



QUEENSTOWN LAKES DISTRICT COUNCIL

MINOR IMPROVEMENTS PROGRAMME DEVELOPMENT POLICY

NOVEMBER 2016

DOCUMENT CONTROL

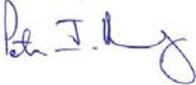
Document History	Date	Prepared by	Approved by
Review	November 2016	Alison Tomlinson 	Peter Hansby 

TABLE OF CONTENTS

1. APPLICATION	4
2. PURPOSE	4
3. RELATED DOCUMENTS	4
4. PRINCIPLES	4
5. ASSESSMENT CRITERIA	6
6. ASSESSMENT CRITERIA COMMENTARY	7
7. REVIEW	7

1. APPLICATION

This policy applies to the development of the annual QLDC Minor Improvements Programme for Land Transport Infrastructure.

Minor Improvements is a Category of Work which can attract NZTA financial assistance. Minor improvement works provide for the construction or implementation of low-cost/low-risk improvements in line with NZTA Funding Policy to the transport network. Examples of qualifying activities can be found within the NZTA Works Category 341. A minor improvement project can form part of another project but the value of the subsidised minor improvement component cannot exceed \$300,000.

Projects which do not qualify for NZTA subsidy will be funded under QLDC unsubsidised Minor Improvements budget.

2. PURPOSE

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

3. RELATED DOCUMENTS

This Policy should be read in conjunction with the following documents:

- QLDC Procurement Policy
- QLDC Strategy for the Procurement of Transport Infrastructure Services (NZTA Procurement requirement)
- QLDC Corporate Risk Management Framework
- NZTA Planning & Investment Knowledge Base webpage (Work category 341: Minor Improvements.)
- ONRC Framework
- Local Government Act, Section 10
- Open Spaces (parks and recreation, solid waste, cemeteries, playgrounds, landfill, and public toilets)

4. PRINCIPLES

Minor improvement projects may arise from a variety of sources; including requests for service, identified safety deficiencies, community liaison, council strategies and using the One Network Road Classification performance framework.

All potential projects identified will be entered in QLDC's central roading database repository Road Assessment and Maintenance Management (RAMM) by the Roding Contract Manager. Each project will then be assessed on the Assessment Criteria; a weighting is applied to each score and the projects ranking highest will be undertaken subject to available funding.

Consultation on the ward based prioritised programme will be via the Wanaka Community Board, the Infrastructure Committee or other elected representative groups.

Individual projects agreed with NZTA as part of the approved Capital Works Programme may not be required to go through the ranking system.

Projects over \$50,000 or which have multiple solutions may require a Point of Entry to go through the QLDC Better Business Case Approach for further evaluation.

The ranked programme may be adjusted for the following reasons:

- To coordinate with other activities on the roading network, such as planned roadworks, other utility works, or adjoining developments.
- To meet other district priorities or for other extenuating circumstances.

5. ASSESSMENT CRITERIA

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

6. ASSESSMENT CRITERIA COMMENTARY

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

7. REVIEW

QLDC's Minor Improvements Programme Development Policy will be reviewed half yearly. Next scheduled review date is July 2017.