

Project Proposal – Local Board Projects 2016/2017

Detail	Description/Information
Project Name	<i>Devonport/Takapuna Local Board parks and reserves signage audit.</i>
Project Description	<p><i>To provide an audit assessment on all signs within the Devonport/Takapuna Local Board to determine old signs that require removal and where new signs are required and to prioritise spending in future years.</i></p> <p><i>This is to take into account all signs that are associated in Parks and reserves including, but not limited, to Bylaw signs, like liquor and of leash dog signs, legacy council signs, any information signs and directional signs and warning signs.</i></p> <p><i>The assessment is to also include recommendations on whether current signs are needed, a condition rating for all signs, and recommendations for consolidating signs where possible.</i></p> <p><i>Upon completion of the audit, the information will need to be handed over to Auckland Council Asset and Information Team in a format that is usable and compatible.</i></p> <p><i>The end product will provide a sortable database that can be used as a basis for a procurement and tender process.</i></p>
Project Benefits	<p><i>Benefits Include:</i></p> <ul style="list-style-type: none"> • <i>Consolidation and removal of signs throughout the Devonport/Takapuna Local Board will assist with cleaning up our parks and reserves spaces</i> • <i>Recommendations for installation of signs where required will assist with promoting parks and the Devonport/Takapuna Local Board.</i>
Local Board Plan Outcome/Key objectives	<p><i>This project fits two current Local Board outcomes:</i></p> <ul style="list-style-type: none"> • <i>“Active, connected and supported neighbourhoods”</i> • <i>“Easy safe and reliable journeys that reduce congestion”</i> <p><i>This project budget will be committed in the 16/17 financial year but delivery may run into early part of 17/18.</i></p>
Regional policies and priorities	<i>This project will be aligned to the Regional Operating Policy & Procedures Manual Signage Bylaw 2015.</i>
Budget 16/17	<p><i>LDI Opex Budget for 2016/2017 - \$24,000.</i></p> <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • <i>Clean and usable database that is compatible and transferable to SAP.</i> • <i>Prioritised recommendations and condition assessments relating to all parks and reserves throughout the Devonport/Takapuna Local Board.</i> • <i>Information is able to be used as part of a procurement and tender process in implementing physical delivery.</i>
KPIs	<ul style="list-style-type: none"> • <i>The asset and information team will have an up to date database of parks and reserve signs that can be transferred into SAP.</i>

	<ul style="list-style-type: none"> • <i>Project delivery team will be able to use the signage information as part of a procurement and tender process for physical delivery in future years.</i> • <i>Devonport/Takapuna Local Board will be promoted through clear and uncluttered signage throughout its parks and reserve areas.</i>
Timeline	<p><i>Timeline:</i></p> <ul style="list-style-type: none"> • <i>3 month delivery timeline.</i> • <i>Procurement will be immediately budget has been allocated by Devonport/Takapuna Local Board.</i>
Feasibility	<p><i>Project Delivery: A preferred supplier to Auckland Council has already delivered a signage assessment/audit for the Hibiscus and Bays Local board.</i></p> <p><i>Procurement Process: Undertake a Purchase Order process for specified budget of \$24,000.</i></p>
Risks and Dependencies	<p><i>No Risks associated with the delivery or completion of the project.</i></p>
Maori outcomes	<p><i>Through the assessment and audit process there may be culturally significant sites that require engagement with Iwi around specific wording of signs.</i></p> <p><i>The Parks and Places Specialist will assist with facilitating this through the regular monthly northern Iwi engagements.</i></p>