8. CHRISTCHURCH CITY SAFETY MANAGEMENT SYSTEM PROJECT RR 9781

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Corporate Plan Output: Safety Management System Project	

The purpose of this report is to outline details of the Christchurch Safety Management System Project.

INTRODUCTION

The Government's roading reform proposal (BTBR) require that the roading companies provide a safety outcome as defined in their Safety Management System (SMS). Local authorities such as Christchurch generally operate using a SMS approach. No New Zealand local authorities however have fully documented their SMS.

It is intended that the Christchurch City Council SMS be fully documented by July next year. Transfund NZ has agreed to fund the project in recognition of the Council's leadership in *best practice* road safety activities. The SMS document produced will be available as a guideline for other local authorities within New Zealand.

BACKGROUND

A Safety Management System (SMS) is "*a documented, systematic process to improve and monitor safety outcomes*". It has two key characteristics:

- It is a documented process including procedures and monitoring.
- All users of the SMS subscribe to the process.

The City Streets Unit currently operates a SMS in terms of this definition. It is based on *best practice* Total Quality Management (TQM) principles;

- The documentation of policies, guidelines, specifications and procedures
- A process to ensure the system is continually improved.
- A process to monitor consistency with the system.

Documentation of some processes within the City Streets Unit is yet to occur. To achieve the timetable proposed for the project the SMS will only apply to engineering activities within the City Streets Unit. It is likely that the Safety Administration Programme (SAP) activities will be included in the SMS at a later date.

The SMS will also exclude State Highways and their interface, City Council Parking Unit and Parks Unit. It should be noted that private utilities such as Telecom, must to some extent, comply with the SMS. Due to legal constraints there is only limited ability for the Council to affect their safety activities.

Two teams have been formed to implement the SMS. An External SMS Team is overseeing and developing the SMS. This steering group consists of:

Bill Greenwood	Christchurch City Council	Project Leader,
Ian Appleton	Transfund NZ	Project Facilitator,
Tony Francis	Consultant	Project Engineer,
John Edgar, Peter Cleal	LTSA Head Office Wellington	
David Corlett, Hugh Hannah	Ministry of Transport Christchurch,	
Neil Bennett	Transfund Christchurch.	

An Internal SMS Team of Council staff has also been established to facilitate the project. The purpose of this staff team is "*to evaluate the City Streets Unit Safety Management System development and to facilitate improvements to the existing City Streets Unit safety management processes to ensure best practices are adopted to establish Christchurch as the safest city in New Zealand*".

The expected key outcome of the Internal SMS Teams activities is that a "*Safety Management System is developed and updated to reflect the agreement of stakeholders on the skill levels, policies and processes which are to direct the safety aspects of the City Streets Unit engineering outcomes*".

CONTENTS

After considering various SMS models, the structure of the SMS has been aligned with the present organization structure in the City Streets Unit. This will allow City Streets Unit staff to focus on the parts of the SMS that is relevant to their various teams.

The suggested Table of Contents is:

Part 4: Transportation Planning

4.1 Capital Works Process including design, audit and prioritisation
4.2 Safety Policies of all modes: passenger transport, cycling, walking (this will include policies from the reviewed cycle and pedestrian strategies)
4.3 Accident Investigation Studies (processes used in City Streets)
4.4 Hazard Identification (processes used in City Streets)
4.5 Standards, Guidelines and Specifications
4.6 Procedures

Part 5: Local Area Traffic Management

5.1 Safety Policies
5.2 Standards, Guidelines and Specifications
5.3 Procedures

Part 6: Maintenance Implementation

6.1 Safety Policies including Existing Roads Audits
6.2 Standards, Guidelines and Specifications
6.3 Procedures

Part 7: Capital Works Implementation

7.1 Safety policies including safety audits, construction traffic management plans and on-site safety plans.
7.2 Standards, Guidelines and Specifications
7.3 Procedures

Part 8: Paving and Sealing

8.1 Safety Policies including safety audits, construction traffic management plans and on-road work-site safety plans.
8.2 Standards, Guidelines and Specifications
8.3 Procedures

Part 9: Traffic Systems and Information

9.1 Safety Policies
9.2 Standards, Guidelines and Specifications
9.3 Procedures

PROJECT METHODOLOGY

The next stage of the project is a draft SMS will be written, following the Table of Contents outlined above. In the process of writing the SMS, current gaps in City Streets Unit standards, guidelines, and codes of practice will be identified and documented.

The identified gaps will consist of two types: those for which an obvious solution is available and those that are not. Obvious solutions will be considered for adoption by the relevant staff team. Gaps, requiring development of new processes, will be identified by the External SMS Team for consideration by the Internal SMS Team.

CONCLUSION

By July next year it is anticipated that the Christchurch City Council will have a fully operational Safety Management System. Because Transfund is providing significant funding they will retain ownership of the documentation and reports.

Transfund intend to distribute this information and the SMS to other local authorities through New Zealand for their use. The Council's involvement will be full recognised.

Recommendation: That the information be received.

Chairman's Recommendation: That the Committee fully endorse and encourage the project.