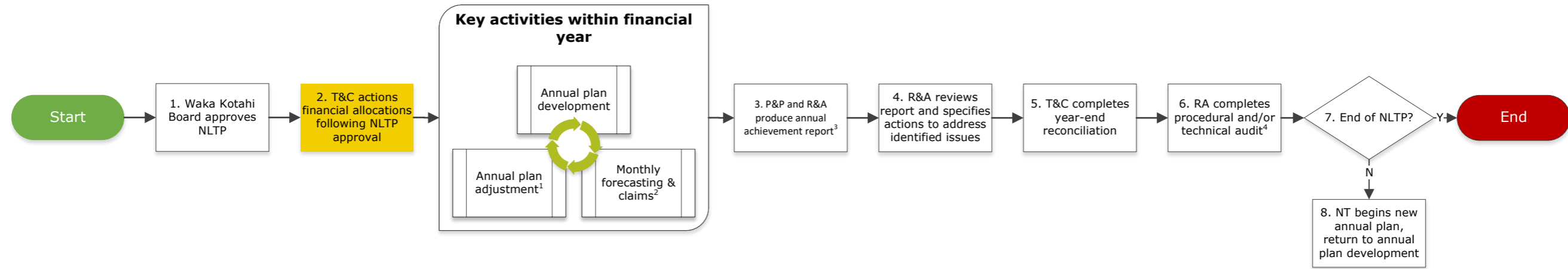


# NLTP funds management processes

## State highways management of maintenance, operations and renewals programme – high level



### Waka Kotahi NZ Transport Agency team/role abbreviations

External Organisation: Supplier (Network Outcomes Contract)

Transport Services (TS)

Programme & Standards (P&S): Asset Investment Advisors (AIA), Portfolio and Performance (P&P), National Manager Programme and Standards (NM P&S), Technical Services

System Management (SM): Network Team (NT), Network Manager (NM), Senior Network Manager (SNM), National Manager Maintenance and Operations (NM M&O), Maintenance Contract Manager (MCM), System Manager, Regional Manager (RM)

Annual Plan Management Team (APMT): Planning & Performance (P&P), System Management, Operational Policy, Planning & Performance, Transport Services (OPPP, TS)

Tactical Asset Investment Team (TAIT)

Corporate Support (CS):

Treasury and Cashflow (T&C), Financial Processing (FP), Research & Analytics (R&A), Risk Assurance (RA)

### Other abbreviations

NLTF: National Land Transport Fund

NLTP: National Land Transport Programme

SAP: System Analysis Program Development; Waka Kotahi financial management system

TIO: Transport Investment Online; system for managing funding applications and approvals

AIP: Automated Invoice Processing; Waka Kotahi system for invoice processing

MOR: Maintenance, Operations & Renewals

### Footnotes

<sup>1</sup> An annual plan adjustment is required:

- to declare surplus funds or to seek an increase in allocation for any reason
- when funding in excess of \$50,000 per work category, per year, needs to be transferred between work categories
- when renewal treatments (net present value justified when appropriate) are added, or deferred from within the current funding year
- when the planned scope of works and/or the cost change on any individual work element/ renewal or treatment by 30% or \$50,000 whichever is the least.

<sup>2</sup> State highways are required to complete monthly forecast updates to inform Waka Kotahi of their intended future claims. State highways should update their forecasts whenever new relevant information becomes available and influences current forecasted amount.

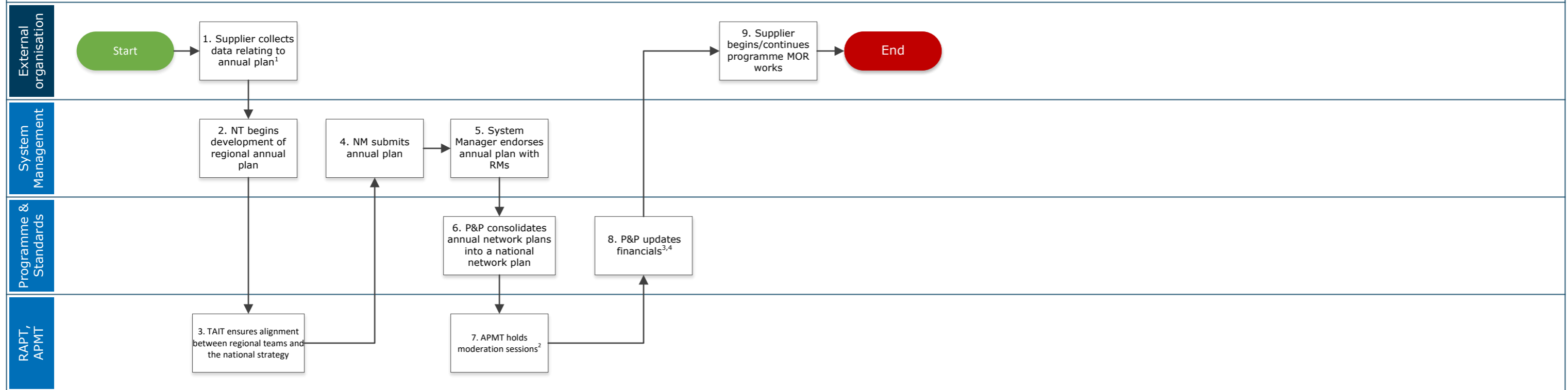
<sup>3</sup> Planning & Performance will provide additional commentary into the annual achievement report.

<sup>4</sup> Procedural and/or technical audits are only required for state highways that investment audit reports have been scheduled for.

Note: This is a live document and is subject to change.

# NLTP funds management processes

## State highways management of maintenance, operations and renewals programme – annual plan development



Outside the system	SAP & TIO <small>(AOs only use TIO, PMs also use SAP)</small>	SAP	TIO	Planview	AIP
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### Waka Kotahi NZ Transport Agency team/role abbreviations

External Organisation: Supplier (Network Outcomes Contract)  
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### Other abbreviations

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 NLTP: National Land Transport Programme  
 SAP: System Analysis Program Development; Waka Kotahi financial management system  
 TIO: Transport Investment Online; system for managing funding applications and approvals  
 AIP: Automated Invoice Processing; Waka Kotahi system for invoice processing  
 MOR: Maintenance, Operations & Renewals

### Footnotes

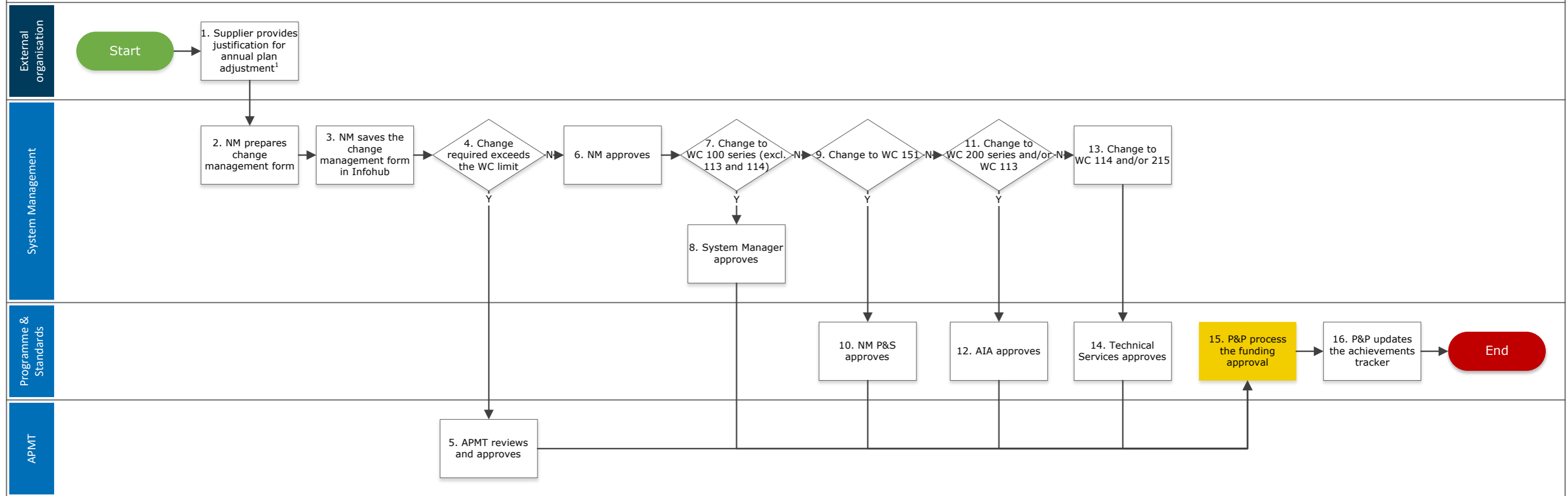
- <sup>1</sup> An annual plan adjustment is required:
- to declare surplus funds or to seek an increase in allocation for any reason
  - when funding in excess of \$50,000 per work category, per year, needs to be transferred between work categories
  - when renewal treatments (net present value justified when appropriate) are added, or deferred from within the current funding year
  - when the planned scope of works and/or the cost change on any individual work element/renewal or treatment by 30% or \$50,000, whichever is the least.

- <sup>2</sup> Moderation sessions are held over two to three weeks. Feedback is given to the Network Team following each moderation session.  
<sup>3</sup> Completed by Planning & Performance at the beginning of every financial year.  
<sup>4</sup> Following the update of financials, Planning & Performance will inform the Network Team, who will then inform the supplier.

Note: This is a live document and is subject to change.

# NLTP funds management processes

## State highways management of maintenance, operations and renewals programme – annual plan adjustment



### Waka Kotahi NZ Transport Agency team/role abbreviations

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 MOR: Maintenance, Operations & Renewals

### Footnotes

<sup>1</sup> The submission must provide enough information to make an informed decision about the eligibility of the adjustment and suitability of the proposed activity. It must also provide reasons why this activity has been prioritised ahead of other solutions considered.

### Business delegation short descriptions

The following business rules are relevant to the above process and prescribe the endorsement / approval path for funding approval and funding variation applications. Business rules can change frequently, for the most recent list of rules see

<https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/201821-nltp/planning-and-investment-principles-and-policies/investment-and-funding-assistance-policy/delegations/>

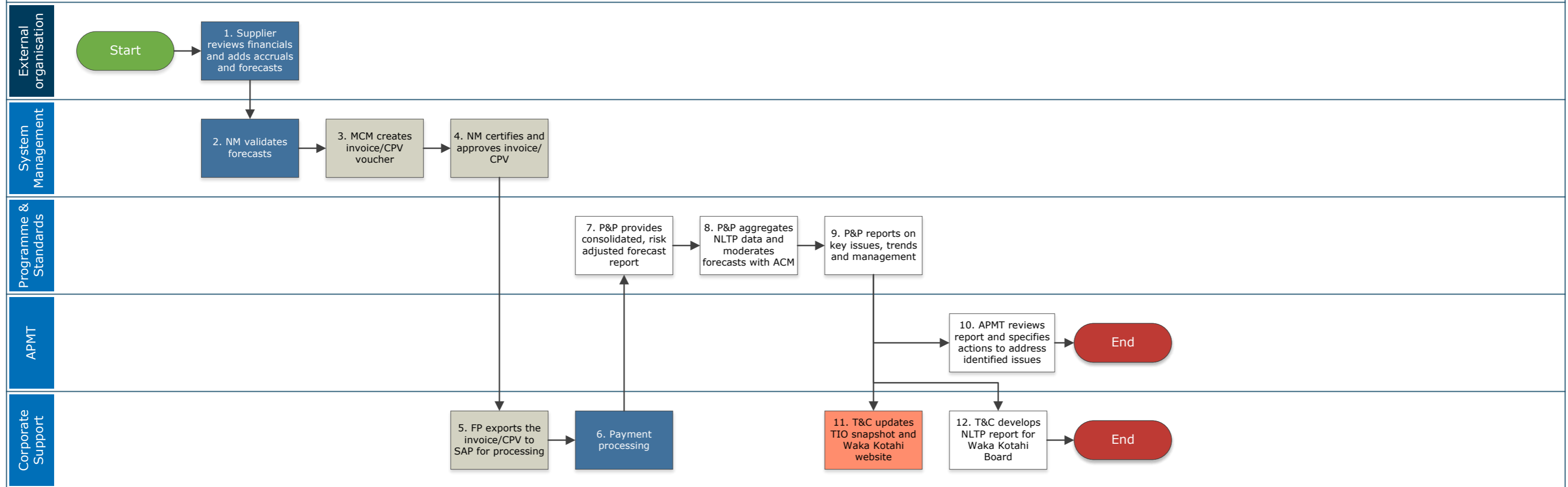
### National Manager Programme & Standards delegations

BR160 To approve funding, and any variations of funding, for maintenance and public transport programmes within the limits of funding approved for allocation to the relevant activity classes by the Board.

Note: This is a live document and is subject to change.

# NLTP funds management processes

## State highways management of maintenance, operations and renewals programme – monthly forecasting and claims



### Waka Kotahi NZ Transport Agency team/role abbreviations

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