System Design and Delivery **Date of Issue: November 2020**

State Highway Three Year Plan Instructions Manual

Manual Owner: Principal Advisor Maintenance Planning

Sponsor Endorsement: Margarita Gonzalez-Borrero (Acting Manager Planning and Performance)

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1. Purpose

This is the Manual Management Plan for the above Manual. [In accordance with Waka Kotahi's ISO 9001 Quality System, Manual Owners are expected to complete this form for all manuals.

2. Document Information

Manual Name	Three Year Plan Instructions Manual
Manual No.	SM 018

3. Amendment and Review Strategy

All Corrective Action/Improvement Requests (CAIRs) suggesting changes will be acknowledged by manual owners.

	Comments	Frequency
Amendments (of a regional nature)	To be forwarded to Manual Owner	Annually
Review (major changes)	Reviewed in March – June to reflect updates from Waka Kotahi and internal procedural changes	Annually

4. Other Information

This manual details the process required to prepare the Three-Year Plan as required by the SH Professional Services Contract Proforma Manual (SM030).

STATE HIGHWAY THREE YEAR PLAN INSTRUCTIONS MANUAL

Manual Number SM 018

Effective from: August 2000
Latest Revision 20/11/2020

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RECORD OF AMENDMENTS

Amendment No.	Description	Effective Date	Updated By	Date
1	Manual revised / reissued	1 Sep 2001	M. Owen	31 Aug 2001
2	Manual revised / reissued	1 Sep 2002	M. Owen	31 Aug 2002
3	Manual revised/ reissued	1 Aug 2003	M. Owen	31 Jul 2003
4	Manual revised/ reissued	1 Aug 2004	M. Owen	31 July 2004
5	Manual revised/ reissued	1 Aug 2005	M. Owen	31 July 2005
6	Manual revised/ reissued	9 August 2006	I. Cox	9 August 2006
7	Manual revised/ reissued	10 August 2007	I. Cox	
8	Manual revised/ reissued	1 August 2008	I. Cox	20 August 2008
9	Manual revised/ reissued	1 August 2009	I. Cox	11 August 2009
10	Manual revised/ reissued	1 August 2010	I. Cox	2 August 2010
11	Manual re-written and reissued	1 August 2013	G. Hart	23 August 2013
12	Minor PAM(i) review process changes	27 August 2013	G Hart	26 August 2013
13	Manual revised	August 2014	M O'Connor	28 Aug 2014
14	Manual updated/some dates changed	September 2014	M O'Connor	12 Sep 2014
15	Manual revised/reissued	May 2015	M O'Connor	15 May 2015
16	Manual revised/reissued	June 2016	S. Grave	15 June 2016
17	Manual revised/reissued	July 2017	M O'Connor	July 2017
18	Manual revised/reissued	July 2018	M O'Connor	July 2018
19	Manual revised/reissued	July 2019	M Gonzalez-Borrero	July 2019
20	Added appendix 1 – National office moderation	July 2019	M Gonzalez-Borrero	July 2019
21	Manual update – Volume 2	September 2019	M Gonzalez-Borrero	September 2019
22	Manual revised to reflect Three Year Plan requirements	November 2020	K Kiriona	November 2020

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Waka Kotahi
State Highway Three-Year Plan Instructions Manual

Published August 2000
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Document Status

This document has the status of a guideline (G) as defined in the Waka Kotahi *Standards and Guidelines Manual*.

The objective of this manual is to set out the Waka Kotahi policies and procedures for managing the state highway network in a manner that meets the Waka Kotahi goals.

The content is based on the Waka Kotahi current practices and those developed in the past from experience in managing the network.

While all care has been taken in compiling this document, the Waka Kotahi accepts no responsibility for failure in any way related to the application of this guide or any reference documents noted in it. There is a need to apply judgement to each particular set of circumstances.

Amendment Procedures

The version 22 amendment is a re-issue of the manual, following re-writing. Individual changes are not specifically identified in this re-issue.

Comments on this manual are always welcomed. If there are items that could be improved or clarified, please forward your comments/recommendations to the following email address:
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1. Key Dates

Table 1: Key dates

When	What	Who
March 2020	• Submission of 21/24 NLTP bid proposals	Network Managers/Contractors/TOC Managers/Journey Managers/Team leaders
September 2020	• SM018 Three Year Plan Interim Update published	Operational Policy Planning and Performance (OP3) – NZTA
20 November 2020	• SMO18 Three Year Plan instructions released	OP3 – NZTA
1 December 2020	• Three Year Plan template issued	OP3 – NZTA
1 February 2021	• Three Year Plans for System Management submitted. • TOC and Journey Management Three Year Plans and supporting documents submitted. • Nationally led project budgets submitted.	Network Managers/Contractors/TOC Managers/Journey Managers/Team leaders
February	• Moderation Activity Class Management moderation 21-24 NLTP	Investment and Finance Activity Class Managers

March 2020	• TOCs and Journey Management moderation (date to be agreed in February)	TOC Manager Journey Managers OP3 – NZTA
April/ May 2021	• Waka Kotahi Board to confirm funding for NLTP 21/24 • Moderation of Three-Year Plan submission	OP3 – NZTA
1 June 2021	Approved Three-Year Plan for 21/24 loaded into SAP.	OP3 – NZTA.

2. The Three-Year Plan

The objective of this manual is to provide a nationally consistent framework to enable the development of a Three-Year Plan that delivers the levels of service and outcomes desired by Waka Kotahi. This submission has a 3-year horizon being years 1 to 3 of the 21 -24 NLTP and the programmes developed to support implementation of the NLTP.

2.1 Key Requirements

It is anticipated that the 21-24 NLTP bid as submitted on the 1st of March 2020 will form the basis of the Three-Year Plan. At this stage the NLTP budget has not been confirmed and Network Teams need to be aware that the maximum budget will not exceed the bid as proposed and is highly likely to be less than that requested. In light of this, Network Teams will need to critically review and update proposals for the 21-24 NLTP bid.

It is essential that teams rank and prioritise a needs-based programme with a view to funding down to the appropriate level once the NLTP budget has been confirmed.

There will be a strong emphasis on making the best of what we have got and to that end regions are encouraged to think about:

  - Exploring alternative risk profiles – for example, solutions that provide reasonable value for money but may have a shorter life expectancy.
  - Utilising alternative treatments to achieve objectives and maximise coverage – for example, optimising treatments and targeting a sensible balance right across the Network rather than concentrating in one area only.
  - Consider different delivery mechanisms – for example, working with adjacent networks to minimise set up costs etc.
  - Safety and access should be prioritised when building programmes
  - Work with Asset Integrators to review the programme submitted in March 2020 to identify opportunities to tension the funding request
- It is expected that the Forward Works Programmes for all assets covered under the NOC will be an output of the implementation of the Maintenance Management Plans (MMP). Show all costs **exclusive of escalations or cost fluctuations (i.e. tender rates)**. Escalations will be nationally managed.
- Show an accurate account of work to be completed in years 1 to 3 of the upcoming 21-24 NLTP bid (see section 2.2). Details, including site specific location information, should be provided for all renewals sites programmed for the Three-Year Plan.

2.2 Three-Year Horizon Approach

In an attempt to reduce the amount of time and effort required to develop annual plans, we are proposing a simplified approach with the introduction of the Three-Year Plan. Corresponding with NLTP timeframes, detailed planning will be required in year three of each cycle in readiness for the next NLTP bid and Three-Year Plan. On this basis, while Teams will still be required to monitor and manage programmes ensuring

delivery of works as planned for each year of the cycle, there will be no requirement to continue the 'Annual Plan' process as has been required historically.

It will be useful to adopt a view whereby we are building up a pipeline of work that can be assessed and implemented as funding becomes available rather than limiting planning to fit within a fixed budget over a fixed period of time. Ideally there will always be a continuum of work under review ready to be implemented in accordance with its priority.

The Three-Year Plan template will be prepopulated with funding figures as per the submitted 21/24 NLTP proposal and teams are required to update the programmes. It is reiterated that the maximum budget is highly likely to be less than that requested.

Programme prioritisation/ranking will require careful consideration to ensure we are maximising network coverage with the tensioned budget available. Teams are encouraged to rank programme activities in accordance with their MMP keeping in mind this must be a needs-based programme with network safety being paramount. Ranked projects will be funded in accordance with the advised budget availability.

Detailed programmes of work for 21/24 will need to be submitted in the Three-Year Plan template as indicated in Table 1

Table 1- Detailed Programmes Per Work Category

Work Category	Detail	21/22	22/23	23/24
		Y1 Programme	Y2 Programme	Y3 Programme
WC 111	Heavy Maintenance	✓	✓	✓
WC113	High Lip Removal	✓	✓	✓
	Reform Side drains	✓	✓	✓
	Reform Unlined Surface Water Channels	✓	✓	✓
WC114	114A: Routine Bridge Maintenance	**Not required**	**Not required**	**Not required**
	114B: Structural Bridge Maintenance	✓	✓	✓
	114C: Other Significant Highway Structures (exc. Tunnels)	✓	✓	✓
	114D: Guardrail Maintenance – on bridges	**Not required**	**Not required**	**Not required**
	114E: Tunnel Maintenance	**Not required**	**Not required**	**Not required**
WC212	Sealed Road resurfacing – Chip Seal	✓	✓	✓
	Sealed Road resurfacing – Asphaltic Concrete	✓	✓	✓
WC213	Subsoil Drains (not associated with rehabs).	✓	✓	✓

	Lined Water Channels	✓	✓	✓
	Culvert renewals	✓	✓	✓
WC214	Sealed Pavement Rehab	✓	✓	✓
	Structural Asphaltic Pavement Rehab	✓	✓	✓
WC215	215A: Routine Bridge Component Replacement	✓	✓	✓
	215B: Structural Bridge Component Replacement	✓	✓	✓
	215C: Other Significant Highway Structures Component Replacements (exc. Tunnels)	✓	✓	✓
	215D: Guardrail Component Replacements – on bridges	✓	✓	✓
	215E: Professional Services for Component Replacements	✓	✓	✓
	215F: Highway Guardrail Renewals – not on bridges	✓	✓	✓
WC216	Bridge and Structures Renewals	✓	✓	✓
WC221	Environmental Renewals	✓	✓	✓
WC222	Traffic Services Renewals	✓	✓	✓
WC224	Cycle Path Renewals	✓	✓	✓
WC225	Footpath Renewals	✓	✓	✓

3. Process

3.1 Roles and Responsibilities

Each Network Team is responsible for owning the development of the Three-Year Plan submission.

While the Network Manager relies on a team of internal and external resources to provide the necessary information to develop and justify the Three-Year Plan, the Network Manager is ultimately the owner of the Three-Year Plan for their network in its entirety. It is anticipated that Three-Year Plans will require MCMs to review submissions against contractual requirements and costs. Their endorsement in support of the Three-Year Plan is encouraged.

The Network Manager must be able to satisfy themselves, the local System Manager, and others, that the Three-Year Plan is a robustly justified (i.e. evidence based) submission that, once approved, will enable the efficient delivery of the expected customer levels of service in accordance with the ONRC.

The following key parties are expected to closely collaborate with the Network Manager to develop the Three-Year Plan submission:

- NOC supplier and their support team (for all assets and activities covered under the NOC)
- Maintenance Contract Managers
- Regional Bridge Consultants (for all structures except for “barriers not on bridges” and “tunnels”)
- Technical Services teams from Waka Kotahi (Safety, Structures, Pavements)
- Asset Integrators

It is expected that System Managers are sufficiently involved during the development of the Three-Year Plan so that they can endorse them with confidence before they are submitted.

3.2 Scope

The Three-Year Plan corresponds with years 1 to 3 of the 21/24 NLTP.

Years	Expectations
Y1 to Y3	**Detailed programme for all assets and activities** ***** *locational and unit cost information required for all programmes (see section 2.2)*

3.3 Forward Works Programme

It is expected that the Forward Works Programmes for **all assets** covered under the NOC will be an output of the implementation of the Maintenance Management Plans (MMP).

Factors to consider when developing the Forward Works Programme:

- Corridor Management Plans
- Awareness of the Capital Works Program (including Safe Roads) and its implication in terms of maintenance and operations for future years
- Changing circumstances, including: asset growth, revocations, increased complexity (particularly for some urban networks), planned development and significant changes in demand (e.g. freight demand, new types of tourist buses)
- Customer satisfaction surveys, customer complaints
- Active implementation of the ONRC
- Level of risk associated with investment level sought
- Success stories from previous years (e.g. around new treatment options)
- Improvement stories from previous years (e.g. from sites where treatments were deferred)

The NLTP Pavement and Surfacing Implementation Project has already commenced and network teams are being kept informed of expectations for the field review of Three-Year plan programmes for Pavement and Surfacing renewals. Guidance on 'up treatments' will be provided once finalised as part of the roll out programme.

3.4 Reduction to Funding to Align with 21-24 NLTF.

The main requirement for the Three-Year Plan is that teams rank and prioritise a needs-based programme with a view to funding down to the appropriate level once the NLTP budget has been confirmed.

From the optimal bid regions need to identify the activities they would like to nominate for a reduction if our funding request is reduced during the activity classes moderation.

Regions need to identify activities worth 25% of the optimal bid (value $) and provide them in a ranking order.

- SMs should endeavour to nominate activities across ALL work categories, including the 100 series. It may not be possible to find sufficient activities in the 100 series work categories that add up to a 25% reduction in the $ value therefore, more than 25% of the renewals (the 200 series) would need to be nominated in order to achieve an overall 25% reduction in total funding value.

- As part of this exercise the regions will need to clearly articulate the risks and expected consequences if we need to remove the activities that have been nominated. It is essential that for each activity being nominated, the following details be provided:

    - Impact on the condition of the asset* (*for which the activity will not be delivered, or a lesser treatment will be delivered)
    - Impact on the performance of the asset*
    - Impact in terms of service levels for that asset*
    - Impact in terms of safety – will the safety be compromised? To what extent? Will "safety levels" be breached?
    - What regulations/legal requirements will/might be breached as a result of not delivering the activity?
    - What is the financial impact for the next NLTP? (e.g. activity is deferred from 21-24 to 24-27, so are the costs)
    - Mitigations put in place to mitigate the risks associated with not delivering the activity

- The impacts (bullet points above) need to be quantified as much as possible. Qualitative description is not sufficient.
- A tab on the Three-Year Plan spreadsheet will be created for the regions to provide this information.

- The proposed reduction of funding should be developed in collaboration with Asset Integrators to ensure the consequences are well understood,

This information will be used by the moderation team to guide any decisions to adjust funding once the 21-24 NLTP has been confirmed and will support the understanding of the impact of reduced funding to be considered during the moderation of all the activity classes.

A Network Statement is not required as the regions will have provided one when the NLTP was submitted in March 2020. However, we will add a field on the Three-Year Plan for the regions to provide comments if the information on the Network Statement is no longer relevant.

The SHAMP will be published in December which provides the framework and strategic direction under which the bid is developed. Teams should review this document to ensure alignment.

3.5 Cost fluctuations

All costs should be exclusive of cost fluctuation adjustments. Escalations will be nationally managed.

3.6 Deliverables

The key deliverables of the Three-Year Plan submission are:

- Three-Year Plan bid as per template

4. Additional Requirements/Clarification

4.1 Journey Management

To simplify things, the description that we are using is; "if activities/initiatives are connected to Journey Management and they are controlled by the Journey Management team then Journey Management will manage, maintain and plan the renewal of that asset". The only exclusion is the ASMA and some assets from Wellington networks – those assets still remain the responsibility of ASMA and Wellington respectively. We have compiled a list of activities below and have either put them in the Journey Management Plan or Network Plan. The list below may not be complete, but more will be added to when required to reduce confusion or duplication.

There are 5 Three Year Plans that cover TOCs and Journey Management as a joint approach for the Regions and one National Office plan that will be shared and reviewed through the same process as the Regional Plans.

Each TOC (Auckland, Tauranga, Wellington and Christchurch) will request from each Network Manager the traffic signals renewals needs for the next 3 years including detailed justification and identification

of the future sites (next 3 years). This is so that we can share the knowledge that the TOCs have with managing these assets and share experiences with TLA's.

While Journey Management are accountable for the plans the Network Managers input and involvement is essential so that we can achieve the outcomes required to achieve Journey Management success.

TOCs operate across regions and to avoid effort only the main Business Unit Decision Making Team (BUDMT) for that TOC needs to be run through the plan, e.g. Auckland covers Hamilton and Auckland and Northland but will only have to present to the Auckland (BUDMT).

4.2 Bridges and Other Significant Highway Structures

Addendum to be added with updated instructions. Due 1 December 2020

4.3 Pavements and Surfacing

Extensive modelling work has been carried out to support the 2021-2024 NLTP bid. This signalled a need to increase renewal quantities across the network and, importantly, change the way we distribute the available quantities across the ONRC classifications.

It is essential that we improve the way we give effect to the outcomes of the modelling work to ensure that the NOC contracts are targeting the optimal levels of renewal within the budgets available. This will mean a greater focus on the distribution of work across the appropriate functional classifications.

Specifically, we need to ensure that renewals target the right sites and ONRC classifications and that the treatment types (and costs) are robustly assessed to ensure that the target lengths can be delivered within the budget available.

To assist with this approach the NLTP Pavements and Surfacing Implementation Project Team ran a series of 'TEAMs' presentations providing background and key messaging regarding the National Modelling work outcomes. These were followed up with local "Teams" workshops which focussed more closely on the issues specific to individual networks.

The NLTP Pavements and Surfacing Implementation Project Team continue to update Network teams and have worked hard to ensure alignment with the Three-Year Plan Instructions. To avoid duplication the Renewals and Surfacing tab has been deliberately removed from the Three-Year Plan template with teams utilising JunoViewer to collaboratively build the forward works programmes.

The redistributed quantities resulting from the modelling carried out and high-level overview of the revised RAPT process are presented below. Network teams will need to remain closely engaged with the implementation project and updated information as it becomes available.

"21_24 NLTP Pavement and Surfacing Modelling [Shared with Externals]" can be accessed via the following link: https://infohub.nzta.govt.nz/otcs/cs.dll/properties/46351809

Table 2 – Redistributed Quantities

Annual Average Length (lane.km) over the Year Block (2021/22 through 2023/24), Total and by ONRC Class

Network	Asphalt Surfacing (AC)					Chipseal Surfacing (CS)					Pavement Rehabilitation (RHAB)					Grand Total	Commentary
	High	Medium	Low	AC Total Kn	Cost	High	Medium	Low	CS Total Kn	Cost	High	Medium	Low	HAB Total K	Cost		
(NOC) NORTHLAND	8.7	4.0	11.1	23.8	$6,455,232	14.7	8.5	111.6	134.9	$3,993,346	8.2	5.3	9.2	22.7	$8,758,078	181.3	10km AC & RHAB at risk (consider reduction)
AUCK ALLIANCE	101.4	4.2	-	105.6	$24,732,058	2.7	4.6	-	7.3	$457,620	2.4	5.5	-	7.9	$3,941,301	120.8	
(EC) WEST WAIKATO NORTH	17.6	1.8	2.3	21.7	$6,637,836	18.6	9.2	20.6	48.4	$1,516,362	9.3	1.0	-	10.3	$4,635,583	80.4	
(EC) WEST WAIKATO SOUTH	-	0.8	0.2	0.9	$342,757	-	24.7	14.6	39.3	$1,594,919	-	0.4	0.3	0.6	$172,537	40.8	
(NOC) CENTRAL WAIKATO	2.7	0.9	0.1	3.7	$1,648,212	64.6	62.9	82.1	209.6	$7,374,375	22.8	10.0	2.4	35.2	$13,065,380	248.4	
(NOC) EAST WAIKATO	0.2	5.0	8.9	14.0	$4,127,969	5.6	71.3	33.0	109.8	$3,145,613	-	9.1	0.3	9.4	$3,119,687	133.2	
(NOC) BOP EAST	-	4.2	1.9	6.1	$903,862	-	62.8	84.1	146.9	$3,175,184	-	13.3	3.4	16.8	$3,853,464	169.7	5km RHAB at risk (consider reduction)
(NOC) BOP WEST	12.3	4.2	0.1	16.5	$4,550,086	7.2	23.1	7.8	38.1	$1,426,486	5.0	4.1	0.7	9.8	$4,304,203	64.5	5km RHAB at risk (consider reduction)
(NOC) TAIRAWHITI ROADS NORTHERN	-	-	-	-	$0	-	-	32.5	32.5	$766,347	-	-	2.2	2.2	$421,089	34.7	
(NOC) TAIRAWHITI ROADS WESTERN	-	0.3	0.2	0.5	$227,548	-	33.5	2.9	36.4	$930,647	-	9.8	-	9.8	$1,619,788	46.8	
(NOC) HAWKES BAY	2.2	1.2	0.2	3.7	$1,237,551	38.5	67.0	35.8	141.3	$4,465,011	0.2	4.5	0.1	4.9	$866,259	149.9	RHAB light (may need to increase)
(NOC) TARANAKI	-	1.7	1.4	3.1	$865,006	-	53.1	66.0	119.1	$2,761,247	-	18.6	4.0	22.6	$5,365,688	144.8	10km RHAB at risk (consider reduction)
(NOC) MANAWATU-WHANGANUI	2.5	1.9	0.6	5.0	$1,130,604	71.7	37.1	20.4	129.2	$4,079,841	1.2	3.6	0.7	5.5	$1,276,492	139.7	RHAB light (may need to increase)
(NOC) WELLINGTON	23.6	3.0	0.3	26.9	$5,734,789	14.5	11.6	1.6	27.7	$1,218,923	2.9	1.9	-	4.8	$1,535,346	59.4	RHAB light (may need to increase)
(EC) MARLBOROUGH	0.7	1.0	0.4	2.1	$633,199	22.3	19.5	11.9	53.6	$1,595,913	0.9	0.9	-	1.7	$323,446	57.4	
(NOC) NELSON-TASMAN	-	2.9	4.4	7.4	$2,577,663	-	44.1	27.9	72.0	$3,078,900	-	3.9	0.1	4.0	$1,119,022	83.4	
(NOC) NORTH CANTERBURY	23.9	3.6	0.1	27.7	$6,040,187	83.8	41.1	39.8	164.7	$4,444,519	3.2	1.3	-	4.6	$1,546,449	196.9	RHAB light (may need to increase)
(NOC) SOUTH CANTERBURY	1.3	0.2	1.2	2.7	$1,193,329	24.9	31.5	32.5	89.0	$2,285,878	1.5	0.7	-	2.2	$345,319	93.9	
(NOC) WEST COAST	-	4.0	0.6	4.6	$1,351,953	-	99.4	46.8	146.3	$3,819,882	-	1.9	0.1	2.0	$346,187	153.0	RHAB light (may need to increase)
(NOC) OTAGO CENTRAL	-	1.4	1.2	2.5	$1,158,677	-	91.6	17.2	108.8	$3,733,451	-	4.7	-	4.7	$1,639,513	116.0	RHAB light (may need to increase)
(NOC) COASTAL OTAGO	7.7	1.5	0.8	9.9	$2,605,531	35.1	41.1	82.8	159.0	$4,001,421	2.1	3.7	0.1	5.9	$1,063,882	174.8	RHAB light (may need to increase)
(NOC) SOUTHLAND	-	13.8	1.2	15.0	$4,521,314	-	59.8	49.3	109.2	$2,968,215	-	7.5	0.7	8.2	$1,515,328	132.3	
MILFORD	-	-	-	-	$0	-	21.6	-	21.6	$514,746	-	-	-	-	$0	21.6	
Grand Total	**204.8**	**61.6**	**37.2**	**303.6**	**$78,675,364**	**404.1**	**919.2**	**821.2**	**2,144.5**	**$63,348,849**	**59.7**	**111.6**	**24.4**	**195.8**	**$60,834,039**	**2,643.9**	

Additional Notes

NOC boundaries include the Taranaki NOC3 and West Waikato NOC3 changes (WW North and South remain seperated).

Investment is based on Regional Planning Rates (derived from 2019 Annual Plan submissions)

Investment does NOT INCLUDE any provision for up-treatment. This will be discussed during the local workshops

Comments highlight networks where some movement is anticipated (particularly pavement rehabilitation quantities). Increase in quantity/$ on *light* networks will be dependant on a decrease of quantity/$ on *risk* networks

Excludes SCRIM surfacing

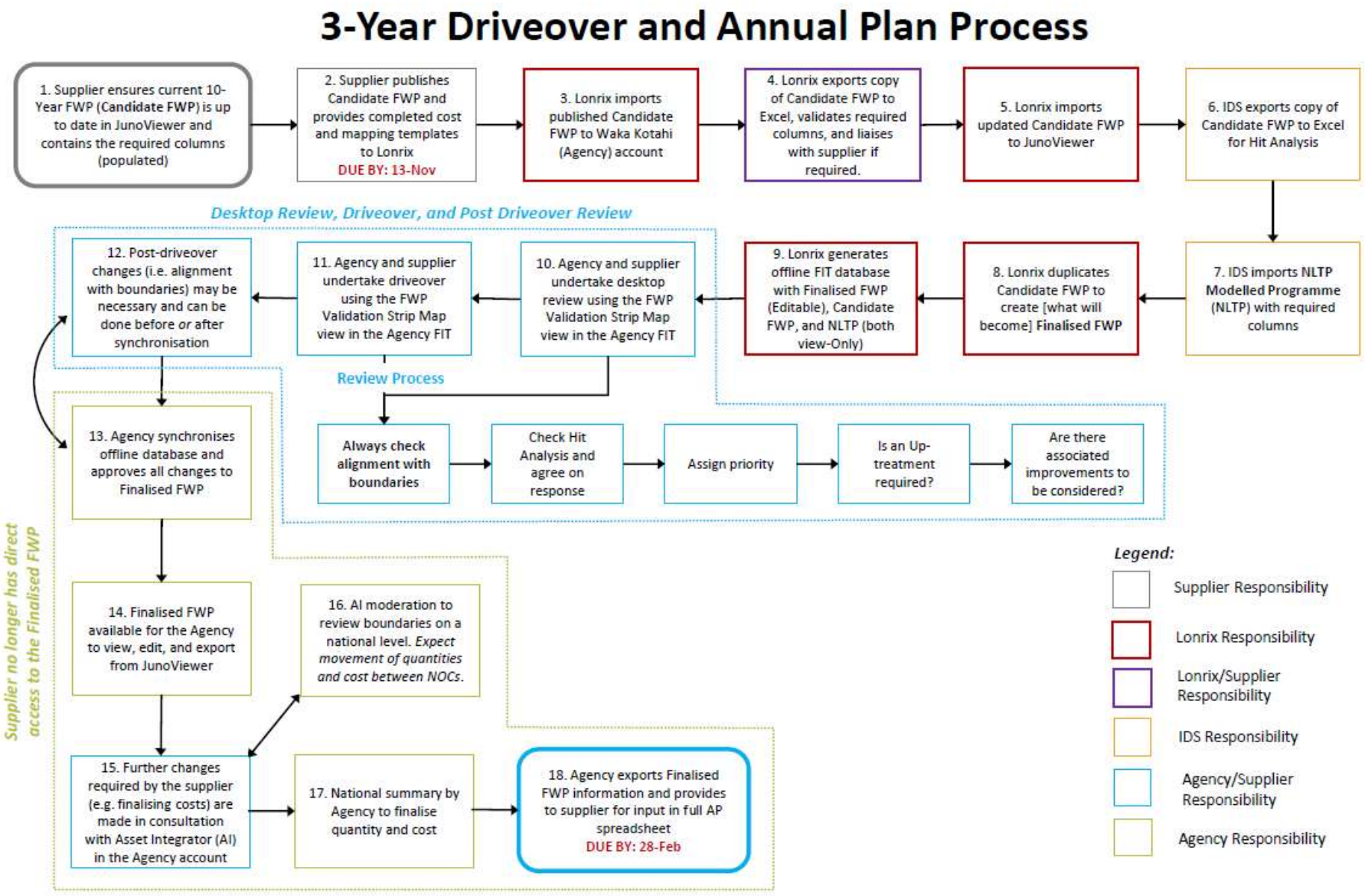
Entire NZ SH network is included. Capital/Safety Improvement and Principal Risk sites are included.

ONRC Class (High) = High Volume and National

ONRC Class (Medium) = Regional and Arterial

ONRC Class (Low) = Primary and Secondary Collector

Figure 1 – Revised RAPT Process 2021/24



4.4 Geotechnical Requirements

While the LCLR programme can be used to fund appropriate one-off projects for installation of Geotechnical Assets including rock scaling and fencing, any ongoing maintenance needs should be considered as part of the maintenance programme.

It should be noted that any rock fall or scaling activities proposed to be part of the Three-Year Plan will need to be signed off by the Waka Kotahi Lead Advisor, Geotechnical, Stuart Finlan.

4.5 Footpaths and Cycleways

Procedures for managing the design, construction and maintenance of cycling and shared path facilities have been revised. The new standard applies from February 2019 and should be used to carry out physical works in the areas identified on the State Highway Cycling Network Facilities map.

The new specification (as per the link below) sets out a requirement for explicit consideration of people cycling on the State Highway Cycling Network and will require adaptations to business as usual asset management practices to ensure appropriate levels of service are provided for this customer group. In some instances, maintenance routines may need to be adapted. This specification should also now be incorporated into annual planning processes, with funding for improvements to cycling levels of service sought where required. Road rehabilitations and reseals planned on areas that are part of the State Highway Cycling Network, as defined by the map, should incorporate cycling associated improvements where appropriate.

It is reiterated that the main requirement for the Three-Year Plan is that teams rank and prioritise a needs-based programme. Careful consideration should be given to maintaining assets in a financially constrained environment where safety is paramount. Networks will need to consider the immediate implications and where appropriate start to include the requirements in future years.

https://www.nzta.govt.nz/resources/specification-for-design-construction-and-maintenance-of-cycling-and-shared-path-facilities