

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)