

# Project Mandate / Project Initiation Document

---

## Key Project Information

<b>Project Name</b>	Hot Water Beach Taiwawe Reserve (Bull Paddock) Car Park Installation of Pay and Display Parking		
<b>Project Description</b>	Construction and installation of pay and display parking at the Taiwawe Reserve (bull paddock) car park.		
<b>Project Code</b>	TCDC	<b>Project Executive</b>	Mercury Bay Area Manager
<b>CAPEX Budget</b>	\$30,756.00	<b>OPEX Budget</b>	Operating the car park as a pay and display park will generate revenue that will cover costs and generate an estimated surplus of \$32,602.
<b>TOTAL - Long Term Plan (10 year) Budget</b>	FY 2015/16	<b>Asset ID (if applicable)</b>	
<b>AC/ILOS split (where applicable)</b>		<b>Funding Source (if known)</b>	

## Background

Pay and display parking was introduced at the Main Hot Water Beach Car Park for the 2013/14 year. This was done to improve control of parking in the area and to generate revenue from the many visitors to Hot Water Beach, so that this can be reinvested back into facilities and services required to meet the visitors needs and alleviate their impact on local residents and property owners.

The Taiwawe Reserve car park was developed and available for use in 2013/14. Its purpose is to provide parking for the Hot Water Beach Area along with the Main Beach Car Park and Surf / Domain Car Park. A pay and display machine has been installed in the main Hot Water Beach car park with compliance in terms of vehicles paying the required fee in excess of 90%. At present though, occupancy of the main beach park is reduced because drivers are using the free Taiwawe Car Park. The issue is not as pronounced with the Surf / Domain Park because of its greater distance from the Main Beach. To alleviate this anomaly the Mercury Bay Community Board has approved installation of a pay and display facility at the Taiwawe Reserve car park.

This Project Mandate / Project Initiation Document sets out the basis of the project and its justification. It sets out the alignment to the Council's Mission and Vision and the issues, investment costs, operating projections, project plan, risk assessment, communications and procurement plan.

The document is developed at the stage where detailed capital costs have been estimated and operating costs have been calculated based on the actual income and expenditure figures for the main beach car park.

The intent is that the project will now proceed in accord with the project plan and will be updated as each stage of the plan is implemented and completed.

## Alignment to Council Mission/Vision

- This project is aligned with the empowerment of Community Boards identifying and implementing projects that they identify to be important to local communities.
- This partnership between Council and the community aligns with the empowerment of Community Boards, with Community Boards identifying projects of significant local importance and working with local communities to achieve them.
- This project is aligned with Councils vision for quality services and facilities.
- This project is aligned with making Coromandel the most desirable area of New Zealand to live work and visit.

## Alignment to Level of Service

- Contribution to a "Prosperous, liveable and a Clean and Green District" through the District Community Spaces by providing recreational and commercial facilities to support recreation commercial and tourism related activities.

## Project Purpose / Justification

The purpose of the project is to install and operate a pay and display parking system at the Taiwawe Reserves (Bull Paddock) car park.

Justification for the project is twofold.

1. Parking demand at Hot Water Beach, particularly over the summer period is significant. The latest statistics available are from 2006. Over the 3 month period from November to January 2005 - 2006 a total of 11,367 vehicles parked at either the main beach car park or on the roadside. This was prior to both the commencement of charging for the main car park and the development of the Taiwawe Reserve car park, which has a capacity of 69. With this provision theoretically there should be a reduction of 69 vehicles parking on the street. Visitor numbers are known to have increased significantly since 2006, though no statistics are available to quantify this. The introduction of pay and display parking at the Taiwawe Reserve car park will be an encouragement to visitors to stay only for the period they need to enjoy the attraction of Hot Water Beach and to move on to less congested locations for other activities such as swimming, picnic and beach activities other than the hot water activity. This will in turn facilitate greater turnover and availability of parking.
2. Introduction of pay and display parking will generate income that will be available for re-investment back into services and facilities to cater for visitors to Hot Water Beach and the Mercury Bay area. These include provision of toilet and changing facilities, further car parking, play grounds, picnic and recreation facilities, walkways, barbeques etc. It can also be used for services and facilities that mitigate the impact of visitors so that the quality of the experience for local residents and ratepayers can be improved.  
The net income projected of \$39,116 along with the income from the main car park of \$51,900 gives a significant sum that can be targeted and deliver a direct benefit to visitors and users of all recreation and holiday opportunities in the area.

## Project Stakeholders

The key stakeholders for the project are:-

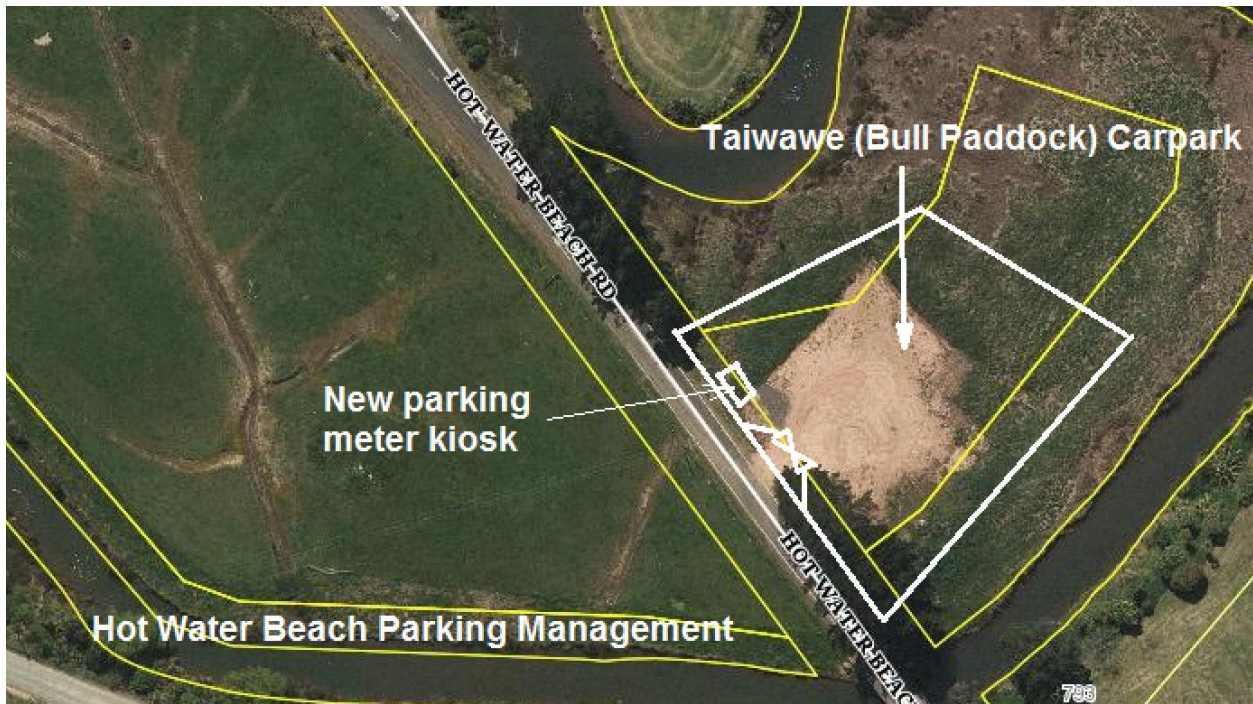
Internal:	External:
• Mercury Bay Area Manager.	• Hot Water Beach residents and ratepayers.
• Mercury Bay Community Board.	• Hot Water Beach business owners.
• TCDC Group Manager Infrastructure.	• Car park users / visitors.
• TCDC by-laws enforcement.	• Iwi.

## Project Governance

Project Control Group		Mercury Bay Community Board (MBCB)
Project Executive		Mercury Bay Area Manager
Project Board	Project Lead	Mercury Bay Programme Manager
	Project Manager	Mercury Bay Project Engineer
	Project Advisors:	TCDC Roding Engineer - North Area
		Mercury Bay Facilities Field Officer
		TCDC Communications Manager

**Project Plan**

The plan below shows the Taiwawe (Bull Paddock) Car park and the proposed location of the pay and display kiosk.



The key milestones for the project are:

	<b>Task</b>	<b>Date</b>	<b>Who</b>
1.	Peer review approval of mandate / PID (business case).	31/07/15	PM
2.	Project Executive (Area Manager) approves mandate / PID (business case).	07/08/15	PE <sub>x</sub>
3.	Project Control Group (Community Board) approval.	11/08/15	MBCB
4.	Detailed design.	28/08/15	PE
5.	Stakeholder consultation.	28/08/15	PM / PE
6.	Project Executive (Area Manager) / GM Infrastructure approval.	04/09/15	PE <sub>x</sub> / GMI
7.	Tenders / quotes sought.	05/09/15	PE
8.	Approve final plan, fees and charges.	25/09/15	MBCB
9.	Resource consent.	25/09/15	PE
10.	Building consent.	25/09/15	PE
11.	Inclusion in by-law schedule.	25/09/15	PE / Roading
12.	Tenders / quotes received.	25/09/15	PE
13.	Contract.	02/10/15	PE
14.	Construction.	27/11/15	PE
15.	Testing and commissioning.	27/11/15	PE
16.	Completion / close down.	04/12/15	PM / PE

Key components of the Project to be included and planned for in the design and implementation are:

	<b>Task</b>	<b>Date</b>	<b>Who</b>
1.	Location of the pay and display station.	28/08/15	PE
2.	Construction design and materials for the shelter.	28/08/15	PE
3.	Mitigate potential flooding from adjacent stream.	28/08/15	PE
4.	Install security cameras to prevent wilful damage.	28/08/15	PE
5.	Install signage for users and also on the Mercury Bay / Hot Water Beach attractions.	28/08/15	PE
6.	Layout of the car park to maximise capacity.	28/08/15	PE
7.	Security, enforcement and cash handling.	25/09/15	PE / Enforcement

The scope of the project does not include:

- Improvements to the car park (other than marking of parking layout).
- Development of paths or accesses.

### **Project Construction Estimate**

The following capital cost estimate has been developed for the project and a contingency of 10% applied giving a total cost estimate of \$30,756.00. Funding of the capital cost is included in the 2015/16 Annual Plan as an improved level of service cost.

Item	Description	Unit	Quantity	Rate	Amount
1	ESTABLISHMENT	LS	1	500	500
2	Supply of Metropolis Parking Machine				
2.1	Purchase of Pay and Display Machine(Metropolis)	L.S.	1	9860	9860
3	Earthworks				
3.1	Form elevated foundation for pay and display machine	L.S.	1	500	500
4	Electrical				0
4.1	Provide power supply to Machine	L.S.	1	5000	5000
5	Installation of Machine				
5.1	Install foundation	L.S.	1	1000	1000
5.2	Account set up	L.S.	1	500	500
5.3	DPS Credit Card Payment	L.S.	1	500	500
5.4	TXT-a- Park system set up	L.S.	1	500	500
5.5	Commissioning	L.S.	1	650	650
5.6	Spare Cash Tin	L.S.	1	450	450
6	Signage				
6.1	Supply and install signs	L.S.	1	500	500
7	Install shelter				
7.1	Construction of shelter over machine	L.S.	1	6000	6000
8	Staff time				
8.1	Staff time to manage process of installation	L.S.	1	2000	2000
	Subtotal				27960
8	CONTINGENCY (10%)	PS	1	10%	2796
	TOTAL				30756

## Procurement Plan

The project will be coordinated by the Mercury Bay Project Manager with the suppliers of the different services and components required engaged separately to deliver their aspect of the project as and when required. The following are the services / components and the skill / supplier required.

Ticket machine purchase and installation	Supply and installation to be the same as for the present pay and display park at Hot Water Beach so that there is consistency in the operation and maintenance of both machines.
Security Camera	Appropriate equipment and supplier to be identified.
Building	Quotes to be obtained and single builder to be engaged.
Electricity	Quotes to be obtained and single electrician to be engaged to provide power supply for machine, camera and lighting.
Sign	Quotes to be obtained and single supplier to be engaged to prepare and install signs.

## Related Projects

Taiwawe (Bull paddock) toilet project, which is included in the LTP in the 2016/17 year with a budget of \$168,000. The design of the car park layout and location of the ticketing machine will need to ensure that the potential site for the toilet provision is not compromised.

## Assumptions

- The same car park ticketing machine utilised in the main car park will be available.
- Funding will be approved.
- Suitable location for the ticketing machine and shelter can be found.
- Ground conditions will be suitable for the construction.
- Resource consent will be forthcoming.

## Operating Budget Estimate

The following Operational budget has been developed. This is based on actual income from the Main Beach Pay and Display car park and has been pro-rated to apply to the likely usage of the Taiwawe Reserve car park. Details of the calculation are explained in the table below.

The outcome is that an operational surplus of \$32,602 is projected, which will give a straight line repayment of the capital cost in 11 months.

The surplus generated will in each year be separately identified and applied to other projects or services that are benefitting the residents, ratepayers and visitors to the Mercury Bay area.

Hot Water Beach - Taiwawe Reserve Car Park Operating Budget		
Revenue	Budget	Comment
Parking fees	39,116	Pro rata calculation based on main beach annual income discounted to reflect lower usage because of more remote location and to reflect greater capacity of the car park.
<b>Expenditure</b>		
Monitoring	840	Based on actual operating costs for main beach car park.
Stationery	2,960	
Repairs & Maintenance	2,714	
<b>Total expenditure</b>	6,514	
<b>Operating surplus</b>	<b>\$ 32,602</b>	

## Resources to Deliver Project

Internal	External
• Project Engineer	• Builder
• Facilities Field Representative	• Electrician
• Roading Engineer - North Area	• Sign writer
• Communications Manager	• Ticket machine supplier
• Planning Officer	• Ticket machine installer
• Building Consent Officer	

## Risk Assessment

The key risks to this project are:-

The assessment is based on low / moderate / high rankings for each risk.

Risk	Likelihood	Impact	Mitigation
Local Opposition	Moderate	Moderate	Communication & consultation with local



			community.
WRC Resource Consent not approved	Low	High	Engagement with WRC & compliance with requirements for resource consent.
Ticket Machine Supply not available	Low	High	Order machine early.
Electricity Supply not achievable	Low	High	Research & obtain advice early.
Weather (flooding) delay	Low	Low	Monitor weather conditions during installation.
<b>Overall likelihood / impact taking account of mitigation measures</b>	Low	Low	Mitigation measures are all achievable without significant likelihood or impact on achievement of the project.

The project risk register will be maintained throughout the duration of this project and reviewed on a regular basis to ensure mitigation and management of risks.

### Key Issues - Project Benefits / Dis-Benefits Assessment

Benefit	Dis-Benefit	Dis-Benefit Mitigation
<ul style="list-style-type: none"> <li>Reinvestment of funds generated into provision of additional and improved visitor related services and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Users having to pay.</li> </ul>	<ul style="list-style-type: none"> <li>Greater availability of parking through reduced time of occupancy.</li> </ul>
<ul style="list-style-type: none"> <li>Consistent approach to parking provision at Hot Water Beach.</li> </ul>	<ul style="list-style-type: none"> <li>Visitors not staying and using other services.</li> </ul>	<ul style="list-style-type: none"> <li>Use of services transfer to other parts of Mercury Bay area.</li> </ul>
<ul style="list-style-type: none"> <li>Introduction of an incentive for car park users to stay for only the period they need to enjoy the attraction of the hot water on the beach, meaning quicker turnover of parked vehicles and greater availability.</li> </ul>	<ul style="list-style-type: none"> <li>Possible increase in parking on roadside verges.</li> </ul>	<ul style="list-style-type: none"> <li>Not borne out by experience from main car park charging.</li> <li>Installation of additional signage directing vehicles to the two car park areas.</li> </ul>

### Communications

Develop a communication and consultation plan to deal with the key issues, benefits and dis-benefits. The plan to include:

<ul style="list-style-type: none"> <li>Purpose</li> </ul>	<ul style="list-style-type: none"> <li>Generate community understanding and buy in to the proposal to install pay and display parking at the Taiwawe Reserve Car Park.</li> </ul>
<ul style="list-style-type: none"> <li>Target audience</li> </ul>	<ul style="list-style-type: none"> <li>Residents association, business owners, Iwi, residents, property owners, visitors.</li> </ul>
<ul style="list-style-type: none"> <li>Message</li> </ul>	<ul style="list-style-type: none"> <li>Highlight the benefits and address dis-benefit issues as above.</li> </ul>
<ul style="list-style-type: none"> <li>Timing</li> </ul>	<ul style="list-style-type: none"> <li>Prior to resource consent application being approved.</li> </ul>
<ul style="list-style-type: none"> <li>Method</li> </ul>	<ul style="list-style-type: none"> <li>Posters on site and local notice boards, web site, social media, newspaper, letter box drop (if needed), community meeting (if needed).</li> </ul>

### Project Authorisation/Sign Off

Project Executive: Mercury Bay Area Manager

Project Lead: Mercury Bay Programme Manager

Project Manager: Mercury Bay Project Manager

Date: 28 July 2015

### **Key Reference Documents**

1. *Budget Working Papers*