

# Traffic Management Update

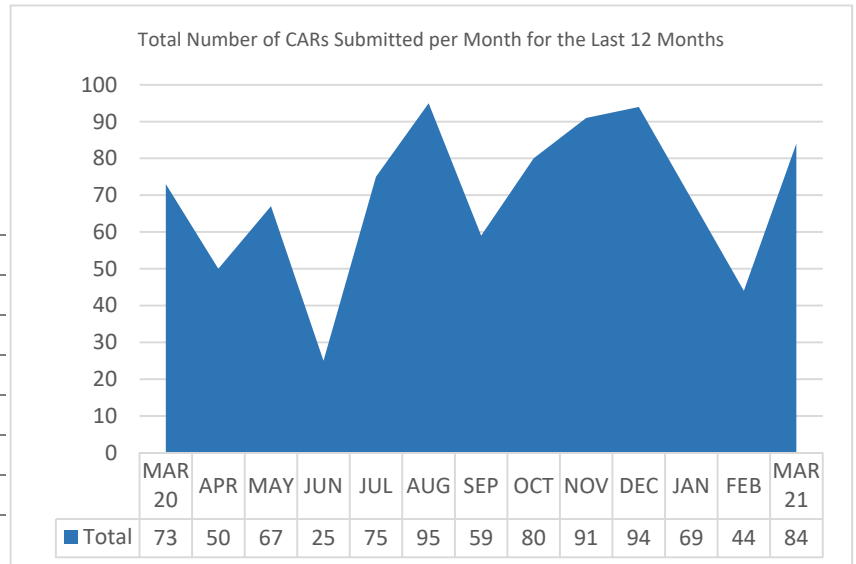


Welcome to the Selwyn district traffic management update for April 2021.

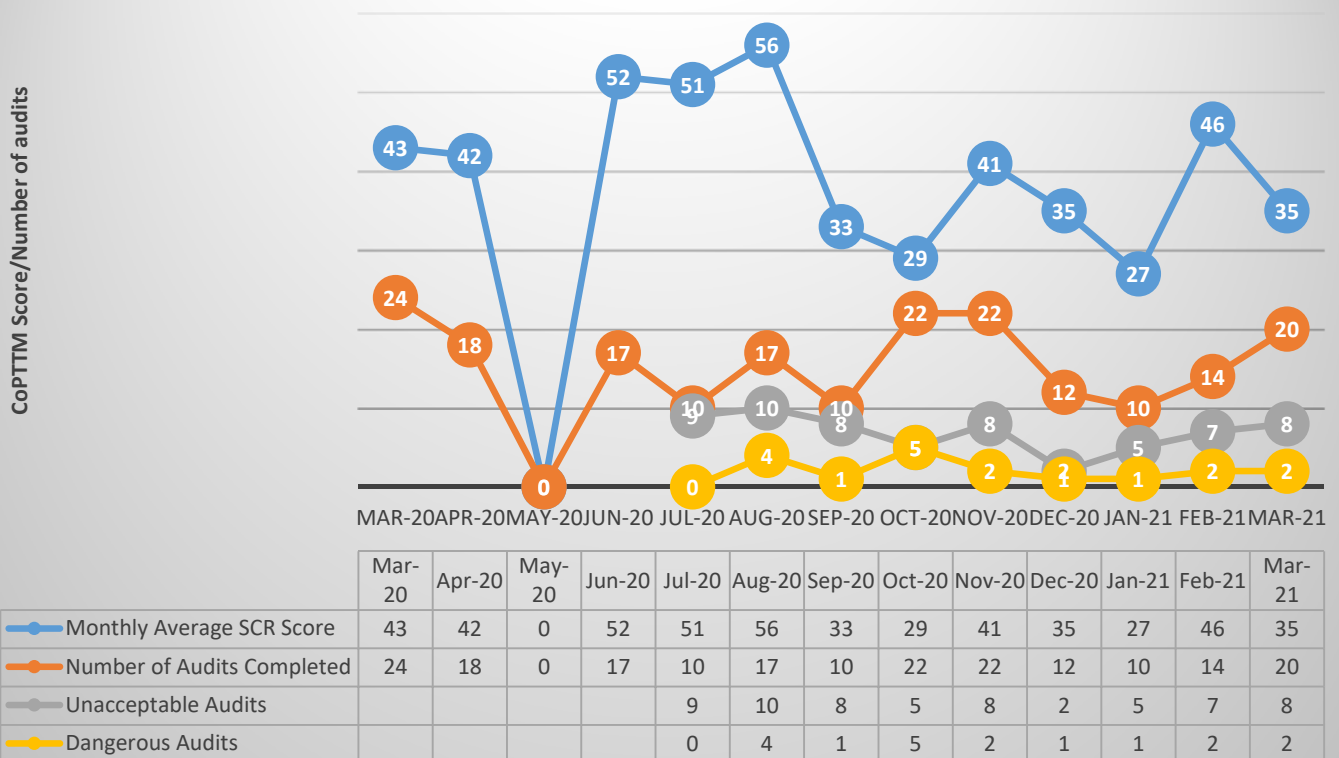
## State of the Nation

Applications for access to the road network remain strong in Selwyn. A total of 84 CAR submissions were made in the month of October as well as eight road space bookings.

|                                       |     |
|---------------------------------------|-----|
| Average SCR Score                     | 35  |
| Active sites in October               | 74  |
| Road Space Bookings for October       | 8   |
| Number of Audits Conducted in October | 20  |
| % of sites audited                    | 24% |
| 5% of Actives sites                   | 4   |
| CoPTTM target (% of sites audited)    | 5%  |



## Monthly average CoPTTM SCR score and number of audits carried out



In March, the first 0 on an audit was awarded to Denssem Contracting. We congratulate them on maintaining such a high standard which was reflected in their work site. The average SCR score dropped, which is great work from everyone else.

## TMP Processing Times

The processing times for CARs and TMPs in Selwyn are as follows:

| APPLICATION TYPE                                         | MINIMUM PROCESSING TIME                                 |
|----------------------------------------------------------|---------------------------------------------------------|
| Standard CAR/TMP                                         | 5 working days                                          |
| Project CAR/TMP                                          | 15 working days                                         |
| Road Closure                                             | 5 days plus relevant TMP processing time above          |
| Event Road Closure TMP                                   | 42 days in addition to the standard TMP processing time |
| Road Space Booking (carried out under a global CAR only) | 48 hours                                                |

Project CARs would include any works that will exist for more than 14 days and significant excavations, regardless of the length of time works will take. Examples might be sewer network upgrades, subdivisions, footpath construction or other major works.

The clock on the processing time stops whenever the TMC requests more information from the contractor and restarts once the information is received. Please keep these time frames in mind to help ensure your TMP is processed to meet the start date of the job.

Road closures have processing times based in CoPTTM and in local policies which must be adhered too. Road closures also require sign off from other departments within the Council before approval can be given, so any road closure should be advised as soon as possible.

Processing times should be adhered to, as a range of factors can influence the processing time. A phone call to discuss the TMP does not start the processing clock – it is started when the TMP is received in Submitica.

## Temporary Speed Limits

Over the last month, it has been noted that the TSL section of the proforma needs some clarification.

The proforma from NZTA contains the following sentence:

A temporary maximum speed limit of        km/h is hereby fixed for motor vehicles travelling over the length of        m situated between (House no./RP) and        (House no./RP) on        (street or road name)

This line should be completed for **every** road affected by the TMP, for both attended and unattended. The use of Route Positions (RPs) is highly recommended over street numbers, due to the increased accuracy RPs provide. Some street numbers can represent a considerable distance. For example a RAPID number may span several kilometres of farm property line.

If this line is not filled out correctly for each road affected, the TMP will be returned for correction.



## Submitica and Mobile Phones

Recently there has been a number of issues with Submitica as several contractors have noted. Please advise us of any issues you have been having so we can take them to Submitica collectively to hopefully improve the product.

We've also been advised that Tania's phone doesn't always connect and there are contractors who have reported to us that they have called in, but we have no record of the call being received. If we can collect some information around this we can trace the problem in order to resolve this. Please let us know of any instances where a call did not connect or rang out.

## Generic TMPs

We have had requests in Selwyn to allow the use of generic TMPs. We have no objection to these, as long as they fit the works and road environment. However Submitica has no capacity to provide for generic TMPs, which are of particular use for TTM companies and suitable for civil contractors who carry out excavations.

We've developed the following process for Submitica and the use of generic TMPs. This process is similar to the global CAR process which is also outlined below. The use of generic TMPs is suited to TTM providers or contractors with higher volumes of excavation type works, such as driveway contractors, where a site-specific CAR is required but the works are repetitive nature in nature.

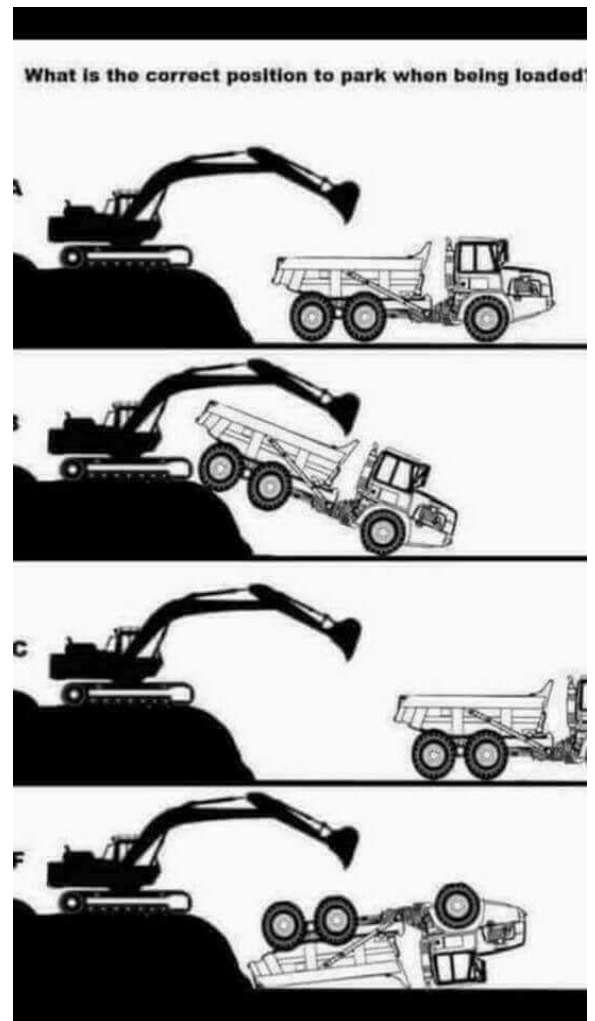
### Generic TMP process for Selwyn

***To apply for a generic TMP in Selwyn, the following steps should be completed:***

- Apply for a CAR as per usual in Submitica.
- In the TMP under Description of Works, clearly outline that this is a generic TMP.
- State in this section that this TMP is for non-excavation works of short duration (maximum 5 working days subject to RCA approval).
- Use the address 14 Kidman Street. As with Global CARs, put a point on this address only. Do not cover the entire district with a polygon.
- Upload the generic TMP.
- The CAR will be processed the same way as a global CAR but no WAP will be issued.
- No works may be carried out under the generic TMP alone. The generic TMP CAR is just a place holder.

***When works are to be carried out using the generic TMP, please follow this process to obtain a WAP:***

- Create a new site-specific CAR with the physical address of the works.
- Upload a completed generic TMP road space booking form.
- The CAR number for the generic TMP CAR should be used on this RSB form.
- The new CAR will be processed with the reference back to the generic TMP.
- For TTM providers, please make sure that the applicant of the site specific CAR is the contractor who will be responsible for the work.
- TTM providers may include themselves as the TMP designer on the site specific CAR.



As with global CARs, generic TMP use will be subject to negotiation with the RCA. The conditions will generally be limited to non-excavation works of short duration (rule of thumb, 1 day unless otherwise agreed with the TMC) and of low risk.

Generic TMPs will be issued for a maximum of 12 months only as they do not require a WAP. Each site-specific CAR will be processed as per the usual CAR process.

The approved Road Space Booking form, the generic TMP and WAP must be available on site at all times. Sites that do not have these three documents available when audited will be shut down. The documents may be hard copies or electronic, either way is acceptable, but they must be available.

## Global CAR process for Selwyn

Global CARs are issued to the applicant contractor. The contractor is to supply a generic TMP and specify the types of works that the global CAR will be used for. The global CAR issued will then be limited to the types of works listed in the generic TMP supplied by the contractor.

The global CAR is owned by the contractor and all works carried out under it are the responsibility of that owner of the global CAR. The contractor may employ sub-contractors to complete work under the global CAR, however the owner of the global CAR accepts the warranty on works carried out by their sub-contractors.

### *To apply for a global CAR, the following steps should be completed:*

- Apply for a CAR as per usual in Submitica.
- Ensure that when asked in Submitica that the global CAR check box is ticked.
- State that the CAR is a global CAR in the generic TMP under description of works.
- List the types of works that the global CAR will be used for.
- Use the address 2 Norman Kirk Drive. Put a point on the Council offices. Do not cover the entire district with a polygon.
- Upload a generic TMP to the global CAR when asked in Submitica.
- Once approved, a global WAP will be issued.
- Using the global CAR Road Space Booking form. Bookings should be submitted to [road.space.bookings@selwyn.govt.nz](mailto:road.space.bookings@selwyn.govt.nz)
- Even though a WAP has been issued, notification to the TMC is still required when using a global CAR prior to the start of any works.



Reissue of a global CAR will be assessed against the number of Road Space Bookings received and the audits carried out on worksites using the global CAR.

Global CARs are issued for six months. This may be extended to 12 months by negotiation with the RCA upon renewal. Consideration will be given to the compliance with the Road Space Booking system and the audits carried out.

To obtain a RSB form, please contact [corridor.manager@selwyn.govt.nz](mailto:corridor.manager@selwyn.govt.nz) in the first instance. RSB forms will not be available on the website to avoid confusion and will be provided in the CAR for both a global CAR and generic TMP.

## New WAPs

As we continue to improve processes, some contractors may have noticed a change in the WAPs issued. Submitica has added a feature to allow us to issue different WAPs for different situations. There is now a separate WAP for utility providers, excavation and non-excavation CARs. We will be aiming to add in other more specific WAPs for different works over time.

## Cross RCA Approvals

Where a work site sits across the boundary of two or more RCAs, approval from every RCA is required. We are unable to contract out of the approval process, even for as little as one sign, as part of meeting our obligations under various pieces of legislation.

Please keep this in mind when making cross-RCA applications. Currently we do not have an agreement with neighbouring RCAs around this, so the TMP needs to be approved by all RCAs the TTM will touch for any one site. The processing times of different RCAs vary and therefore this should be considered when deciding on the order of RCAs to apply too. The one TMP document needs to be stamped by all RCAs involved.