

Requirements for TMP preparation on the Ashburton Road Network

What Qualifications are needed to submit a TMP?

Purpose

This guide sets out Ashburton District Council's (ADC's) expectations as the **Road Controlling Authority (RCA)** for applicants to demonstrate the competency of the people preparing Traffic Management Plans (TMP's) for activities on ADC roads.

It aligns with the Health and Safety at Work Act 2015 (HSWA), which places obligations on worker competency. These requirements apply to all applications on the ADC Road Network, regardless of the principal, the type of activity, or the duration of the works.

From Responsibility to Competency

Previously, preparing a TMP required the Temporary Traffic Management Planner (TTMP) warrant, which was discontinued by NZTA in November 2024.

Under the Health and Safety at Work Act 2015 (**HSWA**), the **Person Conducting a Business or Undertaking (PCBU)** is responsible for ensuring workers have the necessary information, training, instruction, and supervision to work safely, including meeting duties under [Section 30](#) and [Section 36](#). This means that the PCBU and the wider contracting chain must verify that those preparing TMPs are competent to do so.

ADC as the Road Controlling Authority (RCA)

As the RCA for Ashburton District, our primary duty is to ensure the safety of all road users and maintain an efficient road network, in accordance with [HSWA 2015](#), [the Local Government Act 1974](#), and the [Land Transport Act 1998](#), specifically Land Transport Rules - [Traffic Control Devices 2004](#) and [Setting of Speed Limits 2024](#).

Reviewing your TMP helps us fulfil these duties by ensuring your plan manages risks appropriately and enables us to effectively consult, coordinate, and cooperate with you regarding matters of safety.

Stance Regarding Competency

***There is no specific qualification required for people who prepare TMPs.**

The primary focus is on the quality and content of the TMP. A robust, risk-based TMP demonstrates competency by showing risks are understood and properly managed in accordance with the hierarchy of controls. This is the critical component of any TMP.

TMP submissions should clearly list the credentials of the preparer, including issuing body and date, to support current competency.

***While ADC as an RCA does not mandate specific qualifications to prepare TMPs the Contracting PCBU may have set minimum requirements for contracted PCBUs including any sub-contractors undertaking works within the district.**

Competency in the context of TMP design

Competency is a person's **current** ability to design a safe, fit-for-purpose TMP for the specific conditions they face. A competent designer can:

- Identify site specific hazards, including risks to vulnerable road users such as pedestrians, cyclists, and mobility aid users.
- Implement controls to manage those hazards as far as reasonably practicable (HSWA 2015 s36).
- Apply the [NZ Guide to Temporary Traffic Management \(NZGTTM\)](#) risk-based process and relevant Land Transport Rules.
- Explain the function and suitability of specialised devices or layouts (e.g., Truck-Mounted Attenuator (TMA), or pedestrian detours).

As noted above competency is a person's current ability which means competency diminishes over time. PCBUs must ensure ongoing competency for its workers through regular practice, refresher training, and validation. Qualifications obtained in the past may provide a baseline for contracting PCBUs but do not demonstrate current competence without ongoing verification.

Examples that may support TMP design competency

Credential	Issuing Body	Typical Evidence
Risk Management in TTM micro-credential	NZQA – Approved providers	Application of the principles and procedures for conducting a TTM risk assessment in accordance with the NZGTTM, with assessed project work submitted as part of the evidence requirements.
TMP Design micro-credential	NZQA – Approved providers	Comprehensive TMP design for diverse road environments, incorporating network impact assessment and stakeholder engagement.
Temporary Traffic Management Planner (TTMP) warrant	<u>NZTA</u> (Retired Nov 2024)	Former NZTA credential focused on CoPTTM based TMP design, which may still be recognised by many PCBUs as a standard qualification.
Relevant engineering or risk-management qualification plus relevant TTM experience	Universities, Engineering NZ, risk-management bodies	Formal qualifications in civil or transport engineering, safety engineering, or risk management, complemented by relevant experience in TTM.

This list is **only illustrative, not comprehensive or mandatory**. PCBUs should rely on and implement other training and in-house competency frameworks to ensure that TMP designers' skills remain **relevant, credible, and current**.

Although no specific qualification is mandatory, referencing relevant industry training and experience in your TMP submission will strengthen and support our confidence in the competency of the preparer.

Demonstrating a Competency System

The PCBU is accountable for the plan and must ensure it has been prepared by someone with the appropriate skills. You can demonstrate this by including:

- **Relevant qualifications or credentials.** Listing recognised training or certifications in the TMP alongside the TMP preparer's name provides confidence of competency.
- **A declaration from the PCBU.** A statement within your TMP submission confirming that the PCBU has assessed and deemed the preparer competent to carry out the TMP design and risk assessment for the specific activity.

Example: '[Company/PCBU Name] confirms that [Full Name] has been deemed as competent to prepare this TMP and the related risk assessment for the activity described. This declaration is provided in line with our obligations under the Health and Safety at Work Act 2015.'

Demonstrate a Risk Based Process

Your TMP must be prepared in line with the principles of the NZGTTM. A plan that applies a clear, risk-based approach demonstrates strong evidence of competence.

Your risk assessment should:

- Clearly describe the activity and its environment.
- Identify risks to all people who may be affected, including both road users and workers.
- Link each risk to specific and suitable control measures.
- Clearly assess control options, residual risks, introduced risks and identify the lowest total risk option.
- Provide evidence of consultation, cooperation, and coordination (the '3Cs') with all other parties in the PCBU contracting chain, including ADC. This may be recorded in your risk register or consultation log.
- Include an independent review of the risks by someone not involved in the TMP design, with their sign-off attached to the application.

*** The way the information is presented in an application is up to the person preparing it, however if there is a lack of clarity or missing detail, including reasonably identifiable hazard and risk, the applicant may be asked for more detail via a Request for Information (RFI).**

How ADC Reviews Your Submission

As the RCA, ADC reviews the substance of your TMP to ensure your activity can proceed safely.

If your submission lacks sufficient detail to meet our regulatory duties, we may issue a Request for Information (RFI), including evidence of the preparer's competency where unclear. RFIs are intended to increase efficiency and support you in strengthening your TMP.

Our focus is on risks, and questions will relate directly to the plan's substance e.g. "Please explain how the proposed controls address risks to vulnerable road users travelling through the site."

A high-quality submission that clearly documents a risk-based process is the most effective way to show competency and ensure a smooth review.

*** If multiple RFIs relating to legislative requirements and/or road user safety remain unresolved, ADC may veto the application. This decision will be communicated to all PCBUs in the contracting chain and may include an RFI for clarification about the competency of those involved in the preparation of the application.**