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Document History

This table provides a history of changes made when completing this document.

Version No.	Date	Summary of Changes
0.1	08/04/2024	Initial Draft
1.0	18/04/2024	Final Version

Related Documents

This table lists the documents that support the Business Case (delete/add as applicable)

Document	Name and Link
<i>e.g., Council Paper(s)</i>	Wellington City Council Parking Policy 2020
<i>Classification Form</i>	Classification Form - 13862 Wadestown Parking Management Plan - Classification Form.pdf
<i>Project Brief</i>	Signed - WCC Project Brief - Wadestown PkMP For Board discussion.pdf
<i>Wadestown Transitional Cycleway Business Case</i>	WCC Project Business Case MODERATE Wadestown Connections FINAL.pdf
<i>Parking Analysis Report</i>	Wadestown PMP - Stage 1 Parking Survey Report 2nd draft.pdf
<i>Parking Management Plan</i>	WCC-J016_PMPNovemberRevisit_draft v2_20231205.pdf

Authority Signatures

The SRO approves this document as the baseline for the project and grants approval to move to the Plan stage of the IDF.

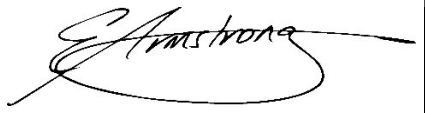

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1. Purpose of this Document

The purpose of the Business Case is to enable a robust process that captures what the project (business problem or business need) is, what investment is required, what the available options and associated costs to deliver the preferred solution are.

This document is based on the Treasury Better Business Case (BBC) guidance, which is a best practice for both central and local government, and matches the SSBC Lite components accordingly. Below are these sections:

1. Strategic Case

Strategic fit of the proposed investment. The case for change. Reason for the project– provides supporting information as to why the project is required.

2. Economic Case

Options analysis – options considered. Compare solutions – provides possible solution options and the preferred option. Rationale for the preferred option (supported by costs and benefits).

3. Commercial Case

The procurement strategy and approach – provides options on how the solution will be obtained and from where.

4. Financial Case

Necessary funding and management arrangements for the successful delivery of the activity to be put in place – provides funding options, project/programme and ongoing costs.

5. Management Case

The project management approach – provides high-level information as to how the project/programme is going to be managed and delivered.

NB. Next steps for the proposed investment are also included in the document.

The Business Case also provides a formal record of project information. Project staff are required to support WCC's obligations under the Local Government Act and LGOIM Act, as detailed in Section 6 of WCC's [Information and Data Policy \(sharepoint.com\)](#).

NB. The project is underpinned by the Bike Network Programme Business Case and any divergence should be highlighted to provide clarity to decision makers.

2. Executive Summary

The Business Case seeks approval to proceed to implementation, subject to consultation of the Wadestown Parking Management Plan (PkMP), in conjunction with the Wadestown Connections Stage 2 project according to the details below.

Proposed investment scope

Currently Wadestown has no Parking Management Plan in place. Better management of city-wide Council-controlled parking is the outcome sought with the design of the Wadestown Parking Management Plan, aligned with the Parking Policy 2020.

There will be a need to coordinate the project with Wadestown Connections Transitional Cycleway, and is proposed to combine the Wadestown Transitional Cycleway and Wadestown Parking Management Plan into one Traffic Resolution and subsequent reporting through to Council.

Factors that drive investment

An important driver for this project is the Pūrora Āmua / Planning and Environment Committee's decision (4 August 2021) which noted the changes to align the Traffic and Parking Bylaw 2021 with the Parking Policy 2020 which will result in new (or amendments to existing) traffic resolutions and changes to the eligibility criteria, the fees and use of certain types of existing parking permits. As part of another meeting on 23 February 2022, Pūrora Waihanga / the Infrastructure Committee issued a paper to officers containing an executive directive. In this committee paper, Wadestown is identified as a priority suburb for parking management plan.

Preferred Option

The preferred option following analysis of parking occupancy surveys is to implement a P120 8am to 8pm Monday to Sunday- Authorised Vehicles Exempt, parking scheme across two parking permit zones in Wadestown;

- Wadestown West Zone
- Wadestown East Zone

This option allows for short-stay parking spaces, which will be P120 spaces, to be introduced into the area. Eligible residents and businesses can apply for a parking permit that will exempt their vehicle from the time limit. Priority allocation criteria will be introduced and a cap on total permits issued will be set at 85% of available spaces.

Financial Overview

The project's CAPEX is \$650,988 based on the estimate from similar projects (including 30% contingency). The operating expenditures (OPEX) and revenue lost are provided in Section 6 (Financial Case).

Funding for the 24/25 Financial Year (estimated to require \$494,568) is assumed to be available to enable implementation of the parking scheme, should The Regulatory Processes Committee approve following public consultation.

Potential risks and issues

Here are the main risks related to the project.

- Resident on Resident parking demand as the primary parking conflict is a different theme of parking pressure than encountered in Newtown (and other city fringe suburbs); which is dominated by commuter on resident parking conflict.
- Through the engineering assessment of allocating parking spaces, safety improvements have also been addressed in many of the streets to ensure adequate lane widths are present for larger

vehicles to transit e.g. fire and emergency vehicles. This has led to significantly further parking removal which further increases the parking demand of the area.

- Project complexity is increased by the dependency on the Wadestown Connections project.
- Loss of parking may lead to push back by business and other stakeholders, this could lead to decreased councillor support.
- Lack of accurate communication or perceived high costs can lead to loss of public support.
- Implementation needs to align with the Wadestown Connection Transitional Cycleway project implementation.
- Revisiting the Parking Management Plan due to push back might cause delay to implementation of both Parking Scheme and Wadestown Connections cycle and pedestrian improvements, and further costs.

Direction and approval sought

It is recommended that WCC proceeds with the investment and public consultation. This includes the approval of **Option 2 - a P120/Authorised Vehicle exempt parking, 8am-8pm Monday to Sunday** scheme in parts of Wadestown as per the Parking Policy 2020, and total of **\$650,988** project pre-implementation and implementation costs.

3. Strategic Case

3.1. Background/Context

Wellington City Council seeks to provide a consistent approach to parking schemes across inner suburbs. Wadestown has got the second highest priority on Council list of suburbs for development of a Parking Management Plan and was selected to be implemented last financial year (2022/2023). Due to complexities and lessons learnt from the Newtown Berhampore Parking Scheme, the Wadestown Parking Scheme has been delayed and combined with the proposed Wadestown Stage 2 Connections Transitional cycleway.

Wellington City Council have parking infringement data which records parking tickets and complaints for Wadestown which shows;

- Parking on yellow lines, parking on footpaths and kerbs, and blocking vehicle entrances was the leading infringement types, and community complaints, at 51% and 82% respectively in 2021/2022.
- there is a proportion of commuter parking, evidenced most predominantly in Wadestown East zone due to the higher daytime occupancy compared to the overnight occupancy in the 2023 Parking surveys.

Commuters are perceived to park in residential areas and increasing the occupancy and making it difficult for residents to find on-street parking within proximity to their homes, and reducing some streets down to one lane causing congestion and safety issues. With the bike network rolling out through Wadestown (Stage 1 approved, and Stage 2 yet to be consulted on), there will be significantly less on-street parking along Wadestown Road and Blackbridge Road. This will mean residents and visitors with cars will likely have to park on side streets that are already experiencing parking pressures and sufficient access width issues.

The Wellington City Council (Council) proposes to work with the community to refine the parking management plan (PkMP) for Wadestown in accordance with the Parking Policy 2020 and Traffic and Parking Bylaw 2021, to manage existing development and parking pressures and prepare for future changes. The Policy includes a parking space hierarchy for different parts of the city to ensure the limited on-street parking supply is prioritised appropriately. This plan will be influenced by other projects such as Wadestown Connections Transitional Cycleway.

An overview of activities and decisions related to the project

- Abley were engaged in April 2022 to undertake parking surveys and produce a report on parking habits and pressures and a draft PkMP for Wadestown was delivered in September 2023.
- Council provided comments on the draft PkMP on 1 November 2023 which highlighted shortcomings in the survey data and justification of parking intervention.
- The Project Brief has been approved on 23 November 2023.
- In November 2023, Abley was engaged again to undertake a re survey of parking for more accurate data as the April 2022 data was taken during the COVID-19 Protection Framework.
- In December 2023, Abley delivered a revised Draft PkMP for Wadestown (Appendix three).

Council policies that align with the Wadestown PkMP:

The Council's blueprint for making Wellington City a zero-carbon capital (net zero emissions) by 2050 is **Te Atakura - First to Zero 2019**. It outlines four areas where we can reduce our emissions: transport, buildings, urban design, and advocacy.

All parking spaces managed by the Council are governed by the **Parking Policy 2020**, which provides a framework for future decision-making. On-street and off-street parking, both unrestricted and those requiring a user fee, are included. The city owns off-street parking buildings, as well as parks, sports fields, and other community facilities. The policy outlines objectives, high-level principles, parking space hierarchies (that prioritise parking types in different areas), and area-based parking management guidelines (that prioritise how we manage supply and demand). Additionally, it establishes new approaches for setting parking fees and planning parking management based on area.

Strategic alignment with national policy:

The planning and management of parking can make an important contribution to achieving the outcomes set out in the National Policy Statement for urban Development (NPS-UD).

The Government's Urban Growth Agenda, which aims to remove barriers to the supply of land and infrastructure and make room for cities to grow up and out. A key component of this agenda is the **National Policy Statement for Urban Development** (NPS-UD). Policy 11 of the NPS-UD prevents local authorities from setting minimum car parking rate requirements, other than for accessible car parks, and strongly encourages local authorities to manage the effects of car parking through comprehensive parking management plans.

3.2. Problem Statement

Wadestown is a city fringe suburb that stretches across steep topography. The streets throughout Wadestown are typically narrow, winding roads with limited space and visibility, with more parked cars on-street than safe street space available. The amount of cars parking on the street and commuter pressures, in conjunction with the narrow winding streets, is leading to congestion of the streets in Wadestown. The road corridors need to be prioritised to enable more transport options to address the congestion, and improve the accessibility of Wadestown.

From early engagement, Fresh service Tickets, and Infringement data, it is understood that there are multiple streets where parked cars encroach too far into the roadway causing cars and buses to cross the centreline, leading to potential head-on crashes, near misses, and impeding traffic flow for cars, public transport and emergency vehicles. The parked cars are a combination of resident owned vehicles stored on the streets, and commuters (predominantly in Wadestown East zone).

It is understood that 76% of properties in the West zone have off street parking for at least one vehicle, with an additional 54 encroachments active for off-street parking within road reserve, 80% in the East Zone and 179 encroachments active, and 92% of properties on Blackbridge Road. This amounts, in total across the two zones, to at least 79% of properties with off street parking and up to 21% without.

On-street parking surveys in the area in 2023 showed the parking occupancy in Wadestown in the West and East zones is shown in Table 1 below. Refer to Appendix one for the full report.

Table 1: Summary of 2023 Parking Survey Data – WCC Analysis

	Weekday daytime occupancy*	Weekday overnight occupancy*
West Zone	83%	72%
East Zone	94%	58%

**Current total street occupancy does not account for proposed parking restrictions for Wadestown Stage 2 Transitional Cycleway.*

The current parking pressures within parts of Wadestown exceed 85% of on-street capacity and are impacting pedestrian accessibility of footpaths, and vehicle accessibility through streets, particularly emergency vehicles, which is further evidenced by the leading infringements and complaints in 2021/2022 financial year (51% and 82% respectively) related to parking on yellow lines, parking on footpaths and kerbs, and blocking vehicle entrances.

With all these issues considered, a parking management scheme is justified, aiming to achieve better outcomes and more equitable access through tools such as time restrictions (and time exempt permits), pricing, and strategy.

3.3. Identified Benefits

Overview of the long-term benefits of the proposed solution and how these benefits contribute to Council's goals.

Benefit owner: Kevin Black (Manager of Parking Services), Brad Singh (Manager T&I)

Table 2: Overview of the high-level benefits and their contribution to Council's strategic goals.

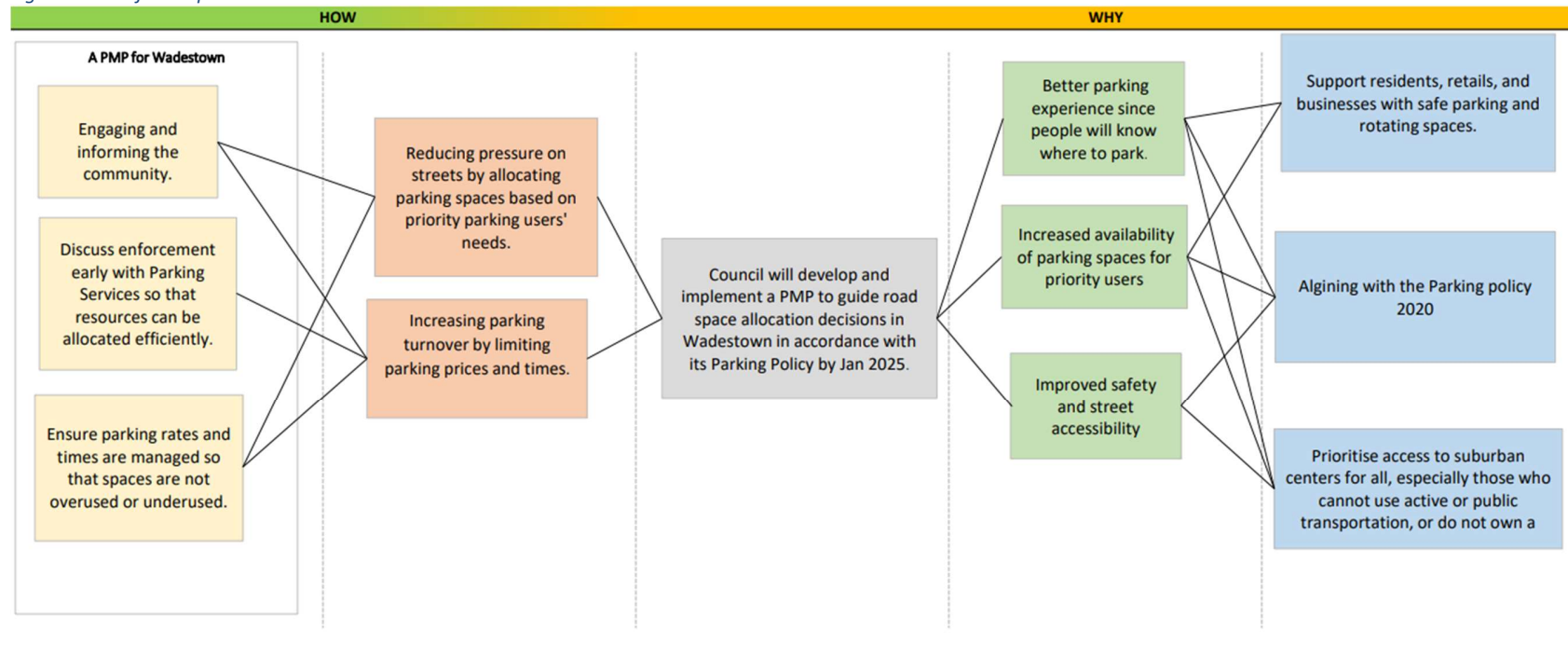
Benefits	Description	Strategic imperatives and KPIs
An improved parking experience (because people would have more clarity about where to park)	<ul style="list-style-type: none"> ○ Council's Parking Policy reflects the need for prioritising access to road space, so that people would understand where they are able to access parking. ○ To develop a PkMP for Wadestown, the focus of the project will be on balancing the multiple priorities to ensure that those with highest priority know where they can access parking. ○ To support retail and economic activity, the plan also stresses the importance of safe parking and fair parking usage. ○ The Council Spatial Plan recognises the need for more efficient parking management. 	<ul style="list-style-type: none"> • The community outcomes (social, environmental, economic, and cultural) set out in WCC's LTP 2021-2031 • The Parking Policy <p><i>KPI linkage to Council strategy (Parking Policy) refers to:</i></p> <ul style="list-style-type: none"> ○ 85% of occupancy ○ Car usage rates decrease ○ Travel times on key routes decrease ○ Public transport, walking, cycling and micro-mobility trips – increase

	<ul style="list-style-type: none"> ○ Council recognises the need to cater to the different needs of people who use their vehicles for a variety of purposes. A smart and economical system will be developed to meet these needs by reviewing the parking supply and demand. ○ The LTP acknowledges the following: Improve parking enforcement outside of the city centre to better manage the growing demand for parking. 	<ul style="list-style-type: none"> ○ <i>Proportion of road corridor used for parking decreases</i>
Increased availability of parking spaces for priority users ¹	<ul style="list-style-type: none"> ○ Council places value on consistent approach on allocating road space so that those with highest priority have access to parking. This is what the principles of the Parking Policy are based on. ○ LTP refers to this principle, i.e., maximising the opportunity for people to access parking for the purpose for which it is being provided. ○ LTP also highlights that parking improvements are meant to contribute to the community outcome: A dynamic and sustainable economy (see p. 102). 	<ul style="list-style-type: none"> - The community outcomes (social, environmental, economic, and cultural) set out in WCC's LTP 2021-2031 - The Parking Policy <p><i>KPI linkage to Council strategy (Parking Policy) refers to:</i></p> <p><i>The principles of the Parking Policy.</i></p> <ul style="list-style-type: none"> ○ <i>Number of mobility parks increases</i> ○ <i>Number of car share spaces increases</i> ○ <i>Non-user parking at parks, sports, recreation and other community facilities designated parking during opening hours decreases</i>
Increased Road Safety and street accessibility	<ul style="list-style-type: none"> ○ A reduction in the number of crashes, near misses, and ambiguous traffic control experienced by road users ○ Aligning with the Parking Policy 2020, and restricting illegal parking. ○ Enhance traffic flow efficiency and improve emergency vehicle response 	<p>Transport and Public health & Safety outcomes set out in WCC's LTP 2021-2031</p> <p><i>KPI linkage</i></p> <ul style="list-style-type: none"> - <i>Residents (%) satisfaction with the condition of local roads in their neighbourhood</i>

¹ Parking space hierarchy – (Source: [Wellington City Council Parking Policy](#)). Note that priority users change depending on the area. Priority Users in the areas surrounding the main retail area in Wadestown “Suburban centres” are different to the residential streets “City fringe and inner-city suburbs”– and there are also high/medium and low priorities which need to be considered dependent on available space.

	times by eliminating illegal parkings.	<ul style="list-style-type: none">- <i>Decrease in infringement notices</i>- <i>Decrease in crashes/incidents</i>
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Figure 1: Benefits map



Guidance:



3.4. Case for Change Outline

Waka Kotahi NZTA's [National Parking Management Guidance 2021](#) describes good parking management as "...a crucial component of the overall transport system, and essential for creating vibrant and well-functioning urban areas. It is especially important in areas experiencing growth pressure...", while its overarching objective is to "...enable an appropriate and efficiently used level of parking supply in a way that equitably supports wider transport and urban form outcomes."

Table 3: Investment Objectives

Investment Objective One	By 2025, Council will develop and implement a PkMP that informs road space allocation decisions and parking changes to improve safety and accessibility in Wadestown to realise Council’s strategic objectives consistent with the Parking Policy’s principles, and Long Term Plan – Transport Goals.			
Stakeholder Group	Current State	Desired Future State	Business Needs	Benefit Link
<p>WCC (City Design, Parking Services, Infrastructure – T&I, Executive Leadership)</p> <p>Wadestown residents and businesses.</p>	<p>Majority of parking in Wadestown is unrestricted, with a small number of time restricted parks in the Village shops area and amenities such as Wadestown Library, Wadestown School and Wadestown Playground. This level of unrestricted parking is leading to vehicles conjesting the roads, and limiting vehicle accessibility, particularly Emergency Vehicles.</p> <p>Parking behaviours impact or limit pedestrian accessibility as cars are parking on the kerbs and footpaths.</p>	<ul style="list-style-type: none"> - Allocation of parking spaces so that the highest priority types of parking are provided, and the lowest priority ones are controlled in a stricter way. - Changes that reflect the parking hierarchy. There are allocated resident parks. There is some short-term parking that allows shoppers to go shopping too. - Road space is valued accurately and allocated efficiently to maximise public benefit. - Road space is allocated efficiently to maximise public benefit and maintain sufficient vehicle and pedestrian accessibility. - Clear understanding of where parking is available. - Enhanced mode shifts, and reduced emissions. 	<ul style="list-style-type: none"> - WCC require a new way to manage parking across the city, to create operational consistency, Wadestown will be the second PkMP to implement this new approach following on from Newtown/Berhampore. - The PkMP is implemented to provide a tool for T&I to continue evaluating and implementing parking restrictions in future to continually manage parking pressures in Wadestown. - The PkMP is created with the community – engage and consulting them appropriately - A PkMP that allocates on-street parking spaces to reflect the needs of priority parking users, i.e., decrease pressure on parking. - A PkMP that places more control on parking and allocates high-priority parks that service businesses with price and 	<p>1,2</p>

			<p>time restrictions to create a turnover.</p> <ul style="list-style-type: none">- A PkMP that identifies the available uses of road space and allocates this to maximise public benefit, more equitably share the limited space, and implement the Parking Policy.- Post-consultation period analysis will help us to form a committee paper which will be presented to the Regulatory & Processes Committee.	
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3.5. Service Requirements

The below table outlines the scope of changes required, and high-level service requirements ranked in terms of their relative contribution to creating the future state and realising the benefits. The scope of changes were identified through discussions within Council and engagement with the community.

High-level requirement ratings: High - the solution must have these features; Medium - highly desirable, significant impact if not provided; Desirable - items that could be considered if they represent good marginal value for money, moderate impact if not provided; Optional - nice-to-have items that have a low impact if not provided.

Table 4: The Scope of Required Changes

Scope statement: As a result of the project, Wadestown will have a well-managed on-street parking system.		
ID	High-level stakeholder/service requirement	Rating
1.	Enable safe access for vehicles including Buses, Emergency Vehicles and Rubbish Collection Trucks.	High in importance
2.	Provide a clear parking plan that the community understands and supports.	High in importance
3.	<p>The allocation of on-street parking spaces should follow the parking priorities provided in the Council's Parking Policy, and parking restrictions (time restrictions and pricing) should be set to manage the utilisation of these spaces.</p> <p>The proposed P120 with residents exempt scheme mean the boundaries of the two zones will be defined within the PkMP, there will be a maximum of 2 permits per dwelling, except in the case of multiple mobility permit holders and priority allocation will apply with a cap set at 85% of available spaces.</p> <p>There will be visitor permits up to 25 or 50 free per household, with additional permits being available for purchase. There will not be coupon exemption permits. Motorhome, heavy goods vehicles, buses, caravans and trailers will be excluded. There will be short-stay parking for anyone without a parking permit.</p>	High in importance
4.	Establish parking restrictions to enable a more balanced (i.e., more time-restricted parking versus unrestricted) allocation of the parking spaces.	High in importance

Investment Scope

The scope information provided below confirms to the original scope statement in the project brief.

Table 3: What is in scope and what is not.

In Scope	Out of Scope
<ul style="list-style-type: none"> Parking Survey and parking analysis of the scope area. Parking Management Plan for the suburb of Wadestown with consideration of proposed 	<ul style="list-style-type: none"> Parts of Wadestown that aren't currently experiencing parking demands, or affected by transitional bike and pedestrian improvements. Ongoing operational work and costs including;

<p>future changes in parking demand by the Wadestown transitional cycleway project.</p> <ul style="list-style-type: none"> • Parking changes in accordance with WCC Parking Policy • Community engagement and consultation (one public consultation) • Communications following Committee decision and implementation. • CAPEX to install necessary signage and markings for the PkMP and complimentary safety improvements. • On-street car parking including; <ul style="list-style-type: none"> ○ Time restricted ○ Loading Zones ○ Mobility ○ Car Share ○ EV ○ Introduce/impement a new time restricted resident exempt permit scheme. <p><i>Note: The traffic resolution (TR) will build into the final product. TR consultations will take place from late-May to mid-June 2024.</i></p>	<ul style="list-style-type: none"> ○ Parking Services annual permitting allocation ○ Parking Enforcement costs ○ Maintenance costs associated to line marking and sign renewals. • Resident parking and coupon parking fees and charges (in scope for Parking Services). • Private off-street parking. • Provision of off-street public parking • Road resurfacing. • Extensive utilities, kerb, and channel relocation • District plan parking controls • Monitoring of scheme and future parking restrictions. • Speed management tools including speed changes, speed humps, kerb build outs. • Additional public consultations
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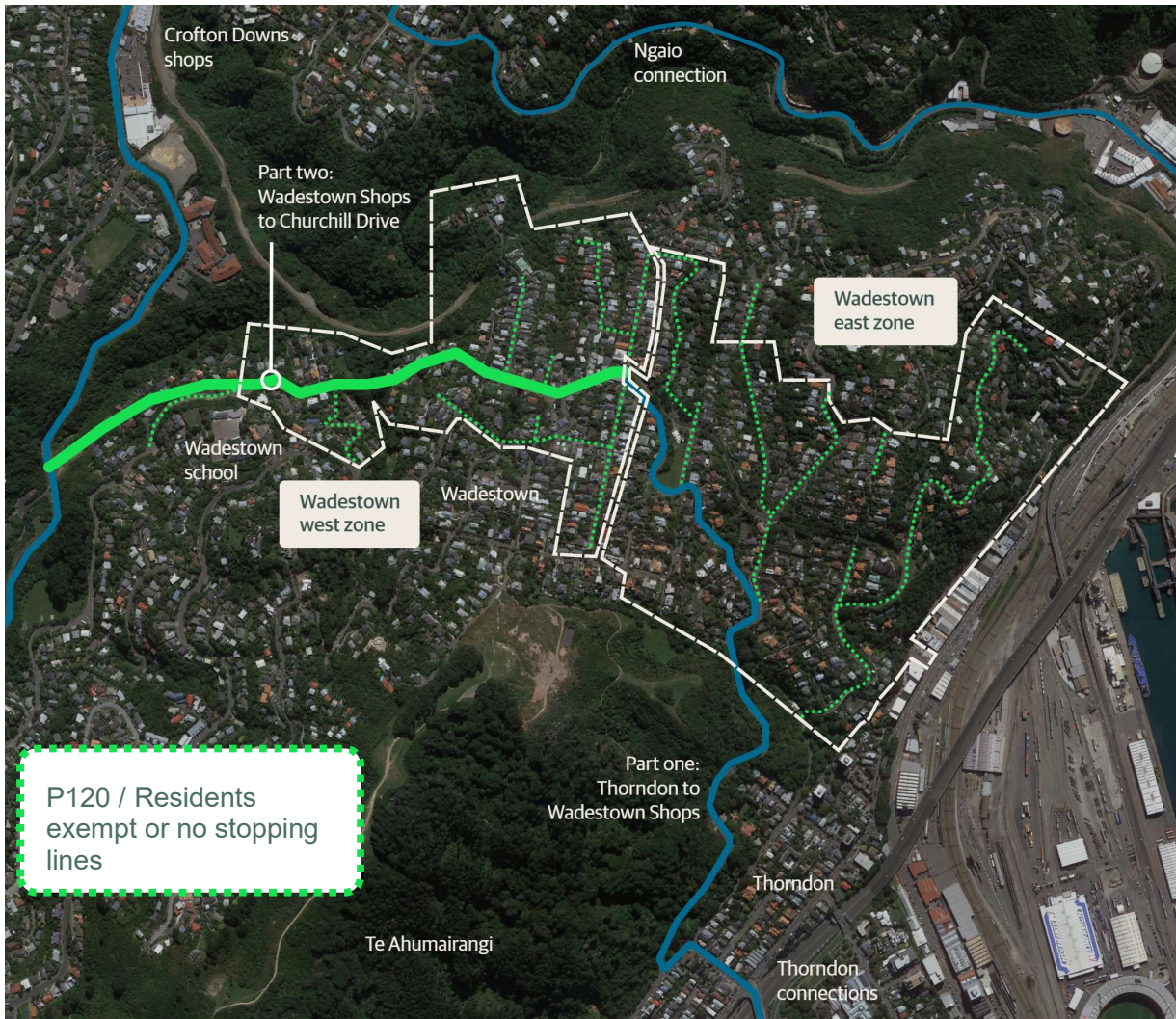


Figure 2: Map of proposed parking zones

Stakeholder, Partner and Community Engagement

Councillors, the governance group, and several business units make the internal stakeholders. A wide range of external stakeholders are involved in the project, including residents, road users, and Wadestown businesses.

In 2023 and 2024, key stakeholder groups were engaged to gather feedback on issues along the corridor as part of the pre-consultation process. This feedback has helped inform the concept design.

Table 5: Partnerships, stakeholders, and community involvement

Stakeholder/individual/community/partner	Summary of engagement, outstanding issues, any relevant links
<u>Community:</u>	

<ul style="list-style-type: none"> Residents of Wadestown within the project scope area. 	<p>Parking Baseline Survey completed in November/December 2023.</p> <p>Community drop in sessions held in February 2024 which highlighted concerns around</p> <ul style="list-style-type: none"> Parked cars impeding the accessibility for vehicles and emergency services throughout Wadestown, particularly noted; <ul style="list-style-type: none"> Wadestown Road between Blackbridge Road and the Village. Barnard Street Sefton Street Hanover Street Weld Street Difficulties finding parking near to their homes, particularly in Wadestown Village area. Commuter pressures. School pick up/drop off (from adjacent to Wadestown Playground and Wadestown Village public toilet) and access to the Wadestown Playground. Vehicle speeds on Wadestown Streets – This will remain an outstanding issue as speed changes are outside of the scope of this project. <p>February 2024 Drop in sessions.xlsx</p> <p>Next planned engagement is Public Consultation in May 2024.</p>
<ul style="list-style-type: none"> <u>Wadestown Residents Association</u> 	<p>Engagement with Wadestown Residents Association has been via email, phonecalls, and a in-person meeting held 5 April 2024. Main concerns raised are;</p> <ul style="list-style-type: none"> Commuter pressures on Sefton Street, Barnard Street, Lower Watt Street, Sar Street and Grosvenor Terrace. Safety concerns centered around parked cars impeding the accessibility for vehicles and emergency services throughout Wadestown, particularly noted; <ul style="list-style-type: none"> Barnard Street Sefton Street Hanover Street Weld Street
<ul style="list-style-type: none"> Wadestown business owners 	<p>Wadestown businesses have concern around providing sufficient parking for staff in Wadestown Village (heard through the Public Drop in sessions in February 2024), particularly for the Medical Centre. This is an outstanding issue as no provision is suggested to allow for commuters to park in Wadestown Village area due to the high resident demands, and priority to provide for visitors to this area.</p>

<p><u>Internal (WCC):</u></p>	
<ul style="list-style-type: none"> • Transitional Cycleway Programme Team 	<p>Stage 2 of Transitional Cycleway has a large impact on parking on Blackbridge Road and Wadestown Road and during public engagement in 2023, the public pushed back requesting a Parking Management Scheme to be implemented for Wadestown prior to or at the same time as further cycleway infrastructure in Wadestown.</p> <p>This has led to combining the Transistional cycleway with the Wadestown Precinct Wide PkMP and consult with the public together.</p>
<ul style="list-style-type: none"> • Transport and Infrastructure 	<p>Parking Services – concern around resource availability to enforce additional parking restrictions.</p> <ul style="list-style-type: none"> - Future measures are being explored of moving to camera cars to reduce manual efforts. <p>Timing of permit renewals</p> <ul style="list-style-type: none"> - Further liaison with Parking Services required to firm up permit processing timeframes to balance with other annual cycles.
<ul style="list-style-type: none"> • Parking Governance Board 	<p>Ensure lessons learnt from Newtown are brought across into the Wadestown Scheme.</p> <ul style="list-style-type: none"> - Close liaison with the Newtown Berhampore PkMP team to bring lessons across into Wadestown. - The RPC decision on Newtown has been delayed, and there remains uncertainty on how the Committee may respond to PkMP under the 2020 Parking Policy.
<ul style="list-style-type: none"> • Parking Project Board 	<p>Ensure lessons learnt from Newtown are brought across into the Wadestown Scheme.</p>

Te Atakura Contribution

This project helps to work towards a city which can contribute positively to Wellington’s zero carbon goal by promoting a suburb which actively manages parking in a way to encourage commuting by active modes and Public Transport.

The improvement of on-street parking can facilitate enhanced mode shifts, reduced emissions, and improved alternatives to private vehicles (see case for change). As a result, emissions reduction is an opportunity, but not an identified benefit.

3.6.Risks and Issues

Table 6: Risks and Issues

Factors that have the potential to affect the outcome of the recommended project	Description	Mitigation
Implementation of a PkMP and subsequent safety improvements reducing parking inventory.	<p>To implement formal parking locations on streets, a safety assessment on road width, sight lines, and passing bay requirements has been required. As a result of these safety and accessibility improvements, current parking inventory on streets in Wadestown will be reduced significantly further. This may lead to increased opposition from the public due to the total number of parks removed.</p> <p>We note however, that these changes do address the concerns heard from the public around safety and accessibility of the streets in Wadestown.</p>	<p>Clear engagement and consultation to explain the process undertaken and why.</p> <p>During engagement outline what is current state, what is going to happen and what measures we are putting in place for future state.</p>
Councillors' and public opposition to the proposals, particularly if parking permits become mandatory.	<p>In parts of Wadestown, and primarily in western Wadestown, current resident car ownership will exceed the proposed future on-street parking availability following the cycleway implementation and safety and accessibility improvements. This is likely leading to high levels of parking restrictions proposed in these immediate streets to better manage and prioritise the limited space. This will force the requirement of a permit in order to achieve prioritisation of those most in need as per the Parking Policy.</p> <p>The justification of a parking scheme, and/or the level of proposed restrictions, may not be clearly understood by Councillors leading to a lack of support for the proposed scheme.</p>	<p>Clear engagement and consultation.</p> <p>Council might need to make decisions without good community support to align with the Parking Policy that has been developed and agreed.</p> <p>Production of a Parking Management Plan in accordance with the Parking Policy and specific engagement strategy with businesses.</p> <p>Brief the Councillors on the proposed scheme prior to submitting a paper to provide opportunity for the councillors to better understand the current state, and the process and justification behind the recommendations</p>
Parking Survey Data and draft Parking Management Plan	<p>Parking survey data gathered in April 2022 was captured during Covid-19 red alert levels, and was unlikely to be representative of parking behaviour of Wadestown.</p> <p>Re-survey of the entire suburb was completed in November 2023 to gain robust/defendable data. Surveyed data was limited to two days (one week day and one weekend day) and does not cover all scenarios the community may experience, but is considered</p>	<p>Clear engagement and consultation to explain the process undertaken, and explain that the scheme will be monitored and evaluated in the coming years and number and location of parking restrictions can change within the zones.</p>

	<p>representative. There is a risk that the data and analysis does not identify all scenarios, which get raised during consultation from the public – causing reduction in public and Councillors confidence of the proposed scheme.</p>	
<p>Competing project demands</p>	<p>Specialised labour shortages are possible due to competing project demands, i.e., constraints for internal resources with Newtown Berhampore PkMP ongoing.</p> <ul style="list-style-type: none"> • Large number of dependent projects in area adds to project complexity. • Consultation risk due to 24/25 LTP consultation. 	<p>Internal stakeholders will be informed to ensure alignment of consultations across interdependent projects.</p> <p>We have pushed consultation out to late May to avoid overlapping the LTP consultation.</p>
<p>Resource considerations that may impact the scope of project</p>	<p>As more parking restrictions are added into Wadestown (and other suburbs), we expect that is going to put more demands on parking staff to support the on-street changes. This is going to have implications for how Parking Services monitor the area, respond to complaints, and process applications for parking permits. Parking Services needs to understand the scale of change in Wadestown to ensure that we can support the changes from the beginning but also sustain the same level of service. If the changes mean that Parking Services require more resources (1 additional FTE at a cost to the organisation of \$150,000 including overheads), we need to be aware of this and start to plan for this, especially in a tight labour market.</p> <ul style="list-style-type: none"> • Parking Services rely heavily on staff for monitoring and enforcing the area, not modern technology. Managing expectations as to how often staff will be able to be on-site to monitor and enforce, as well as pressure from other areas of the city that require monitoring staff. Parking Services don't have the staff/resources to be on-site to monitor roads or remove vehicles at all times. 	<p>Parking Services anticipate increasing technology utilisation to create enforcement efficiencies, however, this will be procured as part of the tender process and is not expected to be in place by the time the PkMP is implemented</p>
<p>Transitional cycleway may be opposed by the public and Councillors.</p>	<p>The transitional cycleway is proposing to remove a significant amount of on-street parking from Wadestown Road and Blackbridge Road. It may lead to loss of support of all proposed changes including the PkMP.</p>	<p>Clear engagement and consultation on how the projects interact with each other, and the impacts and benefits of each project.</p>

<p>Ongoing budget for monitoring and evaluation, and implementation of future restrictions.</p>	<p>Evaluation of how the parking scheme is operating in Wadestown and whether more restricted parks, or less, could be justified following the first year of operation is recommended to be undertaken. This is not included as part of this project scope, and budget would be required for this. We estimate \$30,000-\$50,000 in fees may be required including public consultation.</p> <p>As the parking pressures change over time in Wadestown, there may be a need to introduce additional P120/Residents Exempt parks within Wadestown, and this is proposed to be addressed under the minor Traffic Resolution process.</p>	<p>Internal stakeholders have been involved with the development of the scheme, and budget and processes for monitoring and evaluation to be developed.</p>
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3.7. Related Activities, Dependencies, and Assumptions

- a) Bike lane projects, implemented by Council under the Bike Network Plan (short-term from mid-2024)
- b) Ongoing lessons learnt from Newtown parking management plan as the consultation progresses.
- c) Safety improvements in the form of restricting parking to enable sufficient lane widths, sight lines, and passing opportunities to compliment the introduction of formalised parking locations.
- d) Prioritisation of the Key Transport Corridor for transport rather than the storage of vehicles.

The proposal is subject to the following dependencies and assumptions. Management strategies and registers have been developed to record these and they will be carefully monitored and managed during the programme.

Table 6: Dependencies and Assumptions

	Constraints	Notes
C1	Narrow streets in Wellington can make it hard for emergency vehicles to gain timely access.	As part of PkMP, make sure that emergency vehicles are adequately provided for in the streets where parking changes are proposed.
C2	Narrow streets in Wadestown and number of no off-street parking capacity properties	It is outside of the scope of this project to provide off-street public parking facilities, and there is limited on-street capacity to support competing needs.
C3	Pricing for resident exempt permits	Pricing for residential permits is governed by the Local Government Actr 2002 and The Land Transport Act 1998. Fees are set at a cost recovery only.
	Dependencies	Notes and management strategies
D1	A PkMP will be required to align with the Wadestown transitional cycleway stage 1 & 2 which is scheduled to be implemented between 2024 and 2025, so when implementing the transitional bike project for Wadestown, it must incorporate the output of this scheme.	In order to ensure residents and users understand how these ideas are integrated, we need to have a dialogue with the community and combine consultation with the Stage 2 cycleway for further clarity to the community.
D2	Eligibility criteria for resident permits have been developed by Parking Services relating to the 2020 Parking Policy. The criteria need to be consulted on and approved by Councillors.	The 2020 Parking Policy and permitting conditions (including eligibility criteria) has not been approved for city wide use. The criteria has been tested in Newtown, and will be tested in Wadestown before being proposed to be consulted on City wide.
D3	A permit system is being developed by Council's Parking Services Team so that residents and businesses can apply for permits throughout the city, this would	It is expected that the new system will be operational for Newtown in May 2024, however would require further development to accommodate Wadestown into the system. This would be required by February 2025.

	need updating to include Wadestown.	
	Assumptions²	Notes and management strategies
A1	People who commute into streets adjacent to the key transport corridor and/or streets closer to the city in Wadestown will change their behaviour due to the parking management. When more parking restrictions are applied, the demand for parking in the unrestricted areas will increase and cars will be required to go further into Wadestown or other suburbs. As a result, parking pressures may be shifted to a different street, with the problem presenting in this new location.	Where parking conditions are unrestricted, congestion in the streets and public complaints may become common, Council may need to expand the existing PkMP to effected areas. The proposed parking permit zones have considered this anticipated flow and aims to provide some contingency for further parking restrictions to be readily implemented when necessary.
A2	It is assumed that the preferred option will be consistent with the 2020 Parking Policy.	Any exceptions to the policy need to be documented, with Council providing clear reasons for not applying certain policy settings in particular decisions.
A3	It is assumed the project scope and requirements are clear.	If the scope of the project is not clear, not all relevant parties will be consulted, which may generate opposition and complaints directed to the Council. Council should engage in community outreach and facilitate good communication.
A4	It is assumed that parking enforcement will be regular and proactive to ensure good compliance.	It is possible that if there is a high rate of non-compliant parking that any post-implementation survey will be negative from the community. It is assumed that there will be sufficient parking enforcement resources to adequately enforce the parking restrictions.
A5	The PkMP will reflect demand and supply at a given point in time, with some assumptions that need to be carefully recorded, in order for changes to be fairly understood.	The TR will follow the PkMP which means that the PkMP might later need to be revised to respond to community concerns. For example, if a PkMP is narrowly construed, and in response to community concerns a subsequent TR looking at parking reallocation wants to make changes outside the PkMP's scope, it is possible the PkMP will need to be extended.
A6	We are responding to a current situation that will likely change significantly in 10 years' time.	During the next decade, significant changes are likely to depend on the Wellington Transport Strategic Model's estimates of activity growth leading to parking demand and competition increase again. PkMP will need to be revised if this is the case.

² Assumptions are made to simplify decision-making. The values of assumptions are not certain and will create risks. To mitigate this risk the assumptions should be backed up by agreed approaches and strong rationale.

A7	People have access to alternative modes of transport as car sharing, transitional and transformational projects are gradually implemented, which helps decrease the need for car ownership and consequently the demand for parking ³	It is possible that the demand will not be reduced as much as we would like, in which case the parking management settings will be reviewed at a later date.
A8	Perception of parking enforcement may improve.	It is very possible that if the parking needs of all businesses, residents, and commuters are not entirely met, then their response to any post-implementation survey will be negative. The introduction of paid parking (e.g., residents' parking permits) where it was free before may also not elicit a positive response. If cars are pushed out to use previously unused residential streets as a result of parking restrictions along the Wadestown main street corridor, then this too could create a negative perception while affecting people's confidence in Council. Council will need to communicate the parking changes well.
A9	Funding for implementation of the proposed PkMP will be available.	It is assumed that sufficient funding to support the implementation of the proposed PkMP will be made available in the 24/25 Annual Plan.
A10	Paid short-term parking was not considered as the Parking Policy suggests time restrictions first and then followed by paid parking if required.	The parking controls outlined in the Parking Policy notes that restricting time is the first mitigation measure, and then introduction of paid short term parking to manage desired parking turnover.

4. Economic Case

4.1. Options Summary

No.	Option Title	Description
1	Do nothing	By doing nothing, there are no methods available to mitigate the parking pressures currently being experienced in parts of Wadestown, and following the implementation of Wadestown Cycleway.
2	P120/Residents exempt parking – 8am-8pm Monday to Sunday scheme to sub-areas of Wadestown.	<p>Scheme design as per the 2020 parking policy. Re-allocation of some unrestricted parking spaces to P120 with residents exempt permits.</p> <p>P120 parking is free and residents require a permit to exempt from the time restrictions.</p> <p>This option would comprise implementing two parking permit zones;</p> <ul style="list-style-type: none"> - East Zone: In the southeastern area of Wadestown, nearest the City, where commuter pressure is evident and causing conflict with residents. - West Zone: In the northwestern area inclusive of the village area and Stage 2 of Wadestown Connections bike and pedestrian improvements. <p>A cap on permits is set at 85% of spaces available to avoid oversubscribing available parking.</p>
3	P120/Residents exempt parking – 8am-8pm Monday to Friday scheme to sub-areas of Wadestown.	<p>Scheme design as per the 2020 parking policy. Almost all spaces outside the town centre are P120 with residents exempt. P120 parking is free and residents parking requires a permit.</p> <p>This option would comprise implementing two parking permit zones;</p> <ul style="list-style-type: none"> - East Zone: In the southeastern area of Wadestown, nearest the City, where commuter pressure is evident and causing conflict with residents. - West Zone: In the northwestern area inclusive of the village area and Stage 2 of Wadestown Connections bike and pedestrian improvements. <p>A cap on permits is set at 85% of spaces available to avoid oversubscribing available parking.</p>
4	P120/Residents exempt parking – 8am-6pm Monday to Friday scheme to sub-areas of Wadestown.	<p>Scheme design as per the 2020 parking policy. Almost all spaces outside the town centre are P120 with residents exempt. P120 parking is free and residents parking requires a permit.</p> <p>This option would comprise implementing two parking permit zones;</p> <ul style="list-style-type: none"> - East Zone: In the southeastern area of Wadestown, nearest the City, where commuter pressure is evident and causing conflict with residents. - West Zone: In the northwestern area inclusive of the village area and Stage 2 of Wadestown Connections bike and pedestrian improvements. <p>A cap on permits is set at 85% of spaces available to avoid oversubscribing available parking.</p>
5	P120/Residents exempt parking – 8am-8pm Monday to Friday Scheme – one permit zone for all of Wadestown.	<p>Scheme design as per the 2020 parking policy. Almost all spaces outside the town centre are P120 with residents exempt. P120 parking is free and residents parking requires a permit.</p> <p>This option would comprise one parking permit zone that encompasses all of Wadestown suburb.</p>

Short-stay parking spaces, most of which will be P120 spaces, will be introduced to an area. The new permit scheme provides eligible residents and business owners located within the resident exempt parking zones the opportunity to apply for permits that provide an exemption to the time restriction.

Priority allocation criteria will be introduced and a cap on total permits issued will be set at 85% of available spaces. It is proposed under Option 2 that 46% of the on-street parking in the Wadestown Zone 1 will be restricted, and 52% in Wadestown Zone 2. The remaining area of Wadestown outside of the two permit zones to remain unrestricted as defined in the parking management plan.

Following the Newtown-Berhampore Parking Management Plan, where it has been previously agreed by the Parking Governance Board, that parking in P120 is free, but resident parking requires a permit. There will be some unrestricted parking spaces for commuters, and residents who don't compete for parking throughout the day (to the extent allowed by the scheme).

A Residents' Parking Scheme has not been considered as these are legacy schemes and do not align with the 2020 Parking Policy. A residents' Parking scheme is not currently operational in Wadestown (except for three spaces on Grosvenor Terrace near Grant Road part of the Thorndon Scheme), and as a result have not been considered as options for consideration.

Although on the fringe of the city there is coupon parking zones, paid parking was not considered as the parking policy guidance is that first, implementation of time restrictions is the first tool to help mitigate parking issues.

Critical Success Factors

In this section, we examine the preferred way forward, which optimises public value.

Table 7: Critical Success Factors

Investment critical success factors	Considerations	Description
Business needs and strategic fit	<ul style="list-style-type: none"> How well does the option align with Council strategy and integrate with other government direction/policies and plans? How well does the option meet the investment objectives, related business needs, and service requirements? 	<p>The extent to which the option aligns with Council strategy (which aligns with regional and national direction):</p> <ul style="list-style-type: none"> Parking Policy principles and hierarchy are compatible with the option. Long-term Plan Te Atakura
Potential value for money	<ul style="list-style-type: none"> Is the option well suited to optimise social value in terms of potential costs, benefits, and risks? Does the option offer the best value for money? 	<ul style="list-style-type: none"> The option provides an acceptable mix of costs and risks to deliver the benefits. Initial implementation costs versus the long-term operating costs of the option.
Potential affordability	<ul style="list-style-type: none"> What is the potential affordability of the option? What are the funding sources available for the project? Is there any flow-on effect from doing this project that would impact positively/negatively on the overall Council's financial performance? 	<ul style="list-style-type: none"> Costs are calculated over the life of the project, with permit fees anticipated to cover operational costs. The anticipated implementation costs of the option is understood to be covered by funds available to Council. Affordability of the options' operating and capital costs over the entire project life cycle.

Investment critical success factors		Considerations	Description
Supplier Capacity and Capability		<ul style="list-style-type: none"> • What is the potential level of supplier capacity and capability of the alternative or options? • Will the option be attractive to the supply side? 	<ul style="list-style-type: none"> • Suppliers have the capacity and capability to deliver the option.
Potential achievability	Resourcing	<ul style="list-style-type: none"> • What are the resourcing (staff and project) considerations in developing and implementing this option? • Can the option be implemented effectively? (i.e., Can the option be enforced adequately, and is it practical?) 	<ul style="list-style-type: none"> • The likelihood that Council can deliver this option within the available capacity is dependent on: <ul style="list-style-type: none"> ○ Parking Services ability to monitor and enforce changes in supplier contracts. ○ Council preparedness to respond to demands, such as the completion of the RFP process and making that align with the PMP readiness to go live in Newtown is key so that it can be used for Wadestown and other future PkMPs; and having a sufficient level of available skills (Parking Services FTE). ○ The accuracy of the total cost estimate. ○ Timing accuracy (recruitment, training, and enforcement).
	Technical	<ul style="list-style-type: none"> • What are the technical or practical considerations that may prevent an option from achieving investment objectives, e.g., corridor constraints? • What are the technical risks involved in developing or implementing this option? 	<p>Likelihood of the option being able to be implemented, taking into account:</p> <ul style="list-style-type: none"> • <u>Parking Services enforcement</u>: If Council can provide enforcement technology (e.g., permit processing systems, parking meters, sensors) in time to help achieve the investment objective. • <i>Note</i>: To gain some efficiencies Parking Services will rely heavily on technology; for now, they will rely on existing staff to monitor parking. • Traffic Resolution proposal for changing parking restrictions: • Traffic Resolution changes based on the PMP outcome need to be accepted by the public.
	Social License	<ul style="list-style-type: none"> • What is the alignment between the option and community expectations expressed in the LTP? 	<p>With the new scheme, a better environment, as well as better compliance, can be achieved in the long term.</p>

4.2. Exploring Options

A comparison between the options was conducted to determine whether the options aligned with strategic plans and objectives and to estimate the benefits and costs of each option.

Table 8: Detailed information on options analysis

NO.	Option Title	Description	Net Costs	Advantages	Disadvantages	Conclusion
1	Do nothing	By doing nothing, there are no methods available to mitigate the parking pressures currently being experienced in parts of Wadestown, and following the implementation of Wadestown Cycleway.	Sunk costs spent to date on the project, circa \$125,000 Note: Excludes consultant costs spent prior to	- There will be no capital investment required for PkMP development.	- The current parking conflict between residents, visitors, and commuters will continue. - No mitigation available for the parking impact as a result of proposed Wadestown Stage 2 cycleway. - Safety concerns around accessibility of Wadestown Streets will remain.	Doing nothing does not allow us to manage the situation, hence restricts achieving the benefits identified in the strategic case.
2	P120/Residents exempt parking – 8am-8pm Monday to Sunday scheme to sub-areas of Wadestown.	Scheme design as per the 2020 parking policy. Re-allocation of some unrestricted parking spaces to P120 with residents exempt permits. P120 parking is free and residents require a permit to exempt from the time restrictions at a cost of \$195 per year. Some unrestricted parking spaces is allowed for in this option. This option would comprise implementing two parking permit zones; - East Zone: In the southeastern area of Wadestown, nearest the City, where commuter pressure is evident and causing conflict with residents. - West Zone: In the northwestern area	The forecast costs are \$650,988 which includes implementation costs of \$240,000 and a contingency of \$150,228. <i>Note: Earlier expenditures on the project, as well as any future maintenance costs related to Parking Services operation, are not included in this report.</i>	- Alignment with Councils Climate Strategy: Te Atakura by supporting mode shift across multiple fronts (providing active transport options to Wadestown, and re-prioritising available road space more equitably). - Achieves the benefits identified in the strategic case. - Manages intra-suburb commuting pressures towards the key transport corridor and city fringe streets. - Improves the safety and accessibility of Wadestown Streets. - A few priorities can be set to more equitably	- Capital expenditure required - Impacts on commuters and residents: not everyone would be able to get parking permits (pending permit availability and permit hierarchy).	This option would meet the Investment Objectives and aligns to the Parking Policy and addresses concerns raised by the Wadestown community. This option provides a good foundation for achieving the identified benefits.

		<p>inclusive of the village area and Stage 2 of Wadestown Connections bike and pedestrian improvements.</p> <p>A cap on permits is set at 85% of spaces available to avoid oversubscribing available parking.</p> <p>There will be visitor permits up to 25 or 50 free per household, with additional permits being available for purchase. There will not be coupon exemption permits. Motorhome, heavy goods vehicles, buses, caravans and trailers will be excluded.</p>		<p>share the limited street space.</p> <ul style="list-style-type: none"> - Allows for short-stay visitors, including carers and tradespeople. - This option is likely to mitigate the overnight and weekend parking pressures observed in the parking surveys. 		
3	P120/Residents exempt parking – 8am-8pm Monday to Friday scheme to sub-areas of Wadestown.	<p>Scheme design as per the 2020 parking policy. Almost all spaces outside the town centre are P120 with residents exempt. P120 parking is free and residents parking requires a permit.</p> <p>This option would comprise implementing two parking permit zones;</p> <ul style="list-style-type: none"> - East Zone: In the southeastern area of Wadestown, nearest the City, where commuter pressure is evident and causing conflict with residents. - West Zone: In the northwestern area inclusive of the village area and Stage 2 of Wadestown Connections bike and pedestrian improvements. 	<p>The forecast costs are \$650,988 which includes implementation costs of \$240,000 and a contingency of \$150,228.</p> <p><i>Note: Earlier expenditures on the project, as well as any future maintenance costs related to Parking Services operation, are not included in this report.</i></p>	<ul style="list-style-type: none"> - Alignment with Councils Climate Strategy: Te Atakura by supporting mode shift across multiple fronts (providing active transport options to Wadestown, and re-prioritising available road space more equitably). - Achieves some of the benefits identified in the strategic case. - Manages intra-suburb commuting pressures towards the key transport corridor and city fringe streets. - Improves the safety and accessibility of Wadestown Streets. - A few priorities can be set to more equitably 	<ul style="list-style-type: none"> - Capital expenditure required - Full benefits of Mode shift likely not be realised. - Impacts on commuters and residents: not everyone would be able to get parking permits (pending permit availability and permit hierarchy). - This option may have some benefit in mitigating the overnight and weekend parking pressures observed in the parking surveys. 	<p>This option would meet the Investment Objectives, aligns to the Parking Policy and addresses concerns raised by the Wadestown community.</p> <p>This option is unlikely to achieve the full benefits of mode shift and reducing the majority of parking pressures in Wadestown.</p>

		A cap on permits is set at 85% of spaces available to avoid oversubscribing available parking.		share the limited street space. - Allows for short-stay visitors, including carers and tradespeople.		
4	P120/Residents exempt parking – 8am-6pm Monday to Friday scheme to sub-areas of Wadestown.	<p>Scheme design as per the 2020 parking policy. Almost all spaces outside the town centre are P120 with residents exempt. P120 parking is free and residents parking requires a permit.</p> <p>This option would comprise implementing two parking permit zones;</p> <ul style="list-style-type: none"> - East Zone: In the southeastern area of Wadestown, nearest the City, where commuter pressure is evident and causing conflict with residents. - West Zone: In the northwestern area inclusive of the village area and Stage 2 of Wadestown Connections bike and pedestrian improvements. <p>A cap on permits is set at 85% of spaces available to avoid oversubscribing available parking.</p>	<p>The forecast costs are \$650,988 which includes implementation costs of \$240,000 and a contingency of \$150,228.</p> <p><i>Note: Earlier expenditures on the project, as well as any future maintenance costs related to Parking Services operation, are not included in this report.</i></p>	<ul style="list-style-type: none"> - Alignment with Councils Climate Strategy: Te Atakura by supporting mode shift across multiple fronts (providing active transport options to Wadestown, and re-prioritising available road space more equitably). - Achieves some of the benefits identified in the strategic case. - Manages intra-suburb commuting pressures towards the key transport corridor and city fringe streets. - Improves the safety and accessibility of Wadestown Streets. - A few priorities can be set to more equitably share the limited street space. - Allows for short-stay visitors, including carers and tradespeople. 	<ul style="list-style-type: none"> - Capital expenditure required - Impacts on commuters and residents: not everyone would be able to get parking permits (pending permit availability and permit hierarchy). - This option is unlikely to have mitigation to the overnight and weekend parking pressures observed in the parking surveys. 	<p>This option would meet the Investment Objectives, aligns to the Parking Policy and addresses concerns raised by the Wadestown community.</p> <p>This option is unlikely to achieve the full benefits of mode shift and reducing the majority of parking pressures in Wadestown.</p>
5	P120/Residents exempt parking – 8am-8pm Monday to Friday Scheme – one permit	<p>Scheme design as per the 2020 parking policy. Almost all spaces outside the town centre are P120 with residents exempt. P120 parking is free and residents parking requires a permit.</p>	<p>The forecast costs are \$650,988 which includes implementation costs of \$240,000</p>	<ul style="list-style-type: none"> - Alignment with Councils Climate Strategy: Te Atakura by supporting mode shift across multiple fronts (providing active transport options to 	<ul style="list-style-type: none"> - Capital expenditure required - Impacts on commuters and residents: not everyone would be able to get parking permits (pending 	<p>This option would meet the Investment Objectives, aligns to the Parking Policy.</p> <p>This option is considered the least likely to achieve</p>

	zone for all of Wadestown.	This option would comprise one parking permit zone that encompasses all of Wadestown suburb.	and a contingency of \$150,228. <i>Note: Earlier expenditures on the project, as well as any future maintenance costs related to Parking Services operation, are not included in this report.</i>	Wadestown, and re-prioritising available road space more equitably). <ul style="list-style-type: none"> - Achieves some of the benefits identified in the strategic case. - Manages out of suburb commuting pressures only. - Improves the safety and accessibility of Wadestown Streets. - A few priorities can be set to more equitably share the limited street space. - Allows for short-stay visitors, including carers and tradespeople. 	<p>permit availability and permit hierarchy).</p> <ul style="list-style-type: none"> - This option is unlikely to mitigate the overnight and weekend parking pressures observed in the parking surveys. - This option may result in residents near the key transport corridor being disadvantaged as permit applications would be available to all of Wadestown. 	the benefits of mode shift and reducing the majority of parking pressures in Wadestown.
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4.3. Preferred Option

Option 2 - P120/Residents exempt parking 8am-8pm Monday to Sunday – sub-set of Wadestown and implement Wadestown Connections Stage 2 improvements

Table 1: An overview of this option's key advantages, disadvantages, benefits, costs, risks, and issues.

Costs	Opportunities	Benefits	Risks	Assumptions
Budgeted costs for the 2023/24 year and 2024/25 year are \$650,988, including implementation costs of \$240,000 and a contingency of \$150,228.	Parking permit zones provides contingency for future changes/adaptations as parking pressures evolve following implementation.	This option largely aligns with the transportation system's goals, strategies, plans and policies, thereby meeting the "business needs and strategic fit" success factor. By implementing comprehensive parking management plans, Council can manage the impact of car parking.	<p>Public support can be lost if costs are perceived to be high or restrictions are too heavy/light.</p> <p>Dependencies on projects in area adds to project complexity.</p> <p>Competing for internal resources (City Design and T&I) may delay implementation.</p> <p>If there is inconsistency with the Parking Policy and/or what is implemented in Newtown, this will result in reputational damage.</p> <p>We have a Committee Decision in August 2024, if substantial changes are proposed at this point, then this presents a reputational risk to Council as we would need to make changes to the online application system which could delay implementation.</p>	<p>Residents will pay for their parking permits – the ones they are eligible for (currently set at \$195 per year).</p> <p>Commuter parking (unrestricted and no cost) would be allowed in option 2 for spaces that are either not time restricted or P120 residents exempt or allocated for other forms of parking.</p>

The table below includes an outline of the preferred option:

Table 9: Outline of the preferred option

Scope of the preferred option	<p>The preferred option is Option 2. The scope of the preferred option includes:</p> <p>In scope</p> <p>The preferred option includes:</p> <ul style="list-style-type: none"> • The Parking Management Plan for the suburb of Wadestown which includes two parking permit zones. • Parking surveys of the study area. • Traffic Resolution
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	<ul style="list-style-type: none"> • Safety improvements comprising the implementation of broken yellow lines only on streets within the permit zones. • On-street parking removal • CAPEX to install necessary signage and markings for the PkMP, and any minor footpath improvements. • Community engagement and consultation comprising one public consultation of 21 calendar days. <p>Note: The traffic resolution (TR) will build into the final product. TR consultations will take place from late May to mid June 2024.</p> <p>The proposed system will permit vehicles to park longer than the stated time restriction within parts of Wadestown by:</p> <ul style="list-style-type: none"> - introducing new P120 (Monday-Sunday, 8am-8pm) resident exempt parking zones to parts of Wadestown based on the anticipated parking occupancy following street changes. - introducing an exemption (permitting) system - introducing visitor day passes - introducing resident exempt parking zones with boundaries - introducing eligibility criteria for residents to apply for a permit, including a main address located in a resident exempt parking zone - introducing a priority allocation system for permits based on the priorities set out in the Parking Policy 2020 - introducing individual annual cycles with set application dates for each resident exempt parking zone - introducing set application dates for each resident exempt parking zone - introducing an 85 percent cap on the total number of permits relative to the total number of P120/Resident exempt spaces - introducing a 2-permit maximum for eligible households and businesses, unless there are multiple mobility permit holders - issuing permits for 12 months only when applied for in time for the area's annual cycle - phasing out paper permits and replacing them with digital ones; permits will be electronic, and the vehicle licence plate will serve as the permit. - A permit can only be issued for the area corresponding to the address of application and is not valid for use in other areas. - A permit will not be required for vehicles carrying out essential duties, enforcement and statutory powers (such as emergency vehicles attending an emergency or vehicles from utility companies actively doing unscheduled emergency repair works, such as repairing leak or lost power supply). <p>Out of scope</p> <ul style="list-style-type: none"> - Parts of Wadestown that aren't currently experiencing parking demands, or affected by transitional bike improvements. - Ongoing operational work and costs - Private off-street parking. - Road resurfacing. - Extensive utilities, kerb, and channel relocation - District plan parking controls - Monitoring of scheme (in scope for Parking Services)
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Assessment of Greenhouse Gas Emissions of Options

Currently, the preferred option does not have a carbon reduction plan, but improving on-street parking can enhance mode shifts, reduce emissions, and improve alternatives to private vehicles (see case for change).

5. Commercial Case

5.1. Required Outputs and Service Streams

- Council contracted Abley to survey current parking occupancies (see Appendix one)
- TLD is developing the traffic resolution plan for Wadestown and associated deliverables.
- Implementation costs have been estimated using Newtown example, and will be updated using final quantities provided by TLD.
- Physical changes on the road will be handled by T&I Delivery Team using the newly established Transitional Cycleway & Minor Works contractor panel.
- Purchasing of advertising services will be handled by the project team through Council's regular channels (media platforms).

NB. Parking technology procurement was undertaken in August 2022 by Parking Services for the Newtown-Berhampore Parking Management Plan, including a parking permit management system. A preferred supplier was confirmed in June 2023. Wadestown PkMP implementation will be supported by this procurement process that has been set up through Newtown. Commercial Procurement was involved throughout the process.

5.2. Contractual Approach

All procurement of consultants to date have been as direct appoints as the contract amounts were under \$100K as per Commercial Services advice. The contract was a modified ACENZ short-form contract. Procurement of contractor for delivery will be from the Transport and Infrastructure Contractor Panel. Purchasing of advertising services will be handled by the project team through Council's regular channels (media platforms). The market is constrained, and it may be difficult with the procurement methodology noted above to achieve deliverables within the timeframes proposed – this will be reviewed as the project progresses into the implementation phase.

5.3. Contract Management

Contracts with suppliers will be managed by the Transitional Cycleway Team for the development of the business case, as well as for producing the Parking Management Plan for Wadestown. T&I will manage the delivery contract and any possible variations through the contractor panel.

6. Financial Case

Funding allocation of \$156,420 inclusive of 10% contingency was provided by the Parking Programme for the project in the 23/24 Financial Year.

The remaining \$494,568 to make up to the total budget of \$650,988 inclusive of 30% Contingency, is understood to be provided in 24/25 by the Parking Programme.

6.1. Financial Costing for Preferred Option

The forecast costs for the 2023/24 financial year include draft Traffic Resolution drawings and associated deliverables ahead of Public Consultation. The 2023/24 financial year cost estimates have been updated in the third column in Table 12 below to include actuals up to February 2024, and updated forecasted costs.

Table 22: Financial appraisal

Stage of PkMP	Estimated costs for 23/24 FY (excluding GST)	April 2024 updated Estimated costs for 23/24 FY (excluding GST)	Estimated total costs (excluding GST)
Re-survey and Updated analysis and PkMP report*	\$21,000.00	\$25,160.00	\$25,160.00
Parking Allocation Plan and Traffic Resolution	\$20,000.00	\$30,400.00	\$39,800.00
Comms and Engagement **	\$10,000.00	\$3,200.00	\$32,800.00
Project Management (to End of April 2024)	\$52,000.00	\$52,000.00	\$52,000.00
Labour charge (to March 2025)	\$39,200.00	\$46,744.00	\$111,000.00
Implementation**	\$-	\$-	\$240,000.00
Operating expenditure	\$-	\$-	\$-
Revenue	\$-	\$-	\$-
Total	\$142,200.00	\$157,504.00	\$500,760.00
Total + 10% Contingency	\$156,420.00	\$173,254.40	\$550,836.00
Total + 30% contingency			\$650,988.00

*Excludes previous spend prior to November 2023.

**Costs include interactive map viewer development, and external engagement resource and assistance with collateral for consultation.

***The Implementation costs have been estimated based on the Newtown PkMP Schedule of Quantities. The estimate is slightly less than half of the Newtown Schedule of Quantities as scope of work required is undetermined at this stage.

Provision of \$30,000 has been allowed to update the permit application system to include Wadestown Parking Scheme.

Note: The maintenance costs will come out of T&I cost centre and will be based on a 7-year sign life renewal and a 2-year line painting renewal cycle.

Includes \$18,130 for FOKL external consultation support.

Includes \$5,435 for PS Digital to update the Parking Changes visual aid.

6.2. Funding Contingencies

A 30% funding contingency of \$150,228 for the total project is requested due to the uncertainty of the implementation costs at this stage of the project.

7. Management Case

7.1. Implementation Plan

This project is being developed and managed in accordance with the Council's Investment Delivery Framework (IDF).

Stage 3: Plan

The project team members will report to the Project Manager. The Project Manager will report to the Transitional Delivery Team lead of the Transitional delivery Team within the City Design Business Unit for day-to-day activities and support. Project decisions are to be discussed and directed by the governance group(s).

Stage 4: Deliver

The project team members which will include the Delivery Project Manager will report to the Project Manager who reports to the Team Leader of the Transitional Delivery Team within the City Design Business Unit.

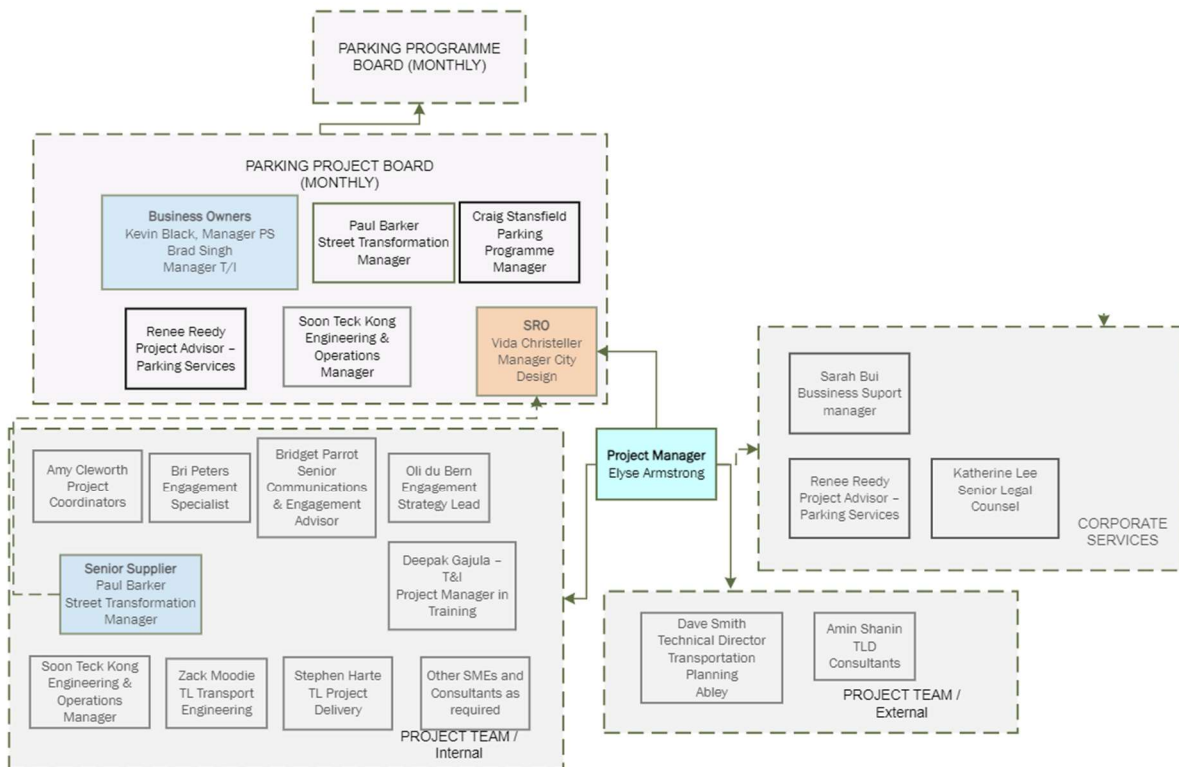
Design reviews will be carried out at various stages of the project (concept and detailed design) to ensure safety and compliance are reflected in the design and delivered as intended.

7.2. Proposed Governance Arrangements

Wadestown Parking Management Plan Project Governance Structure v0.1

Elyse Armstrong, City Design, March 2024

This will be reviewed at the conclusion of the Evaluate Stage / Business Case approval.



7.3. Risk and Assurance Planning

Risk owners will be assigned to manage the appropriate risks, and the top risks will be reported to the governance group on a regular basis. Below is a table of the risk register. We use Paiaka for Stage Gate checks, there is a Governance Structure in place for review and oversight. We have meaningful risk registers and mitigations. We look to our Parking Programme Board for appropriate assurance as we move through the project.

Table 14: An overview of risks and mitigation measures

Risk information			
Significant constraints or unique issues for this activity	<ul style="list-style-type: none"> - The project must be completed within the budget allocated. - Narrow, winding streets with limited parking inventory available, and further inventory reductions likely for safety and accessibility improvements. 		
Identify any significant issues that need to be resolved in order to implement the activity	A description of all issues has been provided in Table 6.		
Describe the risk <i>(including cause and impact)</i>	Likelihood of occurrence <i>(Rare/Unlikely/ Possible/Likely/ Almost certain)</i>	Consequence or impact <i>(Insignificant/ Minor/Moderate/ Severe/Extreme)</i>	Risk treatment/ mitigation
Implementation of a PkMP and subsequent safety improvements reducing parking inventory.	Almost certain	Severe	<p>Clear engagement and consultation to explain the process undertaken and why.</p> <p>During engagement outline what is current state, what is going to happen and what measures we are putting in place for future state.</p>
Community resistance - If there is a poorly communicated rationale for the Parking Scheme, then we might face resistance from the community.	Likely	Severe	<p>Clear engagement and consultation.</p> <p>Incorporate a sound rationale for change, alignment with other projects (e.g., a transitional cycleway, safety improvements).</p> <p>Production of a Parking Management Plan in accordance with the Parking Policy and specific engagement strategy with businesses.</p> <p>Council might need to make decisions without good community support to align with the Parking Policy that has been developed and agreed.</p>
Competing for internal resources (City Design and T&I)	Likely	Moderate	Clear communication and timeframes outlined in schedule to project team. Regular project meetings to monitor progress.

Engagement fatigue. LTP consultation aligns with our Consultation Times	Possible	Moderate	Identify multiple projects in the area and develop an engagement plan that integrates them. Combine consultation of the Transitional cycleway Stage 2 with the Parking Management Plan. Avoid public consultation at the same time as the LTP consultation.
Parking Survey Data was limited to two days (one week day and one weekend day) and does not cover all scenarios the community may experience, but is considered representative. There is a risk that the data and analysis does not identify all scenarios, which get raised during consultation from the public – causing reduction in public and Councillors confidence of the proposed scheme.	Likely	Moderate	Clear engagement and consultation to explain the process undertaken, and explain that the scheme will be monitored and evaluated in the coming years and number and location of parking restrictions can change within the zones.
Parking Services capacity	Possible	Moderate	Sufficient staff and good technology to reduce workload and response times. Commencement dates will consider and balance other annual permit application timeframes to reduce load.
If contractor and consultant resources are constrained, then it leads to delay in implementation and reputational damage.	Unlikely	Minor	Work with T&I and the Commercial Partnerships Team as needed to identify potential pressures. Early contractor procurement to commit resources.
The project can lose public support if the costs are perceived to be high.	Unlikely	Minor	Communication and engagement through our comms channels.
Detailed design of transitional bike changes remove car parks adding to parking pressures.	Likely	Moderate	During engagement outline what is current state, what is going to happen and what measures we are putting in place for future state.
Inconsistency with the Parking Policy, resulting in reputational damage.	Unlikely	Moderate	Clear comms outlining how policy is adhered to.
Newtown Parking Scheme is not approved by Councillors which would go against the Parking Policy and put a negative lens on Wadestown Scheme.	Unlikely	Severe	Briefing with the Councillors ahead of committee meeting.

Identify the position responsible for any escalated risks.	The project manager will present risks to the Parking Project Board.
Intended assurance arrangements:	<p>There will be an assurance process throughout the lifecycle of the project. Following are the assurance arrangements intended to give SRO and other stakeholders confidence in delivery:</p> <ul style="list-style-type: none"> • Assurance arrangements are based on the established governance framework for the project, involvement of the Finance Team and coordination of interdependencies with internal and external business units. • There are fortnightly team meetings, where the project manager, and Parking Services meet to discuss project status. • The Programme Board meets monthly. • The project manager will report to the Parking Projects Board which sits underneath the Parking Programme Board. • The project manager will be responsible for compiling lessons learnt and reporting them to the Project Board • The project manager will need to report project risks and issues to the Project Board using Paiaka.
Risk allocation:	<p>Risk is allocated to WCC.</p> <p>Risk allocation will be negotiated via email with City Design, T&I and Parking Services during the delivery phase.</p>

7.4. Change Management Approach

Change control is one of the key aspects of the project. Project changes are managed using the following processes during the development stage:

- PM to fill in this template from the IDF Toolkit if a change is required: [WCC Project Change and Exception Request.docx \(sharepoint.com\)](#)
- PM to save it in the relevant SharePoint site, then socialise the change request with the Project Board before sending a link to the SRO for approval and signature.
- For the project delivery side, the project manager will be notified about all scope changes via verbal communication, followed up by email. The project manager will then formalise this in a Project Change Report as per the above process.

7.5. Benefits Management Approach

The following table illustrates the metrics, measures, and methods used to monitor the project's benefits. Benefits are non-monetary in nature. Meetings of the Project and Programme Boards should focus on ongoing benefits management.

Table 15: Benefits Realisation Management Plan (or Benefits Monitoring Plan)

ID	Benefit Name	Measure of Progress/KPI	Measure Description and Expected Result	Measure Frequency	Benefit Owner
1.	An improved parking experience (because people would have more clarity about where to park)	KPI1: Improved allocation of spaces to higher-priority users. KPI2: The community understands why there are changes and what those changes are.	<p><u>Baseline measures:</u></p> <ul style="list-style-type: none"> • (KPI1) Abley's Parking Analysis Report includes information about parking occupancies. • (KPI1) RAMM information about on-street parking space allocation from 2023. • (KPI2) Insufficient data to serve as a baseline. <p><u>Target measures:</u></p> <ul style="list-style-type: none"> • (KPI1) Maintaining consistency with the space-use hierarchy set out in the Parking Policy. • (KPI2) People have access to information about the scheme. <p><u>Resources and methods:</u></p> <ul style="list-style-type: none"> • (KPI1) A baseline on space allocation will be provided by Abley. • (KPI1) The Data Analysts, T&I will provide RAMM information about on-street parking space allocations (a layer indicated where there are marked carparks) – both baseline and target. • After the scheme is implemented, Data Analysts, T&I will update the data on RAMM to reflect the changes built. 	<p>- 1 year after completion of the project, the benefit will be realised.</p> <p>- Exercise conducted once.</p>	<p>Kevin Black, Manager of Parking Services</p> <p>Brad Singh, Manager T&I</p>
2.	Increased availability of parking spaces for priority users (short-term)	KPI1: Better utilisation of spaces in Wadestown Village.	<p><u>Baseline measures:</u></p> <ul style="list-style-type: none"> • KPI1 & KPI2) A Parking Analysis Report prepared by Abley provides information on the occupancy of parking spaces. 	<p>- 1 year after completion of the project, the benefit will be</p>	<p>Kevin Black, Manager of Parking Services</p> <p>Brad Singh,</p>

	visitors, and residents as per the permit hierarchy).	<p>KPI2: Better utilisation of spaces in residential areas.</p> <p>KPI3: Better compliance with parking restrictions.</p>	<ul style="list-style-type: none"> • KPI1 & KPI2 – Data from the Parking occupancy and duration report. • (KPI3) Parking Services will provide information when enforcement starts. <p><u>Target measures:</u></p> <ul style="list-style-type: none"> • (KPI1) There is 50%-85% utilisation of parking spaces in business areas (Wadestown Village) during busy trading hours, meaning they are well used but still available for people to park. • (KPI2) There is 80%-95% utilisation of parking spaces in residential areas. • (KPI3) People are compliant, which makes spaces available for others. <p><u>Resources and methods:</u></p> <ul style="list-style-type: none"> • (KPI1 & KPI2) Parking space data will be collected by T&I from on-site data check (advance notice of one month is required). • (KPI1 & KPI2) A baseline on space utilisation will be provided by Abley. • (KPI2) One year after the project roll out, Parking Services can provide statistics on permits issued and applied for. • (KPI3) Parking Services will monitor compliance with parking rules and enforce them initially manually, and then with compliance vehicles and technologies. • (KPI3) One year after the project rollout, Parking Services can provide statistics on infringements. 	<p>realised.</p> <p>- Exercise conducted once.</p>	<p>Manager T&I</p>
3.	Increased Road Safety	<p>KPI1: Enhanced pedestrian safety and accessibility</p> <p>KPI2: Reduction in illegal parking incidents</p> <p>KPI3: Improved vehicle safety and accessibility, increased traffic flow efficiency</p>	<p><u>Baseline Measures:</u></p> <ul style="list-style-type: none"> • KPI1, KPI2 & KPI3 Data from parking services on the number of complaints and parking infringements raised relating to parking on footpaths/kerbs, parking on broken yellow lines. • KPI1 Data from NZTA on pedestrian-vehicle conflict. • KPI3 Data from NZTA on vehicle-vehicle conflict. <p><u>Target measures:</u></p>	<p>- 1 year after completion of the project, the benefit will be realised.</p> <p>- Exercise conducted once.</p>	<p>Kevin Black, Manager of Parking Services</p> <p>Brad Singh, Manager T&I</p>

			<ul style="list-style-type: none"> • KPI1 reduction in pedestrian related incidents. • KPI2 Reduction in the parking violations and complaints. • KPI2 Compliance with regulations. <p><u>Resources and methods:</u></p> <ul style="list-style-type: none"> • KPI1 & KPI2- One year after the project rollout, Parking Services can provide statistics on commercial and residential infringements. • KPI2- Parking Services will monitor compliance with parking rules and enforce them initially manually, and then with compliance vehicles and technologies. 		
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Notes & Assumptions

- a) In planning the realisation of benefits, consideration will be given to both residential and commercial areas.
- b) There will be more turnover in the Village areas since there will be more short-term parking.
- c) A permit will be issued each year, so monitoring should begin after a year.
- d) In monitoring the benefits, it is important to consider frequent changes in the project area, including small pockets of streets.
- e) It will also be necessary to assess the effectiveness of the monitoring approach whenever things change (e.g., the introduction of a new TR.)
- f) Parking Services parking enforcement frequency strongly correlates with the accuracy of infringement data.
- g) T&I parking survey (including mobility parks and loading zones, as needed)
- h) T&I have marked parking spaces mapped in RAMM. This information would be provided by T&I Data Analysts.
- i) If areas of the parking surveys (before and after) are not coinciding, the methods applied by T&I may not be suitable.
- j) To ensure accurate RAMM information on on-street parking space allocations, Transport Engineering should notify T&I Data Analysts as soon as possible about altered parking spaces.

7.6. Stakeholder Management Approach

Stakeholder/individual/community/partner	Strategy	Method
High influence, high interest (Councillors, Tranzurban, Wellington Free Ambulance, Wellington Fire Service)	Keep informed as much as possible, as often as possible. Ensure they have the right information. Face to face interactions preferable.	Face to face meetings where possible. Ongoing email communication. Invites to all events.
High influence, low interest (Mayor, NZ Police)	Keep informed as much as possible, as often as possible. Ensure they have the right information.	Regular email updates. Invites to all events.
High interest, low influence (Residents of Wadestown, Wadestown School, Wadestown Kindergarten, commuters, businesses)	Communication via email with key updates.	Regular email updates. Invites to all events.
Low interest, low influence <i>None identified at time of writing</i>	Opt-in communication	Regular email updates.

Councillors, the Parking Programme Board group, and several business units make the internal stakeholders. External stakeholders involved in the project, include residents, road users, Wadestown businesses, schools, and other key community services.

In 2023 and 2024, key stakeholder groups were engaged to gather feedback on issues along the corridor as part of the pre-consultation process. This feedback has helped inform the design.

7.7. Project Management Planning

Table 17: Information about key milestones in the project

Key Milestone	Description	Approximate Date	Interdependencies
Project Brief	Project brief drafted, socialised and approved by Parking Programme Board.	November 2023	None
Detailed design completed	Completed detailed design based on Parking Surveys and 2020 Parking Policy	April 2024	Wadestown Connections Bike and Pedestrian Improvements Stage 2
Business case approval	Business case approved by project board	April 2024	None
Consultation	Traffic Resolution Consultation with Public	Late May 2024	None

Regulatory & Processes Committee	Approval of Traffic Resolution	8 th August 2024	None
Implementation	Installation of signs, poles, and road marking, as well as permit allocation.	January to March 2025	None

Next Steps

Following the approval of the Business Case the following steps will be undertaken:

- In conjunction with the approval of the Business Case, the project manager is seeking approval to consult with the public through a Traffic Resolution in combination with the Wadestown Connections Stage 2 transitional cycleway.
- Funding for implementation phase to be approved in the 2024/2025 LTP
- Plan and execute the project. There has already been some planning underway – procurement planning, communications planning, engagement planning, etc.
- Following the approval of the Business Case, the project manager will prepare a project plan based on which the Delivery Lead from T&I will engage a provider.
- The project manager will oversee delivery of the project based on this project plan.
- Coordination with internal and external business units will be ongoing given interrelated and/or interdependent projects and activities.

8. Recommendations

It is recommended that the Parking Project Board approve this Business Case and the recommended preferred option presented above is funded and carried through to public consultation.

- Combined Traffic Resolution and Public consultation of the Wadestown Connections Stage 2 cycleway and Parking Scheme.

Approve:

Title	Name	Date
Senior Responsible Owner (SRO)	Vida Christeller	
Business Owner	Brad Singh	
Chief Planning Officer	Liam Hodgetts	

Appendix One: Parking Analysis Report

Appendix Two: Parking Occupancy Analysis

Appendix three: Draft Parking Management Plan

