EMT

1 May 2008

Workplace Travel Plan

Purpose of Report

The report provides further information on five actions of the work place travel plan and seeks approval for these actions.

Recommendations

It is recommended that EMT:

(i) Note the report;

(ii) Approve the following actions:

- Public transport subsidy (action 1.2);
- Use of public transport for work purposes (action 1.5);
- Discounted car parking for staff that car-pool (actions 2.1 and 2.2);
- Adjust the Wellness Policy to include cycling equipment (action 4.1); and
- Use of a motorised scooter for work purposes (action 5.6).

Background

In February 2008 EMT was presented with the proposed HCC workplace travel plan. At that stage EMT approved some elements of the plan and sought further information on five actions prior to a decision being made on those actions.

Discussion

Each action is discussed below including advantages, risks and expected cost of each action.

(A) Public Transport Subsidy (action 1.2)

The objective of this action is to increase the number of staff using public transport. The details of the action as proposed are:

- HCC participate in a GWRC trial of a free public transport (busses/ferry/trains) pass for a week at no cost to HCC (Currently being advertised in Nga Tahi for week commencing 26 May).
- Valley Flyer will offer free bus card (usually $7.50) and a free week trial to staff that do not normally use public transport.
- Council will provide an ongoing public transport subsidy to staff to use public transport to get to and from work. This will be set at $30 per month and only available to staff that purchase monthly passes. Verification of the pass must be shown in order to receive the subsidy. Divisional Managers will approve the subsidy.
- Most monthly passes currently cost $95. The highest parking fees in Lower Hutt will cost $107 per month and a significant number of staff have stated that they park for free. The proposal is intended to make PT more attractive by widening the gap between the cost of public transport and the cost of parking.

The proposal is similar to the public transport subsidy offered at North Shore City Council (NSCC). NSCC's scheme operates on the basis that staff will use the subsidy appropriately. NSCC has not reported any significant abuse of their scheme. NSCC has approx 1,000 FTE, and the scheme costs $35,000 per year.

The advantages of the proposal are:

- only staff that regularly take some form of public transport, and therefore invest in a monthly pass, benefit;
- it is difficult for the system to be abused;
- all staff will be able to trial bus passes for free or participate in the GWRC trial of free public transport.

The risks of the proposed action are:

- most part time staff and casual workers will not use this subsidy;
- $30 may not be a high enough incentive;
- loss of revenue from staff who no longer use council parking.

One possible variation of this action is to offer a $30 public transport subsidy for all public transport passes or tickets e.g. one off trips. This variation is not

recommended as it would be difficult to administrate the subsidy, would require significantly more resources, and be more open to potential abuse.

Cost

The cost of this subsidy depends on the uptake of the subsidy by staff. The expected range is $20,493 - $58,212. From the survey we can estimate how many people already take public transport and how many people might take public transport. From the survey the factors important in using public transport are:

- cost of public transport
- availability of public transport;
- reliability and quality of services of public transport;
- flexible working hours and guarantee ride home.

As we are unable to influence points 2 and 3 there will only be a limited uptake of this subsidy. Therefore it is expected that Scenario 1, at a cost of $35,046, is the most likely outcome.

Cost	
Subsidy per month	$30
Subsidy per year	$360
Fringe Benefit Tax (FBT)	65%
Current staff who use PT (estimate from survey)	40
Potential staff who may use PT (estimate from survey)	58
Scenario 1: 75% Current and 50% of Potential	
75% of current users and 50% of potential new users (includes FBT)	$35,046
Scenario 2: All Current and 50% of Potential	
All current users and 50% of potential new users (includes FBT)	$40,986
Scenario 3: All Potential and Current Staff	
All current users and 100% of potential new users (includes FBT)	$58,212
Scenario 4: 50% Current and 25% of Potential	
50% current users and 25% of potential users (includes FBT)	$20,493

(B) Using public transport for work purposes (action 1.5)

The objective of this action is to encourage staff to use public transport for work purposes where practicable. Currently staff using public transport for work purposes are reimbursed by HCC. This is highly inconvenient for staff and is as a consequence often overlooked as a viable option of transport for work purposes. The details of the action as proposed are:

- Council to make available bus passes to be used by staff for the purpose of work travel. Valley Flyer will supply Council with free dedicated HCC bus cards (normally $7.50). Bus cards offer a 10% saving to standard fare prices. Bus cards need to be loaded with credit.
- Development Services will trial the system. Bus cards will be kept at the same locations as taxi chits. The administration team will be required to keep track of all bus cards and ensure that there is always credit available.

The advantages of this proposal are:

- improved staff access to PT;
- system can be policed;
- cheaper alternative form of transport for staff work related travel;
- can result in more effective use of staff time (e.g. reading rather than driving).

The risks of this proposal are:

- potential loss of staff time;
- potential for system to be abused.

Cost

The cards are being supplied free of charge. However, each card will be required to be credited prior to use. Credit will come from existing staff travel budgets.

(C) Discounted and free car parks for staff that carpool (actions 2.1 and 2.2)

The objective of this action is to encourage staff to carpool by reducing the cost of parking and improve convenience. The details of the action as proposed are:

- Council will allow staff that carpool the option of purchasing parking at Council facilities at a reduced rate. Staff to buy a $50 face value Smart park card for 50% discount – for use in all day zones only. However, there is an additional cost to the staff in that they need to rent a Smart Park meter. The net effect is a 33% discount.
- GM car parks will be relocated to the fountain car park. The existing GM car parks will be made available to staff that car pool on a 1st come basis.

The advantages of the proposal are:

- shows EMT leadership in supporting the work place travel plan;
- supports HCC "values" by EMT showing leadership;
- offering only to staff who carpool with staff will help to ensure that the system is not abused;
- EMT still has dedicated parks;
- carpooling is the most feasible form of sustainable transport for most staff;
- meet the needs of all staff who car pool;
- offers an incentive to encourage staff to carpool;
- helps to build relationships between staff;
-

The risks of the proposal are:

- loss of revenue;
- offer only applies to staff that carpool with other staff;
- some policing required as there is potential to abuse this system.

Current GM car parks are not the safest place to park for evening meetings as the area is very poorly lit at night. An alternative option is to park in front of Council prior to an evening meeting.

Cost

Cost to this action is staff time. Any discounts or free parks will have a resulting loss in revenue collected by parking meters.

(D) Adjust the Wellness policy to include cycling equipment (action 4.1)

The objective of this action is to encourage staff to take up cycling to work. The details of the action as proposed are:

- Adjust the wellness policy to include cycling equipment. Staff will be entitled to a 50% subsidy up to a maximum of $200 per annum.
- Cycling equipment will be defined as bicycles, helmets, servicing and locks.
- Divisional Managers / General Managers are required to approve this subsidy. Finance will be required to notify the Travel Plan Coordinator with quarterly reports so follow ups can be done. Follow up will be used for promotional material.

The advantages of the proposal are:

- makes use of an existing scheme;
- incentivise staff to become more active;
- adds a further incentive for retention of staff.

The risks of the proposal are:

- the policy could be abused by staff.

Cost

This is a pre-existing policy and therefore a pre-existing budget. No increase to this budget is needed.

(E) One scooter for short trips around Lower Hutt (action 5.6)

The objective of this action is to encourage staff to use more sustainable forms of transport for travel around Lower Hutt. The details of this action as proposed are:

- A scooter to be made available to all staff as a pool vehicle.
- Personal Protective Equipment (PPE) such as helmets, jackets and gloves in three different sizes and first aid kits will be available to all staff.
- Organising training for staff that wish to use the scooter.
- Introducing similar user guidelines to those used by Auckland Regional Council (attached as Appendix 1).
- Scooter will be made available to book from Outlook.

The advantages of the proposal are:

- very visual marketing of HCC's commitment to sustainable transport;
- low cost of purchase and operation;
- cheaper form of sustainable transport in comparison to other alternatives. e.g. Hybrid cars.

The risks of the proposal are:

- Health and Safety concerns of using a scooter. HCC will minimise this risk by requiring training and require the use of appropriate PPE for all staff who use the scooter.
- Lack of use of scooter by staff. In March 2008 multiple staff trial and were interested in using an electric scooter and an informal survey suggests that staff would be interested in using a scooter.

Cost

The cost estimates below are for a very basic scooter costing approximately $2,000 and estimated usage of 8320 kilometre per year. Slightly more expensive scooters can offer greater storage, performance, quality of workmanship, and visual amenity all of which may encourage more use. A small selection of the alternatives is illustrated on the next page.

Estimated usage		**Fuel efficiency**	Scooter	Jazz
staff using each scooter	10	litres per 100 kilometres	1.54	5.70
Use per week per staff member	2	litres per kilometre	0.02	0.06
kilometres per use	8	litres per year	128.00	474.24
kilometres per week	160			
kilometres per year	8320			

First year start up costs		**Annualised cost**	Scooter	Jazz
1 Scooters	$2,000	registration	$100	n/a
3 helmets at $150 each	$450	lease	n/a	$4,860
3 jackets at $200 each	$600	attire depreciation	$165	n/a
3 gloves at $90 each	$270	maintenance	$300	n/a
training (full cost)	$500	scooter deprecation	$500	n/a
registration	$100	insurance	$500	$1,000
insurance	$500	petrol	$237	$877
petrol	$237	training (half cost)	$250	n/a
Total	**$4,420**	**Total**	**$2,052**	**$6,737**

VMoto Jx50

$2, 699.00

Yamaha Vino 08

RRP $2,790.00

Yamaha CV50 08

RRP $1995.00

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Appendix 1: Auckland Regional Council Electric Scooters Trial

ARC Electric Scooter Policy

Introduction:

This is a policy for ARC employees on what is expected of them in their work and provides base principles for their decisions, actions and personal conduct.

It is expected that all Moped Fleet users will follow the standards of behaviour outlined in the ARC vehicle policy.

1. **Principal One: Respect for the Rules of the Road**

Ethics Obligation:

All ARC staff should:

a) Uphold the New Zealand traffic regulations. The Road Code applies to all vehicles including mopeds.

You can look up the road Code at: http://www.ltsa.govt.nz/roadcode/

b) Carry out their actions in a manner that reflects respect for the laws

Standards:

Acting within the rules of the road: It is expected that users will at all times act within the Law in regards to their actions whilst riding a bike and show respect for such laws in both their action and manner.

2. **Principal Two: B-Safe in the Workplace**

Ethics Obligation:

In performing his or her official duties all ARC staff should:

a) Exercise proper diligence care and attention

b) Seek to achieve high standards of safety for themselves, colleagues and the public

Legal obligations under the Health and Safety in Employment Act 1992

Under the Health and Safety in Employment Act 1992 and the Health and Safety in Employment Amendment Act 2002, employers are responsible for the safety of their employees at work, which includes vehicles.

This includes staff who are driving as part of their work — whether they are a driver, or a passenger, whether they drive regularly or occasionally, and whether the vehicle is owned, leased or rented by your company. The place of work takes into account the road or area through which they travel.

The objective of the Health and Safety in Employment Act is to promote the prevention of harm to all persons at work and other persons in, or in the vicinity of, a place of work.

A ‘place of work’ is broadly defined as:

‘Any place (including part of a building, structure or vehicle) where any person is to work, is working for the time being, or customarily works for gain or reward’.

A place of work may itself move (e.g. a vehicle), or an employee may move through a place of work (e.g. as a postal delivery person). **Vehicles, ships and aircraft are included in the definition of 'place of work', and mobile workers are covered by the Act, regardless of whether they are working from or in a vehicle.**

Clearly ARC’s vehicle fleet is covered by the Health and Safety in Employment Act 1992.

Aside from the obvious legal compliance (warrants of fitness, road user charges, valid road tax) vehicles in any fleet in New Zealand must also comply with the Health and Safety in Employment Act 1992.

An employee travelling to and from work is not considered to be at work, unless using an employer's vehicle while on official business. However, where an employee is required to be on call and that is recognised in an employment agreement, then they are considered to be at work during the time they are travelling to and from home.

The employer has six key duties under the Act.

- Duty 1. Ensure safety of employee
- Duty 2. Ensure systematic methods are established to manage hazards
- Duty 3. Ensure Health and Safety information is provided to employees
- Duty 4. Ensure employees are trained and/or supervised
- Duty 5. Ensure systems are in place to provide employees with reasonable opportunities to be involved in Health and Safety management
- Duty 6. Report incidents

Under the Act, employers and employees alike are responsible for taking all practicable steps to ensure Health and Safety in the workplace. The employer must take all practicable steps to ensure that the vehicle the employee is using is safe. This may include ensuring that:

- the vehicle being used is suitable for the purpose
- there is a system in place to monitor the fact that the vehicle is roadworthy, warranted and registered
- if loads are to be transported in the vehicle, there is suitable load restraint
- the employee has a current driver licence
- the employee has been trained in defensive driving techniques
- total work and driving time minimises the possibility of fatigue
- when working in remote locations, there is a system for an employee to remain in contact with the employer/colleagues.
- Every vehicle used by employees for business purposes should contain a first aid kit.

Determining all practicable steps:

- The likelihood and severity of potential injury/illness must be balanced against the cost and feasibility of the control measures.
- The cost of providing controls has to be measured against the consequences of failing to do so.

Note: it is not simply a measure of whether the person can afford to provide the necessary controls. Where there is a risk of serious or frequent injury or harm, a greater cost in the provision of controls may be reasonable.

- The concept of 'reasonableness' is based on the legal principle of the hypothetical 'reasonable person' and the way that he or she might behave in a particular situation. It is based on the values of society of the day and, in the end, will involve a value judgement.
- The overall test is 'what would be a reasonable and prudent person do in all the circumstances?'

There are no firm guidelines. The question of what is reasonably practicable is always a matter of fact and degree in each situation.

The ARC legal obligations

The ARC therefore will ensure that all employees are trained and supervised so that they're able to perform their work duties safely. This would mean ensuring that employees who are required to use a vehicle:

- have the appropriate classes of driver's licence;

- are able to drive effectively, for example, they are not suffering from fatigue or any other factor;
- comply with driving hours restrictions for heavy vehicles;
- comply with the conditions of their driving licence e.g. the wearing of glasses;
- have adequate time in which to complete assignments; and
- are physically capable of undertaking assignments.

Health & safety under the Health & Safety in Employment Act 1992: the moped you are riding as part of this Fleet is part of the workplace. You are therefore required to take all reasonable steps to ensure your own safety, health and welfare and as well as the health and safety of other staff members and the public. Under the H&S in Employment Act 1992 you have a responsibility to ensure the health and safety of fellow employees and members of the public during the course of your employment.

The ARC vehicle fleet policy and guidelines is currently under review. Staff are however required to:

- Perform all work in a safe manner, including riding a moped as part of the Fleet Initiative
- To use safe and correct work practices at all times
- Not to wilfully endanger yourself, other staff members or a member of the public
- To correctly use personal protective equipment that is supplied for a task
- Report any incidents or hazards as soon as practicable using the online Accident & Reporting Form.
- Smoking is not permitted whilst you are undertaking work as part of the moped Fleet Initiative

B-Safe – prevent, take action and learn:

You are expected to adhere to the safety principles of preventing incidents/accidents. If you become aware of or a situation or piece of equipment that is unsafe or could potentially endanger you or others you are required to report this to your team leader or the workplace health and safety representative, you should also learn from any mistakes and ensure that they do not occur again.

Personal Responsibility:

It is expected that you will undertake to personally address any issues associated with the moped and/or moped fleet. This includes ensuring that maintenance issues are reported promptly and that mopeds are returned in a condition that is suitable for the next person to safely undertake their tasks.

ARC Electric Moped Guidelines

(1)Riding in a straight line

Just like riding a moped, it is the rotational inertia of your wheels (plus engine, partly) that keeps you upright when riding. So the faster you are moving, the easier it is to balance on a scooter. When stopped or moving very slowly you will need a foot on the ground to keep you upright. Using small body movements when riding will help keep you stable. Turning your head helps you make absolutely sure of traffic around you, but try to keep your overall weight over the centre of the scooter.

(2)Turning on a scooter

You will need to lean to get around a corner. Faster speeds and tighter corners mean more lean. The best way is to lean with your scooter, so that neither your body or your scooter is leaning more than the other.

To get your scooter to lean, the easiest way is to initially turn the front wheel the OPPOSITE way slightly. This pushes you and scooter into a lean, and you can easily move into the corner. That is, if going into a right hand turn, turn your wheel left a little. You and the scooter naturally lean to the right. Turn your wheel right, and you are leaning the correct way and pointing the wheel into the turn. If you do not already ride like this, try it and notice the difference it makes.

(3)Using the brakes on a scooter

In most cases brakes should be used together. Release the accelerator and squeeze both levers at the same time. Your front brake is capable of providing 65-75% of the braking force. Some scooters are fitted with disc brakes at the front, some are not.
Use the brakes with more caution on wet/slippery surfaces. Give yourself more time and distance to brake.

If you apply a brake too strongly, that wheel will lock up (stop turning) and the tyre will slide. If this is momentary you may not notice much. If it continues, a locked rear wheel will slide away from the side your weight is leaning, and quickly increase your lean until you hit the ground, probably while still moving. A locked front wheel can slide even more quickly and is more difficult to recover from as the wheel doing the steering becomes ineffective.

In both cases, releasing the brakes enough that the wheel starts turning again is the first step. Second, a quick foot down on the ground (on the INSIDE, where the advancing scooter will not hit) may help to bring the scooter back up to a stable point. Remember that you are moving so this tap on the ground must be momentary and quick.

(4)Riding safely on a scooter

Visibility is very important. The colour of your scooter, keeping your headlight on at all times and the colour of your helmet and clothing all affect visibility. Obviously white or brightly coloured, shiny helmets can help make you more visible. Avoid riding directly behind vehicles. Leave some room and ride in one of the wheel tracks of the vehicle in front. If you are following too close to a vehicle, other vehicles waiting at crossroad intersections can fail to see you and hit you when pulling out after the vehicle in front of you has passed.

Riding in the wet can be dangerous for two main reasons: Wet roads are slipperier than dry, and visibility is reduced by rain and spray. Slippery roads mean that your and other vehicles' braking distances are increased. It becomes easier to slide out around a corner so the maximum safe speed to take corners in the wet is lower than in the dry.

The electric scooter should be able to accelerate quickly enough to not hold up traffic. If car drivers are stuck behind you on a road, they will overtake. Tens of car passing you on a single-lane road can be dangerous or unpleasant.

(5)Where to ride

- Ride on public roads
- Do not ride on motorways/expressways. Avoid other 100km/h areas
- The Auckland Harbour Bridge is part of a motorway so you can not ride a scooter on it
- Use the bus lanes around Auckland. These are usually painted green. Some lanes have their own traffic signals so be careful to follow those
- Avoid riding on sand. Do not ride on the footpath

You can not take these scooters on public harbour ferries from some terminals

(a)The road code - rules for riding

In general, all the rules for cars and other vehicles also apply to you on a scooter. Some points to note:

- You can overtake a line of stopped cars, if it is at a reasonable speed (under the speed limit), you use your indicator, obey the 2-second/following distance rule and there is a clear safe distance in the opposing lane as you overtake. You may also overtake on roads with a yellow line in the centre (e.g. Grafton Bridge) as long as you do not cross the yellow line and you are indicating your movement.
- Passengers on your scooter must have a foot peg for both feet, or a place to safely rest their feet.
- The ARC electric scooter is only legally allowed to be capable of 50km/h in New Zealand.
- If you use bus lanes, be very careful when passing buses. The legal speed limit past a **stopped school bus is 20km/h**

Using the ARC electric scooter

1. E-MAX

E-max scooters have a lower cost of ownership considering purchase price and operating costs (maintenance, oil and fuel). In addition, e-max scooters have no environmental cost. The average consumption per 100 km is 30c. (TBC).

Emax 90S Specifications	
Motor	4000W brushless wheel motor. Warranty 2 years or 20,000km. Which means maintenance free and no servicing required.
Max. Ampere Output	40A and 75A (by using power button).
Max. Power Output	2.1kW and 3.75kW (by using power button).
Battery	4x12V/42AH Silicon Battery. Warranty 1 year or 10,000km.
Charging Time	Approx. 4 hours. By using a dual charging system, charging time can be reduced to just 2 hours.
Max. Speed	60-65km/h. Electronic speed limiter restricted to 50km/h for Australian standards.
Distance Range	60-70km depending on weight of user and road.
Wheel & Rim	13 inch aluminium wheels with custom disc-brakes.
Ergonomics	The Emax frame is specially designed to keep the weight at its lowest centre of gravity as possible for greater handling and stability.
Power Button	A power button on the handlebar gives additional power at the push of a button. It last for 2 minutes and can be used as often as needed.

(iii)

(iv) http://www.e-max-ltd.com

(v) *How far can I travel on the scooter?*

These scooter is a Emax 90S. The scooter has a power button on its handlebars that provide additional power the moment you push the button which last for up to 2 minutes. You can use this button as often as you require. The Emax scooters are geared with 13-inch aluminium wheels and custom disc breaks, except for the Emax 190L that uses hydraulic discs for its front and rear brakes.

Emax 90S can achieve a maximum speeds of 60-65 kilometres per hour but has been restricted to 45km per hour. It can travel 60-70 kilometres, depending on the terrain and weight of the rider and cargo. It uses 4x12V, 42AH silicon battery that releases a maximum power output of 2.1 kw that could expand to 3.75kw

You must ensure that the scooter is returned with 50% charge in order that the next staff member can us the scooter. We therefore recommend that you use the scooter for ARC business use within a 25km radius of Head Office.

2. EVT scooter

1. Charge the batteries before using it. An overnight charge is good, the intelligent controller cuts back to a "float" voltage when charged, so there is no danger of overcharging. The green light indicates at least an 80 % charge
.
2. Keep (and use) the charger in a dry place. I have had a couple returned to me with water damage after they have been kept in carports.

3. Check the tyre pressures. Should be 40 psi front and rear.

4. On the RH handlebar there is a switch labelled "P" and "E". Stands for power and economy. The machine will go faster in P mode and is limited to about 45 kph in E mode. The battery economy is best in E mode and I have tested these things to 62 km running on flat ground in E mode and avoiding rapid acceleration and braking. In P mode, climbing hills, accelerating flat out, etc, the range may drop as low as 30 km.

5. Bear in mind that if you do run the battery right down so as the controller cuts out (to protect the battery from over discharge), I have found that if you wait 5 minutes it will come to life again and go a few more km provided you accelerate very gently and keep your speed down to 20 kph or so. Handy "get you home" feature.

6. Always re-charge the machine as soon as possible after every use. Even if you only travel a few km, plug the charger back in. The battery life is maximised by keeping them in as high a state of charge as possible at all times. If you leave them fully discharged for more than a few days, irreversible damage occurs, reducing their capacity. They may be left in the fully charged state for up to three months without any problems.

7. You may notice in the documentation a reference to the motor cutting off when braking. We disconnect this feature as it makes starting on hills very difficult!

Do I need a motorbike licence?

The scooter has be restricted to only travel at 50km an hour. It is classified as a moped and you will need a driving licence to legally ride the machine.

Do I have to have ARC scooter training to ride the scooter?
Yes, the ARC will be providing scooter training. The electric scooter does not ride like a petrol driven scooter or motorbike, so even if you are an experience rider you will need to attend the training.

Can I ride on the motorway?
The scooter has be restricted to only travel at 50km an hour. It is classified as a moped and therefore the scooter is ***not*** to be driven over the harbour bridge.

Can I go over the harbour bridge?
The scooter has be restricted to only travel at 50km an hour. It is classified as a moped and therefore the scooter is ***not*** to be driven over the harbour bridge.

What happens if I run out of charge?
As with any fleet vehicle it is your responsibility to ensure the scooter has enough charge to get you to your destination and back to 21 Pitt Street.

(vii) *Do I have to wear the ARC helmet and safety gear?*

Yes, you will need to wear a helmet, jacket, and gloves. The ARC will provide 3 sizes of helmet, jackets, trousers, gloves and boots. All ARC safety gear will have CE labelling which indicates that the item complies with the relevant European standard for moped protective clothing.

- Moped jackets, pants or suits that comply will be labelled EN 13595.
- The standard for impact protectors is EN 1621.
- Gloves EN 13594, and Boots EN 13634.

You can also wear your own safety gear if it complies with the above standards. You can also purchase the above safety gear at a discounted price at **** (TBC)

(viii) *Where do I store the safety gear in the ARC?*

(ix) ***The operation Team has provided lockers for the safety gear which is next to the scooters in the B1 carpark. Please hang up the equipment after use and report any damage to the operations team immediately***. ***The key to the locker is on the scooter key ring.***

Where do I store the safety gear when I am using the scooter?

(x) ***Store the safety equipment in the box on the scooter. The key to the box is on the scooter key ring.***

(xi) *Is it easy to recharge the ARC electric scooter?*

Simply insert the plug of the battery charger into any regular wall outlet and the output plug into the inlet within the lockable seat compartment. This will start the recharge process. Please ensure that you plug the scooter to recharge after you have completed your journey.

You can use any conventional 13 Amp socket to charge the scooter. If you wish to use an outdoor socket use a protected socket with weatherproof casing.

Battery charging takes 6-8 hours for a complete charge (zero - full).

(xii) *What do I do to secure the ARC scooter?*

- Always remove the key when you park.
- Always apply the steering lock when leaving the moped.
  Park somewhere visible.
- Invest in a D-lock, a disc lock or an armoured chain.
- If you are securing your moped to 'street furniture', make sure your chain cannot be looped over the top.

Can I use the scooters for non-work trips?
The scooters are for work related journeys only. You can however use the city hop vehicle and the goodgear hire mopeds for non-work related travel.

Where are the bikes parked at the ARC?

The scooters are parked at the entrance of B1 car park. They are clearly identified as ARC fleet vehicles.

Where can I park them in Auckland?

ARC electric Scooters parking is available in all Auckland City car parking buildings, there is no charge for users to park if they use the dedicated areas.

Scooters are not to be parked on pavements and will be ticketed if illegally parked.

Scooter riders are also required to pay for parking if parked in pay and display carparks.

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(xiii) Moped parking

These parks are for you to use any time of day (unless the sign at the space says "8am - 6pm"). You don't have to pay for these parks and there is no time limit. There are also other car parks run privately that offer parking to mopeds for free; some of these are covered too.

Following is a list of moped parking areas in the CBD:

Street	Location	Space available (in meters)	Operating Times
Alfred St, CBD	Opposite university library	40	
Anzac Avenue	Outside 93-107	3	Mon - Sat, 8am - 6pm

Boston Road	Outside 4-6	10	Mon - Sun, 8am - 6pm
Chancery Street	Outside 2-8	10	At all times
Daldy Street	Opposite 2	8	At all times
Eden Crescent	Outside 16-18	11	Mon - Sun, 8am - 6pm
Elliott Street	Behind 106-108 Albert Street carpark	8.5	Mon - Sun, 8am - 6pm
Federal Street	Opposite 182	11	At all times
Fort Lane	Customs Street East	10	Mon - Sun, 8am - 6pm
Grosvenor Street	Outside 299 Great North Road	5	Mon - Sun ,8am - 6pm 120mins max
Gundry Street	Opposite 2	9.5	Mon - Sun, 8am - 6pm 30mins max
Lorne Street	Outside 44-48	23	At all times
Mason Avenue	Outside 349 Great South Road	3.5	Mon - Sun, 8am - 6pm
Nuffield Street	Remuera Road	10	Mon - Sat, 8am - 6pm
Princes Street	Outside 16-24	13	Mon - Sun, 8am - 6pm
St Paul Street	Outside 6	13.5	Mon - Sun, 8am - 6pm
Symonds Street	Outside 17	26.5	Mon - Sat, 8am - 6pm
Symonds Street	Outside 20-26	39	At all times
Symonds Street	Outside 9 -11	85	At all times
Teed Street	Opposite 2-4	4	Mon - Sun,8am - 6pm
Tooley Street	Opposite 1-21	3	Mon - Sun, 8am - 6pm

(xiv) Car parking building locations

Click on Picons on the map below, to see location, phone, operating hours operated by ParkRight.

Following is a list of moped car parking buildings in the Auckland:

- Downtown

31 Customs Street West Phone: (09) 309-6007
Operating hours
Monday - Thursday 6.00am - 1.15am (following day). Last entry is at 11.45pm, and last exit by 1.15am. **Friday - Saturday** 6.00am - 3.00am (following day) Last entry is 1.00am (following day), and last exit by 3.00am **Sunday** 6.00am - 12 midnight Last entry is 10.15pm

- Victoria Street

Victoria Street East Phone: (09) 379-0103 Vehicle height clearance: 1.95m

(1) Operating hours

(2) Tariffs

Monday to Friday
6.00am - midnight.
Last entry at 9.00pm, and last exit by midnight.

Saturday

6.00am - 12.30am.

Last entry at 9.00pm, and last exit by 12.30am.

Sunday
6.00am - 12 midnight.

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- Civic

Monday to Thursday
6.00am - 1.00am.
Last entry at 10.00pm, and last exit by 1.00am.

Friday

6.00am - 3.00am.

Last entry at 12.30am, and last exit by 3.00am.

Saturday

6.00am - 3.00am.

Last entry at 12.30am, and last exit by 3.00am.

Sunday

6.00am - 11.30pm.

Last entry at 9.00pm, and last exit by 11.30pm.

- Karangahape Road

Mercury Lane
Phone: (09) 377-1255
Vehicle height clearance: 1.9m

(1) Operating hours **(2) Tariffs**
Monday to Friday 6.00am - 10.00pm **Saturday and Sunday** Saturday 6.00am - Sunday 10.00pm

- Fanshawe Street

72-100 Fanshawe Street Phone: (09) 307-1663 Vehicle height clearance: 2.1m
(1) Operating hours **(2) Tariffs**
Monday to Friday 6.00am - midnight

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- Open air car parks

Auckland City provides open air pay and display car parks at the following locations:

Location
Bledisloe (behind the Bledisloe Building, 24 Wellesley St West).
Greys Ave (Greys Ave, opposite the Civic Building).

- Lease parking tariffs

The following lease car parking is available from ParkRight:

Global
Downtown • Undercover • Rooftop
Victoria Street • Unallocated (Levels 15 - 20)

Civic • Undercover premium
Fanshawe Street • Undercover
Karangahape Road
Beresford Street • Undercover • Micro car bays
Burleigh Street • Open air
Greys Ave • Reserved open air
Mayoral Drive • Reserved open air