RCA transition plan checklist

Getting ready for new TTM and National forward works viewer funding conditions

NZ Transport Agency Waka Kotahi

September 2025

Overview

The safety of our road workers and users is a priority for NZTA, so we have updated our funding conditions to better balance safety, cost and disruption to road users. These changes come into effect 1 July 2026 and require transition to a new way of doing business for road controlling authorities (RCAs) for any contracts funded using National Land Transport Fund (NLTF) funding. All RCAs are required to have a plan for transition by 20 December 2025.

This document provides a checklist to guide with development of your transition plan. *This is not a specification.*

Changes are in two parts:

- a new requirement to use the NZ guide to temporary traffic management (NZGTTM) for all RCAs (including NZTA).
- for those RCAs that publish forward works programmes (FWP) on Forward Works Viewer, there is a new requirement for the full FWP to be published by September each year.

Transition plans don't require approval from NZTA — however, they will be reviewed so we can understand how best to support your organisation to meet the new funding requirements.

A second version of this checklist, showing NZTA's own transition work to date, is available as an example for RCAs to learn from.

NZGTTM transition

This checklist is arranged into four parts to help you plan your transition to NZGTTM. It covers how you *engage with contractors* safely as a client, how you *approve access* to the road corridor, how you *support your staff* with guidance and training and how you *report* to show funders that requirements are being met.

Items are organised into three categories:

Process and procedures

People

Systems

Client – engaging with contractors

This list applies to both **capital and maintenance** activities.

	Item	Goal	Description	Completed
	Procurement and contract preparation	Procure for health and safety outcomes	Update your processes to ensure you engage competent contractors with suitable systems, policies and processes to manage the risks of harmful interactions between workers, road users and the worksite.	☐
	Management of contract during delivery	Ensure health and safety during contract delivery	Update your processes to check contractors are following their TTM safety commitments on site.	☐
	Assurance	Ensure health and safety during contract delivery	Update your process to replace traditional TTM auditing with an assurance process, ensuring contractors have appropriate corporate health and safety systems. This includes assuring that these systems are applied during delivery.	☐
	Transition existing contracts	Ensure health and safety during contract delivery	Create a process to transition existing contracts that extend beyond 1 July 2027, to include the risk-based approach.	☐
	Competency	Ensure project management staff understand their roles and responsibilities	Staff need to know how to carry out client PCBU duties (HSWA 2015) supported through ongoing training (external or on-the-job) and monitoring of their competency.	☐
	Ways of working	Understanding the 3 Cs	Building ways of work where staff collaborate, cooperate and coordinate with other PCBUs to minimise risk.	☐

RCA – approving access

	Item	Goal	Description	Completed
	Competency	Ensure RCA (TMC) staff understand their roles and responsibilities	Staff need to know how to carry out RCA duties, supported through ongoing training (external or on-the-job) and monitoring of their competency.	☐
	Ways of working	Understanding the 3Cs	Building ways of work where staff collaborate, cooperate and coordinate with other PCBUs to minimise risk.	☐
	Risk review	Provide constructive consultation, cooperation and coordination (the 3Cs) to minimise risk.	Update your processes to enact legislation, including providing feedback that helps applicants develop robust risk assessments, including sharing known risks with them.	☐

	Item	Goal	Description	Completed
	Network access coordination	Enable safe and efficient activity on your network	Update your processes to coordinate activities, ensuring they minimise journey impacts, maximise asset quality and minimise risk.	☐
	Regulatory approval	Provide approval for installation of temporary traffic risk controls	Update your processes so that regulatory approval is provided (quickly / easily) following satisfactory risk review and network access coordination.	☐
	Update systems	Systems support and align with new processes	Update your systems so they match your new processes.	☐

Supporting your staff

	Item	Goal	Description	Completed
	Competency	Ensure your staff understand how to keep themselves and others safe when working on or near road	Staff who work on or near the road need to understand your organisational requirements and be competent in applying them. This can be supported through training (external or on-the-job) and monitoring of their capability.	☐

Reporting

	Item	Goal	Description	Completed
	Performance monitoring	Systems support performance monitoring	Update your systems to ensure data required for reporting is collected (refer funding conditions reporting requirements below).	☐
	Reporting	Provide confidence to investors	Continue reporting through the REG Transport Insights portal and update your processes to include the additional quarterly reporting requirements set out in the funding letter. Existing reports: • Percentage of NLTF funding spent on TTM costs on local roads (pothole prevention, operations and improvements activity classes) • Number of TTM site inspections on local roads • Number of redundant TTM sites on local roads (i.e. no longer necessary) New report: • Uptake of the NZGTTM in contracts	☐

Forward works programme transition

This requirement applies only to <u>existing users</u> of the National Forward Works Viewer (FWV): Auckland Transport, Christchurch City Council, Gisborne District Council, Hamilton City Council, Napier City Council, Nelson City Council, New Plymouth District Council, Queenstown Lakes District Council, Selwyn District Council, Tasman District Council, Waitaki District Council and Wellington City Council.

	Item	Goal	Description	Completed
	Identify and publish additional data	FWV displays full forward works programme.	Identify data not currently included in the FWV and develop a plan to progressively publish it within the required timeframes.	☐
	Encourage coordination	Minimise disruption to the transport network	Update your processes to support coordination with other organisations on the timing of works. These processes should also consider sequencing works in series or parallel.	☐