

Traffic Management Policy and Guidelines

Disruption to Normal Traffic or Pedestrian Flow around Campus

Last Modified	September 2020
Review Date	May 2021
Approval Authority	Executive Director – People Culture and Campus
Contact Officer	Maintenance Manager, Facilities Services – People Culture and Campus.

Introduction

The University Campus is an open campus and fully accessible to the public. Legally its associated roads and car parks are considered in the same way as any public road. As the owner of these public roads, the University has the same authority and responsibilities as the City or Regional Council. This requires the University to take all practicable steps to eliminate, isolate or minimise any risks associated with roads, including traffic management within its sites.

Definitions

Campus – includes all University property, including vehicles, field stations, regional campuses and centres and applies to all activities under the general control of the University.

Code of practice for temporary traffic management (COPTTM) – document created by NZ Transport Agency which lays out the temporary traffic management standards to be consistently applied across New Zealand.

Normal operating conditions – when the road can be used freely across the whole reserve by all persons, without restrictions and additional risk.

Road Control Authority (RCA) – an organisation that manages roads; in this case the RCA is the University.

Road Control Authority Principal (RCA Principal) – person tasked with ensuring that all traffic management occurs in a manner consistent with an approved TMP.

Road reserve – any road, car park area, adjacent footpath and/or grass verge. Does not include any pedestrian area not intended for vehicle traffic.

Site Traffic Management Supervisor (STMS) – must be qualified to approve TMPs for a minimum of Level 1 roads. The person nominated in the TMP to have specific responsibility for managing traffic at the worksite. STMS is a qualification awarded by the NZ Transport Authority with training offered by various NZQA accredited providers.

Staff – person/s engaged for paid employment with the University by way of an employment agreement, personal contract, or through official arrangements with another organisation.

Temporary traffic management – the process of managing road users through or past a worksite in a safe manner with minimal delay and inconvenience.

Traffic Controller (TC) – person nominated in the TMP to have the specific responsibility for managing a worksite, following a briefing from the STMS.

Traffic Control Device(s) (TCDs) – equipment used to implement TMP sites.

Traffic Management Plan (TMP) – a document describing the design, implementation, maintenance and removal of temporary traffic management.

Traffic Management Plan Site (TMP site) – physical site where a TMP is enacted.

Scope

This policy and accompanying guidelines applies to anyone who varies the normal operating conditions of any University-owned or controlled road reserve, either directly or adjacent to and affecting the road reserve. This includes, but is not limited to, Ilam Campus, Dovedale Campus, field stations, and leased or rented properties.

It also applies to any staff member (which includes engaged contractors) who varies the normal operating conditions of any other road reserve for the purpose of undertaking any activity on behalf of the University.

Policy Statement

The purpose of this policy is to ensure that any work and/or activity undertaken on the campus road reserves is done in a safe manner not only for those directly involved, but also for all students, staff, visitors, contractors, and the general public. The University will adhere to the following principles of the [Code of Practice for Temporary Traffic Management \(COPTTM\)](#):

- The code shall be applied to any activity which varies the normal operating conditions of any road and shall apply to the total road reserve.
- All such activities must be managed in accordance with a traffic management plan which has been approved by the Road Control Authority (RCA).

- All people and organisations undertaking activities on the road must install, or arrange to have installed, temporary traffic management before commencing any activity on the road.
- Traffic management must be consistent throughout New Zealand.
- All persons involved in temporary traffic management shall be trained to the appropriate level dictated by their roles and responsibilities.

Guidelines

General

All staff and external agencies involved in temporary traffic management at the University should familiarise themselves with the [COPTTM](#).

Management Structure

Temporary traffic management at the University will be overseen on a day-to-day basis by the Road Control Authority Principal (RCA Principal). This role will normally sit with the Group Manager, Engineering Services.

The RCA Principal is responsible for approving Traffic Management Plans (TMPs) and for ensuring that temporary traffic management occurs in a manner consistent with an approved TMP. They are therefore the primary contact point for anyone with a query regarding temporary traffic management.

The RCA Principal may delegate his or her authority to approve TMPs to members of staff that hold the qualification of Site Traffic Management Supervisor (STMS). STMS is a universal qualification that any staff member may attain via various training providers - where appropriate to their role at the University.

Only STMSs are authorised to draft TMPs. STMSs external to the University (e.g. contractors) are able to draft and submit TMPs for approval, but are not authorised to approve TMPs on behalf of the University.

Traffic Management Plan Sites (TMP sites) will be supervised by either a STMS, or a Traffic Controller (TC), in accordance with the level of supervision required in the TMP.

Approval Process

TMPs should align with the standards set out in the [COPTTM](#), and must be submitted for consideration two working days prior to their intended implementation, unless there is an emergency situation requiring immediate action.

In emergency situations a STMS must approve the action taken as soon as is practicable, and a TMP must be produced within two working days to document the action taken.

Note: TMPs cannot be produced and approved by the same person. If one STMS drafts a TMP, a separate STMS must approve it.

Once the RCA Principal or an STMS from the University has approved a TMP, it is able to be implemented.

Implementation and Removal of TMP Sites.

TMP sites should be installed and supervised either by a STMS or a TC supervised by a STMS, with minimal disruption to the road reserve.

Traffic Control Devices (TCDs) should be sourced from the Facilities Management Yard and returned promptly following the removal of the TMP site.

Once the TMP is no longer necessary, the supervising STMS bears responsibility for ensuring removal of the TMP site. This does not limit the general authority of the RCA Principal.

Related Documents and Information

UC Policy Library

- [Parking and Traffic Statute 2017 \(PDF,164KB\)](#)

External

- [Code of Practice For Temporary Traffic Management \(COPTTM\) \(New Zealand Land Transport Agency website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Document created.	Director of Learning Resources	May 2014
2.00	Scheduled review by Contact Officer, minor changes to formatting, Approval Authority title, sub-heading added and definitions added	Policy Unit	May 2017
3.00	Schedule review, position titles updated	Policy Unit	Sep 2020

This policy remains in force until it is updated.