

## STAFF REPORT

**TO:** Chair and Members, Engineering Services Committee

**FROM:** Peter Thomson, Engineering Manager  
Report prepared by Mark Jones, Technical Engineer

**DATE:** 8 March 2011

**SUBJECT:** **National Code of Practice for Utilities Access to the Transport Corridor – RESC–11-03-04–INF**  
Report for meeting of 17 March 2011

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### 1 PURPOSE

- 1.1 The purpose of this report is to inform the Engineering Services Committee of a new code which affects the installation of utility assets in both local authority roads and state highways.

### 2 BACKGROUND

- 2.1 Following consultation with local authorities, the New Zealand Transport Agency and KiwiRail, the New Zealand Utilities Advisory Group has compiled the “National Code of Practice for Utilities Access to the Transport Corridors”.
- 2.2 The new code will provide rules and guidelines on the installation of utility assets in local authority roads and state highways as well as rail corridors.
- 2.3 Tasman District Council is required to appoint a ‘Corridor Manager’ to administer the local roads. The duties of the Corridor Manager include:
- The approval of corridor access requests (CAR’s) and the application of appropriate general, local and special conditions for each CAR. Tasman District Council currently operated a similar road opening permit system.
  - To provide advice and forward work programmes for the local authority utility and roading contract works. Similarly utility operators shall share information regarding their forward work programmes and major projects.
  - Enforce compliance with the national Code.
  - Undertake independent inspections and audits of site works.
  - Carry out conformance testing of reinstatement in the road reserve.
  - Provide information on the location of existing services.
  - Issue Works Completion Notices (WCN).

- 2.4 A two year maintenance period commences following the issue of the WCN. A re-inspection of the site is required at the end of the maintenance period. A Completion of Maintenance Notice (CMN) will be issued, subject to satisfactory performance of the road reinstatement.
- 2.5 Road surfacing reinstatement must be completed prior to reopening the road to traffic. This may be temporary reinstatement, however permanent resurfacing must be completed within seven days.
- 2.6 The implementation of the Code may have cost implications for the Tasman District Council. A new CAR fee will be established through the Draft Annual Plan and expenditure will be monitored against recoveries over 2011/2012. Additional tasks to implement the Code include:
- Outsourcing additional resources to undertake inspections and audits.
  - Additional administration of CAR's, WCNS and CMNS.
  - Costs if existing utilities require relocation.
  - Staff time involved in dispute resolution.
  - Additional administration of records and reports.
  - Operation of the T3 database to manage CAR's and traffic management plans (TMP's).
- 2.7 The Code must be implemented by July 2011. Tasman District Council has installed the Trifecta T3 database to allow electronic applications for both CAR's and TMP's. This system is operational internally and will be introduced to external contractors in the near future. Information regarding the Utilities Code has been disseminated to contractors, so they become familiar with the processes prior to implementation. With a National Code for both CAR's and TMP's, contractors will quickly become familiar with a consistent application system.

### **3 RECOMMENDATION**

- 3.1 THAT the Engineering Services Committee receives this report, RESC-11-03-04-INF National Code of Practice for Utilities Access to the Transport Corridor.**

Peter Thomson  
**Engineering Manager**