

CTOC Temporary Traffic Management Conditions of Service

BACKGROUND

- A: Christchurch Transport Operations Centre (CTOC) is an unincorporated Joint Venture comprising of three parties, namely New Zealand Transport Agency (NZTA), Christchurch City Council (Council) and Environment Canterbury (ECan).
- B: The purpose of this document is to define the relationship (roles and responsibilities) between CTOC and Traffic Management Plan (TMP) applicants and to outline the services provided by CTOC.

1. GENERAL PRINCIPLES OF SERVICES

- 1.1 CTOC will provide applicants with TMP review, analysis and processing, to provide RCA (Traffic Management) permission to affect normal transport corridors within CTOC's area of operation. CTOC will also undertake regulatory compliance actions in accordance with relevant obligations set out in NZTA's Code of Practice for Temporary Traffic Management (CoPTTM) and under applicable legislation.

2. SCOPE OF SERVICES

2.1. When processing TMPs CTOC shall:

- Ensure so far as practicable, that all TTM measures detailed are in accordance with (CoPTTM) guidance and CTOC Local Operating Procedures (LOPs) requirements.
- Accept TMPs that are of an acceptable standard, including an appropriate balance, from a whole of city perspective.
- For any minor changes within a TMP, CTOC officers will mark changes on TMP and accept it when practicable to do so.
- Process TMPs with the time frames as set out within CTOC LOPs.
- Authorise temporary speed and parking restrictions, the use of other regulatory signs under delegated authority.
- Authorise or recommend approval or otherwise of planned road closure under delegated authorities.
- Endeavour to undertake a one pass approach when reviewing TMPs, to highlight any and all issues with the TMP that do not meet an acceptable standard. This allows for the contractor to have confidence that TMP should be acceptable upon resubmission if all issues are adequately addressed.

- Monitor the time each submission takes to process, and apply charges appropriately.
- Provide or make available to the respective applicant the breakdown of the charges applied.
- Reserve the right to waive or reduce charges on a case by case basis.
- Undertake inspections of sites per COPTTM guidance that have been established on the network. If additional inspections are required due to a non-conformance being identified then these will be charged at the specified amount.
- Invoice the Bill Payer nominated on the Worksite / Corridor Access Request (CAR) application.
- Arrange invoicing and any debt recovery activity.
- Apply charges in accordance with the 'fees and charges schedule' published by Council and set under section 150 and in accordance with section 83 of the Government Act 2002.
- Apply a consistent approach as far as reasonable practicable.

Please note that fees and charges will be applied on the processing of the application, irrespective of whether the application is 'accepted' or 'declined'.

3. Applicant responsibilities

3.1. When submitting TMPs Applicants shall:

- Submit TMPs that are in accordance with CoPTTM guidance and CTOC LOPs requirements.
- Ensure the submission of the associated Worksite application prior to TMP application submission.
- Submit TMPs that meet or exceed minimum processing timeframes as defined in CTOC LOPs.
- Provide the information required in Worksite / CAR applications to enable the invoicing of TMP fees and charges to the Bill Payer.
- Confirm that it has the agreement to incur costs on behalf of the Worksite Applicant and/or the Principal Client and/or the Bill Payer.
- Agree to be responsible for paying all charges in the event that the Bill Payer does not make payment for the charges.