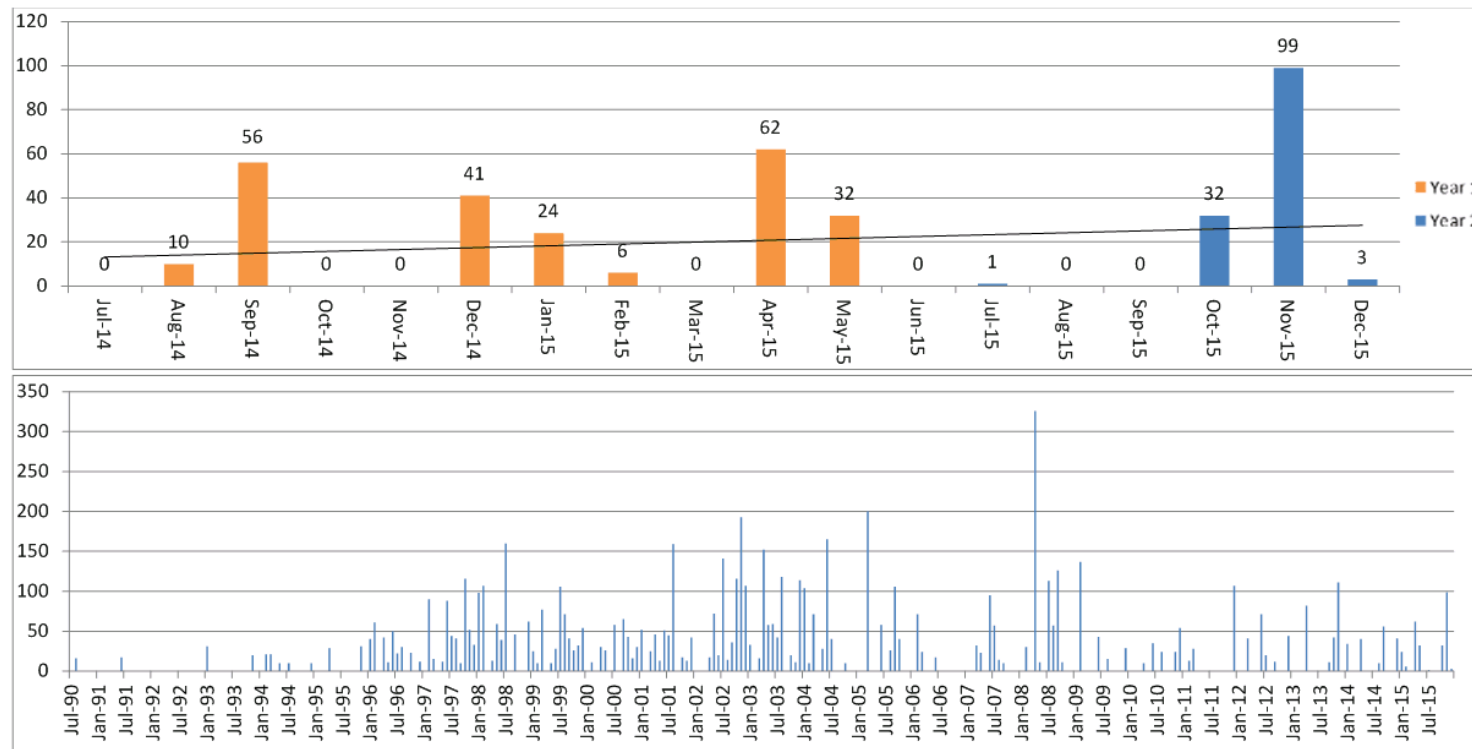


Consented apartments – monthly

In line with the long-term trend, the consenting of apartments remains highly variable on a monthly basis, and the overall number of consented apartments remains low. However, a number of previously consented apartment buildings will soon commence construction, and a recent consent granted for an office building to be converted into 98 apartments on Lambton Quay shows increasing activity in this sector. This highlights the importance of 'timing the market' and reflects a broader increase in confidence and demand.

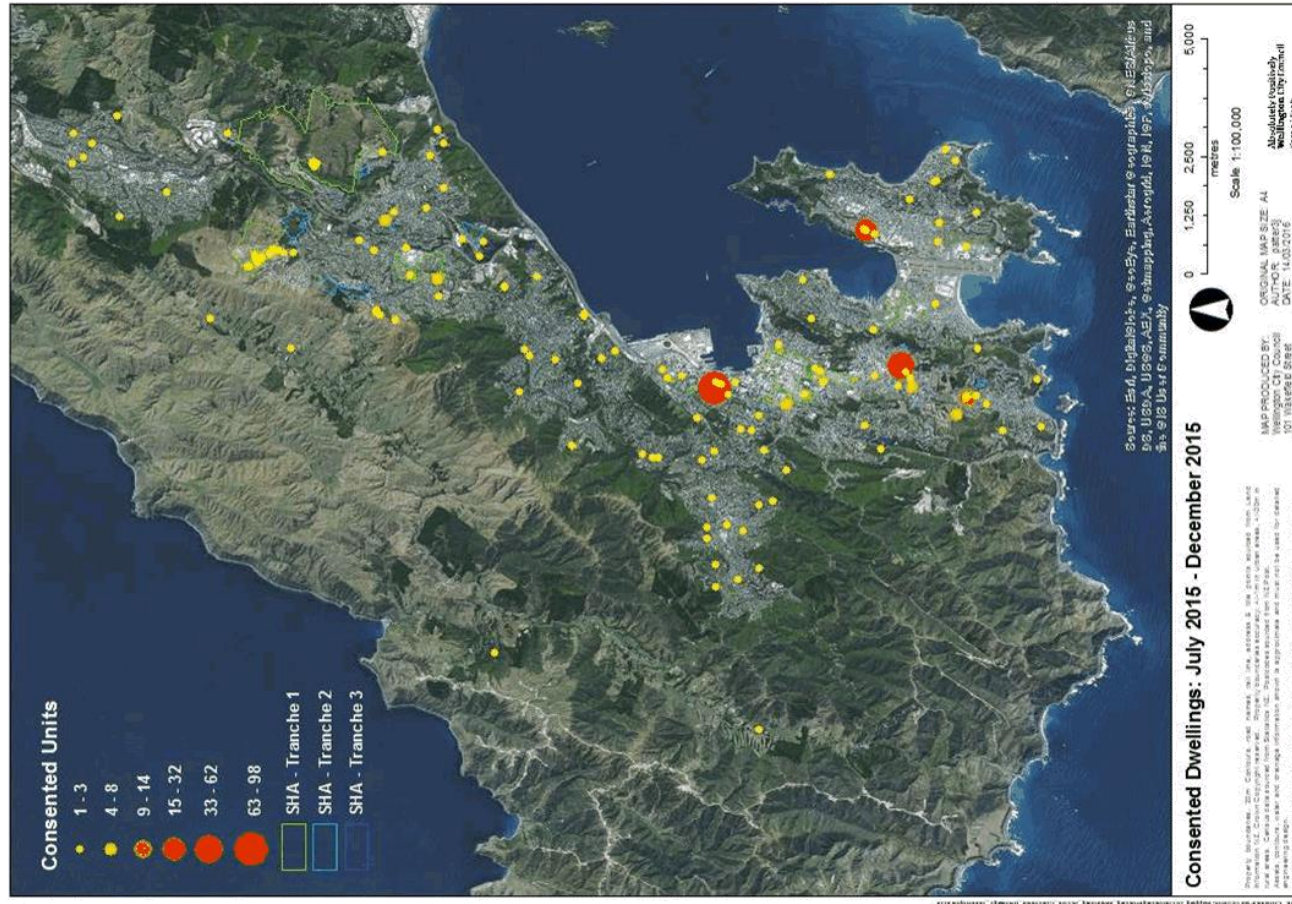
Number of new apartment dwellings that received building consent

Wellington; monthly total; Statistics New Zealand and Wellington City Council



Location of new residential building consents: July 2015 – December 2015

There is no clear pattern to the distribution of building consent activity, however there is some clustering in the Lower Stebbings area. 79 building consents for new dwellings were issued within existing SHAs in the first six months of the second year of the Accord.

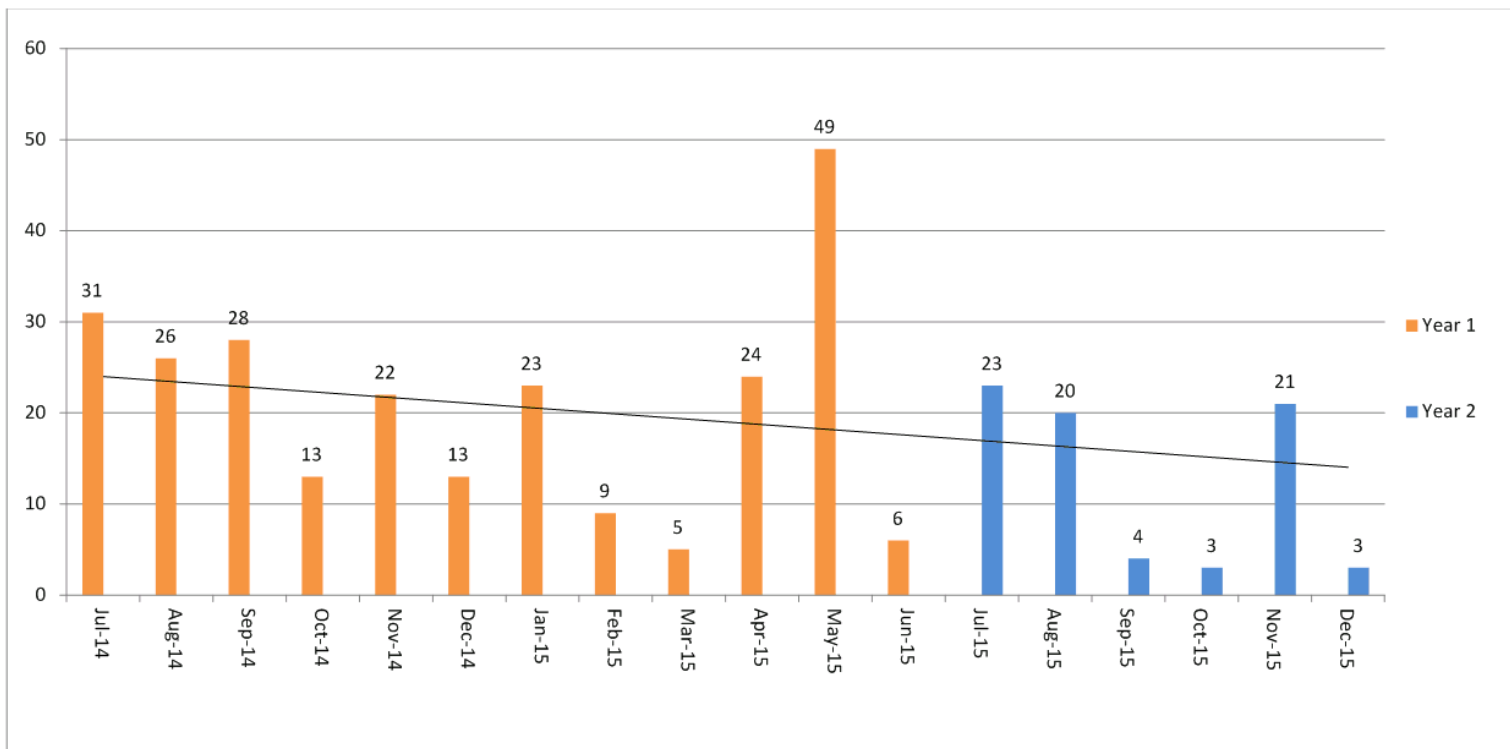


New sections – monthly

Subdivision consent rates show continued variability throughout the first six months of the second year of the Accord. In July, August and November 2015, an average of 21 sections were granted resource consent each month. This is consistent with subdivision consenting activity over the previous year. However, in September, October and December, 2015, an average of 3 sections were granted resource consent, reducing the overall average to 12.

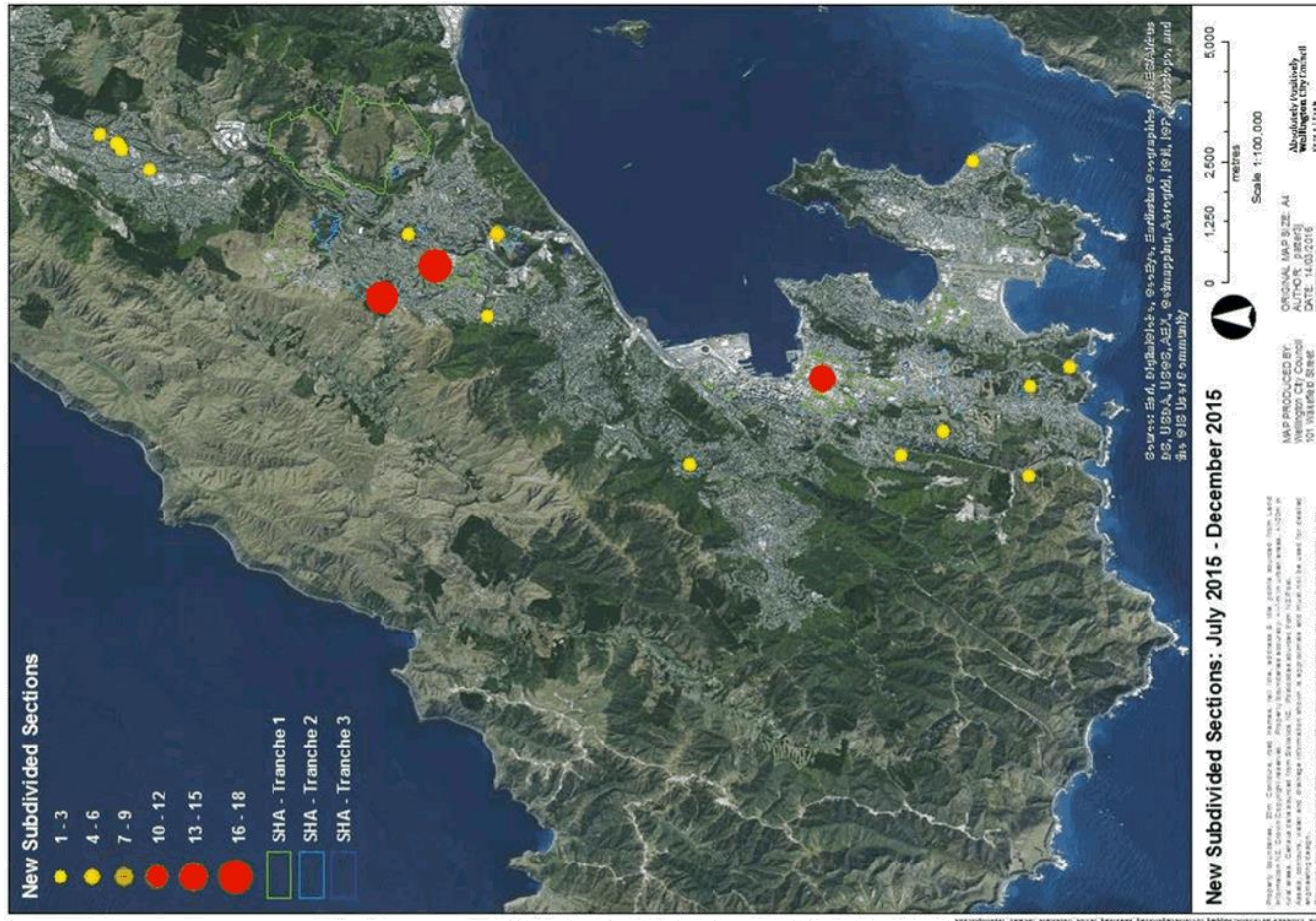
Number of new residential sections granted resource consent

Wellington; monthly from July 2015 – December 2015; Wellington City Council.



Location of new residential sections consented: July 2015 – December 2015

48 new sections were consented within SHAs, from a total of 74 new sections consented.

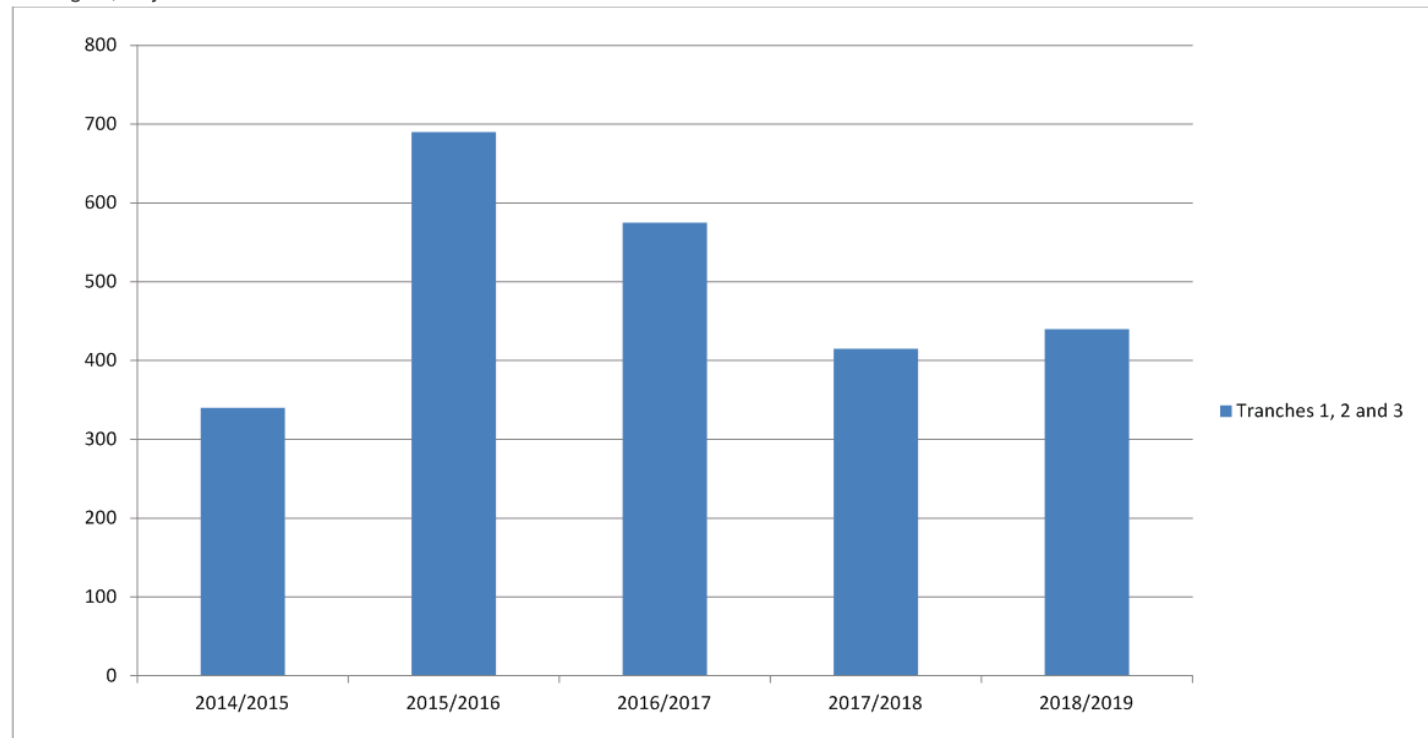


Special housing areas – potential supply

The 24 SHAs approved to date are expected to supply approximately 2500 dwellings and sections over the five years of the Housing Accord targets. From the beginning of the Housing Accord, 299 dwellings and new sections have been consented within SHAs, with 172 granted in the first year, and 127 granted in the first six months of year two. This number is increasing as expected and reflects the lag in time from the creation of an SHA to applications for resource consent and building consent being lodged.

Anticipated supply of dwellings and sections from within Special Housing Areas

Wellington; July 2014 – June 2019



Potential supply – city wide

Across the entire city, there is significant capacity for residential development of various typologies. Based on historical rates of development, Council has undertaken a land capacity study to inform future planning initiatives. The Housing Accord provides an opportunity to accelerate the development of some of these key strategic sites.

Theoretical development capacity

Wellington City Council

Type of residential development	Supply	Years Capacity
Greenfield Residential (Northern Growth Area Mostly)	3,200-5,500+	21-37
Infill Development	14,000+	40+
Central City Apartments	9,000+	41+

Conclusion

This third monitoring report prepared as part of the Wellington Housing Accord shows that residential development in the city is steady, with building consent activity for new dwellings gradually increasing. 24 Special Housing Areas have been established to date providing a significant development capacity. An increase in pre-application processes and resource consents lodged shows an increasing uptake of these development opportunities, suggesting future monitoring reports will show an ongoing increase in consenting activity.



FORWARD PROGRAMME - JUNE 2016 TO SEPTEMBER 2016

Purpose

1. To present the Transport and Urban Development Committee with the forward programme, outlining the papers that will be considered by the Committee for the remainder of the year.

Recommendation

That the Transport and Urban Development Committee:

1. Receive the information.

Background

2. The Transport and Urban Development Committee forward programme reflects the policy work streams for the Committee as prioritised by the Governance, Finance and Planning Committee (under its delegations) at its meeting held on 11 June 2015. This forward programme also includes operational / “business-as-usual” work requiring decisions in accordance with the delegations of the Transport and Urban Development Committee.

Discussion

3. The Transport and Urban Development Committee Forward Programme will be presented to each meeting of the Committee.
4. It should be noted that the forward programme as presented in Attachment 1 may be subject to change and that there is the flexibility to respond to any opportunities and obligations that may arise during the next few months and as such, any changes will require the removal or re-prioritisation of other items.

Attachments

Attachment 1. Forward Programme - June 2016 to September 2016

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Author	Antoinette Bliss, Governance Advisor
Authoriser	Anusha Guler, Manager Democratic Services

Wednesday, 8 June 2016

Transport and Urban Development Committee	
Report Title	Description
Oral Hearings for Eastern suburb cycleway project	Submitters to present to the Committee on their submissions.

Thursday, 30 June 2016

(Date was originally 16 June 2016)

Transport and Urban Development Committee	
Report Title	Description
Traffic Resolutions	Variety of traffic and parking restrictions
Update Oral Councillor Swain	Councillor Swain provides update on GWRC transport projects each meeting
Car Sharing Policy	Final report back
Cable Car - FINAL SOI	Adoption of Final SOI for cable car
Forward Programme	Work programme end of September 2016
Eastern Suburbs Cycling	Report back from consultation
Report on development of plans for the east Te Aro regeneration area	Officers to confirm details. Policy Work programme July 2015.
Report(s) on the implementation of the Housing Accord	Officers to confirm details. Policy Work programme July 2015.

Thursday, 11 August 2016

Transport and Urban Development Committee	
Report Title	Description
Update Oral Councillor Swain	Councillor Swain provides update on GWRC transport projects each meeting
Built Heritage Incentive Fund	Grants Round
Forward Programme	Work programme end of September 2016
Car Sharing Policy	Draft Policy
Review of the parking policy	Officers to confirm details. Policy Work programme July 2015.

Thursday, 15 September 2016

Transport and Urban Development Committee	
Report Title	Description
Traffic Resolutions	Variety of traffic and parking restrictions
Traffic Resolutions - bus stops	GWRC who are installing 50 new bus stops for new routes in January 2018

Built Heritage Incentive Fund- August 2016	Recommendations for the Built Heritage Incentive Fund- closing date 19 August 2016.
Update Oral Councillor Swain	Councillor Swain provides update on GWRC transport projects each meeting
Forward Programme	Work programme end of September 2016

TO BE SCHEDULED

Transport and Urban Development Committee	
Report Title	Description
Funding for District Plan change for expansion of Kiwi Point Quarry	Currently going through the process of obtaining resource consents for the allocated business area. Officers to obtain the consents and before going to District Plan change.
Report(s) on the implementation of the Housing Accord	Officers to confirm details. Policy Work programme July 2015.
Report on a Port Precinct Access Plan – already underway and on-going.	Officers to confirm details. Policy Work programme July 2015.
Ngauranga to Aotea	Briefing stage 3/4 - designated SH corridor with some local road implications. NZTA lead.
Cycling Plan (Great Harbour Way)	Wellington to Lower Hutt Cycling options (NZTA)
Housing Accord	District Plan: separate piece of RMA project work
District Plan Forward Programme	Legislative requirement to review the Plan. This is a foundational document for the Council as it sets the framework for developers to operate within. Implementation of Review work programme update.
Petone to Grenada	Consideration of priority status: need to re-evaluate priority as part of RLTP.
Memorial Park	Operations & Management Structure - Options developed by MCH for consideration.
Miramar/Shelly Bay Framework	Oral Briefing
Housing Strategy work programme	tbc by officer
Central City Parks	tbc by officer
Media density Housing/ Town Centres	tbc by officer
Suburban Speeds	Final 6 areas 1. Report to set up subcommittee. 2. Oral Hearings by subcommittee. 3. Report back to subcommittee. 4. Report back to TUD

Item 2.6 Attachment 1

Central City Speed Limit	<p>At its March 2016 Meeting, Committee agreed to a package of “quick wins” to support the “lets get Wellington moving” projects, one identified quick win was to revisit the proposal to set a safer speed limit in the CBD. Committee asked officers to review the original proposal against current best practice and report back to Committee with options of how to proceed.</p> <p>This report will present findings of that review and recommend when Council could undertake formal consultation as required by the speed setting rule and bylaw.</p>
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