

# 7 Reporting

## 7.1 Report format and content

Having completed the investigation and developed the solutions, costs and economics, the next step is reporting. The report format will vary depending on whether the study is of one location or a network with several sites, areas and routes.

The sections that should be contained within a CRS report are described in table 7.1 below.

**Table 7.1** Contents of a CRS report

Section	Description
1. Title page	<ul style="list-style-type: none"> <li>The authority undertaking the study</li> <li>Study name and parameters</li> <li>Study period</li> </ul>
2. Introduction	An overview of the study area, crash history, study team and organisations, study process etc
3. Summary of recommendations	An executive summary of the recommendations for inclusion in the annual roading plan or minor safety projects list. It should include crash savings, cost estimates, BCRs (where applicable) for the locations covered in the study. For a multiple location study, this information is normally tabulated. The recommendation summary needs to clearly identify any recommendations pertaining to education and enforcement so that those can be forwarded onto the appropriate agencies.
4. Crash location summary sheets (One sheet for each crash location. Refer to Appendix C).	<ul style="list-style-type: none"> <li>Location name and location</li> <li>Location description</li> <li>Crash history (highlighting common factors)</li> <li>Recent changes</li> <li>Problem(s)</li> <li>Solution(s)</li> <li>Potential crash savings</li> <li>Cost and economics (where applicable)</li> <li>Recommendations for treating the location or other improvements</li> <li>Crash listing</li> <li>Collision diagram</li> <li>Remedial works diagram</li> <li>Photographs of the location</li> </ul>
5. Appendices	<ul style="list-style-type: none"> <li>Map of network with study locations identified</li> <li>Monitoring forms with location data and crashes entered</li> <li>Other data relating to the study that may be appropriate such as the full crash listing and preliminary analysis, site selection, etc</li> </ul>

In describing the problems, it is important to describe the actual crash problem, for example:

- 'the intersection is not immediately obvious to approaching drivers resulting in them approaching the junction too fast to give way'

or

- 'visibility of approaching traffic obstructed by parked vehicles and power poles resulting in drivers having problems in selecting safe gaps in the traffic stream'.

Solutions should be as descriptive as possible to allow another party to understand the intention, design and implementation as intended. A concept sketch is strongly recommended with road names, north point, route distance/position etc, clearly identifying the remedial measures, signs, markings, physical changes etc.

A draft report is prepared and circulated to the other study team members for comment. It may be necessary or appropriate for the team to reconvene to discuss the draft and final recommendations having completed the costs and economics etc. It may also be appropriate that a final draft report is sent to the RCA for comment.

The final report should be sent to the RCA for approval and distribution. Depending upon the recommendations, final approved copies of the report may need to be forwarded to the NZ Police for information and enforcement, the regional council, road safety co-ordinator and the network consultant/contractor. A copy containing the monitoring forms (refer to section 9) is sent to Land Transport NZ.

**Note:** The final report must not include copies of TCRs as personal information contained in crash reports must not be made public.