**NOTE** All notes in blue are to be replaced with appropriate text.

All notes in red are to be read, memorised, and deleted. Delete this note.

**Permanent Warning or Advisory Signs or Markings Report**

The space between “Name of” and “Local” is another drop-down menu to choose a second LB name, if needed.

**Name of Local Board**

Street Name(s), Suburb

Subject (reason for resolution)

Report to Traffic Operations Manager

**Reporting Officer:** Name, Job title (*This has to be internal AT staff. For projects started internally this person will usually be the Parking Designer or Delivery Team/PM responsible for a project or the engineer responsible if delivery team not involved. For resource consents and temporary road works, this will be the Transport Controls Administrator.) Include the job title.*

|  |  |
| --- | --- |
| **Date Approved:** (Delete this TCC Secretary to fill in) | **Approval ID: XXXXX** |
| **Internal cost code:** WBS or cost code |

1. **Recommendations**

The Traffic Operations Manager, in accordance with their delegated authority, and being of the opinion that drivers should be warned of conditions where special care or reduced speed is appropriate, or advised of information valuable to road users, approves:

1. Manager recommendations start here.
2. The warning or advisory traffic control devices in this report are approved from the date the decision was made.
3. **Proposal and Location**

State what is being proposed and where it is being proposed.

1. **Governance Context**

Auckland Transport is both the road controlling authority for the Auckland transport system and the organisation responsible for public transport management in Auckland. Its purpose is to contribute to an effective, efficient, and safe Auckland land transport system in the public interest. Auckland Transport establishes traffic controls and other facilities in pursuit of that purpose.

The Traffic Operations Manager has been delegated powers by the Auckland Transport Chief Executive to make decisions in regard to the nature and location of various traffic controls and traffic control devices that do not require a resolution under traffic bylaws. The Traffic Operations Manager has also been delegated the power to authorise encroachments on the road corridor. The matters for consideration in this report fall within scope of the Traffic Operations Manager’s delegated authority.

1. **Assessment**

Explain why the advisory/warning signs or markings are appropriate.

This section should be deleted as being unnecessary if the report relates only to an advisory sign(s) that is purely informational (i.e, welcome to …, this way to …, etc) and is *not* being installed to convey important information to the road user (i.e, traffic signal ahead, hump, etc) or identify a hazard or potential hazard.

1. **Consultation**

If the proposal was *not* initiated by Traffic Engineering or Road Safety Engineering, discuss what consultation was undertaken with either of these teams. When was the team consulted, what materials were in the consultation and what was the initial outcome of the consultation?

Set out the details of the consultation and discuss any feedback from the consultation. Give a brief summary of the comment(s) and a brief summary of the response(s) and how this was closed out.

This section should be deleted as unnecessary if the proposal was initiated by Traffic Engineering or Road Safety Engineering.

1. **Signatures and Approvals**

*(Explanatory Note: The Reporting Officer of any report is responsible for starting the workflow process (including uploading the files to the Reports – Review and Sign-off library) and tracking the progress of the signatures.)*

|  |  |  |
| --- | --- | --- |
|  | Name and title of signatory | Date of Review Approval |
| Consultant / Author:  | Remove this row if the report has been drafted in house.NamePositionConsultancy firm |  |
| Delivered by: | NamePositionDivision - Department (person responsible for delivering the project – delete this row if delivery team is not involved) |  |
| Recommended by: | NamePositionDivision - Department (person responsible for proposing design)  |  |
| Verified by: | Anthony HerathSenior Resolutions SpecialistTransport Controls |  |
| Approved by: | NameTraffic Engineering Team Leader (By area)Network Management  |  |
|  |
| RecommendationsApproved by:Delegated Authority  | ………….………….………Traffic Operations ManagerNetwork Management | Date Approved |
|  |