

Bulletin 50 - 25 November 2016

Mandatory FWV Data Entry: Level 2 Roads from 28 December 2016

As signalled at the TTM Forum of 28 October, CTOC are requiring Project and Traffic Impact data for planned works/events affecting traffic capacity* on Level 2 (L2) roads, to be entered into the LINZ Forward Works Viewer (FWV) **from 28 December 2016 as a prerequisite to gaining TMP approval****.

Responsibility:

We recommend that each programme or project management and delivery team discuss who from within their structure will take responsibility to enter and maintain data. If it is not intended to engage a TTM Provider early (months prior to start of works), then we recommend responsibility should be assumed by a member of the programme or project management.

FWV Contact Details and Support:

<https://www.forwardworks.co.nz/>

Email for system support and queries: support@forwardworks.co.nz

Training:

A User Guide is available on the FWV website and support can be requested through the email contact. Training may be offered by staff familiar with the system upon request.

L2 Roads:

The list of L2 roads can be found on the TMPforchch website:

<http://tmpforchch.co.nz/downloads/information-sheets/> *Road Level Classifications*. We are aware that this is dated and it will be updated in due course.

Escalation Process:

Should data entry into FWV not occur with sufficient lead time and accuracy, and urgent decisions become needed regarding planned works/events, the escalation process is as attached. This is intended to be used for exceptional circumstances only.

Background:

FWV data entry has been encouraged since 2014, and \$15.3 million in economic savings to NZ have accrued to date from project clash avoidance and collaboration opportunities. However not all programme owners have engaged with the system, and its full potential has never been realised. Additionally there has been a recent increase in the number of programmes and projects arising without adequate forward notice, and increasing concern at senior Road Controlling Agency levels about the low visibility of and lack of planned programme coordination across organisations and departments. Significant work programmes will continue across the Christchurch region for at least the next two years, and the probability of clashes and adverse customer impacts would remain high should engagement continue to be optional with limited uptake with the system.

The CTOC Board has therefore supported making FWV data entry mandatory for planned works/events affecting traffic capacity on L2 roads, so that all parties can have shared visibility of forward programmes, opportunity to coordinate, and so that an acceptable level of performance on the transport network can be maintained.

Effective Date:

From 28 December 2016, work/events affecting traffic capacity on L2 roads must have their project and traffic impact data loaded into FWV to enable the Transport Impact Minimisation (TIM) Group to review combined affects and consider issuing 'Preapprovals' ahead of TMP submission. **These will form a prerequisite to gaining TMP approval, for all submissions not already covered by Generic TMPs.**

The TIM Group meets fortnightly on Tuesdays, and our 10 January 2017 meeting will be the next meeting reviewing scheduled impacts within the CTOC area. TMPs received after 28 December will be subject to this requirement.

Failure to enter and maintain robust project data in FWV may result in TMPs being delayed by weeks or longer. For everyone's benefit, we request that data be entered as early as practicable - ideally **3 months or more prior to start date onsite, with 3 weeks being an absolute minimum** (this fails to enable 'best for city' outcomes, but may just be workable with this process). Data must be progressively updated if plans change. Data entered should be a 'best-foot-forward' basis - i.e. the most likely/practical impact based on current knowledge. The TIM Group reviews changes every two weeks and updates their position accordingly, so some data months ahead of time (even if it changes), is better than none or 'last minute' data.

The predicted traffic impacts must be entered using the traffic impact tool. Note that describing impacts in words, implying them through the project area geometry, or selecting 'General Impacts', are all insufficient. Traffic Impact data must be entered specifically, and correctly entered traffic impacts will be shown as colour-coded lines on the map.

* Works 'affecting traffic capacity' are defined as one-way or full road closures, (vehicle) lane drops, intersection capacity reduction or temporary reconfigurations, and stop-go setups. Impacts during daytime periods are of key interest and **must** be entered. Impacts at night are encouraged to be entered but are not mandatory at this time.

** Generic TMP / Maintenance Contractor RSB Self-Approvals are exempt from this, as their conditions of use manage risk of impacts.

Queries

For any queries regarding loading data into FWV, the recommended initial point of contact is: support@forwardworks.co.nz. The CTOC TTM team and others will be able to help understand how to enter Traffic Impact data correctly if needed.

On behalf of the CTOC Temporary Traffic Management team

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Christchurch

Transport Operations Centre

A partnership of Christchurch City Council, New Zealand Transport Agency and Environment Canterbury
Keeping Christchurch Moving

Memorandum

To: Traffic Management Industry, Planned Events Organisers, Project Managers

Subject: FWV Escalation Process for Urgent TMP Approval Requests

From: CTOC Temporary Traffic Management Team

Date: 25 November 2016

PURPOSE

Mandatory FWV Data Entry for TMP Approval

- 1 As described in Bulletin 50, entering project and traffic impacts into the Forward Works Viewer (FWV) for planned events/works with capacity reductions on Level 2 roads is mandatory to gain TMP approval from 28 December 2016. Delay in TMP finalisation and approval is likely to occur if data is not entered into FWV in the weeks or months prior to submitting TMPs.
- 2 This memo describes the escalation process for urgent TMP approval requests where data has not been entered into FWV with sufficient lead time or accuracy for review using standard process.
- 3 'Emergency' and 'Urgent' critical civic-interest works (eg to restore lifeline infrastructure, maintain public health services etc) are not intended to be covered by this process. These situations are covered either through provisions within maintenance contract Generic TMPs, or via an expedited approval process through discussion with a TMC. For planned events/works that don't fit this category but request urgent decisions for other reasons, this process applies.

ESCALATION PROCESS

- 4 This process is anticipated to be used in rare and unusual circumstances only, eg genuinely unforeseeable situations, late realisation of clashes/opportunities, urgent and high-civic importance client requests etc.
- 5 It is not intended for this process to be used as a result of poor project planning or delivery, or failure to make an effort to engage with FWV. CTOC intends to be helpful around exceptional situations, but we will not tolerate repeated use of this process, and expect all parties planning events/works to comply with this data entry requirement.
- 6 If a request for an urgent decision arises for reasons such as in 4 above:
 - 6.1 Email Duty Traffic Management Coordinator (TMC) at TMC@tfc.govt.nz and describe;
 - What is the **activity and TMP reference detail** if known
 - **Why data was not entered** into FWV to enable standard process

- **Why is the activity considered urgent**
- What are the proposed **start and end dates**
- What is the proposed **impact on the transport system**
- What **options and alternatives were considered**, and why is the proposal considered to be adequately balanced
- What **mitigation** is proposed to reduce the effect on customers (if necessary)

6.2 Phone Duty TMC on 03 941 8842 and confirm that they are aware of the email and that it has been tasked for action.

6.3 TMC will review the supplied information alongside already scheduled/approved work on the network. The TMC may draw upon assistance from TIM Group representatives and/or other CTOC staff.

6.4 For any daytime impacts, as a minimum the TMC will consult with the TIM Group Chair or Secretary. These parties will decide whether representatives of other organisations on the TIM Group also need to be consulted.

6.5 (Decision course 1): TMC(s) may approve or decline the TMP on the balance of:

- The impact and risk to the transport network and customers; low impact/risk proposals may not require wider consultation.
- If standard TTM outcomes and requirements can be achieved, including reasonable warning to affected stakeholders.
- Reasons supplied for urgency and lack of FWV data entry.
- If proposal appears to be sufficiently balanced.
- If mitigation strategies are appropriate and in general compliance with standard practice.

6.6 (Decision course 2): CTOC may approve or decline the TMP following discussion with TIM Group members on the balance of the above points, in addition to consideration of recommendations from TIM Group members about the proposal.

7 An absolute minimum timeframe of 1 working day must be allowed to work through this process. Two days is preferred to better enable necessary review, feedback, discussion, and decision-making.