TIMARU
DISTRICT COUNCIL
Te Kaunihera ā-Rohe
o Te Tihi o Maru

Corridor Access Local Operating Procedures

Draft Issue
April 2025

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Introduction

The Road Corridor Management Team at Timaru District Council regulates access to the road corridor within our communities, playing a crucial role in ensuring the safety and connectivity of the road transport network. The team collaborates closely with key stakeholders—including schools, community groups, contractors, traffic management companies, and project managers—to prioritise safe practices. Through consistent monitoring, compliance, and education, we aim to enhance the safety and longevity of our roading system for all users.

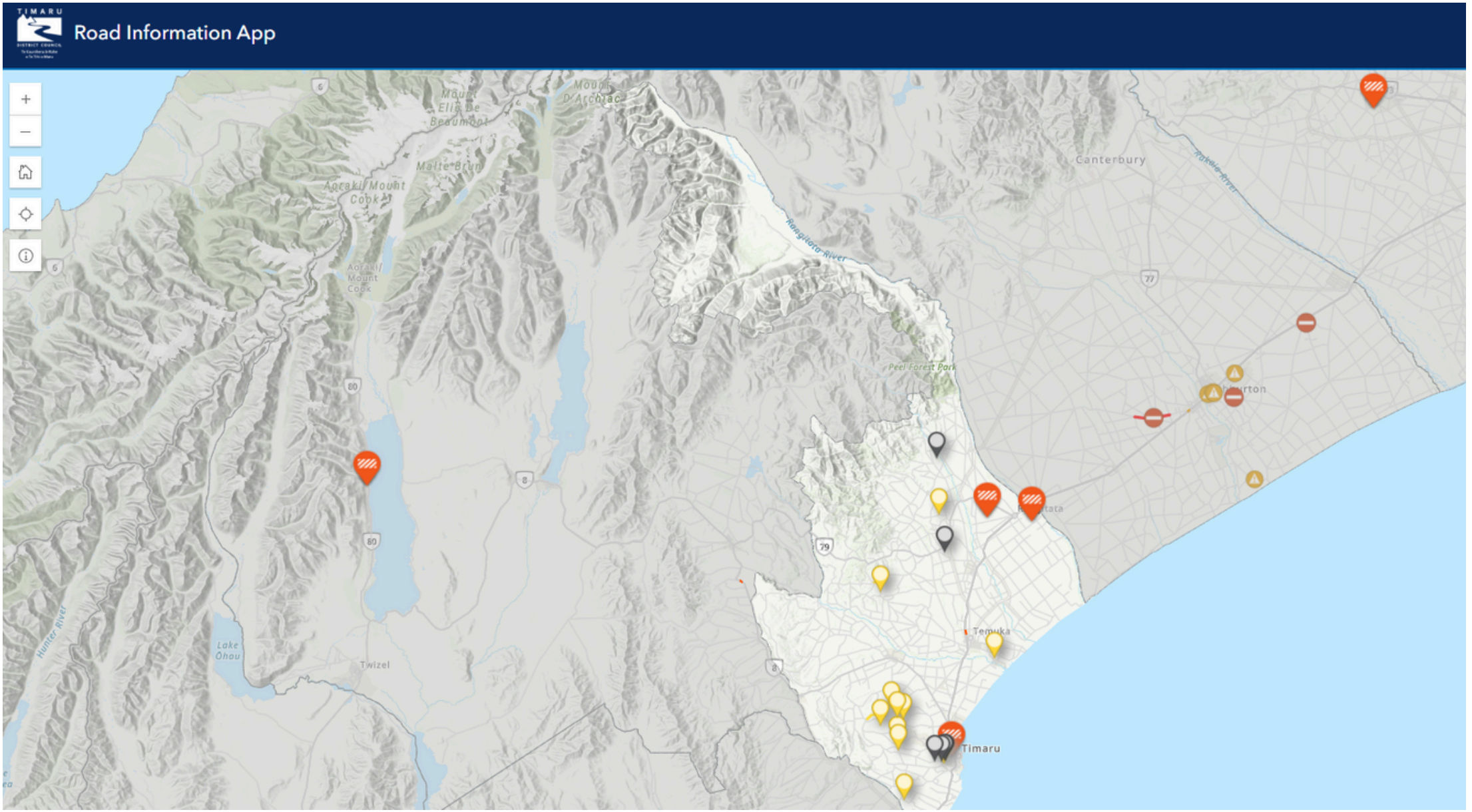
The purpose of this document is to provide clear guidance on local minimum standards and principles of TTM operation, where these deviate from standard practice in NZGTTM or COPTTM. This guidance is supplementary to these best practice framework and applies to local roads only (not State Highways).

For work sites impacting the State Highways in the Timaru District, contact NZ Transport Agency Waka Kotahi at:

Email: chctmpsc@ghd.com
Website: www.NZTA.govt.nz

Timaru District Council boundaries

For Timaru District boundaries, please refer to: www.timaru.govt.nz/maps



Contacting the road corridor team

Urgent TMP reviews

When a contractor is requesting an urgent review of a submitted Traffic Management Plan, they must email the Road Corridor Team mailbox clearly outlining why the TMP review or update is urgent and why standard processing time frames are not able to be followed.

E.g. late submission of TMP that does not meet standard processing time frames due to urgent works
Processing of urgent TMPs due to insufficient lead times being allowed for is not guaranteed.

Timaru District Council Road Corridor Team Mailbox: CAR@timdc.govt.nz.

To get in touch with the Timaru District Council Road Corridor Team:

Paul Forbes

Road Corridor Technician
027 211 0060

Rachel Hermens

Road Corridor Technician
027 431 0650

Casey Glover

Road Corridor Technician
027 225 3474

For assistance outside of standard business hours, contact the TDC call centre on (03) 687 7200

Submitting traffic management plans

All TMPs must be submitted through www.submitica.co.nz
Timaru District Council are transitioning to MyWorksites on 1 July 2025.
Training for MyWorksites will be rolled out to local contractors before 1 July 2025.

Timaru District TMP minimum processing time frames, from when TDC receives a submitted TMP.

Minor works	5 working days
Major works	15 working days
Generic/global TMP	15 working days
Roadworks TMP requiring public notification	15 working days (prior to public notification needing to be undertaken)
Event TMP with a road closure proposed	90 Days see Road Closures for Events

Extension form usage

Situations where an extension form may be used:

- A date extension or date change. TMPs that have been expired for 28 days or less can be renewed with an extension form (under the same CAR).
- Alteration of work hours
- Addition of diagrams that do not substantially increase a TMP's impact above the originally approved TMP methodology. 'Impact' includes the nature of the TTM activity, the local road environment, and the area of impact.
- It is important to emphasis that incorporating contingencies into your planning is crucial, as without valid justification the traffic management team may charge additional extension fees.

Generic/global traffic management plans

Global Traffic Management Plans (TMPs) may be used for routine work where the scope remains unchanged. For guidance, please contact the Corridor Management Team. If the work does not align with the site conditions or your Global TMP is unsuitable, a site-specific plan will need to be submitted.

The TDC Road Space Booking Form must be used to reserve road space for excavation and related works in conjunction with an approved Generic/Global TMP. For emergency situations, such as power outages or water main breaks, the form may be submitted retrospectively.

All Timaru District Council forms and templates are available on the TDC website.

TDC Forms and Templates

Temporary road closures

A temporary road closure can be a very effective way to manage on site risk to workers and road users. Careful consideration must be given to risks, impacts and controls and these must be documented. Risks and impacts include but are not limited to:

- Impact to the roading assets on alternative routes (some roads are not constructed to take high traffic volumes)
- Impact to residents on alternative routes
- Access to properties inside a closure (including after hours when the site is unattended)
- Suitability of alternative routes. For example:
    - Can high productivity motor vehicles (HPMVs) or normal heavy vehicles use the route?
    - Is there any street furniture (kerb build out etc.) on the route that would make a detour unsuitable?
    - Are there any schools/pre-schools on the route that would make the detour unsuitable?
- Do public transport or school buses use the road being closed?

When a road closure is proposed for road works or an event, see Planning to Work in the Road Corridor on the TDC website. A road closure application form must also be filled out and submitted with any TMP that is proposing a closure.
Planning for detours and pre-warning signage must be completed as part the TMPs for arterial/collector roads. Road closures that are close to a high traffic generator e.g. a school or sports ground will be assessed on a case-by-case basis. Contact the Road Corridor Management team for advice on this.

Detour routes must be shown in the TMP on a separate diagram(s), with clear detail showing which roads are being used and what direction traffic is travelling.

When a road closure extension is requested, a new road closure application form must be completed and submitted with the TMP revision or extension form.

Public notification requirements

Notifications must be undertaken to inform impacted businesses and residents where works will impact facilities or situations listed on the attached table.

For large projects that have multiple phases of works or are over an extended period, update notifications relevant to the upcoming phases will be required to keep stakeholders informed.
E.g. one notification letter delivered in advance of a 3-month project that has different phases of impacts will not be sufficient.

Notifications are required to inform of impacts in a timely manner. Responsibility for who undertakes notifications must be agreed between the contractor and TTM provider, however, the STMS must check any required notifications have been undertaken before deploying an accepted TMP.

Customer notification 'Letter' and 'Prewarning signage' specifications are available on TDC website. Prewarning signage and notification letters must be included in TMPs for approval.

Type of restriction	Notification timeframe (before deployment)	Type of notification (if required)
Removal of time-limited parking outside a business premises blue 'P' signage	Notification required at least 72 hours in advance of planned work	Letter drop or door knock
Removal or relocation of bus stop	Notification required at least 5 working days in advance of planned work	Email impacted service provider and include the email in your TMP application
Removal of mobility parking	No notification required	Alternative parking with similar level of service MUST be provided close by
Parking restriction - residential	Notification required at least 24 hours in advance of planned work	Letter drop or door knock
Parking restriction - business premises	Notification required at least 72 hours in advance of planned work	Letter drop or door knock
Road closure	Notification required at least 7 days in advance of planned work	Letter drop and pre-warning signage (if applicable) Businesses within a road closure must be door knocked

As part of the road closure application process, you must provide proof that stakeholders have been notified, along with a map outlining the distribution area. Below is an example of what we require.

Example distribution map:

Red area is the worksite
Yellow dots are contacted stakeholders

Notes:
#33A is a business, has deliveries expected on Thursdays and Fridays between 9am – 11am
#65 – Grantlea Downs School, has school buses coming through from 8am-9am and 3pm-3:30pm, Monday – Friday

Worksites impacting signalised intersections

- For any work planned within 50m of a signalised intersection, contractors must contact the Wellington Traffic Operations Centre (WTOC) during the planning phase of works to discuss the proposed work and TTM arrangements.
- This discussion, required at least two weeks before the start date, ensures any necessary adjustments to the intersection's functionality can be made.
- Please note that WTOC services may incur a fee.

Wellington Traffic Operations Contact

- +64 4 832 4011
- 0800 869 286
- wellingstonsig@nzta.govt.nz

Real Time Operations notification time frames (+ initial planning contact, refer Table 1 – TDC TMP Processing Timeframes Page 5)

- 24-48 hours before work commences (email preferred) (At time of deployment - phone call preferred)
- 24-48 hours before a major change or disestablishment (phone call preferred)

Covering of traffic signal lanterns

Where signal shrouds are required due to TTM deployments altering signal operations, conflicting lanterns must be covered or completely obscured so as not to generate the potential for road user confusion.
The material used to cover the lanterns must meet NZTA P43 Specifications for Traffic Signals. TDC prefers that the material used to cover lanterns is a light/mid blue colour.

Working at signalised intersection when signals phasing has been altered - including flashing yellow (FY)

When a prearranged flashing yellow, or other alteration of signal phasing, has been agreed to by WTOC for works that are outside TDC operational hours the STMS responsible must be on site. They must also install the TMP as agreed, at the agreed time as the signals will change to the altered function.
The STMS must also remain onsite until the scheduled time for the signals to return to normal phasing.

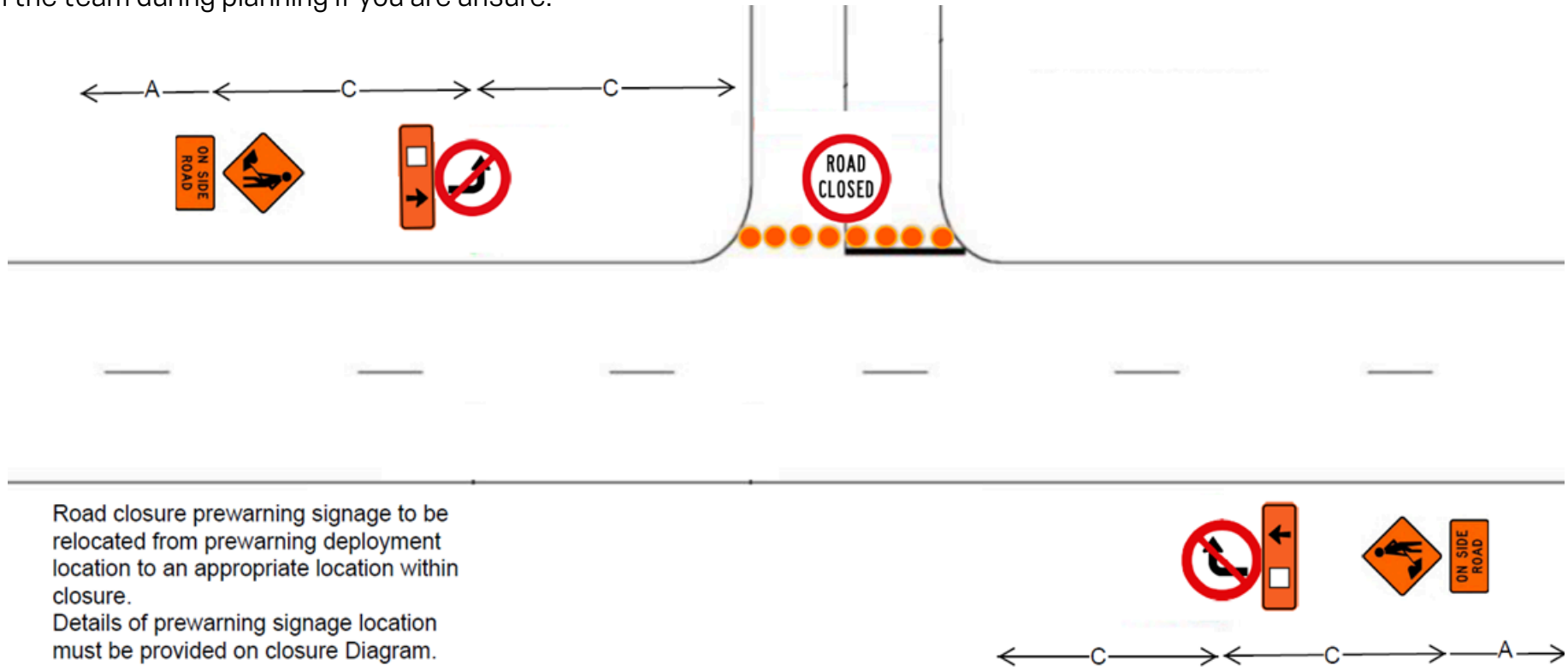
Side road signage

Scenario: side road closed **PSL under 65km/h.**

- T1 ROADWORKS signs deployed on the main road.
- TD1 Variant SIDE ROAD CLOSED AHEAD signs should be omitted from the main road.
- TD3A DETOUR AHEAD FOLLOW *"SYMBOL"* signs should be omitted from the main road.
- RD1R/L NO RIGHT/LEFT TURN, with supplementary TDA6 FOLLOW *"SYMBOL"* (if appropriate) must be installed.
- RD3 ROAD CLOSED at intersection must be installed.

In speed environments greater than 65km/h, or where major risks exist (e.g. tight geometry, restricted visibility, narrow road carriageway etc.), then STMSs must enhance or extend warning signage on the main road approaches to provide sufficient warning.

Deploying the normal CoPTTM layouts - L2 to L2: J2.25 / 2.25a (L1) F2.24. maybe required.
Combining last two sets on one stand (RD1 (No Left/Right Turn) with TDA2 (Detour Arrow if applicable).
Discuss with the team during planning if you are unsure.

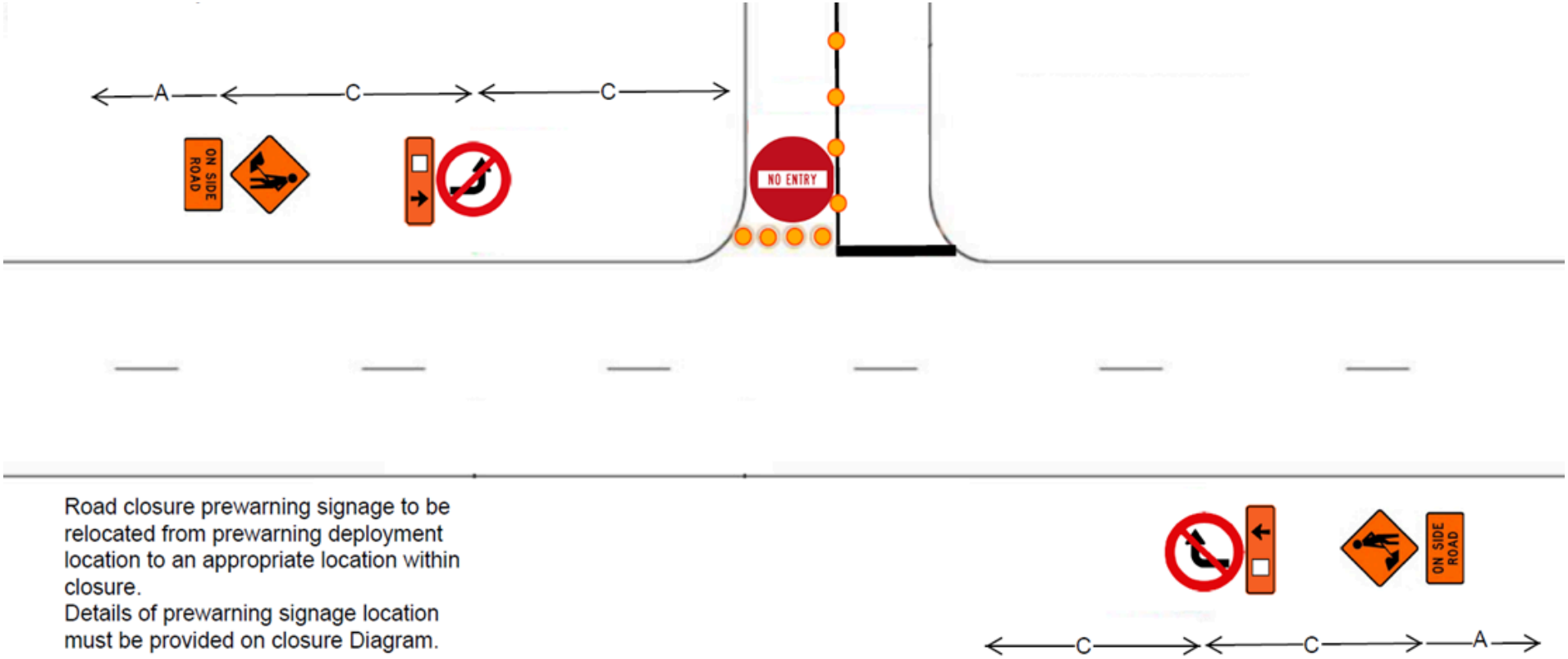


Scenario: side road is exit only (entry closed) **PSL under 65km/h.**

- T1 ROADWORKS signs deployed on the main road.
- TD1 Variant SIDE ROAD CLOSED AHEAD signs must be omitted from the main road.
- TD3A DETOUR AHEAD FOLLOW signs should be omitted from the main road.
- RD1R/L NO RIGHT/LEFT TURN, with supplementary TDA6 FOLLOW ↑ (if appropriate) must be installed.
- RD2 NO ENTRY at intersection must be installed.

In speed environments greater than65km/h, or where major risks exist (e.g. tight geometrics, restricted visibility, narrow road carriageway, rough / unsealed surface etc.), then STMSs must enhance or extend warning signage on the main road approaches to provide sufficient warning.

Deploying the normal CoPTTM layouts - L2 to L2 J2.25 / 2.25a (L1) F2.24 maybe required. Combining last two sets on one stand (RD1 (No Left/Right Turn) with TDA2 (Detour Arrow if applicable). Discuss with the team during planning if you are unsure.



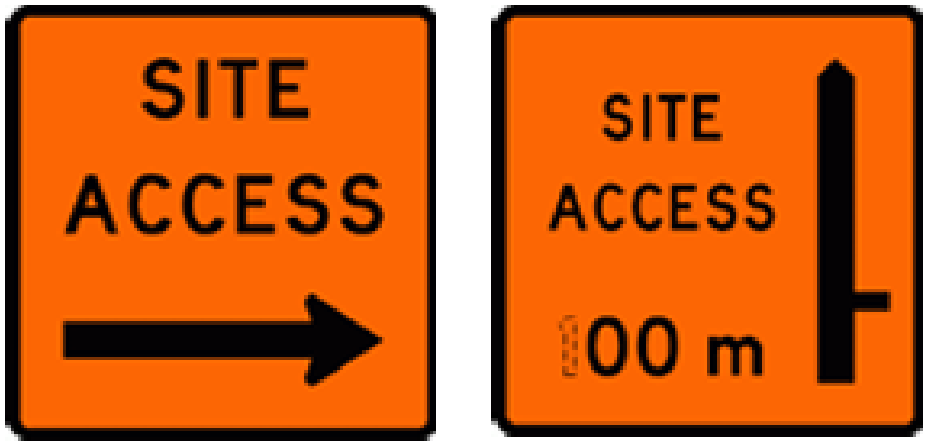
Traffic impact assessments

- The TTM Planner must consider traffic impacts during the development of each TMP and all risk associated with traffic, such as detour routes and high-impact zones such as schools, community centres, and business areas.
- A suitable balance of safety, construction efficiency, economic/community and network impact must be considered when developing the TTM methodology
- TMPs must provide a detailed traffic impact assessment to identify when significant network efficiency impacts are likely to occur, identify what that impact is expected to be and outline mitigation measures proposed to minimise/mitigate the impact.
- Contact one of the road corridor team for guidance during the design stage if significant delays are anticipated.

Site accessing

Site accessing methodologies must be considered and planned for within each TMP. Specific access points should be detailed in TMPs wherever possible, to confirm that both the work and the necessary site accessing methodologies are viable without compromising sign spacing, safety zones, traffic flow, safe road operating conditions etc.

Where site accessing cannot be accomplished in the normal direction of traffic (e.g. reversing into the site, using oncoming lanes), then a safe methodology must be designed, explained clearly in the submitted TMP and resources allowed for within onsite operations.



Mitigation measures for significant works

Where network impacts are unavoidable, mitigation measures must be considered, planned and delivered alongside the TMP.

- Specific details of Communication and Notification Strategies must be included in the Traffic Management Plan so Road Corridor Management can see what the communications are. For major worksites that may create a significant impact on a large area or prevent movement across the network, a travel demand management plan may be required and permission from NZTA/State Highways to deploy signage or detour onto their network.
- This may include the use of Mobile VMS boards, hand delivered letters, mailed letters and/or public advertising.

Where VMS boards are utilised, the Best practice for VMS (sourced by Christchurch Transport Operations Centre) messaging must be used to plan and manage the use of VMS on the TDC network

Peak traffic hours

For works within Timaru District, 'peak hours' are defined as:

07:00 – 09:00 Monday to Friday
16:00 – 18:00 Monday to Thursday
15:30 – 18:00 Friday
Please note: Any weekday before a public holiday assumes Friday timing.

Peak hours on strategic routes

On strategic routes, the AM and PM peak hours above may require adjusting to reduce the risk of severe network congestion. The TTM Planner should present an initial opinion on this as part of their Traffic Impact Assessment, with review and confirmation of acceptable timings from TMCs.

Work during peak hours

Road Level	TTM operations (incl. mobile operations)	Construction work within established TTM worksite	Site accessing
Arterial or principal roads**	Not permitted	Permitted, provided that capacity is not reduced below what is accepted in the TMP or operations that significantly distract passing traffic	Disruptive vehicle maneuvering for site accessing or that generate an increased risk to other road users (including pedestrians and cyclists) is not permitted
Local or collector roads	Permitted**	Permitted**	

*Provided that traffic delays do not exceed 5 minutes, or as accepted in the TMP.
** Timaru District plan road hierarchy

Vulnerable road users

Vunerable road users (VRUs) are any members of the public that are not in motor vehicles. The *NZGTTM Protecting Vulnerable Road Users in TTM Environments practice note* is the key reference material that must be used when managing the risk of VRUs.

Footpath closure

Where a footpath closure is required and road users are asked to, 'Please use other side' of carriageway, the traffic volume must be 5,000 vehicles per day or less. The following conditions must be met to enable this methodology to be deployed:

- The permanent speed limit is under 65km/h
- There is a suitable footpath on the other side of the road.
- There is suitable clear sight distance available for pedestrians to make a safe crossing e.g. 75 metres distance for a 50km road.
- Compliant transitions from kerb to road level (e.g. ramps) have been put in place where required.
- Crossing points are clearly defined using appropriate signage.
- STMS has carried out a risk assessment on site to ensure that the location is appropriate. This assessment must consider the likely users of the crossing point, e.g. if near a primary school, then particular care is needed to determine a safe location and additional mitigation may be necessary.

Where any of the above requirements cannot be met, or traffic volumes are above 5,000 vehicles per day, a Site Specific TMP is required.

Temporary pedestrian islands in the centre of the road on road with traffic volume above 5,000 VPD

Where there is no other reasonably practicable option available to facilitate pedestrian movement past a work area, and other options such as directing pedestrians to the opposite side of the carriageway are not feasible, installation of pedestrian refuges to prevent pedestrians needing to cross more than a single lane at a time need to be considered. Refuge design and layout must be clearly outlined in the TMP application.

Dedicated crossing points

A site specific TMP is required for any footpath closure that affects a zebra crossing or dedicated school crossing point. The TMP must show how the dedicated crossing point will be closed and what provisions are being provided to maintain safety for road users.

Bus service impacts

When temporary traffic management operations affect a bus route or public transport infrastructure, several factors must be considered:

Is there a bus route in the area affected by works? (This includes MyWay)

View Timaru bus services here, or view Intercity bus services here.

Common variables that need to be considered in consultation phase:

- Pinch points
- Speed humps on detour route (any traffic calming facilities)
- Turning circles for buses
- Schools, shopping centres, retirements home locations
- Number of stops missed
- Distance between temporary stops and closed stops
- Turning movements or road width restrictions buses to detour
- Customers are required to travel more than 100m

What are common situations where a bus route may be impacted?

- A full road closure
- One way system on bus route
- Impacting bus lane during operating hours

What potential options do we have to minimise impacts to bus services?

- Separate detour for buses
- Facilitation through the work site

Who do I contact for local bus services?

- **MyWay & Richies Buses:**

03 688 5544
myway@mywaybymetro.co.nz

- **Intercity Buses**

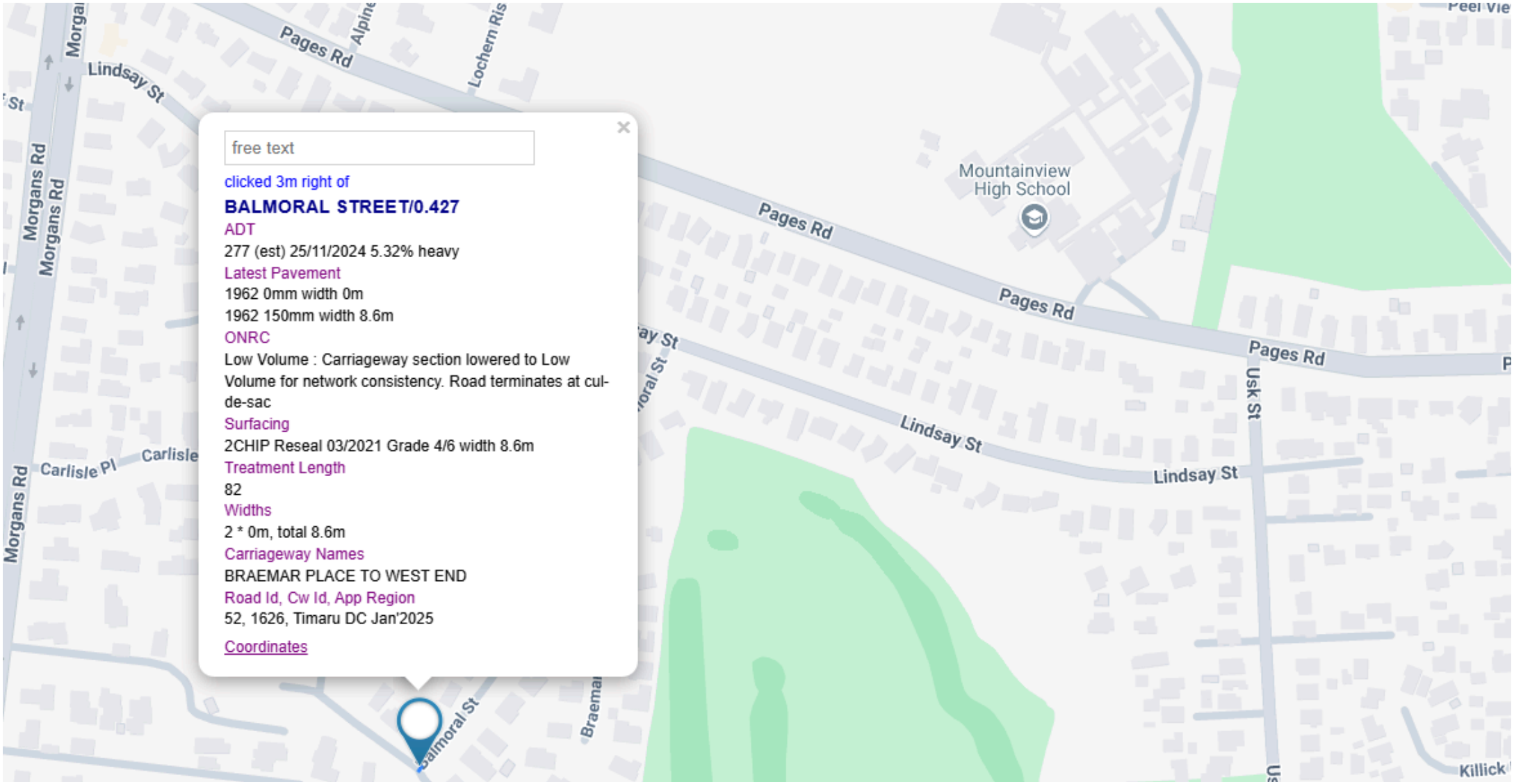
03 688 4452
services@entradatravelgroup.com

- **Atkinson Dossett Bus Service**

buses@atkinsondossett.co.nz

Low volume low risk roads

To enable the use of Low Volume Low-Risk Roads <250VPD methodologies. Contractors must undertake a vehicle count to verify that the traffic volumes will be below the 250 VPD threshold before deploying methodologies for Low Volume Low-Risk Roads that have been accepted in a TMP. Mobile Road is a source of traffic count data www.mobileroad.org. A manual count is suggested if in doubt.



Work that has an impact on stakeholders by creating noise

Where works are undertaken that create noise that impacts stakeholders, TDC acceptance of a TMP does not grant permission to exceed noise levels as set within the Timaru District Council District Plan, nor does it grant permission to create excessive noise.

Should noise be generated, that exceeds levels as set in the Timaru District Council District Plan, or works create excessive noise, pursuant to section 326 of the Resource Management Act, the work may need to be abated immediately.

Single person inspections

To enable inspections to be carried out in low-risk situations, the TDC acknowledges that there are low volume roads on the network where a single person inspection could safely be carried out. Where an unaccompanied inspector is not able to maintain adequate attention (eg. due to work tasks or poor visibility), a spotter will be required or another type of traffic management operation used.

Engineering design of temporary transport facilities

Where temporary road situations are proposed to be substantially different to the normal layout of the road due to the construction of new pavement, intersection controls, or substantial alterations to geometric alignment, additional engineering design to the standard TTM considerations is necessary. For example a temporary roundabout instead of traffic signals. The additional design is necessary to adequately manage the risks created by the new alignment and to fulfil obligations under the HSWA 2015.

Road engineering standards must be referred to and considered during the design of these temporary facilities, to ensure that the levels of safety and service being proposed meet adequate standards. The risks around any lower standard designs must be identified, assessed, and balanced against other factors. Appropriate strategies to mitigate risk must also form part of the design process.
The TTM Planner may not be sufficiently qualified and experienced to design all elements of a temporary transport facility themselves, and may therefore need to seek assistance or design inputs from other specialist designers (refer below for areas of design). The TTM Planner is responsible for providing the proposed details of temporary facilities in the submitted TMP enabling assurance that a coordinated, safe, and well-considered design is proposed.

Standards for the following (plus any other significant design elements) must be considered and documented within every TMP that proposes to substantially change the normal road environment:

- Geometric standards: horizontal and vertical alignments
- Cross section and roadside features
- Lighting
- Drainage
- Intersection controls
- Signage and delineation

Common references for these include:

Area of design	Reference
General principles and geometric design	Austroads parts 2-3 including NZ supplement, and NZTA state highway geometric design manual parts 1-5
Cross section and roadside features	Austroads park 3, and NZTA state highway geometric design manual parts 6-7
Lighting	AS/NZS 1158 road lighting (includes footpath lighting)
Drainage	Austroads guide to road design parts 5 and 5A
Intersection controls	Austroads guide to road design part 4A. The references contained in NZTA state highway geometric design manual part 8: intersections and interchanges

Helpful sources of information

Traffic signals	Traffic control devices (TCD) manual and NZTA P43: Specification for traffic signals and TDC local specifications
Signage and delineation	NZTA traffic control devices (TCD) manual, including part 8: COPTTM
TDC standards (includes vehicle crossings, footpaths, cycleways)	Austroads part 2-3 including NZ supplement, and TDC construction standard specifications (CSS)
Other	As listed in contract documents

Glossary

AADT	AVERAGE ANNUAL DAILY TRAFFIC VOLUME	**VPH**	VEHICLES PER HOUR
TDC	TIMARU DISTRICT COUNCIL	**NZTA**	NEW ZEALAND TRANSPORT AGENCY
CoPTTM	CODE OF PRACTICE TEMPORARY TRAFFIC MANAGEMENT	**PSL**	PERMANENT SPEED LIMIT
WTOC	WELLINGTON TRANSPORT OPERATIONS CENTRE	**RCA**	ROAD CONTROLLING AUTHORITY
FY	FLASHING YELLOW TRAFFIC SIGNALS	**STMS**	SITE TRAFFIC MANAGEMENT SUPERVISOR
L1	LEVEL 1 ROAD LEVEL CLASSIFICATION	**TIA**	TRAFFIC IMPACT ASSESSMENT
LAS	LIGHT ARROW SYSTEM	**TMC**	TRAFFIC MANAGEMENT COORDINATOR
LINZ	LAND INFORMATION NEW ZEALAND	**TSL**	TEMPORARY SPEED LIMIT
LOP	LOCAL OPERATING PROCEDURES	**TTM**	TEMPORARY TRAFFIC MANAGEMENT
LV	LOW VOLUME ROAD LEVEL CLASSIFICATION	**VMS**	VARIABLE MESSAGE SIGN
LV/LR	LOW VOLUME/LOW RISK ROAD LEVEL CLASSIFICATION	**VPD**	VEHICLES PER DAY
Max.	MAXIMUM		