

Subject	Planning, Programming and Funding Manual (PPFM1), First edition, Amendment 0, and Regional Land Transport Programme Guidelines for three-year period 2009-12.
Circulation	All registered holders of Land Transport NZ's Programme and Funding Manual, approved organisations and regional transport committees (RTCs)
Circulated by	Richard Braae – General Manager Partnerships and Programmes
Effective date	1 August 2008
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Purpose

To announce the release of the first edition of the NZ Transport Agency's *Planning, programming and funding manual* (PPFM) and the *Regional Land Transport Programme Guidelines* (RLTP guidelines), and to provide information on the changes incorporated into the manual.

Background

The Land Transport Management Amendment Act took effect on 1 August 2008. Its provisions include:

- a government policy statement on land transport funding to set out the short to medium term outcomes for land transport funding from the national land transport fund;
- introducing three-yearly transport planning and funding,
- regional land transport programmes prepared by reconstituted regional transport committees;
- regional fuel taxes;
- establishment of the NZ Transport Agency (NZTA) – combining the functions and expertise of Land Transport New Zealand and Transit New Zealand.

These changes create new responsibilities and provide opportunities to improve the planning and funding system.

The RLTP Guidelines

The RLTP guidelines have been designed to capitalise on the new opportunities to improve the planning and funding system and they reflect the important contribution planning can make to better transport outcomes. The purpose of the RLTP guidelines is to provide direction and specific guidance to anyone involved in the preparation of RLTPs for 2009 -12 and they also provide the vision for RLTPs for 2012-15.

They should be used alongside the PPFM and they serve to assist regional transport committees (and ARTA for the Auckland region), to meet their legislative responsibilities in preparing their region's RLTP. The guidelines contain good practice on the development of strategies and packages that link land use and transport planning.

The PPFM

One of the key changes is signaled by the change of name for the manual and its contents. The *Programme and funding manual* has become the *Planning, programming and funding manual*, reflecting the important contribution we believe planning can make to better transport outcomes.

The PPFM will guide the 2009/12 regional land transport programmes (RLTPs) and the National Land Transport Programme (NLTP) - the first three-year transport programmes, as it sets out the revised policies and procedures for developing and managing these programmes during those cycles.

Key changes in the PPFM

The PPFM has undergone a major restructure. It has been divided into seven parts based on the NLTP funding process, each focused on a separate topic and audience. A comprehensive and detailed table of contents guides users to the sections of the PPFM relevant to them.

A quick-reference card has also been included to support the user with paths to quickly access information, a summary of legislative changes, new terminology, an audience map and differences between the earlier *Programme and Funding Manual* and the new manual.

A new activity class called Transport Planning was introduced in the GPS and is also included in the NLTP along with a new transport planning section in the PPFM. These actions support the contribution that good transport planning can make to achieving value for money from transport investments made by councils and by Government through the NLTP. The PPFM now includes guidance on the development of regional land transport programmes as required under the amended LTMA.

Key operational policy changes introduced in each part of the PPFM

- Introduction to planning, programming and funding processes, part A
 - a. It summarises the planning processes and transport funding
 - b. It summarises the roles of approved organisations, NZTA, Regional Councils, Regional transport Committees and ARTA
- Strategy and integrated planning, part B
 - a. A new activity class called 'transport planning' has been created. It incorporates all transport planning including transport studies, regional land transport planning, and activity management planning. All activities are funded at a higher funding assistance rate than in the past
 - b. This chapter conveys NZTA's expectations that transport programmes are increasingly founded on robust strategic planning that reflects integration with land use planning and across transport modes, and is responsive to the planning guidance in the GPS
 - c. The NZTA encourages approved organisations to request NZTA support for draft strategies and plans that require substantial funding for their implementation. Early consideration of a transport strategy by the NZTA will guide and simplify the assessment of the subsequent activities seeking funding approval
- Regional land transport programmes, part C
 - a. A timetable for development of the NLTP and recommended for development of an RLTP is included
 - b. Activities and combinations of activities relating to state highway programmes or those from approved organisations must be listed in an RLTP if they are to be funded through the NLTP
 - c. Each region's Regional Transport Committee, and ARTA in Auckland, must develop and adopt a RLTP every three years
 - d. The PPFM proposes a timeframe and process that each RTC may use or amend to develop its RLTP, consistent with the LTMA and with the requirements NZTA has for funding approval of activities listed in RLTPs
 - e. A new type of project - a group project - has been developed to streamline the funding process for the generic roading activities and community focused activities proposed by approved organisations and for SH block projects. This enables allocation of funds for a three year programme of works described simply in LTP online

- f. An increase to \$250,000 for work included within the minor works allocation, or any small project component of a group project
 - g. The processes for entering packages into LTP online have been streamlined
 - h. Changes to passenger transport services should be developed as projects separate from continued existing services to allow each RTC to prioritise these changes in its RLTP
- National activities, part D
 - a. The PPFM describes how nationally delivered activities, such as the road policing programme, are developed
- Funding approval, procurement and management, part E
 - a. The current monthly review processes for funding approval and variation of programmes continue with a few changes including:
 - i. Variations to activities other than local roads maintenance and minor capital works or existing passenger transport services must be agreed by the RTC
 - b. Flagging that current procurement processes may change as organisations develop and implement procurement strategies in line with NZTA's guidelines that are currently being trialled by some organisations
 - c. A case management approach is introduced to ensure development and management of three year programmes proceeds smoothly with few surprises
- Activities, work categories and funding, part F
 - a. The activity classes in the NLTP have been amended to align with those in the GPS. Apart from the setting up of a Transport Planning activity class, this has generally only required splitting past activity classes into the subcategories used in the past
 - b. Transport planning management, studies, strategies and activity management plans have been moved from their previous work categories into the Transport Planning activity class, which indicates the greater focus expected on planning in the future
 - c. Other work categories continue with few changes except that those for community programmes and bus, rail and ferry facilities, which have been amalgamated and simplified
- Assessment methods and peer review, part G
 - a. A methodology is described to provide greater transparency and guidance for creating an assessment profile
 - b. Assessment methods are included for each activity class and guidance provided to show what information is required for groups of generic projects, regular and complex projects and packages, as well as for community programmes
 - c. Assessments of generic activities have been reviewed to reflect GPS targets.

Availability of the PPFM and RLTP Guidelines

Hard copies of the PPFM will be distributed to all registered holders by mid September while RLTP guidelines will go to approved organisations and RTCs. The PPFM is also downloadable in parts from the [NZTA website \(www.nzta.govt.nz\)](http://www.nzta.govt.nz) in PDF format, while the HTML version will be made available on both the NZTA and Smartmovez websites in September. The RLTP guidelines are also available as a PDF download from the [NZTA website](http://www.nzta.govt.nz).

Parts of the PPFM could be downloaded and inserted directly into a PPFM folder. These folders include the cover page and divider tabs for parts, and could be ordered by contacting the NZ Transport Agency on 0800 699-000, or by email to order@nzta.govt.nz.

The NZTA encourages feedback from users of the PPFM which can be directed to NLTP3@nzta.govt.nz.

Your actions

- Please replace your existing copy of the *Programme and Funding Manual* with the new PPFM when you receive it.

- Go to the [NZTA website](#) to access or print additional copies of the guidelines, PPFM or forms included with the PPFM.
- Please complete the attached Continuation of Registration form and return it to NZTA so that we can inform you of future updates to the PPFM

Attachment 1: Continuation of Registration for the *Planning programming and funding manual*.

A handwritten signature in black ink that reads "Richard Braae". The signature is written in a cursive style with a large initial 'R' and a long, sweeping tail.

Richard Braae
General Manager Partnerships and Programmes

**CONTINUATION OF REGISTRATION FOR
THE PLANNING PROGRAMMING AND FUNDING MANUAL (PPFM)**

We are reviewing the register of people who are holders / users of the PPFM.

Returning this form will ensure you are advised of future updates to the PPFM.

You are welcome to register additional users to be notified if future amendments.

Please complete this form ... and post it to:	Manuals Distribution NZ Transport Agency PO Box 2331 Wellington
Or fax it to:	04 916 5608
Or email the following details to:	order@landtransport.govt.nz

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Company name:	
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Tick here if you wish to be deregistered as a user of the manual	<input type="checkbox"/>