

Traffic Management Update



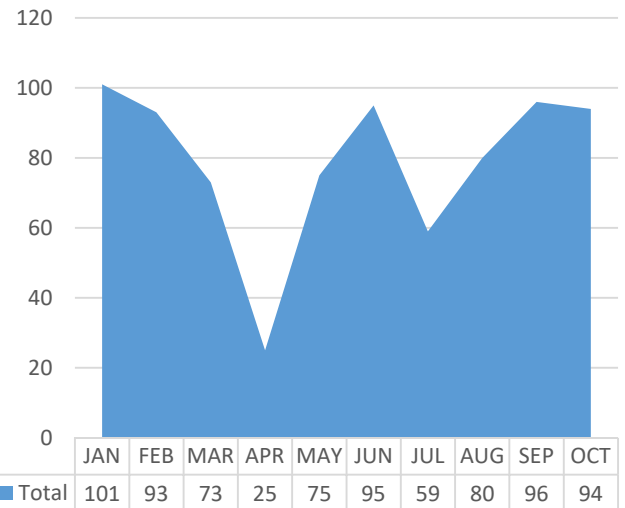
Welcome to the Selwyn District traffic management update for November. October was a busy month and it looks like summer is going to be even busier. Christmas is just around the corner and we are all looking forward to the New Year no doubt.

State of the Nation

Applications for access to the road network remain strong in Selwyn. 94 CAR submissions were made in the month of October as well as 51 Road Space Bookings.

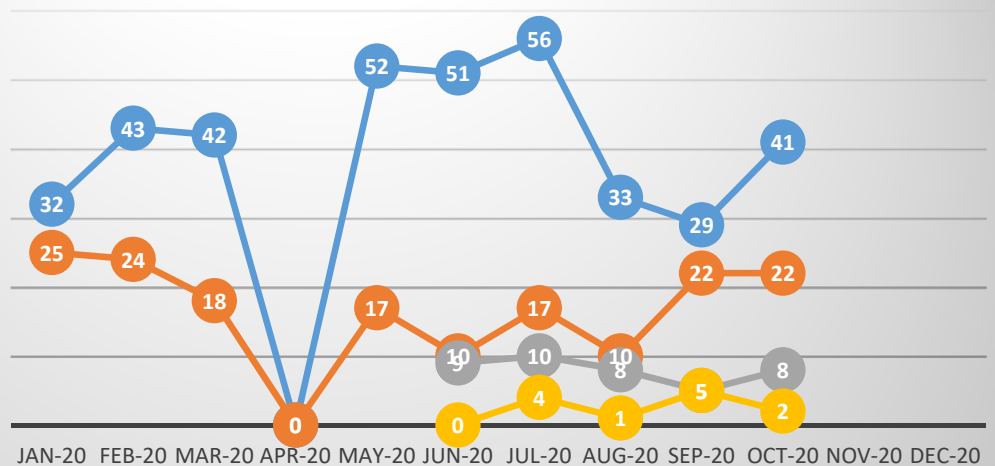
Average SCR Score	41
Active sites in October	65
Road Space Bookings for October	51
Number of Audits Conducted in October	22
% of sites audited	19%
5% of Active sites	6
CoPTTM target (% of sites audited)	5%

Total Number of CARs Submitted per Month for 2020



Monthly average CoPTTM SCR score and number of audits carried out

CoPTTM Score/Number of audits



	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Monthly Average SCR Score	32	43	42	0	52	51	56	33	29	41		
Number of Audits Completed	25	24	18	0	17	10	17	10	22	22		
Unacceptable Audits						9	10	8	5	8		
Dangerous Audits						0	4	1	5	2		

There were a couple of contractors who got very close to the perfect audit. Congratulations to those who were close. The same issues continue to be observed across the network with onsite records being filled out incorrectly or not at all and approved WAP/TMP/extension form/Road Space Booking form or other documents not on site. Required documents not present on site or not completed are marked unacceptable on the CoPTTM audit form. Documents can be in electronic form or paper form but must be on site.

Tree Trimmers

As the weather warms up and the days grow longer, the conditions grow favorable for other industries to start hitting the road. Tree trimmers are gearing up for the new season and we have seen an increase in applications for access to the road from this industry.

Tree trimmers are now finding themselves the focus of several RCAs as a review of their practices with regards to CoPTTM is considered across multiple districts. Many discussions have been had here in Selwyn about how best to manage tree trimmers works on the roads.



To comply with both CoPTTM (D1.3.1) and NZ law, tree trimmers **MUST** travel with the flow of traffic on the left hand side of the road. The only exception is inside a static site, where a vehicle may operate in either direction.

This will present a challenge for right handed tree trimmers. After many discussions with multiple RCAs and other authorities on traffic management, the decision has been made that in Selwyn, tree trimmers should be operating as a static site where they are unable to comply with CoPTTM or NZ law.

Where a tree trimmer can comply, they may operate as a mobile operation. However this will be phased out by the end of the season to create a consistent approach, which does not disadvantage any one contractor. This will mean next season all tree trimmers are required to operate as static sites.

Tips to Getting Your TMP Approved First Time

Rework is something we all want to avoid. Approving a TMP the first time is generally preferable for everyone, including myself as the approver.

The following tips will help to improve the speed at which your TMP will be approved:

- The CAR number in the header of the proforma
- Correct contact details, including a 24 hour contact number
- Dates on the TMP match the dates on the CAR
- Details about the activities that the TMP will be used for sufficient to understand the task
- All phases of the job detailed including unattended set ups where necessary
- The TMDs are large enough to be easily readable
- North marked on TMDs
- No logos or forms from other RCAs
- All documents in PDF format and all pages in portrait orientation (very important for how Submitica approves documents)
- Use the print to PDF option as this will remove any editable boxes and lock in your changes
- All TMDs merged with the proforma into one document



Thank you to those who already do already tick all these little boxes.

TMPs will only be reviewed once they are in Submitica and supplied as a PDF. Please do not email a TMP in for review. Only extensions should be emailed in. TMPs are not approved until they have been processed in Submitica and obtained the red stamp at the bottom of each page.

There is the opportunity to include a wide range of contacts to be added to the CAR. Please make sure that you include all interested parties on the CAR, particularly the TTM contractor, to make contact easier.

Global CARs and Road Space Bookings

For those who hold a global CAR, please remember that in order to use it you must make a road space booking using the road space booking form. Those who do not use the road space booking form to book the road may find this is factored into their application for CAR renewals.

Excavations are not permitted under a global CAR, except where an excavation can be back filled by hand within 5 minutes. If you require an excavator on site, then a site specific CAR is required.

If you do not have a road space booking form, please contact us to obtain one. All new global CARs will have a blank road space booking form in the CAR on Submitica.

Generic Diagrams

Some contractors will be noting that generic diagrams are being declined in some situations.

Generic diagrams must exactly fit the road environment, like any other TMD. The diagrams in CoPTTM were only ever intended as examples, not to be used in place of actual TMDs.

As the number of instances where generic diagrams exactly match road conditions is low, contractors will be finding that there is an industry wide encouragement towards contractors no longer using generic diagrams.

Going forward, generic diagrams in site specific TMPs will only be accepted for low risk, low volume, low impact works where the generics perfectly fit the road environment. Generic TMDs will no longer be accepted on arterial roads or high volume roads (greater than 4000 vpd), even if the site is a simple shoulder closure. Some other roads will fall into this category, as while they may have a low traffic count, they have other challenges e.g. the road is a popular route for school children walking to school.

Each situation will be assessed on a case by case basis, if you are unsure, please do not hesitate to contact us for further clarification.

Works Completion

Once the project is complete there is a few simple steps to close out the CAR and move it into warranty.

Once the works are complete, the following is to be submitted to Grant:

- A filled in and complete Works Completion Notice. This form is available on the Selwyn District Council website and a blank one is uploaded into all site specific CARs when they are approved. A blank copy will be emailed with the other approved documents
- Photos of how the site was left after the works are complete
- Copies of any testing results particularly compaction tests if the CAR was for an excavation

For major works, a site walk over at the end should be requested. A site walk over maybe required before the CAR is moved into warranty.

The CAR will not be moved into warranty until they are received. All site specific CARs have a two year warranty phase associated with them and the CAR is only moved into the warranty phase when the above documentation is received.

Adding a note to the CAR in Submitica is not sufficient to notify works completion. The CAR will not move into warranty until the above documents are supplied. Please email all documents to corridor.manager@selwyn.govt.nz in the first instance.

Tips for CoPTTM Audits

OTHER WORKSITE ASPECTS		
G1	QUALIFIED PERSON ON SITE [REFER TO A5 OF COPTTM]	Yes
G2	TSL APPROPRIATE [REFER TO C4 OF COPTTM]	Yes
G3	ROAD USER FLOW ACCEPTABLE	Yes
G4	ON-SITE RECORD [FORM MUST INCLUDE STMS AUTHORITY, 2 HOURLY CHECKS AND TSL DETAILS]	Yes
G5	TMP APPROVED?	Yes
G6	APPROVED TMP SIGHTED?	Yes
G7	APPROVED TMP APPLICABLE?	Yes
G8	TTM IN ACCORDANCE WITH APPROVED TMP?	Yes

Audits in Selwyn are carried out as per the CoPTTM audit forms. Many contractors see these forms once in STMS training then may not be aware of them again until an audit is carried out in the future. The CoPTTM audit form is available from the NZTA website and anyone can download it and have a look at it. The CoPTTM audit form has an attached explanation table which guides auditors on how to score sites.

Each month will feature a different section of the CoPTTM audit form. This month the focus on section Other Worksite Aspects, specifically G1 and G4, which is the most common reason an audit receives an unacceptable rating.

Any aspect in the Other Worksite Aspects box is marked either yes, unacceptable or N/A. N/A for example would be used in a drive by audit.

G1 refers to having a qualified person on site. The qualified person on site is a suitably qualified STMS with their NZTA card showing their qualification and the expiry date. If the STMS leaves site or has to carry out works other than their STMS duties, they must delegate to another STMS or TC and this delegation must be noted on the onsite record. Delegation MUST be documented, or G1 will be marked unacceptable.

A TC cannot be onsite alone on LV or L1 sites unless the STMS has briefed them and delegated to them. If this is not documented, then G1 will be marked unacceptable, the audit will be marked dangerous and the site will be shut down. The STMS must then be within 60 minutes of a LV site or 30 minutes of an L1 site. If the TC is alone, they will be expected to call the STMS and have the STMS return to site if they are audited. A non-conformance will also be issued if the delegation is not documented and/or the STMS cannot return to site within the above time frames.

TCs are not meant as a substitution for STMSs. This delegation is only intended for STMSs to have the ability to leave site for breaks or to carry out other works that prevent them from focusing primarily on traffic management.

Information on this can be found in CoPTTM under section A5.

As G1 is tied to G4, the onsite record, it is therefore important that the onsite record is completed correctly. TSLs are not legal unless they are documented on the onsite record. There is space on the onsite record to note corrections and modifications to the site.

Filling in the onsite record is the most common issue noted on audits in Selwyn. This document is critical should the worst happen. In this situation, having a complete onsite record will allow the STMS to hand over relevant information to authorities when required without the need to recall information at a stressful time.

The onsite record must be retained for one year.



Christmas Hours

The last day of operation here at Selwyn District Council is the 24th of December. The Council will shut the door at 12pm for the Christmas break.

Grant will return on Tuesday 5th of January. Tania will return to the office on Monday 18th of January.

Those who seek to carry out works in January are advised to get their TMPs in before the Christmas shut down. TMPs and CARs for early January 2021 must be submitted by 18th of December. TMPs submitted between the 18th of December and 18th of January will likely experience delays in processing.