**Traffic Operations Manager**

**Permanent Traffic Control Changes**

Local Board: Choose an item.

Location: \*insert names of all roads involved in proposal, suburb\*

Proposal Description: \*briefly describe the new traffic controls that are the primary objective of the project\*

**Reporting Officer:** \*insert AT officer’s name and include job title\*

**Report ID:** ID No. **WBS Code:**

 **DRP Number:** (or N/A if not applicable)

 **ENG/RC Reference:** (or delete entire line if not applicable)

|  |  |  |
| --- | --- | --- |
|  | Reviewer | Date  |
| **Verified by:** | Anthony HerathSenior Resolutions SpecialistTransport Controls Unit | Click or tap to enter a date. |
| **Approved by:** | \*Name\*Traffic Engineering Team Leader \*By area\*Road Network Operations  | Click or tap to enter a date. |
| **Approved by:** | Stuart McAlpineMinor Projects Specification ManagerInfrastructure & Fleet Specification (Metro) | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Consultant / Author:  | \*Name\*\*Position\*\*Consultancy firm\* |
| Delivered by: | \*Name\*\*Position\*\*Division – Department\* |
| Recommended by: | \*Name\*\*Position\*\*Division – Department\* |

**Traffic Operations Manager**

The highlighted areas are to be changed. The sections surrounded by stars are filled in with the appropriate text. Highlighted sections not surrounded by stars are deleted if that discussion is not appropriate to the report.

**Permanent Traffic Control Changes**

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Proposal Description: \*briefly describe the new traffic controls that are the primary objective of the project\*

**Reporting Officer:** \*insert AT officer’s name and include job title\*

|  |  |  |
| --- | --- | --- |
| **Report ID:** ID No. |  | **Date Approved:**  |

# Project Purpose

## Origin and desired outcome

\*Describe what has brought the road / area to Auckland Transport’s attention: public/Local Board request/comment, programmed works, resource consent, significant issues i.e., crashes, complaints/queries, internal review, etc.\*

\*Identify the issue and the broad goal for the solution. What do you hope to achieve?\*

## Location

\*Briefly describe the location of the proposal (including Local Board area), the characteristics of the area (residential, business, etc.) and any schools (or other notable features) that are in the vicinity\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Road name | Road classification | Annual Average Daily Traffic (vpd) | Over-weight/Over-dimension route | Bus, Bike and/or Walking route |
| \*Insert Road Name\* | Choose an item. | \*Data\* | Choose an item. | \*route type\* |
| \*Insert Road Name\* | Choose an item. | \*Data\* | Choose an item. | \*route type\* |
| \*Insert Road Name\* | Choose an item. | \*Data\* | Choose an item. | \*route type\* |
| Copy the row above and insert lists as required |  |  |  |  |

\*Briefly describe any road geometry, operational or safety considerations that influenced the proposal, if there were any. State if the road is a cul-de-sac, narrow road (6.8m or less) or within a parking zone. If the road or lane width is an issue, the width of the carriageway/lane is stated.\*

Any studies or data, like crash data, that were used to identify the problem or a potential solution are also included here. State what study was conducted or data gathered, the results of the study/data and the conclusion that was drawn from the study/data.

## Proposal

It is proposed to \*describe the elements of the proposal. (Do *not* include lengths)\* as shown on the attached drawing No. \*Insert drawing number and sheet range\*, dated Click here to enter a date..

\*Describe existing controls\* are proposed to be confirmed as part of this report as they have been present for some time but records of the decision that implemented them have not been easily located. They have been evaluated by \*insert Team name\* and \*state the results of the evaluation\*. (Delete this paragraph if existing controls are not being included in the proposal.)

## Strategic alignment

### **Design standards**

The proposed design Choose an item. with the standards set in the Transport Design Manual. \*If the design does not comply, state the procedure used to obtain an AT-approved departure from standards and provide the reference number and approval date.\*

### **Safety**

\*State how the proposal helps AT to align with our commitment to Vision Zero\*

\*One method of demonstrating how your proposal helps us to align with Vision Zero is to use the road safety audit to show areas where safety improvements were made. If a road safety audit was undertaken, note the improvements from the audit. If an audit was not undertaken, you can still explain how your proposal improves safety on the roads or, at least, how it doesn’t degrade safety.\*

|  |  |
| --- | --- |
| Concern Raised | Response and Outcome |
| \*Briefly describe concern or category of concern raised\* | \*Provide brief description of what improvement(s) will be made to address it\* |
| Insert rows as required (but try not to exceed three rows) |  |

### **Other strategies**

\*State in this section if the purpose of the proposal is specifically to support an AT organisational strategic document. For example, state how the proposal aligns with Room to Move: Tāmaki Makaurau Auckland’s Parking Strategy; the City Centre Bus Plan; the Auckland Freight Plan; the Accessibility Action Plan; the Regional Rapid Transit Pathway; The Network Operating Plan; or the Transport Emissions Reduction Pathway. Outline what features of the proposal are expected, at a high level or specifically, to support mode shift to active modes or PT, or to reduce vehicle kilometres travelled.\*

\*If there is some aspect of the proposal that would seem to be inconsistent with a strategic document explain why the proposal is still being made, for example, if alignment with another strategic document is considered to have more weight in that instance.\*

\*At the very least state (and be ready to justify if asked) that the purpose of the proposal is generally consistent with AT’s guiding strategic documents.\*

## Options assessment

The objective of the project is to \*insert summarised project objectives\*. To achieve this, a number of decisions were made regarding alternative controls before being ruled out in favour of the proposal.

\*State the various methods that could be used to achieve your broad goal (as stated in 1.1) with each one being an option discussed here. Each option should describe the potential design, the engineering assessment of that option and why it was not progressed.\*

\*The final option would be the proposal. Give an engineering evaluation of the proposal. What are the consequences of the design? What are the impacts to the surrounding/wider network? Why it was progressed over all the other options, i.e., how/why the proposed design meets the desired outcome.\*

# Engagement

The Traffic Operations Manager will not accept a “no response” outcome from an internal consultation. If you are struggling to obtain a response, please contact Transport Controls for assistance.

## Internal Engagement Analysis

The following internal parties were Choose an item. the proposal on Click here to enter a date..

Where internal consultation is adequately covered by the Design Review Panel the other lines may not be required.

|  |  |
| --- | --- |
| Department | Response |
| Design Review Panel | Choose an item. |
| Traffic Engineering | Choose an item. |
| Road Safety Engineering | Choose an item. |
| Public Transport  | Choose an item. |
| Design and Standards | Choose an item. |
| Active Modes | Choose an item. |
| Parking Design and Solutions | Choose an item. |
| Road Corridor Access | Choose an item. |
| ATOC | Choose an item. |
| City Centre Network Operations (CCNO) | Choose an item. |

The comments that were accepted by the designer and adopted into the proposal are listed below.

* \*Briefly summarise what changed in the proposal. This should not be more than one sentence and must be a grammatically correct and complete sentence with proper punctuation. This is not intended to be a list.\*
* \*Briefly summarise what changed in the proposal. This should not be more than one sentence and must be a grammatically correct and complete sentence with proper punctuation.\*
* \*Add items as needed to list all the relevant changes made to the proposal.\*

The comments that were rejected by the designer or required discussion are addressed below.

**\*Commenting party/parties\***

* \*Briefly summarise the comment\*
* \*Briefly summarise the response that was sent to the commenter(s). (This is what you *said.)*\*

\*State what you *did* to address the comment, if anything (what did you *do* to address the comment, not what you said; what you said is the second bullet point as shown above). Were there any changes made to the proposal as a result of this comment?\*

**\*Commenting party/parties\***

* \*Briefly summarise the comment\*
* \*Briefly summarise the response that was sent to the commenter(s). (This is what you *said.)*\*

\*State what you *did* to address the comment, if anything. Were there any changes made to the proposal as a result of this comment?\*

[Insert additional paragraphs as required to ensure that all comments are dealt with]

## Local Board Engagement Analysis

The Choose an item. Local Board was consulted on Click or tap to enter a date. and Choose an item..

The Local Board has been provided with the opportunity to respond to the proposal and has been followed up on Click or tap to enter a date., Click or tap to enter a date. and Click or tap to enter a date.. The Local Board has raised no objection to the proposal. [delete if there is a Local Board response]

The comments that were received are addressed below.

* \*Briefly summarise the comment\*
* \*Briefly summarise the response that was sent to the Board\* (What did you *say* to address the comment?)\*

\*State what you did to address the comment, if anything (what did you *do* to address the comment, not what you said; what you said is the second bullet point as shown above). Were there any changes made to the proposal as a result of this comment?\*

Provide any additional details of Local Board interactions.

## External Engagement Analysis

The following concerns were raised during engagement with affected **EXTERNAL** parties.

The affected external parties below were Choose an item. the proposal on Click here to enter a date..

|  |  |  |
| --- | --- | --- |
| Stakeholder: | Methodology: | Response: |
| Residents / Landowners | \*Number\* via \*describe\*  | Choose an item. |
| Businesses | \*Number\* via \*describe\* | Choose an item. |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Copy the row above and insert list as required  |  |

|  |
| --- |
| Communication Channel (Used/Not Used) |
| Online Content | Choose an item. | **Public Meeting** | Choose an item. |
| Other Methods | Insert description of materials/Delete yellow text if not used (do not delete this row) | Choose an item. |

\*State how many responses were received and of these, how many were in support of the proposal, how many were opposed to the proposal and how many had no opinion on the proposal. If it’s relevant, you may also state how many were in support, but requested minor changes.\*

Show the date of your most recent communication with the external parties. Include a brief summary of the contents of that communication.

Are you relocating or proposing a bus shelter? Describe how you consulted with the affected resident/property owner with respect to right to a hearing on the bus shelter under section 339 of the Local Government Act 1974. If a bus shelter is not being proposed or relocated, delete this paragraph.

If applicable: Insert a summary of any additional engagement and details that led to a second round of consultation being needed.

The comments that were received are addressed below.

**\*Number/Percentage\* of \*commenting party\***

* \*Briefly summarise the comment or group of similar comments\*
* \*Briefly summarise the response that was sent to the commenter(s). (This is what you *said.*)\*

\*State what you *did* to address the comment, if anything (this is what you did, not what you said; what you said is the second bullet point as shown above). Were there any changes made to the proposal as a result of this comment?\*

**\*Number/Percentage\* of \*commenting party\***

* \*Briefly summarise the comment or group of similar comments\*
* \*Briefly summarise the response that was sent to the commenter(s). (This is what you *said.*)\*

\*State what you *did* to address the comment, if anything. Were there any changes made to the proposal as a result of this comment?\*

**\*Number/Percentage\* of \*commenting party\***

* \*Briefly summarise the comment or group of similar comments\*
* \*Briefly summarise the response that was sent to the commenter(s). (This is what you *said.*)\*

\*State what you *did* to address the comment, if anything. Were there any changes made to the proposal as a result of this comment?\*

**\*Number/Percentage\* of \*commenting party\***

* \*Briefly summarise the comment or group of similar comments\*
* \*Briefly summarise the response that was sent to the commenter(s). (This is what you *said.*)\*

\*State what you *did* to address the comment, if anything. Were there any changes made to the proposal as a result of this comment?\*

[Insert additional paragraphs as required to ensure that all substantive comments are dealt with]

## Closeout

The internal stakeholders were informed of the final proposal via \*describe\* on Click here to enter a date.. \* Discuss the outcome of the close out. Give a brief summary of the closeout materials, in particular, did they receive a copy of the revised/final proposal and explanations of why their comments were or were not incorporated into the revised/final proposal. Were any further comments received?\*

The Local Board were informed of the final proposal via \*describe\* on Click here to enter a date.. \*Discuss the outcome of the close out. Give a brief summary of the closeout materials, in particular, did they receive a copy of the revised/final proposal and explanations of why their comments were or were not incorporated into the revised/final proposal. Were any further comments received?\*

The external stakeholders were informed of the final proposal via \*describe\* on Click here to enter a date.. \*Discuss the outcome of the close out. Give a brief summary of the closeout materials, in particular, did they receive a copy of the revised/final proposal and explanations of why their comments were or were not incorporated into the revised/final proposal. Were any further comments received?\*

**Permanent Traffic Control Changes**

**Traffic Control Order**

Local Board: Choose an item.

Location: \*insert names of all roads involved in proposal, suburb\*

Proposal Description: \*briefly describe the new traffic controls that are the primary objective of the project\*

Recipients: Report to Traffic Operations Manager

**Reporting Officer:** \*insert AT officer’s name and include job title\*

|  |  |  |
| --- | --- | --- |
| **Report ID:** ID No. |  | **Date Approved:**  |

# Decision

The Traffic Operations Manager, in accordance with their delegated authority, and being of the opinion that these controls are a justified limitation on the right to freedom of movement on roads which will not unduly impede vehicular traffic using the road, approves:

1. Drawings: Drawing(s) \*Insert drawing number(s), full range of sheet numbers, revision number and date of drawing\* form part of this Traffic Control Order and references in the clauses below are references to those drawings unless otherwise stated.
2. \*Copy and paste recommendation\* (add your proposed controls here)
3. \*Copy and paste recommendation\* (continue as needed for proposed controls)
4. \*Copy and paste recommendation\* (add existing controls being confirmed here)
5. \*Copy and paste recommendation\* (continue as needed for existing controls)
6. Layout of lanes (with no mandatory turning controls): That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.12 of the Land Transport Rule: Traffic Control Devices 2004, lanes are provided for on the roads within the scope of this report as indicated by the lane lines, centre lines, continuity lines and edge lines in the drawing.
7. No stopping off the roadway: That pursuant to clause 18 of the Bylaw and noting clause 12.2 of the Land Transport Rule: Traffic Control Devices 2004, except in specifically authorised parking places, the stopping, standing or parking of vehicles off the roadway is prohibited at all times on the roads within the scope of this report where the roadway is edged by a kerb and where there is no kerb but the road margin has been planted as a lawn or garden.
8. \*Copy and paste recommendation\* (add your warning/advisory signs and markings recommendations here)
9. \*Copy and paste recommendation\* (continue as needed for warning/advisory signs and markings recommendations)
10. Coming into effect: The traffic controls, restrictions and/or prohibitions described in this Traffic Control Order are approved from the date the decision was made. Each control, restriction or prohibition takes effect and may be enforced either immediately or, if dependent on a traffic control device, once the traffic control devices prescribed for it under the Land Transport Rule: Traffic Control Devices 2004 are installed.
11. Revocations: That any previous resolutions or decisions about traffic controls made under any bylaw or other Road Controlling Authority power are revoked to the extent that they are incompatible with the traffic controls approved in this report.

# Confirmation

|  |  |
| --- | --- |
| Certified as approved by the Traffic Operations Manager  | Date Approved |
| ….…………………….………….…Jared PlumridgeTraffic Operations Manager |  |

# Authority

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 matters for consideration in this report fall within scope of the Traffic Operations Manager’s delegated authority.