

RCA transition plan: NZTA's transition

Sharing details of NZTA's transition to NZGTTM

NZ Transport Agency Waka Kotahi

September 2025

Overview

The safety of our road workers and users is a priority for NZTA, so changes have been made to better balance safety, cost and disruption to road users.

This document has been prepared to share NZTA's work to transition its business to align with the New Zealand guide to temporary traffic management (NZGTTM). A checklist document, RCA transition plan checklist, has also been prepared that RCAs can use to help with developing transition plans.

NZGTTM transition

This document is organised 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.

NZTA material

The material provided below is for reference only and is not mandatory for other RCAs to use. Any additional material will be shared as it becomes available.

Name	Link
State highway professional services contract proforma manual (SM030)	https://www.nzta.govt.nz/sm030
State highway construction contract proforma manual (SM031)	https://www.nzta.govt.nz/resources/state-highway-construction-contract-proforma-manual
RCA Operating plans (one for each region)	https://nzta.govt.nz/roads-and-rail/accessing-our-state-highways/helpful-resources-and-tools
myWorksites and submitica	https://nzta.govt.nz/assets/Roads-and-Rail/accessing-our-state-highways/myworksites-and-submitica.pdf

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	<p>NZTA has updated its contract and procurement templates to:</p> <ul style="list-style-type: none"> • give effect to Health and Safety at Work Act 2015 (HSWA 2015) • hire contractors that are competent at risk management <p>Refer to NZTA's SM030 and SM031 proforma manuals</p>
Management of contract during delivery	Ensure health and safety during contract delivery	<p>NZTA has updated its contract and procurement templates to:</p> <ul style="list-style-type: none"> • give effect to HSWA 2015 • to ensure contractors are managing risk • ensure contractors are doing what they said they would do. <p>Refer to NZTA's SM030 and SM031 proforma manuals</p>
Assurance	Ensure health and safety during contract delivery	<p>NZTA Health, safety and wellbeing (HSW) will be undertaking assurance activities, which include site based monitoring activities, project and contract based audits, and corporate management reviews of our key suppliers. TTM is integrated as part of the HSW assurance activities.</p> <p>The assurance programme will come into effect as of October 1 and will be aligned to the HSWA 2015 and NZGTTM.</p>
Transition existing contracts	Ensure health and safety during contract delivery	<p>NZTA's long term NOC contracts have been converted to the NZGTTM via a notice to contractor. This Notice to contractor provided a deadline for conversion and specified there would be no change to payment schedule or pricing.</p>
Competency	Ensure project management staff understand their roles and responsibilities	<p>NZTA are preparing a training module for our PM's (staff and contracted) to complete so they understand their duties as a Client PCBU representative.</p>
Ways of working	Understanding and operationalising the 3 Cs	<p>Have a change programme underway, focusing on client and RCA duties. This work is to help NZTA staff understand when they should consult versus approve.</p> <p>Refer to the RCA Transition plan: change management. A template that can be used as a starting point for supporting employees as an RCA transitions from CoPTTM to NZGTTM.</p>

RCA – approving access

NZTA has established the RCA Temporary Traffic Management Centre (RTTMC). The RTTMC is our national centre for managing temporary traffic management on the state highway network. It reviews traffic management plans (TMPs), coordinates time and space bookings, and authorises things like traffic control devices and temporary speed limits.

Item	Goal	Description
Competency	Ensure RCA (TMC) staff understand their	NZTA's new RTTMC has recently received training regarding the risk based approach.

roles and responsibilities

Ways of working	Understanding and the 3Cs	<p>Have a change programme underway, focusing on client and RCA duties. This work is to help NZTA staff understand when they should consult versus approve.</p> <p>Refer to the RCA Transition plan: change management. A template that can be used as a starting point for supporting employees as an RCA transitions from CoPTTM to NZGTTM.</p>
Risk review	Provide constructive consultation, cooperation and coordination (the 3Cs) to minimise risk.	<p>NZTA's new RTTMC has recently received training regarding the risk based approach. This includes training to ensure RTTMC staff are providing robust feedback to support risk management.</p> <p>In addition, NZTA has developed and published RCA Operating Plans (ROP) for each region. These documents set out data sources and risks for state highways in each region. These documents are published to enable applicants wanting access to the state highways to ensure their risk reviews are comprehensive.</p>
Network access coordination	Enable safe and efficient activity on your network	NZTA has recently implemented myWorksites as a tool to assist with managing applications and responses. This includes a workflow to enable coordination of works.
Regulatory approval	Provide approval for installation of temporary traffic risk controls	NZTA has recently implemented myWorksites as a tool to assist with managing applications and responses. This includes a workflow to provide regulatory approval.
Update systems	Systems support and align with new processes	NZTA has recently implemented myWorksites as a tool to assist with managing applications and responses.

Supporting our staff

Item	Goal	Description
Competency	Ensure staff understand how to keep themselves and others safe when working on or near road	<p>NZTA has developed training updated health and safety training which includes identifying potential hazards and assessing the associated level of risk and understanding how to apply NZGTTM principles.</p> <p>Also refer to the NZTA document, RCA transition plan: change management. A template that can be used as a starting point for supporting employees as an RCA transitions from CoPTTM to NZGTTM.</p>

Reporting

Item	Goal	Description
Performance monitoring	Systems support performance monitoring	NZTA have established new data capture and reporting tools (Power BI based) to capture costs, inspections and contracts using the NZGTTM.
Reporting	Provide confidence to investors	NZTA have create systems to capture and report on: <ul style="list-style-type: none">• Percentage of NLTF funding spent on TTM costs on local roads (pothole prevention, operations and improvements activity classes)• Number of TTM site inspections on state highways• Number of redundant TTM sites on state highways (i.e. no longer necessary)• 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.	NZTA have started a project to implement forward works planning. This includes: <ul style="list-style-type: none">• Part a – identification and publication of data to the NFWV.
Encourage coordination	Minimise disruption to the transport network	NZTA have started a project to implement forward works planning. This includes: <ul style="list-style-type: none">• Part b – changing processes and decision making to realise opportunities and manage issues with forward programmes of work.