



An Auckland Council Organisation

Integrated Transport Assessment Guidelines

December 2013



Preface

This guideline updates and builds on the work of the previous Integrated Transport Assessment (ITA) Guidelines that were prepared in 2007 by the Auckland Regional Transport Authority (ARTA). This document acknowledges the broader scope and functions of Auckland Transport (AT) as a statutory entity pursuant to the Local Government (Auckland Council) Act 2009, which includes management and control of the local transport system in Auckland. This guideline also includes an update to reflect the key roles that the New Zealand Transport Agency (NZTA) and KiwiRail play in the Auckland transport system.

The draft Unitary Plan for Auckland was notified on 30 September 2013 and includes a number of “triggers” for when an ITA will be required and recommends that any such ITAs be prepared in accordance with these guidelines.

All parties contemplating significant development (which fall within the triggers identified within the Unitary Plan requiring the preparation of an ITA) should prepare the ITA in accordance with this document in the interests of improving best practice across the region.

Preparing an ITA in accordance with this guideline will ensure that matters of interest to AT as the Auckland Road Controlling Authority (RCA) and our transport partners at the New Zealand Transport Agency (NZTA) and KiwiRail are appropriately addressed. In our view this should ultimately lead to a smoother planning process for development proposals and better environmental outcomes when a proposal is advanced with the relevant regulatory authority, Auckland Council.

ITAs are also a key document to achieve integration between the planning and funding decisions that are made by the Auckland Council and relevant transport agencies. This is a priority outcome of the Auckland Plan.

Auckland Transport anticipates that these guidelines will be of assistance to all transport and planning professionals involved in urban and transport planning in Auckland. Auckland Transport welcomes feedback on how well the guidelines are working in practice, so that they can be updated on an ongoing basis to reflect best practice.

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1 INTRODUCTION

1.1 Overview

ITA Guidelines were originally prepared by the Auckland Regional Transport Authority (ARTA) in 2007 in response to requirements set out in (the then) Proposed Change 6 (Change 6) to the Auckland Regional Policy Statement (RPS). That change was the Regional Council's response to the issue of needing to better integrate land use and transport planning in Auckland as required at the time by the Local Government (Auckland) Amendment Act 2004 (LGAAA).¹

The key amendment of proposed Change 6 was the addition of a method in the RPS requiring that ITAs be submitted whenever a new plan change or major trip generating activity was proposed. Given that this was a new requirement, it was considered at the time that further guidance was needed concerning what an ITA was, when one should generally be prepared, and what the content should be, to assist transport planners and other practitioners when preparing these assessments. It was always contemplated that the ITA Guidelines would be a live document, which would be regularly updated in response to changes in legislation, planning and traffic engineering practices, and as a result of feedback from transport and planning professionals using the guidelines.

Auckland Transport has undertaken a review of the original guidelines to respond to feedback and issues that have arisen with the use of the existing ARTA guidelines, which have now been in place for 5 - 6 years. The review also takes into account the changes that have occurred to Auckland's governance in recent times. There have been significant changes in strategic policy in Auckland with the adoption of the Auckland Plan under the Local Government (Auckland Council) Act 2009 (LGACA) and the quality, compact city model that the Auckland Plan seeks to achieve as a long term vision. ITAs, along with other assessments of land use, should be consistent with the vision outlined in the Auckland Plan.

The ITA Guidelines have been prepared to assist transport planners and planning professionals to draft ITAs that robustly analyse proposals, whether they are promoted by private developers, the Auckland Council or Requiring Authorities².

The key to successful ITAs is that they are prepared at the beginning of the planning process, to ensure that the relevant transport agencies are involved early and that the ITA covers appropriate matters. This ensures that time is spent on an appropriate level of analysis and that sufficient information is included to avoid time delays and unnecessary costs as a proposal proceeds through the consenting process.

These guidelines set out what Auckland Transport and its key transport partners consider to be best practice with respect to the process surrounding the preparation of an ITA, and the content that should

¹ This has now been superseded by the Local Government (Auckland Council) Act 2009

² These organisations are collectively referred to as "applicants" from here on.

be included within an ITA. In particular, the guidelines place a strong emphasis on the scoping of the ITA, consideration of the person trip generation of all transport modes, as well as assessing a development proposal's consistency with key land use and transport policy / strategy, as well as the future transport network.

Whilst these guidelines provide emphasis on best practice from an Auckland perspective, reference has been made in these guidelines to the New Zealand Transport Agency (NZTA) Research Report 422, which also provides guidance on ITAs. Auckland Transport considers this guideline is generally consistent with the approaches outlined in that research report.

1.2 Statutory and Policy Framework

There has been significant change in the legislative framework relating to the Auckland region in recent years, which is important in considering the context for ITAs. The key legislation is briefly outlined and described below.

Local Government (Auckland Council) Act 2009 & Local Government Act 2002

The LGACA established Auckland Council as a Unitary Authority, replacing the previous Regional Council and seven territorial authorities that existed prior to its enactment.

The LGACA required the new Council to prepare a spatial plan, setting out the 20 – 30 year vision for the region. This document, the 'Auckland Plan' has now been prepared and was adopted by the Council on 29 March 2012.

The Local Government Act 2002 (LGA) also continues to apply to the Auckland Council and sets out requirements such as the need to prepare a Long Term Plan (LTP) covering a period of at least 10 years into the future. An LTP outlines Council's intended spending proposals and how these will be funded.

Combined, the LGA and LGACA require the Council to have a forward vision of at least 30 years and to demonstrate what infrastructure (among other things) will be needed to support that vision, and the way in which such measures will be funded.

Resource Management Act 1991

A key piece of legislation is the Resource Management Act 1991 (RMA). All of the existing planning documents in the Auckland Region are still in force under this Act, and these will continue to apply until such time as the Council's Unitary Plan is operative. These include:

- The RPS
- A number of Regional Plans
- The District Plans for Auckland City, Waitakere, Manukau, Rodney, North Shore, Papakura and Franklin.

The RPS and Regional Plans set out the regional objectives for Auckland and include current concepts such as the Metropolitan Urban Limit (MUL), which is proposed to be replaced by the Rural Urban Boundary (RUB) under the Unitary Plan, and rules to protect air and water quality. The District Plans set out objectives and policies for urban and rural development and associated rules that apply whenever new development is proposed.

On 30 September 2013 the Council notified the draft Auckland Unitary Plan. The Unitary Plan seeks to give effect to the “quality, compact” growth model outlined in the Auckland Plan. The Unitary Plan sets out the triggers for when the preparation of an ITA is required and directs that ITAs should be prepared in accordance with this guideline.

Land Transport Management Act 2003

The Land Transport Management Act 2003 (LTMA) was recently amended. The Act now requires that a Regional Land Transport Plan (RLTP) be prepared by Auckland Transport showing the transport objective, policies and priorities for Auckland over a 10 year horizon. Detailed information about the actual projects, their costs and predicted funding sources must be prepared for the first 6 years of the programme. The RLTP must be reviewed every 3 years to ensure that it is kept up to date, but can be varied at any time by following the prescribed process.

The RLTP sets out the expected funding for projects and relies in many cases on a subsidy being provided by the NZTA. At the time of writing, the funding available through current sources will not be sufficient to enable the full programme of works planned by Auckland Transport and as such projects have been allocated a priority.

This is relevant to ITAs as any new projects proposed in response to development must be cognisant of whether such a project is already funded, and where this is not the case, applicants will need to consider the appropriate staging and timing of such projects.

As part of the amendments to the LTMA, the Public Transport Management Act 2008 was repealed and the various public transport system provisions (as amended) have been included in the LTMA. The LTMA provisions also include the mechanism for adopting the new Public Transport Operating Model. As under the LTMA, the new provisions require Auckland Transport to prepare a Regional Public Transport Plan (RPTP) for a period of at least 3 years in advance, and up to 10 years into the future. The new RPTPs have a slightly different purpose and required contents to those under the PTMA and focus on identifying and listing the bus, rail and ferry services that are integral to the public transport network in the region.

Housing Accords Special Housing Areas Act 2013

This recent legislation sets up a number of new processes to allow housing to be built more quickly in the Auckland Region.

The Act allows the Minister of Housing to enter into housing accords with territorial authorities which set benchmarks for the provision of housing over certain timeframes. An accord has been signed between

the Minister and Auckland Council committing to the construction of 39,000 houses over a 3 year period.

The Act allows the Minister to declare development areas “Special Housing Areas” on the recommendation of the territorial authority. Where a Special Housing Area has been declared then developers may apply for “qualifying developments” which will be assessed under the Act, which has shorter processing timeframes and more limited notification to affected parties and appeals than the RMA.

Special Housing Areas allow developers to apply under the rules of the Proposed Unitary Plan as if that plan were operative, or to apply for a change to the Unitary Plan (for example where a Future Urban zone applies) to permit housing to be built. All provisions of the Proposed Unitary Plan are therefore deemed to apply, including the requirements to provide an ITA in the circumstances identified in Clause 3.2.7.9.1 such as plan changes, or activities which are over a certain transport threshold.

Refer to Section 2.2 below for further information.

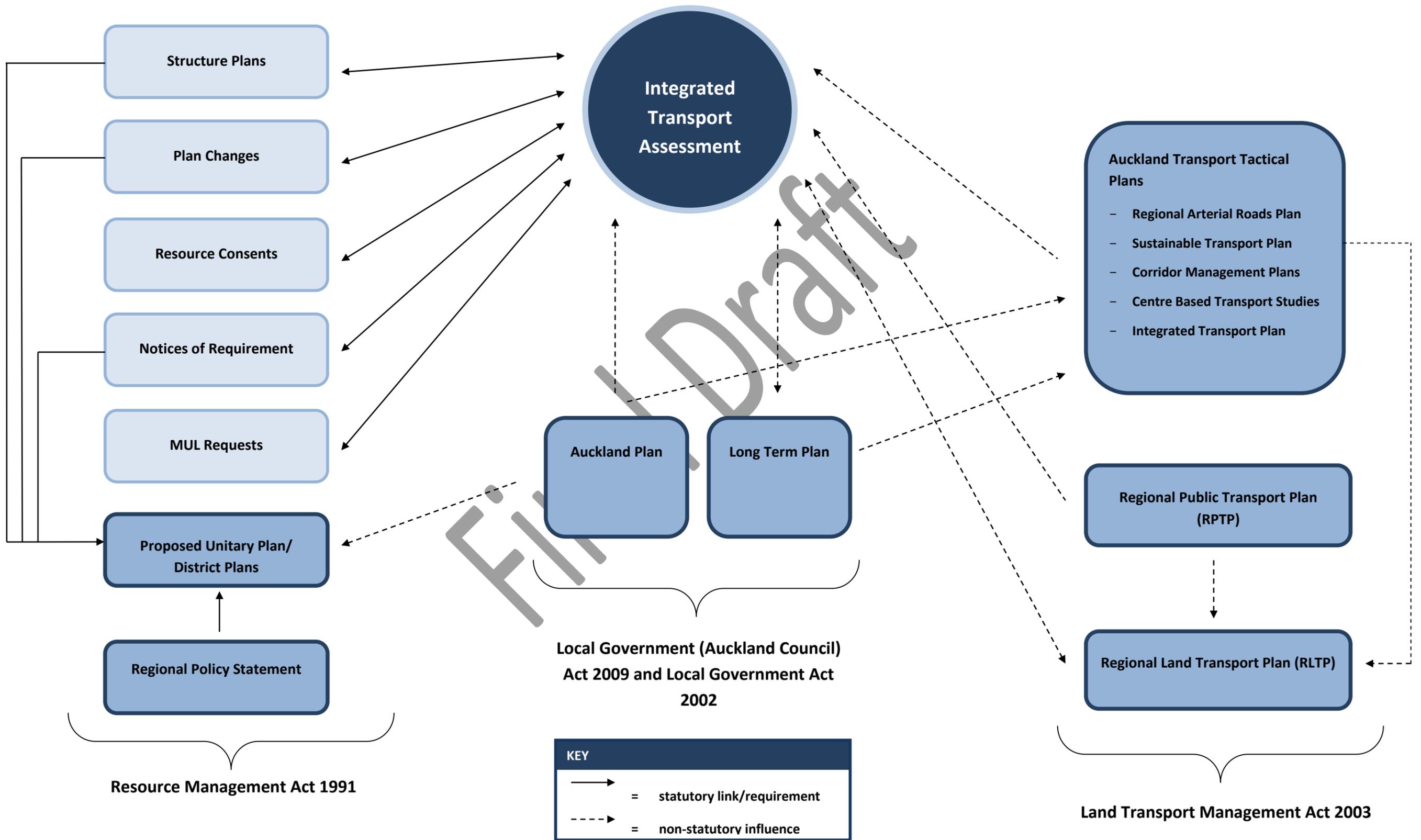
1.3 Relevance of Transport/ Landuse Integration

The need for integration of transport and land use has been reinforced by the legislative changes.

The Auckland Plan adopts a vision of a quality, compact city linking public transport and land use. The Unitary Plan as notified gives effect to the Auckland Plan and is seeking to accommodate at least 60% of expected growth within existing urban boundaries. ITAs continue to be an important document in the legislative context, and will ensure that land development proposed by parties is consistent with the vision of the Auckland Council and Auckland Transport as outlined in the Auckland Plan, Auckland Unitary Plan, the RPTP and RLTP.

A diagram summarising the interaction between the above legislation is shown on the following page.

Figure 1: ITAs – Key Statutory Framework



2 PREPARING AN ITA

2.1 What is an ITA?

An ITA is a report, usually prepared by a transport planner, transport engineer or other suitably qualified professional, which assesses the transport effects of a development proposal. A 'development proposal' when referred to in these Guidelines means any form of RMA application. An ITA will usually be required by Auckland Council at the time of lodging a planning application made under the Resource Management Act 1991 (RMA). However, ITAs also have a useful function simply as "information" to inform and guide decisions made at the early stages of a development proposal.

When involved in a planning application, ITAs form part of a range of reports which are prepared as part of the application to provide factual information and professional opinions on the environmental effects and related merits of a development proposal. The ITA focuses on the transport related aspects of a proposal and will be considered by the decision maker, along with the other reports, in making a final decision about whether a development should or should not be approved.

ITAs are a more comprehensive form of the traditional Traffic Impact Assessment (TIA) which tended to consider only the traffic impacts of a proposal on the surrounding road network, with the underlying assumption that all people would be travelling to and from a site or area by private motor vehicle only. Such an assessment ignores other users of the transport system, namely pedestrians, cyclists and public transport users. Transport and planning policy in the Auckland Region has moved towards a more holistic view of transport that considers access by a range of modes. The Auckland Plan puts strong emphasis on increasing the mode share of public transport and supporting walking and cycling initiatives³. An ITA provides an assessment of the accessibility of a proposal by walking, cycling, public transport and private motor vehicles. It also assesses the potential effects a proposal could have on the transport network and any mitigation measures needed to ensure that any adverse effects of a proposal are avoided, remedied or mitigated. These guidelines place a particular emphasis on using the policy and strategy context in Auckland as a tool within the ITA process to encourage applicants and their practitioners to consider the full range of transport modes when planning their development proposal.

Consideration of the traffic impacts of a proposal is still an important part of an ITA assessment; however the response to those effects is expected to be different. Rather than proposing the provision of more roading capacity as an automatic solution, an applicant and their advisors, through the preparation of an ITA would be expected to look first at measures to reduce travel demand, followed by measures to utilise existing transport networks more efficiently, encouragement of other modes, and finally adding more road capacity if no other alternatives exist. This approach is termed the "four stage intervention process" and is a key driver of the Auckland Transport / NZTA Integrated Transport Programme 2012 to 2041 (ITP).

An ITA is also a useful tool for determining what measures are needed to support new development and the preparation of an implementation (and sequencing) plan in an ITA is therefore an important initial

³ Paragraph 737 & 742, Auckland Plan

step in potentially bridging the gap between regulatory and funding processes, which is a key aspect of integrating land use and transport.

It is recommended that any person considering a development proposal that is likely to result in high trip generation engage the services of a transport planner or other suitably qualified professional early in the process to assist in the preparation of their ITA. These people are the best qualified to assist in the development of an ITA, particularly in the critical step of scoping the ITA. Engaging such a person early will ensure a high quality document that will result in good decisions being made early on in the process, and that can be relied on by decision makers as part of later consenting processes. This in turn will smooth the planning process for the proposal.

2.2 Why and when is an ITA required?

Transport and accessibility are significant issues facing the Auckland region today. Many of the transport issues in Auckland are the direct result of incremental land use and transport decisions, often made in isolation from each other. These decisions have not always addressed all modes of transport, or adequately assessed the wider and long-term implications of transport and land use decisions. This has meant that the predominant choice of travel within the Auckland region is by private motor vehicle, with associated issues of traffic congestion during peak times, air pollution, urban sprawl, poor pedestrian and cycling environments and has ultimately resulted in a lack of transport choices for those living in Auckland.

Historically transport assessments have focussed on the road network and the effects that are likely to occur from private vehicles accessing a development and have sought to increase capacity to accommodate this demand. Auckland is now reaching the viable capacity of transport infrastructure in a number of areas during peak times; therefore measures to reduce travel demand need to be thoroughly explored.

These historical issues were significant enough to come to the attention of central government and in 2004 the LGAAA was passed which required the councils in existence in Auckland at the time to propose changes to their planning documents to reflect that the integration of land use and transport was a key statutory requirement to consider in decision making processes.

A key process that was initiated by this new legislation was Change 6 to the RPS (now operative). A major theme of that change is the importance of integrating transport and land use and it includes a number of “*methods*” for ensuring that occurs:

- Clause 2.6.2.2(xi) – States an ITA is required in support of any proposal to shift the MUL.
- Clause 2.6.2.5(ix) – States an ITA is required for rural or coastal settlements.
- Clause 2.6.3.3(vi) – States a Structure Plan is required for new urban areas. An ITA is listed as a key background document.
- Clause 2.6.12.7 – States Plan Changes, Structure Plans and resource consents which enable high traffic generating activities should require an ITA.
- Appendix A – Provides a guide on how to undertake Structure Planning.

- Appendix J – Sets out the minimum content requirements for an ITA and refers to the need to have regard to any ITA guidelines that are developed either regionally or nationally.

With the notification of the new Unitary Plan, which will eventually replace the existing RPS, the instances where an ITA is required have been explicitly outlined in clause 3.2.7.9.1.

In particular, an ITA will be required for the following development proposals where one or more of the thresholds outlined in Table 1 below are met or exceeded:

- A plan change
- A notice of requirement
- A structure plan
- A resource consent application for a land use or subdivision which is not specifically provided for as a controlled, restricted discretionary, or discretionary activity in the relevant zone.
- A framework plan

An ITA must also be provided with a resource consent application for a high traffic generating use where the Unitary Plan specifically requires that one be prepared.

Table 1: Thresholds for an ITA

Land use Type	Threshold
Residential:	120 dwellings
Retail	1,000 m ² Gross Floor Area (GFA)
Office	5,000 m ² GFA
Industrial	10,000 m ² GFA
Warehousing	10,000 m ² GFA
Educational Uses	100 students
General Trip Generation	100 vehicles in the peak hour

Clause 3.2.7.9.1 in the Unitary Plan focusses on the preparation of ITAs where plan changes, structure plans, notice of requirements, framework plans and 'out of zone' resource consent applications (which will generate transport effects) are proposed. These are in essence new proposals, unanticipated by the current Unitary Plan framework, and which therefore require a thorough and holistic assessment to ensure all transport effects have been considered.

Clause 3.2.7.9.1 states that the ITAs should be prepared in accordance with any integrated transport assessment guidelines adopted by Auckland Transport and must meet the information requirements set out in 3.2.7.9.2 of the Unitary Plan.

Other proposals which are provided for, or expected by the zoning in the Unitary Plan will be subject to direct traffic generation rule under Part 3, Chapter H, clause 1.2.3.1. Those transport assessments have a more limited scope and should be prepared in accordance with the relevant assessment criteria outlined in the Unitary Plan and are not expected to follow this guideline.

2.3 What is the purpose of an ITA?

ITAs are useful in their own right as information sources to be used at the earliest stages of planning for a new development proposal. They can ensure that when fundamental decisions are made, they are done giving due consideration to the principles of transport and land use integration, and thereby improve decision making.

The main objective of an ITA is to ensure that the transportation effects of a new development proposal are well considered, that there is an emphasis on efficiency, safety and accessibility to and from the development by all transport modes where practical, and that the adverse transport effects of the development have been effectively avoided, remedied or mitigated. The preparation of an ITA seeks to ensure that appropriate thought is given to the zoning or land use proposed so that integrated transport and landuse outcomes occur.

A proposal that is achieving this integration will ensure that *the right type of activity, at the right intensity, is occurring in the right place*". Some examples include:

- Industry and freight based activities are ideally located near or adjacent to existing or proposed motorway or arterial road networks or to rail corridors. This will ensure opportunities exist to move goods and freight by either rail or road, will minimise the impact on the amenity of surrounding land uses such as residential, and will ensure that goods can be transported in an efficient and direct way.
- Activities which attract large numbers of people, such as schools, retail activities and offices, should be located in areas that are close to and accessible by a range of high frequency bus and/or rail services (the planned "Rapid and Frequent Network"). This will ensure that travel via public transport is a viable alternative to private vehicles during commuter peak times and where appropriate off-peak times (e.g. visitors to retail activities and students of educational facilities).
- Structure Plans which consider how multimodal trips can be undertaken and which position landuses to encourage greater trips by walking, cycling and public transport. For example, facilities such as schools, local centres and parks should be located centrally to encourage a large walking and cycling catchment and should allow safe and pleasant travel to and from these destinations by active modes.

Another key purpose of ITAs is to enable the collection of appropriate information to ensure co-ordination between regulatory decisions made under the RMA which determine where land use is permitted to go, and funding decisions that are made under the LGA and LTMA.

ITAs which are consistent with these guidelines will identify matters such as infrastructure upgrades to the transport network that may be required to support the proposed land use and the timing of these within an implementation and sequencing plan.

The process of preparing an ITA for a development proposal is typically an iterative process involving considering whether the proposal is appropriate from a land use and transport perspective. In preparing an ITA a practitioner needs to consider aspects, such as, whether construction of the development should be deferred for a set period of time or staged, whether the intensity of the proposal should be reduced, or whether changes to the layout and form of development are needed to ensure integration with the transport network.

2.4 Scoping of an ITA

Scoping the ITA is one of the most important steps in the process of preparing an ITA. Early discussion with the appropriate authorities and agencies will ensure that agreement can be reached on the level of assessment that will be required, implementation issues that may arise from the development and whether there are any fundamental differences of opinion.

The Council is a key party to consult during the scoping process. Auckland Council is the unitary authority in the Auckland Region and has a number of objectives, particularly regarding land use policies, that will need to be considered in preparing an ITA.

It is the responsibility of applicants proposing the development and their advisors, whether on a single site or over a whole new urban area, to lead the development of an ITA in support of their proposal. Similarly, where the Council itself is promoting a new plan change it is expected that such a process would be informed by an ITA.

Where the ITA triggers identified in the Unitary Plan are met, Auckland Transport is a key party that should be consulted early in the process. Auckland Transport is the body with statutory obligations to manage and control Auckland's transport network, including the pedestrian and cycle network, public transport services and the local roading network. Most urban developments within Auckland will have an impact on the local cycle and roading network or place demands on the public transport network. Ongoing liaison throughout the iterative process of preparing an ITA is recommended to allow Auckland Transport and other agencies to assess the proposal and the likely changes or upgrades that may be necessary to the transport network, and to provide feedback on whether such changes are supported or not.⁴

⁴ Where a development is a plan change, structure plan or notice of requirement the applicant should contact the "Transport Landuse Plans Integration Team". Where a development is a resource consent application, the applicant should contact the relevant "Principal Consent Specialist" for that area.

Where there will be effects beyond the development area or site potentially requiring changes in the wider transport network, it is imperative that these measures are considered by the relevant transport agency (Auckland Transport/NZTA/KiwiRail) and that their endorsement has been sought.

The NZTA is responsible for contributing to an effective, efficient and safe land transport system in the public interest, managing the State highway system, including planning, funding and maintenance, and managing funding of the land transport system including administration of land transport revenue. KiwiRail is the Auckland rail network access provider and owns and maintains the Auckland rail network (rail tracks, overhead power supply systems and signalling). Auckland Transport owns and maintains stations and funds and procures passenger rail services.⁵

Given this complexity, it is recommended that applicants and practitioners work with Auckland Transport as a first point of contact, who will then liaise with relevant NZTA and KiwiRail staff as necessary. This will ensure that where issues cross over the jurisdiction of multiple transport agencies, a combined and consistent response can be provided to the applicant.

Engagement with the relevant transport agencies will identify any major opportunities or issues with a proposal and will therefore avoid unnecessary costs and delays associated with having to address these concerns, including through redesign of a proposal, at a later date.

Two of the key aspects to consider during the scoping of the ITA are:

- the methodology for determining the person trip generation of a development proposal, which will be related to its' surrounding land use and transport environment, and
- the requirements for multi-modal transport or traffic modelling to inform the ITA.

In relation to trip generation, as discussed in section 3 following, a relevant and robust trip generation is an important aspect of an ITA. These guidelines envisage that a different approach should be taken to determining trip generation, which considers the person trips generated by development and the anticipated mode share of these trips in the context of the land use and transport environment, including any future planned or applicant proposed infrastructure, in order to determine the resulting traffic generation. This is considered to provide a more robust consideration of the trip generation for the particular environment of a development site than the more traditional approach of deriving traffic generation rates from standard industry data sources.

An ITA may be required for a variety of different land uses, ranging from government activities centred on schooling, prisons and the judicial system, through to a wide range of retail, industrial, commercial or residential activities. As such, it is difficult to apply criteria for modelling that will be appropriate in all circumstances. Further to this, there will also be a wide range of locations, ranging from the City Centre or Metropolitan Centres, through to low density suburban areas or rural areas. Each location will have different characteristics and different end goals with respect to transport and should be assessed accordingly.

The transport modelling requirements for a development proposal will vary greatly depending on these particular circumstances. As discussed in section 3, scoping the transport or traffic modelling will be

⁵ Actual rail services are operating by Transdev on behalf of Auckland Transport

dependant on many factors, including the purpose of the modelling and the geographic extent of the model, such that the appropriate modelling tool/s can be selected to undertake the assessment of transport / traffic effects.

Transport professionals are encouraged to make use of any regional models, such as the Auckland Regional Transport (ART) model or Auckland Public Transport (APT) model, or area specific traffic models that Auckland Transport manages to ensure consistency in assessment and to reduce the time needed to undertake such analysis where it is deemed necessary.⁶

It is also important to recognise that where traffic models are to be applied to the assessment, the models must be 'fit for purpose'. Early discussions with Auckland Transport (who will liaise with NZTA if the proposal affects motorway and/or State highways) in particular will be vital in determining the scope of any traffic modelling, and whether existing models are available that can be used in assessing the development. If this is agreed at the outset, it can save the applicant time and costs.

2.5 How will Mitigation be Implemented?

The Auckland Council collects development contributions on building consent, subdivision consent or resource consent applications (whichever is the last application for a particular development proposal) in order to fund obligations as set out in its LTP.

There is often confusion amongst applicants as to why the development contributions being collected on their project cannot be used to fund necessary measures to mitigate the adverse transport effects of their proposal. The development contributions collected are based on the Council's total spending proposals over the next 10 year period⁷ and in reality only fund a certain portion of the Council's costs over that period. The remainder of the money has to be sourced from rates, loans and other funding mechanisms. Table 14.1 of the Auckland Plan also identifies new funding sources that might be available to the Council in the future.

With respect to the detail on what the Council's transport spend will be used for, applicants should refer to the Regional Land Transport Programme (RLTP). This document is prepared and reviewed every 3 years and lists the transport projects that are proposed by Auckland Transport and the NZTA within the next 10 year period. Projects listed in the RLTP may be funded by Council or NZTA or a mix of funding from both sources.

This demonstrates the complex and multifaceted nature of funding for transport projects within the Auckland Region, of which development contributions make up only a small portion.

If the mitigation measures identified by an ITA are not a listed project in the RLTP, then no development contributions will have been collected for the project, nor will any other funding mechanisms have been considered, and Auckland Transport will have no funding which can be applied to the project.

⁶ Applicants interested in sourcing existing models should contact the *Transport Modelling & GIS Team*.

⁷ The LTP also includes Auckland Transport's proposed expenditure.

In some circumstances, as land use and transport policy and strategy evolve over time, there may not be complete alignment between the LTP and RLTP, meaning that a necessary project may not yet have been identified in the RLTP. In situations where a project does fall outside the RLTP/LTP, there will generally be three options available:

- Payment of a financial contribution if provided for by the relevant District or Unitary Plan provisions
- A direct payment to the relevant Transport Agency amounting to the value of the proposed works (i.e. total project cost including investigation, design, property acquisition and construction costs)
- Construction of the physical works⁸ by the applicant, subject to all works being to the satisfaction of Auckland Transport.

For most proposals, commitments will need to be made in the planning application to address the key transport effects arising out of the development, and may include:

- Rules in the proposed plan change (such as staging development); or
- Conditions on a Notice of Requirement or Resource Consent.

The ITA will therefore need to clearly identify the mitigation proposals required in an implementation (and sequencing) plan. This forms the first step to ensure that projects and funding are delivered on time and in an appropriate manner and that they can therefore be relied upon as mitigation in the ITA.

Current practice over the last 5 – 6 years in which the 2007 ARTA guidelines have been in use has resulted in mitigation measures often being identified in ITAs, but with little details on when such mitigation is required to be implemented and by whom. The danger of this approach is that mitigation may be relied upon in making a decision on a proposal which subsequently is not implemented. This may result in unanticipated adverse cumulative effects on the transport system.

Auckland Transport's expectation is that ITA's will clearly outline:

- What mitigation is proposed;
- An estimated cost of such mitigation; and
- When such mitigation is needed.

This will allow the ITA and planning application to focus on the appropriate triggers, rules, conditions and assessment criteria that should be included in any decision.

Discussions as to who will be responsible for building and funding infrastructure can then be advanced following the Council's planning decision. Auckland Transport is developing a policy that will enable applicants to work collaboratively with Auckland Transport and other agencies to determine funding process for implementing new transport infrastructure associated with the delivery of development proposals that are identified in ITAs.

Applicants should refer to that policy for further information⁹.

⁸ This applies to roads under control of Auckland Transport only.

Final Draft

⁹ Currently titled "*Infrastructure & Services Funding Agreements Policy*". This will be provided on the AT website once adopted.

3 STANDARD TEMPLATE FOR ITAs

An applicant should prepare an ITA as early as possible in any development proposal process. An ITA will guide decision making and ensure that fundamental decisions about land use and transport integration are made at all stages of the proposal.

However, ultimately most ITAs will be used to support a planning application and the structure and content of an ITA should be consistent with, and always bear in mind, that planning framework. This will ensure that time and effort is best used to address relevant matters, and avoid duplication.

This section provides a standard template that should be used in preparing an ITA. An ITA prepared in accordance with this template will be streamlined and will focus on the key matters relevant to the Auckland Council and Auckland Transport. It will also ensure that the relevant information is provided to key transport agencies, particularly around the type and costs of infrastructure that will be likely to support a development.

A key point to remember is that an ITA will always form part of a range of documents submitted in support of a planning application. It is not necessary to have the strategic assessment of a proposal, such as whether it is consistent with a range of policy documents like the RPS, the Auckland Plan and National Policy Statement in both the Assessment of Environmental Effects (AEE) and the ITA. However, in relation to specific transport policy and strategy matters, it is considered that the author of the ITA should assess these matters and provide a summary of the key points from this assessment in the ITA report to inform the relevant section of the AEE. It is considered more appropriate to append the detailed appraisal of this policy and strategy assessment in an appendix of the ITA so that the document is focussed on the key outcomes that have been arrived at through the scoping, and process that has been followed prior to the preparation of the ITA.

It is also important to consider the context of the proposal and this will inform the scoping process for the ITA, as discussed in section 2.4. If the proposal is a plan change to intensify a town centre as identified in the Auckland Plan, then public transport, walking and cycling are likely to be key transport aspects to be assessed in preference to travel by private vehicle. Conversely, if the proposal is a residential subdivision in an outlying rural village, it will be appropriate to acknowledge that travel by private vehicle will be the predominant mode, with consideration of public transport, walking and cycling tailored to what can be reasonably achieved in those circumstances.

The recommended template for the preparation of an ITA is provided on the following pages. The template discusses the key matters of importance to Auckland Transport and other agencies in each section of the ITA. In terms of further reference on these matters and particular sub-headings for each section, reference can be made to the NZTA Research Report 422 on guidelines for ITAs. It is also considered good practice for each section of the ITA to provide a concise summary of the findings of that section for a reader of the report.

Where the template refers to 'site specific proposals', this means any RMA application requiring an ITA which is not a plan change, structure plan or framework plan.

Table 2: Standard Template for ITAs

Executive Summary
<p>Prepare a short synopsis of the proposal, its effects and the planned mitigation and implementation measures identified through the ITA process. The Executive Summary should be short and concise – but detailed enough to be read as a standalone section and provide a reader with enough information to be familiar with the development and the recommended outcomes without needing to read the full report.</p>
Introduction
<p>Outline why consent is being sought.</p> <p>Describe the general location of the proposal.</p> <p>Provide an overview of the content of the following sections of the ITA to explain to the reader the overall framework of the document.</p> <p><u>For Plan Changes and Structure Plans</u></p> <p>Describe what type of zoning is proposed, the key transport matters such as the walking and cycling facilities proposed, the roading layout proposed, the type of landuse activities proposed and their intensity (e.g. 750 dwellings are planned). Outline any particular transport issues that are peculiar or unique to the proposal and that the reader should be alerted to.</p> <p><u>For Site Specific Proposals</u></p> <p>Describe the site characteristics, the land use proposed and its intensity, and relevant transport matters such as the proximity to public transport, supply of on-site parking for bicycles and vehicles proposed, access arrangements and hours of operation (if known). Outline the layout of the site that is proposed.</p> <p>Keep the description brief for both, bearing in mind that a fuller description will be provided in a later section under “Proposal” and that a description will also be provided in the AEE when the ITA is associated with a planning application.</p>
Description of Land use and Transport Environment
<p>Set the scene and introduce the location in more detail than in the introduction.</p> <p>Provide a map identifying the existing and any future roads surrounding and within the vicinity of the site or development area. Show any places of interest, particularly surrounding activities relevant to the development proposals which will be referred to within the body of the ITA. For example, for a residential development this would include surrounding land use activities that provide future residents with access to employment, education, retail and leisure opportunities. Provide photos and aerial photographs that are particularly helpful in familiarising the reader with the area.</p>

Identify the features of the existing and future transport network, including the following items as relevant to the proposal:

- existing and proposed walking routes
- existing and proposed cycling routes, directly referencing the Auckland Cycle Network (ACN)
- existing or proposed off-road cycling routes endorsed in any Local Board greenway networks;
- existing and proposed bus and rail service routes and frequencies;
- existing bus stops, bus lanes and high occupancy vehicle (HOV) lanes;
- on street and off-street parking facilities for vehicles and bicycles
- the roading classification of adjoining roads and any proposed roads;
- traffic volumes on main routes (which could include turning volumes, level of service (LOS) information, and comparisons between peak and inter-peak time) including pedestrian and cycle traffic;
- crash records;
- truck and service vehicle access and facilities; and
- existing and proposed end-of-trip facilities and bike parking

Mapping this information where possible will present a clearer picture to the reader.

Any planned upgrades arising out of any previously approved development in the area, such as upgraded intersections or new public transport, pedestrian or cycle facilities should be outlined in this section.¹⁰

The Proposal

Provide a full description of the proposed development, supporting infrastructure and anticipated use to ensure the reader fully understands the development proposal.

If the development is proposed to occur in stages, outline those stages and the timeframes involved. More detail is often available and would be expected for site specific proposals.

A particularly important component of integration is ensuring that the staging of the development is proposed in line with the predicted completion dates for any particular infrastructure or service upgrade proposed in the Long Term Plan and relevant transport agency strategic plans. The ITA should outline any rules or conditions that should be applied in the final planning decision to ensure this integration occurs.

Reference should be made to the current RLTP and National Land Transport Programme (NLTP) to ascertain the indicative timing of proposed transport projects. The NLTP lists activities that NZTA is

¹⁰ *Principal Consent Specialists* at Auckland Transport should be aware of these proposals. The applicant should also consult with Council.

likely to co-invest in as they meet its criteria and priority for funding, while the RLTP includes additional activities that Auckland Transport may proceed with based on Auckland Council funding.

Another reference source is the Regional Asset Management Plan (RAMP) for State highways. This plan describes the services that the State Highway system provides now and in the future, how NZTA intends to manage the assets and how it intends to fund the work that is needed.

For Plan Changes and Structure Plans

For proposals covering a wide geographical area the ITA will need to demonstrate how the proposal integrates with and supports the future transport network surrounding the development area. With respect to the internal layout of the structure plan or plan change it should demonstrate that decisions made about the type of land use, and the intensity of land use, have been made to support the street network that is planned, planned and that the layout provides a connected network for all modes of transport. It should also demonstrate the transport function proposed for each road, for example those roads planned for public transport routes, those which will provide cycle connectors, and traditional local, collector and arterial notations for general traffic.

Examples of matters that should be addressed include:

- Has industrial zoning been located so that it has the most appropriate access to the state highway, arterial road network or rail corridors? Consideration should be given to safety and efficiency.
- Have retail and town centre zonings been centred around local roads, collector roads or proposed Frequent Network bus routes, rather than along main arterials whose function is expected to be movement of regional trips? This is to avoid immediate conflict between motorists and pedestrians (place vs. movement).
- Have zonings which accommodate high trip attracting activities (e.g. schools, retail, offices) been placed along existing or planned Frequent Network lines or clustered around public transport nodes such as railway stations? Similarly are such facilities located on the planned or future Auckland Cycle Network. This will achieve mode shift away from private vehicles.
- What measures are being proposed to integrate the plan change or structure plan into the surrounding walking, cycling, public transport and roading networks? This will include suggested locations for new pedestrian and cyclist crossing points or intersections.
- What measures are being proposed within the plan change or structure plan boundaries to provide for and encourage alternative travel modes in line with regional policy guidance?
- Are the measures proposed on the perimeter of a plan change or structure plan area consistent with the vision of a Corridor Management Plan, Centre Based Transport Study or any other “tactical” AT Strategy that might apply in the location?
- What will the roading classification within the development area be and what are the proposed cross sections or road reserve widths proposed for each road in the hierarchy¹¹?

¹¹ Reference should be made to the Auckland Transport Code of Practice minimum standards once published

- What is the approach that will be taken to parking provision (for cars, motorcycles and cycling), as well as loading provision within the plan change area?
- Is the structure of the plan change set out so that pedestrians and cyclists can safely and directly access bus stops?
- Does the design of the road network provide sufficient width for buses to move through the area?
- If mass transit stops are proposed as part of the structure plan/plan change (e.g. a train station), are there appropriate cycle parking facilities provided?
- Do the cross sections provide for dedicated cycling facilities?
- Are dedicated pedestrian and cyclist crossing facilities required at key locations?
- How will networks within the plan change area link into the surrounding road network and dedicated cycling/pedestrian networks to enable pedestrians and cyclists to travel along desire lines?

For Site Specific Proposals

For proposals on a single site or covering a limited geographical area, the ITA should demonstrate that the proposed intensity and type of land use is appropriate with respect to the surrounding transport network, or sufficiently mitigated so as to not reduce the resilience or function of that transport network.

The focus of the analysis should also be on how the site achieves adequate integration with the surrounding transport network and also how the proposed design within the site provides for all transport modes adequately. Matters that should be addressed include:

- Is the site located adjacent to an existing or planned Frequent Network line or station?
- Is the site within a reasonable walking distance of a Frequent Network line or station (1km)? If so, how easily can pedestrians access the site in terms of directness and the quality of pedestrian facilities along that route?
- Is the site within a reasonable cycling distance of a Frequent Network line or station (3km)? If so, how easily can cyclists access the site in terms of directness and the quality of cyclist facilities along that route?
- Does the site locality have high levels of walking and cycling infrastructure?
- How has the development been designed to interact with the transport network so as to facilitate pedestrian and cyclists movements, to encourage public transport use and to manage traffic congestion?
- Is a travel plan proposed? If the site has an existing travel plan, how will this be amended to respond to the proposal?¹²

¹² Appendix B contains a Travel Plan template for use in circumstances where one is deemed necessary.

- What level of car parking is being provided and how is this being managed?
- What level of bike parking and other end-of-trip facilities¹³ are being provided?

Predict Trip Generation and Expected Mode Share

The guidelines envisage that a different approach should be taken to determining trip generation, which considers the person trips generated by development and the anticipated mode share of these trips in the context of the land use and transport environment, including any future planned or applicant proposed provisions and infrastructure, in order to determine the resulting traffic generation. This is considered to provide a more robust consideration of the trip generation for the particular development site environment than the more traditional approach of deriving traffic generation rates from standard industry data sources.

This section should focus on the origin and destination of users of the development, that is, where they will be coming from and leaving to, in relation to the existing transport network (and any relevant upgrades proposed in transport plans). It should draw conclusions as to what mode shares could reasonably be expected based on the location of the development.

In relation to determining the person trip generation characteristics of a development proposal, guidance can be taken from the following types sources:

- ◆ proposed floor area ratios;
- ◆ land use activity densities/intensity; and
- ◆ the New Zealand Household Travel Survey (Ministry of Transport).

In relation to travel choice predictions, various information sources are available. These include:

- ◆ travel to work surveys as recorded during the census (Statistics New Zealand);
- ◆ the New Zealand Household Travel Survey (Ministry of Transport);
- ◆ where available, actual survey data from similar land uses with similar transport characteristics; and
- ◆ United Kingdom National Travel Survey (Department of Transport), given the many similarities between UK and NZ travel behaviour and trip-making.

It is noted that within an ITA this is often an iterative process, rather than a linear process. The ITA should consider the current and future environment and the effects of the development proposal in that context, then consider what mitigation may be provided to enhance travel choices for users of the development, such that the person trips, mode share and resulting traffic generation is reviewed and the transport effects assessed.

It is suggested that this analysis is presented under the following headings.

Land use characteristics

Will the land use be serving a local catchment or will it draw people from a wider area? Will the land use

¹³ End of trip facilities include showers, lockers and storage facilities for bicycles.

attract single or multi-purpose trips, or will people be undertaking other activities in the vicinity, and will these be within walking distance of the development?¹⁴ Is the land use 'dependant' on car use (for example bulky goods) or can a significant proportion travel by public transport (for example well located offices)?

Public Transport Accessibility

This section should focus on the key origins/destinations for people travelling to/from the development and the suitability of public transport services (particularly their frequencies) for serving the intended land use and offering a viable alternative mode of travel. For example, low frequency services in the Interpeak on a weekday will not be suitable to cater for an educational facility, with students having travel needs outside of traditional peak times.

Typically this accessibility assessment should consider the bus stops within a 400m walking catchment, and train and rapid bus stations within a 1km walking catchment, unless evidence can be provided as to why facilities further afield may be appropriate. The walking catchment should be more detailed than a simple "crow flies" circle on a map, and take into account the available walking routes between the public transport facilities and the proposed development.

Any public transport accessibility assessment must also consider the safety and amenity for a person walking or cycling to and from the public transport, and the adequacy of the facilities at any stations, providing a qualitative assessment of these matters.

Public Transport accessibility should also focus on the destinations that can be reached from the plan change area or site within a given timeframe (e.g. 30 minutes) and vice versa. Particular reference should be made to accessibility of major public transport facilities, schools, town centres or major employment areas by public transport. A range of tools exist to help in this exercise including GIS mapping and PT accessibility indexes (i.e. Green-star). Auckland Transport also has an accessibility tool that can be accessed for this purpose.

For plan changes and structure plans which are creating new urban areas, an ITA must outline what measures are proposed within the development area to improve public transport accessibility, such as provision for new bus routes on straight, direct routes through the structure plan, provision of bus stops and provision of direct walking and cycling connections to such bus stops.

Walking and Cycling Accessibility

This section should be undertaken to ascertain what facilities are available within a walking or cycling distance of the development and will allow identification of any improvements needed to encourage these modes.

As a general rule pedestrians can be expected to walk within a 1km radius of their destination, while cyclists' range can be extended to 3km.¹⁵

¹⁴ This should generally be no more than 400m.

¹⁵ An average based on ARTA Pedestrian Studies (2010), the New Zealand Travel Survey 1997/1998 and the Economic Evaluation Manual

Walking and cycling time assessments should ascertain areas and facilities which are accessible from the development within a particular walking or cycling time by 'average' pedestrians and cyclists. The time bands used may depend on density, type and scale of development and land use, and the 'experience' offered to the pedestrian or cyclist. Measurement of travel time could be by analysis of maps, followed by checking actual times on site through travelling the routes, to take into account factors such as crossing roads. It will also be necessary to show a clear plan of walking routes, facilities and catchment areas.

The ITA should include a qualitative assessment of the walking and cycling routes to determine their suitability and any upgrades that may be necessary to encourage and support these modes of travel. In certain circumstances it may be necessary to understand the existing numbers of pedestrian and cyclist flows at critical locations.

Predicted Mode Share

Having undertaken the analysis in previous sections, this section will outline the predicted mode share for the development so that appropriate levels of parking can be provided (rather than over supply) and the traffic generation assessed for the development is accurate (rather than over predicting private vehicle mode shares).

While appreciating that mode share predictions may be subject to change through the refinement of the proposal, it is possible to predict with some degree of confidence how people are likely to travel to an area by different modes.

Accessibility of the Site by Private Transport

This is typically the 'traffic assessment' component of an ITA and focuses on the private vehicle travel anticipated to be generated by the development, and the effects arising from private vehicle use on the surrounding network.

This is considered to be an outcome of the above process, once the assessment of the accessibility by other modes has been considered and the mode share determined.

Information should be provided showing the existing and future private vehicle generation of the development, including consideration of the number of people in each car. It will be necessary to consider the distribution of trips onto the wider road network in order to understand any effects on the operation of the surrounding road network. This requires an understanding of existing areas of congestion and the access arrangements to the plan change area or development site.

The accessibility of the development by private vehicles also needs to give consideration to the level of parking to be provided within the development area or site, as this will influence the number of vehicle trips generated.

Person Trip Generation

It is expected that the resulting people trips predicted for each mode should align or compare with other assumptions, such as traffic generation rates, public transport capacity and walking and cycling facilities.

It is considered that more traditional sources of traffic generation rates for sites with equivalent land use and transport characteristics would still be a useful method of confirming the resulting predictions of

traffic generation. Reference should be made to New Zealand databases (e.g. TDB) as well as the traditional sources of information (RTA and ITE guidance)¹⁶, or site surveys to ensure appropriate trip generation rates are used.

Where applicable, consideration should be given to the likelihood of multi-purpose travel, linked travel and pass-by travel as this will influence the number of people attracted to the development and whether they are new to the network/area or already exist.

Assessment of Effects

By this section of the report the nature and number of people trips to and from the development and the modal shares that are likely to apply will have been established, Using these estimates the effects of the development on the surrounding transport network should be evaluated. This includes consideration of the operation of the public transport system, any vehicle and pedestrian/cyclist conflicts arising from vehicle movements to and from the development, and should consider positive, as well as negative, effects.

It is important to differentiate between those transport effects created by a proposal and those which already exist in the transport network.

While not as relevant to plan change and structure plan processes, there may be significant effects on the transport network during the construction phase of a proposal and where applicable consideration of these effects and how they are best mitigated should be addressed in this section.

To understand the implications on the road network it is likely that traffic modelling will be required, with this ranging from regional modelling to understand wider area effects, down to localised intersection analysis. It is however noted that the extent of modelling analysis will depend on the size and significance of the development and its location.

Consideration of the transport effects of the proposal should include the interim years while development is occurring as well as the final build out.

In practice the above assessment will be an iterative process for considering further transport mitigation that may be required in response to the first round of analysis. The results reported in this section will summarise the final proposal that has been developed during that process and the magnitude of effects, and modes shares that are expected.

Mitigation of Adverse Impacts/ Improvements to Influence Travel Choice

Having assessed the anticipated transport effects of the development through an iterative process, the ITA should identify the proposed mitigation measures that will be required to address any impacts on the transport network. Measures may also be proposed as a positive way of increasing the mode shares for public transport, walking and cycling.

¹⁶ Roads and Traffic Authority of New South Wales/ Institute of Transportation Engineers

Any mitigation must have regard to the roading classification or function of proposed or existing roads. For example if a road adjoining a plan change area or development site is noted as being public transport focussed (for example in the Regional Road Classification) then the needs of buses and pedestrians should take preference over other modes when considering any appropriate mitigation.

Mitigation measures may be needed both within a development area or site, as well as within the transport network surrounding the development site or area.

Mitigation measures that might be proposed could include any of the following:

- Changes to the location, use, design and intensity of land use, so that the site or development area is more supportive of the transport networks in the area.
- Travel demand management measures to be adopted through the design of the development including travel plans and the formation of Travel Management Associations. Appendix B includes a standard template for Travel Plans which can be used.
- End of trip cycle facilities for both visitor and staff which are secure, weather sheltered and include facilities such as lockers and changing rooms. If offered as mitigation these should exceed rates specified in the Unitary Plan.
- Restricting parking supply through adoption of parking maximums either as rules in plan changes or as conditions on notices of requirements and resource consents where appropriate.
- Wider footpaths and new or upgraded crossing points for pedestrian and cyclists at key points.
- Dedicated cycle facilities or shared path facilities.
- Introduction of bus priority measures.
- Upgrading public transport stops and providing real time signage.
- Providing for shared or remote parking and car-pooling.
- Upgrading existing intersections ensuring that provision is made for all travel modes.

Integration with the Future Transport Network

The main focus of this section should be on how the proposal will fit with specific transport policies and strategies, including the existing and future transport networks when considered together as one system. It is considered that this assessment can be undertaken by the transport expert and then used to appropriately inform the AEE. Provide a short statement referring to wider planning strategies such as the Auckland Plan or the RPS to outline the strategic direction sought for land use and transport in the relevant part of the Auckland Region to which the proposal relates. This should remain brief recognising that this analysis will be available in the AEE prepared for the development. Where the ITA is a standalone document prepared for “information” only this section should be expanded upon.

It should outline the relevant objectives and policies of Auckland Transport’s strategic plans and how these are of relevance to, and met by the development proposal. The key strategies and documents at

present include:

- The Passenger Transport Network Plan (Public Transport);
- The Sustainable Transport Plan;
- The Auckland Cycle Network;
- The Regional Arterial Road Plan (Roding Hierarchy and Function);
- The Regional Public Transport Plan;
- The Ferry Development Plan;
- Corridor Management Plans; and
- Centre Based Transport Studies¹⁷.

If there are implications for the State Highway or rail network, reference should also be made to the “*State Highway Network Strategy*” and any other relevant NZTA and Kiwirail strategies.

In undertaking this assessment, the practitioner needs to consider the alignment of the development proposals with the direction of key transport policy / strategy and future network considerations for the Auckland Region.

A summary of the key transport policies / strategies and future network integration assessment should be provided with any further detailed assessment included in an appendix to the ITA.

It is suggested that in the summary, the practitioner will provide opinion on the alignment of the development proposal (for example, in a range from very low to very high) with the key transport policy / strategy and network integration considerations. In reviewing the overall level of compliance across all these considerations, the practitioner will be able to form a view on appropriateness of the development proposals in a land use / transport planning context and whether sufficient consideration has been given to all modes of transport. Given the iterative process in developing ITAs it is expected that this summary will justify the proposal that is being reported, on the basis that any fatal flaws will have already been identified earlier. It would not be expected that a proposal would proceed to an RMA application if fatal flaws were present

Consultation Summary & Implementation Plan

One of the most important aspects of a complete ITA is outlining how necessary infrastructure upgrades or mitigation will be implemented in a sequence that aligns with the staging of the development.

This section should detail the discussions that have been had with relevant agencies and the agreements that have been reached.

Where mitigation projects are identified, the following type of information should be provided in the ITA:

¹⁷ Note that Auckland Transport is currently in the process of combining all tactical plans in to a single document called the ‘*Integrated Transport Programme*’.

- The mitigation measure;
- The timing or sequencing of this measure;
- Whether this measure is currently included in the LTP or RLTP; and
- Estimated cost.

Providing this information in a table such as that shown in the example on the following page is encouraged:

Mitigation Measure	Required By	Estimated Cost	LTP/RLTP Status
Upgrade existing roundabout to traffic signals	2015	\$750,000	Listed in RLTP in 2015
New pedestrian crossing facilities at two locations	2018	\$50,000	Unfunded
New bus lane	2020	\$1,000,000	Unfunded

An important area that must be considered in any ITA is what staging is planned to ensure any infrastructure upgrades or other measures proposed in the ITA are in place prior to development occurring. Appropriate trigger points should be identified, and these should be captured in rules of the plan change, or conditions on any notice of requirement or resource consent application. These will be further considered and assessed by the planner in the AEE supporting the application.

It is recommended that the above information is also demonstrated on a map so that the spatial sequencing of all measures can be easily understood.

Conclusion

This section should summarise the development, the assessment that has been undertaken and any changes or mitigation that are recommended to ensure an acceptable outcome from a transportation perspective.

It should describe:

- The nature of the land use proposed, the overall structure plan for the area (where appropriate) and how the development has been designed to integrate with existing and future transport networks.
- The modal shares being targeted by the development and the measures that will be implemented to meet those targets.
- Any mitigation measures that are proposed the implementation and sequencing of these mitigation measures, and estimated costs (where appropriate).

- How the mitigation measures proposed in the ITA have been captured in the layout and the rules of a structure plan or plan change, or the conditions of a notice of requirement or 'out of zone' resource consent. In particular, the monitoring or staging clauses that have been inserted to ensure that mode shares targeted in the ITA are actually met.
- A conclusion relating to whether the development proposal is supported by the practitioner in the context of the assessment and associated mitigation measures identified within the ITA.

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APPENDIX A – List of Acronyms, Abbreviations & Terms Used

ARTA	Auckland Regional Transport Authority
AT	Auckland Transport
AEE	Assessment of Environmental Effects
ITA	Integrated Transport Assessment
ITP	Auckland Transport / NZTA Integrated Transport Programme 2012-2041
LGA	Local Government Act 2002
LGAAA	Local Government (Auckland) Amendment Act 2004
LGACA	Local Government (Auckland Council) Act 2009
LTP	Long Term Plan
LTMA	Land Transport Management Act 2003
PTMA	Public Transport Management Act 2008
RCA	Road Controlling Authority
RLTP	Regional Land Transport Plan
RMA	Resource Management Act 1991
RPS	Regional Policy Statement
NZTA	New Zealand Transport Agency
TDB	Trips Database Bureau
TIA	Traffic Impact Assessment
NLTP	National Land Transport Programme

GLOSSARY

Connector Network	The network of bus services which Auckland Transport proposes to run at 30 – 60 minute frequencies.
Development Proposal	Any application under the Resource Management Act, which could include land development or infrastructure projects

Frequent/Rapid Network	The core network of bus or rail services which Auckland Transport proposes to run at a frequency of at least 15 minutes or less from 7am – 7pm and which can be relied upon without reference to a timetable.
Metropolitan Urban Limit	The current boundary for urban development in Auckland. This is stipulated in the Regional Policy Statement and can only be adjusted by Council. This will be replaced by the Rural Urban Boundary under the Unitary Plan
Requiring Authority	A body empowered by legislation to require land for a public work, including the ability to designate land under District Plans. Refer s166 of the RMA.
Rural Urban Boundary	This is a line identified on the Unitary Plan maps that sets the boundaries for greenfield development within the Auckland Region over the next 30 years. The Rural Urban Boundary may only be extended by the Council.
Site Specific Proposals	Any RMA application requiring an ITA based on the identified trigger points, excluding plan changes or structure plans
Trigger Points	Certain timing points at which certain transport mitigation measures are required, based on gross floor area, traffic counts or other appropriate factors.

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APPENDIX B - Travel Plan Template

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The following is an extract from the report *Travel Demand Management Conditions for Resource Consents*, prepared by Flow Transportation Consultants. It provides an outline of what should be included in a Travel Demand Management Plan and will be applicable to both “out of zone” resource consents, site specific plan changes or notice of requirements.

It is recognised that there may be various methods of achieving the desired outcome, meaning that the level of information provided under each heading may vary.

Table 3: Travel Plan Template

1.1 Objectives
This section should set out the objectives and anticipated outcomes of the TDM Plan. The outcomes need to be clear and have measureable progress points with identified timeframes.
1.2 Introduction
<p>This should provide the following information.</p> <ul style="list-style-type: none"> • The floor areas and the land uses. • The total number of parking spaces and how many and where visitor, priority parking and motorcycle/moped parking will be located (proximity to building access). • The anticipated users, if these are known (recognising that information can only be provided on the initial tenants). • The anticipated dates of occupation of the development. • The proposed staging of the development and how this relates to the above.
1.3 Surveys of Existing Travel Behaviour
Where the proposal requiring the TDM Plan relates to the extension of an existing facility, it will be highly desirable to understand the travel patterns relating to the existing uses of the site. However, if the site is currently vacant, then these surveys will not be possible. Alternatively, if the proposed use is significantly different to the existing use (for example from existing industrial uses to future residential uses) then these surveys will be of limited value. For some uses including office, if a future tenant is known, there will be some merit in undertaking travel surveys of that tenant’s existing premises.
1.4 Physical Infrastructure
<p>This section should provide details on the physical infrastructure to be established or that is currently established on-site to support the use of alternative forms of transport. This infrastructure and the details that should be addressed could include the following.</p> <ul style="list-style-type: none"> • Changing facilities, including size of area, if facilities are provided for drying wet weather gear, towels, etc. • Showers, including number for each sex and location (with regards to proximity to likely users). • Storage facilities, including number of lockers (or other facility) provided, size (considering needs for accommodating bicycle and motorcycle helmets) and location (with regards to proximity to likely users). • The number and location of bike storage facilities, a description of the facilities (e.g. if covered, if in a secure area, if providing individual cycle lockers, etc.) • Travel information boards in foyer and/or staff areas (such as for the display and availability of timetables, route maps, cycle clubs, walking maps, car pool information). • Internet/intranet service to enhance awareness of and promote alternative transportation options to driving alone.

1.5 Linkages

This section should set out the physical linkages to be provided on the site to link with surrounding pedestrian and cycle networks and existing (and proposed) public transport resources.

1.6 Management Structure

This section should set out the details of the management structure within the building or site in which the activity is to be located that has overall responsibility to authorise and oversee the implementation and monitoring of travel management measures. In situations where the building or site tenant is not yet known, this section of the TMP can be completed at a later date.

1.7 Parking Management

This section should set out the proposed parking management systems and the expected effects.

Managing parking can include social and economic incentives, including the following.

- Charges for parking or staff might be offered payment in lieu of a parking space. Daily parking charges can encourage people to use alternatives to driving a few times per week, rather than a weekly or monthly parking fee where, once paid, parking is perceived to be free.
- “Needs-based” parking, where “need” is defined by the organisation can be imposed. The need might be assessed on how far away someone lives, not living close to a suitable bus service, disability or impaired mobility, hours of work, child or other care commitments.
- Short term visitor parking areas could be restricted during the peak periods.
- Priority car parking spaces can be assigned to those car-pooling and those walking, cycling, or using public transport the majority of the time. Where they are located (with regards to proximity to building access) is important.

1.8 Staff Inducements

This section could identify how staff could be incentivised for not driving and the expected effects.

Measures could include reversing the current trend whereby valued employees are often rewarded with a company car; instead they could be provided with season bus, ferry or train passes. This section should also include consideration of inducements for staff and visitors to use alternative modes of transport.

1.9 Active Travel Plan

This section should set out the means by which active travel (cycling and walking) will be promoted and encouraged by those using the development, and the expected effects. This might include walk to work and cycle to work events (which could coincide with national and local walk/cycle to work week/month), providing incentives to encourage walking, e.g. walking maps, umbrellas, discounts on walking shoes, providing incentives to encourage cycling, e.g. cycle maps, backpacks, fluorescent jackets, lights, establishing and supporting bike clubs, providing bicycle training, etc.

1.10 Public Transport Promotion

This section should set out the means by which public transport measures will be promoted and encouraged by those using the development, and the expected effects. These measures might include providing personal journey plans, providing timetables, how to get to and from bus stops, the train station, the ferry terminal, incentives such as discounted tickets, promotional events, how public transport information will be communicated to staff and visitors, etc.

1.11 Car Pool Plan

This section should set out how any car pool (ride share) system will be or currently is established, promoted, managed and monitored by the organisation/s.

1.12 Organisational Measures

This section should set out the measures to be established or currently implemented on-site to encourage reduced vehicle trips to the proposal and how they will be established, promoted, managed and monitored. The expected effects should be described. The measures could include the following.

- Flexitime, compressed working week, staggered working hours, working at home.
- Teleconferencing, video conferencing.
- Use of bicycles for short business trips, sharing rides to off-site meetings.
- Consolidate deliveries

1.13 Communication Plan

This section should address how communications will be undertaken with staff and visitors regarding the support and promotion of safe and sustainable travel to the proposal. Measures could include the following:

- Information on organisation/s websites.
- Information on notice boards.
- Information provided at interviews.
- Details of the communication channels that will be used to communicate travel information with staff, visitors, delivery companies.
- A travel information pack for staff which could include information on the organisation/s' travel policy, walking and cycling facilities, local public transport services, car pool options and parking systems.

The communication plan should also provide details on how and when information will be sought from staff and visitors regarding travel behaviour. If this can be done prior to occupation of a building, then this information can help inform which travel modes would be best targeted to minimise car use. It is recognised that in many cases the tenant of a new building will not be known, meaning that it may not be possible to undertake surveys of pre-existing travel behaviour. Of note is that Auckland Transport currently provides support to those organisations who enrol with *TravelWise* with regards to undertaking staff travel surveys and providing a basic assessment of the data. Incentives are generally required to achieve sufficient responses to surveys for them to provide a robust measure of typical travel behaviour.

1.14 Expected Outcomes

This section should set out the expected outcomes resulting from the implementation of the above measures. The details should include the following.

- The expected number of employees, deliveries and visitors (to the extent reasonably possible) and the basis for the assumptions made.
- The anticipated mode split, including any calculations to demonstrate how this mode split was reasonably derived.
- As a result of the above, the expected number of vehicle trips in the weekday peak periods (typically 0700 to 0900 and 1600 to 1800 hours).

1.15 Monitoring and Review

This section should set out the methods by which the effectiveness of the proposed measures outlined in the TMP can be independently measured, monitored and reviewed to provide on-going information

regarding travel behaviour. The monitoring could also identify the incentives and events that have been undertaken, the involvement of staff in these initiatives and any feedback. This section should detail when monitoring will be undertaken; this could be annually so that any travel plan measures being implemented can be amended or new measures adopted to meet the targets set out in any plan change and/or resource consent conditions. As indicated above, those organisations enrolled with *TravelWise* may be provided with support in undertaking staff travel surveys; these can include annual update surveys. Incentives are generally required to achieve sufficient responses to surveys for them to provide a robust measure of typical travel behaviour. This section should set out how the TMP will be implemented and reviewed to meet the conditions imposed on the resource consent or notice of requirement.

Final Draft