Appendix 4: Guidelines for the population of the 3-year plan table

1. Introduction

Appendix 4 provides guidance to complete the planning table template for the *3-year plans*. This chapter is organised as a walk-through of the planning tables from start to finish and includes the following sections:

- 2 Overview of the planning tables
- 3 Table "Info"
- 4 Table "Summary Maint. & Renew by Prog"
- 5 Table "Summary by Prog"
- 6 Table "P&S JunoViewer extract"
- 7 Tables "P&S excl. JunoViewer activities"; "STR"; "DGE"; "ENV"; "NOP"; "F&C"; "NAM"; "NMR"; "OTH"; "AI"

2. Overview of the planning tables

You will find the templates to the planning tables in InfoHub called *24.27 NLTP planning*. There will be two templates there, one for the *3-year plan* and one for the *10-year forward work plans*.

The template consists of mandatory or generated automatically planning tables. Table 2.1 identifies the nature of each planning table. If you have been working on the 24-27 SHIP top-down planning, then you will be familiar with the arrangement.

Table 2.1 overview of planning tables and their applicable plans

Worksheet tab colour	Worksheet tab name	Relevant activities	Nature of worksheet	Applicable plans
White	Info	n/a	Mandatory	All
Navy	Summary Maint. & Renew by Prog	All	Automatically generated	All (excludes *10-year FWP*)
Navy	Summary by Prog.	All	Automatically generated	All (excludes *10-year FWP*)
Red	P&S Juno. extract	Pavement & Surfacing (P&S) – extract from JunoViewer	Programme & Standards to populate with AIA support	N/A
Green	P&S excluding Juno.	Pavement & Surfacing activities excluding those in JunoViewer	Mandatory	1-22, 38
Green	STR	Structures	Mandatory	1-32
Green	DGE	Drainage	Mandatory	1-22
Green	NMR	Network Services	Mandatory	1-22, 33-37
Green	ENV	Environmental	Mandatory	1-22
Green	NOP	Network Operations	Mandatory	1-22
Green	F&C	Footpath & Cycleways	Mandatory	1-22
Green	NAM	Network Asset Management	Mandatory	1-22, 33-37, 39-41
Green	OTH	Other	Mandatory	All
Green	AI	Associated Improvements	Mandatory	All (excludes 10-Year FWP)

3. "Info"

Planning table "info" contains the following mandatory data input:

- Maintenance Contract: You must select your maintenance contract (project) from the drop-down list. This will automatically generate a two-digit code called your "MCID Reference". This will be used automatically in other spreadsheets so that the New Zealand Transport Agency (NZTA) can identify your data when it is aggregated.
- The name of the person responsible for the managerial review must be included, if there is no one reviewing at the manager level then the name of who is approving the plan (refer SM 018 Figure 3.1.1.)

The remaining data fields referred to as notes 1, 2, 3 and 4, are optional for referencing purposes but recommended for version tracking, noting substantial changes and status updates (where in review process your plan is, or with whom).

Figure 3.1 example "Info" tab

Summary Information

Maintenance Contract	MCID Reference	Senior Network Manager	
(NOC) COASTAL OTAGO	22	Chris Harris	

Notes 1	Notes 2	Notes 3	Notes 4
Version xyz	date	by who	prepared by NM and supplier
review	date	by who	SNM to review
WC214 changes added	date	by who	to be reviewed by AIA
review 2	date	by who	AIA approved
version xyz.1	date	by who	SNM shared with SM and RM

4. "Summary maint and renew by prog"

Planning table "Summary Maint. & Renew by Prog" is an automatically generated dashboard for analysis. All you need to do is click on one of the programme names buttons at the top and it will produce you a summary of the programme based on the information you have included in *3-year plan tables* "PS"; "STR"; "DGE"; "ENV"; "NOP"; "F&C"; "NAM"; "NMR"; "OTH"; "AI".

You must check this summary to ensure it makes sense as you enter your data. Are there any anomalies? Can you explain any significant increases or decreases? Is there anything missing?

There are buttons on the dashboard that are not for your use, they're there for other analysis. These buttons include "For 2021/24 data only"; "Preventative Maintenance"; "Improvements (LCLR)"; "Level Crossing Warning"; "Maintenance"; "Emergency Works"; "Other".

5. "Summary by prog"

Planning table "Summary by Prog" is an automatically generated summary table showing the estimated cost for each financial year by each work category. The information it shows will be as per data you entered in *3-year plan tables* "PS"; "STR"; "DGE"; "ENV"; "NOP"; "F&C"; "NAM"; "NMR"; "OTH"; "AI".

The data starts in the financial year 2021/22 so that we all can see the trajectory of investment from actuals to estimated. This way we can easily identify any significant increases, highlighting questions of why and whether it is achievable. These historical financial years will be pre-populated for your reference.

You must check this summary to ensure it makes sense as you enter your data. Are there any anomalies? Can you explain any significant increases or decreases? Is there anything missing?

6. "P&S ex JunoViewer"

Planning Table "P&S ex Juno" is for NZTA purposes only. We will extract your data from Juno (the maintenance and operations data management system) for Pavement Resurfacing Asphalt (TAC), Pavement Resurfacing Chipseal, Sealed Pavement Rehabilitation (Rehab/AWPT), Structural Asphalt Pavement (SAC).

There is no need for you to extract this data, nor re-enter it anywhere else.

7. 3-year plan tables "PS"; "STR"; "DGE"; "ENV"; "NOP"; "F&C"; "NAM"; "NMR"; "OTH"; "AI"

The remaining planning tables "PS" Pavement & Surfacing; "STR" Structures; "DGE" Drainage; "ENV" Environmental; "NOP" Network Operations; "F&C" Footpath & Cycleways; "NAM" Network Asset Management; "NMR" Network Services Maintenance & Renewals; "OTH" Other; "AI" Associated Improvements contain mandatory data inputs, though the requirements vary depending on your plan, please check appendix 3 Table 2.1 to understand which tables are mandatory for your plan. These tables provide NZTA with the required detail to determine activity/project specific allocations. If it's not included in one of these tables, then it will not be assessed for allocations.

The purpose of the table "AI" is to capture where there is an opportunity to invest in more than one improvement at the same time at a site which may save on costs. For example, if you are proposing to reseal part of the state highway, perhaps there is the opportunity to widen the shoulders and increase the barriers. This has been indicated to be an important aspect of the GPS 2024 as per SM 018 section 2.2.

All data input requirements are the same in tables "PS"; "DGE"; "ENV"; "NOP"; "F&C"; "NAM"; "NMR"; "OTH". Whereas "STR"; "AI" have some different data requirements. Table 7.1 below identifies each data field for each table. The data fields consist of:

- require mandatory raw data inputs (red cells)
- automatically generated (blue cells)
- mandatory selections from drop-down menus (green cells)
- optional raw data inputs (white cells)

The following section explains each shared data field, with the unique data fields for "STR" and "AI" explained at the end.

Table 7.1 Data Fields For 3-Year Plan Tables

Table 7.1 Data Fields For 3-Year Plan Tables "PS" Pavement & Surfacing; "STR" Structures; "DGE" Drainage; "ENV" Environmental; "NOP" Network Operations; "F&C" Footpath & Cycleways; "NAM" Network Asset Management; "NMR" Network Services Maintenance & Renewals; "OTH" Other; "AI" Associated Improvements

| Mandatory | | Auto Generated | | Mandatory Selection | | Raw Data (optional) | |

What it answers	Data field	PS	STR	DGE	ENV	NOP	F&C	NAM	NMR	OTH	AI
	Link to file	I3	I3	I3	I3	I3	I3	I3	I3	I3	I3
WHAT	Unique Programme ID	A	A	A	A	A	A	A	A	A	n/a
WHAT	PID# (note this is hidden)	B	B	B	B	B	B	B	B	B	n/a
WHAT	Associated Programme ID	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A
WHAT	Linked ID (Juno Viewer / Unique ID)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	B
WHAT	Programme Activity	C	C	C	C	C	C	C	C	C	n/a
WHAT	Description/Details	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	C
WHAT	Asset Name (if applicable)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHAT	Scope	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	D
WHAT	Additional Activity Details	D	D	D	D	D	D	D	D	D	n/a
WHAT	Work Category	E	E	E	E	E	E	E	E	E	n/a
WHAT	WBS Number	F	F	F	F	F	F	F	F	F	n/a
WHAT	Lump Sum	G	G	G	G	G	G	G	G	G	n/a
WHAT	NOC/non-NOC	H	H	H	H	H	H	H	H	H	n/a
WHAT	Contract Item	n/a	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHAT	Approved SAPR	n/a	J	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHY	GPS Activity										
WHY	Reason for Impact	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHERE	Road ID	K	n/a	K	K	K	K	K	K	K	G
WHERE	RS	L	n/a	L	L	L	L	L	L	L	H
WHERE	RP Start	M	n/a	M	M	M	M	M	M	M	I
WHERE	RP End	N	n/a	N	N	N	N	N	N	N	J
WHERE	Length (m)	O	n/a	O	O	O	O	O	O	O	K
WHERE	Area (sq. m.)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	L
WHERE	Position	P	n/a	P	P	P	P	P	P	P	n/a
WHERE	BSN/RP	n/a	M	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHERE	Bridge Name	n/a	N	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
HOW MUCH $	UOM	Q	n/a	Q	Q	Q	Q	Q	Q	Q	n/a
HOW MUCH $	Quantity	R	O	R	R	R	R	R	R	R	M
HOW MUCH $	Unit Price	S	P	S	S	S	S	S	S	S	N
HOW MUCH $	Estimated Cost	T	R	T	T	T	T	T	T	T	O
HOW MUCH $	Total Change	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHEN	Financial Year	U	Q	U	U	U	U	U	U	U	P
WHEN	2027/28	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHEN	2028/29	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHEN	2029/30	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHEN	2030/31	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHEN	2031/32	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WHEN	2032/33	n/a	n/a	n/a	n/a	n/a	n/a	n/a	V	n/a	n/a
WHEN	2033/34	n/a	n/a	n/a	n/a	n/a	n/a	n/a	K	n/a	n/a
	Comments	V	S	V	V	V	V	V	L	V	n/a

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Link to file / MMP Details / Link to Evidence Document (mandatory input)

In cell I3 of each table applicable to your plan you must include the link to the file or to its location for your *maintenance management plan* or to the *evidence document*, and any other documents housed in InfoHub, that are supportive of the proposed detailed programmes you are proposing.

Unique Programme ID (automatically generated)

"Unique Programme ID" is an automatically generated identifier code made up of three components. The first two digits are specific to each plan, it is your MCID as per section 6.3. The Auckland network is "03", Dunedin's "22" etc. These digits are automatically generated for you based on the information you include in the table "Info". The next 2-3 letters refer to which programme it is as per the note under table 7.1 e.g., PS is the code for the Pavement and Surfacing Maintenance Programme. The remaining three digits are unique to each line and descend in consecutive order.

The "Unique Programme ID" as an identifying code is particularly helpful when Waka Kotahi aggregates your plan into the portfolio. You will likely see us refer to your proposed activities using this code.

PID # (automatically generated & a hidden column)

The "PID #" is an automatically generated identifier code for all activities. PID stands for "Programme Activities Identification". For example, "Routine Pavement Maintenance" is PID-042 and "Asset Growth – WC111" IS PID-131.

This is also very helpful for when Waka Kotahi aggregates your plan. With the "PID #" we can analyse what the national sum is for each activity, helping us to tell the national investment story and understand any emerging trends.

"PID #" is also a hidden column as it is not required for your preparation of your plan but is data that Waka Kotahi will use.

"Programme Activity" (mandatory selection from drop-down menu)

"Programme Activity" is <u>restricted</u> to a drop-down menu that you must select from to identify the programme activity that you are requesting allocation for. This is a mandatory field. Each line must have an option selected.

Tables 7.2 – 7.10 below provide comprehensive lists and notes on definitions for each activity.

. ⚠ Note: Routine being "routine and/or general cyclic activities" to deliver our core BaU, can include lump sum. Non-routine includes variable programmes, principal risk, preventative maintenance, discretionary etc as agreed with SNM/AIA.

. ⚠ The Drop-down options in programme activity do not prevent you from refining to WBS level in template, for example you can select preventative pavement maintenance as programme activity, then add roughness in additional detail column, then a second separate row using rutting as additional detail.

Table 7.2 The Pavement & Surfacing Programme Activities

Pavement & Surfacing Programme Activities from Drop-Down Menu (WC111, WC212 and WC214)	Additional Notes – or refer Maintenance Specification (SM032) for full description[1].
Pavement Maintenance – Routine	Various activities.
Preventative Pavement Maintenance	Detailed Programme required
SCRIM – Maintenance	Detailed Programme required
Pavement Maintenance – Other	
Pavement Maintenance – Growth	
Resurfacing Renewal – Chipseal	Extracted from JunoViewer
Resurfacing Renewal – Thin Asphalt (TAC)	Extracted from JunoViewer
SCRIM – Resurfacing	Detailed Programme required
Investigation & Design	Extracted from JunoViewer
Granular rehab/overlay	Extracted from JunoViewer
Structural Asphaltic (SAC)	Extracted from JunoViewer

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[1] https://www.nzta.govt.nz/assets/resources/state-highway-maintenance-contract-proforma-manual/docs/march-2020/SM032-NOC3-Volume-4-Maintenance-specification-March-2020.pdf

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Table 7.3 The Structures Programme Activities

Structures Programme Activities from Drop-Down Menu (WC114, WC215 and WC216)	Additional Notes – or refer Maintenance Specification (SM032) for full description.
Bridge Maintenance – Routine	
Bridge Maintenance non-routine	Detailed Programme required
Tunnel Maintenance – Routine	
Tunnel Maintenance non-routine	Detailed Programme required
Guardrail Maintenance – Routine	
Guardrail Maintenance non-routine	Detailed Programme required
Other Structures Maintenance – Routine	
Other Structures Maintenance non-routine	Detailed Programme required
Flood & Scour - National Prioritised Programme	Detailed Programme required
Routine Bridge Component replacement	Detailed Programme required
Structural Bridge Component replacement	Detailed Programme required
Guardrail Component replacement	Detailed Programme required
Other Significant Structure renewals	Detailed Programme required
Tunnel Component replacement	Detailed Programme required
Structures Component replacement – I&D	Detailed Programme required
National Prioritized Programme	WC216
Structure – Growth	

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Table 7.3 The Structures Programme Activities

Structures Programme Activities from Drop-Down Menu (WC114, WC215 and WC216)	Additional Notes – or refer Maintenance Specification (SM032) for full description.
Bridge Maintenance – Routine	
Bridge Maintenance non-routine	Detailed Programme required
Tunnel Maintenance – Routine	
Tunnel Maintenance non-routine	Detailed Programme required
Guardrail Maintenance – Routine	
Guardrail Maintenance non-routine	Detailed Programme required
Other Structures Maintenance – Routine	
Other Structures Maintenance non-routine	Detailed Programme required
Flood & Scour - National Prioritised Programme	Detailed Programme required
Routine Bridge Component replacement	Detailed Programme required
Structural Bridge Component replacement	Detailed Programme required
Guardrail Component replacement	Detailed Programme required
Other Significant Structure renewals	Detailed Programme required
Tunnel Component replacement	Detailed Programme required
Structures Component replacement – I&D	Detailed Programme required
National Prioritized Programme	WC216
Structure – Growth	

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Table 7.4 The Drainage Programme Activities

Drainage Programme Activities from Drop-Down Menu (WC113 and WC213)	Additional Notes – or refer Maintenance Specification (SM032) for full description.
Drainage Maintenance - Routine	
High lip removal	Detailed Programme required
Reform side drains	Detailed Programme required
Reform unlined SWC	Detailed Programme required
Drainage Maintenance – Other	
Drainage Maintenance - Growth	
Culvert renewal	Detailed Programme required
Lined Water Channel renewal	Detailed Programme required
Subsoil Drain renewal	Detailed Programme required
Drainage Renewal – Other	Detailed Programme required

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Table 7.5 The Network Services Maintenance & Renewals Programme Activities

Network Services Maintenance & Renewals Programme Activities from Drop-Down Menu (WC122 and WC222)	Additional Notes – or refer Maintenance Specification (SM032) for full description.
Linemarking – Routine	
Linemarking non-routine	Detailed Programme required
Signs – Routine	
Signs non-routine	Detailed Programme required
Large Signs	Detailed Programme required
Traffic Services – Routine	
Traffic Services non-routine	Detailed Programme required
Power	
Network Service - Other	
Network Service - Growth	
Digital Managed Activities	Detailed Programme required
TOC Managed Activities	Detailed Programme required
Weigh Right	Detailed Programme required
ATP renewal	Detailed Programme required
HPM renewal	Detailed Programme required
Large Signs	Detailed Programme required
Electronic Signs	Detailed Programme required
Streetlighting	Detailed Programme required
Network Service Renewals - Other	Detailed Programme required

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Table 7.6 The Environmental Programme Activities

Environmental Programme Activities from Drop-Down Menu (WC121 and WC221)	Additional Notes – or refer Maintenance Specification (SM032) for full description.
Vegetation Control – Routine	
Vegetation Control non-routine	
Incident Response	
Winter Services - Management	
Winter Services - Response	Snow clearing and ice control, CMA.
Geohazard/Geotech – Routine	
Geohazard/Geotech non-routine	
WMA charges	Waste Management Act introduced fee's/costs
Environmental Maintenance - Other	
Environmental Maintenance - Growth	
Geotechnical Renewals	Detailed Programme required
Geohazard Renewals	Detailed Programme required
Other Environmental Renewals	Detailed Programme required

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Table 7.7 The Network Operations Activities

Network Operations Programme Activities from Drop-Down Menu (WC123)	Additional Notes – or refer Maintenance Specification (SM032) for full description.
Incident Response	
Traffic Signals – Routine	
Traffic Signals non-routine	Detailed Programme required
CoPTTM (variation)	
Digital Managed Activities	
TOC Managed Activities	
Mobile VMS, VMS and EWS	

Table 6.7.8 The Footpaths & Cycleways Programme Activities

Footpaths & Cycleways Activities from Drop-Down Menu (WC124, WC125, WC224 and WC225)	Additional Notes – or refer Maintenance Specification (SM032) for full description.
Cycleway Maintenance - Routine	
Cycleway - Growth	
Footpath Maintenance - Routine	
Footpath - Growth	
Cycleway/Shared Path Renewals	Detailed Programme required
Footpath Renewals	Detailed Programme required

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Table 7.9 The Network & Asset Management Programme Activities

Network & Asset Management Programme Activities from Drop-Down Menu (WC151)	Additional Notes – or refer Maintenance Specification (SM032) for full description.
KRA Reward	"KRA" = Key Result Area. These are identified in the contract between the Supplier and the NZTA as an annual reward based on the performance framework.
Asset Growth	
Legal	
Contract Establishment	
Contractor's Facility Running Costs	
Management & Supervision of Physical Works	
Network Management Professional Services	
Other Network & Asset Management	
Planning	
ITS - Asset Management	You must specify in "Additional Activity Details"
Professional Services	
Permit Processing	Permit Processing support services
Corridor Access Request Management	
Iwi Liaison	Koha and associated costs
Traffic Counting	
Digital Managed Activities	
TOC Managed Activities	

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Table 7.10 The Other Programme Activities

Other Programme Activities from Drop-Down Menu	Additional Notes – or refer Maintenance Specification (SM032) for full description.
Unsealed Pavement Maintenance (WC112)	Routine and/or cyclic activities, can include Lump Sum.
Unsealed Pavement Maintenance non-routine	
Level Crossing Warning Devices (WC131)	National Programme
Emergency Reinstatement (WC141)	
Property Management (WC161)	National Programme
Unsealed Road Renewal (WC211)	Detailed Programme required

See also **Appendix 5** of Programme Activity lookup table.

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"Additional Activity Details" (mandatory input)

"Additional Activity Details" is a mandatory raw data input for the following activities:

- All Rehabilitations must have their Investigation & Design linked in "Additional Activity Details" so that NZTA can easily understand which Investigation & Design goes with which Rehabilitation and be assured that all Rehabilitation have their Investigation and Design planned for.
- All rehabilitations that have associated preventative works also must have the preventative works referenced in Additional Activity Details.
- Tables 7.2 – 7.10 identifies the activities that refer to: "Other"; and to professional services which require additional activity details. Please be as specific as practical. NZTA needs greater transparency around these requested investments as they have been increasing and we want to understand why.
- Where linking between activities, it is recommended you turn this into a formula (=ref_field) when you need to reference the unique ID, as this ID changes with rows being added or removed.

You can also include additional details for other activities such as indicating the activity is principal risk or introducing your own local naming conventions. This would only be for your own purposes.

"Work Category" (automatically generated)

"Work Category" is an automatically generated number. Each Pavement and Surfacing programme activity for example has one of three different work categories: WC111, WC212 & WC214.

The work category is directly linked to the planning and investment knowledge base and the NLTP. These codes are used by NZTA and local RCAs and feed up into activity class reporting. You can read more about this here.

"WBS Number" (mandatory input)

The "WBS Number" is a mandatory input when the activity has been assigned a WBS number in SAP. WBS stands for Work Breakdown Structure. The WBS is used within the financial system to maintain an overview of the overall expenditure of the entire project and is required for payment of invoices, reporting across activity types and continuity of long-term trend analysis.

The WBS helps NZTA understand what existing investment has already been made for that programme activity.

Where this is a new activity or no existing WBS, please leave blank.

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"NOC/non-NOC" (mandatory selection from drop-down menu)

"NOC/non-NOC" is mandatory and restricted to a drop-down menu with two options: NOC or non-NOC. "NOC/non-NOC" identifies for NZTA where there are options to ask a different party to deliver the particular programme activity or to explore opportunities to not undertake an activity that is not contractual.

- You must select "NOC" if there is a direct engagement Contract/Agreement with NZTA and within that contract you are identified as the party to deliver the particular programme activity.
- You must select "non-NOC" if there is no direct engagement Contract/Agreement with NZTA, or there is, but the contract does not specify you as the party to deliver the particular programme activity.

"GPS Activity" (mandatory input)

"GPS Activity" is a mandatory input. This is where you must select the indicative priority for GPS 2024: Maintaining & Operating, Resilience, Safety, Integrated Freight, or Sustainable Delivery.

"SHIP priority" (mandatory input)

"SHIP priority" is a mandatory input. This is where you must select the indicative SHIP scenario (see table1.3.1) that aligns to submission: Bare Minimum, Conservative, or Ambitious.

This should be used to assist, alongside ranking, to prioritise expenditure and programmed activities based on SM 018.

"Ranking" (mandatory input)

"Ranking" is a mandatory input section (for more details see Chapter 5). This is where you must numerically rank across the 3 years, your programmed activities as indicated in Appendix 3.This should be used to assist, alongside SHIP priority, to prioritise expenditure and programmed activities based on SM 018.

"Road ID" (mandatory input)

"Road ID" is a mandatory input. This is where you must enter the Road ID from RAMM (Road Assessment & Maintenance Management), for the stretch of the State highway where the investment you are bidding for would occur if granted for that activity.

"SH" (mandatory input)

"SH" is a mandatory input. This is where you must input the State Highway Number.

"RS" (mandatory input)

"RS" is a mandatory input. This is where you must enter the Reference Station (RS) number for where the investment you are bidding for would occur if granted for that particular activity. RS's are primary points for measurement. For example, if the site location in programme was 025-0188 then the RS is 0188.
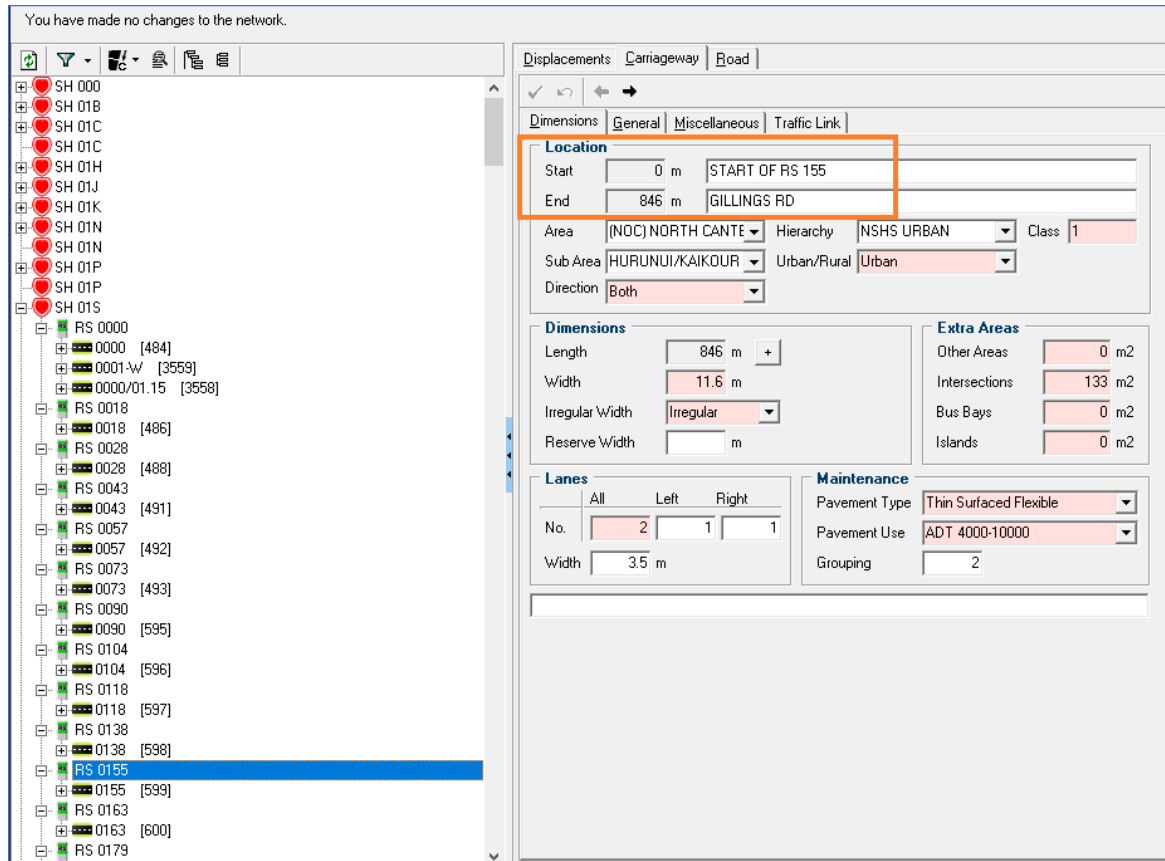
"RP Start" & "RP End" (mandatory inputs)

"RP Start" and "RP End" are mandatory inputs. This is where you must enter the first (start) Established Route Position "ERP" and the last (end) ERP for where the investment you are requesting for would occur if granted for that particular activity.

You must enter the ERP as it appears on the roadside, in kilometres. If the roadside ERP sign for the start of the particular state highway segment where you are requesting investment for, states 262/3.00, then please enter 3.00 for the start, not 3,000. If the last ERP sign for the end of the requested investment states 262/5.00 then please enter 5.00 for the end, not 5,000.

Road ID, SH, RS and RP location details is important identification information for Waka Kotahi to understand what you are bidding for and any complexities and benefits in investing in this section of the State highway.

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"Length" (automatically generated)

"Length" is a mandatory input but automatically calculates the length of the requested investment based on the data you entered for "RP Start" & "RP End".

If you entered 3.00 for the first ERP as the start of the requested investment and 5.00 for the end of the requested investment, then "Length" will calculate 2.00 the entire length of investment.

This is important identification information for NZTA to understand what you are bidding for and any complexities and benefits in investing in this section of the state highway.

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"Position" (mandatory selection from drop-down menu)

"Position" is a mandatory input and restricted to a drop-down menu with the following options: left, right, both, centre, full width or N/A. This refers to the position on the road that the investment you are requesting applies to.

If you selected "Yes" for "Lump Sum", then this will need to be selected as N/A as it doesn't really matter where on the road the investment occurs as we have already agreed the investment with you.

This is important identification information for Waka Kotahi to understand what you are bidding for and any complexities and benefits in investing in this side of the section of the state highway, the request is for.

"UOM" (automatically generated)

"UOM" is automatically generated. UOM is the 'Unit of Measure' that will be used to estimate the cost of the investment. Each UOM is prescribed for each programme activity.

"Quantity" (mandatory input)

"Quantity" is mandatory data input. This is where you enter how much of the unit you have stated in the column that you are requesting allocation for. If you entered m^2 for resealing a pavement in chipseal then you will need to include how many m^2 here.

The cost of your requested investment cannot be calculated without this.

"Unit Price" (mandatory input)

"Unit Price" is mandatory data input. This is where you must enter the market rate as per your contract or if it not included in the contract, the estimated market rate is for the unit you are requesting investment for. You must enter this as per the stated "UOM" above.

The cost of your requested investment cannot be calculated without this.

"Estimated Cost" (automatically generated)

The calculation of "Estimated Cost" is automatically generated. It takes your input for "Quantity" and multiplies it by what you entered as input for "Unit Price."

"Financial Year" (mandatory input)

"Financial Year" is mandatory input. This is where you must enter the financial year that you expect to spend the allocation if you were granted it in the NLTP.

This helps to assess the achievability of your overall proposed *3-year plan*.

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"Comments" (optional)

"Comments" for pavements and structures is optional. NZTA does not require anything here. However, we recommend that you use it to capture your notes, comments, file locations or reference data.

Planning Table "STR" Specific - "Contract Item" (mandatory selection from drop-down menu)

For Planning Table "STR", the "Contract Item" is a mandatory selection from a drop down menu of "Yes" or "No". This is to identify works that have gone out to contract tender.

Planning Table "STR" Specific - "Approved SAPR" (mandatory selection from drop-down menu)

For the 3-Year Plan Table "STR", the "Approved SAPR" is mandatory and restricted to a drop-down menu with two options: Yes or No. SAPR is the Structures Annual Plan Request form. The SAPR form can be found in your in your InfoHub folder.

You do not need to have the SAPR approved prior to submitting your plan. Just select "No" if you do not have approval yet.

This is important identification information for all of us to understand what you are bidding for and any complexities and benefits in investing in this side of the section of the state highway, the request is for.

Planning Table "STR" Specific - "BSN/RP" (mandatory input)

For the 3-Year Plan Table "STR", the "BSN/RP" is mandatory input if the activity you are requesting investment for is a bridge. The "BSN" is the Bridge Structure Number, which is the signposted number assigned to the structure.

The "RP" is the Route Position (reference station plus displacement) where the bridge is located. This is taken at the first abutment in the increasing direction. For state highways the RP is the RS (Reference Station) distance plus the displacement from the RS in km. The format is RS/displacement e.g., 30/6.38. For miscellaneous bridges the RP is the adjacent position on the state highway.

If the structure does not relate to a bridge, you must enter "N/A"

Planning Table "STR" Specific - "Bridge Name" (optional)

For the 3-Year Plan Table "STR", the "Bridge Name" is an optional input if the structure you are requesting investment for is a bridge. You should record here the name of the bridge as signposted. If the bridge is not signposted, then you can include the name by which the bridge is known. If the bridge and the waterway are known by two different names then you must write the river name and the bridge name in brackets e.g., Inangahua River (Reefton) Bridge.

If the structure does not relate to a bridge, you must enter "N/A"

Planning Table "AI" Specific - "Associated Programme ID" *(mandatory input)*

For the 3-Year Plan Table "AI", "Associated Programme ID" is a mandatory input. You must enter include the "Unique Programme ID" that the activity could be carried out with.

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Planning Table "AI" Specific - "Linked ID" *(mandatory input)*

For the 3-Year Plan Table "AI", "Linked ID" is a mandatory input. You must either include the ID from Juno Viewer ("Info_TLID") or another form of unique ID from the excel workbook.

Planning Table "AI" Specific - "Description / Details" *(mandatory input)*

For the 3-Year Plan Table "AI", "Description / Details" is a mandatory input. Detailing impact if associated improvements do/do not occur or is the delivery of one directly reliant on the other. For example, on an area wide pavement treatment (AWPT) where a guardrail barrier is to be installed may require shoulder widening to support the installation of new asset. To not approve the widening would mean that the guardrail is not built and the AWPT may not be suitable treatment and be deferred.

Planning Table "AI" Specific - "Scope" *(mandatory input)*

For the 3-Year Plan Table "AI", "Scope" is a mandatory input. You must outline the scope of works for consideration by 3-Year Plan reviewers and approvers.

Planning Table "AI" Specific - "Area (sq. m)" *(mandatory input)*

For the 3-Year Plan Table "AI", "Area (sq. m) is a mandatory input. You must provide details as to the size/measure/quantity of works.

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