

# Regional land transport programme (RLTP) guidelines

for three-year period 2009–12

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## **Disclaimer**

These guidelines are intended to provide guidance to stakeholders in performing their roles and meeting their legal obligations in respect of land transport planning and funding. They are necessarily general and do not cover every conceivable situation. While the NZ Transport Agency has taken care to provide accurate information, these guidelines are a general guide and not a substitute for legal advice applicable to specific situations. Where there is a specific query concerning any of the processes or obligations contained in the Land Transport Management Act 2003, independent professional advice should be sought.

These guidelines have been prepared carefully and in good faith, but the NZ Transport Authority is not liable for any errors in, or costs or losses arising from the use of, these guidelines.

# Foreword: RLTP guidelines

These *Regional land transport programme (RLTP) guidelines* for 2009–12 are the first to be published by the NZ Transport Agency (NZTA). The NZTA is the new Crown entity combining the expertise and functions of the former Land Transport New Zealand and Transit New Zealand agencies.

The NZTA is charged with contributing to an affordable, integrated, safe, responsive and sustainable land transport system. We work in partnership with regional and local authorities, the NZ Police, the transport industry and communities to achieve this.

The amended Land Transport Management Act (LTMA) has introduced significant changes in the land transport planning and funding framework, which means new responsibilities and provides opportunities to improve the planning and funding system. These guidelines have been designed to capitalise on these opportunities and they reflect the important contribution we believe planning can make to better transport outcomes.

The purpose of the 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 *Planning, programming and funding manual* 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.

Some sections are appropriate for regional transport committees and others for officers undertaking technical roles. They also provide some guidance on how the NZTA needs to be involved in the process.

The NZTA has developed these guidelines by bringing together a working group of staff and advisers to translate the planning and funding requirements of the LTMA, as amended on and from 1 August 2008, into a practical and readily understandable 'how to' guide.

The NZTA welcomes suggestions from approved organisations and others for further improvements, and would also like to thank all those who have contributed to the development of these guidelines.

**Geoff Dangerfield**  
**Chief Executive**  
August 2008

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# Section 1 Introduction

The recent amendments to the Land Transport Management Act 2003 establish the need for different ways of working and delivering outcomes for the transport sector. In particular, it requires an integrated and collaborative approach and provides for greater decision making at the regional level. It provides for the setting of short-, medium- and long-term targets to guide investment in the transport sector.

Starting in 2008, each local government region needs to develop a 10-year regional land transport programme (RLTP). The RLTP activities and combinations of activities from each region will feed into the National Land Transport Programme (NLTP) for the same period.

The purpose of these guidelines is to set the context for, introduce and provide assistance in the use of the new RLTP processes. These guidelines are the starting point for developing an RLTP for a region. They should be used in conjunction with the *Planning, programming and funding manual (PP&F manual)*.

## Audience

The audience for these guidelines includes:

- regional transport committees (RTCs)
- regional advisory groups (RAGs)
- Auckland Regional Transport Authority (ARTA)
- approved organisations
- regional councils
- the NZ Transport Agency (NZTA) (for its activities).

The primary focus of these guidelines is to provide a starting point for approved organisations, RTCs/RAGs and the NZTA for this first of the ongoing RLTPs.

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These guidelines consist of the following sections.

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# Acronyms

The following acronyms are used in these guidelines and in other guidance from the NZTA for developing RLTPs. A full list of terms and definitions is in Appendix 4 of the *PP&F manual*.

| Acronym                | Term in full                                    |
|------------------------|---|
| ARTA                   | Auckland Regional Transport Authority           |
| FAR                    | Funding assistance rate                         |
| GPS                    | Government Policy Statement                     |
| LTCCP                  | Long-term council community plan                |
| LTMA                   | Land Transport Management Act                   |
| NZTA                   | NZ Transport Agency                             |
| NLTF                   | National Land Transport Fund                    |
| NLTP                   | National Land Transport Programme               |
| NZTS                   | New Zealand Transport Strategy                  |
| <i>PP&amp;F manual</i> | <i>Planning, programming and funding manual</i> |
| RAG                    | Regional advisory group                         |
| RLTP                   | Regional land transport programme               |
| RLTS                   | Regional land transport strategy                |
| RTC                    | Regional transport committee                    |

## *LTP online*

*LTP online* is a web-based system for submission, management and reporting of activities, RLTPs and the NLTP. All activities and RLTPs are to be submitted using *LTP online*.

How to use *LTP online* is covered in the *PP&F manual*, Part C, Chapter C11. User guides and the online help functionality are provided within *LTP online*.

# Section 2 Context

## Legislative changes

The collective effect of recent initiatives requires significant changes to the procedures and practice of the transport sector. These initiatives include the:

- amended Land Transport Management Act 2003 – see below
- update of the New Zealand Transport Strategy (NZTS) – see page 4
- 2008 Government Policy Statement (GPS) on land transport funding 2009/10–2018/19 – see page 5.

## Land Transport Management Act 2003

The recent amendments to the Land Transport Management Act 2003 (LTMA) established the NZTA, bringing together the functions of Land Transport New Zealand and Transit New Zealand. It provides for integrated planning, RTCs, longer-term funding certainty and new funding sources. It also provides for a GPS and requires the NZTA to give effect to the GPS.

The LTMA requires each region to prepare an RLTP covering 10 years. The focus of an RLTP is on detailed funding for the first three years, with RLTPs then being prepared on a three-yearly cycle.

The Land Transport Management Amendment Act significantly amended the LTMA and introduced changes in requirements for the preparation of:

- the NLTP, which will be produced every three years
- regional land transport strategies (RLTSs), which now require a 30-year time horizon for planning purposes and should be reviewed every six years.

The RLTS and RLTP will be prepared by each RTC or ARTA (for the Auckland region).

RTCs/ARTA must take into account the following when preparing RLTPs:

- the New Zealand Energy Efficiency and Conservation Strategy
- national or regional policy statements
- Resource Management Act 1991 plans
- the likely funding from any source.



# New Zealand Transport Strategy 2008

The primary statement of long-term government transport strategy to 2040 is expressed in the New Zealand Transport Strategy (NZTS) and supporting documentation. It provides the framework for the activities the NZTA undertakes. It also provides a long-term plan to assist the private sector to make investment decisions with greater confidence.

## Vision

The government's vision for transport in 2040 is that:

*'People and freight in New Zealand will have access to an affordable, integrated, safe, responsive and sustainable transport system'.*

## Transport objectives

The strategy retains the five transport objectives of:

- ensuring environmental sustainability
- assisting economic development
- assisting safety and personal security
- improving access and mobility
- protecting and promoting public health.

## Key challenges

The strategy sets out the key challenges facing the transport sector, together with long-term targets and outcomes. It further provides guidance on accountability, monitoring, reporting and review. The NZTS provides the long-term vision under which the GPS has been developed for short-term targets and outcomes up to 2015.

# Government Policy Statement

The Government Policy Statement (GPS) on land transport funding details the outcomes and funding priorities that the NZTA must give effect to. The current GPS covers the period 2009/10–2018/19.

## GPS activity class ranges

The NZTA must give effect to the GPS in developing the NLTP and take account of the GPS when approving funding for activities. The GPS sets funding ranges for the following 18 activity classes:

- transport planning
- sector training and support
- sector research
- demand management and community programmes
- public transport services
- public transport infrastructure
- walking and cycling facilities
- new and improved infrastructure for state highways
- renewal of state highways
- maintenance and operation of state highways
- new and improved infrastructure for local roads
- renewal of local roads
- maintenance and operation of local roads
- rail and sea freight
- domestic sea freight development
- road policing
- performance monitoring
- management of the funding allocation system.

These guidelines and the *PP&F manual* reflect these new activity classes. The NZTA intends to advise regions of expected funding availability by activity class.

## GPS targets 2009/10–2014/15

The GPS sets out the following six targets for the transport sector to work towards:

- reduce kilometres travelled by single-occupancy vehicles, in major urban areas on weekdays, by 10 percent per capita by 2015
- increase the mode share of transporting freight by coastal shipping and rail by 2015
- no overall deterioration in travel times and reliability on critical routes by 2015
- reduce fatalities and hospitalisations from road crashes by 2015
- increase patronage on public transport by three percent per year through to 2015
- increase the number of walking and cycling trips by one percent per year through to 2015.

## Guiding funding decisions

The activity class ranges together with the GPS targets will guide funding decisions of the NZTA. The NZTA will work with regional councils to agree regional targets to reflect the GPS targets.

## Value for money

The GPS requires the land transport sector to make best use of resources by achieving value for money. For the NZTA, this means that effectiveness, efficiency and economy will be the underlying concepts that will guide planning, assessing and implementing strategies and activities.

Effectiveness means selecting activities that together make the greatest contribution to the government's medium- to long-term priorities and targets set out in the NZTS, as well as the more immediate targets in the GPS.

Efficiency is about maximising what is produced with the resources available.

Economy means ensuring that quality inputs are purchased at the lowest prices over the whole life of the asset or intervention (this definition is taken from GPS 2009/10–2018/19, page 21).

## Guidance on land transport planning and funding

The GPS provides guidance to the NZTA on the planning and funding of the transport system. Specifically, it covers the following areas, which the NZTA has reflected in changes to the policy and process and detailed in these guidelines:

- ensuring integrated planning
- making best use of existing networks and infrastructure
- potential effect of introducing different charging systems in the future
- implementing and fostering a coordinated approach
- considering networks from a national perspective
- considering the impact of higher fuel prices
- achieving value for money.

These are defined in the GPS.

## Funding constraints

On a national basis, funding will be allocated within the ranges for each activity class set out in the GPS, and as outlined in the ranges for each region issued by the NZTA.

There is less national distributed funding (N funding) per financial year than in previous years. This means that fewer discretionary activities, such as road construction, can be funded from N funds. To maintain close to previous levels of activity, some projects will have to be funded from regionally distributed funds (R funds). Marginal projects previously funded from N funds will need to be funded from R funds to begin to rebalance the overall funding situation.

# Section 3 Expectations of integrated planning

## Introduction

As car travel becomes more expensive, and the demand for public transport and other sustainable modes increases, land-use patterns that reduce the need to travel and the distance of trips will be essential. They will be integral to:

- avoiding high costs associated with serving dispersed patterns of development
- avoiding the social costs of isolating communities.

## Land-use planning decisions

Land-use planning decisions will have major implications on how the land transport system can respond effectively to future demand in a way that will be affordable. It is important that transport implications of proposed land-use plans are considered at the earliest possible stage. District plans and growth strategies need to consider their potential to limit, restrict or avoid transport demand. Land-use options and alternatives aimed at reducing potential transport demand should be considered before other demand management options.

## Demand management interventions

Over the past few decades, transport issues have been addressed predominantly through supply side measures, such as building new infrastructure or providing new services. These have typically been without accompanying demand management interventions. Such an approach becomes unaffordable as we move into a different transport environment. A balance of demand and supply side measures is now necessary when developing an RLTP, to enable transport choice for all users and to deliver on the social, environmental and economic agenda. Demand and supply measures must be coordinated in planning, design and implementation phases in order to maximise efficiencies and outcomes. We encourage the testing of long-standing economic growth and land-use assumptions, alongside those of transport planning. This is necessary to enable delivery of an affordable, integrated and sustainable land transport system.

## Section overview

This section provides information about:

- how the NZTA sees the integrated approach to planning working (see page 8)
- RLTP development for 2012/13–2014/15 (see page 9)
- guidance on how the NZTA expects integrated planning to be reflected in RLTPs and the RLTP process in terms of the:
  - interaction between transport and land use (see page 9)
  - role of regional land transport strategies (see page 10)
  - process for developing strategies, packages and activities (see page 11)
  - linking of the funding plan to strategies and packages (see page 12)
  - integration in rural and urban areas (see page 12).

The diagram on page 13 outlines the strategy, package and activity development process.

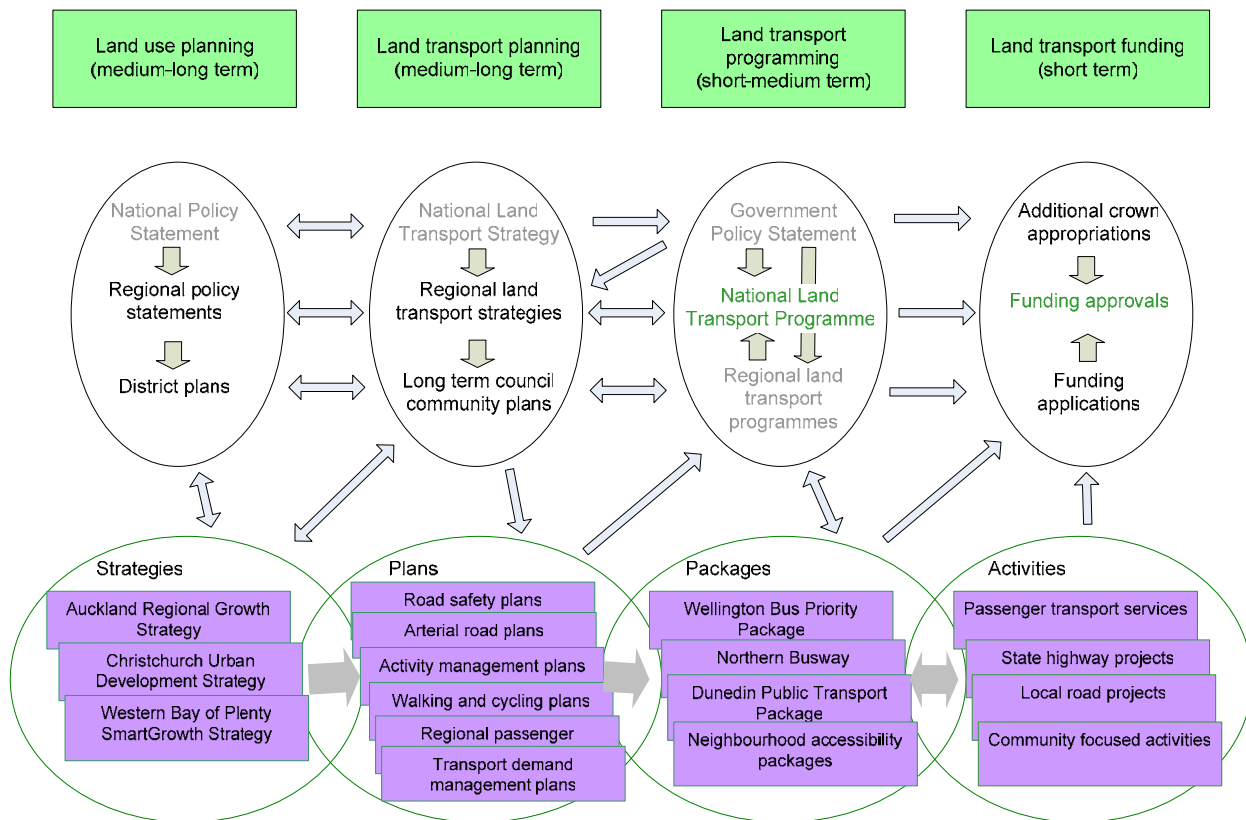
# Integrating processes

The key to delivering integrated planning is to make the processes carried out under different pieces of legislation interrelate. To deliver an integrated transport system requires integration at the following three levels:

- between the statutory processes of the Resource Management Act 1991, Land Transport Act 1998, Local Government Act 2002 and LTMA (this is illustrated in the integrated planning diagram below)
- between different transport modes
- between institutions and people at local, regional and national level.

## Integrated planning diagram

The diagram below summarises how the NZTA sees the integrated approach to planning working.



## RLTP development 2012/13–2014/15

The NZTA recognises that the development of integrated strategies and processes requires planning and coordinated processes, and that not all regions will be equipped to deliver these in the first round (2009/10–2011/12). RLTSs and long-term council community plans (LTCCPs) may not be aligned with the NZTS and GPS.

### Requirement for the second round

In the future, for the second round (2012/12–2014/15) of RLTPs, the NZTA will require an increased emphasis on the following:

- more effective use and re-direction of expenditure to achieve required targets and outcomes, through monitoring and impact assessment activities and combinations of activities
- closer integration with strategic economic and land-use planning, including development of integrated growth strategies
- closer connections to multi-modal strategies and associated implementation plans
- better connections between activities through the formation of complementary packages of activities
- development of sub-regional multi-modal transport strategies prior to including any major investment in an RLTP and the NLTP.

### Reflected in NZTA policy

This approach is reflected in current NZTA policy, through giving an increased emphasis to the evaluation of strategies, plans and packages, compared with the historical evaluation and emphasis of individual activities. From 2012, this approach is mandatory.

## Interaction between transport and land use

There is a two-way interaction between transport and land use:

- transport investment can contribute positively to community and economic development
- sustainable development strategies and incorporating travel plans can reduce the need for transport infrastructure and improve modal choice, therefore reducing ongoing costs to the community.

We encourage approved organisations and the NZTA to test land use and economic growth assumptions alongside transport planning. This is to enable delivery of a land transport system that provides social, environmental and economic objectives.

## Role of regional land transport strategies

RLTSs provide the opportunity to comprehensively consider demand management and multi-modal solutions in addressing local and regional issues over a 30-year period. Strategies developed using urban design principles, and considering accessibility by all modes to key facilities, are likely to deliver national and regional outcomes. In an integrated transport system, the different transport modes are connected and complementary to each other, making maximum use of the advantages of each mode and providing modal choice. We expect that RLTSs will guide the development of RLTPs. Further guidance on this is provided in the *PP&F manual*, Chapter C12.

### Support by other strategies

An RLTS may also be supported by a series of sub-regional integrated transport strategies or mode-specific strategies.

### NZTA support

Strategies may be submitted to the NZTA for 'support'. This provides approved organisations with greater confidence that the strategy is aligned with government policy. It will make the process smoother for later stages of funding and packages of activities, and combinations of activities.

### RLTS guidelines

The NZTA has produced internal RLTS guidelines. These discuss ways in which effective linkages between RLTSs and RLTPs can be achieved, particularly through the development of sub-regional packages. Copies of the guidelines are available on the NZTA website ([www.nzta.govt.nz](http://www.nzta.govt.nz)).

### Collaboration during strategy development

When developing strategies, transport planners need to actively engage with land-use planners, urban designers and other professionals whose decisions impact on the demand and supply of transport infrastructure.

This collaborative process should ensure that:

- transport investment contributes positively to community outcomes
- sustainable development control strategies can be put into place to improve modal choice, and reduce the need for additional costly transport infrastructure.

# Process for developing strategies, packages and activities

The process for developing strategies, packages and activities is illustrated in the diagram on page 13.

A linear process is shown for simplicity. In practice, the process is more complex in that packages and activities can be tested and developed during the strategy process, but may be altered or amended during the actual package development and at the activity level. This flexibility is essential for a successful strategy that can respond to changing environments.

## Deliver strategies through packages

Strategies should be delivered through a series of packages that clearly relate to identified problems and outcomes. These packages may include transport and non-transport components. They may involve different organisations, different types of activities and different time periods. Packages should be optimised to make the most effective and efficient use of resources. We describe what we mean by optimisation in the *PP&F manual* in Chapter C10, section 10.3.

Packages are typically implemented over a 5–10-year period and therefore need to be responsive to new developments in the community. The *LTP online* process for packages has been restructured to enable projects to be easily linked to packages, removing the need for information duplication.

*LTP online* also makes it easy to link packages and projects to the strategies they are implementing.

Organisations are encouraged to attach strategic documents to *LTP online*. To do this, use the new 'Strategy' function (which will be available in late 2008) and seek the NZTA's support of strategies. This is now seen as part of the funding application process.

## Develop activities as part of packages

Developing activities as part of packages has the following advantages:

- forming interdependent and complementary activities into packages provides additional cumulative benefits for your community
- packages encourage different organisations to adopt an integrated approach to activities under their control and the control of other authorities
- packages offer a simpler way of presenting and assessing activities that comprise multiple activities
- implementation by different agencies is likely to be better coordinated.



## Linking of the funding plan to strategies and packages

To demonstrate affordability of a strategy or package, each should have an appropriate funding plan linked to them. A strategy will have a high-level funding plan and a package will have a more detailed funding plan.

These must be provided to the NZTA to assess the affordability and value for money of strategies and packages. Using funding plans will also assist the selection of affordable alternatives and options during the strategy development process.

Funding plans will need to be supported by evidence on the timing of delivery of activities. Activity management plans provide a tool to monitor activities and assets and to inform the planning and decision making process. To deliver strategies and packages, the NZTA expects joint governance agreements to be made between and signed up to by all parties.

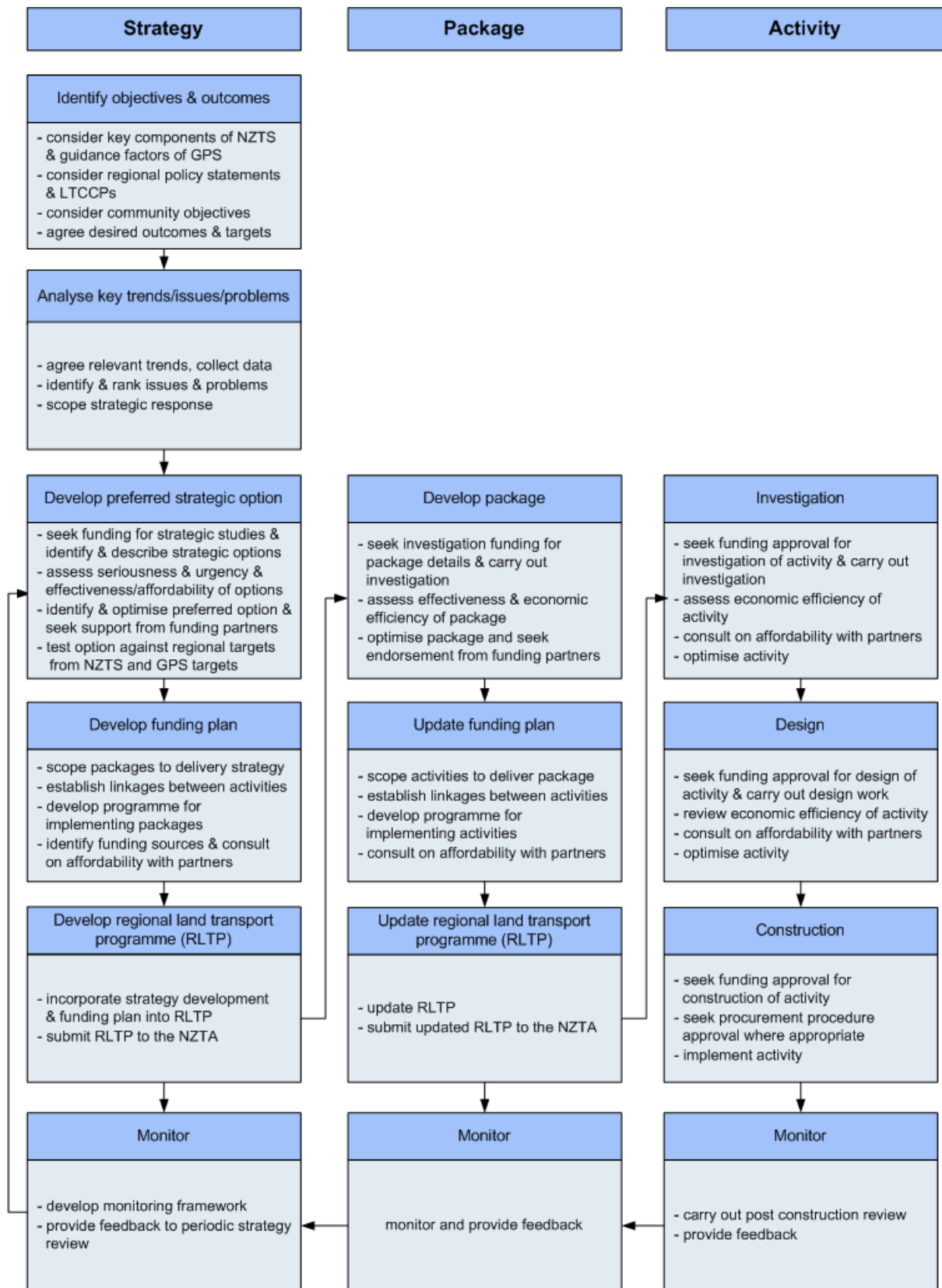
## Integration in rural and urban areas

While the need for integration is at its greatest in urban areas, integration is also relevant to rural areas. For example, in rural areas, road controlling authorities need to work together to develop long term strategies for dealing with land-use and transport issues in their towns and villages, to prevent the unplanned growth and the associated challenges that our larger cities are now facing. This may be achieved through use of statutory and non-statutory means.

**For more information, see:**

- Appendix A Good practice activity examples, which contains examples of practices that are considered to be good and practices that are considered to be 'not good'
- Appendix B Funded packages examples, which contains examples of packages that have been funded by the NZTA. These show how to put together packages, although the NZTA wishes to see packages of new integrated initiatives developed in the second round that address GPS targets.

# Strategy, package and activity development process diagram



## Section 4 Expectations of RLTPs

The quality of first-round programmes will substantially be determined by how good or otherwise the underpinning strategies, plans, packages and activities currently in preparation are. However, it is very important that RTCs put in place a forward action plan to commence in the first round of the programme, in order to develop better second-round programmes in three years' time. This may include (but is not limited to) surveys, studies and the development of supporting techniques.

### Section overview

This section outlines the expectations of RLTPs in terms of:

- the emphasis on strategies and packages (see below)
- working toward integration now (see below)
- the consultation, prioritisation and assessment (see page 15)
- the evidence-based programmes and supporting strategies and plans (see page 15).

There are a number of key changes to activity classes – these start on page 16.

### Emphasis on strategies and packages

RLTPs provide a 10-year forward-looking mechanism that can work towards the delivery of RLTSs. When considering funding applications, the NZTA will place greater emphasis on transport investment that is linked to strategies, supported by evidence and delivered through packages.

The NZTA will assess strategies and will offer its 'support' where they are aligned with government policy. Approved organisations and the NZTA are encouraged to request the NZTA to assess their strategies where they consider they currently align with government policy, in order to give greater confidence in funding and streamline future funding applications.

Guidance on strategy assessment is provided in Part G of the PP&F manual.

For guidance on good practice for future package development, see Appendix A (on page A-1) of these guidelines.

### Working toward integration now

The NZTA recognises that integrated planning should occur at the strategic level and feed down through each region's RLTP. These then feed into the development of the NLTP.

We acknowledge that integrated planning cannot be fully achieved immediately. There needs to be a suite of integrated strategies and implementation plans from which the regions will develop future RLTPs. In the short term, however, for the first of the three-year programmes, we encourage organisations to consider integrated planning when developing their programmes. For example, at the project level, there should be a joint approach to delivery of projects by different agencies (not just transport). Integrated programmes:

- involve coordinated activities delivered by many agencies
- involve different modes of transport
- can involve activities from demand management to infrastructure improvements.

## Consultation, prioritisation and assessment

RTCs must ensure that RLTPs are consulted on, certain activities are prioritised and the programme is assessed in accordance with the LTMA. The NZTA has provided guidance on how these requirements could be undertaken.

## Evidence-based programmes and supporting strategies and plans

Projects and activities should be linked to problems, issues or opportunities addressed in strategies or plans. Services, network operations, asset maintenance and renewal, and routine improvement activities should be supported by the following:

- 'fit for purpose' activity management plans
- asset, network or service condition and performance data, obtained from targeted monitoring and condition rating programmes that deliver complete, current and accurate information
- robust forecasts of future demand reflecting analysis of past trends in level of service, demand and condition, and consideration of the alignment between these forecasts and forecasts made by other organisations (eg Statistics NZ regarding population, industry sector groups regarding land use, harvesting trends with freight implications)
- demand management strategies showing clear links between demand forecasts, their impacts on service levels or network performance and condition, and the responses included in the plan
- an optimised life-cycle management, intervention strategy or operational plan, supported by analysis of asset, network and service information and field validation
- a risk management strategy that identifies and assesses risks and contains an implementation programme
- affordable level of service targets adopted by the organisation and supported by funding plans
- financial information demonstrating the support for the planned activities
- aligned planning and funding documents
- regular plan review and improvement plan.

RLTP submissions should demonstrate how account has been taken of existing service levels, network capacity and the life of assets. A whole of life approach to maintenance and improvement activities is required.

### Long-term cost-effectiveness

Approved organisations must manage activities and combinations of activities to ensure the most cost-effective long-term outcome. This includes continually monitoring costs of approved activities against the approved allocation, and ensuring an efficient and effective procurement process is adopted and implemented.

### Targeted efficiency gains

Periodically monitor and review asset condition, demand data, service levels, asset interventions strategies and procurement strategies to improve the effectiveness of expenditure. Compare performance cost and other information from comparative agencies and networks to identify opportunities for improvement, and develop and implement plans to capture potential benefits.

## Alignment of management and funding plans

There should be evidence of alignment between a submission and a regional council's strategic activity management plans, the annual plan and LTCCP, and the RLTS.

## Activity class changes

There are a number of key changes to activity classes, which are provided below, together with some assistance on how to enhance the success of funding applications and outcomes for your region. Those putting together programmes should continue to consider how activities in one activity class support and integrate with other activity classes, if funding is to be successfully obtained.

## Transport planning

The following lists the key changes and page 17 lists what the NZTA would like to see happen over the next three years for transport planning.

### Key changes for transport planning

The following are the key changes:

- This is a new activity class, which recognises the importance of planning prior to the development and delivery of programmes and activities.
- The GPS gives guidance on planning and evaluation and this should be reflected in the approach to transport planning.
- This activity class includes the management of RTLSSs, which was previously funded under administration.
- All studies, strategies and activity management plan development are now funded under this activity class.
- The funding assistance rate (FAR) for studies, strategies and plans has been increased. The FAR for activity management plans has increased for approved organisations and is the same as their construction rate. The FAR for studies is 75 percent.
- Reviews of activity management plans will require a terms of reference with the funding application.
- Strategies now form an integral part of the funding process. Consequently, approved organisations are encouraged to submit strategies to the NZTA to seek support for the direction and outcomes of the strategy objectives.
- The NZTA seeks to be involved early in the development of studies, strategies and plans and all terms of reference will be signed off by the NZTA. Approved organisations should ensure timeframes provide for this approval to be given. Generally, an allowance of around two weeks should be provided for; however, for large studies and strategies, up to four weeks may be necessary.
- The NZTA has undertaken a review of all activity management plans and can provide guidance to each approved organisation on how to improve their plan.
- *LTP online* has been revised to include a new strategy webpage, where strategic documentation and strategy details may be entered and approved organisations can request NZTA support for their strategy.

## Demonstrate over the next three years for the transport planning

The NZTA would like to see the following demonstrated over the next three years:

- Strategies should be integrated with land use and all modes should be considered and addressed. If not included, the decisions for exclusion should be clearly documented.
- Studies should contain sufficient detail to enable assessment of the recommendations. Support may be given where the recommendations support the transport sector outcomes. Implementation plans should contain detailed costs and timing of interventions.
- Activity management plans should help integrate strategic planning into an asset management framework, rather than focus simply on operational management. These plans should clearly show:
  - how requirements of road controlling authorities, road users and other stakeholders are understood and integrated into policy and investment decisions
  - how value-for-money considerations have been built into the activity management programme.
- Approved organisations are encouraged to have dedicated walking and cycling strategies to assist in focusing on delivery of the GPS targets.
- Development of strategies and plans should consider a hierarchy of interventions for:
  - demand management
  - walking and cycling
  - public transport
  - operations of roads
  - maintenance of roads
  - renewal of roads
  - minor improvement projects
  - major improvement projects.

## Demand management and community programmes

The following lists the key changes and what the NZTA would like to see demonstrated over the next three years for demand management and community programmes.

### Key changes for demand management and community programmes

The following are the key changes:

- There is now a single work category for all community-focused activities.
- There is now a single work category for all demand management activities.
- Community programmes may now be grouped together and submitted as a single line item (phase) in a group project in *LTP online* where the total cost of each activity does not exceed \$250,000 per year.
- Three-year funding allocations will be made for all activities. This requires approved organisations to input estimates for expenditure in years two and three together with projections for years 4–10.
- Activities in the out years can be confirmed at a later date, based on the submitted budget allocation.

### Demonstrate over the next three years for demand management and community programmes

The NZTA would like to see the following demonstrated over the next three years:

- a clear description of the decision-making process and how it links to the programme submitted
- more strategic consideration of demand management and community programme activities to deliver long-term community outcomes and national targets; this could be achieved using an activity management plan in conjunction with other plans, eg road safety action plans or sustainable transport plans that should:
  - direct where community programme funds should be allocated
  - describe the decision-making criteria
  - begin to prioritise the areas of work
  - integrate multi-modal activities into packages involving education, enforcement and engineering
- in delivering sustainable programmes, consideration of and relationships to underlying policy; it is likely that, to achieve outcomes sought by demand management and community programmes supporting work on parking management, road pricing policies, district plans and a wider focus on walking and cycling for the whole community will need to be considered.

## Walking and cycling facilities

The following lists the key changes and what the NZTA would like to see demonstrated over the next three years for walking and cycling facilities.

### Key changes for walking and cycling facilities

The following are the key changes:

- The minor improvements allocation may be used for walking and cycling activities under \$250,000.
- Walking and cycling activities under \$250,000 may be grouped together in *LTP online* as a group project.
- Individual benefit cost ratios (BCRs) are only required for each line item in *LTP online*. This means that, if a strategy or package BCR has been approved by the NZTA, and the group of activities or project delivers on the strategy, then the strategy or package BCR applies and is entered into *LTP online*.
- The following applies for walking and cycling projects that are part of a local road improvement project. If the walking and cycling elements are:
  - under \$1 million, they do not need to be entered under the walking and cycling activity class, but remain part of the local road improvement project total costs
  - greater than \$1 million, a separate walking and cycling project should be entered in *LTP online* as if it were part of a package.

### Demonstrate over the next three years for walking and cycling facilities

The NZTA would like to see the following demonstrated over the next three years:

- Walking and cycling strategies should continue to be developed and refined, learning from local experiences and others nationally. Guidance on developing strategies and networks is now widely available.
- Approved organisations are encouraged to seek their regional council's support of the strategy and commitment to local share to increase the success of the strategy being delivered.
- Detailed implementation plans should be developed to support strategies to assist with local funding planning and the NZTA funding application process.



## Public transport services

The following lists the key changes and what the NZTA would like to see demonstrated over the next three years for public transport services.

### Key changes for public transport services

The following are the key changes:

- Public transport services must now be identified as an existing service or a new service.
- New public transport services must be prioritised by the RTC/ARTA.
- Definitions of existing and new public transport services can be found in Chapter F5 of the *PP&F manual*.
- Assessment of existing public transport programmes must be undertaken by the RTC and must progress towards regional public transport GPS targets. See the *PP&F manual* for:
  - requirements around assessment of public transport programmes for submission to the NZTA (Chapter G9)
  - preparation of existing public transport programmes (Chapter C6).
- *LTP online* reflects new legislative requirements for this public transport activity class.
- The GPS public transport targets will be regionalised in consultation with each regional council.
- Work categories have been simplified.
- FAR has been revised.

### Demonstrate over the next three years for public transport services

The NZTA would like to see the following demonstrated over the next three years:

- better planning, including:
  - forecasting public transport demand
  - sensitivity testing to be undertaken on forecasts (on existing service provision as well as new service provision)
- better coordination between organisations delivering service and infrastructure.

# Public transport infrastructure

The following lists the key changes and what the NZTA would like to see demonstrated over the next three years for public transport infrastructure.

## Key changes for public transport infrastructure

The following are the key changes:

- Prioritisation of public transport infrastructure must be undertaken by the RTC/ARTA.
- A formal assessment of activities must be undertaken that meets the requirements of the funding allocation process.
- The GPS public transport targets will be regionalised in consultation with each regional council.
- *LTP online* reflects new legislative requirements for this activity class.
- FAR has been revised for bus and ferry infrastructure to 60 percent.

## Demonstrate over next three years for public transport infrastructure

The NZTA would like to see the following demonstrated over the next three years:

- modelling of public transport growth to be more realistic – in the past, estimates have been too conservative; methods should be developed that are robust and provide for adequate sensitivity testing to accurately reflect external factors
- coordination between delivery agents of services and operations to ensure alignment of investments with land-use changes and developments (this may necessitate new forums for local integrated delivery of projects).

# Local road and state highway operations and maintenance

The following lists the key changes and what the NZTA would like to see demonstrated over the next three years for local road and state highway operations and maintenance.

## Key changes for local road and state highway operations and maintenance

The following are the key changes:

- The development of activity management plans has been moved to the transport planning activity class in recognition of the importance of planning prior to development of a programme of works.
- A three-year funding approval will be given for the 2009/10–2011/12 period, with funding allocations for each of the three years. This means that approved organisations should plan to spend their budget each year, avoiding large carryovers between years. This is to ensure activities get delivered in a timely manner and a backlog of work does not occur.
- For local road operations and maintenance programmes, except those from the ARTA region, the full programme of activities must be included, and do not have to be prioritised, within an RLTP.
- For state highway operations and maintenance programmes, all activities must be prioritised by the RTC.
- The state highway operations and maintenance activities will have to be regionalised prior to submission in *LTP online*. The RTC will prioritise activities.

## Demonstrate over the next three years for local road and state highway operations and maintenance

The NZTA would like to see the following demonstrated over the next three years:

- Programmes should be based on good activity management planning processes. This is to ensure there is a focus on the ongoing delivery of agreed service levels at least whole-of-life costs.
- Supporting information should include a clear description of the decision-making and prioritisation process for including activities in the programme submitted.
- In developing a programme, approved organisations should have taken and recorded how they take into account demand management tools and other activities.
- Programmes must be affordable and move towards the GPS targets.
- A comprehensive monitoring programme should be in place to track financial expenditure over a three-year period and delivery towards objectives.
- Maintenance, operations and renewals are to be managed as part of a block allocation by approved organisations.
- Road maintenance activity levels are to remain unchanged.

# Local road and state highway renewals

The following lists the key changes and what the NZTA would like to see demonstrated over the next three years for local road and state highway renewals.

## Key changes for local road and state highway renewals

The following are the key changes:

- A three-year funding approval will be given for the 2009/10–2011/12 period, with funding allocations for each of the three years. This means that approved organisations should plan to spend their budget each year, avoiding extensive carryovers between years. This is to ensure activities get delivered in a timely manner and a backlog of work does not occur.
- For local road renewals, except those from the Auckland region, the full programme of activities must be included, and do not have to be prioritised, within an RLTP.
- State highway renewals will have to be prioritised. The RTC must also prioritise these and then decide whether to include them in their RLTP, or provide reasons for not including them.

## Demonstrate over the next three years for local road and state highway renewals

The NZTA would like to see the following demonstrated over the next three years:

- Programmes should be based on good activity management planning processes. This is to ensure there is a focus on the ongoing delivery of agreed service levels for at least whole-of-life costs.
- Supporting information should include a clear description of the decision-making and prioritisation process for including activities in the programme submitted.
- In developing a programme, approved organisations should have taken and recorded how they take into account demand management tools and other activities.
- Programmes must be affordable and move towards the GPS targets.
- A comprehensive monitoring programme should be in place to track financial expenditure over a three-year period and delivery towards objectives.

# New and improved infrastructure for local roads and state highways

The following lists the key changes and what the NZTA would like to see demonstrated over the next three years for new and improved infrastructure for local roads and state highways.

## Key changes for new and improved infrastructure for local roads and state highways

The following are the key changes:

- All improvement projects should be part of an integrated demand management package.
- Assessment will be taken at the package level and this will flow on to projects within the package. In addition, projects over \$20 million need to show how they contribute to the effectiveness and efficiency of the package. This is to ensure optimisation of the package.
- The NZTA Board will endorse the macroscope of a package or project. This endorsement will guide and simplify the assessment of the subsequent phases seeking funding approval. This is now considered by the NZTA to be part of the funding allocation process.
- There have been changes to some of the generic profiles to align with the GPS outcomes. Details of these are in Chapter C4 of the *PP&F manual*.
- All generic activities of one type over the three-year programme can be entered in *LTP online* as one group project. These are described in Chapter C9 of the *PP&F manual*. Each generic project is entered as a single phase or line item. The group project is allocated a budget by the NZTA. The local authority has increased flexibility to vary the generic activities within the allocated budget.
- Funding approval and variations of generic groups of activities is streamlined when supported by good activity management plans. Three-year funding allocations will be provided where the NZTA has confidence in the supporting information and clear links are shown. Where the quality of activity management plans is not at the level the NZTA expects, then funding for one year only may be given, with approved organisations and the NZTA required to resubmit details each year to obtain funding for years two and three.

## Demonstrate over the next three years for new and improved infrastructure for local roads and state highways

The NZTA would like to see the following demonstrated over the next three years:

- Local road and state highway improvements should increasingly be part of integrated multi-modal strategies and packages and linked to education and enforcement initiatives.
- Cross-agency, business and sector collaborative working and investment to deliver sustainable transport outcomes combined with outcomes and objectives of other agencies and businesses.
- Improvement projects are to be delivered only after full consideration and assessment of the alternatives.
- *LTP online* is to be completed fully and provide comprehensive supporting information to enable assessment and prioritisation by the RTC. Reference to data held in PROMAN or TAPS does not meet the *LTP online* requirements.
- Integration of state highways maintenance, operation, renewals and improvements with those local roads is an essential element of a sustainable transport sector.

## Rail and sea freight

There are no changes to the previous rail and sea freight activity class programming requirements. This activity class provides for a service subsidy and can be allocated to approved organisations.

## Domestic sea freight development

Following the launch of *Sea change*, the NZTA has been working closely with the Ministry of Transport and the sector to deliver the action plan and specifically to remove barriers to funding.

**Key change:** A new activity class that provides a contestable fund for New Zealand incorporated public and private sector organisations to apply for funds to develop domestic sea freight activities. This will result in services being delivered by the sector on behalf of the NZTA.

The NZTA wishes to ensure these are delivered in an integrated way across the sector while actively working with the private sector to increase freight mode share by coastal shipping in line with government policy.

# Section 5 RLTP and NLTP processes

## Section overview

This section provides an overall end-to-end process and summary of roles of each organisation involved in development of the activities, RLTP and NLTP.

Each of the stages that make up the overall process are then explored in detail, including a process flow and description of the tasks performed by approved organisations and the NZTA, regional councils, RTCs/ARTA and RAG (where relevant).

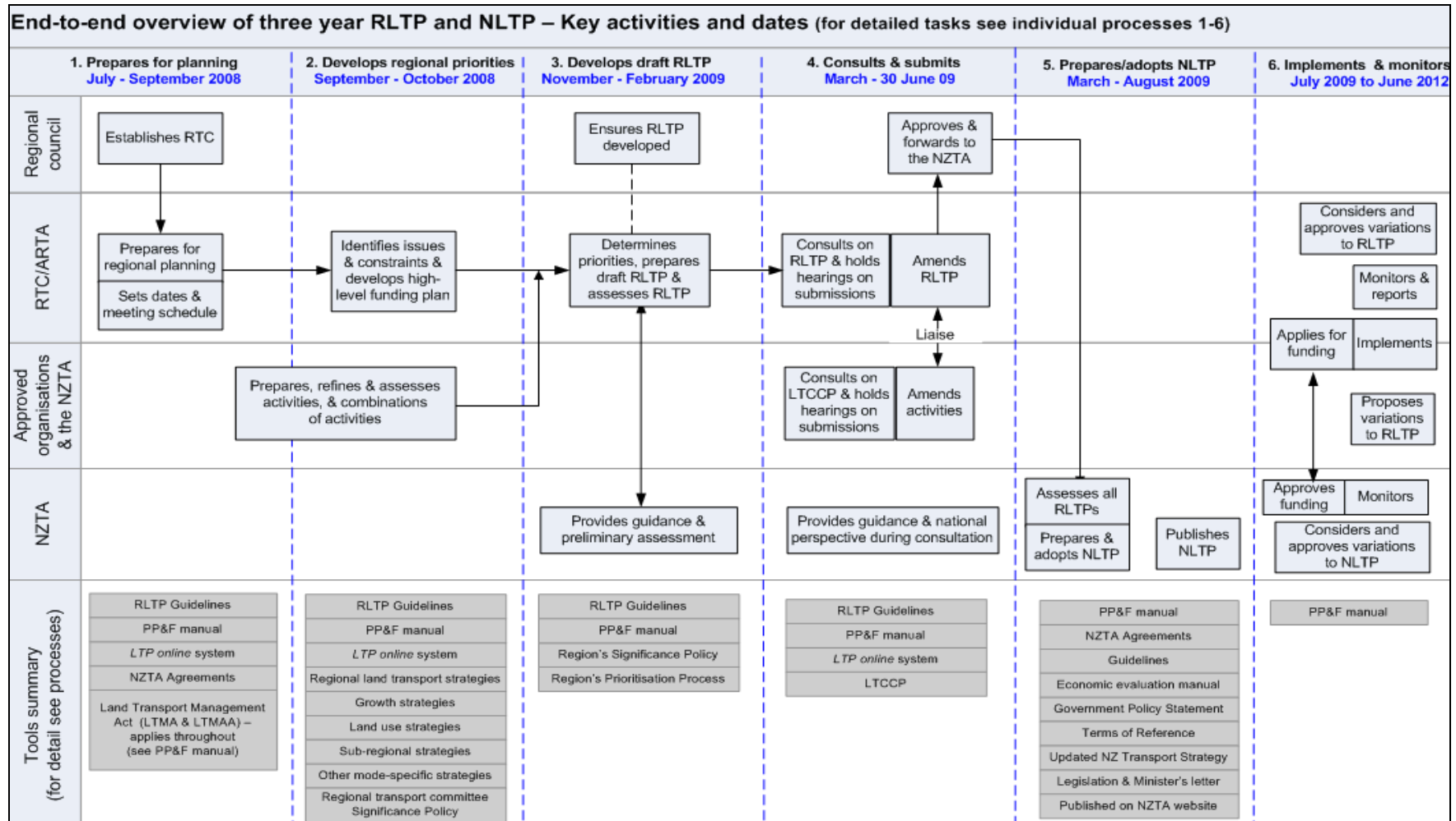
The table below links to the detailed processes and task descriptions.

| Detailed process (and timeframe)                                    | See page ... |
|---|--------------|
| Stage 1: Preparing for regional planning (July to September 2008)   | 32           |
| Stage 2: Developing regional priorities (September to October 2008) | 37           |
| Stage 3: Developing a draft RLTP (November 2008 to February 2009)   | 42           |
| Stage 4: Consulting on and submitting an RLTP (March to June 2009)  | 46           |
| Stage 5: Preparing and adopting the NLTP (July to 31 August 2009)   | 50           |
| Stage 6: Implementing and monitoring RLTPs (July 2009 to June 2010) | 52           |

Some of the guidance in this section concerns the legal requirements of the LTMA and some concerns NZTA policy and requirements in terms of the information the NZTA needs to develop the NLTP. As a result, some of the guidance concerns the information to be submitted by approved organisations and the NZTA to RTCs and ARTA relating to their proposed activities and combinations of activities. These are suggestions only; individual RTCs are free to specify alternative measures and/or request different or further detail. However, if the guidance and processes outlined in these guidelines are followed, then it is more likely that individual activities and combinations of activities included in an RLTP can be included in the NLTP for that period.

# Overall end-to-end processes

The diagram below summarises the end-to-end processes for preparation of the activities/combinations of activities, RLTP development, NLTP development and implementation of programmes and activities. This is followed by detail about the roles and interaction between the organisations responsible for RLTP and NLTP development.





## RTC, RAG and ARTA

The RTC, or ARTA for the Auckland region, when preparing an RLTP, must ensure their statutory duties under legislation are met. The NZTA has provided key dates and suggested other dates to the RTC (see Chapter C2 of the *PP&F manual*). The RTC will issue their own guidance on dates for approved organisations and the NZTA to submit information by.

The NZTA recommends that an RAG be set up (if not already in place) to advise the RTC. The RTC, assisted by the advice from the RAG, must prepare an RLTP from the activities and combinations of activities submitted by approved organisations and the NZTA. The RTC (excluding Auckland) will submit the RLTP to their regional council to be approved. The RTC forwards the RLTP to the NZTA. The NZTA will consider activities within an RLTP for inclusion in the NLTP. (ARTA will submit their RLTP directly to the NZTA.) A regional council may request an RLTP be amended once. The RTC would then either amend the RLTP and send it back to the regional council, or provide the regional council with additional information. The regional council then decides whether to approve the revised RLTP or forward it to the NZTA without it being approved, including reasons.

### **When compiling draft RLTPs, the NZTA recommends the RTC, and ARTA for the Auckland region:**

- considers the context for RLTP development
- defines processes to be adopted for documentation, prioritisation, assessment and consultation
- defines key responsibilities and resources necessary to deliver the RLTP
- encourages approved organisations and the NZTA to enter required quantified information for proposed activities into *LTP online*
- uses *LTP online* outputs provided by the NZTA to categorise activities to be consistent with the GPS activity classes
- identifies value-for-money and affordability issues at an early stage through preparation of a funding plan, including likely funding from all sources
- applies prioritisation criteria based on the NZTA's methodology
- assesses programmes on the basis of available evidence
- tests programmes against regionalised GPS targets and specific regional outcomes (if any), and optimises programmes as required
- prepares material for consultation and undertakes consultation
- amends programmes as required
- recommends to the regional council and reconsiders if necessary (this does not apply to ARTA)
- oversees final documentation, implementation, monitoring and reporting
- undertakes preparatory work (including surveys, studies and development of supporting techniques) to ensure improved programmes for 2012/13–2014/15 consistent with the GPS.

### **Guidance to approved organisations and the NZTA**

Each RTC needs to provide guidance to approved organisations and the NZTA on its priorities for the region.

## Funding plan

RTCs need to develop a high-level funding plan. The funding plan will:

- assist in the decision-making process of what an affordable RLTP would look like for a region
- allow for identifying where trade-offs may be required.

## RLTP contents

An RTC needs to prepare, adopt and publish an RLTP. The RLTP documentation must consist of a summary and the main document.

The summary should be a free-standing, illustrated short summary in leaflet style. The summary is for wide public distribution. It needs to comply with section 89 of the Local Government Act 2002 and should be suitable for use in public consultation.

A template for the main document has been provided in Appendix D on page D-1.

## Modification of regional procedures

In the Auckland region, ARTA processes are well established and the modification procedures needed to comply with the LTMA should be relatively straightforward.

In other regions, programmes for 2009/10–2011/12 will need to make best use of available data, in conjunction with the judgement of RTCs and supporting RAGs.

## Resources and quality of 2009/10–2011/12 programme development

The current resources and techniques available to RTCs to implement the LTMA vary considerably between regions. It is up to each RTC to consider their best option to comply with the LTMA and to meet the NZTA's requirements.

The quality of the first round of programmes will be substantially determined by how good (or otherwise) the underpinning strategies, plans, packages and activities currently in preparation are. Regions need to realistically identify what can be achieved in the next three years and what actions need to be undertaken to support later programmes (2012 onwards). Regions should put in place a forward action plan (eg data gathering and analysis) to be commenced over the next three years, in order to develop better programmes in 2012.

## Key considerations when developing an RLTP

When preparing the RLTP for 2009/10–2011/12, consider the following:

- the renewal timeframe for the RLTS
- whether you need to consider long-term strategic options for your region and:
  - how a preferred scenario/strategy may be implemented
  - what broad costs may amount to and what outcomes can be expected as a result, including progress towards regional targets
- the range of quantified techniques and resources available to each region for data analysis and scenario assessment purposes
- whether to introduce or improve quantified techniques.

## Identifying issues, problems and opportunities

An RTC may wish to use its RLTS to identify the regional transport issues, problems and opportunities. The NZTA has developed regional information resources to assist in the identification of transport priorities.

## Consultation on programmes

Consultation on the recommended draft programme is required to be undertaken by each RTC and ARTA for Auckland. This should contain programme 'options' where appropriate. This is particularly relevant where there is limited funding available to deliver all activities in a region. RTCs will need to include in their RLTP a statement verifying they have met all statutory obligations in undertaking the consultation.

Consultation can be undertaken as a separate process or as a joint process with the LTCCP. However, in the latter, it must be explicitly stated and identified that two processes are being carried out. While consultation can be undertaken jointly, hearings on submissions should be undertaken separately.

## Submission of programmes

RTCs must submit the programme to the regional council for approval. For the Auckland region, ARTA will approve the programme and forward it to the NZTA. If approved, the regional council must submit it to the NZTA. If amendments are sought, the RTC will need to revise the programme before resubmitting to the regional council (otherwise, there is a separate process for variations). Both processes are outlined in the LTMA as amended. *LTP online* user guides also provide details of how to comply with the NZTA process for submission of programmes. The RLTP details should be entered in *LTP online* and a final copy sent to the NZTA and other agencies as required by the LTMA.

## Approved organisations and the NZTA

Approved organisations and the NZTA will have responsibility for working collaboratively with, and providing information on their programmes to, the RTC at agreed times and in agreed formats, as directed by the RTC. Approved organisations (except in the Auckland region) and the NZTA will also continue to receive funds for approved activities directly from the NZTA and will be audited in accordance with the NZTA policy.

## NZTA to inform and influence planners

To achieve its objectives, the NZTA needs to inform and influence planners, network operators and users through:

- assisting and advising decision makers
- funding activities that contribute towards an affordable, integrated, safe, responsive and sustainable land transport system
- promoting behavioural change and regulating use of the land transport system.

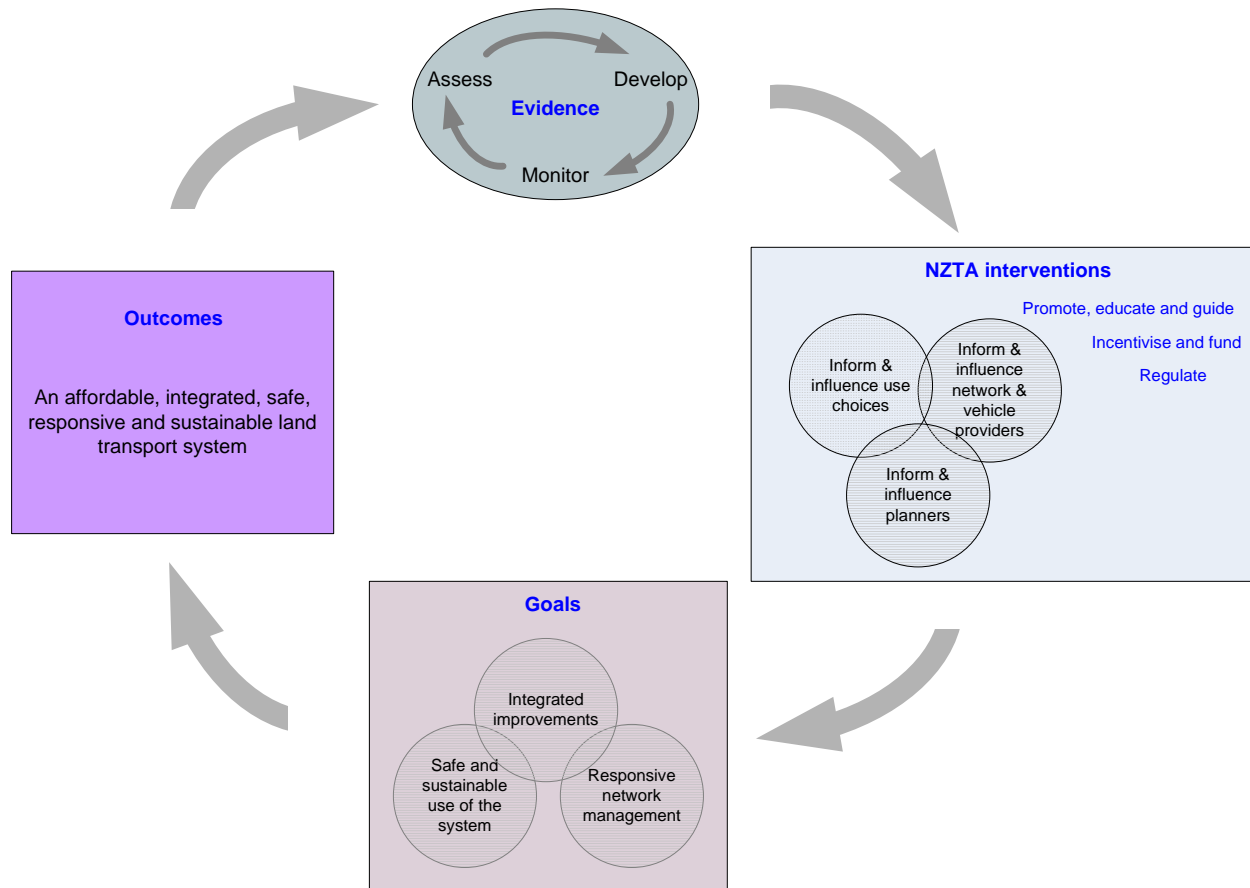
The NZTA's overall intervention framework is illustrated on page 31.

The NZTA Partnerships and Planning group will work alongside the approved organisations, the NZTA Highways and Network Operation Group and RTCs during the preparation of the RLTP. The NZTA will prepare the NLTP following the submission of all RLTPs. The NLTP for 2009/10–2011/12 will be published by 30 August 2009.

The NZTA will assist and advise during the development of the RLTP to ensure a 'no surprises' approach to funding availability through the National Land Transport Fund (NLTF) for a programme.

Negotiations on draft programmes will continue on non-prioritised activities following existing practice. Appendix C (see page C-1) provides more information on initiatives currently underway and what the NZTA encourages approved organisations to consider when developing their RLTP.

### Intervention framework diagram



### Assist and advise function of the NZTA

The NZTA will undertake its statutory 'assist and advise' function through day-to-day liaison with approved organisations:

- by the NZTA's regional staff
- through its membership of the RTCs
- through commenting on draft statutory and non-statutory documents produced by local authorities.

### Statutory processes

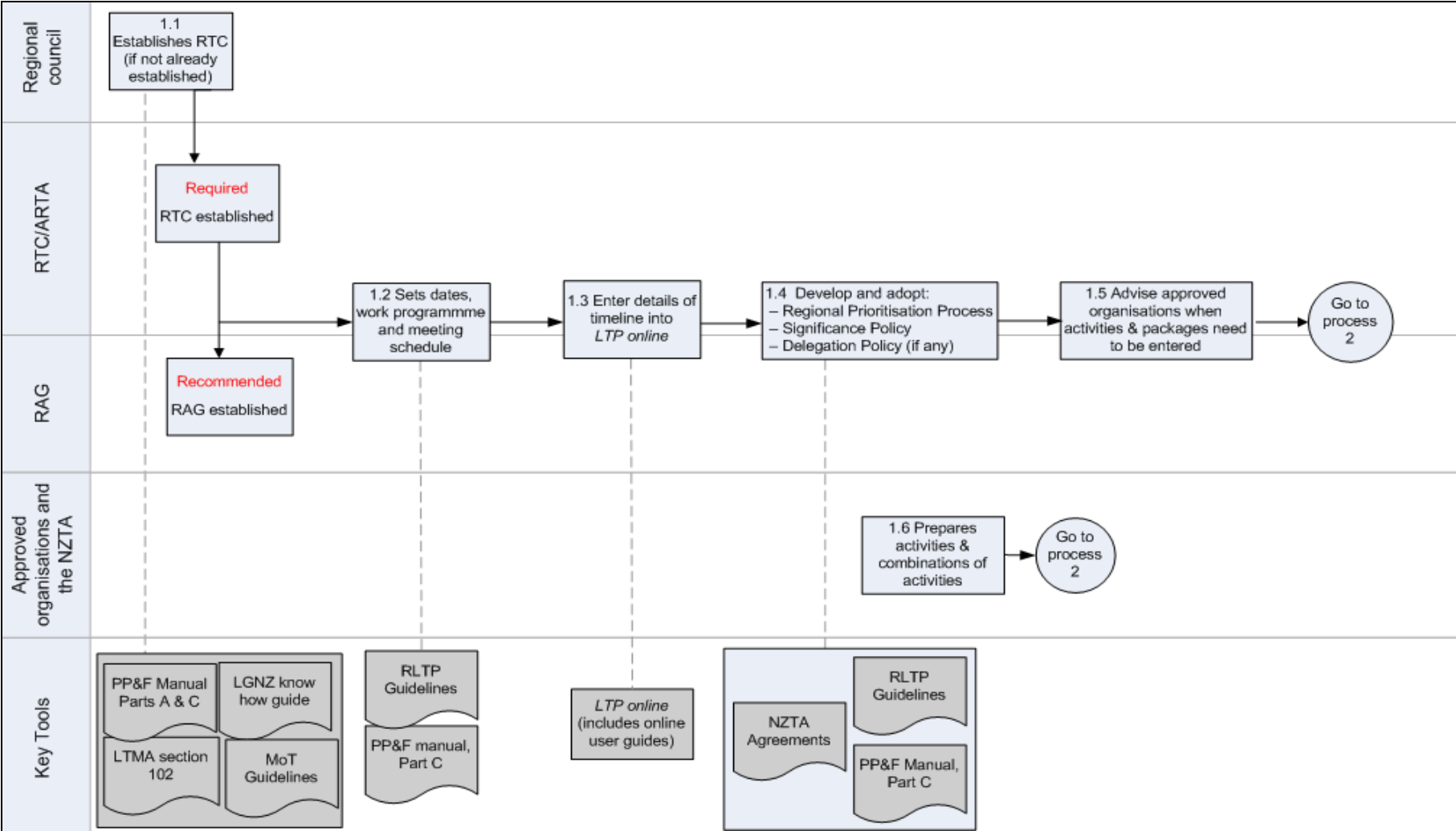
Statutory processes include the development of RLTSs, regional policy statements, district plans, LTCCPs and RLTPs.

Non-statutory processes include growth strategies, activity management plans and urban development strategies.

The NZTA wishes to be involved in the early development of strategies to enable greater certainty to all parties on applicability for and availability of funding.

# Stage 1: Preparing for regional planning (July to September 2008)

The diagram below illustrates the process for preparing for regional planning. The table following this diagram provides detail about each of the tasks involved in this process.



## Description of tasks involved in preparing for regional planning

| Task                        | Responsibility   | Key points   |
|-----------------------------|--|--|
| 1.1 Establishes RTC and RAG | Regional council (ARTA in Auckland) prepares, develops and approves the RLTP | <p>By 1 September 2008, the first RTC should be established.</p> <p>The earlier the RTC is established, the earlier it can have input into understanding and establishing the issues they face, the processes that may be used in their role, and the timeframe for their work.</p> <p>An induction process may be needed to outline the role of the RTC and that of the regional council, the tasks they have, their challenges, the need for logistics/technical support and the role an RAG could play. This induction may include:</p> <ul style="list-style-type: none"> <li>• role (outside Auckland): <ul style="list-style-type: none"> <li>– prepare, consult and recommend RLTS</li> <li>– prepare, consult and recommend RLTP</li> <li>– prepare, consult, recommend regional fuel tax scheme</li> <li>– assist and advise regional council</li> </ul> </li> <li>• process for developing an RLTP should reflect: <ul style="list-style-type: none"> <li>– statutory processes</li> <li>– planning guidance in GPS</li> <li>– potential for consultation in conjunction with the LTCCP process of the regional council</li> <li>– support from the RAG</li> <li>– workshops (eg to understand the regional context, the national strategic context, to develop priorities for the RLTP and the packages of activities to deliver these)</li> <li>– engagement between the RTC and the RAG.</li> </ul> </li> </ul> |

| Task  | Responsibility    | Key points   |
|---|-------------------|--|
| 1.2 Sets dates, work programme and meeting schedule   | ARTA/RTC/RAG/NZTA | <p>The NZTA recommends establishing a project plan for developing the RLTP.</p> <p>Identify key events, potentially including the RTC:</p> <ul style="list-style-type: none"> <li>• agreeing regional processes/standards</li> <li>• having workshops on issues and potential programme content</li> <li>• agreeing regional priorities, packages/activities expected to be included in RLTP, expectations of programmes and any guidance for approved organisations</li> <li>• agreeing draft RLTP for consultation</li> <li>• agreeing consultation material</li> <li>• agreeing consultation period, including hearing dates/duration</li> <li>• agreeing final RLTP for recommendation to the regional council (ARTA approves the Auckland RLTP)</li> <li>• having discussions with the NZTA when the NZTA develops its feedback on the draft RLTP and national perspectives.</li> </ul> <p>Establish timeframe of actions:</p> <ul style="list-style-type: none"> <li>• set meeting dates, date committee papers must be complete for distribution to RTC, etc.</li> <li>• allow time for any process: <ul style="list-style-type: none"> <li>– to resolve incomplete decisions (or conclude that these will be delegated in committee decisions)</li> <li>– by officers to analyse data/information and prepare a committee paper</li> <li>– to hear estimated number of submissions and consider submissions</li> </ul> </li> <li>• coordinate with LTCCP team to ensure compatible timeframes agreed to cover both the regional council’s LTCCP consultation and RLTP consultation when done in conjunction</li> <li>• create plan with regional council/RTC/RAG/NZTA elements</li> <li>• ensure availability of key people at key times.</li> </ul> |
| 1.3 Enters details of timeline into <i>LTP online</i> | ARTA/RTC/RAG/NZTA | <p><i>LTP online</i> has a screen that can be used to convey key regional information to approved organisations in the region.</p> <p>RTCs can enter their submitting dates, consultation dates, etc here so that it is available to approved organisations and the NZTA in the tool they use for submitting activities proposed for inclusion in the RLTP.</p>  |

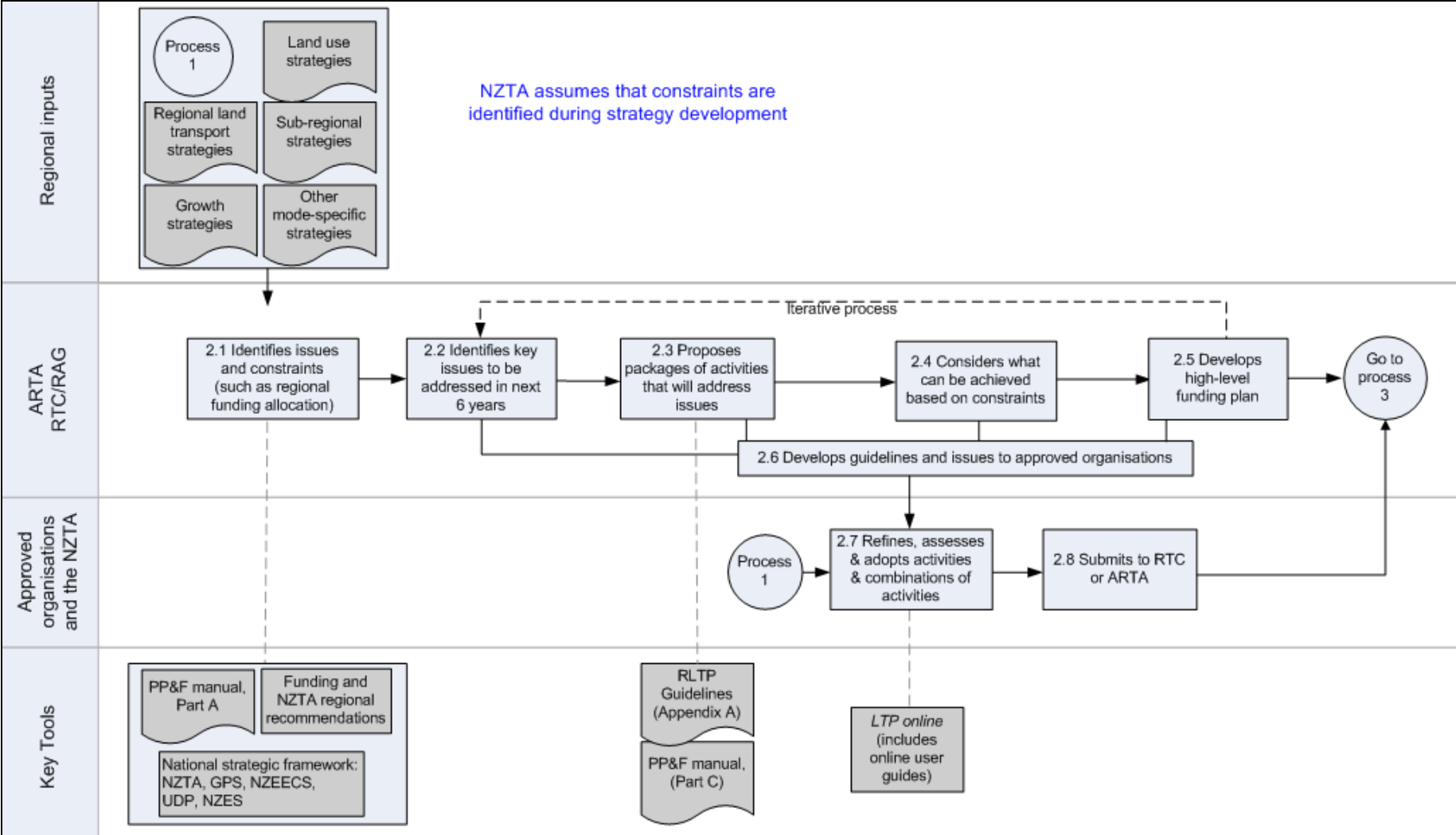
| Task   | Responsibility      | Key points  |
|--|---------------------|---|
| <p>1.4 Develops and adopts:</p> <ul style="list-style-type: none"> <li>• use of LTCCP process for consultation</li> <li>• regional prioritisation process</li> <li>• significance policy</li> <li>• delegation policy (if any)</li> <li>• plan for consulting named parties</li> </ul> | <p>ARTA/RTC/RAG</p> | <p>Consultation: Regions need to decide whether or not to conduct consultation in conjunction with the LTCCP process. These guidelines give guidance on consultation using the LTCCP process.</p> <p>Regional prioritisation:</p> <ul style="list-style-type: none"> <li>• The NZTA recommends that regions use the NZTA method of prioritisation so that there is better alignment between regional and NZTA priorities for activities.</li> <li>• The NZTA’s process is described in the <i>PP&amp;F manual</i>. It involves: <ul style="list-style-type: none"> <li>– creating an assessment profile for each activity (rating the seriousness and urgency of the problem, and the effectiveness and efficiency of the solution as High, Medium or Low)</li> <li>– ranking the activities according to the order of priority shown in the <i>PP&amp;F manual</i></li> <li>– distinguishing between activities with a similar rank by considering value for money and planning guidance from the GPS</li> <li>– prioritising packages as a whole.</li> </ul> </li> </ul> <p>Managing variations and implementing the significance policy:</p> <ul style="list-style-type: none"> <li>• Significant variations to regionally prioritised activities must be consulted on.</li> <li>• The RTC should adopt a significance policy that ensures consultation on variations is used when appropriate.</li> <li>• The NZTA has recommended a possible basis for a significance policy in the <i>PP&amp;F manual</i>.</li> </ul> <p>Delegation:</p> <ul style="list-style-type: none"> <li>• The RTC can delegate responsibilities to nominated people or groups.</li> <li>• Delegation can be either by adopting a delegation policy or by including delegate responsibilities in resolutions.</li> <li>• The NZTA suggests there will be little need for standing delegations, but there may be a need for the RTC to delegate such items as ‘completing the draft RLTP as agreed at the committee meeting’ to a nominated officer of the regional council.</li> </ul> <p>Planning how to consult each named party:</p> <ul style="list-style-type: none"> <li>• The LTMA lists parties that must be consulted on the RLTP.</li> <li>• To ensure that the requirements of the LTMA are met, it is wise to identify how each party will be consulted and include this process in the project plan.</li> </ul> |



| Task  | Responsibility                      | Key points   |
|---|-------------------------------------|--|
| 1.5 Advises programming organisations when activities and packages need to be entered | ARTA/RTC/RAG                        | <p>Inform stakeholders of the milestones and project plan for developing the RLTP.</p> <p>Advise stakeholders of region-specific processes to be used.</p>   |
| 1.6 Prepares activities and combinations of activities                                | Approved organisations and the NZTA | <p>Approved organisations and the NZTA will no longer submit land transport programmes to the NZTA. Instead, they will submit programmes to the RTC, or ARTA for the Auckland region.</p> <p>Activities proposed for inclusion in an RLTP will be submitted by approved organisations (eg territorial authorities), and the NZTA for state highways, once every three years. Approved organisations and the NZTA need to be more certain (than has been required in the past) about packages, activities and financial requirements for year two and three projects. They must also provide financial information for years four to six and years seven to 10.</p> <p>The move to three year programmes, and the related changes in the required content, means that packages and activities must be systematically developed through prioritisation, assessment and consultation, and all decisions must be documented. Quantified information must be available in support of programmes and must be entered into <i>LTP online</i>.</p> <p>Approved organisations and the NZTA should develop their project plan to develop and submit proposed activities to be included in the RLTP by the deadline, and to notify the RTC of any changes arising as a result of the approved organisation's development of its LTCCP or similar process.</p> <p>Approved organisations should commit staff time to supporting the RTC and RAG.</p> |

# Stage 2: Developing regional priorities (September to October 2008)

The diagram below illustrates the process for developing regional priorities of activities and combinations of activities. The table following this diagram provides detail about each of the tasks involved in this process.



## Description of tasks involved in developing regional priorities

A variety of strategies will assist each RTC in identifying the short- to medium-term issues that the region wishes to address. These need to be reviewed alongside funding sources and availability of these during the programme. The NZTA has guidelines, available on its website, to assist in preparing integrated and mode-specific strategies.

| Task   | Responsibility      | Key points   |
|--|---------------------|--|
| <p>2.1 Identifies:</p> <ul style="list-style-type: none"> <li>• problems, issues and opportunities</li> <li>• priorities</li> <li>• constraints</li> </ul> | <p>ARTA/RTC/RAG</p> | <p>Identify problems, issues and opportunities. These should largely be drawn from existing documents, and from consideration of recent national and regional strategic documentation. Reference should be made to the:</p> <ul style="list-style-type: none"> <li>• RLTS and LTCCPs</li> <li>• sub-regional strategies and plans (eg walking and cycling strategies, freight strategies, activity management plans, road safety action plans)</li> <li>• growth management strategies</li> <li>• processes used to develop recommendations on allocating R funds and C funds (special funding for specific regions).</li> </ul> <p>Identify priorities:</p> <ul style="list-style-type: none"> <li>• A statement of transport priorities must be prepared by the RTC. This statement is expected to be largely drawn from previous work, with consideration of new national strategies and targets.</li> <li>• Reference should be made as a minimum to the documents listed above.</li> <li>• Priorities are identified to guide the formulation of activities in the RLTP.</li> <li>• Priorities should reflect the objectives of the RLTP, eg improved pedestrian safety.</li> </ul> <p>Identify constraints by identifying the contextual factors constraining activities addressing priorities. Constraints include:</p> <ul style="list-style-type: none"> <li>• funding, considering: <ul style="list-style-type: none"> <li>– NLTF funding through the NLTP (the NZTA will provide guidance on funding expected to be available to each region from the NLTF shortly)</li> <li>– local share funding, third-party funding and whether the region is to implement a regional fuel tax scheme, the likely revenue from this, and its timing</li> </ul> </li> <li>• industry capacity: professional, contracting, competing activities</li> <li>• timeframes for developing complex projects.</li> </ul> |

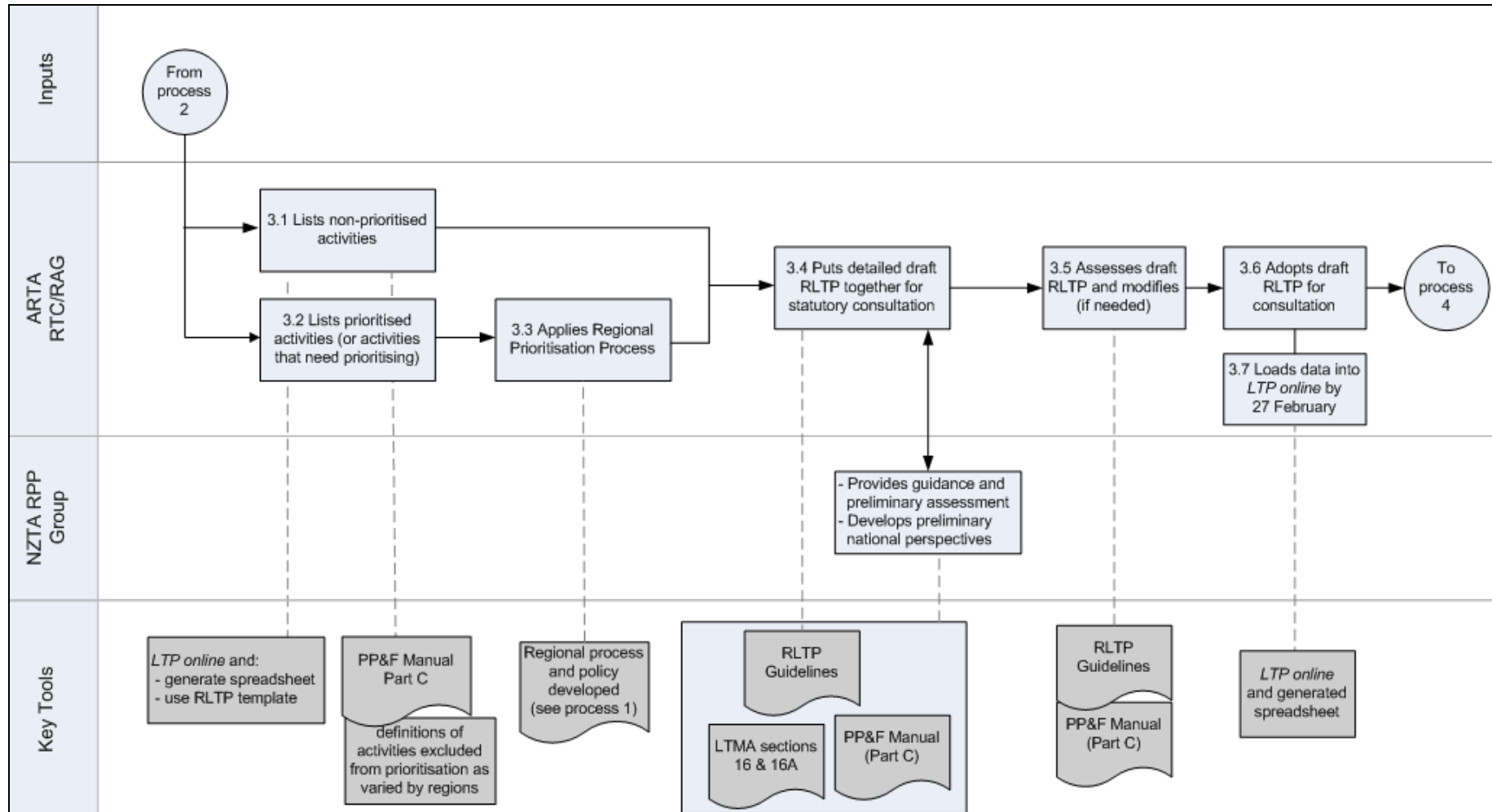
| Task  | Responsibility | Key points   |
|---|----------------|--|
| 2.2 Identifies key issues to be addressed in the next 6 years | ARTA/RTC/RAG   | <ul style="list-style-type: none"> <li>• Use RLTS and supporting sub-regional and mode-specific strategies to identify regional issues, priorities and activities.</li> <li>• Issues should identify the underlying cause of transport effects that are to be addressed. Solutions should address the cause, rather than the effect.</li> <li>• This is the first task in an iterative process between tasks 2.2 and 2.7.</li> </ul>   |
| 2.3 Proposes packages of activities that will address issues  | ARTA/RTC/RAG   | <ul style="list-style-type: none"> <li>• Identify packages of activities to address the strategic priorities for the region.</li> <li>• Packages generally provide better, more complete and enduring solutions than stand-alone projects.</li> <li>• This step establishes regional expectations of the contents of the RLTP.</li> <li>• State highway activities will be developed and included in the RLTP as part of one or more packages.</li> <li>• Packages should inform the development of the regionally focused activities to be proposed by approved organisations and the NZTA for inclusion in the RLTP.</li> <li>• Agreeing packages with approved organisations and the NZTA expedites compilation of the RLTP once activities are submitted to the RTC and should yield a coordinated RLTP.</li> </ul>  |
| 2.4 Considers what can be achieved based on constraints       | ARTA/RTC/RAG   | <ul style="list-style-type: none"> <li>• Identify what the feasible scope for the RLTP is.</li> <li>• The RLTP is expected to be achievable and not aspirational.</li> </ul>   |
| 2.5 Develops draft high-level funding plan                    | ARTA/RTC/RAG   | <ul style="list-style-type: none"> <li>• Each RLTP is required to include a funding plan in its RLTP.</li> <li>• A draft funding plan should be developed to identify the feasibility of regional expectations of a programme's content.</li> <li>• A template is provided for the funding plan as part of the programme download from <i>LTP online</i>.</li> <li>• NLTF funded aspects of a programme should be distinct from other aspects.</li> <li>• Revenue from the available sources should be identified. Standard sources (used to enable each funding plan to be added together) are: <ul style="list-style-type: none"> <li>– local share</li> <li>– local share funding</li> <li>– N funding from the NLTF</li> <li>– C funding from the NLTF (for Auckland, Bay of Plenty, Waikato and Wellington)</li> <li>– C2 funding from the NLTF (for Wellington)</li> </ul> </li> </ul> |

| Task  | Responsibility | Key points   |
|---|----------------|--|
|   |                | <ul style="list-style-type: none"> <li>– C3 funding from the NLTF (for Wellington)</li> <li>– R funding</li> <li>– SuperGold Card funding</li> <li>– regional development funding</li> <li>– Canterbury transport project funding</li> <li>– funding from regional fuel taxes</li> <li>– funding from tolls</li> <li>– other supplementary funding.</li> </ul> <ul style="list-style-type: none"> <li>• Expenditure on each activity class should be identified for each of the relevant funding sources above.</li> <li>• Funding should be included only when it will probably become available.</li> <li>• The funding plan is not expected to have material mismatches between accumulated expenditure and revenue in any year.</li> <li>• Programmes of activities should reflect feasible implementation plans, taking account of constraints.</li> <li>• Activity costs should be realistic, reflect the full scope of the activity, be current and be inflated at the rate expected in the year the activity is programmed.</li> </ul> |
| 2.6 Develops guidelines and issues to approved organisations and the NZTA | ARTA/RTC/RAG   | <ul style="list-style-type: none"> <li>• The region should convey factors affecting the development of proposals by approved organisations and the NZTA to them.</li> <li>• Relevant factors include: <ul style="list-style-type: none"> <li>– procedural matters (timeframes, contribution to RAG and other working groups, any regional information requirements)</li> <li>– regional framework for RLTP</li> <li>– regional strategies and priorities to be addressed (enables the approved organisation to link activities indicating what strategies and priorities are supported)</li> <li>– packages and activities expected/agreed to be included in the RLTP.</li> </ul> </li> </ul>  |

| Task                             | Responsibility                      | Key points  |
|----------------------------------|-------------------------------------|---|
| 2.7 Refines and adopts programme | Approved organisations and the NZTA | <p>Approved organisations are currently drafting their programmes. These should be reviewed to reflect:</p> <ul style="list-style-type: none"> <li>• the new strategic framework (NZTS, GPS)</li> <li>• the three-year aspect of the NLTP</li> <li>• regional factors</li> <li>• the new <i>PP&amp;F manual</i></li> <li>• preparations for the second three-year NLTP, by including appropriate strategies and plans, any potential process improvement aspects to activity management planning so there is a sound basis for the next three-year programme</li> <li>• local factors already addressed.</li> </ul> <p>Outside Auckland, approved organisations should identify which activities are not to be prioritised.</p> |
| 2.8 Submits to ARTA/RTC          | Approved organisations and the NZTA | <ul style="list-style-type: none"> <li>• Approved organisations and the NZTA should submit their proposed activities for inclusion in the RLTP to each RTC or ARTA using <i>LTP online</i>. The submission process is similar to that used in the past.</li> <li>• <i>LTP online</i> has user guides on the process.</li> </ul>   |

# Stage 3: Developing a draft RLTP (November 2008 to February 2009)

The diagram below illustrates the process for developing a draft RLTP. The table following this diagram provides detail about each of the tasks involved in this process.



## Description of tasks involved in developing a draft RLTP

| Task  | Responsibility | Key points   |
|---|----------------|--|
| 3.1 Lists all activities                    | ARTA/RTC/RAG   | <p>Each RLTP should create a list of all activities using the <i>LTP online</i> table outputs.</p> <p>The activities proposed for inclusion in the RLTP can be downloaded from <i>LTP online</i> into a spreadsheet.</p> <p>The spreadsheet has been configured so that:</p> <ul style="list-style-type: none"> <li>• regional programming information may be added</li> <li>• the core information required to be published in an RLTP is available in tabular form</li> <li>• regional decisions may be uploaded from the spreadsheet into <i>LTP online</i>.</li> </ul> <p>It may be appropriate to summarise activities in the summary consultation document. This may involve showing all group activities of one type from all approved organisations as 'one line' in the summary document (eg 'regionwide bridge replacement programme').</p>  |
| 3.2 Lists activities to be prioritised      | ARTA/RTC/RAG   | <ul style="list-style-type: none"> <li>• Identify activities: <ul style="list-style-type: none"> <li>– that need to be prioritised (identified by a flag on <i>LTP online</i> output table)</li> <li>– that have inter-regional significance</li> <li>– with significant expenditure on land transport activities funded from other sources</li> <li>– that have been approved under LTMA s20 but have not yet been completed</li> <li>– that have been varied, suspended or abandoned</li> <li>– that have national or regional significance and are likely to be recommended for inclusion in the NTLP over the three years following the RLTP.</li> </ul> </li> <li>• List the priority assigned for each package or stand-alone activity.</li> <li>• Identify which activities to include in RLTP and, when excluded, state the reason.</li> </ul> |
| 3.3 Applies regional prioritisation process | ARTA/RTC/RAG   | <ul style="list-style-type: none"> <li>• Prioritise all packages and stand-alone activities.</li> <li>• Identify a sequential list without 'ties' (ie no 1= or 2= etc).</li> <li>• Prioritise activities as one list intermingling activities from several activity classes; this is what the LTMA requires and is the only practical way to handle multi-mode packages.</li> <li>• Prioritisation will likely be an iterative process potentially involving: <ul style="list-style-type: none"> <li>– First-order prioritisation using assessment profiles</li> <li>– pair-wise comparison to refine the list; consider the seven factors in the planning and assessment guidance of the GPS (see Chapter D3 in the <i>PP&amp;F manual</i>).</li> </ul> </li> </ul>   |

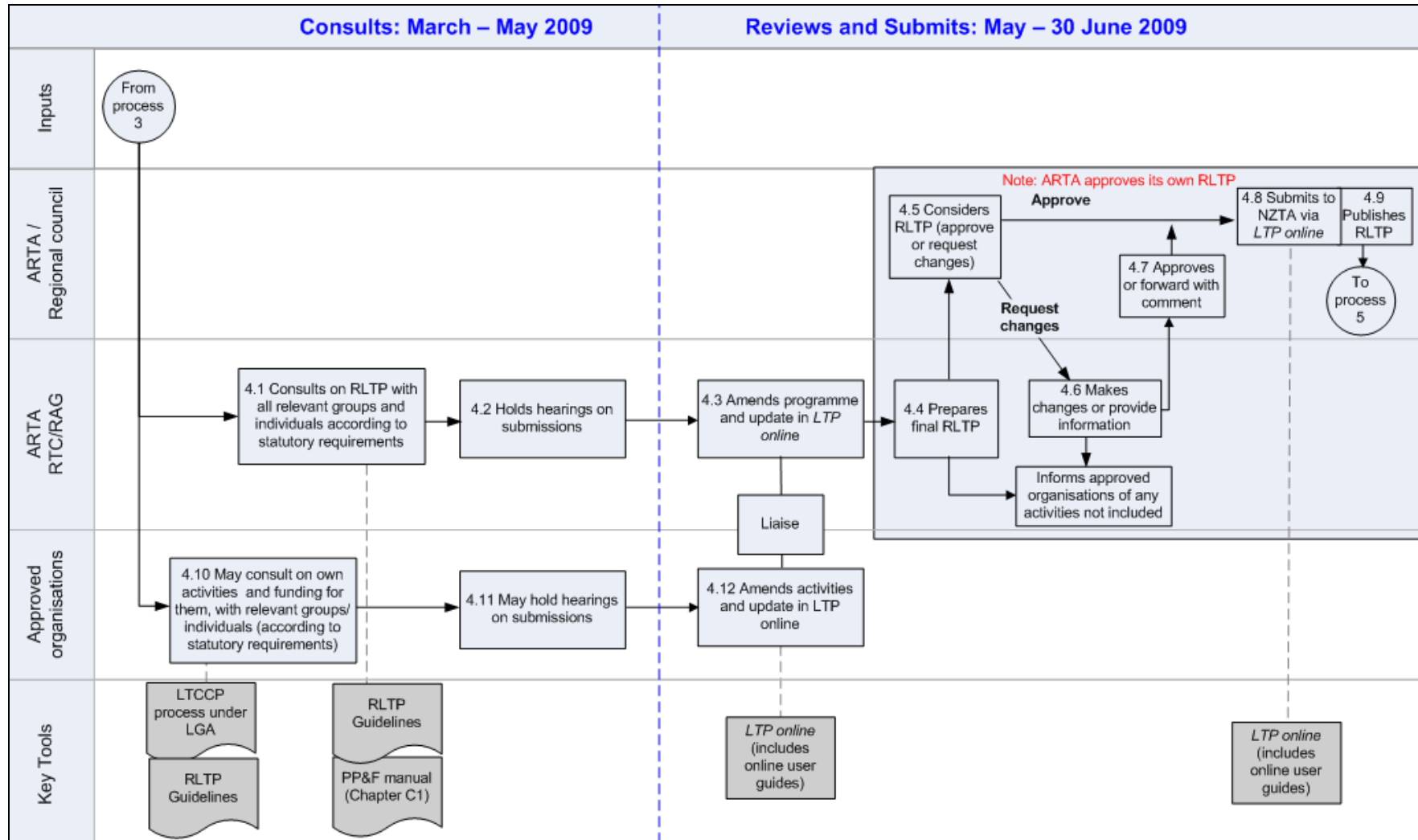


| Task   | Responsibility | Key points  |
|--|----------------|---|
| 3.4 Puts detailed draft RLTP together for statutory consultation             | ARTA/RTC/RAG   | <ul style="list-style-type: none"> <li>• Complete all aspects of the RLTP.</li> <li>• Appendix D RLTP outline on page D-1 has the suggested minimum level of detail and gives guidance on the purpose and contents of each section of an RLTP.</li> </ul>   |
| 3.5 Assesses draft RLTP and modifies it                                      | ARTA/RTC/RAG   | <p>Each RTC must assess its programmes. This involves completing the statements set out in step 3.4 above.</p> <p>The programmes should be assessed before the draft RLTP is adopted for consultation. <i>Appendix F</i> on page F-1 provides a number of assessment methodologies that may assist RTCs.</p> <p>Assessment must focus on three areas:</p> <ul style="list-style-type: none"> <li>• regional transport issues, problems and opportunities</li> <li>• regional transport priorities and targets for the RLTP</li> <li>• linking activities in the RLTP with stated priorities.</li> </ul> <p>All processes and decisions need to be documented. In some instances, it may be appropriate to attach documents relating to these to <i>LTP online</i> applications. Early availability of information can assist the NZTA in providing early guidance on eligibility for and availability of funds. Further information on the assessment methodology for RLTPs is in <i>Part C</i> of the <i>PP&amp;F manual</i> and in <i>LTP online</i>.</p>   |
| 3.6 Adopts draft RLTP for consultation<br><br>Develops consultation material | ARTA/RTC/RAG   | <p>The RTC or ARTA should agree the draft RLTP prior to developing the consultation material.</p> <p>The consultation process is set out in the LTMA and Local Government Act 2002. It includes the following:</p> <ul style="list-style-type: none"> <li>• a notice describing the process and purpose of the consultation – note that: <ul style="list-style-type: none"> <li>– the purpose of consulting on development of the RLTP should be clearly stated to distinguish this consultation process from any LTCCP process that may also be undertaken at a similar time</li> <li>– the LTCCP consultation process (if any) is expected to focus on local activities and their funding, whereas the RLTP consultation’s focus is the regional programme of activities</li> </ul> </li> <li>• a summary document, describing the key aspects of the RLTP, including the period within which submissions may be made, and noting that the full document is available on request</li> <li>• a full RLTP document, which may be augmented by: <ul style="list-style-type: none"> <li>– press releases</li> <li>– events to launch the documentation</li> <li>– presentations to interested parties.</li> </ul> </li> </ul> |

| Task   | Responsibility | Key points  |
|--|----------------|---|
| 3.7 Loads draft RLTP data into <i>LTP online</i> | ARTA/RTC/RAG   | <p>The draft RLTP should be loaded into <i>LTP online</i>. This enables the NZTA to collate all RLTPs and develop a national perspective. This may include:</p> <ul style="list-style-type: none"> <li>• funding constraints revealed through an imbalance between total RLTP size and funding available through the NLTP</li> <li>• a need for different emphases in RLTPs to deliver the targets in the GPS</li> <li>• a national view on priorities of activities in the RLTPs.</li> </ul> |

# Stage 4: Consulting on and submitting an RLTP (March to June 2009)

The diagram below illustrates the process for consulting on and submitting the RLTP. The table following this diagram provides detail about each of the tasks involved in this process.



## Description of tasks involved in consulting on and submitting the RLTP

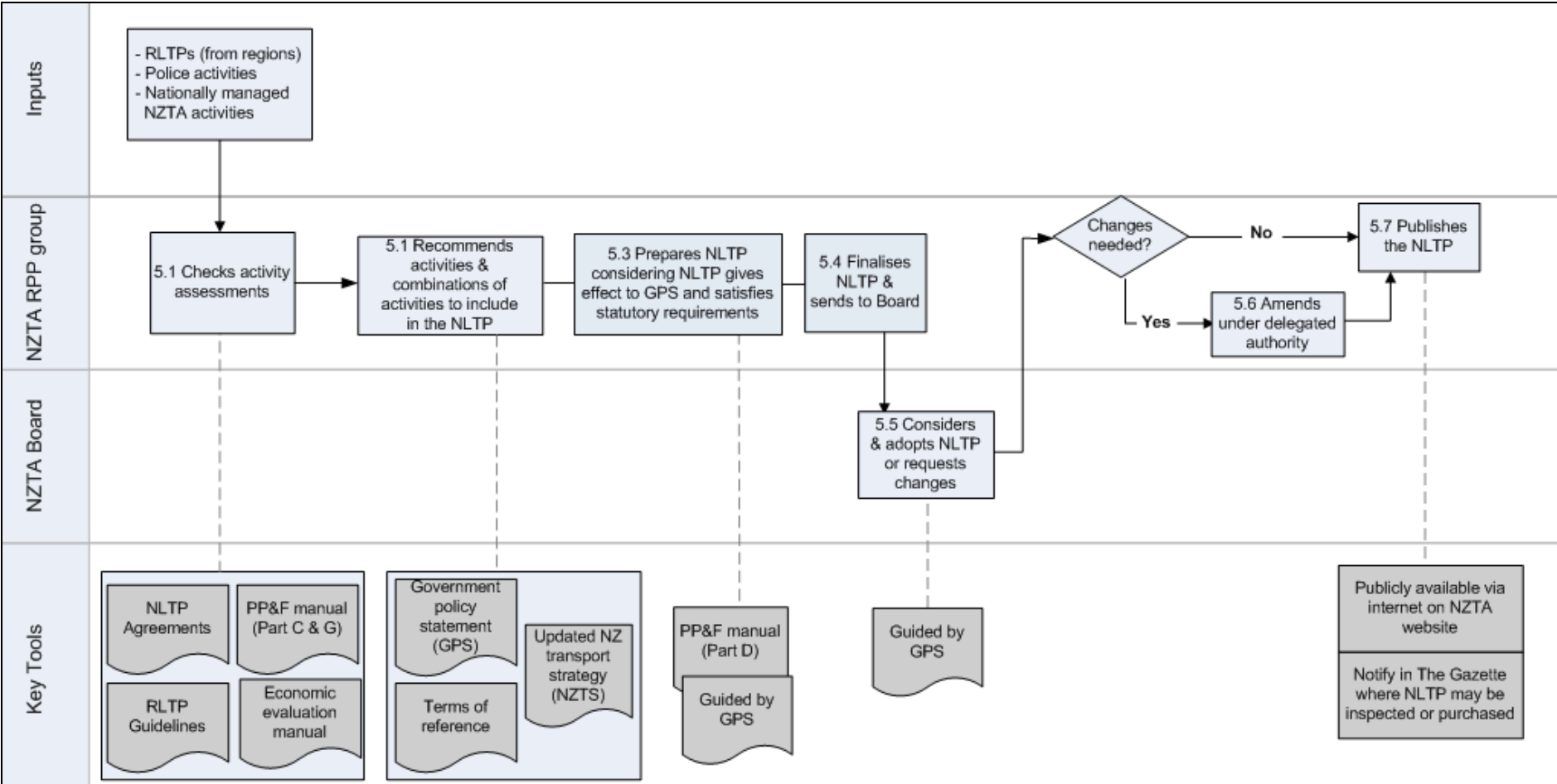
| Task  | Responsibility                     | Key points   |
|---|------------------------------------|--|
| 4.1 Consults on RLTP with all relevant groups and individuals according to statutory guidance | ARTA/RTC/RAG                       | <ul style="list-style-type: none"> <li>The consultation plan should be implemented.</li> <li>The principles of consultation should be observed.</li> <li>See the consultation checklist in <i>Appendix E</i> on page E-1.</li> </ul>   |
| 4.2 Holds hearings on submissions   | ARTA/RTC/RAG                       | <p>Hearings on the RLTP should be separate to those on the LTCCP.</p> <p>A regional council may choose to use LTCCP support services to administer the RLTP consultation. Consultation materials may be combined but the 'consultee' must be made aware that two processes are being consulted on. It is appropriate to have sections marked 'consultation on RLTP' and 'consultation on LTCCP'. It is essential to ensure that the special consultative procedures under the Local Government Act 2002 are applied.</p> |
| 4.3 Amends programme and updates in <i>LTP online</i>   | ARTA/RTC/RAG                       | <ul style="list-style-type: none"> <li>The RLTP should be reviewed, having considered the submissions.</li> <li>The RLTP should reflect any changes made by approved organisations.</li> <li><i>LTP online</i> user guides will assist in making amendments to programmes following the consultation. Changes to a programme following consultation should also consider existing decisions, funding constraints and priorities for the area.</li> </ul>   |
| 4.4 Prepares final RLTP   | ARTA/RTC/RAG                       | The RLTP should be finalised. Outside Auckland, it should be lodged with the regional council.   |
| 4.5 Considers RLTP  | Regional council (except Auckland) | <p>The regional council should consider the RLTP and can either:</p> <ul style="list-style-type: none"> <li>refer it back to the RTC stating why it has not been approved, or</li> <li>approve the programme.</li> </ul>   |
| 4.6 Makes changes or provides information   | ARTA/RTC/RAG                       | <p>The RTC can respond to the regional council by:</p> <ul style="list-style-type: none"> <li>providing information</li> <li>amending the RLTP</li> <li>making no changes.</li> </ul>  |

| Task   | Responsibility            | Key points   |
|--|---------------------------|--|
| 4.7 Approves or forwards with comment  | Regional council/<br>ARTA | <ul style="list-style-type: none"> <li>• Outside Auckland, the regional council can either: <ul style="list-style-type: none"> <li>– approve the RLTP, or</li> <li>– forward it to the NZTA without approving it, including a statement of reasons as to why it was not approved.</li> </ul> </li> <li>• In Auckland, ARTA will approve its RLTP.</li> </ul>   |
| 4.8 Submits to NZTA via <i>LTP online</i>  | ARTA/RTC/RAG              | The details of the final RLTP should be loaded into <i>LTP online</i> by the date given in the <i>PP&amp;F manual</i> exactly reflecting the approved RLTP, so that the NZTA can develop the NLTP.   |
| 4.9 Publishes RLTP   | ARTA/RTC/RAG              | The RLTP should be published, by the date given in the <i>PP&amp;F manual</i> in <i>The Gazette</i> and forwarded to the relevant parties.   |
| 4.10 Consults on own activities and funding for them, with relevant groups/individuals | Territorial authorities   | <ul style="list-style-type: none"> <li>• Each approved organisation may consult on its activities as part of any LTCCP or annual plan process. Showing the links to the regional programme is considered good practice.</li> <li>• The focus of the activity will likely be local, potentially about the activities and their funding from local share.</li> <li>• We recommended that, during consultation, maps showing the location of activities are used to enable visualisation of where funds are being allocated within a region and the type of facility/service being offered. For example, public transport services could be plotted along the route where this may be known or, where cycle lockers are to be provided, these could be pinpointed.</li> </ul> <p>Consultation material can address each activity or combination of activities, including travel demand management, walking, cycling, public transport and roading. Include a brief description of what the activity is, including (as a minimum) the:</p> <ul style="list-style-type: none"> <li>• length of route (if applicable) or number of new facilities</li> <li>• location</li> <li>• reason for the activity/objective being delivered</li> <li>• cost of activity</li> <li>• proposed date for implementation.</li> </ul> |
| 4.11 Hold hearings on submissions  | Territorial authorities   | Hearings on the LTCCP should be separate to those on the RLTP.   |

| Task   | Responsibility                      | Key points   |
|--|-------------------------------------|--|
| 4.12 Amends activities and updates <i>LTP online</i> | Approved organisations and the NZTA | <ul style="list-style-type: none"> <li>• If an approved organisation amends a programme (eg as an outcome of developing its LTCCP or annual plan), it should update the activities in <i>LTP online</i>.</li> <li>• A final submission should be made to the RTC using <i>LTP online</i>. This signifies that the information is 'final'.</li> <li>• The relative timing of local and regional processes may mean that the local processes are concluded too late to be reflected in the RLTP. Note that: <ul style="list-style-type: none"> <li>– <i>LTP online</i> should be updated to reflect the changes</li> <li>– any changes to non-prioritised activities will be reflected in the NLTP if they are available in <i>LTP online</i></li> <li>– other changes to activities will be managed as a variation to the RLTP and NLTP.</li> </ul> </li> </ul> |

# Stage 5: Preparing and adopting the NLTP (July to 31 August 2009)

The diagram below illustrates the process for preparation of and adoption of the NLTP.



## Affordability

The NZTA will assess the affordability of activities and combinations of activities when compiling the NLTP.

Approved organisations and the NZTA will now need to demonstrate that the programme they put forward for funding is affordable. This can be undertaken through inclusion of a funding plan for all activities. A template for this is provided in *LTP online*.

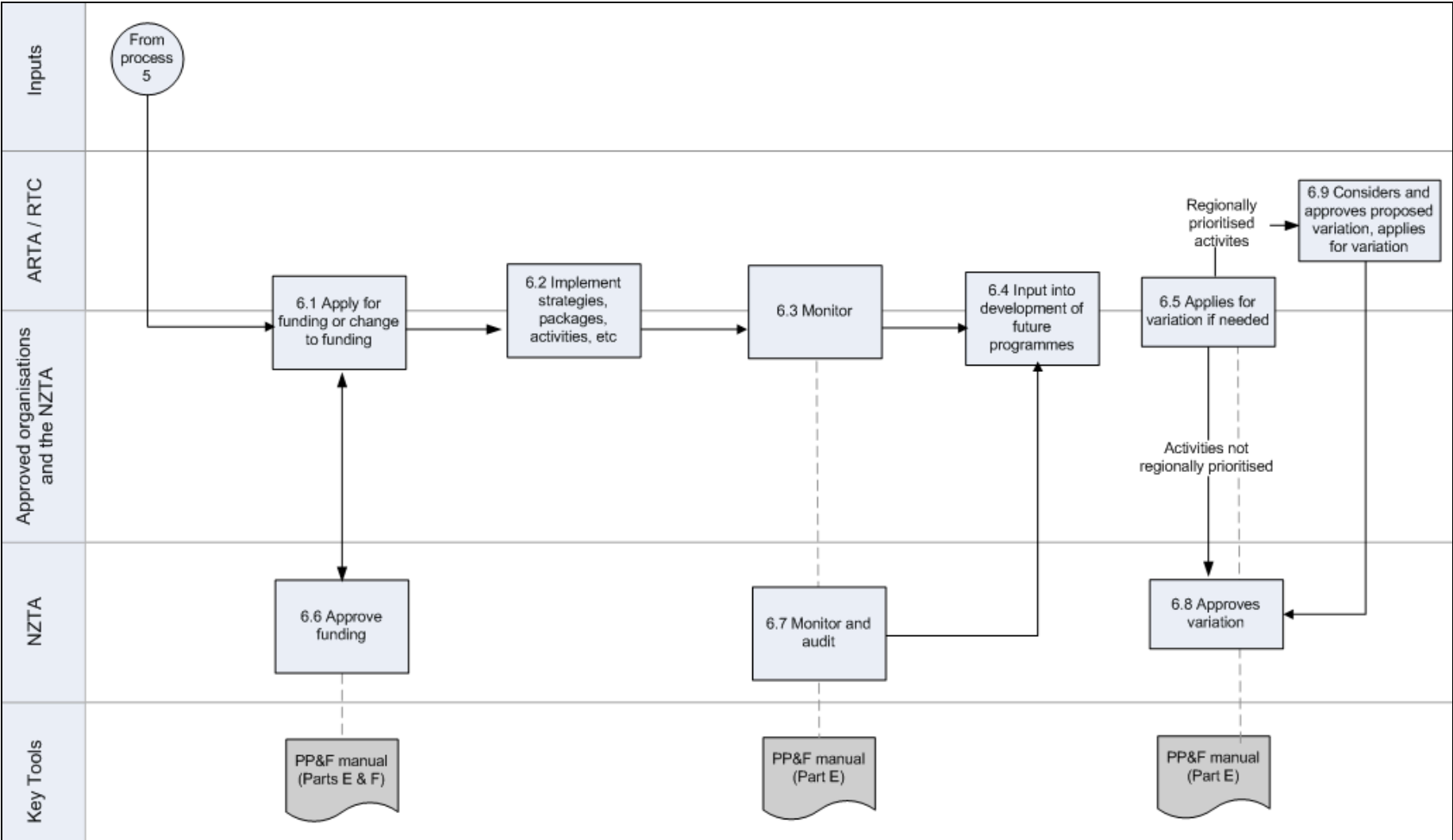
## Preparing and adopting the NLTP

The preparation of the NLTP will be undertaken by the NZTA, taking account of its statutory requirements. This will be guided by the national strategic framework. Guidance on this process is provided in *Part D* of the *PP&F manual*.



# Stage 6: Implementing and monitoring RLTPs (July 2009 to June 2010)

The diagram below illustrates the process for implementation and monitoring of regional land transport programmes (RLTPs).



## Implementation and monitoring

A higher level of monitoring is required before and after implementation of activities. This is to ensure the benefits allocated to an activity are forthcoming and, where they are not, to enable an understanding of why they were not achieved. Monitoring will be undertaken, taking account of the NZTA agreements with approved organisations.

When monitoring, establish base year conditions:

- check the performance of a selected sample of activities and combination of activities (no later than 12 months post-implementation) in terms of defined outcomes and targets
- check the performance of the overall programme in terms of the defined outcomes and targets and the NLTP agreement.

Monitoring and its results are key inputs to the development of future programmes. Therefore, it is important that monitoring is undertaken.

See *Part E* and *Part F* of the *PP&F manual* for further information on monitoring and implementation.

## Appendix A Good practice activity examples

The following are examples of good practice and 'not good' practice activities. They are examples only and do not cover all categories of activities, although they do apply to all areas (metropolitan, urban, rural and inter-regional).

| Category   | Good practice  | Not good practice   |
|------------|--|---|
| Strategies | <p>Long-term multi-modal strategies that are integrated with land-use considerations and consider all relevant alternatives.</p> <p>Strategies based on quantified techniques that are assessed against required outcomes and targets.</p> <p>Strategies that meet economic development outcomes in the most sustainable way possible.</p>   | <p>Single-mode strategies that regard land use only as an input and therefore do not fully explore alternative land-use options.</p> <p>Strategies that are not appropriately quantified (in terms of current and future conditions).</p> <p>Strategies that do not assess options against outcomes and targets.</p>  |
| Packages   | <p>Integrated mutually supportive activities that optimise potential outcomes.</p>   | <p>Packages that have not taken other modes into account or that do not consider land-use and urban design aspects.</p>   |
| Programmes | <p>Integrated programmes that are closely related to strategies.</p> <p>Programmes that are composed of packages wherever possible.</p> <p>Well-explained and justified programmes.</p>  | <p>Lists of unrelated activities that are unquantified, non-complementary or counteractive.</p> <p>Activities that do not contribute significantly to required outcomes and targets.</p> <p>Programmes that have not demonstrated their relationship with strategies or whose overall contribution to outcomes and targets is unclear.</p>  |
| Roading    | <p>Managed road capacity proposals (with or without increases in capacity) that can lead to behavioural change (eg to improve private vehicle occupancies and public transport use).</p> <p>Roading proposals that contribute significantly to outcomes and targets without negative effects.</p> <p>New road or road improvement proposals that optimise safety outcomes when compared with available alternatives, such as speed management.</p> | <p>Unmanaged capacity increases in congested areas to increase peak period car commuting (to avoid induced traffic and the stimulation of mode shift in favour of car driving).</p> <p>Roading proposals that have negative or minimal effects on outcomes and targets.</p> <p>Rural realignments that are based on minor time savings or small safety gains that could be achieved through other means.</p> <p>Routine sealing projects that are mainly for local convenience.</p> |

| Category                 | Good practice   | Not good practice   |
|--------------------------|---|---|
| Public transport         | <p>Bus and rail proposals that improve the quality, convenience, coverage and use of public transport.</p> <p>Innovative proposals to add to public transport accessibility (demand-responsive transit, community transport, etc).</p>                                  | <p>Public transport proposals that are not supported by other measures (such as priority measures, parking control and pricing) or that are undermined by increases in road or parking capacity.</p> <p>Poor-quality and underused public transport services.</p> |
| Travel demand management | <p>District plans that minimise the need for travel and encourage mode change from private car to more sustainable modes.</p> <p>Travel plan development for concentrations of activities and for communities.</p> <p>Parking supply, control and pricing measures.</p> | <p>Land-use planning that does not take account of transport impacts.</p> <p>Initiatives that are undermined by lack of required investment, unsupportive network management or roading and parking measures.</p>   |
| Walking and cycling      | <p>Network proposals that lead to more convenient, safer and attractive pedestrian networks.</p> <p>Network proposals that lead to more convenient, safer and attractive cycling networks.</p>  | <p>Partial cycling networks, poor design or implementation and inconsistent provision of facilities.</p> <p>Partial pedestrian networks not supported by appropriate and convenient crossing facilities.</p>  |
| Maintenance              | <p>Maintenance programmes that are integrated with the delivery of safety and accessibility outcomes.</p>   | <p>Maintenance practices that maintain and reinforce car priority.</p>  |
| Operational management   | <p>Improved network management that is focused on the balanced delivery of outcomes and targets by supporting other initiatives (such as travel demand management, public transport, walking and cycling).</p>  | <p>Traffic management that is aimed at general traffic speeds or delays without any sense of policy, priority or impacts on other modes.</p>  |

# Appendix B Funded packages examples

This appendix provides the following examples of funded packages. The NZTA will expect packages funded going forward to be aligned with the national strategic framework and provide evidence on delivery towards the outcomes sought by the government. These packages illustrate how practice has developed in recent years and the NZTA now seeks to move forward building on this.

| Funded package                       | See page ... |
|--------------------------------------|--------------|
| New Lynn interchange package         | B-2          |
| Queenstown transport package         | B-4          |
| Tauranga strategic corridor packages | B-6          |
| Tauranga central corridor package    | B-7          |
| Tauranga eastern corridor package    | B-9          |
| Otago public transport package       | B-10         |
| Waikato expressway package           | B-12         |

# New Lynn interchange package

## Context

The Auckland Growth Strategy designates New Lynn as a major regional growth centre in Waitakere city with a large and increasing concentration of employment and businesses. New Lynn is a key transport hub bordering the Auckland isthmus and is central to the major population areas in the southern sector of Waitakere city.

The government has approved duplication of the western rail line, which will allow an increase in commuter train frequency between Henderson and the Britomart transport centre. The rail duplication includes the upgrade of train stations, road and pedestrian crossings, including below-grade separation at New Lynn town centre railway crossings.

The Crown has confirmed that ONTRACK will fund \$120 million, and the Waitakere City Council (WCC) has agreed to fund \$20 million towards the \$140 million estimated cost for the trenching of the railway line, double tracking and reconnection of all existing road crossings of the railway line, including the provision of new bridges.

WCC wants to ensure that the benefits of the new infrastructure are supported multi-modally at surface level. Therefore, WCC has developed a package of transport improvement works.

## Strategy

In March 1996, WCC sponsored a public design workshop to plan for the revitalisation and future development of New Lynn as an 'urban village'. A new community heart was intended to be formed between the main street area and the expanded retail mall. The influx of new businesses and residents would contribute to the vibrancy and vitality of the core area and encourage a more active cafe society feel.

## Package

The package of activities comprises:

- the extension of Clark Street to link with Great North Road (Clark Street Bypass)
- a new bus interchange, including taxi stands and a drop-off area
- new bridge connections at Memorial Drive and Hetana Street
- minor changes to intersections, two new street connections (McCrea Way extension and Crown Lynn Place extension) and widening of a road underneath one of the rail bridges (Titirangi Road)
- walking and cycle ways and facilities in New Lynn, including enhancements to the crossings provided by ONTRACK to enable walking and cycling, which are not in ONTRACK's scope.

## Funding

The NZTA asked WCC to develop an integrated funding plan and cost-sharing agreement that clearly identifies who pays for what (between WCC, ONTRACK, the Auckland Regional Council, the NZTA and private developers). Such a funding plan should at least include all activities that require NLTF funding, but should ideally include all investments associated with the strategy, including investments expected by private parties to realise the desired intensification and city centre renewal. Such an integrated funding plan gives the NZTA confidence that the total project is financially viable.

The effectiveness and efficiency of the project has been assessed for the package of activities, not for the individual activities. Several alternative packages and options had been assessed, among others, by means of incremental benefit cost analysis.

The assessment excluded the trenching of the rail line, given the different funding source and given the trench was already approved by the Crown. In an ideal situation, however, the package of local roading, rail and bus interchange improvements would have been evaluated and brought to the NZTA.

The investigation and design of the package of activities was included in *LTP online* as one project. The NZTA expects that the construction activities in the packages will be submitted as separate projects, ie the transport interchange project and the roading upgrade project, and linked together in *LTP online* by defining a package.

# Queenstown transport package

## Background

Queenstown Lakes District is the fastest-growing district in New Zealand and is experiencing sustained growth in both land-use development and tourist visitor numbers. The usually resident population is expected to double from 14,000 to 31,000 between 2006 and 2026. Likewise, the peak day population is anticipated to double from 46,000 to 87,000.

It is critical that strategic planning is undertaken now for both the transport network and associated systems to manage access and mobility for the district into the future. To that end, the Queenstown Lakes District Council (QLDC), Transit New Zealand and the Otago Regional Council (ORC) engaged with one another to develop a strategy for the Wakatipu basin area.

## Strategy

SH6A and, in particular, Queenstown's central business district (CBD) cannot accommodate the expected strong growth in traffic volumes. Road widening and the provision of additional parking places are expensive and would have adverse effects on the attractiveness of the town as a major tourist destination.

QLDC's Growth Management Strategy seeks to manage the Queenstown CBD growth and encourage the development/expansion of Frankton Flats as a second town centre.

The transport strategy seeks to achieve a mode shift from private vehicles to public transport. The proposed public transport network would provide for high-quality connections between the Queenstown CBD and key destinations for visitors and residents alike.

## Package

The implementation plan breaks down into the following time periods:

- short term (up to 2010/11)
- medium term (2010/11 to 2015/16)
- long term (2016/17 to 2026/27)
- very long term (2027 and beyond).

The main activities are:

- a high-frequency bus system between the Queenstown CBD and Frankton Flats, a ferry service between Kelvin Heights and the Queenstown CBD and complementary park and ride facilities at Gorge Road, Frankton Flats and Kelvin Heights
- upgrading SH6A, providing bus priority, cycle and pedestrian facilities, intersection improvements and maintaining local access
- a travel behaviour change programme, including event management and a parking strategy
- various intersection and road improvements around the new town centre at Frankton Flats, mainly paid for by developers
- route protection of a new road link between Frankton Flats and the Queenstown CBD (eastern route).



## Funding

The Wakatipu transport strategy partners produced a strategy document that included

- a problem assessment and assessment of why a business-as-usual road-based solution would not achieve the targets
- a description of the transport strategy in detail
- a staging plan listing all activities, their indicative costs and timing
- an evaluation of the strategy, including modelling estimates of the effectiveness of the strategy with regard to the targets set by the strategy, a rough indication of the BCR based on BCRs of individual projects in the proposed package
- a monitoring framework to enable assessment of progress towards the desired outcomes.

The Wakatipu transport strategy partners presented their strategy to the NZTA, seeking support for their strategy.

The NZTA evaluated the strategy and decided to support the strategy and endorse the first three years of activities. When these activities are brought forward for funding approval, the justification for the project can:

- refer to this expression of support and endorsement
- focus on issues that were not sufficiently addressed at the strategy and package level
- focus on the things that changed after the strategy was supported and the package was endorsed (eg new cost estimates).

Endorsement of the activities in the medium and long term was deferred. It was requested that the NZTA and the Wakatipu transport strategy partners agree a monitoring framework and that endorsement of the packages of activities beyond the first three years would be dependent on the initial results of the strategy, as shown by the monitoring.

# Tauranga strategic corridor packages

## Strategy

In addition to the regional land transport strategy (RLTS), transport within the Bay of Plenty region is informed by the SmartGrowth growth management strategy. The transport elements of this are referred to as SmartTransport. The SmartGrowth strategy is the sub-region's 50-year growth strategy, was adopted by the region in 2004 and is currently being revised.

The SmartGrowth strategy identifies a number of key strategic corridors that connect the geographically distributed centres of the Tauranga area, and are referred to as SmartTransport corridors. The strategy aims to provide an efficient, affordable, integrated and sustainable infrastructure. Managing traffic demand is a key part of the strategy. The region has adopted the following targets for trips to work:

- The public transport mode share should increase from
  - 0.5 percent in 2001, to
  - 5.5 percent in 2011, to
  - 10.5 percent in 2021.
- The mode share of cycling and walking should increase from:
  - 7.9 percent in 2001, to
  - 9.0 percent in 2011, to
  - 10.5 percent in 2021.

Another important objective of the SmartTransport strategy is to provide good access to the new growth areas on time. Investing and building infrastructure in a timely manner is viewed as a core part of being able to influence and manage the location and pattern of future development.

# Tauranga central corridor package

## Context

The RLTS and SmartTransport objectives identify the Tauranga Central Corridor as a 'strategic package', to address increasing congestion issues and provide continuing capacity.

Tauranga Central Corridor includes an urban section of SH2, and links the Maungatapu and Welcome Bay Roundabouts on SH29, to Cameron Road. This is a distance of approximately 3 km.

This corridor primarily functions as a route for commuters, and experiences delays during the peak hour at approaches to the two roundabouts and the bridge due to width constraints.

The corridor links the city with the rapidly growing areas of Welcome Bay and Papamoa Beach, both of which are identified as growth nodes within the SmartGrowth strategy. In addition to the CBD, the presence of several schools and a hospital generate significant levels of traffic, a large proportion of which is represented by children travelling to and from school, including escorted trips.

## Package

The package includes the following activities:

- signalisation of the two roundabouts on SH29
- combined bus priority and cycle lanes on sections of SH2
- dedicated cycle and pedestrian paths on sections of the corridor, linking to existing or planned paths on the Tauranga city cycle network
- improved intersection layouts, giving greater priority to buses and cyclists
- mid-block signalised pedestrian crossing.

The signalised roundabouts will be the first permanent installation in New Zealand, although this approach has successfully been used in Europe for many years. The predicted travel time benefits from signalisation of the roundabouts result in a BCR of 11 when considered in isolation; however, there is a real risk of congestion simply migrating elsewhere on the network if additional measures are not undertaken. Due to the constraints of the existing corridor, a decision has been made to encourage the patronage of buses and use of cycling facilities, rather than provide additional road capacity for private vehicles at this stage.

This package is a good example of how the approach can be used for a small- to medium-sized package, in order to properly evaluate interdependent activities and ensure the best network solution. By themselves, the provision of bus priority and walking and cycling measures are harder to justify from an economic perspective, but contribute to the collective benefits of the package.

## Funding

The funding of the roundabout signalisation was via the Transit New Zealand block funding programme. A funding application is being made separately by the NZTA's Highways and Network Operations Group for the remaining activities, which have been grouped under a single project in *LTP online*. In order to capture the overall benefits, a package has been submitted by Transit New Zealand via *LTP online* for assessment.

Additional activities, which are the responsibility of the Tauranga City Council, have also been identified as part of the package. These include:

- extension of the cycle facilities from the state highway on local roads
- downstream corridor improvements to ensure continuity of bus priority measures
- development of travel plans with key employers in the area.

# Tauranga eastern corridor package

## Context

The SmartGrowth Strategy identifies the Eastern Corridor as a significant development area because it is:

- the last remaining large greenfield area in Tauranga city
- relatively easy to develop and service, with few topographic or ecological constraints.

The population of the Western Bay of Plenty has increased by 31 percent in the period between 1996 and 2006. It is predicted to rise from 145,000 in 2006 to 198,000 by 2021 and to 284,000 by 2051.

## Package

The package of activities to implement the transport strategy in the eastern growth area contained the following projects:

- Tauranga eastern motorway – bypass of Te Puke and access road to new growth area
- tolling the motorway
- various new local roads, mainly paid for by developers
- traffic management on Papamoa Beach road
- increase in public transport services
- bus shelters, real-time information, park and ride facilities
- two cycle lanes through the spine of the growth area
- implementation of workplace and school travel plans
- introduction of parking charges.

## Funding

Initially, approved organisations applied for funding approval of each activity individually. The NZTA requested that an evaluation at the package level be jointly submitted because the effectiveness of projects such as the Tauranga eastern motorway is dependent on the composite wider package of activities, including the land-use proposals of the strategy. The SmartGrowth partners produced an Eastern corridor report, which was submitted to the NZTA with a request to support the SmartGrowth strategy and endorse the proposed package of activities in the eastern growth area.

The NZTA evaluated the seriousness and urgency and effectiveness of the strategy and implementation package.

The NZTA gave conditional support and requested additional information for some open issues and the development of a monitoring framework, to ensure that all parts of the package proceed. It was agreed that projects within the package could be brought forward when the open issues had been resolved. Cost-efficiency was calculated for each project individually, given the absence of the economics at the package level.

One of the issues was a possible inconsistency between the strategy targets and the proposed package of works. There was doubt on the ability of the proposed package of activities to achieve the public transport and active modes targets, given the dominance of the Tauranga eastern motorway in the investment package.

# Otago public transport package

## Background

Public transport plays a relatively small role in Dunedin's transport system. Scheduled urban bus services carried only 2.2 million trips in 2004, which is less than 3 percent of total commuter trips. There are no passenger rail or ferry services.

Investment in the provision of bus services in Dunedin in recent years has been minimal. The quality and safety of the services have been affected by a lack of investment, and patronage growth has been insignificant.

The Otago Regional Council (ORC) undertook a review of its public transport system that showed that, while competition in the market had kept costs down, overemphasis on cost competitiveness has impacted negatively on investment, service quality and accessibility. The level of bus patronage was low and relatively static, with around a quarter of users at risk of moving to other modes. The current system was also unattractive to potential new users.

## Strategy

The vision for the public transport system is one that:

- attracts a substantial and sustained increase in patronage
- offers convenient routes, frequencies, ticketing and information
- flows smoothly through the CBD
- delivers affordable and accessible service with modern vehicles
- is admired for its cohesion and meets the public needs
- is easy to use
- assists in cutting greenhouse gas emissions and fossil fuel use.

The objective of the strategy is to:

- improve the quality of passenger transport and the accessibility of service and amenities
- improve the general perception of passenger transport
- greatly increase bus usage while relieving traffic congestion in the Dunedin context.

The desired outcomes of the strategy include:

- a greatly improved passenger transport system providing a quality service and increased coverage for households within the geographical limits of Dunedin city's bus system
- improved perception and use of passenger transport in Dunedin, with a forecasted increase of 75 percent in patronage compared with 2005, and at least a 40 percent increase in commuter trips by bus
- reduced peak-hour load on the roading network with over a 50 percent forecasted increase in the share of journey-to-work trips made into the city centre in peak times by public transport.

The proposals were modelled and a full assessment of the anticipated benefits formed part of ORC's funding application.

## Package

The Otago public transport package consists of:

- smartcard ticketing, linked with fare simplification
- route reconfiguration and re-tendering of routes, including those commercially run
- three new services
- frequency and timetable changes
- marketing
- additional stops, shelters and timetable displays
- improved vehicle quality standards.

Future elements of the package have also been identified and include bus priority measures including pre-emptive signalling and real-time information.

The package is currently being consulted on and will be incorporated into the next round of LTCCP and regional passenger transport plan development.

## Funding

Funding for elements of the package has been provided from the NLTF subject to specified conditions. These conditions include completing the LTCCP, annual plan and regional passenger transport plan, as well as specific technical issues relating to the smartcard system, reviewing fare levels, cost and patronage projects. These conditions must be satisfied prior to applying for funding beyond stage one of the package.

A monitoring programme together with annual progress reports are to be provided.

# Waikato expressway package

## Background

The growth triangle consists of three adjacent regions in the North Island: Auckland, Waikato and Bay of Plenty. It more particularly comprises the triangle formed by Auckland, Hamilton and Tauranga, sometimes referred to as the 'golden triangle'. It is seen as a power-house of population and economic growth in the North Island.

The combined population at Census 2006 was 1.943 million, which is 48 percent of the national population. Over half of all road and rail freight in New Zealand is attracted to the regions' transportation networks. State highway and rail links connect the area's cities to the major seaports of Auckland and Tauranga. The area is serviced by international airports in Auckland and Hamilton (trans-Tasman).

Population in the three regions is predicted to grow to 2.752 million in 2026, and is estimated to become 53 percent of the national total.

## Strategy

The Waikato expressway package is a single-mode package, focused on enhancing provision for strategic movements in the SH1 corridor. This is through removal of strategic trips from local centres and through safety improvements at key intersections and capacity improvements. The limited consideration of land use and other modes in this package should be noted.

## Package

The package consists of:

- eight bypasses of various sized settlements
- two sections of upgrading from two to four lane of SH1
- a new connection south of Hamilton.

The original intent was to apply for funding of each section of the route as individual projects. Following enactment of the LTMA, Transit New Zealand was asked to prepare a package for the roading projects in the SH1 corridor and submit that for evaluation. This was to set the projects in a strategic context and enable a holistic view of this section of state highway to be undertaken.

## Funding

The original intent was to complete the package in a 10-year timeframe. During the review of the RLTS, it was acknowledged that this would not be possible. During the evaluation of the package, the approved organisation was requested to review other options for one of the bypasses, which was considered to have been over-designed for the traffic volumes forecast. They were also asked to develop an integrated transport and growth strategy, which would have among its aims the avoidance of ribbon development along, and congestion of, the expressway. Funding for two bypasses was not supported with the level of information provided at the package stage, and the approved organisation is preparing further evidence to support these elements of the package.

Funding for the package was through the NLTP using N, C and R funds over a period of more than 10 years. There currently exists a funding gap for which other sources of funding will be required.



# Appendix C Policy initiatives

This appendix outlines new initiatives that approved organisations may wish to consider including in their programmes.

| <b>Initiative</b>                                    | <b>See page ...</b> |
|--|---------------------|
| Accessibility planning                               | C-2                 |
| Neighbourhood accessibility plans                    | C-3                 |
| Cyclist skills training                              | C-4                 |
| Pedestrian guidelines                                | C-5                 |
| Strategic cycle facilities                           | C-6                 |
| Workplace travel planning                            | C-8                 |
| Public transport: regional passenger transport plans | C-8                 |
| Public transport: integrated ticketing               | C-9                 |
| Procurement review                                   | C-11                |
| Domestic sea freight funding                         | C-12                |

# Accessibility planning

Accessibility planning is a way of assessing and planning for the ease by which individuals may utilise facilities. It involves the assessment of the location and delivery of key activities and the transport links to and from them. This allows the adequacy of access to be gauged from both origin and destination perspectives, and any accessibility issues or barriers to be identified and addressed. It may be undertaken at the national, regional, local and neighbourhood level.

The NZTA facilitates the implementation of the national accessibility policy and provides national-level support and guidance to regional councils throughout the implementation and ongoing operation of accessibility planning.

Accessibility planning is a process that can help to inform decision making:

- at the regional level through application during the formulation of the RLTS and RLTP
- at the local level during development of consultation material for informing the LTCCP.

Traditionally, transport, land use and social services have worked disparately. Accessibility planning provides a method for bringing together these disciplines to deliver a holistic approach to issues in a geographical area through looking at the level of service of the 'system' as a whole rather than on individual aspects of the transport system only.

Accessibility planning encourages coordination between transport and other public policy objectives, including housing, health and education. It provides a method for evaluating the impacts of land use projects or transport services changes, enabling the social implications of these to be fully assessed. It has the ability to deliver positive community outcomes.

The NZTA is currently working on developing tools to assist approved organisations in undertaking accessibility planning in their area. Approved organisations may wish to consider this area of work from 2010/11 onwards.

**For further information:** email [accessibility@nzta.govt.nz](mailto:accessibility@nzta.govt.nz).

# Neighbourhood accessibility plans

Neighbourhood accessibility planning aims to give safe access to all ages of active and shared transport users in neighbourhood areas.

Projects are typically implemented in neighbourhoods where pedestrians and cyclists (including those accessing shared forms of transport) are at a high risk of injury.

Major pedestrian and cyclist issues are identified by consulting with the community. The council, in partnership with the community and community groups, then specifies a list of actions and then implements them. These actions can include engineering, education, encouragement, enforcement, environmental and policy initiatives.

Expected outcomes from implementing a neighbourhood accessibility plan include:

- improved safety for pedestrians and cyclists
- improved environment for active and shared forms of transport
- an increase in the use of active and shared forms of transport in the area
- improved access to public transport
- improved facilities around schools and suburban town centres
- lowered speed zones or traffic calming.

There are three distinct phases of a neighbourhood accessibility plan: investigation, implementation and evaluation. It is expected that projects will take up to two years from the appointment/employment of the coordinator through to the completion of the actions, with some proposed engineering/environmental actions and an evaluation scheduled for completion in future years. The expected timeframe and phases are:

- year one = investigation – data collection, consulting with the community, auditing area and getting agreement on an action plan
- year two = implementation – design and implementation, an integrated package that addresses local issues
- approximately one year after the completion of the engineering interventions = monitoring and evaluation.

**For further information:** see [www.landtransport.govt.nz/road-user-safety/walking-and-cycling/neighbourhood-accessibility-planning.html](http://www.landtransport.govt.nz/road-user-safety/walking-and-cycling/neighbourhood-accessibility-planning.html).

# Cyclist skills training

*Cyclist skills training: A guide for the set-up and delivery of cyclist training in New Zealand* is now available on the NZTA website to help interested parties plan and develop cyclist skills training programmes in their region. This is a key initiative in the *Getting there – on foot, by cycle* Implementation Plan.

*Cyclist skills training:*

- comprehensively outlines a consistent 'best practice' approach to cyclist training
- caters for a range of trainees learning in either a school or an adult training environment
- includes a number of observable outcomes to ensure that demonstrated ability is achieved at each skill level.

Trainees completing a programme are more likely to become confident and capable cyclists, and are therefore more likely to lead to continuing cycling for transport and recreation purposes. A nation of confident and capable cyclists is a significant positive step towards achieving the GPS targets.

Approved organisations are encouraged to consider cyclist skills training in their communities and working and/or partnering with other interested parties to develop programmes based on the guide. Funding opportunities are available through the community programme work category. This is conditional on providers developing (or progressing towards) a programme based on the guide. This is to assist in developing a consistent approach to the delivery of cyclist training throughout the country.

As additional areas of work need to be developed, a low-key, staged promotion is planned to enable systems and processes to be put in place to manage the development of high-quality programmes throughout the country. We aim to begin a national roll-out in 2010.

## **For further information:**

- see [www.landtransport.govt.nz/road-user-safety/walking-and-cycling/docs/cyclist-skills-training.pdf](http://www.landtransport.govt.nz/road-user-safety/walking-and-cycling/docs/cyclist-skills-training.pdf)
- contact your Regional Education Advisor
- email [cyclisttraining@nzta.govt.nz](mailto:cyclisttraining@nzta.govt.nz).

# Pedestrian guidelines

A new *Pedestrian Planning and Design Guide* has now been published by the NZTA, to help approved organisations to plan and design for pedestrians. The guide comprehensively outlines a consistent 'best practice' approach to provision for pedestrians. It was prepared with the assistance of a steering committee with a strong representation from local government and user groups. Nearly all projects funded by the NZTA involve walking and the NZTA expects the guide to be adopted and widely used.

Approved organisations are encouraged to develop walking strategic plans or revise existing ones with the aim of substantially increasing walking's modal share in line with the government's new targets. This involves developing more walkable communities. They are vibrant, healthy and prosperous places where local destinations can be safely and conveniently reached by pleasant walking routes, and to public transport stops for longer trips. Some areas suffer from poor or absent footpaths, but the main challenge is to improve access across fast and increasingly busy roads. The guide provides guidance for both of these and should be read in conjunction with the Ministry of Justice publication 'National Guidelines for Crime Prevention through Environmental Design in New Zealand Part 1: Seven Qualities of Safer Places'.

Walking happens at a local scale, and neighbourhood accessibility plans are an excellent process for identifying the opportunities in each area.

Approved organisations are encouraged to build the capability of their staff and contractors to deliver better walking facilities, by encouraging attendance at the training course that is being provided on Pedestrian Planning and Design.

Provision for walking must be considered in all new projects and financial assistance for associated construction of pedestrian facilities provided within those projects. Financial assistance is available for developing walking strategic plans, and for the construction of new pedestrian facilities identified in those plans.

**Link:** <http://www.landtransport.govt.nz/road-user-safety/walking-and-cycling/pedestrian-planning-design-guide/index.html>

## **For further information:**

- contact your Regional Programmes manager
- contact Tim Hughes, Senior Engineer – Networks [Tim.Hughes@nzta.govt.nz](mailto:Tim.Hughes@nzta.govt.nz).

# Strategic cycle facilities

The NZTS signals a need for greater emphasis on the development of integrated transport networks. To assist in the delivery of strategic initiatives, further guidance has been provided for seeking funding of walking and cycling projects (as either individual projects or packages comprising a number of projects).

When submitting a funding application, projects must be identified in a relevant local or regional walking or cycling strategy, and be complete or support local transport networks and not be isolated pieces of infrastructure.

Preference will be given to walking and cycling projects that are part of effective and efficient transportation packages.

Strategies should be developed and assessed in accordance with the *PP&F manual*. Additionally, the following is recommended.

## **Define facilities**

The strategy should outline/define what facilities are appropriate for each community. It should clearly identify which users the strategy is targeted at, as this has an impact on design.

## **Highlight key concepts**

Highlight the key concepts and discuss them at the start of the strategy, in particular:

- the five-point hierarchy of measures for cycling provision – traffic volume reduction, traffic speed reduction, junction treatment and traffic management, redistribution of the carriageway, and cycle lane and paths
- the five main requirements for cycling – coherence, directness, attractiveness, safety and comfort
- and the five Cs for walking – comfortable, convenient, convivial, conspicuous and connected.

The reasoning is that decision makers who endorse the strategy are not generally technical people, and need to understand that there are a multitude of methods that can result in increased numbers of people walking and cycling, eg cycle lanes are not the only method available.

## **List identified issues in an appendix**

List identified issues in an appendix, avoiding the need during consultation for previous new submitters to refer to a separate document.

## **Define existing and proposed routes**

Define existing and proposed routes for pedestrians and cyclists taking into account the comments in the listing and the proposed design standards for the key sections.

## **Identify projects as 'standalone' or in 'conjunction'**

Identify the proposed projects as:

- new 'standalone' projects, and/or
- undertaken in conjunction with programmed renewals.

## **Strategic cycle facilities, continued**

### **Rank proposed projects**

Rank the proposed projects, taking into account factors such as:

- where the potential for mode shift is greatest
- how and where the best value for money can be achieved.

### **Put forward as packages**

Preferably put forward projects as packages that comprise interrelated and coordinated activities (eg workplace travel plans linked to walking and cycling projects). The package could be developed by a region, city or district council.

Alternatively, focus on network development in geographic sections, rather than completing isolated geographically separated projects.

### **Include a funding plan**

Include a funding plan that identifies for each proposed project or package:

- the indicative budget – this should include professional services fees
- the timeline and cashflow for construction
- identifying who the approved organisation will be for each project or package
- which approved organisation will be responsible for the ongoing maintenance
- the proposed source of funding and associated work category, eg short lengths of pedestrian facilities costing less than \$250,000 may be funded under 'work category 341 – minor improvements', whereas a shared off-road cycle/footpath may be funded as a package under 'work category 451 or 452 – walking/cycling facilities'.

Where the proposed project may comprise a combination of elements that could attract different funding sources and funding assistance rates, further discussions will need to be held with the NZTA.

For example, a strategy may seek to provide:

- a continuous off-road cycling facility because it is impractical and/or cost prohibitive to construct appropriate cycle facilities within the state highway corridor
- facilities for pedestrians within the state highway corridor to connect communities because indirect local routes will not service the pedestrians' desire lines.

**For further information:** contact your Regional Programmes Manager.

## Workplace travel planning

Workplace travel plans are low-cost interventions that can directly contribute to achieving the New Zealand Energy Strategy (NZES) and GPS targets relating to active transport, lower emissions and reduced single-occupancy vehicle trips.

The NZTA has developed a national workplace travel plan package to make it easier and less costly for local authorities to work with workplaces in their region to develop travel plans. The package consists of:

- resources and guidelines that can be downloaded from our website
- a national workplace travel survey that may be adapted to suit each workplace
- a training programme to raise skill levels throughout New Zealand.

Providing a national online survey means that data is collected in the same way throughout the country, and the NZTA is able to monitor the effectiveness of the programme.

Approved organisations are encouraged to consider implementing workplace travel plans in their communities to reduce congestion and increase social cohesion, perhaps as part of a neighbourhood accessibility planning strategy (NAPS), or in conjunction with other travel demand management interventions.

### **For more information:**

- see [www.landtransport.govt.nz/sustainable-transport/travel-behaviour-change/workplace-travel-plans/index.html](http://www.landtransport.govt.nz/sustainable-transport/travel-behaviour-change/workplace-travel-plans/index.html)
- contact your Regional Education Advisor
- email Jacqueline Blake, Senior Policy Advisor (National Office) on [Jacqueline.Blake@nzta.govt.nz](mailto:Jacqueline.Blake@nzta.govt.nz).

## Public transport: regional passenger transport plans

The NZTA is in process of developing guidelines for the preparation of regional public transport plans. The Public Transport Management Bill currently before Parliament proposes to change the requirements on the contents and preparation of plans, as well as providing for the ability for commercial services to be regulated through controls. Draft guidelines will therefore be circulated once the final form of the legislation is known. An earlier baseline report provides some useful commentary on existing practice.

**For further information:** email [publictransport@nzta.govt.nz](mailto:publictransport@nzta.govt.nz).



## Public transport: integrated ticketing

An integrated ticketing system enables a single ticket to be used by public transport users for all their journeys. It is accepted by more than one transport operator and can be used on more than one mode and when transferring from one mode to another (eg bus to rail, bus to ferry to bus).

In modern public transport systems, integrated ticketing requires:

- the support of an information system that records details of travel
- a communications network to enable different conveyances to pass their information to a central system or back-office for accounting and auditing purposes.

Recent advances have been the introduction of smartcard tickets, which can store the details of the journey, individual concession or entitlement, and can feature a stored value or electronic purse to pay for the travel. Smartcard tickets are typically on a stand-alone card, but are increasingly being integrated with other devices, such as cellphones and key fobs. Some cards are also being used both overseas and in New Zealand to make small-value payments at retailers and other vendors. A relatively new development is the convergence of the banking and transit industries, where a credit or debit card can be read by card readers on a public transport network.

The NZTA supports the development and implementation of integrated ticketing systems, or upgrades or improvements to these systems, to increase convenience and assist with the goal of providing a seamless travel experience for public transport users.

The NZTA also supports integrated ticketing systems because of their usefulness for planning and reporting purposes.

### Principles

To ensure value for money and competitive and efficient markets for integrated ticketing system procurements, and to allay operators' concerns about access to commercial data, the NZTA, working jointly with regional councils and approved organisations, has developed a set of five principles to apply to these procurements. The five principles are as follows:

- regional councils to specify smartcard systems requirements, including requirements for ensuring confidentiality in relation to access to, and use of, commercial data
- smartcard system operation not to be run by a public transport operator
- regional councils to use open procurement procedures (compliant with section 25 of the Land Transport Management Act 2003)
- regional councils to be encouraged to seek economies of scale by sharing clearing houses and other elements of smartcard systems
- regional councils and their smartcard system contractors to ensure that their systems are developed to achieve interoperability as opportunities arise.

Integrating ticketing system procurements should be assessed for consistency against the five principles. This includes the whole life cycle of the procurement (eg when developing the strategy for the particular procurement, during the contract, and when it is time to procure again).

## **Public transport: integrated ticketing**, continued

### **National approach**

The NZTA acknowledges that a national approach will be necessary to ensure that the New Zealand transport sector develops integrated ticketing systems that embody all of these principles and produce the necessary benefits for public transport users.

The NZTA, regional councils and other approved organisations are jointly developing a national approach for integrated ticketing system procurements. The national approach involves the development of an integrated ticketing system standard for New Zealand. It is envisaged that the New Zealand standard will receive input from the integrated ticketing design being completed for Auckland, and the associated international standard on which this will be built. It will be developed jointly with regional councils and other stakeholders addressing their needs and requirements, both now and in the future. The integrated ticketing interoperability standard or New Zealand standard will be managed to ensure its continued viability over time. This is to ensure that it meets the business and social needs of regions and from a national perspective. From this standard, regional councils and other organisations will be able to procure interoperable integrated ticketing systems that meet their needs, increase value for money, and have faster implementation times.

Following the usual funding approach, the application of this standard will be assessed against all other practicable options at that time. Funding decisions will be made on a case-by-case basis and on the best value-for-money option available.

### **For more information:**

- email [public.transport@nzta.govt.nz](mailto:public.transport@nzta.govt.nz)
- for public transport audits, contact Doug Miller on 04 8946173 or [doug.miller@nzta.govt.nz](mailto:doug.miller@nzta.govt.nz).

# Procurement review

The NZTA has an independent statutory function to approve procurement procedures that contribute to the delivery of best value for money spent by approved organisations. Currently we do this by administering the *Competitive pricing procedures: Physical works and professional services* manual and the *Competitive pricing procedures: Public passenger transport* manual (CPPs).

The CPPs were developed under previous legislation and are more narrowly focused on getting competitive prices up front. The LTMA takes a broader view of procurement than the previous legislation and requires consideration of 'value for money', while keeping in mind fair competition and encouraging competitive and efficient markets. In addition, the CPPs have not always provided the flexibility or ability to innovate that approved organisations have indicated they want.

The principal aims of the procurement review are:

- to help approved organisations get better value for money from NLTP funds – this will be achieved by maximising the benefits of activities approved for funding and minimising overall whole-of-life costs, rather than obtaining the lowest price 'up front'
- to encourage competition and efficiency in the markets that supply approved organisations.

The review's main outcome will be a new *Procurement manual*, which will replace the current CPPs. The *Procurement manual* will have two key elements:

- a strategic framework to help approved organisations think about value for money, fair competition and competitive markets in relation to procurement – the new manual will provide a step-by-step guide on how to develop a procurement strategy
- a range of procurement procedures that address most procurement activities – these procedures will be supported by guidance and rules to help approved organisations select appropriate procurement procedures for particular situations, or develop custom-made ones where necessary.

Our aim is for all approved organisations to have an appropriate procurement strategy in place for its land transport procurement activities. The amount of detail required in such a strategy will be driven by the needs of each approved organisation. The NZTA will work with the approved organisations to assist in developing procurement strategies, and these strategies will be 'living documents' that are responsive to the changing needs and environments of each of the organisations.

Because approved organisations are at different stages in terms of their ability to move to the new procurement environment, there will be a phased transition process. A pilot of the *Procurement manual* will be run with selected approved organisations beginning in the second half of 2008. Feedback from the pilot will be used to refine the manual before a formal release in mid-2009. Following its release, the use of the new manual by all approved organisations will be progressively implemented over a period of approximately two years. When all the approved organisations are using the *Procurement manual*, the CPPs will be withdrawn from use.

**For more information** on the procurement review, go to [www.landtransport.govt.nz/funding/procurement](http://www.landtransport.govt.nz/funding/procurement).

## Domestic sea freight funding

The NZTA has been working with the Ministry of Transport and their sector reference group to develop coastal shipping funding policy. This is in support of *Sea change*, New Zealand's Coastal Shipping Strategy, released by the Minister of Transport in May 2008. By moving more domestic freight by sea, it is hoped that growing freight demand:

- can be met by a wider range of transport modes
- can contribute to the NZTS target for coastal shipping to carry at least 30 percent of all inter-regional domestic freight in New Zealand by 2040.

The NZTA has sought to find ways of removing some of the barriers to obtaining funding for coastal shipping activities, in particular the restriction in the past legislation that NZTA could only fund these activities through approved organisations.

It is proposed the funding of domestic sea freight activities be available to both public and private sector organisations. Funding policy development on this has recently been completed. The process for seeking funding for these activities will now be available through two mechanisms, one by approved organisations using the RLTP process and a second open to private and public sector organisations through a biannual invitation to tender for services from the NZTA.

**For more information:** email [seafreight@nzta.govt.nz](mailto:seafreight@nzta.govt.nz).

# Appendix D RLTP outline

| Section  | Purpose   | Derivation                      | Comment  |
|--|---|---------------------------------|--|
| Title  | Identify document   |                                 |  |
| Coverage   | Describe period and term of RLTP  |                                 | Identify contributing councils noting those with a choice of electing one RLTP   |
| Introduction   | Describe document<br>Introduction to assist the public to understand the context for regional programmes  | S12<br>S13                      | <ul style="list-style-type: none"> <li>Legislative context</li> <li>Agency requirements</li> <li>Connection with other processes (especially RLTS and LTCCP)</li> <li>Draw distinction between RLTP and LTCCP of approved organisation</li> </ul>  |
| Strategic context and priorities                                     | Identify the direction for the RLTP<br><br><ul style="list-style-type: none"> <li>National context</li> </ul> Identify national strategic context for the RLTP<br><br><ul style="list-style-type: none"> <li>Regional context</li> </ul> Identify regional strategic context for the RLTP | S14<br>S15 for ARTA             | <ul style="list-style-type: none"> <li>National issues</li> <li>Place and impact of NZTS</li> <li>Place and impact of GPS               <ul style="list-style-type: none"> <li>Targets</li> <li>Funding policies</li> <li>Budgets</li> </ul> </li> <li>Status of RLTS</li> <li>Current outcomes compared to RLTS forecasts</li> <li>Relevant strategies from RLTS and other documents (eg territorial strategies)</li> </ul>   |
| Development of RLTP  | To record how the RTC developed the RLTP, what factors it considered, how it responded to constraints, etc  |                                 | <ul style="list-style-type: none"> <li>Response to new requirements in LTMA</li> <li>Process adopted</li> <li>Funding constraints</li> <li>Effect on national target measures</li> <li>Effect on specific regional outcomes</li> </ul>   |
| A summary of the consultation carried out in preparation of the RLTP | To describe how consultation was carried out, summarise submissions and responses in order to demonstrate that the RLTP was developed in accordance with the consultation requirements of the LTMA  | S16(3)(i)<br>S17(3)(i) for ARTA | <p><b>Requirement</b></p> <p>A description of how consultation was carried out, stating whether the consultation is in conjunction with the LTCCP process</p> <p><b>Recommendation</b></p> <p>Identification of</p> <ul style="list-style-type: none"> <li>How named individual or groups of persons were notified and involved in the consultation process</li> <li>The timeframe for consultation, hearings, etc</li> <li>How hearings were undertaken</li> <li>How submissions were considered</li> <li>Submissions received, noting submissions received (or not) from specific parties named in LTMA</li> <li>Summarised and grouped comment on submission content</li> <li>Summarised and grouped comment on response to themes in submissions and any change to draft RLTP</li> </ul> |

| Section  | Purpose  | Derivation                      | Comment   |
|--|--|---------------------------------|---|
| Assessment of RLTP   | To record the RTC/ARTA's assessment of how the RLTP complies                             | S16(2)(a)<br>S17(2)(a) for ARTA | <p>The assessment should include:</p> <ul style="list-style-type: none"> <li>• a summary of the transport-related issues, problems and opportunities for the region, including inter-regional issues, problems and opportunities</li> <li>• a statement of land transport priorities and targets for the RLTP</li> <li>• a statement of how the activities in the RLTP are expected to address the land transport targets and priorities for the region.</li> </ul> <p>Collectively, these three statements assess the RLTP.</p>  |
| Statement of regional transport issues, problems and opportunities                           |  |                                 | <p>The statement of land transport issues, problems and opportunities is expected to be mainly drawn from the RLTS.</p> <p>It should be supported by evidence of the seriousness, urgency and importance of the issues, problems and opportunities. The evidence is likely to be drawn from:</p> <ul style="list-style-type: none"> <li>• the regional land transport strategy</li> <li>• trends of regional performance against regional dimensions of the GPS targets</li> <li>• national policy statements and regional policy statements or plans under the Resource Management Act 1991</li> <li>• the NZ Energy Efficiency and Conservation Strategy</li> <li>• analysis of other factors.</li> </ul> |
| Statement of regional transport priorities and targets for the RLTP                          |  | S16(3)(a)<br>S17(3)(a) for ARTA | <p>The LTMA requires that an RLTP includes a statement of transport priorities for the region for the six years from the start of the RLTP.</p> <p>The statement will likely be a development of similar statements in the RLTS.</p> <p>The priorities must address the issues, problems and opportunities in the previous statement.</p> <p>The statement should reflect the GPS targets and priorities and the contribution sought from the region to these targets and priorities. This contribution is described in the NZTA's regional dimension to the GPS.</p> <p>Note that the GPS targets were derived considering targets in current RLTSs.</p>   |
| Statement of how the activities in the RLTP address the transport priorities for the region  |  |                                 | <p>Provide a statement of the contribution the activities in the RLTP contribute to the transport priorities for the region. The statement should demonstrate how the RLTP will achieve regional GPS targets.</p> <p>Refer to Table 1, or 2, 3 or 4, and 5 below.</p>   |
| Assessment of the relationship of police activities to the regional land transport programme | To record the RTC/ARTA's assessment of the relationship of police activities to the RLTP | S16(2)(b)<br>S17(2)(b) for ARTA |   |

| Section  | Purpose                                      | Derivation                              | Comment  |
|--|--|---|--|
| <p>What plans are there for the Police and organisations in the regions to collaborate on safety and sustainability interventions?</p> |  |   | <p>Describe:</p> <ul style="list-style-type: none"> <li>• What provision has been made for road policing in studies and strategies included in the RLTP</li> <li>• What provision has been made in the RLTP for organisations in the region to work with police</li> <li>• What provision has been made in the RLTP to target the sections of the region's road network that have a poor safety record, from the point of view of: <ul style="list-style-type: none"> <li>– infrastructure (engineering)?</li> <li>– road policing (enforcement)?</li> <li>– road use education?</li> </ul> </li> <li>• What provision has been made in the RLTP to target at-risk road user groups (eg youth, drink drivers, rural drivers, heavy vehicle drivers, cyclists and pedestrians) in the region, from the point of view of: <ul style="list-style-type: none"> <li>– infrastructure (engineering)?</li> <li>– road policing (enforcement)?</li> <li>– road use education?</li> </ul> </li> <li>• What provision has been made in the RLTP for local authorities in the region to work with police with respect to traffic management (including for events), crash attendance and investigation?</li> <li>• What provision has been made in the RLTP for police to be involved with community focused activities?</li> </ul> |
| <p>How will the Police and organisations in the regions collaborate to optimise their contributions to safety and sustainability</p>   |  |   | <p>Describe what processes have and will be used to ensure collaboration between the Police and approved organisations in developing and implementing safety and sustainability-focused activities.</p>  |
| <p>A financial forecast of anticipated revenue and expenditure on activities for the 10 financial years from the start of the RLTP</p> | <p>To demonstrate the RLTP is affordable</p> | <p>S16(3)(g)<br/>S17(3)(g) for ARTA</p> | <p><b>Requirement</b><br/>A description and table identifying, for each of the 10 years:</p> <ul style="list-style-type: none"> <li>• anticipated revenue from the source for the RLTP as a whole</li> <li>• anticipated expenditure from each funding source on each activity class, with comment on relationship to regionalised GPS ranges for each activity class and the reasons for and significance of any variation</li> <li>• anticipated expenditure from each funding source on each strategy.</li> </ul> <p>Refer to Table 6 below.</p>  |

| Section   | Purpose  | Derivation   | Comment   |
|---|--|--|---|
| A statement of significant expenditure on land transport activities to be funded from sources other than the NLTF   |  | S16(3)(b)<br>S17(3)(b) for ARTA  | <b>Requirement</b><br>Provide a statement describing the significant expenditure on activities funded from sources other than the NLTF.<br>Refer to Table 7 below.<br><b>Recommendation</b><br>Link statement to funding plan.<br>Provide table showing groups of activities funded from other sources and their objectives.<br>Note this is a table of activities that are funded, not a list of those that are not.   |
| An indication of those activities that have inter-regional significance<br><br>An indication of nationally or regionally significant activities that are likely to be recommended for inclusion in the NLTP in the three years following the RLTP |  | S16(3)(d)<br>S17(3)(d) for ARTA<br><br>S16(3)(f)<br>S17(3)(f) for ARTA | <b>Requirement</b><br>Include the inter-regional significance flag in the table of activities in the RLTP.<br>Refer to Table 8 below.<br><b>Recommendation</b><br>Provide a statement outlining what activities have inter-regional significance and why this is.<br><b>Requirement</b><br>Provide a statement describing forthcoming activities.<br><b>Recommendation</b><br>Describe the activities, their objectives and how they relate to the funding plan.  |
| A description of how monitoring will be undertaken to assess implementation of the RLTP   |  | S16(3)(h)<br>S17(3)(h) for ARTA  | <b>Requirement</b><br>A description of how monitoring will be undertaken.<br><b>Recommendation</b><br>Identification of:<br><ul style="list-style-type: none"> <li>• what individual or grouped targets, budgets or other matters will be monitored</li> <li>• the frequency of monitoring</li> <li>• who will perform the monitoring</li> <li>• how the findings will be interpreted</li> <li>• how the findings and interpretation will be reported.</li> </ul> |
| A summary of the policy relating to significance adopted by the RTC under s103  |  | S16(3)(j)<br>S17(3)(j) for ARTA  | <b>Requirement</b><br>A summarised description of the policy relating to significance adopted by the RTC under s103<br><b>Recommendation</b><br>Adoption of a policy similar to that recommended by the NZTA to standardise processes across the country  |
| Methods used, including: <ul style="list-style-type: none"> <li>• prioritisation</li> <li>• assessment</li> </ul>   | To describe the methods used by the RTC to assess the RLTP and prioritise the activities in it |  | <b>Recommendation</b><br>A statement describing how activities were prioritised and assessed, and how this process relates to the processes recommended and used by the NZTA  |
| Other relevant matters  |  |  |   |



The following tables can all be derived from information in *LTP online* and downloaded to the NZTA-sourced spreadsheet set up for this purpose

| Table                                    | Purpose  | Derivation                                       | Comment  |
|--|--|--|--|
| 1. Summary of RLTP by activity class     | Identify core activities to be funded in RLTP<br>Available in summary document                   | S16(1)(a)<br>S16(1)(b)<br>S16(3)(c)<br>S16(3)(e) | Table 1 <ul style="list-style-type: none"> <li>Activities listed by activity class</li> <li>Includes future and approved activities</li> <li>Lists activities proposed but not included in RLTP and includes notes explaining reasons for these</li> <li>Lists RTC priorities</li> <li>Groups listed, not members of groups</li> <li>Identifies activities to be varied, suspended or abandoned and includes notes explaining the reason for these actions</li> </ul>                    |
| 2. Details of RLTP by activity class     | Identifies details of activities to be funded<br>Only in detailed document                       | S16(1)(a)<br>S16(1)(b)<br>S16(3)(c)<br>S16(3)(e) | Table 2 <ul style="list-style-type: none"> <li>Activities listed by activity class</li> <li>Includes future and approved activities</li> <li>Lists activities proposed but not included in RLTP</li> <li>Lists RTC priorities</li> <li>Group and member activities listed</li> <li>Identifies activities to be varied, suspended or abandoned</li> </ul>   |
| 3. Summary of RLTP by priority           | Identify core activities to be funded in RLTP in priority order<br>Available in summary document | S16(1)(a)<br>S16(1)(b)<br>S16(3)(c)<br>S16(3)(e) | Table 3 = Table 1 resorted <ul style="list-style-type: none"> <li>Activities listed by activity class</li> <li>Includes future and approved activities</li> <li>Lists activities proposed but not included in RLTP and includes notes explaining reasons for these</li> <li>Lists RTC priorities</li> <li>Groups listed, not members of groups</li> <li>Identifies activities to be varied, suspended or abandoned and includes notes explaining the reason for these actions</li> </ul> |
| 4. Details of RLTP by activity class     | Identifies details of activities to be funded in priority order<br>Only in detailed document     | S16(1)(a)<br>S16(1)(b)<br>S16(3)(c)<br>S16(3)(e) | Table 4 = Table 1 resorted <ul style="list-style-type: none"> <li>Activities listed by activity class</li> <li>Includes future and approved activities</li> <li>Lists activities proposed but not included in RLTP</li> <li>Lists RTC priorities</li> <li>Group and member activities listed</li> <li>Identifies activities to be varied, suspended or abandoned</li> </ul>  |
| 5. Summary of RLTP by primary strategies | Identifies summary activities by primary strategy<br>Available in summary document               |  | Table 5 <ul style="list-style-type: none"> <li>Activities listed by activity class</li> <li>Includes future and approved activities</li> <li>Lists activities proposed but not included in RLTP</li> <li>Lists RTC priorities</li> <li>Groups listed, not members of groups</li> </ul>   |
| 6. Anticipated revenue and expenditure   |  |  | Table 6  |

| <b>Table</b>                                     | <b>Purpose</b>  | <b>Derivation</b>      | <b>Comment</b> |
|--|---|------------------------|----------------|
| 7. List of activities funded from other sources  | Provides detail supporting statement about activities funded from other sources | S16(3)(b)<br>S17(3)(b) | Table 7        |
| 8. List of significant inter-regional activities | Provides detail supporting the statement about inter-regional activities        | S16(3)(d)<br>S17(3)(d) | Table 8        |

When listing combinations of activities in the RLTP such as road maintenance programmes, public transport service programmes, packages or group projects, they should be indicated as having indicative components that are subject to change as the programme is implemented over three years. This means that there will be no need to consult on a changed RLTP when the components of the combinations of activities change so long as the combination itself is substantially unchanged.

## Appendix E Consultation checklist

| Under the LTMA, an RTC or ARTA for Auckland must consult on its RLTP with ...  | ✓ |
|--|---|
| Every affected regional council  |   |
| Every affected territorial authority   |   |
| Every affected approved public organisation  |   |
| The NZTA   |   |
| The Commissioner of Police   |   |
| Affected district health boards  |   |
| The Accident Compensation Corporation  |   |
| The New Zealand Historic Places Trust  |   |
| The New Zealand Railways Corporation   |   |
| Representative groups of land transport users and provider (including representative groups of coastal shipping users and providers) |   |
| Affected communities   |   |
| Māori of the region  |   |
| The public in the region   |   |

## Consultation principles

The principles of consultation (as required under the Local Government Act 2002) are:

- that persons who will or may be affected by, or have an interest in, the decision or matter should be provided by the local authority with reasonable access to relevant information in a manner and format that is appropriate to the preferences and needs of those persons
- that persons who will or may be affected by, or have an interest in, the decision or matter should be encouraged by the local authority to present their views to the local authority
- that persons who are invited or encouraged to present their views to the local authority should be given clear information by the local authority concerning the purpose of the consultation and the scope of the decisions to be taken following the consideration of views presented
- that persons who wish to have their views on the decision or matter considered by the local authority should be provided by the local authority with a reasonable opportunity to present those views to the local authority in a manner and format that is appropriate to the preferences and needs of those persons
- that the views presented to the local authority should be received by the local authority with an open mind and should be given by the local authority, in making a decision, due consideration
- that persons who present views to the local authority should be provided by the local authority with information concerning both the relevant decisions and the reasons for those decisions.

# Appendix F Assessment methods

For future programmes, new assessment methods may wish to be considered. Three methods are very briefly discussed below.

## Macro method

This could be applied to the programme for assessment and during the drafting stages to ensure optimisation of the programme. It requires assessment profile in terms of GPS targets to be estimated. This profile could be based on current information on the current effects of typical activities and available literature. (Detailed quantified information for all individual activities is not required.) The application of funding availability (consistent with the GPS activity class ranges) could then be used in conjunction with the impact profiles to describe the probable performance of the programme in terms of GPS target performance.

## Trend-based method

Trend projection and gap analysis is a basic assessment technique for setting background context and to produce relatively simple first-order comparisons with required target trajectories. Trends can be projected in different ways using line of best fit or through regressions based on correlation with other related known factors, which may have a modelled forecasting base (such as population or car ownership).

Trend projection is recommended to be applied in the absence of any better forecasting techniques. It is likely in all circumstances that the trend-based assessment method could have a role. This could be for background purposes or as an integral component of other more detailed assessment methods. Measures need to be selected for quantified assessment purposes. These are recommended to be based on the GPS targets and any specific and measurable regional outcomes. All measures should have a baseline estimate for 2007 (ie the base year of the GPS) and should be capable of projection to obtain future years for 2012, 2015 and 2040. Where regional targets are available (based on advice from the NZTA or the Ministry of Transport), then these should be used for comparison purposes with forecast programme performance.

## Micro method

More complex analysis and diagnosis could be possible in the future. The 'bottom-up' programme assessment method is a disaggregated, or micro, technique that requires quantified assessments for individual activities. These assessments would require specific information on targets and outcomes.

For the method to be of real value, it is important that the quantified information incorporated does not rely too heavily on default or aspirational assumptions. It is possible to restrict the method to consider selected or significant activities where detailed quantified information could be expected to be readily to hand. Where information is incomplete, a sample/factoring-based approach should be used, rather than applying default profiling.

Diagnosis extensions to the bottom-up method could assist in identifying possible conflicts/trade-offs between targets and assist in achieving optimal performance and balance. The micro method is potentially very powerful for use in detailed programme building and optimisation. The requirements for information would also raise the awareness of required targets and outcomes when individual proposals are being formulated and assessed.