Minutes of the CoPTTM Governance Group (CGG) meeting 1 October 2014

Revised minutes of meeting 1 October 2014 – <mark>added additional project on page 5 highlighted in yellow</mark>

Meeting details

Start	Finish	Venue
9.00am	4.00pm	Cliftons, level 28, The Majestic Centre, 100 Willis Street, Wellington

Meeting attendees

Person	Representing	Person	Representing
Fergus Tate (Chairperson)	NZTA	**Dennis Henry**	SCIRT
Stuart Fraser	NZTA	**Tom Kiddle**	Auckland Transport
Matt Anderson	Transfield Services	**Lynne Morton**	MWH
George Boyd	GHD Hamilton	**Sean O'Neill**	Downer NZ
Gordon Brown	Leighton Contractors	**Darcy Prendergast**	New Zealand Road Markers Federation
Angie Crafer	ACENZ Auckland Transport Group	**Dave Rendall**	Fulton Hogan and AMA
Mike Darnell	Opus International Consultants	**Alan Stevens**	Civil Contractors NZ
Alan Gardiner	HEB Construction	**Andrea Williamson**	Fletcher Infrastructure
Neil Greaves	Trainers	**Tony Stella**	Meeting support

Apologies

Ray Edwards	**Martin McMullin** Zero Harm Manager NZTA
Doris Stroh	**Peter Dodge** Wellington City
Mike Moore from Road Markers Federation asked Darcy Prendergast to attend in his place	

Welcome

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

Decisions

The following decisions were made during the meeting:

- The terms of reference for the CGG were agreed as follows:

> **CoPTTM Governance Group terms of reference**
>
> Members of the CoPTTM Governance Group will provide industry oversight of the direction and procedures of CoPTTM.
>
> In particular the CoPTTM Governance Group will be responsible for:
>
> - Receiving and prioritising proposals for revisions and updates to CoPTTM
> - Developing and agreeing project briefs for undertaking specific research or updates of CoPTTM
> - Agreeing the project manager and associated teams to undertake the specific research or updates
> - Receiving the resulting project reports
> - Endorsing the changes to CoPTTM where appropriate.
>
> Each member:
>
> - Undertakes to ensure the material presented to the CoPTTM Governance Group is adequately considered and appropriately socialised with their respective organisation and the wider industry
> - Is mandated to speak on behalf of their respective organisation.
>
> It is expected that the CoPTTM Governance Group will have two face to face meetings per year. The New Zealand Transport Agency will cover the costs of the members travel to face to face meetings organised by the Transport Agency. Additional telephone conference calls may be required to discuss and agree specific project briefs.

- The CGG terms of reference will be posted to the CoPTTM website together with the Governance Group membership
- There will be regular communication amongst CGG members about decisions via meeting minutes. The minutes will record decisions at the meeting and any action points
- Each project will have a project brief signed off by the CGG
- Project status sheets will be regularly posted to the CoPTTM website so industry can be kept informed of the progress with projects and the outcome of each project
- The minutes of CGG meetings may also be posted to the website
- The upcoming projects were prioritised into the following categories:

    1. Projects to be commenced and preferably completed in the 2014/15 calendar year

    2. Projects to be considered for future action

    3. Projects where no action is to be taken at this stage

- The business as usual tasks to be completed in the 2014/15 calendar year were also identified.

    Refer to Appendix A for the prioritised work programme and business as usual tasks.

Action points

Action Points – Fergus Tate:

- Fergus to talk to the Police (Carey Griffiths) about having one point of contact with the road policing unit and to have them contributing to projects when required.

- Fergus to contact Robert Birse of WorkSafe NZ to ask for a legal comment on the liability of CGG members for any amendments made to CoPTTM

- Fergus to check whether roadworks crashes will be recorded in CAS

Action Points – Stuart Fraser:

- Stuart to publish prerequisites for trainers on the CoPTTM website

- Stuart to develop standard template for project briefs

- Stuart to check with Neil Greaves about network induction being required for STMS L2/3 and STMS NP for inspections on the live lane under 65km/h

- Investigate options for updating trainers on the new training packs as they become available

Action Points – CoPTTM edit team:

- Amend CoPTTM to make it clear that the STMS/TC in charge of the worksite must establish the actual area required for the safe completion of the operation (working space) in conjunction with the person conducting the activity

- At the next update, revise CoPTTM to include WorkSafe NZ terminology and references

- Consider revision of pedestrian signage (smaller sign size and allowing placement of directional signs on cones). Include in next update

- Amend the October 2014 update note as follows:

    - A6.4.3 amend pass rate to pass mark
    - Search all sections for TLS and amend to TSL
    - Amend C19.5.1 to add the words 'to be made'
    - Amend C12.3.2 to adjust the order of the options for leaving excavations so they align to the requirements of the Health and Safety in Employment Regulations 1995 (covered, fenced, or filled). Amend training material and TTM handbook as well
    - Amend CoPTTM to state minimum gap between shadow and work vehicle to be 15m for all speeds. Amend training material and TTM handbook as well
    - Consider other forms of identification for TC in addition to the TC vest (eg a hard hat with TC logo on it). If this can be completed in time, include in the October 2014 update.

Appendix A: Prioritised work programme for 2014/ 2015 calendar year

Projects for completion in the 2014/15 calendar year

	Project / Task	Rationale	Project/BAU	Priority	Potential project members
1.	Produce a policy for low speed level 2 roads	Develop a low speed level 2 layout distance table and guidelines for signs and vehicles. Include sign sizes for level 2 urban roads	**Project**	1	Sean, Tom, Dennis
2.	Workers riding on the back of work vehicles	Check legislation for workers riding on the back of work vehicles.	**Project**	1	Tom, George, Andrea, Darcy
3.	Advanced planning workshop for TMP designers, reviewers and approvers	Design will begin December 2014.	**Project**	1	Alan, Dave, George
4.	Review traffic crashes at worksites	The most recent study was the 5 year period 2008-2012	**Project**	1	Fergus, Matt, Andrea
5.	Develop a central reporting procedure for fatal and injury crashes at worksites and TMA strikes	For all networks SH and Local which will ensure that actual crashes are being reviewed for any necessary updates Consider including near misses as well Include a form in back of CoPTTM for recording near misses and crashes	**Project**	1	Dave, Dennis
6.	Principal and engineer responsibilities	Review responsibilities for the RCA as a principal. Define what each does	**Project**	1	Tom, Sean
7.	Moderation of trainers	Review of trainers	Project	1	Tom, George, Mike

Projects to be considered for future action

	Project / Task	Rationale	Project/BAU	Priority
1.	Review of audit consequences	Where a pattern of non-conformances emerge that show the culture of the principal or organisation is responsible the non-conformance should be levied on the principal or organisation. We have to choose some sanctions. This will be in keeping with the amended H&S legislation once it becomes available.	**Project**	2
2.	Replacement of barricade specification with a safety fence specification	Should lead to modification of dimensions in CoPTTM.	**Project**	2
3.	Carry out review to ascertain whether sites with excess control devices create a hazard	Examine long term sites to see whether better safety and direction can be accomplished Consider including technology Value for money	**Project**	2
4.	Undertake a Value for Money assessment of CoPTTM	Undertake an overall assessment of the effectiveness of CoPTTM in delivering Value for Money, taking into account: • It's role as a "Good Practice" industry Guideline in the context of Workplace Health and Safety; • It's effectiveness in terms of ensuring Workplace and Road user safety, Road User efficiency across the range of LV, L1, L2 and L3 roads; • The overall and relative cost of implementing CoPTTM. Identify possible areas where better value for money may be able to be achieved.	**Project**	2

	Project / Task	Rationale	Project/BAU	Priority
5.	Electronic signage	Use of electronic signage in TMP and on site	**Project**	2
6.	Cyclists	Consider options on how to handle cyclists. Consider local guidelines for RCAs (including best practice options)	**Project**	2
7.	Temporary bus stops	As above	**Project**	2
8.	Pedestrian temporary signage	Review the current signage and provisions	**Project**	2

Projects where no further action is to be taken at this stage

	Project / Task	Rationale	Project/BAU	Priority
1.	Rumble strips	Investigate more permanent options for rumble strips and performance	**Project**	3
2.	Review thresholds for transition from Level 1, 2 and 3	Align thresholds to the One-Network policy.	**Project**	3
3.	Workers qualification	See appropriate note Consider a new qualification that is renewed 3 yearly.	**Project**	3

Business as usual tasks to be completed in 2014/15 calendar year

	Project / Task	Rationale	Project/BAU	Priority	Potential project members
1.	CoPTTM conference	To be held July 2015.	BAU	Complete in 2014/15	Andrea
2.	CoPTTM newsletter	Published half yearly to keep people informed about TTM.	BAU	Complete in 2014/15	Tom
3.	Review of level 2 and 3 layout distance tables	We want to simplify the layout distance tables. The level 2 and 3 tables are almost identical and it appears that they can be combined into one table, however a separate level 2 low speed table will be required	BAU	Complete in 2014/15	
4.	Regional centres of excellence for trainers	Use collaboration to build capability and consistency in training delivery. Use the TMC workshop to enable groupings	BAU	Complete in 2014/15	Tom, George

	Project / Task	Rationale	Project/BAU	Priority	Potential project members
5.	Migration of database	Build an online registration product. Delivery will be subject to testing to ensure the computer software meets government security standards	BAU	Complete in 2014/15	
6.	Revise level 1 Events training material and place into new NZTA template	Currently the Events course is still in the old NZTA format. The course also needs to be revised to include the latest best practice in event management.	BAU	Complete in 2014/15	
7.	Develop WCTL Refresher course	We do not currently have a WCTL refresher. Some of the holders of this qualification will need to refresh in the coming year.	BAU	Complete in 2014/15	
8.	No entry signage	Consider adding to CoPTTM with diagram (temporary partial road closure)	BAU	Complete in 2014/15	
9.	Update website	Upgrade website to make info more accessible and current	BAU	Complete in 2014/15	