

Section A - Code of Practice for Working on the Road

Standards NZ Handbook 2002:2003

Operating Procedures for Waitomo District Council

These operating procedures have been produced to enable the code to be adapted to meet the particular requirements of the District. Comments are indicated by italic typeface.

Foreword

The Standards New Zealand handbook – “Code of Practice for Working in the Road” has been developed to ensure that public utility services are installed and reinstated in the roading corridor in a safe and acceptable manner.

Waitomo District Council has adopted the “Code of Practice for Working in the Road” with the guidelines and additions set out in these Operating Procedures.

1.0 General Requirements

1.1 Introduction

The District Council as the road controlling authority is required to ensure that any works carried out within the road corridor are carefully planned and managed to ensure efficient use of the road corridor. Council is also required to ensure that any works within the road corridor cause a minimum of public inconvenience, are carried out in a safe manner and are properly reinstated to avoid unnecessary deterioration of the road asset (as defined in the code definitions).

1.2 Scope

The code deals with the roles and responsibilities of the road controlling authorities, utility providers and their various contractors.

1.3 Definitions

Additional to the definitions provided in the code:

- “Minor works” shall include works on installation or relocation of a single utility connection or pole.
- “Major works” shall include works on installation or relocation of a more than one utility connection or pole in the same street.
- “Project Works” shall include installation of cabinets and other utility control devices.

1.4 Workplace Health and Safety

The health and safety of all people affected by the work in the road is of the utmost importance. That shall include those persons carrying out the works road users and adjoining property occupiers.

2.0 Roles and Responsibilities

2.1 Road Controlling Authority (RCA)

The RCA has a responsibility to ensure that the condition and life of the asset is not unnecessarily reduced.

2.2 Principal Providers (Utility Operators)

Principal Providers include the utility operator responsible for ownership and maintenance of the services occupying space, above or below ground, in the roading corridor.

2.3 Quality Assurance

Council requires a minimum of TQS2 quality plan for all Minor Works within road reserve and TQS1 quality plan for all Major and Project works.

3.0 Works Liaison and Notification

3.1 State Highways

Within urban areas Transit NZ and the appropriate District Council share the responsibility for state highway road corridors. Transit is responsible for rural state highways but Council often has utility services in rural areas.

The principal provider shall apply for a road opening notice from both District Council and Transit New Zealand for Works on State Highways.

Temporary Traffic Management Plans (TMP's) on State Highways are required to comply with the relevant section of Transit New Zealand's Code of Practice for Temporary Traffic Management COPTM manual and shall be authorised and approved by their agent (presently Transfield Services for this area) before work commences.

3.2 Preliminary Notification

Preliminary notification is required for all Project Works.

Preliminary notification will assist with planning and co-ordination of projects and should be applied for as early in the project planning as possible. If projects are to be co-ordinated with road surfacing the principal provider should note that the road surfacing season is limited.

3.3 Road Opening Notice (RON)

A road opening notice is required for all Minor, Major and Project Works at least 15 days before the proposed work start date. *Legislation provides for the RCA to set reasonable conditions usually within 20 days of receiving the notice. However, Council will undertake to issue the RON with any appropriate conditions within 15 days of receiving a fully completed application.*

TMP's shall comply with the particular RCA's requirements for temporary traffic management. Usually this shall be the relevant level of the Transit NZ COPTTM.

The Principal Provider shall be responsible for contacting all other affected utility providers and where necessary obtaining their consent to work within their utility corridor.

Should the location or details of the works change from that shown on the approved RON, a new approval is required before work commences again.

3.4 Works shall not commence until approval is received from the RCA.

Full reinstatement of the carriageway and surfacing shall be completed within 7 working days of completion of the works, to the satisfaction of the RCA. Temporary traffic control shall be maintained to the approved standard until surfacing has been completed.

3.5 Emergency Works

For emergency works the Principal Provider shall notify the RCA and shall apply for a Road Opening Notice at the first available opportunity during normal office hours. Usually this can be achieved as the works are being undertaken.

Temporary traffic management shall be undertaken to the standard normally required by the RCA.

3.6 Works Completion Advice

This is to be submitted to Council within seven days of the completion of the works, at which time the maintenance period will begin. A "Works Completion Advice" form is attached for your completion.

3.7 Maintenance Notice

The maintenance notice shall be in the format of appendix F of the code.

3.8 Information Signs

The use of information signs shall not be mandatory, but may be required for specific Project or Major Works. Where the Principal Provider elects to display an information sign for a project the sign size, wording and layout shall be approved by the RCA before it is erected.

Signs shall be erected according to the Transit MOTSAM manual.

3.9 Traffic Management

Please refer to 3.3 above.

TTMP's on State Highways are required to comply with the relevant section of Transit NZ COPTTM and shall be authorised and approved by their agent (presently Transfield Services for this area) before work commences.

4.0 Deposits and Bonds

The RCA will require a deposit or bond from the Principal Provider to guard against the situation where works are not completed in a timely manner or appropriate standard.

The amount of the bond has been determined by the RCA based on the expected reinstatement costs and includes an allowance for estimated administration costs.

5.0 Reinstatement

5.1 Pavement Reinstatement

The reinstated pavement shall be fully compacted to a density at least equal to the adjoining pavement. The RCA may require that the compaction be measured using a Clegg hammer or similar non-destructive compaction testing apparatus.

5.2 Surface Reinstatement

The reinstated surface shall have a finished surface texture similar to the surrounding surfacing. Pavement and surfacing reinstatement shall be carried out by suitably trained and qualified personnel to the satisfaction of the RCA engineer. In special circumstances (eg cobblestone surfacing) the RCA may request that a particular surfacing specialist be used. A water proof sealing coat is required before reinstatement of asphaltic concrete surfacing.

5.3 Fees

Application fees shall not be required for emergency works.

For Application fee and bond, see Council's Fees and Charges.

Section B - Road Opening Notice (RON) Application Form

Date: I (Name):

As agent for (the principal provider):

Hereby notify Waitomo District Council as RCA Principal Providers, of our intention to undertake the following;

Type of work: Project Major (complete as per below) Minor Emergency

Note: A RON is required in all cases, but a fee is not required for Emergency Works.

Utility Provider:

Major work situations that occur on this job are (tick as applicable):

- Work affecting more than 20 metres of road
- Works on installation, relocation or replacement of more than one utility pole
- A traffic lane needs to be closed
- A road needs to be closed for more than 2 minutes
- Work is proposed on a State Highway Road
- Metered parking or other restricted parking areas may be affected
- Work may affect a road structure such as a bridge, tunnel, or retaining wall
- Work needs to be done outside normal hours of work
- A variation from either the requirements of SNZ HB 2002:2003 Code of Practice or any other known requirements of the RCA is sought
- A financial contribution is sought such as towards the reinstatement of the road surface

Details of proposed work: (please indicate all aspects)

Description of work:

Address:

Location in Road:

Est start date: Duration: Est completion date:

Contractor details:

Role in work to be undertaken: Principal Consultant Contractor Other

Company Name: Contact Person:

Postal Address:

Telephone: (W) (A/H): (Mob):

(Fax): Email:

If you seek to impose any conditions on the proposed work, please notify myself at:

Section C - RCA Conditions of Road Opening Approval

Checklist for Agent/Principle Provider

- Site specific TMP
- Copies of letters delivered to public to inform them of the work (if applicable)
- Processing Fee and Bond Paid
- Plan indicating intended depth and route of proposed utility; location of any proposed cabinet, chamber or any above ground structure; location of adjoining utilities, kerbs, footpaths and trees, including and street furniture.

Acceptance by Agent/Principal Provider

We hereby agree for/or on behalf of the principal provider to comply in full with the requirements of the SNZ HB 2002 *Code of Practice for Working in the Road*, and any other reasonable conditions required by the RCA and to keep this notice on site while work is in progress. This consent is valid for 3 months from date of issue.

NOTE - All work must comply with Health and Safety Act 1991 or any amendments thereto.

Signature: Date:

For RCA Approval Only

RON #: Processing time:

Approved Contractor: Route Plans Submitted: TMP Submitted:

Additional Special Conditions as attached: Stockpiling arrangements:

Fee \$ Date paid/ Invoiced: Receipt: GL Code: 740 08 260

Bond Fee \$ Date paid: Receipt: GL Code: 97 08 279

Invoice Actioned by Customer Services:

Signed on behalf of RCA Designation

Section D - Road Opening Notice Works Completion Advice

To: Waitomo District Council (The Road Controlling Authority)
PO Box 404
Queen Street
TE KUITI 3941

From: (Agent or Principal Provider or their consultant).

This is to advise that work on RON number on (location),
is now complete and I confirm that the completed works fully comply with the conditions of the Road
Opening Notice and that all work has been fully restored.

Signed: Name:

Designation: Date: Contact daytime phone:

Please find attached:

A copy of any tests required as per the conditions set on RON (if applicable):

A copy of Asbuilt plan(s) or Asbuilt GPS Co-ordinates:

Refund of Bond (XY YH one): Yes / No GL Code: 97 08 280

Please supply Bank Account Details:

Section E - Office Use Only

Certified by WDC Roading Engineer:

I hereby certify that the works carried out on RON #
are complete and that the works meet required standards:

Name:

Signature:

Designation:

Date: