

Minutes of the CoPTTM Governance Group (CGG) meeting on 26 August 2015

Meeting details

Start	Finish	Venue
9.00am	4.00pm	NZTA National Office Board Room Chews Lane, Wellington

Meeting attendees

Person	Representing	Person	Representing
Fergus Tate (Chairperson)	NZTA	Tom Kiddle	Auckland Transport
Stuart Fraser	NZTA	Lynne Morton	MWH
Matt Anderson	Transfield Services	Sean O'Neill	Downer NZ
George Boyd	GHD Hamilton	Darcy Prendergast	New Zealand Road Markers Federation
Angie Crafer	ACENZ Auckland Transport Group	Dave Rendall	Fulton Hogan and AMA
Mike Darnell	Opus International Consultants	Alan Stevens	Civil Contractors NZ
Ray Edwards	Higgins Contractors	Doris Stroh	Beca
Alan Gardiner	HEB Construction	Andrea Williamson	Fletcher Infrastructure
Martin McMullan	Zero Harm Manager NZTA	Tony Stella	Meeting support

Apologies

Peter Dodge (Brett North) Wellington City	
Gordon Brown Leighton Contractors	
Neil Greaves Trainers	
Dennis Henry Downer NZ	

Welcome

The meeting was opened by Fergus Tate who welcomed everyone to the second meeting of the CGG.

Approval of minutes from last meeting

- Minutes of the meeting of 1 October 2014 were approved subject to the following amendment proposed by Dave Rendall
- Minutes of meeting 1 October 2014 currently state:

Number	Project	Description	Project/BAU	Priority
3.	Carry out review to ascertain whether sites with excess control devices create a hazard	Examine long term sites to see whether better safety and direction can be accomplished Consider including technology Value for money	Project	2

- Dave intended **value for money** to be a separate project not a part of the review to ascertain whether sites with excess control devices create a hazard.
- Minutes of meeting 1 October 2014 to be amended to show a new project:

Number	Project	Description	Project/BAU	Priority
3a	Undertake a Value for Money assessment of CoPTTM	Undertake an overall assessment of the effectiveness of CoPTTM in delivering Value for Money, taking into account: <ul style="list-style-type: none"> It's role as a "Good Practice" industry Guideline in the context of Workplace Health and Safety; It's effectiveness in terms of ensuring Workplace and Road user safety, Road User efficiency across the range of LV, L1, L2 and L3 roads; The overall and relative cost of implementing CoPTTM. Identify possible areas where better value for money may be able to be achieved.	Project	2

The changing landscape for health and safety in NZ

Stacey Shortall, Partner, MinterEllisonRuddWatts enlightened the CGG members on the scope and intent of the new Health and Safety legislation. Stacey's presentation added to the members' understanding and was greatly appreciated.

Actions required for projects and BAU tasks

Actions	Person
Working on back of vehicle	
<ul style="list-style-type: none"> Provide best practice advice for the 2LS project 	Edit team
<ul style="list-style-type: none"> Amend speeds in proposal to show 65km/h 	Edit team
<ul style="list-style-type: none"> Include note for consideration of option to use harnesses while on back of truck 	Edit team
<ul style="list-style-type: none"> Fergus to send amended proposal to CGG members 	Fergus
<ul style="list-style-type: none"> Feedback from CGG by the end of September 2015 	CGG
<ul style="list-style-type: none"> Continue to pursue a legal opinion 	Fergus
Level 2 low speed (2LS)	
<ul style="list-style-type: none"> Include advise on length of road required for designation (can be contiguous) 	Edit team
<ul style="list-style-type: none"> Move RD6L/R to beginning of taper (currently in centre) 	Edit team
<ul style="list-style-type: none"> Add ATMA feedback and also comments from CGG then circulate full proposal to RCA and industry 	Edit team
<ul style="list-style-type: none"> Industry feedback by end of October 2015 	Industry
<ul style="list-style-type: none"> Seek information about visibility of L1 signs on 2LS roads from the RSMA (Road Safety Manufacturers Association) and other sources 	Edit team
<ul style="list-style-type: none"> Request RCAs confirm road classifications (separate project to be considered as BAU) 	Stuart
<ul style="list-style-type: none"> NZTA finalise policy by end of December 2015 / CGG endorse changes 	
Advanced planning	
<ul style="list-style-type: none"> Make amendments to piloted material by end of January 2016 	Edit team
<ul style="list-style-type: none"> Hold second pilot in February 2016 	Stuart
<ul style="list-style-type: none"> Amend NZTA contracts manual SMO31 Appendix N to reflect advanced planning requirements 	Stuart
<ul style="list-style-type: none"> Add information into CoPTTM at a later date (separate project) 	Edit team

Actions	Person
Traffic crashes	
<ul style="list-style-type: none"> • Update training material with revised crashes at roadwork sites information 	Edit team
<ul style="list-style-type: none"> • Amend NZTA incident reporting form: <ul style="list-style-type: none"> - Tom to send AT incident report form to Fergus - Add tick box to show type of crash eg head on, T-bone (side impact) - Add instruction that photos can be attached and the crash diagram can be photographed and attached when using the App 	Fergus/Edit team
<ul style="list-style-type: none"> • Issue incident report form to CGG members 	Fergus
<ul style="list-style-type: none"> • CGG to provide feedback by end of September 2015 	CGG
<ul style="list-style-type: none"> • Once form approved, develop online app that can be used on smart phone/tablet • Supply application to automatically issue copy of report to: <ul style="list-style-type: none"> - CoPTTM incident - Relevant RCA(s) - Relevant TMC/Engineer 	Martin McMullan Zero Harm Manager NZTA
<ul style="list-style-type: none"> • Include the form in Section E of CoPTTM for recording near misses and crashes 	Edit team
Amend CoPTTM for changes to Health and Safety legislation / Review responsibilities for the RCA as a principal	
<ul style="list-style-type: none"> • Once legislation passed, identify and make required changes to CoPTTM • At the same stage, review responsibilities for the RCA as a principal 	Edit team

Actions	Person
Trainers	
<ul style="list-style-type: none">Project to identify extra training required for practical level 2/3 STMS	Stuart
Conference	
<ul style="list-style-type: none">Move next conference timing from July to mid-August	Stuart
Detours	
<ul style="list-style-type: none">Provide guidance on handling high productivity motor vehicles (HPMV) at detour sites	Edit team
ROPE	
<ul style="list-style-type: none">Check that ROPE process allows STMS to attend STMS-NP refresher and still practice as a L2/3 STMS P until existing warrant expires	Stuart

Prioritised work programme for 2015/2016 financial year

Existing projects for completion in the 2015/2016 financial year

Refer to the **Actions required for projects and BAU tasks** section of these minutes for details of actions to be completed for each project

	Project / Task	Project/BAU	Priority
1.	Complete policy for low speed level 2 roads	Project	1
2.	Workers riding on the back of work vehicles	Project	1
3.	Advanced planning workshop for TMP designers, reviewers and approvers	Project	1
4.	Review traffic crashes at worksites	Project	1
5.	Develop a central reporting procedure for fatal and injury crashes at worksites and TMA strikes	Project	1
6.	Amend CoPTTM for changes to Health and Safety legislation / Review responsibilities for the RCA as a principal	Project	1

New priority 1 projects to be completed in the 2015/2016 financial year

	Project / Task	Scope	Project/BAU	Priority
1.	Review of audit consequences	<p>With the amended H&S legislation the concept of a Person Conducting a Business or Undertaking (PCBU) has extended responsibility right up through senior management and the board. Generally in TTM a STMS has been held responsible for any non-conformance. The organisation employing the STMS or an organisation subcontracting the TTM company must take some responsibility for the correction of a non-conformance. This project aims to examine the way we deal with non-conformances:</p> <ul style="list-style-type: none"> • Carry out an examination of notices of non-conformances (NNC) to identify any patterns that may exist • Follow up after issue of NNC to gauge changes made by company • Develop a process to recognise positive changes made by organisations after NNC issued • Where a pattern of non-conformances emerge that show the culture of the principal or organisation is responsible, the non-conformance should be levied on the principal or organisation. We have to choose some sanctions • Develop a system of rewards and punishments (carrots and sticks) for the outcome of audits • This will be in keeping with the amended H&S legislation once it becomes available 	Project	1

	Project / Task	Scope	Project/BAU	Priority
2.	Undertake a Value for Money assessment of CoPTTM (Potential research project)	Undertake an overall assessment of the effectiveness of CoPTTM in delivering Value for Money, taking into account: <ul style="list-style-type: none"> - It's role as a "Good Practice" industry Guideline in the context of Workplace Health and Safety; - It's effectiveness in terms of ensuring Workplace and Road user safety, Road User efficiency across the range of LV, L1, L2 and L3 roads; - The overall and relative cost of implementing CoPTTM. Identify possible areas where better value for money may be able to be achieved.	Project	1
3.	Cyclists/Temporary bus stops /Pedestrian temporary signage	Consider options on how to manage cyclists and temporary bus stops. Consider local guidelines for RCAs (including best practice options) Review the current provision for pedestrian temporary signage (smaller signs for footpaths)	Project	1
4.	Division of responsibilities for working space and worksite	Management method to clearly indicate who is responsible for the working space and who is responsible for the worksite	Project	1
5.	Competency assessments	Consider developing competency assessments for: <ul style="list-style-type: none"> - L2/3 STMS (ROPE and reassessment) - All training including MTC training Consider use of existing or amended NZQA unit standards competency assessments		1
6.	Review of Audit procedures	Review of Auckland Transport pilot audit form and identify changes to CoPTTM as required	Project	1 or 2
7.	Carry out review to ascertain whether sites with excess control devices create a hazard	Examine long term sites to determine whether a modified approach to creating better safety and direction can be accomplished Consider including technology	Project	1 or 2

Other potential projects to be completed once higher priority projects have been actioned

	Project / Task	Rationale	Project/BAU	Priority
1.	Combine delineation with safety fence	Will lead to modification of dimensions in CoPTTM	Project	2
2.	Electronic signage	Include the use of electronic signage in TMPs and on sites	Project	2
3.	Add pedestrian ramp specification to section B	Include a specification for pedestrian ramps in section B (equipment) including conditions for anti-slip surface	Project	3
4.	Revise delay calculations	To provide a tool to coordinate journey management and TTM	Project	3
5.	Use of drones at worksites	Drones are increasingly being used at worksites as part of planning, audits and inspections. We need to establish what the CoPTTM requirements will be for their use	Project	3

Existing BAU tasks to be completed in the 2015/2016 financial year

	Project / Task	Rationale	Project/BAU	Priority
1.	CoPTTM newsletter	Published half yearly to inform people about TTM	BAU	
2.	Regional centres of excellence for trainers	Continue roll out of centres of excellence to build capability and consistency in training delivery To be rolled out in Hamilton and Auckland next	BAU	
3.	Moderation of trainers	Complete reviews of trainers delivery	BAU	
4.	Migration of database	Build an online registration product. Delivery will be subject to testing to ensure the computer software meets government security standards Mount the second attempt to source suitable software and web management solutions	BAU	
5.	Revise level 1 Events training material and complete revision of section I Events	The course needs to be revised to include the latest best practice in event management. Also complete the revision of section I Events Ivan Aplin is working on the TC events workshop and providing sample diagrams and TMPs for section I	BAU	
6.	Develop WCTL Refresher course	We do not currently have a WCTL refresher. Some of the holders of this qualification will need to refresh in the coming year	BAU	
7.	No entry signage	Consider adding to CoPTTM with diagram (temporary partial road closure)	BAU	
8.	Update website	Upgrade website to make info more accessible and current	BAU	
9.	TMC workshops	Continue regional rollout of the TMC workshops	BAU	

New BAU tasks to be completed in the 2015/2016 financial year

	Project / Task	Rationale	Project/BAU	Priority
1.	Revise section I sample TMPs (road markers and Snow clearing)	Revise the sample TMPs to set out in the new TMP form and make drawings clearer	BAU	
2.	Revise section J drawings	Section J jpegs of drawings need to be redone with a clearer image on the website	BAU	
3.	Delete references to Barrels in graphic and text of CoPTTM and section J	Compliant barrels do not appear to be in use within the industry Consider removing from CoPTTM, training material and section J Level 1 TTM handbook	BAU	
4.	Review of requirements for single/ double RD6L/R	400mm diameter cone mounted sign	BAU	
6.	Revise NZTA contracts documentation	Note: This is part of the Advanced Planner project	BAU	
7.	Review traffic signal requirement	Investigate the temporary use of 3 or 4 way traffic signals	BAU	

Low priority projects – no action to be taken on these

	Project / Task	Rationale	Project/BAU	Priority
1.	Workers qualification	Consider a new qualification that is renewed 3 yearly.	Project	0
2.	Revision of NZQA unit standards and alignment of CoPTTM training material	NZQA have advised that the Unit standards have past their review date. Also an opportune time to check alignment of the training material with the Unit standards	Project	0

Process for tracking and resolving CoPTTM Consult submissions

CGG approved the following procedure for tracking and resolving CoPTTM Consult submissions.

New CoPTTM Consult submissions received by NZTA		Work continues on existing submissions requiring further action
Submission added to appropriate issues list (Policy or Minor)		
If major action required, work begins on actioning submission	If no major action required, submissions remains on list until review time (3 months prior to CoPTTM update)	
3 months prior to update of CoPTTM		
Edit team meets to review submissions and decide outcomes		
Decision is recorded against each submission Decisions could include: <ol style="list-style-type: none"> 1. Amend CoPTTM as follows.... 2. No further action 3. Further action required before decision can be made 		
Edit team sends CoPTTM Consult lists with NZTA decisions to CGG for comment and endorsement. NZTA decision may be reconsidered at this point based on feedback from CGG		
Edit team actions each CoPTTM Consult issue and NZTA decision as follows:		
1. Amend CoPTTM as follows....	2. No further action	3. Further action required before decision can be made
Edit team amends relevant sub-sections in CoPTTM	Decision recorded against submission	Edit team directs further action which could include: <ul style="list-style-type: none"> • forming a project team, • consulting a specialist(s), • completing a trial, • undertaking further research
The CoPTTM amendment is added to the Update Note (except minor editing changes)		Work continues on submissions requiring further action When work completed either Edit team decides submission or options passed to CGG for decision and decision recorded on issues list

Cut-off point for amendments to CoPTTM is 6 weeks prior to update being issued		
Check is made to ensure all amendments tracked and added to update note		Any submissions requiring further action are added to the front of the issues list so that Edit team can quickly see what is still to be completed
Final editing of CoPTTM completed: <ul style="list-style-type: none"> • Links • Header/Footer • Spell check 		
Training material amended for significant changes to CoPTTM: <ul style="list-style-type: none"> • TC • STMS • STMS R • STMS NP • STMS NP R • TMC • Advanced Planning • WCTL • TC Events • STMS Events 		
Revised training material issued to trainers via Dropbox		
Revised CoPTTM sections sent to NZ Print and master approved		
Submitters advised of outcome of their submission – Edit team to send full list of CoPTTM Consult issues to each submitter thanking them for their submission		
Revised CoPTTM sections and Update Note placed online		

Process repeats

CGG consultation

It was identified that consultation could be improved by using CGG members as a sounding board.

The following actions were agreed:

Actions	Person
CGG consultation	
<ul style="list-style-type: none"> • Provided a clear process that identifies which CoPTTM Consult issues get referred to CGG: <ul style="list-style-type: none"> – BAU changes do not need to be referred – Changes to CoPTTM as a result of a project need to be referred to CGG – Any significant changes need to be referred to CGG (define significant) 	Edit team
<ul style="list-style-type: none"> • Send process to CGG for comment 	CGG
<ul style="list-style-type: none"> • Post on website once approved 	Edit team
Consultation	
<ul style="list-style-type: none"> • Civil Contactors' Traffic Committee can be used for industry wide consultation. They will provide one combined set of documents as feedback 	Alan Stevens
<ul style="list-style-type: none"> • CGG can be used more for consultation 	CGG
<ul style="list-style-type: none"> • Include dates for planned CoPTTM updates on website 	Edit team
<ul style="list-style-type: none"> • Future CoPTTM updates to be scheduled for mid-month with the effective date 6 weeks later at the beginning of the month following 	Edit team
CoPTTM Consult	
<ul style="list-style-type: none"> • Improve CoPTTM Consult procedure as follows: <ul style="list-style-type: none"> – Once NZTA decisions have been made, send to CGG for endorsement/comment – Notify submitters before update note is issued 	Edit team

General business

The chairman thanked everyone for their attendance and the meeting was closed at 3.45pm