

Traffic Note 37 – Revision 1

Date June 2005
From Safer Roads
Authorisation Peter Croft, Manager Safer Roads

Signature _____

No. of pages 9

40 km/h variable speed limits in school zones – Guidelines

1 Purpose

In January 2000, a number of trial 40 km/h variable speed limits in school zones started operating in Christchurch City. The trial aimed to assess their effectiveness in reducing speeds outside schools and, if the results justified it, assist the Land Transport Safety Authority (now Land Transport New Zealand) in establishing guidelines. Guidelines were first published in 2002 and since then, 40 km/h variable speed limits in school zones have been established throughout New Zealand.

Land Transport Rule: Setting of Speed Limits 2003 requires the Director of Land Transport (the Director) to approve a variable speed limit before a road controlling authority can set such a speed limit by making a bylaw. In accordance with this requirement, the Director has published a notice in the *New Zealand Gazette*¹ (the *Gazette*) approving a variable speed limit of 40 km/h in school zones and setting out conditions for those speed limits. This Traffic Note provides guidelines to comply with the *Gazette* notice, based on the results of the trials in Christchurch and subsequent experience with these speed limits.

2 Background

Roads outside schools are perceived as dangerous for children. At the time when children are crossing there can be high volumes of traffic, manoeuvring vehicles, parked vehicles obscuring visibility and vehicle speeds often appear too high. Research has shown reducing vehicle speeds to 40 km/h or less significantly reduces the level of injury if a child is struck by a vehicle.

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In many jurisdictions, such as the states of Australia and the United States, school zones with special speed limits are applied at schools and indicated by permanently displayed signs. A study of the available literature, and experience with traffic behaviour outside New Zealand schools, suggests the uniform application of permanently displayed speed limits outside schools was unlikely to result in a change to speeds outside most schools.

There are situations where standard traffic control devices and the level of activity outside a school do not result in lower traffic speeds, particularly where the school is on an arterial or other road where there is a high volume of traffic or high speeds. Installation of a 40 km/h variable speed limit in the school zone may, in these circumstances, be desirable to achieve a lower speed environment.

The major drawback of any permanently displayed sign is the manner in which drivers, many of whom would pass the same sign regularly without requiring any action in response to it, tend to ignore or fail to see it. Variable signs, which are displayed only when relevant, offer a way in which this drawback can be minimised and may actually enhance driver acceptance of any restriction imposed.

For this reason a trial of these devices was conducted in Christchurch. The results from the trial are embodied in these guidelines.^{2, 3}

3 Objectives of variable speed limits in school zones

Variable speed limits in school zones are seen as having the following objectives:

- provide a safer road environment outside schools
- reinforce driver expectations of the likely presence of children
- encourage safe and active travel to school.

One of the objectives of the Christchurch trial was to encourage children to walk or ride to school. A major impediment is parents' concerns about child safety. The trial indicated general parent and school belief the signs provided benefits but any shift in mode of travel by children, if it did occur, was not measurable. This reinforces the view no single initiative is likely to bring about changes of the type sought. A 40 km/h variable speed limit in a school zone is unlikely to be effective by itself and must complement other initiatives aimed at enhancing safety for children undertaken at the site by the road controlling authority, the school and other organisations.

4 Warrant

A road controlling authority may only set a 40 km/h variable speed limit in a school zone when:

- (a) there is a high level of school-related activity on the road outside the school, with at least 50 children crossing the road or entering or leaving vehicles at the roadside, and
- (b) the traffic on the road outside the school meets at least one of the following conditions:
 - (i) the mean speed of free-running vehicles is greater than 45 km/h, or
 - (ii) the 85th percentile speed of free-running vehicles is greater than 50 km/h, or

- (iii) there have been speed related crashes in the previous five years, or
- (iv) the school-related activity occurs on a main traffic route.

Evaluations in Christchurch found locations most likely to benefit from a variable speed limit in a school zone are those meeting the above criteria and:

- are on arterial routes or multi-lane roads or high speed environments, and
- have on-road, school-related activity at an obscured school frontage (ie where the presence of the school is not immediately obvious to approaching traffic).

5 Best practice guidelines

Factors required for the successful operation of a 40 km/h variable speed limit in a school zone are:

- having times of operation coinciding with on-road, school-related activity
- approved advisory signs and regulatory displays that alert motorists they are travelling through a school zone
- appropriate levels of enforcement by the Police
- long-term commitment by the principal and Board of Trustees for the correct operation of a 40 km/h variable speed limit at their school.

5.1 Times of operation

Surveys at the trial installations have shown variable speed limits in school zones are effective in reducing speeds, but have the support of drivers only if there are children present when they are operating. Therefore, the times they are activated must be tightly controlled to match, as closely as possible, the times children are crossing the road or are gathered on the roadside. These times may vary from school to school and from time to time. An accurate time clock is therefore a necessary component of a variable speed limit in a school zone.

The 'School Zone variable' signs must be manually activated, by a supervisor approved by the school principal, on each occasion they are to be used and must operate for a maximum period of:

- 35 minutes before the start of school until the start of school
- 20 minutes at the end of school commencing no earlier than five minutes before the end of school
- 10 minutes at any other time of day when at least 50 children cross the road or enter or leave vehicles at the roadside.

Unless the signs are manually turned off earlier, they must turn off automatically when the maximum period has elapsed.

5.2 Length of variable speed limits in school zones

Variable speed limits in school zones should be installed to avoid, as far as possible, side roads with no school frontage. They must be as short as practicable between 300 metres and 500 metres long. There may be shorter lengths on no exit roads or roads with Give Way or Stop control at the

intersection with the school zone, provided the variable speed limit on these roads is adjoining the variable speed limit on the main road outside the school.

5.3 Signs

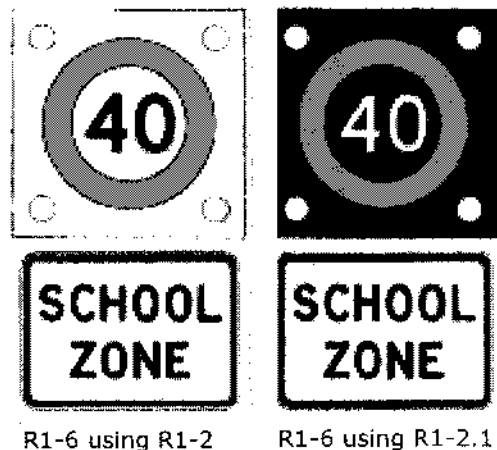
The signs for variable speed limits in school zones must comply with *Land Transport Rule: Traffic Control Devices 2004*. They have been specified by the Director in the *Gazette*¹ as a condition of setting a variable speed limit in a school zone. These specifications may only be varied with the approval of the Director. The signs required are described below.

(a) R1-6 'School Zone variable' sign:

The R1-6 'School Zone variable' sign comprises a variable speed limit sign above a 'School Zone' supplementary sign. The R1-2 or R1-2.1 variable speed limit sign displays the 40 km/h speed limit only during the period when it applies. At all other times the sign is blank or displays the permanent speed limit. These signs must be located on the main road passing the school entrance and on any significant road adjoining the school zone. There must be at least two of these signs facing traffic entering the variable speed limit if the road is median divided, the roadway is more than 15 metres wide or has a permanent speed limit of more than 70 km/h.

The two options permitted for variable speed limit signs use different technology.

- R1-2: the speed limit numerals, roundel and background are displayed in the same colours as permanent speed limit signs, namely black, red and white respectively. Mechanical elements are used to display the speed limit and the message is depicted entirely with retro-reflective material.
- R1-2.1: the speed limit numerals are displayed using yellow or white, lit pixels (eg light emitting diodes, fibre optics). The background is black and unlit. For signs that display only the 40 km/h variable speed limit and are blank for the rest of the time, the roundel is displayed with red, lit pixels. Alternatively, for signs that display the permanent speed limit at times when the variable speed limit does not apply, the roundel may be displayed with either red, lit pixels or with red retro-reflective material.



R1-6 using R1-2

R1-6 using R1-2.1

For each of these two variable speed limit signs:

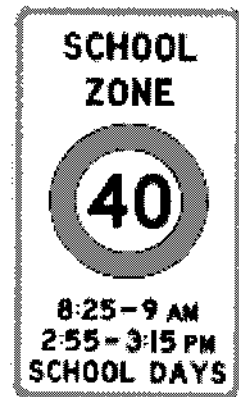
- when not operating, the underlying message on the speed limit sign must not be discernible to approaching drivers, and
- yellow or white lights, of sufficient brightness to draw attention to, but not distract from, the sign nor dazzle, must be fitted in each corner and operate by flashing diagonally two at a time when the 40 km/h variable speed limit is displayed, and

- the 'School Zone' supplementary sign, fitted below the variable speed limit sign, must be displayed permanently. The 'School Zone' supplementary sign has a black legend and border on a retro-reflective, fluorescent, yellow-green background.

Where the road controlling authority requires an ability to vary the times at which the 40 km/h speed limit operates, all the signs at the beginning of the school zone must be variable because the fixed signs cannot provide accurate times of operation.

(b) R1-6.1 'School Zone fixed' sign

The R1-6.1 'School Zone fixed' sign has a black legend, red roundel and border on a white background. The roundel, border and background are retro-reflective. The legend showing the time should depict the time during which the 40 km/h variable speed limit is in effect and should be specific for each school zone.



Instead of a 'School Zone variable' sign a 'School Zone fixed' sign may be erected on no exit or Stop or Give Way controlled side roads adjoining the school zone. This is based on assumptions that:

- most traffic using such a road will be local and the drivers will be aware of, and responsive to, the school zone operation, or
- the speed of vehicles entering from the side road and passing through the school zone is unlikely to exceed 40 km/h.

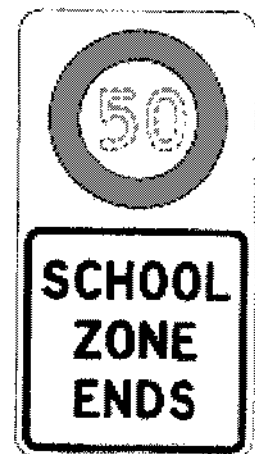
If these conditions do not apply, R1-6 'School Zone variable' signs must be installed on the side road.

Likewise 'School Zone variable' signs must be used if the times when the variable speed limit operates are likely to vary because:

- it is not reasonable to expect drivers to read and react to messages longer than those displayed on the 'School Zone fixed' sign; and
- a 'School Zone fixed' sign would not provide flexibility in setting the speed limit.

(c) R1-7 'School Zone Ends' sign

At least one R1-7 'School Zone Ends' sign must be used on each roadway leaving the school zone. There must be at least two of these signs if the road is median divided, the roadway is more than 15 metres wide or has a permanent speed limit of more than 70 km/h.



A 'School Zone Ends' sign comprises a R1-1 speed limit sign above a 'School Zone Ends' supplementary sign. Both signs are mounted on a white retro-reflective backing board. The 'School Zone Ends' sign has a black legend and border on a retro-reflective, fluorescent, yellow-green background. The speed limit sign displays the permanent speed limit for the road.

(d) Sign layout

Appendix 1 has a diagram showing a typical layout of signs for a variable speed limit in a school zone.

5.4 Police enforcement

To be effective the variable speed limit in a school zone must be able to be enforced. The length of the zone, visibility of the signs, proof of display and other issues are all matters the Police must take into account in determining whether they are able to proceed with enforcement and subsequent action. It is therefore imperative any variable speed limit considerations involve the District Road Policing Manager of NZ Police.

The necessary enforcement precedents have been set to enable the Police to enforce the 40 km/h speed limit in school zones.

5.5 School commitment and activity

It is essential there be formal involvement by the school in the decision to introduce a variable speed limit in a school zone. The school is often the prime instigator for consideration of a 40 km/h speed limit but they must understand that once installed there are functions the school must carry out for the speed limit to be effectively managed and for it to achieve the desired outcomes.

For example:

- The 'School Zone variable' signs must be activated by a person authorised by the school Principal.
- Any defined school crossing facility for children must have an adult supervisor when it is operating.
- The signs must be activated and deactivated simultaneously (eg by radio signal or hard-wired) from a single location convenient to the school with a secure system (eg a key or swipe card).
- The principal must agree to keep an accurate log of the occasions and times the 40 km/h speed limit is operating unless these times are stored automatically by the equipment and can be retrieved by the road controlling authority. The log is essential for enforcement purposes (to demonstrate not only that the signs were operating at a particular time but, also to show the conditions of operation set out in the speed limit bylaw are being effectively managed). It can also be useful to determine justifiable changes to time or other aspects of the operation of the speed limit.

6 Application

6.1 Implementation

A 40 km/h variable speed limit in a school zone can only be implemented by a road controlling authority if:

- the conditions approved by the Director in the *Gazette*¹ are complied with

A212

- consultation is undertaken in accordance with *Land Transport Rule: Setting of Speed Limits 2003*, and the people consulted are provided with details of the proposed speed limit including times of operation, placement of signs and method for controlling the variable signs
- written consent is obtained from the principal of the school concerned (agreeing to operate the school zone in accordance with the operating conditions)
- the speed limit is set by bylaw in accordance with *Land Transport Rule: Setting of Speed Limits 2003*.

6.2 Review or removal of a variable speed limit in a school zone

A 40 km/h variable speed limit in a school zone must be reviewed by the road controlling authority if:

- there is a permanent change in the road or school environment resulting in the conditions specified by the Director in the *Gazette*¹ not being met, or
- requested to do so, in writing, by the principal of the school or the District Road Policing Manager of the New Zealand Police, or
- instructed to do so by the Director.

A 40 km/h variable speed limit in a school zone must be removed by the road controlling authority if:

- the variable speed limit is not operated in accordance with the conditions specified by the Director in the *Gazette*¹, or
- instructed to do so by the Director.

Footnote and acknowledgement:

Christchurch City Council has developed additional notes on variable speed limits in school zones providing details of technology used by them, the form of bylaw used and the process they used in involving the schools, the Police and other parties in establishing their school zones. Road controlling authorities are welcome to approach them seeking a copy of this information. Please contact:

City Transport and Streets Manager, Christchurch City Council, PO Box 237, CHRISTCHURCH; telephone 03 941 8666, ask for the Transportation Planner (cycling and pedestrian) or the Schools Co-ordinator; or email schoolzones@ccc.govt.nz

Land Transport NZ acknowledges the valuable input of the Christchurch City Council through the school zone trial and their assistance with the development of these guidelines.

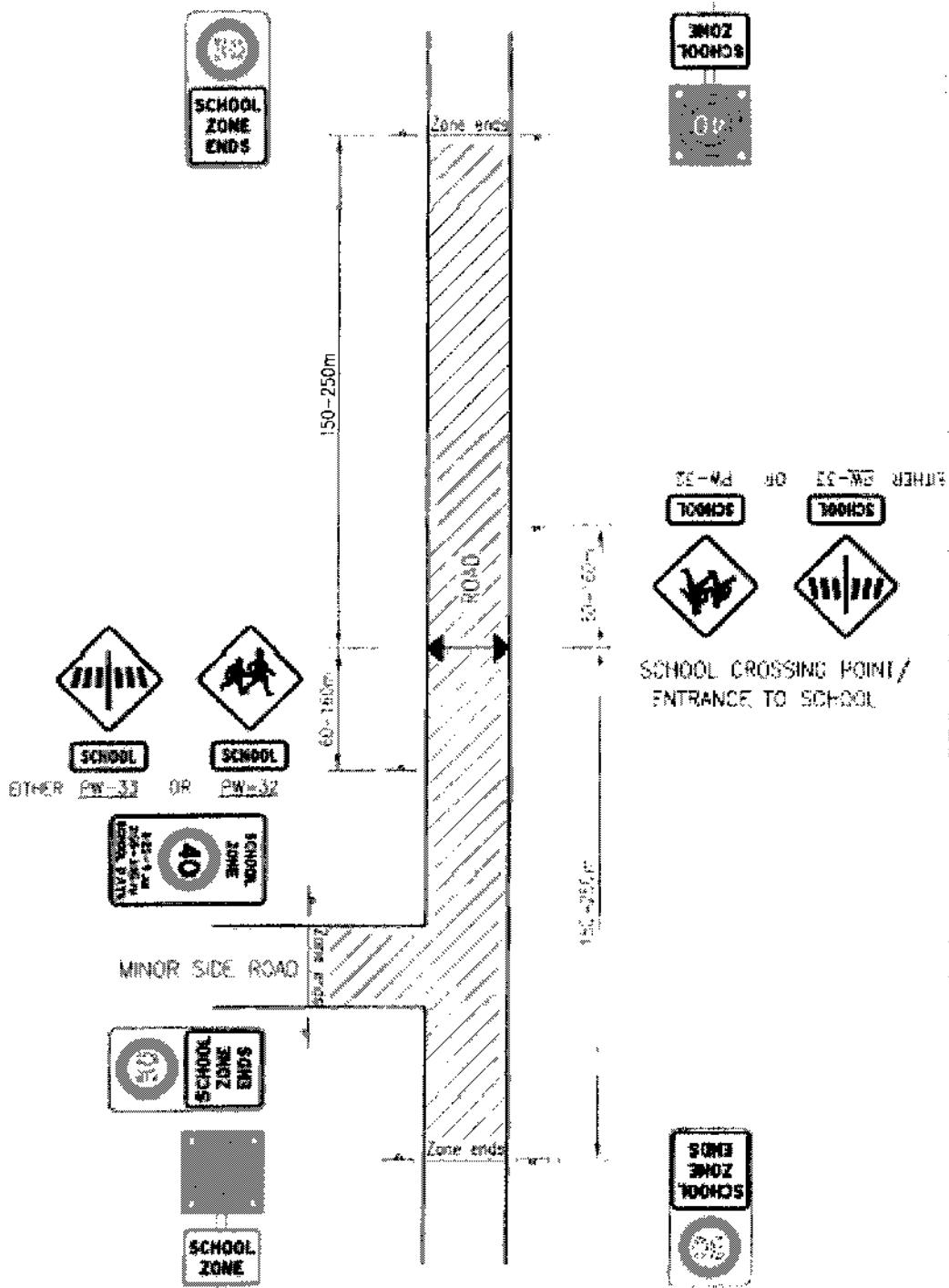
1 *New Zealand Gazette* dated 2 June 2005, No. 86, page 2051 [see Appendix 2].

2 Cottam, Paul. 2001. *Christchurch's 40 km/h Part-Time School Speed Zone Trial: Community Perceptions and Attitudes*, Safe Routes to School Co-ordinator, Christchurch City Council.

3 Osmers, Wayne. 2001. *The Effect on Vehicle Speeds of Electronically-Signed Part-Time Speed Limits Outside Schools*, Regional Engineer, Land Transport Safety Authority, Christchurch.

Both papers were presented at the Road Safety Research, Policing and Education Conference 18-20 November 2001, Melbourne.

Appendix 1: Typical layout – 40 km/h variable speed limit in a school zone



In this diagram the sign numbers quoted are those appearing in MOTSAM. These numbers and descriptions are cross-referenced to signs in *Land Transport Rule: Traffic Control Devices 2004* (the TCD Rule) as follows:

| MOTSAM | Description | TCD Rule |
|--------|---|--------------------|
| PW-32 | Symbol of two children with 'School' supplementary | W16-4 with W16-5.1 |
| PW-33 | Symbol of pedestrian crossing with 'School' supplementary | W16-2 with W16-5.1 |

Appendix 2

Extract from *New Zealand Gazette*, 2/6/2005, No. 86, p. 2051

Variable Speed Limit in School Zones

Pursuant to clause 6.1 of Land Transport Rule: Setting of Speed Limits 2003 and a delegation from the Director of Land Transport, J. Peter Graeme Croft, Manager Safer Roads, approve variable speed limits in school zones in accordance with the conditions set out in this notice.

Conditions

1. Variable Speed Limit

A road controlling authority may set a speed limit of 40 km/h that operates in a school zone during the periods specified in condition 2 of this notice. At all other times, the speed limit is the permanent speed limit for the road.

2. Periods of Operation

The 40 km/h speed limit may operate on school days for a maximum period of:

- (a) 35 minutes before the start of school until the start of school;
- (b) 20 minutes at the end of school, beginning no earlier than 5 minutes before the end of school;
- (c) 10 minutes at any other time when at least 50 children cross the road or enter or leave vehicles at the roadside.

3. Signs

Signs that comply with Land Transport Rule: Traffic Control Devices 2004 must be installed to mark the beginning and end of the variable speed limit in the school zone as follows:

- (a) At least one R1-6 "School zone variable" sign at each end of the variable speed limit on the main road outside the school, facing road users travelling towards the variable speed limit; and
- (b) at least one R1-6 "School zone variable" sign or R1-6.1 "School zone fixed" sign facing road users travelling towards the variable speed limit on each side road that intersects with the school zone, where that side road is a no exit road or is controlled by Give-way or Stop signs at the intersection with the school zone; and
- (c) at least one R1-7 "School zone ends" sign at each end of the variable speed limit on every road, facing road users leaving the variable speed limit.

4. Length of Variable Speed Limit

A variable speed limit in a school zone must be a minimum length of 300 metres but should not be longer than 500 metres. The length of variable speed limit on side roads that intersect with the school zone may be shorter than 300 metres.

5. Warrant

A road controlling authority may only set a variable speed limit in a school zone under the following conditions:

- (a) There is a high level of school-related activity on the road outside the school, with at least 50 children crossing the road or entering or leaving vehicles at the roadside; and
- (b) the traffic on the road outside the school meets at least one of the following conditions:
 - (i) The mean speed of free-running vehicles is greater than 45 km/h; or
 - (ii) the 85th percentile speed of free-running vehicles is greater than 50 km/h; or
 - (iii) there have been speed related crashes in the previous five years; or
 - (iv) the school-related activity in condition 5 (a) occurs on a main traffic route.

6. Bylaw

A road controlling authority must set a variable speed limit in a school zone by making a bylaw in accordance with Land Transport Rule: Setting of Speed Limits 2003.

Revocation

The notice dated the 26th day of June 2002, published in the *New Zealand Gazette*, 4 July 2002, No. 76, page 2029, relating to school zone signs is hereby revoked.

Definition

School zone means a length of road outside a pre-school, primary school, intermediate school or secondary school.

Dated at Wellington this 31st day of May 2005.

PETER GRAEME CROFT, Manager Safer Roads.

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| Date | October 2008 |
| From | Networks, Policy and Planning |
| Authorisation | Lyndon Hammond, Manager Networks |
| No. of pages | 41 |

Active school warning signs - Guidelines

1. Purpose

This Traffic Note provides guidance for road controlling authorities (RCAs) on the use of active school warning signs - that is those warning signs that have an electronic display component which becomes active when children are likely to be present on or near the roadway. It should also be read in conjunction with Traffic Note 37 *40 km/h variable speed limits in school zones*⁽¹⁾. Active school warning signs should be implemented in conjunction with other complementary initiatives such as; *Neighbourhood accessibility plans*⁽²⁾, school travel plans (see *School travel plan coordinator's guide*⁽³⁾) or a local authority travel behaviour change strategy.

Active school zone warning signs have been approved by notice in the NZ Gazette dated: 24/7/2008, No. 116, p. 3082 (See appendix B).

Note: On 1 August 2008 the New Zealand Transport Agency (NZTA) was created through the merger of Land Transport New Zealand with Transit New Zealand

2. Background

In 2004 Land Transport New Zealand (Land Transport NZ) approved a trial of active school warning signs in Timaru District and Invercargill City. This initial trial was inconclusive and in 2006 approval was given to extend the trial to sites in Dunedin City.

The Dunedin City trial aimed to assess the effectiveness of these 'active' school warning signs on driver awareness of the risk posed by school activity and any subsequent impact on road user behaviour, including the effect on vehicle speeds. The results demonstrated strong community support for the signs, reduction in speeds at 'high' speed sites and an increase in motorists' awareness of the signs.

Roads around schools are often perceived as dangerous for children due to high traffic speeds, manoeuvring vehicles, parked vehicles and other features which restrict a driver's visibility. Often there can be a mixture of pedestrians, cyclists and drivers using the same road. In particular, the risk at the beginning and end of the school day is seen as much greater than during other periods of the day and there is a need to manage and minimise this risk.

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One disadvantage of any permanently displayed sign is drivers, many of whom would pass the same sign regularly without requiring any action in response to it, tend to ignore it or fail to see it. Active signs incorporate flashing lights and/or lit (LED) components which are displayed only when relevant. Introduction of these types of signs may heighten the visibility of these signs compared with standard (non-flashing) warning signs thereby enhancing driver awareness of the risk.

Internationally, flashing lights have been used to give additional emphasis to the warning or instruction given on a sign. In New Zealand the use of these lights has been restricted to variable message signs including those installed on Auckland and Wellington motorways, some road work vehicles, variable speed limits in school zones and advance warning of traffic signals. In many situations however, the cost of a full variable message sign cannot be justified.

For this reason the trial of less costly warning signs (rectangular in shape with two yellow orange flashing lights and yellow/green children symbols on a black background) was conducted. The *Dunedin Active School Warning Signs Trial: Evaluation Report*⁽⁹⁾ (the Evaluation Report) prepared by Dunedin City Council provides details and sets out the results of the Dunedin City trial. The trial results are embodied within this Traffic Note.

3. Objectives of active school warning signs in school zones

Active school warning signs on roads near schools are intended to meet the following objectives:

- provide a safer environment outside schools during times of peak school activity;
- reinforce driver expectation of the likely presence of children;
- reinforce driver awareness of a school where the visibility of the school or its entrance is limited;
- encourage active modes of travel (walking and cycling) to school.

School zones are parts of roads near schools which include both:

- (a) the length of roadside used for short term parking, bus stops, crossing facilities and school entrances etc before and after the hours when the school is in session (called the "hazard area") and
- (b) the distance from the warning sign to the hazard area in each direction (which depends of the speed of approaching traffic).

The Dunedin trial attempted to assess whether these types of signs had any effect on increasing driver awareness to school activity on or near the road, including reducing driver reaction time and vehicle stopping distances and speeds. The trial included schools where the average vehicle speed was higher than 45 km/h as well as schools located adjacent to congested urban roads. Three types of evaluation measures were used to assess the effect of these signs - vehicle speed surveys, driver awareness and pedestrian delay surveys.

Feedback from the schools has indicated the objective to increase active modes of travel to school has not happened to date. Achieving this objective will most likely require a package of activities.

A217

4. Complementary school travel initiatives

Active school warning signs should be implemented as part of a package including engineering, education and enforcement to reduce speeds and the risk to children around schools.

The active school warning signs could be installed as a component of the following complementary initiatives.

4.1 Neighbourhood accessibility planning

Neighbourhood accessibility plans seek to ensure, at the neighbourhood level, the provision of safe and sustainable transport modes focusing on active and shared modes. Further information can be found on the NZTA /Land Transport NZ website at: <http://www.landtransport.govt.nz/road-user-safety/walking-and-cycling/neighbourhood-accessibility-planning.html>.

4.2 School travel plans

The preparation and implementation of a school travel plan is a process of developing a package of measures to encourage the choice of safe and sustainable transport options for travel to and from school. Further information can be found on the NZTA/Land Transport NZ website at: <http://www.landtransport.govt.nz/sustainable-transport/guidelines/school-travel-plan.pdf>.

4.3 Local authority travel behaviour change strategies

A number of local authorities have or are considering the adoption of travel behaviour change strategies. These may be relevant to the implementation of active school warning signs. Check with your local council. Information about these is available on the NZTA/Land Transport NZ website at: <http://www.landtransport.govt.nz/sustainable-transport/travel-behaviour-change/index.html>.

5. Selection criteria

5.1 Selecting sites and appropriate traffic control devices

The following flow chart (Figure 1), based on Traffic Note 37 and the Evaluation Report, sets out recommended selection criteria for the use of traffic control devices at school sites.

In urban areas there are several sign variations that can be used depending on the type of environment, including school activity, crash history and speed profile.

In rural areas, the selection of a suitable sign type can be more limited. The 40km/h variable speed limit is generally not regarded as appropriate in most open road speed areas (that is, where speed limits are greater than 80km/h). However, in these areas active warning signs could be suitable to encourage slower speeds during periods when children are present.

5.2 Area and site-specific treatments

Active school warning signs have the potential to cover an area incorporating a number of schools in addition to a specific school site. Where there are schools in close proximity and where school times vary RCAs may choose to select an area-wide or route treatment for schools rather than undertake individual school site

improvements. In such instances, it may be more appropriate to use active school warning signs rather than 40km/h variable speed limit signs which are more specific to individual schools. If this is the case, it is recommended the RCA plan a sign regime (including times of operation for active signs) for the area covering the different school locations and develop safer routes for children to travel. Further information on this can be obtained from the Evaluation Report, *Neighbourhood accessibility plans* and the NZTA website.

5.3 Prioritising Sites

Once the type of traffic control device has been identified, its appropriateness and clarity within the surrounding environment and proximity to other schools and message systems determined, the site, area or route should be prioritised for implementation. This prioritisation process is managed through local policy based on factors such as traffic volumes, school roll number, ages of school pupils, crash data and speed of through traffic. Further information, including a suggested rating system for finding suitable sites and then prioritising each one, can be found within the Evaluation Report.

5.4 Other signs

The possible use of active school warning signs must be considered in conjunction with other existing or proposed signs in that area (for example a pedestrian crossing sign). Their use in conjunction with, or within close proximity to, other variable or flashing signs (such as a 40km/h variable speed limit sign) needs to be carefully considered to ensure the intended (combined) message to drivers is consistent and will not be confusing or ineffective.

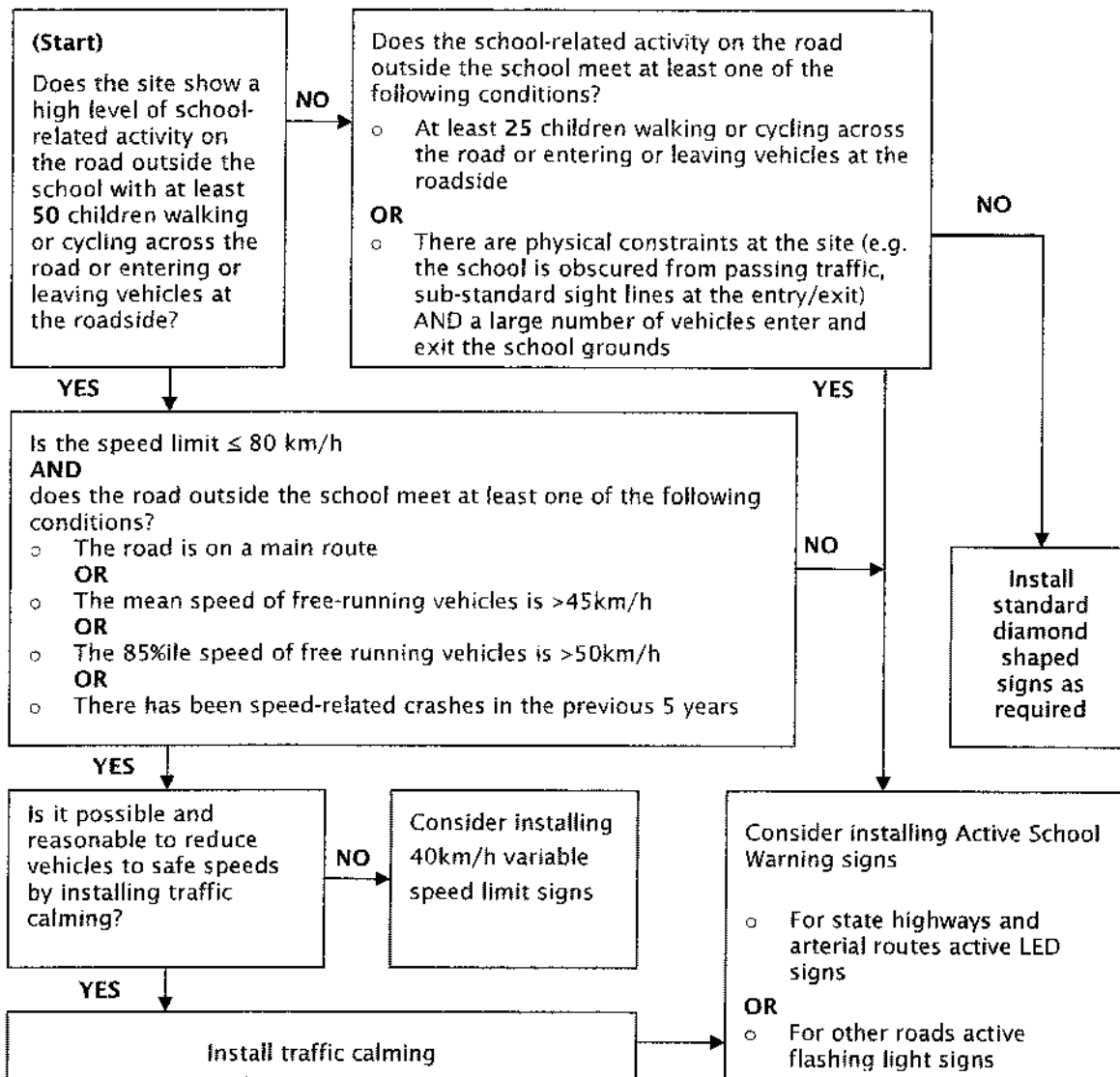


Figure 1: Selection Criteria for the appropriate use of traffic control devices near schools.

6. Best practice guidelines

Factors required for the successful operation of an active school warning sign are:

- coinciding times of operation with on-road school related activity (see section 6.4);
- good visibility of the signs by motorists;
- long term commitment to their correct use.

6.1 Signs – general principles

Standard reflective diamond shape school warning signs should be installed on all roads where there is an entrance to a school (unless they are replaced by active school warning signs as set out below).

The standard sign is pictured right. Other signs may be used in these locations such as "school pedestrian crossing" or "school bus route".

Active school warning signs should be installed in place of the standard sign where additional awareness of children is considered necessary in and around schools in areas and sites meeting the criteria set out in Figure 1



Standard school warning sign

6.2 Active school warning signs

The type of school warning signs used to indicate a school zone should be prioritised by risk using the selection criteria shown at Figure 1. Where the RCA determines an active sign is appropriate there are two versions of sign – flashing light and full LED displays.

6.2.1 'Children' symbol and 'School Zone' with backing board with two flashing lights (Active -Flashing light type)

The 'Children' symbol and the words 'School Zone' are reflectorised, fluorescent yellow-green in colour while the sign has a plain black, unlit background. There are two orange flashing lights located on the top of the sign at each side which light alternately when in use.



Active - flashing light school warning sign

Outside school hours the board shows the 'Children' symbol and the words 'School Zone'.

6.2.2 'Children' symbol and 'School Zone' with full LED display (Active LED type)

When activated, the 'Children' symbol and the words 'School Zone' are displayed using light emitting diodes (LEDs) on a black unlit background. Two orange flashing lights (which may be LED) are located in the top left and right corner of the sign. When the sign is activated the two lights are not illuminated unless the RCA has set an appropriate condition which would trigger them to be illuminated. This condition could be that an approaching vehicle is detected (by a radar unit mounted in or beside the sign) exceeding a pre-set speed. The orange lights will then flash alternately for a short period until the vehicle has passed the sign. Such a pre-set speed will depend on the speed limit and the circumstances relating to a particular school.



Active - LED school warning sign

When the symbol and text LEDs are turned off this sign displays a black rectangular panel.

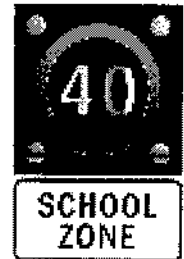
Where the selection criteria (Figure 1) suggests the use of an active sign could be appropriate the RCA can consider either option. The 'Active - LED' sign may be considered over the 'Active - flashing light' sign if the RCA determines the risk is higher. This may be based on traffic volumes, road hierarchy and whether they are part of a set of signs in an area treatment or are site-specific. For example, if an RCA is developing an area treatment, the 'Active - LED' signs may be placed on the highest risk road (that is the one with higher vehicle and pedestrian volumes) while the 'Active - flashing light' signs might be located on roads with lower risk sites.

For both of the above signs the orange lights must be of sufficient brightness to draw attention to, but not distract from, the sign or dazzle drivers. They must operate by flashing alternately at a rate of 1 Hertz.

Further technical and operational information for these signs is provided in Appendix A.

6.2.3 40 km/h variable School Zone speed limits: (see Traffic Note 37)

If active school warning signs are proposed near other variable message signs (such as 40km/h speed limit signs) a careful evaluation of all relevant factors (and options) needs to be undertaken. This is important to avoid the signs' messages being confused or their effectiveness being compromised.



6.2.4 Different (permanent) speed limits near school

If the school is located near roads with different (permanent) speed limits, then a careful evaluation of all the children's routes and options for improvement should undertaken so that the cost of each option can be established. If a 40 km/h variable speed limit is placed over roads with more than one underlying "permanent" speed limit, then (in addition to the 40 km/h variable signs) special variable speed limit signs will be needed where the "permanent" speed limits change. These special signs will be blank when the 40 km/h speed limit signs are on but they need to show the "permanent" speed limit at all other times. Most 40 km/h variable speed limits are located on main traffic routes. If the annual average traffic flow on the road is more than 500 vehicles per day, then these signs indicating a change of permanent speed limit must be installed on both the left-hand side and on the right hand side (or on a solid median) [see clause 8.1(2)(a) of the Land Transport Rule: Setting of Speed Limits 2003]. If this is the case, then four of these special signs will be needed, possibly placed back to back, and supported on two or three poles.

Variable 40 km/h speed limit sign

6.2.5 Children on or near the roadway

Both standard diamond shape and active school warning signs could be considered where the RCA considers there are likely to be school children on or near the roadway. Special consideration should be given where children often congregate near a school on sections of road without footpaths or where children gather at a recreation reserve abutting a road which has a speed limit higher than 50 km/h. RCAs should also investigate the provision of adequate footpaths and other pedestrian or cyclist facilities in these cases.

6.3 Layout of Signs

The active school warning signs should be positioned as illustrated in Figure 2.

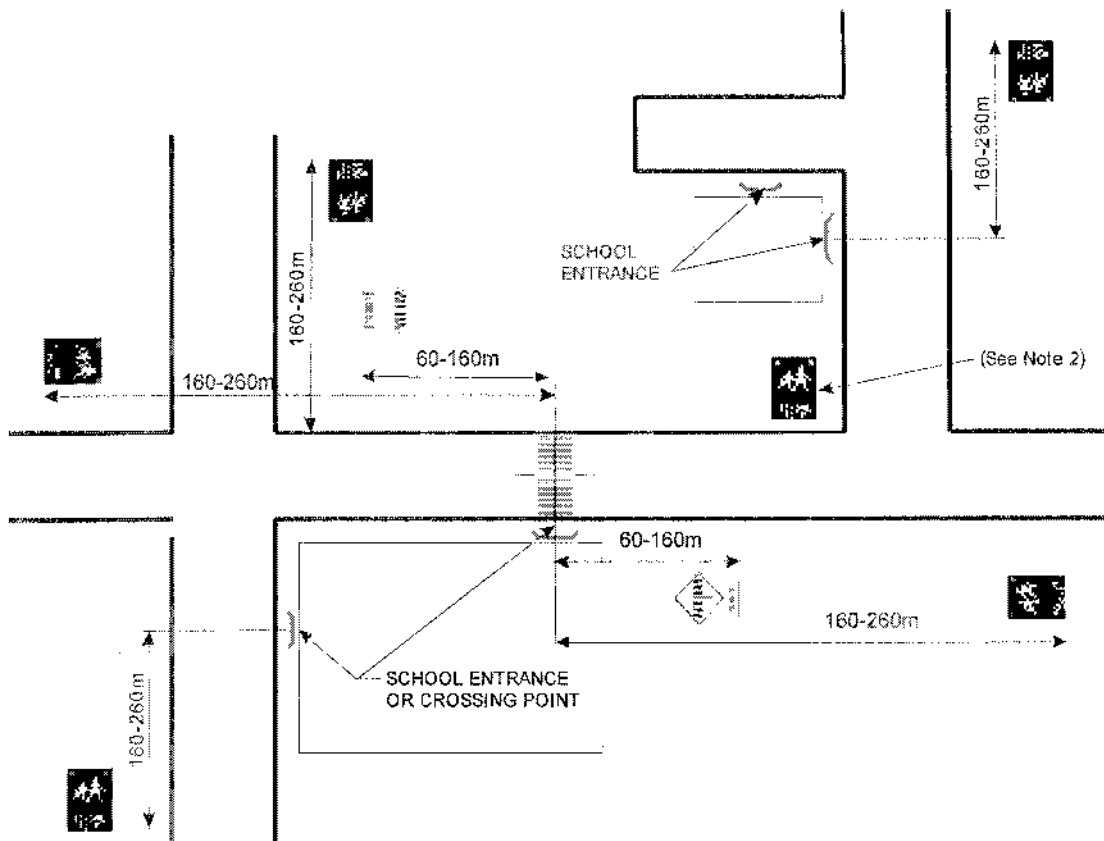


Figure 2: Example of a road and area layout for the use of Active Warning Signs

Note 1: If a formal pedestrian crossing is present (i.e. a zebra crossing) then a diamond shaped pedestrian crossing warning sign must be installed in addition to the active warning sign. Active warning signs can be installed within 160m-260m from the school entrance or informal crossing point, to give a school zone length of 320 to 520 metres. The length of the school zone will be the sum of:

- (a) the length of roadside used for short term parking, bus stops, crossing facilities and school entrances etc before and after the hours when the school is in session (called the "hazard area") and
- (b) the warning sign approach distance from each direction (which depends of the speed of approaching traffic). For higher speeds, the warning sign needs to be located further in advance of the hazard area (see Appendix A). If there is a cluster of schools then the School Zone could be longer than 520 metres.

Note 2: Where a second school is located on a side road close to the main road junction and is reasonably obvious to drivers who turn from the main road then this active warning sign may not be necessary and could be replaced by a standard diamond shaped reflective sign.

6.4 Times of operation

As previously stated, where signs are used continuously to highlight a particular activity occurring only during short periods of the day, drivers become accustomed to their presence and may not adapt their driving during times of high risk. With this principle in mind, and supported by information provided within the Evaluation Report and Traffic Note 37, it is recommended that the times of operation for active school warning should be as follows:

- Before and after school:
 - 35 minutes before the start of school until the start of school
 - 20 minutes at the end of school, beginning no earlier than 5 minutes before the end of school
- During times when school activities may create additional risk to children (e.g. early finish times, school functions) the signs should be active for at least 10 minutes and normally not more than 30 minutes.

Times of operation must be agreed between the school and RCA.

6.5 School commitment and activity

It is essential schools are formally involved in the decision to introduce active warning signs. For these signs to be effective and remain so they must only be switched on when activity relating to the school is occurring on or alongside the road to highlight risk and to achieve the desired outcomes.

Conditions of operation of the active signs should be agreed between the school and RCA and should include the following requirements:

- The signs must only be activated by a person authorised by the School Principal
- The signs must not be used at times of day where there are no children present

7. Acknowledgements

Dunedin City Council has developed additional notes on the trial and evaluation of active school warning signs, including detailed information on prioritising sites for their use, and technical information on their installation. Road Controlling authorities and other parties interested in these types of signs are welcome to approach them seeking a copy of this information.

NZTA acknowledges the valuable input of Dunedin City Council, Timaru District Council, Invercargill City Council, Auckland City Council and the former Transit New Zealand with regards to both the information supplied and the review of these guidelines.

8. References

1. NZTA/Land Transport New Zealand, Traffic Note 37, Revision 1 *40km/h variable speed limits in school zones – guidelines*, June 2005.
2. NZTA/Land Transport New Zealand *Neighbourhood accessibility plans*, September 2007
3. NZTA/Land Transport New Zealand *School travel plan coordinator's guide*, July 2007
4. Dunedin City Council *Dunedin Active School Warning Signs Trial: Evaluation Report*, October 2007

Appendix A: Technical and installation information on active school signs

A Locations of signs in relation to the school activity

The active warning signs can be used in addition to permanent 'Pedestrian Crossing' signs or in place of 'School Children' signs. Where a formal pedestrian (zebra) crossing is marked the diamond shaped 'Pedestrian Crossing' sign must still be placed in its normal position in advance of the crossing. (see Figure 2 in Section 6.3).

A school warning sign (either the standard diamond shape reflective or one of the active types) should be located where approaching drivers have an uninterrupted view of it over a distance of at least 120m in rural areas and at least 60m in urban areas. The sign should be erected in advance of the hazard area (which can include the pedestrian crossing point, school entrances, bus stops, and short term roadside "drop off and pick up" parking) by not less than the distance shown in the following table:

| Operating Speed | Distance |
|-----------------|----------|
| 50 km/h | 65 m |
| 60 km/h | 80 m |
| 70 km/h | 100 m |
| 80 km/h | 120 m |
| 90 km/h | 140 m |
| 100 km/h | 160 m |

Where there are several schools in close proximity an area treatment may be more suitable. Specific details on sign placement may be at the discretion of the RCA and can be prioritised with respect to risk and criteria as outlined in Section 5.

B Sign specifications

Active - flashing light (with reflective symbol and text)

[minimum size as specified for sign W19-2.2 (with symbol W16-4 "children") in Gazette Notice "New Traffic Signs (July 2008): see Appendix B]

| | |
|-----------------|---|
| Shape and size: | rectangle 700 x 900 mm |
| Background: | black |
| Symbol: | children - 600mm wide x 480mm high retroreflective, fluorescent yellow-green |



Active - flashing light

Text: 'SCHOOL ZONE' 100mm high/14 mm stroke width retroreflective, fluorescent yellow-green

Note: The size of sign used in the trials in Dunedin, Timaru and Invercargill was larger (900 mm wide x 1200 mm high) and this size can be used in 50 km/h areas if considered appropriate. Larger sizes may be used, particularly where the speed limit is above 50 km/h or there is a wide or divided carriageway.

Active - LED (Light Emitting Diodes)

Shape and size: rectangle 700 mm wide x 1000 mm high

Background: black

Symbol: children - 600mm wide x 480mm high
yellow LED

Legend: 'SCHOOL ZONE' yellow LED, letters 160 mm high/ 25 mm wide



Active - LED

Note: This is the minimum size as specified in the Gazette Notice. Larger sizes may be used, particularly where the speed limit is above 50 km/h or there is a wide or divided carriageway.

C Flashing light specifications

The lights should:

- be placed in the top left and right hand corners of the sign;
- be coloured orange;
- be at least 60 square centimetres each in area;
- be set to flash alternately at a rate of 1 Hertz; and
- have cowls installed if sun strike is likely to be an issue.

There may be a need to have an indicator light that can be seen from the rear of the sign from the school or crossing point to indicate when the lights are operating.

D Power supply

Options to be considered for supplying power to the active sign units include:

- solar power (which worked well within the Trial process) and is generally most suitable for rural areas);
- linking the battery for the sign to an adjacent street light;
- run the signs by cable from the school's power supply.

E Installation of the signs

Signs can be attached to power poles so the units have a solid base. Where new support structures have to be erected they should be at least 100mm diameter with a foundation design that will prevent twisting yet remain frangible.

They should be mounted high enough to provide a suitable clearance above the footpath or ground so they are less likely to be tampered with. MOTSAM recommends a clearance of 2.5 metres above footpaths. However if the support pole is located close to the kerb where large vehicles (such as buses) are likely to stop, then a higher mounting height of 4.4 metres or more may be needed so that the sign is not damaged by high vehicles.

Signs should be placed so the driver's view of them is not obscured by vegetation. If necessary, trees located near the roadway should be pruned regularly to maintain the effectiveness of these signs.

At some sites where there is a special need to highlight the presence of the school to drivers, a duplicate active School Zone warning sign can be placed on the right hand side of the road or on a solid median.

F Activation of the lights and LED displays

There are different types of activation systems depending on the sign type and operation. These include:

- Automatic activation by wireless control. An antenna is placed on the outside of the school building and connected to the control box. Ideally there should be a direct line of sight from the antenna to the receivers (located on the signs) - while this is more effective, it may not be essential. However, at some sites there could be difficulty obtaining reception for the units and care will be needed to place them so this can be achieved. Checks should be made for possible interference from other nearby electronic equipment.
- Manual activation by hand held remote control units.
- Activation from a control box by wired connection direct to the signs.

The control box or activation unit should be located at a secure place within the school grounds where only authorised personnel can have access to it.

G Programming systems

If a programming system is used, it needs to allow for any variations to normal school operating hours including holidays and events that may be held at the school outside normal hours. The activation units need to be programmed to allow information to be entered into the system for set school activity times, holidays and daylight saving time changes together with a manual override system to allow for one-off special events.

The times when the signs operate should coincide with the school activity times as agreed in writing by the school and RCA.

A time-out facility should be installed so that the signs automatically switch off after a maximum time (possibly 1 hour for normal use and possibly 30 minutes for one-off events) if the unit has not been manually switched off.

The programming system can be completed by installation of specific software. Further information can be obtained from Dunedin City Council or the sign supplier.

H Maintenance

It is essential that regular checks are made to ensure the active device is working correctly. The RCA needs to ensure that appropriate inspection and maintenance systems are in place as part of its agreement with those authorised to operate the system. The respective maintenance responsibilities of the RCA and the school should be clearly set out in this written agreement.

Appendix B: Gazette Notice: New Traffic Signs (July 2008)

See attached Notice dated: 24/7/2008, No. 116, p. 3082.

**MINUTES OF A MEETING OF THE CREATIVE COMMUNITIES SCHEME ALLOCATION
SUBCOMMITTEE HELD IN THE WAITEMATA ROOM AT WAITAKERE CENTRAL,
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON
MONDAY, 30 AUGUST 2010, COMMENCING AT 9.30 AM**

PRESENT:

| | | |
|------------|--------------------|---|
| Councillor | AK Corban, OBE, JP | (Chairman) (presiding from 9.34 am) |
| Mr | P van der Voort | (Appointed by Community Boards) |
| Ms | H Baugh | (Business Sector) (until 3.45 pm) |
| Mr | J Ellis | (Waitakere Central Community Arts Council) (until 3.08 pm) |
| Ms | A Eka | (Waitakere Pacific Board) |
| Mr | C Hout | (Professional Artist appointed by Lopdell House Society) (from 9.39 am) |
| Ms | M Hill | (Ngati Whatua) |

ABSENT: Ms S Robertson (Titirangi Community Arts Council)

IN ATTENDANCE: Manager: Arts
Community Arts Co-ordinator
Pacific Arts Advocate
Committee Secretary: C Fernandes

OPENING

In accordance with Clause 21(4) of Schedule 7 of the Local Government Act 2002, the Executive Manager, on behalf of the Chief Executive Officer, opened the meeting and undertook the proceedings of the meeting.

1 APOLOGIES

1160/2010

MOVED by P van der Voort, seconded Cr Corban:

That an apology A Milne for absence be received and sustained.

CARRIED

PRECEDENCE OF BUSINESS

1161/2010

MOVED by P van der Voort, seconded M Hill:

That Item 5: Election of Chairman be accorded precedence at this time.

CARRIED

A229

5 **ELECTION OF CHAIRMAN**

The Executive Manager called for nominations for the position of Chairman.

NOMINATED by P van der Voort, seconded J Ellis:

That Cr Corban be appointed as Chairman of the Creative Communities Scheme Allocation Subcommittee.

1162/2010

There being no further nominations the Executive Manager **DECLARED** Cr Corban appointed as the Chairman of Creative Communities Scheme Allocation Subcommittee.

CARRIED

9.34 am Cr Corban assumed the Chair.

The Order of Business resumed at Item 2: Urgent Business.

2 **URGENT BUSINESS**

There was no Urgent Business.

3 **CONFLICTS OF INTEREST**

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

4 **CONFIRMATION OF MINUTES**

1163/2010

MOVED by P van der Voort, seconded H Baugh:

The Creative Communities Scheme Allocation Subcommittee resolved to:

Receive the minutes of the meeting of the Creative Communities Scheme Allocation Subcommittee held on Friday, 23 April 2010 and reconvened on Monday, 26 April 2010, and that they be taken as read and now be confirmed.

CARRIED

5 **ELECTION OF CHAIRMAN**

This item was considered following Item 1: Apologies.

A230

6 **CREATIVE COMMUNITIES SCHEME ALLOCATION - 2010/2011**

9.39 am C Hoult entered the meeting.

1164/2010

MOVED by C Hoult, seconded J Ellis:

The Creative Communities Scheme Allocation Subcommittee resolved to:

1. **Receive** the Creative Communities Scheme Allocation - 2010/2011 report.
2. **Invite** grant applicants to present proposals over \$3,000 to the Creative Communities Scheme Allocation Subcommittee, to be heard and considered in accordance with criteria, for the Creative Communities Scheme Allocation - 2010/2011.

CARRIED

9.42 am Hearings of submissions commenced.

9.43 am **Business of Art Seminar Series**
Presenter: T Jahn Werner

Spoke to their submission requesting funding for The Business of Arts Seminar Series 2011 which provides low cost accessible relevant specialised seminars for art groups.

9.48 am **D Oakley**

- Spoke to her two submissions for funding as follows:
 - to produce a limited edition print series of around 15 works; and
 - print making course over an eight week period to teach five printmaking processes which would benefit local artists and as well as raising awareness of alternative non toxic print making techniques.

10.00 am **N N Tali**

- Spoke to her submission for funding for the Cook Islands Women's Heritage Arts Workshop for new generation Cook Islands women.

10.10 am **Assembly of God - Ranui**
Presenter: T Epati

- Spoke to their submission for funding to create opportunities for locals to participate in Samoan Arts and Activities.

A231

- 10.18 am **Thaumatology Visual Associates**
Presenter: H Hughes
- Spoke to the submission for funding to develop a theatrical narrative to stage a presentation based on the legend Patupaiarehe.
- 10.26 am **KWJ Harvey**
- Spoke to her submission for funding of an annual six week summer artists in residence with a sculpture exhibition at the end of the residency.
- 10.32 am **Northwestern Cook Islands**
Presenter: Vania
- Spoke to their submission for funding to display and teach the future generation the craftsmanship of the Cook Islands.
- 10.38 am **Waitakere Writers**
Presenter: M Peers
- Spoke to their submission for funding to publish an anthology of local writing.
- 10.43 am **Community Waitakere Charitable Trust**
Presenter: P Watson
- Spoke to their submission for funding of arts panels for the exterior of the Ratanui Street centre.
- 10.53 am **Waitakere Arts & Cultural Development Trust**
Presenter: M Sutcliffe
- Spoke to their submission for funding for Open Studio Weekend 2011 Corban Estate Arts Centre participation.
- 10.56 am **Te Ukaipo Mercy Initiatives**
Presenters: Mary Foy & Emma
- Spoke to their submission for funding to design and create a cosmic walk which depicts the Universe Story and its unfolding which will be in Ulrich Reserve, Massey.
- 11.05 am **M Toms**
Presenter: M Toms
- Spoke to her two submissions for funding as follows:
 - to produce three documentaries on local artists; and
 - to produce three x five minutes documentaries outlining three theatre companies in Waitakere.

11.13 am **Te Atatu Peninsula Business**
Presenter: G Smith

- Spoke to the submission for funding to create a large mural in Te Atatu Peninsula Town Centre that will reflect the local geography and ethnic mix and assist the goals of beautification and community wellbeing.

ADJOURNMENT

1165/2010

MOVED by Cr Corban, seconded C Hault:

That the meeting stand adjourned until 11.30 am.

CARRIED

11.20 am The meeting adjourned.

11.32 am The meeting reconvened.

11.32 am **Chinese New Settlers Services Trust**
Presenter: Gloria

- Spoke to the submission for funding to establish an Asian Youth Arts and Crafts Corner at their new multicultural and community education centre in New Lynn.

11.42 am **Healing Through Arts**
Presenter: M Donnellan

- Spoke to their two submissions for funding as follows:
 - an Interactive Pantomime to initiate a new workshop that will integrate the participants into the show and will benefit youth with mental and emotional challenges raising self esteem and an opportunity for their peers to see them in a positive light; and
 - to devise inspirational professional pantomime involving the skills of disabled and youth at risk.

11.55 am **LJ Smith**

- Spoke to her submission for funding of a Junior Kapahaka Group based in Massey which will increase Maori cultural activities for young children aged one to 12 years and for the whānau in Massey community.

12.00 pm **Punanga Tauturu Charitable Trust**
Presenter: V Lewis

- Spoke to their two submissions for funding as follows:
 - tuition of ukulele and drum playing for Cook Islands community.
 - to develop, maintain and sustain Cook Islands art of dance, chants and songs.

A233

- 12.04 pm **The Pacifica Mamas Arts & Cultural**
J Stowers-Ama
- Spoke to their submission for funding to produce and create student inspired art panels with Artist Anthony Jacobsen involving two local low decile schools.
- 12.09 pm **Titirangi Festival Trust**
Presenter: P Jaser
- Spoke to their submission for funding to expand the Titirangi Festival Music Workshops programme in 2011 by offering easily accessible and very affordable music workshops throughout the greater West Auckland area.
- 12.15 pm **Aotearoa Fa'ave Pouli**
Presenters: M & C Fa'ave
- Spoke to their submission for funding to research old traditional Samoan songs and instruments involving extensive research costs and time to gather the correct material.
- 12.20 pm **Milk of Stone Productions**
Presenter: J Sim
- Spoke to their submission for funding towards the cost of post production of the film 'One Title' in order to be able to distribute a complete film to the wider community.
- 12.26 pm **West Coast Community Arts Trust**
Presenter: G Scott
- Spoke to their submission for funding to celebrate 10 years of the West Coast Community Arts Trust by hosting an Arts Festival on 24 October 2010.
- 12.35 pm **Pen Collection Limited**
Presenter: Jennifer
- Spoke to their submission for funding of the Democratisation of Bliss project series of workshops with 'at risk' youth.
- 12.38 pm **Titirangi Folk Music Club Incorporated**
Presenter: I Bartlett
- Spoke to their submission for funding of stage one of a four stage archiving project involving digitising approximately 190 audio tape recordings of past performances held at Titirangi Folk Music Club dating back to 1987.

- 12.46 pm **Mutulau Uluauta Matahefonua Trust**
Presenter: M Vaha
- Spoke to their submission for funding to make hand embroidered pillowcases which will revive and preserve the Niue culture and tradition.
- 12.53 pm **Ranui Baptist Church**
Presenters: G Stewart & G Davis
- Spoke to their submission for funding of 'Ranui has Talent' in a fun day context to experience the local talent.
- 12.57 pm **J Simei-Barton**
Presenters: J Simei-Barton & A Brown
- Spoke to their submission for funding of a 12 week multimedia workshop for intermediate and secondary students from Waitakere community.
- 1.03 pm **Interacting Trust**
Presenter: P Crimmens
- Spoke to their submission for funding of Disabilities Art Festivals in October 2011 that will provide activities experiences and a platform for a wide range of arts geared towards people with disabilities.
- 1.12 pm **Tamariki Tours**
Presenter: M Sheales
- Spoke to their submission for funding of school holiday arts programme including Maori Arts Visual Arts Craft and Object Art Dance and involving local artists.
- 1.18 pm **Vaitupu Association Trust**
Presenters: F Eka, T Togi, A Teatule and M Laupepa
- Spoke to their submission for funding of a venue for practicing traditional Tuvaluan dance, song, language and culture.
- 1.23 pm **L Taylor**
- Spoke to her submission for funding of an exhibition called "Art Jam through sound to movement to painting through movement" which is an interdisciplinary art installation exhibition and performance.
- 1.27 pm **PJ Wilson**
- Spoke to her submission for funding of the Katharsis Project drama boot camp to create a multicultural ensemble of novice performers from a cross section of the Waitakere community and provide a 12 week intensive theatre training course.

A235

ADJOURNMENT

1166/2010

MOVED by Cr Corban, seconded M Hill:

That the meeting stand adjourned until 2.00 pm.

CARRIED

1.36 pm The meeting adjourned.

2.02 pm The meeting reconvened and the Creative Communities Scheme Allocation Subcommittee commenced deliberations on the Creative Communities Scheme Allocation - 2010/2011 applications.

DECLARATIONS OF INTEREST

2.28 pm C Hoult declared an interest and withdrew from the table, taking no part in the discussion or decision on application no. 1059 from Lopdell House Society during the deliberations.

2.35 pm P van der Voort declared an interest and withdrew from the table, taking no part in the discussion or decision on application no. 1067 from Green Bay Community House during the deliberations.

2.43 pm A Eka declared an interest and withdrew from the table, taking no part in the discussion or decision on application no. 1071 from Vaitupu Association Trust during the deliberations.

3.08 pm J Ellis left the meeting.

DECLARATION OF INTEREST

3.17 pm Cr Corban declared an interest, but did not vacate the Chair, taking no part in the discussion or decision on application no. 1093 from Waitakere Arts and Cultural Development Trust during the deliberations.

3.45 pm H Baugh left the meeting.

DECLARATION OF INTEREST

3.46 pm M Hill declared an interest and withdrew from the table, taking part in the discussion but not in the decision on application no. 1115 from K Paton during the deliberations.

A236

ADJOURNMENT

1167/2010

MOVED by Cr Corban, seconded C Hoult:

That the meeting stand adjourned until 9.30 am on Tuesday, 31 August 2010.

CARRIED

3.54 pm The meeting adjourned.

A237

**MINUTES OF A MEETING OF THE CREATIVE COMMUNITIES SCHEME ALLOCATION
SUBCOMMITTEE HELD IN THE WAITEMATA ROOM AT WAITAKERE CENTRAL,
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, MONDAY,
30 AUGUST 2010, AND RECONVENED ON TUESDAY,
31 AUGUST 2010 COMMENCING AT 9.37 AM**

PRESENT:

| | | |
|------------|--------------------|--|
| Councillor | AK Corban, OBE, JP | (Chairman) |
| Mr | P van der Voort | (Appointed by Community Boards) |
| Ms | H Baugh | (Business Sector) |
| Mr | J Ellis | (Waitakere Central Community Arts Council) |
| Ms | A Eka | (Waitakere Pacific Board) |
| Mr | C Hoult | (Professional Artist appointed by Lopdell House Society) |
| Ms | M Hill | (Ngati Whatua) |
| Ms | S Robertson | (Titirangi Community Arts Council) |

IN ATTENDANCE: Manager: Arts
Community Arts Co-ordinator
Committee Secretary: C Fernandes

1 APOLOGIES

1168/2010

MOVED by P van der Voort, seconded H Baugh:

That an apology from A Milne for absence, be received and sustained.

CARRIED

6 CREATIVE COMMUNITIES SCHEME ALLOCATION - 2010/2011

The Subcommittee recommenced deliberations on the Creative Communities Scheme Allocation - Second Round 2009/2010.

1169/2010

MOVED by P van der Voort, seconded J Ellis:

The Creative Communities Scheme Allocation Subcommittee resolved to:

Approve the Creative Communities Scheme Allocation - 2010/2011, in accordance with criteria and available budget, be recommended to the Finance and Operational Performance Committee as follows:

| Applicant (NAR) | Eligible | Funds Requested | Funds Allocated |
|-------------------------------------|-----------------|------------------------|------------------------|
| Renacer | No | 0.00 | 0.00 |
| Edmonton Road Primary School | No | 0.00 | 0.00 |
| Titirangi Primary School | No | 0.00 | 0.00 |
| Chinese New Settlers Services Trust | Yes | 6,580.00 | 3,000.00 |
| M Toms | Yes | 5,000.00 | 0.00 |
| M Toms | Yes | 5,000.00 | 3,500.00 |
| Mutalau Uluauta Matahefonua Trust | Yes | 4,181.75 | 0.00 |

A238

| Applicant (NAR) | Eligible | Funds Requested | Funds Allocated |
|--|----------|-----------------|-----------------|
| Punanga Tauturu Charitable Trust | Yes | 5,300.00 | 0.00 |
| Punanga Tauturu Charitable Trust | Yes | 4,100.00 | 3,200.00 |
| Ranui Baptist Church | Yes | 5,000.00 | 0.00 |
| Milk Of Stone Productions | Yes | 5,000.00 | 0.00 |
| Piha Craft Exchange | Yes | 1,840.00 | 0.00 |
| Samoa Open Brethren Church | Yes | 3,500.00 | 0.00 |
| Healing Through Arts | Yes | 5,000.00 | 3,500.00 |
| Healing Through Arts | Yes | 5,000.00 | 0.00 |
| L T Tu'u | Yes | 2,784.85 | 2,000.00 |
| Norwestern Cook Islands Womens Group | Yes | 4,065.50 | 2,500.00 |
| Taiohi Tataki | Yes | 3,000.00 | 0.00 |
| Wia Hindi Language and Cultural School | Yes | 2,586.50 | 2,000.00 |
| Titirangi Festival Trust | Yes | 4,989.67 | 3,500.00 |
| Business of Arts Seminar Series | Yes | 7,992.00 | 3,500.00 |
| Pen Collection Limited | Yes | 4,373.00 | 0.00 |
| Soul Centre of the Body and Mind | Yes | 3,742.00 | 0.00 |
| Lopdell House Society | Yes | 945.78 | 750.00 |
| Slingbabies | Yes | 934.00 | 0.00 |
| M D Woodward | Yes | 2,932.88 | 2,200.00 |
| West Coast Community Arts Trust | Yes | 5,000.00 | 3,500.00 |
| Te Ukaipo Mercy Initiatives Rangatahi | Yes | 5,000.00 | 0.00 |
| Aotearoa Fa'avae Pouli | Yes | 5,000.00 | 3,500.00 |
| L Taylor | Yes | 3,836.00 | 0.00 |
| Te Atatu Peninsula Business Association Incorporated | Yes | 5,000.00 | 2,500.00 |
| Green Bay Community House | Yes | 750.00 | 750.00 |
| K Beck | Yes | 4,000.00 | 3,000.00 |
| Latinz Cultural Trust | Yes | 1,800.00 | 1,400.00 |
| Starfish Magic | Yes | 2,408.08 | 0.00 |
| Vaitupu Association Trust | Yes | 3,060.00 | 1,020.00 |
| J Simei-Barton | Yes | 3,331.25 | 2,600.00 |
| Titirangi Folk Music Club Incorporated | Yes | 4,024.00 | 0.00 |
| The Pacifica Mamas Arts and Cultural Trust | Yes | 5,000.00 | 3,500.00 |
| Peninsula Primary School | Yes | 1,640.00 | 1,200.00 |
| Nga Kakano O Te Kaihanga Trust | Yes | 2,000.00 | 1,500.00 |
| K W J Harvey | Yes | 7,543.11 | 0.00 |
| Titirangi Painters | Yes | 1,677.38 | 0.00 |
| Integrated Neurological Rehab Foundation | Yes | 1,500.00 | 0.00 |
| Ranui Quilters Group | Yes | 362.40 | 362.40 |
| Mccahon House Trust | Yes | 7,247.60 | 0.00 |
| Mclaren Park and Henderson South Community Initiatives | Yes | 2,243.89 | 1,700.00 |
| N N Tali | Yes | 3,080.20 | 2,300.00 |
| Auckland Festival of Photography | Yes | 5,000.00 | 0.00 |
| Waitakere Christmas Festival | Yes | 2,113.36 | 0.00 |
| Lincoln Heights School | Yes | 2,720.00 | 2,000.00 |
| Kelston Girls College | Yes | 1,956.40 | 0.00 |
| Te Atatu South Kindergarten | Yes | 250.00 | 250.00 |
| Toi Ora Live Art Trust | Yes | 1,920.00 | 0.00 |
| Walsh Trust | Yes | 2,340.43 | 1,800.00 |
| Waitakere Arts and Cultural Development Trust | Yes | 7,853.00 | 4,200.00 |
| New Lynn Community Activity Centre | Yes | 2,508.00 | 1,900.00 |
| D Oakley | Yes | 4,632.93 | 3,400.00 |

| Applicant (NAR) | Eligible | Funds Requested | Funds Allocated |
|--|----------|-------------------|-------------------|
| Tamariki Tours | Yes | 4,990.40 | 3,500.00 |
| D Oakley | Yes | 4,777.78 | 0.00 |
| S Ely | Yes | 2,213.49 | 1,700.00 |
| Waitakere Writers | Yes | 3,989.00 | 3,000.00 |
| Interacting Trust | Yes | 9,000.00 | 3,000.00 |
| Ethiopian Sport and Cultural Club NZ | Yes | 2,961.00 | 2,300.00 |
| Whenuapai Residents & Ratepayers Association | Yes | 2,277.00 | 0.00 |
| Community Waitakere Charitable Trust | Yes | 4,401.10 | 0.00 |
| Auckland Special Olympics | Yes | 1,204.84 | 0.00 |
| Knitted Graffiti | Yes | 2,140.00 | 1,700.00 |
| Jambalaya Education Charitable Trust | Yes | 1,826.50 | 1,300.00 |
| Spanish Dance School | Yes | 742.00 | 742.00 |
| N Z Ukulele Trust | Yes | 2,193.70 | 1,500.00 |
| Thaumatology Visual Associates | Yes | 5,000.00 | 3,500.00 |
| B M Fraser | Yes | 2,022.85 | 0.00 |
| Auckland West Dance Academy | Yes | 2,013.00 | 0.00 |
| L J Smith | Yes | 4,540.00 | 3,200.00 |
| P J Wilson | Yes | 4,149.16 | 3,200.00 |
| K Paton | Yes | 4,920.00 | 0.00 |
| P Jenkin | No | 0.00 | 0.00 |
| Taikata Outreach | Yes | 1,000.00 | 0.00 |
| Kotahitanga Mo Nga Mokopuna O Tainui | Yes | 1,210.00 | 0.00 |
| Mokopuna Media | No | 0.00 | 0.00 |
| Niuean Advisory Council | Yes | 3,000.00 | 0.00 |
| Assembly of God - Ranui | Yes | 4,500.00 | 3,400.00 |
| N A Hartley | Yes | 3,000.00 | 0.00 |
| TOTAL FUNDS REQUESTED | | 278,717.78 | 107,074.40 |

10.35 am

The Chairman thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE RECORD.

DATE:.....

CHAIRMAN:.....

CHIEF EXECUTIVE OFFICER.....

A240

MINUTES OF A MEETING OF THE TENDERS SUBCOMMITTEE HELD IN THE MANUKAU ROOM AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON FRIDAY, 13 AUGUST 2010, COMMENCING AT 9.00 AM

PRESENT:

| | | |
|-------------|----|----------------------------------|
| Councillors | RI | Clow (Chairman) |
| | JM | Clews, QSO, JP (Deputy Chairman) |
| | WW | Flaunty, QSM, JP |

Acting Director: City Services
Director: Corporate & Business Services
Director: Finance

IN ATTENDANCE:

Special Projects Manager
Water Projects Manager
Corporate Sustainability Manager
Manager: Transport Services
Principal Engineer: Special Projects
Senior Engineer: Special Projects – J Schady
Senior Contracts Engineer: T Ahuja
Senior Transport Engineer: M Alsakini
Team Leader: Operations & Contracts
Social Programme Coordinator: Project Twin Streams
Parks Contract Officer: B Andrell
Parks Contract Officer: G Thurlow
Director's Group Coordinator
Committee Secretary: E Joyce

1 APOLOGIES

1106/2010

MOVED by Cr Clow, seconded Cr Clews:

That apologies from Chief Executive Officer, Director: Strategic Planning, Director: Community Wellbeing and Acting Director: Public Affairs for absence be received and sustained.

CARRIED

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFLICTS OF INTEREST

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

A241

4 CONFIRMATION OF MINUTES

1107/2010

MOVED by Cr Flaunty, seconded Cr Clews:

The Tenders Subcommittee resolved to:

Receive the minutes of the meeting of the Tenders Subcommittee held on Friday, 30 July 2010, as circulated, and that they be taken as read and now be confirmed.

CARRIED

DEFERRED

The Chairman, with the consent of the meeting, deferred Item 5: Contract No. SD09006D - Gas - Approval to Award to be considered after Item 8: Contract No. EW07047B - Energy Efficiency and Water Demand Management - Approval to Extend.

6 CONTRACT NO. EW10007B - TANE STREET AND LINKS ROAD WASTEWATER UPGRADES AND RENEWALS - APPROVAL TO AWARD

1108/2010

MOVED by Cr Clews, seconded Director: Finance:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. EW10007B - Tane Street and Links Road Wastewater Upgrades and Renewals - Approval to Award report.
2. **Approve** that Contract No. EW10007B - Tane Street and Links Road Wastewater Upgrades and Renewals be awarded to other than the lowest priced tender, as the Weighted Attributes Tender Evaluation Method requires the tendering authority to enter into a contract only with the tender that scores the highest overall index.
3. **Approve** that the tender from H&H Contractors Limited for Contract No. EW10007B - Tane Street and Links Road Wastewater Upgrades and Renewals in the sum of \$642,369.00 plus \$80,296.13 GST, totalling \$722,665.13 be accepted.
4. **Approve** that authority to enter into Contract No. EW10007B - Tane Street and Links Road Wastewater Upgrades and Renewals on behalf of the Council be delegated to the Group Manager: Project Services.

CARRIED

7 CONTRACT NO. TA10008A - PROFESSIONAL SERVICES FOR TE ATATU ROAD CORRIDOR IMPROVEMENTS - APPROVAL TO AWARD

1109/2010

MOVED by Cr Clews, seconded Director: Corporate & Business Services:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. TA10008A - Professional Services for Te Atatu Road Corridor Improvements - Approval to Award report.
2. **Approve** that Contract No. TA10008A - Professional Services for Te Atatu Road Corridor Improvements be awarded to other than the lowest priced tender, as the

A242

Weighted Attributes Tender Evaluation Method requires the tendering authority to enter into a contract only with the tender that scores the highest overall index.

3. **Approve** that the tender from MWH New Zealand Limited for Contract No. TA10008A - Professional Services for Te Atatu Road Corridor Improvements in the sum of \$491,642.00 plus \$61,455.25 GST, totalling \$553,097.25 and starting from 1 August 2010 to 30 June 2011 be accepted.
4. **Approve** that authority to enter into Contract No. TA10008A - Professional Services for Te Atatu Road Corridor Improvements on behalf of the Council be delegated to the Acting Director: City Services.

CARRIED

DECLARATION OF INTEREST

9.05 am Acting Director: City Services declared and interest and withdrew from the table taking no part in the decision on Item 8: Contract No. EW07047B - Energy Efficiency and Water Demand Management - Approval to Extend.

8 CONTRACT NO. EW07047B - ENERGY EFFICIENCY AND WATER DEMAND MANAGEMENT- APPROVAL TO EXTEND

1110/2010

MOVED by Cr Clews, seconded Cr Clow:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. EW07047B - Energy Efficiency and Water Demand Management - Approval to Extend report.
2. **Approve**, subject to resolution 5 below, that Contract No. EW07047B - Energy Efficiency and Water Demand Management as awarded to EcoMatters Environment Trust be extended in the sum of \$299,800.00 excluding GST for the period 1 July 2011 to 30 June 2012.
3. **Approve**, subject to resolution 5 below, the commitment of \$299,800 excluding GST as provided in year 3 (2011/2012) of the Long Term Council Community Plan 2009 - 2019 for Contract No. EW07047B - Energy Efficiency and Water Demand Management.
4. **Approve**, subject to resolution 5 below, that the authority to enter into Contract No. EW07047B - Energy Efficiency and Water Demand Management for the period 1 July 2011 to 30 June 2012 on behalf of Council be delegated to the Acting Group Manager: Assets.
5. **Note** that resolutions 2 to 4 above are subject to approval by the Auckland Transition Agency.

CARRIED

9.06 am Acting Director: City Services returned to the table.

A243

5 **CONTRACT NO. SD09006D - GAS - APPROVAL TO AWARD**

1111/2010

MOVED by Cr Flaunty, seconded Director: Corporate and Business Services:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. SD09006D - Gas - Approval to Award report.
2. **Approve** that, subject to resolution 7 below and a satisfactory credit check, the tender from Nova Energy Limited for Contract No. SD09006D - Gas in the sum of \$689,541.92 plus \$103,431.29 GST (at 15% beginning 1 October 2010), totalling \$792,973.20 from 1 September 2010 to 31 July 2012 be accepted.
3. **Approve**, subject to resolution 7 below, the commitment of \$299,800 excluding GST for Annual Plan 2010/2011 financial year for Contract No SD09006D - Gas.
4. **Approve**, subject to resolution 7 below, the commitment of \$359,761 excluding GST for 2011/2012 financial year for Contract No SD09006D - Gas.
5. **Approve**, subject to resolution 7 below, the commitment of \$29,979 excluding GST for 2012/2013 the financial year for Contract No SD09006D - Gas.
6. **Approve**, subject to resolution 7 below, authority to enter into Contract No. SD09006D - Gas on behalf of the Council be delegated to the Acting Director: City Services.
7. **Note** resolutions 2 to 6 above for Contract No. SD09006D - Gas is subject to confirmation by the Auckland Transition Agency.

CARRIED

The Order of Business resumed at Item 9: Contract No. EW090102C - Project Twin Streams - Community Contract - Oratia Stream 2009 - 2012 - Approval to Amend Contract Sum and Extend Contract Period.

9 **CONTRACT NO. EW09012C - PROJECT TWIN STREAMS - COMMUNITY CONTRACT - ORATIA STREAM 2009 - 2012 - APPROVAL TO AMEND CONTRACT SUM AND EXTEND CONTRACT PERIOD**

1112/2010

MOVED by Cr Clews, seconded Director: Corporate & Business Services:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. EW090102C - Project Twin Streams - Community Contract - Oratia Stream 2009 - 2012 - Approval to Amend Contract Sum and Extend Contract Period report.
2. **Approve** that the Contract No. EW090102C - Project Twin Streams - Community Contract - Oratia Stream 2009 - 2012 as awarded to McLaren Park Henderson South Community Initiative Inc be extended in the sum of \$540,000.00 plus \$67,500.00 GST, totalling \$607,500.00 for the period 1 July 2010 to 30 June 2012.
3. **Approve** the commitment of \$270,000.00 excluding GST as provided in year 2 (2010/2011 financial year) of the Long Term Council Community Plan 2009-2019 for Contract No. EW090102C - Project Twin Streams - Community Contract - Oratia Stream 2009 - 2012.

A244

4. **Approve** the commitment of \$270,000.00 excluding GST as provided in year 3 (2011/2012 financial year) of the Long Term Council Community Plan 2009-2019 for Contract No. EW090102C - Project Twin Streams - Community Contract - Oratia Stream 2009 - 2012.
5. **Approve** that authority to extend Contract No. EW090102C - Project Twin Streams - Community Contract - Oratia Stream 2009 - 2012 for the period 1 July 2010 to 30 June 2012 on behalf of the Council be delegated to the Acting Group Manager: Assets.
6. **Note** that on 20 July 2009 the Auckland Transition Authority confirmed the decision to award Contract No EW09102C - Project Twin Streams - Community Contract - Oratia Stream 2009 - 2012 to McLaren Park Henderson South Community Initiative Inc. (ATA0026).

CARRIED

10 **CONTRACT NO. EW08020A - PROJECT TWIN STREAMS - COMMUNITY CONTRACT - HENDERSON 2008 - 2010 - APPROVAL TO EXTEND CONTRACT PERIOD**

1113/2010

MOVED by Cr Clews, seconded Cr Flaunty:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. EW08020A - Project Twin Streams - Community Contract - Henderson 2008 - 2010 - Approval to Extend report.
2. **Approve** that Contract No. EW08020A - Project Twin Streams - Community Contract - Henderson 2008 - 2010 as awarded to Community Waitakere be extended in the sum of \$300,000 excluding GST for the period 1 July 2010 to 30 June 2012.
3. **Approve** the commitment of \$150,000 excluding GST as provided for in Year 3 (2011/2012) of the Long Term Council Community Plan 2009-2019 for Contract No. EW08020A - Project Twin Streams - Community Contract - Henderson 2008 - 2010.
4. **Approve** that the authority to extend Contract No. EW08020A - Project Twin Streams - Community Contract - Henderson 2008 - 2010 for the period 1 July 2010 to 30 June 2012 on behalf of Council be delegated to the Acting Group Manager: Assets.
5. **Note** that resolutions 2 to 5 above are subject to confirmation by the Auckland Transition Agency.

CARRIED

11 **CONTRACT NO. PK07003A - CITYWIDE PLAY FACILITIES MAINTENANCE AND RENEWALS - APPROVAL TO AMEND CONTRACT SUM**

1114/2010

MOVED by Director: Corporate & Business Services, seconded Cr Flaunty:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. PK07003A - Citywide Play Facilities Maintenance and Renewals - Approval to Amend Contract Sum report.

A245

2. **Approve** that Contract No. PK07003A - Citywide Play Facilities Maintenance and Renewals as awarded to Parks and Maintenance Services Limited be amended from the sum of \$1,099,974.00 excluding GST to the sum of \$1,241,788.00 excluding GST for the period 1 July 2010 to 30 June 2011.
3. **Approve** that authority to amend the contract sum of Contract No. PK07003A - Citywide Play Facilities Maintenance and Renewals for the period 1 July 2010 to 30 June 2011 on behalf of Council be delegated to the Acting Group Manager: Assets.

CARRIED

12 **CONTRACT NO. PK05004A - PARK LANDSCAPE PROGRAMMED MAINTENANCE - APPROVAL TO AMEND CONTRACT SUM**

1115/2010

MOVED by Director: Corporate & Business Services, seconded Director: Finance:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. PK05004A - Park Landscape Programmed Maintenance - Approval to Amend Contract Sum report.
2. **Approve** that Contract No. PK05004A - Park Landscape Programmed Maintenance as awarded to Bilfinger Berger (New Zealand) Limited be amended from the sum of \$3,125,606.00 excluding GST to the sum of \$3,488,800.28 excluding GST for the period 1 July 2010 to 30 June 2011.
3. **Approve** that authority to amend the contract sum of Contract No. PK05004A - Park Landscape Programmed Maintenance for the period 1 July 2010 to 30 June 2011 on behalf of the Council be delegated to the Acting Group Manager: Assets.

CARRIED

9.14 am

The Chairman thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT A MEETING OF THE TENDERS
SUBCOMMITTEE HELD ON

DATE:.....

CHAIRMAN:.....

A246

MINUTES OF A MEETING OF THE TENDERS SUBCOMMITTEE HELD IN THE MANUKAU ROOM AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON FRIDAY, 27 AUGUST 2010, COMMENCING AT 9.02 AM

PRESENT: Councillor JM Clews, QSO, JP (Deputy Chairman - Presiding)
Acting Director: City Services
Director: Corporate & Business Services
Director: Finance

IN ATTENDANCE: Manager: EcoWater (Three Waters)
Roading Projects Manager
Senior Engineer: Special Projects
Project Manager: Special Projects
Roading Engineer: Project Services
Senior Committee Administrator

1 APOLOGIES

1133/2010

MOVED by Cr Clews, seconded Director: Corporate & Business Services:

That apologies from Crs Clow and Flaunty the Chief Executive Officer, Director: Community Wellbeing, Director: Strategic Planning and Acting Director: Public Affairs for absence be received and sustained.

CARRIED

2 URGENT BUSINESS

There is no Urgent Business

3 CONFLICTS OF INTEREST

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

4 CONFIRMATION OF MINUTES

1134/2010

MOVED by Director Finance, seconded Director: Corporate & Business Services:

The Tenders Subcommittee resolve to:

Receive the minutes of the meeting of the Tenders Subcommittee held on Friday, 13 August 2010, as circulated, and that they be taken as read and now be confirmed.

CARRIED

A247

5 CONTRACT NO. TA09012B - BUS SHELTER CONSTRUCTION AND RENEWALS 2009/2010 - APPROVAL TO EXTEND

1135/2010

MOVED by Director: Corporate & Business Services, seconded Director: Finance:

The Tenders Subcommittee resolve to:

1. **Receive** the Contract No. TA09012B - Bus Shelter Construction and Renewals 2009/2010 - Approval to Extend report.
2. **Approve** the Contract No. TA09012B - Bus Shelter Construction and Renewals 2009/2010 as awarded to Community Asset Management Limited be extended in the sum of \$266,980.00 excluding GST for the period 1 July 2010 to 30 June 2011.

CARRIED

6 CONTRACT NO. SP10002A - SUPPLY AND INSTALL RADIO FREQUENCY IDENTIFICATION EQUIPMENT INTO WAITAKERE LIBRARIES - PHASE 1 - APPROVAL TO AWARD

1136/2010

MOVED by Acting Director: City Services, seconded Cr Clews:

The Tenders Subcommittee resolve to:

1. **Receive** the Contract No. SP10002A - Supply and Install Radio Frequency Identification Equipment into Waitakere Libraries - Phase 1 - Approval to Award report.
2. **Approve** that the tender from 3M New Zealand Limited for Contract No. SP10002A - Supply & Install Radio Frequency Identification Equipment into Waitakere Libraries - Phase 1 in the sum of \$399,865.00 plus \$49,983.13 GST, totalling \$449,848.13 from 1 September 2010 to 15 March 2011 be accepted.
3. **Approve** that authority to enter into Contract No. SP10002A - Supply & Install Radio Frequency Identification Equipment into Waitakere Libraries - Phase 1 on behalf of the Council be delegated to the Group Manager: Project Services, subject to confirmation of the compatibility with any proposed regional systems.

CARRIED

7 STATE HIGHWAY 18 - PROPOSED WASTEWATER LINE - APPROVAL TO NEGOTIATE

1137/2010

MOVED by Cr Clews, seconded Director: Corporate & Business Services:

The Tenders Subcommittee resolve to:

1. **Receive** the State Highway 18 - Proposed Wastewater Line - Approval to Negotiate report.

A248

2. **Approve** that, subject to recommendation 4 below, negotiations proceed with HEB-Smithbridge Limited and or New Zealand Transport Agency for the construction of a proposed section of wastewater line across the motorway corridor in the vicinity of Brigham Creek Road, State Highway 18.
3. **Agree** that, subject to recommendation 4 below, the outcome of the negotiations with HEB-Smithbridge and the New Zealand Transport Agency Limited for the construction of a proposed section of wastewater line across the State Highway 18 motorway corridor in the vicinity of Brigham Creek Road, Hobsonville be brought back to the Tenders Subcommittee for approval.
4. **Note** that resolutions 2 and 3 above are subject to confirmation by the Auckland Transition Agency.

CARRIED

8 CONTRACT NO. EW05061A - WATER SUPPLY, WASTEWATER AND STORMWATER DRAINAGE TERM MAINTENANCE CONTRACT: COST FLUCTUATIONS, REVISED CONTRACT SUM AND VARIATIONS

1138/2010

MOVED by Director: Finance, seconded Director: Corporate & Business Services:

The Tenders Subcommittee resolve to:

1. **Receive** the Contract No. EW05061A - Water Supply, Wastewater and Stormwater Drainage Term Maintenance Contract: Cost Fluctuations, Revised Contract Sum and Variations report.
2. **Approve** an amended contract sum for Contract No. EW05061A - Water Supply, Wastewater and Stormwater Drainage Term Maintenance Contract for the period 1 July 2010 to 30 June 2011 of \$7,474,284.00 excluding GST to account for cost fluctuations and increases in contract work volumes, noting that this is within the funding provided for in the Annual Plan 2010/2011.
3. **Approve** the issue of variations to Contract No. EW05061A - Water Supply, Wastewater and Stormwater Drainage Term Maintenance Contract as listed in the report up to the cumulative value of \$761,000.00 excluding GST.
4. **Approve** that authority to issue notice of the amended contract sum and to order the listed variation works for Contract No. EW05061A - Water Supply, Wastewater and Stormwater Drainage Term Maintenance Contract be delegated to the Deputy Group Manager: Assets.
5. **Approve** that authority to award additional contract variations to Contract No. EW05061A - Water Supply, Wastewater and Stormwater Drainage Term Maintenance Contract, up to the cumulative value of \$600,000.00 excluding GST within approved Annual Plan 2010/2011 budget line items be delegated to the Deputy Group Manager: Assets.

CARRIED

A249

9 **CONTRACT NO. EW05061A - WATER SUPPLY, WASTEWATER AND STORMWATER DRAINAGE TERM MAINTENANCE CONTRACT: VARIATION FOR WATER SUPPLY PROGRAMMES**

1139/2010

MOVED by Director: Corporate & Business Services, seconded Cr Clews:

The Tenders Subcommittee resolve to:

1. **Receive** the Contract No. EW05061A - Water Supply, Wastewater and Stormwater Drainage Term Maintenance Contract: Variation for Water Supply Programmes report.
2. **Approve** a variation to Contract No. EW05061A - Water Supply, Wastewater and Stormwater Drainage Term Maintenance Contract for water supply programme works comprising Water Supply Asset Assessment and Repair and Water Quality Improvement Work for \$967,900 excluding GST covering work during the period 1 July 2010 to 30 June 2011.
3. **Approve** that authority to issue the Variation Orders to Contract No. EW05061A - Water Supply, Wastewater and Stormwater Drainage Term Maintenance Contract for water supply programme works comprising Water Supply Asset Assessment and Repair and Water Quality Improvement Work be delegated to the Deputy Group Manager: Assets.

CARRIED

9.21 am

The Chairman thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT A MEETING OF THE TENDERS
SUBCOMMITTEE HELD ON

DATE:.....

CHAIRMAN:.....

A250