OIR: 2425/1352

22 May 2025

[redacted]

Tēnā koe [redacted],

Complaint, and Request for Information under the Local Government Official Information and Meetings Act 1987 (the Act) (the LGOIMA)

Thank you for your email of 5 May 2025 making the following complaint regarding signage sitting in cycleways north of Wellington on State Highway 1.

> ***I would like to bring it to your attention that a contractor working adjacent to old State Highway 1 just North of Wellington, has placed all of its Temporary Traffic Management (TTM) signage illegally.***
>
> ***All of their signage is either placed in the middle of the cycle lanes or in such a position that forces cyclists to use the main carriage way at a great and unnecessary risk to themselves. There are some 30 odd signs and cones at this location that are all extremely dangerously placed. This is consequently an unnecessary and unjustified threat to the safety of cyclists that are expected to use these cycle lanes that KCDC has provided for them.***

Council staff Spoke with the Contractor as soon as a complaint was received, they instructed their STMS to remove signs from the Cycle way.

In addition to the above, you have made a request for information under the LGOIMA:

1. ***What is KCDC doing about this illegal behaviour by roading contractors and what is KCDC doing to prevent the repeated flaunting of the regulations by roading contractors as I witness this behaviour constantly? Plenty of photograhic evidence can be provided if you are unaware of this dangerous practice by roading contractors.***

Council employs one staff member as Access and Transports Traffic Management Co-ordinator (TMC) to review Traffic Management Plans and inspect Traffic Management sites. Independent auditing is also completed. Given the size of the

network and how many sites are active at any given time, the TMC and auditor are not expected to inspect every site on every day under the current resourcing.

2. ***I have been told that roading contractors have to submit a Temporary Traffic Management Plan to Council before work is to commence and have it approved by Council, is this correct? If this is correct, could you please provide me with the Traffic Management Plan at this location?***

Corridor Access Requests are required by all contractors working on Road Reserve. A Traffic Management Plan (TMP) in accordance with New Zealand Guide to Temporary Traffic Management (NZGTTM) and Code of Practice for Temporary Traffic Management (CoPTTM) is submitted to the road controlling authority for acceptance.

Please find attached a copy of the TMP for 101 Main Road Waikanae. Please note some information has been withheld under section 7(2)(a) of the LGOIMA to protect the privacy of natural persons.

3. ***Does Council have a responsibility to ensure that TTM Plans are properly adhered to and implemented according to the law and the regulations?***

Councils' responsibility as the road controlling authority is in accordance with NZGTTM and CoPTTM.

4. ***Does Council visually inspect if the TTM Plan has been erected in accordance with the permit and adhered to? If not, who does?***

In addition to inspections by the Council's TMC, an independent auditor is engaged by Access and Transport to audit traffic management sites across the district in accordance with NZGTTM and CoPTTM. This is to ensure to ensure best practice is being adhered to across all parties.

In Council's view the reasons for withholding some details are not outweighed by public interest considerations in section 7(1) favouring their release. You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to info@ombudsman.parliament.nz, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi,

Sean Mallon
Group Manager Infrastructure and Asset Management
Kaiwhakahaere Rōpū Anga me te Whakahaere Rawa

TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM

Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.

Organisations /TMP reference	**TMP reference:** TMP PEL2037-2301	**Contractor (Working space):** Goodmans	**Principal** *(Client)*: **Bulletin Trust / Thames Pacific**		
		Contractor (TTM): PEL	**RCA:** Kapiti Coast District Council		
	Road names and suburb		**House no./RPs** *(from and to)*	**Road level**	**Permanent speed**
Work Area	Main Road (Old SH1) Waikanae		101	Level 1	100kph
Traffic details	**AADT** = 25608 (est) 24/12/2020 7.078% heavy		**Peak flows** 6.30am to 7.30am & 5.00pm to 6.30pm		

Description of work activity

The work activity is an earthworks contract for a new subdivision creating residential lots at 101 Main Road Waikanae. The work is scheduled to take around six months. All work will be done inside the subdivision apart from the connection to an existing stormwater pipe in the road embankment / berm. Traffic management for this work will consist of a Shoulder Closure with a 30kph Temporary Speed Limit.

There will be Trucks Crossing signs installed along with a 30kph Temporary Speed Limit, these will remain installed 24/7, due to early & late deliveries to site.

A Two-Way Stop/Go Closure will be used to unload certain plant to site that is unable to unload within the site.

The Trucks Crossing signs, Site Access signs & the Temporary Speed signs will be installed on wooden posts for the duration of the work. This will be done under Shoulder Closures.

Planned work program

Start date	03/02/25	**Time**	07.00am	**End date**	25/07/25	**Time**	5.30pm

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Consider significant stages, for example: • road closures • detours • no activity periods.	***Installation of Traffic Management Trucks Crossing + Works Access & Shoulder Closure*** **Site Establishment** = 07.00am to 07.30am (or when installation has been completed) = Trucks Crossing + Works Access & Shoulder Closure **Active** = 07.30am to 5.30pm = Trucks Crossing + Works Access & Shoulder Closure **No activity periods day & night** = 24hr = Trucks Crossing + Works Access & Shoulder Closure **Disestablishment** = 5.30pm to 6.00pm. ***Installation of Traffic Management Two Way Stop/Go Closure*** **Site Establishment** = 09.00am to 09.30am (or when installation has been completed) = Two Way Stop/Go Closure **Active** = 09.30am to 4.00pm = Two Way Stop/Go Closure **No activity periods day & night** = 24hr = None **Disestablishment** = 4.00pm to 4.30pm.
Alternative dates if activity delayed	Closure to be installed on the next suitable day within the TMP approval dates.

Road aspects affected *(delete either Yes or No to show which aspects are affected)*					
Pedestrians affected?	No	**Property access affected?**	No	**Traffic lanes affected?**	Yes
Cyclists affected?	Yes	**Restricted parking affected?**	No	**Delays or queuing likely?**	Yes

Installation *(includes parking of plant and materials storage)*	***Proposed traffic management methods*** **The Establishment** Prior to arrival at site the STMS will arrange with client a safe meeting point to hold a pre-setup toolbox meeting. • Once on site, the TMP will be implemented as follows: • Review the TMP check form. • Identify public and site safety hazards and how they will be addressed and place on the hazard document for 'toolbox' briefing. **Sign Install – Trucks Crossing + Works Access & Shoulder Closure + Two Way Stop/Go Closure** Install signage & cones as to the attached diagrams. The closure is then to be checked over, with a drive around by the STMS All sign over documentation to always remain on site. (See attached lay-out diagrams) TTM equipment will be installed as per the approved TMDs for this plan. • All TTM equipment will be installed by travelling in a clockwise direction in the following order: 1. Advanced warning sign(s) 2. Direction & protection sign(s) 3. Delineation devices to be used for the taper(s) & along the working space should be offloaded and placed along the road edge. 4. End of Works sign(s) • Delineation devices, including tapers, must not be placed until all signs have been installed. • Vehicle to display a TV4, RD6 & flashing amber beacon during setup. • Upon completion of setup, the STMS will carry out an immediate site check to make sure all required signage is installed according to the TMDs. • When the initial site check has been carried out and approved by the STMS, contractors will be allowed entry to the working space. • All vehicles/plant will remain within the working space.
Attended (day)	The STMS will be on site for the establishment, adjustments and for the removal of all traffic management. STMS in charge will always remain on site. All signs & delineation devices to be deployed at spacings appropriate for the Permanent Speed Limit and road environment constraints as defined in the CoPTTM L1 Layout Distances Table. Property access will be always maintained with no vehicles/equipment blocking entry or exit points the STMS/TCs to always manage. On site TTM staff to always monitor vehicle & pedestrian traffic All site checks must be carried out at (max) 2 hourly intervals and recorded on the OSR. If any minor adjustments are required, they should also be recorded on the OSR. A Trucks Crossing + Works Access & Shoulder Closure + Two Way Stop/Go Closure will be installed.
Attended (night)	No work will be done at night.
Unattended (day)	A Trucks Crossing + Works Access & Shoulder Closure will be installed when unattended in the day.
Unattended (night)	A Trucks Crossing + Works Access & Shoulder Closure will be installed when unattended in the day.
Removal	Removal of the TTM When the work has been completed, the STMS will remove the traffic management by picking up the delineation first, then the signage. (Refer to the above installation section). Vehicle to display a TV4, RD6 & flashing amber beacon during removal. On completion of the removal, the STMS will carry out a final check to ensure all equipment not required for the unattended site, has been removed. Final check to be noted on the OSR before leaving site.

Proposed TSLs *(see TSL decision matrix for guidance)*				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2021, Rule 54001 *(List speed, length and location)*	**Times** *(From and to)*	**Dates** *(Start and finish)*	**Diagram ref. no.s** *(Layout drawings or traffic management diagrams)*
Attended day	A temporary maximum speed limit of **30km/h** is hereby fixed for motor vehicles travelling over the length of **380m** situated on THE Main Road (Old SH1) in **Waikanae** from **180m either side of 101 Main Road.** (see attached diagrams for exact TSL locations) The STMS will log down exact location on the DSR	07.00am to 5.30pm	03/02/25 to 25/0/25	PEL001, PEL004 & PEL005
Unattended day & night	A temporary maximum speed limit of **30km/h** is hereby fixed for motor vehicles travelling over the length of **380m** situated on THE Main Road (Old SH1) in **Waikanae** from **180m either side of 101 Main Road.** (see attached diagrams for exact TSL locations) The STMS will log down exact location on the DSR	07.00am to 5.30pm & 5.30pm to 07.00am	03/02/25 to 25/0/25	PEL001 & PEL004

Positive traffic management measures
Steel plates will cover any excavations in an emergency. Traffic Controllers to assist pedestrians.

Contingency plans		
Generic contingencies for: • major incidents • incidents • pre-planned detours. *Remove any options which do not apply to your job*	**Major Incident** A major incident is described as: • Fatality or notifiable injury - real or potential • Significant property damage, or • Emergency services (police, fire, etc) require access or control of the site.	**Actions** The STMS must immediately conduct the following: • stop all activity and traffic movement • secure the site to prevent (further) injury or damage • contact the appropriate emergency authorities • render first aid if competent and able to do so • notify the RCA representative and / or the engineer • Under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so • re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so • Comply with any obligation to notify WorkSafe.
	Incident An incident is described as: • excessive delays - real or potential • minor or non-inquiry accident that has the potential to affect traffic flow • structural failure of the road.	**Actions** The STMS must immediately conduct the following: • stop all activity and traffic movement if required • secure the site to prevent the prospect of injury or further damage • notify the RCA representative and / or the engineer • STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so • re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.

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	Note also the requirements for no interference at an accident scene: In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to: • save a life of, prevent harm to or relieve the suffering of any person, or • make the site safe or to minimise the risk of a further accident; or • maintain the access of the general public to an essential service or utility, or • prevent serious damage to or serious loss of property, or • follow the direction of a constable acting in his or her duties or act with the permission of an inspector.
Other contingencies to be identified by the applicant *(i.e. steel plates to quickly cover excavations)*	If there is an emergency the site and work area will be made safe. All plant will leave site and the traffic management picked up if safe to do so.

Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	No	Has approval been granted?	No
~~Authorisation to work at permanent traffic signal sites~~	~~Will portable traffic signals be used or permanent traffic signals be changed?~~	No	~~Has approval been granted?~~	No
Road closure authorisation(s)	~~Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?~~	No	~~Has approval been granted?~~	No
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted?	No
~~Authorisation to use portable traffic signals~~	~~Make, model and description/number~~	n/a		
	~~NZTA compliant?~~	n/a		

EED			
Is an EED applicable?	No	**EED attached?**	No

Delay calculations/trial plan to determine potential extent of delays
Delay calculations will be made if required by KCDC.

Public notification plan
None

Public notification plan attached?	No

On-site monitoring plan	
Attended *(day ~~and/or night~~)*	The STMS will check the site after it has been installed. The work crew will check the site every two hours & log it down on the Daily Site Record. The STMS will hand the site over to the work Foreman, if the STMS is not part of the crew.
Unattended *(day and/or night)*	The site will be checked every 12 hours, when the site is unattended.
Method for recording daily site TTM activity *(eg C*	

CoPTTM on-site record

On-site Hazard ID

Daily Job Sheet.

All recording of staff briefing, and site checks is to be recorded on the appropriate company daily site check forms. This will be filled in by the STMS

Site safety measures

All vehicles will have their flashing beacons turned on when entering and leaving the closure.

A full briefing for all staff & workers before any work begins done by the client.

A safe evacuation location to be identified at this briefing.

All staff to always be aware of Cyclist with no cones or signage blocking their pathway.

All staff to wear the correct PPE during all times in any work zones.

Other information

None

Site specific layout diagrams

Number	Title
PEL001	Site Installation & Sign = Trucks Crossing + Works Access & Shoulder Closure
PEL002	Site Information
PEL003	TTM Installation
PEL004	Site & Sign Installation = Shoulder Closure
PEL005	Site & Sign Installation = Two Way Stop/Go Closure

Contact details

	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Main Principal	Bulletin Trust / Thames Pacific	Contact [redacted] for details	-	-	-
TMC - KCDC	Kāpiti Coast District Council Warren McCrae	s 7(2)(a) [redacted]	13057	STMS (AB)	-
Contractor	GOODMANS Sean Christensen - Project Manager	[redacted]	-	-	-
STMS CAT (AB) P	PEL CONTRACTING Paul Hailwood	[redacted]	41613	STMS (AB) P	31/01/26
Others as required	TBC	TBC	TBC	TBC	TBC

TMP preparation

Preparation PEL CONTRACTING	Simon Wyatt	24/01/25	[redacted]	33517	STMS (AB)P	18/5/25
	Name (STMS qualified)	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*
This TMP meets CoPTTM requirements			**Number of diagrams attached**		5	
TMP returned for correction *(if required)*						
	Name		*ture*	*ID no.*	*Qualification*	*Expiry date*

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Engineer/TMC to complete the following section when approval or acceptance required						
Approved by TMC						
	Name	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*
Acceptance by TMC *(only required if TMP approved by engineer)*						
	Name	*Date*	*Signature*	*ID no.*	*Qualification*	*Expiry date*

Qualifier for engineer or TMC approval

Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams. This TMP is approved on the following basis:

1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.

Notification to TMC prior to occupying worksite/Notification completed				
Type of notification to TMC required		**Notification completed**	Date Time	

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ON-SITE RECORD On-site record must be retained with TMP for 12 months.			**Today's date**	
Location details	**Road names(s):**	**House number/RPs:**	**Suburb:**	

Working space

Person responsible for working space		
	Name	*Signature*

Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below

TTM

STMS in charge of TTM					
	Name	*TTM ID Number*	*Warrant expiry date*	*Signature*	*Time*
Worksite handover accepted by replacement STMS					
	Name	*ID Number*	*Warrant expiry date*	*Signature*	*Time*
	Tick to confirm handover briefing completed				

Delegation

Worksite control accepted by TC/STMS-NP					
	Name	*ID Number*	*Warrant expiry date*	*Signature*	*Time*
	Tick to confirm briefing completed				

Temporary speed limit

Street/road name (RPs or street numbers):		**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
		TSL installed				
		TSL remains in place				
From:	To:	TSL removed				
Street/road name (RPs or street numbers):		**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
		TSL installed				
		TSL remains in place				
From:	To:	TSL removed				
Street/road name (RPs or street numbers):		**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
		TSL installed				
		TSL remains in place				
From:	To:	TSL removed				
Street/road name (RPs or street numbers):		**TSL action**	**Date:**	**Time:**	**TSL speed:**	**Length of TSL (m):**
		TSL installed				
		TSL remains in place				
From:	To:	TSL removed				

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Worksite monitoring

TTM to be monitored and 2 hourly inspections documented below.

Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows, OK?							
Adequate property access?							
Barrier deflection area is clear?							
Add others as required							
Time inspection completed:							
Signature:							

Comments:

Time	Adjustment made and reason for change

LEVEL 1 LAYOUT DISTANCES TABLE

Permanent speed limit or RCA-designated operating speed (km/h)		≤50	60	70	80	90	100
Traffic signs							
A	Sign visibility distance (m)	50	60	70	80	90	100
B	Warning distance (m)	50 or 30*	80	105	120	135	150
C	Sign spacing (m)	25 or 15*	40	50	60	70	75
Safety zones							
D	Longitudinal (m)	10 or 5*	15	30	45	55	60
E	Lateral (m)	1	1	1	1	1	1
	Lateral behind barrier installation	As specified by the Installation Designer					
Tapers							
G	Taper length (m)#	30	50	70	80	90	100
K	Distance between tapers (m)	40	50	70	80	90	100
Delineation devices							
Cone spacing in taper (m)		2.5	2.5	5	5	5	5
Cone spacing: Working space (m)		5	5	10	10	10	10

* Larger minimum distances apply on all state highways and also on all multi-lane roads. The smaller minimum distances may be applied on other roads to accommodate road environment constraints.

\# 1. On non-state highways with speeds 50km/h or less, a **10m taper** (with cones at 1m centres) may be used when there are road environment constraints (eg intersections and commercial accesses).

2. On all roads where the shoulder width is less than 2.5m and the activity does not affect the live lane, a **10m shoulder taper** is permitted (with at least 5 cones at no greater than 2.5m centres).

3. A **taper of 30m** (with cones at 2.5m centres) **must** be used where manual traffic control (stop/go), portable traffic signals or priority give way are employed.

Lane widths (based on permanent speed or TSL if applied)

Speed (km/h)		30	40	50	60	70	80	90	100
F	Lane width (m)	2.75	2.75	3.0	3.0	3.25	3.25	3.5	3.5

Except for delineation device spacings, which are maximum values, the distances specified in the above tables are minimum values.

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Part 1

WORKSITE HAZARD IDENTIFICATION PLAN

Date:		Location:		
Task/s:				
Client:			Client Contact:	
PERMITS	N/A	☐		
	Close Approach (Electrical)	☐	N°. _____	Company: _____
	Permit to Work (Gas Transmisison)	☐	N°. _____	Company: _____
	Work Access Permit (Roading Authority)	☐	N°. _____	Authority/s: _____
	Other	☐	N°. _____	Company/Authority: _____
	Traffic Management Plan	☐	N°. _____	STMS: _____
Assembly Point:			PPE REQUIRED	
First Aid Kit/s:			☐ Safety Boots	☐ Ankle to Wrist Cover
Fire Extinguisher/s:			☐ Eye Protection	☐ HRC2 Clothing
Emergency Phone:			☐ Hearing Protection	☐ Transit Approved Clothing
Water:			☐ Hard Hat	☐ Gloves
Spill Kits:			☐ Dust Mask	☐ Other:
M.S.D.S. Sheets:				

HAZARD ID & RISK ASSESSMENT

STEP 1: Identify Hazards Assess Risk

Likelihood of Event ➡	Minor	Medium	Serious	Major
Certain	M	H	H	H
Likely	M	M	H	H
Moderate	L	M	M	H
Unlikely	L	L	M	H
Rare	L	L	L	M

STEP 2: Apply Control Measures

Definitions	
Likelihood	
Certain	Expected to occur
Likely	Probably occur
Moderate	May occur
Unlikely	Small possibility of occurring
Rare	May only occur in exceptional circumstances

STEP 3: Re-assess Risk to Ensure Acceptable

Severity of Consequences	
Major	Critical or extreme incident, legal action certain
Serious	Serious incident, legal action likely, extensive injuries with possible serious short-term effects to health
Medium	Incident possible, legal action, medical treatment, possible short term effects to health
Minor	Minor incident, possible warning letter from WorkSafe, no lost time, first aid treatment, or nil risk to health

H	= High Risk	STOP! Additional controls are required before work can continue. Contact Project Manager if not possible.
M	= Moderate Risk	ASK! Can any further controls be put into place? Is the risk as low as practicable?
L	= Low Risk	GO! Start work, risk is managed sufficiently by controls i place, monitor to ensure they remain effective.

HAZARDS	INITIAL RISK RATING	CONTROLS	RESIDUAL RISK RATING
Above Ground Utilities			
Below Ground Utilities			
Plant and Equipment			

EMERGENCY PHONE NUMBERS:

Fire/Ambulance/Police:	111	s 7(2)(a)	s 7(2)(a)
Electra Control Room:	06 367 9755		Office: 04 297 1659
FirstGas Gas Control:	0800 734 567	Other:	

Notes

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Part 2

WORKSITE HAZARD IDENTIFICATION PLAN

Below Ground Utilities			
Plant and Equipment			
Work Site			
Traffic			
Pedestrians / Visitors / Public			
Hazardous Substances			

SIGNATURES: I fully understand what the task is, my role/job on this site, and am happy that all hazards have been identified and the controls used to mitigate those hazards are appropriate.

Name	Company	Role	Signature

VISITORS: I understand the hazards, risks and the controls on this work site and am aware of my responsibilities.

Name	Company	Role	Signature

EMERGENCY PHONE NUMBERS:

Fire/Ambulance/Police:	111	s 7(2)(a)	s 7(2)(a)
Electra Control Room:	06 367 9755		Office: 04 297 1659
FirstGas Gas Control:	0800 734 567	Other:	

Notes

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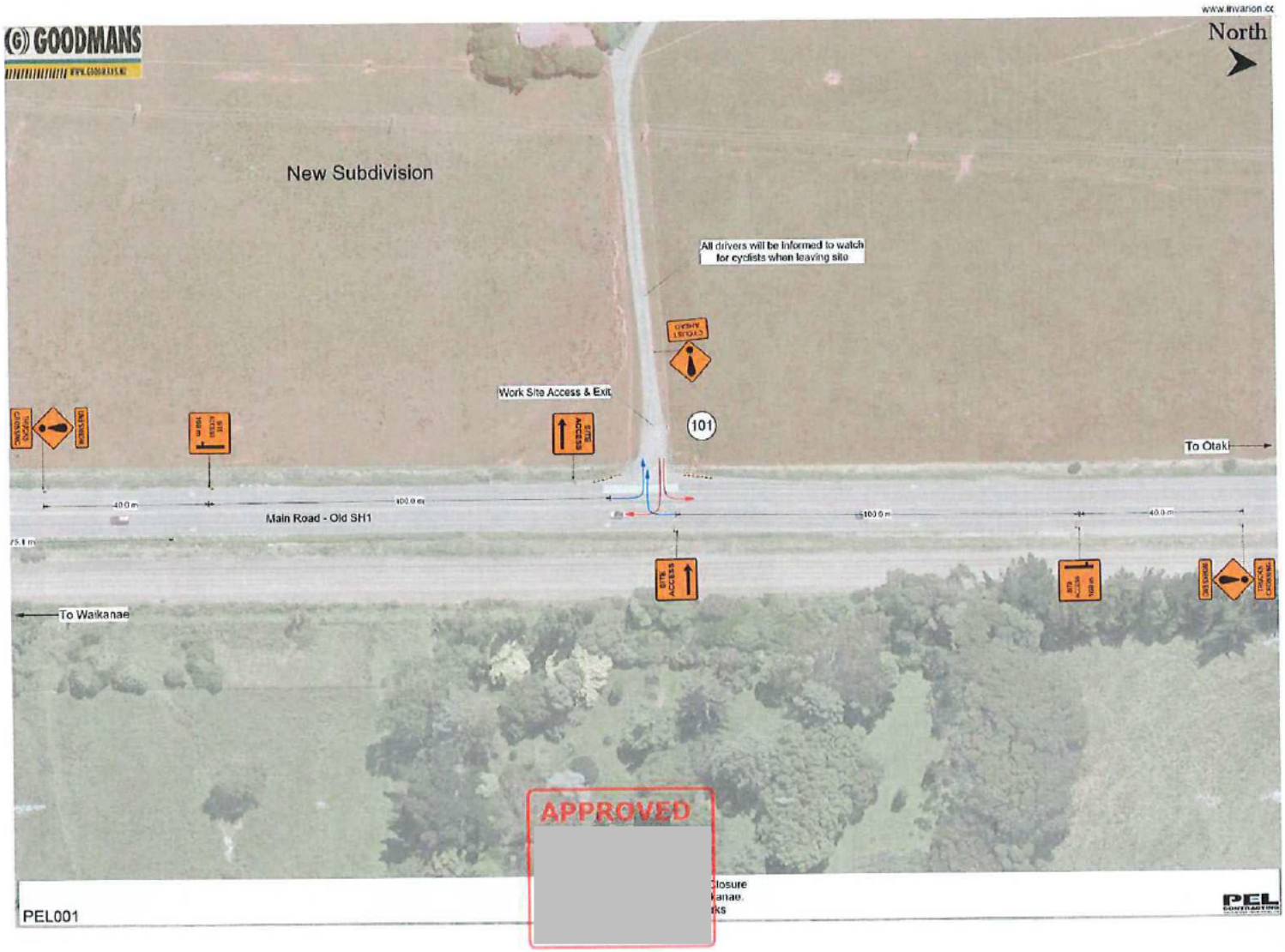
GOODMANS
North
New Subdivision
All drivers will be informed to watch for cyclists when leaving site
Work Site Access & Exit
101
To Otaki
Main Road - Old SH1
To Waikanae
APPROVED
PEL001

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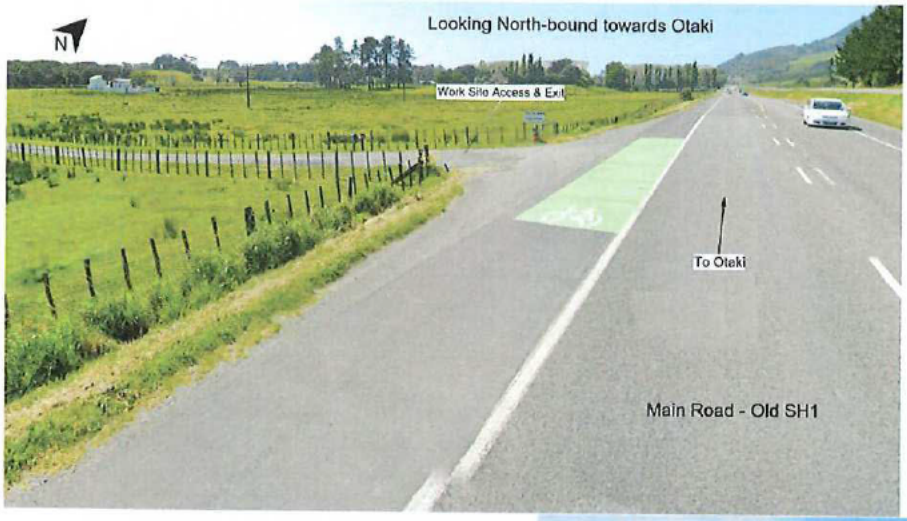
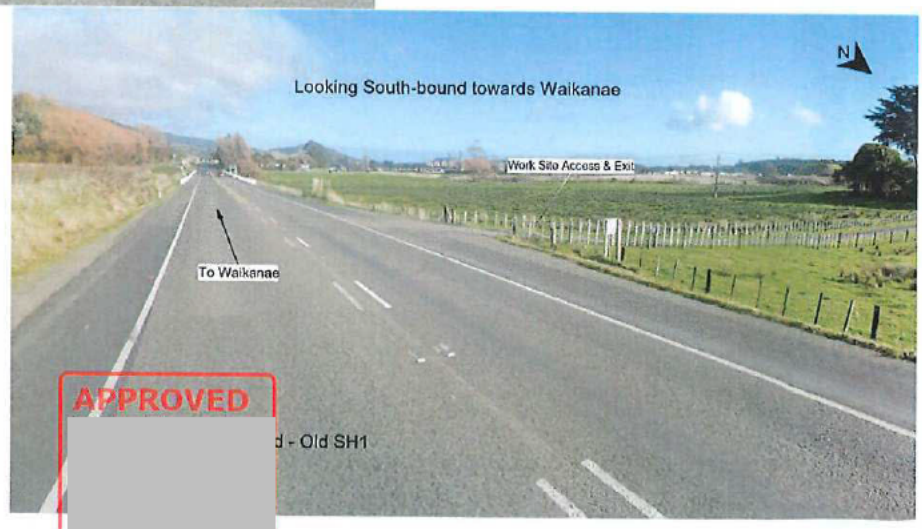
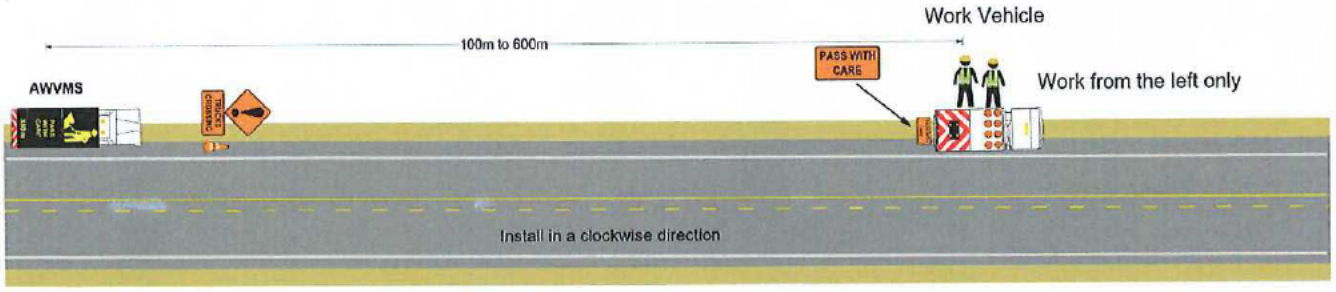




PEL002

Equipment Needed



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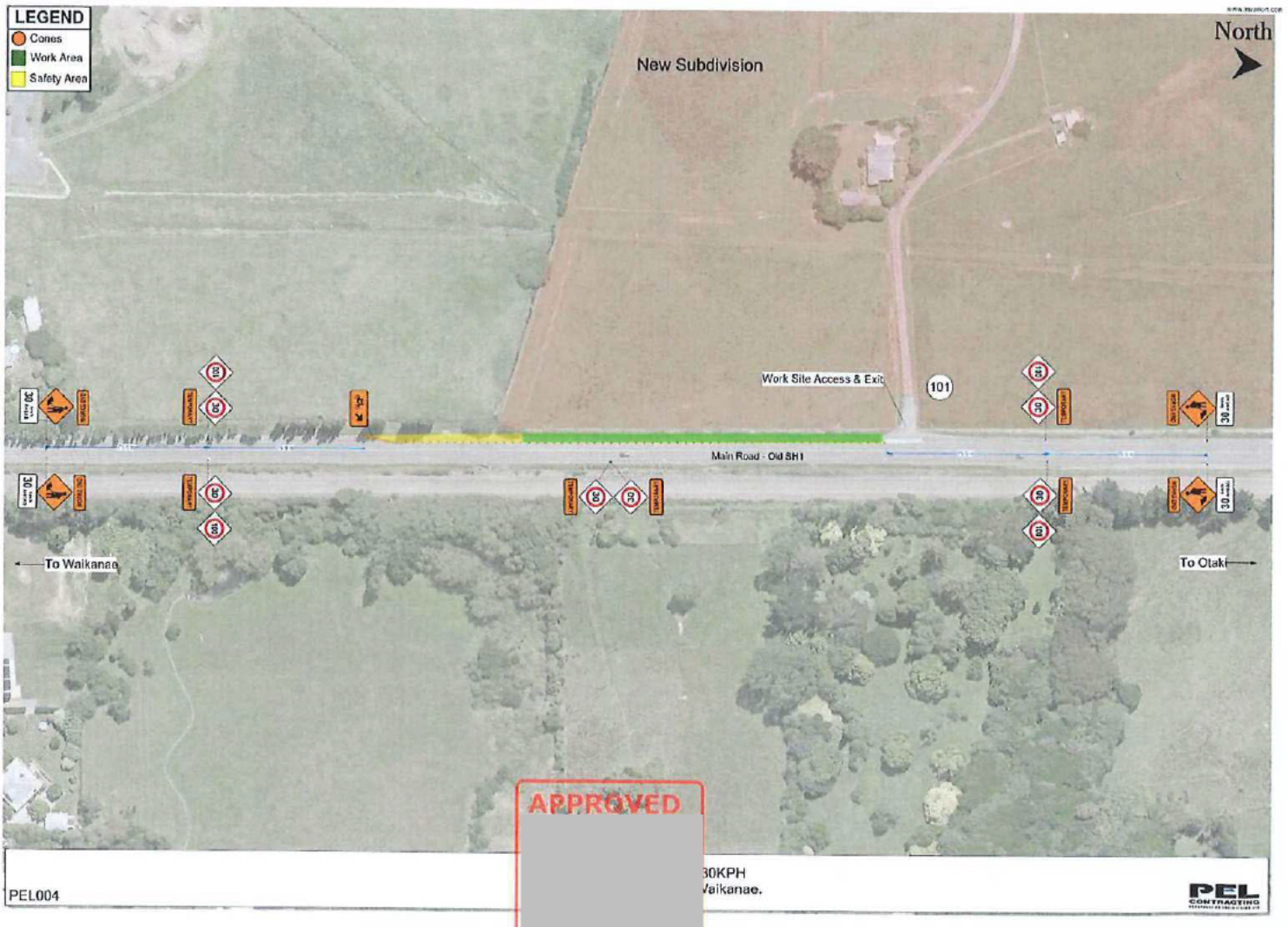
PEL003


LEGEND
Cones
Work Area
Safety Area
North
New Subdivision
Work Site Access & Exit
101
Main Road - Old SH1
To Waikanae
To Otaki
APPROVED
PEL004
30KPH
Waikanae.
PEL
CONTRACTING


LEGEND
Cones
Work Area
Safety Area
North
New Subdivision
Work Site Access & Exit
101
Main Road - Old SH1
To Waikanae
To Otaki
APPROVED
SL 30KPH
ikanae.
PEL005
PEL
CONTRACTING