

stepping forward

NEWSLETTER



February 2009

Collaborating - the Central region way

Staff from regional, unitary and district councils are currently grappling with implementing the new land transport management legislation requirements, which have brought about a need for more collaboration between councils than before.

While good work is being done across the country, the good practice employed by local government officials in the Central region in working together to implement the underpinning process, is worth sharing.

Helen Codlin, Group Manager Strategic Development at Hawke's Bay Regional Council requested a meeting of regional council representatives in the central region to discuss the stages everyone was at with the development of their regional land transport programmes (RLTP).

Helen explains, 'This came about because the responsibility of administering the development of the RLTP and tying that in with the councils' long term council community plans (LTCCP) falls on the regional council staff, and the logistics of this task should not be underestimated.

'Our meeting was a collaboration of regional council representatives with the Central District area together with key NZ Transport Agency (NZTA) staff to see if we could develop a common understanding as to what was expected in the RLTP, and how best to present information to the regional transport committees (RTC) so that they can readily absorb and understand it.

'It was about coming up with best practice and copying other good ideas. Some of us benefit from other councils being at more advanced stages. An example of this was when Taranaki Regional Council circulated drafts of their RLTP to date as well as words we could use for our LTCCP. Having NZTA technical people on hand to answer questions was great, and Jenny Chetwynd, the NZTA's Regional Director Central, supported the process well.' Further meetings will be called as the need arises, but this initial get-together stimulated more telephone and email contact between participants.

Anne Redgrave, Manager Transport Service at Horizons Regional Council says, 'Some of us frequently exchange information and ideas on transport issues. As we are similar regions (ie largely rural with one or two centres of population) we have much more in common with each other than with the large urban regions. Helen Codlin's initiative to bring us together as a regional group was very useful.'

Jo Bielski, Policy Analyst at Taranaki Regional Council says, 'The timelines for this process have been extremely tight, so we worked closely together to progress the development of an RLTP. During one exercise we completed different sections of the draft RLTP to help one another out, eg the Police section of the RLTP which was difficult to understand. We also discussed options for addressing this requirement and circulated draft sections.'

Dave Hadfield, Land Transport Manager at Gisborne District Council says he appreciates the contact between the participants from the different councils and the work being put in to come up with a standard approach within the Central region.

'One of the initiatives I thought was particularly helpful, was when Jo Bielski supplied the working template for all councils in the Central region to use if they choose to', Dave says.

Of course complex assignments aren't always a bed of roses. They've faced some challenges in developing a draft RLTP.

Jo Bielski recalls, 'The guidelines have been difficult to interpret and the LTP online extraction process did not go very smoothly. Our central regional meeting prior to Christmas however offered a good opportunity to check what we were all doing and align our approach as far as possible. We continued talking to each other and asked as many questions of NZTA representatives as we could. The collaboration provided direction about where to head next on developing a draft RLTP for consultation'.

The NZTA's Jenny Chetwynd says this kind of collaboration is very important. She appreciates the positive, proactive approach of these councils' representatives and says she and her staff would endeavour to support their efforts at all times.



Three-year planning, programming and funding

2009/12 RLTPs – Proforma now available

It was reported in the previous issue that the NZ Transport Agency (NZTA) has – in response to a request made during a forum held by Local Government New Zealand – prepared generic text that regional transport committees (RTCs) could use in the preparation of their regional land transport programmes (RLTPs). This proforma is now available.

If RTCs decide to use this content to introduce their region's programme, or amend it to suit their circumstances, it may simplify the production of their RLTP document. The proforma is at <http://www.landtransport.govt.nz/funding/stepping-forward/index.html>.

Workshop for RTC objective and cultural representatives

The Ministry of Transport (MoT) is planning a workshop for the regional transport committee (RTC) objective and cultural representatives on 31 March 2009 at the Wellington Airport conference rooms.



Rosemary Barrington, Manager, Strategy at the MoT says the purpose of this workshop is to further develop the level of transport planning knowledge in the regions by:

- helping participants understand what the Land Transport Management Act (as amended in 2008) requires from their representation on the RTCs
- helping participants understand their roles and responsibilities in relation to the development and recommendation of regional land transport strategies and programmes
- providing participants with an opportunity to meet with other objective representatives
- increasing participants' body of transport knowledge in relation to their objective (ie economic development, environment, safety, access and mobility, health, cultural – iwi)
- clarifying the government's emerging policies and strategies and how these might influence their roles and responsibilities.

The one day workshop will be presented by MoT and NZ Transport Agency (NZTA) staff who have expert knowledge of the particular objectives and the government's emerging policies and strategy. Objective and cultural representatives from all 16 regions (regional and unitary councils) which have RTCs will be invited to attend. This includes the five representatives of the transport objectives, the people representing cultural interests, and the chairs of the RTCs. The six NZTA regional directors are also coming along. All the participants will be together in the morning, and break out into groups for each objective and the cultural interest in the afternoon.

Rosemary reflects on the role of the RTC objective representatives, 'The Minister issued guidelines for regional councils last August on the appointment of people to these positions. In those guidelines, induction or re-induction, was identified as an important means to introduce the functions and expanded roles of the committees for all representatives. This workshop is following through on that statement, and the publication of the *KnowHow guide on the Land Transport Management Act* just before Christmas. 'While for an objective like safety it is fairly easy for the representative to translate the national transport direction to regional decisions, it is not so easy for the health, or access and mobility representatives for example.'

Rosemary emphasises that all these representatives have very important roles. 'Objective representatives need to be thinking about the regional transport network as a whole system, and across all modes, and not just within a local authority boundary. They also need to be asking questions from the perspective of an objective as strategies are developed and programmes formulated.' Email R.Barrington@transport.govt.nz for more information.

Adopt and publish 2009–12 NLTP underway

The NZ Transport Agency has launched its *Adopt and publish 2009/12 NLTP* project. The aim of the project is to deliver the first three-year National Land Transport Programme (NLTP) that has been developed, adopted and released in accordance with current legislation.

The project team is focusing its efforts around these four aspects:

- To develop a new look, feel and content for the NLTP and publish it.
- To assist regional transport committees to develop their regional land transport programmes for inclusion in the NLTP.
- To prepare and adopt the NLTP by bringing together all the statutory and business requirements.
- To ensure a continuous flow of communications to all stakeholders.

The work streams are currently developing their activities, and aiming to adopt and publish the NLTP in August/September.

Planning for community programmes guide available

The *Planning for community programmes guide* has recently been released by the NZ Transport Agency (NZTA). This practical guide, which includes information and working templates, will assist approved organisations in the decision-making process when developing and implementing activities that encourage the safe and sustainable use of the land transport system.

Community programmes (formerly known as community-focused activities) are activities taking place at the local level to promote the safe and sustainable use of the land transport system.

Community programmes aim to:

- encourage community participation in land transport decision-making
- assist communities to identify their land transport issues and develop their own informed decisions
- increase the community's capacity to address local transport issues
- develop and motivate local partnerships
- integrate activities at the local level
- generate insight on local transport issues and new ideas that can be further developed for wider application.

Given the diversity of community programmes available, decision-making will often need to address multiple competing priorities within a constrained budget. Using the guide will promote the use of packages by demonstrating relationships between activities.

The guide provides:

- a simple decision-making process and range of questions for each stage to assist in analysis
- information on the relationships between programmes, together with the template to analyse further possible programmes
- a list of information sources.

Community programmes appear in the NZTA's *Planning, programming and funding manual* under Activity class 2 – Demand management and community programmes.

The guide is available at <http://www.landtransport.govt.nz/sustainable-transport/travel-behaviour-change/planning-for-community-programmes/index.html>.

Economic evaluation manual amended

The NZ Transport Agency (NZTA) has concluded the first amendment to volume 2 of the *Economic evaluation manual* (EEM2). Volume 2 provides procedures for the economic evaluation of demand management activities such as walking and cycling, education, promotion and marketing, parking and land use, private sector financing, road tolling, and transport services proposals.

The main changes to EEM2 are:

- improved simplified procedures
- increased cost limits for the simplified procedures for walking and cycling and travel behaviour change
- discount rate changed from 10% to 8%
- increased walking and cycling health benefit values and improved guidance on demand estimates
- new benefits to passenger transport projects from service reliability improvements, and vehicle and infrastructure features
- new benefits to rail or sea freight transport proposals
- addition of feasibility evaluation for freight transport proposals
- updated values in all input tables
- clarification of funding gap analysis and the relationship with funding assistance.

These changes will make the evaluation of demand management activities more accurate and more complete.

The EEM2 amendment 1 can be accessed at: <http://www.landtransport.govt.nz/funding/manuals.html>

Hard copies of this amendment are being sent to all registered holders of the EEM2. Further copies can either be printed from the website or be ordered from order@nzta.govt.nz using the form <http://www.nzta.govt.nz/publications/index.html> on the NZTA website.

The economic evaluation software that accompanies EEM2 is currently being updated. The previous EEM2 software is not suitable for new evaluations and should not be used. Until the new software is released, it will be necessary to undertake evaluations using the worksheets from EEM2.

If you have any enquiries about the content of the manual, please direct your correspondence to eem@nzta.govt.nz.



Procurement review update

Formal feedback process continues

Approved organisations (AO) and other interested parties still have time to provide formal feedback on the NZ Transport Agency's new *Procurement manual*. The feedback process runs until the end of March 2009. Copies of the interim *Procurement manual* and feedback document can be found on www.landtransport.govt.nz/funding/procurement/index.html.

What happens after 31 March 2009

The end of March is when the formal feedback process and pilot end. The NZTA will then analyse the feedback and lessons learnt during the pilot, with the aim of refining and formally releasing the new *Procurement manual* in July 2009.

Following the formal release, there will be a three-month lead-in period to allow AOs to become familiar with the new manual and amend any internal processes to ensure alignment with the manual. During this period, the NZTA will schedule workshops around the country to help AOs familiarise themselves with the manual's requirements.

At the end of the lead-in period (around October 2009), there will be a transitional period of approximately one year to allow AOs to develop procurement strategies and 'bed' the new procedures into their business processes.

By approximately October 2010, the NZTA expects most, if not all AOs, to have an endorsed procurement strategy. At this point, the current CPP manuals will be withdrawn from use.

FAQs from procurement roadshow now on website

The most frequently asked questions from the 10 roadshow presentations held by the NZTA around the country at the end of last year are now available on <http://www.landtransport.govt.nz/funding/procurement/index.html>. If you have any more questions but you can't find the answers on the website please email procurement@nzta.govt.nz or contact your NZTA regional office.



Public transport

Guidelines for development of regional PT plans available

The Public Transport Management Act 2008 (PTMA) came into force on January 1 this year. The PTMA gives rise to regional public transport plans (RPTP) – previously regional passenger transport plans. As part of the NZ Transport Agency's (NZTA) role to advise and assist regional councils* to work with this new legislation, guidelines for the development of RPTPs have been produced. These are now available on the NZTA's website: <http://www.landtransport.govt.nz/information-for/local-transport-authorities/index.html>.

The NZTA has designed the guidelines to assist regional councils to develop plans that not only meet the new statutory requirements, but also reflect best practice. The Ministry of Transport has also produced factsheets to help in understanding and interpreting the PTMA, which are available at <http://www.transport.govt.nz/public-transport-management-act-2008-factsheets-1/>.

The guidelines will continue to be developed and one or more updates are expected to be issued in 2009.

In the meantime, feedback on them is welcome. This can be directed to Senior Policy Advisor Jeremy Traylen, phone: 04 894 6432, email jeremy.traylen@nzta.govt.nz.

For general enquiries on the PTMA please contact the public transport contact in your regional office.

* For the purposes of this Act, 'regional council' also refers to the Auckland Regional Transport Authority and territorial authorities that have the functions and powers of a regional council for public transport, but not the Auckland Regional Council.



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The newsletter is also here: <http://www.landtransport.govt.nz/funding/stepping-forward/index.html>

The information in this newsletter was accurate at the time of printing.



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New Zealand Government