

The CoPTTM Governance Group (CGG)

While the New Zealand Transport Agency will remain the “Owner” of CoPTTM, the governance of CoPTTM will be separated from the development of best practice. To this effect, two groups will be created:

- The CoPTTM Governance Group (CGG)
- Project Specific Study Teams

Members of the CGG will provide industry oversight of the direction and procedures of CoPTTM.

Project specific study teams will be convened as and when required to undertake research, trials, reviews and updates of CoPTTM. Each will be subject to a project specific brief, agreed by the CGG and will be led by a project manager agreed by the CGG.

These study teams will report back to the CGG with recommendations for CoPTTM.

The members of the CGG are as follows:

| Representing | Person |
|--|--|
| NZTA | Fergus Tate (Chairperson) |
| NZTA | Stuart Fraser |
| NZTA (Safety Manager) | Tim Barry |
| ACENZ Auckland Transport Group | Angie Crafer |
| Auckland Transport | Tom Kiddle |
| Broadspectrum | Matt Anderson |
| Calibre Group | Doris Stroh |
| Civil Contractors NZ | Stacy Goldsworthy |
| Christchurch Transport Operations Centre (CTOC) | Simon Harty |
| CoPTTM Trainers | Neil Greaves |
| Downer NZ | Chris Edsall |
| Fletcher Infrastructure | Andrea Williamson |
| Fulton Hogan and AMA | Dave Rendall <i>(Temporary replacement - Damien Houlahan)</i> |
| GHD Hamilton | George Boyd |
| HEB Construction | Alan Gardiner |
| Higgins Contractors | Ray Edwards |
| New Zealand Road Markers Federation | Bruce Goodall |
| Opus International Consultants | Mike Darnell |
| Stantec | Andrew McLeod |
| Wellington City Council | Brett North |

Terms of reference for the CGG

The terms of reference for the CGG are set out below:

CoPTTM Governance Group terms of reference

Members of the CoPTTM Governance Group will provide industry oversight of the direction and procedures of CoPTTM.

In particular, the CoPTTM Governance Group will be responsible for:

- Receiving and prioritising proposals for revisions and updates to CoPTTM
- Developing and agreeing project briefs for undertaking specific research or updates of CoPTTM
- Agreeing the project manager and associated teams to undertake the specific research or updates
- Receiving minutes of working party meetings
- Receiving the resulting project reports
- Endorsing changes to CoPTTM where appropriate

Each member:

- Undertakes to ensure the material presented to the CoPTTM Governance Group is adequately considered and appropriately socialised with their respective organisation and the wider industry
- Is mandated to speak on behalf of their respective organisation.

It is expected that the CoPTTM Governance Group will have two face to face meetings per year.

The New Zealand Transport Agency will cover the costs of the members travel to face to face meetings organised by the Transport Agency.

Additional telephone conference calls may be required to discuss and agree specific project briefs.

The CoPTTM Consult process

The CoPTTM Consult process is as follows:

Edit team

- Acknowledge CoPTTM Consult submissions when received
- Progressively review CoPTTM Consult submissions
- Action minor CoPTTM Consult changes (these do not need to go to CGG)
- Make recommendation on major (and borderline) CoPTTM Consult changes and refer them to CGG progressively (by email)

CGG members

- Review major CoPTTM Consult changes
- Discuss any contentious CoPTTM Consult changes at meetings (if required)