

Code of Practice for Working in the Road

Adopted – Council 2 March 2007

Purpose of Code

To ensure that all work in a designated Road within the jurisdiction of the Queenstown Lakes District Council is carried out safely, with minimum inconvenience to road users, and in a workmanlike manner so as to avoid ongoing maintenance problems for Council.

New Zealand Handbook

Council has adopted the New Zealand Handbook *Code of Practice for Working in the Road* SNZ HB 2002:2003, as amended by this document, as its code of practice. The Handbook is obtainable from:

Standards New Zealand
Private Bag 2439
Wellington
Telephone (04) 498 5990 or download from (www.standards.co.nz)

Anyone planning to carry out any work in Council roads shall obtain and familiarise themselves with this Handbook.

Definitions

All definitions are as recorded in the Handbook. In addition:

- Council - Queenstown Lakes District Council
- RCA - Road Controlling Authority - except where reference is made to the RCA for State Highways, the RCA is the Queenstown Lakes District Council - more specifically its duly authorised officer (refer Appendix P)
- Handbook - New Zealand Handbook *Code of Practice for Working in the Road*

Rules for Working in the Road

All work carried out within Council Roads (refer to Handbook for definition of Road) shall be carried out in accordance with the provisions of the Handbook, except as amended by this document.

Appendix B - Schedule of Special Local Conditions

a) Additional Reference Document

- QLDC Guideline: Rural Corridors - Corridor Management Guideline shall apply as appropriate.
- Arrowtown Design Guidelines.

b) Main Roads

1. State Highways

This Code does not apply to designated State Highways within the district. These included:

- SH6 (Kingston / Frankton / Cromwell / Wanaka / Haast).
- SH6A (Frankton / Queenstown including Stanley Street as far as Shotover Street, and Shotover Street).
- SH84 (From SH6 into Wanaka to the Brownston Street intersection).
- SH8A (Luggate Tarras Road).

Separate application to work on these roads shall be made to the appropriate RCA for State Highways (note reference to parking provisions along state highways referred to in **g)** below)

2. Arterial Roads

A list of arterial roads may be found in Appendix N. No work shall be carried out on Arterial roads on any weekday between 7.00am and 9.00am, and 4.00pm and 6.00pm.

c) Fees and Deposits

- A fee shall be payable with
 - a. Each Road Opening Notice (includes Temporary Traffic Management)
 - b. Each submission of Temporary Traffic Management Plans for events that do not involve excavation of the Road
- A deposit shall be lodged where the RCA deems it necessary to safeguard the interests of the ratepayers. This deposit will be refunded within 12 months of the completion of the works less any amounts necessary to make good outstanding defects.
- Fees and typical deposit amounts are listed in Appendix O. Such amounts may be varied from time-to-time by resolution of Council.

d) Hours of Work (Clause 3.2.2)

Except for the provisions for Arterial Roads (b2 above) and public holidays when no work is normally permitted, work in Roads shall take place between 7.00am and 6.00pm Monday to Saturday. The RCA may vary this with good reason. Authorisation will be in writing and specific to each application.

e) Emergency Response Requirements (Clause 3.2.3)

Unless agreed to in writing, the Principal Provider or their Contractor shall respond to any message sent to them regarding an emergency situation at the worksite, by:

- confirming within 15 minutes that the situation is being attended to.
- proceeding with appropriate remedial actions within a further 45 minutes.

In extreme events that, in the opinion of the RCA, require immediate attention, the RCA may undertake remedial measures by whatever means possible, in which case the Principal Provider shall be responsible for any costs incurred.

f) Special Noise Consideration (Clause 3.2.4)

No specific additional conditions.

g) Interference with Parking Bays (Clause 3.2.7)

The following additional clause shall apply:

Where it is necessary to restrict parking in order to carry out the works, Council's Parking Enforcement Officer (refer to Appendix P) shall be advised. *(Note - this will also apply to designated car parks along State Highways within the District).*

Special care shall be taken to avoid damaging any meters or in-ground parking bay monitoring devices. Any of these disturbed shall be reinstated at the completion of the works and any damage made good.

h) Damage to Property (Clause 3.2.8)

In addition to the services and structures mentioned in Clause 3.2.8, the Principal Provider and the Contractor shall take care to avoid damaging or deforming footpaths and driveways by keeping heavy vehicles and plant off them, or by the provision of appropriate dunnage. In the absence of photographic evidence, damage within the vicinity of the worksite will be assumed to be as a result of the activities of the Principal Provider who will be responsible for its repair.

i) Public Liability Insurance (Clause 3.2.9)

In addition to the provisions of Clause 3.2.9:

- No specific value of insurance is stipulated.
- The Principal Provider and / or Contractor shall hold insurance to cover the level of risk associated with the proposed works.
- The RCA may request a copy of the Certificate of Insurance and may require that the cover be increased.

j) Trenchless Construction Requirements (Clause 4.2)

No additional requirements.

k) Working Around Trees Requirements (Clause 4.4 and Appendix K)

In addition to clause 4.4 and Appendix K, no excavation shall be carried out under the canopy of trees growing in the road without the approval of the RCA.

l) Utility Cover Requirements (Clause 4.6.2)

In addition to Clause 4.2.6, the RCA shall be advised when proposed services will be installed at depths shallower than what is required in the various utility codes, or within the road pavement basecourse or imported sub base layers, and of the proposed measures aimed at protecting the services and road or footpath surface integrity. The RCA may require additional or alternative measures where what is proposed is deemed unacceptable.

m) Backfilling of Trenches (Clause 4.7.1) and Surface Reinstatement (Clause4.7.2)

Historically this has been a significant cause of discomfort to motorists and on-going maintenance cost to Council. The practices of loosely backfilling a trench across a road and relying on traffic to compact it, and of leaving trenches open or without restoring the surface for more than a few days, are not acceptable. The requirements of these clauses shall be strictly adhered to.

In addition the RCA shall be advised when backfilling activities will be taking place to allow inspection.

Notwithstanding these, the Principal Provider shall be responsible for the reinstatement of any damage or deformation to a trench made by them for period of up to two years, and the RCA may choose to carry out the work and recover the costs from the Principal Provider.

n) Grassed and Planted Areas (Clause 4.7.2.10)

In addition to Clause 4.7.2.10:

- Grass seed shall be a mixture of NZ Browntop (30%) and Red or Chewing Fescue (70%).
- Grassed areas shall be maintained until grass cover is fully restored, including where it is necessary to re-establish ground profiles after later settlement.

o) GAP 150,GAP 100,GAP 65,GAP 40, GAP 20 Requirements (Clause 5)

No additional requirements other than to advise that aggregates sourced from the Shotover River are considered too soft and are not approved for use as basecourse materials in Council Roads.

Appendix N - QLDC Arterial Routes

Road ID	Road Name	Start Name	End Name	Sub Area
208	Centennial Ave	Bedford, Suffolk, Ford ,Devon	McDonnell Rd	Arrowtown
236	Wiltshire St	Berkshire Street	Buckingham Street	Arrowtown
207	Bedford St	Buckingham Street	Suffolk Street	Arrowtown
235	Berkshire St	Malaghans Road	Buckingham Street	Arrowtown
233	Buckingham Street(East)	Wiltshire Street	Bedford Street	Arrowtown
600	Ardmore Street	Brownston Street (West)	MacDougall Street	Wanaka
1383	McDougall Street	Faulks Terrace	Ardmore Street	Wanaka
1301	Cardrona Valley Road	Bridge #11/Erp 16/8.11	Faulks Terrace	Wakatipu Rural
405	McDonnell Road	Centennial Ave	State Highway 6	Wakatipu Rural
350	Glenorchy-Queenstown Road	Fernhill Road (Nth)	Oban Street(Corner)	Wakatipu Rural
300	Oban Street	Glenorchy-Queenstown Road	Mull Street	Wakatipu Rural
400	Arthurs Point Road	Moonlight Stables Road	Littles Road	Wakatipu Rural
413	Malaghans Road	Littles Road	Lake Hayes/Arrowtown Road	Wakatipu Rural
406	Arrowtown-Lake Hayes Road	State Highway 6	Malaghans Road	Wakatipu Rural
1300	Crown Range Road	State Highway No.6	Bridge #11/Erp 16/8.11	Wakatipu Rural
970	Hawea Control Structure Road	State Highway No.6	Capell Avenue/Domain Road	Hawea
800	Capell Avenue	The Dam Road	Parry Crescent	Hawea
1638	Lucas Place	Kawarau Road (SH6)	Hawthorne Drive	Frankton
277	Hawthorne Drive	Lucas Place	Frankton Shopping Centre	Frankton
439	Glenda Drive	SH 6	Margaret Road	Frankton
256	Lake Esplanade	Brunswick Street	100 Km/Hr Speed Sign	Queenstown
134	Beach Street	Shotover Street	Brunswick Street	Queenstown
1603	Shotover Street	Stanley Street	Gorge Road	Queenstown
119	Gorge Rd	Shotover Street	Moonlight Stables Road	Queenstown
The following are arterials but are not administered by QLDC				
1603	Shotover Street (SH6A)	Stanley Street	Beach Street	Queenstown
1384	Stanley Street (SH 6A)	Shotover Road	Frankton Road	Queenstown
1384	Frankton Road (SH 6A)	Stanley Street	Kawarau Road	Queenstown
All other Roads designated State Highway				

Appendix O - Schedule of Fees and Deposits (2006 / 07 Financial Year)

These may be updated from time-to-time by resolution of Council to better reflect actual costs incurred in the administration of this process.

Length of Trench	Fees Rate (incl. GST)		Deposit (if required)	
	Existing	Proposed	Existing	Proposed
0-20m	\$55.00	\$150	\$550.00	\$1,500
20m - 100m	\$125.00	\$300	\$2,500.00	\$5,000
100m - 500m	\$275.00	\$450	\$14,500	\$15,000
500m - 2000m	\$525.00	\$600	\$50,000	\$50,000
> 2000m	\$1,275.00	\$1,500	Value of Work (to be calculated)	
Temporary Traffic Management Plan only	Nil	\$100	-	-

Appendix P

Schedule of Contacts

These are current at the time of writing but will change from time-to-time. Council's Customer Services will be able to advise of any changes.

1. Road Controlling Authority

- Queenstown Lakes District Roads - (QLDC-Engineering)
Tony Francis - ph 03 441 0499
- State Highways - (Opus International)
Uma Vasudevan - ph 03 451 0360

2. Parking Enforcement Officer

- Civic Corporation Ltd - (ph 03 450 0300)
Parking Department