

# TTM PLANNER ASSESSMENT PROCESS

## BACKGROUND

The training and competency model for temporary traffic management (TTM) includes the requirement for TTM Planners to be formally trained and accredited with a TTM warrant. To assist all stakeholders with their understanding of the process to develop a fit for purpose traffic management plan (TMP) (including the key elements within a TMP which relate to the provision of a safe working environment) Waka Kotahi, alongside industry representatives, developed the TTM Planner workshop for delivery by appointed trainers and subject matter experts (SMEs).

This training was introduced in 2019 and on 9 December 2019 a CoPTTM Notice was released introducing the TTM Planner warrant with an effective date of 1 September 2020. Due to the interruption that COVID-19 brought this date was pushed out to 31 December 2020.

A further and final four-month extension to this date was announced on 18 December 2020 making the effective date 30 April 2021.

From 31 December 2020 temporary traffic management planners must have attended the TTM planner workshop and hold a TTM planner or TTM planner -NP warrant in order to design and submit TMPs.

From 30 April 2021 temporary traffic management planners must pass the TTM planner assessment and hold a TTM planner warrant in order to design and submit TMPs. For those who do not yet hold a TTM planner warrant, or who enter the industry or this role after 30 April 2021 a probationary planner process is required.

Anyone who attends the TTM planner workshop and gains their TTM planner non-practising (TTM planner -NP) warrant will therefore be granted a 12-month probation period in which to submit a TMP, and supporting evidence of use, for assessment.

The probationary TTM planner will remain a TTM planner -NP in the CoPTTM training database until they have successfully passed the TTM planner assessment.

This means that the only TMPs submitted by someone with a TTM planner -NP warrant should be those submitted for the purposes of assessment. A total of up to 3 TMPs per probationary TTM planner per TTM planner workshop will be considered.

## PROCESS

An outline of the process from 1 May 2021 follows:

- A warranted STMS or STMS -NP attends a TTM planner workshop and is awarded a TTM Planner -NP warrant
- The warranted TTM Planner -NP works with a TTM planner to gain more experience if required
- For 12 months following the awarding of a TTM planner -NP warrant the non-practising planner is considered a probationary planner. This allows TTM planner -NP warrant holders to submit up to 3 TMPs for assessments purposes
  - During 2021 all those holding a TTM planner -NP warrant will be considered a probationary planner

- From 2022 and beyond TTM planner – NP warrant holders will have 12 months from the date of their TTM planner workshop to submit TMPs for assessment purposes and gain their planner warrant
- During the probationary planner phase, when the TTM Planner -NP warrant holder is ready and has an appropriate assessment site, a TMP is submitted for approval - clearly marked as being part of a TTM planner assessment
  - Anyone submitting a TMP when they have -NP status must state clearly in the planner section that the TMP is part of their TTM planner assessment
  - If submitting via Submitica, My Worksites, or similar the probationary planner must send a separate notification to the TMC via email and copy in [TTMPnotifications@copttm.co.nz](mailto:TTMPnotifications@copttm.co.nz) (this email address is for the sole purpose of collecting these notifications) with Subject line: **“TTMP TMC Notification”** and formalise that **“TMP number AT-T12345 submitted electronically is an assessment submission and has been submitted by a probationary planner”**.
  - The TTM planner training administration team will monitor these submissions and maintain records of probationary planner submissions
  - If the submission is not a legitimate assessment TMP or the probationary planner has submitted more than 1 concurrent assessment their -NP warrant will be revoked until they resit a TTM planner workshop. The submitter must notify the TMC and the [TTMPnotifications@copttm.co.nz](mailto:TTMPnotifications@copttm.co.nz) email address if a new assessment is submitted whilst one is currently being reviewed.
  - When the number of TMPs submitted for assessment purposes is over 3 the TTM planner training administration team will inform the CoPTTM training database team that a person has submitted multiple TMPs without submitting an assessment. This will trigger the CoPTTM database team to revoke the -NP warrant thus stopping the -NP warrant holder from submitting further TMPs.
- The TMP approver receives the TMP and in the checking process confirms the submitter is in the probationary planner phase
  - Probation status may be confirmed by viewing date of TTM planner -NP workshop in the public search tool, the non-practising planner is within the probation period for up to 12 months after the date of their TTM planner workshop
- If approved the TTM worksite goes ahead and the assessment is completed and submitted for marking
- If the candidate passes the assessment, they are awarded a TTM planner warrant
- If the candidate is unsuccessful this time, they may submit another TMP for assessment purposes if they are still within the 12-month probationary planner phase
  - No further TMPs may be submitted for assessment after 12 months. To reset the clock a new TTM planner -NP workshop is required