

Chapter 2 Funding categories

2.1 Overview

Introduction This chapter defines work categories for programming and funding and how these are grouped into activities and activity classes. Land Transport NZ will only fund outputs and capital projects in the defined work categories.

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Note: Activity class 7 (regional development) includes work categories from both 'Improvement of roads', and 'Use of the land transport system' activity classes.

2.2 Funding category structure

Activity class 1 – Maintenance and operation of local roads		
Activity class 2 – Maintenance and operation of state highways		
Activity	Work category no.	Work category name
Structural maintenance	111	Sealed pavement maintenance
	112	Unsealed pavement maintenance
	113	Routine drainage maintenance
	114	Structures maintenance
Corridor maintenance and operations	121	Environmental maintenance
	122	Traffic services maintenance
	123	Operational traffic management
	124	Cycle path maintenance
Level crossing warning devices	131	Level crossing warning devices
Emergency reinstatement	141	Emergency reinstatement
Network and asset management	151	Network and asset management
Property management	161	Property management (state highways)
Financial grants	171	Financial grants

2.2 Funding category structure, continued

Activity class 3 – Renewal of local roads		
Activity class 4 – Renewal of state highways		
Activity	Work category no.	Work category name
Structural renewals	211	Unsealed road metalling
	212	Sealed road resurfacing
	213	Drainage renewals
	214	Pavement rehabilitation
	215	Structures component replacements
Corridor renewals	221	Environmental renewals
	222	Traffic services renewals
Associated improvements	231	Associated improvements
Preventive maintenance	241	Preventive works

Activity class 5 – Improvement of local roads		
Activity class 6 – Improvement of state highways		
Activity	Work category no.	Work category name
Road studies	311	Road studies
New road infrastructure	321	Traffic management
	322	Bridge renewals
	323	New roads and structures
	324	Road reconstruction
	325	Seal extension
Property	331	Property purchase (state highways)
	332	Property purchase (local roads)
	333	Advance property purchase
Minor improvements	341	Minor improvements

2.2 Funding category structure, continued

Activity class 8 – Use of the land transport system		
Activity	Work category no.	Work category name
Studies	411	Regional transport studies
	412	System use studies
Travel demand management	421	Travel demand management
Community focused activities	431	Community coordination
	432	Community programmes
	433	Community advertising
Rail freight and sea freight	441	Rail freight operations
	442	Sea freight operations
Walking and cycling	451	Pedestrian facilities
	452	Cycle facilities

2.2 Funding category structure, continued

Activity class 9 – Passenger transport		
Activity	Work category no.	Work category name
Services and operations	511	Bus services
	512	Ferry services
	513	Bus and ferry concession fares
	514	Bus and ferry facilities maintenance and operations
	515	Passenger rail services
	516	Passenger rail facilities maintenance and operations
	517	Total mobility services
	518	Total mobility facilities maintenance and operations
	519	Replacement wheelchair hoists
	520	Passenger transport services management
	521	Total mobility flat rate payments
New passenger transport infrastructure	531	Bus and ferry infrastructure
	532	Passenger rail infrastructure
	533	Passenger transport road improvements

Activity class 10 – Administration		
Activity	Work category no.	Work category name
State highways	611	State highway administration
Territorial	621	Territorial authority administration support
Regional	631	Regional land transport planning
	632	Passenger transport administration
	633	Total mobility administration

2.2 Funding category structure, continued

Activity class 11 – Road policing		
Activity	Work category no.	Work category name
Road policing	711	Strategic road policing
	712	Incident and emergency management
	713	Road policing resolutions
Community engagement	714	Community engagement

Activity class 12 – Research, education and training		
Activity	Work category no.	Work category name
Research, education and training	811	Research programme
	812	National education and training programme

Activity class 13 – Land Transport NZ programme management		
Activity	Work category no.	Work category name
Programme management	911	Programme management
	912	Performance monitoring
	913	Crash analysis system
	914	Information on use of the land transport system

2.3 Activity classes 1 and 2 – Maintenance and operation of roads

Introduction

The work defined in this section is eligible for funding within activity class 1: *Maintenance and operation of local roads*, or activity class 2: *Maintenance and operation of state highways*, unless explicitly noted otherwise.

Notes:

Renewal of road pavements, structures and facilities comes under activity classes 3 and 4.

Professional services for work categories in this section, except work categories 123: *Operational traffic management* and 141: *Emergency reinstatement* are funded under work category 151: *Network and asset management*, rather than under the individual work categories.

W/C 111: Sealed pavement maintenance

This work category provides for the routine care of sealed pavements to maintain their structural integrity and serviceability.

Examples of qualifying work:

- pavement dig-outs, patching and pothole repairs
- pre-reseal repairs
- unsealed shoulder maintenance on sealed roads
- the road controlling authority share of pavement maintenance at railway level crossings together with any associated servicing fee.

W/C 112: Unsealed pavement maintenance

This work category provides for the routine care of unsealed pavements to maintain their structural integrity and serviceability.

Examples of qualifying work:

- grading
 - spot metalling and pot hole repair
 - maintenance of the running course.
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2.3 Activity classes 1 and 2 – Maintenance and operation of roads, continued

W/C 113: Routine drainage maintenance

This work category provides for the routine care of drainage facilities to maintain their function.

Examples of qualifying work:

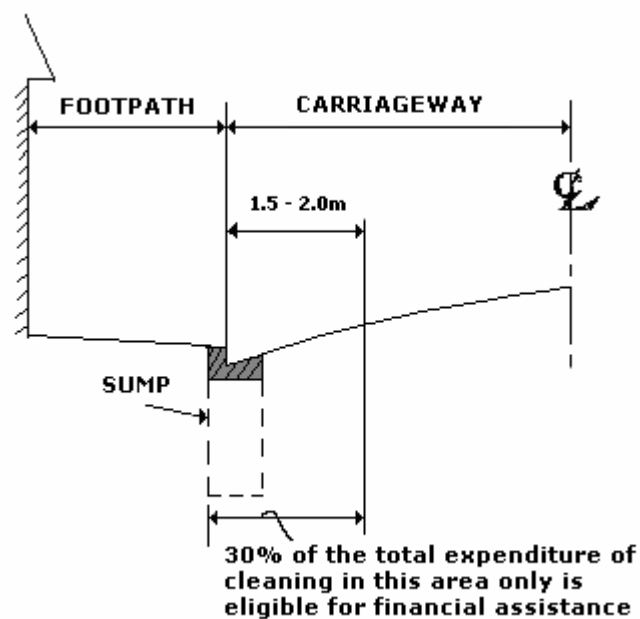
- cleaning of kerbed water channels, sumps, and cesspits in urban areas (30 percent of total cost – see below)
- routine maintenance and repair of surface water channels and sub-soil drains
- stream clearing and debris removal to maintain water courses through culverts (cross-sectional area less than 3.4 square metres)
- removal of berms impeding drainage.

Rules:

Land Transport NZ has determined that financial assistance will be provided on 30 percent of the total cost of cleaning of channels, sumps, and cesspits in urban areas, as an approximation of the benefit to the road and its users.

The general sweeping of the carriageway surface on both state highways and local roads is not eligible for financial assistance.

Amount of street cleaning eligible for financial assistance



continued

2.3 Activity classes 1 and 2 – Maintenance and operation of roads, continued

W/C 113: Routine drainage maintenance, continued

Programming: Approved organisations shall only show the 30 percent of the total expenditure that is eligible for financial assistance in their land transport programmes.

The 30 percent component of the total cost of cleaning on state highways in urban areas is to be funded within Transit NZ's land transport programme. The 70 percent balance will remain a territorial authority amenity cost with no financial assistance.

The full cost of sweeping to remove surplus chip immediately following resealing is part of the maintenance chip seal project cost funded under work category 212: *Sealed road resurfacing*.

W/C 114: Structures maintenance

This work category provides for the routine work necessary to maintain the function, structural integrity and appearance of all bridges and retaining walls. It also includes the maintenance of tunnels, stock underpasses, vehicular ferries, cattle stops and bridge waterways when the bridge itself is directly affected.

Examples of qualifying work:

- repairs to handrails associated with structures
- repairs to guardrails including wire rope barriers
- minor repairs to other components
- all cleaning and painting
- stream clearing and debris removal to maintain water courses under bridges
- hire charges for bailey bridges (excluding temporary bridges that are part of emergency reinstatement).

Rule: Any bridge constructed by any agency subsequent to 1954, which does not conform to a recognised design code, is not eligible for funding within this work category.

2.3 Activity classes 1 and 2 – Maintenance and operation of roads, *continued*

**W/C 121:
Environmental
maintenance**

This work category provides for the routine care and attention of the road corridor to maintain safety, aesthetic and environmental standards.

Examples of qualifying work:

- snow clearing and ice control
- vegetation control
- litter collection on rural roads
- removal of, and protection against, graffiti on road structures
- maintenance of, and removal of effluent from, stock truck effluent disposal facilities
- any special treatment of run-off from the road to maintain water quality
- sweeping loose chip and detritus from road intersections
- removal of rocks and minor slip material from the road or catch fences
- maintenance of rest areas
- maintenance of protection planting
- non-recoverable costs arising from clearing the carriageway of damaged vehicles, crash debris and spillages that are not the responsibility of emergency services
- non-recoverable costs associated with removal of abandoned vehicles from road reserves for safety reasons.

Rule: Costs associated with disposal of abandoned vehicles removed from road reserves are not eligible for funding.

2.3 Activity classes 1 and 2 – Maintenance and operation of roads, continued

**W/C 122:
Traffic services
maintenance**

This work category provides for the routine care and attention of road furniture, markings and carriageway and pedestrian crossing lighting. This includes the power costs for lighting.

Examples of qualifying work:

- maintenance of:
 - traffic signs as accepted by Land Transport NZ policy – refer to section 4.30
 - road delineation marker posts
 - pavement markings (including bus priority lane and cycleway markings on all non-separated road surfaces)
 - sight rails
- operation, maintenance and power costs of:
 - carriageway lighting
 - belisha beacons and floodlighting at pedestrian crossings.

Programming: Carriageway lighting on local roads is to be funded within the relevant territorial authority land transport programme.

Carriageway lighting on motorways and on state highways in both urban and rural areas is to be funded within the state highway programme.

The reinstatement of facilities maintained under this work category that is caused by maintenance or construction work shall be charged to the maintenance or construction project.

continued

2.3 Activity classes 1 and 2 – Maintenance and operation of roads, *continued*

W/C 122:
Traffic services maintenance,
continued

Notes: This work category excludes any capital cost either as a direct charge or by amortisation.

This work category also excludes any costs related to amenity lighting. Amenity lighting includes the lighting of:

- buildings
- property and reserves
- under-veranda lighting
- festive lighting
- any other lighting not directly related to the operation of a road.

Supporting information: For audit purposes, the following information will be required:

- power costs
 - maintenance costs.
-

2.3 Activity classes 1 and 2 – Maintenance and operation of roads, continued

**W/C 123:
Operational
traffic
management**

This work category provides for the operation, maintenance and power costs of traffic signals and other traffic management equipment and facilities.

Examples of qualifying work:

- operation, maintenance and power costs of:
 - traffic signals
 - advanced traffic management systems (ATMS)
 - variable message signs (VMS)
 - area-wide traffic control systems including update of software
 - local area traffic management schemes (LATMS)
 - ramp metering
 - traffic monitoring equipment, such as closed-circuit television systems
 - emergency telephones on motorways
 - weighing facilities owned by a road controlling authority and/or operated as a weight surveillance facility.

Programming: The reinstatement of facilities maintained under this work category that is caused by maintenance, renewal or construction/implementation shall be charged to the maintenance, renewal or construction/implementation project.

**W/C 124:
Cycle path
maintenance**

This work category provides for the maintenance of the pavement and facilities associated with cycle paths, including the operation of associated lighting.

It does not include construction/implementation of new facilities or capital work on existing facilities, such as the provision of new lighting. These come under work category 452: *Cycle facilities*.

2.3 Activity classes 1 and 2 – Maintenance and operation of roads, *continued*

**W/C 131:
Level crossing
warning devices**

This work category provides for the territorial authority to share the costs associated with maintenance, renewal, upgrading and installation of level crossing warning devices carried out by the relevant rail track authority.

Only work that is on a priority list that the relevant rail track authority provides to Land Transport NZ qualifies.

Supporting information: An invoice from the relevant rail track authority must back up claims.

**W/C 141:
Emergency
reinstatement**

This work category provides for unforeseen significant expenditure that arises from a defined, major, short duration natural event. It allows for the restoration of roads and road structures to a standard no better than that which existed before any damage occurred.

Only damage that has been approved by Land Transport NZ for funding as emergency reinstatement will qualify.

Repair of damage that is confined to the following extent shall be programmed either under the appropriate structural maintenance work category or as preventive maintenance and is not eligible for funding from the emergency reinstatement category:

- minor scour in water channels and other drainage facilities
- dropouts and/or slips that do not require restriction of a traffic lane, provided they do not need urgent attention to remove a threat to safety or to the road structure
- scour, degradation, or aggradation threatening roads, bridges, or other road-related structures that has accumulated over time
- any other deficiency that has developed from events occurring over a period of time (ie greater than one month).

Rule: The cost of restoring any damage to work under construction or still within a maintenance period is a charge to that project and not to the emergency reinstatement work category.

Note: Where it is clearly evident that an improvement component would be desirable, the improvement work is to be economically justified in terms of Land Transport NZ's *Economic evaluation manual, volume 1* and programmed in the appropriate road improvement work category.

2.3 Activity classes 1 and 2 – Maintenance and operation of roads, continued

**W/C 151:
Network and
asset
management**

This work category provides for the general management and control of the road network and management of road assets.

Examples of qualifying work:

- management of the road network
- implementation and operation of asset management systems
- legalisation of existing road reserves
- project feasibility reports (PFRs) for capital projects
- preparing asset management plans, safety management strategies and environmental management strategies
- management of the stock of bailey bridges (Transit NZ only)
- condition rating surveys
- traffic count surveys
- special road maintenance or renewal related studies
- asset valuations.

Note: Legalisation of existing road reserves is limited to:

- legalisation surveys for the acquisition of land for road purposes
- legalising the stopping of formed roads
- plan fees payable to Terralink.

No other expenses involved in legalisation surveys are eligible.

Refer to section 2.12 for further clarification on this work category.

2.3 Activity classes 1 and 2 – Maintenance and operation of roads, *continued*

**W/C 161:
Property
management
(state highways)**

This work category provides for costs associated with the management of property purchased by Transit NZ for future roading.

For rental operations, this includes:

- valuations for rent reviews
- rates and grants
- maintenance and renewal
- management fees
- forestry.

For property disposals, this includes the fees associated with:

- valuations
- legal surveys
- management
- real estate agents.

**W/C 171:
Financial grants**

This work category provides for grants to territorial authorities. Such grants may be made, for example, to permit a financial assistance transition from fully funded state highways (which may have been revoked as a result of a state highway review) to the territorial authority's base rate of financial assistance.

2.4 Activity classes 3 and 4 – Renewal of roads

Introduction

The work defined in this section is eligible for funding within activity class 3: *Renewal of local roads*, or activity class 4: *Renewal of state highways*, unless explicitly noted otherwise.

W/C 211: Unsealed road metalling

This work category provides for the planned periodic renewal of pavement layers including top surface metal, on unsealed roads.

W/C 212: Sealed road resurfacing

This work category provides for the planned periodic resurfacing of sealed roads.

Examples of qualifying work:

- conventional maintenance chip reseals
- second coat seals, except on sub-division roads
- thin asphaltic surfacing
- void filling seal coats
- texturing seals
- emulsified bitumen seals commonly known as ‘slurry seals’
- milling old surface and resurfacing
- other approved special-purpose chip seals.

Standard: Thin asphaltic surfacing is not to exceed 40 mm average depth.

Programming: Raising service covers and reinstatement of pavement markings and raised pavement markers as a result of resurfacing is to be included in this work category.

The cost of any pavement repairs preparatory to carrying out resurfacing is to be a charge against work category 111: *Sealed pavement maintenance*.

The second coat sealing of sub-divisional roads is deemed to be part of sub-divisional construction and does not qualify for financial assistance.

2.4 Activity classes 3 and 4 – Renewal of roads, *continued*

W/C 213: Drainage renewals

This work category provides for the renewal of drainage facilities that is not routine in nature, but which will reduce future maintenance costs.

Examples of qualifying work:

- renewal of culverts having a cross-sectional area less than 3.4 square metres
- repair and replacement of kerb and channel, *provided* that the deterioration is likely to adversely affect the performance of the pavement.

W/C 214: Pavement rehabilitation

This work category provides for the replacement of, or restoration of strength to, pavements where other forms of maintenance and renewal are no longer economic.

Examples of qualifying work:

- granular overlays
- rip and relay
- pavement stabilisation
- thin asphaltic overlays or grader-laid asphaltic material
- pavement replacement (including the use of recycled materials).

Note: No improvements are to be included in this work category. Where it is prudent to carry out some improvements in conjunction with the rehabilitation, this may be programmed under work category 231: *Associated improvements*.

Project evaluations: To qualify for inclusion in this work category the work must be the long-term, least-cost maintenance option for the road controlling authority, calculated in terms of present value (PV), and not include any improvements.

Notes:

A simplified evaluation method is provided in Land Transport NZ's *Economic evaluation manual, volume 1*.

Road controlling authorities must retain details of individual projects and project evaluations (in terms of net maintenance savings) for audit purposes.

2.4 Activity classes 3 and 4 – Renewal of roads, continued

**W/C 215:
Structures
component
replacements**

This work category provides for the renewal of components of bridges and other road structures.

Examples of qualifying work:

- replacement of deteriorated structural members
- replacement of damaged components
- replacement of bridge decks
- replacement or modification of gabion baskets
- replacement of handrails on structures
- replacement of guardrail components
- replacement of crib blocks in retaining walls supporting roads.

**W/C 221:
Environmental
renewals**

This work category provides for the renewal of existing environmental control facilities related to roads.

Examples of qualifying work:

- renewal of existing stock truck effluent disposal facilities (50 percent of the cost) refer to section 4.25
 - renewal of catch fences provided for protection of the carriageway from slip material
 - renewal of any special treatment of run-off from the road to maintain water quality.
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2.4 Activity classes 3 and 4 – Renewal of roads, *continued*

W/C 222: Traffic services renewals

This work category provides for the renewal of existing road furniture, lighting, signs and markings, and traffic management equipment and facilities.

Examples of qualifying work:

- renewal of:
 - traffic signs as accepted by Land Transport NZ policy – refer to section 4.30
 - road delineation marker posts
 - pavement markings (including bus priority lane and cycleway markings on all non-separated road surfaces)
 - sight rails
 - emergency telephones on motorways
 - carriageway lighting including columns
 - belisha beacons and floodlighting at pedestrian crossings
 - traffic signals
 - advanced traffic management systems (ATMS)
 - variable message signs (VMS)
 - area-wide traffic control systems
 - local area traffic management schemes (LATMS)
 - ramp metering
 - surveillance devices
 - traffic monitoring equipment, such as closed-circuit television systems
 - weighing facilities owned by a road controlling authority and/or operated as a weight surveillance facility.

Standard: To qualify for funding from this work category, all work must conform to the *Manual of traffic signs and markings* adopted by Land Transport NZ, where that manual is applicable.

Programming: The reinstatement of facilities renewed under this work category that is caused by maintenance or construction/implementation work shall be charged to the maintenance or construction/implementation project.

2.4 Activity classes 3 and 4 – Renewal of roads, continued

W/C 231: Associated improvements

This work category provides for minor improvements mainly carried out in conjunction with road renewal works and installation of new minor traffic management equipment and facilities.

Examples of qualifying work:

- installation of culverts (having a cross-sectional area less than 3.4 square metres), water channels, subsoil drainage, or kerb and channel, where this is shown to be:
 - necessary to protect adjacent property from run-off from the road surface, and
 - necessary to protect the pavement
- increases to seal width to overcome maintenance problems up to the target seal width accepted by Land Transport NZ for the traffic mix and volume on that section of road provided that the cost of drainage and seal width improvements carried out in conjunction with renewal work does not exceed 20 percent of the cost of the basic road renewal work. Road controlling authorities must be able to show that provision of the improvement in conjunction with the renewal work is necessary and economically prudent
- installation of new signs and traffic management equipment and facilities or upgrading these to the current standard, up to a limit of \$10,000 – refer to sections 4.2, 4.8, 4.29 and 4.30.

Project evaluations: Seal widening, installation of new culverts, water channels and kerb and channel as stand-alone projects must be the long-term, least-cost option for the road controlling authority, calculated in terms of PV.

Programming: If the proposed work exceeds the above restrictions then the project is to be programmed under either work category 341: *Minor improvements* or work category 324: *Road reconstruction*, unless specifically approved otherwise by Land Transport NZ.

Notes: A simplified evaluation method is provided in Land Transport NZ's *Economic evaluation manual, volume 1*. Details of individual seal widening projects, new culverts, water channels and kerb and channel project evaluations (in terms of net maintenance savings) must be held by the road controlling authority for audit purposes.

2.4 Activity classes 3 and 4 – Renewal of roads, *continued*

W/C 241: Preventive works

This work category provides for non-routine work required to protect the serviceability of roads and road structures from damage likely to result from natural phenomena and to minimise the threat of road closure. The work provided in this work category is not eligible for programming in the maintenance, renewal or emergency reinstatement work categories.

Examples of qualifying work:

- new works that protect existing roads from sea or river damage
- new drainage to drain incipient slips
- toe weighting of unstable slopes
- protection planting – refer to section 4.14
- work to overcome changes in a river's course or bed level that threaten roads, bridges, or other road related structures, but which is not attributable to one climatic event.

Rule: These works must be economically justified. They must be the long-term, least-cost option for the road controlling authority, calculated in terms of PV.

2.5 Activity class 5 and 6 – Improvement of roads

Introduction

The work defined in this section is eligible for funding within activity class 5: *Improvement of local roads*, activity class 6: *Improvement of state highways*, or activity class 7: *Regional development*.

W/C 311: Road studies

This work category provides for:

- road network transportation studies
- road strategy studies
- crash reduction studies undertaken by road controlling authorities.

Road network transportation studies develop transportation models for the arterial road network. These are used to evaluate:

- land-use strategies
- transport demand management strategies
- planning at a network level (but not at an individual route or project level) where road users have the choice of alternative routes
- transportation policies and strategies
- a number of projects with network-wide effects using transport models.

Note: Road network transportation studies exclude:

- planning of public passenger transport services
- parking studies (these should be considered under work category 421: *Travel demand management*)
- traffic management studies at a local level
- walking and cycling strategies
- project development and evaluation.

Note: Further requirements for road network transportation studies are given in section 4.19.

continued

2.5 Activity class 5 and 6 – Improvement of roads, continued

**W/C 311:
Road studies,**
continued

Road strategy studies examine existing individual routes or road corridors in order to identify deficiencies from established standards and propose solutions to those deficiencies. This allows a coordinated approach to be undertaken to any upgrading needs instead of treating individual projects in isolation.

Terms of reference: A terms of reference must be provided to Land Transport NZ for approval for road strategy studies. The terms of reference shall state as a minimum, the:

- purpose
- scope
- methodology
- timeframe
- deliverables/outputs, and
- cost estimate.

Furthermore, the terms of reference shall be tested against the purpose of the LTMA and the objectives of the *New Zealand transport strategy*.

Rule: Any changes of scope of road strategy studies are to be approved by Land Transport NZ before authority to proceed is issued to the professional services supplier.

Rule: Two copies of the study report shall be forwarded to Land Transport NZ at the completion of the study.

continued

2.5 Activity class 5 and 6 – Improvement of roads, continued

W/C 311: Road studies, continued

Crash reduction studies are designed to identify low-cost road improvements, road policing and education activities that improve road safety.

Land Transport NZ:

- expects that all road controlling authorities will have a regular, though not necessarily annual, programme of crash reduction studies, and
- requires that crash reduction studies are conducted in accordance with the *New Zealand guide to the treatment of crash locations* (December 2004). Road controlling authorities can also seek advice from Land Transport NZ engineers.

Terms of reference: In order to obtain approval for crash reduction studies, road controlling authorities must submit to Land Transport NZ a terms of reference describing:

- the roads or area to be studied
- the timetable for the study
- the estimated cost of the study, and
- the personnel to be involved and their qualifications.

Monitoring: After completion of work arising from each study, monitoring is to be carried out and reported to Land Transport NZ in accordance with the Land Transport NZ *Crash reduction monitoring system (2005)*. This enables Land Transport NZ and the Ministry of Transport to research the effectiveness of remedial treatments.

Standards: Crash reduction studies must be directed by appropriately trained traffic engineering staff.

2.5 Activity class 5 and 6 – Improvement of roads, continued

**W/C 321:
Traffic
management**

This work category provides for new facilities and equipment that assist with the management of the road network.

Examples of qualifying work:

- traffic signals
 - advanced traffic management systems (ATMS)
 - variable message signs (VMS)
 - area-wide traffic control systems – refer to section 4.2
 - local area traffic management schemes (LATMS)
 - ramp metering
 - stock truck effluent disposal facilities (50 percent of the cost) – refer to section 4.25
 - surveillance devices
 - traffic monitoring equipment, such as closed-circuit television systems – refer to section 4.8
 - weighing facilities owned by a road controlling authority and/or operated as a weight surveillance facility.
-

2.5 Activity class 5 and 6 – Improvement of roads, continued

**W/C 322:
Bridge renewals**

This work category provides for complete replacement of existing bridges and other road structures including culverts having a waterway greater than 3.4 square metres.

Examples of qualifying work:

- replacing a structurally inadequate bridge
- replacing a bridge for non-structural reasons, such as inadequate width or waterway
- modifying an existing bridge to increase its structural capacity to a level higher than originally provided
- widening an existing bridge
- approach work estimated to cost less than \$50,000
- replacing retaining walls supporting a road
- sealing bridge approaches on unsealed roads as part of the approach costs, provided that the approach sealing is limited to a maximum distance of 50 metres from each abutment and that the seal continues over the entire structure to ensure consistency of skid resistance.

Note: In locations where sealing costs are high, some alternative to sealing should be considered. The use of pavement stabilisers may be used as an economic alternative to sealing and may be included in the cost of the work.

Programming: The bridge renewals work category specifically excludes the provision of a new bridge or structure where no structure presently exists.

**W/C 323:
New roads and
structures**

This work category provides for the construction of a new road that is additional to the existing road network and new road structures including retaining walls that form part of a road – refer to section 4.5.

Programming: This work category does not include a deviation of an existing road.

2.5 Activity class 5 and 6 – Improvement of roads, continued

W/C 324: Road reconstruction

This work category provides for the reconstruction of existing pavements within the existing or widened road reserve, or deviations onto a new road reserve where the original road is closed.

Examples of qualifying work:

- realignment
- re-grading
- widening
- intersection improvements
- approaches to bridge renewals costing in excess of \$50,000
- passing lanes
- thin asphaltic overlays or grader-laid asphaltic material
- retaining structures, tunnels, all traffic signs, pavement markings, traffic signals, lighting, etc, necessary to bring the improved facility into service
- (for local roads projects) property purchase costs less than \$50,000.

W/C 325: Seal extension

This work category provides for sealing existing unsealed roads, including any associated reconstruction.

W/C 331: Property purchase (state highways)

This work category provides the funds which are required by Transit NZ to purchase land for road purposes.

This includes:

- valuation
- legal surveys
- acquisitions, and
- compensation.

Supporting information: All costs are to be identified by project and available for audit or upon request of Land Transport NZ's partnership manager.

Where property funds are requested, the requesting authority must have a land plan available for audit purposes. The plan must indicate the area of land to be purchased and the part that is to be converted to road reserve. Each individual property should be identified on the plan.

2.5 Activity class 5 and 6 – Improvement of roads, continued

**W/C 332:
Property
purchase (local
roads)**

This work category provides local road controlling authorities with financial assistance to acquire the portion of land that is to be converted to road where the cost is greater than or equal to \$50,000. Where the cost is less than \$50,000 per project, the property cost shall be included in the project's construction/implementation cost. The portion of the property acquired in excess of the minimum roading requirements is not eligible.

Financial assistance is paid at the time of construction/implementation, based on the greater of the purchase price or current market value.

Where an exchange of land is undertaken between a private landowner and a road controlling authority, or where land is vested in a road controlling authority by a private owner as the result of a requirement to do so without monetary payment for the land, the transaction does not qualify for funding. However, where payment of land transfer fees or stamp duty is involved, these can be included as acquisition costs.

Legalisation surveys, including plan fees payable to Terralink, are to be treated as part of the land acquisition cost. No other expenses involved in the legalisation process are eligible.

Rule: Any payment for betterment recovered in terms of section 326 of the Local Government Act shall be a credit to the cost of the project.

Supporting information: Where property funds are requested, the requesting authority must have a land plan available for audit purposes. The plan must indicate the area of land to be purchased and that part which is to be converted to road reserve. Each individual property should be identified on the plan.

Programming: Where land is purchased and surveys are undertaken some time before the work appears in the land transport programme, such expenditure becomes a road controlling authority charge until the work is approved for construction/implementation.

2.5 Activity class 5 and 6 – Improvement of roads, continued

**W/C 333:
Advance
property
purchase**

This work category provides for property acquisition for local roading purposes prior to Land Transport NZ accepting a project into an approved National land transport programme (NLTP).

Funding may be provided for property acquisition in advance of construction/implementation where:

- the land is designated in the district plan for road purposes
- the land required by the proposed construction/implementation has been accepted by Land Transport NZ for property acquisition
- the purchase is required for hardship reasons or other situations as specifically approved by Land Transport NZ.

Projects proposed for Land Transport NZ approval should be major elements in the improvement of the road system supported by transport planning schemes and indicated by high assessment profiles.

Legalisation surveys, including plan fees payable to Terralink, are to be treated as part of the land acquisition cost. No other expenses involved in the legalisation process are eligible.

Condition: A condition of financial assistance for advance property purchase is that Land Transport NZ's financial interest is registered on the property title, such that when any property surplus to roading needs is sold, Land Transport NZ's share is reimbursed.

Note: In some cases the registration of Land Transport NZ's interest on the title will give Land Transport NZ the opportunity to express a view on the proposed disposal or alteration to the property.

2.5 Activity class 5 and 6 – Improvement of roads, continued

**W/C 341:
Minor
improvements**

This work category provides funding for the construction/implementation of the following types of improvements:

- small, isolated geometric improvements
- intersection improvements
- traffic calming measures
- lighting improvements for safety
- provision of guardrailing
- sight benching to improve visibility
- pedestrian crossings
- stock underpasses
- formation of 'trailer parks'
- safety footpaths that conform to Land Transport NZ policy
- minor engineering works associated with community programmes.

Other projects may be considered upon application to and approval by Land Transport NZ.

Rule: The value of individual projects is limited to a maximum of \$150,000.

Note: All projects require the specific approval of Land Transport NZ regional staff. Details of individual projects must be held by the road controlling authority for audit purposes.

2.6 Activity class 8 – Use of the land transport system

Introduction

Work defined in this section is eligible for funding within activity class 8: *Use of the land transport system*, or activity class 7: *Regional development*.

Policy being developed

Applicants should note that Land Transport NZ is currently developing policy and operational procedures in the area of use of the land transport system. Applicants should discuss proposed activities with Land Transport NZ's regional staff as early as possible.

W/C 411: Regional transport studies

This work category provides for transport studies undertaken by regional authorities.

Applications will be considered on a case-by-case basis.

Examples of qualifying work:

- multi-modal package studies
- passenger transport studies
- passenger transport models – refer also to section 4.12.

Passenger transport studies and models enable the benefits and costs of potential passenger transport services and infrastructure projects to be predicted with improved confidence.

Passenger transport models and studies are generally relevant to:

- policy issues such as land-use strategies and travel demand management issues
- modelling at a network level (but not at an individual route or project level), where users have the choice of alternative routes or modes
- passenger transport policies and strategies
- projects with network-wide effects.

Terms of reference: A terms of reference for the study must be approved by Land Transport NZ. The terms of reference must include:

- a purpose statement
 - the issues to be addressed (problem definition)
 - the methodology to be used
 - the timeframe
 - the deliverables/outputs, and
 - the cost estimate.
-

2.6 Activity class 8 – Use of the land transport system, continued

W/C 411: Regional transport studies, continued

Programming: This work category excludes regional land transport strategies, which are funded under work category 631: *Regional land transport planning*.

This work category excludes road network transportation studies carried out by road controlling authorities. These studies are programmed by road controlling authorities under work category 311: *Road studies*.

W/C 412: System use studies

This work category provides for studies on use of the land transport system, excluding passenger transport studies. Such studies and strategies should address both safety and sustainability in an integrated manner. Interventions should involve an appropriate package of community coordination, education, improvements to services, improvements to infrastructure, enforcement and, in some cases financial incentives.

Examples of qualifying work:

- travel demand management studies and development of strategies
- travel behaviour change studies and development of strategies
- walking and cycling strategies – refer to section 4.34
- studies for high occupancy lanes (HOL) and tidal flow schemes.

Travel demand management activities encourage use of modes of travel other than private motor vehicle and reduce the overall requirement for travel. Travel behaviour change activities do this by encouraging voluntary change in personal or private travel behaviour by providing consumer information and encouragement. These activities should be part of a package that also includes improvement to passenger transport services, walking and cycling facilities, etc.

Terms of reference: Funding for system use studies is subject to a terms of reference for the study being approved by Land Transport NZ. The terms of reference must include:

- a purpose statement
- the issues to be addressed (problem definition)
- the methodology to be used
- the timeframe
- the deliverables/outputs, and
- the cost estimate.

2.6 Activity class 8 – Use of the land transport system, continued

W/C 412:
System use
studies,
continued

Programming: Implementation of travel demand management and travel behaviour change activities, except travel planning and neighbourhood accessibility planning, is funded under work category 421: *Travel demand management*. Travel planning and neighbourhood accessibility planning are funded under work category 432: *Community programmes*.

Passenger transport studies are funded under work category 411: *Regional transport studies*.

Regional walking and cycling strategies are funded under work category 631: *Regional land transport planning*.

2.6 Activity class 8 – Use of the land transport system, continued

**W/C 421:
Travel demand
management**

This work category provides for implementation of travel demand management activities, excluding travel planning and neighbourhood accessibility planning.

Travel demand management (TDM) strategies and programmes are described in chapter 2 of Land Transport NZ's *Economic evaluation manual*, volume 2.

TDM has the objective of encouraging private motor vehicle users to use alternative, more sustainable, means of transport when appropriate, while also reducing total vehicle kilometres travelled.

Travel demand management funding applications will be considered on a case-by-case basis.

Examples of activities:

- road pricing and tolling
- parking studies
- parking pricing
- land-use change including access management
- urban design and renewal

Refer to section 4.31 for further explanation of the conditions under which financial assistance is provided for travel demand management activities.

continued

2.6 Activity class 8 – Use of the land transport system, continued

**W/C 421:
Travel demand
management,**
continued

Supporting information: Financial assistance under this work category is subject to the following supporting information being provided:

- risk analysis for projects with a present value of the funding gap of greater than \$1 million
- a detailed outline and costing of a monitoring programme and post-implementation review of effectiveness.

Monitoring and evaluation: Monitoring and evaluation of travel demand management activities must be undertaken in accordance with the appropriate Land Transport NZ procedure.

Programming: Studies and development of strategies for travel demand management, travel behaviour change, and walking and cycling are funded under work category 412: *System use studies*.

Travel behaviour change, including the preparation of travel plans and associated education and promotion initiatives are funded under work category 432: *Community programmes*.

2.6 Activity class 8 – Use of the land transport system, continued

W/C 431: Community coordination

This work category provides for community coordination activities. Community coordination has the objectives of:

- encouraging community participation in land transport decision-making
- assisting communities to identify their land transport issues and develop their own informed solutions
- increasing the community's capacity to address local land transport issues
- transferring expertise to communities
- developing and motivating local partnerships
- integrating activities at the local level
- generating insight on local land transport issues and new ideas that can be further developed for wider application.

The activities in this work category should address all aspects of safe and sustainable use of the land transport system.

To qualify for funding under the community coordination work category, activities must relate to safe and sustainable use of the land transport system.

Territorial authorities are encouraged to cluster for purposes of employing community coordinators.

Examples of qualifying activities:

- ongoing coordination and facilitation (for road safety, neighbourhood accessibility planning (safer routes), travel behaviour change and travel planning)
- provision of integrated advice, information and support to community groups
- evaluation and reporting of community focused activities
- education and training for coordinators and community groups.

Note: This work category excludes development of LTPs and LTCCPs. The costs associated for this work is part of work category 621: *Territorial authority administration support*.

Programming: Preparation and implementation of travel plans and neighbourhood accessibility plans (formerly Safer Routes) are funded from work category 432: *Community programmes*.

2.6 Activity class 8 – Use of the land transport system, continued

W/C 432: Community programmes

This work category provides for implementation of the following community focused activities relating to safe and sustainable use of the land transport system:

- preparation of travel plans and neighbourhood accessibility plans (collecting information, consultation, identifying issues, deciding on and designing interventions)
- delivery of education initiatives defined in travel plans or neighbourhood accessibility plans
- delivery of programmes that have been evaluated and endorsed by Land Transport NZ
- delivery of education initiatives developed in conjunction with community groups.

Travel behaviour change (TBhC) includes activities that encourage voluntary change in personal or private travel behaviour by providing consumer information and encouragement. Travel planning is one technique for TBhC.

The Land Transport NZ/EECA *Travel behaviour change guidance handbook* provides advice on developing and implementing TBhC programmes.

Examples of activities:

- consulting with a specific community to assess safety and accessibility issues, and working with the community to develop appropriate solutions
- education or awareness-raising activities addressing a clearly identified local land transport safety, accessibility or sustainability issue
- workshops, seminars and public meetings promoting local land transport safety, accessibility or sustainability issues, for example, presentations by health professionals on child restraint use, or the health gains of walking and cycling
- awareness-raising media activities, for example, brochures or newspaper articles promoting local road safety, walking or cycling issues or projects
- road safety, walking or cycling displays
- small scale information gathering activities about a locally identified land transport issue - for example, attitudes of young people in a specific locality to wearing rear seat restraints
- promotion and financial assistance for activities such as alternative work schedules, guaranteed ride home, use of non-motorised transport, car pooling, telework and commuter financial incentives.

2.6 Activity class 8 – Use of the land transport system, continued

W/C 432: Community programmes continued

Community programmes should be part of a local strategy that addresses community safety and sustainability outcomes identified in the local authority LTCCP.

The following do not qualify for Land Transport NZ funding under this work category:

- advertising campaigns (these are funded under work category 433: *Community advertising*)
- road engineering, signs or markings (these are funded under road improvement work categories).

Supporting information: Financial assistance under this work category for non-standard programmes is subject to the following supporting information being provided:

- description of the individual activities or programmes to be delivered
- description of the target audience and objective for each activity or programme
- a detailed outline and costing for a monitoring programme and post-implementation evaluation of effectiveness.

Programming: Community programme activities can be packaged with supporting infrastructure or service related activities from other work categories.

Supporting walking and cycling facilities that may be associated with travel plans are covered under work category 451: *Pedestrian facilities* and 452: *Cycle facilities*.

Supporting passenger transport services and facilities that may be associated with travel plans are covered under activity class 9: *Passenger transport*.

2.6 Activity class 8 – Use of the land transport system, continued

W/C 433: Community advertising

This work category provides for implementation of all forms of advertising to support community initiatives that address safe and sustainable use of the land transport system, including:

- outdoor advertising, such as billboards
- local print media advertising
- local radio advertising
- local television advertising.

This advertising may address the same general issues that are the focus of national advertising (currently speed, drink-driving, safety belts, and failure to give way at intersections, but to be broadened in the future) but should be specific to the local area or community. Community advertising should also address issues identified as being specific to the area (eg, walking and cycling).

Programming: Community advertising should support community programmes and also infrastructure or service related improvements funded from other work categories.

Technical approval: The content of community advertising is subject to technical approval by Land Transport NZ.

2.6 Activity class 8 – Use of the land transport system, continued

**W/C 441:
Rail freight
operations**

This work category provides for the provision of rail freight services that remove freight vehicles from the road and thereby reduce costs to road controlling authorities.

Any approved investigation of a rail freight activity will also be funded under this work category.

Examples of investigations:

- identify, investigate the feasibility of, assess and report on the various alternative project or service options for non-roading proposals
- select a preferred option
- prepare a preliminary assessed project cost
- complete a scheme assessment where required
- prepare an assessment profile and benefit-cost ratio (BCR).

Refer to section 3.8 for the financial assistance policy relating to rail freight operations, and section 4.31 for further explanation of the eligibility criteria.

continued

2.6 Activity class 8 – Use of the land transport system, continued

**W/C 441:
Rail freight
operations,
continued**

Terms of reference: A terms of reference for investigation of rail freight proposals must be approved by Land Transport NZ. The terms of reference must include:

- a purpose statement
- the issues to be addressed (problem definition)
- a list of possible alternatives and options
- the methodology to be used
- the timeframe
- the deliverables/outputs, and
- the cost estimate.

Supporting information: Financial assistance for implementation projects under this work category is subject to the following supporting information being provided:

- risk analysis for projects with a present value of the funding gap of greater than \$1 million
 - audit of road user benefits
 - confirmation that the roading alternative is not constrained by the regional land transport strategy
 - a rigorous assessment and economic efficiency evaluation has been undertaken.
-

2.6 Activity class 8 – Use of the land transport system, continued

**W/C 442:
Sea freight
operations**

This work category provides for the provision of sea freight services that remove freight vehicles from the road and thereby reduce costs to road controlling authorities.

Any approved investigation of a sea freight activity will also be funded under this work category.

Examples of investigations:

- identify, investigate the feasibility of, evaluate and report on the various alternative project or service options for non-roading proposals
- select a preferred option
- prepare a preliminary assessed project cost
- complete a scheme assessment where required
- prepare an assessment profile and BCR.

Refer to section 3.8 for the financial assistance policy relating to sea freight operations, and section 4.31 for further explanation of the eligibility criteria.

continued

2.6 Activity class 8 – Use of the land transport system, continued

**W/C 442:
Sea freight
operations,
continued**

Terms of reference: A terms of reference for investigation of sea freight proposals must be approved by Land Transport NZ. The terms of reference must include:

- a purpose statement
- the issues to be addressed (problem definition)
- a list of possible alternatives and options
- the methodology to be used
- the timeframe
- the deliverables/outputs, and
- the cost estimate.

Supporting information: Financial assistance for implementation projects under this work category is subject to the following supporting information being provided:

- risk analysis for projects with a present value of the funding gap of greater than \$1 million
 - audit of road user benefits
 - confirmation that the roading alternative is not constrained by the regional land transport strategy
 - a rigorous assessment and economic efficiency evaluation has been undertaken.
-

2.6 Activity class 8 – Use of the land transport system, continued

W/C 451: Pedestrian facilities

This work category provides for the construction/implementation of new pedestrian facilities.

Limitation: To qualify under this work category, the facilities must:

- form part of a transport network integrating walking and cycling with other transport modes
- be identified either specifically or generically in a current walking and/or cycling strategy
- induce higher numbers of pedestrians (or reduce the rate of decline), and
- not be an integral part of a new improvement project.

Examples of qualifying work:

- new footpaths
- pedestrian crossings
- kea crossings
- kerb ramps
- signage
- widening the existing carriageway to improve pedestrian access
- pedestrian shelters (excluding shelters that are primarily provided for waiting for, or getting to or from, passenger transport)
- pedestrian overbridges/underpasses.

Notes: This work category includes all markings, traffic signals, lighting, etc necessary to bring the facility into service.

New and replacement bus and ferry shelters are provided for under work category 514: *Bus and ferry facilities maintenance and operations*.

Refer to section 4.13 for further explanation of the conditions under which financial assistance is provided for pedestrian facilities.

2.6 Activity class 8 – Use of the land transport system, continued

**W/C 452:
Cycle facilities**

This work category provides for the construction/implementation of new cycle facilities.

Limitation: To qualify under this work category, the facilities must:

- form part of a transport network
- be identified either specifically or generically in a current cycling and/or walking strategy
- induce higher numbers (or reduce the rate of decline) of cyclists
- improve safe access for cyclists, and
- not be an integral part of a new improvement project.

Examples of qualifying work:

- bicycle parking
- kerb ramps
- bicycle racks
- signage
- cycle lanes on bridges
- separate cycling carriageways
- widening the existing carriageway to provide cycle lanes.

Notes: This work category includes all markings, traffic signals, lighting, etc necessary to bring the facility into service.

Refer to section 4.9 for further explanation of the conditions under which financial assistance is provided for cycle facilities.

2.7 Activity class 9 – Passenger transport

Introduction

The passenger transport activity class provides for bus, ferry and rail passenger transport managed by regional authorities.

W/C 511: Bus services

This work category provides for contracted bus passenger transport services that are directly part of the service level provision agreed between Land Transport NZ and each regional authority and are consistent with the region's passenger transport plan.

Examples of eligible on-bus operational expenditure:

- existing services
- new services
- increased service levels (frequency, comfort and accessibility)
- electronic ticketing (related specifically to on-vehicle operations only)
- security systems (related specifically to on-vehicle operations only).

Programming: Off-vehicle operational activities and bus facility and car park leases and maintenance are all included in work category 514: *Bus and ferry facilities maintenance and operations*.

Bus services administration is funded under work category 632: *Passenger transport administration* in activity class 10: *Administration*.

2.7 Activity class 9 – Passenger transport, continued

**W/C 512:
Ferry services**

This work category provides for contracted ferry passenger transport services that are directly part of the service level provision agreed between Land Transport NZ and each regional authority and are consistent with the region's passenger transport plan.

Examples of eligible on-ferry operational expenditure:

- existing services
- new services
- increased service levels (frequency, comfort and accessibility)
- electronic ticketing (related specifically to on-vessel operations only)
- security systems (related specifically to on-vessel operations only).

Programming: Off-vessel operational activities and ferry facility and car park leases and maintenance are all included in work category 514: *Bus and ferry facilities maintenance and operations*.

Ferry services administration is funded under work category 632: *Passenger transport administration* in activity class 10: *Administration*.

**W/C 513:
Bus and ferry
concession fares**

This work category provides for contracted bus and ferry concession fares that are part of the service level provision agreed between Land Transport NZ and each regional authority.

2.7 Activity class 9 – Passenger transport, continued

**W/C 514:
Bus and ferry
facilities
maintenance
and operations**

This work category provides for maintenance and operation of bus and ferry facilities and equipment associated with the provision of such services and owned by an approved organisation.

Examples of eligible maintenance and operational qualifying work:

- bus and ferry facility maintenance or shelter construction
- ticketing systems (off-vehicle, operational related)
- marketing and promotion activities
- timetable information and displays
- real-time information for bus and ferry passenger services
- bus and ferry facility and car park leases, maintenance and general security.

Construction of new and replacement shelters and facilities up to a value of \$12,000 each may also be included under this work category.

Note: Adshell subsidised shelters do not qualify for financial assistance from Land Transport NZ.

2.7 Activity class 9 – Passenger transport, continued

W/C 515: Passenger rail services

This work category provides for contracted passenger services undertaken by rail that are directly part of the service level provision agreed between Land Transport NZ and each regional authority and are consistent with the region's passenger transport plan.

Examples of eligible passenger on-rail operational expenditure:

- existing services
- new services
- increased service levels (frequency, comfort and accessibility)
- electronic ticketing (related specifically to on-vehicle operations only)
- security systems (related specifically to on-vehicle operations only).

Programming: Off-vehicle operational activities and rail facility and car park leases and maintenance are all included in work category 516: *Passenger rail facilities maintenance and operations*.

Passenger rail administration is funded under work category 632: *Passenger transport administration* in activity class 10: *Administration*.

W/C 516: Passenger rail facility maintenance and operations

This work category provides for maintenance and operations of facilities and equipment associated with the provision of passenger rail services.

Examples of maintenance and operational qualifying work:

- ticketing systems (off-vehicle, operational related)
- marketing and promotion activities
- timetable information and displays
- real-time information for passenger rail services
- passenger rail facility and car park leases, maintenance and general security.

Rule: Only facilities owned by an approved organisation are eligible for funding.

Note: This work category excludes passenger rail facilities in Auckland.

2.7 Activity class 9 – Passenger transport, continued

W/C 517: Total mobility services

This work category provides for contracted discount taxi fare schemes for the disabled.

The work category includes the operation of *dial-a-ride* schemes where:

- the customers of a service are people whose disabilities are such that they would qualify for assistance under the *Total mobility scheme*
- the service has been put out for tender under Land Transport NZ's procurement procedures.

Programming: Total mobility administration is funded under work category 633: *Total mobility administration*.

W/C 518: Total mobility facilities maintenance and operations

This work category provides for the maintenance and operation of facilities and equipment associated with the total mobility scheme.

Examples of eligible expenditure:

- total mobility ticketing systems
 - purchase and installation of new wheelchair hoists in vehicles.
-

W/C 519: Replacement wheelchair hoists

This work category provides for the provision of replacement wheelchair hoists in taxi vehicles used for the provision of total mobility services.

W/C 520: Passenger transport services management

This work category provides for Auckland Regional Transport Authority's (ARTA) professional services activities associated with the operation and maintenance of bus, rail and ferry services. Professional services are defined in section 2.12.

Programming: General administration for ARTA is programmed under work category 632: *Passenger transport administration* in activity class 10: *Administration*.

2.7 Activity class 9 – Passenger transport, continued

W/C 521: Total mobility flat rate payments

This work category provides for the provision of a flat rate payment (in addition to the fare) of \$10.00 (GST incl.) to the contracted Total mobility transport operator for each trip taken by a Total mobility scheme member using a wheelchair hoist or ramp mechanism.

To be eligible to receive the flat payment, the following criteria must be met by the **transport operator**:

- the operator must be providing a commercial transport service (non-profit organisations and community trusts are not eligible for the flat payment)
- the operator must hold a small passenger service licence or be a member of an approved taxi organisation;
- the transport operator must be contracted by the regional authority to provide Total mobility transport services
- the fare meter must not operate while Total Mobility passengers are being loaded into or out of the vehicle
- only one flat payment may be claimed per wheelchair hoist/ramp trip (the \$10.00 payment is per trip, not per passenger).

W/C 531: Bus and passenger ferry infrastructure

This work category provides for new or improved bus, passenger ferry or multi-modal passenger transport infrastructure.

Examples of qualifying work:

- ticketing system infrastructure
- real-time information system infrastructure
- multi-modal park and ride improvements
- bus, ferry or multi-modal passenger interchanges or terminals.

Programming: New and replacement facilities up to a cost of \$20,000 each may be included under work category 514: *Bus and ferry facilities maintenance and operations*.

Passenger rail infrastructure is funded under work category 532: *Passenger rail infrastructure*.

2.7 Activity class 9 – Passenger transport, continued

**W/C 532:
Passenger rail
infrastructure**

This work category provides for rail passenger transport infrastructure improvements including that owned by the Crown, and passenger rail rolling stock.

Examples of qualifying work:

- rolling stock
- real-time information system infrastructure
- station, terminal, shelter and facility improvements
- park and ride improvements
- signalling upgrading
- pedestrian access to rail stations.

Note: This work category excludes passenger rail infrastructure in Auckland.

**W/C 533:
Passenger
transport road
improvements**

This work category provides for passenger transport related infrastructure on any road constructed or re-designated specifically to enable priority movements by high occupancy road vehicles.

Examples of qualifying work:

- bus ways created for high occupancy road vehicles only
- road widening to provide a bus priority lane
- intersection improvements to provide bus priority measures
- construction of bus bays.

Programming: Any other road related improvement is outside of the passenger transport activity class.

2.8 Activity class 10 – Administration

Introduction

The administration activity class provides for administration by approved organisations associated with land transport activities. See section 2.12 of this manual for a description of these activities.

W/C 611: State highway administration

This work category provides for administration of the state highway system by Transit NZ.

W/C 621: Territorial authority administration support

This work category provides for support to territorial authorities for a commitment to the following areas:

- competent management of consultants or their own professional services business units
- the efficient operation of management systems
- the timely and accurate provision of the various reports required by Land Transport NZ
- district land transport programme development and management.

W/C 631: Regional land transport planning

This work category provides for the following regional council statutory land transport activities:

- the administration cost of regional land transport programme preparation
- regional land transport committee servicing
- regional land transport strategy development, maintenance and reporting.

Programming: This category excludes road studies, regional transport studies and regional passenger transport plans. Road studies are programmed by road controlling authorities under work category 311: *Road studies*. Regional transport studies are programmed by regional authorities under work category 411: *Regional transport studies*. Regional passenger transport plans are programmed by regional authorities under work category 632: *Passenger transport administration*.

2.8 Activity class 10 – Administration, continued

W/C 632: Passenger transport administration

This work category provides for the following regional authority activities, other than regional land transport planning:

- registration of bus, ferry and rail passenger transport services
- management of bus, ferry and rail passenger transport contracts and monitoring of services
- provision and evaluation of passenger transport data including those activities put out to tender
- management of database systems used to assist running the passenger transport system such as a rideline database
- management of marketing and promotion initiatives used to assist the uptake and retention of passenger transport within the region
- the administration cost of regional passenger transport plan development, maintenance and reporting.

Programming: For ARTA this work category provides for work solely related to general administration as set out in section 2.12. Operational professional service work for ARTA is programmed under work category 520: *Passenger transport services management*.

Non-administration related operational expenditure for systems databases and marketing initiatives are programmed by regional authorities under work category 514: *Bus and ferry facilities maintenance and operations*, work category 516: *Passenger rail facilities maintenance and operations* or 518: *Total mobility facilities maintenance and operations*.

W/C 633: Total mobility administration

This work category provides for the following regional authority administration activities:

- registration of total mobility agencies, services, users and allocation of total mobility and wheelchair related flat payment trips
- management of total mobility services, monitoring total mobility users and the allocation of total mobility and wheelchair related flat payment trips
- implementation and management of database systems used to assist the running of the total mobility scheme.

2.9 Activity class 11 – Road policing

Introduction

This activity class is part of Land Transport NZ's land transport programme (the ALTP) that is approved by the Minister of Transport – see section 1.5. Activities to be delivered by NZ Police are required by the LTMA to be included in the NLTP.

Activities in this activity class are funded from the national land transport fund rather than from Land Transport NZ's National land transport account.

W/C 711: Strategic road policing

This work category provides for NZ Police strategic road policing activities. These activities include:

- **Speed control** - Detection and deterrence of speed offending, including enforcement activities at identified speed black spots, through:
 - directed patrols using radar and laser speed detection apparatus
 - traffic surveillance using radar and laser speed detection apparatus
 - traffic surveillance using mobile and fixed speed cameras throughout New Zealand
 - evaluation of photographs taken by speed cameras
 - issuing traffic and infringement offence notices and prosecution follow-up by issuing officers.

 - **Drinking and/or drugged driver control** - Detection and deterrence of drink-drive offending and targeting recidivist drink-drivers through:
 - directed patrols for compulsory breath test (CBT) and mobile breath test (MBT) activities
 - traffic surveillance
 - conducting examinations of alcohol- or drug-impaired drivers and subsequent forensic analysis of blood samples
 - issuing traffic offence notices and prosecution follow-up by issuing officers
 - enhanced alcohol CBT projects covering all Police districts
 - purchase of alcohol and drug intelligence and prevention services across all Police districts.
-

continued

2.9 Activity class 11 – Road policing, continued

**W/C 711:
Strategic road
policing,
continued**

-
- **Restraint device control** - Enforcement of breaches of front, rear and child restraint usage law through:
 - directed patrols
 - traffic surveillance
 - issuing traffic and infringement offence notices and prosecution follow-up by issuing officers.

 - **Visible road safety and general enforcement** – Enforcement addressing the road code and traffic laws covering areas such as:
 - intersections
 - overtaking
 - vehicle fitness – (including smoky and noisy vehicles)
 - cyclists
 - pedestrians
 - following distances
 - lane-driving discipline
 - driver licensing
 - helmet wearing
 - unauthorised street and illegal drag racing
 - obscured and missing registration plates.
-

continued

2.9 Activity class 11 – Road policing, continued

**W/C 711:
Strategic road
policing,
continued**

-
- **Commercial vehicle investigation (CVI) and road user charges (RUC) enforcement⁵** - Risk targeted enforcement of driver and transport licensing, driving hours and log books, passenger safety, vehicle and load dimensions, vehicle road and bridge weight limits, load security and the safe carriage of dangerous substances on land, commercial vehicle fitness, road user charges, heavy vehicle speed, alcohol and drug use by commercial drivers and commercial vehicle driver restraints by the Police commercial vehicle investigation unit (CVIU) through:
 - intelligence and offence data gathering, analysis and dissemination through RTPPs
 - commercial vehicle surveillance and investigation
 - targeted commercial vehicle enforcement delivered at Transit NZ weighbridges
 - targeted mobile commercial vehicle enforcement services delivered at roadsides
 - commercial vehicle safety inspection
 - environmental enforcement (noisy and smoky vehicles)
 - targeted heavy motor vehicle speed operations (supplementary to the Highway Patrol and speed control outputs)
 - issuing traffic and infringement offence notices and follow-up by the issuing officer.
-

⁵ This activity is subject to a high level review of CVIU activities currently being undertaken by the Ministry of Transport.

2.9 Activity class 11 – Road policing, continued

**W/C 712:
Incident and
emergency
management**

This work category provides for NZ Police incident, emergency and traffic management activities. These activities include:

- **Crash attendance and investigation** – Management of road crash and investigation of cause factors through:
 - management of crash sites, including preservation of life and safeguarding property
 - collection, preservation and forensic examination of physical evidence
 - conducting enquiries with other road users and witnesses, and preparation of files for judicial and coronial hearings
 - support for traffic crash victims
 - prompt resumption of safe traffic flows at crash sites
 - completion of the *Large bus and truck crash report* for crashes attended by the CVIU
 - completion of traffic crash reports ensuring special attention is focused on the accurate recording and classification of all injuries sustained by any person involved in a crash.

 - **Traffic management services** – Management of road traffic through:
 - evacuation and patrol services during incidents, emergencies and disasters to facilitate resumption of safe traffic flows at affected areas
 - traffic management services at civic and sporting events
 - management of traffic as appropriate, for example:
 - o in metropolitan and provincial cities during holiday periods
 - o arising from vehicle breakdowns
 - o where traffic control devices fail.
-

2.9 Activity class 11 – Road policing, continued

W/C 713: Road policing resolutions

This work category provides for NZ Police management of sanctions, prosecution and court orders through:

- processing of traffic infringement and offence notices
- prosecution of offences against the *Transport Act 1962*, the *Land Transport Act 1998* and the *Traffic Regulations*, in open court
- processing of limited licence applications
- the execution of warrants to arrest, fines warrants and other warrants, and the serving of summonses and other minor offence notices generated under the *Transport Act* (court documents).

W/C 714: Community engagement

This work category provides for NZ Police for community engagement activities. These activities include:

- **Police community services** - Support for road safety through:
 - community road safety liaison and consultation (attendance at meetings, the provision of information, etc)
 - assisting with the development and delivery of road safety action plans
 - participation in the Community road safety programme as agreed and planned at the local level.
 - **School road safety education** – Management and delivery of Police school road safety education services to schools, including the development of road safety education programmes. School road safety education services and training of school traffic safety teams are delivered by trained, sworn Police education officers (PEOs). Monitoring of school traffic safety teams can be delivered by PEOs or other sworn Police staff who have completed school patrol monitoring training.
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2.10 Activity class 12 – Research, education and training

Introduction

This activity class covers research, education and training activities approved by Land Transport NZ under section 21 of the LTMA. These activities are required by the LTMA to be shown in the NLTP.

W/C 811: Research programme

This work category provides for research activities managed by Land Transport NZ. The research is contracted out to external researchers. Research is conducted in the following areas in accordance with Land Transport NZ's research strategy:

- asset management
- natural hazard risk management
- safety and personal security
- environmental effects
- travel behaviour change
- traffic management
- sustainable land transport.

W/C 812: National education and training programme

This work category provides for national education and training activities managed by Land Transport NZ. The activities, which are contracted out to external service deliverers, include:

- national advertising on land transport related issues
- national promotion of walking and cycling and other land transport related issues
- nationally managed school-based education on land transport issues
- other land transport education and training eg, professional development support associated with community focused activities, bursaries for post-graduate studies, and support of land transport related academic programmes.

Education and training activities managed and delivered at the local level are included in the NLTP under the community programmes work category rather than in the research, education and training activity class.

Advice and assistance to approved organisations is part of the Land Transport NZ programme management activity class rather than the research, education and training activity class.

2.11 Activity class 13 – Programme management

Introduction

This activity class covers Land Transport NZ activities associated with preparation and management of the ALTP, the NLTP, the research programme, and the national education and training programme and associated matters.

W/C 911: Programme management

This work category provides for management of:

- the national land transport account (NLTA)
 - the NLTP
 - the ALTP
 - the research programme
 - the national education and training programmes
 - procurement procedures, policies and guidelines
 - funding agreements with approved organisations.
-

W/C 912: Performance monitoring

This work category provides for monitoring and reporting on the performance of the land transport system.

W/C 913: Crash analysis system

This work category provides for management of the crash analysis system (CAS).

W/C 914: Information on use of the land transport system

This work category provides for provision of information and education to users of the land transport system.

2.12 Project cost components

Introduction

Land Transport NZ makes a distinction between:

- administration, and
- professional services.

Rule: Output-based agreements with in-house professional services business units and contracts for network and professional services must clearly identify the separation of these activities.

Refer to chapter 8 for procurement procedures relating to administration and professional services.

Inclusion in project cost

Administration is not part of the cost of a project for Land Transport NZ funding purposes. It is funded separately under activity class 10: *Administration*.

Professional services are part of the cost of a project and are included within each of the work categories defined in this chapter (except 'Administration').

2.12 Project cost components, continued

Professional services

Professional services are technical inputs to an approved activity undertaken by persons skilled in fields relevant to that activity. Professional services include the following:

- developing activities for inclusion in land transport programmes
- coordination and facilitation with community groups
- project development (data collection, risk identification, assessment of components and options, establishment and operation of working groups, consultation and communication with stakeholders)
- project design for education projects (preparation of action plan, preparation of detailed plan for education and advertising components, obtaining community agreements)
- planning, investigation and design of maintenance, renewal and improvement projects
- preparing contracts and evaluating tenders
- managing and administering project delivery (performance and quality monitoring, managing and administering contracts)
- investigating and resolving public enquiries
- project evaluation (data collection, outcome evaluation, submission of project specific information to Land Transport NZ)
- undertaking:
 - system use studies
 - transport planning, traffic management and strategy studies
 - safety audits and crash reduction studies
 - road network and road corridor studies

continued

2.12 Project cost components, continued

Professional services, continued

- preparing:
 - project feasibility reports
 - asset/activity management plans
 - project development reports
 - project management plans
 - safety management strategies
 - environmental management strategies
 - gathering information:
 - for activity management systems (carrying out ratings, and ensuring all data on completed work is kept up to date)
 - obtaining building and resource consents
 - legalising existing transport corridors
 - providing:
 - road condition information
 - contract dispute resolution services
 - management consultancy services
 - property management services
 - specialist advice related to activities funded by Land Transport NZ
 - consulting landowners and affected parties (project specific)
 - reporting:
 - on activity based contracts
 - on physical and financial performance of physical works contracts
 - on the physical condition and performance of the land transport system and its components, including recommendations for maintaining, enhancing, or disposing of assets.
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2.12 Project cost components, continued

Administration

Administration activities that are approved by Land Transport NZ for purposes of section 26(b) of the LTMA are:

- approving and administering policy and standards, risk and levels of service
- approving, administering and monitoring activity management plans
- owning management systems and databases
- managing a land transport disbursement account
- preparing financial assistance claims
- preparing, collating, editing and reviewing LTCCPs, annual plans, LTPs, RPTPs, RSAPs, and longer-term programmes
- administering database of tenderers
- providing data and information to Land Transport NZ, Audit NZ, etc
- managing and administering communications plans and strategies
- preparing and administering service agreements or contracts with professional services providers (internal and external)
- evaluating and accepting tenders for professional services
- undertaking financial processes, management accounting and reporting
- developing and operating land transport business support systems
- meeting statutory responsibilities, including audit fees and tax advice fees
- managing and administering registered commercial services under the *Transport Services Licensing Act 1989*
- accepting physical works tenders
- servicing democracy, including providing customer/ ratepayer interface.

Funding for these activities is provided for under activity class 10: *Administration*.

Note: Any administration activity must be related to land transport.

Programming: For regional authorities, excluding ARTA, administration activities are set out in work category 632: *Passenger transport administration*.