

## Attachment 1

### Specific Requirements relating to Ministerial expectations: reporting requirements, pothole repairs, costs of temporary traffic management and private share of public transport expenditure.

1. **Specific Requirements:** This document sets out other requirements permitted by the existing approval terms and conditions (**General Terms**) that apply to funding from the National Land Transport Fund during the 2024-2027 National Land Transport Programme period (**Specific Requirements**).
2. **Description:** These Specific Requirements:
  - 2.1 relate to Ministerial expectations set out in the Government Policy Statement on land transport 2024/25–2033/34 (**GPS**);
  - 2.2 need to be read together with the September 2024 letter from the chief executive of NZTA to each approved organisation with the heading “2024-27 National Land Transport Programme – Final Decisions” which refers to how NZTA will apply the Ministerial expectations to approved organisations;
  - 2.3 apply to all relevant approved activities (and their associated funding approvals) carried out by an approved organisation and NZTA (for its own activities);
  - 2.4 must be complied with as a condition of receiving funding from the NLTF during the 2024-2027 NLTP period for the relevant approved activities; and
  - 2.5 apply from 1 October 2024 (although NZTA will take into account when notice of these requirements was given to a relevant organisation and when the Reporting Schedule (referred to in clause 4.2 below) first became available or included relevant reporting details).
3. **Review:** These Specific Requirements reflect that the relevant Ministerial expectations may require approved organisations and NZTA (for its own activities) to add to, or change, existing approaches, and arrangements (including with third party suppliers) and that a reasonable period will be required for this to occur. NZTA intends to monitor progress during FY2024/2025 and may review (and update or add to) these Specific Requirements (and/or the associated reporting) to ensure that they remain appropriate for the relevant Ministerial expectations.
4. **Reporting:**
  - 4.1 Approved organisations and NZTA (for its own activities) must:
    - (a) provide reports relating to (and on its level of achievement against) each Specific Requirement and other Ministerial expectations, including as described in Reporting Schedule; and
    - (b) monitor, collect and retain all information (including by reference to relevant time periods) reasonably required to support the reporting required by the Reporting Schedule that relates to the Specific Requirements and other Ministerial expectations.
  - 4.2 NZTA will provide fuller detail about reporting in a separate document to be called the ‘Reporting Schedule’ (or something similar). The Reporting Schedule will be made available via NZTA’s website. The Reporting Schedule may be updated or replaced from time to time and will set out (by reference to each Specific Requirement and other

Ministerial expectation) details about the following, in each case as reasonably provided for by NZTA:

- (a) the date for delivery of the first report, the frequency of that report and the relevant period it needs to cover (e.g. monthly, quarterly or annually);
  - (b) the format of the report, how the report is to be delivered (e.g. which reporting tool or process) and the content of the report (e.g. expenditure and revenue; activity volume, type, and location; actual performance against baseline, prior performance and target performance; and reasons for under-performance).
- 4.3 The frequency, format, content, and delivery of reports may differ between Specific Requirements and other Ministerial expectations and may also differ across different time periods.
- 4.4 For convenience, the Reporting Schedule may also be used by NZTA to specify other matters on which NZTA would like approved organisations to report, including so that NZTA can meet other reporting and information requests made of it by the Minister (e.g. monthly reporting on the percentage of the sealed local road network in lane kilometres with resealed and resurfaced pavement and rehabilitated pavement).
- 4.5 NZTA expects that, wherever possible, existing reporting tools and processes will be used for this reporting (e.g. Programme Monitor, Transport Investment Online, end of year achievement returns and via regular reporting to and by the Road Efficiency Group, including via the Transport Insights web portal).

5. These Specific Requirements relate to the following:

Approved Activities relevant to **Pothole Prevention (Repair Times)**

Ministerial Expectation*	Approved Activity and Funding Approval*	Specific Requirement
Increased focus on performance and efficiency (repairs within 24hrs)	<b>Continuous programmes</b> Local Road Pothole Prevention Local Road Operations	(i) Take steps to improve response times for contractors to log potholes for repair after receipt of reports from road users.
	State Highway Pothole Prevention State Highway Operations	(ii) Take steps to increase the percentage of appropriate pothole repairs being undertaken on sealed roads within 24 hours from being logged by contractors.

Approved Activities involving **Temporary Traffic Management (TTM)**

Ministerial Expectation*	Approved Activity and Funding Approval*	Specific Requirement
A focus on value for money	<b>Continuous programmes</b> Local Road Pothole Prevention	(i) Take steps to ensure greater granularity and transparency of supplier cost data relevant to TTM (e.g. itemisation of TTM costs in contractor claims).

Ministerial Expectation*	Approved Activity and Funding Approval†	Specific Requirement
Increased focus on performance and efficiency	Local Road Operations State Highway Pothole Prevention State Highway Operations  <b>Road Improvements</b> Local Road Improvements State Highway Improvements	(ii) Take steps to reduce expenditure on TTM while maintaining the safety of workers and road users (e.g. by adopting a risk-based approach to TTM and applying NZTA's new TTM national training and competency framework).

Approved Activities relevant to **Public Transport (Share of Expenditure)**

Ministerial Expectation*	Approved Activity and Funding Approval†	Specific Requirement
Specific expectations relating to public transport	Public Transport Services Public Transport Infrastructure	(i) Actively work towards increasing the private share of public transport expenditure on an annual basis (e.g. ensuring passenger fares and third-party revenue covers a greater portion of public transport expenditure).  (ii) Actively engage with NZTA to agree and set interim private share targets for 2024/25 and 2025/26 and indicative targets for 2026/27 by 19 December 2024 and longer-term targets, including reviewing and confirming 2026/27 targets, by 19 December 2025.  (iii) Demonstrate support for the National Ticketing Solution and actively work towards delivering and operating the National Ticketing Solution in partnership with NZTA, including by meeting NZTA fares and pricing requirements set out in the development guidelines for regional public transport plans.

\* The primary relevant Ministerial expectation has been listed. A Specific Requirement may also be relevant to other Ministerial expectations set out in the GPS.

† A Specific Requirement may also be relevant to other approved activities and funding approvals that include, or relate to, the same content.

6. The Specific Requirements apply in addition to the General Terms and do not limit them, or NZTA's powers under them.
7. NZTA may at any time impose other specific requirements (and associated reporting) for approved activities and funding approvals (including for other Ministerial expectations set out in the GPS).