



If you have any questions about this procedures sheet contact Auckland Council Stormwater

## 1. WHEN SHOULD I USE THIS BMP?

This Best Management Practice (BMP) applies to all sites carried out for Auckland Council Stormwater where vehicle movements may occur. This includes public roads but also for any site, works, or road way, on either private or public property where traffic movement may occur.

## 2. WHAT IS THE AIM?

To provide a safe environment for employees, contractors, other staff and the public on or around works where vehicle movements occur and to assist in minimising disruption to the public or other stake holders.

## 3. WHY IS GOOD TRAFFIC MANAGEMENT IMPORTANT?

A good traffic management plan is crucial to ensuring the safety of employees, contractors and the public when physical works are carried out. The plan will also assist with minimising the disruption and inconvenience to businesses and households around the area which can be caused by works or tasks taking place during the project.

In these situations a Traffic Management plan must be produced, approved and used as required by the New Zealand Transport Agency Code of Practice for Temporary Traffic Management (CoPTTM).

The relevant fundamental principles of CoPTTM are:

- All on-road activities must be carried out in accordance with a Traffic Management Plan (TMP) that has been approved by the Road Controlling Authority (RCA).

- The safety of road users and road workers must be an integral part of all activities carried out on the road – from planning the activity through to completion.
- Clear and positive guidance must be provided for road users approaching, travelling through, and exiting the work site.
- Activities on any road should be planned so they cause minimal disruption, delay or inconvenience to road users without compromising safety.
- The length, width and duration of any temporary traffic management should be restricted to the minimum required for the safe operation of the activity.

## 4. TRAFFIC MANAGEMENT

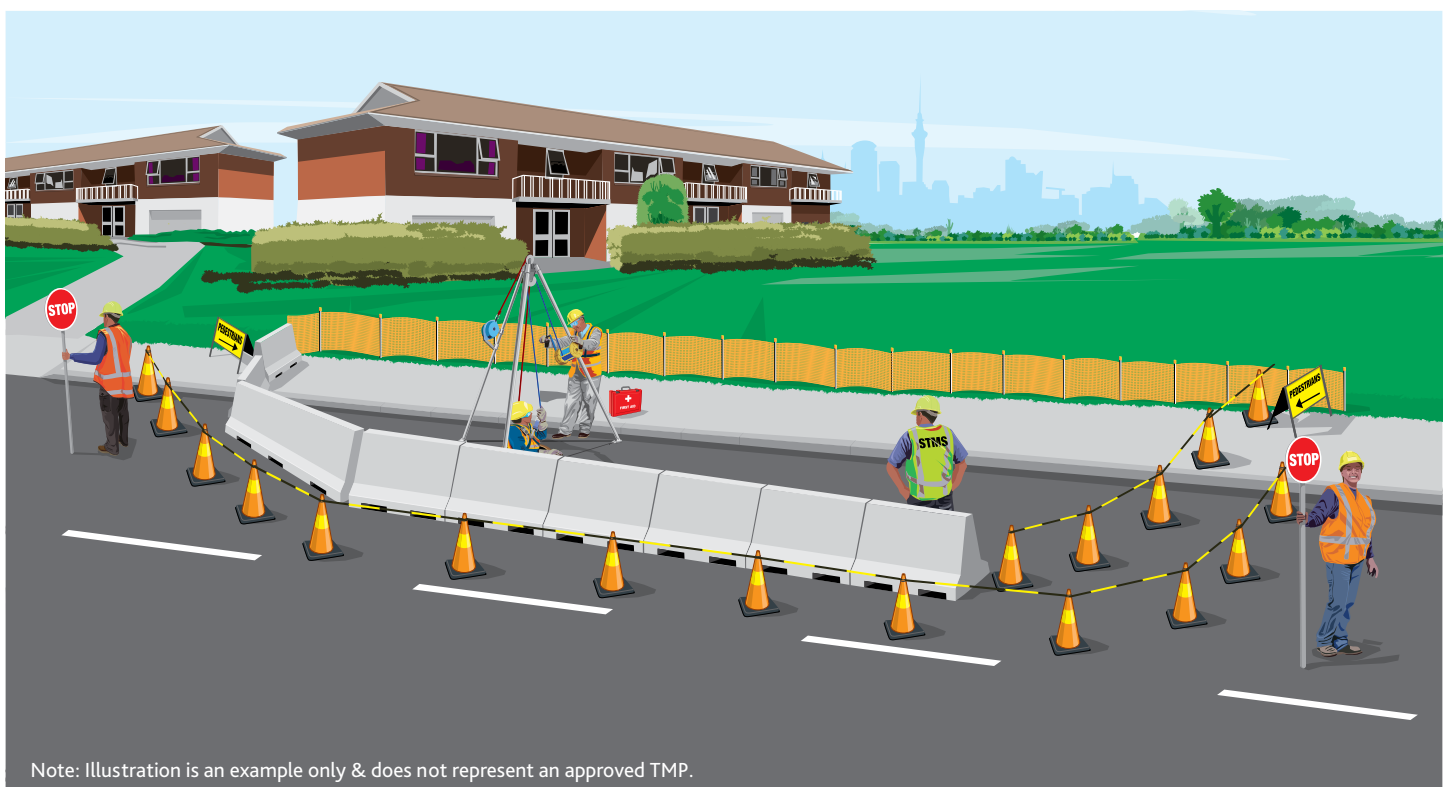
### General

A TMP must be prepared for all on-road activities that alter the normal operating condition of the road. It must be appropriate to the situation at all times for both attended and unattended sites.

### TMP's

For some works, and particularly but not only cyclic activities, generic Traffic Management Drawings (TMD's) from CoPTTM may be appropriate. The STMS is required to make the decision as to the appropriateness of the TMD and quote the CoPTTM reference number on the TMP proforma.

Road Corridor Access retains the right to accept or reject the TMD and still signs off on the overall TMP, however the technical aspects of the CoPTTM TMD are accepted as compliant.



Note: Illustration is an example only & does not represent an approved TMP.

### Forward Planning

- Spend time doing an in depth hazard identification relating to the works and traffic.
- Contact the RCA to determine the level of traffic management that will be required (i.e. level of road).
- Irrespective of the level of traffic management required an appropriately qualified Site Traffic Management Supervisor (STMS) must be appointed and their details must be on the Traffic Management Plan (TMP).
- The Contractor shall prepare and submit the proposed TMP to Auckland Transport – Road Corridor Access. They assesses the TMPs and provide a Corridor Access Request (CAR), to allow work to be done in the road reserve. The Contractor will then provide a copy of the TMP and CAR to the Engineer for the Stormwater Contract. The TMP shall include all proposed traffic controls and other requirements (e.g. pedestrian, cyclist, etc).
- Any alterations to the TMP must be referred to the designated STMS who will develop the changes and obtain authorisation from Auckland Transport – Road Corridor Access.

### Site Traffic Management Supervisor (STMS)

- The STMS is the person nominated by the Contractor in the TMP to have specific responsibility for managing traffic at the worksite.
- The STMS has the authority to postpone, cancel or modify worksite operations and should be present when these are carried out.
- The STMS shall discuss the TMP requirements at the start of each shift and when any alterations are made.
- The Contractor shall ensure the appointed STMS has sufficient training and is competent for the level of the road.
- A Traffic Controller (TC), may take on the role of STMS when establishing, removing and altering of temporary traffic management measures if:
  - The worksite is on a Level LV or Level 1 road.
  - The TMP is designed by the approved STMS.
  - The STMS briefs the TC on the Temporary Traffic Management requirements.
  - The site must be inspected daily by the STMS.
  - All Actions are documented.

### 5. USEFUL LINKS AND INFORMATION

- The NZ Transport Agency Code of Practice for Temporary Traffic Management (CoPTTM) at [www.nzta.govt.nz/resources/code-temp-traffic-management/copttm.html](http://www.nzta.govt.nz/resources/code-temp-traffic-management/copttm.html)
- Training Aspirations at [www.trainingaspirations.co.nz/lrsdefault.htm](http://www.trainingaspirations.co.nz/lrsdefault.htm) for a copy of the 2nd Edition of the Local Roads Supplement to NZTA COPTTM.
- All work is to be carried out in accordance with the National Code of Practice for Utility Operators Access to Transport Corridors. <http://nzuag.org.nz/national-code/ApprovedNationalCodeFeb13.pdf>

*Disclaimer: All care and diligence has been used in extracting, analysing and compiling this information which is to be used as a guideline only. Auckland Council gives no warranty that the information provided in this BMP is without error or omission. The user is required to ensure they follow any legislative and best practice requirements.*

For access to this BMP and to find the other BMP information sheets, go to the link below:  
[www.aucklandcouncil.govt.nz/stormwater](http://www.aucklandcouncil.govt.nz/stormwater)

Important Notice: © Auckland Council 2011. This best management practice sheet is an information guide only and is not technical or compliance advice. Its recommendations may not be complete or appropriate for all situations, and the person doing/arranging the work remains solely responsible for making their own assessments and doing the work properly, safely and in compliance with all laws and regulations.