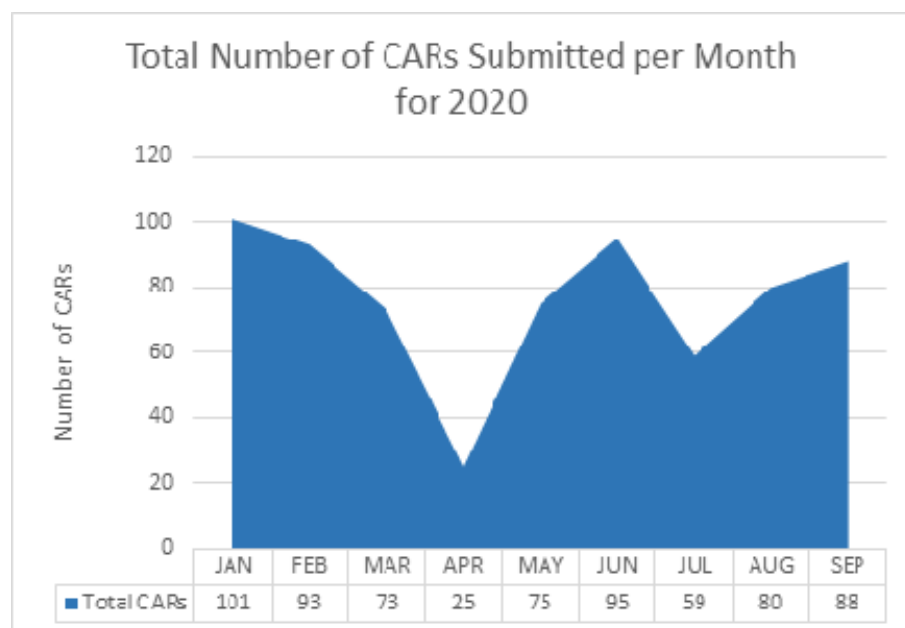


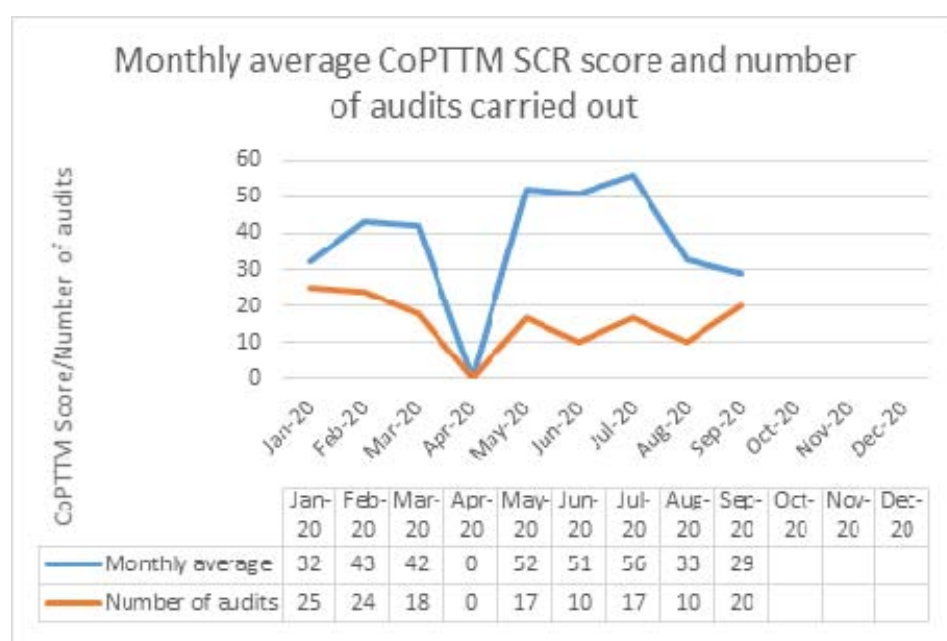
Welcome to the first monthly traffic management update. In these emails, there will be information regarding the management of the road corridor and traffic management in Selwyn. The aim is to give greater clarity around traffic management in the Selwyn District and to hopefully offer some useful information to the wider contracting community.

State of the Nation



CoPTTM Audits

Average Score	29
Active sites in September	58
Road Space Bookings for September	41
Number of Audits Conducted in September	20
% of sites audited	20%
5% of Active sites	3
CoPTTM target	5%



Here in Selwyn we have been working hard on processing CAR applications. As the sealing season warms up and the need for works to be carried out after lockdowns, we are seeing a steady increase to applications for access to the

road corridor. It's great to see an overall downward trend in SCR scores across the board. Unacceptable scores, which are not accurately represented here by the SCR score, tend to be for lack of adequate paperwork for example no WAP/TMP/onsite record on site or inadequately filled out.

I have yet carry out a perfect audit (score of 0 and all other worksite aspects marked yes) but there have been a couple of contractors who have gotten close. Who will be the first contractor to receive a perfect audit? I would like to hope that I give out a perfect audit by the end of the year.

Let's keep up the great work together.

Submitting a CAR and TMP

We regularly get requests for assistance with Submitica. We get a wide range of issues that contractor's need assistance with. I'm sure that there are other contractors out there with similar issues. Therefore this section will cover some of the issues we have been seeing arise with Submitica in an effort to share knowledge and make submitting a TMP and CAR easier for anyone.

All TMPs must be submitted via Submitica or BeforeuDig. Please do not email them to us. If your CAR has yet to be approved, the new TMP will be seen in Submitica. You are welcome to drop us an email to let us know that you have uploaded the new TMP with the corrections made however please do not email the TMP to us. Extensions and other requests should be emailed to us at this email address.

Filling in the roles in Submitica

Submitica allows a number of roles to be populated against a CAR. This can be quite handy for contractors who will have a number of interested parties that need access to the documents once approved.

The applicant role in Submitica should be populated by the contractor/person who will take full responsibilities for the works being carried out. This should not be the TTM contractor unless they are willing to act in this role. The applicant will be the person who is contacted should there be any remedial works carried out and it is their responsibility to ensure that all documentation is supplied as asked for.

There are a number of other roles that can be populated in Submitica including the Utility Operator, Civil Contractor, Bill Payer (this would be the principal), traffic manager, consultant, authorized access, contact and non-conformance notices. These should be populated not be the same person, but by the actual person who represents each of these roles. For instance the traffic manager role can be populated by the TTM company or the STMS for the site. By populating these roles with the right people, then everyone can be kept in the loop. A number of the enquiries we get often refer to TTM contractors or other interested parties needing access to the approved documents. By including them on the CAR, we can make sure that everyone gets the information they need in a timely manner. You may need to go back into the CAR to add these roles in and I would encourage contractors to take advantage of this.

CARs may be pushed back if the only person listed in these roles is the contractor applying for the CAR.

Emergency works

There seems to be some confusion around emergency works. Emergency works are works that need to happen immediately to ensure that a critical service (water, power, phone/internet, sewer) is returned to full functionality as soon as possible, in order to make the road corridor safe for the public (downed power lines or trees for example) or to manage a serious situation such as a serious car accident at the request of police. As such there are a limited number of contractors who would need to use this option. These contractors are utility operators and maintenance contractors on the Selwyn network. All other contractors should be seeking to notify the RCA before beginning works.

Global CARs and Generic TMPs

Global CARs have been freely given in Selwyn in the recent past. This has assisted Grant with his workload and physical limitations. However as we progress forward, global CARs will be under closer scrutiny. Global CARs were only ever intended for works that have a high frequency, similar in nature with simple TTM requirements. Examples would be works that meet this definition would be cabinet access for fiber connections, repair of a water toby, pothole repair, power pole replacement among others. Global CARs were not intended to cover excavations or multiple day works.

As global CARs come up for review, we will be looking more closely at what the global CAR will be used for and if the works intended to be carried out under it will meet the above conditions. Utility contractors and contractors who hold a maintenance contract with SDC will continue to be issued global CARs due to their high volume of works carried out in the Selwyn District. Some other contractors may find that their works no longer meet this requirement and will not have their global CAR renewed.

If you are in the situation where your global CAR has not been renewed, you may apply for a generic TMD set for use in future TMPs. These should be applied for via this email and not put into Submitica. Generic TMDs will not give authority to work, but the TMDs may be submitted as part of a site specific TMP for a site specific CAR.

Global CARs should continue to be submitted via Submitica. TTM contractors will not be issued global CARs and should apply for a generic TMD set.

Please note that there is now an application form for global CARs. Please email us to obtain this form. As global CARs are not for every contractor, the form will only be available by contracting this email.

The website has been updated

Over time, the website will be updated with information and forms relevant to corridor management in Selwyn. The road closure section has now been updated with a more comprehensive process and application form. Those seeking a road closure in future are encouraged to review this information at <https://www.selwyn.govt.nz/services/roads-and-transport/temporary-road-closures>

After a number of concerning incidents, Grant and myself have decided to limit access to some roads. Without explicit written permission from the RCA, TTM will not be permitted to be deployed at peak times (Monday to Friday, 7am-9am and 4pm-6pm, 2:45pm to 6pm during school times) on high volume and arterial roads. This decision has been made to ensure the flow of traffic around the network and to ensure the safety of contractors. This has been softly implemented a while ago and myself and Grant have been slowly encouraging contractors away from works at peak times on these roads. This does not mean TTM cannot be deployed at peak times, however if there is no approval sought before the TTM is deployed at these times on the listed roads or peak times are NOT specifically listed in the TMP, then the contractor will be removed from the road. The complete list can be found at <https://www.selwyn.govt.nz/services/roads-and-transport/working-on-the-road>

Support for Contractors

I would like us all to move forward together and as Corridor Manager for Selwyn, I am happy to support contractors however I can. If you have a suggestion for how we might be able to improve TTM please do not hesitate to let me know. I would prefer to work with contractors then talk at them so please don't hesitate to make suggestions.

I am available to come and attend toolboxes where I can speak about TTM and auditing. The message may have more weight from the RCA and lets your TTM staff know what to expect during and audit.

If there is any further ways that I could assist you please let me know.

I look forward to working with everyone to lift the standard of traffic management in Selwyn and beyond. If there is anyone who you think could benefit from receiving these emails in future and has not received it, please don't hesitate to let me know.

Kind Regards

Tania Watkins

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