

RCA transition plan: Kawerau District Council

Sharing details of KDC's transition to NZGTTM

Kawerau District Council

December 2025

Overview

Ensuring the safety of both road workers and road users is a key priority for NZTA; therefore, changes have been introduced to better balance safety, cost, and potential disruption to the public. This document outlines KDC's planned transition to align its operations with the New Zealand Guide to Temporary Traffic Management (NZGTTM). The timeline for KDC's NZGTTM transition plan is as follows:

- KDC apply NZGTTM to our new relevant contracts by no later than **1 July 2026**
- Incorporate NZGTTM into any existing relevant contracts no later than **1 January 2027**.

NZGTTM transition

This document is organized into four parts to demonstrate changes we have made as a transition to NZGTTM. It covers how we engage with contractors safely as a client, how we approve access to the road corridor, how we support our staff with guidance and training and how we report to show funders that requirements are being met.

Client – engaging with contractors

This list applies to both capital and maintenance activities.

Item	Goal	Description
Procurement and contract preparation	Procure for health and safety outcomes	KDC has revised its contract and procurement templates to: <ul style="list-style-type: none"> • Ensure compliance with the Health and Safety at Work Act 2015 (HSWA 2015). • Engage contractors who demonstrate strong competence in risk management.
Management of contract during delivery	Ensure health and safety during contract delivery	KDC has updated its contract and procurement templates to: <ul style="list-style-type: none"> • Ensure compliance with the Health and Safety at Work Act 2015 (HSWA 2015). • Confirm that contractors are effectively managing risks. • Verify that contractors are delivering the work as agreed.
Assurance	Ensure health and safety during contract delivery	KDC's Health, Safety and Wellbeing (HSW) team will carry out assurance activities, including site-based monitoring, project and contract audits, and corporate-level reviews of key suppliers. Temporary Traffic Management (TTM) requirements are incorporated into all HSW assurance processes.

		The assurance programme will come into effect as of 1 st of July 2026 and will be aligned to the HSWA 2015 and NZGTTM.
Transition existing contracts	Ensure health and safety during contract deliver	KDC will transition all existing contracts to the NZGTTM risk-based approach effective 1 January 2027. The Notice to Contractors sets the deadline for this transition and confirms that payment schedules and pricing will remain unchanged. This notice will be published on the Kawerau District Council website.
Competency	Ensure project management staff understand their roles and responsibilities	KDC staff participate in training modules to build their understanding of the Health and Safety at Work Act 2015 (HSWA 2015), supported by ongoing external and on-the-job training, as well as regular competency monitoring.
Ways of working	Understanding the 3 Cs	KDC staff work collaboratively with councils across the Bay of Plenty region and coordinate with other PCBUs (Persons Conducting a Business or Undertaking) to effectively minimize risks.

RCA – approving access

Item	Goal	Description
Competency	Ensure RCA (TMC) staff understand their roles and responsibilities	Staff continuously participate in training programs focused on the risk-based approach.
Ways of working	Understanding and the 3Cs	Develop a new template to serve as a foundational tool for supporting employees as RCAs transition from CoPTTM to NZGTTM.
Risk review	Provide constructive consultation, cooperation and coordination (the 3Cs) to minimise risk.	In accordance with NZGTTM and the Health and Safety at Work Act 2015 (HSWA 2015), risks are analyzed and reviewed, mitigation measures are implemented to address identified issues, and staff receive ongoing training to support effective risk management.
Network access coordination	Enable safe and efficient activity on your network	KDC receives a relatively low number of TMPs and uses a straightforward email-based process to submit and coordinate all TMPs. All work site coordination must be conducted directly with Janitha.karunaratne@kaweraudc.govt.nz
Regulatory approval	Provide approval for installation of temporary traffic risk controls	KDC receives a relatively low number of TMPs and uses a straightforward email-based process to submit and coordinate all TMPs. All work site coordination must be conducted directly with Janitha.karunaratne@kaweraudc.govt.nz
Update systems	Systems support and align with new processes	Maintain regular monitoring of NZGTTM guideline updates and NZTA communications.

Supporting our staff

Item	Goal	Description
Competency	Ensure staff understand how to keep themselves and others safe when working on or near road	KDC staff continually participate in relevant training to stay up to date with current New Zealand health and safety practices. This includes identifying potential hazards, assessing associated risks, and understanding the application of NZGTTM principles.

Reporting

Item	Goal	Description
Performance monitoring	Systems support performance monitoring	Continuously update our systems to ensure the collection of all data necessary for reporting.
Reporting	Provide confidence to investors	<p>Continue reporting through the REG Transport Insights portal and update processes to incorporate the additional quarterly reporting requirements specified in the funding letter.</p> <p>Existing reports include:</p> <ul style="list-style-type: none"> • Percentage of NLTF funding spent on TTM costs for local roads (pothole prevention, operations, and improvement activity classes). • Number of redundant TTM sites on local roads (i.e., no longer required). • Number of TTM site inspections on local roads. <p>New report:</p> <ul style="list-style-type: none"> • Uptake of the NZGTTM in contracts

Forward works programme transition

These changes apply to the National Forward Works Viewer (FWV).

Item	Goal	Description
Identify and publish additional data	FWV displays full forward works programme.	Identify data that is not currently included in the FWV and develop a plan to progressively make it available within the required timeframes.
Encourage coordination	Minimise disruption to the transport network	Revise our processes to facilitate coordination with other organisations regarding the timing of works. These processes should also account for sequencing activities in series or parallel.