Works Access Permit

Porirua City Council

Registration Number: R992710
Utility Reference: Generic Emergency Excavation & Non Excavation

1. Details of Proposed Work Activity:

Activity: Open Trenching, Pot Holing, Other (Specify Detail), Hand Digging
Address: 16 Cobham Court, Porirua City Centre, Porirua, 16, Cobham Court, Porirua City Centre, Porirua, 5022, 5022
Location in road: Carriageway, Footpath, Berm, Nature Strip
WAP valid period: 26 January 2024 to 31 December 2024

2. The Parties

Porirua 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 submitting a request for access in accordance with that act;

Wellington Water Alliance 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. Background

(a) The Utility Operator wishes to carry out the works stated on CAR Number R992710 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 National Code of Practice for 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 Roading Powers Act;

It is expected that all the conditions set in the CAR have been read and are followed completely, failure to adhere will result in the cancellation of the (WAP) Work Access Permit.

*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. 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** 26/01/2024

Joanna Rowe acting pursuant to delegated authority.

APPROVED
CAR R992710
Joanna Rowe
STMS Number 144988
Porirua City Council
26 January 2024

FOR Corridor Manager APPROVAL USE ONLY

Time Spent Processing:

☐	Approved Contractor	☐	Route Plan Submitted	☑	TMP Submitted	☐	Stockpiling Arrangements

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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;

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(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.

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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.

NORMAL HOURS OF WORK:

Hours of work within the road corridor are generally 7:00 am to 6:00 pm Monday to Saturday (i.e. “Day light hours only”)

However, certain roads (including arterial and primary collector roads) may have more stringent restrictions placed on them depending on the location of businesses, schools or due to traffic flows. Work in these areas start (including set up) after 9.00 am and the site is to be clear by 3.00 pm, this is especially important during school terms.

WORKING OUTSIDE THE NORMAL HOURS OF WORK:

Night work may be permitted in non-residential and residential areas by negotiation.
No night work may be carried out in residential areas
The only exception to these restrictions is EMERGENCY WORK and some asphaltic surfacing.
Notification of such works shall be to corridoraccessteam@poriruacity.govt.nz & raise a Corridor Access Request (CAR) application as soon as possible.
Please refer to ‘The code of Practice for utility operators’ Access to Transport Corridor”, New Zealand Utilities Advisory Group (NZUAG) for the definition of EMERGENCY WORK and the procedure for lodging a CAR.

"NO WORKS" PERIOD WITHIN PORIRUA CITY:

“No Work” shall be carried out within Porirua City during Sundays, or Public Holidays, except in special circumstances (approved by Corridor Manager or Traffic Management Coordinator) or for “emergency work” by notifying Traffic Management Coordinator as soon as possible.
No day works shall be carried out within the Central Business District (CBD) during business hours except for “emergency works and some sealing activities”.

CHRISTMAS PERIOD OF "NO WORK":

PCC Road Controlling Authorities Brown Out Period

Central Business District (CBD)

No work shall be carried out within the Central Business District (CBD) of Porirua City from the 9th December 2024 until 6th January 2025.

Suburban Shopping Areas (SSA)

“No work” dates for Suburban Shopping Areas will be dependent on the nature of the works involved and the location of the shopping area but will normally be the same as for the CBD. Determining appropriate dates will be at the discretion of the Corridor Manager or Traffic Management Coordinator.

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Below are the “No Work” areas for the Central Business District

Titahi Bay Road (from Wi Neera Drive to Mungavin Bridge), Wi Neera Drive, Semple Street, Tuturia Place, Parumoana Street, Norrie Street, Auty Lane, Jellicoe Street, Bullock Lane, Lyttelton Avenue (from Titahi Bay Road to Kenepuru Drive), Hagley Street (from Titahi Bay Road to Lyttelton Avenue), Cobham Court, Blue Heron Lane, Kilkerran Place, Civic Place, Serlby Place, Lydney Place North, Lydney Place South (Private Road), Ferry Place, Hartham Place North, Hartham Place South, Trask Place, Lodge Place, Walton Leigh Avenue, Kenepuru Drive (from Titahi Bay Road to 29 Kenepuru Drive).

FURTHER "NO WORK" RESTRICTIONS:

With the exclusion of the CBD & SSA’s, the “no work” period for the rest of Porirua City Roading network during the Christmas holiday period is from the 21st December 2024 until 6th January 2025.

Note: In exceptional circumstances, apart from EMERGENCY WORK, the Corridor Manager or Traffic Management Coordinator may negotiate and approve any proposals to “Work” outside the stated conditions.

11. SEDIMENT CONTROL
All works are to conform to the following silt and sediment control standards.

STOCKPILING

Smaller Work Sites

Defined as:
(i) Excavation/stock pile of less than 1 cubic metre

(ii) Duration, from excavation to reinstatement less than 48 hours.

In these sites the following measures shall be applied:
A) All excavated materials/stockpiles are to be placed on canvas or like sheeting and similarly covered.

B) Dedicated sump protectors and sediment socks are to be used where in close proximity to kerb and channel, or a stormwater sump, or where excavation/ stockpiling occurs on ground, which slopes toward either.

C) Accumulated sediment in channel is to be swept and returned to reinstated work area or completely removed from site.

D) Silt materials entering sumps are to be removed by vacuum evacuation

EFFECTIVE SILT AND SEDIMENT CONTROL FOR SMALLER WORK SITES

• Set small stockpiles of excavated material at least 300mm back from footpaths or kerb and channel on canvas or sheeting.

• Avoid stockpiling on paved/ hard surfaces.

• Use sediment socks/ filter logs between stockpile and kerb and channel.

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• Where storm water sumps are close to excavation, place filter socks upstream and around sump.

• Sweep up silt that accumulates behind socks and redistribute over grassed areas or remove. Do not hose down sediment to drains.

• Re-grass/ or hydro-seed immediately after back filling and restoration of earthworks.

Larger Work Sites

Defined as:

(i) Excavation area and stockpile exceeds 1 cubic metre

(ii) Duration, from excavation to reinstatement exceeds 48 hours.

In these sites the following measures shall be applied:
A) Locations of proposed stock piling are to be identified as part of the Carriageway Access Request stage, and require Works Access Permit approval.

B) All elected stockpiles, where in proximity to kerb and channel and storm water sumps, shall be protected at downstream margins by correctly installed sediment control fencing.

C) No stockpiling exceeding 1cubic metre is to occur in locations that have not been approved as above.

EFFECTIVE SEDIMENT CONTROL FOR LARGE STOCK PILES

• Where large stockpiles occur sediment control fences are a required containment method.

• Fences are required downhill of stockpiles.

• Install fencing with posts at no less than 1.5m centres and ensure fence is set into ground or weighed down by aggregate.

Sediment control products including sediment socks/ sediment fence materials can be sourced and purchased on-line "sediment control products NZ".

Note: for further information on Council minimum requirements see -
https://poriruacity.govt.nz/services/building-consents/silt-and-sediment-control/

UNDERGROUND DRILLING

A) All methods of underground drilling that produce sediment/ slurry laden water discharges shall be attended to by vacuum evacuation equipment to ensure no discharges occur to the roading network.

B) Pneumatic thrusting methods including "boring, ramming, air knife operations", etc. are to be confined or enclosed, to ensure the control and containment of all debris.

SITE REINSTATEMENT

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A) All exposed earth after backfilling/ reinstatement, is to be immediately seeded with grass, hydroseeded or hydromulched to ensure prompt re-vegetation.

B) All debris and loose earth from excavation is to be swept and removed from the kerb and channel, and any surface that may discharge to the roading network.

No loose material is to be washed onto the road or into storm water sumps.

12.

Refer to the National Code of Practice for Utility Operators access to the Transport Corridors and Porirua City Council's Local conditions.

13.

EVENTS

A. Towing
To move a parked vehicle from proposed work areas, the processes described below must be followed.

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 'No Stopping' PN11 signs at least every 6m along the road.

At the time of moving the vehicle:
- photograph existing damage to the vehicle
- Call PCC Contact center on 04 237 5089 and arrange to have someone from our Parking Bylaws team or their contractor afterhours to attend and authorise the removal of the vehicle

If a vehicle is illegally parked, contractors must contact PCC Contact center on 04 237 5089 and arrange to have someone from our Parking Bylaws team or their contractor afterhours to have it moved.

B. Documents on site:
A copy of the approved TMP and current WAP must always be kept on each work site where it is available for the Council`s TMC to review or access.

C. The traffic management planner and event organiser must consult emergency services and any other affected parties as per TMP.

D. The traffic management plan is an integral part of the H&S plan along with briefing of event staff. Briefing to happen prior to event.

E. The Event Organiser is to organise a debrief session as close as possible after the event.

F. The Event Organiser is responsible for safety (pedestrians and traffic) within the event space.

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G. TTM Removal:
All TTM equipment including cones and Signages (parking, information, detour, directional) must be picked up and removed within 24 hours once the works are complete. A fee may incur if this is not done.

Special conditions may apply to this event, they will follow these general conditions.

14.

EXCAVATION WORKS - UTILITIES

It is expected that the works outlined in your Corridor Access Request meet 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 of the standard or local conditions, further negotiations with Porirua City Council will be required.

Any special conditions issued will be documented into your Corridor Access Request

A. WAP Extensions:
Applicant/Principal to advise PCC (corridoraccessteam@poriruacity.govt.nz) if a WAP extension is needed. An updated TMP to be uploaded to the CAR for review. If stages of the work have been completed, the relevant TTM setups are to be deleted out of the TMP and TMP updated for only the necessary TTM set ups. WAP extensions will only be granted if work is rescheduled within a one-month period. A cost is incurred for all WAP extensions.

B. TTM Removal:
All TTM equipment including cones and Signages (parking, information, detour, directional) must be picked up and removed within 24 hours once the works are complete. A fee may incur if this is not done.

C. Documents On Site:
A copy of the approved TMP and current WAP must always be kept on each work site where it is available for the Council`s TMC to review or access. Failure to supply this information, will result in the cancellation of this CAR.

D. Vehicle Crossing:
All vehicle crossings must be created, operated and maintained in accordance with Section 335 of the Local Government Act 1974 and Council's General Bylaws, Public Places clause 14.

Property owners are responsible for the construction and maintenance of their driveway and vehicle crossing.

When reinstating a vehicle crossing, the '1 metre rule' does not apply and the full vehicle crossing must be reinstated.

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E. Footpath:
At a minimum, the full width and at least 1m in length of the footpath must be reinstated. If the edge of the final surface cut is within 1m of a joint or existing edge of the pavement, then the existing pavement must be replaced to that joint or edge as part of the surface reinstatement and cut accordingly.

Any Temporary reinstatement will need to have an AC surface finish and free of any loose materials.

For works on the shared footpath, the whole section (joint to joint) will need to be replaced as part of the final reinstatement.

F. Towing:
To move a parked vehicle from proposed work areas, the processes described below must be followed.

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 'No Stopping' PN11 signs at least every 6m along the road.

At the time of moving the vehicle:
- photograph existing damage to the vehicle
- Call PCC Contact center on 04 237 5089 and arrange to have someone from our Parking Bylaws team or their contractor afterhours to attend and authorise the removal of the vehicle

If a vehicle is illegally parked, contractors must contact PCC Contact center on 04 237 5089 and arrange to have someone from our Parking Bylaws team or their contractor afterhours to have it moved.

CAR Number: R992710

APPROVED
CAR R992710
Joanna Rowe
STMS Number 144988
Porirua City Council

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CAR PCC Full Scope of Works Utility

Utility

Company	Wellington Water Alliance
Contract Manager	Tim Harty
Phone	021 451 104
Email	Tim.harty@wellingtonwater.co.nz

Contractor

Company	Wellington Water alliance
Contract Manager	Valitha Roos
Phone	021 510 923
Email	Valitha.roos@wellingtonwater.co.nz

Type of Work (Tick)			Emergency	x		
Location Road (Tick)	Carriageway	x	Footpath	x	Berm	x

Work Location

Physical Address	Various Locations / Streets within Porirua City Region

Work Programme

Start Date	26/01/2024	Completion Date	31/12/2024
Duration of Work	24/7	Day / Night	341

Hours of work

Start Time		Finish Time	

Description of Activity

P1 / P2 Emergency excavation & non-excavation works:

This generic only covers the initial emergency response. If work won't be completed within 48 hours, a site specific is to be submitted.

National Code Definition: Works that require an immediate response to restore the integrity of the Utility Structure or secure the situation for the safety of the Public and relates to:

- restoration of supply following an unplanned outage or interruption of supply.
- rectification of a dangerous situation including support requested by an emergency service; or
- unplanned events that have a significant impact on a Road, a Railway, a bridge, public health, public safety, or the security of supply to a network.

RCA to be notified by text/email ASAP for all ROAD CLOSURES

Emergency Night Works must be notified:

- **Landaccess between 7:30 am to 16:30pm to advise RCA/TMC**
- **Directly to Council / Night Duty Supervisor outside of these hours and weekends**

Note: All project works, or other work not covered under the Generic TMP / TMD will need site specific. Council needs to be notified ASAP.

Main arterial roads:
RCA to be notified ASAP if works are taking place on a main arterial road.

Only approved contractors listed on TMP are covered under Generic Car.
ALL CONTRACTORS ARE TO NOTIFY THE TEAM LEADER PRIOR TO CARRYING OUT THEIR WORK ACTIVITY.

- All work carried out may involve having 1 to 2man onsite including sub-contractors.
- All digging works can involve but not limited to hand digging / using a digger or utilising a Hydro Vac when required.

Emergency excavation & Non excavation works Causing health and safety issues to the public and is immediately impacting or flooding a property, accessway or other facility.

- Burst 3 Water network leaks which covers repairs / replacements of council assets.
- Urgent mark outs of utility / council assets.
- Urgent Locates.
- Urgent leak detection.
- Poor water quality needing to flush hydrants.
- Operation of hydrants and valves on the same day.
- Missing / broken lids posing a health and safety issue.
- No Water / low water pressure to properties.
- Major Blockage / Overflow in the Wastewater network.
- Urgent flushing and cleaning of Wastewater Inceptors.
- Major blockage / break in the Stormwater network.
- Urgent Replacement of Manhole frame and centres.
- Urgent Replacement of Stormwater and Wastewater laterals.
- Urgently needing to Lift manhole covers to check for blockages.
- Pollution into our Stormwater network or waterways.
- Third party damage to council assets.

Crews and Sub contractors must adhere to the following:

- Ensure proper traffic and pedestrian management is in place.
- Set up correct Tmd to suit the work site.
- Complete a separate RCP form for every excavation.
- Safety induction is carried out as per RCP process.
- Ensure safety is always adhere to.
- Ensure all efforts are made to minimise disruption to residents, business, and pedestrians.
- Make sure relevant documents are onsite (utility plans).
- Mark out utility / council assets to carry out work above.
- Provide before photos showing a wide street view of location.
- Photo of repairs.
- Photo after the repair and how the site was left.
- Clear notes of what was repaired.
- Where possible reinstatement will be completed after emergency excavation.
- Site is packed up and left clean and tidy.
- Temporary surface must be installed on the same day, else appropriate signage / fencing must be used for areas where tempsealing is not possible.

Service crews are equipped to set up the following TMD's only.

Traffic management will be required if you do not carry correct signage.

CC1	Shoulder and roadside activities – Vehicle parked in carriageway	F2.1	Footpath diverted onto berm behind working space
CC2	Traffic not crossing road centre – Vehicle parked on carriageway	F2.2	Footpath diverted onto berm between working space and carriageway
CC4	Footpath diverted onto shoulder or parking lane	F2.5	Shoulder and roadside activities – Work on berm and/or footpath
CC5	Footpath guidance past the working space	F2.6	Shoulder and roadside activities – Working in parking lane
CC7	Valve in shoulder or on berm	F2.7	Shoulder Closure
CC8	Valve towards left of lane	J2.16A	Cul-De-Sac Closure
CC9	Valve towards right of lane		
CC10	Valve in centre of carriageway		
CC12	Less than 75m CSD		

Sub-contractors are to follow the Tmd criteria above, or if you do not have correct signage to set up own Tmd. Any Tmd not listed above will require external traffic management.

Extended crew when needed:

- Hydro Vac Truck / Digger / Jet Flusher / Mini Combo maybe utilised to assist with repairing leaks.
- Traffic management vehicles if unable to set up own traffic.
- Reinstatement vehicles / plant where possible.

Work Vehicles onsite at various stages of work but not limited to:

Standard work crew:

1 to 2 service vehicles equipped with beacons onsite along with any small plant and equipment to carry out maintenance work. Crews to set up own Tmd.

Corridor Access Request requirements:

- All excavation works will require a retrospective child CAR raised.
- Child CARs should be submitted within two working days of work taking place.
- If a retrospective TMP is requested, traffic management will be added to the CAR to upload relevant documents.

WHEN ARE SITE SPECIFIC TMP'S NEEDED:

Site specific TMPs are required if:

- Works continue for more than 48 hours after initial emergency response, if further works are required you need to contact RCA.
- Works become planned works.

Retrospective Site Specific TMP may be required if:

- Works impact traffic in a way not covered under any emergency generic TMDs.
- All works within State Highways.
- All works within Kiwi Rail property (requires prior approval from Kiwi Rail).
- Works impacting the CBD area or suburban shopping areas.
- Works that involve relocating a bus stop or mobility parking.

Notification required immediately for the following:

- Works or traffic signage/set-up within 10m of Kiwi Rail property to the RCAs.
- Works impacting bus stops to Metlink.
- Footpath and Road Closures to RCAs.
- Works impacting a school during school hours.
- CBD or suburban shopping area works impacting traffic to RCAs.
- All emergency night works to the night supervisor / Council.
- Removal of mobility parking to RCA.

Health and Safety Policy

Our Purpose

Creating excellence in regional water services for healthy communities

Our Vision

Our people, suppliers and affected parties go home healthy and safe

Our Beliefs

- Health and safety is our top priority
- We look after ourselves; everyone takes personal responsibility for their own health and safety
- We look out for each other, suppliers and the public; we make sure everyone is safe
- Wellington Water takes a methodical approach to health and safety; we continuously review our systems to ensure they are up-to-date and ensure that health and safety is foremost in infrastructure planning and design
- We're committed to health and safety at all times; nobody walks past an unsafe activity or work site - we make it safe

Our Commitments

Leadership

- We make sure our people work in a safe environment
- We make sure our work sites are safe for suppliers, neighbours and the general public
- We empower our people to manage health and safety in all situations and to stop unsafe acts as they happen; we make sure there's a safe working environment before work continues
- We proactively identify and manage hazards and ensure safe behaviour
- We support the safe and early return to work of any of our people who are injured or sick, and support and follow up on anyone who is injured on a Wellington Water site
- We recognise staff and suppliers who practice excellence in health and safety

Systems

- We make sure our people have the training, skills and resources to work safely
- We ensure infrastructure managed by Wellington Water is designed, constructed, operated and maintained safely, and will remain safe for our people, suppliers and the community
- We accurately record, investigate and report incidents and learn from them
- We monitor our health and safety performance and that of our suppliers as a basis for continuous improvement and identifying new and safer ways of working

Working with others

- Our suppliers are required to commit to our vision of our people and suppliers going home healthy and safe
- We make sure all suppliers working on behalf of Wellington Water have high quality health and safety systems in place
- We comply with and exceed all relevant legislation, regulations, codes of practice and industry standards
- We interpret health and safety broadly and work with all stakeholders to achieve our health and safety vision

COLIN CRAMPTON
CHIEF EXECUTIVE

Living Safely Policy

People at the heart of everything we do

Living safely is how we go about every aspect of our lives; all day, every day. It is more than work, it is about integrating our work, home and interests, our desire to get the best out of life, and to be the best we can. It is recognising our strengths and weaknesses, and making positive choices that benefit our wellbeing and way of life, including those of others in the communities in which we live and work.

We will:

- Demonstrate our commitment through active and visible leadership
- Abide by a simple safety management system that encourages health and safety ownership by each and every individual
- Incorporate health and safety into the way we design, plan and do our work
- Work collaboratively with our subcontractors to meet the required health and safety standards
- Enhance our health and safety skills and behaviours through training and development
- Foster a culture of reporting, learning and sharing
- Be empowered to maintain a safe and healthy workplace
- Promote a positive health and wellbeing mindset
- Meet or exceed relevant standards and legal requirements
- Set measurable objectives and targets to ensure continual improvement

C W Bruyn
Managing Director

RCA consent (eg CAR/WAP) and/or RCA contract reference	

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 /TMP reference	**TMP reference:** ATMS 2023-391 V2	**Contractor (Working space):** **As per attached list**	**Principal** *(Client)*: **Wellington Water**		
		Contractor (TTM): **As per attached list**	**RCA:** **Porirua City Council**		
Location details and road characteristics	**Road names and Suburb**		**House no./RPs From and to**	**Road level**	**Speed Limit**
	Various within the Porirua City Region		Various	01	30/40/50/60 /70/80km/h

Traffic details (main route)	**AADT**	**Peak flows**		
	Various		Start	End
		AM	5:30am	9:00am
		PM	4:00pm	7:00pm

RCA consent (eg CAR/WAP) and/or RCA contract reference	

Description of work avtivity

P1 / P2 Emergency excavation & non-excavation works:

This generic only covers the initial emergency response. If work won't be completed within 48 hours, a site specific is to be submitted.

National Code Definition: Works that require an immediate response to restore the integrity of the Utility Structure or secure the situation for the safety of the Public and relates to:

- restoration of supply following an unplanned outage or interruption of supply.
- rectification of a dangerous situation including support requested by an emergency service; or
- unplanned events that have a significant impact on a Road, a Railway, a bridge, public health, public safety, or the security of supply to a network.

RCA to be notified by text/email ASAP for all ROAD CLOSURES

Emergency Night Works must be notified:
Land access between 7:30 am to 16:30pm to advise RCA/TMC
Directly to Council / Night Duty Supervisor outside of these hours and weekends

Note: All project works, or other work not covered under the Generic TMP / TMD will need site specific. Council needs to be notified ASAP.

Main arterial roads:
RCA to be notified ASAP if works are taking place on a main arterial road.

Only approved contractors listed on TMP are covered under Generic Car.
ALL CONTRACTORS ARE TO NOTIFY THE TEAM LEADER PRIOR TO CARRYING OUT THEIR WORK ACTIVITY.

- All work carried out may involve having 1 to 2man onsite including sub-contractors.
- All digging works can involve but not limited to hand digging / using a digger or utilising a Hydro Vac when required.

Emergency excavation & Non excavation works Causing health and safety issues to the public and is immediately impacting or flooding a property, accessway or other facility.

- Burst 3 Water network leaks which covers repairs / replacements of council assets.
- Urgent mark outs of utility / council assets.
- Urgent Locates.
- Urgent leak detection.
- Poor water quality needing to flush hydrants.
- Operation of hydrants and valves on the same day.
- Missing / broken lids posing a health and safety issue.
- No Water / low water pressure to properties.
- Major Blockage / Overflow in the Wastewater network.
- Urgent flushing and cleaning of Wastewater Inceptors.
- Major blockage / break in the Stormwater network.
- Urgent Replacement of Manhole frame and centres.
- Urgent Replacement of Stormwater and Wastewater laterals.
- Urgently needing to Lift manhole covers to check for blockages.
- Pollution into our Stormwater network or waterways.
- Third party damage to council assets.

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Crews and Sub contractors must adhere to the following:

- Ensure proper traffic and pedestrian management is in place.
- Set up correct Tmd to suit the work site.
- Complete a separate RCP form for every excavation.
- Safety induction is carried out as per RCP process.
- Ensure safety is always adhere to.
- Ensure all efforts are made to minimise disruption to residents, business, and pedestrians.
- Make sure relevant documents are onsite (utility plans).
- Mark out utility / council assets to carry out work above.
- Provide before photos showing a wide street view of location.
- Photo of repairs.
- Photo after the repair and how the site was left.
- Clear notes of what was repaired.
- Where possible reinstatement will be completed after emergency excavation.
- Site is packed up and left clean and tidy.
- Temporary surface must be installed on the same day, else appropriate signage / fencing must be used for areas where tempsealing is not possible.

Service crews are equipped to set up the following TMD's only:

External Traffic Management will be required if you do not have the correct TTM equipment to install the required TTM closure

CC1	Shoulder and roadside activities – Vehicle parked in carriageway	F2.1	Footpath diverted onto berm behind working space
CC2	Traffic not crossing road centre – Vehicle parked on carriageway	F2.2	Footpath diverted onto berm between working space and carriageway
CC4	Footpath diverted onto shoulder or parking lane	F2.5	Shoulder and roadside activities – Work on berm and/or footpath
CC5	Footpath guidance past the working space	F2.6	Shoulder and roadside activities – Working in parking lane
CC7	Valve in shoulder or on berm	F2.7	Shoulder Closure
CC8	Valve towards left of lane	J2.16A	Cul-De-Sac Closure
CC9	Valve towards right of lane		
CC10	Valve in centre of carriageway		
CC12	Less than 75m CSD		

Sub-contractors are to follow the Tmd criteria above, or if you do not have correct signage to set up own Tmd. Any Tmd not listed above will require external traffic management.

Extended crew when needed:

- Hydro Vac Truck / Digger / Jet Flusher / Mini Combo maybe utilised to assist with repairing leaks.
- Traffic management vehicles if unable to set up own traffic.
- Reinstatement vehicles / plant where possible.

Work Vehicles onsite at various stages of work but not limited to:

Standard work crew:

1 to 2 service vehicles equipped with beacons onsite along with any small plant and equipment to carry out maintenance work. Crews to set up own Tmd.

Corridor Access Request requirements:

- All excavation works will require a retrospective child CAR raised.
- Child CARs should be submitted within two working days of work taking place.
- If a retrospective TMP is requested, traffic management will be added to the CAR to upload relevant documents.

WHEN ARE SITE SPECIFIC TMP'S NEEDED:

Site specific TMPs are required if:

- Works continue for more than 48 hours after initial emergency response, if further works are required you need to contact RCA.
- Works become planned works.

Retrospective Site Specific TMP may be required if:

- Works impact traffic in a way not covered under any emergency generic TMDs.
- All works within State Highways.
- All works within Kiwi Rail property (requires prior approval from Kiwi Rail).
- Works impacting the CBD area or suburban shopping areas.
- Works that involve relocating a bus stop or mobility parking.

Notification required immediately for the following:

- Works or traffic signage/set-up within 10m of Kiwi Rail property to the RCA's.
- Works impacting bus stops to Metlink.
- Footpath and Road Closures to RCA's.
- Works impacting a school during school hours.
- CBD or suburban shopping area works impacting traffic to RCA's.
- All emergency night works to the night supervisor / Council.
- Removal of mobility parking to RCA

RCA consent (eg CAR/WAP) and/or RCA contract reference	

Planned work programme							
Start date	26/01/2024	**Time**	24hrs	**End date**	31/12/20224	**Time**	24hrs

Consider significant stages, for example:

- road closures
- detours
- no activity periods.

Residential Roads & Main Roads

Due to unpredictability of emergency works, no site installation/removal times have been specified.

However, all night works require Landaccess/Council notification ASAP

During School Times RCA Notification is required and notify the School as soon as practicable:
8:30am – 9:30am or 2:45pm – 3:15pm.

Only approved contractors listed on TMP are covered under Generic Car.

This TMP is to cover emergency works - an email to the RCA at is required for any works that are left unattended. Email Corridoraccessteam@poriruacity.govt.nz

Notification email to RCA MUST include:

- Location/Address
- Dates/Times of works – attended & unattended
- TMP & Diagram(s) used
- Reasons for works/TTM remaining in place, longer than 1 day
- Photos of the active site set up (these photos are to include both ends of the site (inclusive of any side roads), pedestrian/cycle management and the working area.

A site-specific retrospective TMP is required for/when:

- *The generic TMD does not suit/fit the site.*
- *Works cannot be completed within 7 days.*

Use of Traffic Signals (F2.17) & F2.4 must be approved by TMC prior to leaving on an unattended site.

F2.16 requires TMC approval prior to installing on both attended and unattended sites.

e-STOPs – ATMS 02, ATMS 03 & ATMS 05 are not permitted for use whilst site is unattended – e-STOPs must be manned at all times. (e-STOPs are a remote control manual operated system so cannot physically operate when unattended).

Any changes to the approved TMP must be documented on the Onsite Record.

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Consider significant stages, for example: • road closures • detours no activity periods.	**Parking Restrictions:** Parking restrictions will be installed where required 12-24hrs prior to works commencing. Parking restriction signage can **only** be no-parking signage (PN11). No dates or times. INFORMATION ONLY: vehicles may require towing Porirua City Council to be contacted : 04 237 5089 All related towing fees will be directed to the contractor. Towing authority is not approved as part of the TMP process. **Kerb Side Collection:** Kerb side collection occurs Monday to Friday. Works to halt when kerb side collection vehicle is working in the area or onsite personnel to assist with the collection. • A risk assessment is to be applied prior to selecting/installing TMDs. • Checking-process-for-GTMPs checklist form (attached) is to be completed prior to using the GTMP. **Reinstatement:** • Wellington Water is responsible for managing the aftercare for all temporary surface –contact 04 912 4470 or email: wwlandaccess@wellingtonwater.co.nz. • Reinstatement must be completed as per National code requirements. • Compaction test must be supplied as per National code requirements. • If work is postponed or cancelled; works will go ahead the next safe and practical date possible weather permitting. RCA must be notified ASAP if this occurs. • Sites left unattended need to be monitored once within each 24-hour period and recorded on the site record and monitoring form. During bad weather (high winds, etc.) site is to be monitored more frequently. • Sites left unattended must be fenced off as per National code requirements and RCA must be notified. • Reinstatement is to be planned same day or as soon as practicably possible. Pedestrian management (remaining on the path/berm) and shoulder closures can remain in place with fencing. Any works requiring pedestrian diversion onto the road or larger than a Shoulder Closure must be backfilled to road level with aftercare left in place or temporary sealed. Work Vehicles onsite at various stages of work but not limited to: • 1 to 2 service vehicles equipped with beacons onsite along with any small plant and equipment to complete the work. • Concrete truck / Hot Box Truck along with any small plant and equipment to complete the work. • Digger / Roller. • Traffic management if unable to set up own traffic. • Reinstatement vehicles / plant.

Inspection activities must be completed as detailed in the approved TMP.			
Type of road	**On shoulder or roadside – no time limit**	**On live lane – up to 5 minutes**	**Over 5 minutes**
Low volume (less than 500vpd) category A or B road environment	**Spotter optional – can be one person activity** Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector *and in the interim until the warrants are phased out, an STMS of any level or a TC-Inspector.*		**Inspection not permitted.** **Must use a mobile, semi-static, or static closure.**
Category A	**Spotter optional – can be one person activity**	**Spotter required – minimum two person activity**	
	Onsite control must be by either practising STMS of any category, practising TMO or Inspector *(and in the interim until the warrants are phased out):*		
	Road level	*Onsite control*	
	Level 1 road	*TC, TC-Inspector or STMS*	
	Level 2 road	*L2/3 STMS, STMS-NP, or TC-Inspector*	
Category B	**Spotter optional – can be one person activity**	**Spotter required – minimum two person activity**	
	Onsite control must be by either a practising STMS of any category, a practising TMO or an Inspector *and in the interim until the warrants are phased out:*		
	Road level	**Onsite control**	
	Level 1 road	TC, TC-Inspector or STMS	
	Level 2 road (shoulder, roadside or on the lane with speed 60km/h or less)	L2/3 STMS, STMS-NP or TC-Inspector	
	Level 2 road (on the lane with speed 70km/h or more)	L2/3 STMS or STMS-NP	
Category C	**Spotter optional – can be one person activity:** Onsite control must be by either a practising STMS (C) or an Inspector *(and in the interim until the warrants are phased out, a L2/3 STMS, STMS-NP, or TC-Inspector).*	**Inspection not permitted.** **Must use a mobile, semi-static, or static closure.**	

WAKA KOTAHI TTM NOTICE: IMPLEMENTATION OF STAGE 1 OF TRAINING & COMPETENCY MODEL // 93

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	General rules (apply to all the above) Inspectors must move to avoid traffic. They must not expect traffic to move or slow down to avoid them. There must be CSD to the inspector when on the live lane. On busy roads where traffic volumes and speed affect access to the live lane, peak periods should be avoided or a higher level of TTM considered. Crossing a level LV, 1 or 2 road does not constitute being on a live lane but crossing a level 3 road does, unless a pedestrian crossing facility is being used. **Vehicle** Advance warning in the form of an inspection vehicle fitted with one and preferably two amber flashing beacons and a rear-mounted sign indicating the type of activity taking place must be positioned in advance of the inspection site. A vehicle is not required on a level LV or level 1 road with a permanent speed of less than 65km/h if the inspector remains on a footpath. On roads with a permanent speed of less than 65km/h an amber flashing beacon is not required on the vehicle if the inspector or non-invasive works is on an unsealed shoulder (or further away from the carriageway - including a footpath). **Spotter** A spotter is not required for inspections and non-invasive works on level LV roads. Unless otherwise approved by the RCA, all inspections on the live lane of level 1 and level 2 roads require a spotter. The RCA may provide a list of level 1 roads, times and/or activities suitable for inspection by a single inspector (eg where no level LV roads have been declared by the RCA) Where an unaccompanied inspector is not able to maintain adequate attention (eg due to work tasks or poor visibility), a spotter will be required or another type of traffic management operation used.
Alternative dates if activity delayed	N/A – works will be carried out within the times/dates as listed.

Road aspects affected *(delete either Yes or No to show which aspects are affected)*					
Pedestrians affected?	Potentially	**Property access affected?**	Potentially	**Traffic lanes affected?**	Potentially
Cyclists affected?	Potentially	**Restricted parking affected?**	Potentially	**Delays or queuing likely?**	Potentially

Proposed traffic management methods

Installation *(includes parking of plant and materials storage)*	• STMS to contact Metlink (0800 801 700) for any works on a bus route or impacting bus stops 30 mins prior to installation. • Emergency Services (*555) will be called where a one-way system or road closure is installed, 30 mins prior to installation. Once on site, the TMP will be implemented as follows: • Emergency situation will be protected as required by delineation or mobile operation in the first instance. • Identify public safety and site safety hazards and how they will be addressed and place on the hazard document for 'toolbox' briefing • STMS to check the TMP is appropriate to the worksite. • All vehicles are to have correct signage and flashing beacons. They also need to have continuous and appropriate communication with the STMS and each other on an agreed channel at all times • Work vehicles required on site will be parked within the site or parked legally nearby. • Mobile Operations or inspection activities may be required to turn on/off water valves. • STMS to contact Metlink (0800 801 700) 30 minutes prior to site installation • STMS to contact WTOC (0800 869 286) 30 minutes prior to site installation ***Layout Procedure*** Installation of the site will be done under a level 1 mobile closure with appropriate work vehicles and crew. 1. A site drive through will be conducted first to confirm layout, conditions and environment are all appropriate for works to proceed. 2. Vehicle positioning will be as far to the left as practical and the installation vehicle will be stationary at the installation of each sign, with activity occurring only on the non-traffic side of the vehicle. 3. Advanced warning signage will be installed first on the left, followed by progressive signage installation in a 'loop' fashion around the site area. 4. Once ALL signage for the site has been installed delineation and direction signage will be installed in the following order; a. Longitudinal Delineation (Along the lane) b. Tapers (Shifting) & RD6 signage c. Tapers (Merging) & RD6 signage Once all delineation is installed and 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 TMDs, this should include the checking of worksite layout distances.

Attended (day)	• An STMS or delegated TC/TMO must be onsite at all times. • TC/STMS to assist pedestrians/cyclists/driveways and any resident/business driveways. • For Stop/Stop and Stop/Go setups, cyclists will be sent prior to any vehicles. • STMS/TC will complete 2 hourly site checks and document on the onsite record. • Where Mobility parking are affected alternative parking to be provided (same side of road, as close as possible), TM personnel to assist and guide users as required **Works near Pedestrian Crossings:** • TC's to guide pedestrians through/around the closure. **Works near a Bus Stop:** • GWRC/Metlink to be notified prior to work taking place if a bus stop will be affected. • Refer to below GWRC guidelines for bus stops affected by worksites **Bus stop integrated into MTC Stop Point** • TC's on stop/go are to stop each bus and assist with loading & unloading of passengers as required. • Bus stop signage is to direct pedestrians towards the stop point **Bus stop relocated away from site** • Bus stop signage is be placed to show patrons where the relocation is. • TC in place to assist bus patrons when required. • Temporary bus stop signage is to be used • Parking restrictions are to be in place at the relocated bus stop **Works near a School:** School will be notified of emergency works. Works will be minimized where possible at school drop off or pick up times. **e-STOPs (portable traffic signals)** • Must be manned at all times. • Training plan to be completed before operating e-STOPs (example of the training plan has been uploaded to the CAR). • F2.16, F2.24 & F2.25 requires TMC approval prior to use on attended sites.

Attended (night)	• An STMS or delegated TC/TMO must be onsite at all times. • TC/STMS to assist pedestrians/cyclists/driveways and any resident/business driveways. • For Stop/Stop and Stop/Go setups, cyclists will be sent prior to any vehicles. • STMS/TC will complete 2 hourly site checks and document on the onsite record. • Additional lighting may be required/supplied. • Noise will be kept to a minimum where possible. **Works near Pedestrian Crossings:** • TC's to guide pedestrians through/around the closure. **Works near a Bus Stop:** • GWRC/Metlink to be notified prior to work taking place if a bus stop will be affected. • Refer to below GWRC guidelines for bus stops affected by worksites **Bus stop integrated into MTC Stop Point** • TC's on stop/go are to stop each bus and assist with loading & unloading of passengers as required. • Bus stop signage is to direct pedestrians towards the stop point **Bus stop relocated away from site** • Bus stop signage is be placed to show patrons where the relocation is. • Temporary bus stop signage is to be used • Parking restrictions are to be in place at the relocated bus stop **e-STOPs (portable traffic signals)** • Must be manned at all times. • Training plan to be completed before operating e-STOPs (example of the training plan has been uploaded to the CAR). • F2.16, F2.24 & F2.25 requires TMC approval prior to use on attended sites.
Unattended (day)	• Where hazards are present an appropriate aftercare closure would be installed as required. • Contractor to perform risk assessment on site and determine if additional lighting sources are required. • A site check must be completed a minimum of once every 24hrs or as required due to adverse weather or complaints. • Driveway access to be maintained where possible before leaving the site. If unable to, alternative arrangements to be made with residents, businesses, others. • *Email notification to the TMC & Corridor access manager will be required for any works required to be left unattended. Corridoraccessteam@poriruacity.govt.nz* • Use of Traffic Signals (F2.17), F2.16, F2.24 & F2.25 & F2.4 must be approved by TMC prior to leaving on an unattended site. • e-STOPs – ATMS 02, ATMS 03 & ATMS 05 are not permitted for use whilst site is unattended – e-STOPs must be manned at all times.
Unattended (night)	As per Unattended (day)
Detour route	A detour route may be required during emergency works – TMC approval must be given from the TMC prior to installation.
	~~Does detour route go into another RCA's roading network? No~~ ~~*If Yes, has confirmation of acceptance been requested from that RCA? No*~~ ~~***Note:** Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.*~~

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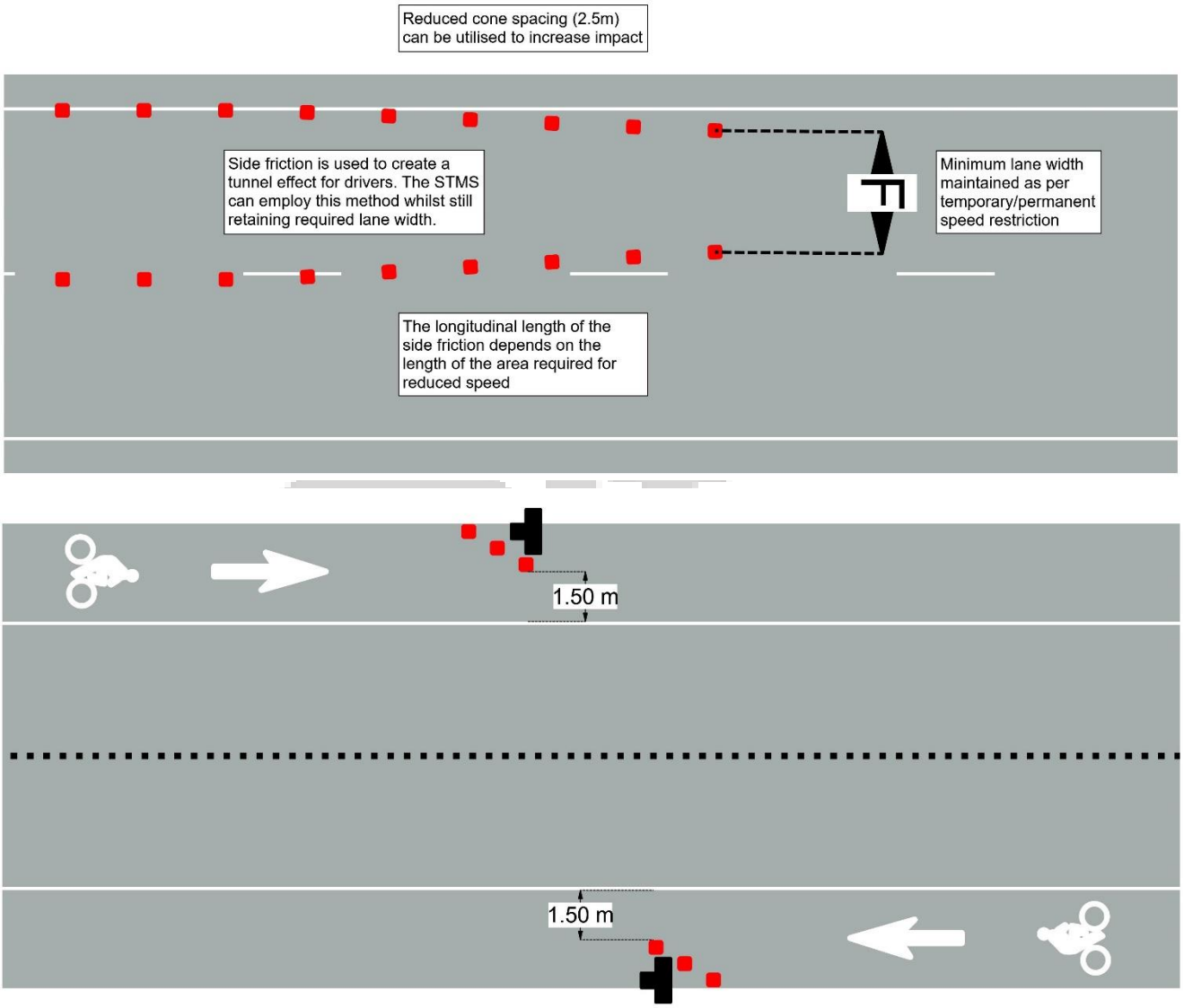
Removal	STMS to contact Metlink (0800 801 700) upon site removal STMS to contact WTOC (0800 869 286) upon site removal. Emergency Services (*555) will be called when one-way system or road closure is removed. Work plant / vehicles to be removed from site before closure is removed Removal of the site will be done under a level 1 mobile closure with appropriate work vehicles and crew. 1. Workspace delineation to be removed first (by either removing to the kerb for later collection or directly onto a stationary working vehicle) 2. Centreline delineation may now be removed using the same method as installation 3. Once all delineation is removed – sign removal may commence in a clockwise 'loop' fashion (leaving advanced warning signage in place till last) 4. A full site check being conducted prior to site departure. The STMS will carry out the final check before leaving the site.

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

	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 7 of Land Transport Rule: Setting of Speed Limits 2022. *(List speed, length and location)*	**Times** *(From and to)*	**Dates** *(Start and finish)*	**Diagram ref. no.s** *(Layout drawings or traffic management diagrams)*
Attended day/night	A temporary maximum speed limit is hereby fixed for motor vehicles travelling over the length of ____ situated between _____ (house no./RP) and ____ (house no./RP) on _____ (street or road name) STMS to document on the Onsite Record daily.	7am – 6pm Or 9am – 4pm Or 7pm – 5:30am	26/01/2024 to 31/12/2024	**F2.11, F2.12, F2.13, ATMS02, F2.14, ATMS04, F2.22, F2.15, F2.16, F2.17, F2.18, F2.19, F2.20, F2.21, F2.30, F2.31, F2.8, F2.9, ATMS03, J2.19a, J2.20a, J2.20b, J2.20c, J2.20d, J2.20e,**
Unattended day/night	A temporary maximum speed limit is hereby fixed for motor vehicles travelling over the length of ____ situated between _____ (house no./RP) and ____ (house no./RP) on _____ (street or road name) STMS to document on the Onsite Record daily.	24hrs	26/01/2024 to 31/12/2024	**F2.1, F2.2, F3.3, F2.7, F2.11, F2.12, F2.13, F2.16, F2.17, F2.18, F2.19, F2.20, F2.26, F2.27, F2.28, F2.29, F2.30, F2.31, J2.20a, J2.20b, J2.20c J2.20d, J2.20e, ATMS03**
TSL duration	Will the TSL be required for longer than 12 months? ***If yes**, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.*			No

Positive traffic management measures

- Side friction delineation installed from TSL to the start of the taper.
- Additional cones may be placed on centerlines, edge lines or shoulders to increase site safety and reduce vehicle speed.
- Use of paddles and TSL
- Cone offset delineation – where cones are placed either side of the lane(s), the cones on one side are placed longitudinally offset from the other by half a cone spacing.



RCA consent (eg CAR/WAP) and/or RCA contract reference	

Contingency plans		
Generic contingencies for: • major incidents • incidents • pre planed detours. *Remove any options which do not apply to your job*	**Major Incident** A major incident is described as: • Fatality or notifiable injury - real or potential • Significant property damage, or • Emergency services (police, fire, etc) require access or control of the site.	**Actions** The STMS must immediately conduct the following: • stop all activity and traffic movement • secure the site to prevent (further) injury or damage • contact the appropriate emergency authorities • render first aid if competent and able to do so • notify the RCA representative and / or the engineer • 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 • re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so • Comply with any obligation to notify WorkSafe.
	Incident An incident is described as: • excessive delays - real or potential • minor or non-inquiry accident that has the potential to affect traffic flow • structural failure of the road.	**Actions** The STMS must immediately conduct the following: • stop all activity and traffic movement if required • secure the site to prevent the prospect of injury or further damage • notify the RCA representative and / or the engineer • STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so • re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.
	Detour If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for: • excessive delays when using an alternating flow design for TTM • redirecting one direction of flow and / or • total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered. The detour and route must be designed including: • pre- approval form the RCA's whose roads will be used or affected by the detour route • ensure that TTM equipment for the detour - signs etc are on site and pre-installed.	**Actions** When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following: • Notify the RCA and / or the engineer when the detour is to be established • Drive through the detour in both directions to check that it is stable and safe • Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared • Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.

	Note also the requirements for no interference at an accident scene: 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: • save a life of, prevent harm to or relieve the suffering of any person, or • make the site safe or to minimise the risk of a further accident; or • maintain the access of the general public to an essential service or utility, or • prevent serious damage to or serious loss of property, or • follow the direction of a constable acting in his or her duties or act with the permission of an inspector.
Other contingencies to be identified by the applicant *(i.e. steel plates to quickly cover excavations)*	This will be determined on a case-by-case basis. Where achievable works will stop until emergency or delays have been cleared. Emergency services will be assisted through all sites. Should signals or e-STOPs fail – Manual Traffic Control is to be installed immediately (refer to F2.14 & F2.22).

Authorisations				
Parking restriction(s) alteration authority	**Will controlled street parking be affected?**	Yes (potentially)	**Has approval been granted?**	N/A
	Where Mobility parking are affected alternative parking to be provided (same side of road, as close as possible), TM personnel to assist and guide users as required			
Authorisation to work at permanent traffic signal sites	**Will portable traffic signals be used or permanent traffic signals be changed?**	Yes (potentially)	**Has approval been granted?**	No
	N/A			
Road closure authorisation(s)	**Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?**	Yes (potentially)	**Has approval been granted?**	No
	TMC will be notified prior to installation of a road closure for approval or as soon as practicable. Emergency services will be notified of installation and removal.			
Bus stop relocation(s) – closure(s)	**Will bus stop(s) be obstructed by the activity?**	Yes (potentially)	**Has approval been granted?**	No
	Notification to Metlink is required before works commence. Metlink will also be notified 30 mins prior to installation and upon removal or as soon as practicable.			
Authorisation to use portable traffic signals	**Make, model and description/number**	**eSTOP Portable Traffic Signals:** model# • 627 - 1, 627 - 2 • 628 - 1, 628 - 2 • 629 - 1, 629 - 2 • 630 - 1, 630 - 2 • 631 - 1, 631 - 2		
	NZTA compliant?	Yes		

EED			
Is an EED applicable?	EED is not required	**EED attached?**	EED is not required

Delay calculations/trial plan to determine potential extent of delays

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Palmerston North City Council
26 January 2024

e-STOP & Stop Go Closures:

Delays of up to 5 minutes can be expected due to the nature of the TTM implemented. The STMS is to take measures to ensure delays remain under 5 minutes at all times, and queues do not extend past the advance warning signage.

If delays are occurring or excessive queueing is apparent, the STMS is to implement one of the following contingency plans;

1) Traffing Metering
   Send only a specific amount of vehicles per side instead of clearing the entire queue
2) Pause works and open site
   Make the site safe, remove plant and vehicles from the carriageway and open the tapers
3) Prioritise high flow route
   Send vehicles from the approach with the highest flow first. Hold side street traffic for slightly longer if required.
4) Install additional signage
   Install T2A/T234 "Warning – Hidden Queue" signage up to 2xB from the initial advance warning signage for additional advance warning

STMS will continuously monitor for delays – TMC will be notified of any excessive delays.

Public notification plan	
Residents/businesses will be notified on the day of emergency works via face-to-face discussions.	
Public notification plan attached?	No

On-site monitoring plan	
Attended *(day and/or night)*	An STMS or delegated TC/TMO will be on site at all times. 2 Hourly Site Checks to be documented on the on-site record. STMS/TC to monitor and assist pedestrians, cyclists and driveways when needed.
Unattended *(day and/or night)*	Unattended site to be checked at least once every 24 hours with site check frequency increasing in the case of inclement weather or complaints. If temporary signals are used (F2.17) site checks are to be completed 2hourly or as required due to inclement weather or complaints.

Method for recording daily site TTM activity *(eg CoPTTM on-site record)*

- Hazard ID sheet
- CoPTTM on-site record.
- Checking process for Generic TMPs form to be completed prior to set up of a worksite when using this TMP.

Site safety measures

- All visitors/contractors to be inducted and hazard ID completed
- PPE gear to be worn by all on site
- Toolbox meeting to be held prior to work commencing.
- Arm bars to be installed around the work area.
- STMS/TC to monitor and assist pedestrians, cyclists and driveway access at all times when required.
- Pedestrian ramps to be installed when required.

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?**	N/A
	Statement from temporary safety barrier installation designer attached		N/A	

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RCA consent (eg CAR/WAP) and/or RCA contract reference	

Other information

LEVEL 1 LAYOUT DISTANCES TABLE

Permanent speed limit or RCA-designated operating speed (km/h)		≤50	60	70	80	90	100
Traffic signs							
A	Sign visibility distance (m)	50	60	70	80	90	100
B	Warning distance (m)	50 or 30*	80	105	120	135	150
C	Sign spacing (m)	25 or 15*	40	50	60	70	75
Safety zones							
D	Longitudinal (m)	10 or 5*	15	30	45	55	60
E	Lateral (m)	1	1	1	1	1	1
Tapers							
G	Taper length (m)#	30	50	70	80	90	100
K	Distance between tapers (m)	40	50	70	80	90	100
Delineation devices							
Cone spacing in taper (m)		2.5	2.5	5	5	5	5
Cone spacing: Working space (m)		5	5	10	10	10	10

* Larger minimum distances apply on all state highways and also on all multi-lane roads. The smaller minimum distances may be applied on other roads to accommodate road environment constraints.

\# On non-state highways with speeds 50km/h or less, a **10m taper** (with cones at 1m centres) may be used when there are road environment constraints (eg intersections and commercial accesses).

On all roads where shoulder width is less than 2.5m and the activity does not affect the live lane, a **10m shoulder taper** is permitted (with at least 5 cones at no greater than 2.5m centres).

A **taper of 30m** (with cones at 2.5m centres) **must** be used where manual traffic control (stop/go), portable traffic signals or priority give way are employed.

Lane widths									
Speed (km/h)		30	40	50	60	70	80	90	100
F	Lane width (m)	2.75	2.75	3.0	3.0	3.25	3.25	3.5	3.5

Except for delineation device spacings, which are maximum values, the distances specified in the above tables are minimum values.

Attached Diagrams

See TMDs Listed Below and also TMDs attached to this TMP

Pedestrian Management

1. ATMS05 – Pedestrian Escort (1st Choice)
2. F2.1 – Pedestrian Diversion (berm) (2nd Choice)
3. F2.2 – Pedestrian Diversion (berm) (3rd Choice)
4. F2.3 – Pedestrian Diversion (carriageway)
5. F2.4 - Footpath Closed (5th Choice)

Works on berm/shoulders/Lane Width Reduction

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6. CC1 – Works on berm or footpath
7. CC2 – Traffic not crossing road centre
8. CC4 – Footpath diverted onto shoulder or parking lane
9. CC5 – Footpath Controller
10. F2.5 – Works on berm
11. F2.6 – Works on parking lane
12. F2.7 – Shoulder Closure
13. F2.11 – Lane Width Reduction
14. F2.12 – Lane Width Reduction (median)
15. ATMS10 - Bus Stop Relocation

Inspection Activities

16. F4.10 – Inspection Activity
17. ATMS07 – Inspection Activity – Centre of Road

Lane Closures/Diversions/e-STOP/MTC/Traffic Lights/Centre of Road

18. F2.13 – Two Lane Diversion
19. ATMS02 -2 Way e-STOP
20. F2.14 – 2 Way MTC
21. ATMS04 – e-STOP with MTC
22. F2.22 – 3-4 Way MTC
23. F2.15 – Stop Stop
24. F2.16 – Priority Give Way
25. F2.17 – Traffic Lights
26. F2.18 – Works in centre of road
27. F2.19 – Intersection
28. F2.20 – Intersection
29. F2.21 – Works in middle of intersection
30. F2.30 – Left Lane Closure (1 way, 2 lane)
31. F2.31 – Right Lane Closure (1 way, 2 lane)

Road Closure/Detour Examples

32. F2.24 – Road Closure/Detour Example
33. F2.25 -Detour Route Example

No Entry – Resident Access

34. ATMS08 - Cul De Sac Closure

Hazards/Aftercare

35. F2.26 – Hazard – Flooding
36. F2.27 – Hazard – New Seal
37. F2.28 – Hazard – Surface Hazard
38. F2.29 – Hazard – Seal Repairs on a curve

Mobile Operations/Semi Statics

39. CC8 – Valve towards left of lane
40. CC9 – Valve towards right of lane
41. CC10 – Valve in Centre of carriageway
42. CC12 – Two way – Two Lane Road
43. F4.1 – Mobile Operation – 5m from edgeline
44. F4.2 – Mobile Operation – within 5m of edgeline
45. F4.3 – Mobile Operation – with pilot
46. F4.4 – Mobile Operation – work vehicle in lane
47. ATMS06 – Semi Static (right or left lane)
48. Mobile Closure – L1 – Install & Removal

Cycle Lanes

50. F2.8 – Cycle Lane Diversion
51. F2.9 – Cycle Lane Diversion
52. ATMS03 – Cycle Lane e-STOP

Section J diagrams

53. J2.16a
54. J2.19a
55. J2.20a
56. J2.20b
57. J2.20c
58. J2.20d
59. J2.20e

RCA consent (eg CAR/WAP) and/or RCA contract reference	

Contact details						
	Company / Council	**Name**	**24/7 contact number**	**CoPTTM ID**	**Qualification**	**Expiry date**
Principle	Wellington Water	Tim Harty	021 451 104	-	-	-
TMC	Porirua City Council	Felise Tavo Joanna Rowe	027 803 047 021 242 6475	81955 144988	STMS (AB) NP STMS (AB) NP	27/01/25 16/12/25
Engineers' representative	Wellington Water	Valitha Roos	021 510 923	-	-	-
Service Delivery Manager	Wellington Water	Michelle de Haan	021 849 562	-	-	-
Contractor Interim Contacts	Agricontracts Hutt Ltd (CAS)	Jaden Munn	027 319 4575	-	-	-
	Aidan Kelly Contracting (AKC)	Cory Hikuroa	021 455 361	-	-	-
	ATMS	David Quintela	027 213 5654	-	-	-
	Alliance Services Ltd	Chris Barlow	021 640 282	-	-	-
	Anzel Limited	Darryl Tatana	021 281 1102	-	-	-
	Arthur D Riley & Co Ltd	Chris Parkinson	04 472 7614	-	-	-
	Brian Perry Civil	Blair Mould	027 229 3270	-	-	-
	Stantec	AJ Weir (Alice) Andrea Brett Eaton	027 331 9930 021 222 8756 021 861 772	-	-	-
	City Care Ltd	Mark Thompson	027 542 6244	-	-	-
	Constructions Contracts Limited	David Howard	021 243 6656	-	-	-
	Cubic Metre	Andrew McWhirter	021 345 79			
	Daniel Renshaw Drainage Contractor Ltd	Daniel Renshaw	027 450 8799	-	-	-
	Davies Waste Solutions	Jan Godfrey	04 528 9909	-	-	-
	Dawson Waste Services Ltd	Dave Phillipson	022 657 2402	-	-	-
	Detection Services	Ross Beckett	04 915 0530	-	-	-
	DMK Contracting	Deon Kumm	027 202 5142	-	-	-
	Downer New Zealand	Sam Farnworth	021 896 603	-	-	-
	Drain Doctor NZ Ltd	Ian Pauley	027 484 8887	-	-	-
	E Carson & Sons	Eddie Carson	027 442 4343	-	-	-
	E N Ramsbottom Ltd	Michelle Hoffman	027 471 6246	-	-	-
	Fulton Hogan	Duncan Mundell	027 4786 203	-	-	-
	G & C Diggers	Mark Dennes	022 350 7550	-	-	-
	G P Friel Ltd	Dave Philipson	022 657 2402	-	-	-
	Greenstone Contracting Ltd	David Williams	04 566 0890	-	-	-
	Groundworks Ltd	Hamish Rees	027 765 6139	-	-	-
	Horokiwi Paving Limited	Peter Green	027 443 2206	-	-	-
	Hydrotech / TDG Environmental	David Neru	09 600 0888	-	-	-
	Inline Drainage Limited	Patrick Carson	027 294 0952	-	-	-
	Intergroup Ltd	Alex Phelan	021 927 801	-	-	-

	Ives Plumbing Ltd	Daniel Barnett	021 758 621	-	-	-
	JB's Environmental Ltd	John Matangi	021 750 920	-	-	-
	Jet Black Asphalts Ltd	Neville Playford	027 208 9309	-	-	-
	Juno Civil	Jim Juno	021 227 7001	-	-	-
	Laser Plumbing Wellington East	Simon Walker	027 449 1180	-	-	-
	Mac Engineering	Regan McMurchie	021 1567 908	-	-	-
	Marais Laying NZ Ltd	Adrien Merceron	027 555 7802	-	-	-
	McCormack Group	Willy McCormack	027 449 3985	-	-	-
	McLatchie & Sharp Ltd	Adam Clarke	027 443 3760	-	-	-
	McMaster Civil	Richard McMaster	021 963 509	-	-	-
	Mills Albert Ltd	Dave Mills	021 720 123	-	-	-
	Mottmac	Patrick Wharewera-Jones	027 746 8395	-	-	-
	Mottmac	Matthew Cooper	021 688 013	-	-	-
	Plimmer Plumbing Ltd	Steven Fawcett	027 215 3667	-	-	-
	P & N Siteworks Ltd	James Hosie	027 235 8363	-	-	-
	Pope & Gray Contractors	Sid Taylor	027 255 1948	-	-	-
	Precise Traffic Solutions Ltd	Bux Manuseuga	027 836 5243	-	-	-
	RS Cabling Limited	Nathan Rose	027 275 4317	-	-	-
	Rasmac Contractors Ltd	Lawrence Rasmussen	027 444 3041	-	-	-
	Reline NZ Ltd	Paul Southern	021 175 021	-	-	-
	S & R Asphalts Ltd	Scott Hay	027 440 2405	-	-	-
	S B Maintenance Ltd	David O'Sullivan	027 2810 9998	-	-	-
	SAP Contractors Limited	Glenn Churches	027 272 1666	-	-	-
	Sierra Delta Civil Ltd	Sam Dews	027 592 2290	-	-	-
	Silver Lining Contracting Ltd	Renee Wilkie	021 0828 0647	-	-	-
	Steve Quinn Professional Lawn Mowing Ltd	Steve Quinn	027 451 6343	-	-	-
	Stewart Electrical	Tim Stewart	021 507 245	-	-	-
	Stone Contractors Ltd	Allan Glover	021 529 681	-	-	-
	T E D Drainage Ltd	karl Taylor-Edwards	027 675 5996	-	-	-
	Tasman Civil	Keith Robertson	027 4384 536	-	-	-
	Tatana Contracting	Darryl Tatana	0800 368 938	-	-	-
	Vac-U-Digga	Kathy Fandham	021 246 3615	-	-	-
	Wal Gordon Plumbing Ltd	Wal Gordon		-	-	-
	Wellington Pipelines Limited	James Fruean	027 499 9223	-	-	-
	Wellington Developments Ltd	Harold Paul	021 0273 7643	-	-	-
	A1 Locates	Brad Thomas	021 296 9477	-	-	-
	Kelcon Limited	Wayne Kelland	027 263 8731	-	-	-
	Wet Worx Limited	Walter Alexander	021 239 4211	-	-	-
	ATMS	Vena Lam Sam	021 767 165	39930	Cat A,B,C	22/09/24

RCA consent (eg CAR/WAP) and/or RCA contract reference	

TTM Interim Contacts						
	PTS	Bux Manuseuga	027 836 5243	-	-	-
	Hanging Around Traffic Management	Sam Redhill	021 505 900	-	-	-
	Men At Work - Traffic Management	Kurt Puryer-Smith	027 274 2369	-	-	-
	Leading Traffic Management	Ben Teika	027 555 0997	-	-	-
	SAP Contractors	Glenn Churches	027 272 1666	-	-	-
	Stapp Contracting Traffic Management	Shane Pihema	027 249 9882	-	-	-
	Traffic Management NZ Ltd	Bill Wilkie	021 082 20647	-	-	-
	TMNZ	Steven Loftus	027 491 9494	-	-	-
	Trafficflow	Steven Huriwaka	021 944 037	-	-	-
STMS	STMS to be confirmed prior to works		-	-	-	-
TC	TC to be confirmed prior to works		-	-	-	-
	Metlink Contact Centre		0800 801 700	-	-	-

TMP preparation							
Preparation	Dylan Green	18/01/2024	DGreen	68522	L 2/3 NP	TTMP-NP	17/03/2023
	Name (STMS qualified)	*Date*	*Signature*	*ID no.*	*Qualification*	*TTMP*	*Expiry date*
** additional column added to indicate the attended (or confirmed booking) date of the named designer on the NZTA Temporary Traffic Management Planners (TTMP) workshop as required by the NZTA technical note, issued 9 December 2019*							

This TMP meets CoPTTM requirements				**Number of diagrams attached**	60	
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						
	Name	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*
Acceptance by TMC *(only required if TMP approved by engineer)*						
	Name	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*

Qualifier for engineer or TMC approval

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26 January 2024

RCA consent (eg CAR/WAP) and/or RCA contract reference	

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:

1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. 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.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. 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 Time

TMP or generic plan reference	

ON-SITE RECORD MOBILE OPERATIONS *(On-site record must be completed and retained with the applied TMP for 12 months)*	Today's date	

STMS in charge of TTM

Name	*NZTA warrant*	*TTM ID Number*	*NZTA warrant expiry date*	*STMS signature*	*Time*

In charge STMS pre-start check

Mandatory Items to be checked as fit for purpose	High-visibility garments are fit for purpose, in an acceptable condition and worn correctly?	Vehicle Xenon (or LED)/Beacons are fit for purpose?	LAS/RD6/AWVMS/VMS/ Horizontal arrow boards are fit for purpose?	TMAs are fit for purpose	Two-way radios available, operating OK and batteries are fully charged	Correct signs for work operation are fitted to all vehicles and are fit for purpose
Time the check was completed:		In charge STMS signature:				

Operation record *(To be completed for all inspection worksites/runs, mobile runs, semi-static sites)*

Affected Road Environment Details			Work Activity Timing	
Affected Road name(s)	Worksite start point	Worksite end point	Start	End

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TMP or generic plan reference	

Checks *(must be completed and documented at least every 30 minutes)*							
Mobile closure							
Time	Distances between vehicles maintained	Lateral positioning of vehicles maintained	LAS/RD6/AWVMS/VMS/Horizontal arrowboards continue to operate correctly	Road clear and available for planned work?	Static equipment maintained?	Safety zones maintained?	Working space adequate and maintained?

Comments relating to any changes and or improvements to the approved TTM/TMP	
Time of comment	Detail

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26 January 2024

WAKA KOTAHI NZ TRANSPORT AGENCY

TMP or generic plan reference	

ON-SITE RECORD 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):
	TSL installed				
	TSL remains in place				
From: To:	TSL removed				

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

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

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
	TSL installed				
	TSL remains in place				
From: To:	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? *(Refer to Barrier design statement)*							
Add others as required							
Time inspection completed:							
Signature:							

Comments:

Time	Adjustment made and reason for change

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Checking process for generic TMPs

This form, or a similar company record, must be completed prior to set up of a worksite where a generic TMP is used.

Location details

Road name(s)		House number/RP(s)		Suburb	
Road name(s)		House number/RP(s)			

Generic TMP reference no.		TMD no(s).		*Note: The checking process must include all the TMDs to be used*

Category	Points to consider	Y	N	Comment/Mitigation
Road level	Is this at the correct road level?			
Shape	Are the following catered for in the generic TMP? • Intersections • Vertical Curves (hills) • Horizontal Curves (corners) • Sufficient advance warning			
Direction and protection	Check that there is: • sufficient length to place the planned direction and protection • sufficient road width to place the planned direction and protection ie minimum lane width is 2.75m • adequate sight distance on both sides • sufficient room to accommodate required positive traffic control			
Proposed speed restrictions	Is a TSL required? Refer to the TSL decision matrix in CoPTTM (section E Appendix B)			
Plant and equipment	Will your plant and equipment fit within the designated working space?			
Personal safety	Are all workers able to carry out their work within the designated working space? If not are they covered by the rules for inspections?			
Layout diagrams	Is diagram(s) detailed in the generic TMP? Does the diagram(s) match the written section of the TMP?			
RCA notification	Has the RCA been notified?			

Completed by:

STMS/TC in charge of worksite (All names to be entered before site set-up)					
	Name	*Signature*	*Date*	*Qualification*	*ID number*
	Name	*Signature*	*Date*	*Qualification*	*ID number*

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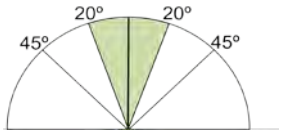
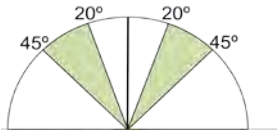
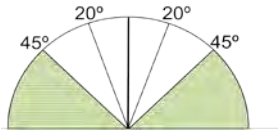
26 January 2024

TEMPORARY SPEED LIMIT (TSL) DECISION MATRIX WORKSHEET

INSTRUCTIONS
Select the appropriate road condition description for each of the four factors, and in the right hand circle list the chosen TSL for that road condition. Transfer lowest TSL to the bottom circle.

Appendix B

	EXCELLENT (110 100 90)	AVERAGE (80 70)	BELOW AVERAGE (60 50)	POOR (40 30 20)
1. Minimum Lane Width	3.5m	3.25m	3.00m	2.75m
2. Pavement / Surface Condition	The shoulder and lane is clear of loose or greasy material and the traveled way is smooth	The road is close to normal condition except for a few minor defects (eg small pot holes or a few pieces of loose aggregate) **70km/h** where new seal has been swept but not marked	Defects and / or loose material on the lane (eg unattended reseals) **50km/h** for protection of a new seal	There are major defects and / or significant loose material on the lane (eg recently milled surface , large stones, steel plates)
3. Visibility and Alignment	There is greater than 140m visibility to the first cone in taper, **and** the worksite has not imposed a change in alignment	There is less than 140m visibility to the first cone in taper, **or** vehicles are deflected by 20 degrees or less from the original direction of travel  Deflected by less than 20º	There is less than 60m visibility to the first cone in taper, **or** vehicles are deflected by 20-45 degrees from the original direction of travel  Deflected by 20º to 45º	There is less than 30m visibility to the first cone in taper, **or** vehicles are deflected by more than 45 degrees from the original direction of travel  Deflected more than 45º
4. Site Clutter	Low site clutter, clear vehicle lanes, cycle lanes and footpaths	Some site clutter either plant or materials, vehicle lanes, cycle lanes and footpaths are lightly trafficked	Considerable site clutter requires additional management to guide vehicles though the site. Some queues of road users	Has numerous driver distractions including construction traffic. Cycle lanes or footpaths are closed. **30km/h** for portable traffic signals, MTC operations or where traffic has to traverse the actual active working space (either in a delineated single lane or where traffic is not separated from the working space)

Possible Temporary Speed Limit

1. Minimum Lane Width	30
2. Pavement / Surface Condition	50
3. Visibility and Alignment	50
4. Site Clutter	50
	30

Is the lowest speed 80km/h or less and at least 10km/h below the permanent speed?

Yes → **Use this Temporary Speed Limit**

No → **No Temporary Speed Limit Required**

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26 January 2024

Click here to reset

Methodology:
PEDESTRIAN PROVISION

Detail:
FOOTPATH CLOSED - PEDESTRIANS ESCORTED

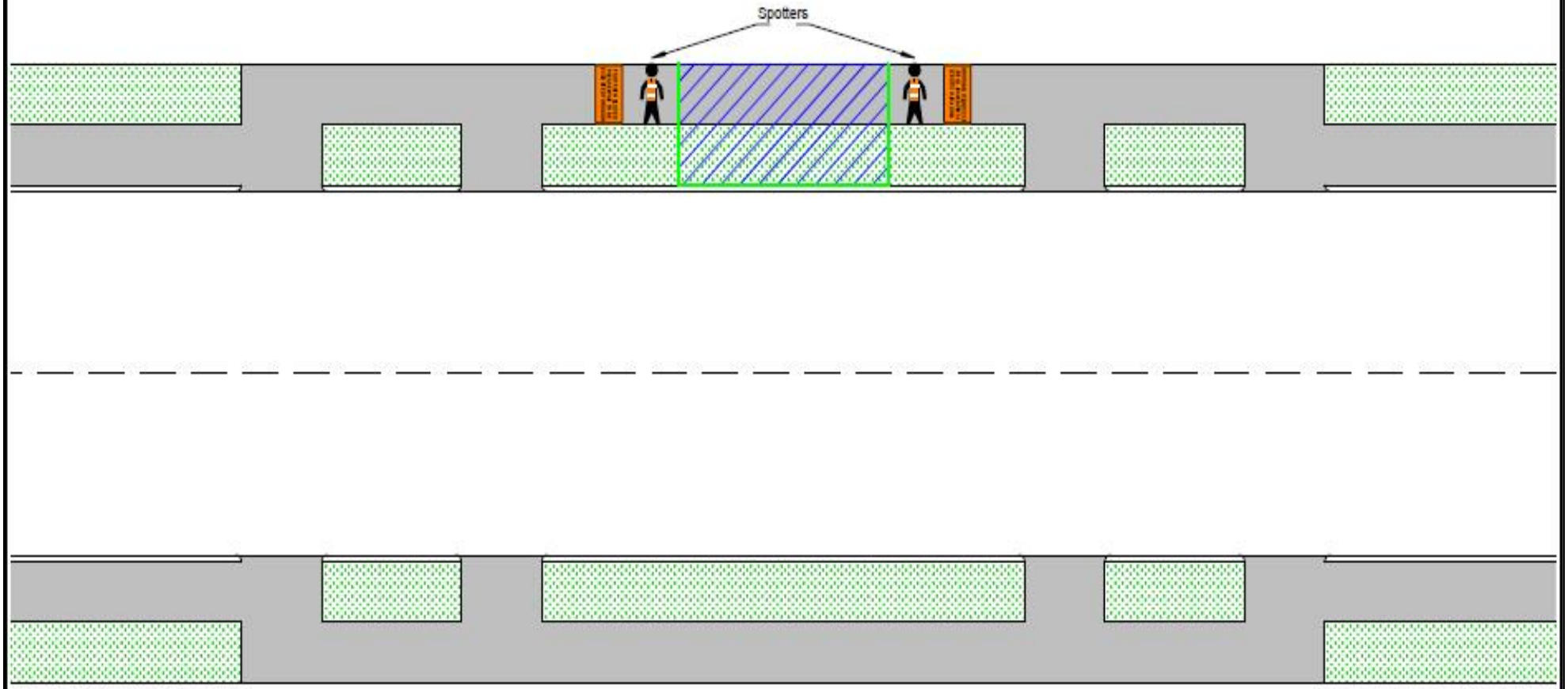
Restrictions:

ROAD LEVEL: ALL

SPEED LIMIT: ALL

ATMS05

STMS to consider if additional safety measures are appropriate to protect hazards / guide pedestrians past the site e.g. safety fencing / cone bars. This is particularly important around excavations. In some instances requirements may change between attended and unattended sites.



Notes:

– One spotter can be used over short distances where they can suitably control pedestrians through the working space i.e. 20m.

– This plan can ONLY be used during attended times.

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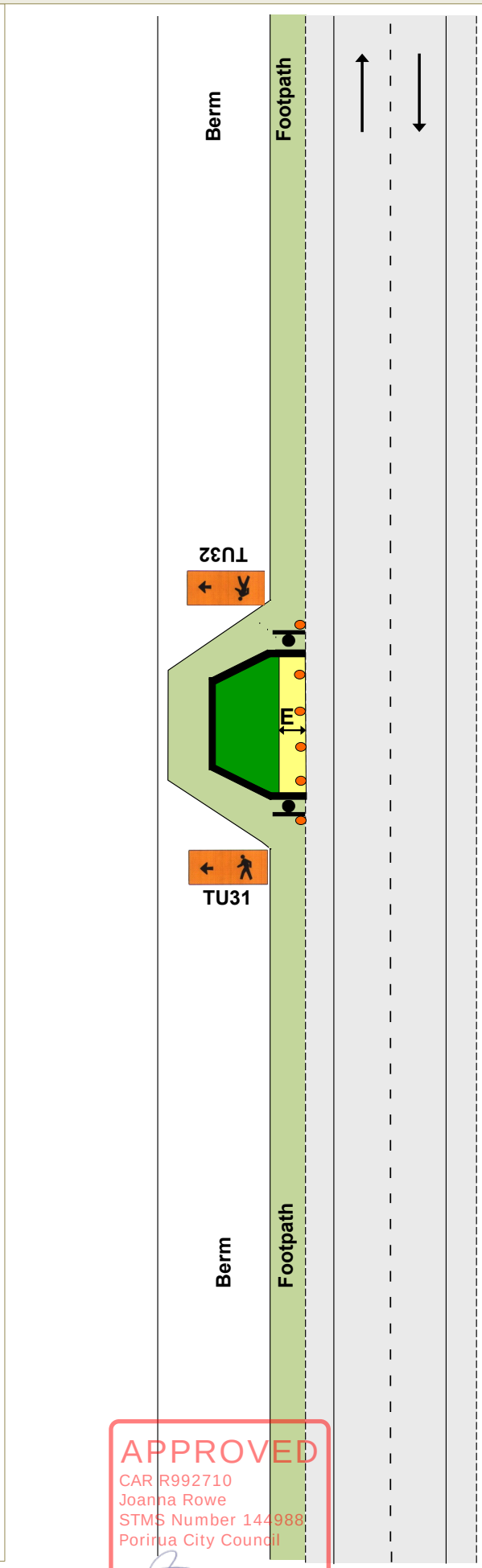
FOOTPATH CLOSED PLEASE WAIT TO BE ESCORTED THROUGH

FOOTPATH
Footpath diverted onto berm behind working space
First preference

F2.1
Level 1

Notes

1. Minimum pedestrian footpath widths:
   - Residential/Rural/Suburban Centre - 1.2m
   - CBD - 2m
2. Where the length of the temporary footpath exceeds 20m, these widths may have to be increased so footpath users do not have to wait to pass
3. Temporary footpath surfaces must be suitable for footpath users
4. Use safety fence to enclose the working space, or at **attended** worksites, cones connected with cone bars can be used to enclose the working space but only for a short period of time
   Note: Cone bars are not recommended where heavy equipment (eg a digger) is being used. A safety fence is preferred in these cases
5. This TMD must be used in conjunction with appropriate TTM for any work carried out on the shoulder or in the live lane

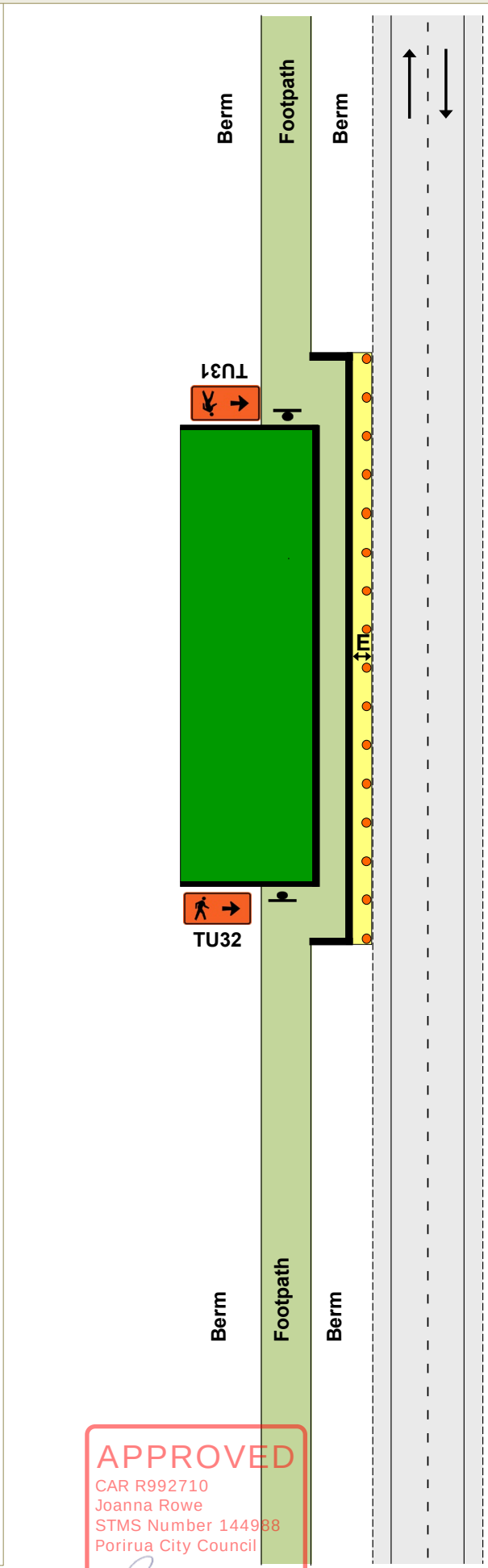


FOOTPATH
Footpath diverted onto berm between working space and carriageway
Second preference

F2.2
Level 1

Notes

1. Minimum pedestrian footpath widths:
   - Residential/Rural/Suburban Centre - 1.2m
   - CBD - 2m
2. Where the length of the temporary footpath exceeds 20m, these widths may have to be increased so footpath users do not have to wait to pass
3. Temporary footpath surfaces must be suitable for footpath users
4. Use safety fence to enclose the working space, or at **attended** worksites, cones connected with cone bars can be used to enclose the working space but only for a short period of time
   Note: Cone bars are not recommended where heavy equipment (eg a digger) is being used. A safety fence is preferred in these cases
5. Use barrier or safety fence to delineate the traffic side of the footpath, or at **attended** worksites cones connected with cone bars can be used to delineate the traffic side of the footpath for a short period of time (not for use on state highways)
6. There must be a lateral safety zone between the traffic side of the footpath and the live lane:
   - **0.5m** for barrier
   - **1m** for safety fence or cone bars
7. This TMD must be used in conjunction with appropriate TTM for any work carried out on the shoulder or in the live lane



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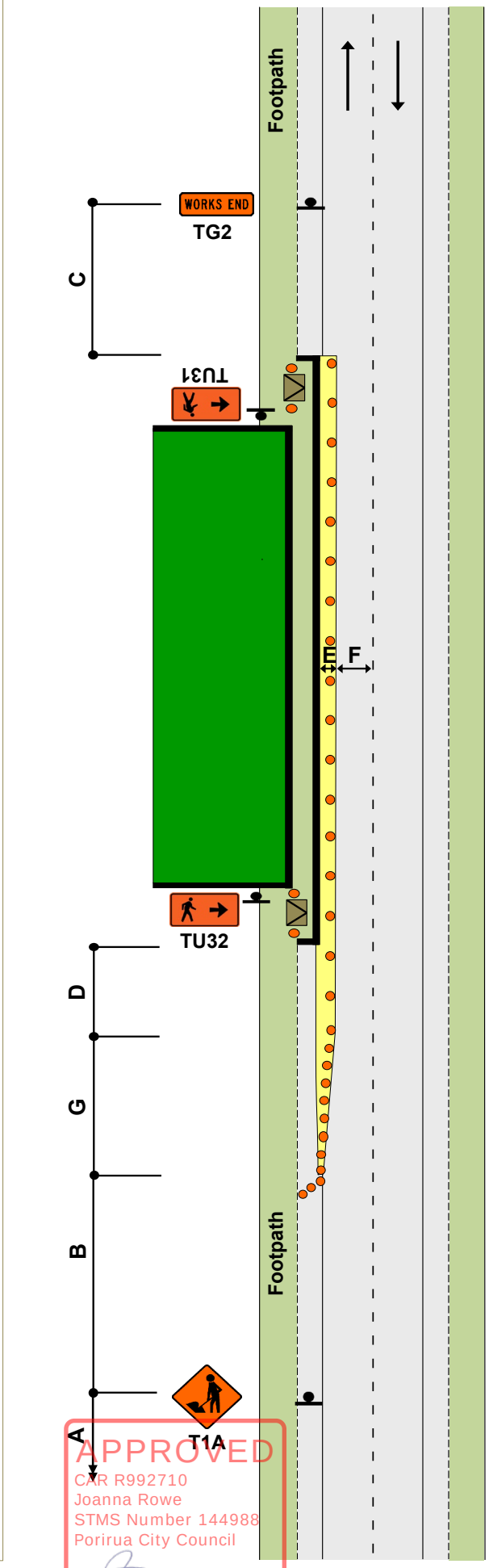
FOOTPATH
Footpath diverted onto carriageway
Third preference

F2.3
Level 1

Notes

1. Minimum pedestrian footpath widths:
   - Residential/Rural/Suburban Centre - 1.2m
   - CBD - 2m
2. Where the length of the temporary footpath exceeds 20m, these widths may have to be increased so footpath users do not have to wait to pass
3. Use safety fence to enclose the working space, or at **attended** worksites, cones connected with cone bars can be used to enclose the working space but only for a short period of time
   Note: Cone bars are not recommended where heavy equipment (eg a digger) is being used. A safety fence is preferred in these cases
4. Use barrier or safety fence to delineate the traffic side of the footpath, or at **attended** worksites cones connected with cone bars can be used to delineate the traffic side of the footpath for a short period of time (not for use on state highways)
5. There must be a lateral safety zone between the traffic side of the footpath and the live lane:
   - **0.5m** for barrier
   - **1m** for safety fence or cone bars
6. Use kerb ramps to assist mobility vehicles, pushchairs, etc
7. At night-time, corners of safety fence may be illuminated with flashing amber warning lights
8. This TMD must be used in conjunction with appropriate TTM for any work carried out on the shoulder or in the live lane

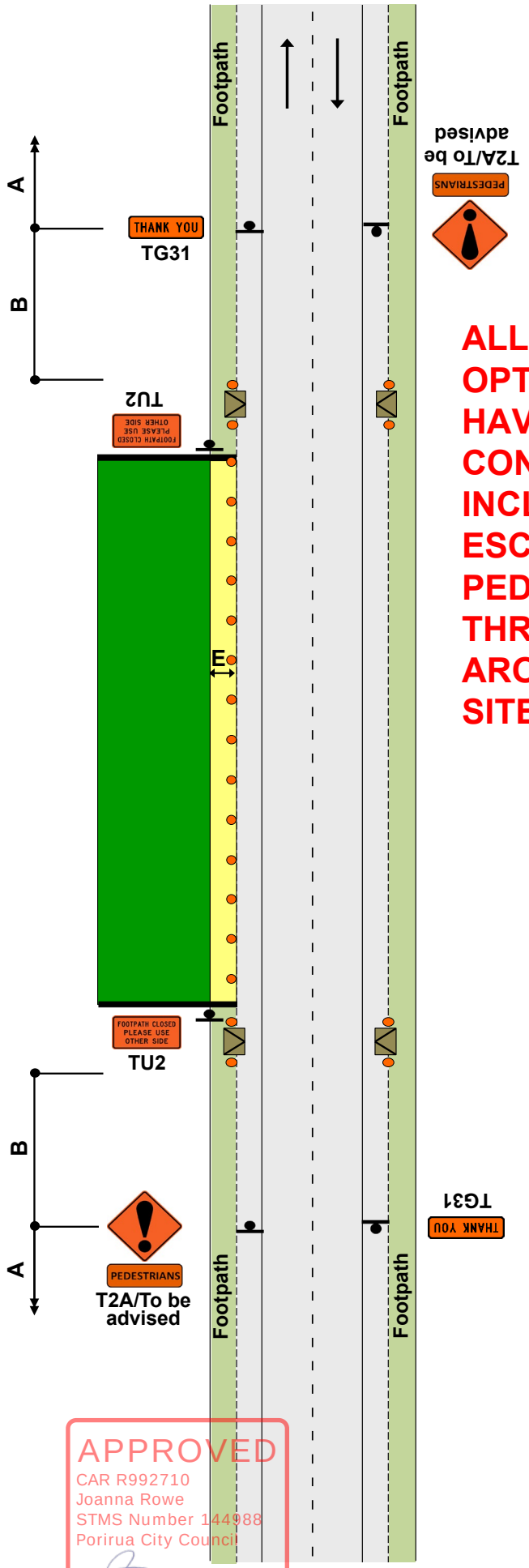


FOOTPATH
Footpath closed - permanent speed less than 65km/h
Fourth preference

F2.4
Level 1

Notes

1. Use T2A and PEDESTRIANS supplementary plate to alert road users to the potential of footpath users crossing the carriageway
2. Use safety fence at each end of working space
3. Use kerb ramps
4. Use another TMD as well, where working space/safety zone encroaches on live lane
5. This TMD must be used in conjunction with appropriate TTM for any work carried out on the shoulder or in the live lane



ALL OTHER OPTIONS TO HAVE BEEN CONSIDERED INCLUDING ESCORTING PEDESTRIANS THROUGH/ AROUND THE SITE

TMP or generic plan reference	

1. CC1 Work on berm or footpath - light vehicle parked in carriageway

Static operations

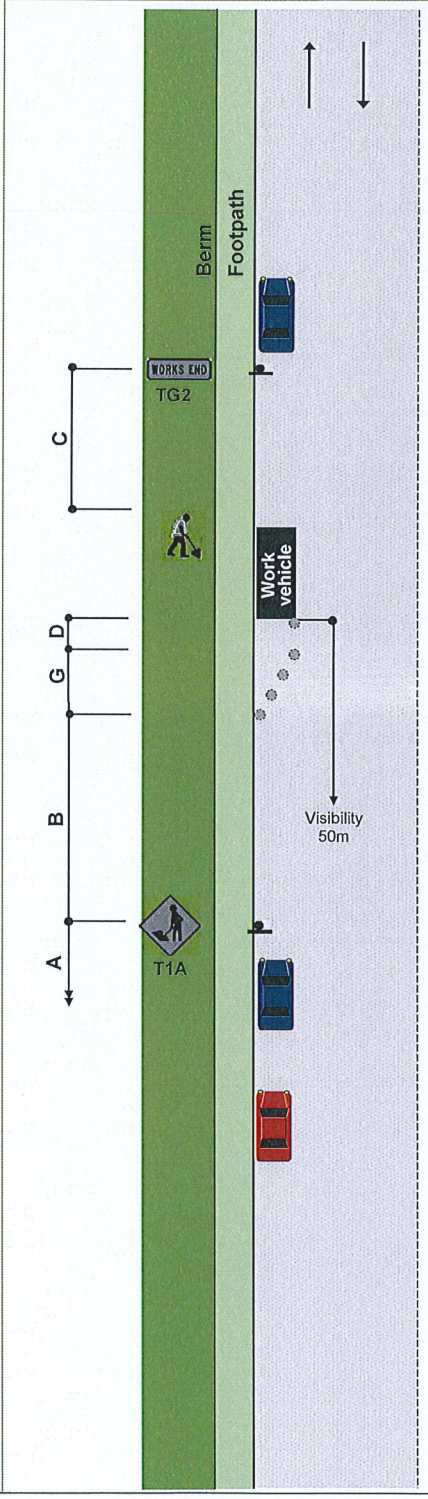
SHOULDER AND ROADSIDE ACTIVITIES
Work on berm and/or footpath - light vehicle parked in carriageway
Permanent speed less than 65km/h

CC1

Notes

1. Any vehicle that can be operated with a Class 1 Licence which is used to transport personnel and equipment to and from site, and:
   - is not used during the actual worksite activity, or
   - is used during the worksite activity (i.e. power leads from vehicle to excavated area, spoil / base course to and from excavation area, SW and WW minor maintenance activities)

   may be considered a parked vehicle
2. Any vehicle that requires a (as a minimum) Class 2 or WRT Licence to operate must not be used in this situation
3. If accessing work vehicle from the rear, add taper and longitudinal safety zone. These are not required if the work vehicle is protected by a line of parked cars
4. Rear visibility of 50m must be maintained at all times from the rear of the work vehicle. Therefore this TMD cannot be used within 50m of an intersection, corner or brow of a hill
5. Use of a T1A and TG2 is optional
6. Any impact on pedestrians will be addressed by applying an appropriate pedestrian TMD
7. This layout may only be used during daylight hours



TMP or generic plan reference	

2. CC2 Traffic not crossing road centre - heavy vehicle parked in carriageway

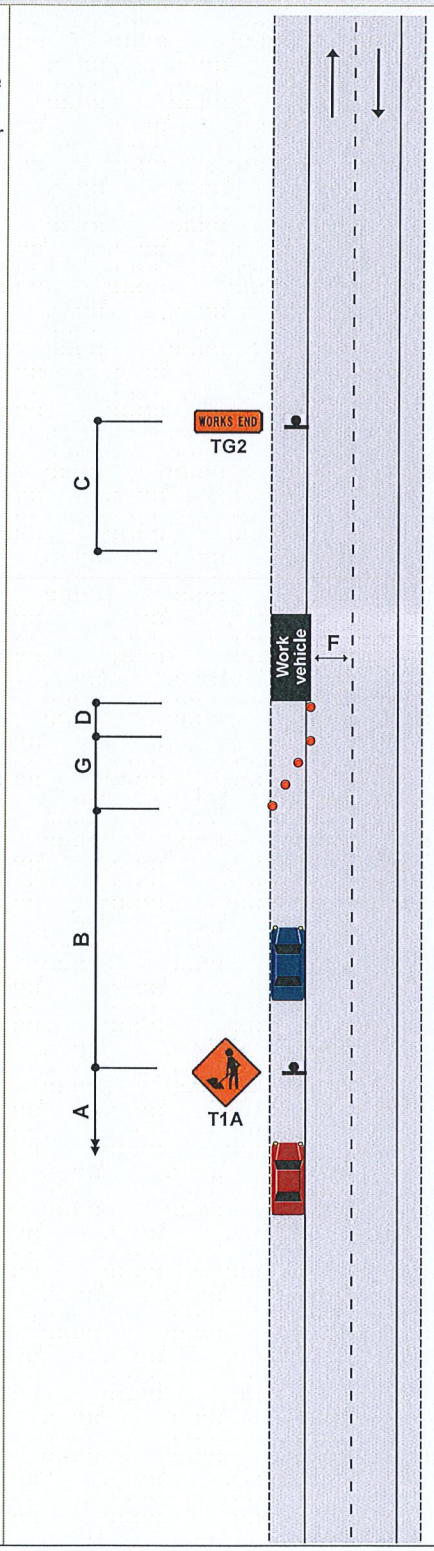
Static operations

TWO-WAY TWO-LANE ROAD
Traffic not crossing road centre - heavy vehicle parked in carriageway
Permanent speed less than 65km/h

CC2

Notes

1. A heavy vehicle is defined as any vehicle that requires (as a minimum) a Class 2 or WRT Licence to operate
2. To prevent traffic having to otherwise cross the centre line (and to maintain F), the 1m lateral safety zone and cones along the side of the work vehicle are not required
3. If work vehicle can be parked (or partially parked) on the berm, then this is the preferred option
4. Driver is to exit and enter the vehicle when the way is clear
5. Taper not required if traffic side of work vehicle is inside a line of parked cars (i.e. work vehicle is protected by the line of parked cars)
6. If traffic is required to cross the centreline then either TMD F2.13, F2.14, F2.16 or F2.17 will be used



TMP or generic plan reference	

3. CC4 Footpath diverted onto shoulder or parking lane

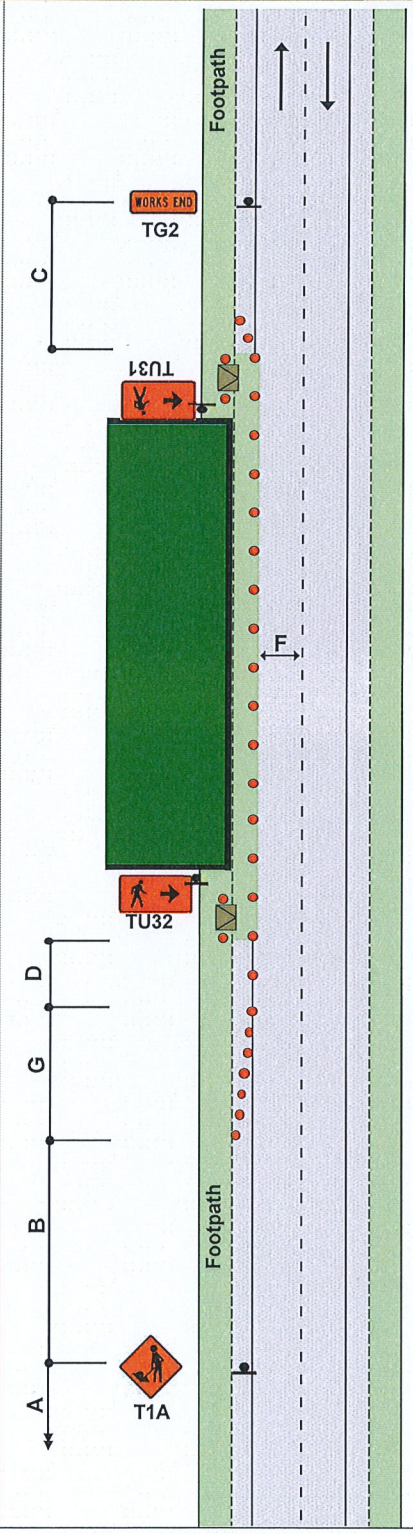
Static operations

FOOTPATH
Footpath diverted onto shoulder or parking lane

CC4

Notes

1. Minimum pedestrian footpath widths:
   - residential / rural - 0.9m
   - suburban centre - 1.2m
   - CBD - 2m
2. Where the length of the temporary footpath exceeds 20m, these widths may have to be increased so footpath users do not have to wait to pass
3. For all attended sites, cones can be used to delineate the edge of the working space and traffic side of the tempory walkway
4. The 1m lateral safety zone between the traffic side of the footpath and the live lane will not be required if the:
   - pedestrian diversion is into a shoulder (including parking lane) of carriageway (and not enroaching into the live lane),or
   - the temporary footpath encroaches into carriageway, but there is good alignment of traffic (taper) past temporary walkway, and
   - site is not on a Main Road (as classified by WCC), a Major or Minor Distributor (as classified by HCC) or a Primary Arterial (as classified by UHCC)
6. Use kerb ramps (or available driveways) to assist mobility vehicles, pushchairs etc
7. A safety fence is required around any excavations, falling hazards (e.g. open manhole) or mechanical equipment
8. This TMD must be used in conjunction with appropriate TTM for any work carried out on the shoulder or in the live lane



TMP or generic plan reference	

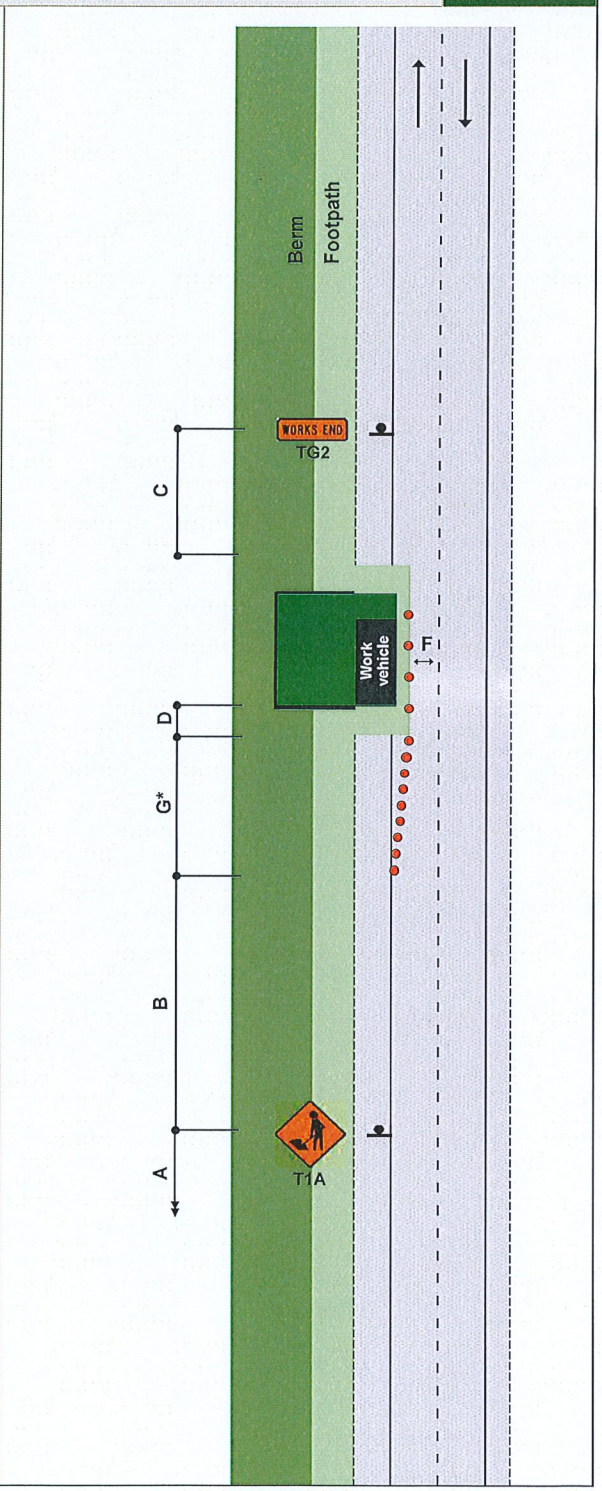
CC5 Footpath controller guiding pedestrians past the working space

Static operations

FOOTPATH
Footpath controller used to guide pedestrians safely past the working space
Not to be used on a Main Road as classified by WCC

CC5

1. To be used where foot traffic is low (no more than 15 people per hour - 1 person every 4 minutes)
2. No footpath directional signs required
3. Footpath controller must stop work and guide pedetrians past the working space (providing assistance as required)
4. Depending on the volume of foot traffic, an extra person may be required to act as Footpath controller
5. For all attended sites, cones can be used to delineate the edge of the working space and traffic side of the tempory walkway
6. The 1m lateral safety zone between the traffic side of the footpath and the live lane will not be required if the:
   - pedestrian diversion is into a shoulder (including parking lane) of carriageway (and not enroaching into the live lane),or
   - the temporary footpath encroaches into carriageway, but there is good alignment of traffic (taper) past temporary walkway, and
   - is not on a Main Road (as classified by WCC), a Major or Minor Distributor (as classified by HCC) or a Primary Arterial (as classified by UHCC)
6. Use kerb ramps (or available driveways) to assist mobility vehicles, pushchairs etc
7. A safety fence is required around any excavations, falling hazards (e.g. open manhole) or mechanical equipment
8. This TMD may be used in conjunction with other forms of pedestrian management
9. This TMD must be used in conjunction with appropriate TTM for any work carried out on the shoulder or in the live lane



CC7 - Valve in shoulder or on berm

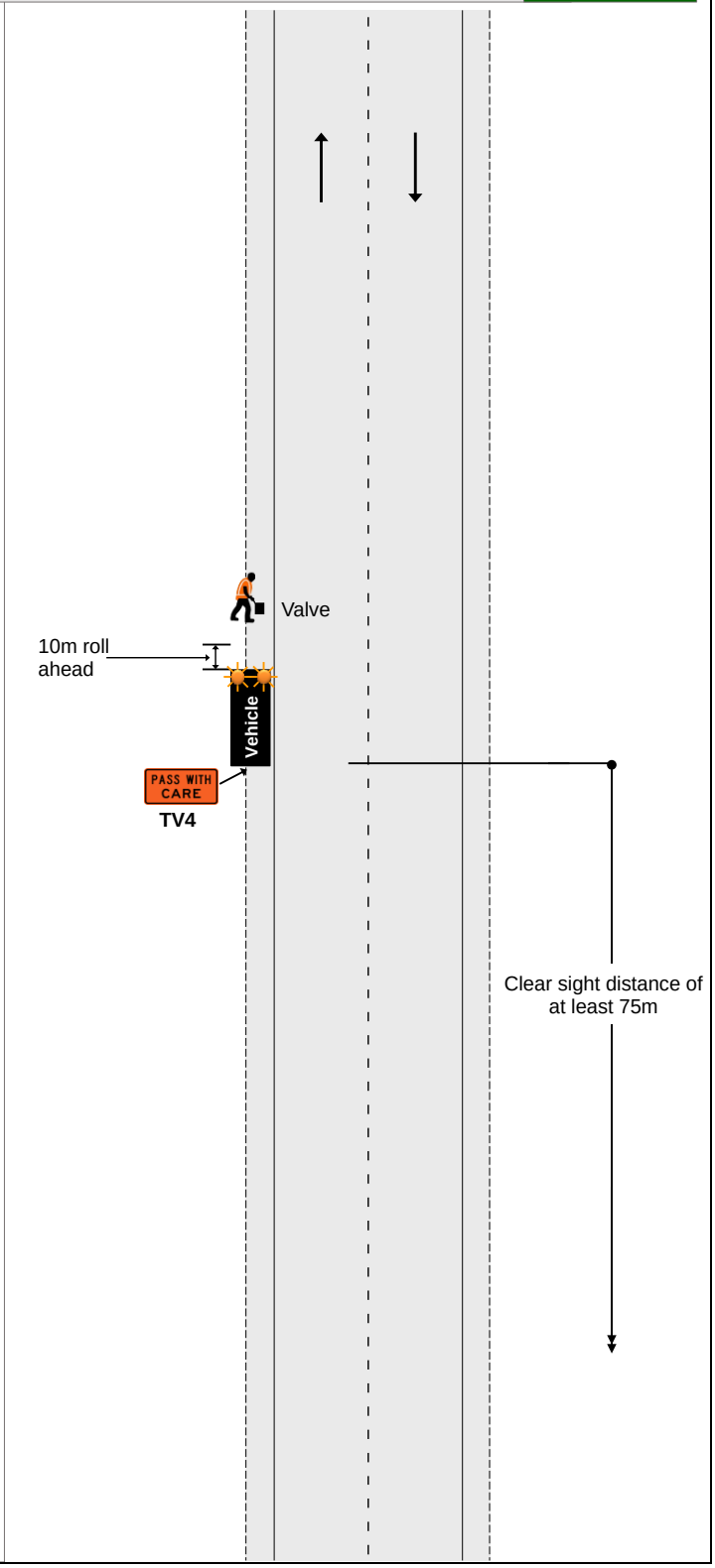
Mobile operations

TWO-WAY TWO-LANE ROAD
Personnel on berm - Valvein shoulder or on berm
50km/h or less

CC7
Level 1

Notes

1. The vehicle must be able to be driven with a Class 1 drivers license
2. There must be clear sight distance to the vehicle of at least 75m. This means that this operation cannot be completed within 75m of a corner or the brow of a hill
3. Worker to exit and enter the vehicle when there is a gap in traffic
4. The worker must not work within 10m of the vehicle (10m roll ahead)

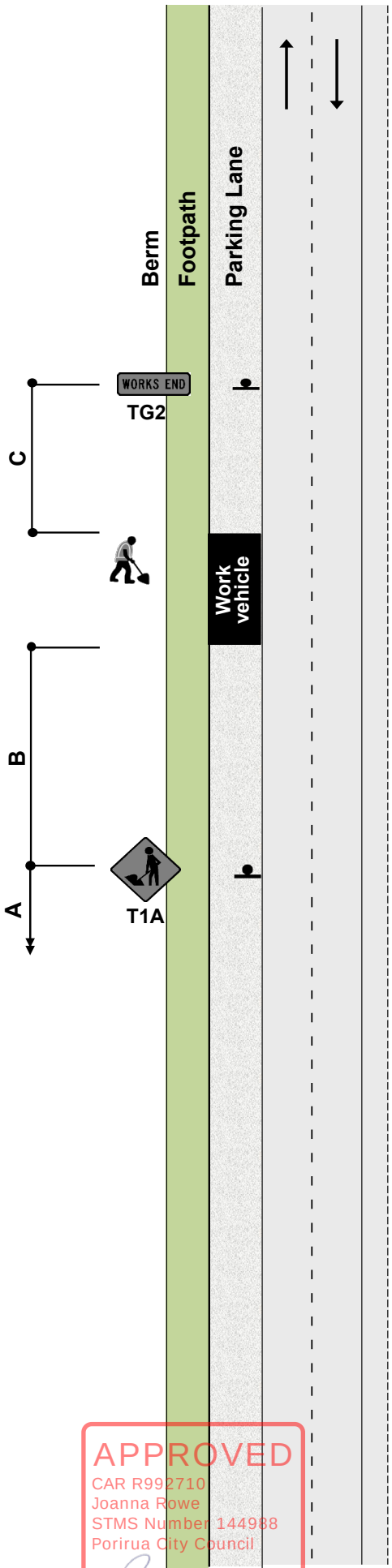


SHOULDER AND ROADSIDE ACTIVITIES
Work on berm and/or footpath
Permanent speed less than 65km/h

F2.5
Level 1

Notes

1. Where work is carried out on the berm or footpath and a work vehicle is parked in a legal parallel car park, provided the vehicle is only accessed from the off traffic side, advance warning T1A road works and TG2 WORKS END are optional
2. Traffic management must be provided where footpath users or cyclists are affected
3. This layout may only be used during daylight hours
4. Large plant and machinery must not be used in this situation, a more substantial closure is required

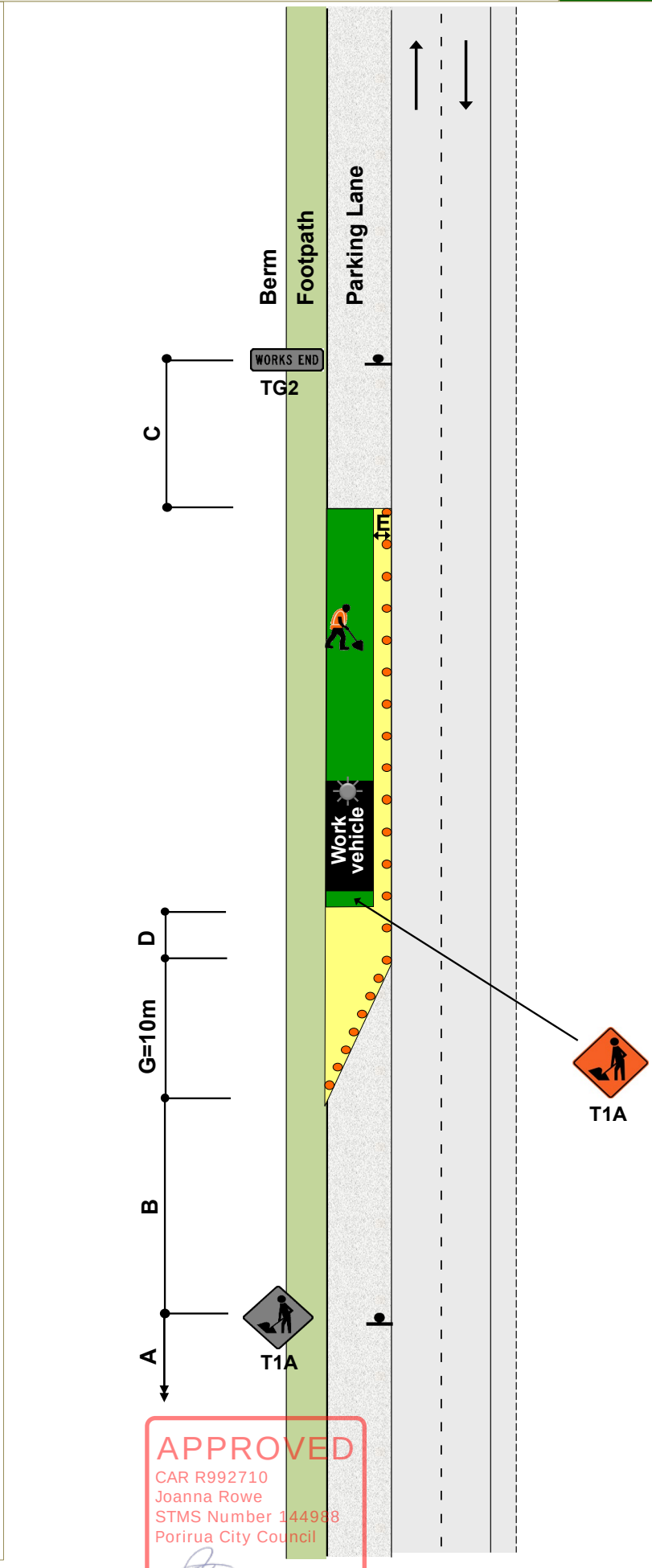


SHOULDER AND ROADSIDE ACTIVITIES
Work in parking lane
Permanent speed less than 65km/h

F2.6
Level 1

Notes

1. Where work is carried out in the legal parking lane (a place where a vehicle would normally park with a footpath and/or kerb and channel alongside), the following minimum standard of TTM must be provided:
   - a 10m taper in front of the work vehicle
   - cones alongside the work vehicle and the working space
   - a longitudinal safety zone
   - a 1m lateral safety zone along the working space
   - a T1A (or other appropriate advance warning sign) mounted on the back of the work vehicle
2. T1A road works and TG2 WORKS END signs are optional
3. The work vehicle must be no larger than a light truck and may have an amber flashing beacon
4. Traffic management must be provided where footpath users or cyclists are affected
5. This layout may only be used during daylight hours
6. Large plant and machinery must not be used in this situation, a more substantial closure is required



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SHOULDER AND ROADSIDE ACTIVITIES
Shoulder closure

F2.7
Level 1

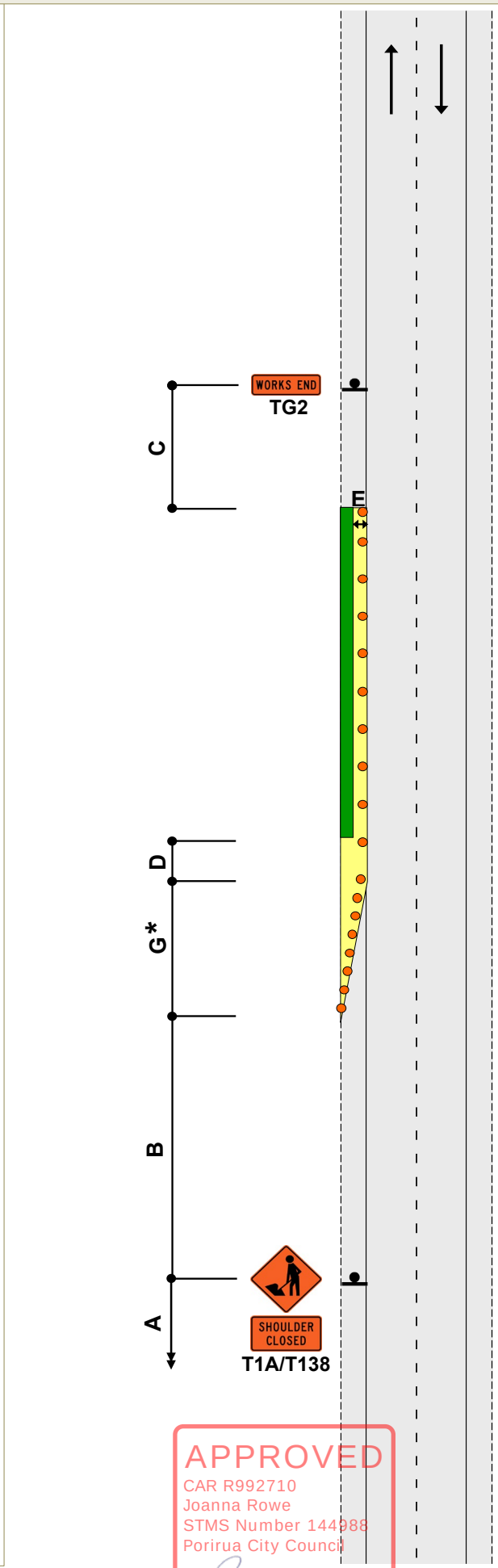
Notes

1. A 10m taper is allowed where shoulder width is less than 2.5m
2. *For shoulders exceeding 2.5m width, apply the following calculation; calculation of taper length for lateral shift of less than 3.5m is:

$$\frac{W \times G}{3.5}$$

W = Width of shoulder

G = Taper length in metres from the level 1 layout distance table



Static operations

TWO-WAY TWO-LANE ROAD
Traffic not crossing road centre

F2.11
Level 1

Notes

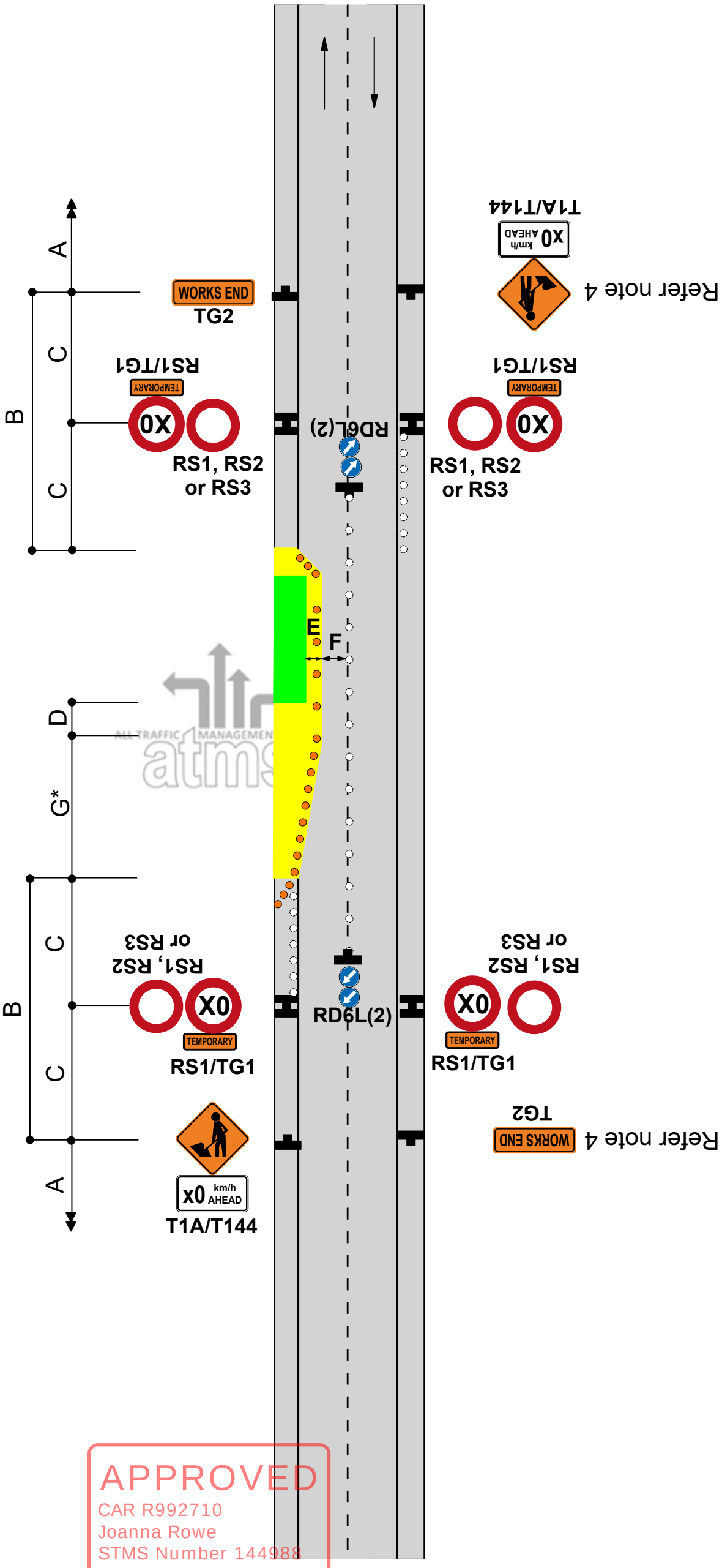
1. *Calculation of taper length for lateral shift of less than 3.5m is:
   W x G
   3.5
   W = Width of lateral shift
   G = Taper length in metres from the level 1 layout distance table

2. If traffic likely to cross the centreline, place cones on the centreline with RD6L signs at each end

3. Use TSLs if required by TSL decision matrix

4. If TSLs not required, the T1A and TG2 signs on the right hand side of the road are also not required

5. The T144 X0km/h AHEAD sign is optional



TWO-WAY TWO-LANE ROAD
Traffic not crossing road centre
Signs on median

F2.12
Level 1

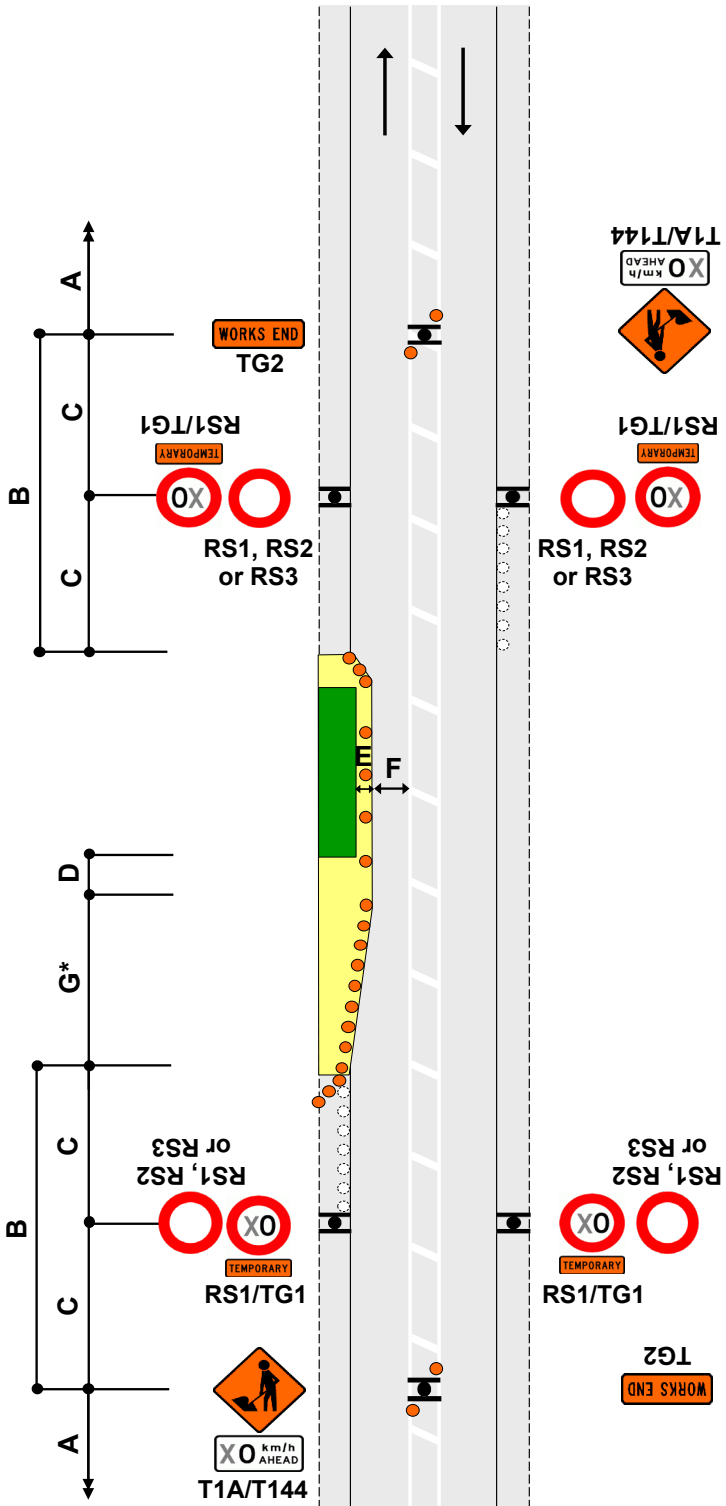
Notes

1. Use this diagram if signs will not be visible on left-hand side of road, or if it is safer to place signs on median and this will not interfere with turning traffic movements
2. Where a median exists which is more than 2m wide, the signs may be positioned on the median. Signs must be placed back-to-back unless on a solid median
3. Where there is a solid median, signs are not required in the opposing direction
4. *Calculation of taper length for lateral shift of less than 3.5m is:

   $\frac{W \times G}{3.5}$

   W = Width of lateral shift

   G = Taper length in metres from the level 1 layout distance table
5. Use TSLs if required by TSL decision matrix
6. The T144 X0km/h AHEAD sign is optional



Static operations

BUS STOP
Bus Stop Relocation

ATMS10
Level 1

Notes

1.Inform Bus Stop users on site by:

- Covering existing Bus Stop sign(s)
- Ensuring Bus users have clear visibility of Temporary Bus Stop.

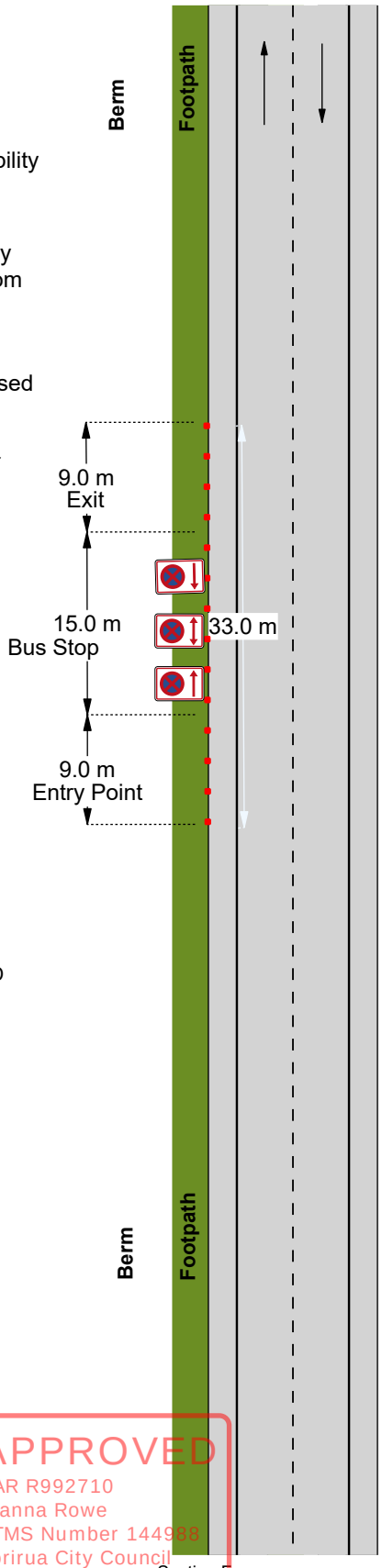
2.Distance between permanent and temporary stop is variable but temporary stop should be visible to passengers from existing stop. If not visible additional signage is required.

3.Temporary pad and/ or ramps to be used for pedestrian safety.

4.No parking signage (PN11 signage or Parking restriction signage with dates and times) to be clear and attached to cones.

Provide TEMPORARY BUS STOP sign (near the front of the stop)

Provide TEMPORARY BUS STOP [x]M AHEAD sign in advance of temporary bus stop.

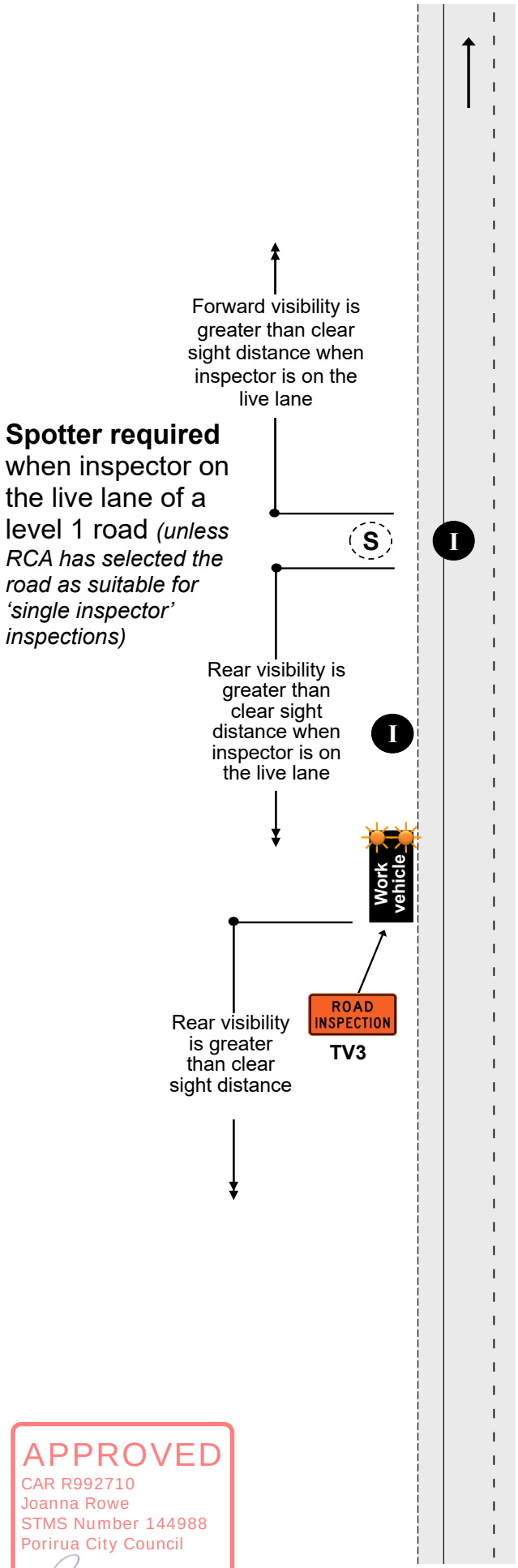


INSPECTION ACTIVITIES AND NON-INVASIVE WORKS
On shoulder and on the live lane
This TMD may also be applied on level LV roads

F4.10
Level 1

Notes

1. Inspectors must move from live lanes to avoid traffic. They must not expect traffic to drive slowly or drive around them
2. On level LV and level 1 roads, a person completing an inspection or non-invasive works cannot be on a live lane for more than 5 minutes
3. Unless otherwise approved by the RCA, all inspections on the live lane of level 1 roads require a spotter. The RCA may provide a list of roads, times and/or activities suitable for inspection by a single inspector
4. There must be CSD to the inspector when on the live lane.If this cannot be achieved, a spotter must be placed in a position where CSD can be attained and verbal instructions be given to the inspector. If this is not possible, a static or mobile operation is required.
5. A spotter is not required for inspections and non-invasive works on level LV roads or working off the live lane of a level 1 road
6. Where an unaccompanied inspector is not able to maintain adequate attention (eg due to work tasks or poor visibility), a spotter will be required or another type of traffic management operation used
7. For inspection activities that are carried out by a TC on level LV and level 1 roads the STMS must be immediately contactable but does not have to be within 30 minutes travel time of the worksite
8. An unaccompanied inspector may walk across a level LV or level 1 road
9. A vehicle is not required on a level LV or level 1 road with a permanent speed of less than 65km/h if the inspector remains on a footpath
10. On roads with a permanent speed of less than 65km/h an amber flashing beacon is not required on the vehicle if the inspector or non-invasive works is on an unsealed shoulder (or further away from the carriageway - including a footpath)



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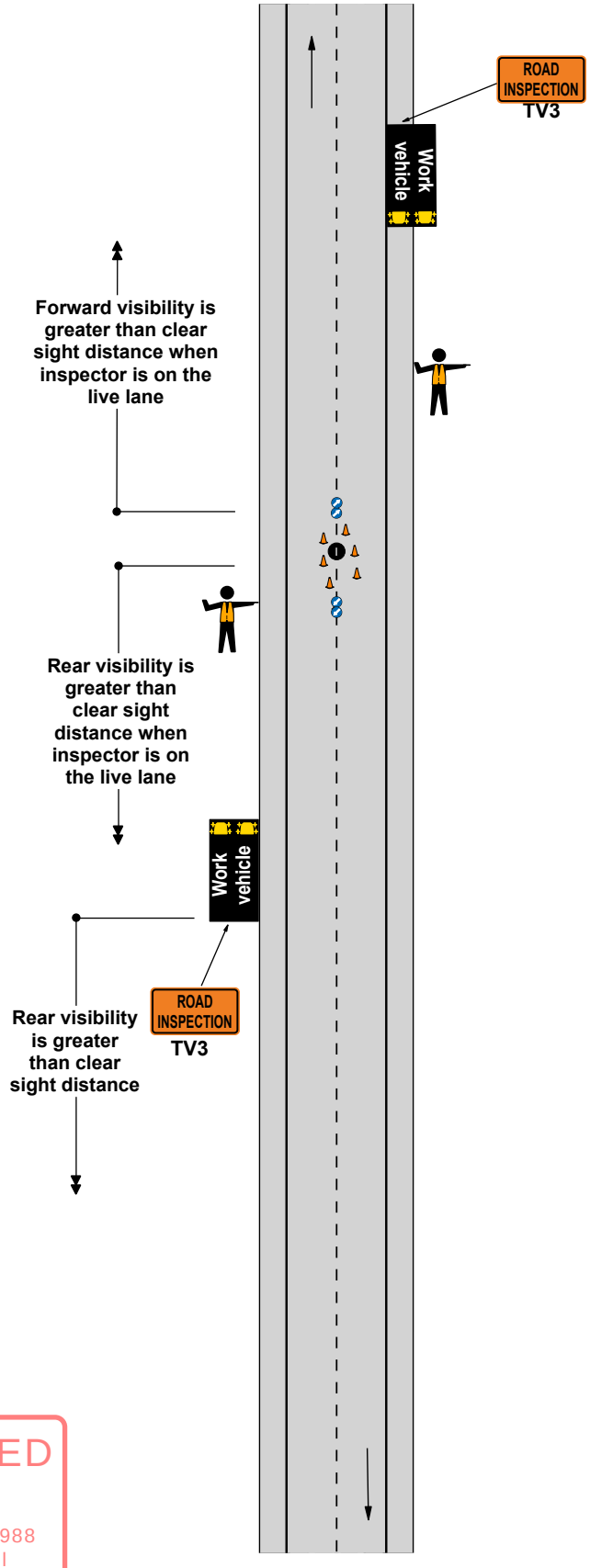
Mobile operations

INSPECTION ACTIVITIES AND NON-INVASIVE WORKS
Inspection Activity - Centre Of Road
This TMD may also be applied on level LV roads

ATMS07
Level 1

Notes

1. Inspectors must move from live lanes to avoid traffic. They must not expect traffic to drive slowly or drive around them
2. On level LV and level 1 roads, a person completing an inspection or non-invasive works cannot be on a live lane for more than 5 minutes
3. Unless otherwise approved by the RCA, all inspections on the live lane of level 1 roads require a spotter. The RCA may provide a list of roads, times and/or activities suitable for inspection by a single inspector
4. There must be CSD to the inspector when on the live lane.If this cannot be achieved, a spotter must be placed in a position where CSD can be attained and verbal instructions be given to the inspector. If this is not possible, a static or mobile operation is required.
5. Where an unaccompanied inspector is not able to maintain adequate attention (eg due to work tasks or poor visibility), a spotter will be required or another type of traffic management operation used
6. For inspection activities that are carried out by a TC on level LV and level 1 roads the STMS must be immediately contactable but does not have to be within 30 minutes travel time of the worksite
7. Inspectors MUST use 2 vehicles placed on either side of road shoulder. Inspector & spotter will use footpath to carry cones and cross when way is clear. Cones will be placed (min of 4 each direction) for protection. Spotter must not engage in work activities.



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Static operations

TWO-WAY TWO-LANE ROAD
Traffic crossing road centre
Two lane diversion

F2.13
Level 1

Notes

1. Cones are required on edge of the temporary lane opposite closure if road is not well defined

2. Return taper at end of closure may be shortened

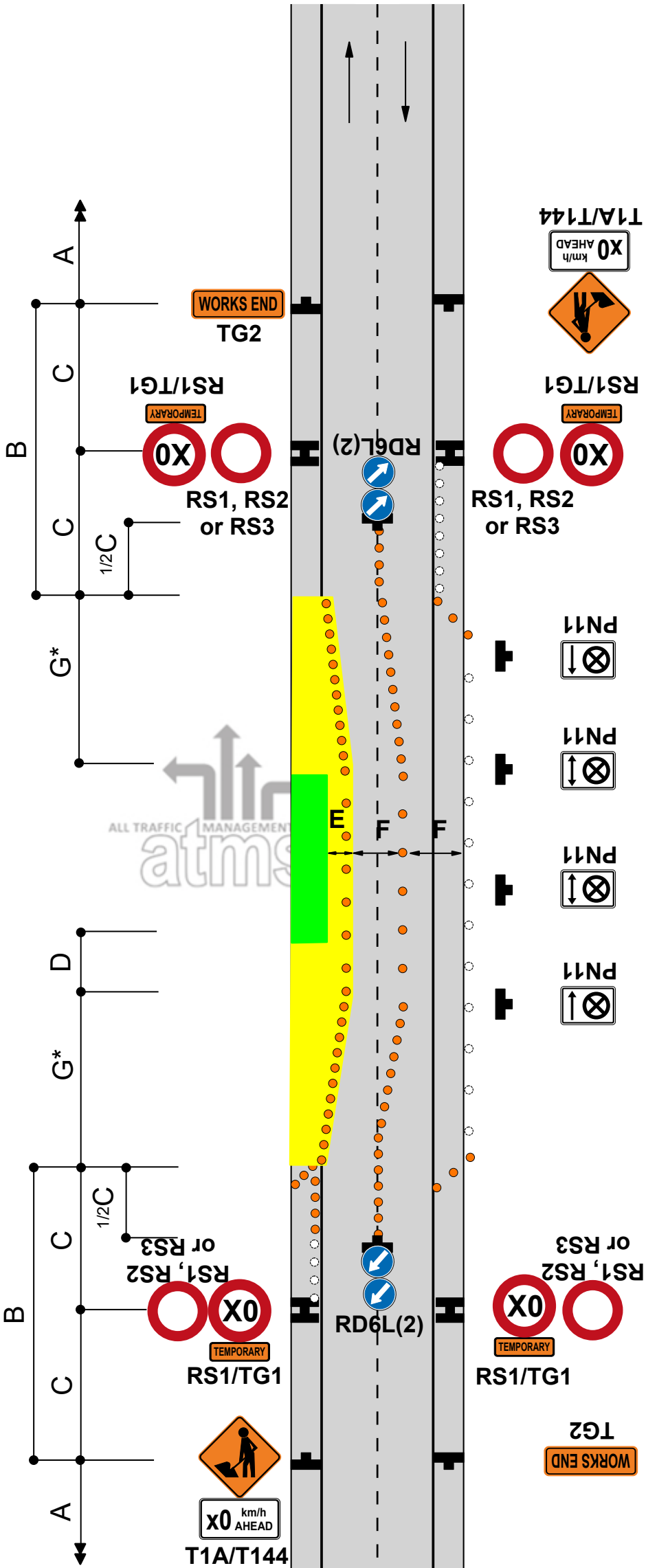
3. *Calculation of taper length for lateral shift of less than 3.5m is:
   W x G
   3.5
   W = Width of lateral shift
   G = Taper length in metres from the level 1 layout distance table

4. To allow heavy vehicles to manoeuvre, cones in the channel must be offset by at least 10m where the direction changes. Refer C8.2.12

5. Use PN11 No Stopping signs, if necessary

6. Use TSLs if required by TSL decision matrix

7. The T144 X0km/h AHEAD sign is optional



TWO-WAY TWO-LANE ROAD
Single-lane alternating flow
Portable e-STOP

ATMS02
Level 1

Notes

1.Provide details of make and model of portable traffic signals in the TMP

2.Use PN11 no stopping signs, if necessary as per the approved TMP

3.Install temporary RP61/RP62 signs

4.Minimum 5 cones in cone threshold.

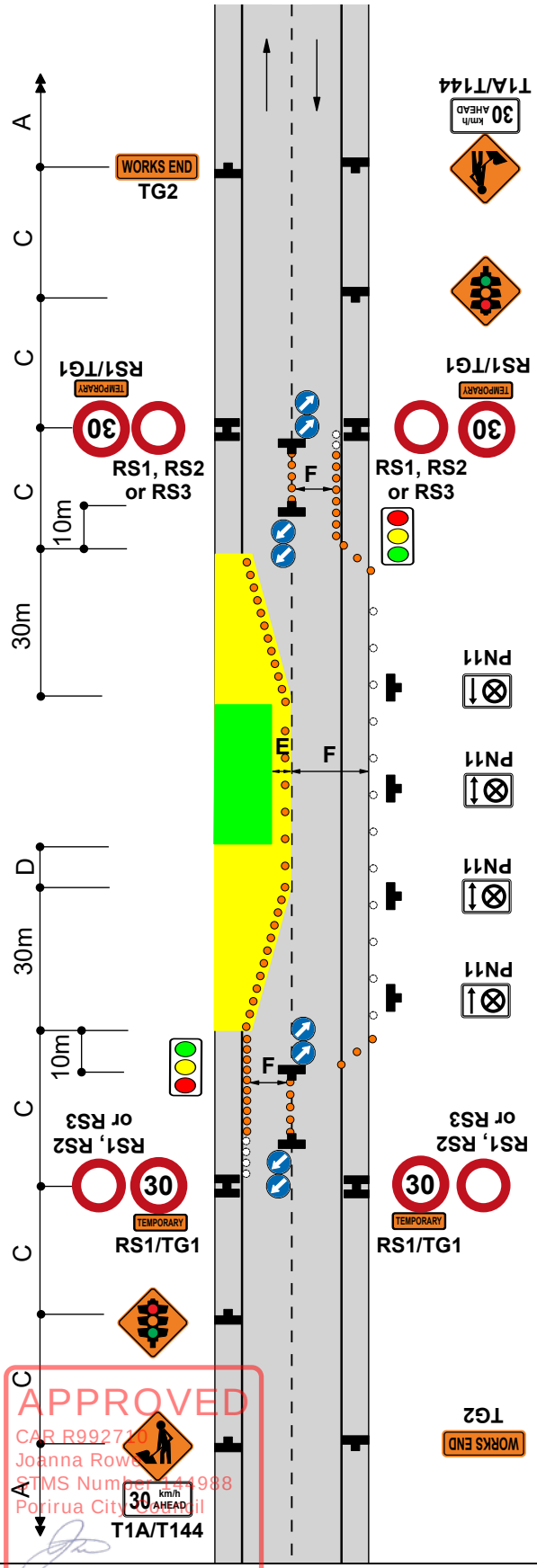
5. Extend or place extra advance warning signs towards on-coming traffic beyond any expected traffic queues

6.CONTINGENCY PLAN:
F2.14 to be implemented should issues arise with e-STOP/ adverse weather conditions or where stop go is unsuitable.
ex; Short term stoppages is defined as “stopping traffic for a short period of time within a static site, at inconsistent intervals to assist with the entry/exit of vehicles or small tasks required to be undertaken in the live lane”.

7. In circumstances where for safety reasons, the use of stop/go operations is deemed more appropriate, a site specific safe work method statement must be prepared.

8.The T144 30km/h AHEAD sign is optional on roads under 65km/h

9. e-STOP can only be used on an attended site. e-STOPs must be manned at all times.



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26 January 2024

Static operations

TWO-WAY TWO-LANE ROAD
Single-lane alternating flow
Manual traffic control (STOP/GO or STOP/SLOW)

F2.14
Level 1

Notes

1. Extend or place extra advance warning signs towards on-coming traffic beyond any expected traffic queues

2. A 30m return taper at the end of the closure is mandatory

3. Cones are required on edge of the temporary lane opposite closure if road is not well defined

4. To allow heavy vehicles to manoeuvre, cones in the channel must be offset by at least 10m where the direction changes. Refer C8.2.12

5. Use PN11 no stopping signs, if necessary

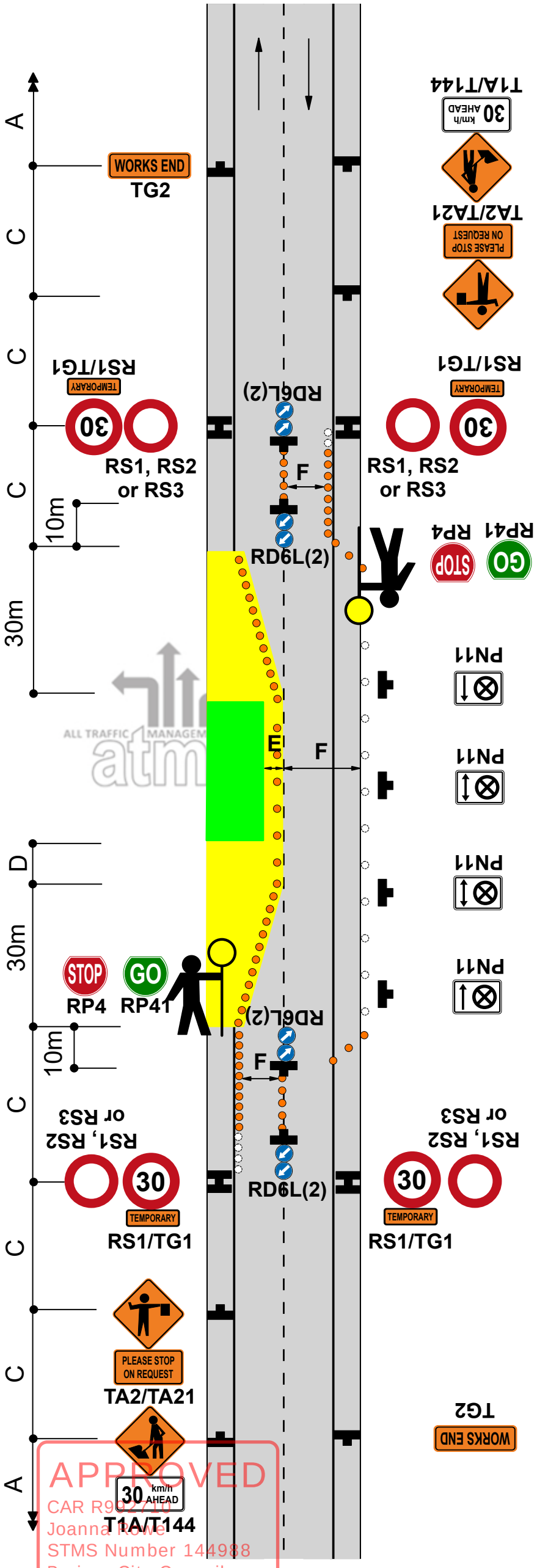
6. MTC with RP4/RP41 STOP/GO or RP4/RP42 STOP/SLOW paddle on road shoulder located between 1st and 2nd cone in the cone threshold closest to the working space

7. Minimum 5 cones in cone threshold at:
   - 2.5m centres - less than 65km/h
   - 5m centres - more than 65km/h

8. Refer to C10.2.3 MTC essentials for further information

9. Delays cannot exceed the time approved by the RCA (normally 5 to 10 minutes)

10. The T144 30km/h AHEAD sign is optional



Static operations

TWO-WAY TWO-LANE ROAD - Intersection or roundabout
Closure at an intersection
Portable e-STOP - with MTC on side roads

ATMS04
Level 1

Notes

1. This plan can be used at a 3 way intersection by removing one of the approaches. If you require a temporary traffic light/MTC set up, which is greater than a four way, you will require a site specific TMP.

2. Signs and layout shown in the box at the bottom of the diagram is to be repeated on each approach.

3. Provide details of make and model of portable traffic signals in the TMP

4. Use PN11 no stopping signs, if necessary as per the approved TMP

5. Install temporary RP61/RP62 signs

6. Minimum 5 cones in cone threshold.

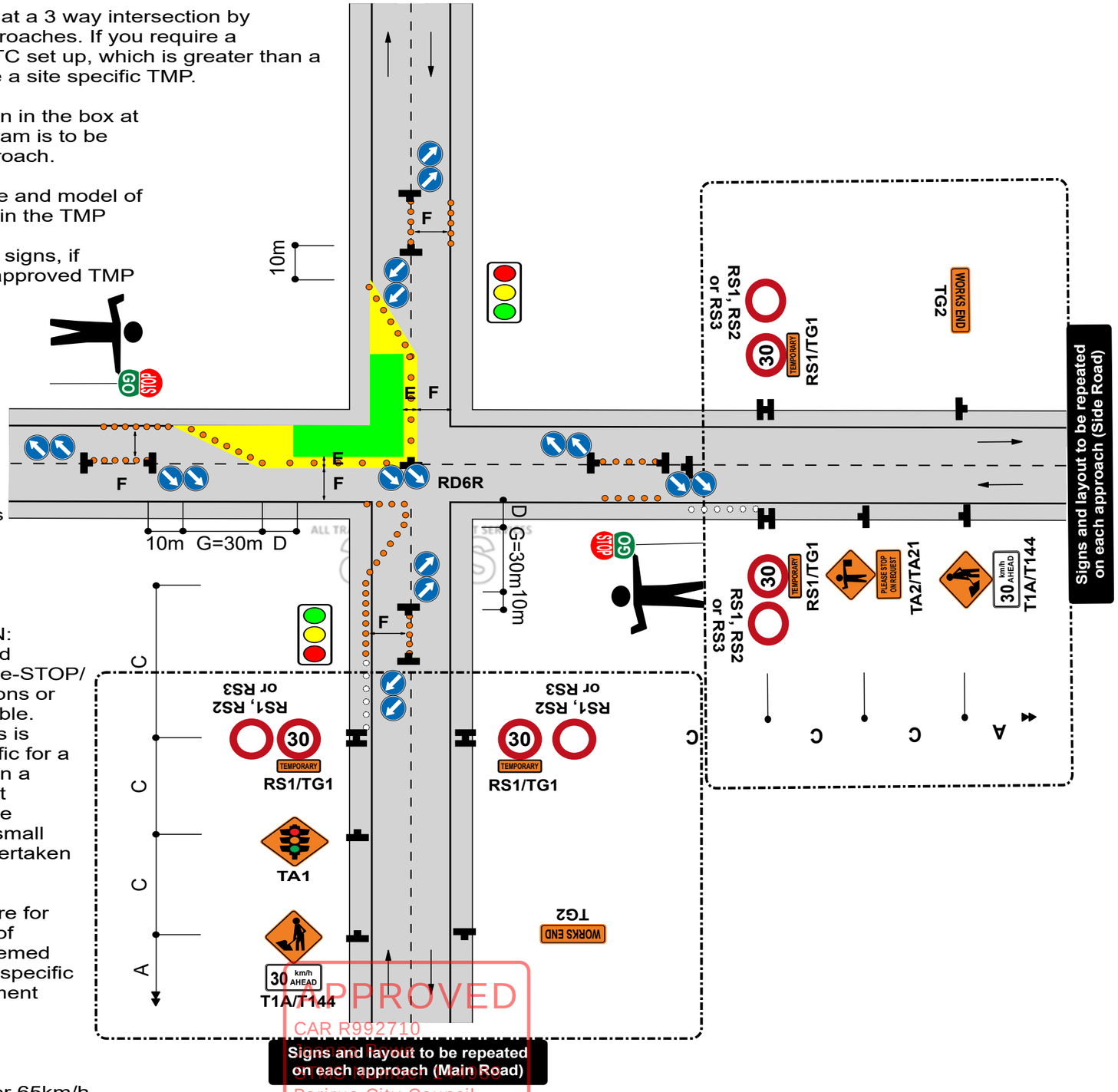
7. Extend or place extra advance warning signs towards on-coming traffic beyond any expected traffic queues

8. CONTINGENCY PLAN:
F2.22 to be implemented should issues arise with e-STOP/ adverse weather conditions or where stop go is unsuitable.
ex; Short term stoppages is defined as “stopping traffic for a short period of time within a static site, at inconsistent intervals to assist with the entry/exit of vehicles or small tasks required to be undertaken in the live lane”.

9. In circumstances where for safety reasons, the use of stop/go operations is deemed more appropriate, a site specific safe work method statement must be prepared.

10. The T144 30km/h AHEAD sign is optional on roads under 65km/h

11. e-STOP can only be used on an attended site. e-STOPs must be manned at all times.



Static operations

TWO-WAY TWO-LANE ROAD - Intersection or roundabout
Closure at corner of an intersection
Manual traffic control (Stop/Go or Stop/Slow)

F2.22
Level 1

Notes

1. This diagram may be used at a T intersection by removing any one of the roads

2. Signs and layout shown in the box at the bottom of the diagram is to be repeated on each approach

3. A 30m return taper at the end of the closure is mandatory

4. Use PN11 no stopping signs, if necessary

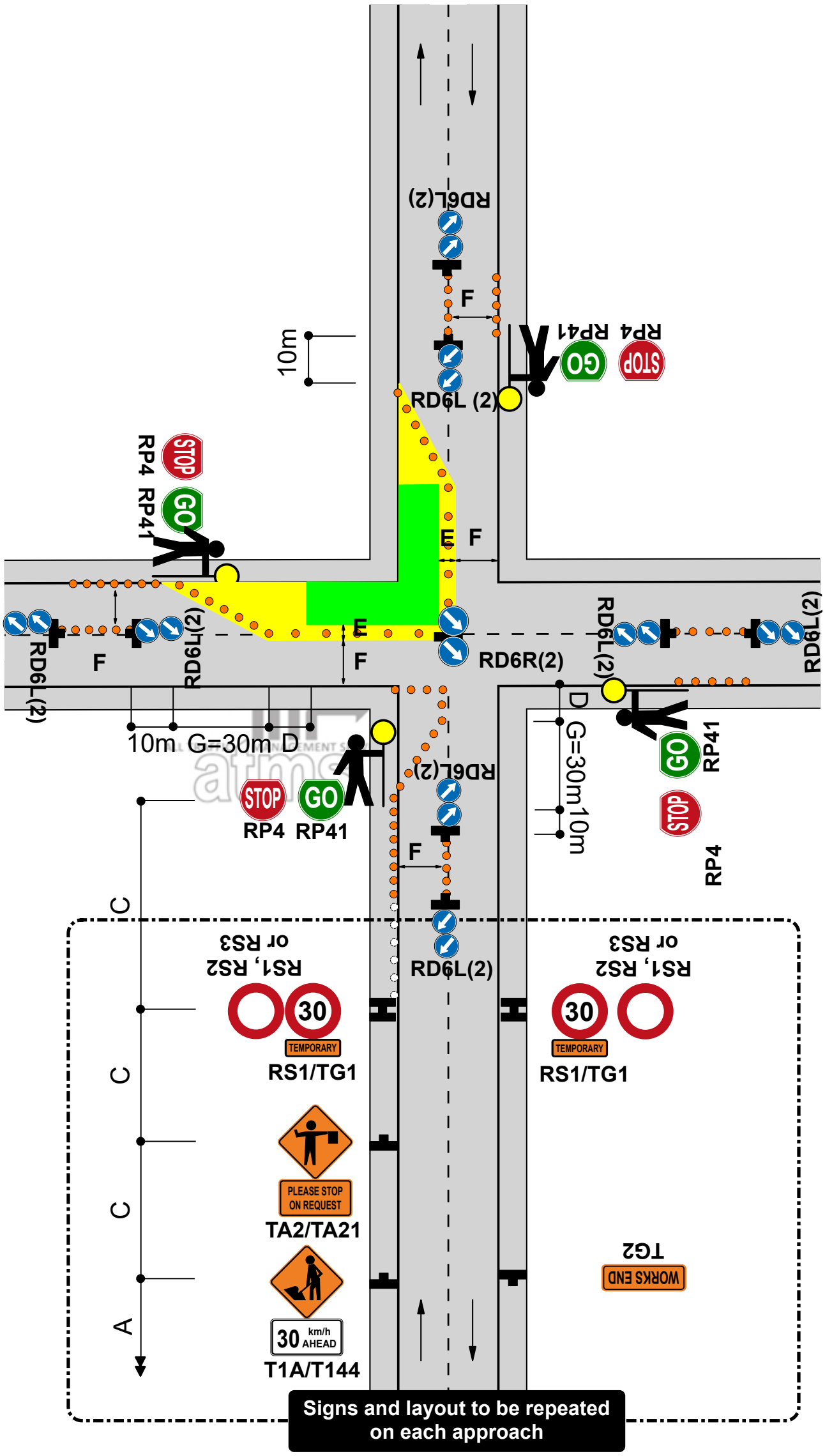
5. MTC with RP4/RP41 STOP/GO or RP4/RP42 STOP/SLOW paddle on road shoulder located between 1st and 2nd cone in the cone threshold closest to the working space

6. Minimum 5 cones in cone threshold at:
   - 2.5m centres - less than 65km/h
   - 5m centres - more than 65km/h

7. Refer to C10.2.3 MTC essentials for further information

8. On roads with a permanent speed limit of 100km/h, cones are required from the TSL to the taper if the speed is reduced by more than 30km/h

9. The T144 30km/h AHEAD sign is optional

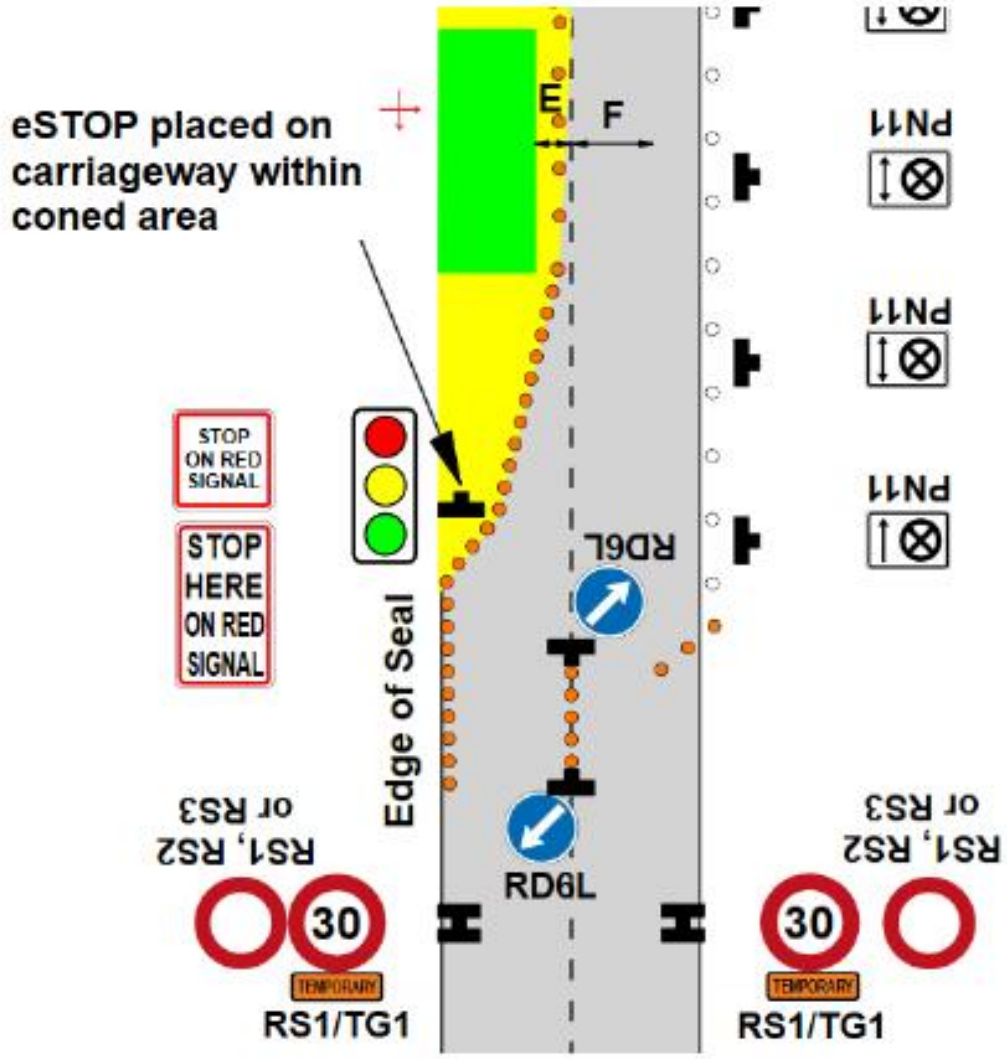


eSTOPs at locations with limited road width or shoulder

The same risk assessment process should be undertaken for placement of eSTOPs on these types of roads as if a manual traffic controller was to be placed there.

Ideally approval should be sought for a full road closure.

Where this is not possible, placement of the eSTOP on the live lane within a coned area as per the example below should be considered:



Information Only
This should be used with ATMS01 or ATMS02

TWO-WAY TWO-LANE ROAD
All traffic stopped temporarily
Manual traffic control (STOP/GO or STOP/SLOW)

F2.15
Level 1

Notes

1. Closure period not to exceed the limit set or approved by the RCA

2. Extend advance warning signs towards on-coming traffic beyond any expected traffic queues

3. MTC with RP4/RP41 STOP/GO or RP4/RP42 STOP/SLOW paddle on road shoulder located between 1st and 2nd cone in the cone threshold closest to the working space

4. Minimum 5 cones in cone threshold at:
   - 2.5m centres - less than 65km/h
   - 5m centres - more than 65km/h

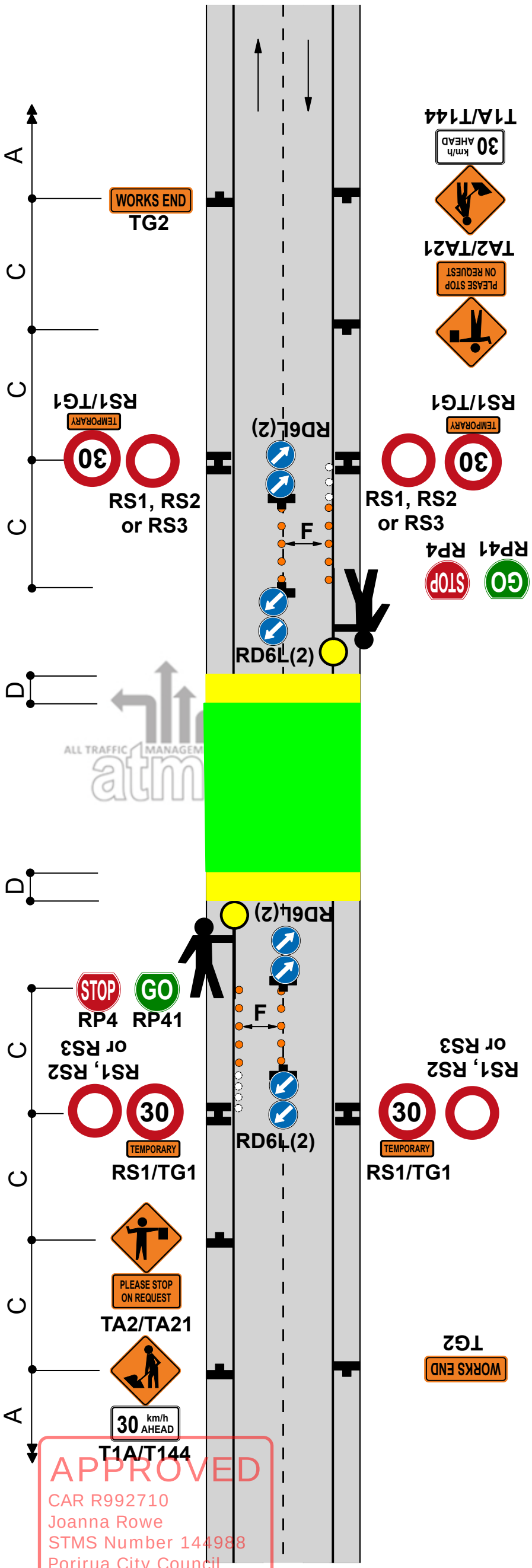
5. MTCs must show same message to oncoming traffic (eg STOP/STOP or GO/GO)

6. Refer to C10.2.3 MTC essentials for further information

7. When road users are passing the working space in alternating flow, all construction equipment must be stopped on same side of the road if there is no separation from the live lane

8. Where damage is likely to occur to passing traffic eg during sealing, traffic must be stopped in both directions

9. The T144 X0km/h AHEAD sign is optional



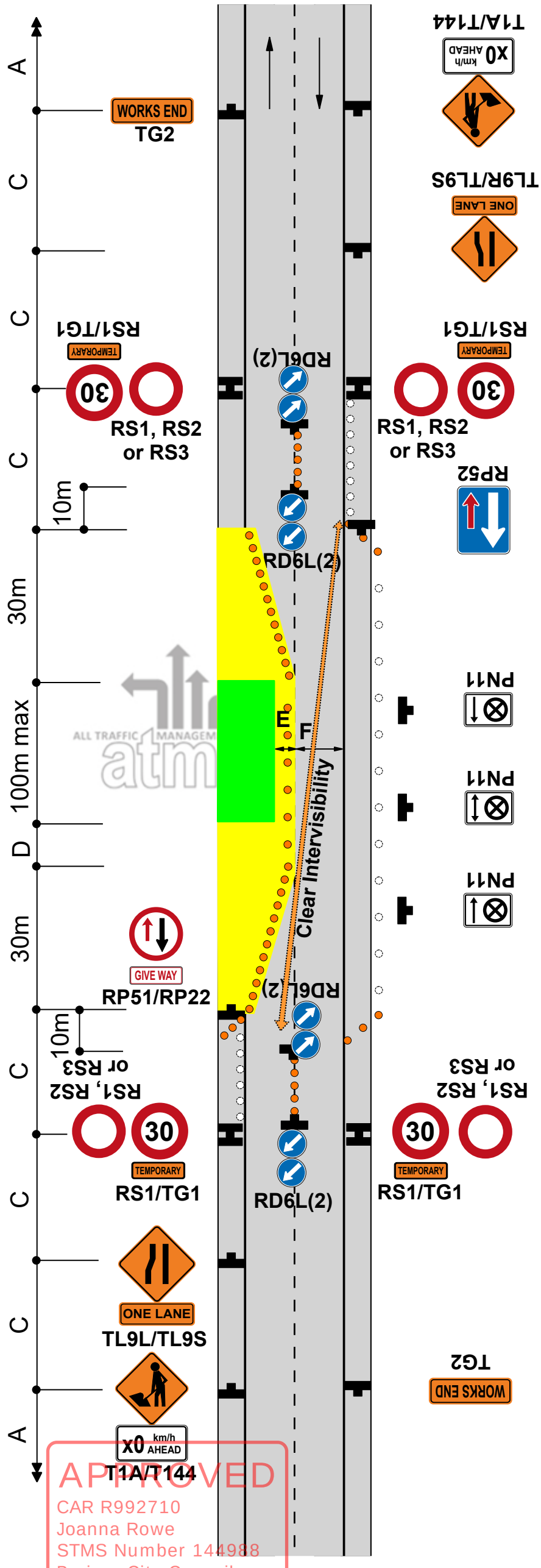
Static operations

TWO-WAY TWO-LANE ROAD
Single-lane (traffic volume less than 1000vpd - 80vph)
Give way control

F2.16
Level 1

Notes

1. The RP51/RP22 and RP52 controls must be placed in the following priority order:
   - downhill traffic must give way to uphill traffic
   - traffic that has to cross into the opposing lane gives way, however where visibility for this vehicle is marginal the contractor may require the other vehicle with better visibility to give way
2. Intervisibility is required as indicated on diagram. This means that a vehicle at one sign is able to see whether the way ahead is clear
3. A 30m return taper at the end of the closure is mandatory
4. Use PN11 No Stopping signs, if necessary
5. Cones are required on edge of the temporary lane opposite closure if road is not well defined
6. The T144 X0km/h AHEAD sign is optional



Static operations

TWO-WAY TWO-LANE ROAD
Single-lane alternating flow
Portable traffic signals

F2.17
Level 1

Notes

1. Provide details of make and model of portable traffic signals in the TMP

2. Install temporary limit lines (must be able to be removed upon completion) or use RP61/RP62 signs

3. Approved temporary speed humps may also be used. Consider use of MTC while speed humps are installed

4. A 30m return taper at the end of the closure is mandatory

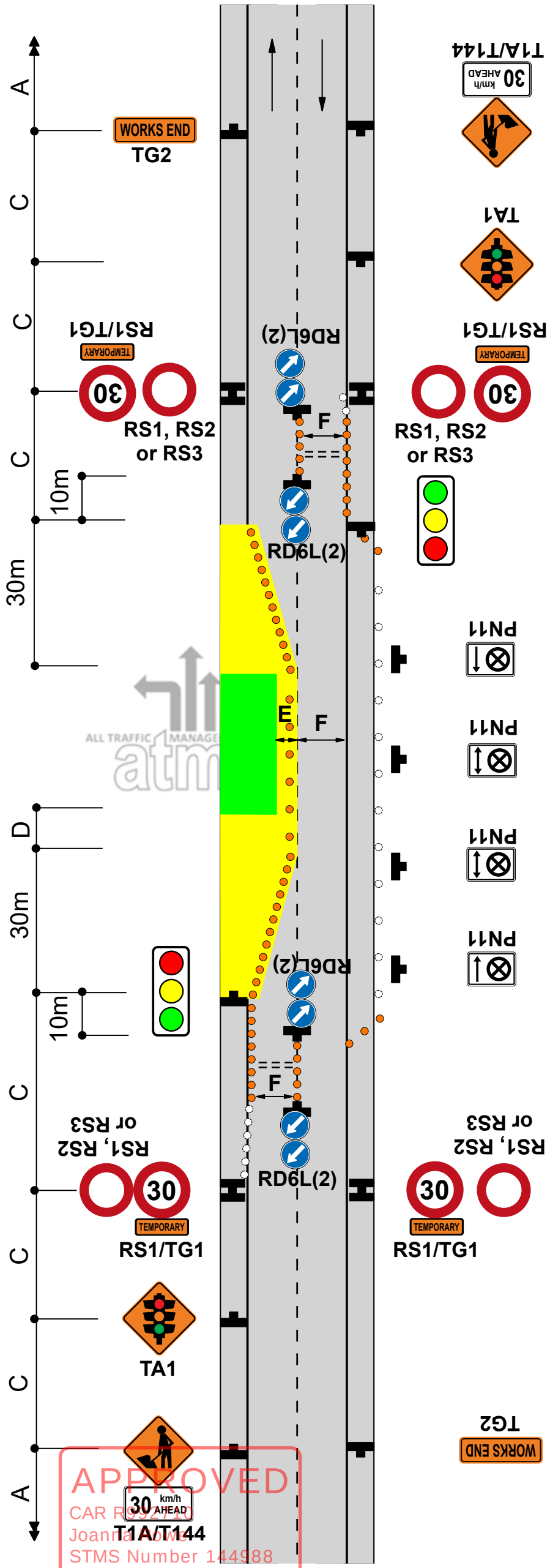
5. Cones are required on edge of the temporary lane opposite closure if road is not well defined

6. Extend or place extra advance warning signs towards on-coming traffic beyond any expected traffic queues

7. Use PN11 No Stopping signs, if necessary

8. Minimum 5 cones in cone threshold at:
   - 2.5m centres - less than 65km/h
   - 5m centres - more than 65km/h

9. The T144 30km/h AHEAD sign is optional



Static operations

TWO-WAY TWO-LANE ROAD
Work in centre of road

F2.18
Level 1

Notes

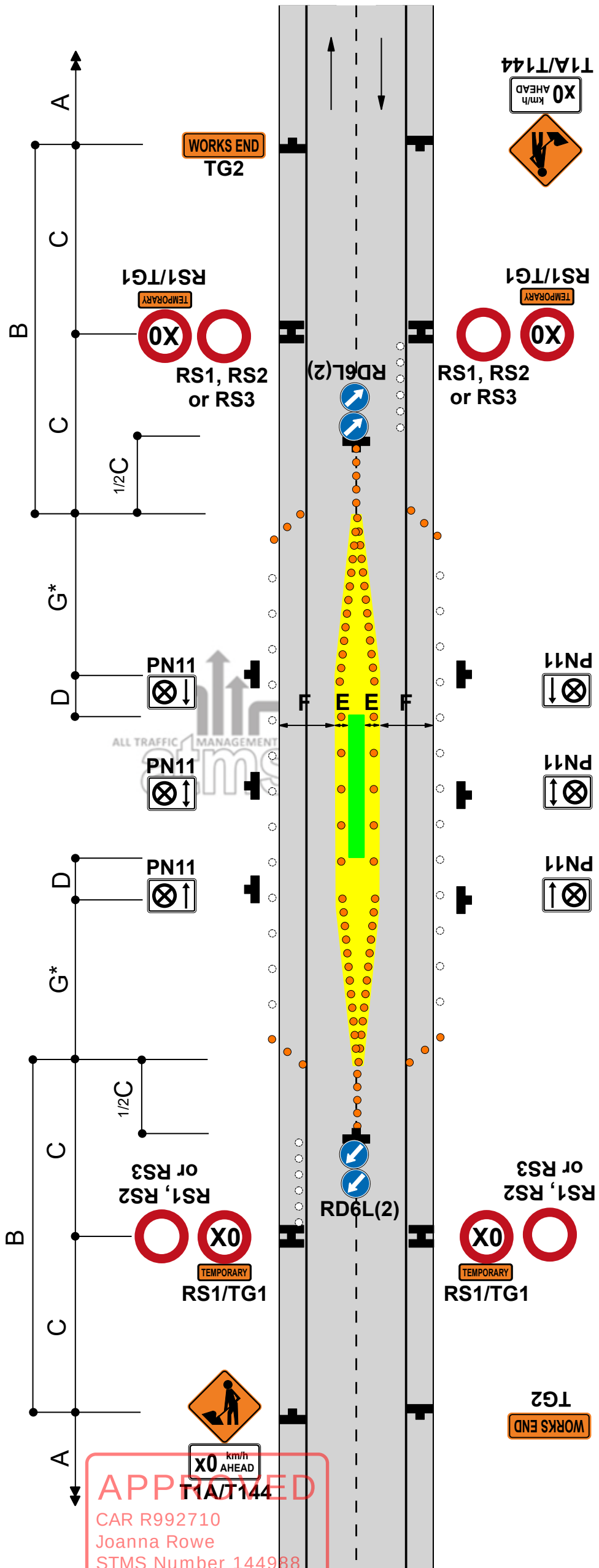
1. Cones are required on edge of the temporary lane opposite closure if road is not well defined

2. *Calculation of taper length for lateral shift of less than 3.5m is:
   W x G
   3.5
   W = Width of lateral shift
   G = Taper length in metres from the level 1 layout distance table

3. Use PN11 no stopping signs, if necessary

4. Use TSLs if required by TSL decision matrix

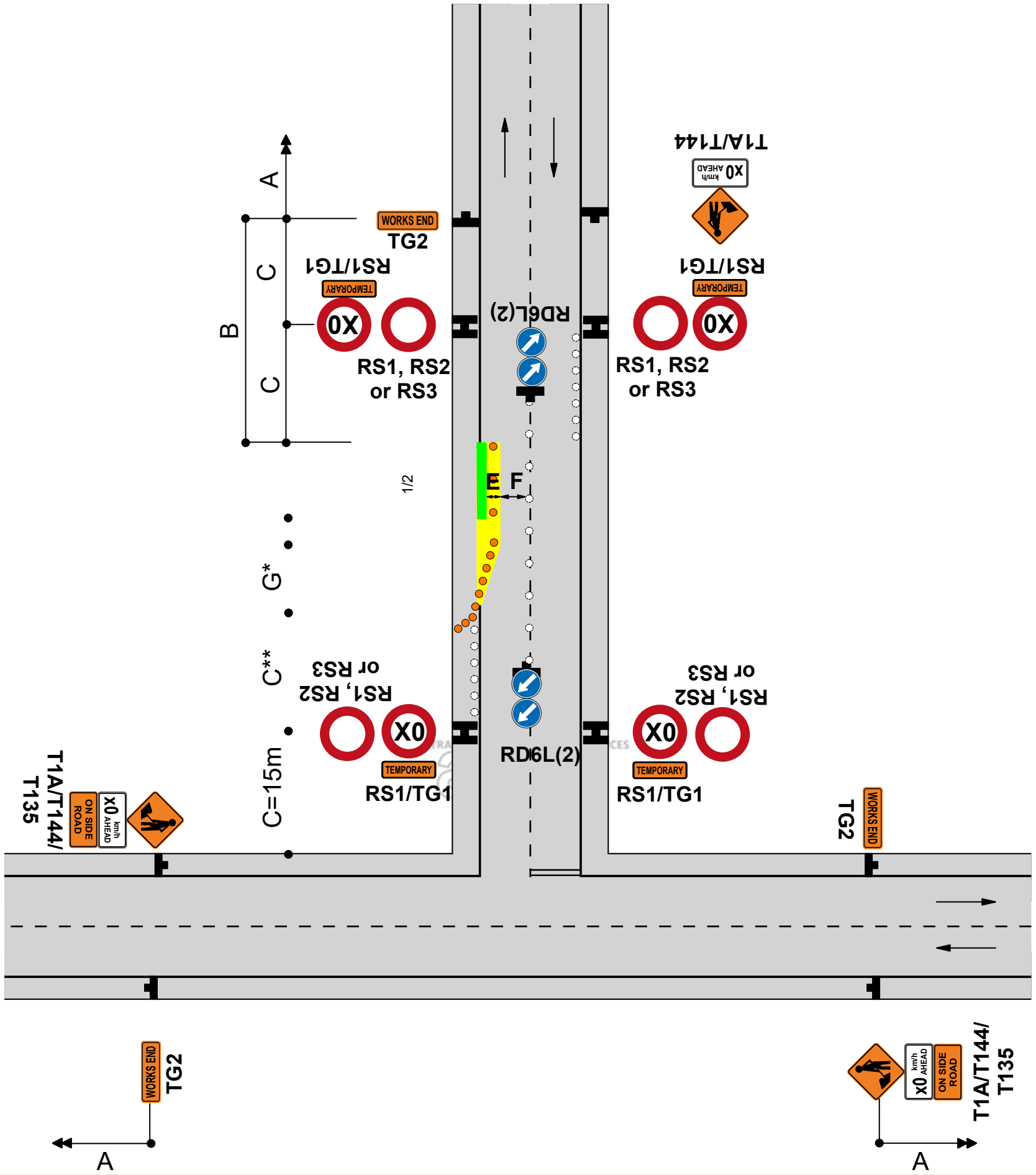
5. The T144 X0km/h AHEAD sign is optional



Static operations

TWO-WAY TWO-LANE ROAD - Intersection or roundabout
Road works on side road after intersection - TSL on side road
Traffic not crossing road centre

F2.19
Level 1



Notes

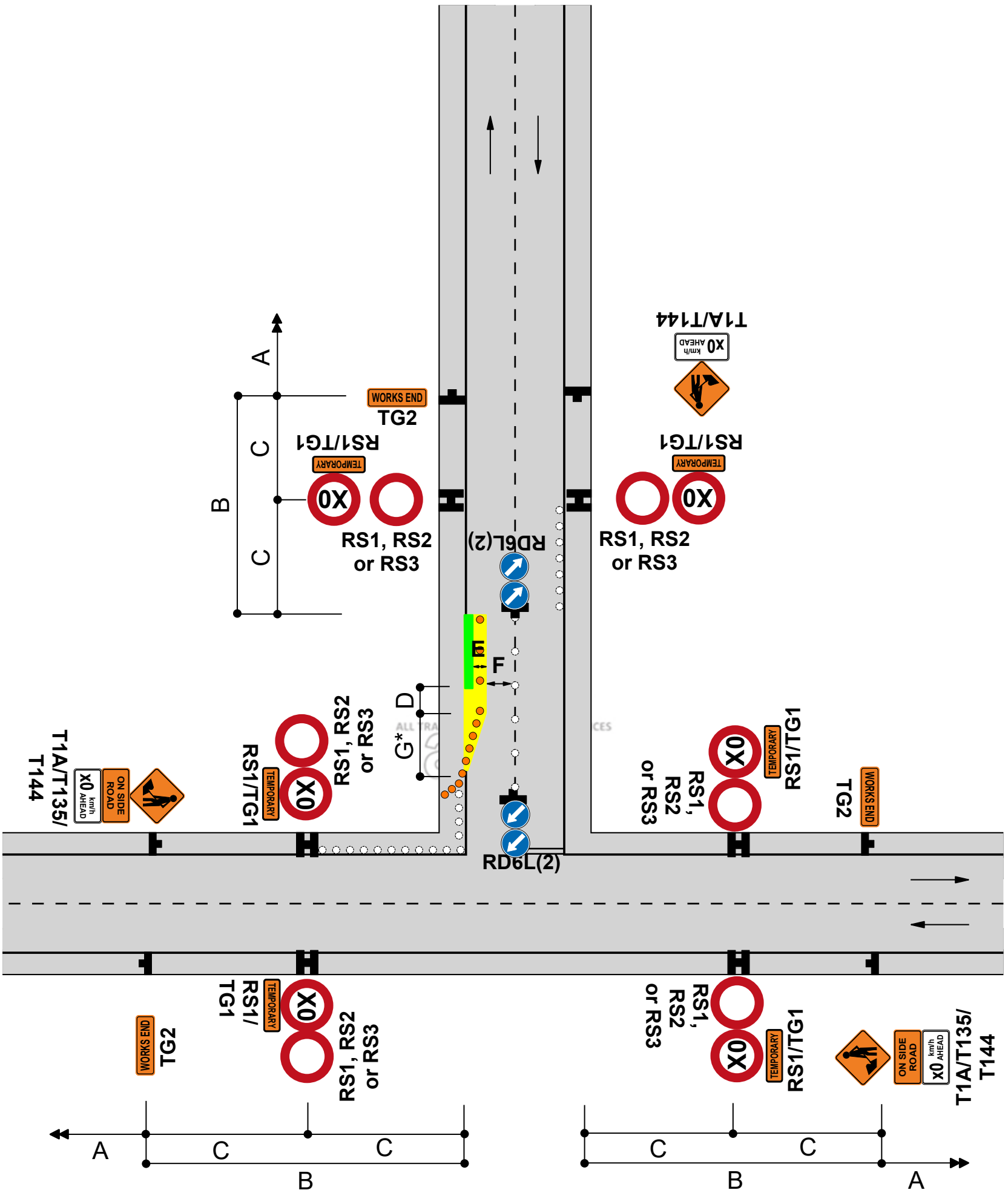
1. Sign spacing of TSL at the intersection can be reduced as per the table shown below
2. Where minimum dimensions cannot be achieved TMD F2.20 is to be used
3. Advance warning signs on main road must be at least the warning distance away from first cone in taper
4. *Calculation of taper length for lateral shift of less than 3.5m is:
   W x G W = Width of lateral shift
   3.5 G = Taper length in metres from the level 1 layout distance table
5. If traffic likely to cross the centreline, place cones on the centreline with RD6L signs at each end
6. Use TSLs as required by TSL decision matrix
7. The T144 30km/h AHEAD sign is optiona

Speed (PSL)	Intersection to TSL	C** TSL to taper	Total
<50km/h	15m	15m	30m
60km/h	15m	25m	40m
>70km/h	15m	40m	55m

Static operations

TWO-WAY TWO-LANE ROAD - Intersection or roundabout
Road works on side road after intersection - TSL on main road
Traffic not crossing road centre

F2.20
Level 1



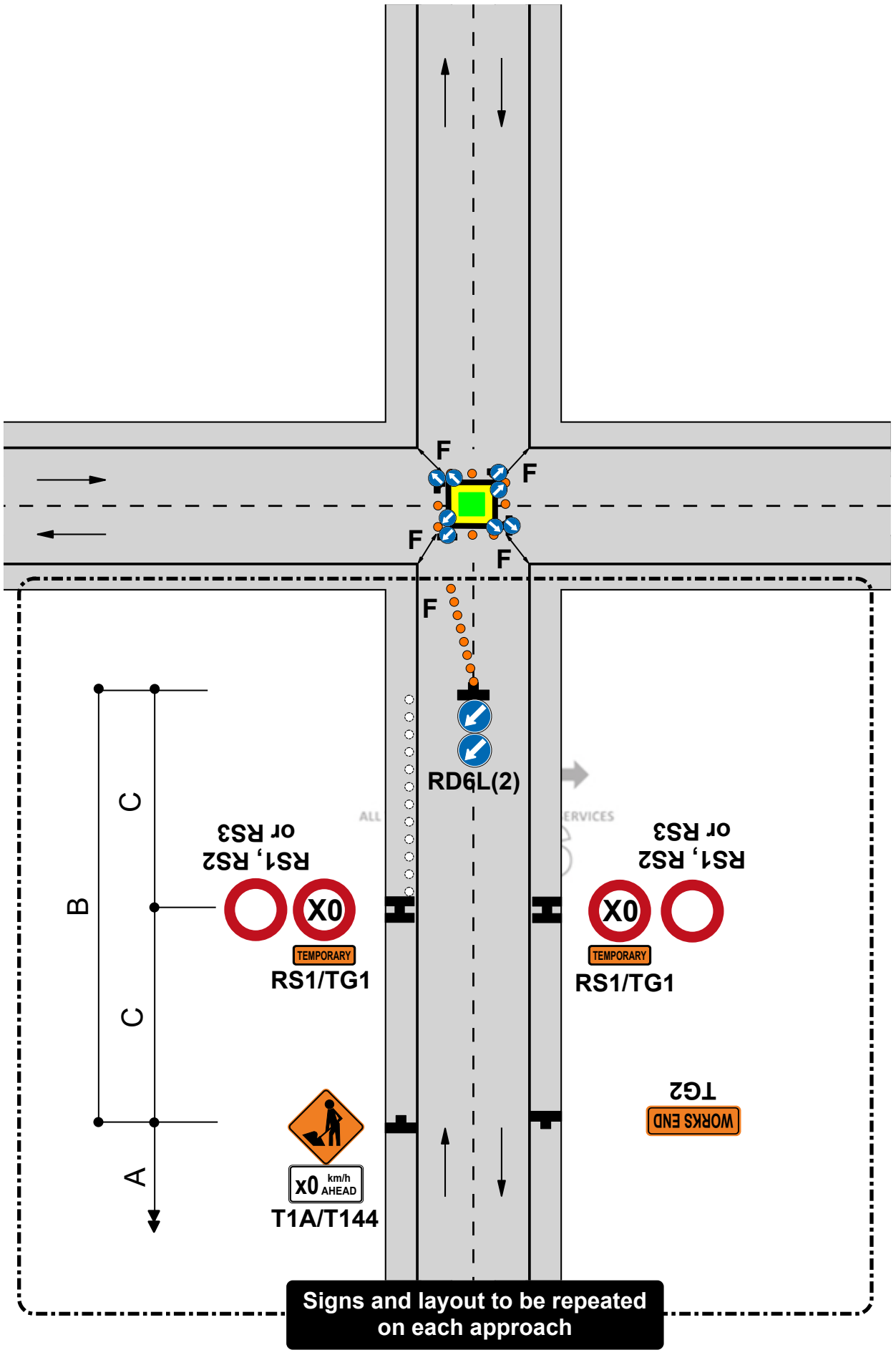
Notes

1.*Calculation of taper length for lateral shift of less than 3.5m is:
W x G W = Width of lateral shift
3.5 G = Taper length in metres from the level 1 layout distance table
2.If traffic likely to cross the centreline, place cones on the centreline with RD6L signs at each end
3.Use TSLs as required by TSL decision matrix
4.The T144 X0km/h AHEAD sign is optional

Static operations

TWO-WAY TWO-LANE ROAD - Intersection or roundabout
Work in middle of intersection

F2.21
Level 1



Notes

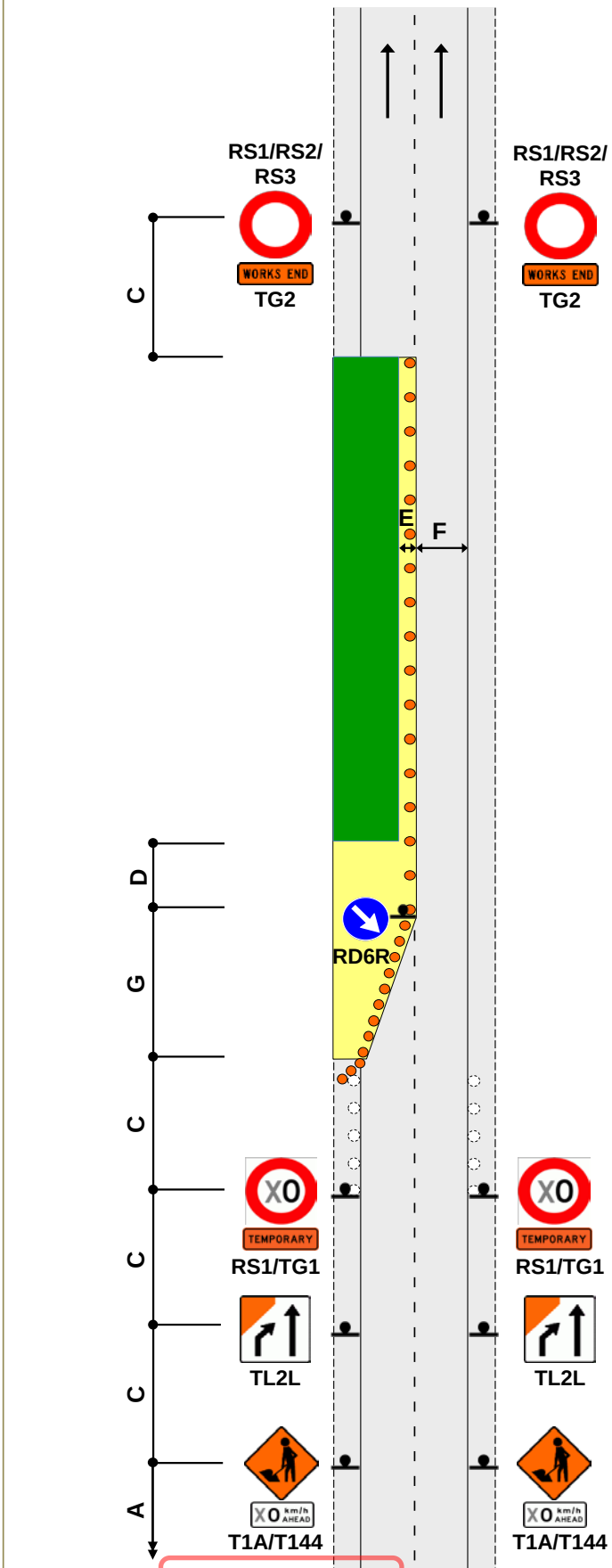
1. This diagram may be used at a T intersection by removing any one of the roads
2. Signs and layout shown in the box at the bottom of the diagram is to be repeated on each approach
3. RD6L signs are not required at an existing roundabout
4. Cone tapers are optional at existing roundabouts
5. Lane widths, F, may need to be increased to allow for turning movements of larger vehicles
6. Use TSLs if required by TSL decision matrix
7. The T144 X0km/h AHEAD sign is optional

ONE-WAY TWO-LANE DIVIDED OR TWO-LANE ROAD
Left-lane closure

F2.30
Level 1

Notes

1. Use TSLs if required by TSL decision matrix
2. On roads with a permanent speed limit of 100km/h, cones are required from the TSL to the taper if the speed is reduced by more than 30km/h
3. The T144 X0km/h AHEAD sign is optional



Static operations

ONE-WAY TWO-LANE DIVIDED OR TWO-LANE ROAD
Right-lane closure

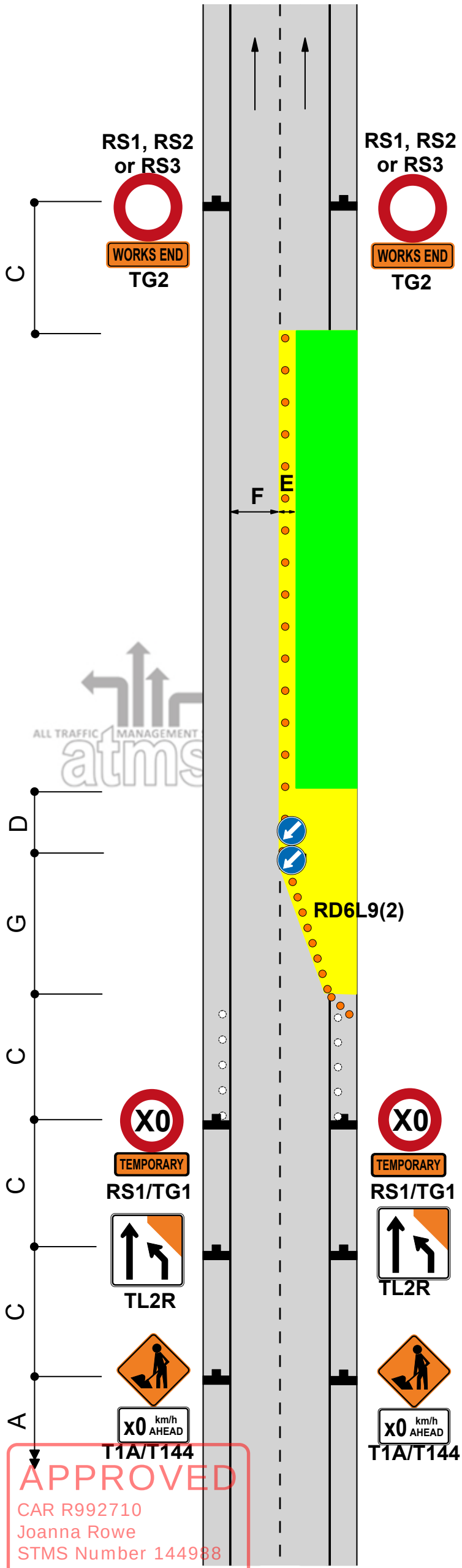
F2.31
Level 1

Notes

1. Use TSLs if required by TSL decision matrix

2. On roads with a permanent speed limit of 100km/h, cones are required from the TSL to the taper if the speed is reduced by more than 30km/h

3. The T144 X0km/h AHEAD sign is optional



Static operations

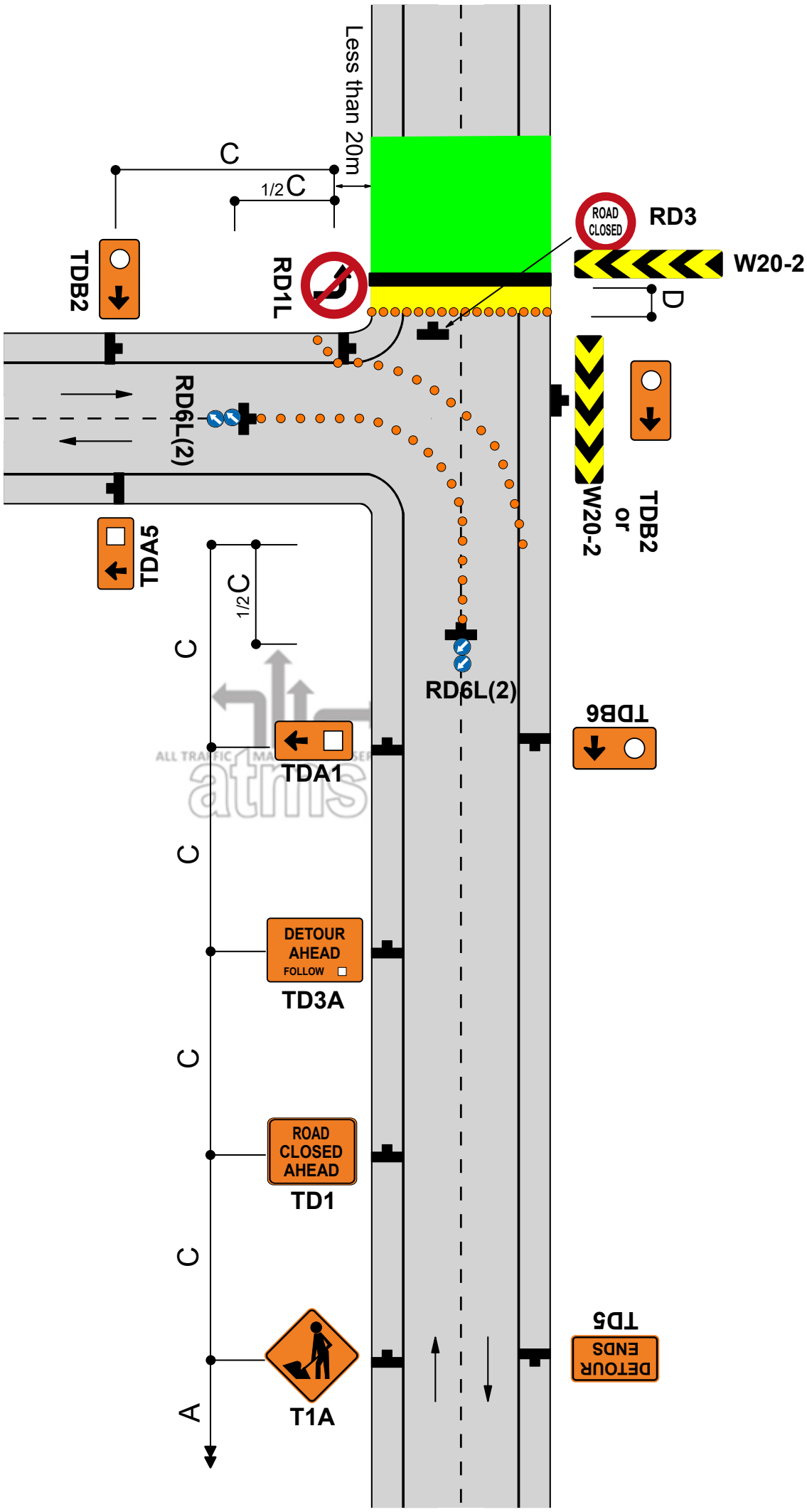
TWO-WAY TWO-LANE ROAD - Road closures and detours
Road closure - detour route
Example

F2.24
Level 1

Notes

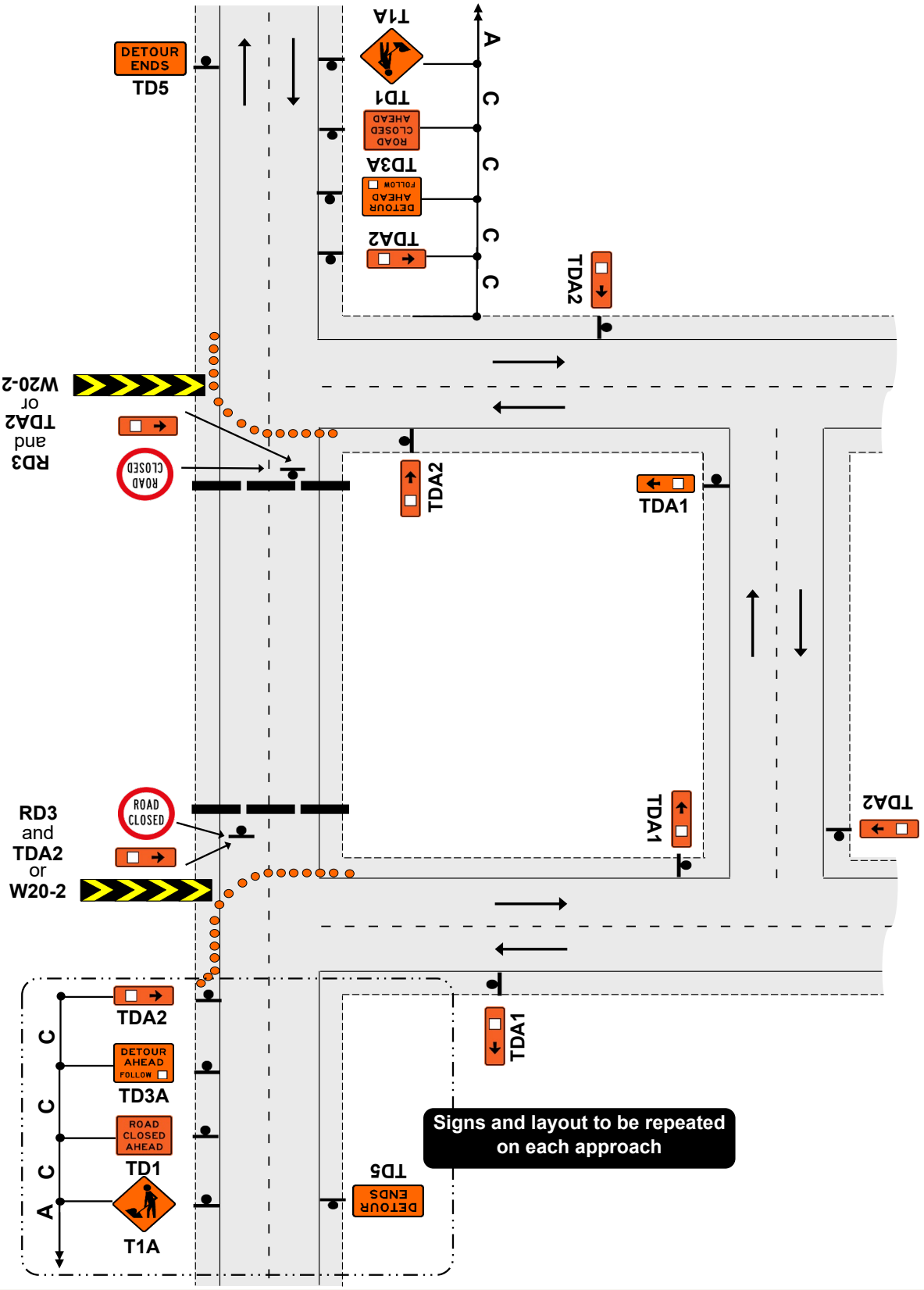
1. Block access to road with barricade

2. If a longer term site, use chevron sight board to direct traffic



TWO-WAY TWO-LANE ROAD - Road closures and detours
Typical detour route signing
Example

F2.25
Level 1

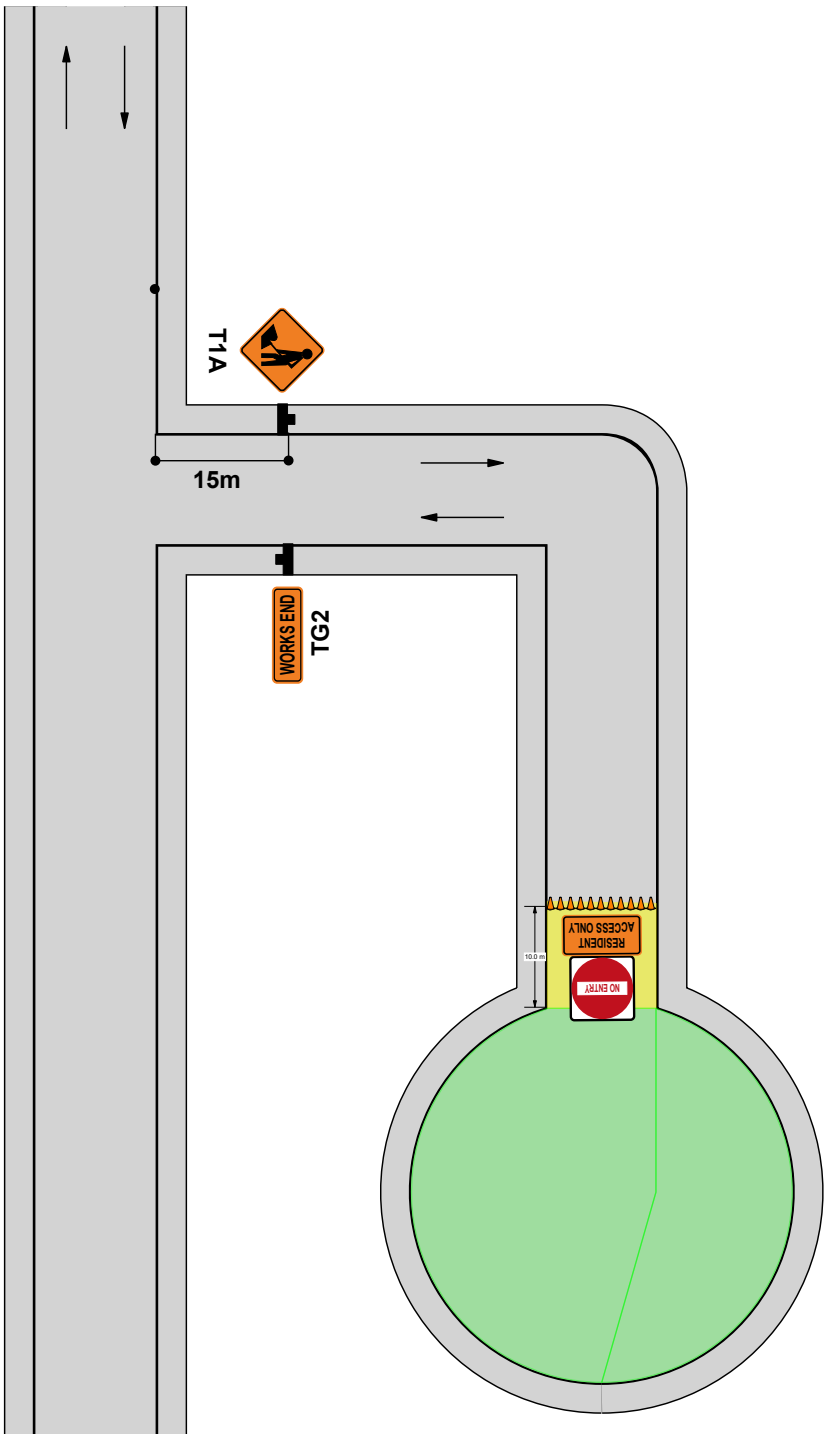


Notes

1. Signpost all intersections to return diverted traffic back to normal/intended route:
   - Use appropriate sign to indicate detour ahead (eg TD3A)
   - Use appropriate route signs before each intersection and on long straights (eg TDA1)
   - Use TD5 signs to advise end of detour
2. If detour to operate for more than 48 hours:
   - Use chevron sight board to direct traffic
   - Add destination signage as appropriate

Static operations

TWO-WAY TWO-LANE ROAD Cul De Sac - Closure Access to maintained for Residents/Couriers/Emergency Services	ATMS08 Level 1



APPROVED
CAR R992710
Joanna Rowe
STMS Number 144988
Porirua City Council

26 January 2024

TWO-WAY TWO-LANE ROAD
Other hazard
Flooding, washout, slip, slippery surface

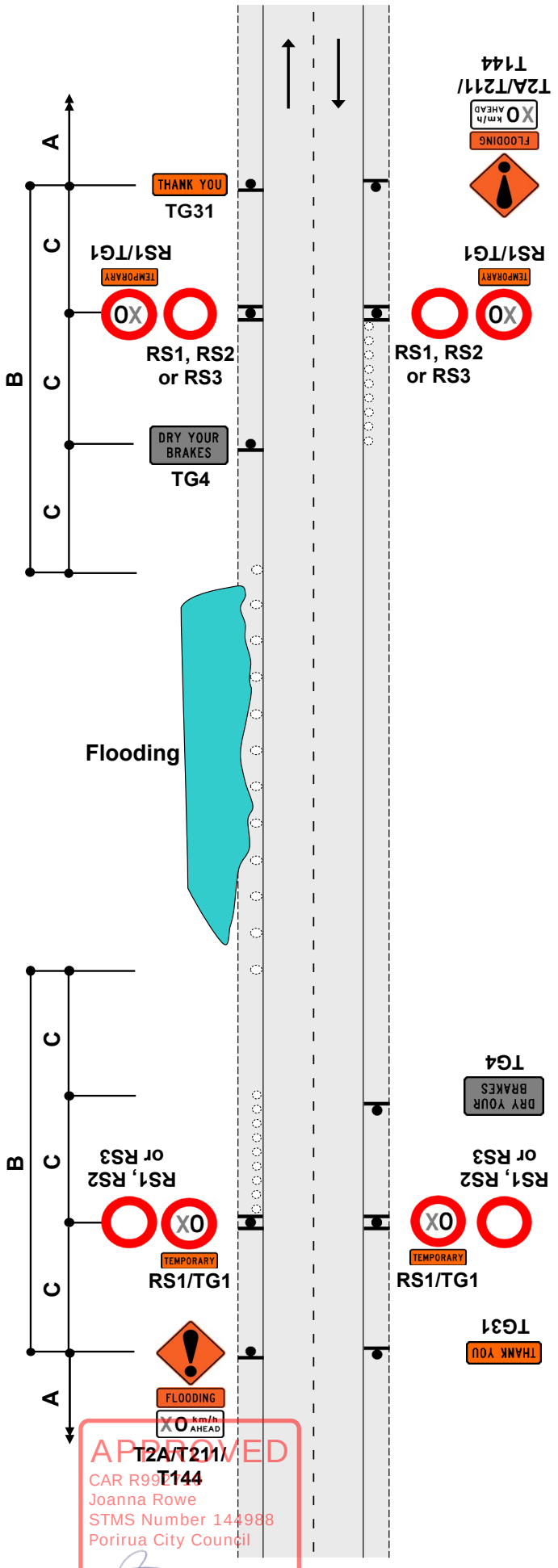
F2.26
Level 1

Notes

1. This diagram is for initial response only. Appropriate long term TTM must be installed as soon as practical
2. Use one of the following signs and/or supplementary plates:

T211	FLOODING	Flooding
T212	WASHOUT	Washout
TR1L/R		Slips
TR2		Slippery Surface
TR4		Uneven Surface

3. If necessary, erect TG4 DRY YOUR BRAKES sign
4. Delineate hazard if hazard extends onto lane
5. Use TSLs if required by TSL decision matrix
6. The T144 X0km/h AHEAD sign is optional

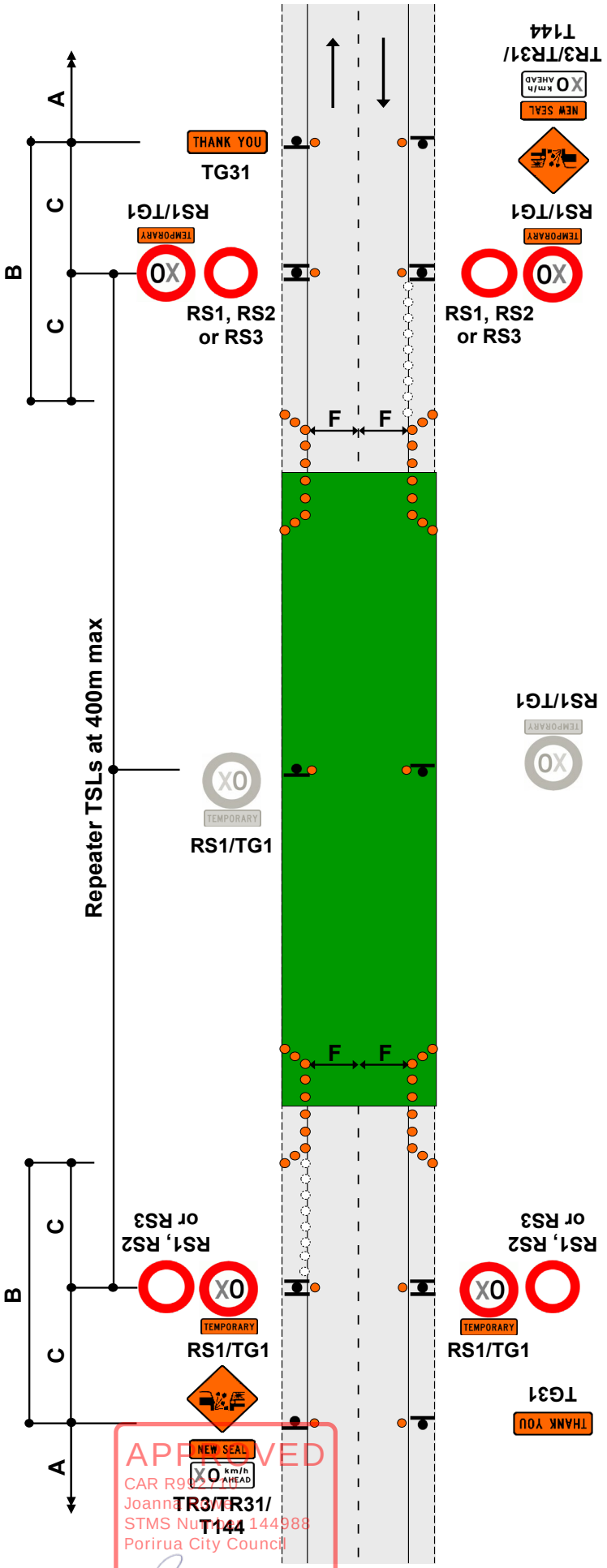


TWO-WAY TWO-LANE ROAD
Unattended worksites
New seal - unattended and/or unswept worksite

F2.27
Level 1

Notes

1. Use TSLs if required by TSL decision matrix
2. Worksites need positive traffic management to ensure all road users travel at the TSL
3. Use cones to form a threshold treatment at the start of the new seal. Minimum of 10 cones at 5m centres
4. Cones on the trafficked side of signs for sites to be left unattended overnight
5. TSLs to be repeated at not more than 400m intervals
6. The T144 X0km/h AHEAD sign is optional



TWO-WAY TWO-LANE ROAD
Unattended worksites
Surface hazard

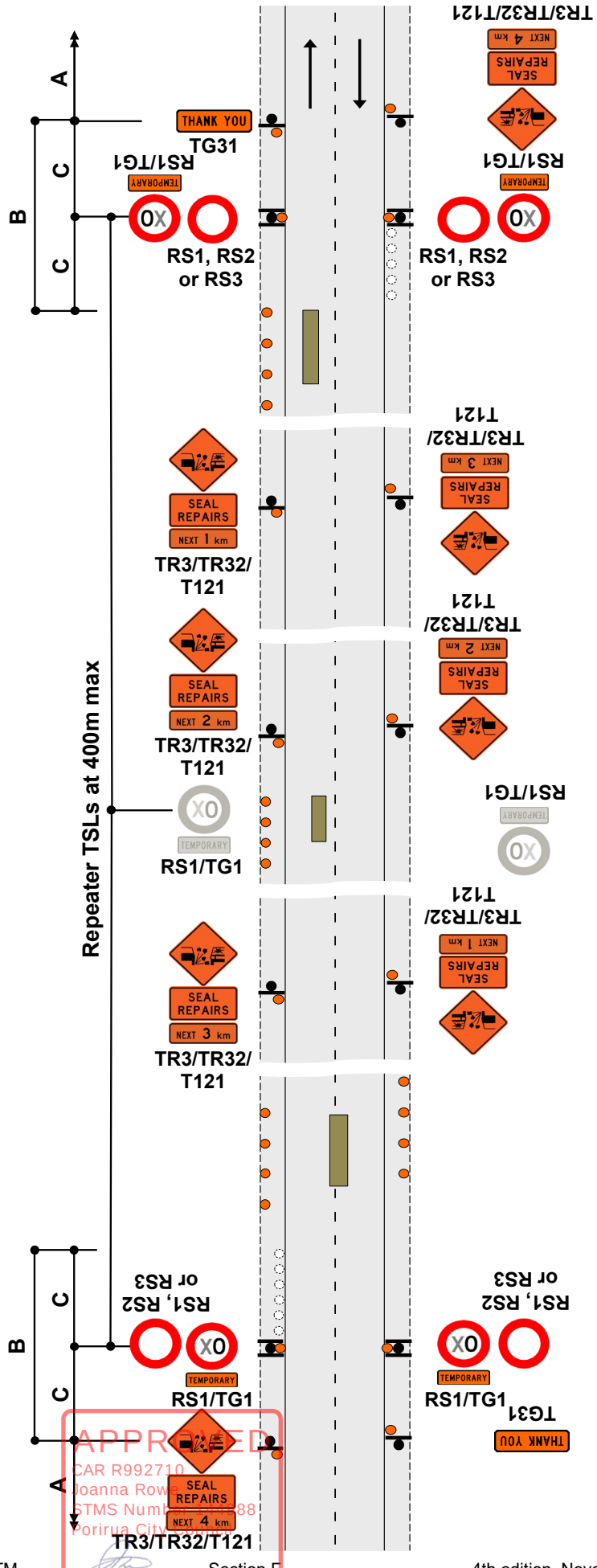
F2.28
Level 1

Notes

1. This layout must not be used on an alignment with horizontal curves (corners) or when repairs are carried out on or near horizontal curves. See TMD F2.29
2. On long worksites, use 'Next X km' plates, repeat temporary speed limit signs at not more than 400m intervals
3. Signs for some alternative situations:

TR4		Uneven Surface
TR2		Slippery Surface
TR3		Gravel/ Unsealed Surface
TR31	NEW SEAL	New Seal
TR32	SEAL REPAIRS	Seal Repairs

4. Cones to be placed on left of carriageway for full length of hazard at 10m centres or at least 3 cones, whichever is the greater
5. Cones on the trafficked side of signs for sites to be left unattended overnight
6. Worksites need positive traffic management to ensure all road users travel at the TSL
7. Use TSLs if required by TSL decision matrix
8. The T144 X0km/h AHEAD sign is optional

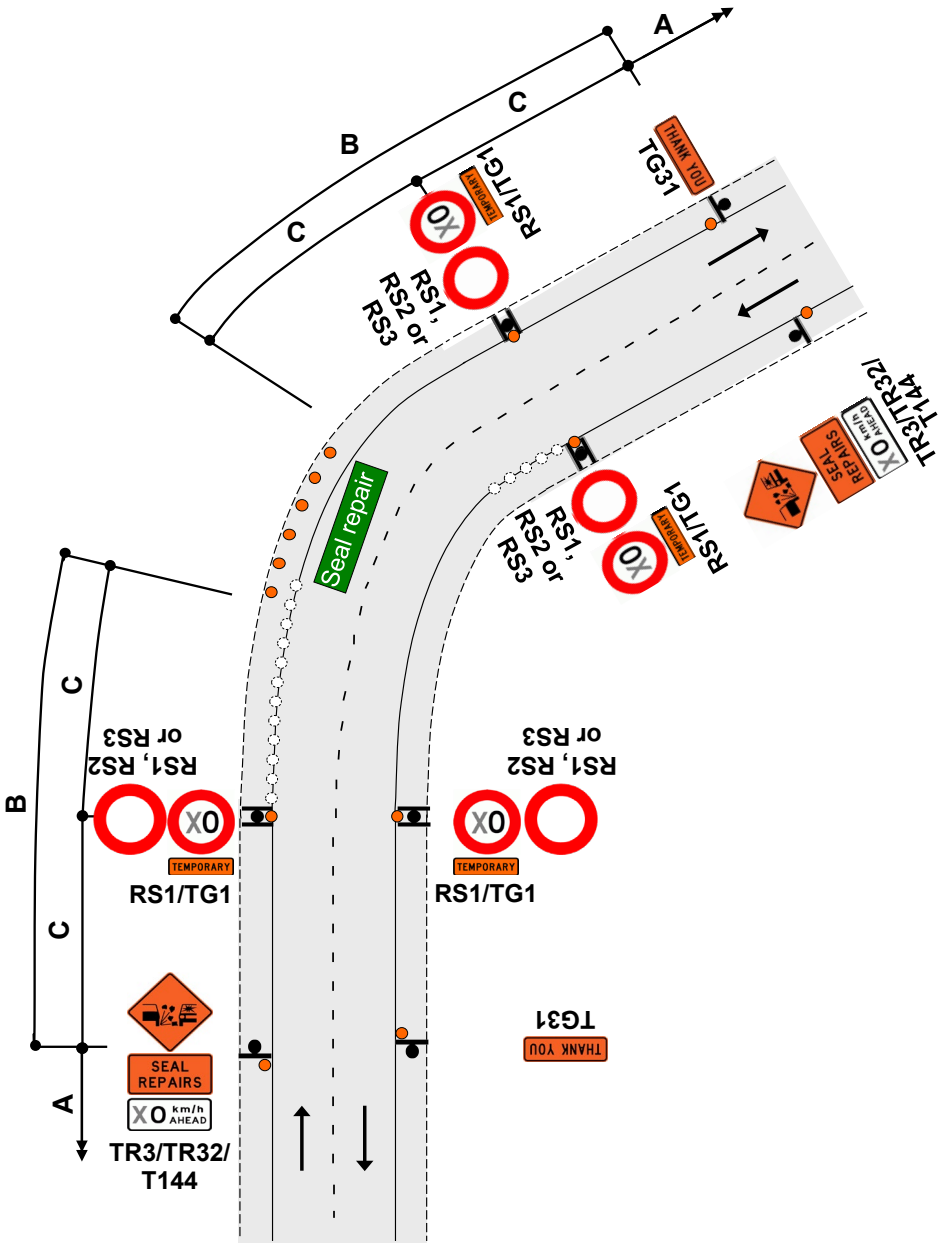


TWO-WAY TWO-LANE ROAD
Unattended worksites
Seal repairs on a curve

F2.29
Level 1

Notes

1. Cones on edge of seal - minimum 3 cones, maximum spacing 10m, next to each repair area
2. Cover any curve advisory speed sign that has a higher speed than the TSL
3. Use TSLs if required by TSL decision matrix
4. The T144 X0km/h AHEAD sign is optional



CC8 - Valve towards left of the lane

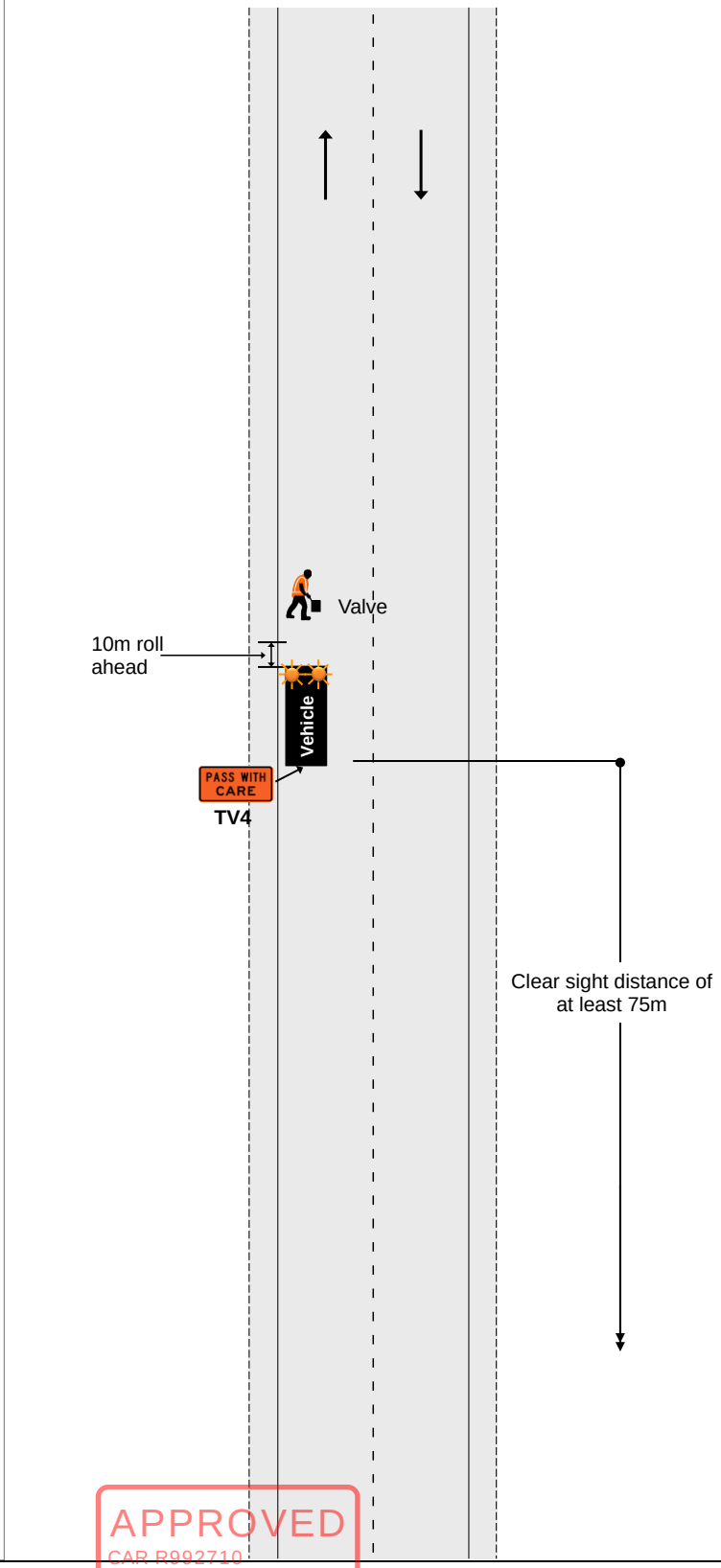
Mobile operations

TWO-WAY TWO-LANE ROAD
Personnel on the road - Valve towards left of the lane
50km/h or less

CC8
Level 1

Notes

1. The vehicle must be able to be driven with a Class 1 drivers license
2. There must be clear sight distance to the vehicle of at least 75m. This means that this operation cannot be completed within 75m of a corner or the brow of a hill
3. Worker to exit and enter the vehicle when there is a gap in traffic
4. The worker must not work within 10m of the vehicle (10m roll ahead)
5. The worker cannot be behind the vehicle unprotected in the live lane



CC9 - Valve towards right of the lane

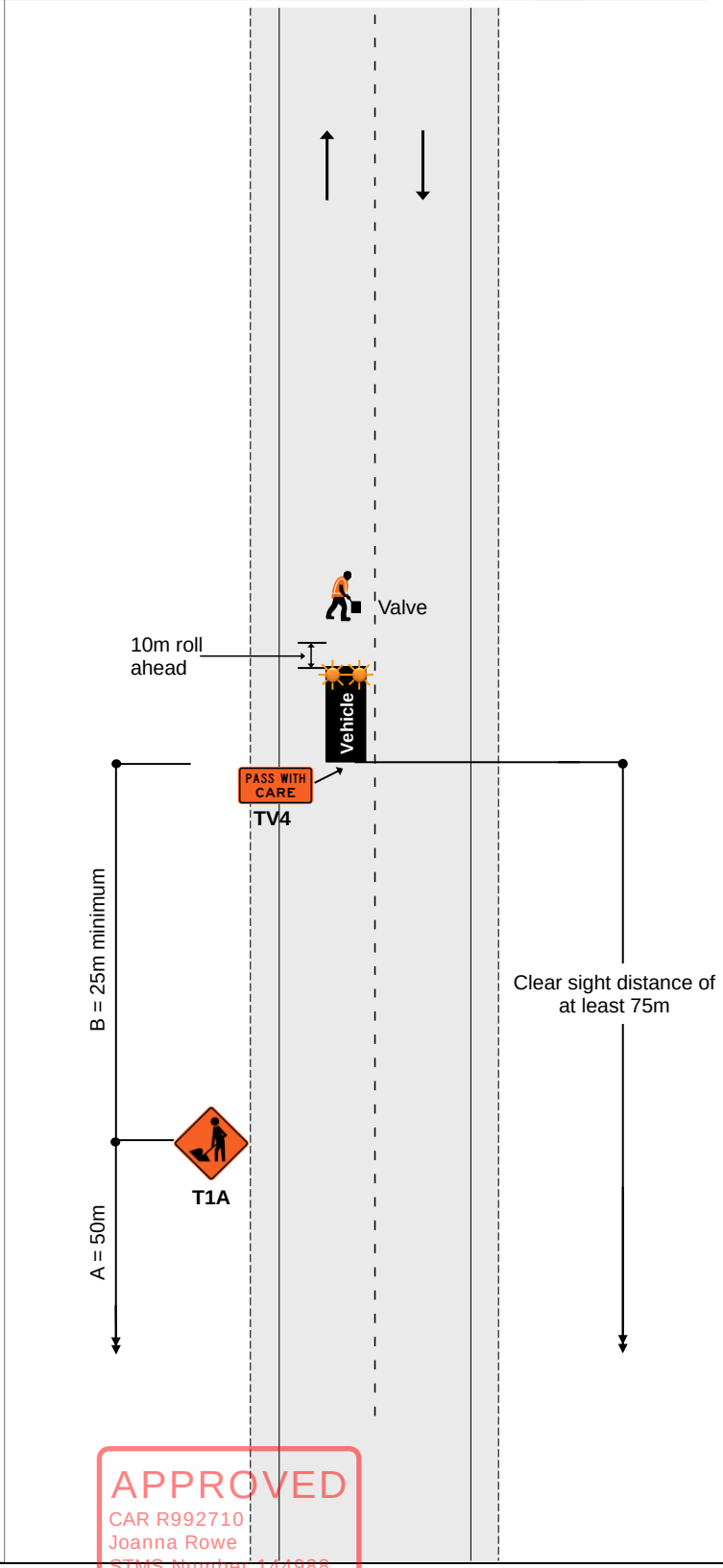
Mobile operations

TWO-WAY TWO-LANE ROAD
Personnel on the road - Valve towards right of the lane
50km/h or less

CC9
Level 1

Notes

1. The vehicle must be able to be driven with a Class 1 drivers license
2. There must be clear sight distance to the vehicle of at least 75m. This means that this operation cannot be completed within 75m of a corner or the brow of a hill
3. Worker to exit and enter the vehicle when there is a gap in traffic
4. The worker must not work within 10m of the vehicle (10m roll ahead)
5. The worker cannot be behind the vehicle unprotected in the live lane
6. TG2 WORKS END sign has been omitted for this mobile operation as end of works notification is achieved when road users can no longer see the flashing amber beacons



CC10 - Valve in centre of carriageway

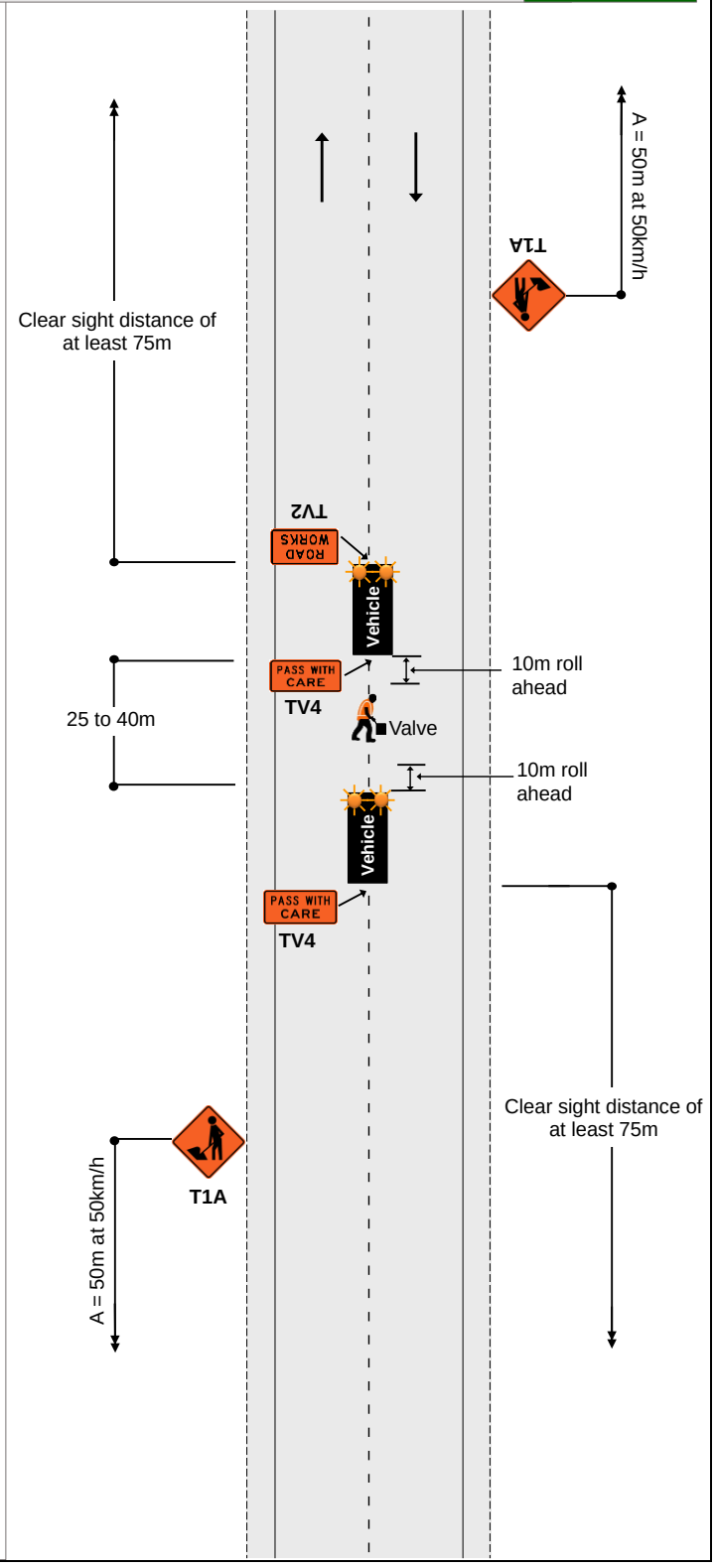
Mobile operations

TWO-WAY TWO-LANE ROAD
Personnel on the road - Valve in centre of carriageway
50km/h or less

CC10
Level 1

Notes

1. The vehicle must be able to be driven with a Class 1 drivers license
2. There must be clear sight distance to each vehicle of at least 75m. This means that this operation cannot be completed within 75m of a corner or the brow of a hill
3. Worker to exit and enter the vehicle when there is a gap in traffic
4. The worker must not work within 10m of either of the vehicles (10m roll ahead)
5. The worker cannot be behind the rear vehicle unprotected in the live lane
6. TG2 WORKS END sign has been omitted for this mobile operation as end of works notification is achieved when road users can no longer see the flashing amber beacons



CC12 - Less than 75m CSD

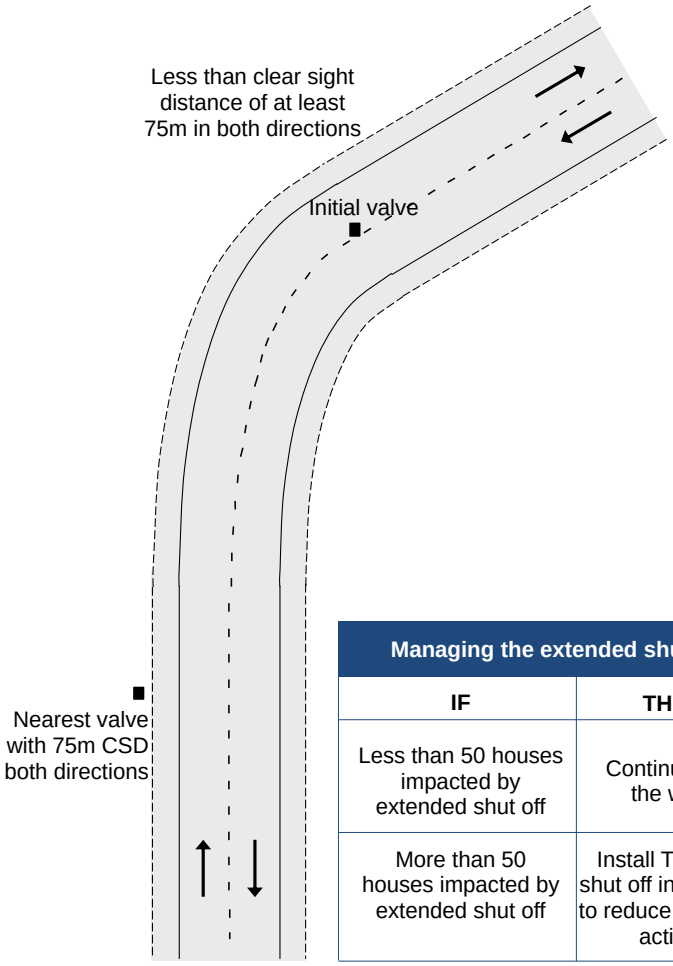
Mobile operations

TWO-WAY TWO-LANE ROAD
Less than 75m CSD
50km/h or less

CC12
Level 1

Notes

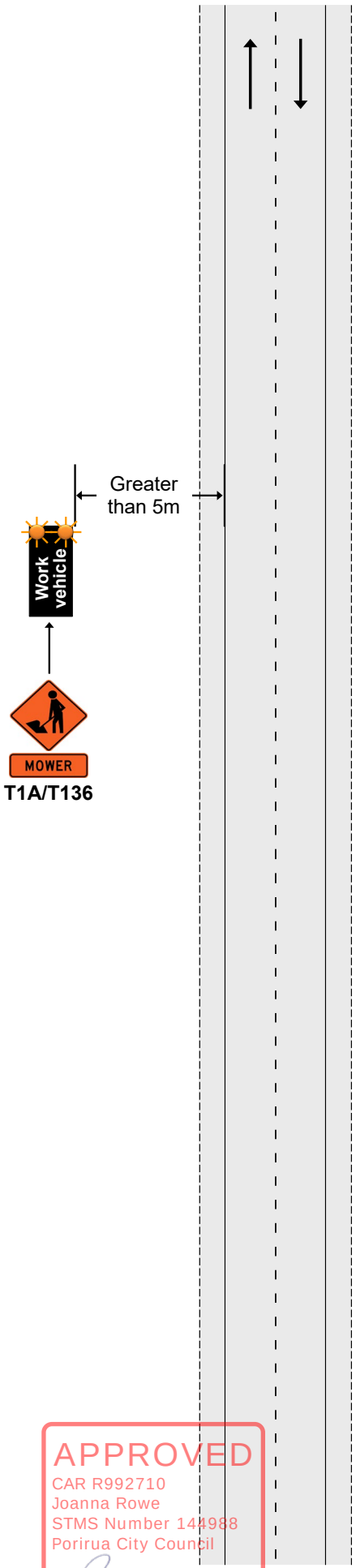
1. Where a valve needs to be turned off where there is less than 75m clear sight distance in both directions (eg crest of a hill, on a corner or at a roundabout) then extend the shut off by turning off the nearest valve where 75m clear visibility can be achieved
2. If 50 houses or less are impacted by this extended shut off, then continue with the work activity
3. If more than 50 houses are impacted by this extended shut off, then get the TTM contractor to install TTM to enable the initial valve to be turned off/on safely



Managing the extended shut off	
IF	**THEN**
Less than 50 houses impacted by extended shut off	Continue with the work
More than 50 houses impacted by extended shut off	Install TTM and shut off initial valve to reduce impact of activity

TWO-WAY TWO-LANE ROAD
Work vehicle is more than five (5) metres from the edgeline
Any speed

F4.1
Level 1



T1A/T136

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

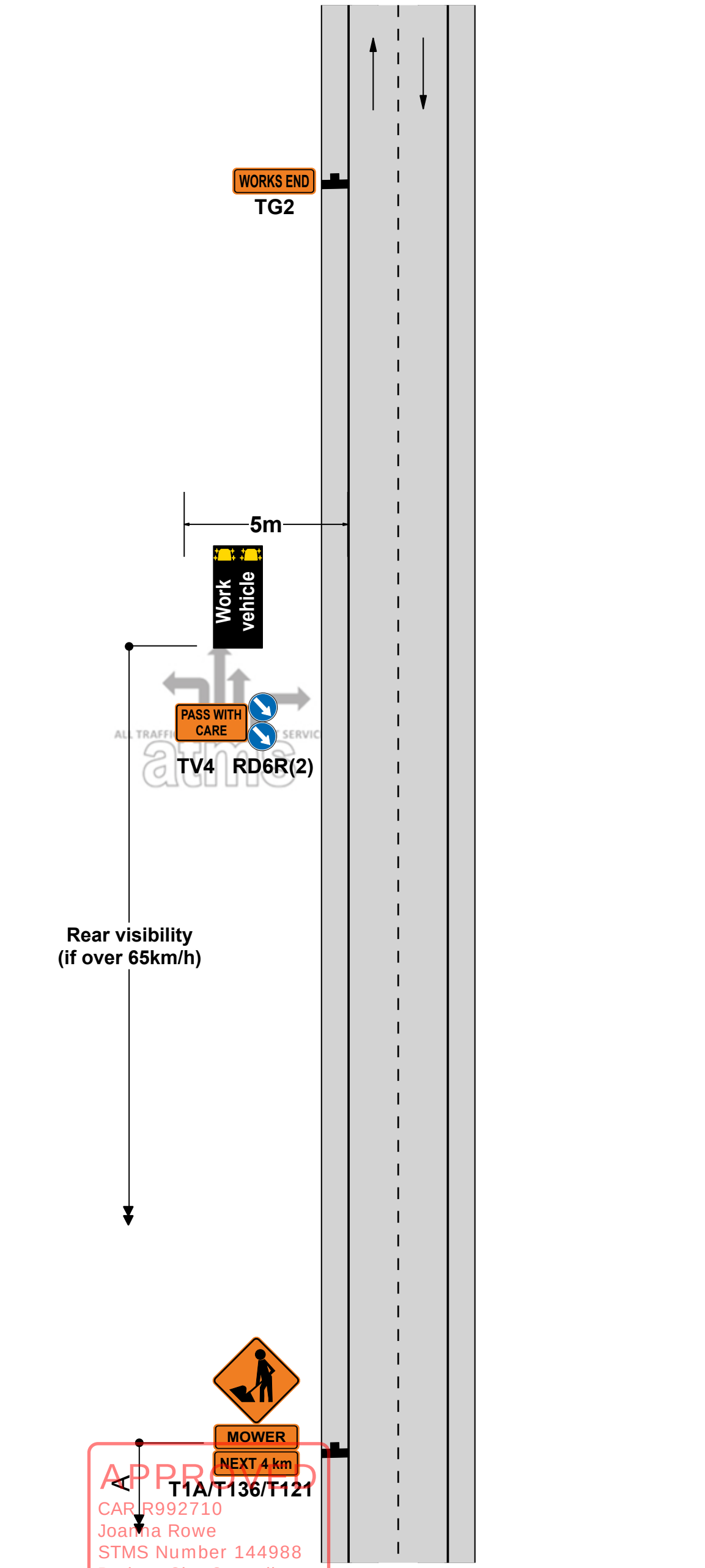
F4.2
Level 1

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)



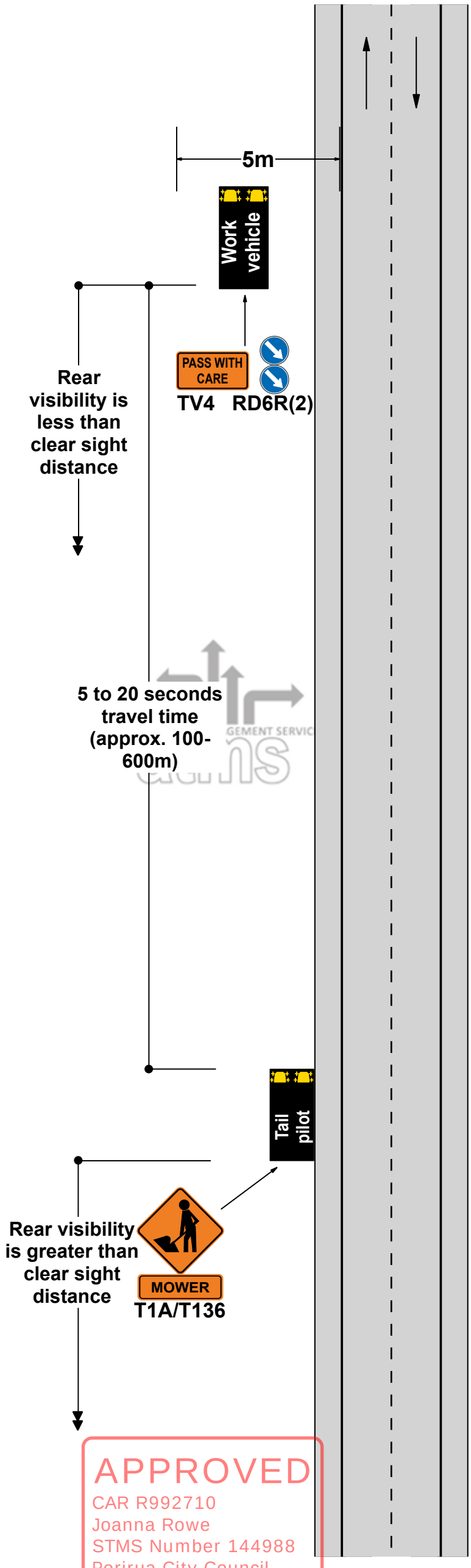
Mobile operations

TWO-WAY TWO-LANE ROAD
Work vehicle is within five (5) metres of the edgeline
Speed limit over 65km/h - the rear visibility is less than CSD

F4.3
Level 1

Notes

1. This TMD can replace TMD F4.2 when permanent speed is under 65km/h. In these situations, static signs are not required

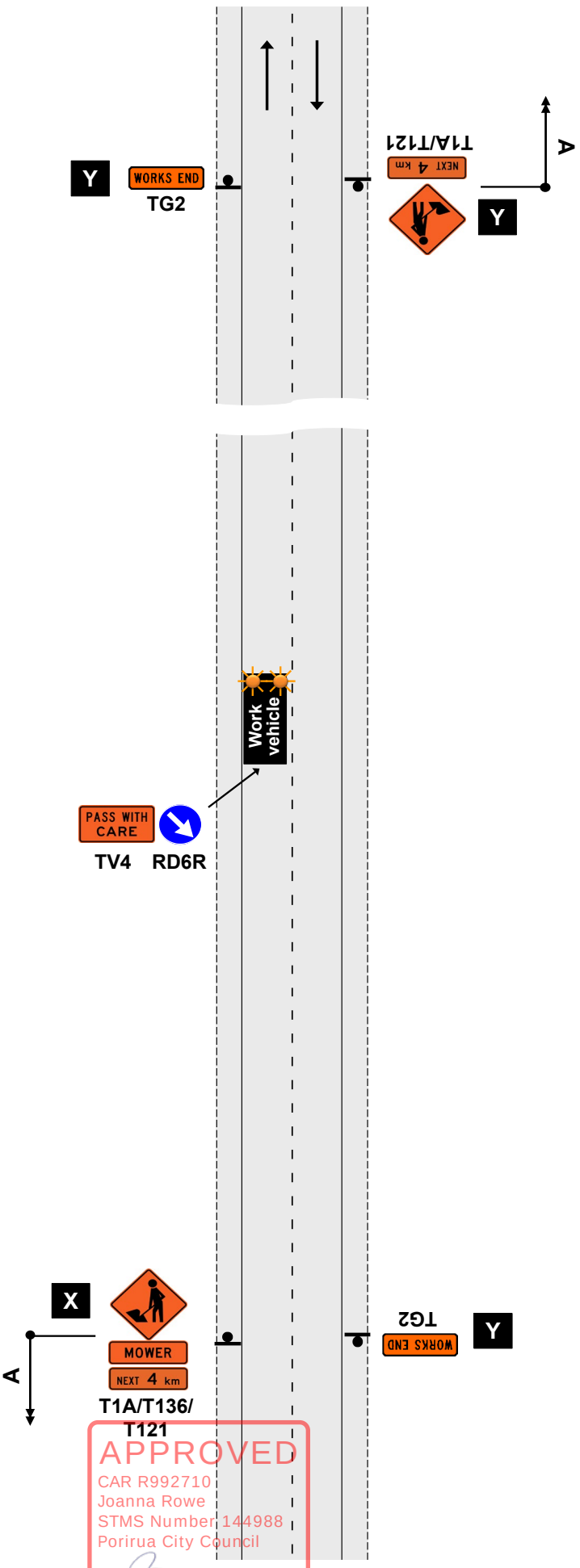


TWO-WAY TWO-LANE ROAD
Work vehicle is in a lane
Permanent speed under 65km/h

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



Mobile operations

ONE-WAY TWO-LANE DIVIDED OR TWO-LANE ROAD
Part or all of a lane occupied
Semi-static closure - work for up to 1 hour

ATMS06
Level 1

Notes

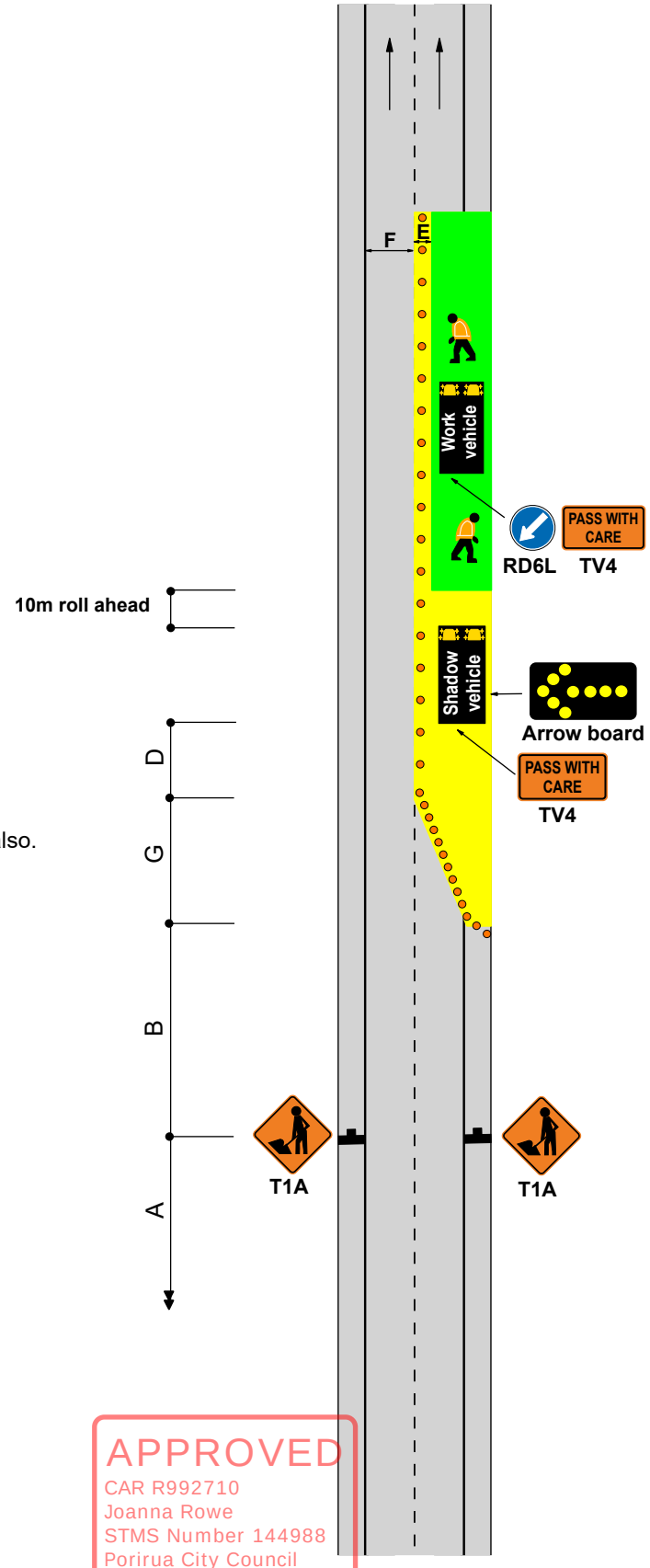
1. Only use this TMD when activity can be completed within 1 hour (excluding set up and removal of worksite)

2. The T1A advance warning signs may be replaced by a tail pilot vehicle with a T1A sign, appropriate supplementary plate and a RD6R/L

3. If shadow vehicle is fitted with a TMA, the longitudinal safety zone (D) is not required

4. 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.

5. This site can be used on the opposite (left) lane also.



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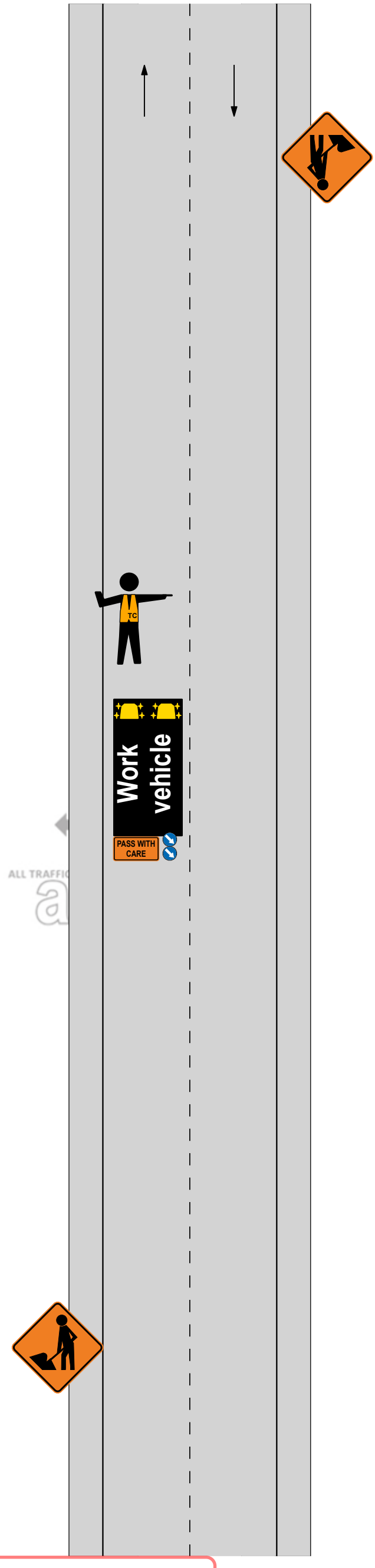

Closure: Level 1 Mobile Closure

Level: 1

TMP Ref: Mobile L1 - TTM Install/Removal

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ALL TRAFFIC MANAGEMENT SERVICES atms

CYCLE LANE
Traffic not crossing road centre
Diverted cycle lane

F2.8
Level 1

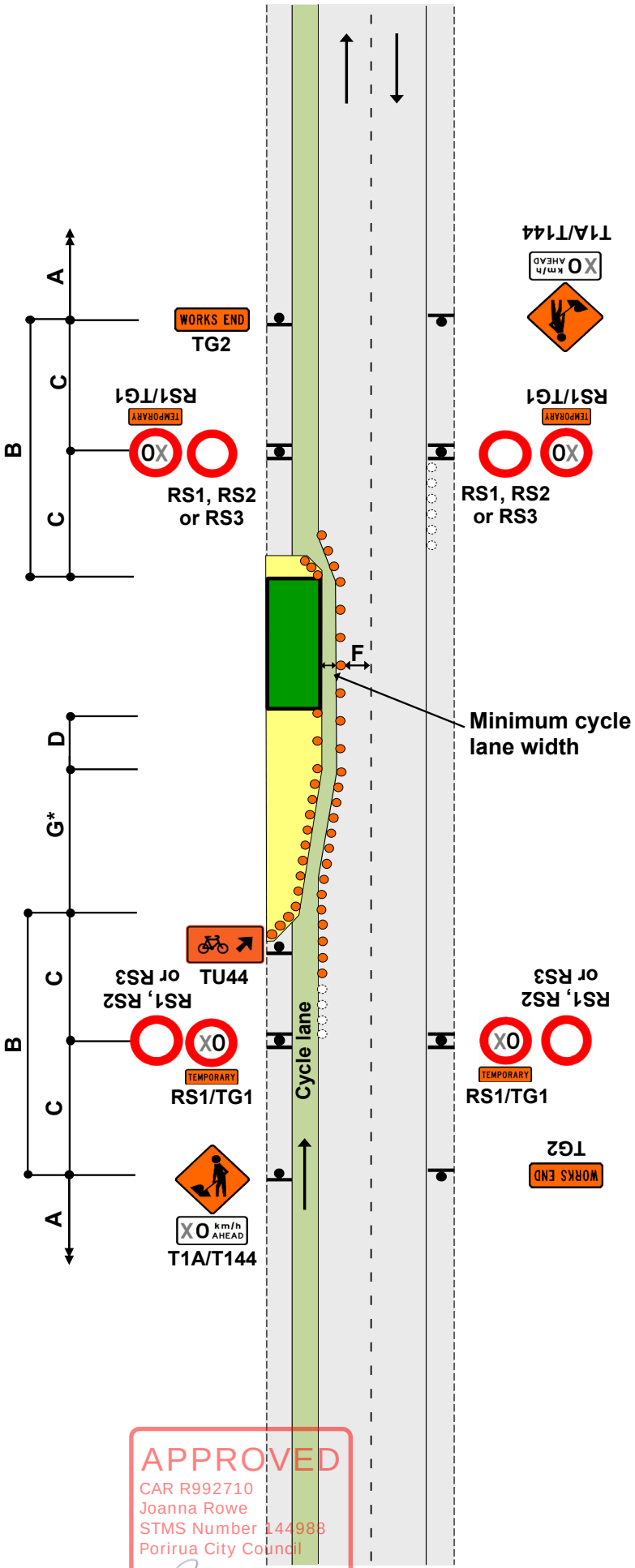
Notes

1. Minimum cycle lane width must be:
   - 1m - 50km/h or less
   - 1.5m - 60km/h or more
2. A minimum cycle lane width of 1.5m is required if the temporary cycle lane is uphill
3. *Calculation of taper length for lateral shift of less than 3.5m is:

   $$\frac{W \times G}{3.5}$$

   W = Width of lateral shift

   G = Taper length in metres from the level 1 layout distance table
4. Use TSLs if required by TSL decision matrix
5. The T144 X0km/h AHEAD sign is optional



Static operations

CYCLE LANE
Traffic crossing road centre
Diverted cycle lane - coned lane control

F2.9
Level 1

Notes

1. Minimum cycle lane width must be:
   - 1m - 50km/h or less
   - 1.5m - 60km/h or more

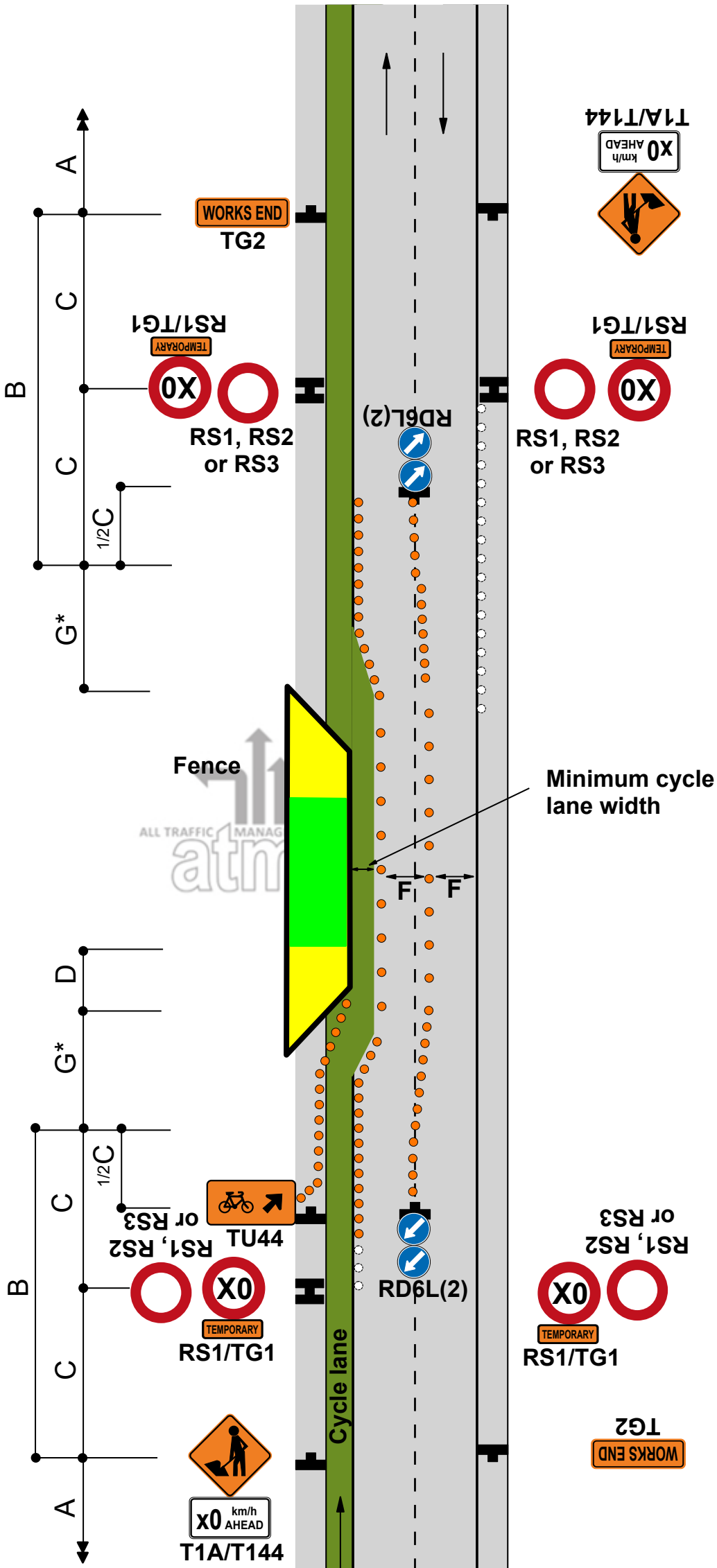
2. A minimum cycle lane width of 1.5m is required if the temporary cycle lane is uphill

3. *Calculation of taper length for lateral shift of less than 3.5m is:
   W x G
   3.5
   W = Width of lateral shift
   G = Taper length in metres from the level 1 layout distance table

4. To allow heavy vehicles to manoeuvre, cones in the channel must be offset by at least 10m where the direction changes. Refer C8.2.12

5. Use TSLs if required by TSL decision matrix

6. The T144 X0km/h AHEAD sign is optional



Static operations

CYCLE LANE
Cycle lane closed
Poratable e-STOP

ATMS03
Level 1

Notes

1. Merge of cycle lane with live lane must be delineated with cones at 1.0m centres for at least 10m

2. The T144 30km/h AHEAD sign is optional on roads under 65km/h

3. Signs and layout shown in the box at the bottom of the diagram is to be repeated on each approach that requires cycle lane signage. ATMS01 or ATMS02 to be used on all non cycle lane approaches.

3. Provide details of make and model of portable traffic signals in the TMP

4. Use PN11 no stopping signs, if necessary as per the approved TMP

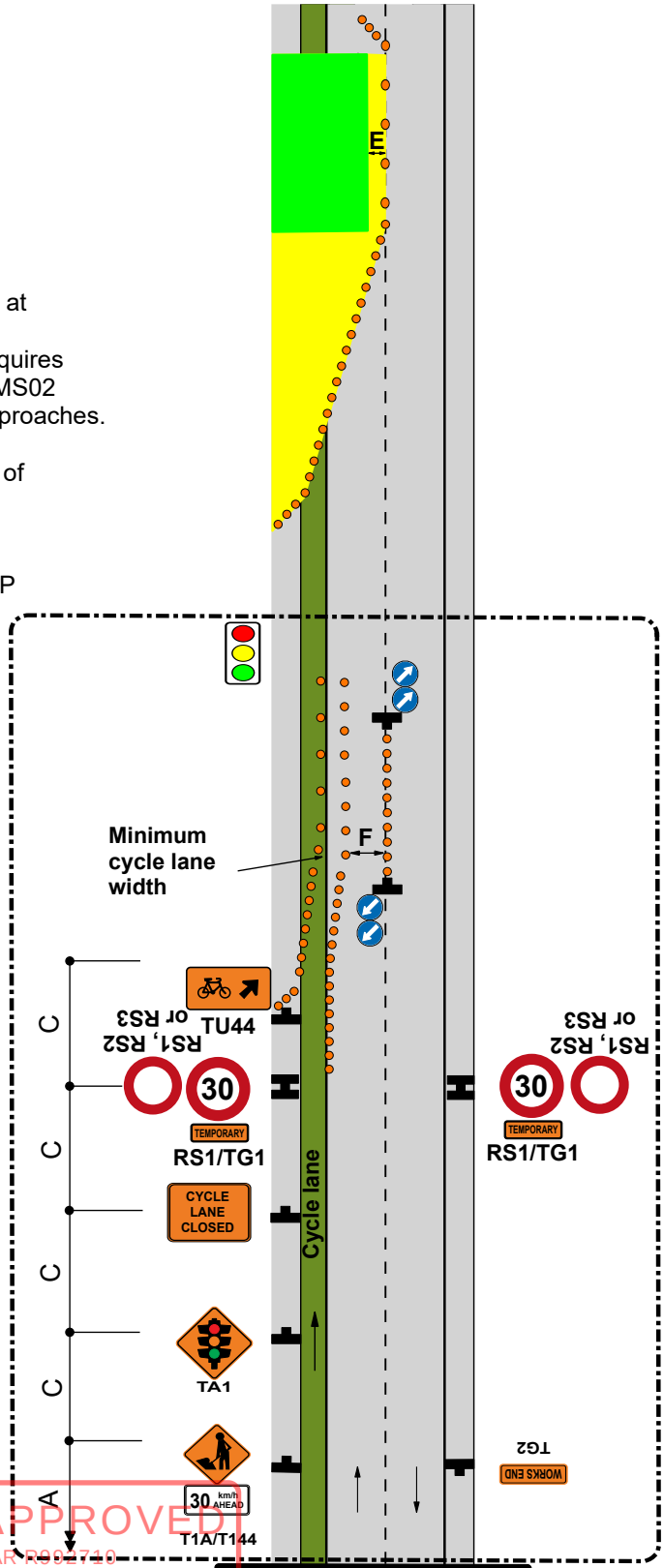
5. Install temporary RP61/RP62 signs.

7. Extend or place extra advance warning signs towards on-coming traffic beyond any expected traffic queues.

8. CONTINGENCY PLAN:
F2.14 or F2.22 to be implemented should issues arise with e-STOP/ adverse weather conditions or where stop go is unsuitable.
ex; Short term stoppages is defined as “stopping traffic for a short period of time within a static site, at inconsistent intervals to assist with the entry/exit of vehicles or small tasks required to be undertaken in the live lane”.

9. In circumstances where for safety reasons, the use of stop/go operations is deemed more appropriate, a site specific safe work method statement must be prepared.

10. e-STOP can only be used on an attended site. e-STOPs must be manned at all times.



Signs and layout to be repeated on each cycle lane approach
Follow ATMS01 & ATMS02 for non cycle lane approaches.

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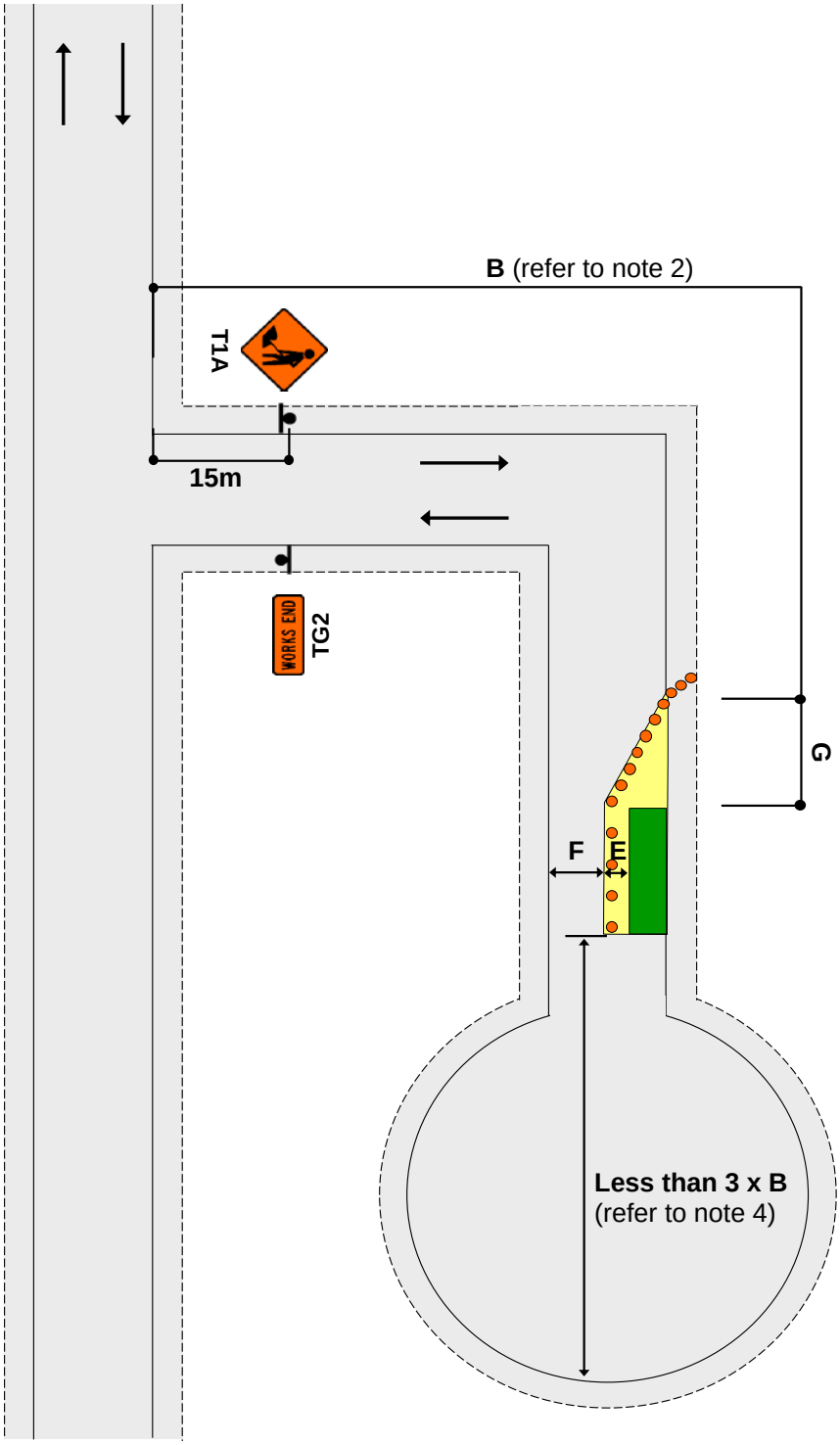
TWO-WAY TWO-LANE ROAD
Short no exit road

J2.16a
Level 1

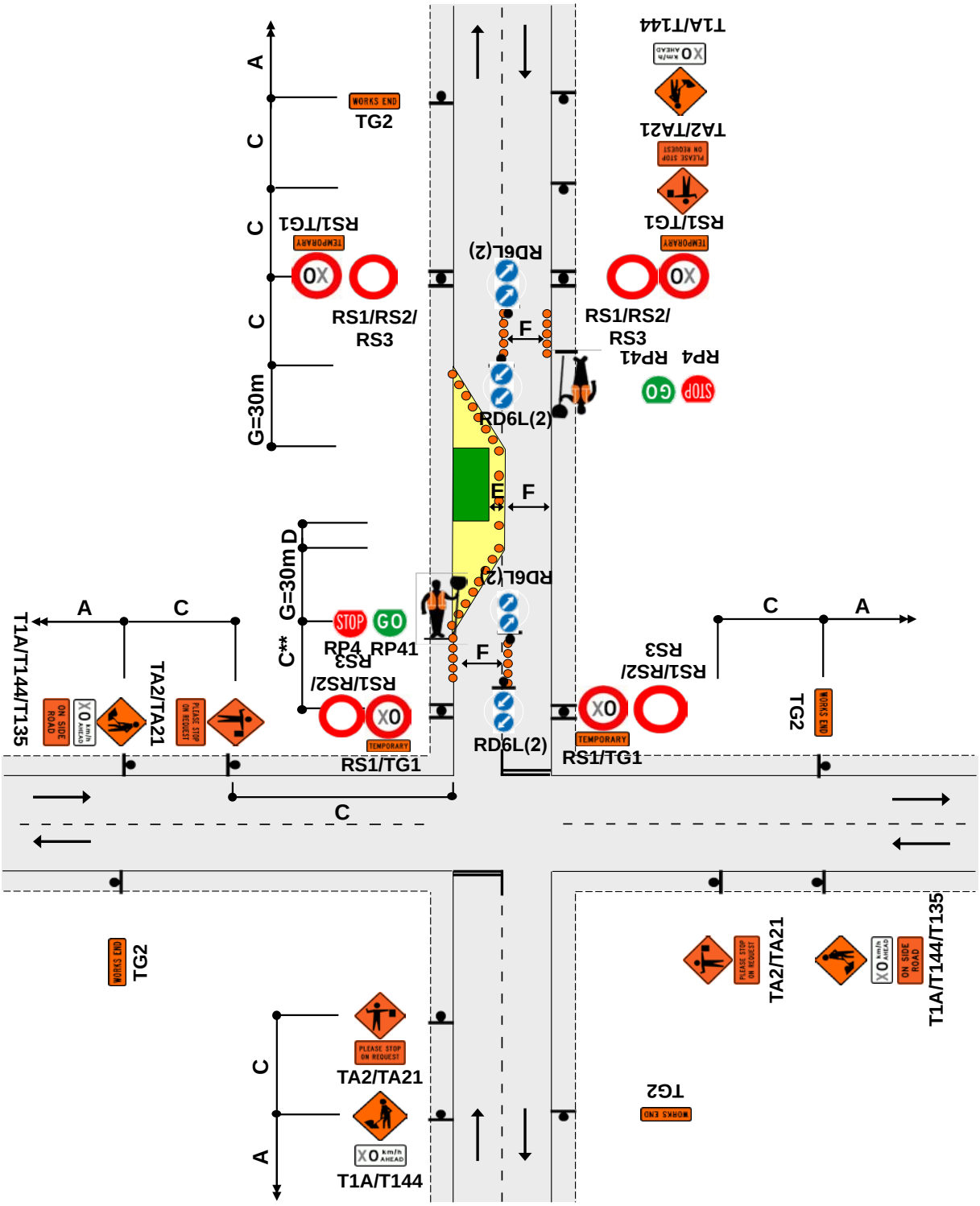


Notes

1. T1A sign to be placed at least 15m from the intersection
2. Where less than B, T1A/T135 and TG2 signs required on main road
3. Working space to be less than 100m
4. Signage is not required past the worksite where there is less than 3 x B from the end of the working space to the end of the road

TWO-WAY TWO-LANE ROAD - Intersection or roundabout
Major obstruction close to intersection
Allows shorter sign spacings and MTC operation

J2.19a
Level 1



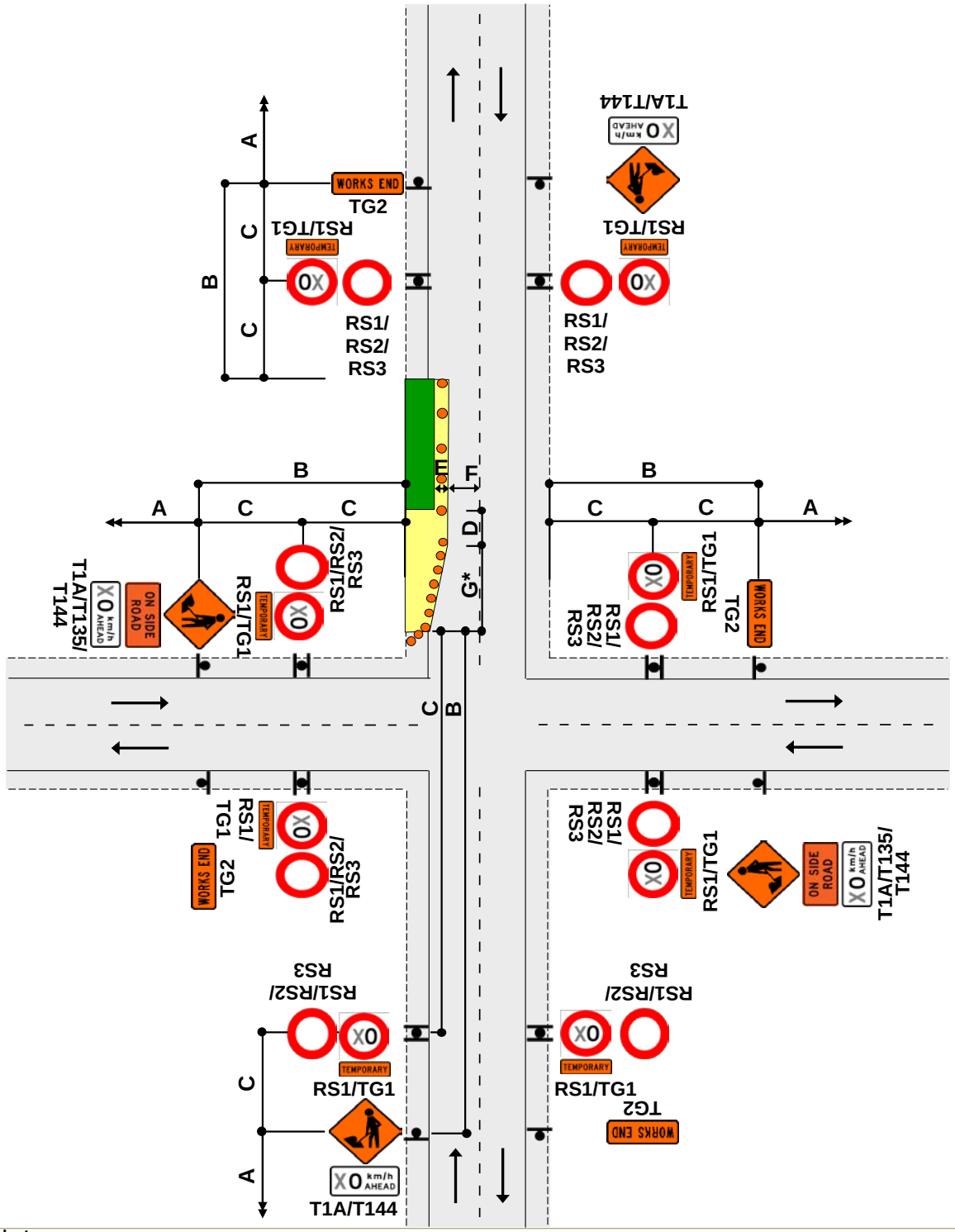
Notes

1. Sign spacing of TSL at the intersection can be reduced as per the table shown
2. This diagram may be used at a T intersection by removing any one of the roads
3. MTC at intersection to be in charge of MTC operation
4. Use TSLs as required by TSL decision matrix
5. The T144 30km/h AHEAD sign is optional

C**	DISTANCE		
Speed (PSL)	Intersection to TSL	TSL to taper	Total
<50km/h	15m	15m	30m
60km/h	15m	25m	40m
>70km/h	15m	40m	55m

TWO-WAY TWO-LANE ROAD - Intersection or roundabout
After intersection - Traffic not crossing road centre

J2.20a
Level 1

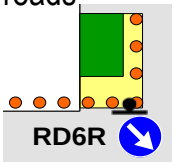


Notes

1. This diagram may be used at a T intersection by removing any one of the roads
2. Taper length may be reduced by adding a RD6R sign
3. *Calculation of taper length for lateral shift of less than 3.5m is:

   $$\frac{W \times G}{3.5}$$

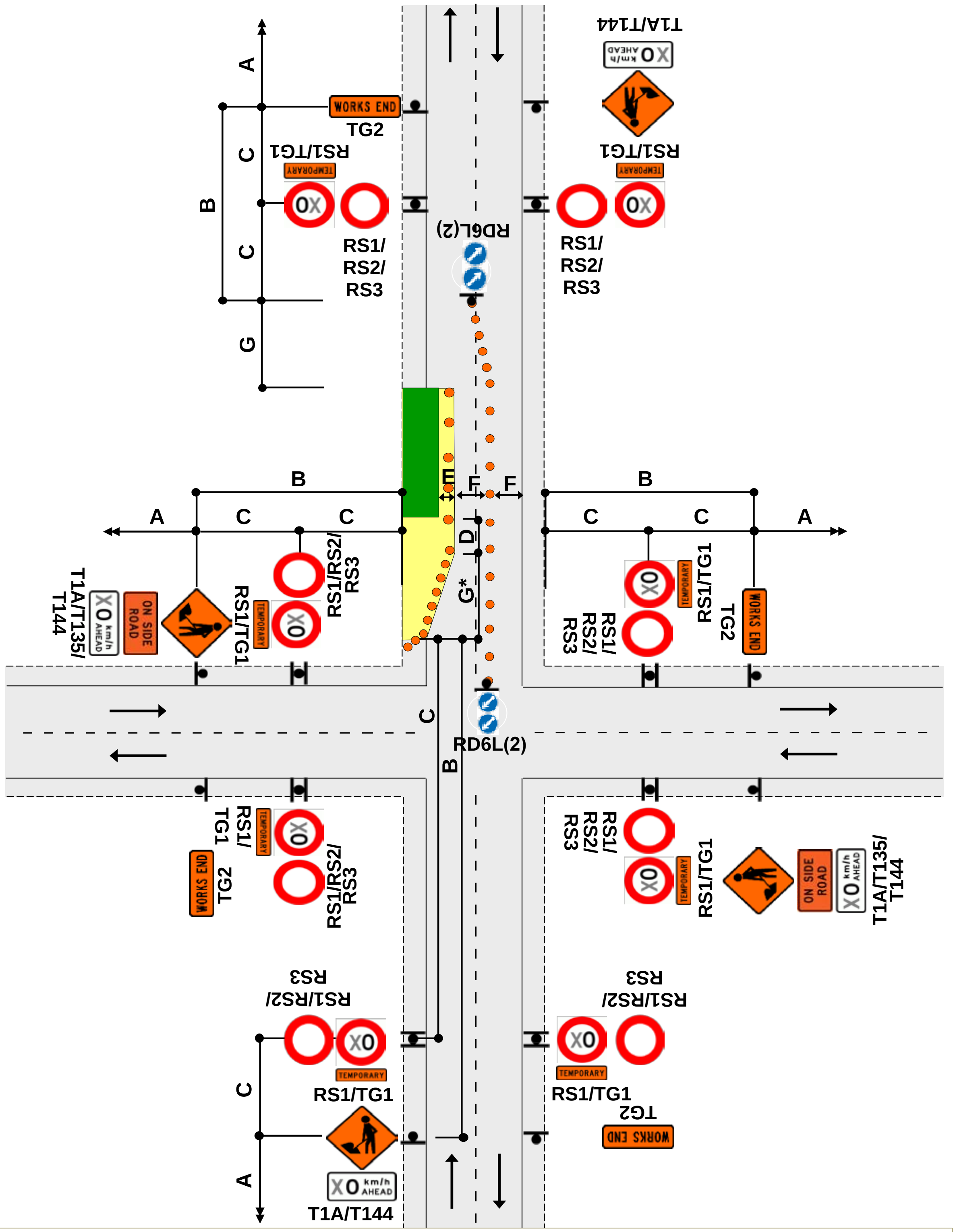
   W = Width of Shoulder G = Taper length in metres from the level 1 layout distance table
4. Use TSLs if required by TSL decision matrix
5. The T144 X0km/h AHEAD sign is optional



STATIC OPERATIONS

TWO-WAY TWO-LANE ROAD - Intersection or roundabout
After intersection - Traffic crossing road centre

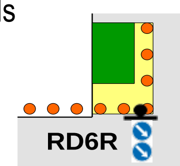
J2.20b
Level 1



Notes
1. This diagram may be used at a T intersection by removing any one of the roads
2. Taper length may be reduced by adding a RD6R sign
3. *Calculation of taper length for lateral shift of less than 3.5m is:

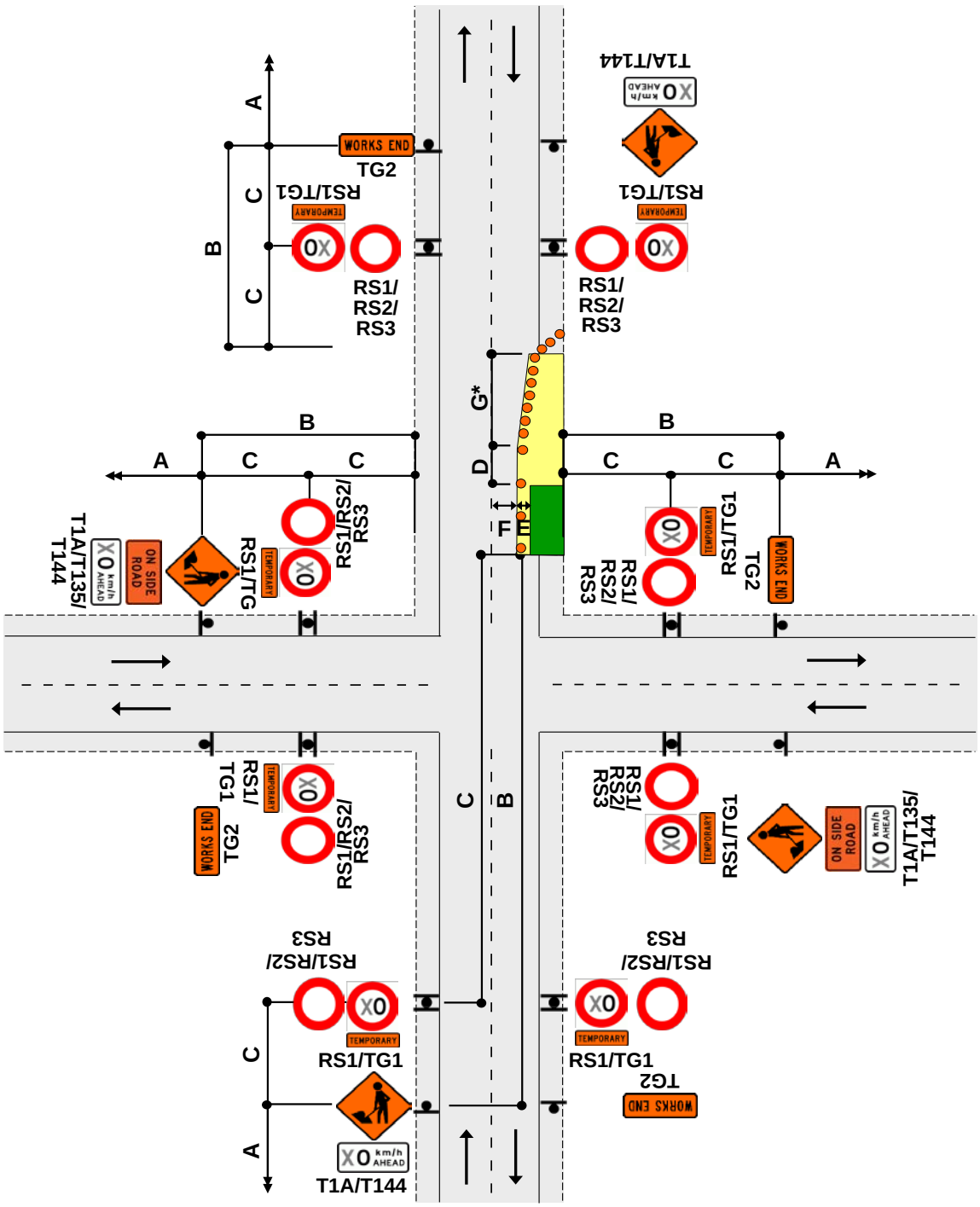
   $\frac{W \times G}{3.5}$

   W = Width of Shoulder   G = Taper length in metres from the level 1 layout distance table
4. Use TSLs if required by TSL decision matrix
5. The T144 X0km/h AHEAD sign is optional



TWO-WAY TWO-LANE ROAD - Intersection or roundabout
Before intersection - Traffic not crossing road centre

J2.20c
Level 1

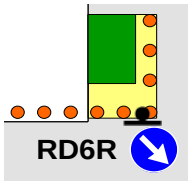


Notes

1. This diagram may be used at a T intersection by removing any one of the roads
2. Taper length may be reduced by adding a RD6R sign
3. *Calculation of taper length for lateral shift of less than 3.5m is:

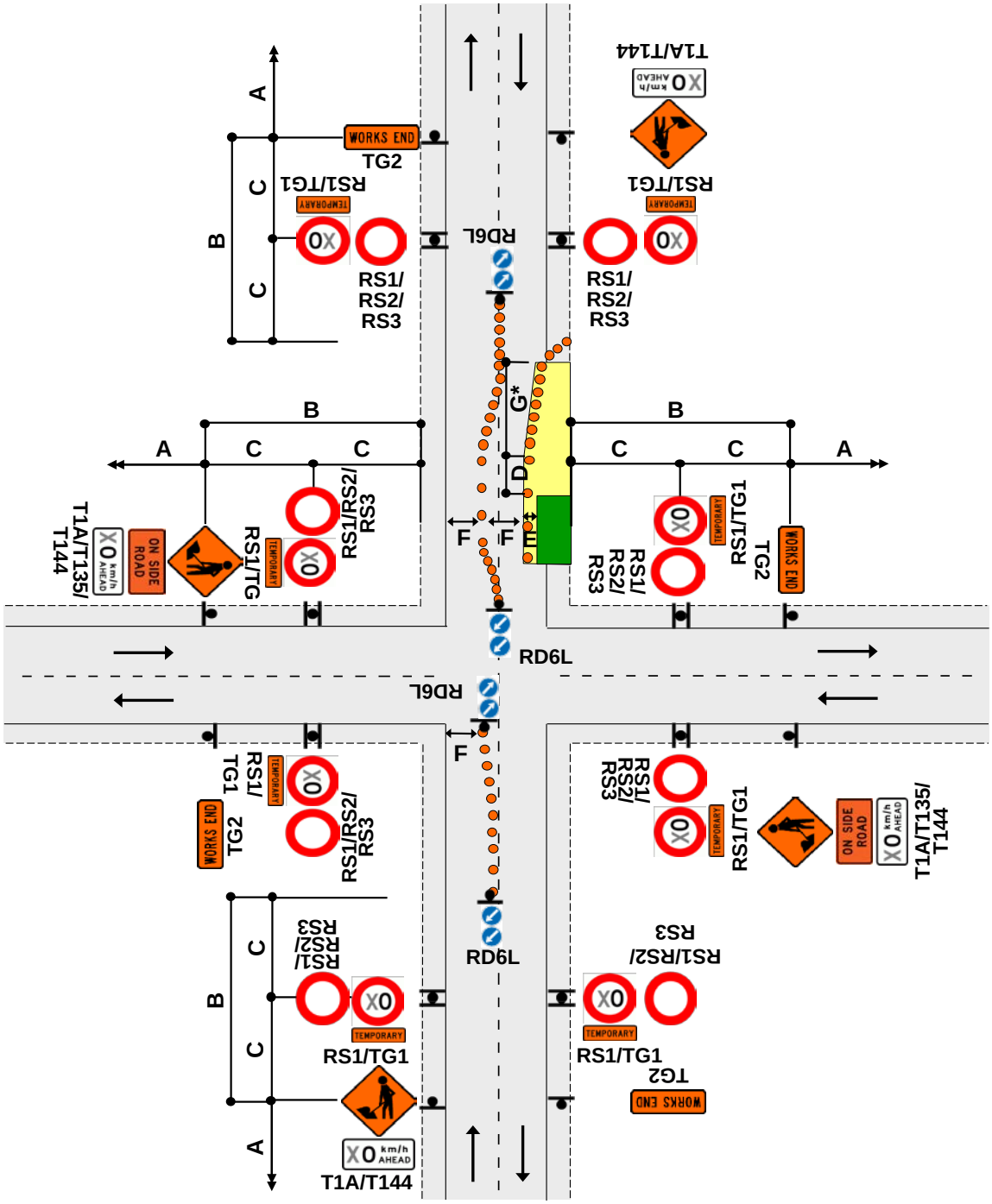
   $$\frac{W \times G}{3.5}$$

   W = Width of Shoulder G = Taper length in metres from the level 1 layout distance table
4. Use TSLs if required by TSL decision matrix
5. The T144 X0km/h AHEAD sign is optional



TWO-WAY TWO-LANE ROAD - Intersection or roundabout
Before intersection - Traffic crossing road centre

J2.20d
Level 1



Notes

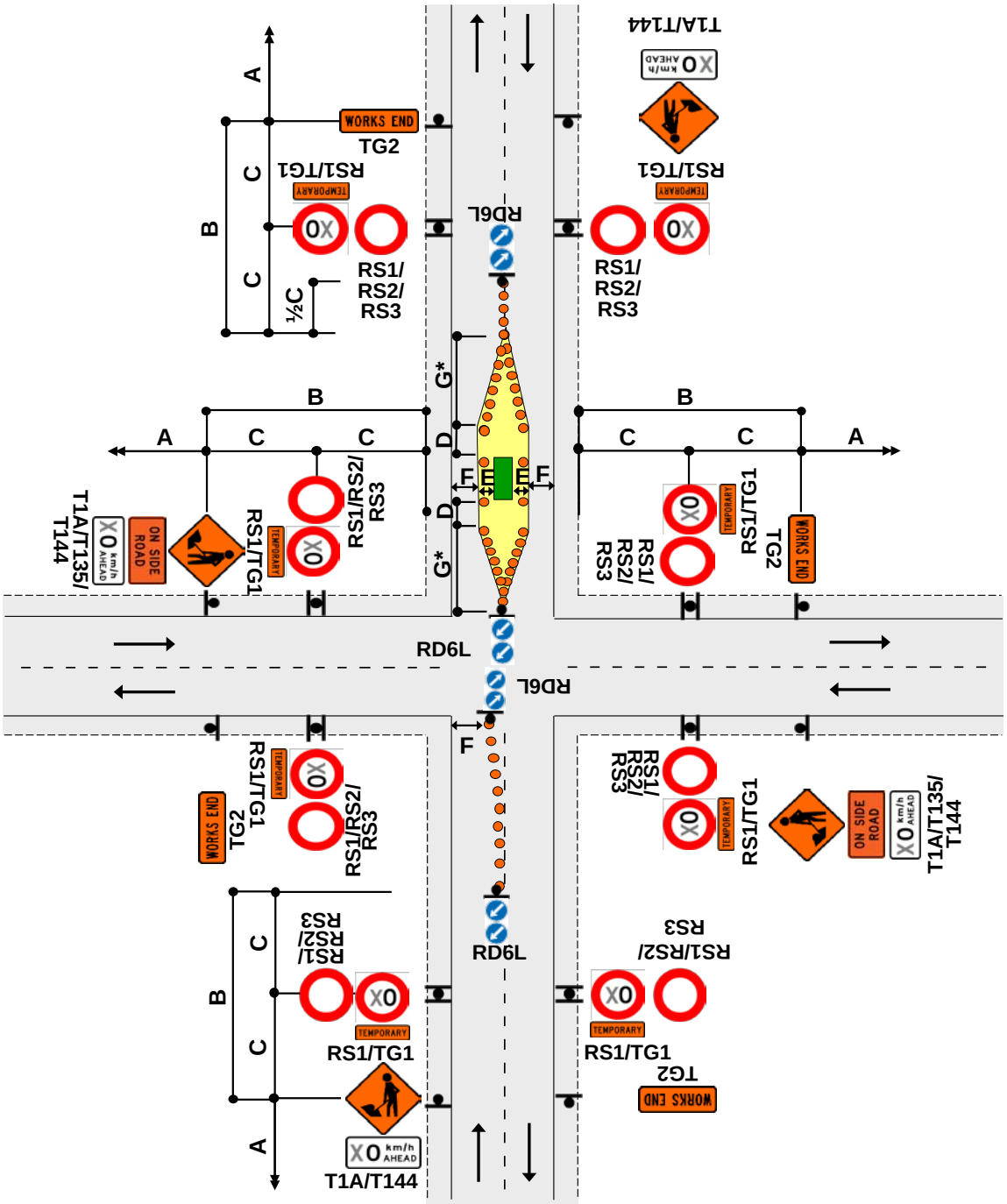
1. This diagram may be used at a T intersection by removing any one of the roads
2. *Calculation of taper length for lateral shift of less than 3.5m is:

   $$\frac{W \times G}{3.5}$$

   W = Width of lane G = Taper length in metres from the level 1 layout distance table
3. Install shifting taper to move road users into the new alignment
4. Use TSLs if required by TSL decision matrix
5. The T144 X0km/h AHEAD sign is optional

TWO-WAY TWO-LANE ROAD - Intersection or roundabout
On median near intersection

J2.20e
Level 1



Notes

1. This diagram may be used at a T intersection by removing any one of the roads
2. *Calculation of taper length for lateral shift of less than 3.5m is:

   $$\frac{W \times G}{3.5}$$

   W = Width of lane G = Taper length in metres from the level 1 layout distance table
3. Install shifting taper to move road users into the new alignment
4. Use TSLs if required by TSL decision matrix
5. The T144 X0km/h AHEAD sign is optional

BEACH ROAD-PLIMMERTON	ARTERIAL
CHAMPION STREET	ARTERIAL
DIMOCK STREET	ARTERIAL
DISCOVERY DRIVE	ARTERIAL
GRAYS ROAD	ARTERIAL
JAMES COOK DRIVE	ARTERIAL
KENEPURU DRIVE	ARTERIAL
LYTTELTON AVENUE	ARTERIAL
MAIN ROAD	ARTERIAL
MANA ESPLANADE	ARTERIAL
MOANA ROAD	ARTERIAL
MUNGAVIN AVENUE	ARTERIAL
OMAPERE STREET	ARTERIAL
PAEKAKARIKI HILL ROAD	ARTERIAL
PAPAKOWHAI ROAD	ARTERIAL
PAREMATA CRESCENT	ARTERIAL
POSTGATE DRIVE	ARTERIAL
PROSSER STREET	ARTERIAL
RAIHA STREET	ARTERIAL
SEMPLE STREET	ARTERIAL
SPINNAKER DRIVE	ARTERIAL
ST ANDREWS ROAD	ARTERIAL
STEYNE AVENUE	ARTERIAL
SUNSET PARADE	ARTERIAL
TE PENE AVENUE	ARTERIAL
TE WHAKAWHITINGA-O-NGATITOA	ARTERIAL
TITAHI BAY ROAD	ARTERIAL
TITAHI BAY ROAD WEST	ARTERIAL
WALTON LEIGH AVENUE	ARTERIAL
WARSPITE AVENUE	ARTERIAL
WHITFORD BROWN AVENUE	ARTERIAL

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