

# Partnering with Council to deliver great outcomes for Kāpiti

Contractors' Forum 2026

8 April 2026

# Karakia

Whakataka te hau ki te uru

Whakataka te hau ki te tonga

Kia mākinakina ki uta

Kia mātaratara ki tai

E hī ake ana te atākura

He tio, he huka, he hauhu

Haumi e! Hui e!

Taiki e!

*The wind swings to the west  
and turns to the south  
Making it prickly cold inland  
Making it piercingly cold at sea  
The glowing morn rises  
on a world of ice, snowpeaks  
and frost  
Join, gather, unite!  
Forward together!*

# Agenda

	Item
1	Welcome, karakia and kai
2	Introduce Council staff and overview
3	Health and Safety <ul style="list-style-type: none"><li>• New Health and Safety Management System. What does this mean for you?</li></ul>
4	Procurement <ul style="list-style-type: none"><li>• Update on new supplier hub</li></ul>
5	Construction Waste Minimisation
6	Temporary Traffic Management <ul style="list-style-type: none"><li>• Change to risk-based approach</li></ul>
7	Upcoming Council work
8	Questions
9	Closing Karakia

# Introduction to Council staff and overview

[Sean Mallon](#) – Group Manager Infrastructure & Asset Management

[Dave Hardy](#) – Manager Project Management Office

[Mark Martin](#) – Manager Access & Transport

[Kelvin Irvine](#) – Manager Property & Facilities Maintenance

[Robbie Stillwell](#) – Manager Waste Projects

[Ramesh Pillai](#) – Manager Water & Wastewater Services

[Rita O'Brien](#) – Manager Coastal & Stormwater Assets

# Health and Safety

Jeni Griffiths

# Incident Reporting

# Incident Reporting: Why it Matters

- Failing to learn from what goes wrong puts people, places and the environment at risk
- Small things become big things
- Reporting protects you, your team and the public
- No surprises approach

# What Needs to be Reported

You must report

- Injuries
- Near misses
- Property damage
- Environmental incidents
- Unsafe conditions
- High potential events

# How to Report

- **Step 1:** Call your Principal Representative/Project Manager and Engineer to Contract
- **Step 2:** Follow up via email

# Timeframe (Non-negotiable)

Incidents, accidents and near misses with an actual or potential consequence, must report to Council as agreed in the contract or if unspecified no later than 72 hours.

# Notifiable Events (WorkSafe NZ)

- Notify **Council first**
- Notify **WorkSafe NZ** (if required)
- Send a copy to Project Manager / Council Rep

# What We Are Seeing

- Late reporting
- Near misses not being reported
- Fixed it and moved on

# Why That's A Problem

- If you don't tell us, we don't have the opportunity to learn
- Risks stay in the system
- Someone else could get hurt

# Our Approach

- We want to partner with you
- No blame for honest reporting
- But we will hold people accountable for:
  - Repeated shortcuts
  - Poor safety behaviour

# What Good Looks Like

- Report early
- Report near misses
- Be open and honest
- Share learnings

# Simple Example

Near miss: trench collapse (no injury)

- Not reported: same issue happens at a different job site = injury
- Reported: controls were improved = injury prevented

# Key Message

- Continuous learning opportunities
- If in doubt – report it
- Every time

# Health and Safety Amendment Bill:

## What Contractors need to know

## Proposed changes

# Focus on Critical Risk

From 'manage everything'



'focus on what can kill or seriously harm'

# Small Business

Less requirements for  
small contractors  
( $<20$  workers)

# Industry Codes (ACOP's)

Following Industry focus

=

Safer compliance



# Pop Quiz



**How long does a contractor have to report an incident or near miss to Council?**

- a) Immediately
- b) Within 24 hours
- c) Within 72 hours
- d) At the end of the project

# Questions?

# Procurement

Kiri Mcfarland

# The Supplier Hub is live!

Point of Contact

Transparency

Relationships

Collaboration

Opportunities

Build Capability

The screenshot shows the Kāpiti Coast District Council website's Supplier Hub page. The header includes the council logo and navigation links for various services. The main heading is 'Supplier Hub | Waharoa kaiwhakarato'. Below this are several menu items: Opportunities, Working with us, Health and safety, Broader outcomes, Register your interest, and Supplier news. The main content area features a section titled 'Supporting businesses to supply to Kāpiti Coast District Council' with a sub-heading 'We're making it easier for businesses to connect with us by using technology to improve how we manage procurement.' It explains that the Supplier Hub is a simple way for businesses to express interest in working with the council. A list of benefits for users is provided, including registering interest, learning about goods and services, finding work requirements, checking health and safety requirements, and learning more about the role as a supplier. A photograph of a large industrial tank is shown on the right side of the page.

Kāpiti Coast DISTRICT COUNCIL

Kaunihara Council Hapori Community Ratonga Services Whenua, whare, me ngā reiti Property, housing and rates Taiao Environment Te tūhara Kāpiti Explore Kāpiti

Home > Council > Services and Requests > Supplier Hub

## Supplier Hub | Waharoa kaiwhakarato

Opportunities Working with us Health and safety Broader outcomes Register your interest Supplier news

### Supporting businesses to supply to Kāpiti Coast District Council


We're making it easier for businesses to connect with us by using technology to improve how we manage procurement.

Our **Supplier Hub** is a simple way for you to let us know you're interested in working with Council – without needing to go through a formal tender process.

In this hub, you can:

- register your interest in becoming a supplier and tell us about your business and the services or products you offer
- learn about the types of goods and services we buy
- find out what it's like to work with us
- check you meet our health and safety requirements
- learn more about your role as a supplier.

The information you provide helps us decide the best way to approach the market and choose suppliers when we need them.



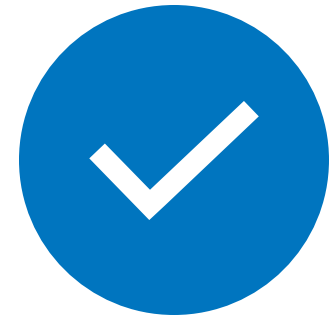
# How we use the information from the Supplier Hub



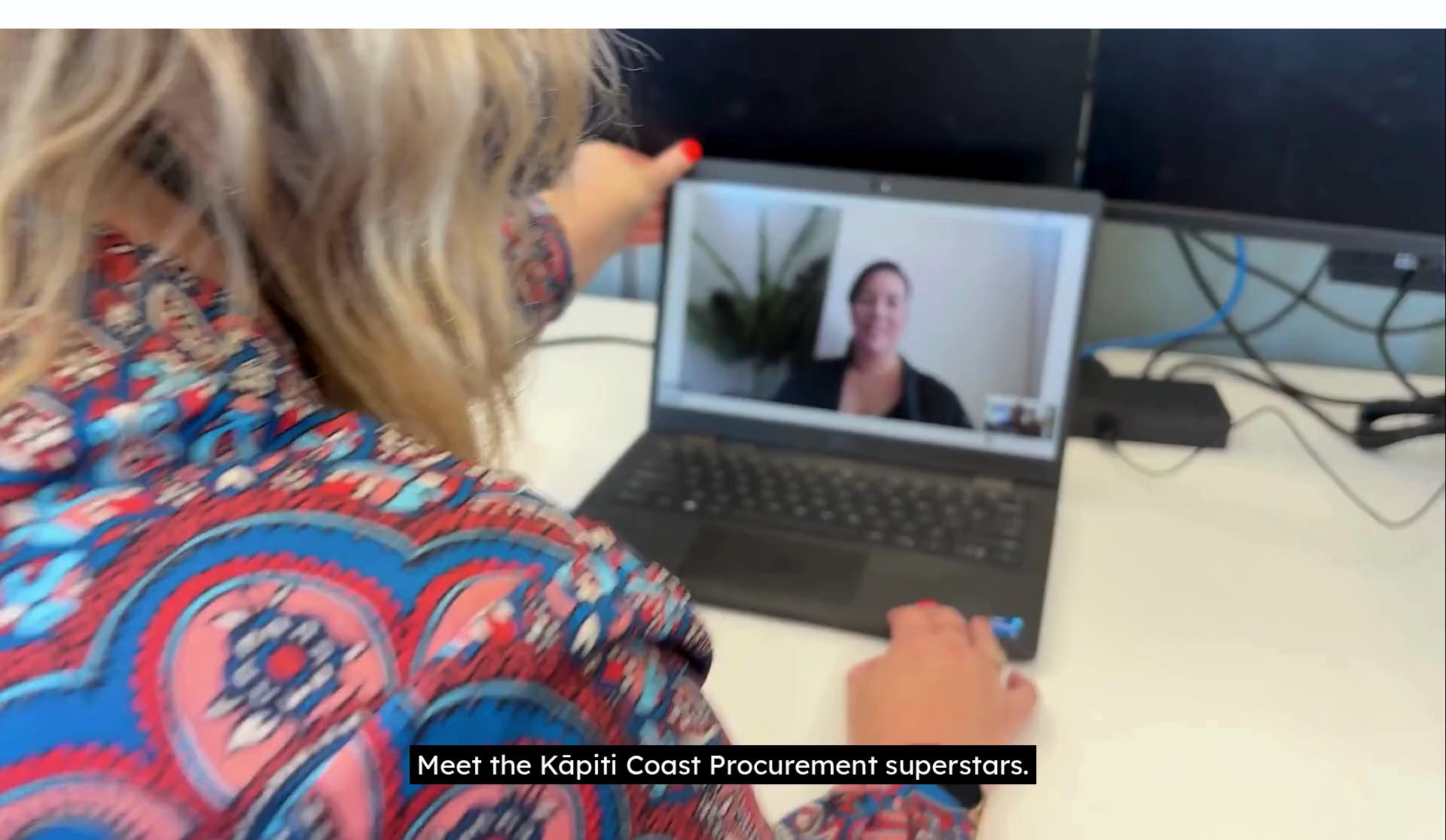
BUYER INSIGHT  
DASHBOARD



MARKET  
ANALYSIS



FUTURE  
TENDERS



Meet the Kāpiti Coast Procurement superstars.

# What's on?



## What are we offering so far?

- Bid-readiness sessions
- Mayors Task Force for Jobs (MTFJ) Q & A Webinar

## What do you want to see from us?

- More contractor forums
- Small business financial literacy
- Waste Minimisation
- Climate Change
- Iwi Partnerships
- And more... Fill in the form on the Hub

# Questions?

**Where to find us:**

[Supplier Hub](#)

[Procurement Team](#)

# Waste Projects team

Contractors Forum

8th April 2026

# Waste Management Plans

(WMP's) for \$2m+ projects

David Binstead

# Background:



Single biggest  
source of waste to  
landfill

Divert usable  
materials = win-win.



# Regional Consistency

- Council adopted regionally consistent Waste Bylaw in 2021.
- Part 14: build or construction projects above a \$value must submit a WMP for Council approval before work starts.
- Kāpiti intent to set a control threshold once resource recovery facilities available in-region.

## Solid Waste Bylaw (2021)

### Part 14: Construction Site & Demolition Waste

ID#	Clause	Bylaw text
14	Construction Site and Demolition Waste	<p>14.1 The Council may make a control under this Bylaw to require any person that is applying for a building consent for building work of a certain estimated value or higher to submit a construction site and demolition waste management and minimisation plan to the Council for approval prior to the commencement of any building work.</p> <p>14.2 At a minimum, a construction site and demolition waste management and minimisation plan must set out:</p> <ul style="list-style-type: none"> <li>(a) The name of the client, principal contractor, and person who prepared the waste management and minimisation plan;</li> <li>(b) The location of the site;</li> <li>(c) The estimated total cost of the building work;</li> <li>(d) A description of all types of waste expected to be produced;</li> <li>(e) The proposed method of waste management for each type of waste (e.g. reuse, recovery, recycling, disposal); and</li> <li>(f) The proposed method for minimising and capturing litter associated with the project and the building work.</li> </ul> <p>14.3 A construction site and demolition waste management and minimisation plan is required by Council to set out:</p> <ul style="list-style-type: none"> <li>(a) An estimate of the quantity of each type of waste; and</li> <li>(b) An estimate of the diversion of waste.</li> </ul> <p>14.4 While the building work is being carried out, the principal contractor must:</p> <ul style="list-style-type: none"> <li>(a) Review the construction site and demolition waste management and minimisation plan as necessary;</li> <li>(b) Record quantities and types of waste produced; and</li> <li>(c) Record the types and quantities of waste that have been:           <ul style="list-style-type: none"> <li>(i) Reused (on or off site);</li> <li>(ii) Recycled (on or off site);</li> <li>(iii) Sent to other forms of recovery (on or off site).</li> </ul> </li> </ul>

ID#	Clause	Bylaw text
		<ul style="list-style-type: none"> <li>(iv) Sent to landfill;</li> <li>(v) Sent to street fill; or</li> <li>(vi) Otherwise disposed of.</li> </ul> <p>14.5 Within three months of completion of the building work the principal contractor must add to the construction site and demolition waste management and minimisation plan:</p> <ul style="list-style-type: none"> <li>(a) Confirmation that the plan has been reviewed and updated;</li> <li>(b) A comparison of estimated quantities of each type of waste generated against the actual quantities of each waste type;</li> <li>(c) An explanation of any deviations from the plan; and</li> <li>(d) An estimate of any cost savings that have been achieved by completing and implementing the plan and submit this to the Council.</li> </ul> <p>14.6 Where a construction site and demolition waste management plan is kept on site, and that every contractor knows where it can be found, it must be available to any contractor carrying out any work described in the plan.</p>

# Actions & Projects

## Regional Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
Reduce, rethink, redesign						
5	Reduce, rethink, redesign	Continue to implement the regionally consistent solid waste management and minimisation bylaws and review current regulatory tools to ensure they support the objectives of the WMMP.	3, 4, 6	Regulator	General Rates Fees and Charges Waste levy	2023-2029

## Kapiti Local Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
7	Reduce, rethink, redesign	Work with local businesses to investigate, consider, trial and implement initiatives that achieve waste reduction.  Support and the development of Pakihi Toitū o Kāpiti – Sustainable Business Kāpiti – including via the Business Waste Minimisation Consultancy Programme.	3, 5	Facilitator	Waste Levy General Rates	2023 – onwards

## Regional Project

### Construction and Demolition Waste Management (SR2)

**Lead Council:** Porirua City Council      **Participating Councils:** Porirua City Council, Hutt City Council, Kāpiti Coast District Council

**Project description:** For PCC, in collaboration with HCC and KCDC, to investigate and deliver solutions to address the processing and beneficial use of the region's construction and demolition waste.

# Setting a Control

- \$2m value for WMP's adopted by 6 of 8 Wellington region Councils
- Kāpiti aiming to be \$consistent.
- Education and support first.
- Less than 3%\* of all Build Consents.

\*avg of last 3 year's BC's approved

# Guidance & Support

- Lots of pre-existing guides & templates (e.g. BRANZ, Mitre10)
- Regionally consistent template available
- Less Waste funding available for eligible/approved projects.



[kapiticoast.govt.nz/search](https://kapiticoast.govt.nz/search)  
**lesswastegrants**



# Cost-Benefit Analysis

- 2019 CBA - Levy has increased from \$10 to \$65 and will increase to \$75
- 22,000 homes built, 7000 demolished, and 300,000t waste.
- Results indicate that the developers would breakeven from implementing C&D waste diversion from landfill.
- Additional gains for the developers if the intangible benefits (improved reputation and credentials from diverting C&D waste)
- Net returns to the developers would also increase as the waste levy increases

*Cost benefit analysis of construction and demolition waste diversion from landfill: A case study based on HLC Ltd development in Auckland*

# Recovery capacity

- Good diversion capacity in-region, with room to scale
- Regional facilities available shortly
- Capacity increasing

# Implementation

## Otaihanga Zero Waste

- Free waste plan consult
- Range of options available



## Council teams



# Next steps

- 8 April - Contractors Forum Engagement

- 23 April - Environment and Communities Committee to set control

- 1 July - Effective date

# WMP questions?



# Temporary Traffic Management from CoPTTM to NZGTTM

Transition from Code of Practice for Temporary Traffic Management  
to the New Zealand Guide for Temporary Traffic Management

Nienke Itjeshorst

# What's changing – what this means for contractors

- NZGTTM replaces CoPTTM as New Zealand's **preferred approach** to Temporary Traffic Management (TTM)
- Shift from a prescriptive 'rulebook' to a **risk-based approach** focused on real-world safety outcomes

## Contractors are expected to:

- Assess **site-specific** risks, not just follow diagrams
- Select and justify **controls** that match the level of risk
- Scale controls up or down depending on road type, traffic and context

**Compliance alone is no longer enough** – you must be able to explain how risk are being managed under HSWA

# When contractors must use NZGTTM

Applies to any contractor delivering works or activities that affect the road or road users including

- Road maintenance, construction, renewals, inspections
- Utilities, vegetation, surveying, events, emergency works
- Non-roading activities requiring traffic control or road closure

Mandatory for works funded (in full or part) by NZTA

- New contracts from 1 July 2026 – existing from July 2027

For non-NZTA funded (non-roading) work:

- Councils will set their own transition date (mostly in alignment with NZTA at 1 July 2026 (TBC for Kāpiti))
- NZGTTM is now expected Best Practice

# HSWA and NZGTTM

## Roles and responsibilities

### Lead contractor PCBU

- **Provide clear, professional advice** where others are less experienced
- **Prepares site risk assessment and the TMP, including consulting and cooperating with other PCBUs.**
- **Deploys the TMP** and ensures safety at the worksite; implementing risk controls and adjust as conditions change

### Supplier/sub-contractor PCBU

- **Contributes** to the design of the TMP to make sure their needs and risks are covered
- Follows and applies **risk controls**

# HSWA and NZGTTM

## Roles and responsibilities

### Council as Contracting PCBU (client)

- **Checks the contractor has in place**, and is using H&S Systems
- Ensure **safety in design** is considered and the project can be delivered, maintained and operate safely
- Uses **procurement** practices that promote health and safety

### RCA (Local Councils and NZTA)

- **Peer reviews** and may provide feedback on TMP/risk assessment
- Provides **regulatory approval** for TMPs
- Can remove regulatory approval and stop a TMP from being implemented if they think it's too risky for road users and concerns are not addressed
- Responsible for safety of those using the road (under the LGA) until a worksite is set up. Once worksite is in place, responsibility shifts to contractor

# HSWA and NZGTTM

## Contractor Accountability Do's & Dont's



### DO

- Own the risk – if you create or influence it, you manage it
- Assess site-specific risks, not just follow a standard diagram
- Choose and justify controls that match the actual levels of risk (*reduce risk as far as reasonably practicable*)
- Apply lowest total risk thinking (workers, road users, public)
- Provide professional advice to clients, events, other PCBUs
- Consult, cooperate and coordinate with all parties on site
- Ensure TMP is implemented, monitored and adjusted as conditions change
- Treat the TMP as a risk management document, not just an approval form (evidence)

# HSWA and NZGTTM

## Contractor Accountability Do's & Don'ts

### ✗ DON'T

- Rely on 'the diagram says so' as your safety justification
- Assume RCA approval transfers responsibility
- Copy-paste TMPs without checking real site conditions
- Focus on compliance over safety outcomes
- Leave inexperienced PCBUs to manage risks alone
- Ignore changing traffic, weather or work methods
- Treat TTM as someone else's problem once the work starts

**Bottom line:** you are accountable for your decisions, not just compliance

# MTFJ

MAYORS TASKFORCE FOR JOBS

**Supporting young people aged 18-24 into employment**

# Upcoming Council work

You can find the most up-to-date opportunities on our [Supplier Hub](#)

# Final questions

Sean Mallon

Kia tau rā ngā manaakitanga  
o te mea ngaro

Ki runga ki tēnā, ki tēnā o tātou

Kia mahea te hua mākihikihi

Kia toi te kupu

Kia toi te mana

Kia toi te aroha

Kia toi te reo Māori

Kia tūturu āwhiti whakamaua

Kia tina, tina!

Haumi e! Hui e!

Taiki e!

# Closing Karakia

*Let the strength and lifeforce of  
our ancestors  
be with each & every one of us  
freeing us from a path of obstruction  
so that our words endure  
our spiritual power endures  
our love endures  
and our Māori language endures  
and all are upheld,  
established and understood  
Join, gather and unite!  
Forward together*