

**QLDC Council
24 November 2016**

Report for Agenda Item: 4

Department: Property & Infrastructure

Queenstown Town Centre Transport Strategy – Public Car Pooling

Purpose

The purpose of this report is to request the review of the existing public car pooling scheme and the immediate implementation of a revised scheme.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Agree** to revise the existing scheme, including:
 - a. Incorporation of amended rules,
 - b. Introduction of an administrative fee, and
 - c. Retention of the existing parking provision (spaces) for the scheme.
3. **Authorise** officers to implement the changes without further recourse to Council.

Prepared by:



Tony Pickard
Principal
Infrastructure

4/11/2016

Reviewed and Authorised by:



Peter Hansby
General Manager
Property and Infrastructure

7/11/2016

Background

- 1 The Queenstown Town Centre Transport Strategy includes a review of on – and off – road public parking. As part of these investigations, it has been noted that in two town centre car parks (Ballarat Street and Boundary Street), there is an existing provision for some 29 car parking spaces which are currently dedicated as car pooling spaces (see Attachment A for locations).
- 2 With the availability of public spaces in these parks being highly sought after, consideration must be given to whether these should revert to full public spaces or whether they should be retained for car pooling.

Comment

- 3 Demand for parking spaces is increasing, with current public availability already exceeding the best practice levels (2016 QLDC Traffic and Parking Survey – shows that the Queenstown CBD is 91% full, whereas we should be aiming for 80 – 85% so that there is some capacity for additional peaks – Attachment B). Traffic into the town centre is also growing in volume (between 2011 and 2016 – a rise from 4140 to – 5880 vehicles in the same monitoring period equates to approximately 7% per annum on average.)
- 4 Across the town centre, trials are being implemented to increase the efficiency of the existing parking spaces, while business case planning has begun to identify the wider needs of the town's more significant projects (Inner Links, Public Transport Hub, possible new parking facilities). Parking space availability in the Ballarat Street and Boundary Street car parks is impacted by these car pooling spaces, which revert to general parking if not occupied by permitted users in the early morning time slot (currently 07.00 – 10.00am). Ballarat Street caters for some 150 spaces (18 car pool spaces) and the revised Boundary Street has approximately 100 car spaces (11 car pool spaces).

Current provisions

- 5 The existing scheme has approximately 75 recorded users, although random inspections by the report writer in the September / October period identified that these spaces are significantly underused. In Boundary Street, the highest number on any one day was three permitted vehicles, and six in Ballarat Street – with the remaining spaces being filled with general parking.
- 6 The existing database of permit holders is not up to date, and identifies that many holders record addresses that are in Queenstown, and some within a kilometre of the town centre.
- 7 The existing rules (and process documentation) are also very brief, requiring little more consistent information than a valid NZ Driving Licence. The administration requirements are minimal and no charge is made.
- 8 The current spaces are denoted by two types of signs, identifying that car poolers have preference for these spaces 07.00am to 10.00am daily, and that normal pay and display parking is available at other times.

Opportunity

- 9 Car pooling is active across NZ and elsewhere and exists as formal schemes (such as QLDC) but also as informal private arrangements through like-minded individual users. New Zealand Transport Agency (NZTA) have comprehensive guidelines encouraging the formal practice, including templates for permits and signage / line marking (Attachment C).
- 10 In consultation with the Regulatory Team, the application form and process have been provisionally revised (Attachment D). The key amendments to the provision and documentation being:
 - a. A current qualifying address is required – this is to target those users who will have a greater effect on traffic reduction, being those in catchments outside the town.
 - b. The need to have a minimum of three users each trip. This is to ensure that the incentive (of free parking in dedicated slots) is significantly valuable to help promote the change in behaviour. The current average occupancy is 1.53 users per vehicle.
 - c. The spaces will be available all day, free of charge, to accommodate the range of working hours within the town.
 - d. Parking under the scheme will be restricted to up to 10 hours in each 24 hour period for permit holders only. This is to ensure that cars are not left for longer periods, i.e. multi day parking.
 - e. The existing permits will be cancelled, through individual contact (where details are still correct) and by press release. Expressions of interest in the revised scheme will be advertised at the same time. It is envisaged that this will be limited to 100 permits in the first tranche, to align with the number of existing spaces.
 - f. If the level of interest significantly exceeds 100, then an independent selector will be utilised to prevent the perception of bias to Council staff. If the interest is higher than the provision, officers will monitor the demand and report back to Council on possible extensions of the scheme.
 - g. A low administration fee, nominally \$10 annually initially (and reviewable annually) will also be raised to assist resourcing the additional work which will be undertaken by the Regulatory Team, and will ensure genuine applications are received.

General parking

- 11 Despite the apparent benefits of the car pooling option, it should also be considered whether a return to general public parking is an efficient use of these spaces, given the short supply. The spaces do make a contribution to the overall provision, however limited, and with acknowledgement to the growing demand in the short term at least.

12 Ballarat Street (A, B and C together) also accommodates approximate 100 monthly leased spaces, charged at a very low level, ranging from \$25 to \$45 per month. This provision and the leased spaces in the Recreation Ground car park (15 @ \$210.94 quarterly), impact on the public availability more, and will be reviewed in a separate report.

13 With the aim of the Transport Strategy partly to encourage a reduction in the number of vehicles coming into town, especially private cars, it is our opinion that the benefits from the continued use of the spaces as a car pooling provision outweighs the small increase in contestable parking spaces.

Options

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

15 **Option 1 Do the minimum – leave the scheme as it stands and just heighten awareness through public media.**

Advantages:

16 This requires no changes to administration or signage and may revitalise the scheme.

Disadvantages:

17 Despite growing demand for parking spaces and reduction of congestion, the uptake may not be high.

18 Uptake in use may be from addresses in close proximity to the town, which will not assist in the reduction of congestion.

19 **Option 2 Revise the existing scheme, including – incorporation of amended rules, introduction of an administrative fee, and retention of the existing parking provision (spaces) for the scheme.**

Advantages:

20 The dual effect of traffic reduction through higher occupancy and fewer required parking spaces aligns closely with the aims of the Transport Strategy.

21 The incentive of free parking will attract interest.

22 Administrative costs will be recovered to an extent.

Disadvantages:

23 Contestable public parking spaces will be lost in favour of the scheme, as currently if the uptake is low, the spaces revert to general parking.

24 **Option 3 Revoke the scheme and revert the spaces back to general parking.**

Advantages:

25 Additional public spaces will be made available.

Disadvantages:

26 The opportunity to incentivise behavioural change resulting in decreased traffic volumes and decreased parking requirements is lost.

27 This report recommends **Option 2** for addressing the matter because it presents the most efficient use of an existing but underused provision. The amended scheme would support the wider aims of the Transport Strategy and could be easily expanded if shown to be successful.

Significance and Engagement

28 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy because the overarching strategy (Queenstown Town Centre Transport Strategy) has previously been adopted by Council (December 2015).

Risk

29 The report to the December 2015 Council meeting described the risk associated with the QTCTS as relating to

“the strategic risk SR1: Current and future development needs of the community (including environmental protection), as documented in the Council's risk register. The risk is classed as high. This matter relates to this risk because it is fundamental to the future performance of the transport system.”

30 This report is key element in treating the management of that risk because it provides governance oversight of the strategy impacts.

Financial Implications

31 The costs of the amended scheme (which will be will be low) are for media, and minor signage changes, which are anticipated in the current budget. Introducing a small administrative fee will assist with funding, but will also allow a control over redundancy of users.

Council Policies, Strategies and Bylaws

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

- Significance and Engagement Policy
- Queenstown Town Centre Transport Strategy 2015
- Traffic and Parking Bylaw 2012
- The recommended option is consistent with the principles set out in the named policy/policies.

33 This matter is included in the 10-Year Plan/Annual Plan through the provision of \$150k per annum. The business case work set out in the strategy may result in

changes to the long term plan, which would generally be addressed in the development of the 2018-28 long term plan.

Local Government Act 2002 Purpose Provisions

34 The recommended option:

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

Consultation: Community Views and Preferences

35 The persons who are affected by or interested in this matter are the public in general.

36 The Council has consulted on the Transport Strategy.

Legal Considerations and Statutory Responsibilities

37 Council Resolution is required as the amended scheme would result in changes to matters covered in the Traffic and Parking Bylaw. This is required to allow the changes to parking, to be enforced by the Regulatory Team.

Attachments

A Locations of existing car pool parks

B 2016 QLDC Traffic and Parking Survey

<http://www.qldc.govt.nz/assets/Uploads/Council-Documents/Full-Council-Agendas/2016/26-May-2016/Item-1/1a-Attachment-A-QT-and-Wanaka-Traffic-Survey.PDF>

C NZTA Car Pool Guidelines

<https://www.nzta.govt.nz/assets/resources/carpooling/docs/carpooling-guide-no-trims.pdf>

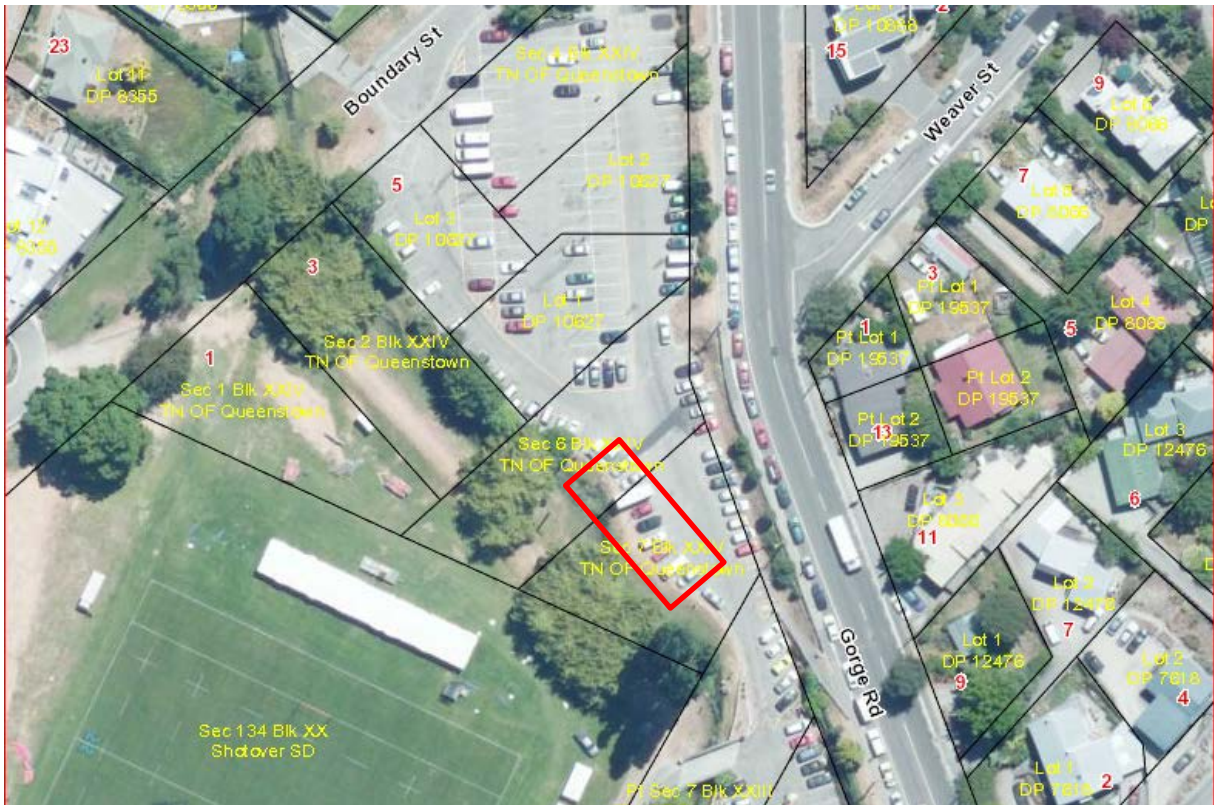
D Amended Rules and Application Form

Attachment A

Existing Car Pooling Spaces – Ballarat St Car Park



Existing Car Pooling Spaces – Boundary St Car Park



Attachment D

Car Pooling Rules

1. Permit holders may park in the allocated spaces in Boundary and Ballarat St Car Parks only within the allotted times. Holding a permit does not guarantee a space.
2. A minimum of 3 permits must be clearly displayed at all times in the vehicle of the persons using the vehicle that day.
3. Permits will only be granted to persons living outside Queenstown (see figure 1 below).
4. Permits will only be issued to persons of legal driving age who are holders of valid New Zealand driving licences. This must be presented at the time of application along with proof of address.
5. Permits are non – transferable.
6. Permits are valid from XXX each year to the following XXX.
7. Any person found not adhering to the above rules will forfeit their permit and infringement notices may be issued.
8. An administration fee for each permit of \$10.00 is payable for each permit or subsequent replacement.¹

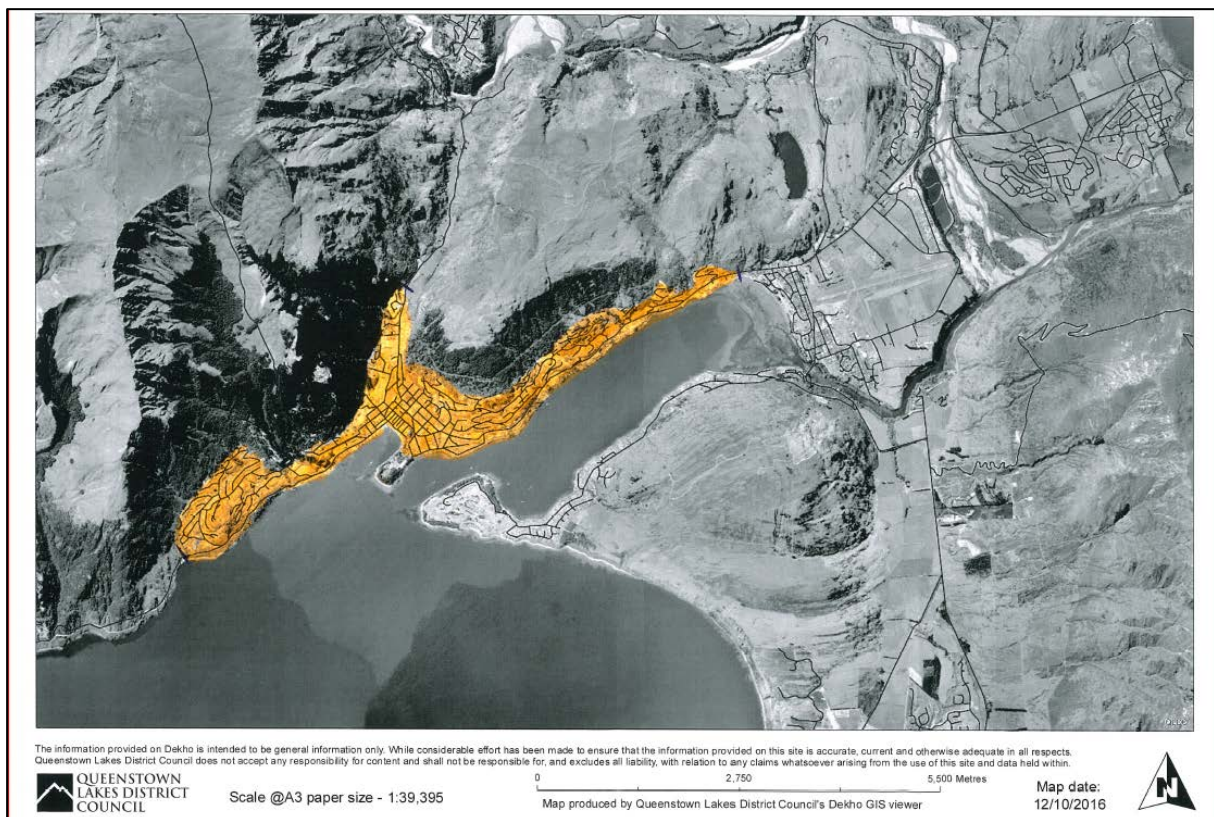


Figure 1 – Car pool permits – Excluded Area

¹ Reviewable annually at QLDC's discretion.

Application Process

1. Applicants must complete an application form. This must be completed in person at a QLDC service centre and be accompanied with a copy of the applicant's New Zealand driving licence and proof of address.
2. Customer services will ensure the application is fully completed and take a copy of the driving licence / proof of address. They will inform the customer that their permit will take up to 10 working days to be issued and that they may not use the carpooling system until the permit is issued.
3. Customer services will scan the application and the copy of the driving licence / proof of address through to Regulatory support.
4. Regulatory support will TRIM the application.
5. Regulatory support will enter the applicants details onto the carpooling register (also in the same folder on TRIM).
6. Regulatory support will create the permit and either post it or leave it in the office for collection.

CARPOOLING PERMIT APPLICATION

Please note all fields are mandatory.

Name	
Contact Number	
Email	
Residential Address	
Postal Address	
NZ Driver's License Number	

I confirm that I will notify QLDC of any changes to the information above and that relocation of residential address may invalidate my permit.

I confirm I have read the rules governing the issue of this permit.

I acknowledge that I will be liable for a fine and to have my permit revoked if I breach the rules pertaining to this permit.

Signed Dated

Office use only

Date received

Received By