Developing regional land transport plans

This document has been developed by the Te Uru Kahika Transport Special Interest Group (TSIG) in partnership with Waka Kotahi NZ Transport Agency.

Please use this guidance in conjunction with the regional land transport plans (RLTP) templates.

Acknowledgements

This guidance material builds on the combined Te Uru Kahika Transport Special Interest Group and Waka Kotahi material produced for the 2021/31 regional land transport plan. A full review of the 2021 guidance was carried out and the implications of new government requirements in relation to emission reduction and climate change incorporated.

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Introduction

Regional land transport plans (RLTPs) are the primary documents guiding integrated land transport planning and investment within a region.

An RLTP sets the next 10–30 year strategic direction for a region's transport network. It describes the long-term vision and identifies the short- to medium-term regional investment priorities to move towards this vision. An RLTP should also include a regional programme of transport activities proposed for funding over the next 3–6 years.

RLTPs must be developed every 6 years and reviewed every 3 years. The current RLTPs were developed in 2021, the next review process is due to begin in 2024.

This document presents best practice guidelines for developing an RLTP, covering all sections of the document. The intention of this document is to provide for national consistency across RLTPs to better support funding and decision making by Waka Kotahi.

The 3-yearly review process can also use this document to update the programme and funding section with a desktop review of the strategic front end. Councils can decide to undertake a full review of an RLTP if has been a significant shift that impacts the strategic context and potentially the strategic framework eg emissions reduction plans, significant changes to the Government Policy Statement on land transport (GPS).

This document has been developed by the Te Uru Kahika Transport Special Interest Group (TSIG) in partnership with Waka Kotahi NZ Transport Agency. Please use this guidance in conjunction with the RLTP templates. The templates help you develop content for specific areas of the RLTP.

This guide will help you understand what's involved in developing or reviewing an RLTP. This will give you more information and hints for planning, analysis, choosing and presenting content for your RLTP.

An RLTP must respond to many and varied roles, requirements and audiences – it must meet the requirements set out in the Land Transport Management Act 2003 (LTMA), and it needs to provide strategic direction and tell a compelling investment story that funding partners, stakeholders, and the community can understand.

If you are developing or reviewing an RLTP, do your best to align with Waka Kotahi bulletins, information and advice. The primary user of the RLTP is Waka Kotahi for the purposes of feeding into the National Land Transport Programme (NLTP).

In addition, when developing an RLTP, Waka Kotahi's Business Case Approach (BCA) principles and behaviours should be applied. Waka Kotahi requires all activities seeking inclusion in the NLTP to be developed in a manner consistent with the principles of the BCA. The information in RLTPs may form the strategic case in the BCA process for many projects and programmes.

Learn more: The Business Case Approach principles and behaviours.

Stay tuned: More guidance around RLTP development is on the way. There'll be more details about some of the areas (including prioritisation and monitoring) to follow.

Before you go any further – have you read these resources?

You may have worked on developing an RLTP in the past. If not, you may need to familiarise yourself with RLTPs. Here are some resources to get started:

- Sections 13–18 of the Land Transport Management Act 2003 (LTMA)
- Information about the Business Case Approach

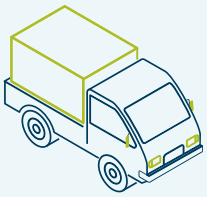
Transport emissions, climate change and RLTPs

In accordance with the Climate Change Response (Zero Carbon) Amendment Act 2019 the Ministry for the Environment (MfE) has released the first emissions reduction plan (ERP). The ERP sets out the policies and strategies Aotearoa New Zealand will take to meet our first emissions budget, helping to transition to a low-emissions future in a way that is achievable and affordable.

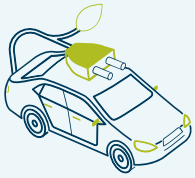
The ERP has introduced the following four national transport targets by 2035:

Reduce vehicle kilometres travelled (VKT) by cars and light vehicles by **20%** providing better travel options, particularly in our largest cities.

Reduce emissions from freight transport by **35%**.



Increase zero-emissions vehicles to **30%** of the light fleet.



Reduce the emissions intensity of transport fuel by **10%**.

The ERP lists potential interventions that would be expected to be in an RLTP. These are:

- Integrating land use, urban development and transport planning and investments to reduce transport emissions.
- Develop VKT reduction programmes in major urban areas (Tier 1 and 2). Tier 1 urban areas include: Auckland, Hamilton, Tauranga, Wellington and Christchurch. Tier 2 urban areas include: Whangārei, Rotorua, New Plymouth, Napier Hastings, Palmerston North, Nelson Tasman, Queenstown and Dunedin.
- Implementing mode-shift plans for our largest cities and begin planning for other urban areas.
- Accelerate the decarbonisation of the public transport bus fleet.
- Improving the reach, frequency and quality of public transport.
- Providing national direction to deliver a step-change in cycling and walking rates.

- Supporting local government to accelerate widespread street/road reallocation to support public transport, active travel and placemaking.
- Making school travel greener and healthier.
- Improving access and travel choice for the transport disadvantaged.
- Reducing public transport fares.
- Investigating the potential for public transport, walking and cycling in rural and provincial areas.
- Enabling congestion pricing and investigate how we can use other pricing tools to reduce transport emissions.

In August 2022, MFE released New Zealand's first national adaptation plan (NAP) which outlines the present and future initiative to aid the development of New Zealand's climate resilience. The NAP gives a high-level overview of planned future work programmes, outlining the government's goals for the next 6 years. Land transportation networks, ports, and airports are critical assets for social wellbeing and connecting New Zealand to the rest of the world. Coastal erosion, flooding, and severe weather occurrences are predicted to become more severe and occur more frequently as a result of climate change. The *national climate change risk assessment for New Zealand - technical report*, which supports the NAP, provides greater context into the challenges facing transportation infrastructure.

Emissions reduction is important for air quality and health impacts on our communities. The World Health Organization released new air quality guidelines in September 2021. This set an NO^2 24-hour guideline of 25µg/m^3, which is significantly less than the current New Zealand 24-hr guideline of 100µg/m^3. The 2016 Health and Air Pollution in New Zealand summary report included annual mortality rates related to transport emissions. This is 10 times more than the number of deaths resulting from road crashes. The updated report can be found on the MfE website.

RLTPs

It is recommended that, given the release of the ERP, the NAP and updated air quality recommendations, since the development of 2021 RLTPs. It is therefore appropriate that regional transport committees (RTCs) have an opportunity to decide if they would like to take a more in depth approach to the usual 3-year review.

The RLTP narrative should reflect the implications of climate change and government climate policy. This should be reflected in the executive summary and introduction. The strategic framework should incorporate concepts from the ERP and NAP and make it clearer what is in the scope of the RLTP. This is important concerning reductions in emissions and VKT as the four targets outlined for transport in the ERP cannot be achieved by transport planning alone. These targets will be dependent on matters including land-use planning, urban form, uptake of hydrogen technology in the freight sector and the availability of feasible transport/freight alternatives.

The RLTP can influence transport emissions through consideration of emissions in the project prioritisation process. It is outlined in the in the ERP that the reformed resource management

system will incorporate transportation planning into land-use planning, urban development, and investment decisions. To understand the effects of emissions, spatial plans will be evaluated, and emissions impact assessments will be incorporated into transportation plans. Adaptation is to be taken into account in maintenance, operations and renewals (MOR) and in construction activities. You may wish to seek assurance from approved organisations (AOs) that emissions reductions, resilience and adaptation has been taken into account in the activities they propose.

What's in the RLTP?

This is the recommended structure of an RLTP developed by TSIG:

Executive summary

Introduction

Strategic context

Strategic framework

10-year transport investment priorities

Programming and funding

Monitoring framework

Appendices

Following this general structure has several benefits.

- It will ensure your RLTP has a structure consistent with other regions. This enables easy comparison – both with other regions and with future RLTPs.
- It will help you to meet the legislative requirements in the LTMA.
- It will ensure you include the best information to describe your regional context and tell a compelling investment story.
- Your RLTP development should be more efficient.
- It will be clearer how activities in the regional programme will deliver on urgent transport priorities and contribute to the longer-term strategic direction.

- It will be easier for Waka Kotahi to understand regional priorities.
- It will be easier for AOs to develop the subsequent business case stages for activities.
- Stakeholders and the public will find it easier to engage with your RLTP.

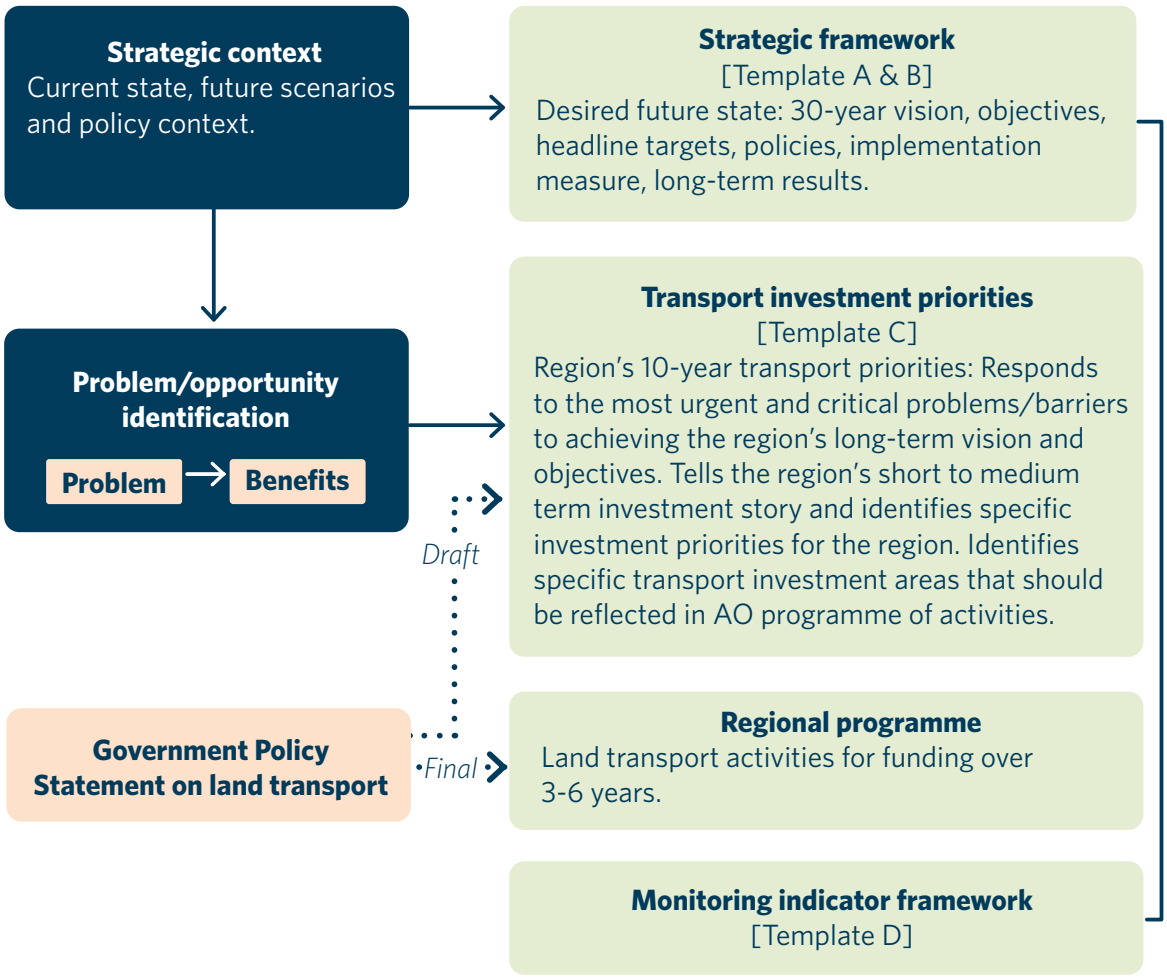
For good examples of plain English in the RLTPs, see Environment Canterbury and Horizons 2021 RLTPs.

RLTP development overview

The LTMA seeks an effective, efficient, and safe land transport system.

The diagram below shows the recommended process for developing your RLTP. Note the points in the process where there are templates available.

Figure 1: RLTP development process



Executive summary

We recommend you include an executive summary. This should be simple, concise and accessible to many different audiences including members of the community. It should contain a brief summary of each of the main sections in your RLTP document.

An executive summary should be brief (1 to 2 pages long) and clear. The idea is to help readers become quickly acquainted with your RLTP, without having to read it all. In particular, you should make sure the strategic framework elements and the 10-year transport priorities are easy to find. Be sure to mention the impact of climate change on the strategic context.

For a mid-term review this may not need to change much, except to outline key projects that align to priorities as these should have moved forward.

Introduction

Your introduction should provide background information on the wider transport strategic, funding and legislative context. It should include the purpose of the RLTP agreed by TSIG:

> "This RLTP is the primary document guiding integrated land transport planning and investment within the [insert region name]."

To demonstrate the relationship of the RLTP to the wider transport legislative, policy and strategic environment, explain, for example, how it relates to:

- Government Policy Statement on land transport (GPS)
- National Land Transport Programme (NLTP)
- long-term plans (LTPs)
- regional public transport plans (RPTPs)
- Resource Management Act (RMA)-related plans and policies including your region's regional policy statement, district plans, and so on

- National Policy Statement on Urban Development and the National Energy Efficiency and Conservation Strategy
- emission reduction plan (ERP) and national adaptation plan (NAP)
- resource ,anagement (RM) and spatial plans.

You may wish to look at the portal to see a diagram developed by the TSIG policy group. This can be used in your RLTP here.

For a mid-term review this usually will not change much. This time around we have added in the emissions reduction plans, national adaptation plans and RM reforms/spatial plans as these may have material impacts on transport planning.

Strategic context

The strategic context section tells the complete transport system story for the region.

A good strategic context tells your region's story and tells readers (including potential investors) why the region is unique. It introduces your region, and demonstrates whether investment is needed, either now or in the future. To achieve this, your strategic context should show there is a case for change. This case for change should be supported by evidence. It may also point out gaps in your understanding.

It can also provide useful information for subsequent programme business cases or activity-level business cases. Think about the effort it takes to understand the information. For example, can you present it in easy-to-digest graphs or infographics?

For a mid-term review this may not change much. This time around we suggest adding more information regarding emissions reduction and resilience.

The strategic context section should only include key points and the supporting information should be in the appendix. Having the 10-year priorities, objectives and policies presented earlier in the document is the preferred outcome rather than having to read through supporting information first. The subsections within this section should be high level overviews.

Most strategic context sections will include information about the following topics. The headings and subheadings and order of information for this section may differ, according to your needs.

Our region

Here, explain what characterises your region and makes it different from others.
For example, describe:

- the key features and characteristics of the region
- topography or geography, including environmental hazards like flood plains
- land-use patterns
- urban form
- districts.

Describe the region's role and relationships to other regions and the rest of New Zealand. This may include information about (as appropriate) inter-regional and cross-boundary issues and needs. Include how climate change is impacting your region.

Include spatial presentation of key land use, growth or change areas, and transport network features for the region to highlight key inter-dependencies, gaps and opportunities. Maps may be available from Waka Kotahi.

Our people

This sub-section should introduce the mana whenua of the region. It should describe the relationship with iwi generally, and their known priorities and expectations for the transport network.

It should also describe key demographic information, including:

- the current population size
- growth rates
- distribution
- drivers of transport need - employment information (including a description of the main employment sectors).

Our transport system

This describes key features of the regional land transport system, and the role of its important elements and networks. These include:

- the strategic road networks

- rail network (passenger and freight)
- public transport
- walking and cycling networks
- access to ports and airports
- access to regional essential services (eg hospital)
- inter-regional impacts
- areas where the transport system significantly contributes to air quality issues
- wellbeing issues (eg mortality rates from transport emissions, deaths and serious injuries from crashes, equity of access)
- active transport uptake
- changes in risk due to the impacts of climate change.

Discuss current transport trends, issues and opportunities. This should include both regional and national-level issues and opportunities. Consider the nature of the transport systems, for example is it travel-centric, car-centric, frieght-centric. There may be some information that can go in the appendix to keep the front end clear and concise.

Provide an overview of major transport initiatives underway in your region such as programme business cases (eg Let's Get Wellington Moving) or other major transport planning projects and programmes.

Make sure your RLTP articulates the contribution of continuous programmes to the network and the significant investment into maintaining the level of service of the current road network, for example smooth surfaces supports fuel efficiency. You may even want to make that a point for consultation. It may be covered here or under future scenarios and opportunities, or at the start of the programme and funding section.

Many national-level trends and issues will be common for all regions – Arataki and other national documents will inform this. Refer to the TSIG portal for examples that regions are willing to share as a starting point.

For a good example of a transport system overview see Waikato 2021 RLTP.

Future scenarios and opportunities

The majority of the information outlined in this section should be included in the appendix and only a high-level overview is required.

Describe future growth and transport scenarios – including outputs from existing local and regional growth plans. These may include information from future development strategies and spatial planning processes, consideration of technology changes and associated transport system needs.

As part of developing this section you should consider risk, uncertainties and complexities that the regional plan should recognise or address.

For a mid-term review this may not change much. If there has been a material change to future scenarios and opportunities then you may wish to more thoroughly review the strategic framework and priorities.

Learn more:

- National policy statements
- Future Development Strategies

Policy context

This section describes and identifies how the key policy documents, and the direction from those, have informed the RLTP strategic framework, 10-year transport priorities and programme as it has been developed. The description should be succinct (around 1–2 pages) and should describe each policy document and the key direction or signal that it provides. As part of the description, it is important to briefly discuss the relevance of these policies to the regional transport network issues.

Describe the areas of the **national policy context** that are relevant to your region, such as:

- Government Policy Statement on land transport (GPS)
- National Policy Statement on Urban Development
- New Zealand Energy Efficiency and Conservation Strategy (NEECS)
- Arataki (the Waka Kotahi plan for the land transport system for 2021 to 2031)
- Climate Change Response (Zero Carbon) Amendment Act 2019
- emission reduction plan (ERP)
- national adaptation plan (NAP)
- government goals for mode shift
- National Road Safety Strategy
- One Network Road Classification framework.

Describe the **local and regional policy context**, including:

- regional policy statement

- regional and local growth plans/strategies
- any other key document or processes relevant for the transport system.

You may wish to put details in the appendices if this starts to become too long and detract from the overall flow of the strategic narrative.

In a mid-term review this is usually light touch, however we have updated this list with key climate change related documents.

Strategic framework

This section describes the longer term policy framework, focusing on the 10–30 year outlook.

This section takes effort to get right, and may include workshops with RTCs, iwi and Māori, AOs and key stakeholders, depending on their level of interest in strategic transport issues for the region.

The LTMA requires the RTC to have considered alternative objectives and the feasibility and affordability of those alternative objectives. You will need to think about how you can get that done with your RTC in the timeframes and resources available to you.

To do this, use the Ministry of Transport's (MoT) Transport Outcomes Framework as the overarching national direction and develop a regional framework beneath this that includes:

- **Vision** (describe the region's desired long-term future state).
- **Objectives** (describe what we will do to deliver the vision) (LTMA section 16(1)).
- **Headline targets** (list 3 to 5 targets that support the desired vision and objectives, such as mode shift, reducing emissions, and/or reducing road fatalities).
  Note: You may wish to include a page for each headline target in your RLTP to set out any trends and evidence to support the headline target. This should also describe the key factors that will contribute to achieving the headline target.
- **Policies** (provide more detail about how we will achieve each objective (LTMA section 16(1)).

This is where you outline your region's strategic long-term aspirations. This section includes regional objectives and policies that are required by law. See section 16 (1) of the LTMA for the legislative basis for these components.

A good strategic framework will provide a clear picture of what a region wants its transport network to look like and deliver in the long term.

It should be informed by the current context but should also be to drive change. The strategic objectives should cover all elements of the desired long-term state, with headline targets providing an important tool to communicate the level of change sought in a few key areas.

Be clear if the achievement of your headline target is in your sphere of control or requires the actions of other organisations to be successful, for example changes to the fleet, changes to rail, tourism promotion.

In developing your strategic framework, section 14 of the LTMA states the RTC must be satisfied that the RLTP is:

- consistent with the GPS
- have taken into account any national energy efficiency and conservation strategy
- have taken into account relevant RMA documents (NPS, RPS and RMA plans).

This can involve a desktop review of those documents for material inconsistency with the strategic framework. If you have strong relationships with key stakeholders of these documents you may wish to work more with these stakeholders for feedback on the strategic framework as part of the planned engagement activities. If there are material inconsistencies with the strategic framework you will need to provide advice to the RTC on options to address this to ensure the RLTP is developed according to the requirements of the LTMA. An appendix can be written later regarding this, but the work needs to be done earlier in the RLTP development.

When presenting the strategic framework to the RTC for approval, ensure the decision paper is clear about the requirements of the act and how the RTC can be satisfied that the strategic framework:

- contributes to the purpose of the LTMA and is consistent with the GPS
- as taken into account any national energy efficiency and conservation strategy, relevant NPS and RPS and RMA plans.

This needs to be approved before consultation on the draft RLTP, and ideally before prioritisation.

For a mid-term review, this may be a desktop review of the strategic framework to check it remains fit for purpose. However, given the new climate change related documents including the ERP and NAP, a more robust approach may be appropriate depending on how climate change was considered in the development of the RLTP.

For good examples of a strategic framework, see Greater Wellington 2021 RLTP.

Use:

- Template A – Strategic framework and
- Template B – Objectives and policies. (Copy the template and fill out for each strategic objective.)

A note about the templates

Like the suggested structure in this guide, the templates are flexible. Feel free to re-brand, to add components and to remove small parts.

We do recommend that you follow the basic structure shown in the template, as this leads to a consistent and robust approach to RLTP development across the country.

10-year transport investment priorities

Section 16(2)(a) of the LTMA requires you to set out the region's 10-year transport priorities.

Your region's 10-year transport priorities will be related to information presented in the strategic context section and the headline targets from your strategic framework section, but they will have a narrower focus, responding to the most urgent and significant barriers in the short- to medium-term to achieving the longer-term vision and objectives for the region.

To develop (or confirm) the priorities, you should use an investment logic mapping (ILM) workshop.

Note that for a mid-term review, you may just need to review and confirm your ILM for areas if the strategic context has not significantly changed.

To discover and develop the priorities, we recommend you discuss your approach with your Waka Kotahi regional contacts.

When presenting the priorities to the RTC for approval, ensure the decision paper is clear about the requirements of the LTMA and how the RTC has considered alternatives, including their feasibility and affordability. This needs to be approved before consultation on the draft RLTP, and ideally after the strategic framework has been developed.

For good examples of priorities pages, see West Coast 2021 RLTP.

Investment logic mapping (ILM)

An ILM process identifies the core problems, benefits and the strategic responses. These inform the region's 10-year transport priorities.

Learn more:

- Investment logic mapping
- Information sheet: Strategic case: Investment logic mapping

Who attends the ILM?

The participants could be from your RTC or could be senior officials who represent the organisations that make up the RTC.

What is discussed at the ILM?

The ILM should focus on identifying the most urgent and significant risks and barriers in the short to medium-term to achieving the region's longer-term vision and strategic objectives.

To get to the most urgent problems, the workshop considers the first eight of the 16 investment questions.

What evidence is used to determine the problems?

The ILM is informed by a range of evidence, including that set out in the strategic context and existing business cases in the region. The national direction from the GPS and NPS should be considered here.

Figures 2 and 3 show how you can apply the ILM to identify your region's 10-year transport investment priorities.

- Figure 2 is the suggested process. Note that it is a good idea to weight the problems – see Information sheet: Strategic case: Investment logic mapping.
- Figure 3 shows examples of how the problem statement is turned into a strategic response/ transport investment priority.

When developing this section, think holistically about the alternatives and the strategic response to each priority. There is a multitude of answers for each problem. For example, a short-term transport issue could be fixed by a technological solution, or an inexpensive behaviour change, or a delay in the short term to get a larger effect in the long term.

Stay tuned: More guidance about prioritisation is on its way.

Your logic maps would probably be used as background papers or appendices – the key elements would be presented in Template C as a strategic case summary.

Note that section 14(b) of the LTMA states regional councils and Auckland Transport must have considered:

i. alternative regional land transport objectives that would contribute to the purpose of this Act; and
ii. the feasibility and affordability of those alternative objectives.

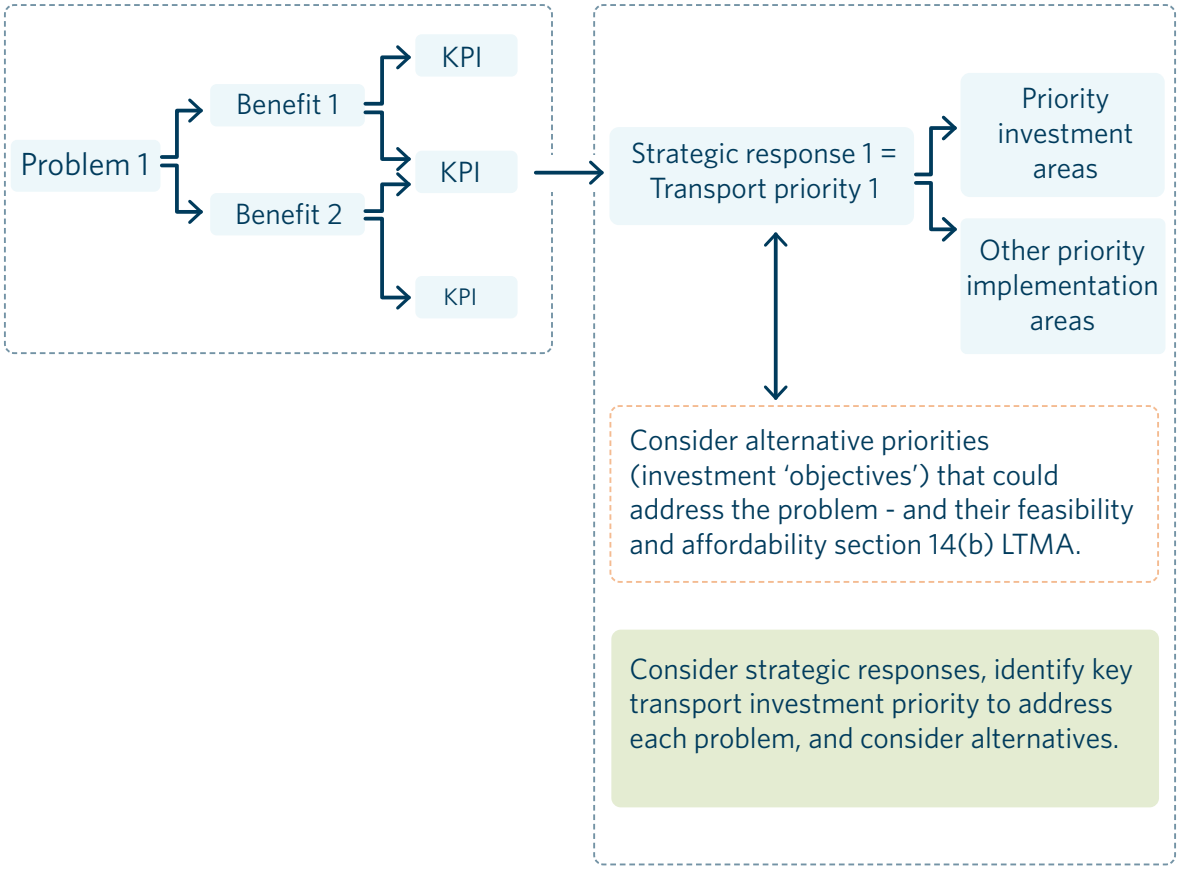
The ILM should consider alternative short to medium-term (3–10 years) investment priorities/ objectives. These could be documented as part of the ILM documentation but not included in the RLTP.

The following diagram shows the process you can use to identify transport investment priorities.

The process to identify transport investment priorities

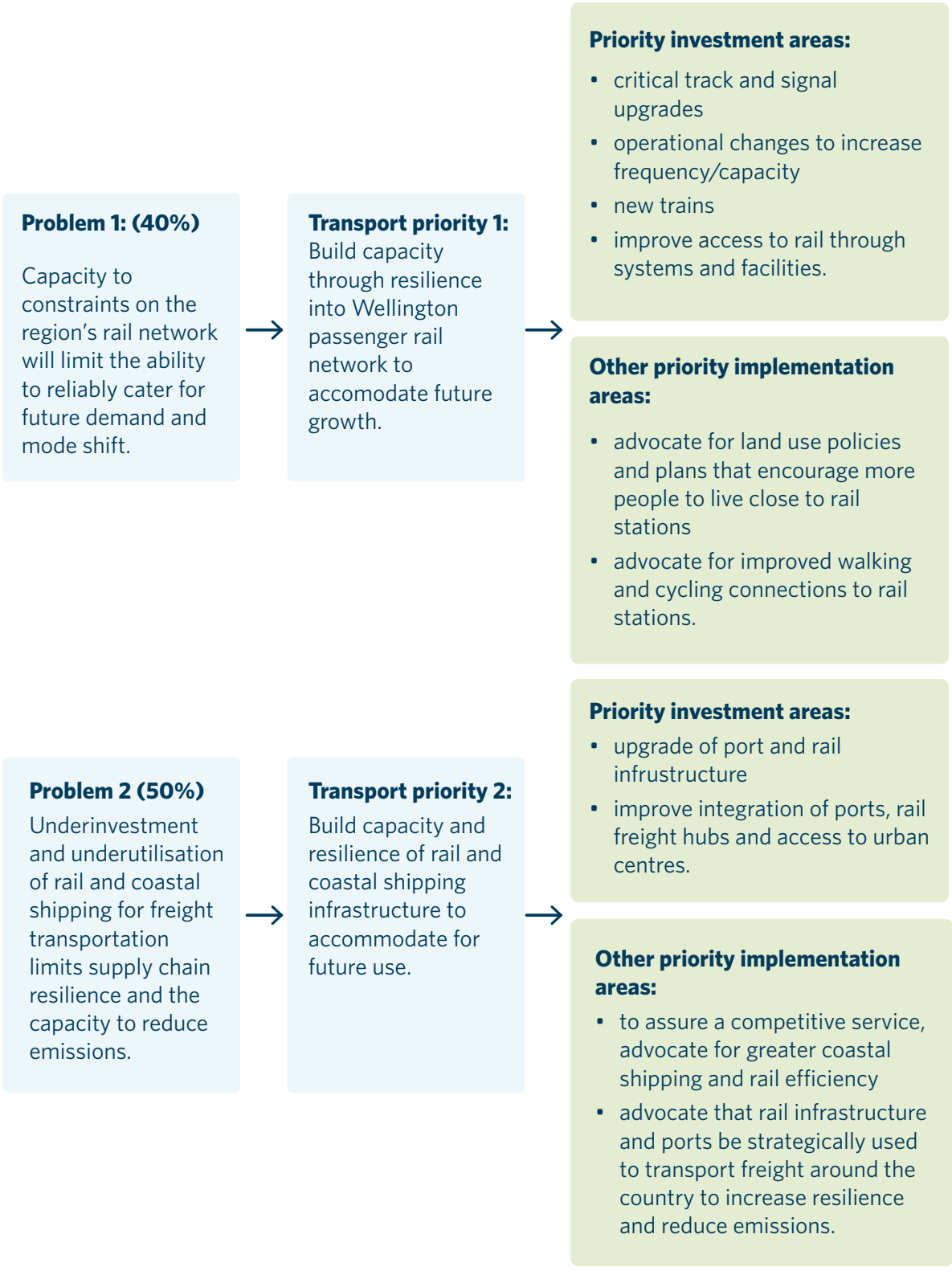
The diagram below provide some some guidance around identifiying our 10-year transport investment priorities. Figure 2 is the suggested process; figure 3 shows examples figure 2 is the suggested process; figure 3 shows examples of how the problem statement is turned into a strategic response/transport investment priority. This could be done during an ILM workshop.

Figure 2: Process for identifying transport investment priorities



The following diagram shows an example of identifying problems, transport investment priorities, priority investment areas and other priority implementation areas.

Figure 3: Problem to transport priority example



10-year transport priorities

Each transport priority should be presented as a summary strategic case. Each will tell a clear, concise and compelling short- to medium-term investment story. Within each strategic case, identify 'priority investment areas' (the key types of activities and programmes that will specifically address or respond to the problem and associated 10-year transport priority) and 'other priority implementation areas' (the other key implementation areas – such as land-use policies and programmes funded outside the NLTP that may respond to the problem and associated 10-year transport priority.)

It would be useful to use nationally consistent performance measures to assess the benefits of all proposals where possible. Waka Kotahi has developed some based on the GPS through Arataki (see 'Monitoring framework, below).

Use Template C – Transport investment priorities. This template includes headings to ensure that you cover the critical content for a summary of a strategic case.

Read more about developing a strategic case.

In a mid-term review this is not generally updated unless there has been a change to the strategic framework due to a material shift in strategic context.

Programming and funding

The Government Policy Statement on land transport (GPS) sets out the government's strategic direction for the land transport system over the next 10 years and is updated every 3 years. RLTPs must be consistent with the GPS. The GPS provides guidance on how Waka Kotahi invests the National Land Transport Fund (NLTF), and how Waka Kotahi assesses and prioritises activities from RLTPs for the NLTP.

Most activities require funding assistance from the NLTF and will only go ahead if they are included in the NLTP by Waka Kotahi. Other than state highways, nationally delivered programmes like road policing and KiwiRail, activities from regional or local councils and will only go ahead if they are included in the relevant council's long term-plan or annual plan.

Development timeframes for road-controlling authority (RCA) activity management plans (AMPs), RLTP strategic and programme sections, council long-term plans (LTPs) and the need for consistency with the GPS results in a disjointed approach to overall land transport planning. This often means that activities proposed for funding may not fully align with the objectives and priorities of the RLTP.

Provide the full regional programme. It should include:

- A list of activities already funded but not yet completed, which will be completed within the period of the plan. These are referred to as 'committed activities'. Include an explanation or timeline if it is not likely to be completed.
- A list of regionally 'significant' activities in priority order. Indicate which ones are still awaiting funding.
- A list of inter-regionally 'significant' transport activities.
- A list of significant activities that are not yet developed enough to be part of the RLTP or were not proposed because of the AOs own prioritisation processes, but may come to fruition within the period of the plan. This might be in a narrative.
- An outline of all your funding sources, not just NLTF, but also where the AOs are receiving external income from eg NZUP, Provincial Growth Fund and Crown Infrastructure Partners (CIP).
- A 10-year financial forecast.

The RLTP should include information on each activity:

- an assessment of the objective or policy the activity contributes to
- estimate of total cost and annual costs
- duration of the proposed activity or project.

Climate Emergency Response Fund

In 2022, the government established the Climate Emergency Response Fund (CERF). The CERF is designed as an enduring, multi-year fund to help with the long-term challenges of climate change. The CERF will be funded by the proceeds of the New Zealand Emissions Trading Scheme (ETS).

An initiative seeking CERF funding needs to meet one of the following criteria:

- was included in the emissions reduction plan
- would directly reduce emissions
- had a main objective of removing barriers to or accelerating emissions reductions
- would support a te ao Māori approach to the climate response
- would facilitate the development of such proposals in the future, or
- would address the distributional impacts of emissions reducing policy.

The organisation that proposes the activities should provide most of this information via Transport Investment Online (TIO). You can add narrative that explains where key projects which have committee or public interest are located in this section. Depending on the complexity of your programme and funding you may wish to add more narrative, charts or tables to support the reader to understand and easily identify what is happening in the programme and funding section, for example a pie chart of where the funding is going to.

- This section is required by law. See 16(3) of the LTMA for the legislative basis for these components.
    - For the first 6 years show at least these activities: MOR, low-cost, low-risk (LCLR), existing public transport services (in place the year before and minor changes).
    - Plus, any other activities - significant improvements, state highway activities, anything else.
- Note that there should be a clear link between the programming and funding section to the 10-year transport priorities.
- The information for this section should be easy to obtain from TIO.
- If the 10-year forecast from TIO does not reconcile with the programme and funding section then it's not expected that you need to put effort in to making it reconcile. Waka Kotahi will be supporting RCAs to update their forecast. Consider the materiality of the difference, eg if your plan is $5bn over 10-years then 1-2% out in a 10-year forecast is immaterial ($50-$100m). You may wish to round to the nearest $1,000 or $10,000.
- Ensure you liaise with the bordering councils to take a consistent approach to inter-regionally significant activities. These could be activities that impacts outcomes and objectives in your region (eg downstream effects from state highway work, resilience corridors, relating to freight passing through your region), or work that has joint business cases/collaborative activities.

To complete this section, you can get most information from TIO, including the alignment of the activity to priorities. You may need to liaise with AOs to find out levels of investment not captured in TIO.

You will need to work with officers and RTC members to prioritise significant activities. Focus on the first 3 years. Filling out to year 6 from the forecasting is usually sufficient.

For good examples of programme and funding tables, see the Auckland and the Otago Southland 2021 RLTPs.

Monitoring framework

Provide a framework of measures (as required by s 16(1) of the LTMA) with associated indicators and data sources that will be used to monitor progress towards national outcomes. These measure should have longevity so we can see meaningful trends.

This section should include a description of how monitoring will be undertaken to assess implementation of the RLTP as required by section 16(6)(e) of the LTMA.

A nationally consistent and structured approach to assess, monitor and evaluate transport investments within RLTPs would be highly beneficial for illustrating the connection between resource inputs, outputs and outcomes. This would also help in assessing the effectiveness of projects as well as assessing an RLTP against the GPS. By being able to look back and evaluate if projects have delivered on the desired outcomes, this creates a system of continued learning and improvement.

Use Template D – Monitoring indicator framework.

Appendices

Include any significant supporting documents. These may include:

- significant activity prioritisation methodology
- significance policy for consultation on variations
- an outline/assessment of how the plan complies with section 14 of the LTMA, which can include that it contributes to the purpose of the LTMA, is consistent with the GPS, has considered alternative objectives and the feasibility and affordability of those objectives, and has taken into account any national energy efficiency and conservation strategy, relevant NPS, RPS and RM plans
- summary of consultation completed
- relationship of Police activities (consider how these can be integrated and reflected throughout the RLTP).

Note that you don't need to provide hard copies of everything in each appendix. You could just provide links instead.

Glossary

This glossary is intended to support a shared understanding of strategic terms used in RLTPs.

Term	Explanation	Term used in LTMA?	Examples
Vision	The vision statement defines where we want to get to in the longer term. It is an anchor and helps focus the plan on the long-term aspiration. The plan should help the region to move towards the vision.		*'A connected region, with safe streets and liveable places – where people can easily, safely and sustainably access the things that matter to them - and where goods are moved efficiently and reliably.'*
Outcomes	Outcomes are the result of change. Desired outcomes are the manifestation of the future state that is envisioned in the plan.		TSIG proposes using the Ministry of Transport Outcomes Framework as the high level outcomes for RLTPs, ie *'Healthy and safe people'.* More detail and greater regional focus is then provided through objectives and policies.
Objectives	Objectives represent what we want to accomplish. They are more specific than outcomes but not as specific as policies and targets. An objective is something measurable that work is directed towards and may be: • a strategic position or purpose to be achieved • a result to be obtained • a product to be produced • a service to be performed.	S 16(1)	*'A safe transport system free of deaths and serious injuries.'* *'People can move around the Wellington region safely.'*

Term	Explanation	Term used in LTMA?	Examples
Policies	Describe how we will deliver upon the strategic objectives.	S 16(1)	*'Regional road safety interventions will be based on the safe system approach.'* *'The safety of vulnerable road users will be a central consideration when designing transport network improvements.'* *'Public transport will be promoted as a safe mode of travel.'* See section 120 of the LTMA for guidance on policies within the context of RLTPs.
Measures	Section 16(3)(f) of the LTMA states that the plan must include *'the measures that will be used to monitor the performance of the activities'*. In this context, a measure refers to the things we will use to monitor progress in relation to a particular outcome. There may be more than one measure associated with a particular outcome and each measure will have associated indicator(s) and data source(s).	S 16(1) S 16(3)(f)	**Measure:** *'People killed or seriously injured while using the transport network.'* **Indicators:** *'Six monthly fatalities and serious injuries'; 'Annual injuries per million kilometres travelled.'* **Measure:** *'More people use public transport.'* **Indicators:** *'Annual public transport boardings per capita'; 'Public transport mode share for journeys to work.'*

Term	Explanation	Term used in LTMA?	Examples
Headline targets	The specific level of performance sought in relation to an outcome or objective. In terms of RLTPs, a headline target refers to the number or trend that we aspire to in relation to a particular measure over a 10-year period (and generally, relative to a baseline). It is proposed to have a small number of 'headline targets' to communicate the level of aspiration and performance sought in relation to some key areas as proxy indicators of moving us towards our vision, outcomes and objectives. They do not necessarily need to have a one to one objective/target relationship. They should be relatively simple, accessible, engaging – to help with communicating the strategy to range of audiences. They should have regard to relevant national targets and focus areas.		*'40% reduction in deaths and serious injuries (DSIs) by 2030' (draft Road to Zero target).* *'Halve deaths and serious injuries over the next decade.'* *'Increase public transport patronage by 25% over the next 10 years.'* *'20% more trips made by walking, cycling and public transport in urban areas.'*

Term	Explanation	Term used in LTMA?	Examples
Transport priorities	The LTMA requires 'statement of transport priorities for the region for the 10 financial years from the start of the regional land transport plan'. Using an Investment logic mapping (ILM) process, we will identify a strategic response to each problem statement and frame these as 10-year transport investment priorities.	S 16(2)(a)	*'Build capacity and resilience into the Wellington passenger rail network to accommodate future growth.'* *'Improve safety standards of all roads so they have at least a 3-star KiwiRAP rating under the One Network Road Classification.'*

Version history

From time to time we'll need to add, remove or update things in this document. The most up to date version of this guide will be available on Waka Kotahi website.

Version	Description	Effective date
1.0	First edition	2023