
 Part 8 of the Traffic Control Devices Manual (TCD Manual)

Code of Practice for Temporary Traffic Management (CoPTTM)

(CoPTTM) - (SP/M/010)

Fourth Edition – Update Note January 2017

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Date of Issue:	28 February 2017

Circulation	Regional Operations Managers, holders of the Code of Practice for Temporary Traffic Management and NZTA website. Please forward to your consultants and contractors
Objective	To update the January 2015 version of the Fourth Edition of the CoPTTM.
Effective Date	1 April 2017
Status	This document is a guideline for use by the roading industry, road controlling authorities, network utility operators and event holders.
Implications	The majority of amendments are clarifications to the fourth edition. Some relaxations have been included in this update. The February 2017 version of CoPTTM is available online.
Reminder for all holders	It is important to keep holders of our documents up to date. Holders can update by copying the relevant sections from the NZTA website: www.nzta.govt.nz/copttm
Additional Copies	These may be downloaded from NZTA's website, free of charge or purchased direct from our distributor either via the website, or directly to NZ Print, PO Box 2491, Wellington, 6140

Key to changes	Additional text	Highlighted in yellow
	Deleted text	Red strike through
	Comments about the change	<i>Italic text</i>

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
Foreword	<p>Code of Practice for Temporary Traffic Management</p> <p><i>6th paragraph amended as follows:</i></p> <p>Road controlling authorities, their consultants, those who work on the roads, and those that drive on the roads, them and cyclists and pedestrians must all share in the responsibility of making roadwork sites safe.</p>	Change as result of HSWA
Preface to CoPTTM	<p>CoPTTM</p> <p><i>1st bullet point amended as follows:</i></p> <ul style="list-style-type: none"> The statutory duty of road controlling authorities (RCA) to ensure so far as reasonably practicable the safe and efficient operation of the roading network under their authority. 	Change as result of HSWA
CoPTTM feedback	<p><i>Amended as follows:</i></p> <p>Feedback is important to the ongoing development of an effective and meaningful industry-supported code of practice. Comments on the content, format and overall methodology are encouraged.</p> <p>Ongoing experience from a wide range of organisations using CoPTTM may result in further modification and upgrading.</p> <p>Suggestions regarding innovation to improve safe working practices and TTM equipment are also welcome. A form for submission of proposed changes is available on the NZTA website.</p> <p>The NZTA will gratefully receive any improvement submissions to CoPTTM. These submissions will be reviewed by the IRG at their annual meeting.</p> <p>The NZTA regularly meets with industry groups to discuss the application of and any proposed amendments to CoPTTM.</p> <p>The CoPTTM Governance Group (CGG) is another forum enabling the NZTA to engage with industry groups/associations. The group is made up of representatives from the following industry sectors; contractors, consultancies, Road Controlling Authorities and CoPTTM trainers. The CGG provides industry oversight to the direction and procedures of CoPTTM.</p> <p>The NZTA offers a training programme for practitioners to receive training on CoPTTM. The range of training workshops provide an opportunity for contractors and managers to engage with NZTA approved trainers and give feedback on CoPTTM requirements. The NZTA meets regularly with senior trainers to discuss changes to training material based on this feedback.</p>	Change as result of HSWA

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	<p>Please forward suggestions to:</p> <p>CoPTTM.Consult@nzta.govt.nz</p> <p>or</p> <p>Senior Traffic and Safety Engineer (CoPTTM) NZ Transport Agency National Office Private Bag 6995 Wellington 6141</p> <p>Phone: +64 4 894 6355 Email: stuart.fraser@nzta.govt.nz</p>	
Glossary of terms	<p><i>Added the following:</i></p> <p>Installation Designer</p> <p>The person that designs the length, location and types of components of a system to be installed on a section of the road network. The Installation designer designs the system to suit the particular conditions of the section of road network (refer AS/NZS 3845 Road safety barrier systems and devices – Part 2: Road safety devices).</p> <p>An STMS who prepares a TMP incorporating road safety hardware and/or devices is considered an Installation Designer.</p>	Aligns CoPTTM with revised AS/NZS 3845
Glossary of terms	<p><i>Added the following:</i></p> <p>Lateral safety zone</p> <p>Lateral safety zones are positioned on the traffic side of the working space (or temporary pedestrian walkway) to separate workers, pedestrians, vehicles, plant or materials from passing road users.</p>	Incorporating the Technical Note <i>Guidelines for managing cyclists where cycle lanes are impacted by a worksite</i>
Glossary of terms	<p><i>Added the following:</i></p> <p>Level LV low risk road</p> <p>This is a subcategory of level LV roads which may be declared by the RCA with guideline annual average daily traffic (AADT) counts of less than 250 vehicles per day (vpd).</p>	Clarification
Glossary of terms	<p><i>Removed the following:</i></p> <p>LV</p> <p>Low volume</p> <p><i>Added the following</i></p> <p>Level LV road</p> <p>A low volume road designated by a road controlling authority (RCA) with guideline annual average daily traffic (AADT) counts of less than 500 vehicles per day (vpd).</p>	Clarification

Changes of note from June 2015 to February 2017		
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Glossary of terms	<p><i>Amended as follows:</i></p> <p>Level 1 road</p> <p>A low to medium-volume road designated by a road controlling authority (RCA) with an guideline annual average daily traffic (AADT) counts of less than 10,000 vehicles per day (vpd) on rural roads and less than 15,000 vpd on urban roads.</p>	Change as result of introduction of One Network Road Classification (ONRC)
Glossary of terms	<p><i>Amended as follows:</i></p> <p>Level 2 road</p> <p>For the purposes of the <i>Code of practice of temporary traffic management</i> (CoPTTM), a high-volume road designated by the road controlling authority (RCA) and with an annual average daily traffic (AADT) greater than 10,000 vehicles per day (vpd). a high-volume road designated by a road controlling authority (RCA) with guideline annual average daily traffic (AADT) counts of 10,000vpd or more on rural roads and 15,000vpd or more on urban roads.</p>	Change as result of introduction of One Network Road Classification (ONRC)
Glossary of terms	<p><i>Added the following:</i></p> <p>Longitudinal safety zone</p> <p>A longitudinal safety zone is the initial portion of a closed lane in advance of the working space. It is an emergency breaking zone allowing road users who have crashed through the taper time to gain control of their vehicle.</p>	Incorporating the Technical Note <i>Guidelines for managing cyclists where cycle lanes are impacted by a worksite</i>
Glossary of terms	<p><i>Added the following:</i></p> <p>System Installer</p> <p>The person that installs a system designed by an Installation Designer. See <i>Installation Designer</i>.</p>	Aligns CoPTTM with revised AS/NZS 3845
Glossary of terms	<p><i>Amended as follows:</i></p> <p>Working space</p> <p>The area within a worksite that is available for workers use to complete the activity. The working space is to contain any reasonably foreseeable risk of the activity.</p>	Incorporating the Technical Note <i>Guidelines for managing cyclists where cycle lanes are impacted by a worksite</i>
A3 Principles	<p><i>Amended as follows:</i></p> <p>To ensure, so far as reasonably practicable, safe and efficient TTM, the CoPTTM is based on the following fundamental principles:</p> <ul style="list-style-type: none"> • TTM must be consistent throughout New Zealand. • TTM must be fit for purpose, suitable for the nature and duration of the work, installed, set up, and used correctly. • TTM must ensure, so far as reasonably practicable, the provision and maintenance of safe systems of work for on 	Change as result of HSWA

Changes of note from June 2015 to February 2017		
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	<p>road activities for road workers and road users.</p> <ul style="list-style-type: none"> • All on-road activities must be carried out in accordance with a TMP that has been approved by the RCA or delegated person (refer to section A7 Traffic management plans (TMPs)). • The provision of an environment that is without risks to health and safety of road users and road workers must be an integral part of all activities carried out on the road from planning the activity through to completion. • Clear and positive guidance must be provided for road users approaching, travelling through and exiting the worksite. 	

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A4.1.1 Four levels of TTM	<p><i>Amended as follows:</i></p> <p>Roads are divided into different levels, to reflect their intensity of use and associated risk.</p> <p>There are four primary levels of road:</p> <ul style="list-style-type: none"> • Level Low volume (LV) For level LV, the following subcategory can also be designated for roads that have particularly low volumes of traffic: <ul style="list-style-type: none"> – LV low-risk. • Level 1 • Level 2 • Level 3. <p>The designation for each road is made by the RCA.</p>	Minor edit
A4.2 Level LV roads	<p><i>Amended headings to align with other headings in this section:</i></p> <p>A4.2.1 Explanation of LV roads (level LV)</p> <p>A4.2.2 Explanation of LV low-risk roads</p>	Clarification
A4.3.1 Explanation of level 1 roads	<p><i>Amended as follows:</i></p> <p>Low to medium-volume roads designated by an RCA with guideline AADT counts of less than 10,000vpd on rural roads and less than 15,000vpd on urban roads.</p> <p>This encompasses most urban streets, most rural roads, and most state highways, (with or without a centreline) sealed or unsealed.</p> <p>These level 1 requirements in CoPTTM include the local road requirements covered in the previous Temporary traffic management for local roads supplement to NZTA CoPTTM.</p> <p>Usually 750mm x 750mm signs are used. Larger signs may be required in some circumstances.</p>	Change as result of introduction of One Network Road Classification (ONRC)
A4.4.1 Explanation of level 2 roads	<p><i>Amended as follows:</i></p> <p>These are high-volume roads that have an AADT volume of greater than 10,000vpd designated by an RCA with guideline AADT counts of 10,000vpd or more on rural roads and 15,000vpd or more on urban roads. This The lower limit is a limits are guides only.</p> <p>This encompasses level of road may include major urban streets in the central business district, some arterial roads, two-lane two-way roads, one-way streets and multi-lane roads.</p> <p>This level of road traffic management generally requires larger 850mm x 850mm signs (eg 850mm x 850mm on 1200mm square backing boards). and signs on both sides of the road.</p>	Change as result of introduction of One Network Road Classification (ONRC)

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A4.6.1 Recommended guidelines	<p><i>Amended as follows:</i></p> <p>Step 2 – Identify which roads are to be declared level 2 and level 3</p> <p>Identify any motorway/expressways and designate as the CoPTTM levels 2 or 3. Note: Include all ramps for these designations.</p> <p>Identify all roads carrying more than 10,000vpd 10,000vpd or more on rural roads and 15,000vpd or more on urban roads. Consider use of the CoPTTM level 2 for these roads. Consider grounds for not designating these roads as level 2 which could include:</p> <ul style="list-style-type: none"> less than 50km of associated road network at this level <p>Note: An RCA needs to have a viable length of road on their network to designate as level 2 for TTM. To enable contractors to stock the larger signs, RCAs need to have a length of road that is commercially viable. RCAs need to have contiguous length of road of at least 50km of two-way undivided road or 25km of divided road before level 2 TTM is considered.</p> <ul style="list-style-type: none"> more than 60 percent of the 10,000 plus traffic travels in peak times cases where the 10,000 is barely reached or where the majority of the traffic travels during peak times limiting work access at times of congestion such as peak periods and maintaining the level 1 road designation. 	Change as result of introduction of One Network Road Classification (ONRC)
5.1.1 Relevant acts, regulations and rules	<p><i>Amended as follows:</i></p> <ul style="list-style-type: none"> Biosecurity Act 1993 Building Act 2004 Crimes Act 1961 Electricity Act 1992 Fencing Act 1978 Fire Service Act 1975 Gas Act 1992 Health and Safety at Work Act 2015 Health and Safety in Employment Act 1992 Impounding Act 1955 Land Transport Act 1998 Land Transport Management Act 2003 Litter Act 1979 Local Government Act 1974 and 2002 (the roading provisions of the 1974 Act are still in force) Public Works Act 1981 	Change as result of HSWA

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	<ul style="list-style-type: none"> Resource Management Act 1991 	
A5.1.2 Statutory Health and Safety Responsibilities	<p><i>Amended as follows:</i></p> <p>Duty of Care</p> <p>Any person conducting a business or undertaking ('PCBU') in connection with or pursuant to temporary traffic management (TTM) and the CoPTTM, has a 'duty of care', so far as is reasonably practicable, that the health and safety of workers who work for the PCBU or whose activities in carrying out work are influenced or directed by the PCBU, are not exposed to health and safety risks arising from that business or undertaking.</p> <p>A PCBU must ensure, so far as reasonably practicable, that the health and safety of other road users are not exposed to health and safety risks arising from any TTM and CoPTTM business or undertaking.</p> <p>A PCBU includes all types of working arrangements such as crown agencies, organisations, companies, principals, contractors and sub-contractors. All people and organisations undertaking activities on the road must install, or arrange to have installed, TTM before commencing their activities, except as necessary to save lives and/or prevent serious injury.</p>	Change as result of HSWA
A5.2.3 Eliminate, isolate or minimise the hazard	<p><i>Amended as follows:</i></p> <p>All those involved with activities on, or adjacent to, the road have a statutory duty to systematically identify any hazards and if a hazard is identified all reasonably practical steps must be taken to ensure no person is harmed. This will include steps to eliminate, isolate or minimise the hazard, in this order of priority.</p> <p>This will include steps to eliminate risks to health and safety and if it is not reasonably practicable, minimise risks to health and safety by implementing risk control measures in accordance with Health and Safety at Work (General risk and Workplace Management) Regulations 2015.</p>	Change as result of HSWA
A5.3.1 Responsibilities of the RCA	<p><i>Amended as follows:</i></p> <p>The RCA has a statutory duty to ensure so far as reasonably practicable the healthy, the safe and efficient operation of the roading network under their authority.</p>	Change as result of HSWA
	<p>A5.3.1 Responsibilities of the RCA</p> <ul style="list-style-type: none"> checking that all long term TSLs are reapproved as required (Refer to section I-18: Guidance on TMP Monitoring Processes for Temporary Speed Limits) 	Clarification of an existing role. Link to section 1-18 Guidance on TMP Monitoring Processes for Temporary Speed Limits

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	<p>For level LV and level 1 roads (non-state highways)</p> <p>The RCA is responsible for:</p> <ul style="list-style-type: none"> deciding which roads can use a generic traffic management diagram instead of a site-specific traffic management diagram as part of the TMP designating the minimum clear sight distance (CSD) on roads with a permanent speed of less than 55km/h identifying roads where inspection activities may be completed by unaccompanied inspectors deciding whether level 2/3 sign sizes are required on selected multi-lane roads identifying roads suitable for where inspection activities to may be completed by unaccompanied inspectors 	Clarification
A5.5.1 TMC's responsibilities	<p><i>Amendment to the 6th bullet point:</i></p> <ul style="list-style-type: none"> refusing to allow any TMP to be implemented where they consider it to be unsafe or in contravention of CoPTTM, and/or the Health and Safety at Work Act 2015, or where reasonable reasonably practicable alternatives may exist that may eliminate the risk, or minimise the risk to health and safety and are be safer, or cause less traffic delay. Brief reasons Reasons must be given <p><i>Amendment to the 9th bullet point:</i></p> <ul style="list-style-type: none"> ensuring there is adequate monitoring and audit of all traffic management within the RCA's roading network by monitoring documentation and worksite activities to ensure compliance with CoPTTM and/or the Health and Safety at Work Act 2015. These checks are to be selected randomly and represent a minimum of five percent of all worksites in any month. <p><i>Amendment to the 11th bullet point:</i></p> <ul style="list-style-type: none"> suspending the STMS and removing all TCs from the worksite without advance notice where a serious non-compliance with the TMP is found, or the STMS and/or the TC has been found to be acting outside the requirements of CoPTTM or in breach of their obligations in the Health and Safety at Work Act 2015. The activity is to be stopped and the worksite made safe immediately <p><i>Amendment to the 16th bullet point:</i></p> <ul style="list-style-type: none"> notifying the RCA, within 24 hours of any crash at a worksite (definition of a crash is provided in A5.7.3 Definition of a crash) for any crash at a worksite, notifying the RCA as soon as possible after the event has occurred and providing a report within 24 hours (definition of a crash is provided in A5.7.3 Definition of a crash) 	Change as result of HSWA

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A5.5.1 TMC's responsibilities	<p><i>Amended as follows:</i></p> <ul style="list-style-type: none"> • approving TSLs within a TMP and ensuring the renewal of any TSLs extending beyond six months (Refer to section I-18: Guidance on TMP Monitoring Processes for Temporary Speed Limits) 	<p>Clarification of an existing role. Link to section 1-18</p> <p>Guidance on TMP Monitoring Processes for Temporary Speed Limits</p>
A5.6.1 Engineer's responsibilities	<p><i>Amendment to the 6th bullet point:</i></p> <ul style="list-style-type: none"> • refusing to allow any TMP to be implemented where they consider it to be unsafe or in contravention of CoPTTM, and/or the Health and Safety at Work Act 2015, or where reasonable reasonably practicable alternatives may exist that may eliminate the risk, or minimise the risk to health and safety and are be safer, or cause less traffic delay. Brief reasons Reasons must be given <p><i>Amendment to the 9th bullet point:</i></p> <ul style="list-style-type: none"> • The engineer has the authority to suspend the STMS and remove all TCs from the worksite without advance notice where a serious non-compliance with the TMP is found, or the STMS and/or the TC has been found to be acting outside the requirements of CoPTTM or in breach of their obligations in the Health and Safety at Work Act 2015. The activity is to be stopped and the worksite made safe immediately <p><i>Amendment to the 15th bullet point:</i></p> <ul style="list-style-type: none"> • notifying the RCA, within 24 hours of any crash at a worksite (definition of a crash is provided in A5.7.3 Definition of a crash) • for any crash at a worksite, notifying the RCA as soon as possible after the event has occurred and providing a report within 24 hours (definition of a crash is provided in A5.7.3 Definition of a crash) 	<p>Change as result of HSWA</p>
A5.6.1 Engineer's responsibilities	<p><i>Amended as follows:</i></p> <ul style="list-style-type: none"> • approving TSLs within a TMP and ensuring the renewal of any TSLs extending beyond six months (Refer to section I-18: Guidance on TMP Monitoring Processes for Temporary Speed Limits) 	<p>Clarification of an existing role. Link to section 1-18</p> <p>Guidance on TMP Monitoring Processes for Temporary Speed Limits</p>
A5.6.3 Reporting on TTM	<p><i>Amendment to the 5th bullet point:</i></p> <ul style="list-style-type: none"> • detail any requirements recommended to eliminate or minimise risk and improve safety, capacity or reduce road user delays. 	<p>Change as result of HSWA</p>
A5.7.1 Contractors responsibilities	<p><i>Amendment to the 8th bullet point:</i></p> <ul style="list-style-type: none"> • ensuring, so far as reasonably practicable, the safe and efficient movement of all road users through and around the working space, particularly cyclists and pedestrians 	<p>Change as result of HSWA</p>


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	<p>proceed.</p> <p>Persons interested in pursuing prosecution action need to express their interest to the regulator and regulatory agency Department so that the regulatory agency Department can tell them whether or not they are going to prosecute or use an infringement notice.</p> <p>If a person wishes to pursue prosecution action after the regulator and regulatory agency has Department decided to take no action at all, they normally need to do so within 2 years of the regulator 6 months of the Department finding out about the offending. But they can get the District Court to give them longer if the inspector's decision-making took up most of the 6 month timeframe.</p> <p>A person considering taking prosecution action needs to be able to prove the offending beyond reasonable doubt in the same way that an inspector would have had to.</p>	
A5.7.3 Definition of a crash	<p><i>Amended as follows:</i></p> <p>A crash is defined as any incident involving a road user, resulting in damage to any installed TTM equipment, vehicles, plant or injury to a person.</p> <p>Any crash resulting in either the death of a person, or a notifiable injury or illness, or a notifiable event or incident (any immediate or imminent exposure to a serious risk to a person's health or safety) a serious harm accident must be reported to WorkSafe NZ as soon as possible after the accident crash becomes known to:</p> <ul style="list-style-type: none"> • an employer • a self-employed person, or • the principal. <p>Crashes and any notifiable events and incidents must also be reported to copttm.incident@nzta.govt.nz.</p> <p>For the definition of notifiable injury or illness or event serious harm see schedule 1 see sections 23-25 of the Health and Safety at Work Act 2015 Health and Safety in Employment Act 1992.</p> <p>If WorkSafe is notified of the crash, reasonable steps must be taken to ensure the site is not disturbed until authorised by an inspector.</p>	Change as result of HSWA
A5.8.3 STMS's general responsibilities on level LV, 1, 2 and 3 roads	<p><i>Added the following:</i></p> <p>The qualified STMS is responsible for designing and drafting TMPs.</p> <p>An STMS who prepares a TMP incorporating road safety hardware (eg barriers) and/or devices (eg cones, tubular delineators) is considered an Installation Designer. They must ensure the installation design will protect both workers and the public and is fit for purpose.</p>	Aligns CoPTTM with revised AS/NZS 3845

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A5.10 Site personnel	<p><i>Amended as follows:</i></p> <p>Individual worksite personnel must:</p> <ul style="list-style-type: none"> • wear high-visibility garments in accordance with section B3 High-visibility garments • comply with the requirements of the approved TMP • follow instructions given by the STMS or TC in charge • follow company health and safety procedures, eg wear appropriate personal protective equipment (PPE) • comply with the requirements of the Health and Safety at Work Act 2015 and its regulations • take reasonable care for his or her own health and safety; and take reasonable care that his or her actions do not adversely affect the health and safety of other persons • comply with the requirements of the traffic rules and <i>The official New Zealand road code</i>. 	Change as result of HSWA
A6.2 Extract from the Health and Safety in Employment Act 1992	<p><i>Amended as follows:</i></p> <p>Set out below are the duties of employers PCBUs in relation to training and supervision as stated in the Health and Safety at Work Act 2015 section 36Health and Safety in Employment Act 1992 Part II Clause 13:</p> <p><i>'The provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.'</i></p> <p>13 Training and supervision</p> <p>Every employer shall take all practicable steps to ensure that every employee who does work of any kind, or uses plant of any kind, or deals with a substance of any kind, in a place of work—</p> <p>(a) either—</p> <p>(i) has; or</p> <p>(ii) is so supervised, by a person who has,—</p> <p>such knowledge and experience of similar places, and work, plant, or substances of that kind, as to ensure that the employee's doing the work, using the plant, or dealing with the substance, is not likely to cause harm to the employee or other people; and</p> <p>(b) is adequately trained in the safe use of all plant, objects, substances, and protective clothing and equipment that the employee is or may be required to use or handle.</p>	Change as result of HSWA
A6.4.1 Levels of training	<p><i>Amended as follows:</i></p> <ul style="list-style-type: none"> • WCTL KCTL 	Change requested by the Kerbside Collection industry

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A6.4.2 Refresher training requirements	<p><i>Amended as follows:</i></p> <p>Level 2/3 STMS</p> <p>This qualification is tied to the time frame for the STMS-NP. They will lapse together and the STMS-NP must first be renewed as above.</p> <p>In addition, the applicant is required to either:</p> <ul style="list-style-type: none"> re-sit a practical field assessment, or submit a recognition of prior experience (ROPE) form to the NZTA's Senior Traffic and Safety Engineer (CoPTTM). <p>Note: Existing L2/3 STMS must complete a practical field assessment every other renewal</p> <p>ROPE</p> <p>This form must contain the details of six closures completed while the practicing STMS held their qualification (including the on-site record for each closure).</p> <p>The six closures must be carried out in the nine months preceding submission of the ROPE application.</p> <p>Non-conformance</p> <p>Applicants who have received a non-conformance, or who have an unsatisfactory report from referees may not be considered for ROPE. However, if a non-conformance report is followed by a 12-month period of satisfactory performance the ROPE may still be allowed.</p>	Incorporate Technical Note: Changes to the recognition of previous experience (ROPE) process
A6.9 Level 2/3 site traffic management supervisor training	<p>STMS assessment and certification process – level 2 and level 3 roads</p> <p><i>Amended flowchart as follows:</i></p> <p>First box in lower block of flowchart</p> <p>Field Practical assessment of STMS-NP after a minimum of 3 months field experience as a STMS under the guidance of a fully qualified STMS</p> <p>Following the not competent branch from that box</p> <p>Re-sit field practical assessment</p> <p>Bottom left hand box (refresher)</p> <p>Refresher workshop and assessment every 36 months. Apply for qualification renewal via ROPE or practical assessment</p>	Aligns to new ROPE/practical assessment requirements
A6.10 Kerbside collection traffic leader (WGTLKCTL)	<p><i>Amended headings as shown:</i></p> <p>A6.10.1 About the WGTLKCTL training</p> <p><i>Amended 5th paragraph, 1st and 2nd bullet points as follows:</i></p> <p>WGTLKCTL</p> <p>A6.10.2 Type of course</p> <p><i>Amended 3^d paragraph as follows:</i></p>	Change requested by the Kerbside Collection industry

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	WGTL KCTL	
A7.1.1 About TMPs	<p><i>Amended as follows:</i></p> <p>A TMP details the measures to ensure, so far as reasonably practicable, the safety for all people involved in the activity.</p>	Change as result of HSWA
A7.2 Application and approvals procedure	<p><i>Amended as follows:</i></p> <p>Record the set-up, maintenance and removal of the worksite on the CoPTTM on-site record (refer to section E, appendix A) or a company site safety checklist provided it includes the following information:</p> <ul style="list-style-type: none"> • details of the person responsible for working space • details of the STMS who is in charge of the TTM for the worksite (name, qualification, identification and expiry date of qualification) • if the worksite is handed over to another STMS, details of the STMS who is now in charge of the worksite • if worksite delegated to a TC (level 1) or STMS-NP (only on limited level 2 worksites), details of the TC/STMS-NP who is in charge of the worksite (name, qualification, identification and expiry date of qualification) • the worksite monitoring including: <ul style="list-style-type: none"> – site set-up – two-hourly monitoring – site removal • details of any TSLs installed: <ul style="list-style-type: none"> – date installed – time installed – placement (route position or street numbers) – TSL speed – length of TSL (in metres) – date removed – time removed. <p>Record all changes to the TSL (change of speed or change of location of TSL).</p> <p>A new on-site record must be completed when there is a handover to another STMS or the worksite is delegated to a TC/STMS-NP.</p>	Clarification
A7.7.2 Copy kept for one year	<p><i>Added following wording:</i></p> <p>Whether approved under delegated authority or by the RCA, the TMP (and any associated on-site records) must be kept by the contractor for one year.</p>	Clarification


Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
A7.3.1 Principles	<p><i>Amended as follows:</i></p> <p>The following principles are to be used when designing a TMP:</p> <ul style="list-style-type: none"> • The TMP must be consistent with CoPTTM. • The TMP must identify reasonably foreseeable hazards that could give rise to risks to health and safety. • Traffic management measures must prioritise the treatment of the hazard(s) created by the activity in the following order: <ul style="list-style-type: none"> ○ Elimination eliminate risks to health and safety ○ isolation ○ minimisation. minimise those risks so far as is reasonably practicable by implementing risk control measures in accordance with the Health and Safety at Work Act 2015 and its regulations. <p style="text-align: center;">Actions to ensure this occurs on-site must be recorded on the TMP.</p> <p style="text-align: center;">Actions to ensure this occurs on site must be recorded on the TMP and the on-site record</p> • Any risk control measure to eliminate or minimise risk must be effective, maintained and reviewed in accordance with the Health and Safety at Work Act 2015 and its regulations • The person approving the TMP must be satisfied that the hazards have been managed. • The TMP must be designed and drafted by an STMS trained and qualified to the level of TTM required by the RCA for the activity. • The activity and associated TTM must be carried out in such a manner as to avoid, or at least minimise, inconvenience or delay to road users whilst still providing safe conditions for both the road user and those carrying out the activity. • The activity must be separated from road users wherever possible. • The TTM measures proposed must not be over restrictive nor use an excessive number of signs. • The TSLs must have the minimum possible reduction in speed limit for the minimum time and over a minimum length while still providing for the safety of road users and those carrying out the activity. Refer to section C4. • Activities with varying on-site phases must have multiple TMPs or TMDs covering each phase. This includes unattended worksites. 	Change as result of HSWA

Changes of note from June 2015 to February 2017			
Reference in 4 th Edition	Change		Implementation / implications
B1.1 Introduction	<p><i>Amended as follows:</i></p> <p>The numbering of signs for TTM is in accordance with the Land Transport Rule: Traffic Control Devices 2004 (TCD Rule) and the Traffic sign specifications.</p> <p>However, this is different to the numbering used previously in the NZ Transport Agency's (NZTA) Manual of traffic signs and markings (MOTSAM).</p> <p>To assist with the change and minimise the potential for confusion we have published both the MOTSAM numbers and the Traffic sign specifications. In the long run only one set of reference numbers will be used but the NZTA's Code of practice for temporary traffic management (CoPTTM) will display both sets of reference numbers until further notice. This means that all new TMPs must use the new sign references. Existing generic traffic management plans (GTMPs) will remain current until they are due for their 12 month revision. After this date they must use the new sign references.</p>		Text no longer required as old sign numbers removed
B1.4 Signs used at worksites	Removed old numbering for sign references throughout CoPTTM		New sign references have been included in CoPTTM for over 3 years
B1.4.1 Advance warning	Relocated following sign from B1.4.2 Direction and protection subsection to the B1.4.1 Advance warning subsection		Now aligns with TCD rule
B1.4.2 Direction and protection	<p>Hazard warning</p> <p>HIDDEN QUEUE</p>	<p>WG12</p>  <p>This supplementary plate may be used in advance of a site where queues of vehicles (which have been delayed by roadworks or a temporary event) occur in a situation where they are hidden by road curvature or alignment from approaching vehicles.</p> <p>It is to be used in conjunction with a T2A/B advance warning sign.</p>	
B2.4 Dimensions	<p><i>Amended band width (mm) on delineation devices as follows:</i></p> <p>Upper band 150 At least 150. No wider than 165</p> <p>Lower band 100 At least 100. No wider than 110</p>		Added tolerance for band width
B2.4.1 Cones	<p><i>Amended as follows:</i></p> <p>All cones must:</p> <ul style="list-style-type: none"> be sufficiently stable to remain upright in most anticipated service conditions 		Clarification


Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<ul style="list-style-type: none"> have a base designed to stop the cone from rolling if knocked over be capable of returning to their original shape after impact be made of a flexible polymer or similar material <p>Note: Delineators must not be installed in stacks of 2 or more. Refer to subsection C5.2.1 Use for more information on the reasons why delineators are not installed in stacks.</p> <p>Note: Double stacking of cones is not acceptable as such practice will exceed the maximum permitted weight and is prohibited.</p> <p>Also amended last bullet point as follows:</p> <ul style="list-style-type: none"> stabilised using light weight short flexible connecting strips. The combined weight of a single cone and the stabilising strip must not exceed 7.0kgs in weight. 	
B3.1.2 Retro-reflectivity	<p>Amended as follows:</p> <p>The retro-reflective material must comply with the specification for Class ‘R’ material as noted in Section 3 and Table 3.2 of AS/NZS1906.4:2010.</p> <p>Retroreflective orange red material for STMS panels must comply with the colour specification for Class F background material as noted in Clause B3.1.1 and exhibit a level of retro-reflectivity no less than 60 CIL/m² at entrance angle 5.0 degrees and observation angle 0.2 degrees.</p> <p>Note: Rainfall performance and luminance factor tests are not required for the retroreflective panels.</p>	Incorporating Technical Note Changes to B3 High visibility garments
B3.2 Logos	<p>Amendment to 4th paragraph:</p> <p>Where required for related safety reasons a fabrics technical recognition I.D. may be added in an area not exceeding 30mm x 30mm (900mm²) may be added to the front to the upper front right side of a garment.</p> <p>Amendment to 5th paragraph</p> <p>A manufacturers label to a maximum size of 50mm x 20mm may be sewn or printed on non-high-visibility non-compliant material on the lower sleeve or leg.</p>	Incorporating Technical Note Changes to B3 High visibility garments
B3.3 Garment compliance	<p>Amendment to 2nd paragraph:</p> <p>All retro-reflective material applied to garments, including extra small size garments complying with subsection B3.4 Garment design must be in strips 50±1mm wide, no less than 50mm wide. Hoops must completely encircle the torso with no breaks except for the permitted front opening. Braces or the rear cross configuration must meet at the top of the shoulder and at the hoops.</p>	Incorporating Technical Note Changes to B3 High visibility garments
B3.3 Garment compliance	<p>Deleted following paragraph:</p> <p>The revised specifications included in this 4th Edition of CoPTTM Section B3-2012 will come into effect upon</p>	No longer relevant

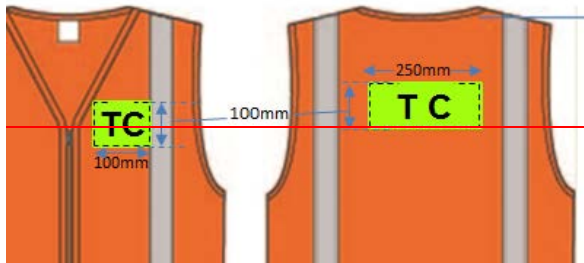
Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p>publication. To enable manufacturers and suppliers of high visibility garments time to make the changes required by this new edition, garments made to the previous specification will remain “available superseded” until 31st January 2014. After this date all garments manufactured and sold must be compliant to the revised 2012 specifications included in this edition. Garments compliant to the previous edition of CoPTTM purchased prior to this date may remain in use until such time as they are no longer suitable for purpose. (Refer to section C19 Maintenance standards).</p>	
B3.4 Garment design	<p><i>Explanatory note added:</i></p> <p>The Australian and New Zealand standard AS/NZS 4602.1:2011 has now been amended by Amendment 1:2016. This amendment has created a variation between CoPTTM and AS/NZS 4602.1. Only one measurement is involved and the implications of this amendment remain under discussion. We are hopeful of having a resolution by 1 May 2017. A CoPTTM Technical Note will be published in the CoPTTM section of the NZ Transport Agency website.</p>	Notice of intention to Align CoPTTM with AS/NZS 4602.1:2011 Amendment 1:2016
B3.4.1 Sleeveless vest	<p>The sleeveless vest design, based on must comply with the Australian and New Zealand standard AS/NZS 4602.1:2011 must include and the following additional requirements:</p>	Temporary amendment allowing manufacturers to produce vests that comply with the CoPTTM requirements
B3.4.1 Sleeveless vest	<p><i>Added new heading:</i></p> <p>B3.4.1.1 Sleeveless vest requirements</p> <p><i>Amendment to 2nd bullet point:</i></p> <ul style="list-style-type: none"> the design must include a shirt tail back that is 150mm 150±5mm longer than the front <p><i>Amendment to 6th bullet point:</i></p> <p>a permitted front opening to accommodate a zip fastener or similar closing device may be no wider than 25mm. Zip colour may be black but a colour matching the garment colour is preferred. Any buttons, domes or similar closure devices on any compliant high visibility must match the colour of the garment (matching colour need not be compliant)</p> <p><i>Added additional bullet points 10 and 11:</i></p> <ul style="list-style-type: none"> An optional cross configuration permitted for the back only must meet the front braces at the shoulder and the belt at the back vertically below the shoulder position to comply with the pattern in Figure 1. <p>The optional retroreflective cross configuration on the back of a garment is not permitted for STMS garments.</p>	Incorporating Technical Note Changes to B3 High visibility garments

Changes of note from June 2015 to February 2017

Reference in 4 th Edition	Change	Implementation / implications
	<p>High visibility garments must always be worn correctly fastened.</p>	
	<p><i>Replaced Figure 1: Sleeveless vest (size small)</i></p>  <p>Figure 1: Sleeveless vest (size small).</p>	
	<p><i>Added new subsection:</i></p> <p>B3.4.1.2 Application of cross configuration on back of high visibility garment</p> <p><i>To date NZTA has seen little evidence that supports any improvements in safety by using the cross configuration on the back of high visibility garments rather than the belt and braces configuration.</i></p> <p><i>Despite this lack of evidence NZTA is allowing the use of an optional cross configuration on the back of high visibility garments.</i></p> <p><i>The optional retroreflective cross configuration on the back of a garment is not permitted for STMS garments.</i></p> <p><i>Contractors will be able to use this optional cross configuration for their staff but will not be able to require subcontractors or any visitors to site to have the cross configuration rather than the belt and braces configuration on</i></p>	<p>Incorporating Technical Note Changes to B3 High visibility garments</p>

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p><i>the back of their high visibility garments.</i></p> <p><i>The effective date for the introduction of the cross configuration will be 1 October 2016.</i></p>	
<p>B3.4.2 Identifying vest for STMS Identifying vests for STMS and TC</p>	<p><i>Removed reference to TC vest from heading</i></p> <p><i>Removed subheading for STMS sleeveless vest</i></p> <p><i>Added optional MTC vest:</i></p> <p>Two special purpose garments differ from the standard compliant orange coloured high visibility garment range specified in section B3 High visibility garments.</p> <p>Although these garment designs must comply with the standard compliant orange garment design the background material colour must become a compliant fluorescent yellow where specified.</p> <p>Both garments identify the specialised responsibility of the wearer.</p> <p>B3.4.2.1 STMS sleeveless vest</p> <p><i>Amendment to 2nd bullet point</i></p> <ul style="list-style-type: none"> a retro-reflective fluorescent orange red panel measuring 150mm x 150mm (±10mm) must be placed on the upper left front of the garment. This panel may cover some of the retro-reflective element at the front and replaces the permitted logo area. Refer to subsection B3.2 Logos 	<p>Incorporating Technical Note <i>Changes to B3 High visibility garments and Added optional MTC vest</i></p>
	<p><i>Relocated Figure 2 to be closer to STMS vest requirements</i></p> <p>Figure 2A: STMS sleeveless vest (size small).</p>	
	<p><i>Amendment to dimensions in table</i></p> <p>The legend, STMS, must be displayed on the back and front left orange red panels in the following manner:</p>	<p>Incorporating Technical Note <i>Changes to B3 High</i></p>

Changes of note from June 2015 to February 2017			
Reference in 4 th Edition	Change		Implementation / implications
	Colour	Black	visibility garments
	Font	Helvetica Bold	
	Letter height	Front 50mm 50±2mm	
		Back 100mm 100±2mm	
	<p><i>Added additional bullet point after table</i></p> <p>The optional retroreflective cross configuration on the back of a garment is not permitted for STMS garments.</p> <p>B3.4.2.2 Optional MTC Garment Sleeve</p> <p>The optional addition of fluorescent yellow material for the sleeve of the MTC STOP/GO operator is designed to provide additional visibility for this function when thought appropriate for the location.</p> <p>The only item of difference to the standard compliant orange garment is the sleeve colour and the addition of retroreflective hoops around the arms to enhance this function when required at night. No additional changes may be included.</p> <p>The sleeve colour must comply with the colour specified for the STMS Sleeveless vest (refer subsection B3.4.2.1 STMS Sleeveless vest). Two compliant retro-reflective hoops must be positioned to comply with the pattern in Figure 2B. Each sleeve must have two retroreflective hoops, one positioned above the elbow and one below the elbow and close to the wrist.</p>		<p>Incorporating Technical Note Changes to B3 High visibility garments</p> <p>Added optional MTC vest</p>
			
	<p>Figure 2B: Optional MTC sleeve for Stop/Go operator</p> <p>B3.4.2.2 TC sleeveless vest</p> <p>Remove requirements for TC vest</p> <p>B3.4.2.2 TC sleeveless vest</p>		

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p>In circumstances where an STMS is supervising a number of sites a TC will assume control of the TTM at the worksite.</p> <p>Retroreflective fluorescent yellow green panels located on the standard Class F (or Class NF) orange high visibility garment will identify the TC. These panels must only be displayed when responsibility for the site is delegated to the TC.</p> 	
	<p>Note: If the above TC panels are permanently affixed to the garment it may only be donned when the responsibility for the site is delegated to the TC.</p> <p>Removable TC designation panels will be securely attached to the garment with the addition of either clear pockets or hook and loop fastening sewn onto the front left and centre back of the garment:</p> <ul style="list-style-type: none"> • on the upper left front of the garment a panel measuring 100mm x 100mm (±5mm) with the letters TC in 75mm helvetica bold. This panel may cover some of the retro-reflective element at the front and the compliant 7500mm² logo area • on the upper centre back of the garment, between the retro-reflective braces a panel measuring 100mm x 250mm (±5mm) with the letters TC in 75mm helvetica bold. This panel may cover some of the retro-reflective elements at the back • each panel may be reversible; with the back of each panel being compliant Class F (or Class NF) orange garment material such that when reversed the garment will become a standard orange garment <p>the orange reverse side of the front TC panel may include the 7500mm² logo that would appear on other standard garments.</p>	
B3.4.3 Long-sleeve coat	<p>Amendment to 2nd bullet point</p> <ul style="list-style-type: none"> • the minimum qualifying area measurement of background high visibility material for the recognised small size coat not covered by retro-reflective material or printing must be measured in the same way as for the sleeveless vest specified in subsection B3.4.1 Sleeveless vest except that the measurement rectangle must extend a minimum of 830mm at the front and back. Sleeves are not included in this area <p>Added additional bullet point after bullet point 5</p>	Incorporating Technical Note Changes to B3 High visibility garments

Changes of note from June 2015 to February 2017


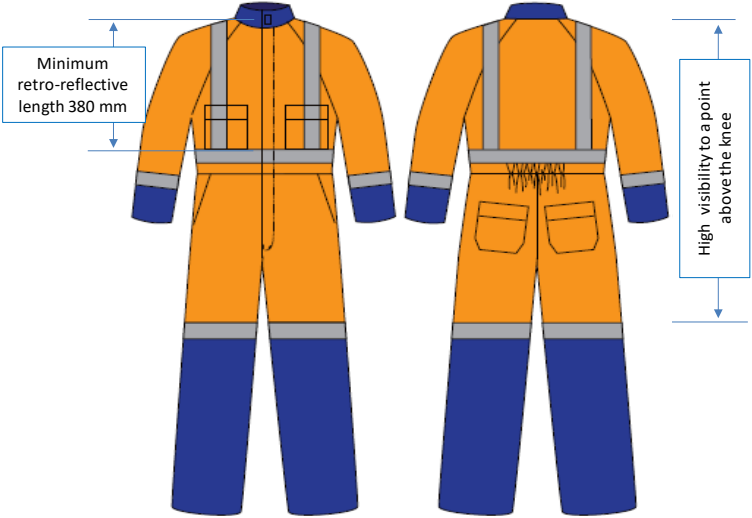
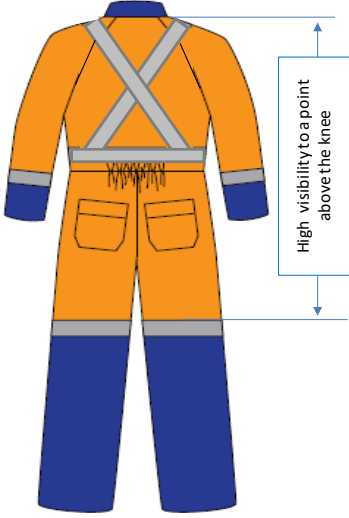
Reference in 4 th Edition	Change	Implementation / implications
	<ul style="list-style-type: none"> compliant retro-reflective material must be positioned to comply with the pattern in Figure 3 An optional cross configuration permitted for the back only must meet the front braces at the shoulder and the belt at the back vertically below the shoulder position to comply with the pattern in Figure 3 	
	<p>Replaced Figure 3: Long sleeve coat (size small).</p>  <p>The diagrams illustrate the required retro-reflective strip configurations for a long sleeve coat (size small). The front view shows a minimum coat length of 830mm and a bottom hem width of 50 ± 5mm. The back view shows a minimum width of 150mm and a retro-reflective strip width of 5.30 ± 20mm. The cross-back view shows that the top and bottom of the cross must align vertically, with a minimum width of 150mm and a bottom hem width of 50 ± 5mm. All retro-reflective strips are specified as 5.30 ± 20mm wide.</p>	

Figure 3: Long sleeve coat (size small).

Changes of note from June 2015 to February 2017

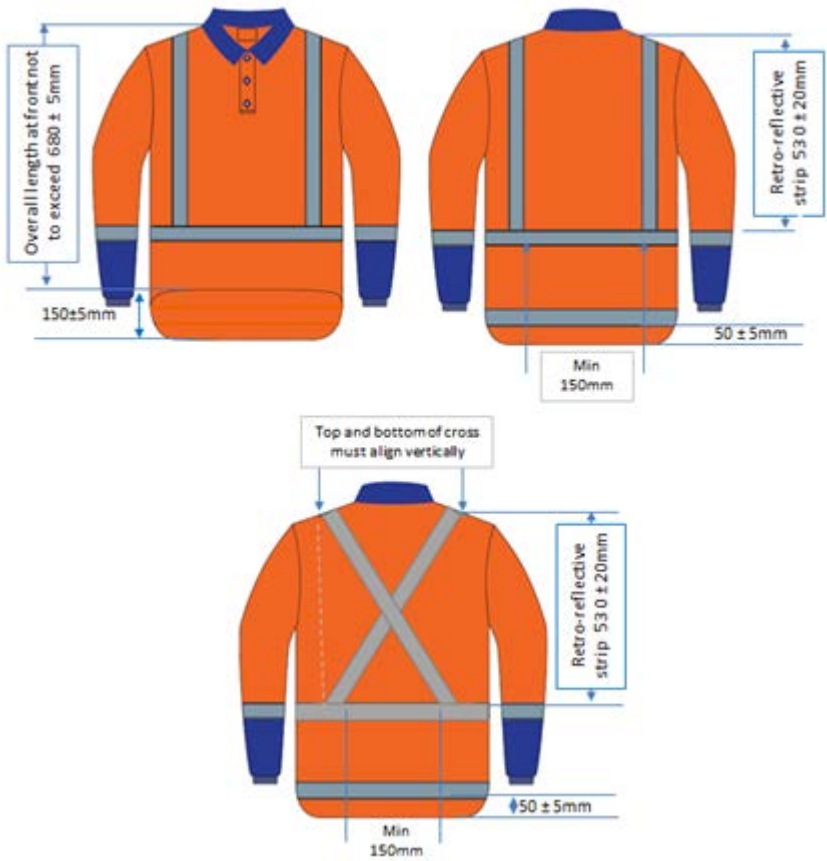
Reference in 4 th Edition	Change	Implementation / implications
	<p><i>Amendment to 8th bullet point:</i></p> <p>non-compliant high-visibility colours may not be located within the qualifying torso area as trim or pocket flaps. Collar material may be a non-compliant colour but any such material that covers qualifying high visibility material in its normal worn position must be deducted from the qualifying torso area</p>	
<p>B3.4.4 Overall garment</p>	<p><i>Amendment to 2nd bullet point:</i></p> <ul style="list-style-type: none"> the minimum qualifying area measurement of background high visibility material for the recognised small size garment not covered by retro-reflective material or printing must be measured in the same way as for the sleeveless vest specified in subsection B3.4.1 Sleeveless vest except that the measurement rectangle must be extended to a point on the leg above the knee. Sleeves are not included in this area 	
	<p><i>Replaced Figure 4: Overall garment (size small).</i></p> 	

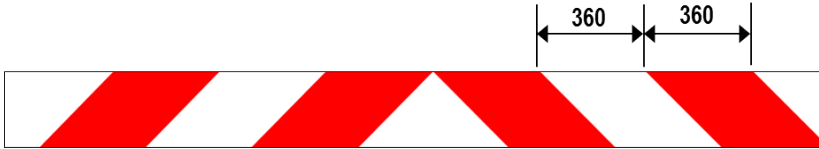
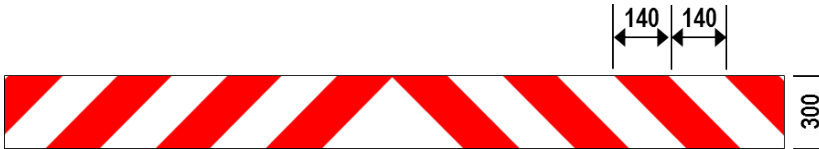
Changes of note from June 2015 to February 2017

Reference in 4 th Edition	Change	Implementation / implications
	 <p data-bbox="743 779 1118 808">Figure 4: Overall garment (size small).</p>	
	<p data-bbox="365 840 1002 875"><i>Added additional bullet point after 5th bullet point</i></p> <ul data-bbox="365 891 1166 1106" style="list-style-type: none"> compliant retro-reflective material on the torso must be positioned to comply with the pattern in Figure 4. An optional cross configuration permitted for the back only must meet the front braces at the shoulder and the belt at the back vertically below the shoulder position to comply with the pattern in Figure 4 <p data-bbox="365 1122 756 1158"><i>Amendment to 7th bullet point</i></p> <p data-bbox="365 1173 1171 1379">non-compliant high-visibility colours may not be located within the qualifying torso area as trim or pocket flaps. Collar material may be a non-compliant colour but any such material that covers qualifying high visibility material in its normal worn position must be deducted from the qualifying torso area</p>	
<p data-bbox="98 1413 304 1514">B3.4.5 Miscellaneous garments</p>	<p data-bbox="365 1413 1126 1449"><i>Deleted 1st bullet point and replaced with new bullet point</i></p> <ul data-bbox="365 1464 1182 1823" style="list-style-type: none"> such garment is specifically designed to comply with subsection B3.4.1 Sleeveless vest high-visibility background material and minimum area including the shirt tail complies with subsection B3.4.1 Sleeveless vest the minimum qualifying area measurement of background high-visibility material for the recognised small size garment not covered by retro-reflective material or printing must be: <ol data-bbox="395 1720 1155 1794" style="list-style-type: none"> I. Front of garment 0.21m² II. Rear of garment including the 150mm shirt tail 0.27m² <p data-bbox="379 1787 943 1823">Note: Sleeves are not included in this area</p> <p data-bbox="365 1861 1007 1897"><i>Added additional bullet point after 2nd bullet point</i></p> <ul data-bbox="365 1912 1166 2116" style="list-style-type: none"> the configuration of compliant retro-reflective material complies with the configuration specified in subsection B3.4.1 Sleeveless vest including a strip on the shirt tail at the back An optional cross configuration permitted for the back only must meet the front braces at the shoulder and the belt at 	<p data-bbox="1203 1413 1474 1552">Incorporating Technical Note Changes to B3 High-visibility garments</p>

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p>the back vertically below the shoulder position to comply with the pattern in Figure 5</p> <p><i>Amendment to 5th bullet point</i></p> <ul style="list-style-type: none"> the area of compliant high visibility background material is measured from material that will be visible when the garment is worn in its normal manner. Note: Wearers should be aware that such Such garments will not comply when tucked into trouser type garments <p><i>Amendment to 6th bullet point</i></p> <ul style="list-style-type: none"> if the garment has a collar this may be a non high visibility colour provided any high visibility colour under the collar worn in its normal position is deducted from the qualifying area. non-compliant colours may not be located within the qualifying torso area as trim or pocket flaps. Collar material may be a non-compliant colour but any such material that covers qualifying high visibility material in its normal worn position must be deducted from the qualifying torso area. 	
	<i>Replaced Figure 5: Miscellaneous garment size small Long Sleeved Polo</i>	

Changes of note from June 2015 to February 2017

Reference in 4 th Edition	Change	Implementation / implications
	 <p style="text-align: center;">Figure 5: Miscellaneous garment size small Long Sleeved Polo.</p>	
<p>B8.1.2 When each are used</p>	<p><i>Amended as follows:</i></p> <p>Level 2 and 3 roads:</p> <ul style="list-style-type: none"> • LAS or horizontal arrow boards must be used on all level 2 and 3 roads. • LAS must be used on level 2 and 3 state highways. • LAS or horizontal arrow boards must not be used to direct traffic in into opposing traffic flows. <p>Level LV and level 1 roads:</p> <ul style="list-style-type: none"> • Horizontal arrow boards may be used for both static and mobile operations on level LV and level 1 roads to increase levels of safety. • Horizontal arrow boards must not be used to direct traffic in into opposing traffic flows. 	<p>Clarification</p>
<p>B8.3.4 Rear panel</p>	<p><i>Added the following:</i></p> <p>The TV4 PASS WITH CARE sign must be displayed either above or below the red hatching. The RD6L/R signs are not to be used.</p>	<p>Clarification</p>
<p>B9.1.1 Types of variable message signs (VMS)</p>	<p><i>Amended references in sections B, C and D as follows:</i></p> <p>...the NZTA's P37 <i>Specifications for mobile variable message signs</i> (a draft of which is available on the NZTA's website) in press, available on request from the NZTA).</p>	<p>The NZTA's P37 Specifications for mobile variable message signs is now available on the</p>

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
		website
B9.1.5 Tailboard	<p><i>Added the following:</i></p> <p>The tailboard below the bottom text panel must be covered with red and white retro-reflective stripes (see the two options below).</p> <p>Option 1</p>  <p>Option 2</p> 	Relaxation to allow narrower stripes for smaller tailboards
B11.1.1 National Cooperative Highway Research Programme (NCHRP) report 350 test level (TL) 3 TMAs	<p><i>Amended as follows</i></p> <p>TMAs must be certified for compliance with NCHRP report 350 tests 50 and 51. The standard for roads with a speed limit in excess of 70km/h is test level 3. This has yet to be introduced as a requirement.</p> <p>TL2 is the basic test level for TMAs and they must meet this performance requirement.</p>	Clarification
B12.1.2 Performance standards	<p><i>Amended name from MASH-1 to MASH</i></p> <p>From 1 November 2012 the NZTA has adopted the AASHTO Manual for Assessing Safety Hardware (MASH-4) as the nominal standard for road safety hardware systems installed on the state highway network.</p> <p>From this date the NZTA requires that MASH-4 testing results be used as the primary performance criteria in promoting any road safety hardware system.</p>	Clarification
C2.3 Level LV worksite layout distances	<p><i>Amended as follows</i></p> <p>Lateral behind barrier installation</p> <p>As specified by the Installation Designer</p>	Aligns CoPTTM with revised AS/NZS 3845
C2.4 Level 1 worksite layout distances	<p><i>Amended as follows</i></p> <p>Lateral behind barrier installation</p> <p>As specified by the Installation Designer</p>	Aligns CoPTTM with revised AS/NZS 3845
C2.5 combined Level LV and level 1 worksite layout distances	<p><i>Amended as follows</i></p> <p>Lateral behind barrier installation</p> <p>As specified by the Installation Designer</p>	Aligns CoPTTM with revised AS/NZS 3845

Changes of note from June 2015 to February 2017						
Reference in 4 th Edition	Change					Implementation / implications
C2.6 Level 2 worksite layout distances	2. Behind concrete barrier	0.5	0.5	0.5	0.5	Aligns CoPTTM with revised AS/NZS 3845
	3. Behind other barrier	As recommended by manufacturers				
	2. Behind barrier installations	As specified by the Installation Designer				
C2.7 Level 3 worksite layout distances	2. Behind concrete barrier	0.5	0.5			Aligns CoPTTM with revised AS/NZS 3845
	3. Behind other barrier	As recommended by manufacturers				
	2. Behind barrier installations	As specified by the Installation Designer				
C3.3.2 Positioning of signs	<p><i>Amended as follows:</i></p> <p>For level LV/LR activities where advance warning signs are used on both approaches, end of works signs may be mounted on the rear of the advance warning signs.</p>					Aligns CoPTTM with TCD rule 4.4(9) Installation of traffic signs
C4.1.4 General	<p><i>Amended as follows:</i></p> <ul style="list-style-type: none"> have a drop in speed of 20km/h or more from the existing permanently gazetted speed limit as follows: <ul style="list-style-type: none"> greater than 50km/h, at least 20km/h less than the permanent speed limit 50km/h or less, at least 10km/h less than the permanent speed limit 					November 2016 amendment to the Land Transport Rule: Setting of Speed Limits 2003 (Rule 54001)
C4.2.2.1 Procedure for using the TSL decision matrix worksheet	<p><i>Amended as follows:</i></p> <p>If the lowest TSL is at least 20km/h below the permanent speed limit that TSL should be applied.</p> <p>The lowest TSL should be applied if it is:</p> <ul style="list-style-type: none"> at least 20km/h less than the permanent speed limit on roads greater than 50km/h at least 10km/h less than the permanent speed limit on roads 50km/h or less. 					November 2016 amendment to the Land Transport Rule: Setting of Speed Limits 2003 (Rule 54001)
C4.3.1 Sign location	<p><i>Amended as follows:</i></p> <p>At every change in speed the speed signs must be gated across the road (signs placed on both sides of the road carriageway facing towards oncoming traffic).</p>					Clarification of terminology
C4.4.2 Duration	<p><i>Amended as follows:</i></p> <p>Should a TSL be required for more than six months, the RCA must review the TSL, and if it is still required, a new TMP must be approved. Suggested processes to install a bring-up can be found in section 1-18: Guidance on TMP Monitoring Processes for Temporary Speed Limits.</p>					Clarification of an existing role. Link to section 1-18 Guidance on TMP Monitoring Processes for Temporary Speed Limits

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
C5.2.1 Use	<p><i>Amended as follows:</i></p> <p>Cones and tubular delineators are mainly used to mark tapers and to form temporary traffic lanes.</p> <p>Barrels are used to convey bulk.</p> <p>Delineators must not be installed in stacks of 2 or more for the following reasons:</p> <ul style="list-style-type: none"> • the maximum permitted weight (7kg) will be exceeded • the stack of cones will be less flexible (which reduces frangibility). 	<p>Wording shifted from section B as it relates to use of delineation devices</p> <p>Also clarification of the wording</p>
C5.2.3 Edge delineation	<p><i>Amended as follows:</i></p> <p>Where the edgeline is well defined (ie eg by a clean kerb and channel or a barrier) this line of cones is not required.</p>	Clarification
C6.2.3 Lateral safety zones	<p><i>Amended as follows:</i></p> <p>Lateral safety zone is the minimum distance from the edge of the live lane to the edge of the working space.</p> <p>There must be a safety zone between the working space and the edge of the live lane, except for LV roads where due to environment constraints they may be reduced the following situations:</p> <ul style="list-style-type: none"> • on LV roads where due to environment constraints they may be reduced or eliminated • where there is a cycle lane next to the live lane. 	Incorporating the Technical Note <i>Guidelines for managing cyclists where cycle lanes are impacted by a worksite</i>
C7.3.2 Taper length	<p><i>Amended as follows:</i></p> <p>On levels LV, 1 and 2, two-lane two-way roads that have been reduced to one lane and are being used alternately by traffic in each direction, the taper must be reduced to 30m provided a TSL of 20km/h or 30km/h is imposed and cones are spaced at 2.5m centres.</p>	November 2016 amendment to the Land Transport Rule: Setting of Speed Limits 2003 (Rule 54001)
C8.1.2.2 Shoulder closures on level LV and level 1 a with speed limits of less than 65km/h	<p><i>Amended as follows:</i></p> <p>C8.1.2.2 Shoulder closures on level LV and level 1 roads with speed limits of less than 65km/h</p>	Under 65km/h is already included in diagram F2.6
C8.2.10 Lane shifts	<p><i>Added additional note as follows:</i></p> <p>Delineation must be installed along a centreline for at least half a sign spacing prior to the start of a lane shift.</p>	Clarification
C8.2.15 Work at or near signalised intersections	<p><i>Replaced 3rd paragraph as follows:</i></p> <p>Therefore, where the activity occurs at or adjacent to existing signalised intersections the RCA must be advised at least five working days prior to commencement of any activity.</p>	Clarification

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	Therefore, the RCA must be consulted on the design strategies for temporary management of impacted traffic signals prior to the submission of the TMP for approval. The RCA must be advised at least five working days prior to commencement of any activity	
C9.2.4 Motorway Closures	<p><i>Amended as follows:</i></p> <p>TMA vehicles parked outside this inner cordon must be parked with their attenuators down and facing the normal expected direction of traffic. Vehicles inside the cordoned worksite are not subject to this requirement.</p>	Clarification
C10.2.3 MTC's layout essentials	<p><i>Amended as follows:</i></p> <p>Where tapers are required, these must be at least 30m (with cones at 2.5m centres).</p>	Aligns this section with layout tables and F2.14
C10.2.3 MTC's layout essentials	<p><i>Amended as follows:</i></p> <p>Place a TG1/RS1 30km/h TSL gated (except for LV roads) across the road.</p> <p>Note: If the permanent speed limit is 40km/h either 20km/h TSL may be used or the existing permanent speed limit of 40km/h may be retained. If the 40km/h permanent speed limit is retained, positive traffic management must be used to compensate for the extra speed.</p> <p>The TSL can be placed before the TA2/TA21 flagman PLEASE STOP ON REQUEST sign if required.</p>	November 2016 amendment to the Land Transport Rule: Setting of Speed Limits 2003 (Rule 54001)
C10.2.5 Mandatory TSL for MTC	<p><i>Amended as follows:</i></p> <p>Worksites controlled with MTCs must have a TSL of 30km/h.</p> <p>Note: If the permanent speed limit is 40km/h either 20km/h TSL may be used or the existing permanent speed limit of 40km/h may be retained. If the 40km/h permanent speed limit is retained, positive traffic management must be used to compensate for the extra speed.</p> <p>Positive traffic management must be used to ensure speeds of approaching traffic are reduced.</p>	November 2016 amendment to the Land Transport Rule: Setting of Speed Limits 2003 (Rule 54001)
C10.2.10 Cyclists impacted by MTC operation	<p><i>Added the following:</i></p> <p>Cyclists tend to move slower and in a manner different to other traffic. If the route is narrow or rough, consider one of the following options for dealing with cyclists impacted by the MTC operation:</p> <ul style="list-style-type: none"> • Separate cyclists from the other traffic by time. This can be achieved by releasing the other traffic first with the cyclists following and ensuring that no traffic follows behind them until they have cleared the area of stop/go operation. This will require additional communication between the MTC and the cyclists/drivers to ensure they understand the process • Create a temporary cycle lane. If there is sufficient road width a temporary cycle lane may be established for the 	Incorporating the Technical Note <i>Guidelines for managing cyclists where cycle lanes are impacted by a worksite</i>

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	cyclists.	
C10.3.5 Mandatory TSL for portable traffic signals	<p><i>Amended as follows:</i></p> <p>Worksites controlled with portable traffic signals must have a TSL of 30km/h.</p> <p>Note: If the permanent speed limit is 40km/h either 20km/h TSL may be used or the existing permanent speed limit of 40km/h may be retained. If the 40km/h permanent speed limit is retained, positive traffic management must be used to compensate for the extra speed.</p>	November 2016 amendment to the Land Transport Rule: Setting of Speed Limits 2003 (Rule 54001)
C10.5.2 Installation of speed hump	<p><i>Amended as follows:</i></p> <p>The speed hump must be positioned a minimum of a sign spacing after a 30km/h TSL.</p> <p>Note: If the permanent speed limit is 40km/h either 20km/h TSL may be used or the existing permanent speed limit of 40km/h may be retained. If the 40km/h permanent speed limit is retained, positive traffic management must be used to compensate for the extra speed.</p>	November 2016 amendment to the Land Transport Rule: Setting of Speed Limits 2003 (Rule 54001)
C11.2.4 Installing signs on level LV and level 1 roads	<p><i>Amended as follows:</i></p> <p>If workers are not protected by another work vehicle then TTM equipment must be installed from the side of the work vehicle.</p> <p>TTM equipment must be unloaded from:</p> <ul style="list-style-type: none"> • the non-traffic side of a stationary work vehicle • the rear of a stationary work vehicle with a shadow vehicle in place. <p>TTM equipment is installed either:</p> <ul style="list-style-type: none"> • to the non-traffic side of a work vehicle • 10m in front of the work vehicle • to the rear of a work vehicle with a shadow vehicle in place. 	Clarification
C13.2.6 Footpath diverted into carriageway	<p><i>Amended as follows:</i></p> <p>Cones connected with cone bars</p> <p>Attended worksites on level LV and L1 roads (except state highways not for use on state highways).</p> <p>Attended worksites on level 2 roads less than 65km/h (except state highways not for use on state highways).</p>	Clarification
C13.3.2 Temporary paths and detours	<p><i>3rd paragraph amended as follows:</i></p> <p>A CYCLE LANE CLOSED sign must be used to alert cyclist to the merge ahead. A T230 (TW-2.16.1) Cyclists Ahead sign followed by a 30km/h TSL must be used in advance of the</p>	Incorporating the Technical Note Guidelines for managing cyclists

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	merge to alert motorists.	where cycle lanes are impacted by a worksite
C15.1.1 General	<p>Amended as follows:</p> <p>TTM must be designed to allow the safe and efficient movement of work vehicles to and from the closure.</p> <p>TTM must be designed to allow the safe and efficient movement to and from the closure of visitors or workers either in work vehicles or on foot.</p>	Clarification of visitors
C16.2.1 Queuing	<p>Amended as follows:</p> <p>The STMS/TC is responsible for monitoring the queue length. On roads with a permanent speed limit greater than 50km/h it is important to ensure that the first advance warning sign is always located where an approaching road user can see the sign beyond before the end of the maximum queue.</p>	Clarification
C17.1.1 Requirements	<p>Added the following paragraph:</p> <p>LAS or horizontal arrow boards must not be used to direct traffic into opposing traffic flows.</p>	Clarification
C17.1.5 Location of TMA	<p>Replaced the following graphic with one showing 10m roll ahead:</p> <p>The diagram illustrates the required roll-ahead distance for a truck with a Traffic Management Area (TMA). It shows a truck positioned in a lane, with a 'Roll-ahead Distance >= 10m' indicated by a red line extending forward. The truck is within a 'Working Space' and a 'Lateral Safety Zone'. 'Delineation Devices' are shown along the edge of the work area. Arrows at the bottom indicate traffic flow direction.</p>	Clarification

Changes of note from June 2015 to February 2017										
Reference in 4 th Edition	Change	Implementation / implications								
	<p>The diagram illustrates a truck equipped with a Truck Mounted Attenuator (TMA) on its rear. A worker is positioned in a 'Working Space' above the truck. A 'Shadow vehicle' is shown behind the truck, with a '10m roll-ahead distance' marked between the truck and the shadow vehicle. Two upward-pointing arrows are shown above the truck, indicating the direction of traffic flow.</p>									
C18.2.1 General	<p><i>Amended as follows:</i></p> <p><i>First paragraph</i></p> <p>Road safety barrier performance levels used in New Zealand are based on the United States National Cooperative Highway Research Program (NCHRP) 350 performance regime. More recently the Federal Highway Administration (FHWA) has instituted the Manual of Associated Safety Hardware (MASH) standard. Any new barriers and delineation will need to be tested to the MASH standard.</p> <p><i>Fourth paragraph</i></p> <p>Lower performing barrier systems may be appropriate where there are fewer heavy vehicles in traffic, speeds are managed to lower levels and where traffic is travelling parallel and close to the barrier to minimize impact angles.</p> <p><i>Fifth paragraph</i></p> <p>Barrier system performance test levels related to the adjacent operating permanent posted speed limit are summarised in the table below.</p> <p>Barrier system performance levels</p> <table border="1"> <thead> <tr> <th>Test level</th> <th>Operating Permanent posted speed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>50km/h or less</td> </tr> <tr> <td>2</td> <td>50km/h to 70km/h</td> </tr> <tr> <td>3</td> <td>greater than 70km/h</td> </tr> </tbody> </table> <p><i>8th, 9th and 10th paragraphs</i></p> <p>The selected system or component must have complied with a test level that meets or exceeds the operating speed permanent posted speed limit of adjacent traffic. The speed value used to determine the required barrier performance</p>	Test level	Operating Permanent posted speed	1	50km/h or less	2	50km/h to 70km/h	3	greater than 70km/h	<p>Clarification</p> <p>Changes to requirements for barriers</p>
Test level	Operating Permanent posted speed									
1	50km/h or less									
2	50km/h to 70km/h									
3	greater than 70km/h									

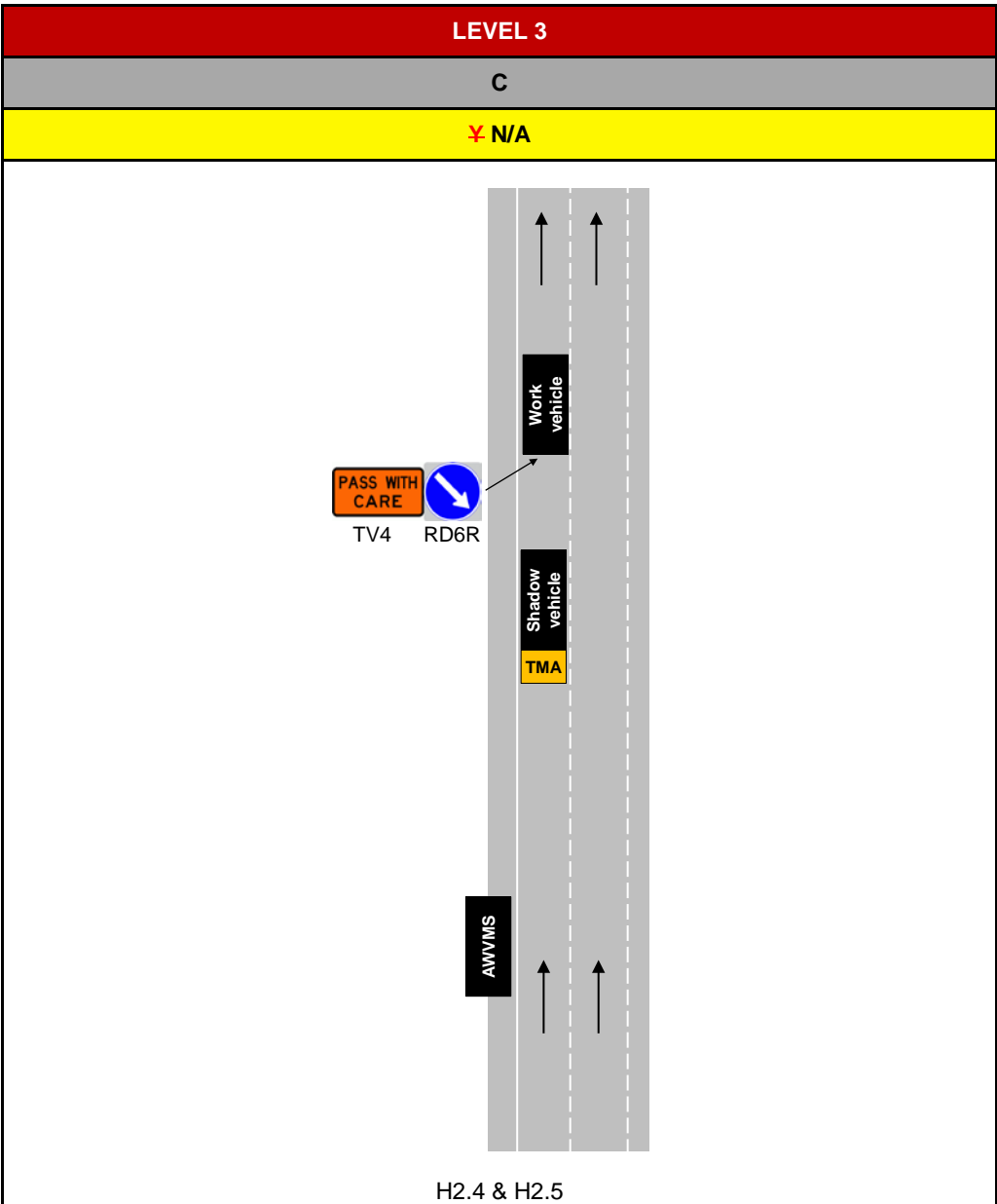
Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p>level must be the highest likely impact speed.</p> <p>For example if an unattended worksite is left with the barrier in place and the temporary speed restriction removed or not enforced, the required performance level must be for the higher permanent speed.</p> <p>The options are to ensure that speeds can either be managed to that for the lower barrier performance level at all times, or to select a higher barrier performance level.</p> <p>11th paragraph</p> <p>The Higher barrier performance levels will also provide increased protection for the area behind the barrier, from errant vehicles that are heavier, faster or impacting at an angle steeper than 25 degrees.</p>	
C18.3.3 Shy line	<p><i>Amended as follows:</i></p> <p>Drivers tend to shy away from objects placed close to the edgeline of the road. Obstacles located within this shy line distance will affect driver behaviour and tracking. The table below presents the shy line offsets for various TSLs used at worksites.</p> <p>Shy line offsets</p> <p><i>Table removed</i></p> <p>The minimum shy line offset for temporary worksites must be not less than 1m.</p> <p>It is preferable that the barrier or end treatment be placed outside of the Shy line distance to avoid this potentially dangerous driver behaviour. Distances Offsets greater than those given in the table above 1m should be provided wherever possible.</p> <p>The additional space provides additional recovery area for errant vehicles, and will improve driver sight distance on curvilinear alignments. On worksites where space is severely limited, smaller shy line offsets may be requested in the TMP.</p> <p>However, the absolute minimum offset in all situations must be 300mm from the edgeline.</p>	Changes to requirements for barriers
C18.4.1 General	<p><i>Amended as follows:</i></p> <p>Minimum barrier end offsets</p> <p>In the header of the table, changed Operating speed (km/h) to read Permanent posted speed (km/h)</p> <p><i>Fifth paragraph</i></p> <p>Approved temporary end treatments are listed in section B12 Barrier systems. NZTA M23 Appendix C Temporary Barrier Systems. Approved permanent end treatments listed in the NZTA M23: Specification for road safety barrier systems appendix A may be used in temporary applications.</p>	

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
C18.4.2 Flares	<p><i>Amended as follows:</i></p> <p>Recommended flare rates</p> <p>In the header of the table, changed Operating speed to read Permanent posted speed</p>	
C18.5.1 Length of need	<p><i>Amended as follows:</i></p> <p>Angles of departure</p> <p>In the header of the table, changed Operating speed to read Permanent posted speed</p>	
C18.8 Visibility screens	<p><i>Amended as follows:</i></p> <p>Visibility screens must only be used when it can be demonstrated that there are safety benefits to be gained by their use.</p> <p>Visibility screens are to may be used to help prevent motorists being distracted by the works to facilitate improved and safer traffic conditions.</p>	
C18.9 Approval requirements	<p><i>Amended as follows:</i></p> <p>Barrier system installation issues that are not covered by the manufacturer's or supplier's guidelines must be referred to the supplier and the road authority for resolution. These referrals and outcomes must be documented. Any outstanding issues should be referred to the NZ Transport Agency's National Traffic and Safety Manager for resolution.</p>	
C18.10 Design and installation of temporary barrier systems	<p><i>Amended as follows:</i></p> <p>NZTA currently provides a series of 3 barrier workshops:</p> <ol style="list-style-type: none"> 1. Road safety barrier installation maintenance and inspection workshop (RSBIMI) 2. Temporary road safety barrier workshop (TRSB) 3. Road safety barrier design workshop (RSBD) <p>An assignment must be completed and passed to gain the qualification for each of the three barrier workshops.</p> <p>The RSBIMI is a pre-requisite for both the TRSB and the RSBD workshops.</p> <p>From 1 January 2016, a person qualified on the TRSB workshop will be required to prepare TMPs involving barrier systems and to supervise the installation and maintenance of the temporary barrier system. They are responsible for signing off the temporary barrier section of the TMP as the Installation Designer.</p> <p>Currently NZTA is working with Australian state roading</p>	Aligns CoPTTM with revised AS/NZS 3845

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p>authorities to introduce an installer certification system. Should this become available it will be used as a substitute for the NZTA workshops. become the new accreditation standard.</p> <p>All installations of temporary barrier systems must be undertaken by a suitably qualified System Installer who has qualified on the NZTA TRSB workshop. The System Installer is responsible for installing the road safety hardware and/or devices in accordance with the installation manual(s).</p> <p>Barrier inspectors must be accredited by NZTA and the manufacturer of the barrier system.</p>	
C19.4.1 Personal protective equipment (PPE)	<p><i>Amended as follows:</i></p> <p>Everyone on a worksite must:</p> <ul style="list-style-type: none"> • take reasonable care for his or her own personal safety; and • take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and • comply with any reasonable instruction that is given in relation to health and safety; and • cooperate with any reasonable policy or procedure relating to health or safety that they have been notified of. <p>PPE is essential for the safety of workers on site.</p> <p>Wearing a high-visibility garment is a critical element of personal safety.</p> <p>Other PPE that may be required includes (but is not limited to):</p> <ul style="list-style-type: none"> • hard hats • reinforced toe cap boots • ear muffs • lanterns • wet weather clothing. 	Change as result of HSWA
C19.5.1 Monitoring frequency for TTM measures	<p><i>Amended as follows:</i></p> <p>Traffic management measures provided in the TMP must be monitored to ensure they remain:</p> <ul style="list-style-type: none"> • fit for purpose; and • suitable for the nature and duration of the work; and • installed, set up and used correctly. <p>Monitoring frequency is included in the approved TMP. The frequency will depend on individual worksite conditions and traffic volumes.</p> <p>Crashes or near crashes, skid marks, traffic queues, unusually high or low speeds, any change in the work</p>	Change as result of HSWA

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p>environment that is likely to give rise to a new or different risk, or the identification of a new hazard risk - are indicators that traffic management measures may need to be reviewed.</p> <p>If actions are required each time traffic management measures are monitored, then the monitoring frequency should be increased.</p> <p>Minimum inspection frequency for traffic management devices such as portable traffic signals at unattended worksites should be worksite specific and stated in the TMP.</p>	
D1.6.2 Operating procedures for arrow boards	<p>Added must to paragraph:</p> <p>Where there is sufficient width, ie more than 3m, for vehicles to pass a mobile operation either on the right without crossing the centre line, or on the left, the arrow board must display the arrow mode in the appropriate direction.</p> <p>Added new paragraph:</p> <p>Arrow boards must not be used to direct traffic into opposing traffic flows.</p> <p>Added comma to paragraph:</p> <p>When an arrow board is operating, care must be taken that any flashing beacons do not impair the visual performance of the arrow board. However, the flashing beacons must be visible to approaching opposing traffic.</p>	Minor corrections and one new paragraph clarifying requirements for arrow boards
D1.7.1 LAS requirements	<p>Amended second to last paragraph as follows:</p> <p>Downward or upward pointing arrows are currently not gazetted signs and must not be used.</p>	Clarification
D1.4.5 Signs on work vehicle more than 5m from edgeline	<p>Amended as follows:</p> <p>Where the work vehicle is more than 5m from the edgeline the work vehicle must have either:</p> <ul style="list-style-type: none"> the appropriate advance warning sign with supplementary plate if required and the RD6R (RG-34) sign <p>or</p> <ul style="list-style-type: none"> the TV4 (TW-34) PASS WITH CARE sign. and the RD6R (RG-34) sign. 	Clarification
D1.6.2 Operating procedures for arrow boards	<p>Added the following paragraph:</p> <p>Arrow boards must not be used to direct traffic into opposing traffic flows.</p>	Clarification
D1.7.1 LAS requirements	<p>Added the following paragraph:</p> <p>LAS must not be used to direct traffic into opposing traffic flows.</p>	Clarification
D1.8.1 Horizontal arrow board	<p>Added the following paragraph:</p> <p>Horizontal arrow boards must not be used to direct traffic into</p>	Clarification

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
requirements	opposing traffic flows.	
D3.1 General	<p><i>Amended as follows:</i></p> <p>Pilot vehicles are not required on level LV, level 1 and level 2 roads with permanent speed limits less than 65km/h. Static advance warning signs must be installed on the road when a pilot vehicle is not used. In addition, if the operation is on the lane, then static advance warning signs must also be placed on any intersecting roads.</p>	Clarification
D3.3.1 General	<p><i>Amended as follows:</i></p> <p>A tail pilot vehicle is used to provide drivers of vehicles travelling in the same direction as a mobile operation with advance warning of the mobile operation on the same road ahead of them. Static signs are not required on side roads when pilot vehicles are used (except for semi-static operations, refer subsection D6.1.3.5 Side roads).</p>	Clarification
D3.3.2 Requirements	<p><i>Amended as follows:</i></p> <p>A tail pilot vehicle is not required on level LV and level 1 roads where the permanent speed limit is greater than 65km/h and where the work vehicle(s) is:</p> <ul style="list-style-type: none"> • within 5m of the edgeline, • is not on the carriageway live lane, and • CSD to the work vehicle(s) is available at all times. 	Clarification
D4.1.3 Vehicle position	<p><i>Added the following wording:</i></p> <p>Where rear visibility cannot be achieved an additional shadow vehicle(s) may be added.</p>	Clarification
D5.4.6 Summary of requirements for level 3 mobile closures	<p><i>Amended to show N/A in the CSD part of the right hand diagram referring to H2.4 & H2.5</i></p>	Clarification
D7.3.1 Kerbside refuse and recycle collections	<p><i>Amended bullet point 3:</i></p> <p>All drivers must be trained as a waste kerbside collection traffic leader (WCTLKCTL). Training must be carried out by an NZTA qualified CoPTTM trainer.</p> <p><i>Amended bullet points 4, 5, 6, 7, 16 and 17 as follows:</i></p> <p>WCTLKCTL</p>	Change requested by the Kerbside Collection industry



Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
Section E1 Amendments on all TMPs <i>(Examples of short and full TMPs, Guidelines for Short and Full TMPs)</i>	<i>New field added to the TMP form and other minor text changes</i>	Change as result of HSWA
	TMP reference: Contractor Contractor (Working space): Contractor (TTM): Principal (Client): RCA:	
	Major Incident A major incident is described as: <ul style="list-style-type: none"> • Fatality or notifiable injury - real or potential • Significant property damage, or • Emergency services (police, fire, etc) require access or control of the site. 	
Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> • stop all activity and traffic movement • secure the site to prevent (further) injury or damage • contact the appropriate emergency authorities • render first aid if competent and able to do so • notify the RCA representative and / or the engineer • under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so • re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so • comply with any obligation to notify WorkSafe. 	Change as result of HSWA	
	Note also the requirements for no interference at an accident scene: In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to: <ul style="list-style-type: none"> • save a life of, prevent harm to or relieve the suffering of any person, or • make the site safe or to minimise the risk of a further accident; or • to maintain the access of the general public to an essential service or utility, or • to prevent serious damage to or serious loss of property, or • follow the direction of a constable acting in his or her 	Change as result of HSWA

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p>duties or act with the permission of an inspector.</p> <p>Qualifier for engineer or TMC approval</p> <p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. <p><i>Added the following field to the full and short TMPs and guidelines.</i></p> <p><i>Also added a new guideline to section I (I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.)</i></p>	<p>Clarification</p>

TSL duration	Will the TSL be required for longer than six months?	Yes	No
	<i>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i>		

On-site record	<i>New fields added to the On-site record to record person responsible for the working space</i>	Change as result of HSWA
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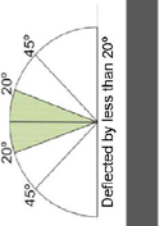

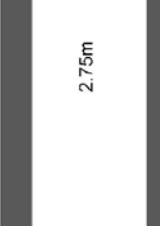
Person-in-charge-of-TTM					
STMS in charge of worksite					
	<i>Name</i>	<i>TTM ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>
Worksite handover accepted by replacement STMS					
	<i>Name</i>	<i>ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>
	Tick to confirm handover briefing completed				

Working space	
Person responsible for working space	
	Signature
Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below	

TTM					
STMS in charge of TTM					
	Name	TTM ID Number	Warrant expiry date	Signature	Time
Worksite handover accepted by replacement STMS					
	Name	ID Number	Warrant expiry date	Signature	Time
	Tick to confirm handover briefing completed				

<p>E1.8 Example of checking process for generic traffic management plans (TMPs)</p>	<p><i>Amended form as follows:</i></p> <p>Plant and equipment</p> <p>Will your plant and equipment fit within the designated safety areas working space?</p> <p>Personal safety</p> <p>Are all workers able to carry out their work within the designated work zone safety areas working space?</p>	<p>Clarification</p>
<p>E2 Appendix B: Temporary speed limit (TSL) decision matrix worksheet</p>	<p><i>Amended as follows:</i></p> <p>Amended TSL Decision Matrix to show a different layout in the 3rd category of Visibility and Alignment.</p> <p>Also, added a new TSL decision Matrix form to the CoPTTM forms section of the NZTA website.</p> <p>Amended TSL Decision Matrix to accommodate the new 10km/h drop in speed where permanent speed is 50km/h or less.</p>	<p>Clarification</p>

Appendix B

TEMPORARY SPEED LIMIT (TSL) DECISION MATRIX WORKSHEET		INSTRUCTIONS Select the appropriate road condition description for each of the four factors, and in the right hand circle list the chosen TSL for that road condition. Transfer lowest TSL to the bottom circle.				Possible Temporary Speed Limit
EXCELLENT	AVERAGE	BELOW AVERAGE	POOR			
100 90	80 70	60 50	40 30 20			
1. Minimum Lane Width	3.25m	3.00m	2.75m			
	3.5m					
2. Pavement / Surface Condition	The road is close to normal condition except for a few minor defects (eg small pot holes or a few pieces of loose aggregate) 70km/h where new seal has been swept but not marked	Defects and / or loose material on the lane (eg unattended reseals) 50km/h for protection of a new seal	There are major defects and / or significant loose material on the lane (eg recently milled surface, large stones, steel plates)			
3. Visibility and Alignment	The shoulder and lane is clear of loose or greasy material and the traveled way is smooth					
	There is less than 140m visibility to the first cone in taper, or vehicles are deflected by 20 degrees or less from the original direction of travel	There is less than 60m visibility to the first cone in taper, or vehicles are deflected by 20-45 degrees from the original direction of travel	There is less than 30m visibility to the first cone in taper, or vehicles are deflected by more than 45 degrees from the original direction of travel			
						
4. Site Clutter	Low site clutter, clear vehicle lanes, cycle lanes and footpaths	Some site clutter either plant or materials, vehicle lanes, cycle lanes and footpaths are lightly trafficked	Considerable site clutter requires additional management to guide vehicles through the site. Some queues of road users	Has numerous driver distractions including construction traffic. Cycle lanes or footpaths are closed. 30km/h for portable traffic signals, MTC operations or where traffic has to traverse the actual active working space (either in a delineated single lane or where traffic is not separated from the working space)		

Is the LOWEST TSL at least:
 - 20km/h below the permanent speed on roads greater than 50km/h
 - 10km/h below the permanent speed on roads 50km/h or less

Yes No

Use this Temporary Speed Limit
 No Temporary Speed Limit Required

E11 Appendix K: Report on incident at roadworks site	<i>Added revised incident form to section E</i>	Improved incident reporting
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<i>Reporting company reference:</i>		<i>CoPTTM.Incident reference:</i>			
<i>Reference added by reporting company</i>		<i>Reference added by the CoPTTM.Incident database administrator</i>			
REPORT ON INCIDENT AT ROADWORKS SITE					
Send to: CoPTTM.Incident@nzta.govt.nz and the RCA in charge of the network (including NZTA for state highways)					
Date of incident		Time of incident			
Reported by		Company			
STMS name		STMS No.			
Contractor /TTM Company		Contact number			
Road location (include direction and lane)					
Description of work being undertaken					
Incident type	Near miss	Vehicle entered TTM	Vehicle entered working space	TMA hit	Other
Operation type	Static	Mobile	Semi-static	Shoulder	Unattended
Phase of operation	Install		Static, mobile, semi-static		Removal
Damage to	Vehicles		Plant	TTM equipment	
Injuries	Number of people in each injury category	<i>Enter the number of people in each injury category</i>		Minor	Notifiable
		Road workers			
		Road users			
Crash code	From Appendix 1 attached		Road user vehicle	Vehicle type	Reg. number
If TMA hit, which TMA			Which lane		
Police attended	<i>(Officer name/number)</i>		Further information	<i>For a more detailed internal report (contact)</i>	
Description of events					

Crash diagram *(or scan and attach) - photos can also be attached*

A large grid of graph paper, consisting of 20 columns and 30 rows of small squares, intended for drawing a crash diagram. The grid is empty and occupies the majority of the page.

Appendix 1: Vehicle movement coding sheet

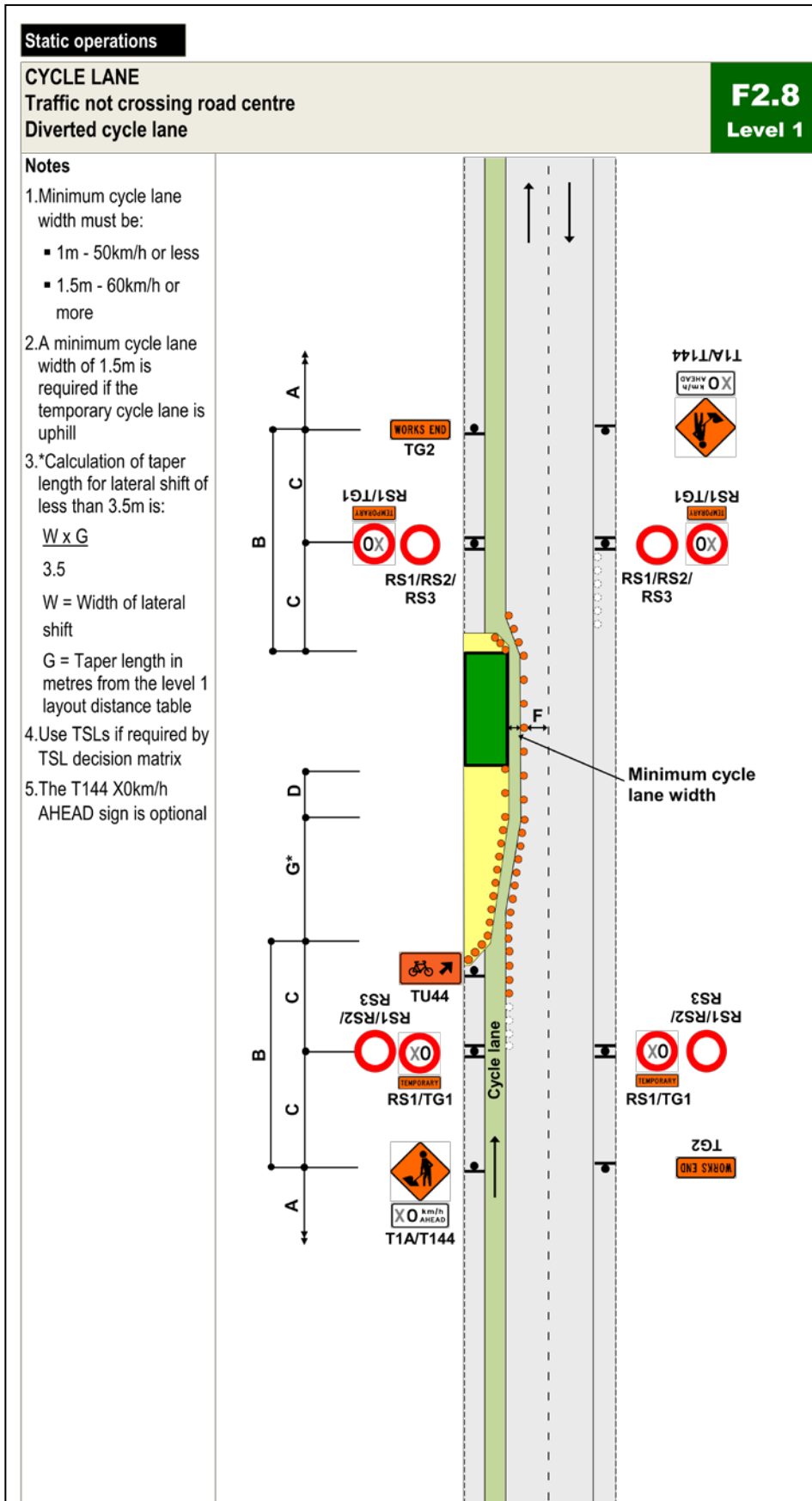
	TYPE	A	B	C	D	E	F	G	O
A	OVERTAKING AND LANE CHANGE	PULLING OUT OR CHANGING LANE TO RIGHT	HEAD ON	CUTTING IN OR CHANGING LANE TO LEFT	LOST CONTROL (OVERTAKING VEHICLE)	SIDE ROAD	LOST CONTROL (OVERTAKEN VEHICLE)	WEAVING IN HEAVY TRAFFIC	OTHER
B	HEAD ON	ON STRAIGHT	CUTTING CORNER	SWINGING WIDE	BOTH OR UNKNOWN	LOST CONTROL ON STRAIGHT	LOST CONTROL ON CURVE		OTHER
C	LOST CONTROL OR OFF ROAD (STRAIGHT ROADS)	OUT OF CONTROL ON ROADWAY	OFF ROADWAY TO LEFT	OFF ROADWAY TO RIGHT					OTHER
D	CORNERING	LOST CONTROL TURNING RIGHT	LOST CONTROL TURNING LEFT	MISSED INTERSECTION OR END OF ROAD					OTHER
E	COLLISION WITH OBSTRUCTION	PARKED VEHICLE	CRASH OR BROKEN DOWN	NON VEHICULAR OBSTRUCTIONS (INCLUDING ANIMALS)	WORKMANS VEHICLE	OPENING DOOR			OTHER
F	REAR END	SLOWER VEHICLE	CROSS TRAFFIC	PEDESTRIAN	QUEUE	SIGNALS T	OTHER		OTHER
G	TURNING VERSUS SAME DIRECTION	REAR OF LEFT TURNING VEHICLE	LEFT TURN SIDE SWIPE	STOPPED OR TURNING FROM LEFT SIDE	NEAR CENTRE LINE	OVERTAKING VEHICLE	TWO TURNING		OTHER
H	CROSSING (NO TURNS)	RIGHT ANGLE (70° TO 110°)							OTHER
J	CROSSING (VEHICLE TURNING)	RIGHT TURN RIGHT SIDE	OPPOSING RIGHT TURNS	TWO TURNING					OTHER
K	MERGING	LEFT TURN IN	RIGHT TURN IN	TWO TURNING					OTHER
L	RIGHT TURN AGAINST	STOPPED WAITING TO TURN	MAKING TURN						OTHER
M	MANOEUVRING	PARKING OR LEAVING	"U" TURN	"U" TURN	DRIVEWAY MANOEUVRE	ENTERING OR LEAVING FROM OPPOSITE SIDE	ENTERING OR LEAVING FROM SAME SIDE	REVERSING ALONG ROAD	OTHER
N	PEDESTRIANS CROSSING ROAD	LEFT SIDE	RIGHT SIDE	LEFT TURN LEFT SIDE	RIGHT TURN RIGHT SIDE	LEFT TURN RIGHT SIDE	RIGHT TURN LEFT SIDE	MANOEUVRING VEHICLE	OTHER
P	PEDESTRIANS OTHER	WALKING WITH TRAFFIC	WALKING FACING TRAFFIC	WALKING ON FOOTPATH	CHILD PLAYING (INCLUDING TRICYCLE)	ATTENDING TO VEHICLE	ENTERING OR LEAVING VEHICLE		OTHER
Q	MISCELLANEOUS	FELL WHILE BOARDING OR ALIGHTING	FELL FROM MOVING VEHICLE	TRAIN	PARKED VEHICLE RAN AWAY	EQUESTRIAN	FELL INSIDE VEHICLE	TRAILER OR LOAD	OTHER

* = Movement applies for left and right hand bends, curves or turns

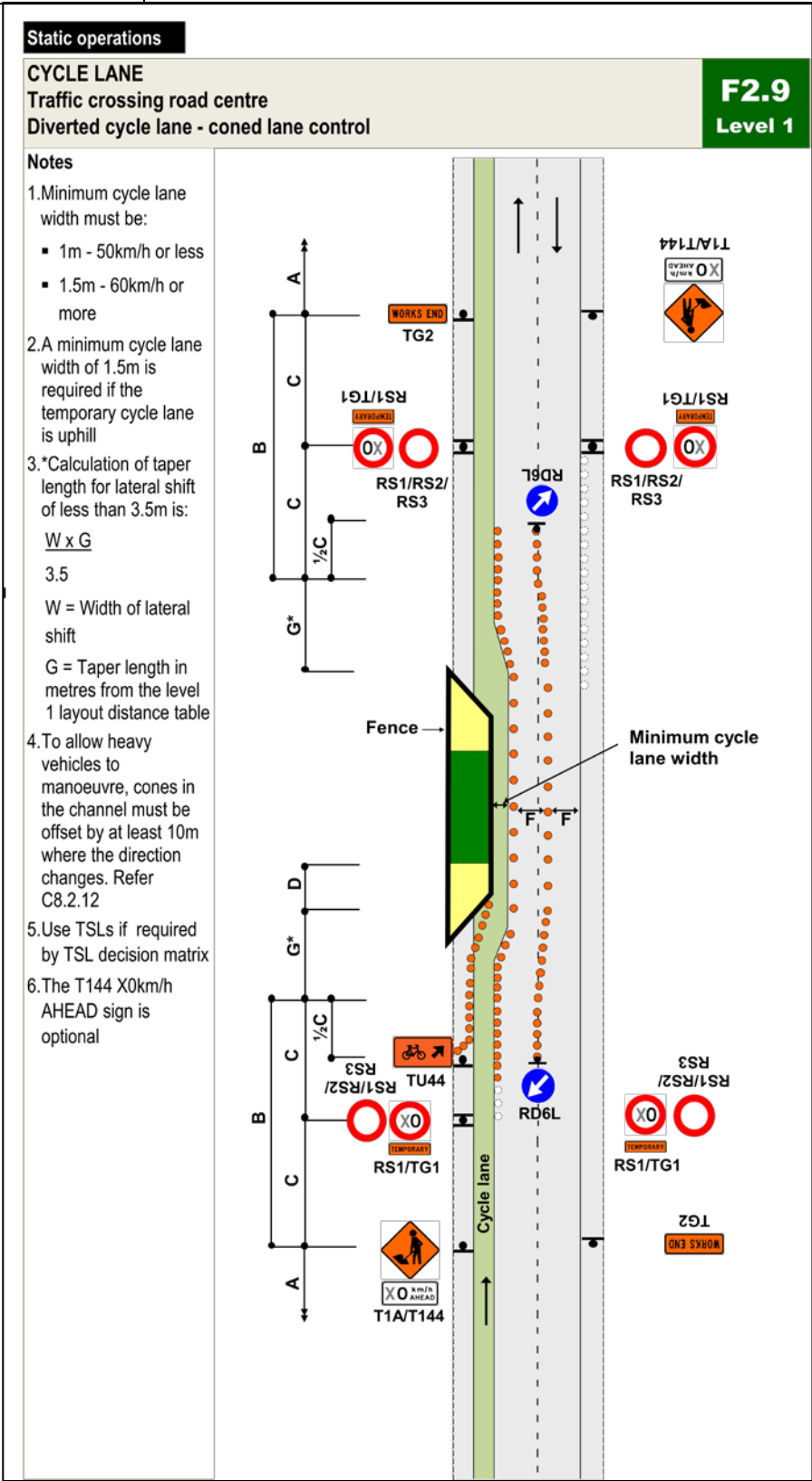
New Zealand Government

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
F1.2 Shoulder closure - low-risk (under 250vpd)	<p><i>F1.2 amended as follows:</i></p> <ol style="list-style-type: none"> If a static advance warning sign is installed, use sign visibility and warning distance Advance warning sign may be attached to rear of a work vehicle if sign-visibility CSD is available CSD is 3 X permanent speed in meters, or 75m on a level LV or level 1 non state highway with a permanent speed limit of less than 55km/h <p><i>Added note to diagram as well:</i></p> <p>May attach sign to rear of work vehicle if CSD available</p> <p>If sign attached to work vehicle, rear visibility is greater than clear sight distance</p>	Clarification
F1.3 Lane closure – low-risk (under 250vpd)	<p><i>F1.3 amended as follows:</i></p> <ol style="list-style-type: none"> If a static advance warning sign is installed, use sign visibility and warning distance from the layout distances table Advance warning sign may be attached to rear of work vehicle if sign-visibility CSD is available CSD is 3 X permanent speed in meters, or 75m on a level LV or level 1 non state highway with a permanent speed limit of less than 55km/h <p><i>Added note to diagram as well:</i></p> <p>May attach sign to rear of work vehicle if CSD available</p> <p>If sign attached to work vehicle, rear visibility is greater than clear sight distance</p>	
F1.3 Lane closure Under 65km/h - must have CSD in both directions	<p><i>Deleted the following note:</i></p> <p>2. Where advance warning signs are used on both approaches, end of works signs may be mounted on the rear of the advance warning signs</p>	Aligns CoPTTM with TCD rule 4.4(9) Installation of traffic signs
F2.2 and F2.3	<p><i>Amended as follows:</i></p> <p>Use barrier or safety fence to delineate the traffic side of the footpath, or at attended worksites (except on state highways) cones connected with cone bars can be used to delineate the traffic side of the footpath for a short period of time (not for use on state highways)</p>	Clarification
F2.4 Footpath closed - permanent speed less than 65km/h (Fourth preference)	<p><i>Removed TU31 and TU32 signs.</i></p>	Clarification

<p>F2.8</p>	<p>Added optional cones from TSL to closure (or beginning of required cones).</p>	<p>Clarification</p>
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<p>F2.9</p>	<p><i>Added optional cones from TSL to closure (or beginning of required cones).</i></p> <p><i>Removed lateral safety zone between working space and temporary cycle lane.</i></p>	<p>Clarification and Incorporating the Technical Note Guidelines for managing cyclists where cycle lanes are impacted by a worksite</p>
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<p>F2.10</p>	<p><i>Added optional cones from TSL to closure (or beginning of required cones).</i></p> <p><i>Removed the Other Hazard (T2) sign and the CYCLISTS AHEAD (T230) supplementary plate.</i></p> <p><i>Extended 30m of merging for cyclists to 50m.</i></p>	<p>Clarification and Incorporating the Technical Note Guidelines for managing cyclists where cycle lanes are impacted by a worksite</p>
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Static operations

CYCLE LANE
Traffic not crossing road centre
Cycle lane closed

F2.10
Level 1

Notes

- Only use this TMD if there is insufficient width to fit a replacement cycle lane
- Minimum cycle lane width must be:
 - 1m - 50km/h or less
 - 1.5m - 60km/h or more
- A minimum cycle lane width of 1.5m is required if the temporary cycle lane is uphill
- Merge of cycle lane with live lane must be delineated
- *Calculation of taper length for lateral shift of less than 3.5m is:
 $\frac{W \times G}{3.5}$
W = Width of lateral shift
G = Taper length in metres from the level 1 layout distance table
- The T144 30km/h AHEAD sign is optional

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
F2.19 Road works on side road after intersection - TSL on side road	<p>Added the following wording to the notes of F2.19:</p> <p>Advance warning signs on main road must be at least the warning distance away from first cone in taper</p> <p>Also removed dimension B from the drawing</p>	Clarification
G1.6a Cycle lane closed - Traffic not crossing road centre	Added new TMD (based on F2.10)	Incorporating the Technical Note Guidelines for managing cyclists where cycle lanes are impacted by a worksite
H1.16b Closure example - Low accessed site within worksite	<p>Amended TMD as follows:</p> <p>4. TMA vehicles parked outside this inner cordon must be parked with their attenuators down and facing the normal expected direction of traffic. Vehicles inside the cordoned worksite are not subject to this requirement</p>	Clarification
H1.16c Closure example - High accessed site within worksite	<p>Amended TMD as follows:</p> <p>4. TMA vehicles parked outside this inner cordon must be parked with their attenuators down and facing the normal expected direction of traffic. Vehicles inside the cordoned worksite are not subject to this requirement</p>	Clarification
Section I-3 Events	<p>Added the following paragraph:</p> <p>When a traffic management plan (TMP) is required</p> <p>Where the activity is competitive and participants are unlikely to obey the road rules the organisers would need to consider a TMP.</p> <p>A TMP is required for planned events that vary the normal operating conditions of the road.</p> <p>When a TMP may not be required</p> <p>Deleted the following text:</p> <p>Planned activities that may not require a TMP include:</p> <ul style="list-style-type: none"> • Non-competitive activities • Training ride, run or walk where participants are obeying road rules and the activity is not varying normal operating conditions of the road • Small fun/charity ride, run or walk organised so that the activity does not vary the normal operating conditions of the road. <p>Added the following bullet points:</p> <ul style="list-style-type: none"> • Non-competitive activities such as training ride, run or walk where participants are following the road rules and not 	

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p>varying normal operating conditions of the road</p> <ul style="list-style-type: none"> • Small fun/charity ride, run or walk organised so that the activity does not vary the normal operating conditions of the road. 	

Changes of note from June 2015 to February 2017		
Reference in 4 th Edition	Change	Implementation / implications
	<p><i>Added the following paragraph:</i></p> <p>If in any doubt, the organiser should refer the activity to the Road Controlling Authority's (RCA) Traffic Management Coordinator (TMC) for advice.</p> <p>For any of the above activities, as detailed in the vehicle lighting rule, organisers may use an amber beacon as well as the appropriate sports sign (eg CYCLISTS AHEAD). These details would be included in the safety plan.</p> <p>STMS</p> <p><i>Added the following paragraph:</i></p> <p>The STMS takes charge of the TTM for the event. Their role is to ensure that all identified on road risks are managed. The STMS must ensure that all TTM approvals (eg traffic management plan, approval for road closure) are gained before the event begins.</p> <p>During the event the STMS must notify the event organiser if a situation develops which compromises safety and if necessary advises the event be cancelled, postponed or modified to manage the risks.</p> <p>Where the STMS will be unable to visit and monitor sites during the event consideration should be given to using a TC or STMS at key risk sites. At minor sites where there is no qualified person, the Event STMS provides a written brief with key contact numbers.</p> <p><i>Added the following section to the back of the guidelines:</i></p> <p>Event debriefing</p> <ul style="list-style-type: none"> Following each event, the event manager must hold an event debrief During the debrief, the event STMS notes any traffic safety issues to be rectified before the TMP is used again. 	Clarification
Section I-12 Waterview tunnel	<p><i>Added following documents to section I-12:</i></p> <ul style="list-style-type: none"> Guidelines for Standard TMP for Waterview tunnel Standard TMP for Waterview tunnel 	Standard TMP for Waterview tunnel
Section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP	<p><i>Added following document to section I</i></p> <p>I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP</p>	Clarification of procedure