



TIMARU DISTRICT CORRIDOR ACCESS LOCAL OPERATING PROCEDURES

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Document Approval	General Manager Land Transport, Suzy Ratahi
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CONTENTS

INTRODUCTION.....	4
TIMARU DISTRICT COUNCIL BOUNDARIES.....	5
CBD BOUNDARIES.....	6
CONTACTING THE CORRIDOR MANAGEMENT TEAM.....	7
RISK BASED TMPS: OUR APPROACH.....	8
SUBMITTING TRAFFIC MANAGEMENT PLANS.....	9
PUBLIC NOTIFICATION REQUIREMENTS.....	10
PUBLIC NOTIFICATION RESOURCES.....	11
TEMPORARY ROAD CLOSURES.....	12
WORKSITES IMPACTING SIGNALISED INTERSECTIONS.....	13
SIDE ROAD SIGNAGE REQUIREMENTS.....	14
TRAFFIC IMPACT ASSESSMENTS.....	16
SITE ACCESS.....	16
MITIGATION MEASURES FOR SIGNIFICANT WORKS.....	17
PEAK TRAFFIC HOURS.....	18
VULNERABLE ROAD USERS.....	19
BUS SERVICE IMPACTS.....	20
LOW VOLUME/LOW RISK ROAD METHODOLOGIES.....	21
WORK THAT CREATES NOISE.....	22
SINGLE PERSON INSPECTIONS.....	22
ENGINEERING DESIGN OF TEMPORARY TRANSPORT FACILITIES.....	23
HELPFUL SOURCES OF INFORMATION.....	24
GLOSSARY.....	25

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:

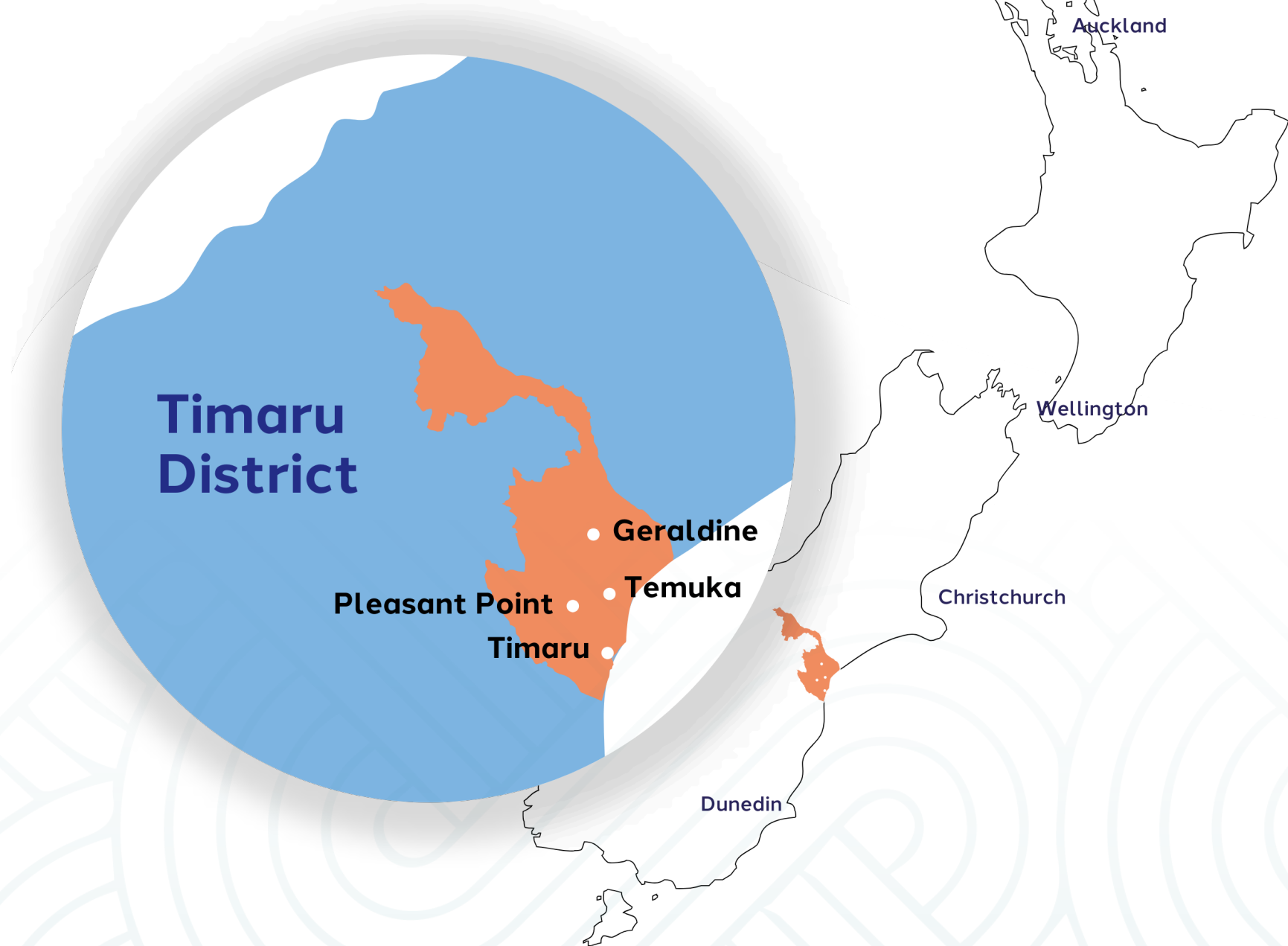
Email: chctmpsc@ghd.com

Website: www.NZTA.govt.nz



TIMARU DISTRICT COUNCIL BOUNDARIES

To view the Timaru District boundaries, please refer to: www.timaru.govt.nz/maps



CBD BOUNDARIES

Undertaking work within the Timaru District Central Business District (CBD) comes with specific reinstatement requirements, as well as restrictions on the hours during which work can take place. To view these requirements, [click here](#).

Timaru:

- All streets inside North Street, State Highway One and the KiwiRail Main trunk line. (as pictured)

Pleasant Point Township:

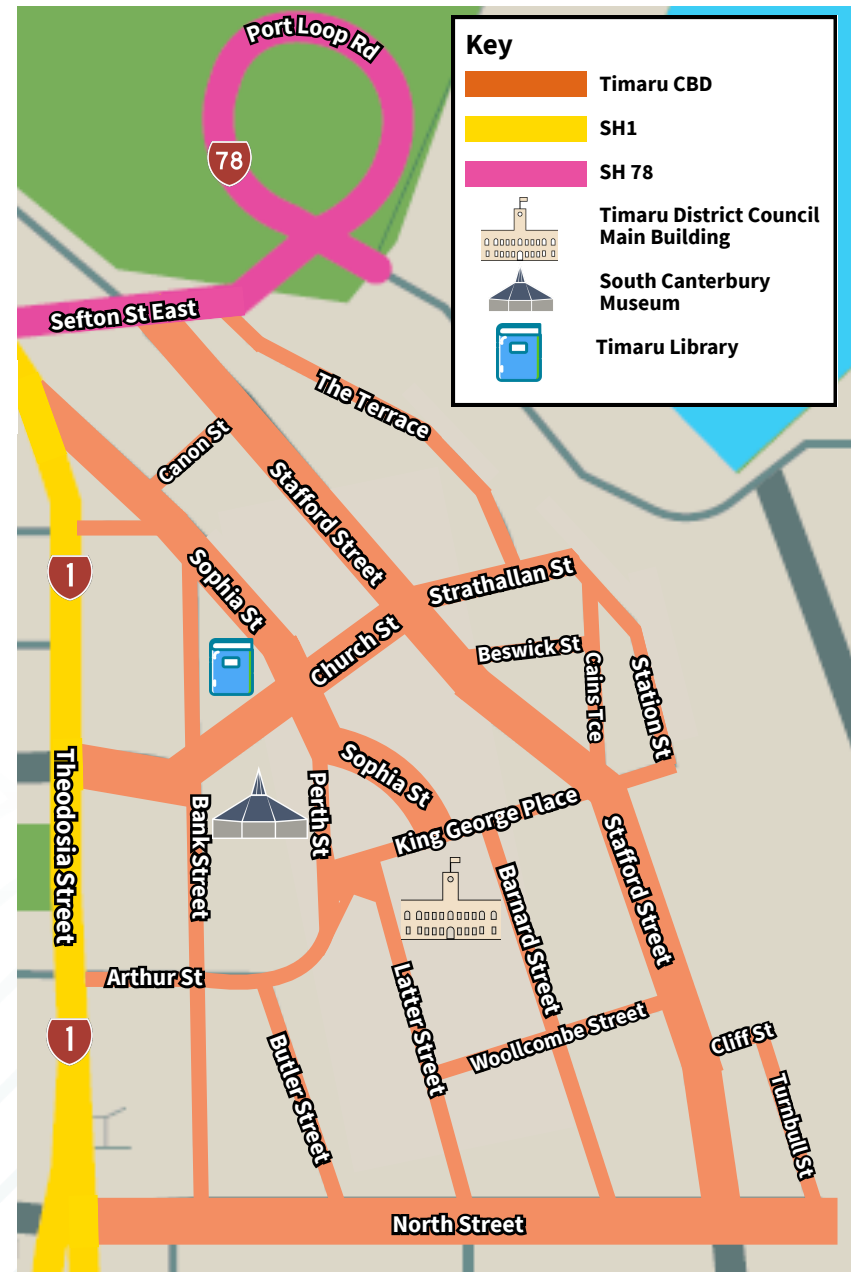
- State Highway 8 from Khan Street to Te Ngawai Road
- Halstead Road from State Highway 8 to Harris Street

Temuka Township:

- King Street from Fraser Street to State Highway 1
- Domain Avenue from Hally Terrace to State Highway 1
- Commerce Street from Hally Terrace to King Street
- Wood Street from Hally Terrace to King Street

Geraldine Township:

- Cox Street (SH79) from Hislop Street to Talbot Street
- Talbot Street from Cox Street to Peel Street
- Peel Street from Talbot Street to Hislop Street
- Wilson Street from Hislop to the river



CONTACTING THE ROAD CORRIDOR TEAM

Rachel Hermens



Road Corridor Technician
027 431 0650

Casey Glover



Road Corridor Technician
027 225 3474

**Timaru District Council Road
Corridor Team Mailbox:
CAR@timdc.govt.nz
For assistance outside of
standard business hours,
contact the TDC call centre on
(03) 687 7200**

REQUESTING URGENT TMP REVIEW

When a contractor is requesting an urgent review of a submitted Traffic Management Plan (TMP), 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.

RISK BASED TMPS: OUR APPROACH

Below is our proposed approach to transitioning to Risk-Based TMPs and Health and Safety at Work Act Responsibilities (as of September 2025)

Any applicant submitting a risk-based TMP is responsible under the Health and Safety at Work Act 2015 (HSWA) for ensuring that associated risk assessments are suitable for their intended purpose. The level of assessment must reflect the nature of the work:

- High-risk activities require a comprehensive understanding of the risks involved, with appropriate mitigation strategies in place.
- Low-risk activities may be evaluated using a proportionate approach but must still include identification and management of potential hazards.

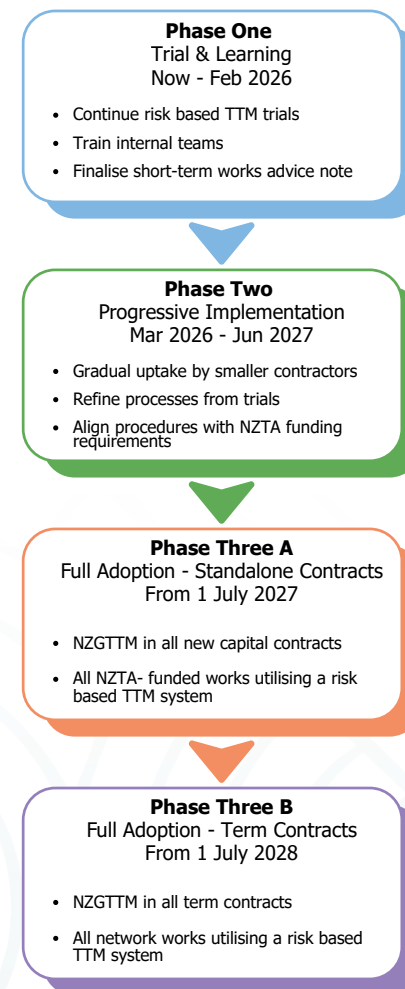
Risk assessment should be scaled according to the level of risk; it is not a one size fits all process. This understanding is central to maintaining safe work environments and meeting legal obligations.

Additionally, Section 44 of HSWA specifies that PCBUs must ensure officers managing risk are both competent and suitably trained. Officers are expected to:

- Stay informed about health and safety issues
- Understand the specific risks linked to the work being undertaken
- Ensure systems and resources are in place to manage those risks effectively
- Verify that individuals overseeing risk management possess the required skills and knowledge to do so safely

This duty of care is not optional; it is a legal requirement. Failure in this can result in serious consequences for both the PCBU and the wider community.

TDC TRANSITION ROADMAP TO NZGTTM IMPLEMENTATION



SUBMITTING TRAFFIC MANAGEMENT PLANS

All Corridor Access is managed via MyWorksites. To learn more about using myWorksites, click [here](#).

TIMARU DISTRICT TMP MINIMUM PROCESSING TIMEFRAMES, FROM WHEN TDC RECEIVES A SUBMITTED TMP.

Work Type	Timeframe
Minor works	5 working days
Major works	15 working days
Generic/global TMP	15 working days
Roadworks requiring public notification	15 working days (prior to public notification requirements needing to be undertaken)
Event TMP where a road closure is required	90 Days see Road Closures for Events

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.

Deployments may be used for any non-excavation activities on Low Volume and Access Roads, provided they do not involve:

- Roads that remove a turning movement (e.g., no left or right turn)
- Holding traffic for more than 5 minutes
- Impacting a bus stop (requires a separate worksite and TMP/layout)
- Collector or Arterial roads (requires a separate worksite and TMP/layout)

PUBLIC NOTIFICATION REQUIREMENTS

When temporary traffic management is required, affected businesses and residents must be notified if the works impact any of the facilities or situations listed in the table below.

Impact	Notification Timeframe	Notification Type (if required)
Removal of time restricted parking outside a business with blue 'P' signage	Notification is required at least 72 hours in advance of planned work	Letter drop undertaken or door knocked
Removal or relocation of a bus stop	Notification is required at least 5 working days in advance of planned work	Email to the impacted service provider; proof of email correspondence must be included in your TMP application.
Removal of mobility parking	Notification is not required	No notification is required. However, alternative parking with similar level of service must be provided in close proximity.
Parking Restrictions - residential areas	Notification is required at least 24 hours in advance of planned work	Letter drop undertaken or door knocked
Parking Restrictions - business areas	Notification is required at least 72 hours in advance of planned work	Letter drop undertaken or door knocked
Road Closure	Notification is required at least 7 days in advance of planned work	Letter drop undertaken to residents, businesses within a road closure must be door knocked, pre warning signage deployed (if applicable)

ADDITIONAL CONSIDERATIONS

- For large projects with multiple phases or extended durations, stakeholders must receive updated notifications relevant to each upcoming phase. A single notification at the start of a multi-month project with varying impacts will not be sufficient.
- Responsibility for completing notifications must be agreed between the contractor and the TTM provider. However, the STMS is responsible for confirming that all required notifications have been undertaken before deploying an accepted TMP.
- Pre-warning signage and notification letters must be included in TMPs for approval.

PUBLIC NOTIFICATION RESOURCES

As part of the road closure application process, you are required to supply proof that stakeholders have been notified, along with a map showing the distribution area. Below is an example of what we require. All Timaru District Council forms, templates and resources are available on the [TDC website](#).

PUBLIC NOTIFICATION DISTRIBUTION MAP (EXAMPLE)



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

PUBLIC NOTIFICATION LETTERS SHOULD INCLUDE

- **What’s happening & why?**
- **Where** the work will take place
- **When** will the work be undertaken and its expected duration
- **Expected Disruption** outline what disruptions can be expected - noise, dust, restrictions, service disruption etc.
- **Contact Information** who can stakeholders contact if they have questions/ concerns
- **Additional Information** this includes: expected TTM, bus stop relocation (if applicable), will rubbish be collected as normal?, Health and safety reminders.

PRE WARNING SIGNAGE REQUIREMENTS

Dimensions: 1200 mm x 1200 mm

Background: Orange retroreflective material

Text Requirements: Lettering must be 100 mm in height

<p>TEMPORARY ROAD CLOSURE</p> <p>7AM 01 JUL TO 6PM 02 AUG</p> <p>INFO 03 123 4567</p>	<p>TEMPORARY ROAD CLOSURE</p> <p>8PM TO 6AM 10 - 20 AUG</p> <p>INFO 03 123 4567</p>	<p>TEMPORARY ONE WAY SYSTEM</p> <p>7AM 01 JULY TO 6PM 02 AUG</p> <p>INFO 03 123 4567</p>
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TEMPORARY ROAD CLOSURES

A temporary road closure can be a significantly 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?

APPLYING FOR A TEMPORARY ROAD CLOSURE:

When a road closure is proposed for road works or an event, see Planning to Work in the Road Corridor on the TDC website for guidance and helpful information. On this webpage includes a downloadable road closure application form, this form must be filled out and submitted with any TMP that is proposing a closure.

ADDITIONAL CONSIDERATIONS:

- Planning for detours and pre-warning signage must be completed as part of the TMPs for arterial/collector roads.
- Road closures that are close to a high traffic area 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.
- If a road closure extension is required, a new revision must be created in myWorksites.

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 INFORMATION AND NOTIFICATION TIMEFRAMES

+64 4 832 4011

(In addition to planning timeframes, refer to TDC TMP Processing Timeframes [Page x](#))

0800 869 286

wellingstonsig@nzta.govt.nz

- 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 REQUIREMENTS

SCENARIO: SIDE ROAD CLOSED - PSL UNDER 65KM/H.

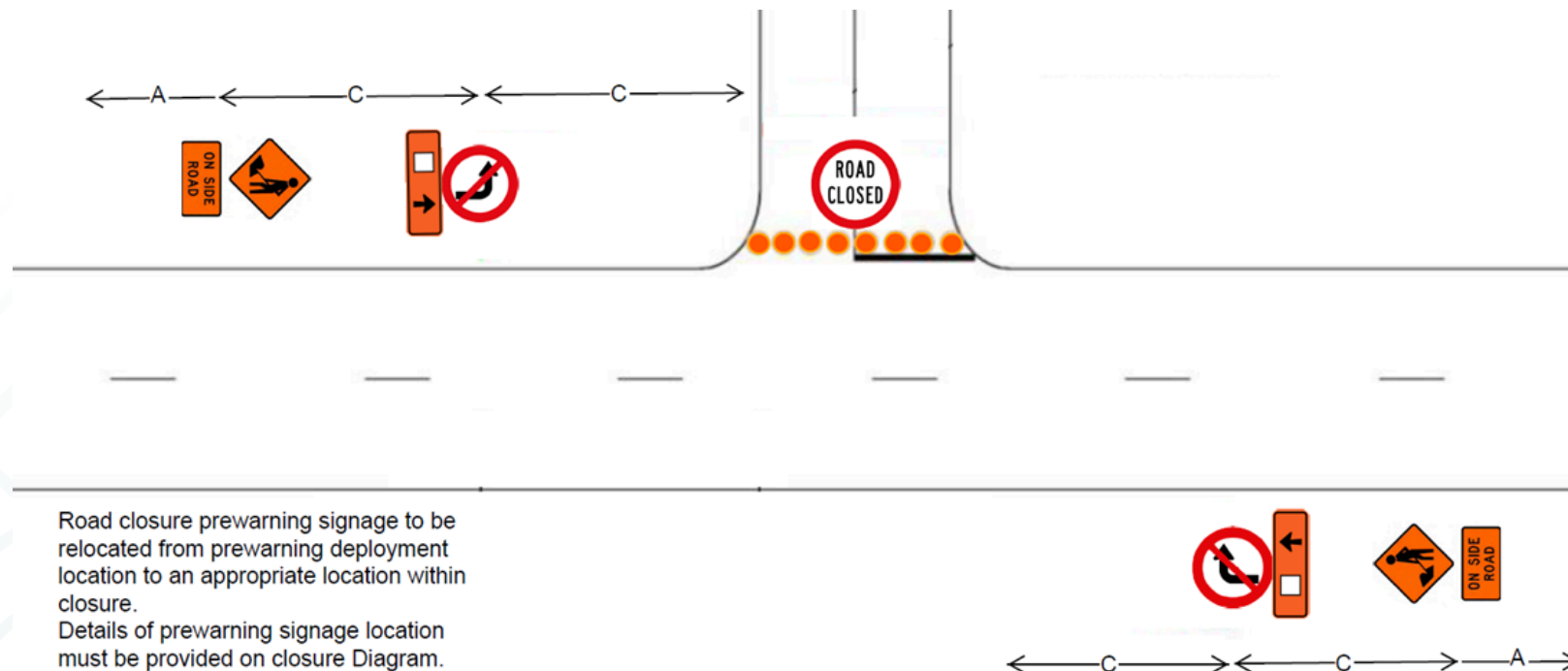
- T1 ROADWORKS signs deployed on the main road.
- TD1 Variant SIDE ROAD CLOSED AHEAD signs should be omitted from the main road.
- TD3A DETOUR AHEAD FOLLOW “SYMBOL” signs should be omitted from the main road.
- RD1R/L NO RIGHT/LEFT TURN, with supplementary TDA6 FOLLOW “SYMBOL” (if appropriate) must be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



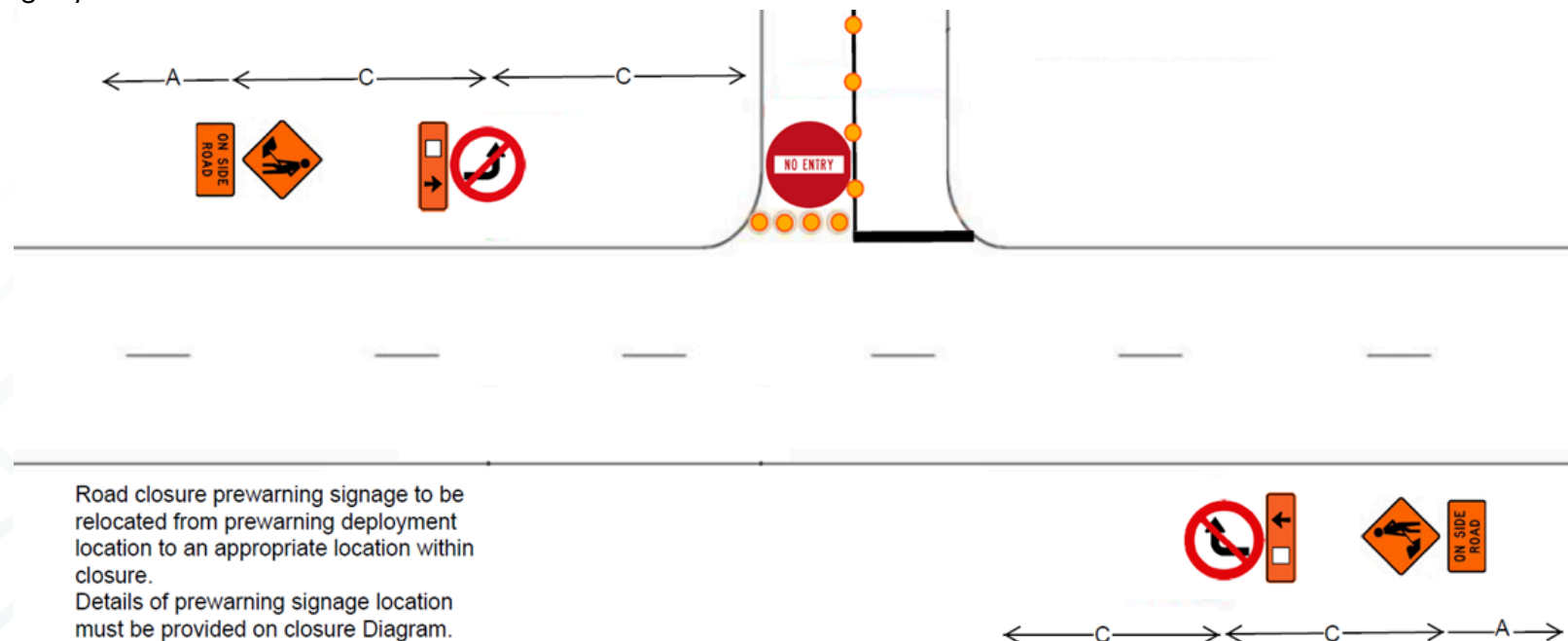
SIDE ROAD SIGNAGE REQUIREMENTS - CONTINUED

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 than 65km/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 ACCESS

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 implemented alongside the TMP.

- Specific details of communications and notification strategies must be included in the TMP to allow Road Corridor Management to review the proposed communications. For major worksites that may significantly impact a large area or restrict movement across the network, a travel demand management plan may be required, and approval from NZTA/State Highways must be obtained before deploying signage or detours onto their network.
- Mitigation measures may include the use of mobile VMS boards, hand-delivered or mailed letters, and/or public advertising.

Where VMS boards are used, messaging must follow the [Best Practice for VMS Guidelines](#) (sourced by the Christchurch Transport Operations Centre) to ensure consistent planning and management on the TDC network.



PEAK TRAFFIC HOURS

Peak hours within the Timaru District for works 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

Vulnerable 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 no other reasonable option exists to maintain pedestrian movement past a work area, and alternatives—such as directing pedestrians to the opposite side of the carriageway—are not feasible, pedestrian refuges must be considered to ensure pedestrians only need to cross one lane at a time. The design and layout of any refuges must be clearly detailed 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 clearly demonstrate how the crossing point will be closed and the measures in place to maintain safety for all 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 information on District school bus routes [here](#)
- View Timaru bus services [here](#)
- 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

WHO DO I CONTACT FOR LOCAL BUS SERVICES?

MyWay & Ritchies Buses

03 688 5544

timaru.depot@ritchies.co.nz

myway@mywaybymetro.co.nz

Intercity Buses

03 688 4452

services@entradatravelgroup.com

Atkinson Dossett Bus Service

buses@atkinsondossett.co.nz



WHAT ARE COMMON SITUATIONS WHERE A BUS ROUTE MAY BE IMPACTED?

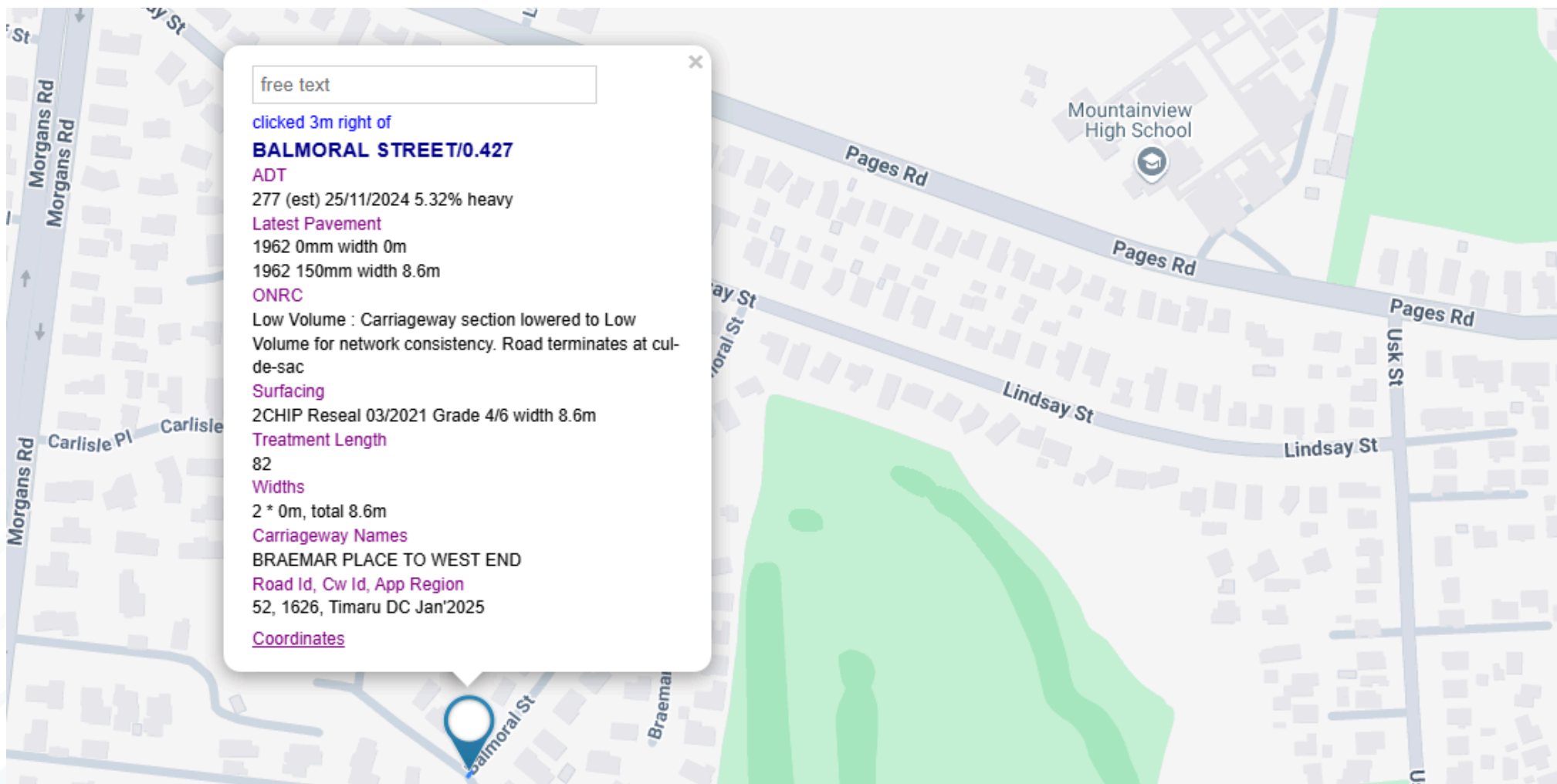
- A full road closure
- One way system on bus route
- Impacting bus lane during operating hours

WHAT ARE COMMON SITUATIONS WHERE A BUS ROUTE MAY BE IMPACTED?

- Separate detour for buses
- Facilitation through the work site

LOW VOLUME/LOW RISK ROAD METHODOLOGIES

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 CREATES 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 part 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

Topic	Resource
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, TDC construction standard specifications (CSS) and TDC Infrastructure Design Standard
Timaru District Bus Routes	View information on District school bus routes here View Timaru bus services here View Intercity bus services here .
Other information	Other relevant specifications can be found listed in the specific works contract document.

GLOSSARY

AADT	Average Annual Daily Traffic Volume
TDC	Timaru District Council
CoPTTM	Code of Practice Temporary Traffic Management
WTOC	Wellington Transport Operations Centre
FY	Flashing Yellow Traffic Signals
L1	Level 1 Road Level Classification
LAS	Light Arrow System
LINZ	Land Information New Zealand
LOP	Local Operating Procedures
LV	Low Volume Road Level Classification
LV/LR	Low Volume/Low Risk Road Level Classification
HSWA	Health and Safety at Work Act
Max.	Maximum

VPH	Vehicles Per Hour
NZTA	New Zealand Transport Agency
PSL	Permanent Speed Limit
TSL	Temporary Speed Limit
RCA	Road Controlling Authority
STMS	Site Traffic Management Supervisor
TIA	Traffic Impact Assessment
TMC	Traffic Management Coordinator
TTM	Temporary Traffic Management
VMS	Variable Message Sign
VPD	Vehicles Per Day
TCD	Traffic Control Devices
PCBU	Person Conducting a Business or Undertaking