

Report 2017.174
Date 22 May 2017
File CCAB-16-160

Committee Regional Transport Committee
Author Harriet Shelton, Manager Regional Transport Planning

Scope of Wellington RLTP 2015 mid-term review

1. Purpose

To agree the scope and tasks for the mid-term review of the Wellington Regional Land Transport Plan (RLTP) 2015

2. Background

The LTMA requires that an interim review of the RLTP be completed during the six months before the end of the third year of the plan. The NZ Transport Agency (NZTA) requires the interim review of the RLTP 2015 to be finalised by the end of April 2018 to feed into the next National Land Transport Programme (NLTP) which is expected to be released in July 2018.

The RTC was briefed on the proposed approach, process and timeframes for the mid-term on 13 December 2016 (Report 2016.508). Officers have now completed the detailed planning for the review as set out in this report.

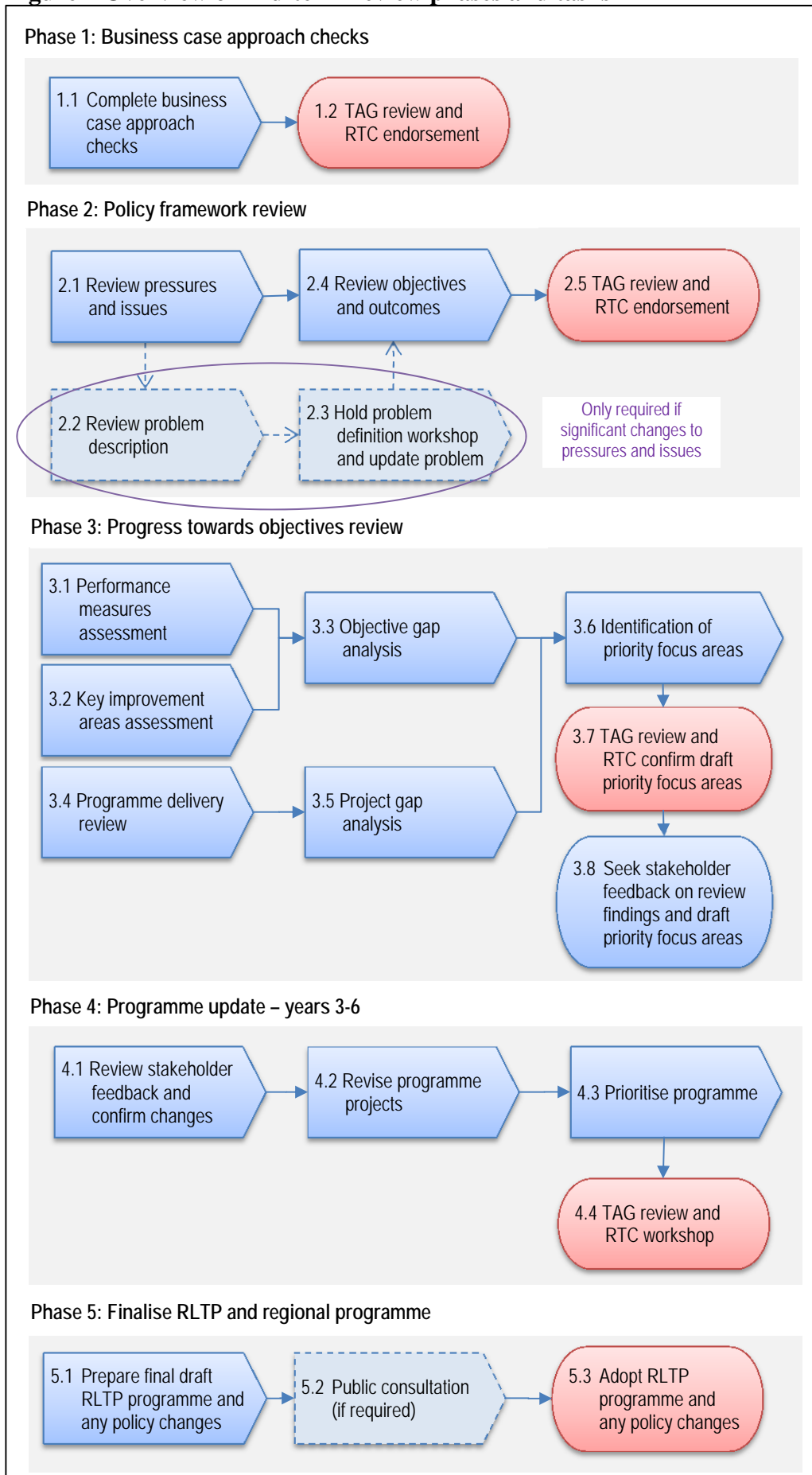
3. Review scope and phases

The purpose of the mid-term review is to check that the RLTP remains valid and fit for purpose (refer Report 2016.508). The focus of the review is to ensure that activities and projects in the second three-year period of the six-year programme are updated to accurately feed into the NLTP consideration.

The RLTP's strategic policy framework was adopted two years ago and due to its long-term outlook needs to have some longevity. Changes to the strategic policy framework should therefore not be considered until development of the next RLTP (in three years). The mid-term review may identify potential changes that could be considered further as part of the next RLTP 2021, but should only result in changes to the current strategic policy framework if there is a compelling case (e.g. significant changes to the pressures and issues).

The mid-term review is structured into five phases as shown in Figure 1. Each phase will generally feed into the next although, due to time constraints, some activities will overlap or run parallel.

Figure 1 Overview of mid-term review phases and tasks



4. Review tasks

This section provides further detail on the tasks that will be undertaken during each phase of the mid-term review.

4.1 Phase 1: Business case approach checks

The NZTA recommends that a mid-term review includes a check on whether the plan correctly applies the principles of the business case approach, including the inclusion of six key features¹. The purpose of the business case approach checks is to ensure the RLTP 2015 continues to align with the business case approach.

The conclusion from these checks, which have been undertaken during the scoping of the mid-term review, is that the RLTP 2015 is consistent with the business case approach (refer **Attachment 1**).

4.2 Phase 2: Policy framework review

The purpose of the policy framework review is to ensure that the “front-end” strategy component of the RLTP 2015 is still fit-for-purpose. It addresses the following questions²:

- Has anything changed significantly?
- Are the problems identified still of relevance and importance?
- Are the objectives, policies and measures still relevant?
- How does the policy framework align with the Government Policy Statement (GPS) on Land Transport?

The focus of this phase is the review of pressures and issues and whether any changes are of sufficient significance to require changes to the policy framework. The Phase 2 tasks are set out in Table 1.

Table 1 Summary of Phase 2 tasks

Tasks	Description
2.1 Review pressures and issues.	<p>A desktop review will be undertaken to identify any changes to the pressures and issues set out in the RLTP; including whether any changes are significant.</p> <p>This task will look at the transport network pressures and issues identified in the RLTP (chapter B), the latest GPS and other emerging issues. This task will also consider whether there has been any change in the evidence base for these pressures and issues, e.g. updated population forecasts and potential further information on resilience following recent earthquakes. A working paper will document emerging issues and changes to the strategic context for review by the Technical Advisory Group (TAG).</p> <p>The RLTP 2015 has only been operative for two years and therefore only minor changes to pressures and issues are anticipated.</p>
2.2 Review problem description (if required).	<p>Review problem description to identify whether the problem description is still valid. This task will only be undertaken if task 2.1 identifies significant changes.</p>

¹ Refer NZTA BCA Guidance for 2018 RLTP Reviews – Requirements & Recommendations, May 2016 (pp3-4)

² These checks are taken from NZTA BCA Guidelines for 2018 RLTP Reviews – Requirements & Recommendations, May 2016 (Third and fourth pages)

2.3 Hold problem definition workshop (if required).	If task 2.2 identifies that the problem definition is no longer valid then a new problem definition workshop will be required.
2.4 Review objectives and outcomes.	This task will identify whether any changes identified by the earlier tasks justify any changes to strategic objectives or outcomes, or the relatively priority of these (currently all objectives have the same priority). NB: The vision will not be reviewed as this is a high level and long term vision and was adopted only two years ago. It is also anticipated that no changes will be required to existing policies but these will be reviewed should there be any changes identified for existing objectives.
2.5 TAG review and RTC endorsement	The policy framework review findings will be reported to RTC, following a review by the TAG.

4.3 Phase 3: Progress towards objectives review

The purpose of Phase 3 is to ensure continued implementation progress towards the RLTP objectives and to identify any areas where further focus may be required to achieve the desired outcomes. The Phase 3 tasks are set out in Table 2.

NB: The Phase 3 scope assumes that there will be no changes to measures or strategic targets as a result of the policy framework review (Phase 2). The RLTP measures and targets were developed with a 10-year outlook in mind and, unless the relevant objectives change, should be retained through the life of the plan to enable consistent monitoring against them. For this reason, any changes to the measures and strategic targets are out of scope of the mid-term review, unless required by changes arising from the policy framework review.

Table 2 Summary of Phase 3 tasks

Tasks	Description
3.1 Performance measures assessment	This task will use the Annual Monitoring Report (AMR) to identify progress against targets for each objective. This will be used to identify overall progress towards each objective and help identify whether a greater focus should be placed on any objectives or areas that are not on track to meeting their target. The AMR for 2016-17 will not yet be complete at this point (AMRs are generally completed by October each year), so for Phase 3 the AMRs for the previous two years will be used.
3.2 Key improvement areas assessment	This task will review progress against the key improvement areas identified in the summary of strategic approach section of the RLTP 2015 (pp9-11), with overall progress measured on the same basis as above.
3.3 Objective gap analysis	This task will combine the analysis undertaken in tasks 3.1 and 3.2 to identify any gaps in the delivery of the RLTP objectives
3.4 Programme delivery review	This task will review what progress has been made in the three-year period against the RLTP work programme. It will consider what projects have been delivered, which ones have slipped and any other relevant information. This will help approved organisations to make decisions on what activities to include in years 4-6.
3.5 Project gap analysis	The project gap analysis is the main component of the programme delivery review. It will compare projects proposed to commence within the initial three years of the programme against those proposed for years four to six. The gap analysis will compare those projects that have actually started against those scheduled to commence in the original RLTP programme.

3.6 Identification of priority focus areas	<p>Priority focus areas will identify those objectives that the RTC considers should be given particular consideration during the second three years of the programme. An objective may be identified as a priority focus area if the performance measures for that objective are behind target, if there has been limited progress in key improvement areas, or if there are any issues that have emerged as being of particular importance since the 2015 RLTP was adopted.</p> <p>The purpose of identifying priority focus areas is to ensure continued progress against all RLTP objectives. Priority focus areas provide a means of identifying areas where further emphasis is required to ensure we deliver on all objectives. The weighting of objectives will be considered further as part of the development of the full RLTP 2021.</p>
3.7 TAG review and RTC to confirm priority focus areas for Phase 3	<p>The RTC will hold a workshop to identify any priority focus areas or potential priority focus areas based the reviews undertaken above. The RTC will then confirm the draft priority focus areas so as to guide the programme review and update (refer Phase 4 below).</p>
3.8 Seek stakeholder feedback on review findings and draft priority focus areas	<p>This task will involve inviting stakeholders (refer section 5.1) to review the outcomes of the various assessments and gap analysis in Phase 3 (tasks 3.1 to 3.5), and to consider the draft priority focus areas for years 4-6 of the programme.</p> <p>Stakeholders will be invited to provide feedback on these elements of the review, for consideration in Phase 4.</p>

4.4 Phase 4: Programme review and update (years 3-6)

The purpose of Phase 4 is to update the projects and activities in the regional programme, identify any changes to projects and confirm the priority of significant activities within the programme. The Phase 4 tasks are set out in Table 2.

NB: The Phase 4 scope assumes no changes to objectives but that one or more objectives may be identified as a priority focus area.

Table 3 Summary of Phase 4 tasks

Tasks	Description
4.1 Review stakeholder feedback and confirm changes	<p>This task will involve reviewing stakeholder feedback and making any changes to the previous analysis based on this feedback.</p> <p>By this point the AMR for 2016-17 will be complete, so any changes arising from this will also be incorporated.</p> <p>Feedback on any proposed priority focus areas will be particularly important as this will be used to guide approved organisations in revising their programme of activities. Priority focus areas will also provide context for the RTC in deciding the final priority order for significant activities.</p>

4.2 Revise programme projects	Identify projects for inclusion in the RLTP based on revised local transport programmes from approved organisations. This will include projects and activities that are new to the programme as well as existing or amended projects and activities already in the RLTP
4.3 Prioritise programme	The programme will be prioritised using the existing process set out in the RLTP ³ . The potential impact of priority focus areas on project priorities (e.g. prioritising projects that deliver on objectives identified as a priority focus area over other projects) will also be identified to enable the RTC to determine whether there should be any changes to the prioritised programme.
4.4 TAG review and RTC workshop	The TAG will be involved throughout this process as Council's will be involved in submitting projects. The RTC will workshop the draft prioritised list and indicate whether any projects that deliver on any identified key priority focus areas should be given a higher priority.

4.5 Phase 5: Finalise RLTP and regional programme

Prepare final draft RLTP including regional programme and carry out public consultation if required.

5. Engagement

5.1 Stakeholder engagement

Targeted engagement with representatives of land transport uses (e.g. pedestrian, cyclists, public transport, freight and other transport users) and land transport providers (e.g. KiwiRail, TransDev, bus operators) will be undertaken as part of the review. This engagement will be carried out as follows:

1. **Inform** – GWRC already holds an extensive list of stakeholders. These stakeholders will be contacted by email following the RTC agreeing this scope document. The purpose of this engagement is to inform stakeholders that the mid-term review is being undertaken and to advise them the scope of the review. Stakeholders may wish to provide feedback at this stage.
2. **Engage** – This will occur at the end of Phase 3. At this stage, the RTC will have identified whether there are any significant changes affecting the RLTP policy framework and will have identified any draft priority focus areas. Stakeholders will be invited to provide feedback on the progress against objectives review and any draft priority focus areas. Feedback will be used as an input into Phase 4 of the mid-term review.

The Technical Advisory Group (TAG) was formed to ensure that the RTC stakeholders are represented and involved in the review process. The TAG will meet and review documentation throughout the mid-term review process.

5.2 Public consultation

Full public consultation will only be required if any changes to the plan are significant. The RLTP significance policy will guide this decision once the review is complete. The decision as to whether to carry out full public

³ This consists of explicitly prioritising all significant activities in the programme relative to each other as well as prioritising the overall RLTP programme on submission to NZTA

consultation will be made by the RTC at its meeting in November, once the final draft programme has been agreed. If the decision is to consult, this would occur early in 2018.

6. Timetable

The review must be completed and changes submitted to the Transport Agency by April 2018. The key timeframes for RTC input are set out in Table 4.

Table 4 Mid-term review timetable

RTC meeting / workshop	RLTP review aspect	Other milestones
30 May 2017 Meeting	RTC to confirm scope and business case approach checks (Phase 1).	
1 Aug 2017 Workshop (To be confirmed)	RTC meeting to confirm the outcomes of the policy framework review (Phase 2). This may include a problem definition workshop if required.	
29 Aug 2017 Workshop + Meeting	RTC workshop and meeting to confirm to agree priority focus areas (Phase 3).	Six-monthly progress report on projects in the RLTP.
Sep 2016	Targeted engagement with stakeholders.	
26 Sep 2017 Workshop	Reschedule to 31 October (To be confirmed)	
31 Oct 2017 Workshop (To be confirmed)	RTC workshop on significant activities prioritisation (Phase 4) and consideration of whether to publicly consult.	
21 Nov 2017 Meeting	RTC meeting to confirm final draft programme and confirm consultation requirements (Phase 5)	Annual Monitoring Report on the RLTP
2018 meetings – dates yet to be determined	Consider feedback from consultation (if needed) and adopt revised RLTP as required.	

7. Communication

Any matters raised by the Committee will be communicated to the next meeting of the regional officers Technical Advisory Group.

8. The decision-making process and significance

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002 (the Act). Part 6 sets out the obligations of local authorities in relation to the making of decisions.

8.1 Significance of the decision

The matters for decision in this report are subject to the legislative requirements of the Land Transport Management Act 2003. Section 18D(5) of the Land Transport Management Act 2003 requires the Committee to determine if a proposed variation to the RLTP is significant, in accordance

with its significance policy adopted under 106(2) of the Land Transport Management Act 2003 and included in the programme.

This report sets out the scope and tasks for the mid-term review of the RLTP and is not a decision to vary the RLTP. Officers recommend that the matter be considered to have low significance. Subsequent decisions may lead to a variation in which case an assessment will be undertaken against the significance policy at that time.

8.2 Engagement

No engagement is necessary in relation to the content of this report. The engagement process for the mid-term review is outlined in section 5 of this report.

9. Recommendations

That the Committee:

- 1. **Receives** the report.*
- 2. **Notes** the content of the report.*
- 3. **Approves** the scope and tasks set out in this report for the mid-term review of the Wellington Regional Land Transport Plan 2015-21.*

Report prepared by:

Report approved by:

Harriet Shelton

Manager, Regional Transport
Planning

Luke Troy

General Manager, Strategy

Attachment 1: Alignment of RLTP 2015-21 with NZTA business case approach