

DEVELOPMENT OF PUBLIC TRANSPORT PROGRAMMES FOR 2021-24 NLTP

PURPOSE

To define the information requirements for Public Transport (PT) continuous programmes and how they will be assessed for funding within the Public Transport Services Activity Class.

BACKGROUND

Waka Kotahi NZ Transport Agency (Waka Kotahi) develops the NLTP by applying a staged process for both continuous programmes and improvement activities.

The development of Regional Land Transport Plans (RLTPs) is a critical component of the development of the NLTP. Each Regional Transport Committee sets its own dates and information requirements for developing its RLTP. The Waka Kotahi TIO system is the repository for capturing and managing all approved organisations' (AO) activities and continuous programmes in the RLTP for inclusion in the NLTP.

The GPS 2021 sets out the activity classes for the 2021-24 NLTP.

THE ROLE OF THE REGIONAL PUBLIC TRANSPORT PLAN IN SUPPORTING THE PUBLIC TRANSPORT CONTINUOUS PROGRAMME

Regional Public Transport Plans (RPTP) are a statutory requirement under the Land Transport Management Act 2003 (LTMA) for Regional Councils that operate public transport services setting out the PT network and procurement rules for their public transport services.

The RPTP provides a means to engage with city and district councils, the general public, and to work with public transport operators on the development of public transport services, and infrastructure, across regional public transport networks. When preparing a RPTP, a regional council must consult with Waka Kotahi and public transport operators, among others.

According to the Land Transport Management Act (2003), RPTPs must:

- specify objectives and policies that apply to any units,
- be prepared in accordance with any relevant guidelines that the Agency has issued, and
- be consistent with the RLTP, other than for matters which fall outside the scope of the RLTP.

In 2017, Waka Kotahi published revisions to its guidance on the development of RPTPs, to clarify how the business case approach (BCA) was expected to apply to an RPTP on PIKB. The guidance provides examples to support application of the BCA to the development of public transport programmes.

How do Regional Public Transport Plans support the public transport programme?

RPTPs provide the strategic context for PT investment and will need to be aligned with other council documents which includes the Regional Land Transport Plan and the Long Term Plan. RPTPs should be able to support the public transport programme through:

- Explaining the alignment between the public transport programme and regional & government priorities
- Exploring trends and demand across the network and outlining the role public transport will play in meeting these demands
- Defining the problem/s or opportunities that are currently being addressed through the existing service level provision and supporting amenities
- Outlining emerging issues that have been identified in which public transport can be part of the solution
- Identifying benefits and measures at a network level related to the continuous programme
- Outlining procurement related issues and opportunities or outstanding issues have been identified
- Documenting the on-going partnership between itself and operators providing services.

INFORMATION REQUIREMENTS

The core public transport continuous programme consists of existing, on-going services and operations. Existing services are the services and operations in place and already approved in the financial year immediately prior to the 2021-24 NLTP.

However, the core programme can include the follow variations:

- Continuous improvement such as minor adjustments to timetables or re-allocating capacity in response to changes in demand across the public transport network to maintain (improve) value for money from existing investment
- variations consistent with the public transport units in the currently adopted RPTP
- one-off renewal or overhead related costs, such as contract variations/implementation, determined necessary for ongoing provision of services or operations. All renewals must be supported by evidence such as a PT Activity management Plan and financial analysis to establish the value for money and optimal timing for renewals e.g. using the Waka Kotahi simplified procedures for end of life renewals (up to \$15 million per activity) or be a separate Single Stage Business Case (activities greater than \$15 million or where the renewal is not on a like for like basis).
- reconfigured routes and networks, including new services, where the annualised nominal cost of the total service provision (as funded under passenger transport services for example), is consistent with the level of services in place the year prior to the first year of the 2021-24 NLTP and any minor changes to those services.

Outlined below are the information requirements for core and enhanced PT programmes.

Core Programme

Funding from the NLTF is effective immediately at the start of the NLTP period, so all information required for Waka Kotahi assessment needs to be provided with final bids. There should be no outstanding issues.

Therefore the 'Public Transport Activity Management Plan 2021-24' and 'Public Transport Programme 2021-24' TIO templates will need to be completed prior to the submission of the AO's final bid for its continuous programmes.

Note: Public Transport Activity Management Plan refer to the combined documents such as the RPTP, LTP and the evidence and analysis outlined below that supports the Public Transport continuous programme bid.

In addition to evidence and analysis that is set out in the AO's RPTP those preparing their PT programmes will be expected to support their core programme by:

- Showing how the programme has been optimised to provide an appropriate level of service to their customer
- Documenting how the proposed future programme will appropriately address the problems and opportunities identified and deliver the expected benefits
- Providing evidence that the indicative costs for the proposed programme are both reasonable and affordable
- Outlining the benefits management plan which explains how benefits and measures are managed and reported on
- Showing alignment between their programme and the RLTP, LTP and other planning documents such as the Waka Kotahi Mode Shift Plan
- If required, documenting how the investment required for the core programme versus an enhanced programme have been determined
- Explaining where programme integration is required and how the proposed programme aligns with:
 - other agencies programmes/activities (such as activity management plans) highlighting areas that may affect and/or be critical to delivering the necessary outputs to achieve the desired outcomes
 - suppliers and partner organisations to ensure optimal programme coordination and delivery

If not covered in sufficient detail, other information may be requested by Waka Kotahi to support the assessment of the continuous programme (refer to assessment questions that Waka Kotahi applies to PT continuous programmes).

Enhanced Programme

The information requirements for an enhanced programme comprise those information requirements for an improvement activity.

An enhanced programme proposes more than the minor improvements that can be achieved through a core programme. An enhanced programme may propose a step change in the level of service to customers – this may be in the form of new routes, a change in fleet type from a current technology e.g. from a diesel bus fleet to an emerging technology like electricity (hydrogen).

The step change does not necessarily need to result in additional financial costs but can transform the way PT is delivered in the region and is likely to have a big impact on users' experience of public transport services. The key test to determine whether a proposed activity is part of the regional council's continuous programme or constitutes an enhancement that requires application of the business case approach is cost, risk and complexity. The step change in the level of service provided through an AO's PT programme will need to be investigated through the business case approach and prioritised within the NLTP.

For the 2021-24 NLTP enhanced programmes will need to be supported by a fit-for-purpose business case & RPTP; and for Auckland, Hamilton, Tauranga, Wellington, Christchurch and Queenstown the improvements should also be consistent with their Mode Shift Plan. The minimum

requirements for the inclusion of improvement activities has been outlined in the paper "Minimum requirements for inclusion of an activity in the 2021-24 NLTP."

TREATMENT OF ROAD SAFETY PROMOTION FOR THE 2021-24 NLTP

What is road safety promotion?

Road Safety Promotion (RSP) are national, regional and local campaigns and initiatives to encourage and deliver the behavioural changes required to support the road safety outcomes sought through the Road to Zero activity class.

How are road safety promotion activities treated in the 2018-21 NLTP?

Funding for road safety promotion activities is usually approved as a single allocation covering the programme of activities to be delivered in a NLTP. A breakdown of the amount requested and its contribution to results alignment must be entered into Transport Investment Online, any variations are agreed with Waka Kotahi.

To qualify for inclusion in the 2018-21 NLTP road safety promotion programmes must:

- Meet the definition of a road safety promotion activity under the promotion of road safety and demand management activity class in the GPS and the appropriate work category definition in Knowledge Base
- Be included in the relevant RLTP for all regionally delivered promotion of road safety and demand management activities
- Comply with Waka Kotahi's Procurement manual and procurement rules, as well as any relevant standards and guidelines as listed in Waka Kotahi's register of network standards and guidelines.

Treatment of road safety promotion programmes for the 2021-24 NLTP

Funding for the on-going road safety promotion activities will still be approved as a single allocation covering the programme of activities to be delivered within the NLTP period. A breakdown of the amount requested, alongside each activity's contribution to GPS alignment, will still be required to support the programme.

The main changes for road safety promotion programmes in the 2021-24 NLTP are:

- RSP Programmes will be funded from the Road to Zero activity class
- The on-going (continuous) RSP Programme will form part of the PY continuous programme within TIO for Regional Councils
- The on-going RSP activity spreadsheet will need to complete and attached as part of the PT programme submission
- New short term RSP initiatives will be considered as standalone new activities support by a separate business case or through the LCLR programme.

ASSESSMENT QUESTIONS FOR THE 2021-24 NLTP

The assessment questions for PT AMP and the PT continuous programme component have been reviewed and updated for the 2021-24 NLTP.

STRATEGIC CASE		
	Focus Area	Questions
1	Strategic Alignment	What consideration has been given to alignment with Regional and Government results and priorities?
2	Strategic Direction	What trends and demand across the network have been identified and what role will public transport play shaping this in future?
3	Problem Identification (current state)	What problem/s or opportunities are currently being addressed through the existing service level provision and supporting amenities?
4	Problem identification (future state)	What, if any, emerging issues have been identified in which public transport can be part of the solution?
5	Benefits, Measures	What benefits and measures have been identified at a network level related to the continuous programme and are they reasonable?

Are we doing the right things?

Principles

Maximised benefits

Clarity of Intent

Fit for purpose effort

PROGRAMME CASE		
6	Options	What consideration has been given to options (e.g. through a network review or an optimisation assessment)?
7	Robust, Fit-for-purpose Forward Programme	What is the evidence that the proposed future programme will appropriately address the problems and opportunities identified and deliver the expected benefits?
8	Alignment of programme expenditure	How well are planning documents aligned to the core programme (and any associated funding applications) in TIO?
9	Programme type identification	How has the investment required for the core programme versus any service level (delta) improvements been determined and entered into TIO?
10	Continuous (core) programme: Cost & value for money considerations	What evidence is provided that the indicative costs for the proposed programme are both reasonable and affordable (i.e. deliver in terms of value for money)?

In the right way?

COMMERCIAL CASE (PROCUREMENT CONTEXT)		
11	Procurement	What, if any, emerging procurement related issues and opportunities or outstanding issues have been identified?
MANAGEMENT CASE (DELIVERY AND PERFORMANCE)		
12	Integration	How does the programme take account of other agencies programmes/activities (such as activity management plans) highlighting areas that may affect and/or be critical to delivering the necessary outputs to achieve the desired outcomes?
13	Partnering	How does the AO give effect to on-going partnering with operators providing services, this includes operators' workforce planning and relations?
14	Evidence/Testing of evidence	How robust is the organisation's approach to modelling / forecasting demand?
15	Performance Management	How well is performance against benefits measures (both at the network and unit/contract level) being managed, and what evidence is available to demonstrate that benefits and measures previously identified have been achieved?
16	Confidence in Delivery/Risk Management	How confident are we in the ability of the AO to deliver the programme and manage any risks?

Delivered to the right quality?

Behaviour

Informed discussions with stakeholders

Building the case for investment progressively