

NLTP DEVELOPMENT - INFORMATION REQUIREMENTS FOR INCLUSION OF AN IMPROVEMENT ACTIVITY IN THE 2021–24 NLTP

PURPOSE

To set out the information requirements for an improvement activity, whether an individual activity, or package or programme of activities, submitted to Waka Kotahi for consideration for inclusion in the 2021–24 NLTP.

The information requirements for continuous programmes (such as road maintenance operations and renewals, public transport services, road safety promotion, low cost low risk programmes) are set out in the following documents provided within this pack:

- Low cost low risk programme development for the 2021-24 NLTP
- Development of maintenance, operations & renewals programmes for 2021-24 NLTP
- Development of Public Transport Programmes for 2021-24 NLTP

For more information on what is a programme or package of activities please refer to the 'Programmes and Packages' technical paper linked below

<https://www.nzta.govt.nz/assets/planning-and-investment/docs/programmes-and-packages-june-2020.pdf>

BACKGROUND

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 Transport Investment On-line (TIO) system is the repository for capturing and managing all approved organisations' activities in the RLTP for inclusion in the NLTP.

Activities with contracts signed and funding allocated from any source (e.g. property, pre-implementation and implementation), are considered as "committed". Activity phases for committed activities and have a funding commitment into the 2021–24 period or beyond are treated as committed and therefore included in the 2021-24 NLTP. The cashflow forecast of these activities should be reviewed throughout 2020/21 to ensure that accurate costs of committed activities are included in the 2021-24 NLTP.

This information is required to enable prioritisation in accordance with the Investment Prioritisation Method and to enable reporting of the benefits and outcomes that proposed NLTP activities contribute to.

INFORMATION REQUIREMENTS

New improvement activities, or packages or programmes of activities being considered for inclusion in the 2021-24 NLTP will initially be captured within an excel spreadsheet covering the information outline below. The information captured within these spreadsheets will need to be entered into the improvement templates in TIO when they are ready for release.

For an improvement individual activity, or package or programme of activities to be considered for inclusion in the NLTP the following information is required to be entered into TIO:

- **Name of the activity** – The activity's name to be recorded in TIO (use current name if a committed activity or an existing activity within TIO).
- **Phase of the activity** – The phase that is expected to occur in the 2021-24 period – multiple phases can be identified.
- **Activity class** – The activity class from which the activity will be wholly/primarily funded – refer to list of activity classes in the GPS 2021.
- **Work category** – Select the appropriate work category for the 2021-24 NLTP – each work category has eligibility criteria.
- **Link to previous business case phase(s)** – Where the activity is supported by an existing business case, provide a link to the business case - for example, a programme business case, a single stage business case, etc.
- **Location detail** – specific location information: the geographic information system (GIS) coordinates and a description of the location e.g. the specific point where a roundabout is being constructed.
- **Problem/Opportunity** – a statement of the problem that the activity will address, or the opportunity that the activity will pursue. The statement should include the cause or opportunity and the consequence of addressing it, including the degree of impact to users, particularly due to availability (or not) of alternatives.
- **RLTP integration** – Consider how does the RLTP prioritise this activity.
- **Strategic context** – The strategic context establishes how well the activity/combination of activities aligns with local, regional and national priorities, other programmes and/or strategies, and other organisations' priorities or programmes (such as housing or industrial developments), if relevant. It takes into account the alignment with spatial plans and/or integrated transport and land use plans.
- **Benefit** – primary benefits and co-benefits expected to be delivered by the activity, based on the Waka Kotahi benefits framework.
- **Estimate of phase cost** – What is the expected total cost for this phase of the activity. An annual cash-flow plan must be set out for the life of the activity (this may encompass more than one NLTP period).
- **BCR or Indicative efficiency rating*** - If a BCR has been calculated as part of a detailed or single stage business case, this can be used. Otherwise, an indicative efficiency rating (IER) can be calculated using the new IER tool.
- **GPS Alignment Rating*** – identify the contribution of the activity or package or programme of activities to the relevant GPS strategic priority. Where an activity or combination of activities gives effect to more than one GPS strategic priority, the rating for **benefits** should be selected as the GPS alignment rating.
- **Scheduling Rating*** – When does the activity need to occur based on its interdependencies with other activities in a package or programme or its criticality within the network or to the community.
- **Priority Order*** – The priority order is based on the investment prioritisation matrix.

**Note: These requirements are subject to change based on any changes to the GPS and the finalised Investment Prioritisation Method.*

These are the minimum requirements in order to prioritise activities in the 2021-24 NLTP in accordance with the Investment Prioritisation Method. If additional information can be provided that will help during NLTP development this information should be attached to the activity in TIO.