Draft minutes of the CoPTTM Governance Group (CGG) meeting on 21 April 2016

Meeting details

Start	Finish	Venue
9.00am	4.20pm	NZTA National Office Board Room Chews Lane, Wellington

Meeting attendees

Person	Representing	Person	Representing
Fergus Tate	NZTA **(Chairperson)**	**Lynne Morton**	MWH
Stuart Fraser	NZTA	**Brett North**	WCC
Mike Darnell	Opus International Consultants	**Sean O'Neill**	Downer NZ
Ray Edwards	Higgins Contractors	**Dave Rendall**	Fulton Hogan and AMA
Alan Gardiner	HEB Construction	**Alan Stevens**	Civil Contractors NZ
Neil Greaves	CoPTTM trainers	**Andrea Williamson**	Fletcher Infrastructure
Tom Kiddle	Auckland Transport		

Meeting support

Tony Stella	Meeting support

Apologies

Darcy Prendergast	New Zealand Road Markers Federation
Matt Anderson	Transfield Services
George Boyd	GHD Hamilton
Doris Stroh	Beca
Martin McMullan	Zero Harm Manager NZTA
Angie Crafer	ACENZ Auckland Transport Group

Welcome

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

The Waterview Connection

Andrew Musgrave, Plant Operations & Maintenance Manager - Auckland Motorways provided a briefing on the Waterview Connection project which is nearing completion. Andrew's presentation focussed on the unique TTM features of the project and outlined how these were to be applied.

The CoPTTM Edit team will send to CGG the section I TMP and a proposed amendment to CoPTTM to allow use of overhead gantry signage instead of an AWVMS.

Approval of minutes from last meeting

- Minutes of the meeting of 26 August 2015 were adopted.

Actions required for projects and BAU tasks

The CoPTTM edit team reported on progress on the priority projects and BAU tasks

Level 2 low speed (2LS)	
Progress report	
- Discussion document has been issued to RCAs and selected contractors - The RCAs with 2LS type roads (AT and Hamilton) supported the proposal. Kapiti and Christchurch have also indicated support - AMA/Civil Contractors suggested that we just designate 2LS roads as L1 roads - AT wants these roads to be under the control of a L2/3 STMS Practicing - CGG generally supported the intent of the proposal provided the option for RCAs to require different sized signs at different times of the day was removed - Decision: Implement the 2LS proposal	
Actions	**Person responsible**
• Follow up when the One Network Road Classification will be finalised	Edit team
• Add a guideline to CoPTTM (and the TMP guidelines) that if a lane is closed and traffic is over 10,000vpd then delay calculations must be included in the TMP (higher the volume of traffic, the more comprehensive the delay calculations need to be)	Edit team
• Prepare a Technical Advice Note on the 2LS road designation by 31 May 2016 with an effective date of 1 August 2016	Edit team
• CGG to be sent a copy of the technical note before putting it online	Edit team
• Review the 2LS policy after one year of operation	Edit team

Workers riding on back of work vehicles

Progress report
- This project is ongoing   - A research study has been launched for this project with Opus Research (Bill Frith is leading this)   - Completion date: 30 June 2016

Actions	Person responsible
• Fergus to circulate research reports when completed	Fergus
• Consider having Bill Frith visit the October CGG meeting to present research results	Fergus

Advanced planning workshop for TMP designers, reviewers and approvers

Progress report
- Amendments have been made to the training material, following feedback from the attendees at the initial pilot   - Major changes were: - Now 2 days (previously 3)   - Focus now on TMP form   - How to use drawing tools to be offered as a separate follow up workshop   - The second pilot of this workshop is scheduled for late April 2016 in Auckland

Actions	Person responsible
• Send copy of ATMP procedure sheet (placemat) to CGG	Edit team
• Consider extending advance planning philosophies to the engineer and approver of tender documents	Edit team

Review traffic crashes at worksites / Develop a central reporting procedure for fatal and injury crashes at worksites and TMA strikes

Progress report

- Traffic crash reporting form has been developed and is in use. Minor amendments made to form after testing
- A publicity plan will be put in place for the use of this reporting mechanism
- CAS now has a code for **Worksite.** This will make it easier to search for information relating to worksites

Actions	Person responsible
• Amend send to field to read *Send to: **CoPTTM.Incident@nzta.govt.nz** as well as the RCA in charge of the network*	Edit team

• Put the CoPTTM incident report online in the following places:
  – In the CoPTTM pages as a stand-alone entry (easily accessible)
  – CoPTTM forms Section E
  – Mention in Section A contractor's responsibility / crashes
	Edit team

• Redo the presentation on crash stats from CAS with the updated information	Fergus
• Look at electronic reporting of crashes in the future	Edit team

Amend CoPTTM for changes to Health and Safety legislation

Progress report

- Summary of HSWA issued to CoPTTM trainers
- Also available on the NZTA website. Notification being issued to those people who have registered to receive HIP updates
- Legal opinion received on changes to CoPTTM
- Technical note drafted – has been sent for further legal clarification

Actions	Person responsible
• Upon receipt of the legal opinion amend technical note and put online	Edit team
• Review responsibilities for the RCA as a principal at next review of CoPTTM in December	Edit team

Review of audit procedures and audit consequences	
Progress report	
- AT trial of audit procedures is continuing - NZTA proposes promoting a methodology for RCAs to follow to help contractors improve audit results *Start point - NNC issued* - Contractor/principal advised in writing of worksite issues and asked to supply a list of actions to prevent reoccurrence of issues	
Actions	**Person responsible**
Approve extension of AT audit pilot until completion of review	Edit team
Form a working party to review AT audit procedures and develop a consistent approach for NNCs	Edit team

Undertake a Value for Money assessment of CoPTTM / Carry out review to ascertain whether sites with excess control devices create a hazard	
Progress report	
- This project is ongoing - A research study has been launched for this project with Opus Research - Completion date: 30 June 2016	
Actions	**Person responsible**
Ensure research covers TTM equipment on-site but not required	Fergus
Ensure training focuses on choice of TSLs and appropriateness of TTM equipment on site (if not required, take it down)	Edit team
Look at other options to highlight this issue	Edit team

Cyclists affected by worksites

Progress report

- Discussion document issued
  (to RCAs, cycling groups, Civil Contractors' Traffic Committee and CGG members)
- Once written feedback has been received and actioned, policies will be put online
- Any CoPTTM amendments included in the December 2016 update

Actions	Person responsible
• Add notes to cycle lane diagram that the workspace can be seperated from temporary cycle lane by either a barrier, safety fence or cone bars (at attended sites)	Edit team

Bus stops affected by worksites

Progress report

- Discussion document issued
  (to RCAs, bus companies, Civil Contractors' Traffic Committee and CGG members)
- Once written feedback has been received and actioned policies will be put online
- Any CoPTTM amendments included in the December 2016 update

Actions	Person responsible
• Revise bus stop policy for amendments and then add to section I as a guideline for RCAs and contractors	Edit team
• Add the following project to the proposed projects for 2016/17 year. Produce guidelines for restricted parking (include loading zones, taxi stands, bus lanes, diplomatic parking)	Edit team

Pedestrian temporary signage	
Progress report	
• A review of pedestrian temporary signage is still to be completed • We have received a CoPTTM Consult submission with recommendations on pedestrian signage and width of temporary footpaths • Propose these be included in the review of pedestrian signage	
Actions	**Person responsible**
• Look up pedestrian signage in the TCD rule and check if 400mm roundels are allowed for pedestrian guidance	Edit team
• Add the following project to the proposed projects for 2016/17 year. Pedestrian temporary paths, equipment and signage *Review the current provision for pedestrian temporary paths including smaller signs for footpaths, colour of signage, and width of temporary walkways. Also consider the use of safety zones and pedestrians crossing the road towards the temporary walkway. Include a specification for pedestrian ramps in section B Equipment including conditions for anti-slip surface*	Edit team

Division of responsibilities for working space and worksite	
Progress report	
• CoPTTM on-site record will be amended to separately identify the person in charge of the worksite TTM and the working space • Technical note will be placed online and notification issued	
Actions	**Person responsible**
• Amend onsite record and place technical note online for the change	Edit team

Competency assessments

Progress report

- There is a coroner's hearing which has just been completed and the preliminary notes indicate that there will be a recommendation about competency assessments
- The Civil Contractors' Traffic Committee are preparing a discussion paper on this topic
- A draft discussion paper has been prepared by NZTA outlining options for competency assessment
- Once these are all available we will produce a competency assessment policy

Actions	Person responsible
• Civil Contractors' Traffic Committee to complete their discussion paper and circulate to CGG by 31 May 2016	Civil Contractors
• NZTA to form a working party to review training and competence by 31 May 2016	Edit team
• Produce proposed outline for training/competence and circulate report by 31 September 2016, present to CGG on 6 October 2016	Edit team
• By December 2016: – Introduce a competence assessment prior to being assessed as qualified to undertake a charge role on level LV and level 1 roads. This would include either the TC or STMS roles	Edit team
• By December 2016: – Consult with the industry about reverting the TC qualification to being a minder of worksites rather than including the set-up and removal of TTM	Edit team

BAU Tasks

CoPTTM newsletter
Progress report
- Newsletter to be issued on a 6 monthly basis.   - A proposed format for the newsletter is: - Showcase an industry relevant project / development (e.g. Waterview tunnel project)   - Include a what's coming up column – projects and BAU tasks that NZTA are working on   - Invite letters to the editor with responses   - Conclude with possible future developments for the industry.   - The newsletter to be made available online with email notification to people who have registered to receive the HIP notifications.

Actions	Person responsible
• Talk to NZTA Communications about assistance with the 6 monthly newsletter	Edit team

Regional centres of excellence for trainers
Progress report
- COE underway in Wellington, Auckland *20 trainers attended Auckland COE meeting*   - Interest in Palmerston North, Dunedin and Napier   - Also launched a CoPTTM Trainer Group on Facebook   - Connecting trainers nationally

Actions	Person responsible
• Consider inviting local contractors along to attend these meetings as guests or presenters	Edit team

Moderation / Audit of trainers and assessors

Progress report

- NZTA has completed 9 moderations of trainers and assessors in the last 12-18 months
- The bar has been raised at the Train the Trainer workshops, 3 out of 7 were not passed for training and were given advice for future improvement
- At the trainer's refresher workshop, 3 existing trainers were limited to TC training
- NZTA is requiring trainers to have all participant's complete evaluation forms during each CoPTTM workshop
- Trainers are required to forward a minimum of 1 set of workshop evaluations over a 12-month period
- The date of the workshop is randomly selected by NZTA once registrations have been received
- A strike will be issued to any trainer who does not provide the requested evaluations

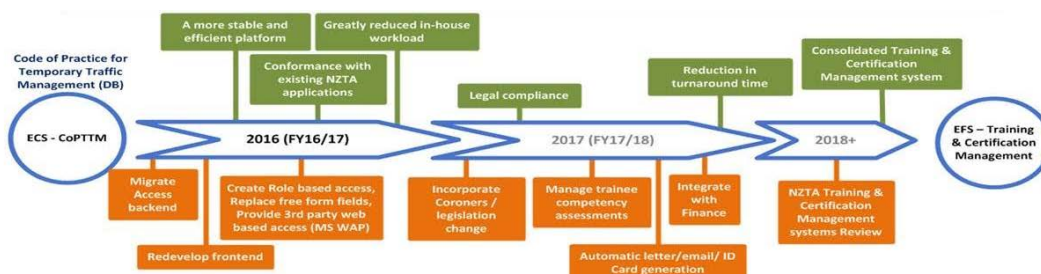| Actions	Person responsible
• Amend procedure to show that trainers must supply evaluations for every workshop and NZTA to identify at least 1 workshop for review each year but they have available a full year of evaluations to review if required	Edit team

Build an online registration product and migrate database

Progress report

- The specifications for this system have been developed
- NZTA IT staff favoured a provider that would not deliver the requirements of the specification
- We are now reviewing our specification in the light of some changes that have happened or are about to happen to the CoPTTM qualification system
- A provider has been identified and a broad roadmap developed

Actions	Person responsible
• Specifications will need to be revised to include changes to training and competencies as recommended by the Training and Competence Assessment Working Group	Edit team

Revise level 1 Events training material and complete revision of section I Events

Progress report

- The CoPTTM training material has been revised:
  - Developed a specialist TC Events workshop
  - Developed additional Events slides and exercises for the STMS workshop
- Section I-3 Events has been put online
- Email notification about to go out to people who have registered to receive the HIP notifications
- The EVENT supplementary plate can be locally approved for use on the network by the RCA

Actions	Person responsible
• No further action required	

Develop WCTL Refresher workshop

Progress report

- The name of this workshop has changed from Waste Collection Traffic Leader to Kerbside Collection Team Leader
- 3-hour workshop used as:
  - Initial workshop
  - 3-yearly refresher
- Now finalised - will be made available to CoPTTM trainers in April

Actions	Person responsible
• Make available to existing CoPTTM trainers	Edit team

No entry signage

Progress report

- Not yet actioned.

Actions	Person responsible
• Submit to signs group for decision	Edit team

Update website

Progress report

- Website set-out in the NZTA format (Fonts, colours, etc)
- Can change the way information is displayed
- We will be working with users to identify:
    - What information should be on site
    - How people move around the site
    - Quick access topics
    - How to make it easier to find the site?

Actions	Person responsible
• Update the maps on the website or remove them	Edit team
• Consult selected users to identify preferences	Edit team
• Work with NZTA Communications to redesign the website	Edit team

TMC workshops

Progress report

- 6 workshops have been completed
  (Napier, Hamilton, Dunedin, Auckland, Whangarei, Wellington).
- 2 more workshops are scheduled for this year
  (Whanganui and Nelson)

Actions	Person responsible
• Continue to invite contracting companies to attend these workshops	Edit team

Revise section I sample TMPs (road markers and Snow clearing)	
Progress report	
• The road markers are reviewing the diagrams attached to their sample TMPs • Once their proposed amendments are received, NZTA will work with them to agree a final set of revised sample TMPs • A review of the snow clearing sample plans is underway	
Actions	**Person responsible**
• Civil Contractors to follow up the revised sample TMPs and diagrams from: – Road markers – Contractors for snow clearing	Civil Contractors

Revise section J drawings	
Progress report	
• We believe this relates to the resolution of the diagrams currently on the website • We have completed a review of these JPEGs and they appear to be of sufficient resolution for copying and pasting into TMPs	
Actions	**Person responsible**
• No further action required	

Delete references to barrels in graphic and text of CoPTTM and section J	
Progress report	
• Not yet completed • References to barrels and old sign numbers will be removed in the December 2016 update to CoPTTM • Section J will not be reprinted until December 2017 • A technical note will be produced for any significant changes that impact L1 roads (eg HSWA)	
Actions	**Person responsible**
• Do not remove barrels at this stage as they are a best practice recommendation in overseas codes	Edit team
• Remove old sign numbers in the December 2016 update	Edit team

Review of requirements for single/ double RD6L/R	
Progress report	
• This has been raised with the TCD advisory committee	
Actions	**Person responsible**
• Alan Stevens to forward minutes from the TCD group showing approval for use of 300mm roundel for the RD6	Alan Stevens, Civil Contractors
• Investigate use of other cone mounted signs (eg no right turn opposite site access point)	Edit team

Include consideration of a conceptual master TMP in NZTA contracts documentation	
Progress report	
• Discussions have been held but no action at this stage	
Actions	**Person responsible**
• Continue discussions	Edit team

Review traffic signal requirement Investigate the temporary use of 3 or 4 way traffic signals	
Progress report	
• No action at this stage • Will consider when resources permit	
Actions	**Person responsible**
• Continue discussions	Edit team

Prioritised work programme for 2016/2017 financial year

Carry over the following priority 1 projects from the 2015/2016 financial year to the priority projects for 2016/2017 financial year

	Project / Task	Information about project	Project/BAU	Priority
1.	**Complete policy for low speed level 2 roads**	Finalise the policy and issue technical note	**Project**	1
2.	**Workers riding on the back of work vehicles**	Await research results and report to the next CGG meeting	**Project**	1
3.	**Advanced planning workshop for TMP designers, reviewers and approvers**	Complete 2nd pilot and then develop programme for ongoing courses	**Project**	1
4.	**Review traffic crashes at worksites**	Await research results and report to the next CGG meeting	**Project**	1
5.	**Develop a central reporting procedure for fatal and injury crashes at worksites and TMA strikes**	Add incident report to website	**Project**	1
6.	**Amend CoPTTM for changes to Health and Safety legislation / Review responsibilities for the RCA as a principal**	Await further legal opinion then issue technical note	**Project**	1
7.	**Review of audit procedures and consequences**	Review of Auckland Transport pilot audit form and identify changes to CoPTTM as required. To assist organisations to meet the requirements of the HSWA, consider extending our approach to non-conformances to include organisation notifications	**Project**	1

	Project / Task	Information about project	Project/BAU	Priority
8.	**Undertake a Value for Money assessment of CoPTTM** **(Potential research project)/carry out review to ascertain whether sites with excess control devices create a hazard**	Undertake an overall assessment of the effectiveness of CoPTTM in delivering Value for Money. Identify possible areas where better value for money may be able to be achieved Examine long term sites to determine whether a modified approach to creating better safety and direction can be accomplished Consider including technology	**Project**	1
9.	**Cyclists/Temporary bus stops**	Consider options on how to manage cyclists and temporary bus stops. Consider local guidelines for RCAs (including best practice options)	**Project**	1
10.	**Division of responsibilities for working space and worksite**	Management method to clearly indicate who is responsible for the working space and who is responsible for the worksite	**Project**	1

11.	**Competency assessments**	Consider developing competency assessments for:
		
		   – L2/3 STMS (ROPE and reassessment)
		   – All training including MTC training
		
		Consider use of existing or amended NZQA unit standards competency assessments
			Project	1*

The following priority 1 projects will be added to the priority list for 2016/2017

	Project / Task	Rationale	Project/BAU	Priority
1.	**Electronic signage**	Include the use of electronic signage in TMPs and on sites	**Project**	1
2.	**Revise delay calculations**	To provide a tool to coordinate journey management and TTM	**Project**	1
3.	**Temporary lane markings**	Temporary lane marking conflicts between road marking and TTM	**Project**	1
4.	**Pedestrian temporary paths, equipment and signage**	Review the current provision for pedestrian temporary paths including smaller signs for footpaths, colour of signage, width of temporary walkways. Include a specification for pedestrian ramps in section B (equipment) including conditions for anti-slip surface	**Project**	1

The following BAU tasks to be completed in the 2016/2017 financial year

	Project / Task	Rationale	Project/BAU
1.	**CoPTTM newsletter**	Published half yearly to inform people about TTM	**BAU**
2.	**Regional centres of excellence for trainers**	Continue roll out of centres of excellence to build capability and consistency in training delivery To be rolled out in Hamilton and Napier next	**BAU**
3.	**Moderation of trainers**	Complete reviews of trainer's delivery	**BAU**
4.	**Migration of database**	Build an online registration product. Delivery will be subject to testing to ensure the computer software meets government security standards Mount the second attempt to source suitable software and web management solutions	**BAU**
5.	**No entry signage**	Consider adding to CoPTTM with diagram (temporary partial road closure)	**BAU**

	Project / Task	Rationale	Project/BAU
6.	**Update website**	Upgrade website to make info more accessible and current	**BAU**
7.	**TMC workshops**	Continue regional rollout of the TMC workshops	**BAU**
8.	**Revise section I sample TMPs (road markers and Snow clearing)**	Revise the sample TMPs to set out in the new TMP form and make drawings clearer	**BAU**
9.	**Delete old sign references**	Delete old sign references in the December 2016 update of CoPTTM	**BAU**
10.	**Review of requirements for single/ double RD6L/R**	400mm diameter cone mounted sign	**BAU**
11.	**Revise NZTA contracts documentation**	**Note:** This is part of the Advanced Planner project	**BAU**
12.	**Review traffic signal requirement**	Investigate the temporary use of 3 or 4 way traffic signals	**BAU**

The following projects will be held for consideration as priority projects at the April 2017 meeting of CGG

	Project / Task	Rationale	Project/BAU	Priority
1.	**Combine delineation with safety fence**	Will lead to modification of dimensions in CoPTTM	**Project**	2
2.	**Guidelines for limited parking**	Including a review of loading zones, taxi stands, Diplomatic parking etc	**Project**	2
3.	**Clean up of CoPTTM inconsistencies**	Revise CoPTTM to remove inconsistencies and errors	**Project**	2
4.	**Use of drones at worksites**	Drones are increasingly being used at worksites as part of planning, audits and inspections. We need to establish what the CoPTTM requirements will be for their use	**Project**	3

General business

The following items of general business were discussed:

Item	Decision / actions
MTC trial of long yellow sleeves	• Await completion of trial by Fulton Hogan
TC Jacket	• Remove from CoPTTM • Issue technical note about this
Cross on back of garments	• Amend CoPTTM to allow the cross on the back of high visibility garments • Issue a technical note to include rationale for using the cross in working space and a reminder that any vests must have full hoops joining at the sides (ie going the whole way around)
WorkSafe inspector's jacket	• It appears that WorkSafe inspectors are required to wear a yellow/green high-visibility garment with patches on the back • Confirm with WorkSafe, their requirements for wearing high-visibility garments at worksites (not including the access to the workspace)
Electronic TMPs onsite	• Many companies are using electronic TMPs onsite • To be compliant they must be in a useable format • If the auditor/TMC has any doubt about the practicality of using the TMP on the electronic device, eg small phone, they should ask the qualified person on site to answer questions about the TMP • If the person can easily locate the information on the TMP then the device can be deemed to be of a usable size • If the person cannot easily locate the information, then the device can be deemed impractical for reading TMPs
Amber flashing beacon	• Issue Technical note about revised standard for the LED beacons • Mike Jacket to check US Standard and include if it fits
Pilot over dimension loads	• Discussion about manoeuvring heavy vehicles prior to transport of over dimension loads. Tom to report back to the next CGG meeting on results of discussion

Next CGG meetings

The next meetings of CGG were set down for 6 October 2016 and 20 April 2017.