

CORRIDOR MANAGEMENT

NEWSLETTER

Welcome to the first issue of the Timaru District Corridor Management Newsletter for 2025!

In this issue, we are pleased to introduce the draft Local Operating Procedure (LOP) for Corridor Access in the Timaru District. The full draft LOP is attached to this email. While this document is still in draft form, the information it contains is valuable and should be used when planning projects. We encourage you and your team to review it carefully and refer to it as a guiding document for all corridor access activities. Below, we've highlighted some key points from the document to get you started.

MEET THE TDC ROAD CORRIDOR TEAM

The Road Corridor Team is responsible for educating, reviewing, approving, and auditing works within the road corridor on our local roads. Our goal is to ensure a safe working environment for both workers and the public. We are here to answer your questions, share local knowledge, and support you as you carry out work within the Timaru District boundary.

Paul Forbes



Road Corridor Technician
027 211 0060

Rachel Hermens



Road Corridor Technician
027 431 0650

Casey Glover



Road Corridor Technician
027 225 3474

Contact should be made via the team shared mailbox:
CAR@timdc.govt.nz

For assistance outside of standard business hours, contact the TDC call centre on (02) 687 7200

Minimum processing timeframes for temporary traffic management plans are as follows:

- Minor Works - 5 working days
- Major Works - 15 working days
- Generic/global TMP - 15 working days
- Roadworks TMP requiring public notification - 15 working days
- Event TMP with road closure proposed - 90 days

TMP PROCESSING TIMEFRAMES

PUBLIC NOTIFICATION REQUIREMENTS

Traffic Management Plans will not be approved if public notification requirements are not fulfilled.

As part of the public notification process, you must be able to show us that all stakeholders have been identified, and will be notified. To prove this, you must provide a map of the distribution area that will receive a works notification letter or be door knocked. Please see page 9 of the LOP for an example of this.

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

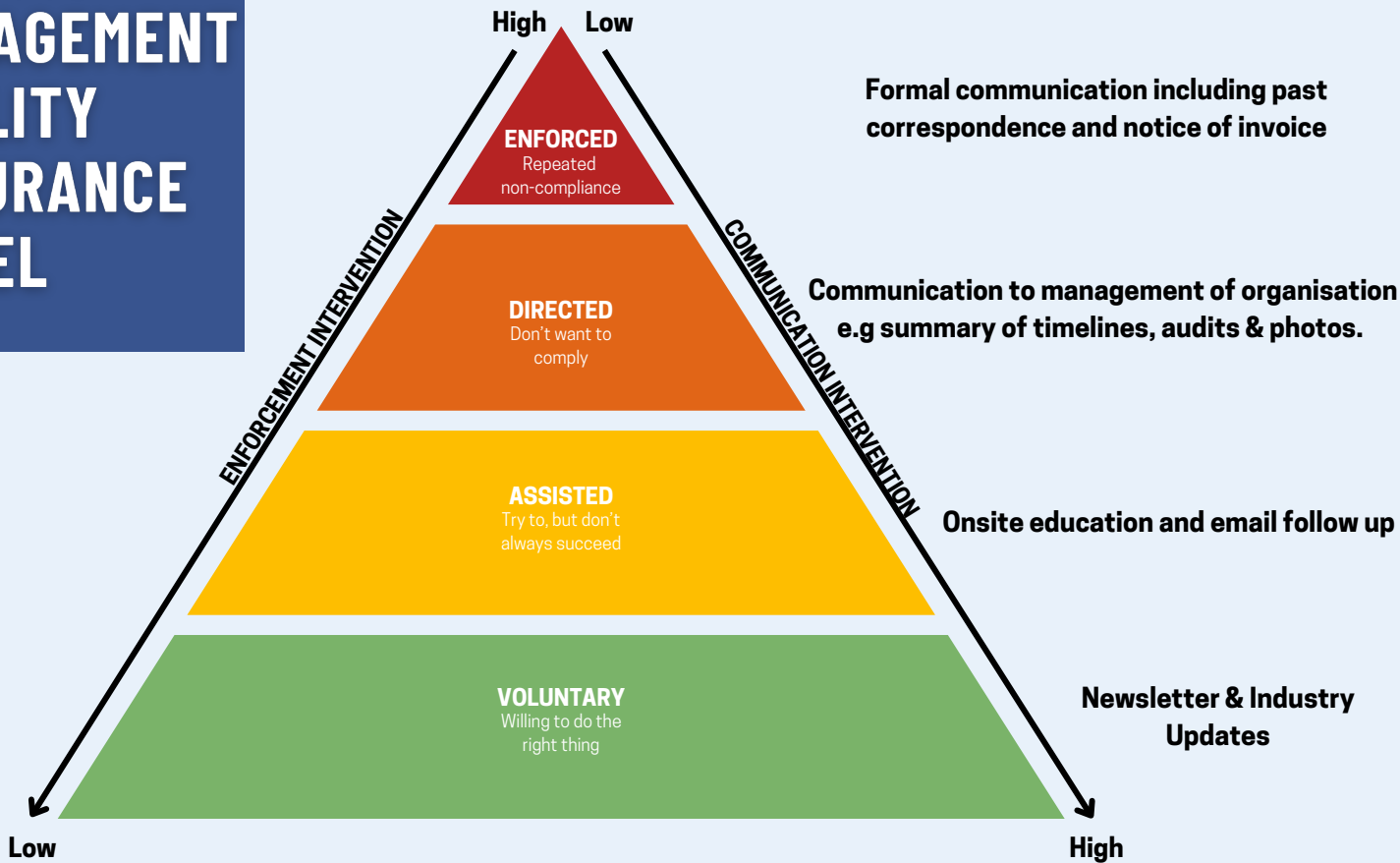
UPDATE: CHANGING TO MYWORKSITES

Starting July 1, 2025 we will be discontinuing the use of Submittica and BeforeUdig and transitioning to a new management system, MyWorksites. This system is already in use by Christchurch City Council, Auckland Transport, and various other Road Controlling Authorities (RCAs) across New Zealand. We encourage you to set up your accounts and familiarise yourselves with MyWorksites as soon as possible. To support this transition, we will be offering training sessions in the coming months. If you wish to attend a session, please contact us at CAR@timdc.govt.nz. Alternatively, online tutorials are available for self-learning on the MyWorksites website. Additionally, please note that NZTA is also adopting MyWorksites for traffic management coordination, further streamlining operations. This transition will enhance efficiency, communication and coordination between corridor users and management, ensuring smoother coordination across all stakeholders.



TEMPORARY TRAFFIC MANAGEMENT QUALITY ASSURANCE MODEL

This is our Assurance Model, which guides the escalation process for non-compliant worksites. The team will follow this model to address non-compliant site activities, ensuring corrective actions are taken, with effective communication and timely resolution prioritised. Repeated non-compliance will result in invoicing according to our fees and charges.



Escalate to: STMS/TMO

- Minor issues onsite can be dealt with immediately and are within the capability of the STMS/TMO
- Send assurance records to the manager. *(if applicable)*

Fees & Charges:

Minor issues identified as 'low risk' typically will not incur fees to the contractor as site can be made safe immediately. Record of non compliance will be made in relevant TDC systems.

LOW

Escalate to: Supervisor/Manager

- Approved TMP is not fit for purpose and requires a significant change. For example; expired WAP or traffic impacts are not as approved.
- Additional resources required.
- Send assurance records to the manager. *(if applicable)*
- Provide close-out time frame and what will happen if not remedied i.e. site shutdown.
- All corridor managers advised of issues - lead corridor managers delegated.

Fees & Charges:

Issues identified as 'medium risk' could incur fees to the contractor.

MEDIUM

Escalate to: Client & TDC H&S Team*

- Major safety or network efficiency concerns with how the site is being managed.
- Repeated issues with the site e.g. two poor audit results with a poor history of close-out.
- Additional Corridor Managers brought in to provide peer review/support
- Send a copy of the assurance records to the manager and client. (TDC Health & Safety team if applicable)
- Immediate site shut down and provide steps required to reactivate site.

Fees & Charges:

Issues identified as 'high risk' will incur fees to the contractor, as they have previously been advised that ongoing issues will result in invoicing.

HIGH

WELL DONE, ROLY!

We would like to extend our congratulations to Shaun Clark ‘Roly’ at Menzies for exceptional work in managing a complex site involving both contractors and subcontractors on Perth Street.

Your commitment to maintaining a well-organised and tidy site, achieving consistently low-scoring assurance checks, and demonstrating excellent communication with the Road Corridor Management team, the public, and local businesses has not gone unnoticed. Your proactive approach to identifying and accounting for all risks has contributed to the smooth and efficient operation of the site. Thank you for your hard work and dedication—keep up the great work!



CORRIDOR ACCESS REQUEST STATISTICS

JANUARY: 126
FEBRUARY: 139
MARCH: 111

376

RECEIVED YEAR TO DATE

As we close out this issue, we appreciate your time in reviewing our draft LOP. Clear guidelines and consistent practices help keep our road network running smoothly, ensuring safety and efficiency for everyone involved.

If you have any questions or feedback, we encourage you to reach out—we value your input and look forward to continue working with you in the future as we further refine our processes.

Thank you for reading, and as always, stay safe on the road!

Ngā mihi,

Paul, Rachel & Casey
The Road Corridor Team