

CAR Supporting Tool G: QLDC NZGTTM Alignment - TMP and risk review checklist

Purpose of this checklist

The QLDC NZGTTM Alignment – TMP and Risk review checklist is a pre-CAR submission and CAR review tool to:

- Help applicants confirm that their Traffic Management Plan (TMP) and supporting risk review align with NZGTTM's risk-based principles and local RCA requirements.
- Help and CAR reviewers confirm that applicant Traffic Management Plan (TMP) and supporting risk reviews align with NZGTTM's risk-based principles and local RCA requirements.

The checklist focuses on the quality of risk thinking, proportionality of controls, and consideration of activity, environment, and affected stakeholders. Using this checklist before submission helps reduce avoidable resubmissions, supports more efficient CAR review.

How to use this checklist

This checklist should be completed by the applicant before submitting a TMP and supporting risk review as part of a Corridor Access Request (CAR).

Applicants should work through each section in order and confirm that the TMP and risk review adequately address each checklist item. Where an item is not applicable, this should be clearly identified and justified.

Completion of this checklist does not demonstrate that NZGTTM principles have been applied to the TMP or risk controls.

The checklist is intended as a prompt to support applicants to consider, address, and clearly document risk-based reasoning within the TMP and any supporting risk management process.

Table 9: CAR Supporting Tool G NZGTTM alignment checklist table

Activity Classification (Pick one)			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
A	1	Type A: Non-invasive / non-excavation	No material changes to the road corridor and would be considered low risk / low impact (e.g. inspections, surveys, mobile data collection).		
	2	Type B: Non-excavation, network-affecting:	No excavation, but affects road operation (e.g. lane closures, line marking, shoulder works, events).		
	3	Type C: Excavation / structural works:	Physical alteration of the corridor (e.g. trenching, pavement works, bridge or drainage works).		
Activity Resources and Footprint			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
B	1	The work activity is clearly described	The activity description should explain the task in practical terms, so the reviewer understands what work is occurring, not just the outcome (e.g. "trenching across live lane" rather than "utility works").		
	2	Plant, machinery, and vehicles required for the activity are identified	All plant, machinery, and vehicles needed to carry out the work should be identified, including construction plant, service vehicles, and support vehicles that will occupy or interact with the road corridor.		
	3	Number and roles of personnel on site are identified	The expected number of workers on site and their roles should be identified to understand worker exposure and interaction with plant, traffic, and the work area.		
	4	The total work footprint is defined, including all plant, vehicles, and personnel	The work footprint should show the full space required for plant, vehicles, and personnel, including movements in, within, and out of the site, based on the maximum space needed during the activity.		
Environment			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
C	1	Road name(s) and location(s) affected by the activity footprint are identified	Identify all road names and locations affected by the work footprint, including addresses, intersections, or limits of works.		
	2	Road classification or level is identified	Identify the applicable road level or category (e.g. L1/L2 or Category A/B), where relevant to the RCA network.		
	3	Expected traffic volumes during the occupation period are considered	Consider typical and expected traffic volumes during the proposed work period, including peak, off-peak, and seasonal variation where relevant.		
	4	Permanent speed limit is identified	Identify the posted permanent speed limit applying to the road at the work location.		
	5	Areas of the road corridor affected by the activity footprint are identified	Identify which parts of the corridor are affected (e.g. traffic lanes, shoulders, berms, footpaths, cycle lanes, parking, driveways, medians, private property).		
	6	Any regional-specific or sensitive areas identified by the RCA are considered	Consider whether the activity affects any regionally sensitive areas with reference to the		

Activity Classification (Pick one)			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
			RCA's regional considerations guidance including detours.		
Who is Affected			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
D	1	Road users affected by the activity have been considered and identified where applicable	Identify affected road user groups (e.g. motorists, freight, cyclists, pedestrians, micromobility, tourists), considering how they interact with the work footprint.		
	2	Adjacent land users and access requirements are identified	Identify any properties, businesses, residents, or facilities affected by the activity, including access, parking, or service impacts.		
	3	Public transport and emergency services impacts have been considered and identified where applicable	Consider whether bus routes, stops, or emergency service access are affected, and how continuity of access is managed.		
	4	Network operators or asset owners affected by the activity have been considered and identified where applicable	Identify any utilities, rail operators, or other asset owners affected by the activity or required to coordinate with the works.		
	5	Event-specific or seasonal stakeholder impacts have been considered and identified where applicable	Consider increased or atypical stakeholder impacts during events, peak tourism periods, or seasonal demand.		
Hazards and Risks			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
E	1	Relevant hazards (sources of harm) associated with the activity and site are identified	Identify credible sources of harm arising from the activity, work footprint, environment, and stakeholders (e.g. moving traffic, plant movements, constrained space, poor visibility).		
	2	Risks clearly describe who may be harmed, how, and in what way	Risks should link hazards to people or assets by clearly describing exposure (who), mechanism (how), and consequence (in what way).		
	3	Risks are specific to the activity, site, and timing	Risks should reflect the actual work, location, and operating period, rather than generic or reused risk statements.		
	4	Significant risks have been identified and prioritised	Identify the risks that materially influence control selection or TMP design, focusing on those with higher likelihood or consequence.		
	5	Low or routine risks are not over-emphasised	Minor or well-controlled risks do not need disproportionate detail where they do not affect control decisions.		
Risk Treatment and Proportionality			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
F	1	Controls are directly linked to identified significant risks	Controls should clearly address the significant risks identified, with an evident link between risk and control selection.		
	2	Risk elimination is prioritised, followed by risk mitigation aligned with the hierarchy of controls	Where elimination is not practicable, controls follow the hierarchy of controls (e.g. physical separation such as fencing rather than cones), with clear justification for the controls selected.		
	3	Controls are proportionate to the level of risk	The scale and complexity of controls reflect the likelihood and consequence of the risk, avoiding both under- and over-control.		

Activity Classification (Pick one)			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
	4	Controls account for dynamic conditions and change	Controls include consideration of changing conditions (e.g. traffic volumes, weather, visibility), with defined triggers for review or escalation.		
Residual Risk and Flexibility			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
G	1	Residual risks remaining after controls are identified	Identify any risks that remain after all controls have been applied, focusing on those that could materially affect safety or network operation.		
	2	Residual risks are justified and ALARP achieved	Explain why remaining risks are considered as low as reasonably practicable, considering the activity, environment, and constraints.		
	3	On-site decision-making responsibilities are clear	Clarify who is responsible for monitoring conditions and making decisions to adjust or stop work if risk levels change.		
TMP Alignment and Risk Decisions			Guidance Notes for applicant	Where is this addressed in the documentation?	Applicant Self Check
H	1	TMP controls clearly reflect the identified significant risks	The TMP should demonstrate how controls shown in layouts and notes directly respond to the significant risks identified in the risk review.		
	2	TMP layouts reflect the defined work footprint and movements	TMP layouts should accommodate the full work footprint, including plant, vehicles, personnel, and movements in, within, and out of the site.		
	3	Staging and sequencing shown in the TMP align with the proposed work methodology	Where works are staged or sequenced, the TMP should reflect how controls change over time to match the activity.		
	4	Any flexibility or variation described in the TMP aligns with defined limits and triggers	Any allowed variation shown in the TMP should be consistent with the limits and escalation triggers identified in the risk review.		
	5	TMP information is clear, practical, and implementable on site	The TMP should be easy to understand and apply in the field, avoiding unnecessary complexity or ambiguity.		

End of CAR Supporting Tool G