

I hereby give notice that an ordinary meeting of the Auckland City Centre Advisory Board will be held on:

Date: Wednesday, 28 May 2014
Time: 3.00pm
Meeting Room: Committee Room, Level 15
Venue: 1 Greys Avenue, Auckland

Auckland City Centre Advisory Board OPEN AGENDA

MEMBERSHIP

Chairperson	Dr Lucy Baragwanath	Strategic Relationships Advisor, Office of the Deputy Vice-Chancellor (Strategic Engagement) University of Auckland
Deputy Chairperson	Earl Gray	Partner, Simpson Grierson, Committee for Auckland
Members	Dick Ayres Mayor Len Brown, JP Jenny Bygrave Shale Chambers Tim Coffey John Coop Jillian de Beer Kate Healy Barbara Holloway Councillor Mike Lee Alex Swney Connal Townsend, JP	Member, CBD Residents Advisory Group Mayor, Auckland Council Head of Strategic Developments, Auckland University of Technology Chair Waitemata Local Board Member, CBD Residents Advisory Group Warren and Mahoney, NZ Institute of Architects Managing Director, de Beer Marketing & Communications Chief Operating Officer, Ngati Whatua o Orakei Corporate Limited Town Manager, Karangahape Road Business Association Councillor, Auckland Council Chief Executive, Heart of the City Chief Executive, Property Council of NZ

(Quorum 7 members)

Tam White, Democracy Advisor, 23 May 2014
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

a)

ITEM	TABLE OF CONTENTS	PAGE
1	Apologies	5
2	Declaration of Interest	5
3	Confirmation of Minutes	5
4	Extraordinary Business	5
5	Feedback on the draft Karangahape Road and Newton Plans	7
6	City East West Transport Study	9
7	Maintenance issues related to the targeted rate projects in the Auckland Central Centre	11
8	Saint Patrick's Square Lighting Report	21
9	Integrated cleaning and maintenance	23
10	Monthly report	
	The monthly report was not available when the agenda went to print. This report will be provided in an addendum agenda.	
11	Consideration of Extraordinary Items	

PUBLIC EXCLUDED

12	Procedural Motion to Exclude the Public	25
C1	Targeted Rate Funding and Future projects	
	The monthly report was not available when the agenda went to print, as more information is required from the Finance team. This report will be provided in an addendum agenda.	

1 Apologies

At the close of the agenda no apologies had been received.

2 Declaration of Interest

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

3 Confirmation of Minutes

That the Auckland City Centre Advisory Board:

- a) confirm the ordinary minutes of its meeting, held on Wednesday, 30 April 2014, including the confidential section, as a true and correct record.

4 Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

Feedback on the draft Karangahape Road and Newton Plans

File No.: CP2014/10684

Purpose

1. The Auckland City Centre Advisory Board resolved at its April meeting to provide feedback to the draft Karangahape Road and Newton Plans.

Executive summary

2. The feedback was not available at the time the agenda went to print, and will be circulated in an addendum agenda.

Recommendation/s

That the Auckland City Centre Advisory Board:

- a) provide feedback to the draft Karangahape Road and Newton Plans.

Attachments

There are no attachments for this report.

Signatories

Authors	Tam White - Democracy Advisor
Authorisers	John Dunshea – Manager City Transformation Project

City East West Transport Study

File No.: CP2014/10693

Purpose

1. The Auckland City Centre Advisory Board will discuss the City East West Transport Study at the meeting. More information will be circulated prior to the meeting.

Recommendation/s

That the Auckland City Centre Advisory Board:

- a) discuss the City East West Transport Study.

Attachments

There are no attachments for this report.

Signatories

Authors	Tam White - Democracy Advisor
Authorisers	John Dunshea – Manager City Transformation Project

Maintenance issues related to the targeted rate projects in the Auckland Central Centre

File No.: CP2014/10838

Purpose

1. To provide the Board with an update on the following issues identified at the CBD Advisory Board March 26 meeting:
 - Identify how the maintenance issues in the targeted rate areas are to be resolved.
 - Outline how the highest A+ standard of cleaning will be applied to all upgraded CBD streets.
 - Identifying what auditing and Q&A processes are in place for streetscape maintenance
 - Clarify who is responsible for maintaining design elements and artworks located within an upgraded streetscape.
 - Determine the appropriate protocol for the removal of elements from the street for maintenance reasons
 - Addressing the Maintenance of St Patricks Square and the Karangahape Road Bridge
 - Outline to what extent the CBD targeted rate consequential opex budget has been spent since July 2012.

Executive summary

2. Auckland Council and Auckland Transport have been asked to work collaboratively to provide the following:
 - Clarity around the current maintenance roles and responsibilities within the Auckland Central Centre, particularly around Karangahape Road and St Patrick's Square.
 - A process around how to manage ongoing maintenance issues within the Auckland Central Centre.
3. This report outlines the current roles and responsibilities Auckland Council and Auckland Transport have in the delivery of maintenance services within the Auckland Central Centre. It discusses some of the maintenance issues within the CBD and the desire to clarify the allocation consequential opex associated with the CBD targeted rate. Once identified, this budget will enable the consistent delivery of an optimum service level within targeted rate project areas, as well as the budget required to address street furniture repairs and ongoing paving maintenance.
4. A working group including Auckland Transport's maintenance staff and Auckland Council's parks and solid waste staff is working to identify options to improve delivery and opex outcomes across all of the CBD (not just upgraded streets). An agreed action from this initial meeting is a more pragmatic alignment of contract management (and budget) responsibilities. This means that all similar functions e.g. litter control, would be managed by one organisation.

Recommendation/s

That the Auckland City Centre Advisory Board:

- a) receive monthly updates from Auckland Transport and the City Transformation team on the progress of resolving the maintenance issues within the CBD targeted rate project areas.

Comments

Resolution of maintenance issues within the CBD

5. The responsibility of Maintenance and renewal programmes within the CBD sits with four key groups; Auckland Transport, Auckland Council Solid Waste Unit and Auckland Council Parks and Reserves and Auckland Council Community Development and Arts Culture. Appendix 1 outlines the responsibilities of these groups within the Town Centre and Auckland Central Centre setting.
6. To date delivery responsibilities for operational activities in the CBD has been assigned to Auckland Transport and Auckland Council based on the Service Level Agreement between the two organisation which addresses roles and responsibilities within the road corridor. A working group made up of Auckland Transport's maintenance staff and Auckland Council's parks and solid waste staff has now been set up to critically review this assignment and identify improvements to delivery and Opex outcomes. This review is not predicated on who has what budget, rather how can together best deliver maintenance and cleaning services and contribute to better "place making" of the CBD.
7. Some of the actions items underway include:
 - Realignment of Service Level Agreements, contracts, and organisational budgets to ensure delivery of single point accountability for similar functions, e.g. all litter control by solid waste
 - Value analysis of existing spend to identify more effective use of budgets and resources
 - Investigation into a rapid response unit to tidy up the ad-hoc incidents.
8. This work is designed to ensure that all Council and COO groups are collaborating to ensure that Council and Auckland Transport Officers adopt a more integrated approach towards delivering maintenance services within the Auckland CBD area. This approach will be discussed in more depth as part of a separate presentation to the Board by the Chief Operating Officers of both Auckland Council and Auckland Transport.

The application of the A+ standard of cleaning to all *upgraded* CBD Streets

9. A map of the Auckland Central Centre is attached in Attachment B. The map has two functions:
 - It provides spatial representation of the roles and responsibilities that Auckland Transport and Auckland Council have within the road corridor.
 - Pinpoints those areas within the CBD which have a B, A or A+ standard of cleaning.
10. The working group will work with the City Transformation Projects team on the consequential opex impacts on proposed street upgrades within the CBD. Part of the impact analysis will include the additional costs of delivering an optimum level of service to the upgraded and proposed upgrade areas. Assuming better utilisation of funds from the alignment review, one of the challenges could be whether to extend the A+ service across more upgrades or increase upgraded areas to A++ (or some other standard).
11. These costs will form the basis of budget requests for consequential opex under the targeted rate.

The auditing and Q&A processes in place for streetscape maintenance

12. One of the key responsibilities of Auckland Transport is to manage the delivery of maintenance and renewal works on the transport network. Delivery is carried out by various contractors in accordance with the specification and service levels outlined in the Road Corridor Maintenance Contracts. In addition to outlining a schedule of works the contracts also require independent robust auditing processes to ensure that the contract specifications and levels of service are met in full.

Responsibility for maintaining design elements and artworks located within an upgraded streetscape

- Given the changes in asset management and responsibilities which came into being with the formation of the Auckland Council and Auckland Transport on 1 November 2010, a Service Level Agreement (SLA) was drafted to outline each organisation's responsibility within the road corridor. Under this SLA artworks and design elements located within the road corridor are responsibility of the Community Development, Arts and Culture Group (CDAC) of Auckland Council. CDAC are responsible not only for the artwork but also any ongoing maintenance issues associated with them.

Protocol for the removal of elements from the street for maintenance reasons

- There is currently an issue in the Auckland City Centre area where key design elements such as lights, bins or seats are removed from an upgraded CBD streetscape. In the past the communication around when this was to occur, and why, has been haphazard and groups with a vested interest in the Auckland CBD have not been informed or notified until after the event. Going forward a protocol should be set up to whereby the project sponsor (City Transformation Team) and the project delivery team (Auckland Transport Infrastructure Development Group) should be consulted to advise the reason why. This would ensure that any permanent removals wouldn't have any adverse impact on the original design intent.

The maintenance of St Patrick's Square and the Karangahape Road Bridge

St Patrick's Square

- Both Auckland Transport and Auckland Council handle the maintenance of St Patrick's Square. The Specific areas of responsibility are based on the February 2013 Service Level Agreement between the two organisations and are outlined in more depth in Attachment A.

Karangahape Road

- Auckland Transport clean the bridge footpath and bus shelters under the town centre cleaning section of the central Road Maintenance contract. The cleaning of the bridge barriers was not initially included in the town centre cleaning scope of the contract but a programme is now in place to include these within the contract cleaning specifications.
- The maintenance of the artwork poles sit with Auckland Council and they have been informed that they need to maintain this asset.

CBD targeted rate consequential opex expenditure since July 2012

- To date Auckland Transport has not had any visibility around the targeted rate and is therefore unable to provide any figure around expenditure to date. Auckland Transport have prepared a targeted rate consequential opex budget request for the 2014/2015 financial year (attached in attachment C). A request for guidance around on how to apply, and account for, this budget is currently before the Finance department of Auckland Council.

Attachments

No.	Title	Page
A	Allocation of maintenance responsibilities	15
B	Preliminary map of the Auckland Central Centre outlining asset ownership and AT maintenance service levels	17
C	CCTR combined costs for 2014/15 financial year	19

Signatories

Authors	Rennae Corner - Acting Maintenance Office Manager (Auckland Transport)
Authorisers	John Dunshea – Manager City Transformation Project

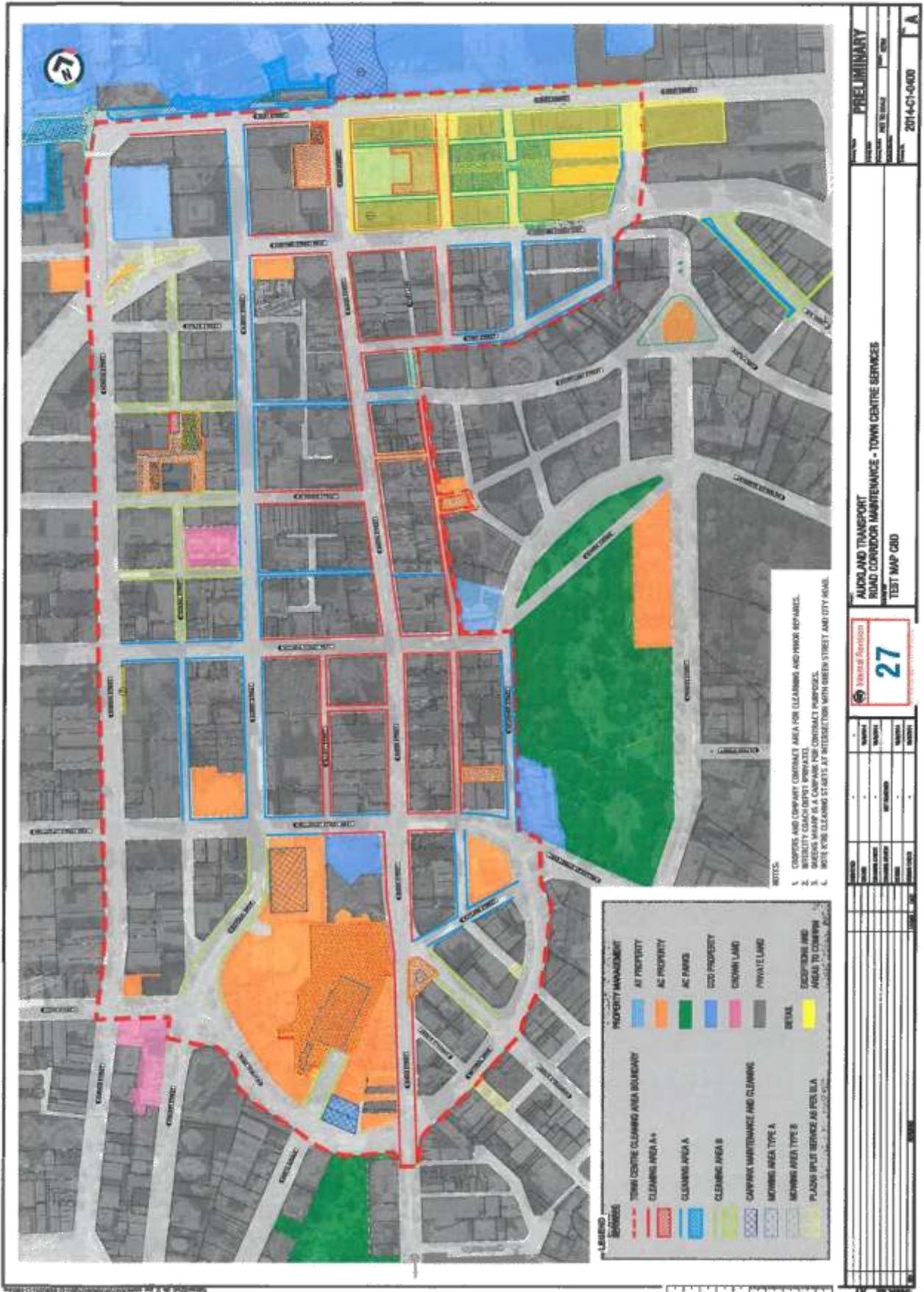
Item 7

Attachment A

Allocation of maintenance responsibilities within the Auckland Central Centre

Asset or activity type	Responsibility and Asset Management	Maintenance	Renewal	Upgrade Modification	Funding
Cleaning and Maintenance of the paved assets	Transport	Transport	Transport	Transport	Transport
Green (gardens etc) and Play assets	Parks	Parks	Parks	Parks	Parks
Litter bins	Solid Waste				
Loose litter	Solid Waste				
Illegal Dumping	Solid Waste				
Artworks	Community Development Arts and Culture				

Source: Memorandum of Understanding between Auckland Council and Auckland Transport around Roles and responsibilities within the Road Corridor February 2012



City Centre Targeted Rate Project - cost estimates, method and RCM total claim

2014 claim

Cost type	Standard cost	Unit	Description	Enhanced service	Unit	Description	Extra over	(as number)	Unit	Description	Pro rata 2014 FY Feb - June	Method
Cleaning	\$522k	per year of service	Standard cleaning service for all CCTR sites, current cost	\$936k	per year	all improved service for CCTR areas is extra improved service for all of central contract	\$451k	\$ 414,394 \$ 37,295	per year for CCTR sites profit margin	improved service for all CCTR project sites (original list)	\$ 172,664 \$ 15,540	Split out CCTR project areas from Downers contractor quote for increased service for CBD cleaning. Pro-Rata amount given for remainder of current financial year as higher level of service has not started without funds (other figures available include cost for all-day cleaning staff for CBD core, and quote for higher frequency in the rest of the City Centre Rating Area - see below)
Lighting opex	\$0	per light per year	willing to absorb higher cost of enhanced pole lights as standard service amenity lighting is non-standard for AT	\$164,972	per year for CCTR sites	all amenity lighting maintenance is extra total cost for amenity lighting in CCTR sites	\$165k	\$ 164,972	per year for CCTR sites	total for amenity lighting in CCTR areas	same	Estimated rate per light is \$80 for maintenance and \$106 for electricity. Updated with St Patricks square repair costs from Sept 2013, and will get more accurate with time. The number of lights is estimated at 889 for the targeted rate projects, with whole roads split out from list of amenity light locations in the CBD. Street Lights team leader David Dick has commissioned a more detailed investigation of amenity lighting costs for greater accuracy in future.
Furniture opex	\$3,096	total per year (for other CBD sites)	standard service for CCTR sites taken to be the same amount as programmed work for the rest of the CBD (half of CBD total area) estimate of standard furniture service for CCTR sites	\$50k	per year for CCTR sites	enhanced service includes all programmed spending specific to CCTR project areas based on first 6 month spend on furniture.	\$51k	\$ 46,904 \$ 4,221	per year for CCTR sites	extra over cost to claim for furniture in CCTR areas.	same	Shared spaces are particularly high maintenance as furniture is repeatedly damaged by vehicles. Costs to repair are high compared to standard seats (Rutland and Lorne Street invoices) Other CBD sites are less expensive as damage is less frequent with kerb protection, even if elements are higher cost. Annual estimate extrapolated from 6 months of actual spend since July 2013. Used RAMM to pull out all items paid for under street furniture budget code (E.700374), this was sorted for CCTR sites and other areas by road name. The Standard service is estimated to be equivalent to the current spend on other CBD sites (conservative figure, could refine by comparing road length) Senior Engineer Dylan Smith has asked Downer to prepare details of all expenses for street furniture, bluestone paving and other miscellaneous costs. A rough estimate to cover these is \$100k per year. An extra \$50 for street furniture would allow furniture to be maintained in an 'as new' condition.
Bespoke furniture repair	NA	NA	bespoke furniture is always non-standard	15k	one-off furniture item	Repair of unique design, bronze REO seat in Lorne St shared space.	\$15k	\$ 15,000	RCM portion	RCM to remove and repair in workshop, AC to reinstate paving and reinstall elsewhere	same	Repair to a special designed feature seat in a shared space adjacent to traffic - high cost to repair to be shared with Auckland Council. Possibly a one-off cost, depending on where it is installed and future shared space designs.
Paving maintenance	?	?	?	\$50k	per year	additional maintenance arising for bluestone paving from older upgrades.	\$55k	\$ 50,000 \$ 4,500	per year for CCTR sites profit margin	Current paving maintenance requirements, these will increase with age	same	Queen Street paving maintenance work - cost information to come from trial for fixing expansion joints.
Tactile paving	?	?	?	\$70k	maintenance project		\$70k	\$ 70,000	maintenance project		same	Quote for maintenance work on tactile pavers along the length of Queen Street, 2013-2014 project.
Total estimate							\$ 807,287	Per Year			\$ 543,801	For remainder of 2013-14 financial year

2.5% of capex estimate \$1.4mill for 2013-14 year

Engagement of someone offering spot cleaning, reporting of faults etc... similar to the foot orderly system under the previous contract. Line 28 is offering the service in the CBD project areas line 29 is the project areas + the remainder of the designated CBD area

Excludes quote for cleaning enhanced service to the CBD valley as only looking at costs specific to the CCTR project areas as required by the policy.	103,935	from contractor quote
Excludes quote for cleaning remainder of the Central City Rating Area, not specific to the CCTR projects as required by the policy.	249,257	from contractor quote
Total if these additional CBD services are included	\$ 1,160,479	

Recommendation/s

That the Auckland City Centre Advisory Board:

- a) receive the update report on Saint Patrick's Square lights.

Attachments

There are no attachments for this report.

Signatories

Authors	John Dunshea – Manager City Transformation Project
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8. Please note, given the nature of existing contracts we cannot implement the model of full facility contracts in the short term. We can however transition over time to the new model.
9. In association with the above changes are the following initiatives:
 - i. A City Centre Delivery Team, led by a third tier manager be formed that draws together from Auckland Transport and Auckland Council those staff accountable for these activities operations within the Auckland city centre. This Delivery Team shall be accountable for the effective integration of maintenance and cleaning services within the Auckland City Centre.
 - ii. A “City Centre Service Clock” be established which schedules times for bin and bag clearance, loose litter pick up, street and footpath sweeping and washing to ensure effectiveness and efficiency.
 - iii. A geographic “City Centre Service Schedule” shall be mapped. The schedule shall define basic levels of service together with various enhanced levels of service and the locations where such enhanced levels shall be applied. Definition of service levels will include outcomes expected, frequency and methods of delivery – machine cleaning / hand cleaning.
 - iv. The “City Centre Service Schedule” together with costings of enhanced service levels shall be the basis of accounting for utilization of the revenue derived from the CBD Targeted Rate.
 - v. The City Centre Delivery Team to take an active role in ensuring materials and equipment selection for new works is appropriate to ensure consequential operational expenditure arising from such work is adequately budgeted for.
 - vi. Establish up to six “orderlies”, each to operate and “own” a patch within the Auckland City Centre with roles to include liaison with local business people, coordinate contractors and deal with immediate issues.
 - vii. Currently Council does not provide maintenance and cleaning services within the Britomart area. This is undertaken by the developer who organises their own service. Over time we shall seek to include this area within the approach outlined above.

Recommendation/s

That the Auckland City Centre Advisory Board:

- a) consider and comment upon the proposed delivery model for maintenance and cleaning services within the Auckland City Centre.

Attachments

There are no attachments for this report.

Signatories

Authors	Ian Maxwell - Manager Parks, Sports & Recreation
Authorisers	Dean Kimpton - Chief Operating Officer John Dunshea – Manager City Transformation Project

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

That the Auckland City Centre Advisory Board:

- a) exclude the public from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Targeted Rate Funding and Future projects

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). In particular, the report contains commercially sensitive information.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.