

Attachment 2

Reporting schedule

The required content of the quarterly report on Ministerial expectations and specific requirements is set out in the table below. This applies for the quarter 1 October to 31 December 2024. Unless otherwise advised or updated, this applies to subsequent quarter reports. Unless otherwise advised, the quarterly report shall be provided by the 20th of the month after the end of the quarter.

The authorised person from the Approved Organisation should sign-off the report.

If unable to report on a Ministerial expectation, please provide an explanation.

Supporting delivery on the Minister of Transport's expectations outline in GPS 2024	Specific requirements	What was achieved in the quarter	Method of collection or reporting
<p><i>A focus on delivery</i></p> <p>Approved organisations are expected to:</p> <ul style="list-style-type: none">demonstrate contribution of their proposed activities to the GPS strategic priorities and GPS expectations.actively seek to progress and deliver their funded activities in line with the GPS expectations.ensure their business cases are focussed on the primary transport objective(s) of their projects, are completed in a timely fashion to control costs and deliver on the strategic priorities of the GPS.maintain a tight control on the scope and cost of their projects and adopt a "no frills" approach. (GPS 2024 gives examples of "no frills" and NZTA is considering providing further guidance around this approach).		<p><i>Self-report:</i></p> <p><i>red = unlikely to meet expectation</i></p> <p><i>orange = tracking towards expectation</i></p> <p><i>green = likely to meet expectation</i></p> <p><i>Unable to assess = insufficient information</i></p> <p><i>Narrative comment is required:</i></p> <p><i>One sentence on each bullet point may be sufficient where reporting compliance. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p>	Word document template

<p><i>A focus on core business</i></p> <p>Road controlling authorities are expected to:</p> <ul style="list-style-type: none"> act primarily as delivery agencies (alongside NZTA), recognising that the Ministry of Transport is to lead the oversight and development of policy for New Zealand's transport system. 		<p>Self-report <i>red orange green grey</i>.</p> <p><i>Narrative comment is required on how the Approved Organisation is focusing on its core delivery role.</i></p>	<p>Word document template</p>
<p><i>A focus on value for money</i></p> <p>Approved organisations are expected to:</p> <ul style="list-style-type: none"> choose the most advantageous combination of whole of life cost and infrastructure quality to meet a “no frills” specification that delivers the primary transport objective of the project in the most cost-effective manner. This requires identifying the project’s primary objectives and will affect option selection. (NZTA is currently revising its guidance in this regard). monitor its operational expenditure to ensure that it is achieving value for money and that it can deliver within approved NLTF funding approvals. focus on providing services that meet the needs and expectations of users. in the case it has approved funding for a road safety promotion programme, will identify the most cost effective and beneficial method for carrying out that programme. This may be supporting national advertising, rather than engaging in regional or local advertising and only engaging in advertising where necessary. 		<p>Self-report <i>red orange green grey</i>.</p> <p><i>Narrative comment is required on the first, third and fourth bullet points.</i></p> <p><i>One sentence on each bullet point may be sufficient where reporting compliance. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p> <p><i>Report expenditure for the quarter for each activity class in accordance with NTLF investment Claims and Obligations Policy National Land Transport Fund Investment Claims and Obligations Policy NZ Transport Agency Waka Kotahi (nzta.govt.nz).</i></p> <p><i>Report forecast expenditure for the rest of the NLTP period for each activity class.</i></p>	<p>Word document template</p> <p>Reporting expenditure continues to be via Transport Investment Online.</p> <p>Forecasting future expenditure continues to be via the Programme Monitor.</p>

		<i>Report on effectiveness of completed road safety promotion activities</i>	Word document template
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<p>Road controlling authorities are expected to:</p> <ul style="list-style-type: none"> • obtain value for money by keeping costs under control and identifying savings that can be reinvested back into maintaining or improving the land transport network. • actively seek to reduce expenditure on temporary traffic management through a risk-based approach while maintaining safety of workers and road users. • report expenditure on temporary traffic management in a way that these costs can be reported by NZTA to the Minister each quarter. This requires requesting contractors to itemise TTM costs in their contract claims. • consider the use of standardising design or delivery of building and maintaining roading infrastructure where appropriate to do so to obtain value for money. • be open to new models of delivery that are likely to result in better and smarter services and/or lower costs. • for proposed investments in walking and cycling, undergo robust consultation with community members and business owners that could be affected by the investment, prior to any investment decisions being made. 	<ul style="list-style-type: none"> (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). (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) 	<p>Self-report <i>red orange green grey</i>.</p> <p><i>Narrative comment is required on the first, fourth, fifth and sixth bullet points.</i></p> <p><i>One sentence on each bullet point. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p> <p><i>Report how systems are set up (internally and with contractors) to record TTM costs.</i></p> <p><i>Report total TTM costs during the quarter for each of these activity classes: Local road pothole prevention, Local road operations, local road improvements.</i></p> <p><i>Report the percentage of TTM costs to total expenditure incurred during the quarter in those activity classes.</i></p> <p><i>Report your confidence rating in the level of accuracy of TTM costs using the 1 to 5 scale (see REG guidance on TTM cost reporting).</i></p>	<p>Word document template</p> <p>Use the Transport Insight tool to enter TTM costs and confidence ratings.</p> <p>Transport Insight tool will calculate the TTM cost as a percentage of total expenditure in the activity classes during the quarter</p>
<p><i>Consider other revenue sources and other funding and delivery models</i></p>		<p>Self-report <i>red orange green grey</i>.</p>	<p>Word document template</p>

<p>Approved organisations are expected to:</p> <ul style="list-style-type: none"> • consider relevant funding and financing options in relation to each of their projects. • consider relevant sources of third-party funding in relation to their projects and actively pursue those deemed suitable and include in each project's funding mix. • consider relevant delivery models that represents value for money and balance appropriate levels of risk and timely delivery. 		<p><i>Narrative comment is required.</i></p> <p><i>One sentence on each bullet point may be sufficient where reporting compliance. An example can be given to demonstrate compliance.</i></p> <p><i>If reporting non-compliance, give explanation.</i></p>	
<p><i>Increased focus on performance and efficiency</i></p> <p>Road controlling authorities are expected to:</p> <ul style="list-style-type: none"> • comply with requirements in the NZTA Performance and Efficiency Plan that are relevant to an RCA. These relate to management of programmes, asset management practices, price/quality trade-offs for maintenance and operations expenditure, business case and cost estimation, managing overheads and back-office costs, and other GPS requirements and Ministerial expectations. • monitor and provide information to NZTA to enable quarterly monthly reporting to the Minister on delivery of the Performance and Efficiency Plan. • review their activity management plans in order to improve long-term maintenance outcomes by increasing the percentage of rehabilitation of the local road network towards 2% per annum. RCAs will deliver rehabilitation programmes in 2024-27 in accordance with approved funding for 2024-27. 		<p><i>Self-report red orange green grey.</i></p>	<p>Word document template</p>

<p>RCA's will work with NZTA to determine an appropriately sized programme and level of service within available funding for the 2027-30 period.</p> <ul style="list-style-type: none"> • review their activity management plans in order to achieve long-term maintenance outcomes by increasing resurfacing the local road network towards 9% per annum. RCA's will deliver resurfacing programmes in 2024-27 in accordance with approved funding for 2024-27. RCA's will work with NZTA to determine an appropriately sized programme and level of service within available funding for the 2027-30 period. • demonstrate progress towards fixing potholes on local roads within 24 hours of inspection. This requires best endeavours where it is value for money to repair potholes within that timeframe. RCA's will report on a quarterly basis the response times for repairing potholes on its local road network. 	<ul style="list-style-type: none"> (i) Take steps to improve response times for contractors to log potholes for repair after receipt of reports from road users. (ii) Take steps to increase the percentage of appropriate pothole repairs being undertaken on sealed roads within 24 hours from being logged by contractors. 	<p><i>Report lane km of local roads where rehabilitation work was completed during the quarter.</i></p> <p><i>Report lane km of local roads where resurfacing work was completed during the quarter.</i></p> <p><i>Report how systems are set up (internally and with contractors) to record repair times for potholes, clarifying when the clock starts.</i></p> <p><i>Report number and percentage of pothole repairs completed during the quarter that were within 24 hours from being logged by contractors.</i></p> <p><i>Report number and percentage of pothole repairs completed during the quarter that were beyond 24 hours from being logged by contractors.</i></p>	
<p><i>Specific expectations relating to public transport</i></p>			

<p>Public transport authorities are expected to:</p> <ul style="list-style-type: none"> actively work towards increasing farebox recovery public transport private share by 30 June 2027, including setting targets each year. This includes operating within approved funding of public transport continuous programmes, reviewing services that are delivering very low farebox recovery and considering appropriate fares. support and actively work towards transition to, delivery of and operation of the National Ticketing Solution in partnership with NZTA. This includes aligning concessionary fare structures with national policy to make the National Ticketing Solution cost effective and value for money for customers. 	<p>(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).</p> <p>(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.</p> <p>(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.</p>	<p><i>Report baseline private share of public transport expenditure for 2023/24 for total PT services in accordance with NZTA’s advice note to PTAs ‘Increasing the private share of public transport expenditure’ dated August 2024.</i></p> <p><i>Report private share of public transport expenditure for the quarter. Provide an explanation if there has been a decrease during the quarter.</i></p> <p><i>Identify initiatives taken during the quarter to increase private share.</i></p> <p><i>Narrative comment is required on steps taken by the PTA to support the NTS.</i></p>	<p>Word document and Excel template</p> <p>Word document and Excel template</p> <p>Word document and Excel template</p>
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