Puke Kapo Hau Construction Traffic Management Plan

Construction Travel Management Plan

Prepared for Mercury NZ Ltd
Prepared by Beca Limited

8 October 2025

Contents

1 Introduction 1

1.1 Introduction 1

1.2 Location of Wind Farm 1

1.3 Traffic Management Plan Operational Period 1

1.4 Purpose of a CTMP 1

2 Traffic Movement / Flows 3

2.1 Proposed Routes 3

2.2 Overhead Powerlines 3

2.3 Detailed Design Stage 4

2.4 School Bus Routes 4

2.5 Vehicle Speeds 4

2.6 Construction traffic operation hours 4

2.7 Light Vehicle Movements 5

2.8 Traffic Flows 5

3 Road Improvements and Maintenance 7

3.1 Road improvements 7

3.2 Road maintenance 7

3.3 Dust Control 9

4 Stock Droving 10

5 Construction Methodology 11

6 Driver Protocols 12

6.1 Over-dimension and Over-weight Loads 12

7 Signage 13

8 Monitoring and Reporting 14

8.1 Incident Reporting 14

9 Communications 15

Appendices

No table of contents entries found.

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1 Introduction

1.1 Introduction

Tararua Wind Power Limited ("TWP"), a fully owned subsidiary of Mercury NZ Limited, is progressing Stage 2 of the Mahinerangi Wind Farm which is to be known as "Puke Kapo Hau" ("the Project", "Puke Kapo Hau" or "MWF Stage 2").

This Draft Construction Traffic Management Plan (CTMP) has been prepared to support resource consent applications for Puke Kapo Hau. An existing land use resource consent is held for the wind farm, however the proposed layout and specification requires a variation to this resource consent under s42(4)(b) of the Fast-track Approvals Act 2024. Additionally, new land use resource consents are required for a transmission line connection between the wind farm and the National Grid, and associated infrastructure.

The existing land use consent contains multiple resource consent conditions that will continue to apply to Puke Kapo Hau (conditions 61-68 inclusive). In particular, condition 61 sets the requirement to prepare a Traffic Management Plan prior to construction commencing, as well details of what the plan will cover.

This draft CTMP outlines the procedures to be followed by TWP and its subcontractors during the construction of Puke Kapo Hau. As a draft CTMP it will be updated as design of the wind farm proceeds.

The plan specifically addresses transportation activities related to the construction of internal roads, wind turbines, transmission lines, Battery Energy Storage System (BESS) and substation, including the delivery and commissioning of equipment. The procedures outlined within are designed to aid the safe and efficient operation of the local road network throughout the duration of the construction phases of the project.

1.2 Location of Wind Farm

The site is located near Dunedin, Otago, in the South Island of New Zealand. The wind farm is situated on the eastern foothills of the Lammermoor Range, approximately 5km north of Lake Mahinerangi and 50km west of Dunedin City, within the Clutha District Council jurisdiction.

1.3 Traffic Management Plan Operational Period

This draft CTMP will remain valid for the duration of the construction of Puke Kapo Hau . The draft CTMP will be finalised prior to the start of the construction period.

1.4 Purpose of a CTMP

The draft CTMP sets out the approach, standards, and measures to effectively address the traffic impacts associated with construction activities for the duration of Puke Kapo Hau. It aims to avoid, reduce, manage, or mitigate these effects. The draft CTMP outlines general strategies to mitigate the effects of construction traffic on road users, including public transport, pedestrians, cyclists, local residents, and businesses. However, as the project is still subject to a variation to the existing consent, some information was unavailable at the time of drafting and will require updating and finalisation post consent during detailed design. The contractor leading the detailed design phase will be responsible for updating the draft CTMP to include exact dates and specific information as it becomes available.

Phasing of the events and critical dates will be detailed as the project nears the implementation stage prior to construction.

Key Objectives:

- Establish a preliminary framework and outline initial findings for the draft CTMP, which will be refined and finalised before construction of Stage 2 begins. The finalised CTMP will remain active for the entire construction period and will serve as the primary tool for managing construction traffic effects.
- Create a basis for developing Site-Specific Traffic Management Plans (SSTMPs), Base Condition Report (BCR), Maintenance Standard Report (MSR), and Corridor Access Requests (CARs). These documents will enable physical works within the road corridor upon approval by the relevant Road Controlling Authorities (RCAs). The draft CTMP aligns with the Traffic Effects Assessment (TEA) prepared by Beca.

2 Traffic Movement / Flows

2.1 Proposed Routes

The traffic movements for the construction works will predominately consist of the transportation of materials for the construction of Stage 2 of the wind farm (cement, concrete, aggregates, and steel). Currently, routes from three ports including Port Chalmers, Dunedin (Route 1), Lyttelton Port, Christchurch (Route 2) and South Port, Bluff (Route 3) have been assessed as potential options for the importation of the required construction materials and components. The exact route that the construction traffic and associated vehicles will originate from will be confirmed at the detailed design stages of the project.

It is expected that in order for the wind farm components to travel from one of the designated ports to the site, they will predominately travel along the state highway network with travel on various sections of local road networks required for short sections, particularly as the construction traffic gets closer to the development site.

As per the TEA the potential construction travel route options are shown below in **Figure 2-1**.

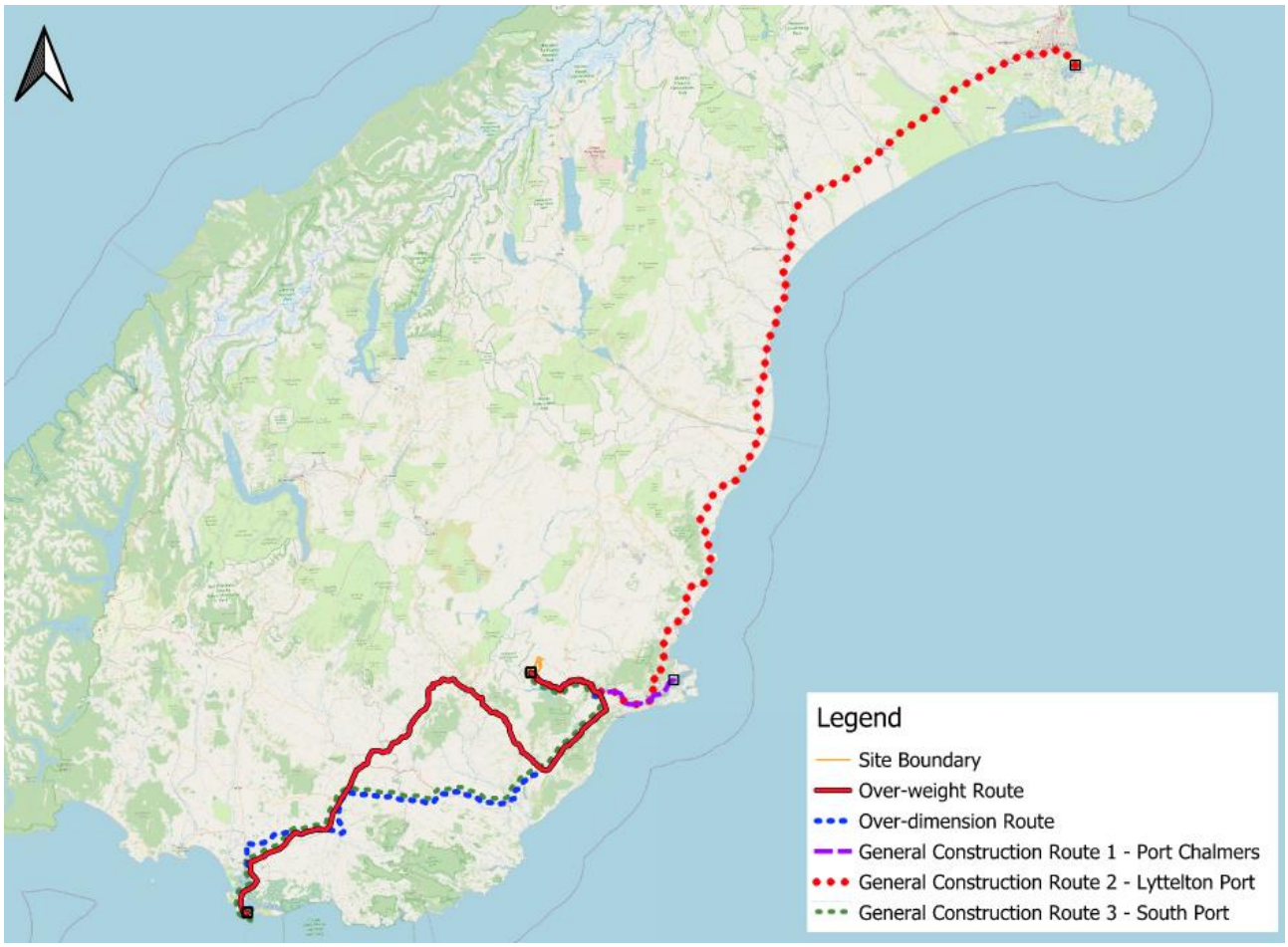

Figure 2-1 Potential construction travel routes from Bluff. Dunedin, and Christchurch

2.2 Overhead Powerlines

Areas of low-hanging powerlines along the route will be identified later in the detailed design stages of the project. Mitigations to reduce the adverse effects on the wider power network have been identified including providing rubber skid rails to be installed on relevant over-dimension loads to safely navigate under the powerlines. If skid rails are not sufficient, additional measures can be implemented following discussions with

the relevant power companies within the regions. PowerNet and Aurora Energy will provide further details after high-load permits are submitted and the proposed routes are assessed. PowerNet requires a minimum notice period of 20 working days, while Aurora Energy requires at least 12 working days to review the route and determine any necessary mitigation measures.

2.3 Detailed Design Stage

Throughout the proposed construction traffic routes there are various locations where some street signage will be required to be temporarily removed or swung out of the way of the over dimension vehicle as the tracking paths may exceed the existing envelopes on these roads both overhead and at ground level. The exact location of these improvements will be identified at the detailed design stage when vehicle tracking analysis should be used to accurately identify areas and infrastructure that poses a challenge for the tracking of the transporter vehicle.

2.4 School Bus Routes

While there are no school bus routes directly adjacent to the wind farm site, many schools and bus routes along the potential construction traffic routes may be impacted by transport activities associated with the project. All school principals along the route will be communicated with to advise of the timing and extent of oversize and overweight traffic movements. To help reduce conflicts for children boarding and alighting school buses, one approach could be offering site radios to drivers in areas where overweight and overdimension construction traffic overlaps with bus routes. This would enable direct communication with pilot vehicles, helping to coordinate the movement of wind farm components past buses when all children are on board.

Additionally, any adjustments to the proposed scheduling of transportation activities that could affect school bus stops along the construction routes must be promptly communicated to the affected school communities, reducing disruption, and maintaining safety as a priority.

2.5 Vehicle Speeds

All vehicles will adhere to the signposted speed limits and restrictions on public roads while travelling to and from the wind farm. Over-dimension and overweight vehicles, however, may travel at slower speeds than the posted limits, with their maximum speed capped at 90 km/h. However, in many cases, these vehicles are expected to move significantly slower, which could cause frustration for other road users. To minimise disruption, appropriate traffic management measures will be implemented such as travelling outside of peak traffic times, the use of pilot vehicles to control the movement of the transporters and warn oncoming and following traffic of the slower speed and limited overtaking opportunities. In some instances passing/stopping bays may be installed in agreed locations where considered necessary by the road controlling authority in line with Condition 61 (ii) e.

When travelling within the wind farm site on the proposed access tracks, vehicles shall not exceed the speed limit set by the head contractor and/or local authorities.

2.6 Construction traffic operation hours

In line with Condition 61 (iii), during the construction phase, heavy goods transport and oversized vehicles accessing or leaving the site will be limited to using Mahinerangi Road and El Dorado Track, and to the daytime hours of 6:00am to 10:00pm daily. Laybys for temporary parking may be required for over-weight / over-dimension loads that would otherwise access the site outside of these times. These laybys will need to be arranged prior to departure and agreed with between the transporter and the RCA.

2.7 Light Vehicle Movements

It is estimated that, during the construction phase, there will be an average of 80 light vehicle movements per day to accommodate the 150 construction workers expected per day. Peak traffic is expected to occur at the start and end of the workday, between 6:30am and 8:00am, and again from 4:30pm to 6:00pm. This will primarily consist of private vehicles and vans, with construction staff carpooling to and from the site. These movements will take place from Monday to Saturday.

2.8 Traffic Flows

A summary of the expected heavy vehicle movements is shown below in **Table 2-1**.

Table 2-1 Heavy Vehicle Movements

Activity	Consented Real-world Layout (veh)	Proposed Layout (veh)	Probable Origin
Turbines			
Tower Sections	188	176	South Port
Nacelles	47	44	South Port
Blades	141	132	South Port
Hubs/Nose Cones	47	44	South Port
Ancillary Equipment	188	176	South Port
Subtotal	**611**	**572**	
Foundations			
Concrete	430	510	Dunedin, Lee Stream Quarry
Water	125	147	Dunedin
Reinforcing Steel	78	73	Dunedin
Structural Fill and Platform	1,880	2,475	Dunedin, Lee Stream Quarry
Subtotal	**2513**	**3205**	
Roading			
Base Course	4,690	2,990	Dunedin, Lee Stream Quarry
Drainage	31	29	Dunedin
Subtotal	**4,721**	**3,019**	
General			
Mobilisation	125	117	Dunedin
Demobilisation	125	117	Dunedin
Civil Miscellaneous	157	147	Dunedin
Consumables	470	440	Dunedin
Site Facilities Platforms	292	386	Dunedin
Water	1,565	1,565	Dunedin
Subtotal	**2,734**	**2,772**	
Total trips for components and materials which have been assessed under the existing resource consent	**10,579**	**9,568**	

BESS			
Supply and install units	N/A*	42	Port Chalmers, Lyttelton or South Port
Pavement	N/A*	70	Dunedin, Lee Stream Quarry
Subtotal	N/A*	**112**	
Transmission Line			
Transmission Towers	N/A*	125	Port Chalmers, Lyttelton or South Port
Supplementary Material	N/A*	25	Port Chalmers, Lyttelton or South Port
Tracks and Pads	N/A*	550	Port Chalmers, Lyttelton or South Port
Subtotal	N/A*	**700**	
Substation			
Transformer	N/A*	2	South Port
Foundations	N/A*	64	Dunedin
Subtotal	**N/A***	**66**	
Total trips for components and materials assessed for the new land use resource consent	**N/A***	**878**	

*These activities were not consented under the existing resource consent and therefore they have not been assessed under the “Consented Real-world Layout”.

3 Road Improvements and Maintenance

3.1 Road improvements

Constraints affecting the movement of large over-dimension and over-weight vehicles required for transporting construction materials and wind turbine components have been identified along the roads designated as potential construction traffic routes. However, various mitigation measures are available to address these challenges including modifications to the road network or tailored strategies such as specific vehicle selection and vehicle tracking to facilitate the safe and efficient passage of large construction vehicles.

The Balclutha Bridge is likely to be used for the transport of the wind turbine blades due to tracking restrictions on alternative routes. The north end of the Balclutha Bridge is constrained, with existing vehicle tracking showing a small margin for clearance. The careful selection of transporter trailer, and specific vehicle tracking movements are required to provide enough clearance to avoid any damage to the bridge or parapets.

Additional details about the potential roading upgrades will be incorporated into the final CTMP during the detailed design phase, once exact construction traffic routes have been finalised.

3.2 Road maintenance

TWP have obligations for the maintenance of the road network affected by the construction traffic associated with the wind farm expansion. These are outlined as conditions of consent which are described in the TEA and shown in **Table 3-1**.

Table 3-1 Transport specific conditions of consent

Number	Conditions of Consent
61	A Construction Traffic Management Plan shall be prepared and submitted by the consent holder to the Chief Executive of Clutha District Council before any access to the site by construction traffic begins. The purpose of the Construction Traffic Management Plan will be to set out and detail the extent and timing of construction traffic activity, and any temporary traffic management provisions to be put in place during this time. The Construction Traffic Management Plan shall include the following requirements:
61 i)	The plan shall be prepared after consulting with NZ Transport Agency Waka Kotahi as road controlling authority and shall implement the outcome of that consultation.
61ii)	Set out the nature and timing of local physical improvement works to be undertaken on the roading network at the consent holder's cost to accommodate access to the Mahinerangi Wind Farm. These works shall include the following as a minimum: a. The upgrading of routes used for transport of materials by other than light vehicles to ensure the safe operation of the road including works to ensure that two vehicles (other than over-dimension vehicles) can safely pass each other based on vehicle tracking that is consistent with the operating speed of the road. b. The upgrading of routes used for transport of over-weight and over-dimension vehicles to provide for the swept path of vehicles on horizontal curves. c. The upgrading of local access routes used for transport of materials by heavy vehicles (defined as vehicles that require a heavy vehicle licence to operate) to an all-weather surface where necessary and only on those uphill sections of the routes heading towards the Mahinerangi Wind Farm with gradients 10% or steeper.

Number	Conditions of Consent
	d. The provision of school-bus bays beyond the traffic lane at all pickup and drop-off points on routes used for transport of materials by other than light vehicles. e. The installation of suitable passing/stopping bays, in agreed locations, if considered necessary by the road controlling authority.
61 iii)	Detail the intended traffic arrangements and provisions for the delivery of over-weight and over-dimensioned major components to the site, including any time restrictions for the movement of over-weight and over-dimensioned vehicles. No heavy construction traffic will access the site except via Mahinerangi Road and Eldorado Track and between the hours of 6.00 am and 10.00 pm. This does not prevent the use of any other roads between the port and State Highway 87 outside these hours. This may require the development of a layby for temporary parking of such vehicles before they reach Mahinerangi Road.
61 iv)	Manage construction traffic (other than component delivery by over-dimension and over-weight vehicles) during the construction phase. This shall include as a minimum: f. Identification of all roads within Clutha District that are to be used by construction traffic (Waipori Falls Road shall not be used for any construction traffic). g. The provision for the notification of the principals of all schools along routes to be used by construction traffic of the commencement and cessation of seasonal construction periods. h. The provision for dust suppression on the routes used for the transport of goods to the site. i. Ensuring that all construction traffic within Clutha District utilises those roads that have been identified for use by construction traffic in the Traffic Management Plan. j. Ensuring that all heavy vehicles associated with construction are clearly identified with labels to confirm that they are associated with the Mahinerangi Wind Farm to facilitate the monitoring of vehicle movements. The labels shall also provide a phone number to enable any complaints to be made. k. The management practices to be adopted to avoid conflict with stock droving on the affected roads.
62.	The existing condition of all roads to be used by construction traffic, other than light vehicles, in Clutha District (as identified in the Traffic Management Plan) shall be investigated and reported upon in a Base Condition Report that shall be prepared by the consent holder. The Base Condition Report shall contain information including classified traffic counts, high speed data capture, system recording - profile, texture and roughness and falling weight deflectometer. The Base Condition Report shall identify the existing condition of roads, those roads that require upgrading, potential remedial works during construction, and monitoring requirements during and at the end of the construction period. A Draft Base Condition Report shall be lodged with the Chief Executive of the Clutha District Council not less than nine months prior to the commencement of construction works at the project site.
63.	The Chief Executive of Clutha District Council may appoint a technical peer reviewer to review the Draft Base Condition Report and to certify its adequacy prior to the Base Condition Report being formally accepted by the Chief Executive and construction works commencing at the project site. The cost of retaining the services of the technical peer reviewer shall be met by the consent holder.
64.	The consent holder shall be responsible for the maintenance of roads subject to the Base Condition Report for the duration of the construction period except for any maintenance, repairs or reconstruction of these roads arising from unusual or extreme weather events. The consent holder shall prepare a Maintenance Standard Report that will detail the minimum level of service to be provided by the consent holder on the roads. A Draft Maintenance

Number	Conditions of Consent
	Standard Report shall be lodged with the Chief Executive of Clutha District Council not less than nine months prior to the commencement of construction works at the project site.
65.	The Chief Executive of Clutha District Council may appoint a technical peer reviewer to review the Draft Maintenance Standard Report and to certify its adequacy prior to the Maintenance Standard Report being formally accepted by the Chief Executive and construction works commencing at the project site. The cost of retaining the services of the technical peer reviewer shall be met by the consent holder. The Chief Executive may require the consent holder to produce an Additional Base Condition Report during the construction period, where road condition appears to be worse than determined in the Maintenance Standard Report. The Additional Base Condition Report may be subject to review by a technical peer reviewer, with the cost met by the consent holder.
66.	For the avoidance of doubt, the consent holder will only be responsible for the costs of maintenance of the roading network to the extent that the costs are additional to those that would be anticipated by Clutha District Council in the normal course of events (ie the consent holder will pay a reasonable proportion of the costs of maintenance required as a result of the use of the roads by wind farm construction traffic).
67.	The consent holder shall be responsible for preparing a Post-construction Condition Report at the conclusion of construction works with respect to all roads subject to the Base Condition Report. A Draft Post-construction Condition Report shall be lodged with the Chief Executive and shall provide data with respect to road conditions that is consistent with that contained in the Base Condition Report. The Post-construction Condition Report may be reviewed by a technical peer reviewer at the cost of the consent holder prior to the Post-construction Condition Report being formally accepted by the Chief Executive.
68.	The consent holder shall ensure that roads subject to the Base Condition Report are restored to a standard that is consistent with or exceeds the condition recorded in the Base Condition Report.

3.3 Dust Control

The contractor shall work closely with the person in charge of temporary traffic management to apply dust suppression measures ahead of planned trips. They should also follow any additional guidance provided, including localised speed restrictions, to minimise dust impacts effectively.

Additionally, the operator is required to prepare a Temporary Traffic Management Plan (TTMP) for the operation of water carts on the road. This plan shall align with the procedures outlined in the New Zealand Guide to Traffic Management (NZGTTM). The operator should keep a copy of the approved plan readily available at all times during operations.

4 Stock Droving

There are eight identified landowners with properties bordering Mahinerangi Road between SH87 and three along Eldorado Track, all of whom regularly move stock along these key transport routes. Without proper management, increased construction traffic could disrupt normal stock movement practices.

Before construction begins, the Traffic Management Coordinator will consult with landowners to confirm sections of the transport routes where stock movements occur, noting typical times, durations, and key landowner contact details.

To facilitate ongoing coordination, the Traffic Management Coordinator's contact details could be provided to all affected landowners. This will maintain open lines of communication regarding stock movement schedules, allowing for effective management throughout the project.

5 Construction Methodology

For the local road improvements, the assumed construction sequence is as follows:

- Design approval and Council permits including submission and approval of CARs including CTMPs for maintenance and construction works with the local road corridors
- Establishment of traffic management controls
- Survey and set out
- Establishment of construction crews
- Establishment of environmental controls
- Fencing (temporary as and if required)
- Earthworks and Pavement construction
- Testing
- Sealing or cement stabilising (where specific)
- Permanent and or temporary signage as required
- Dis-establishment

Primary Works – Main Construction Works

- Establishment of environment controls
- Establishment and Disestablishment of the Site Compound Area
- Establishing and Disestablishing of Concrete Batching Plants
- Construction of access tracks to proposed wind turbine locations
- Installation of stormwater drainage
- Construction of wind turbine tower foundation including steel and concrete works
- Construction of hardstands for construction cranes for wind turbine assembly
- Construction of Operational and Maintenance Facilities
- Construction of a Substation
- Construction of overhead powerlines

Programme

The programme is yet to be confirmed but will be identified following the detailed design stages of the project.

6 Driver Protocols

All drivers involved with the project will be required to undertake an on-site induction. This induction will include a briefing around the specific driver protocols detailed below for this project and provide evidence of their license and competence in operating the plant, equipment, or task they will be undertaking for the project.

All matters relating to the use of state highway network, local, and site roads will be conveyed to vehicle operators, drivers, and all other project personal, including contractors as part of daily site pre-start induction meetings.

All drivers involved in the project are subject to specific protocols when travelling along the district roads. These will be aimed at ensuring safe driving practices and full compliance with the law, including speed limits, appropriate following distances, observing any engine braking restrictions, and affording priority to other traffic.

Legal speed limits will need to be followed by drivers travelling to and from the site on the public road network, maximum on-site speed limits will be imposed by TWP once on-site work commences.

6.1 Over-dimension and Over-weight Loads

All oversize loads will be planned and approved prior to transporting using the New Zealand Transport Agency Waka Kotahi (NZTA) over-dimension and over-weight processes detailed on their website. It will be the responsibility of the transporting company to obtain these permits and submit approved application forms prior to transportation and delivery of to ensure the above minim overarching processes are adhered to.

The key oversize vehicles will consist of:

- Turbine blades transporter vehicles
- Turbine components transporters
- Transformer transporter

The key over-weight vehicles will consist of:

- Transformer transporter

There is expected to be a total of 132 blades transported to the site all of which will be transported individually on their own vehicle.

There is expected to be a total of two transformers transported to the site both of which will be transported individually on their own vehicle.

7 Signage

Any additional signage required for works shall be installed at strategic locations which will provide information for construction traffic and a warning for local road users of the presence of heavy traffic. This will be the responsibility of the contractor under the TTMP, which is required to be agreed upon with the RCA prior to works commencing.

The information signs shall provide information advising road users of the presence of construction traffic, contractor phone numbers, and any relevant traffic restrictions/hazards on the site.

Temporary Traffic Management Transport Route

At least 15 working days prior to commencement of construction works a TTMP will be prepared and submitted to the RCA in the region. Two of which are confirmed which include:

- New Zealand Transport Agency Waka Kotahi (NZTA)
- Clutha District Council (CDC)

All temporary traffic management will be supplied, installed, and managed as per NZGTTM. NZGTTM must be applied to any activity that varies the normal operating conditions of the road reserve.

1. All activities must be managed in terms of an approved Traffic Management Plan (TMP).
2. Temporary Traffic Management (TTM) must be installed before any work activity commences.
3. Worksites must be always under the control of a Site Traffic Management Supervisor (STMS).
4. For attended worksites, the STMS may delegate site control to an inspector.

8 Monitoring and Reporting

Monitoring of public roads and traffic management will be undertaken and will be the responsibility of the construction work manager and STMS associated with this project.

8.1 Incident Reporting

Accident / Incident Reporting and Investigation

All visitors and construction works are required to report any event or circumstance that could or did result in:

- An injury
- Damage to the environment
- Damage to property or equipment
- An uncontrolled or new hazard or hazardous situation
- Lost production time
- Adverse effect on product quality
- Customer or external party complaint.

All employees working throughout the construction period of the wind farm are authorised to stop any process that could result in any of the events above until such time as adequate corrective action has been taken.

All event / issues reports are passed to the person who looks after the administration of Quality, Safety, and Environmental outcomes on site. All incidents (including near misses) are investigated in accordance with the contractor's procedures. All reports are required to be loaded / stored in order to develop a risk register, giving all employees a chance to learn from the incidents and potentially prevent them occurring in the future.

Crashes / Incidents at Worksites

All vehicle crashes, including those involving public vehicles, or any near misses must be reported immediately to the project manager. Within 24 hours (One working day), an accident investigation report will be completed and sent to the customer's representative. If evidence of a crash is found at the worksite—such as broken headlight glass or damaged equipment—a crash report must still be prepared.

The project manager and STMS are responsible for thoroughly reviewing all traffic control measures and equipment to identify opportunities for improvement. Serious incidents, particularly those involving injuries, must be reported immediately to the Consent Holder's Project Manager and the Chief Executive of Clutha District Council. Additionally, any notifiable incidents or injuries must be promptly reported to WorkSafe.

The crash register will be reviewed weekly by the project manager, with all corrective actions documented. Once updated, the register will be forwarded to the Chief Executive of Clutha District Council on a weekly basis, ensuring accountability and continuous safety enhancements.

9 Communications

Stakeholders

The following local stakeholders have been identified in Table 9-1.

Table 9-1 Stakeholder communication

Stakeholder	Format of Communication
Road Users	Signage as approved through TMP
Residents in the local area	Letter drop with contact person
Schools	Letter drop to principals
Major Forest owner	Letter drop with contact person

When stakeholders are impacted by construction related traffic they will be engaged with according to their specific level of impact they experience, including the following:

- Low Impact: Minimal disruption, such as minor changes to usual traffic flow or short duration increase in noise. Stakeholders receive general updates and accessible communication channels for inquiries through temporary traffic management signs.
- Moderate Impact: Noticeable disruptions, including temporary delays, and altered access routes. Stakeholders are engaged through regular updates, detailed notices, and opportunities to ask questions or provide feedback.
- Significant Impact: Significant interference, such as long-term road closures, restricted property access, or heavy congestion. Stakeholders are actively engaged through personalised communication, meetings, and tailored solutions to reduce inconvenience.

Stakeholders who are significantly affected may be invited to be involved in planning any activities that will influence them wherever possible. For those indirectly affected or impacted in terms of access, providing clear information about the activities, along with contact details, inviting them to share any concerns or insights that could assist in coordinating efforts.

Any complaints or concerns raised will be promptly investigated and recorded through a Non-Conformance Report. Corrective actions shall be identified to address and resolve these issues effectively. Open communication and proactive problem-solving remain key priorities.

Meetings

Meetings form an important part of the project communication process. The following Table 9-2sets out the minimum requirements for meetings - contract requirements may specify additional requirements.

Table 9-2 Meeting schedule

Meeting	Minimum Frequency	Who Should Attend
Contract Meeting	As required	Engineer to contract or engineers Representatives Project Manager, may include subcontractor representatives
Planning Meeting	Weekly	Project Manager – Foreman Subcontractor representatives
Toolbox	Weekly	Team leads, attended by entire work team
Daily Briefing & Hazard ID	Daily	Team leads, attended by entire work team

Reporting

Reporting is an important part of keeping the wider team informed, and a critical part of governance oversight. Table 9-3 lists reports required for the duration of this contract.

Table 9-3 Reporting frequency

Report	Frequency	Purpose
Daily Job Record	Daily	Record plant, equipment and workforce on site
Weekly Report	Weekly	Summarise progress, issues and incidents Include photos where possible
Monthly Report	Monthly	Project manager – Foreman Subcontractor representatives

Feedback

Promoting strong performance and accountability within the team should be achieved through obtaining stakeholder feedback. Commuter behaviour on-site will be monitored to identify any areas requiring adjustment. Observed issues will be addressed promptly to uphold a high level of understanding, acceptance of construction works, and compliance with TTM standards.