

Minutes of the CoPTTM Governance Group (CGG) meeting on 11 July 2108

Meeting details

Start	Finish	Venue
9.00am	3.30pm	Cliftons Conference Centre, Level 28, Majestic Centre, 100 Willis Street, Wellington

Meeting attendees

Person	Representing	Person	Representing
Fergus Tate	NZTA (Chairperson)	Simon Harty	CTOC
Stuart Fraser	NZTA	Tom Kiddle	Auckland Transport
Matt Anderson	Broadspectrum	Andrew McLeod	Stantec (formerly MWH)
George Boyd	GHD Hamilton	Quinn McCarthy (representing Chris Edsall)	Downer NZ
David Arrowsmith (representing Mike Darnell)	Opus International Consultants	Damien Houlahan (representing Dave Rendall)	Fulton Hogan and AMA
Alan Gardiner	HEB Construction	Andrea Williamson	Fletcher Infrastructure
Neil Greaves	CoPTTM trainers	Stacy Goldsworthy	Civil Contractors NZ
Bruce Goodall	New Zealand Road Markers Federation	Brett North	WCC
Angie Crafer	FlowNZ		

Unable to attend

Ray Edwards	Higgins Contractors
Chris Edsall	Downer NZ
Mike Darnell	Opus International Consultants
Dave Rendall	Fulton Hogan and AMA
Doris Stroh	Calibre Group

Observer

Natalie O'Keefe

Observer from WCC

Meeting support

Tony Stella

Meeting support

Welcome

The meeting was opened by Fergus Tate who welcomed everyone to the meeting.

Fergus also welcomed new members to CGG and those representing members who were unable to attend.

NOTE: Refer to the 'Actions list' at the back of this document for a specific list of actions for each person.

Approval of minutes from last meeting

Minutes of the meeting of 13 December 2017 were adopted.

Matters arising

There were no matters arising.

Civil Contractors submission about the Training and Competency model

Civil Contractors presented their submission on the proposed Training and Competency model.

The industry position on changes to CoPTTM

- Fundamentally the Code of Practice for Temporary Traffic Management (CoPTTM) meets the needs of the industry.
- Greater advocacy for worker safety (for example currently advocating with the government about the use of point to point speed cameras at road works sites).
- Training needs improvement.
- There needs to be a focus on doing the basics better.
- Adding complexity to training will not improve the safety of our workers.

CoPTTM – Training and pathways

NZQA unit standard qualifications to be optional

- Simple pathways to achieve minimum required levels of competence.
 - Not all officers and workers in the industry want or have the ability to develop career pathways through a NZQA system.
- Qualifications should be offered to those who are interested and capable of completing.

Industry to set minimum standards for internal company training

- Guidance for minimum levels of training for all levels.
- Industry to set guidance based on current good practice.

CoPTTM - General

Site Traffic Management Supervisor and Traffic Controller refresher training

- Clarity is required on how the triennial refresher training will work and the level at which it needs to be done too.

Improve guidance on level of road classifications at tender time

- Clarification on level of road is required at procurement stage. Insufficient information given during the tender period which leads to understating the cost of traffic management.

Concerns over the Austroads Harmonisation project

- The industry is concerned the implementation of an Austroads CoPTTM would adversely affect worker safety and our ability to efficiently undertake temporary traffic management.
- A process is required for industry to be kept up to date on progress – i.e. an oversight committee.

General Worker and TTM Worker

- How would industry self-governance of training and competency of General Worker and TTM Worker positions work?

General Worker

- General workers must have company and site specific inductions.
- Requirement to have ConstructSafe Tier 1 and benchmark competency.

TTM Worker

- TTM Workers must have company and site specific inductions and ConstructSafe Tier 1.
- A ConstructSafe Tier 2 TTM module to be developed and used to benchmark consistency of competence.

Traffic Controller

- Changes in TC duties will add cost for no change in risk.
- The ability for TCs to pull down sites should be retained.

Site Traffic Management Supervisor

Level 1 STMS to be externally verified

- Level 1 roads are considered to carry the highest risk.
- NZTA verification is required to ensure competency.

Removal of requirement for 65km/hr.

- 65km/hr zoning does not fundamentally change the methodology of applying COPTTM.

CGG discussion of the Civil Contractors submission

After discussing the Civil Contractors' submission, the following items were either discussed and agreed or decided by taking a vote.

Civil Contractors submission	NZTA/CGG decision						
<p>NZQA unit standard qualifications to be optional</p>	<p>NZTA confirmed that the unit standards will be optional. The training and competency model will be reviewed to confirm this option is included and clearly explained.</p>						
<p>Industry to set minimum standards for internal company training. Guidance for minimum levels of training for all levels. Industry to set guidance based on current good practice.</p>	<p>NZTA will consult with Civil Contractors to confirm the standards to be set for each of the competence assessments.</p>						
<p>Clarity is required on how the triennial refresher training will work and the level at which it needs to be done too.</p>	<p>NZTA explained that the intent is for the CoPTTM refresher training to follow the existing model of a maximum one-day workshop.</p> <p>The refreshers will contain updates to CoPTTM from the previous 3 years including any, RCA raised, network specific issues.</p> <p>Under the proposed training and competency model it is possible for a person to hold a L2 or L3 warrant without holding a level 1 warrant. These warrant holders will be able to refresh warrant(s) by attending a refresher workshop that covers L2 and L3 changes/network issues only (no L1 changes).</p> <p>It was confirmed that the expiry date for all STMS warrants held by an individual to be aligned to the 3 years date following the highest warrant being awarded.</p> <p>Therefore, the refresher workshops will be as follows:</p> <table border="1" data-bbox="722 1469 1453 1756"> <tbody> <tr> <td data-bbox="722 1469 1129 1570">Level 1 refresher</td> <td data-bbox="1129 1469 1453 1570">Delivered by a L1 CoPTTM trainer</td> </tr> <tr> <td data-bbox="722 1570 1129 1671">Level 1, 2 and 3 combined refresher</td> <td data-bbox="1129 1570 1453 1671">Delivered by a L2/3 CoPTTM trainer</td> </tr> <tr> <td data-bbox="722 1671 1129 1756">Level 2/3 refresher (Does not include level 1)</td> <td data-bbox="1129 1671 1453 1756">Delivered by a L2/3 CoPTTM trainer</td> </tr> </tbody> </table>	Level 1 refresher	Delivered by a L1 CoPTTM trainer	Level 1, 2 and 3 combined refresher	Delivered by a L2/3 CoPTTM trainer	Level 2/3 refresher (Does not include level 1)	Delivered by a L2/3 CoPTTM trainer
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Level 2/3 refresher (Does not include level 1)	Delivered by a L2/3 CoPTTM trainer						

Civil Contractors submission	NZTA/CGG decision
<p>Improve guidance on level of road classifications at tender time</p>	<p>It was agreed to set up a project to ensure correct TTM information (Level of road and proposed TTM approach) is included in tender documents.</p> <p>Civil Contractors offered to share a speaking slot at the upcoming RCA Forum with Fergus Tate who will speak on this issue.</p> <p>It was also agreed that Stuart will reopen dialogue with the NZTA contracts people to include the level(s) of road and proposed TTM approach in the NZTA tender documents.</p>
<p>A process is required for industry to be kept up to date on progress with Austroads harmonisation project – i.e. an overview committee.</p>	<p>Civil Contractors acknowledged that their members had been involved in reviewing the Austroads documents as they have been produced.</p> <p>Civil Contractors requested that they be kept informed of developments in terms of the potential for NZ to harmonise with Australia to have a single code of practice (TTM) including a local NZ supplement.</p> <p>Refer to the report back on the Austroads Harmonisation later in these minutes for comments and decision relating to this topic.</p>
<p>How would industry self-governance of training and competency of General Worker and TTM Worker positions work?</p>	<p>NZTA advised that TTM Mentors will be provided a range of training resources for each learning block:</p> <ul style="list-style-type: none"> • Checklists of items to be covered during on-job training • A visual task representative resource booklet to accompany any training • A PowerPoint presentation that can be used for any group sessions the company trainer wants to facilitate. <p>TTM Verifiers will be provided a verification document which will include the standards for the role.</p> <p>It was acknowledged by the group that the TTM Verifiers who are verifying competence for the General Worker and TTM Worker learning blocks will be performance moderated.</p>
<p>General workers must have company and site specific inductions.</p>	<p>It was agreed that the proposed General Worker training will not replace, though may be an enhancement to, company induction and site inductions.</p>
<p>General workers to have ConstructSafe Tier 1 and benchmark competency.</p>	<p>It was agreed that the proposed General Worker training will not replace, though may be an enhancement to ConstructSafe Tier 1 and site inductions.</p>

Civil Contractors submission	NZTA/CGG decision
TTM Workers must have company and site specific inductions and ConstructSafe Tier 1.	It was agreed that proposed TTM Worker training will not replace ConstructSafe Tier 1 and site inductions.
A ConstructSafe Tier 2 TTM module to be developed and used to benchmark consistency of competence for TTM Workers.	NZTA supports a ConstructSafe Tier 2 TTM module being developed and used to assess competence for TTM Workers. The Tier 2 module must also include the standards to be agreed with Civil Contractors for the assessment of TTM workers.

Civil Contractors submission	NZTA/CGG decision					
<p>Changes in TC duties will add cost for no change in risk. The ability for TCs to pull down sites should be retained.</p>	<p>CGG decided to send this (and several other issues) back to the working party for further consideration.</p> <p>Neil Greaves and Andrea Williamson will draft some terms of reference for this review. This will be circulated to CGG members for signoff.</p> <p>Once the review is complete, the results will be presented to CGG members for their consideration (this may be decided in correspondence outside of the normal meeting or by virtual meeting).</p> <p>Following endorsement of the revisions made to the model by the working party, the revised model will be referred to NZTA for approval.</p> <p>Once approved, it is planned to have a roadshow to explain how the model will be implemented.</p>					
<p>Level 1 roads are considered to carry the highest risk. NZTA verification is required to ensure competency of L1 STMS.</p>	<p>2 approaches to the assessment for L1 STMS were reviewed:</p> <table border="1" data-bbox="726 918 1452 1971"> <thead> <tr> <th data-bbox="726 918 1077 1120"> Assessment as proposed in Training and Competency model (TTM Verifier) </th> <th data-bbox="1077 918 1452 1120"> Assessment same as L2/3 assessment (CoPTTM Assessor) </th> </tr> </thead> <tbody> <tr> <td data-bbox="726 1120 1077 1971"> <ul style="list-style-type: none"> • TTM Verifier will be trained by NZTA • Will need to have US4098 <i>(if Connexis develops the Certificate of TTM)</i> • Will assess to a set standard – assessments will be moderated • 3 sites completed to standard - TTM Verifier will confirm work to standard </td> <td data-bbox="1077 1120 1452 1971"> <ul style="list-style-type: none"> • CoPTTM Assessor will be trained by NZTA (smaller group of L1 STMS Assessors) • Will need to have US4098 <i>(if Connexis develops the Certificate of TTM)</i> • Will assess to a set standard – assessments will be moderated • 3 sites completed to standard - TTM verifier confirms work to standard • 1 further site completed to standard in assessment – CoPTTM Assessor determines competence </td> </tr> </tbody> </table>		Assessment as proposed in Training and Competency model (TTM Verifier)	Assessment same as L2/3 assessment (CoPTTM Assessor)	<ul style="list-style-type: none"> • TTM Verifier will be trained by NZTA • Will need to have US4098 <i>(if Connexis develops the Certificate of TTM)</i> • Will assess to a set standard – assessments will be moderated • 3 sites completed to standard - TTM Verifier will confirm work to standard 	<ul style="list-style-type: none"> • CoPTTM Assessor will be trained by NZTA (smaller group of L1 STMS Assessors) • Will need to have US4098 <i>(if Connexis develops the Certificate of TTM)</i> • Will assess to a set standard – assessments will be moderated • 3 sites completed to standard - TTM verifier confirms work to standard • 1 further site completed to standard in assessment – CoPTTM Assessor determines competence
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Civil Contractors submission	NZTA/CGG decision									
	<p>CGG decisions:</p> <ul style="list-style-type: none"> L1, L2 and L3 assessments must have the same approach TTM verifier to determine competence for L1, L2 and L3 assessments (CoPTTM Assessor no longer required) If there are issues identified with competence of STMSs as a result of this change, then an option is to introduce a final assessment to be carried out by the CoPTTM Assessor before the warrant is awarded. 									
<p>Remove of requirement for separate learning blocks and assessments for:</p> <ul style="list-style-type: none"> L2 roads under 65km/h, and L2 roads over 65km/h and L3 roads 	<p>After much discussion it was decided to refer this back to the working party to reconsider the level 2 under 65km/h learning block. CGG recommendation was to amend the learning blocks to show STMS LV and L1, STMS L2 and STMS L3</p> <p>CGG proposed the following speed related options for verifications:</p> <table border="1" data-bbox="722 996 1471 1512"> <thead> <tr> <th data-bbox="722 996 991 1095">Learning block</th> <th data-bbox="991 996 1471 1095">Requirement relating to speed for the verification</th> </tr> </thead> <tbody> <tr> <td data-bbox="722 1095 991 1245">STMS LV and L1</td> <td data-bbox="991 1095 1471 1245">3 sites to be verified One site to be under 65km/h and one site to be over 65km/h</td> </tr> <tr> <td data-bbox="722 1245 991 1395">STMS L2</td> <td data-bbox="991 1245 1471 1395">3 sites to be verified One site under 65km/h and one site over 65km/h</td> </tr> <tr> <td data-bbox="722 1395 991 1512">STMS L3</td> <td data-bbox="991 1395 1471 1512">3 sites to be verified All sites over 65km/h</td> </tr> </tbody> </table>		Learning block	Requirement relating to speed for the verification	STMS LV and L1	3 sites to be verified One site to be under 65km/h and one site to be over 65km/h	STMS L2	3 sites to be verified One site under 65km/h and one site over 65km/h	STMS L3	3 sites to be verified All sites over 65km/h
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STMS L3	3 sites to be verified All sites over 65km/h									
<p>Additional discussion</p>	<p>It was also decided to allow CoPTTM assessors to have a range of pre-approved TMPs for differing sites. The CoPTTM assessor can select a TMP and hand it to the candidate at least 2 days in advance of the assessment.</p>									

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> • Draft a terms of reference for the review of the Training and Competency model. TOR for the review to include CGG recommendations on: <ul style="list-style-type: none"> ○ Civil Contractors to be consulted on the standards to be set for each competence assessment ○ The ability for TCs to remove worksites ○ Assessment/verification approach for all STMS levels ○ Learning blocks and requirement relating to speed for the verification ○ STMS Refreshers – See above decisions 	Neil Greaves and Andrea Williamson	
<ul style="list-style-type: none"> • This will be circulated to CGG members for comment and signoff 	Neil Greaves	August 2018
<ul style="list-style-type: none"> • Speak to RCA Forum about issues with tender documents 	Fergus Tate and Civil Contractors	
<ul style="list-style-type: none"> • Work with the NZTA contracts people to amend tender documents to include the level(s) of road and proposed TTM approach 	Stuart Fraser	December 2018

Conference report back

Stuart Fraser reported back on the TTM Conference that was held 9 and 10 May 2018 at the Distinction Hotel, Hamilton.

The theme for the conference was “**COMPETENCY and CUSTOMER SATISFACTION in Temporary Traffic Management**”.

220 participants attended the conference and it was well received. There were some fantastic presentations which are available on the CoPTTM pages of the NZTA website under **Conference publications / TTM Conference 2018 (Hamilton)**.

<https://www.nzta.govt.nz/resources/code-temp-traffic-management/ttm-conference-publications-2018/>

Austroads Harmonisation

Fergus thanked those who have contributed feedback to the review of the Austroads documents so far.

The project is being undertaken in four parts:

1. Development of a Code of Practice for TTM (CoPTTM) that will deliver a harmonised approach to TTM
Note: The early drafts of the Austroads CoPTTM were heavily based on the NZ CoPTTM
2. Nationally harmonised training
3. A registration scheme for qualifications
4. An investigation into a National Pre-Qual scheme for the industry

As the Austroads CoPTTM has gone through further stages of development it has started to move away from the NZ CoPTTM. This movement away from NZ CoPTTM is making NZTA less comfortable about the prospect of NZ CoPTTM being harmonised with the Austroads CoPTTM.

Key differences are:

- A working in proximity to traffic/worker qual
- Traffic guidance scheme:
 - Designers
 - Implementers
- Role of RTOs

If NZ CoPTTM harmonises with Austroads CoPTTM there will be a local NZ supplement which will cover any differences (eg Signs, key roles, installation and removal procedures, TSLs)

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> • NZTA will consult with the industry before making a decision on harmonisation 	Fergus Tate	
<ul style="list-style-type: none"> • Send changes to the Training and Competency model to Austroads for their consideration 	Fergus Tate	Once changes have been approved by NZTA

CoPTTM Update August 2018

There is a CoPTTM update scheduled for beginning of August 2018.

This will incorporate any interim technical notes issued since Feb 2017 and any approved CoPTTM Consult submissions and working party recommendations.

Cyclists / pedestrians / parking working party

There will be several CoPTTM changes in the August update which will increase the emphasis on meeting pedestrian and cyclists needs at our road works sites.

There will also be some changes to parking requirements in CoPTTM.

In the pipeline (but not included in the August 2018 update are:

- Standards for temporary footpath surfaces
- Specification for pedestrian ramps
- Possible introduction of permeable walkways.

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> • Make wording edits suggested by CGG to the proposed CoPTTM changes relating to pedestrians, cyclists and parking 	Tony Stella	20 July 2018

Training update

TTT/Refresher

The Train the Trainer Refresher workshop was held in ChCh on 28 and 29 March. It was pleasing to see the quality of the presentations that the trainers delivered during the workshop which reflected the work that has been done over the last 4 years.

The Train the Trainer workshop was held on 3, 4 and 5 April again in ChCh. The majority of participants had a strong practical background, but some struggled with presenting information and CoPTTM knowledge. Not all were certified as STMS trainers.

KCTL Train the Trainer

There are now 40 KCTL Waste Industry trainers. This enables the Waste Industry to deliver the KCTL workshop alongside other industry training programmes.

Moderation - L1 CoPTTM Trainers

4 moderations have been completed on L1 CoPTTM Trainers since the last CGG meeting in December 2017. More moderations are planned over the next 6 months.

Regional centres of excellence for trainers

There are now 4 COEs operating (Auckland, Hamilton, Wellington and Napier). Each COE operates differently. Feedback has been very positive when an NZTA representative attends a COE meeting.

We will be completing a review of the COE concept in the new year looking at where to from here for the COE model. ~~We will be considering things like do we continue the model, do we expand it, do we have more structure to the meetings, does an NZTA representative attend 1 meeting a year for each COE.~~

New L2/3 Trainer and L2/3 assessors

1 new L2/3 Trainer/Assessor

4 other new Assessors (3 Auckland, 1 ChCh)

Training programme in place for Assessors:

Phase	Comments
Training	Briefing on procedure/paper work plus completion of 1 assessment with Neil
Practical	2 assessments by themselves - documentation reviewed by Neil
Assessment	Moderated assessment completed to standards before sign-off as Assessors

Training calendar

The NZTA training calendar for the remainder of the year is as follows:

Workshops	Dates	Location	Status
ATMP workshop	17 and 18 July	Auckland (was Wellington)	Full
Road safety barrier - IMI workshop	24, 25 and 26 July 2018	Hamilton	Full
Road safety barrier - IMI workshop	28, 29 and 30 August 2018	Hamilton	Full
Road safety barrier - Design workshop	25, 26 and 27 September 2018	Auckland	Full
Road safety barrier - IMI workshop	6, 7 and 8 November 2018	Hamilton	Full
TTT	20 to 22 November	Taupo	
TTT Refresher	26 and 27 November	Taupo	

TMC workshops

The second round of TMC workshops is currently being planned and a scoping on the content of the workshops is scheduled for 12 July 2018. It is planned that 10 TMC workshops will be delivered at locations around the country.

Database transition

Stage 1 is ready for implementation (a dry run has been completed). Implementation of the new system will be during the period 16 to 20 July 2018. The current database will be locked at 4pm on 13 July. Data will be transferred to developers on 16 July, then back to us on 17 July with go live on 18 July.

The contingency days are Thursday 19 July and Friday 20 July with go live on 23 July.

The Go live system will include an anonymous public search function. Initially the system will be rolled out to the Admin team. Once the system is stable, stage 2 will be developed which will allow selected trainers to process their own registrations.

Reports from Project leaders

Each project leader provided a short update on the project they are leading.

Clean up of CoPTTM inconsistencies – Project leader Stuart Fraser		
<p>Progress</p> <p>Stuart reported that this is an ongoing project – He recommended that the project be shifted to business as usual.</p> <p>CGG agreed with this approach.</p>		
Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Shift the Clean-up of CoPTTM inconsistencies to a business as usual task (Remove from projects list and remove priority project action plan from website) 	Tony Stella	30 July 2018

Managing delays on the network (this may break into several sub projects) – Project leader Simon Harty		
<p>Simon reported that he had received feedback on the documents that he had circulated so far and changes will be made to those documents as a result of the feedback.</p> <p>Simon suggested that this project could be aligned with other projects he is working on, which was agreed to by CGG.</p>		
Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Revise action plan for Managing delays on the network to align with other projects 	Simon	31 October 2018
<ul style="list-style-type: none"> Put revised action plan on the website 	Tony	31 October 2018

Review traffic signal requirement to include 3-way and 4-way portable traffic signals – Project leader Stuart Fraser

Stuart reported that he is in the process of revising the list of Portable traffic systems that are registered for use in NZ.

He has contacted providers of those signals to determine whether their system will be capable of 3 way or 4 way operation.

He is working with one of the providers to draft standards for the operation of 3 way and 4 way portable traffic signals.

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Develop standards for the operation of 3 way and 4 way portable traffic signals 	Stuart Fraser	December 2018

Worksite clutter/excess TTM – Project leader Fergus Tate

Fergus reported that he now has funding for this project and is ready to commission the next phase of research. He asked for CGG members to nominate others to assist him with this project

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Draft a brief for the research for project Worksite clutter/excess TTM and circulate to CGG for comment 	Fergus Tate	October 2018

Effectiveness of electronic speed signs – Project leader Ray Edwards

Fergus reported that this project would be best combined with the Speed Management Project that Opus is currently doing for NZTA

CGG agreed with this approach

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> • Include the Effectiveness of electronic speed signs in the Speed Management Project being completed by Opus 	Fergus Tate	31 October 2018

Implementation of Training and Competency model – Project leader Stuart Fraser

Stuart reported that the implementation of this project had been delayed until Civil Contractors issues had been resolved. CGG have decided to ask the working party to reconsider several aspects of the model, amend the model if required then resubmit the model to CGG for endorsement

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> • Draft terms of reference for the review of the Training and Competency model. TOR for the review to include CGG recommendations on: <ul style="list-style-type: none"> ○ Civil Contractors to be consulted on the standards to be set for each competence assessment ○ The ability for TCs to pull down sites ○ Assessment/verification approach for all STMS levels ○ Learning blocks and requirement relating to speed for the verification ○ STMS Refreshers 	Neil Greaves and Andrea Williamson	31 July 2018
<ul style="list-style-type: none"> • Circulate TOR to CGG members for signoff 	Neil Greaves	31 July 2018
<ul style="list-style-type: none"> • Working party to reconsider the items identified by CGG and make amendments 	Training and Competency	30 September 2018

to the Training and Competency model as appropriate Note: NZTA may either reconvene the working party or seek comment via email from the working party members	Working party	
<ul style="list-style-type: none"> CGG to comment on whether to endorse the revised Training and Competency model Note: NZTA may add CGG endorsement of the model to the agenda the next CGG meeting or seek comment via email from CGG members 	CGG	October 2018
<ul style="list-style-type: none"> Submit proposed Training and Competency model to NZTA for approval 	CGG	November 2018

Future proofing CoPTTM – Project leader Simon Harty

Simon reported that he had received feedback on the documents he had prepared regarding future proofing CoPTTM.

He said the next step was for CGG to schedule time to go through the process he identified and make recommendation on the future of CoPTTM.

It was agreed to hold the next meeting of CoPTTM on 30 October 2018 and devote a large part of the meeting to this topic.

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Add Future proofing CoPTTM to the agenda for the next CGG meeting (allow up to 6 hours for this topic) 	Tony Stella	27 July 2018

Use of ITS for TTM - on hold – Project leader Dave Rendall

This project is on hold

P37 VMS standard (possibly including P35/6) - on hold – Project leader Dave Rendall

This project is on hold

Keep left disc

The CoPTTM Edit team made a submission to the TCD Advisory Group proposing a 400mm size RD6L on urban roads (under 75km/h).

The TCD rule allows a 400 mm (urban), 600 mm (rural) disc for RD6 signs.

Reply from Richard Bean - TCD Advisory Committee

The request to use the 400mm RD6L single disc for speed limits less than 80 km/h, instead of the 600 mm disc, was not agreed to. The preference of the Steering Group was to use the RD6L twin 300mm discs.



Ballasted cone as a stand

The CoPTTM Edit team put a submission to the TCD Advisory Group proposing that cones be used as a stand for RD6 signs.

It was felt that this approach could be extended to include the PN11 No Stopping and smaller size pedestrian signs



Reply from Richard Bean - TCD Advisory Committee

The use of a ballasted cone to mount the discs was not endorsed

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Apply again to the TCD Advisory Committee for permission to use a cone instead of a stand to hold the RD6L when a centre line of cones are installed 	Stuart Fraser	October 2018

STMS–NP wearing STMS vest when delegated control of shoulder closure

This will probably be overtaken by the competency requirements where CGG has requested that STMS-P be in charge of all sites (STMS-NP no longer allowed to control shoulder closures and Capital projects)

Extract from CGG minutes re L2/3 roads

It was decided that all TTM at worksites on level 2 and level 3 (including shoulders) must be under the control of an STMS warranted for that level of road – level 2 or level 3 (ie in current terms, a L2/3 STMS must be in control of TTM on a shoulder and not an STMS-NP as is currently allowed)

This ruling also applies to capital projects where each worksite must be controlled by an STMS warranted for the level of the road

Exceptions to this requirement may be dealt with by an EED or risk assessment which is signed off by the RCA

2LS road designation

A review of the 2LS road designation is now overdue. It was recommended that the 2LS designation be decided as part of the Austroads harmonisation. This would mean that the 2LS Technical Note would remain on the CoPTTM pages of the NZTA website and still be applied by RCAs.

The wording in the technical note would not be transferred into the full CoPTTM until the Austroad recommendations for road designations are finalised. If Austroads does not adopt the 2LS road designation, then we could reconsider how NZ has applied this level of road.

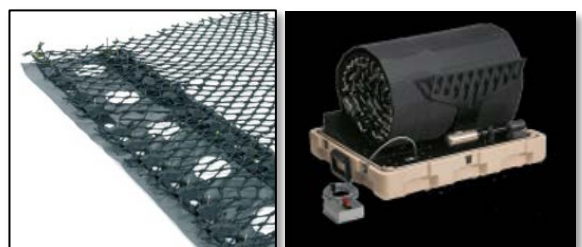
AMA XNet trials

XNet has been approved for possible inclusion in CoPTTM.

Trials have shown an 80% reduction in breaches.

It will not be suitable for use at all sites with key requirements being:

- Road spike signage and cones in front of XNet
- Must cover the entire road or carriageway
- Large radius curves
 - Deployed by trained staff to manufacture's requirements



Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> • Once approved, add the AMA XNet to CoPTTM Section I-19: Register of TTM equipment approved for use on NZ roading network 	Tony Stella	September 2018

Stuart's retirement and where to from here



A date has been set for Stuart's retirement – 14 January 2019.

The position will be advertised by NZTA.

Neil Greaves will be acting for Stuart when he is overseas and once he retires until a permanent appointment is made.

Fergus thanked Stuart on behalf of the industry for his dedication and passion to his role and for the positive changes he has influenced through the CoPTTM towards road safety.

Prioritising projects July 2018 to June 2019

Set out below are the current CGG priority projects.

Existing priority projects:

1.	Clean up of CoPTTM inconsistencies	Stuart Fraser
2.	Managing delays on the network (this may break into several sub projects)	Simon Harty
3.	Review traffic signal requirement to include 3-way and 4-way portable traffic signals	Stuart Fraser
4.	Worksite clutter/excess TTM	Fergus Tate
5.	Effectiveness of electronic speed signs	Ray Edwards
6.	Implementation of Training and Competency model	Stuart Fraser
7.	Future proofing CoPTTM	Simon Harty
8.	Complete review of pedestrian, cyclists, bus stops/routes and parking management	Neil Greaves
9.	<i>Use of ITS for TTM - on hold</i>	<i>Dave Rendall</i>
10.	<i>P37 VMS standard (possibly including P35/6) - on hold</i>	<i>Dave Rendall</i>

Listed below are other projects that have previously been identified by CGG but are not currently CGG priority projects.

Other projects from previous lists:	
11.	Complete review of requirements for riding on the back of a work vehicle
12.	Delivery/uplift of goods/materials/furniture and buildings
13.	TTM for crash and vehicle recovery
14.	Review of TMP form
15.	TTM for Stock Control Officers
16.	Guidelines for mowing and gardening activities

The CGG members identified the following projects to add to the list of projects to be prioritised to establish the CGG priority projects for the 2018 to 2019 financial year.

New projects to consider:	
17.	Review of qualifications for work off the carriageway
18.	Heavy Haulage requirements
19.	Guidelines for positive traffic management

CGG priority projects for 2018 to 2019 financial year

After a prioritising exercise the following projects were selected as CGG priority projects for the 2018 to 2019 financial year.

CGG priority projects for 2018 to 2019 financial year:	Project leaders
Implementation of Training and Competency model	Stuart Fraser
Worksite clutter/excess TTM	Fergus Tate
Complete review of pedestrian, cyclists, bus stops/routes and parking management	Neil Greaves
Future proofing CoPTTM	Simon Harty
Review of TMP form	Neil Greaves with assistance from George Boyd and Tom Kiddle
Review traffic signal requirement to include 3-way and 4-way portable traffic signals	Stuart Fraser
Complete review of requirements for riding on the back of a work vehicle	Fergus Tate with assistance from Bruce Goodall
Managing delays on the network (this may break into several sub projects)	Simon Harty

David Arrowsmith offered to continue work on the **Use of ITS for TTM** project (which has been on hold and now is no longer a CGG priority project). David's offer was accepted.

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Project leaders to develop project plan for their projects 	Project leaders	18 October 2018
<ul style="list-style-type: none"> Plans to be agreed at next CGG meeting 	CGG	30 October 2018
<ul style="list-style-type: none"> Once approved by CGG, put project plans on the website 	Tony Stella	

General business items

Traffic management diagrams (TMDs) for Road marking at intersection		
<p>Bruce Goodall presented 2 TMDs showing options for TTM at intersections where road marking is being undertaken</p> <p>The CGG members provided feedback on the options presented and Bruce will amend the TMDs as discussed and take them back to the New Zealand Road Markers Federation for further discussion.</p>		
Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Amend TMD and discuss with New Zealand Road Markers Federation 	Bruce Goodall	October 2018
<ul style="list-style-type: none"> Revise the Road marking TMPs 	Bruce Goodall	December 2018

TMA and Light Arrow proposal		
<p>Stuart Fraser presented a discussion document covering:</p> <ul style="list-style-type: none"> The proposed implementation of the MASH standard in New Zealand for Truck Mounted Attenuators Notice of a change to the standard for the Light Arrow System This discussion document is attached to the CGG meeting minutes as Appendix 1 		
Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Add to the website in the documents under discussion section 	Tony Stella	July 2018
<ul style="list-style-type: none"> Civil Contractors to make members aware of the potential changes: <ul style="list-style-type: none"> The proposed implementation of the MASH standard in New Zealand for Truck Mounted Attenuators Notice of a change to the standard for the Light Arrow System 	Stacy Goldsworthy	July 2018
<ul style="list-style-type: none"> Feedback on the discussion document to be sent to Stuart Fraser by 20 October 2018 	Interested parties	20 October 2018

Storage of TTM not in use

Stuart Fraser reported on some recent issues at worksites involving storage of TTM that is not in use at the worksite.



CGG were asked to remind the people in their networks about the requirements for storage of TTM not in use at a worksite.

C11.2.8 Redundant TTM equipment

All redundant TTM equipment must be removed from the site or placed in a safe secure location.

Redundant equipment is defined as that TTM equipment not in current use for TTM. This includes TTM equipment not required when the site is left unattended.

Redundant TTM signs, sign supports, sign bases and delineators, may be stored on site provided that:

- the equipment does not remain on-site and unused for a period greater than 48 hours
- the equipment is stored in a safe location where it will not pose a hazard to any person or property
- STMS's identify and appropriately manage the site specific hazards as they apply to this matter
- the equipment must not be stored or placed on an open footpath or cycle way
- the equipment must be stored at least 5m from edge line where no footpath exists or, where one exists, in the back berm area (ie between footpath and boundary)

Redundant TTM equipment must not be left standing nor deployed.

Issue of minutes of meeting and date for Next CGG meeting

Draft minutes of the meeting will be sent out by 17 July 2018.

The next meeting of CGG is suggested for 30 October 2018.

A meeting invite will be issued shortly for this date.

Actions list

Actions for CGG members

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> CGG to comment on the endorsement of the revised Training and Competency model <p>Note: NZTA may either add CGG endorsement of the model to the agenda for the next CGG meeting or seek comment via email from CGG members</p>	CGG	October 2018
<ul style="list-style-type: none"> Submit proposed Training and Competency model to NZTA for approval 	CGG	November 2018
<ul style="list-style-type: none"> Plans for CGG priority projects to be agreed at next CGG meeting 	CGG	30 October 2018

Actions for Fergus Tate

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Draft a brief for the research for project Worksite clutter/excess TTM and circulate to CGG for comment 	Fergus Tate	October 2018
<ul style="list-style-type: none"> Include the Effectiveness of electronic speed signs in the Speed Management Project being completed by Opus 	Fergus Tate	31 October 2018
<ul style="list-style-type: none"> NZTA will consult with the industry before making a decision on harmonisation with Austroads 	Fergus Tate	
<ul style="list-style-type: none"> Send changes to the Training and Competency model to Austroads for their consideration 	Fergus Tate	Once changes have been approved by NZTA
<ul style="list-style-type: none"> Speak to RCA Forum about issues with tender documents 	Fergus Tate and Civil Contractors	

Actions for Stuart Fraser

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Work with the NZTA contracts people to amend tender documents to include the level(s) of road and proposed TTM approach 	Stuart Fraser	December 2018
<ul style="list-style-type: none"> Develop standards for the operation of 3 way and 4 way portable traffic signals 	Stuart Fraser	December 2018
<ul style="list-style-type: none"> Re apply to the TCD Advisory Committee for endorsement to use a cone instead of a stand to hold the RD6L when a centre line of cones are installed 	Stuart Fraser	October 2018

Actions for Neil Greaves and Andrea Williamson

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Draft terms of reference for the review of the Training and Competency model. TOR for the review to include CGG recommendations on: <ul style="list-style-type: none"> Civil Contractors to be consulted on the standards to be set for each competence assessment The ability for TCs to pull down sites Assessment/verification approach for all STMS levels Learning blocks and requirement relating to speed for the verification STMS Refreshers 	Neil Greaves and Andrea Williamson	

Actions for Neil Greaves

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Circulate TOR for review of Training and Competency model to CGG members for comment and signoff 	Neil Greaves	July 2018

Actions for Stacy Goldsworthy

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Civil Contractors to make their members aware of the potential changes: <ul style="list-style-type: none"> The proposed implementation of the MASH standard in New Zealand for Truck Mounted Attenuators Notice of a change to the standard for the Light Arrow System 	Stacy Goldsworthy	July 2018

Actions for Simon Harty

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Revise action plan for Managing delays on the network to align with other projects 	Simon Harty	31 October 2018

Actions for Bruce Goodall

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Amend TMDs and discuss with New Zealand Road Markers Federation 	Bruce Goodall	October 2018
<ul style="list-style-type: none"> Revise the Road marking TMPs for inclusion in CoPTTM Section I 	Bruce Goodall	December 2018

Actions for leaders of CGG priority projects

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Project leaders to develop project plan for their projects 	Project leaders	18 October 2018

Actions for Tony Stella

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Add Future proofing CoPTTM to the agenda for the next CGG meeting (allow up to 6 hours for this topic) 	Tony Stella	27 July 2018
<ul style="list-style-type: none"> Once approved, add the AMA XNet to CoPTTM Section I-19: Register of TTM equipment approved for use on NZ roading network 	Tony Stella	September 2018
<ul style="list-style-type: none"> Once approved by CGG, put project plans on the website 	Tony Stella	31 October 2018
<ul style="list-style-type: none"> Add the Discussion document covering proposed implementation of the MASH standard in New Zealand for Truck Mounted Attenuators and notice of a change to the standard for the Light Arrow System to the website 	Tony Stella	July 2018
<ul style="list-style-type: none"> Make wording edits suggested by CGG to the proposed CoPTTM changes relating to pedestrians, cyclists and parking 	Tony Stella	20 July 2018
<ul style="list-style-type: none"> Shift the Clean-up of CoPTTM inconsistencies to a business as usual task (Remove from projects list and remove priority project action plan from website) 	Tony Stella	30 July 2018

Actions for Training and Competency working party

Actions agreed	Person responsible	Timeframe
<ul style="list-style-type: none"> Working party to reconsider the items identified by CGG and make amendments to the Training and Competency model as appropriate Note: NZTA may either reconvene the working party or seek comment via email from the working party members 	Training and Competency Working party	30 September 2018

Appendix 1:

For Discussion

- 1. Proposed Process for the Implementation of the MASH Standard in New Zealand for Truck Mounted Attenuators (TMC)**
- 2. Notice of a Standard Change for the Lightarrow System**

Background

The world's vehicle fleet has changed since the development of the NCHRP 350 protocol in the 1970's. The larger vehicle size has meant that the 350 systems no longer fill the need and has led to the development of a new protocol known as MASH.

In 2009 (updated in 2016) the United States FHWA published the MASH protocol which has been applied by many countries including NZ, and most importantly the AUSTROADS board on the advice of AUSTROADS Board Safety Assessment Panel (ASBAP) has adopted this protocol. Please see the attached letter. The reference in the letter to "Part 2 products" refers to AS/NZS3845 Part 2:2017 which contains the performance requirements for TMAs to be submitted to the Austroad's Safety Barrier Assessment Panel (ASBAP) for consideration. The AUSTROADS Board has a target date of 2020, by which time they will have implemented the change.

Proposed Actions and Timelines for New Zealand

It is our expectation is that a supplier importing new hardware would now bring in MASH product to ensure they are future-proofed. As stated in the various transition documents, TMAs deployed on the NZ network will need to be MASH compliant systems by 31 December 2020.

There are a number of considerations:

- Currently NZ has a fleet of NCHRP 350 test level 2 TMA's, these will need to be phased out.
- The new support vehicles are heavier than those used for test level 2 systems, the support vehicle weight ranges from 7262kg to 10033kg.
- There are no MASH test level 2 TMAs available at present.
- New Zealand now has 110km permanent speed limits

A considered approach is to apply the following:

- Use MASH test level 3 TMA for all Level 2 and 3 roads with speed limits from 80 – 110 km/h by 31 December 2020
- Allow the use of the old NCHRP 350 test level 2 systems on level 2 roads with multiple lanes and speed limits of 60 and 70 km/h
- Introduce the (Rear underrun protection system (RUPS) as detailed in Part 2 AS/NZ 3845 2017, for shadow vehicles in the lower speed, one lane each way situations
- Phase out the individual 350 test level 2 systems as they become unserviceable and by a certain date, (31 December 2020 has been put forward for consideration).

Management of the Process

The process for listing will be similar to other MASH products. The approved TMA system types will be listed in NZTA M23 Appendix C. To this end, that process is underway and a draft has been produced, it will be available later this month.

The Lightarrow System

In 1997 the then Contractors Federation carried out a study tour and chose the Lightarrow system or Euroboard as it was called. Since that time technology has moved on and LEDs have been developed to give cheaper and better performance. It seems that at a time that the TMAs are to be replaced, it is appropriate to update our Lightarrow Systems.

It is proposed to adopt the relevant parts of the British and European standard BS/EN 12352. This will apply to the various xenon and strobe lights and also to other arrays. There will be the option to use the appropriate LED system. The systems are governed by ambient light sensors.



An Open Letter to Industry

Transition to *Manual for Assessing Safety Hardware (MASH)* guidelines

The purpose of this letter is to advise industry of an important change to the eligibility criteria for product submissions to the Austroads Safety Barrier Assessment Panel (the Panel).

Since its introduction in 1999, Australian/New Zealand Standard AS/NZS 3845 (the Standard) has utilised the National Cooperative Highway Research Program Report 350 (NCHRP 350) guidelines as the basis for testing protocols to assess safety barrier related hardware and devices.

Previously submissions to the Panel were based on NCHRP 350 in line with the Standard.

In 2017, Part 1:2015 and Part 2:2017 of the Standard recognised the introduction of the American Association of State Highway and Transportation Officials (AASHTO) *2009 Manual for Assessing Safety Hardware (MASH)* guidelines.

In an effort to encourage installation of MASH crash tested devices, and in line with the changes to the Standard, the Panel has updated its product submission criteria.

Effective immediately, all submissions received by the Panel must be in accordance with AASHTO's MASH guidelines or an equivalence rating to MASH in accordance with AS/NZS3845 Parts 1 and 2.

The Panel will transition the current suite of accepted road safety barrier systems and devices within the Australasian market to MASH guidelines in line with the following timeframes:

- 31 December 2018 Steel rail barriers and permanent concrete barriers
- 30 June 2019 Terminals
- 31 December 2019 Wire rope safety barriers and crash cushions
- 31 December 2020 Transitions, temporary barriers, Part 2 products

unless already done so by product proponents and submitted to the Panel for assessment.

Product proponents are advised that the Panel will not retest currently accepted products in line with the MASH guidelines as part of the re-rating process.

The Panel also notes that the Austroads Board has a target date of 2020 for implementation of Safe System. This proposed transition period compliments this overall Board objective and timeframe.

Stan Robb

**Chair
Austroads Safety Barrier Assessment Panel**

Dated 23 April 2018



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15 October 2012

To whom it may concern

Dear Sir/Madam

IMPLEMENTATION OF MASH-1 – SYSTEM PROMOTION

In September we wrote to industry confirming our intention to adopt the AASHTO Manual for Assessing Safety Hardware (MASH-1) as the nominal standard for road safety hardware systems installed on the State highway network from 1 November 2012.

Therefore, from that date, we ask that MASH-1 testing results be used as the primary performance criteria in promoting any road safety hardware system that has been tested to MASH-1 and subsequently accepted by the NZ Transport Agency.

This will assist the NZ Transport Agency to embed this change, in line with our Safer Journeys strategy and Safe System philosophy.

Please address any queries in relation to this notification to the undersigned.

Yours sincerely

A handwritten signature in black ink that reads 'Fergus Tate'.

Fergus Tate
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