Minutes of the CoPTTM Governance Group (CGG) meeting on 6 October 2016

Meeting details

Start	Finish	Venue
9.00am	2.30pm	NZTA National Office Board Room Chews Lane, Wellington

Meeting attendees

Person	Representing	Person	Representing
Fergus Tate	NZTA **(Chairperson)**	**Brett North**	WCC
Stuart Fraser	NZTA	**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	**Doris Stroh**	Beca
George Boyd	GHD Hamilton	**Andrew McLeod (replacing Lynne Morton)**	MWH
Matt Anderson	Transfield Services		

Meeting support

Tony Stella	Meeting support

Apologies

Jon Harper-Slade (for Martin McMullin)	Zero Harm Manager NZTA
Angie Crafer	ACENZ Auckland Transport Group
Darcy Prendergast	New Zealand Road Markers Federation
Mike Darnell	Opus International Consultants

Welcome

The meeting was opened by Fergus Tate who welcomed members and promised everyone a focused and well run meeting.

Mackays to Peka Peka Project

Roger Burra (NZTA Project Liaison) and Chris Harmer (Project Traffic Manager) presented on the Mackays to Peka Peka (M2PP) project which is nearing completion. The presentation provided a background to the project and the challenges faced complying with CoPTTM within a long-term project site.

Approval of minutes from last meeting

- Minutes of the meeting of 21 April 2016 were adopted.
- Other business items raised at the time were:

Item	Action / Decision
How CGG are represented to the industry	After general discussion the following decisions were made: *CoPTTM Consult* • Acknowledge CoPTTM Consult submissions when received • Progressively review CoPTTM Consult submissions • Minor CoPTTM Consult changes do not need to go to CGG • Major and borderline CoPTTM Consult changes to go to CGG progressively (by email) • Discuss any contentious CoPTTM Consult submissions at meetings (if required) *Working parties* • CGG to be sent minutes of working party meetings. NZTA to post this clarification to the CGG terms of reference on the website.
Trial on temporary orange line marking (Dave Rendall)	Discuss later under Other business
Make up of CGG (Brett North)	Discuss later under Other business

Actions required for projects and BAU tasks

Fergus Tate and the CoPTTM edit team reported on progress on the priority projects and BAU tasks.

Workers riding on the back of work vehicles	
Progress report	
The first report has been received from Opus Research. The report includes: • Extracts from US and Canadian best practice documents • An analysis of CAS records that show speed and cornering led to the 4 reported incidents involving workers on the back of trucks • A statement of the current NZ legal situation indicating that it is uncertain. The report will be posted to the website This project is ongoing.	
Actions	**Person responsible**
• Post Research report on the website	Edit team
• Write to Alan Stevens about falls from trucks policy	Fergus Tate
• Fergus to work with NZTA legal section to provide a clear statement on the legal position regarding riding on the back of work vehicles. Once this has been provided, then identify options for dealing with this issue	Fergus Tate
• Submit options back to CGG and discuss future actions	Fergus Tate

Undertake a Value for Money assessment of CoPTTM
Progress report
A research study has been completed by Opus Research for this project. A copy of the report will be made available online. This project is ongoing.   The research project covered 3 approaches: • Crash analysis   • International comparison   • Costs and benefit analysis.   **Crash analysis**   3 phases of TTM at roadworks operations were analysed: • **Phase 1:** While the site is being set up   • **Phase 2:** While the site is in operation   • **Phase 3:** While the site is being taken down.

Very few crashes occurred during set up and take down phases.

It was almost impossible to separate the impact of CoPTTM from the general trend.

There was a general downward trend in crashes as a whole both in terms of frequency and severity.

International comparison

The research compared the proportion of TTM fatal crashes with national crash picture for:

- UK
- Netherlands
- Sweden
- Denmark.

NZ was very comparable to these best performing countries.

Various roadworks related crash rates for New Zealand and four other countries

Country	Annual % all injury crashes related to roadworks	Annual % fatal crashes/fatalities related to roadworks	Annual roadworks injury crashes per million population	Annual fatal roadworks crashes per million population
New Zealand (SH)	1.8	1.1	15 (Av 2001-2015)	1.1 (Av 2001-2015)
New Zealand (Overall)	1.5 (Av 2001-2015)	1.4 (2001-2015)	29 (Av 2001-2015)	1.0 (Av 2001-2015)
Netherlands		2		1.1
United Kingdom	1.1 (2012)	Not available	22 (2012)	Not available
Sweden	2.4	1.1 2012 fatal crashes)	40	0.3 (2012) 0.8 (Predicted 2013)
Denmark	1.5% to 2.2% from 2001-2010	0.7 % to 2.6 % of all people killed from 2001-2010	18.4 based on crashes from 2001-2010 and 2005 population	Not available

Costs and benefit analysis

The report suggests a break-even point at a TTM cost of 10% of the maintenance budget and provides an encouragingly positive result for a TTM cost of 5% of the maintenance budget.

General discussion

Other options for increasing safety were also discussed by CGG (eg having a police presence at worksites, point to point policing of speed limits).

Actions	Person responsible
• Put report on the website	Edit team
• Form a working party to identify areas where TTM can be reduced or implemented more cost effectively without compromising safety • The following people were proposed as members of the working party: – Dave Rendall – Sean O'Neill – Matt Anderson – Andrea Williamson – Alan Gardiner – Dean Hurford	Fergus Tate

Level 2 low speed (2LS)

Progress report

The 2LS technical note was issued 3 June 2016 and became effective 1 August 2016.

A review of the policy is planned for July 2017.

Some members of CGG indicated that 2LS may not save money and may lead to confusion at tendering time.

Others members advised that they thought CTOC are no longer going to designate 2LS roads.

It was suggested that the 2LS changes are planned to be included in CoPTTM in the December 2016/January 2017 update.

It was agreed that changes relating to the One Network Road Classification (ONRC) that were included as part of the 2LS technical note should be made as planned but the changes as a result of 2LS should not be made until after the review of the 2LS policy in 2017.

In preparation for the review it was decided that NZTA would ask for feedback in April 2017 and consider that feedback in the review to be completed in July 2017.

Actions	Person responsible
• Amend CoPTTM to include the ONRC details from the 2LS technical note	Edit team
• Request feedback on 2LS in April 2017	Edit team
• Complete review of 2LS policy (July 2017)	Stuart Fraser

Advanced planning workshop for TMP designers, reviewers and approvers

Progress report

2 pilots of the workshop have been completed and the first workshop has been run.

The delivery team have received excellent feedback on the workshops that have been run so far.

To date the delivery team have not received any of the post workshop assignments from people who have attended the workshops.

General discussion

Some members of CGG noted that consent requirements can impact the buildability of a project.

Others noted that they have resources that may also be useful for use during the training.

Actions	Person responsible

• Post selected workshop resources to the website:
   – Procedure for developing a TMP
   – List of equipment requirements
	Edit team

• Forward copy of HEB's Project Manager requirements to NZTA as a resource to be used during the ATMP training	Alan Gardiner
• Amend the NZTA Construction manual to align to the procedure for developing a TMP	Edit team
• Consider changing requirements for the assessment after the workshop – discuss this during the training and competencies review	Edit team
• NZTA to review the frequency that the ATMP workshops are completed so that more can be delivered in a year. Consider expanding the delivery team	Stuart Fraser

Amend CoPTTM for changes to Health and Safety legislation

Progress report

The HSWA technical note was issued 3 June 2016 and became effective 1 July 2016.

Technical note will be included in CoPTTM in the December 2016/January 2017 update.

Actions	Person responsible
• Include information from the technical note in CoPTTM in the December 2016/January 2017 update	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 is available on the CoPTTM pages of the NZTA website and is in use. A publicity plan will be put in place for the use of this reporting mechanism.

On average 335 roadworks related crashes per year - majority are non-injury.

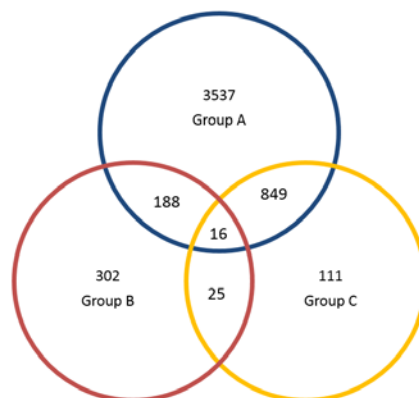Fergus introduced some of the stats on crashes at worksites.

There is no unique code in CAS for crashes at worksites.
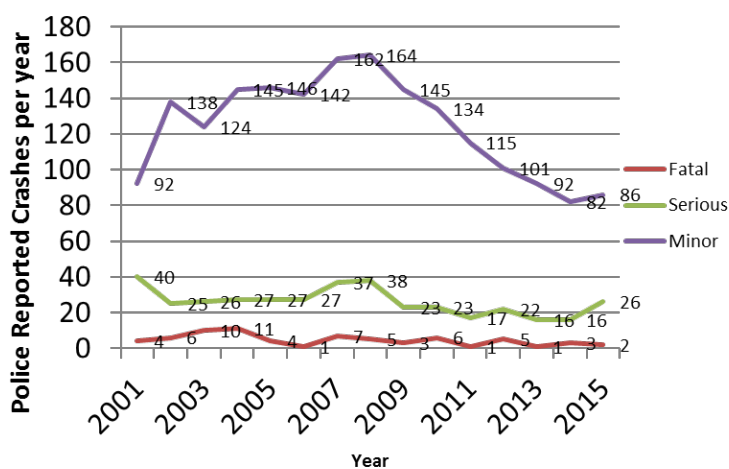
A Factor code identifies roadworks

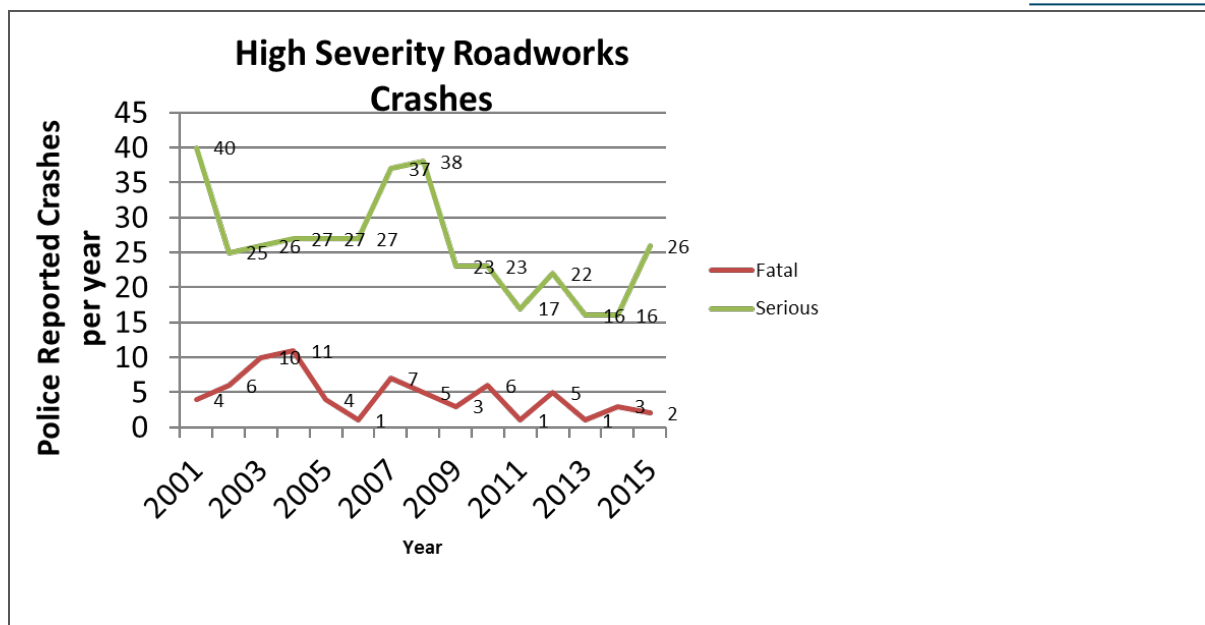**B** Movement code identifies road worker's vehicle

C Too fast for temporary speed limit

Just over half non-injury

Injury Roadworks Crashes

High Severity Roadworks Crashes

Police Reported Crashes per year vs Year

Fatal values: 4, 6, 10, 11, 4, 1, 7, 5, 3, 6, 1, 5, 1, 3, 2

Serious values: 40, 25, 26, 27, 27, 27, 37, 38, 23, 23, 17, 22, 16, 16, 26

Years: 2001, 2003, 2005, 2007, 2009, 2011, 2013, 2015

There were 82 "pedestrian" crashes at TTM sites - 47 were road workers.

Roadworks Phase	Installing equipment	During roadworks	Retrieving equipment	Not Sure
Fatal crashes	0	0	0	0
Serious crashes	0	15	0	0
Minor crash numbers	0	21	0	3
Non-injury crashes	2	6	0	0

Of the 43 not involving road workers, 29 were not road work related (6 involved walking on carriageway)

Actions	Person responsible
• include revised information to the CoPTTM training material	Edit team

Audit

Progress report

Working party members are:

- Stuart Fraser (NZTA)
- Tom Kiddle (AT)
- Darren Varcoe (Capital Journeys)
- Chris Parnell (Marlborough Roads)
- Neil Greaves (CoPTTM Edit team)

The working party met on 31 August 2016. They were very impressed with work AT have undertaken in developing and trialling revised audit.

AT offered to share their audit material with NZTA.

The working party recommends replacing the existing full audit form with a modified version of the AT audit form.

Site Condition Rating (SCR) form can be completed electronically or in paper.

If an RCA is using the electronic form, other electronic tools can be integrated into the spreadsheets if required. For example:

- Partial completion of NNC
- Adding SCR to database.

Note: RCAs will need to undertake some development work to make these additional tools operational.

New audit form assesses the same items as the existing CoPTTM full audit

Some are in different categories.

For example, in the existing full audit there is an item:

Poor surface condition	30 for each occasion

In the prosed audit, surface condition is still assessed but as 2 separate items.

Marginal surface condition (carriageway only)	15
Unacceptable surface condition (peds, cyclists or carriageway)	30

There are also some new items in the proposed audit. For example, **Missing controller** covers missing MTC, Footpath Controller or Spotter where they are required.

Missing controller	20

Introduction of an **unacceptable** rating for repeating low risk errors. A risk assessment is completed to determine if the site is dangerous.

If the proposed audit is adopted, then existing auditors will need some extra training.

The working party is developing a list of RCA strategies to encourage compliance with CoPTTM.

General discussion

It is important that the paper form and the electronic form are the same – one form

Delineation falling over needs to be covered – Tom Kiddle advised that this is addressed under the item **Delineation not effective**

AT acknowledged all those involved in the development of the revised audit, especially ATMA.

Feedback AT had received was that the heading of the draft **Potential RCA strategies to improve CoPTTM compliance** document should be changed to **Improving safe and efficient TTM.**

The overall AT experience has been positive. It is more about how the audit is completed rather than the form that is used.

Recommendation from CGG

CGG recommended that NZTA replace the existing full audit form with a modified version of the AT audit form.

Actions	Person responsible
• Proceed with replacing the existing full audit form with a modified version of the AT audit form. Amend CoPTTM and CoPTTM training material	Edit team
• Brief existing auditors	Edit team
• One of the successes in the AT trial was working with the contractors and promoting CoPTTM compliance. Ensure RCAs apply strategies to build a culture of compliance on their network	Edit team
• Amend heading of the draft **Potential RCA strategies to improve CoPTTM compliance** document to **Improving safe and efficient TTM**	Edit team

Pedestrians / Cyclists / Parking

Progress report

The edit team have so far:

- Issued guidelines for cyclists impacted by worksites
- Issued guidelines for temporary relocation of bus stops.

A working party meeting is scheduled on the 27 October to review CoPTTM requirements (including signage) for pedestrians, cyclists and parking.

Any CoPTTM amendments will be included in the December/January update.

It was mentioned that getting the pedestrian, cyclist and parking amendments ready for the December/January update of CoPTTM was ambitious, but it was agreed it was worth pursuing.

Proposed members of working party

Steven Haughin	Submitter of Fletcher/SCIRT proposal for amending pedestrian requirements to better cater with differently abled pedestrians
Tom Kiddle	AT representative for project
Brett North	WCC representative who proposed amendments to footpath requirements and raised issues about restricted parking (eg diplomatic parking)
Simon Hodges	CTOC representative who has suggested changes to cyclist requirements
Neil Greaves	Chairperson - Representing Edit Team/trainers
Ben Burrows	Liveable Streets and Higgins
Andrew McLeod	MWH and reviewer of Island Bay cycle lane for WCC
Nick Lamb	Downers

Actions	Person responsible
- Invite proposed people to become members of the working party	Edit team
- Working to meet on 27 October 2016 to review material and identify changes	Working party
- Document proposed changes to CoPTTM	Edit team
- Update CoPTTM and amend training material	Edit team

Competency assessments

Progress report

The Civil Contractors' Traffic Committee have submitted a discussion paper on training and competencies.

NZTA has developed terms of reference for a working party to review the existing training programmes and develop competency assessments.

Opus Research will complete a literature search for TTM training and competencies.

Proposed process

Finalise TOR - *Working party to finalise TOR and timetable*

Draft model - *Draft model developed by working party (with assistance from independent* consultant)

Consult - *Consultant to consult with representatives from different sectors of industry*

Present to CGG - *Amended model presented to CGG*

Proposed members

CGG proposed some potential members of the working party.

Other nominations to be forwarded to Tony Stella by 23 October 2016.

Tony's email is: tony@stellaassociates.co.nz

Peter Graham	TTM Contractor/employer and trainer - Dunedin
Dave Tilton	TTM Contractor/employer/trainer and TTM Planner - Auckland
Chris Harmer	Safety manager McKay's to Peka Peka Project - Wellington
Doris Stroh	BECA - Auckland
Steven Haughin	Traffic manager Fletchers – Christchurch
James Scully	AMA TTM Department Manager (employed by FH)
Geoff Hore	FH Canterbury
Ben Isdale	National Training Manager at Evolution Road Services
Neil Greaves	TTM Trainer Wellington
Stuart Fraser	Chairperson

| Actions	Person responsible	Date

• Amend action plan in the TOR to show:
  – Appoint members of the working party
  – Working party finalises the TOR. Report draft TOR to CGG
  – Researcher to contact CGG members asking for information about overseas training and competency models
	Edit team	Completed

• Confirm members of the working party	NZTA	November 2016
• Literature search for TTM training and competencies (researcher to contact CGG members asking for information about overseas training and competency models)	Opus Research	January 2017

• Working party meeting to:
  – Revise TOR and action plan
  – Review material
  – Develop draft model for training and competencies
	Working party and consultant	February 2017

• Complete consultation on the draft training and competency model	Consultant	April 2017
• Report results of consultation to working party	Consultant / Working party	May 2017
• Amend the model and represent to the working party as necessary	Consultant	June 2017
• Present model to CGG	Working party	September 2017
• Prepare new training material and competency assessments	NZTA/Consultant	November 2017
• Brief the trainers on the new training material and competence assessments	NZTA	Jan / Feb 2018
• Brief industry about revised training and competency assessment	NZTA/Working party	Jan / Feb 2018
• Utilise the revised training material and competency assessment	Industry	Ongoing from March 2018

BAU Tasks

CoPTTM Consult
Progress report

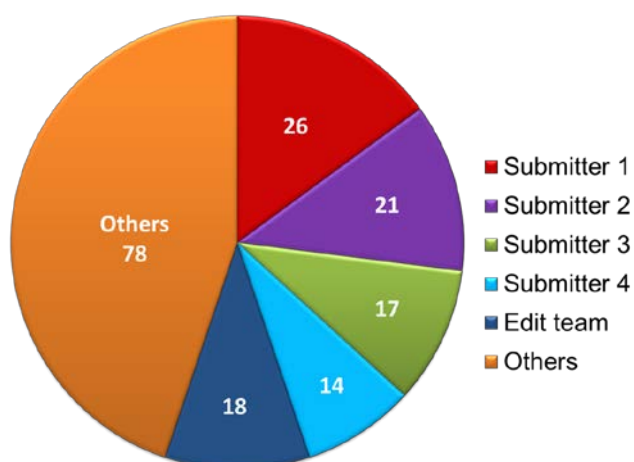A total of 174 CoPTTM Consult submissions were received:

- 62 Policy changes
- 112 minor changes.
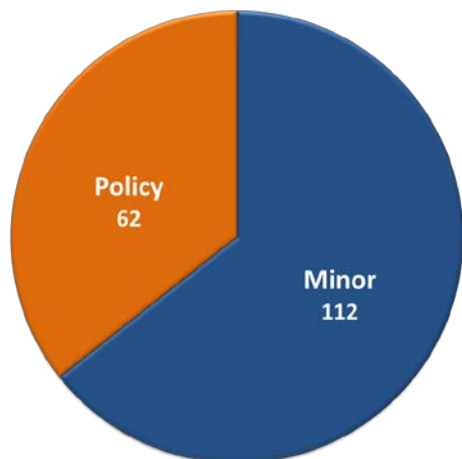
4 submitters/groups proposed 78 changes.

The other submitters proposed 78 changes.

In addition to these the Edit team proposed 18 changes.

Decisions on the submissions have been made and submitters notified.

A link has been provided to CGG so they can review all of the CoPTTM Consult submissions.

Changes will be included in the December 2016/January 2017 update of CoPTTM.

In future, the Edit team will post the submissions and decisions (minus identifying information of the submitter) online progressively.

Actions	Person responsible
Edit team to: • Acknowledge CoPTTM Consult submissions when received • Progressively review CoPTTM Consult submissions • Do not refer to CGG the minor CoPTTM Consult changes • Refer to CGG (progressively by email) any major and borderline CoPTTM Consult changes • Discuss any contentious CoPTTM Consult submissions at meetings (if required)	Edit team
• Post online the clarification to CGG TOR above	Edit team

CoPTTM newsletter

Progress report

The CoPTTM database of people wanting to be notified of CoPTTM changes and website updates was merged with the HIP notification list.

The HIP notification process can only be used for the issue of technical advice notes (TANs).

Currently we do not have the ability to issue a newsletter to interested people.

We are now trying to recreate our own mail out list.

Once we have created this list we will work towards the newsletter.

Actions	Person responsible
• Continue efforts to recreate our own mail out list	Edit team
• Issue CoPTTM newsletter once mail out list established	Edit team

TMP for Waterview Tunnel

Progress report

Final version of the standard TMP is now online in section I.

Andrew Musgrave (Plant Operations & Maintenance Manager - Auckland Motorways) has been advised.

Actions	Person responsible
• No further action required	

Regional centres of excellence for trainers	
Progress report	
COEs underway in Wellington, Auckland, Hamilton Launch COEs in Palmerston North, Dunedin and Napier early 2017	
Actions	**Person responsible**
• Launch COEs in Palmerston North, Dunedin and Napier early 2017	Edit team

Moderation / Audit of trainers and assessors	
Progress report	
NZTA has completed 5 moderations of trainers in the last 6 months. NZTA has requested evaluation forms from all trainers for all workshops (Effective 1 January 2017 – some trainers are already supplying these). Kim to file with course set of registration forms. A random selection of the evaluations will be checked every 2 months. Any issues discussed with the trainer.	
Actions	**Person responsible**
• Continue to complete moderations as required	Edit team and selected moderators
• Review evaluations every 2 months	Edit team

Build an online registration product and migrate database	
Progress report	
We now have a business analyst (BA) for this project. An architect has been appointed and met twice with Stuart, Kim and Chris Shaw (developer of the current database). At this stage the design should be able to accommodate changes that may be instituted as a result of the Training and competencies project.	
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	NZTA

KCTL Train the Trainer workshop	
Progress report	
Revised KCTL workshop issued to CoPTTM trainers. Develop a KCTL TTT workshop. Train industry trainers who will train company trainers to deliver the KCTL workshop.	
Actions	**Person responsible**
• Develop a KCTL TTT workshop	Edit team

Submission to TCD advisory group for new signs and changes to existing signs	
Progress report	
Submissions will be made to the TCD Advisory Group after the Pedestrians/cyclists and parking working party has met.	
Actions	**Person responsible**
• Submit to TCD Advisory Group any new signs not related to the review of requirements for pedestrians, cyclists and parking	Edit team
• After the working party has met to review requirements for pedestrians, cyclists and parking, submit any new or amended signs to TCD Advisory Group	Edit team

Develop guidelines for stock control

Progress report

Stock control officers are put at risk when removing stray animals from roads.

Add guidelines for Stock Control to section I.

Actions	Person responsible
• Develop guidelines for Stock Control and add to section I	Edit team

Delivery / uplift of goods / materials / furniture and buildings

Progress report

In the last 6 months, 3 RCAs and 2 firms have asked for guidelines.

Large vehicles and supporting plant frequently unload from the road - this poses a danger to traffic and pedestrians.

This activity has become a safety issue in urban areas - there needs to be a national discussion on this issue.

Develop guidelines for section I.

Actions	Person responsible
• Develop guidelines for Delivery / uplift of goods / materials / furniture and buildings and add to section I	Edit team

Definition of adequate light for MTC night-time work

Progress report

Mike Jackett to search a standard for overhead lighting suitable for MTC.

Standard to cover:

- type of light
- optimum height for light source.

Include an extra section in both the TC and STMS workshops.

Actions	Person responsible
• Dave Rendall to forward Fulton Hogan guidelines for lighting to be used when MTC operate at night	Dave Rendall
• Develop MTC lighting standard	Mike Jackett
• Simplify portable traffic signal requirements	Edit team

TMC workshops
Progress report
3 workshops completed since last CGG meeting (9 in total).
4 workshops scheduled for 2017 (Rotorua, New Plymouth, West Coast, and Invercargill).

Actions	Person responsible
• Run TMC workshops in Rotorua, New Plymouth, West Coast, and Invercargill	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.
We would like a volunteer to review the revised TMPs

Actions	Person responsible
• Sean O'Neill to contact Darcy Prendergast to follow up the revised Road marker's sample TMPs and diagrams	Sean O'Neill
• Follow-up with Murray West from Downers to review the revised TMPs for snow clearing	Edit team

Include consideration of a conceptual master TMP in NZTA contracts documentation
Progress report
Develop a TMP aide memoire for use with construction projects.
Work scheduled for 2017.

Actions	Person responsible
• Develop a TMP aide memoire for use with construction projects	Edit team

MTC trial of long yellow sleeves

Progress report

Thanks to Jeff Kaye and his Fulton Hogan team for completing the trial.

Trial indicates a slight improvement in visibility of the MTC to road users.

A well set out MTC sites still remains the most important factor in the safety of MTC operations.

CGG Recommendation

Adopt yellow sleeves for MTC as an option – not as a mandatory requirement.

Actions	Person responsible
• Develop standard for the yellow sleeves for MTC	Alan Parker
• CoPTTM to be amended in December/January update to allow optional use of yellow sleeves for MTC.	Edit team

Road closure and adjoining routes policy

Progress report

His is all about giving a better deal to our customers (the road users).

CGG requested that the Edit team add information to section C1 that a road closure or partial road closure may have more benefits than negatives for road users, RCAs and contractors.

Also include arrangements with other RCAs for detours (including advertising in advance).

Actions	Person responsible
• CGG to prepare a paper for discussion	Ray Edwards
• Complete initial consultation (ask for interested parties, existing guidelines)	Edit team
• Draft guidelines	Edit team
• Send to interested parties for feedback	Edit team
• Finalise then put online	Edit team

Make up of CGG	
Progress report	
Received request from Brett North (WCC) to consider make-up of CGG. CGG discussed the make-up of the group.	
Actions	**Person responsible**
• Invite the NZUAG to nominate a person (eg a utility operator) to join CGG	Fergus Tate
• Approach the RCA forum to seek a nomination of a smaller RCA to be a member of CGG	Fergus Tate

Trial on temporary orange line marking	
Progress report	
The AMA completed an 18-month trail of temporary orange line markings. The trial concluded September 2015. A submission was made to the TCD Advisory Group recommending that the temporary orange line marking be adopted. This recommendation was declined as the beads embedded into the tape appeared to have a yellow tinge in certain lighting conditions. During discussion, it was also suggested that the temporary orange line marking be combined with raised pavement markers. It was also mentioned that there may be issues with stick-ability of some of the adhesives used. CGG considered that the orange lines had considerable merit in providing delineation and safety through work sites and agreed to work with TCD Advisory Group to resolve the issues.	
Actions	**Person responsible**
• Draft letter from CGG to the TCD Advisory Group asking them to reconsider their decision	Dave Rendall

Next CGG meeting

The next meeting of CGG was set down for 7 June 2017.