

Infrastructure Committee
9 February 2017

Report for Agenda Item: 1

Department: Property & Infrastructure

Minor Improvements Policy

Purpose


The purpose of this report is to present the updated Minor Improvements Policy for the Infrastructure Committee to adopt.

Recommendation

That the Infrastructure Committee:

1. **Note** the contents of this report;
2. **Adopt** the updated Minor Improvements Policy;
3. **Authorise** the General Manager Property and Infrastructure to approve further changes to the policy to:
 - a. Fix identified minor errors and/or omissions; and
 - b. Ensure continuity with other proposed provisions.

Prepared by:



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23/01/2017

Reviewed and Authorised by:



Peter Hansby
General Manager,
Property and Infrastructure
23/01/2017

Background

- 1 This is a revision to the existing policy which was adopted in 2006. The original policy was called Prioritisation of Minor Safety Projects but this has been renamed to the 'Minor Improvements Policy' in accordance with amended NZTA terminology.
- 2 The purpose of this policy is to create a framework for creating the Roding Minor Improvement works programme that allows for consistent and equitable decision-making regarding competing priorities and in accordance with the QLDC Procurement Policy, QLDC Corporate Risk Management Framework and the NZTA investment protocol.

Comment

- 3 The policy identifies the process and criteria for assessing works considered for the minor improvement programme.
- 4 The proposed policy was considered by the Wanaka Community Board at its meeting on 14 December 2014. The Board supported the policy commenting that it would be a helpful tool that would serve to increase decision-making transparency. The Board recommended adoption of the updated policy.

Options

- 5 This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002.

Option 1 Adopt the 'Minor Improvements Programme Policy'.

Advantages:

- 6 Adoption of a revised policy and guidelines will provide improved clarity on how the Minor Improvement Programme is developed.
- 7 Adoption of a revised policy will enable Council to reflect current organisational structure, NZTA's updated processes, the One Network Road Classification framework and updated best practice.

Disadvantages:

- 8 No known disadvantages.

Option 2 – Do not adopt the 'Minor Improvements Programme Policy'.

Advantages:

- 9 No known advantages.

Disadvantages:

- 10 Current policy will continue to have force.
- 11 Current policy contains references to positions and processes which have been modified over time by custom and practice and does not fully reflect practice or intent.
- 12 The report recommends **option 1**, the adoption of a new Minor Improvement Policy, as it will put Council processes on a modern and more transparent platform. It is recognised that the proposed policy may be updated further, and should be reviewed on a regular basis (3-5 years).

Significance and Engagement

13 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy because of its importance to the Queenstown Lakes District and community.

Risk

14 This matter relates to the strategic risk SR1 and SR6a as documented in the Council's risk register. The risk is classed as low. This matter relates to investment of minor improvement works and supports transparent investment in improving our infrastructure.

Financial Implications

15 The policy is designed to support the best process for developing a minor improvement works programme and allocation of the budget to ensure that the policy's operation addresses the principles of quality and value for money.

Council Policies, Strategies and Bylaws

16 The following Council policies, strategies and bylaws were considered:

- Prioritisation of Minor Safety Projects
- QLDC Procurement Policy
- QLDC Corporate Risk Management Framework

17 The recommended option is superseding the Prioritisation of Minor Safety Projects Policy dated December 2006 and is consistent with the principles set out in the other named strategies.

Local Government Act 2002 Purpose Provisions

18 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by having a robust process for developing a minor work programme;
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

Consultation: Community Views and Preferences

19 The persons who are affected by or interested in this matter are internal staff who manage the minor improvement programme and the Wanaka Community Board which determines the priority of minor safety works in the Wanaka Ward.

20 Consultation has taken place with the Board to develop the criteria.

Attachments

A Minor Improvements Policy

Minor Improvements Programme Development Policy

Roading Contract Manager: Maintenance & Operations

Approving authority: General Manager, Property and Infrastructure

Last reviewed: November 2016

Next review date: July 2017

Application

1. This policy applies to the development of the annual QLDC Minor Improvements Programme for Land Transport Infrastructure.
2. Minor Improvements is a Category of Work which can attract NZTA financial assistance. Minor improvement works provide for the construction or implementation of low-cost/low-risk improvements in line with NZTA Funding Policy to the transport network. Examples of qualifying activities can be found within the NZTA Works Category 341. A minor improvement project can form part of another project but the value of the subsidised minor improvement component cannot exceed \$300,000.
3. Projects which do not qualify for NZTA subsidy will be funded under QLDC unsubsidised Minor Improvements budget.

Purpose

4. The purpose of this policy is to create a framework that allows for consistent and equitable decision-making regarding competing priorities and in accordance with the QLDC Procurement Policy, QLDC Strategy for the Procurement of Transport Infrastructure Service (NZTA Procurement requirement), QLDC Corporate Risk Management Framework and the NZTA investment protocol.

Related Documents

5. This Policy should be read in conjunction with the following documents:
 - QLDC Procurement Policy
 - QLDC Strategy for the Procurement of Transport Infrastructure Services (NZTA Procurement requirement)
 - QLDC Corporate Risk Management Framework
 - NZTA Planning & Investment Knowledge Base webpage (Work category 341: Minor Improvements.)
 - ONRC Framework
 - Local Government Act, Section 10

Principles

6. Minor improvement projects may arise from a variety of sources; including requests for service, identified safety deficiencies, community liaison, Council strategies and using the One Network Road Classification performance framework.
7. All potential projects identified will be entered in QLDC's central roading database repository Road Assessment and Maintenance Management (RAMM) by the Roding Contract Manager. Each project will then be assessed on the Assessment Criteria; a weighting is applied to each score and the projects ranking highest will be undertaken subject to available funding.
8. Consultation on the ward based prioritised programme will be via the Wanaka Community Board, the Infrastructure Committee or other elected representative groups.
9. Individual projects agreed with NZTA as part of the approved Capital Works Programme may not be required to go through the ranking system.
10. Projects over \$50,000 or which have multiple solutions may require a Point of Entry to go through the QLDC Better Business Case Approach for further evaluation.
11. The ranked programme may be adjusted for the following reasons:
 - To coordinate with other activities on the roading network, such as planned roadworks, other utility works, or adjoining developments.
 - To meet other district priorities or for other extenuating circumstances.

Assessment Criteria

Weighting (total 100)	Criteria	Score	Justification
40	Safety / Criticality	5	Extreme - Possibility of more than one fatal or serious injury per year
		4	Very Serious - Possibility of one fatal or serious injury per year
		3	Serious - Possibility of one fatal or serious injury every 5 years
		2	Moderate - Possibility of one fatal or serious injury every 5 to 20 years
		1	Insignificant - no plausible possibility of fatal or serious injury
15	Technical	5	Successive failures in achieving service delivery standards
		4	Failure to achieve some service delivery standards
		3	Some reduction in service delivery standards
		2	Minor breach of service delivery standards
		1	Negligible impact on service delivery standards
25	Public Concern	5	Identified in Community Outcomes, Council Strategy and Plans
		4	Escalated by Community Board or Infrastructure Councillors
		3	Raised by a Petition to Council, Community Association or a large number of individual requests.
		2	Raised by an individual on behalf of others or a few separate.
		1	Raised by an individual
10	One Network Road Classification (Traffic Volume & Function)	5	Arterial
		4	Primary Collector
		3	Secondary Collector
		2	Access
		1	Low Volume Access
10	Cost (\$)	5	0 – 5,000
		4	5,001 - 25,000
		3	25,001 - 50,000
		2	50,001 - 150,000
		1	150,001 - 300,000

Assessment Criteria Commentary

Safety / Criticality	Refer to QLDC Risk Management Framework Understanding of any history of previous accidents or near misses, and using Engineering judgement to assess risk and probability.
Technical	Refer to QLDC Risk Management Framework. Standards may include, but not limited to: Code of Practice for Temporary Traffic Management (COPTTM), Manual of traffic signs and markings (MOTSAM), One Network Road Classification (ONRC), QLDC Land Development and Subdivision Code of Practice
Public Concern	Consideration must be given to: <ul style="list-style-type: none"> • The strategic objectives of the community and other public and private projects. • The groundswell of community interest. The highest scores will be supported by media, social media and community discussions. However, there must be a balance between sustained issues and kickback reactions to change. • If over time there is concern that projects are not meeting priority, then the score can be escalated by the Wanaka Community Board or the Infrastructure Councillors. • It is expected that site validations have taken place and a good understanding of the problem exists.
One Network Road Classification (Traffic Volume & Function)	Classification defined by NZTA ONRC framework in QLDC. This is based on traffic counts, function of the road/connectivity with significant community infrastructure.
Cost	Projects over \$50,000 or which have multiple solutions may require a Point of Entry to go through the QLDC Better Business Case Approach for further evaluation.