

Wednesday 28 June 2023

**OIA IRO-431**

Name: [REDACTED]

Email: [REDACTED]@hotmail.com

Kia ora [REDACTED]

**Official information request regarding costings of work on Tasman Street.**

Thank you for your official information request dated Thursday 11 May 2023.

The Local Government Official Information and Meetings Act 1987 (the Act) requires that we advise you of our decision on your request no later than 20 working days after the day we received it. Unfortunately, we cannot meet the timeframe and must therefore extend the time to make our decision to Friday 21 July 2023.

Our officers are in the process of determining whether we can provide some or all of the costing information we have in hand. Therefore, we are extending your request in accordance with [Section 14\(1\)\(b\)](#) of the Act to allow time for them to make that decision.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Ngā mihi,

[REDACTED]

**Governance Coordinator**

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[www.wellingtonwater.co.nz](http://www.wellingtonwater.co.nz)

**Our water, our future.**

Friday 21 July 2023

**OIA IRO-431**

Name: [REDACTED]

Email: [REDACTED]@hotmail.com

Kia ora [REDACTED]

**Official information request regarding costings of work on Tasman Street.**

Thank you for your official information request dated Thursday 11 May 2023 which was transferred to us from Wellington City Council, in part, on

We have considered your request in accordance with the Local Government Official Information and Meetings Act 1987 (the Act) and determined that we are able to grant your request in part.

Please see the costing information and Traffic Management Plan (TMP) attached in our email to you. Pursuant to [Section 7\(2\)\(a\)](#) of the Act some information has been withheld as it is personal information about private individuals.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Ngā mihi,

[REDACTED]

**Group Manager, Network Development & Delivery**

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Contract Name 741.00005 - Yule Street

Description of Rates Tasman Street Manhole in Carriageway

| Item No. | Description  | Unit | Quantity | Rate         | Total        |
|----------|--|------|----------|--------------|--------------|
| VO 007   | <b>1050mm Manhole Build in Tasman Street as per Design</b><br>Price Allows to Fully Complete Works as per details sent across  |      |          |              |              |
|          |  |      |          | \$           | -            |
| a        | <b>1050mm manhole to be built as per revised design Option 2 in Tasman Street St</b>   |      |          | \$           | -            |
|          | 1 Construct manhole as per option 2, 1050mm manhole to 2m deep   | LS   | 1        | \$ 18,346 00 | \$ 18,346.00 |
|          | <i>This allows for all labour, plant and materials plus fully hydrovac for excavation</i>  |      |          | \$           | -            |
|          | 2 Excavate and lay 10m of new PVC pipe 150mm diameter  | m    | 10       | \$ 482 00    | \$ 4,820.00  |
|          | <i>this allows for all labour, plant and materials, fully hydrovac for trench. No allowance for any standover due to gas meters, no allowance to organise any works required by utility providers. Communication with utility by others</i>  |      |          | \$           | -            |
|          | Allowance to abandon existing pipe by plugging ends of pipe only, no allowand for full LS 3 grouting of pipe length  |      | 1        | \$ 1,000 00  | \$ 1,000.00  |
|          | Full reinstatement of carriageway and footpath, allowance to reinstate block wall and m2 concrete path to property footpath. No allowance for permissions to permit works from 4 property owner. Communication with property owner by others |      | 30       | \$ 145 00    | \$ 4,350.00  |
| b        | TM requirements with 3 way stop go to manage build   | day  | 5        | \$ 1,991 66  | \$ 9,958.30  |
|          | <b>Total</b>   |      |          | \$           | 38,474.30    |
|          | <b>Base Value</b>  |      |          | \$           | 38,474.30    |
|          | On Site overheads Equals Base Value x 10%  |      |          | 10%          | \$ 3,847.43  |
|          | <b>Sub Total</b>   |      |          | \$           | 42,321.73    |

|  |   |  |  |     |             |
|--|---|--|--|-----|-------------|
|  | Off Site overheads Equals On Site Overheads Value x 10% |  |  | 10% | \$ 4,232.17 |
|  | <b>Sub Total</b>  |  |  | \$  | 46,553.90   |

|  |  |  |  |    |             |
|--|--|--|--|----|-------------|
|  | VO Processing Equals Off Site Overheads Value x 5% |  |  | 5% | \$ 2,327.70 |
|  | <b>Sub Total</b>                                   |  |  | \$ | 48,881.60   |

| Item No. | Dayworks                        | Unit | Quantity | Rate | Total     |
|----------|---------------------------------|------|----------|------|-----------|
|          |                                 |      |          |      | \$ -      |
|          | <b>Sub Total</b>                |      |          | \$   | -         |
|          | <b>Total value of Variation</b> |      |          | \$   | 48,881.60 |

Requested By

Name: [REDACTED] Signature: [REDACTED] Date: 08/12/2022

Person responding to complete Response

GENERATED VO NUMBER (if applicable)

Response issued by (above)

Name: [REDACTED] (ETC)

Signature : [REDACTED]

Date : 04/04/23

**TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM**

Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.

|                                     |                          |                                 |   |
|-------------------------------------|--------------------------|---------------------------------|---|
| Organisations /<br>TMP<br>reference | TMP reference:<br>TD1762 | Contractor (Working space):<br> | Principal (Client):<br>   |
|                                     |                          | Contractor (TTM):<br>           | RCA:<br>Absolutely Positively<br>Wellington City Council<br>Me Heke Ki Pōneke |

| Location details<br>and road<br>characteristics | Road names and suburb | House no./RPs<br>(from and to) | Road<br>level | Permanent<br>speed |
|---|-----------------------|--------------------------------|---------------|--------------------|
|   | Tasman St, Mt Cook    | RP0.250 – RP0.470              | 1             | 50km/h             |
|   | Douglas St, Mt Cook   | RP0.135 – RP0.190              | 1             | 50km/h             |
|   | Tainui Tce, Mt Cook   | RP0.000 – RP0.050              | 1             | 50km/h             |
|   | Ranfurly Tce, Mt Cook | RP0.000 – RP0.050              | 1             | 50km/h             |

|                                 |                                   |  |
|---------------------------------|-----------------------------------|--|
| Traffic details<br>(main route) | AADT – 4180, 2% heavy (Tasman St) | Peak flows: 7:00am to 9:00am<br>4:00pm to 7:00pm |
|---------------------------------|-----------------------------------|--|

**Description of work activity**

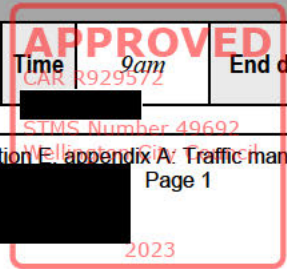
**Installation of new sewer manhole on carriageway and 10m of pipe to join to existing sewer mains outside 78 Tasman St**

It is proposed to install a 4-way Stop/Go Lane Closure with Pedestrian Management to allow contractors to safely complete works.

- Contractor will have 1 work truck and small digger along with any other equipment required onsite.
- Work should be completed within 30 days.
- Work vehicles will be located on carriageway and footpath.
- Open trench must be back filled and temporary Sealed at end of shift.

**Planned work programme**

|            |            |                         |          |            |      |     |
|------------|------------|-------------------------|----------|------------|------|-----|
| Start date | 03/04/2023 | <b>APPROVED</b>         | End date | 12/05/2023 | Time | 4pm |
| Attended   |            | Time 9am<br>CAR R929572 |          |            |      |     |



|   |   |                                     |         |                                  |            |             |         |
|---|---|-------------------------------------|---------|----------------------------------|------------|-------------|---------|
| <b>Start date</b>   | 03/04/2023  | <b>Time</b>                         | 24hours | <b>End date</b>                  | 12/05/2023 | <b>Time</b> | 24hours |
| <b>Unattended</b>   |   |                                     |         |                                  |            |             |         |
| <b>Consider significant stages, for example:</b>  | <p><b>Significant Stages:</b></p> <p>The activities carried out under this Site Specific TMP, including the temporary traffic management requirements under CoPTTM involves the following stages:</p> <ol style="list-style-type: none"> <li>1. Installation of parking restrictions 72 hours prior to closure installation</li> <li>2. Establishment of a working space within the defined closure encroaching the live lane, berm, shoulder or inferred shoulder area under a mobile or static operation.</li> <li>3. Physical work within the working space including monitoring mobile or static temporary traffic management.</li> <li>4. Disestablishment of the working space and closure encroaching the live lane, berm, shoulder or inferred shoulder a mobile operation or static operation.</li> </ol> <p><b>Activity Periods:</b></p> <p>Installation: 9:00am to 10.00am<br/>Active: 10.00am to 3:00pm<br/>Removal: 3:00pm to 4:00pm</p> <p>No works to be done on Weekends or public holidays</p> |                                     |         |                                  |            |             |         |
| <b>Consider significant stages, for example:</b>  | <ul style="list-style-type: none"> <li>• road closures</li> <li>• detours</li> <li>• no activity periods.</li> </ul>  |                                     |         |                                  |            |             |         |
| <b>Alternative dates if activity delayed</b>  | Additional dates have been included in the above date range. If works cannot be completed within these dates due to inclement weather or any other unforeseen circumstances the RCA will be notified and the TMP will be resubmitted with new dates   |                                     |         |                                  |            |             |         |
| <b>Road aspects affected</b> (delete either Yes or No to show which aspects are affected) |   |                                     |         |                                  |            |             |         |
| <b>Pedestrians affected?</b>  | Yes   | <b>Property access affected?</b>    | Yes     | <b>Traffic lanes affected?</b>   | Yes        |             |         |
| <b>Cyclists affected?</b>   | Yes   | <b>Restricted parking affected?</b> | Yes     | <b>Delays or queuing likely?</b> | No         |             |         |
| <b>Proposed traffic management methods</b>  |   |                                     |         |                                  |            |             |         |

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 CAR R929572  
 STMS Number 49692  
 28 March 2023

|  |  |
|--|--|
| <p><b>Installation</b><br/>(includes parking of plant and materials storage)</p> | <p><b>Preliminary procedures:</b></p> <p><b>Upon arrival the STMS will carry out the following:</b></p> <ul style="list-style-type: none"> <li>➤ A site briefing to identify existing and potential hazards,</li> <li>➤ If working in the live lane, perform a traffic count to ascertain queuing thresholds and postpone work if required,</li> <li>➤ Confirm TTM requirements and select the appropriate approved TMD.</li> <li>➤ Confirm and working space crew roles and their understanding of intended procedures as per the approved TMP/TMD,</li> <li>➤ Inspect all TTM apparatus including vehicle mounted beacons, mobile mounted and static sign systems to ensure all is in acceptable condition and in working order,</li> <li>➤ Perform a drive through of the intended site.</li> </ul> <p><b>1st Drive through pre-site establishment procedures: Upon arrival the STMS will carry out the following:</b></p> <ul style="list-style-type: none"> <li>➤ Perform a drive through and check the site before establishment of the static setups in order to carry-out a hazard assessment, confirm the correct TMD has been chosen and ensure the site can be established safely.</li> </ul> <p><b>Installation procedures:</b></p> <ul style="list-style-type: none"> <li>➤ Mobile operations to establish the static closure will be carried out as per the approved mobile TMD's approved under this TMP.</li> </ul> <p><b>Operations to install TTM signs and devices to establish the static site shall be performed in this order:</b></p> <ul style="list-style-type: none"> <li>➤ 1st sign installed must be a left-hand advanced warning sign on each road-user approach,</li> <li>➤ Additional direction and protection signage, shoulder delineation and end of works signage installed on same side of road including any side streets,</li> <li>➤ Vehicle completes a loop on a single direction carriageway or performs a safe turn on a bidirectional road to install advanced warning, direction and protection, shoulder delineation and end of works signs on opposite side of the road,</li> <li>➤ Once all signs and shoulder delineation has been installed, the MTC's will hold all traffic while delineation devices that form the tapers or lateral exclusion zones may be installed.</li> <li>➤ All other TTM equipment will be installed from inside the closure.</li> </ul> <p><b>Drive through and site check procedures:</b></p> <ul style="list-style-type: none"> <li>➤ Prior to personnel, vehicle, plant and machinery populating the worksite, a drive through check must be performed by the STMS to ensure the site has been set up as per the selected TMD, this should include the checking of worksite layout distances as per the selected approved TMD.</li> </ul> <p><b>Working space population:</b></p> <ul style="list-style-type: none"> <li>➤ All work vehicles and mobile plant and machinery will be migrated onto site once the MTC's have stopped all traffic and as per the STMS directions,</li> <li>➤ Flashing amber beacons shall be utilized on all vehicles entering the worksite along with vehicle indicators. Once inside a static working space all beacons shall be turned off and vehicle hazard lights initiated,</li> <li>➤ Flashing amber beacons shall be kept on in a semi-static or mobile type operation.</li> <li>➤ Where the working space cannot accommodate a working vehicle, all personnel, plant and machinery will be migrated onto site utilizing a mobile operation or by way of an existing pedestrian thoroughfare or by way of a temporary thoroughfare that is safe, controlled and managed by the STMS.</li> </ul> <p><b>The Onsite Record form will be completed to record the establishment details for the site.</b></p> |
|--|--|



|                                  |   |
|----------------------------------|---|
| <p><b>Attended (day)</b></p>     | <p><i>STMS, TCi or delegated TC to stay onsite at all times.</i></p> <p><b>Proposed traffic management measures will be implemented as per the static TMD requirements of this TMP by the warranted STMS, this will require:</b></p> <ul style="list-style-type: none"> <li>➤ <i>A mobile operation utilizing TMD CoPTTM F4.2 and/or F4.4 (under 65kmh roads) to establish any static or mobile site that includes static signs.</i></li> <li>➤ <i>All traffic to be held by MTC's under the instruction of the STMS when: 1, Work vehicles are entering and exiting the closure. 2, Residents within the closure area need to enter and/or exit their properties. 3, Pedestrians need to cross the road.</i></li> <li>➤ <i>Cones with cone bars attached will be used to isolate the workspace from the public.</i></li> <li>➤ <i>Pedestrian ramps will be installed to allow pedestrians to safely go up and down kerb's</i></li> <li>➤ <b><i>When cyclists are held by the MTC they will be released and allowed to safely pass the worksite prior to any vehicles being released.</i></b></li> </ul> <p><i>The relevant TMD will be selected based off the above site attributes and traffic management methods implemented as per the approved TMD and other parameters covered in the approved TMD.</i></p> |
| <p><b>Attended (night)</b></p>   | <p><i>Night works are not covered under the parameters of this TMP and are therefore not applicable.</i></p>  |
| <p><b>Unattended (day)</b></p>   | <p><i>Surface hazard advance warning signage to be installed.</i></p> <p><i>Property access is not to be impeded by any TTM equipment.</i></p> <p><i>Refer to diagram 1.2 for details.</i></p>  |
| <p><b>Unattended (night)</b></p> | <p><i>Surface hazard advance warning signage to be installed.</i></p> <p><i>Property access is not to be impeded by any TTM equipment.</i></p> <p><i>Refer to diagram 1.2 for details.</i></p>  |
| <p><b>Detour route</b></p>       | <p><i>Not Required for this TMP</i></p>   |
| <p><b>Detour route</b></p>       | <p>Does detour route go into another RCA's roading network?    <i>No (delete either Yes or No)</i></p> <p>If Yes, has confirmation of acceptance been requested from that RCA?    <i>No (delete either Yes or No)</i></p> <p><b>Note:</b> Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</p>   |

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CAR R929572

STMS Number 49692

ME/11/20/21 City Council

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|                |  |
|----------------|--|
| <b>Removal</b> | <p><b>Pre-removal procedures:</b></p> <ul style="list-style-type: none"> <li>➤ Identify any site-specific issues to be addressed regarding disestablishment of the site, document them and make notes on the TMP if required,</li> <li>➤ Confirm that the closure area/working space has been safely cleared of all non TTM personnel and, equipment.</li> </ul> <p><b>Removal procedure:</b></p> <ul style="list-style-type: none"> <li>➤ Mobile operations to disestablish the static closure will be carried out as per the approved mobile TMDs approved under this TMP.</li> </ul> <p><b>Operations to remove TTM signs and devices to disestablish a static site shall be performed in this order:</b></p> <ul style="list-style-type: none"> <li>➤ All work vehicles and mobile plant and machinery will be removed and vacated from site as per the STMS directions. Flashing amber beacons shall be utilized on all vehicles leaving the worksite along with vehicle indicators. Once outside the closure area all beacons shall be turned off,</li> <li>➤ The STMS shall check the working space is clear and when the MTC's have stopped all traffic the STMS will then precede to safely remove all delineation devices that formed the closure area,</li> <li>➤ All direction and protection and end of works signage shall be removed from each side of the road including any side streets, all advanced warning signage will be left in place.</li> <li>➤ All advanced warning signage shall be removed including all side streets,</li> <li>➤ A drive through check shall be performed by the STMS to ensure the site has been completely disestablished.</li> </ul> <p><b>The Onsite Record form will be completed to record the establishment details for the site.</b></p> |
|----------------|--|

**Proposed TSLs (see TSL decision matrix for guidance)**

|                           | <b>TSL details as required</b><br>Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 (List speed, length and location)  | <b>Times</b><br>(From and to) | <b>Dates</b><br>(Start and finish) | <b>Diagram ref. no. s</b><br>(Layout drawings or traffic management diagrams) |
|---------------------------|---|-------------------------------|------------------------------------|---|
| <b>Attended day/night</b> | A temporary maximum speed limit of <b>30km/h</b> is hereby fixed for motor vehicles travelling over the length of <b>140m</b> situated between <b>RP0.300</b> (House no./RP) and <b>RP0.440</b> (House no./RP) on <b>Tasman St, Mt Cook</b> (street or road name)   | 9am<br>To<br>4pm              | 03/04/2023<br>To<br>12/05/2023     | 1.1   |
| <b>Attended day/night</b> | A temporary maximum speed limit of <b>30km/h</b> is hereby fixed for motor vehicles travelling over the length of <b>25m</b> situated between <b>RP0.165</b> (House no./RP) and <b>RP0.190</b> (House no./RP) on <b>Douglas St, Mt Cook</b> (street or road name)   | 9am<br>To<br>4pm              | 03/04/2023<br>To<br>12/05/2023     | 1.1   |
| <b>Attended day/night</b> | A temporary maximum speed limit of <b>30km/h</b> is hereby fixed for motor vehicles travelling over the length of <b>20m</b> situated between <b>RP0.000</b> (House no./RP) and <b>RP0.020</b> (House no./RP) on <b>Tainui Tce, Mt Cook</b> (street or road name)   | 9am<br>To<br>4pm              | 03/04/2023<br>To<br>12/05/2023     | 1.1   |
| <b>Attended day/night</b> | A temporary maximum speed limit of <b>30km/h</b> is hereby fixed for motor vehicles travelling over the length of <b>20m</b> situated between <b>RP0.000</b> (House no./RP) and <b>RP0.020</b> (House no./RP) on <b>Ranfurly Tce, Mt Cook</b> (street or road name) | 9am<br>To<br>4pm              | 03/04/2023<br>To<br>12/05/2023     | 1.1   |



|                             |   |          |                                |           |
|-----------------------------|---|----------|--------------------------------|-----------|
| <b>Unattended day/night</b> | A temporary maximum speed limit of <b>30km/h</b> is hereby fixed for motor vehicles travelling over the length of <b>75m</b> situated between <b>RP0.335</b> (House no./RP) and <b>RP0.410</b> (House no./RP) on <b>Tasman St, Mt Cook</b> (street or road name)  | 24 hours | 03/04/2023<br>To<br>12/05/2023 | 1.2       |
| <b>Unattended day/night</b> | A temporary maximum speed limit of <b>30km/h</b> is hereby fixed for motor vehicles travelling over the length of <b>25m</b> situated between <b>RP0.165</b> (House no./RP) and <b>RP0.190</b> (House no./RP) on <b>Douglas St, Mt Cook</b> (street or road name) | 24 hours | 03/04/2023<br>To<br>12/05/2023 | 1.2       |
| <b>Unattended day/night</b> | A temporary maximum speed limit of <b>30km/h</b> is hereby fixed for motor vehicles travelling over the length of <b>20m</b> situated between <b>RP0.000</b> (House no./RP) and <b>RP0.020</b> (House no./RP) on <b>Tainui Tce, Mt Cook</b> (street or road name) | 24 hours | 03/04/2023<br>To<br>12/05/2023 | 1.2       |
| <b>TSL duration</b>         | Will the TSL be required for longer than 12 months?<br><b>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</b>  |          |                                | <b>No</b> |

**Positive traffic management measures**

- *Narrowing lane widths adjacent to the working space by the use of cones or other delineation devices to increase the phenomenon known as 'Side Friction'*
- *Close spacing of delineation devices*
- *Using approved traffic control devices (eg flashing beacons, flares, illuminated signs)*
- *Using a speed information sign*
- *Placing cones from the TSL to the MTC*
- *Cone offset delineation (where cones are placed either side of a lane(s), the cones on one side are placed longitudinally offset from the other by a half cone spacing)*
- *When approaching the MTC position, the cone threshold is an example of side friction.*

**Contingency plans**

| <b>Generic contingencies for:</b>  | <b>Major Incident</b>  | <b>Actions</b>  |
|--|--|---|
| <ul style="list-style-type: none"> <li>• major incidents</li> <li>• incidents</li> <li>• pre planned detours.</li> </ul> <p><i>Remove any options which do not apply to your job</i></p> | <p>A major incident is described as:</p> <ul style="list-style-type: none"> <li>• Fatality or notifiable injury - real or potential</li> <li>• Significant property damage, or</li> <li>• Emergency services (police, fire, etc) require access or control of the site.</li> </ul> | <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> <li>• stop all activity and traffic movement</li> <li>• secure the site to prevent (further) injury or damage</li> <li>• contact the appropriate emergency authorities</li> <li>• render first aid if competent and able to do so</li> <li>• notify the RCA representative and / or the engineer</li> <li>• under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so</li> <li>• re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so</li> <li>• Comply with any obligation to notify WorkSafe.</li> </ul> |



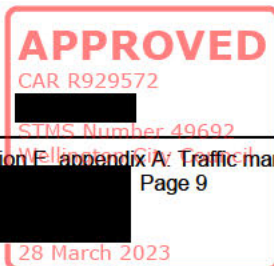
|   |  |   |                                   |                        |
|---|--|---|-----------------------------------|------------------------|
|   | <p><b>Incident</b></p> <p>An incident is described as:</p> <ul style="list-style-type: none"> <li>excessive delays - real or potential</li> <li>minor or non-inquiry accident that has the potential to affect traffic flow</li> <li>structural failure of the road.</li> </ul>  | <p><b>Actions</b></p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> <li>stop all activity and traffic movement if required</li> <li>secure the site to prevent the prospect of injury or further damage</li> <li>notify the RCA representative and / or the engineer</li> <li>STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so</li> <li>re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.</li> </ul> |                                   |                        |
|   | <p><b>Also note the requirements for no interference at an accident scene:</b></p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> <li>save a life of, prevent harm to or relieve the suffering of any person, or</li> <li>make the site safe or to minimise the risk of a further accident; or</li> <li>maintain the access of the general public to an essential service or utility, or</li> <li>prevent serious damage to or serious loss of property, or</li> <li>follow the direction of a constable acting in his or her duties or act with the permission of an inspector.</li> </ul> |   |                                   |                        |
| <p><b>Other contingencies to be identified by the applicant</b><br/>(i.e. steel plates to quickly cover excavations)</p>  | <ul style="list-style-type: none"> <li>If due to inclement weather conditions, work may be cancelled until the next fine day providing it is within the dates of this TMP.</li> <li>All works will cease immediately in the case of an emergency or for emergency services that passing through the worksite. The STMS will guide the emergency services through the worksite should there be any obstructions.</li> <li>STMS is always to monitor all traffic flows through the worksite. Should any delays exceeding 5 minutes, all work is to stop immediately and when the site has been made safe, an extra lane will be available as soon as possible.</li> </ul> <p><i>The work cannot be carried out safely ensuring safety to all stake holders including workers and road users. (HSAW Act).</i></p>       |   |                                   |                        |
| <p><b>Authorisations</b></p>  |  |   |                                   |                        |
| <p><b>Parking restriction(s) alteration authority</b></p>   | <p>Will controlled street parking be affected?</p>   | <p>Yes</p>  | <p>Has approval been granted?</p> | <p>Attached to CAR</p> |
| <p><b><u>Parking restrictions: (diagram 1.3)</u></b></p> <p>72 hours prior to works 'No Parking' signage will be placed over permanent parking signage and/or 'No Parking Cones' advising the public of the restriction times and days.</p> <p>The registration numbers of vehicles already parked in spaces will be recorded by the STMS.</p> <p>The recorded list will be made available to the parking warden at the time of closure to aid with the removal of vehicles if necessary.</p> <p>Parking services will be notified once 'No parking' signs have been installed. (04 499 4444)</p> <p><b>Parking services will also be notified Via Email to request a signage check no later than 24 hours prior to commencement of installation of the signage and advise of the relevant traffic management plan details. Signage requests need to be made between the hours of Mon-Fri 8am-4pm. <a href="mailto:parkingrequests@wcc.govt.nz">parkingrequests@wcc.govt.nz</a>.</b></p> <p>These conditions are all in accordance with the WCC Parking Services Temporary Parking Signage Guide.</p> <p>WCC Pre-approval form attached</p> |  |   |                                   |                        |

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|   |  |                                     |                                  |    |
|---|--|-------------------------------------|----------------------------------|----|
| Authorisation to work at permanent traffic signal sites   | Will portable traffic signals be used, or permanent traffic signals be changed?                | No                                  | Has approval been granted?       | No |
|   | <i>Not Required for This TMP</i>   |                                     |                                  |    |
| Road closure authorisation(s)   | Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)? | No                                  | Has approval been granted?       | No |
|   | <i>Not Required for This TMP</i>   |                                     |                                  |    |
| Bus stop relocation(s) – closure(s)   | Will bus stop(s) be obstructed by the activity?  | No                                  | Has approval been granted?       | No |
|   | <i>Not Required for This TMP</i>   |                                     |                                  |    |
| Authorisation to use portable traffic signals   | Make, model and description/number   | <i>Not Required for This TMP</i>    |                                  |    |
|   | NZTA compliant?  | <i>No (delete either Yes or No)</i> |                                  |    |
| <b>EED</b>  |  |                                     |                                  |    |
| Is an EED applicable?   | <i>No (delete either Yes or No)</i>  | EED attached?                       | <i>Not Required for This TMP</i> |    |
| <b>Delay calculations/trial plan to determine potential extent of delays</b>  |  |                                     |                                  |    |
| <p>AADT is 4180 on this section of Tasman St</p> <p>Peak hourly traffic per lane is <math>4180/2 = 2090/8 = 261</math>vph (vehicles per hour)</p> <p>Sum of the 2 lanes is <math>261 + 261 = 522</math>vph.</p> <p>Delays of more than five minutes are not expected while the activity is in progress because the threshold of 1000vph for lanes more than 200m from an intersection is not likely to be exceeded.</p> |  |                                     |                                  |    |
| <b>Public notification plan</b>   |  |                                     |                                  |    |
| <p><i>Notifications to affected residents by way of Letter Drop will be completed 48 hours prior to works taking place by the contractor.</i></p> <p><i>Door knock will also be done to residents that will have access blocked prior to works starting on the day of the works.</i></p>  |  |                                     |                                  |    |
| Public notification plan attached?  | <i>No (delete either Yes or No)</i>  |                                     |                                  |    |
| <b>On-site monitoring plan</b>  |  |                                     |                                  |    |

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|---|---|
| <p><b>Attended</b><br/>(day and/or night)</p>   | <p><b>STMS Onsite:</b></p> <ul style="list-style-type: none"> <li>➤ The onsite <b>STMS Level 1</b> will be onsite at all times except for when they are conducting their 2 hourly site check.</li> </ul> <p><b>Site Management System:</b></p> <ul style="list-style-type: none"> <li>➤ When the site is attended the <b>STMS or delegated TMO</b> will monitor the site 2 hourly, maintain, and make any changes as necessary for the ongoing safety of the site.</li> <li>➤ All site checks and or changes to be recorded on the on-site records, or any other company or site documentation as required.</li> <li>➤ They will monitor the site efficiency, timings of traffic flow through the site and specifically the safety of cyclists and pedestrians passing through the controls.</li> <li>➤ Signs are visible and positioned as per approved plan.</li> <li>➤ Correct and clean equipment is used.</li> <li>➤ The first inspection should take place as soon as the equipment has been installed. This should verify that all devices are correctly in place, no item has been omitted, all equipment meets its cleanliness requirements, and no conflicting messages exist between permanent signs. Temporary signs and other devices.</li> <li>➤ Site maintenance will be completed in the manner appropriate for the level of the road and speed limits</li> <li>➤ Modifications to site, see Site Modifications and Collaboration page below</li> </ul> <p><b>Following any change to an attended site:</b></p> <ul style="list-style-type: none"> <li>➤ A full check of the site will be completed and documented</li> </ul> |
| <p><b>Unattended</b><br/>(day and/or night)</p>   | <p>If site is required to be left in an Unattended State.<br/>Site Checks to be completed and Recorded on the "Onsite Record Form"</p> <ol style="list-style-type: none"> <li>1. Ensure site is safe &amp; all equipment is secured including TTM Equipment</li> <li>2. Site check at least once every 12 hours during any 24hr unattended period</li> <li>3. Extra / more regular checks maybe require during inclement weather conditions</li> <li>4. Excavations covered with steel plating must also be checked to make sure they are still secure</li> </ol>   |
| <p><b>Method for recording daily site TTM activity (eg CoPTTM on-site record)</b></p>   |   |
| <ul style="list-style-type: none"> <li>➤ Hazard ID Sheet</li> <li>➤ Onsite Record</li> <li>➤ Worksite Monitoring</li> <li>➤ Site Job Sheet</li> </ul> |   |
| <p><b>Site safety measures</b></p>  |   |



- CoPTTM Compliant Vests and steel capped boots must always be worn by all personnel onsite.
- Traffic Control Staff must follow any PPE requirements of the contractor. (eg: Hard hats, gloves, safety glasses)
- All visitors to site must be inducted and sign hazard id.
- STMS will hold a briefing prior to start of works and get all personnel onsite to sign hazard id.
- *The Health and Safety in Employment Regulation 1995, regulations 24 & 25.*
  - a. *Every employer must, so far as is reasonably practicable, ensure, where any excavation is—*
    - (a) *readily accessible to any person; and*
    - (b) *likely to collect or retain water of such a depth as to constitute a danger to any person, —*
    - *that—*
      - (c) *any such excavation is covered or fenced, when no employee is in the immediate vicinity to prevent access to it by any person; and*
      - (d) *any such excavation created in the course of the work is covered, fenced, or filled at the completion of the work.*

Contractor's carrying out the work on site are to identify hazards related to them on their own QA and use any appropriate PPE required for their operation.

|                                 |  |    |  |    |
|---------------------------------|--|----|--|----|
| Temporary safety barrier system | Will a temporary safety barrier system be used at this worksite?       | No | If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose? | No |
|                                 | Statement from temporary safety barrier installation designer attached |    | Not Required for this TMP  |    |

Other information

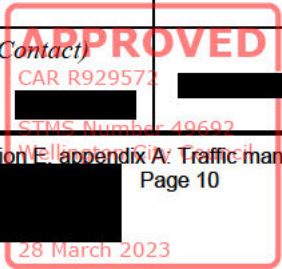
Not required for this TMP

Site specific layout diagrams

| Number | Title  |
|--------|--|
| 1.1    | TTM signage and detailed closure layout - Attended                 |
| 1.2    | TTM signage and detailed closure layout - Unattended               |
| 1.3    | Parking reservations   |
| F4.2   | Mobile closure for Installation & Removal of TTM – Generic diagram |
| F4.4   | Mobile closure for Installation & Removal of TTM – Generic diagram |

Contact details

|                           | Name   | 24/7 contact number         | CoPTTM ID | Qualification      | Expiry date |
|---------------------------|--|-----------------------------|-----------|--------------------|-------------|
| Principal                 | ██████████<br>Wellington Water                         | ██████████                  | N/A       | N/A                | N/A         |
| TMC                       | ██████████<br>Wellington City Council                  | ██████████<br>(04) 499 4444 | 49692     | STMS 2/3NP         | 02/03/2024  |
| Engineers' representative | N/A  | N/A                         | N/A       | N/A                | N/A         |
| Contractor                | ██████████<br>Reline NZ                                | ██████████                  | N/A       | N/A                | N/A         |
| TTM Provider              | ██████████ (Interim Contact)<br>1 Traffic Services Ltd | ██████████                  | 56096     | STMS (ABC)<br>NP R | 25/11/2024  |



|                    |   |                       |     |     |     |
|--------------------|---|-----------------------|-----|-----|-----|
| STMS               | To be Confirmed on the day prior to works and will be recorded on the Onsite Record |                       |     |     |     |
| TC                 | To be decided on the day of the works and will be recorded on the Onsite Record     |                       |     |     |     |
| Emergency Services | Communications Centre. Police, Fire, Ambulance                                      | *555<br>(04) 381 2000 | N/A | N/A | N/A |

**TMP preparation**

|  |                            |            |           |        |                               |             |
|--|----------------------------|------------|-----------|--------|-------------------------------|-------------|
|  | <br><br>@1trafficdesign.nz | 23/03/2023 |           | 69398  | STMS ABC NP<br>TTM Planner NP | 20/10/2025  |
|  | Name (STMS qualified)      | Date       | Signature | ID no. | Qualification                 | Expiry date |

|                                    |                             |   |
|------------------------------------|-----------------------------|---|
| This TMP meets CoPTTM requirements | Number of diagrams attached | 5 |
|------------------------------------|-----------------------------|---|

|   |      |      |           |        |               |             |
|---|------|------|-----------|--------|---------------|-------------|
| TMP returned for correction (if required) | Name | Date | Signature | ID no. | Qualification | Expiry date |
|---|------|------|-----------|--------|---------------|-------------|

**Engineer/TMC to complete following section when approval or acceptance required**

|                                 |  |              |
|---------------------------------|--|--------------|
| Temporary safety barrier system | The attached temporary road safety barrier design has been independently reviewed as being fit for purpose | Not required |
|---------------------------------|--|--------------|

|              |          |          |           |          |               |             |
|--------------|----------|----------|-----------|----------|---------------|-------------|
| TMP Approved | <br><br> | <br><br> | <br><br>  | <br><br> | <br><br>      | <br><br>    |
|              | Name     | Date     | Signature | ID no.   | Qualification | Expiry date |

|   |          |          |           |          |               |             |
|---|----------|----------|-----------|----------|---------------|-------------|
| Acceptance by TMC (only required if TMP approved by engineer) | <br><br> | <br><br> | <br><br>  | <br><br> | <br><br>      | <br><br>    |
|   | Name     | Date     | Signature | ID no.   | Qualification | Expiry date |

**Qualifier for engineer or TMC approval**

Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.

This TMP is approved on the following basis:

- To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
- This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.
- The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
- The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.

**Notification to TMC prior to occupying worksite/Notification completed**

|                                      |                        |      |                      |
|--------------------------------------|------------------------|------|----------------------|
| Type of notification to TMC required | Notification completed | Date | <input type="text"/> |
|                                      |                        | Time | <input type="text"/> |

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|                               |  |
|-------------------------------|--|
| TMP or generic plan reference |  |
|-------------------------------|--|

|  |              |
|--|--------------|
| <b>ON-SITE RECORD</b><br>On-site record must be retained with TMP for 12 months. | Today's date |
|--|--------------|

|                  |                |                   |         |
|------------------|----------------|-------------------|---------|
| Location details | Road names(s): | House number/RPs: | Suburb: |
|------------------|----------------|-------------------|---------|

**Working space**

|                                      |      |           |
|--------------------------------------|------|-----------|
| Person responsible for working space |      |           |
|                                      | Name | Signature |

Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below

**TTM**

|  |   |               |                     |           |      |
|--|---|---------------|---------------------|-----------|------|
| STMS in charge of TTM                          |   |               |                     |           |      |
|  | Name  | TTM ID Number | Warrant expiry date | Signature | Time |
| Worksite handover accepted by replacement STMS |   |               |                     |           |      |
|  | Name  | ID Number     | Warrant expiry date | Signature | Time |
|  | Tick to confirm handover briefing completed |               |                     |           |      |

**Delegation**

|   |                                    |           |                     |           |      |
|---|------------------------------------|-----------|---------------------|-----------|------|
| Worksite control accepted by TC/STMS-NP |                                    |           |                     |           |      |
|   | Name                               | ID Number | Warrant expiry date | Signature | Time |
|   | Tick to confirm briefing completed |           |                     |           |      |

**Temporary speed limit**

| Street/road name (RPs or street numbers): | TSL action           | Date: | Time: | TSL speed: | Length of TSL (m): |
|---|----------------------|-------|-------|------------|--------------------|
| From: _____ To: _____                     | TSL installed        |       |       |            |                    |
|   | TSL remains in place |       |       |            |                    |
|   | TSL removed          |       |       |            |                    |

| Street/road name (RPs or street numbers): | TSL action           | Date: | Time: | TSL speed: | Length of TSL (m): |
|---|----------------------|-------|-------|------------|--------------------|
| From: _____ To: _____                     | TSL installed        |       |       |            |                    |
|   | TSL remains in place |       |       |            |                    |
|   | TSL removed          |       |       |            |                    |

| Street/road name (RPs or street numbers): | TSL action           | Date: | Time: | TSL speed: | Length of TSL (m): |
|---|----------------------|-------|-------|------------|--------------------|
| From: _____ To: _____                     | TSL installed        |       |       |            |                    |
|   | TSL remains in place |       |       |            |                    |
|   | TSL removed          |       |       |            |                    |

| Street/road name (RPs or street numbers): | TSL action           | Date: | Time: | TSL speed: | Length of TSL (m): |
|---|----------------------|-------|-------|------------|--------------------|
| From: _____ To: _____                     | TSL installed        |       |       |            |                    |
|   | TSL remains in place |       |       |            |                    |
|   | TSL removed          |       |       |            |                    |

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|                               |  |
|-------------------------------|--|
| TMP or generic plan reference |  |
|-------------------------------|--|

**Worksite monitoring**

TTM to be monitored and 2 hourly inspections documented below.

| Items to be inspected                | TTM set-up | 2 hourly check | 2 hourly check | 2 hourly check | 2 hourly check | 2 hourly check | TTM removal |
|--------------------------------------|------------|----------------|----------------|----------------|----------------|----------------|-------------|
| High-visibility garment worn by all? |            |                |                |                |                |                |             |
| Signs positioned as per TMP?         |            |                |                |                |                |                |             |
| Conflicting signs covered?           |            |                |                |                |                |                |             |
| Correct delineation as per TMP?      |            |                |                |                |                |                |             |
| Lane widths appropriate?             |            |                |                |                |                |                |             |
| Appropriate positive TTM used?       |            |                |                |                |                |                |             |
| Footpath standards met?              |            |                |                |                |                |                |             |
| Cycle lane standards met?            |            |                |                |                |                |                |             |
| Traffic flows OK?                    |            |                |                |                |                |                |             |
| Adequate property access?            |            |                |                |                |                |                |             |
| Barrier deflection area is clear?    |            |                |                |                |                |                |             |
| <i>Add others as required</i>        |            |                |                |                |                |                |             |
|                                      |            |                |                |                |                |                |             |
| <b>Time inspection completed:</b>    |            |                |                |                |                |                |             |
| <b>Signature:</b>                    |            |                |                |                |                |                |             |

**Comments:**

| Time | Adjustment made and reason for change |
|------|---------------------------------------|
|      |                                       |
|      |                                       |
|      |                                       |
|      |                                       |
|      |                                       |
|      |                                       |
|      |                                       |
|      |                                       |
|      |                                       |

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# NO PARKING



**(Times here)**  
**(Day here)**  
**(Date here)**



**Except Authorised Vehicles**

# P

**Coupon Parking Zone**

**8am – 6pm**

**Monday – Friday**

**First 2 Hours Free**

**Display Coupons**

**Enquiries (04) 499-4444**

**AT [REDACTED] TIMES**



Wellington City Council

# NO PARKING



(Times here)  
(Day here)  
(Date here)



**Except Authorised Vehicles**

# P

Coupon Parking Zone

8am – 6pm

Monday – Friday

First 2 Hours Free

Display Coupons

Enquiries (04) 499-4444

**AT OTHER TIMES**



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CAR 1021572

STMS Number 49692  
Wellington City Council

28 March 2023

# NO PARKING



**(Times here)**  
**(Day here)**  
**(Date here)**



**Except Authorised Vehicles**

# P

**Coupon Parking Zone**

**8am – 6pm**

**Monday – Friday**

**First 2 Hours Free**

**Display Coupons**

**Enquiries (04) 499-4444**

**AT [REDACTED] TIMES**



STMS Number 49692  
Wellington City Council

28 March 2023

# NO PARKING



(Times here)

(Day here)

(Date here)



Except Authorised Vehicles

# NO PARKING



At Other

Times



APPROVED

CAR R929572

STMS Number 12592  
Wellington City Council

28 March 2023

Except Autho Residents Vehicles

# NO PARKING



(Times here)

(Day here)

(Date here)



Except Authorised Vehicles

# NO PARKING



At Other

Times



APPROVED

CAR R929572

STMS Number 12592  
Wellington City Council

28 March 2023

Except Autho Residents Vehicles

# NO PARKING



(Times here)

(Day here)

(Date here)



Except Authorised Vehicles

# NO PARKING



At Other  
Times



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Except Authorised Residents Vehicles



|  |               |                   |             |     |
|--|---------------|-------------------|-------------|-----|
|  | Form Name:    | TTM Task Analysis | Date        | / / |
|  | Project Name: |                   | Project No. |     |
|  |               |                   | Form Ref.   |     |

**01** This form is completed by the STMS at the start of any shift. This will be the basis of the site induction, risks & checks.

|   |           |                      |           |  |
|---|-----------|----------------------|-----------|--|
| Completed By:                             | Full name |                      |           |  |
| Site Location details:                    | House no. |                      | Suburb    |  |
|   | Road name |                      |           |  |
| Person responsible for the works (Client) | Company   |                      |           |  |
|   | Full name |                      | Signature |  |
| Intended start date                       |           | Intended finish date |           |  |

|                         |   |   |   |   |
|-------------------------|---|---|---|---|
| <b>Permits required</b> |   |   |   |   |
| TMP is approved         | <input type="checkbox"/> Yes                        | <input type="checkbox"/> No                               | Road level  |   |
| Hours of work checked   | <input type="checkbox"/> Yes                        | <input type="checkbox"/> No                               | Delay calculations required                               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| Approved TSLs           | <input type="checkbox"/> 30 km/h                    | <input type="checkbox"/> 50 km/h                          | <input type="checkbox"/> 70 km/h                          | <input type="checkbox"/> 80 km/h <input type="checkbox"/> ____ km/h |
| Aspects affected        | <input type="checkbox"/> Pedestrians                | <input type="checkbox"/> Cyclists                         | <input type="checkbox"/> Property Access                  |   |
|                         | <input type="checkbox"/> Restricted Parking         | <input type="checkbox"/> Traffic Lanes                    | <input type="checkbox"/> Delays or Queuing                |   |
| Contingencies           | <input type="checkbox"/> Incident                   | <input type="checkbox"/> Detour                           | <input type="checkbox"/> Emergency Access                 |   |
|                         | <input type="checkbox"/> Major Incident             | <input type="checkbox"/> Weather                          | <input type="checkbox"/> Non-interference at an accident  |   |
|                         | <input type="checkbox"/> Other (risk assess)        | Contingencies resourced?                                  | <input type="checkbox"/> Yes                              | <input type="checkbox"/> N/A  |
| Contacts required       | <input type="checkbox"/> Client                     | <input type="checkbox"/> RCA/TMC                          | <input type="checkbox"/> ATOC                             | <input type="checkbox"/> SCATS <input type="checkbox"/> KiwiRail    |
| Diagrams                | <input type="checkbox"/> Generic                    | <input type="checkbox"/> Site specific                    | <input type="checkbox"/> Mobile / Semi-static             |   |
| Correct forms           | <input type="checkbox"/> Checking process for GTMPs | <input type="checkbox"/> On site record static operations | <input type="checkbox"/> On site record mobile operations |   |

|   |  |   |   |   |
|---|--|---|---|---|
| <b>Identify Potential Hazards (Tick) and summarise overleaf</b> |  |   |   |   |
|   | <b>People</b>                                      |   | <b>Plant</b>  | <b>Weather</b>                          |
| Safety Zones  | <input type="checkbox"/> 10m roll ahead            | <input type="checkbox"/> Manual handling        | <input type="checkbox"/> Vehicle Speed                | <input type="checkbox"/> Sun glare      |
|   | <input type="checkbox"/> No going in tapers        | <input type="checkbox"/> Slips / trips / falls  | <input type="checkbox"/> Overhead trees / services    | <input type="checkbox"/> Ice / frost    |
|   | <input type="checkbox"/> Longitudinal safety zones | <input type="checkbox"/> Particle in eye        | <input type="checkbox"/> Pinch points                 | <input type="checkbox"/> Wet conditions |
|   | <input type="checkbox"/> 1m lateral safety zones   | <input type="checkbox"/> Loud noise             | <input type="checkbox"/> Uneven / slope / soft ground |   |
|   | <input type="checkbox"/> Entering/Exiting vehicles | <input type="checkbox"/> Burns / chemical burns | <input type="checkbox"/> Mobile plant / machinery     |   |

|   |   |  |  |
|---|---|--|--|
| PPE / Safety Check (Must be worn correctly) | <input type="checkbox"/> Hard hat w/ chin strap | <input type="checkbox"/> Lace up safety boots  | <input type="checkbox"/> Gloves (carry clip) |
|   | <input type="checkbox"/> Long sleeve top        | <input type="checkbox"/> Long pants            | <input type="checkbox"/> Hi-vis (zipped up)  |
|   | <input type="checkbox"/> Safety glasses         | <input type="checkbox"/> Harnessing / lanyards | <input type="checkbox"/> Wet weather jackets |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>Identify Potential Environment Risks (Tick) and summarise overleaf</b> |                              |                             |
| Are there any environmental risks associated with the task?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, what controls do you need?  |                              |                             |

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|   |  |  |   |  |  |
|---|--|--|---|--|--|
| <b>Crew</b>   | <input type="checkbox"/> STMS  | <input type="checkbox"/> Ute Driver  | <input type="checkbox"/> Level 1 Driver | <input type="checkbox"/> TMA Driver                            | <input type="checkbox"/> AWWMS Driver  |
|   | <input type="checkbox"/> 1 x TC  | <input type="checkbox"/> 2 x TC  | <input type="checkbox"/> 3 x TC         | <input type="checkbox"/> 4 x TC                                | <input type="checkbox"/> 5 or more TCs |
| <b>Plant</b>  |  |  |   |  |  |
| <i>Confirm that all vehicles have had prestart checks using plant check form or PreStart app on phone</i> |  |  |   |  |  |
| <b>Plant no.</b><br><i>Write the plant number of each vehicle being used</i>                              |  | <b>Checked by driver</b><br><i>Write the name of the driver or the name of the person that checked each vehicle being used</i> |   | <b>Signed</b><br><i>Each driver or person checking to sign</i> |  |
|   |  |  |   |  |  |
|   |  |  |   |  |  |
|   |  |  |   |  |  |
| <b>Signs</b>  | Signs & equipment form has been completed?                                     |  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No       |  |
|   | Do you need unattended signs (chip / bump / other)?                            |  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No       |  |
|   | Do you need signs for contingency?   |  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No       |  |
| <b>Radios</b>   | How many paddles are required?   |  | Are they loaded?                        | <input type="checkbox"/> Yes <input type="checkbox"/> No       |  |
|   | How many radios are required?  |  | What channel are they using?            |  |  |
|   | Radios checked?  | <input type="checkbox"/> Yes <input type="checkbox"/> No   | Radios are working fine?                | <input type="checkbox"/> Yes <input type="checkbox"/> No       |  |
| <b>Harnesses</b>  | How many harnesses required?   |  |   | How many lanyards required?                                    |  |
|   | Harnesses checked?   | <input type="checkbox"/> Yes <input type="checkbox"/> No   | Lanyards checked?                       | <input type="checkbox"/> Yes <input type="checkbox"/> No       |  |
|   | Are they being worn correctly and TCs or users have completed a checking sheet |  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No       |  |
| <b>Approved TMP will be stored &amp; located</b>  |  | <b>Assembly Point is located</b>   |   | <b>Nearest Medical Centre is located</b>                       |  |
|   |  |  |   |  |  |

| Steps | Description  |
|-------|--|
|       | <b>Sequence of Work:</b> Brief bullet-point description of methodology |
|       |  |

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CAR R929572  
 [REDACTED]  
 STMS Number 49692  
 Wellington City Council

28 March 2023

## Task Health & Safety Hazard ID / Risk Assessment Register

What could be dangerous?

What could go wrong?

How can I do it safely?

| Tick below | Hazard                                 | Risk                                     | Primary RISK RATING | CONTROL APPLIED | Controls   | Residual RISK RATING |
|------------|--|--|---------------------|-----------------|--|----------------------|
|            | Safety zones (roll ahead, tapers, etc) | Potential to be met with moving traffic  | 22                  | A               | All staff are briefed to understand what no go zones are & where they are located on site.           | 18 - 22              |
|            | Entering or exiting vehicles           | Stepping out into moving traffic         | 18                  | SA              | Get in/out from the off-traffic side<br>Angle the vehicle slightly right, when in lanes 2 - 4        | 14                   |
|            | Manual handling                        | Back injury, strains, sprains or cuts    | 13                  | PA              | Wear gloves, stretch first and lift with your knees  | 8                    |
|            | Slips, trips & falls                   | Minor to serious bodily injury           | 13                  | A               | Use 3-points of contact, check your surroundings   | 9                    |
|            | Particle in eye                        | Injury or eye infection                  | 8                   | PA              | Use safety glasses & wear correctly  | 4                    |
|            | Loud noise                             | Hearing damage or loss                   | 9                   | PA              | Wear safety earmuffs or plugs  | 4                    |
|            | Burns / chemical burns                 | Moderate to serious bodily injury        | 14                  | PE              | Wear PPE, store fuels or chemicals safely  | 9                    |
|            | Vehicle Speed                          | Could loss balance and fall              | 14                  | SA              | Will operate at a safe speed. (walk or jogging pace)   | 9                    |
|            | Overhead trees / services              | Damage to signs, arrow boards & property | 18                  | A               | Inspect potential driving routes before raising motorised signs. Check fixed signs for clearance     | 14                   |
|            | Pinch points                           | Crushing                                 | 9                   | A               | Pinch points are labelled and have been toolboxed  | 6                    |
|            | Uneven / slope / soft ground           | Vehicle stuck or tipped, Property damage | 9                   | A               | Inspect ground conditions before traversing & use a spotter person                                   | 5                    |
|            | Mobile plant / machinery               | Crushed, run over or property damage     | 22                  | EA              | Make eye contact with driver or operator & use a spotter person. Reverse alarms                      | 19                   |
|            | Sun glare                              | Unable to see or be seen                 | 15                  | A               | Brief all personal & take extra care   | 6                    |
|            | Ice / frost                            | Can cause slips & falls                  | 10                  | A               | Check first for traction, take care. Potentially pause work until conditions are safe. Treat surface | 6                    |
|            | Wet conditions                         | Impaired visibility or reduced traction  | 13                  | A               | Apply side friction, tighter cone spacing or pause work  | 6                    |
|            |  |  |                     |                 |  |                      |
|            |  |  |                     |                 |  |                      |
|            |  |  |                     |                 |  |                      |

## Task Induction & Visitor Sign-In Register

The following registers used to confirm that all persons involved in carrying out the work are aware of and understand the contents of this document. Visitors must also be included to understand the contents of this document and sign the register.

**If for any reason a person cannot touch this paper work or complete this form, the person in control of this document (STMS, TC or Supervisor) must complete the persons details.**

| 1  | Name | Company | Phone number | Signature | Time |
|----|------|---------|--------------|-----------|------|
| 2  |      |         |              |           |      |
| 3  |      |         |              |           |      |
| 4  |      |         |              |           |      |
| 5  |      |         |              |           |      |
| 6  |      |         |              |           |      |
| 7  |      |         |              |           |      |
| 8  |      |         |              |           |      |
| 9  |      |         |              |           |      |
| 10 |      |         |              |           |      |
| 11 |      |         |              |           |      |
| 12 |      |         |              |           |      |
| 13 |      |         |              |           |      |
| 14 |      |         |              |           |      |
| 15 |      |         |              |           |      |
| 16 |      |         |              |           |      |
| 17 |      |         |              |           |      |
| 18 |      |         |              |           |      |
| 19 |      |         |              |           |      |
| 20 |      |         |              |           |      |
| 21 |      |         |              |           |      |
| 22 |      |         |              |           |      |
| 23 |      |         |              |           |      |
| 24 |      |         |              |           |      |

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 STMS Number 49692  
 Wellington City Council  
 28 March 2023

## GUIDE FOR: Health & Safety Risk Assessment System

| CONSEQUENCE LEVEL<br><i>(Summary description for Consequence Level)</i>  | LIKELIHOOD<br><i>(Summary description for Likelihood)</i>   | RISK RATING<br><i>(Identified by Consequence Level &amp; Likelihood selected)</i>  |
|--|---|--|
| <b>Insignificant:</b> no injuries requiring treatment<br><br><b>Minor:</b> first aid treatment<br><br><b>Moderate:</b> MTI – return to work<br><br><b>Major:</b> LTI – serious harm<br><br><b>Catastrophic:</b> fatalities | <b>Rare:</b> may occur in exceptional circumstances<br><br><b>Unlikely:</b> could occur at some time<br><br><b>Possible:</b> should occur at some time<br><br><b>Likely:</b> will probably occur in most circumstances<br><br><b>Almost Certain:</b> is expected to occur in most circumstances | <b>Low / broadly acceptable</b> with appropriate controls<br><br><b>Medium / acceptable</b> with appropriate controls<br><br><b>High / Tolerable</b> [higher level management approval]<br><br><b>Very High / Intolerable / Significant Risk</b> |

### Level of Risk = RISK RATING

|                       | CONSEQUENCE LEVEL |           |            |              |              |
|-----------------------|-------------------|-----------|------------|--------------|--------------|
|                       | Insignificant ▶   | Minor ▶   | Moderate ▶ | Major ▶      | Catastrophic |
| <b>Almost certain</b> | medium 11         | high 16   | high 20    | very high 23 | very high 25 |
| <b>Likely ▲</b>       | medium 7          | medium 12 | high 17    | high 21      | very high 24 |
| <b>Possible ▲</b>     | low 4             | medium 8  | medium 13  | high 18      | high 22      |
| <b>Unlikely ▲</b>     | low 2             | low 5     | medium 9   | medium 14    | high 19      |
| <b>Rare ▲</b>         | low 1             | low 3     | low 6      | medium 10    | medium 15    |

### Hierarchy of Controls = CONTROL APPLIED

Most Effective  
Least Effect

Remove (Eliminate)

Substitution

Engineering

Administration

P.P.E

|   |
|---|
| R |
| S |
| E |
| A |
| P |

**R = Remove / Eliminate** the hazard, remove it completely from the workplace

**S = Substitute / Substitute** wholly or partly for a safer alternative

**E = Engineering / Use physical barriers**, cover or adapt equipment to reduce the risk

**A = Administration / Develop methods of work**, processes and procedures

**P = PPE / If a risk remains**, you must minimise the remaining risk by using PPE

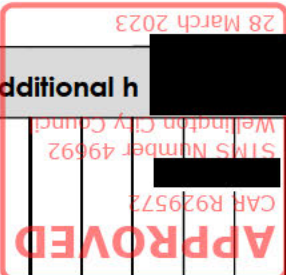
# Task Health & Safety Hazard ID / Risk Assessment Register

*What could be dangerous?*

*What could go wrong?*

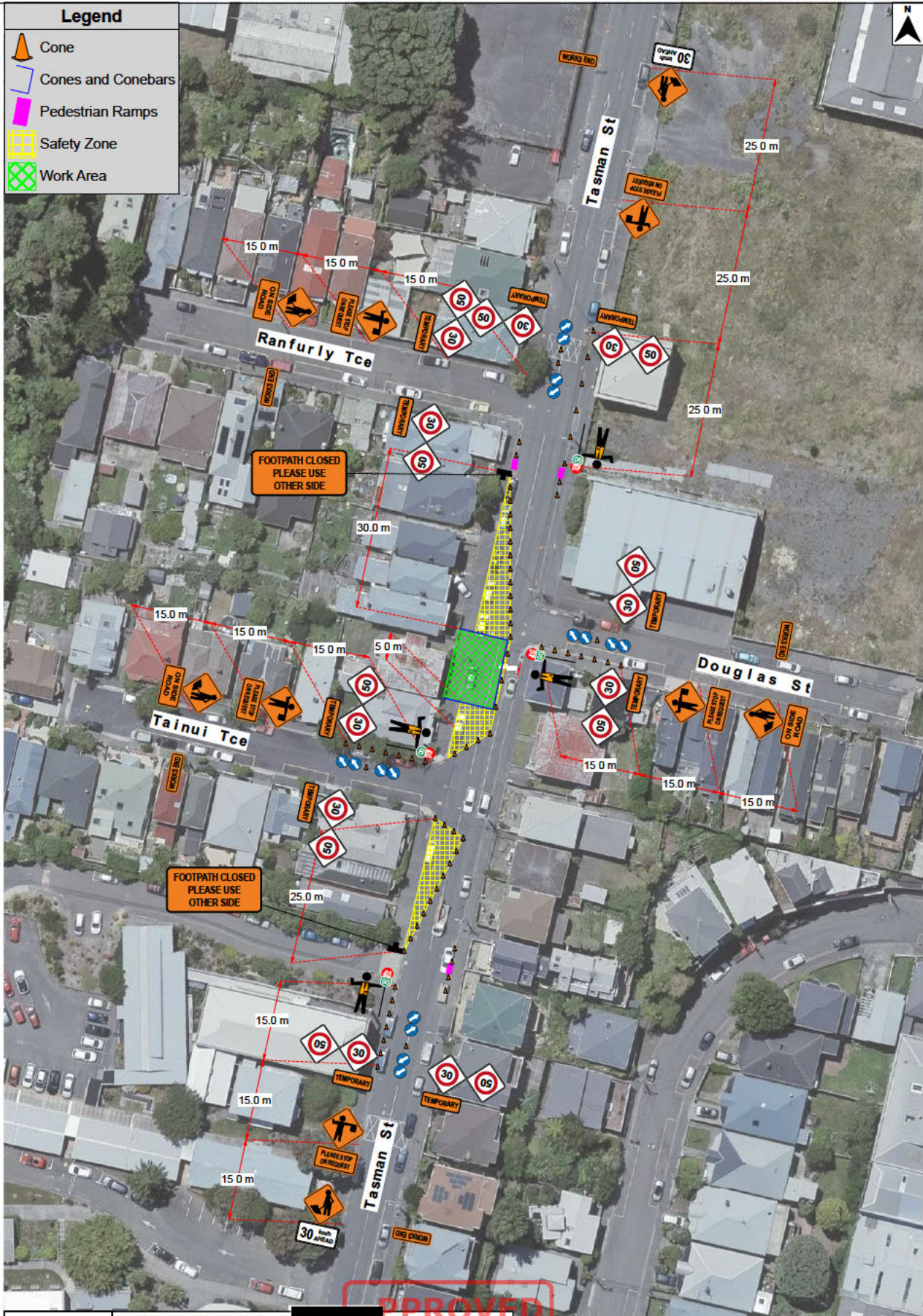
*How can I do it safely?*

| Hazard                  | Risk | Primary<br>RISK<br>RATING | CONTROL<br>APPLIED | Controls | Residual<br>RISK<br>RATING |
|-------------------------|------|---------------------------|--------------------|----------|----------------------------|
| Record any additional h |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |
|                         |      |                           |                    |          |                            |



**Legend**

- Cone
- Cones and Conebars
- Pedestrian Ramps
- Safety Zone
- Work Area





Date: 23/03/2023 Author: [Redacted] Project: Reline NZ  
 Comments:  
 1.1 - TTM signage and detailed closure layout. Attended 1969  
 TD1762 - 78 Tasman St, Mt Coonui Wellington City Council

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 28 March 2023

**Legend**

-  Cone
-  Uneven Surface Area



Date: 23/03/2023 Author: [REDACTED] Project: Reline NZ  
 Comments:  
 1.2 - TTM signage and detailed closure layout. Unattended  
 TD1762 - 78 Tasman St, Mt Cook Wellington City Council



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**Legend**  
Parking Reservations



Date: 23/03/2023 Author: [Redacted] Project: Reline NZ  
Comments:  
1.3 - Parking Reservations  
TD1762 - 78 Tasman St, Mt Cook

**APPROVED**  
[Redacted]  
STMS Number 4969  
Wellington City Council  
[Redacted]  
28 March 2023

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**TWO-WAY TWO-LANE ROAD**

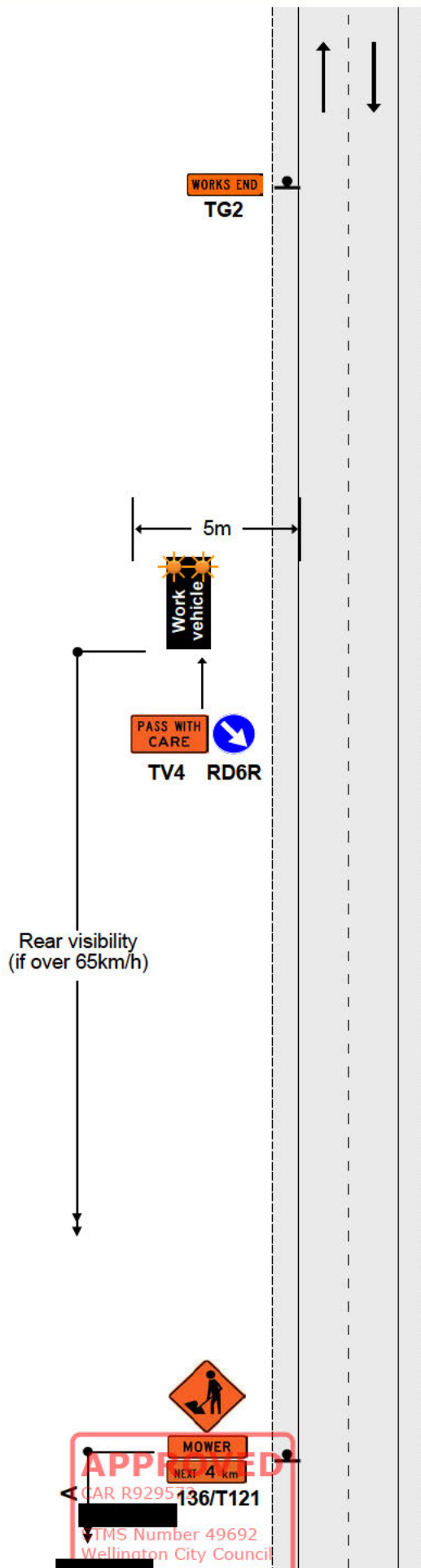
Work vehicle is within five (5) metres of the edgeline

CSD to work vehicle - not required under 65km/h, required over 65km/h

**F4.2**  
**Level 1**

**Notes**

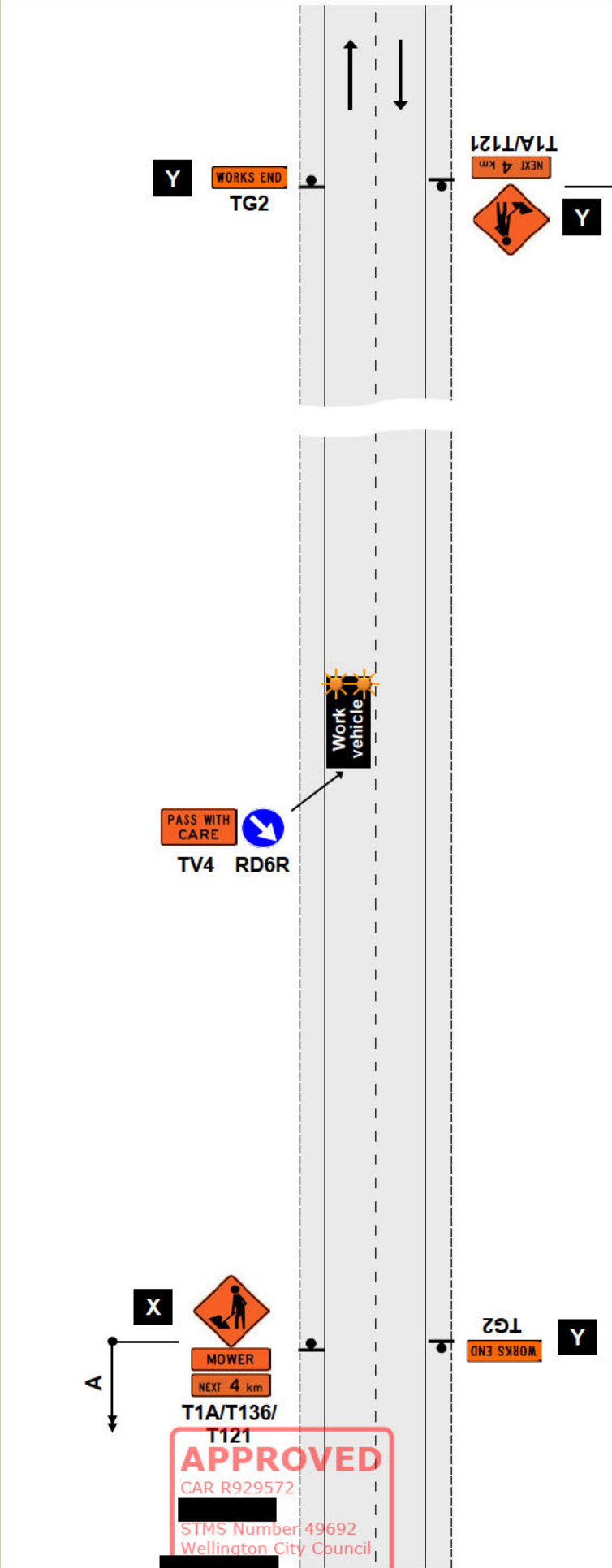
1. If permanent speed is **under** 65km/h, rear visibility to the work vehicle is **not** required
2. If permanent speed is **over** 65km/h, rear visibility to the work vehicle is required
3. A tail pilot vehicle equipped with T1A advance warning sign, appropriate supplementary plate and RD6R may replace the static signs if the permanent speed is under 65km/h (see TMD F4.3)



**TWO-WAY TWO-LANE ROAD**  
**Work vehicle is in a lane**  
**Permanent speed under 65km/h**

**F4.4**  
**Level 1**

- Notes**
1. Advance warning sign X may be replaced by tail pilot equipped with T1A advance warning sign and appropriate supplementary plate
  2. In this case, signs marked with Y do not need to be erected
  3. If using static advance warning signs and the operation is on the lane, then static advance warning signs must also be placed on any intersecting roads



## Works Access Permit

Registration Number: **R929572**

Utility Reference: **N/A**

**Absolutely Positively  
Wellington City Council**

Me Heke Ki Pōneke

### 1. Details of Proposed Work

Activity: Minor Earthworks/Filling, Open Trenching, Utility construction / maintenance

Address: 78B Tasman Street, Mount Cook, Wellington, 6021

Location in road: Carriageway, Footpath, Berm

WAP valid period: 03 April 2023 to 12 May 2023

### 2. The Parties

Wellington City Council being a body corporate in accordance with the Local Government Act 2002 ('the Corridor Manager;')

Wellington Water Alliance being an approved Utility Operator in accordance with Local Government Act 2002 submitting a request for access in accordance with that act;

1 TRAFFIC DESIGN LIMITED being the agent of the Utility Operator submitting this request on behalf of the Utility Operator and in accordance with the Utility Operator's statutory rights ('the Applicant').

### 3. Attachments

Attachment 1 being plan TMP showing the agreed service location.

### 4. Background

(a) The Utility Operator wishes to carry out the works stated on CAR Number R929572 and thereafter maintain the utility services established in the corridor;

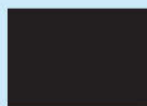
(b) The Corridor Manager is required to provide a written consent in accordance with its governing legislation and to provide a schedule of reasonable conditions, if required, by the utility legislation under which the request for access has been made; and

(c) In accordance with the Code: Utilities' Access to the Transport Corridors and on behalf of the Corridor Manager, I give my written consent for access to the corridor at the agreed location and attach my schedule of reasonable conditions:

(d) In the case of State highways this Works Access Permit serves as the approvals required under sections 51 and 78 of the Government Roding Powers Act.

\*All Contractors, Utility Operators and Principals are Persons Conducting a Business or Undertaking (PCBU) under the Health and Safety at Work Act 2015. The National Code of Practice for Utility Operators Access to Transport Networks applies to all Utility Operators. The Wellington City Council Code of Practice for Working on the Road applies to all other parties working in the road corridor. All parties carrying out work in the roading corridor should be fully conversant with the requirements of the Health and Safety at Work Act 2015 and the code under which they are carrying out their work.

Signed



Date 28/03/2023

acting pursuant to delegated authority.

FOR Corridor Manager APPROVAL USE ONLY

Time Spent Processing:

Approved Contractor

Route Plan Submitted

TMP Submitted

Stockpiling Arrangements

# CONDITIONS

## General Conditions

1. The Utility Operator must:

(a) carry out all Work in Transport Corridors in accordance with the Code and KiwiRail's Specifications for Working in Railway Corridors;

(b) undertake all Works in compliance with the Acts of Parliament and mandated codes of practice that relate to their industry and the type of Work described within the plans and methodology submitted;

(c) install assets more or less in the location shown on the attached plans, and agree the exact location and position with the Road Corridor Manager before Work commences;

(d) locate any Utility Structures in the Road Corridor in the agreed position shown on the drawings and clear of the Carriageway, Road Corridor furniture and kerbs, drains, manholes, etc. Utility Structures agreed to be within the trafficable part of the Road are to be flush with the surface and designed to withstand full heavy Traffic loading (NZTA's HN-HO-72 Traffic Loading);

(e) provide a full description of the construction methodology, reinstatement, resurfacing and compaction and agree this with the Road Corridor Manager prior to Work commencing;

(f) make the Works available at all times for inspection by any person representing the Road Corridor Manager;

(g) if requested, pay the reasonable costs of the Road Corridor Manager in connection with the processing of this notice and for the monitoring and auditing of the Works; (See NZ Transport Agency Cost Structure under Clause 23)

(h) keep a full copy of the Works Access Permit/ Permit to Enter and Reasonable Conditions on the Work Site at all times during the Works;

(i) undertake remedial action on non-conforming Work within the timeframe set by the Road Corridor Manager, where reasonable and practicable;

(j) gain all the necessary consents, approvals and permits from the relevant statutory and regulatory authorities at its own cost;

(k) keep plans of the installed Work and make them available to the Railway Corridor Manager (in all cases) and Road Corridor Manager (on request);

(l) compensate the Road Corridor Manager for any damage or costs incurred to the Road Corridor due to the Work or for costs resulting from the removal of abandoned installations, Utility Structures, components and equipment that belong to the Utility Operator;

(m) repair all Road Corridor assets damaged as a result of the Works, should the Road Corridor Manager determine these are necessary prior to the end of the Warranty period;

(n) restore to their original condition any surface or Utility Structure that was damaged or removed as a result of the Works;

(o) control the surface water channels so as to cause minimal interference to existing flows;

(p) fully restore the surface water channels at the completion of the Works;

(q) notify the Road Corridor Manager of any maintenance Work it proposes to undertake within the two-year Warranty period;

(r) have in place an approved TMP for Roads and Motorways at least two days prior to Work commencing on the Work Site;

(s) provide the Road Corridor Manager with two Working Days' notice before commencement of Work on the Work Site;

(t) ensure that the Work is carried out under the control of a warranted supervisor as required by the Code of Practice for Temporary Traffic Management and ensure that there are sufficient people on site specifically to control the flow of Traffic through the site in accordance with the TMP;

(u) comply with instructions from an officer of the NZ Police Traffic Safety Branch or a duly authorised agent of the Road Corridor Manager in respect of Traffic management and safety;

(v) complete Works in the Road Corridor in one continuous operation (suspension of Works over five continuous days requires the prior written permission of the Road Corridor Manager);

(w) protect and maintain all Road Corridor signs, markers, signals, barriers and associated marking and replace them to the appropriate industry standard where they have been damaged by the Works;

(x) complete and submit a Works Completion Notice form when the Works are complete; and

(y) stop Work as necessary to meet the requirements of section 42 of the Heritage New Zealand Pouhere Taonga Act 2014.

2. Work must not take place on or near a State highway during and one day either side of a public holiday or public holiday weekend.
3. Where otherwise required due to Traffic volumes or specific residential or Central Business District requirements, the hours of Work must be as specified in the Local Conditions and Special Conditions.
4. The Warranty period starts from the date the Road Corridor Manager has given signed acceptance that the Work is complete or otherwise as provided in Section 4.7.1.7 of the Code.
5. Unless the Works stated in the WAP have started on the Work Site, the agreement relating to the Works will only remain valid for six months from the date of approval on the Works Access Permit.
6. The Road Corridor Manager must manage all applications relating to Road Corridor access in accordance with the timeframes and processes in the Code.
7. The Corridor Manager may:
  - (a) assess the suitability of any action proposed by the Utility Operator during the Warranty period and impose Reasonable Conditions that will maintain the integrity of the Road assets;
  - (b) arrange for remedial Work to be done and recover the costs incurred from the Utility Operator, if the Utility Operator fails to take action within the agreed timeframe; and
  - (c) instruct the Utility Operator to stop Work and leave the Work Site (having made the site safe) if the Works are not complying with the relevant Reasonable Conditions including any plans, relevant conditions or specifications contained in the Code, or permission requirements.

8. In granting this WAP, no vested right is created.
9. This WAP is not transferable without the written permission of the Road Corridor Manager.

### **Local Conditions**

10. If contractors have to move a parked vehicle from proposed work areas, they must follow the processes described below.

At least 24 hours before moving:

- complete a letter drop about the parking restriction to all properties within 50m of the site
- place a notice under the windscreen wipers of cars in the affected work site area.

At least 12 hours before moving:

- place signs displaying 'No Stopping' or 'Reserved Parking' at least every 6m along the road.

At the time of moving the vehicle:

- photograph existing damage to the vehicle
- have with them a person warranted in terms of Section 128D and Section 128E of Land Transport Act 1998 to authorise the removal of the vehicle/s
- use a tow firm to relocate the vehicle/s to a nearby legal parking place
- notify the Council and police immediately of the move and give details of the vehicle and relocation.
- If a vehicle is illegally parked, contractors must contact Parking Enforcement to have it moved. If Parking Enforcement can't help, contractors can follow the process outlined above for moving the vehicle.

After the work is completed, the vehicle must be put back in its original location unless other arrangements have been made with the owner of the vehicle.

More Information see <https://wellington.govt.nz/services/parking-and-roads/road-works/work-on-the-roads/move-vehicles-for-road-works>

Parking Enforcement

Phone: (04) 499 4444

11. Written communications requirement
  - A letter drop must be made allowing 5 full business days before work commences
  - Letters to be distributed to all residents, institutions and businesses within 100m of the work site
  - The letter is to include 24/7 contact details for site management, the expected extent and duration of the work.
  - If there is an intention to relocate obstructing vehicles, this intention and how it will be carried out must be stated in the letter. Refer to relocation of vehicles for the full vehicle relocation procedure

### **Special Conditions**

12. Your activity must comply with the Wellington City Council Code of Practice for Working on the Road.  
The Temporary Traffic Management Plan approval process is now independent of the Corridor Access Approval Process.  
You will may receive two approvals for this works.  
Until you have received both your CAR and TTMP approval you may not commence work on site.
13. It is expected that the works outlined in your Corridor Access Request meets the conditions in the National Code of Practice for Utility Operators' access to Transport Corridors and is followed in its entirety.  
During your works if the scope of the work falls outside the standard conditions and local conditions further negotiations with Wellington City Council is required. Special conditions

issued will be documented into your Corridor Access.  
The Temporary Traffic Management Plan approval process is now independent of the Corridor Access Approval Process.  
You will receive two approvals for this works.  
Until you have received both your CAR and TTMP approval you may not commence work on site.