

Temporary traffic management quarterly reporting guidance v1

September 2024

Background

The GPS 2024-27 sets expectations around more efficient and effective temporary traffic management (TTM). One requirement is that the Road Efficiency Group Te Ringa Maimoa (REG) publicly reports on TTM costs for all road controlling authorities as part of NZTA's Performance and Efficiency Plan (PEP). Workers and road users must be protected from the hazards created by a work site. However, there is also growing community dissatisfaction with the number of temporary work sites, especially the associated costs of inefficient work sites and excessive use of traffic cones. This has led to TTM being a major issue for councils and communities around the country.

It is expected that territorial local authorities (TLAs) will take steps to reduce expenditure on TTM while maintaining the safety of workers and road users e.g. by adopting a risk-based approach to TTM and applying NZTA's new TTM national training and competency framework.

TTM cost and performance knowledge will help the sector enhance its TTM effectiveness and ensure value for money by optimising resource allocation, reducing unnecessary expenses and improving safety. The quarterly reporting facilitates transparency, accountability and informed decision making for more efficient TTM.

REG is collecting this TTM information for TLAs on behalf of NZTA via the Transport Insights web portal. The TTM cost information will be reported quarterly to the Minister of Transport via the NZTA Performance and Efficiency Plan, and the results for each RCA will be accessible via Transport Insights.

Reporting dates

All TLA road controlling authorities (RCAs) must submit their TTM costs and inspection results each quarter from October 2024. The reporting function for TTM costs and effectiveness within Transport Insights will launch on 1 October 2024 for the 1st quarter of 2024/25. The first TTM reports by TLAs are due by Friday 11 October for the period 1 July to 30 September. Subsequent quarterly reports are to be submitted by the 10th working day of the month.

Reporting requirements

The quarterly requirements for each TLA are:

1. TTM cost as a percentage of relevant NLTP-funded activity classes.
2. Number of TTM site inspections completed in the previous quarter.
3. Number of inspected sites that were unnecessary or redundant.

Reporting scope

TTM cost percentage

To determine the TTM cost percentage, each RCA should determine their TTM costs and relevant NLTP-funded activity class expenditure. The TTM costs and total relevant NLTP funded expenditure are entered into Transport Insights to calculate the TTM cost percentage for the quarter.

NLTP expenditure

REG has confirmed with NZTA that this reporting relates only to certain NLTF-funded activity classes:

1. Local road pothole prevention
2. Local road operations
3. Local road improvements

The total NLTP expenditure for the activity classes above, including NZTA and local share, shall be entered into Transport Insight in thousands to one decimal place. The amount entered into Transport Insights should be sourced from the latest NZTA Transport Investment (TIO) information entered by the TLA.

TTM costs

TTM costs include TTM planning, and dedicated TTM delivery and assurance crews. TTM costs will be entered into Transport Insight in thousands to one decimal place.

Exclusions

Where work crews have TTM costs such as training and signs on vehicles e.g. routine maintenance patrol teams where no additional TTM teams are required, grading where the grader operator deploys signs and there is signage on the grader etc.

Continual improvement

The availability of direct known TTM costs or inputs will vary between TLAs and their contracts. While high-quality TTM cost information is desirable, the TLA should consider and balance the additional effort required to acquire the TTM costs. The expectation is that the TLA will improve processes over time to reduce the effort and improve the reliability of the TTM cost data. Further, the TLA will take steps to ensure greater granularity and transparency of supplier cost data relevant to TTM e.g. itemisation of TTM costs in contractor claims.

TTM cost confidence rating scale

Alongside the TTM cost input, there is a 'confidence rating scale' from 1 to 5. This allows TLAs to indicate the level of accuracy of their TTM costs. The expectation is that this confidence rating will increase over time.

When entering the TTM cost amount into Transport Insights, indicate the level of data confidence as follows:

1. Very low: The amount is highly uncertain, with limited data or relevant experience to support it. (+/- > 50%)
2. Low: The amount is somewhat uncertain, with some data or relevant experience available, but significant gaps remain (+/- 30-50%)
3. Medium: The amount is based on a reasonable amount of data and relevant experience (+/- 20%)
4. High: The amount is well-supported by comprehensive data and substantial relevant experience (+/- 10-20%).
5. Very high: The amount is highly reliable, based on extensive data and relevant experience (+/- 5-10%) .

TTM effectiveness

Over time, TTM has become a highly specialised activity, with a very small number of people participating in and managing the system. The additional evaluation of TTM effectiveness is essential to help understand TTM performance. More local and national TTM knowledge will facilitate better management of TTM risks and uncertainties, contributing to more efficient and effective execution of road maintenance and enhancement projects.

TTM site inspections

RCAs shall undertake site inspections and report the status of the TTM sites. A site is to be identified as active or inactive and if it is unattended, unnecessary or redundant.

TTM site status definitions:

- a) **Inspected sites** are locations where TTM measures have been implemented and have been visited (regardless of status).
- b) **Active sites** are where TTM is in place and operational, with ongoing activities such as construction, maintenance, or events that require traffic management measures to ensure safety and efficiency.

- c) **Inactive sites** are where TTM is in place, but the site is not currently active with ongoing work or personnel present. During inactive site hours, the traffic management plan should include specific controls to ensure the site remains safe despite the absence of workers.
- d) **Unattended sites** are where TTM setups are in place without any personnel actively monitoring or managing the site. While some sites may be designed to operate safely without constant supervision, unattended sites still require regular inspections to ensure that conditions remain safe and that the traffic management measures are still effective.
- e) **Not necessary or redundant sites** are where TTM is deemed unnecessary or have become redundant. This could occur if the conditions that necessitated the traffic management have changed, or the measures no longer contribute to the safety or efficiency of the network.

Reporting process

All TTM data must be submitted through the Transport Insights web portal. TLA users must log into the site to input their quarterly results.

It is recommended that a senior TLA staff member review the quarterly TTM results before they are entered into Transport Insights.

All RCA quarterly results will be available on the site once they are finalised through NZTA’s PEP and reported to the Minister of Transport.

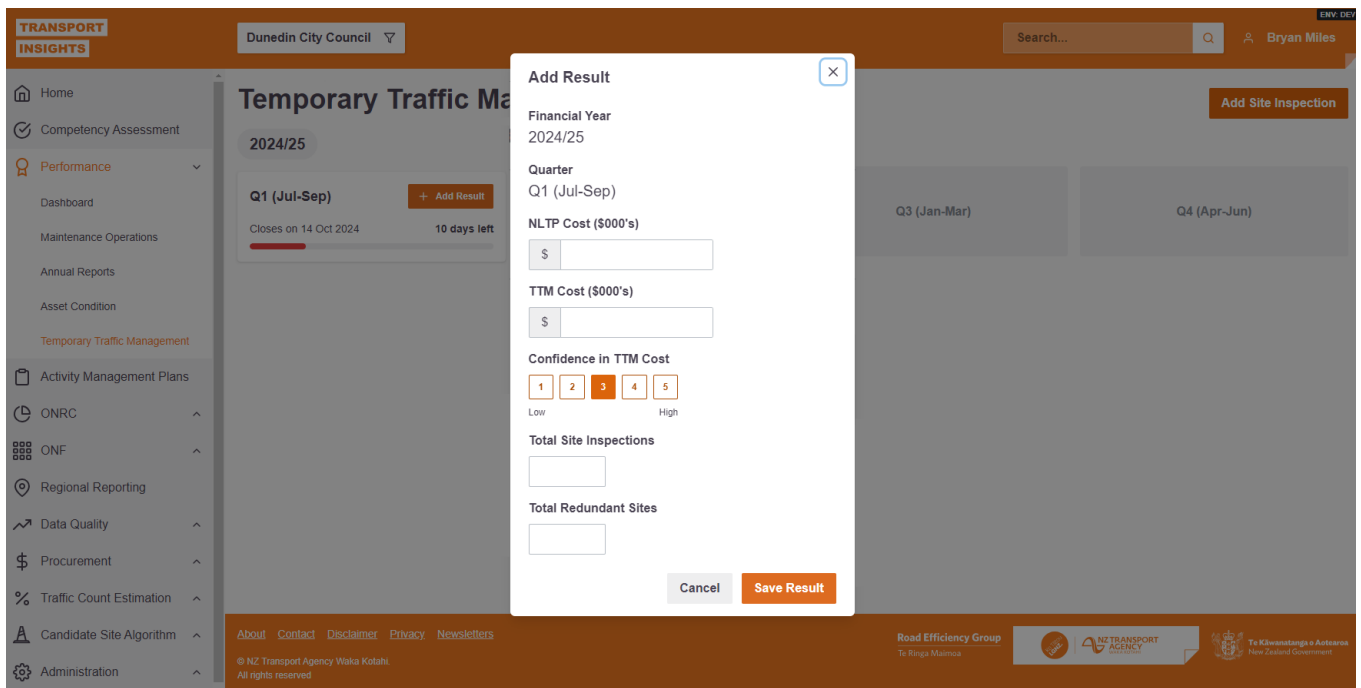


Figure 1 - TLA Quarterly TTM entry form

The RCA TTM record will remain editable until the 10-working-day deadline, then becoming locked and final for reporting.

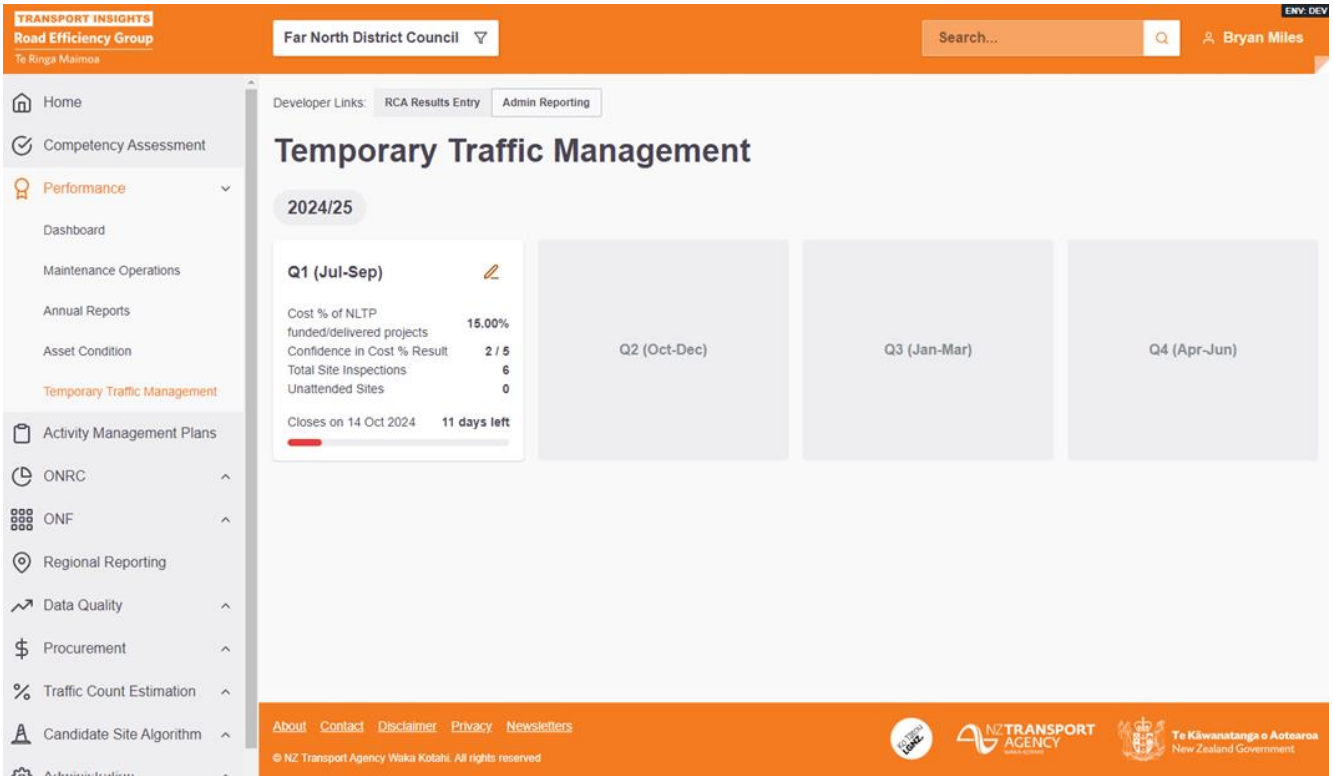


Figure 2 - Completed TLA Quarterly TTM entry

Site inspection assessment tool

A secure web-based TTM site inspection form for designated TLA users is accessible from the Temporary Traffic Management screen (top right). This form will enable the site inspectors to capture their site inspection results in the field efficiently throughout the reporting period. These individual geo-located inspection records will be accessible via Transport Insights to inform the final inspection records to be input into Transport Insights by the TLA. This form is provided for councils who do not have existing systems to manage TTM inspections.

The form will work on phones or tablets but only with internet coverage. Site inspectors will need to be granted the User and TTM Site Capture roles before they can use the form. The roles can be granted by each RCA’s Transport Insights Administrator in the Manage Users screen.

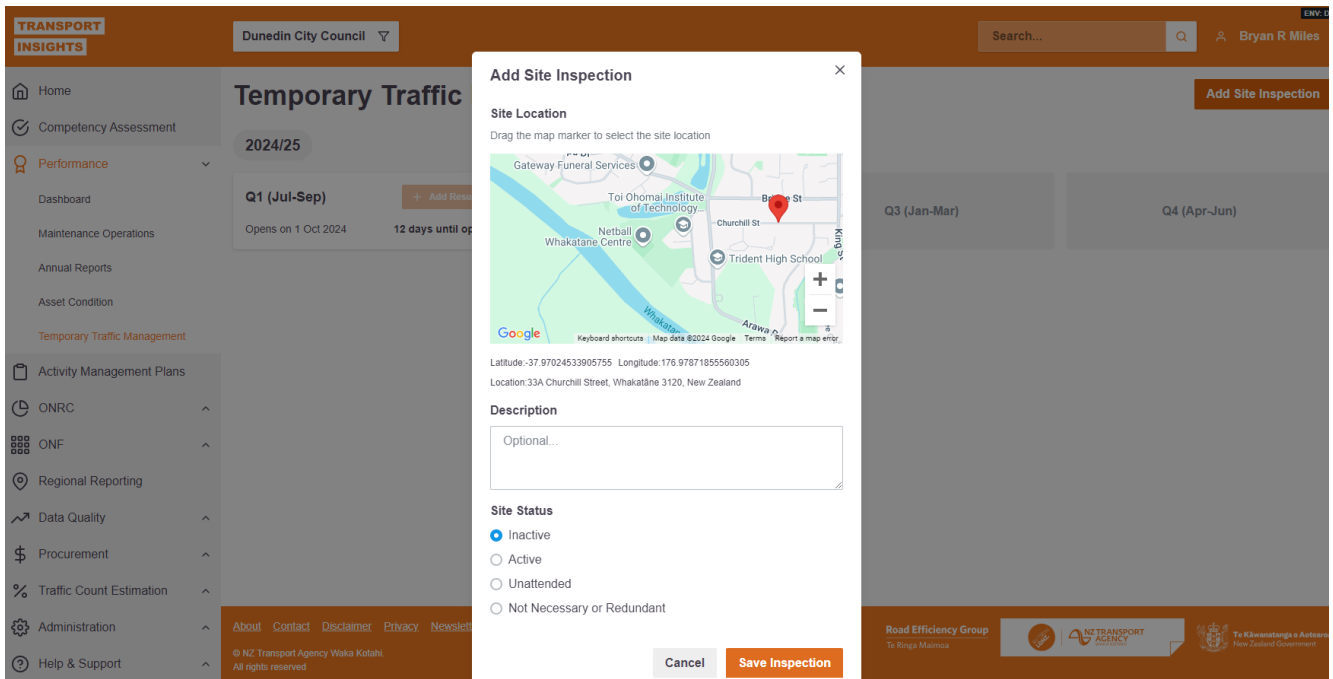


Figure 3 – Site inspection assessment tool

The TLA data gathered via Transport Insights is expected to identify trends, improve resource allocation, enhance safety and benchmark performance, support decision making, and ensure transparency and accountability in TTM practices.

Once a baseline is established, REG will work with the sector to improve the accuracy of the data over time.

More information

<https://transportinsights.nz/>

[NZ Guide to Temporary Traffic Management](#)

Contact the REG team with any questions about TTM reporting – reg@nzta.govt.nz