



**Subject**                    **New process for SuperGold Card reporting & claims process from end August 2009**

**Circulation**            New Zealand Transport Agency staff  
Passenger Transport Advisory Group  
Regional Authority Transport Officers  
Local Government New Zealand  
Bus and Coach Association  
Fullers Ferries  
Kiwi Rail  
Veolia  
Audit New Zealand  
Controller and Auditor General

**Circulated by**        Michelle McCormick, Manager, Public Transport Policy

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## **Purpose**

1. To notify regional and unitary authorities of the process and timings for the newly created LTP online SuperGold claims process. The scheme is crown funded and NZTA is required to supply expenditure and patronage information to the Ministry of Transport and Treasury each month.

## **Background**

2. The SuperGold Card claims process is currently being incorporated into LTP online, replacing the existing interim claims process (as per General Circular 08/10: SuperGold Card Public Passenger Transport Scheme – Claims Procedures for Approved Organisations)
3. The new SuperGold claims process and associated timings is appended to this document (appendix 1) and is summarised below.

## **Claims & reporting**

### **Timing**

4. The timings for the submission of patronage data has been amended to comply with Treasury's mandatory reporting processes. The new claims & reporting process will commence from the end of August.

### **Provision of actual vs. estimated data**

5. Regional authorities will no longer be required to provide estimated monthly patronage data. NZTA will, (on behalf of the regional authorities) pre-populate the current month data with the 'actual' patronage data from the previous month. This will occur prior to the 5<sup>th</sup> working day of each month.
  - o For example, current month = July. On or before 5<sup>th</sup> August NZTA will pre-populate July's patronage data with the actual data from June.
  - o On or before the 30<sup>th</sup> day of each month the Regional authorities will be required to change the previous month's (June) data with the *actual* data (for June).
6. A screen shot of the LTP online SuperGold claims process is attached (appendix 2).

## **Variations**

### **When a new service SuperGold eligible service is introduced or an existing service is changed**

7. Regional authorities should discuss the introduction of new service(s) with SuperGold eligibility with their Regional programmes manager. Provided the service or services meet the criteria for eligibility, a SuperGold claims variance form will need to be lodged, containing the details of the new or changed service and will then require approval and sign off from the appropriate NZTA regional director.

### **When there is a fare change on SuperGold eligible services**

8. A variance form will also need to be lodged when an operator changes the fare prices of SuperGold card eligible services. Regional authorities should complete the form and submit to their Regional programmes manager for approval and sign off by the appropriate NZTA regional director.

### **When an error is detected in past claims information**

9. Regional authorities should contact their Regional programme manager as soon as they become aware of any discrepancy in previously entered claims figures. The adjustment will be processed in the month that the error is noticed by either increasing or decreasing the patronage data for a route. There will be a comments box available for you to comment on the adjustment. The sooner the variation is received the sooner it can be processed. Variations received from outside the current financial year or between financial years will not be accepted.
10. Once variations are approved, LTP online will be updated accordingly.

### **User guide**

11. A user guide for the new SuperGold claims process will also be circulated in August in advance of the start of the new claims process.

### **Variance form**

12. Please find attached to this memo a copy of the SuperGold claims variance form (appendix 3). This can also be accessed on NZTA's website.

## 2009-12 Allocations

13. Provisional Allocations for SuperGold funding across the next three years for Work category 522: "Super gold card trip payments" and Work category 634: "Super gold card administration" have been assigned.
14. Allocation for these two work categories has been simply estimated for each region from a pro-rata (of the regions proportion of the NLTP) share of the total available allocation for each work category.
15. If it becomes apparent during the year that the 2009/10 allocation provided will be insufficient to meet the demand from within your region, you should approach the NZTA for a revision of this allocation as part of the standard monthly NLTP review process.
16. 2009/10 provisional allocations for each region are attached to this circular.

## Enquiries

13. Please continue to regard your NZTA Regional programme manager as the key point of contact for questions related to the SuperGold claims process.
14. For any other related queries please contact:

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## Appendices

Please find the following appendices attached to this circular

- Appendix 1: SuperGold claims process and timings
- Appendix 2: Screen shot of SuperGold LTP online claims process
- Appendix 3: SuperGold claims variance form
- Appendix 4: SuperGold Card 2009/10 (provisional) base allocation