



An Auckland Council Organisation

Integrated Transport Assessment Guidelines

October 2012



Preface

This guideline updates and builds on the work of the previous Integrated Transport Assessment Guidelines which 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 transport system in Auckland.

This guideline is a non-statutory document and, as such, compliance with it and the recommendations made by AT with respect to the contents of an Integrated Transport Assessment (ITA) and the processes surrounding the development of an ITA, are not mandatory requirements on any party.

AT encourages all parties contemplating significant development (which falls within the triggers identified within this guideline) to prepare an ITA in accordance with this document in the interests of improving best practice.

Preparing an ITA in accordance with this guideline will ensure that matters of interest to AT as Road Controlling Authority (RCA) are appropriately addressed and in our view should ultimately lead to a smoother planning process and better environmental outcomes when a proposal is advanced with the relevant regulatory authority, Auckland Council.

Auckland Transport anticipate that these guidelines will be of assistance to all transport and planning professionals involved in urban and transport planning in Auckland.

CONTENTS

CONTENTS	i
1 INTRODUCTION	3
1.1 What is an Integrated Transport Assessment?	4
1.2 Why is an ITA required?	5
1.3 What is the purpose of an ITA?	6
1.4 Scoping of the ITA.....	7
1.5 What about TIAs?	8
1.6 The Importance of Improving Data about Trip Generation Rates.....	8
1.7 When Should Transport Modelling be Required?	9
1.8 How can Mitigation be funded?.....	9
2 STATUTORY AND POLICY FRAMEWORK	12
3 TRIGGERS FOR AN ITA	15
3.1 When should an ITA be prepared?	15
4 STANDARD TEMPLATE FOR ITAS	17
APPENDIX A – Travel Plan Template	29
APPENDIX B – Recommended Rates for Cycle Parking	34
APPENDIX C – List of Acronyms, Abbreviations & Terms Used	36

1 INTRODUCTION

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 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 factor was 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 considered that the ITA Guidelines would be a live document that would be updated, including in response to changes in legislation, planning and traffic engineering practices.

Auckland Transport has undertaken a review of these guidelines to respond to feedback and issues that have arisen with the use of existing guidelines, which have now been in place for 4 - 5 years. The review also takes into account the changes that have occurred to Auckland's governance in recent times. At the time of writing the Council is currently preparing a new Unitary Plan. The guidelines may need to be updated to ensure integration with the layout and structure of the Unitary Plan once that plan is operative.

There has also been significant change in strategic policy in Auckland with the adoption of the Auckland Plan and the quality, compact city model that the 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 can cover 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 Auckland Council consenting process.

These guidelines set out what Auckland Transport considers to be best practice with respect to the process surrounding the preparation of an ITA and the content that should be included within an ITA.

¹ This is now provided for in the Local Government (Auckland Council) Act 2009

² Referred to collectively as "applicants" from here on.

Reference has been made to the New Zealand Transport Agency (NZTA) Research Report 422 on ITAs and Auckland Transport considers this guideline is generally consistent with the approaches outlined in that document.

1.1 What is an Integrated Transport Assessment?

An ITA is a report, usually prepared by a transport planner or other suitably qualified professional, which assesses the transport effects of a development proposal. An ITA will usually be required by Auckland Council as part of 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 ensures that an assessment of the accessibility of a proposal by walking, cycling, public transport and private motor vehicles is undertaken. 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.

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 providing more roading capacity as an automatic solution, 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.

An ITA is also a useful tool for determining what measures are needed to support new development and therefore potentially bridges the gap between regulatory and funding processes which is a key aspect of integrating land use and transport.

³ Paragraph 737 & 742, Auckland Plan

It is recommended that any person considering a planning application 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, and 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.

Suggested triggers for when an ITA should be prepared are outlined in section 3.0.

1.2 Why 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 ultimately a lack of transport choices for those living in Auckland.

These historical issues were significant enough to come to the attention of central government and in 2004 the LGAAA was passed which required the Auckland Councils (in existence at the time) to change their planning documents so 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.

As a result of the LGAAA all of the previous territorial authorities updated their District Plans to make specific reference to the need for an ITA in certain instances. Some territorial authorities made reference to ITAs as a method, while others included policies and rules requiring ITAs.

With the preparation of the new Unitary Plan, it is expected that Auckland Council will clearly define the instances where an ITA will or will not be required.

1.3 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. They can ensure that when fundamental decisions are made, they are done so 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 new development is well considered, that there is an emphasis on efficiency, safety and accessibility to and from the development by all transport modes where practicable, 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 proper thought is given to the zoning or land use proposed so that *“the right type of activity, at the right intensity, is occurring in the right place”* so as to integrate and not unduly compromise the planning and operation of the transport network. 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 “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).
- Thought should be given to how cyclists and pedestrians can be encouraged to travel to and from their destination and importantly how that route can be made more pleasant and safer for such users.

Another key purpose of ITAs is to bridge the gap between funding decisions that are made under the Local Government Act 2002 (LGA 2002), and regulatory decisions about where land use is permitted to go, which are made under the RMA. 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. It can then be judged whether the existing plans of transport agencies will

accommodate these needs and, if not, what further investment is needed to support the activity, the date that investment is needed by, and who is responsible for paying and providing for it.

Alternatively, an ITA may conclude that the proposal is not appropriate and may recommend that construction of the development is deferred for a set period of time, that the intensity of the proposal is reduced, or that changes to the layout and form of development are needed to ensure integration with the transport network and known transport spending.

1.4 Scoping of the ITA

Scoping the ITA is one of the most important steps in the process of preparing an ITA. Early discussion with the appropriate agencies, particularly Auckland Transport in the first instance, will ensure that agreement can be reached on the level of assessment that will be required, what funding implications may arise from the development and whether there are any fundamental differences of opinion.

It is the responsibility of applicants proposing the development, whether on a single site or over a whole new urban area, to lead the development of an ITA in support of their proposal. Guidance is given in Section 3.0 of this document about when an ITA will be necessary.

Where the ITA triggers 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 local roading network and public transport services. Most urban developments within Auckland will have an impact on the local roading network or place demands on the public transport network. Provision of a draft ITA assessment to Auckland Transport will allow Auckland Transport 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

The NZTA is responsible for planning land transport networks, investing in land transport, managing the state highway network, and providing access to and use of the land transport system. KiwiRail owns and maintains rail tracks, overhead power supply systems and signalling within Auckland. Auckland Transport owns and maintains stations and funds and operates passenger rail services. Given this complexity, it is recommended that consultants 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.

A further key party to consult will be the Auckland Council. The Council is the single regulatory authority in the Auckland Region and will have a number of objectives, particularly regarding land use policies, that will need to be discussed in preparing an ITA.

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

Engagement with the relevant transport agencies will identify any major concerns 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.

1.5 What about TIAs?

This guideline has focussed on the preparation of ITAs where plan changes, structure plans, notice of requirements, and 'out of zone' resource consent applications (which will generate transport effects) are proposed. These are in essence new proposals, unanticipated by the current District Plan or Unitary Plan frameworks, and which therefore require a well-rounded and holistic assessment to ensure all transport effects have been considered.

Other proposals enabled by way of resource consent applications have been anticipated by the District Plan or Unitary Plan and will be subject to limitations and assessment frameworks imposed by those documents. The Plan may only be concerned with parking effects or access issues, or a large 'permitted baseline'⁵ may apply, meaning that only a limited assessment of transport effects can occur.

ITAs, which by their nature are about a holistic assessment, do not serve a useful purpose in these circumstances and it is suggested that tailored '*transport assessments*' should be prepared in those circumstances. Such transport assessments will be based on the relevant provisions of the District or Unitary Plan and will not need to be prepared in accordance with this guideline.

1.6 The Importance of Improving Data about Trip Generation Rates

A key matter in assessing any development proposal is ensuring that the data on which assessments have been made is accurate and relevant to the context of the particular development. Many of the trip generation rates used by transport consultants are based on information sourced from Australia or further afield and are potentially out-dated or not relevant to the context of the proposal (i.e. they may only represent suburban situations with free parking when the proposal may be in a town centre with good public transport provision). There is a need to ensure that trip generation rates remain up to date and that there is a degree of sophistication to the data so that it represents many different land use types and geographical locations (city centre, suburban town centre, green-field areas). There is a risk that the use of existing rates could result in traffic generation levels being over estimated, resulting in excessive infrastructure upgrades or excessive parking spaces being provided.

The Trips Database Bureau (TDB) maintains a database of information related particularly to trip generation rates in New Zealand⁶. All consultants are encouraged to consult this database and to submit completed ITAs or survey information to the TDB to ensure that the database is continually updated and expanded.

⁵ A useful explanation of the legal concept of the 'permitted baseline' is provided in NZTA Research Report 422 for those unfamiliar with the concept

⁶ See: <http://www.tdbonline.org/>

Further guidance on trip generation and parking rates can be found in NZTA Research Report 453.⁷

1.7 When Should Transport Modelling be Required?

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.

Review of relevant best practice from Victoria, Queensland and Western Australia suggests that modelling will generally be necessary for any intersection or midblock location where any traffic movement during peak times will be increased by more than 10% as a result of the proposed development.

For the reasons outlined above, the suggested threshold for modelling should be treated as a guideline only and professional judgement should be applied to the circumstances of the proposal being assessed. For example, if intersections are at or near to capacity a substantially lower figure would be appropriate. The rationale for adopting a particular approach to modelling should be outlined and justified in the ITA.

Transport professionals are encouraged to make use of any regional 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.⁸

1.8 How can Mitigation be funded?

Current practice over the last 5 years that the ARTA guidelines have been in use has resulted in mitigation measures often being identified in ITAs without any analysis of how such measures might be funded and by when. The danger of such an approach is that development proposals will be approved on the basis of mitigation measures that never materialise, resulting in unanticipated cumulative adverse effects on the transport system. This section outlines the current funding practices occurring with the Auckland Region and the approaches that should be considered in funding mitigation measures.

⁷ Available via the NZTA website (<http://www.nzta.govt.nz/resources/results.html?catid=3>)

⁸ Applicants interested in sourcing existing models should contact the *Transport Modelling & GIS Team*.

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 Long Term Plan (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 period⁹ 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. The ITA will need to give consideration to how such measures can be funded by other means.

In such situations there will generally be three options available:

- Payment of a financial contribution in line with 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 works¹⁰ by the applicant, subject to all works being to the satisfaction of Auckland Transport.

Where a direct payment to Auckland Transport is deemed appropriate, further work will be required, such as concept designs for new intersections, or costing of new infrastructure for bus patrons and cyclists, to ensure that relevant cost estimates are available to base the payment on.

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:

⁹ This document also includes Auckland Transport's proposed expenditure.

¹⁰ This applies to roads under control of Auckland Transport only.

- Rules in the proposed plan change (such as staging development);
- Conditions on a Notice of Requirement or Resource Consent;
- External agreements with Auckland Transport (or others) confirming the obligations of each party with respect to costs and infrastructure programming.

The correct approach will depend on who is making the commitment, and who is agreeing to it, but it will provide a level of security 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.

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2 STATUTORY AND POLICY FRAMEWORK

There has been significant change in the legislative framework relating to the Auckland region in recent years, most importantly with the introduction of the Local Government (Auckland Council) Act 2009 (LGACA). 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 authority and seven territorial authorities that existed prior to its enactment.

The Act requires the new Council to prepare a spatial plan, setting out the 20 – 30 year vision for the region. This document is the 'Auckland Plan' which was adopted on 29 March 2012. The LGA 2002 also continues to apply to the Auckland Council and sets out requirements such as the need to prepare a Long Term Plan covering a period of at least 10 years into the future covering its intended spending proposals.

Combined, this legislation requires 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

Another important piece of legislation is the Resource Management Act 1991 (RMA). The Auckland Region currently has all of its planning documents 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) and a number of 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.

Land Transport Management Act 2003

Another Act of relevance to governance in the Auckland Region is the Land Transport Management Act 2003 (LTMA). This Act requires that a Regional Land Transport Programme (RLTP) be prepared (or updated) at least every 3 years. The RLTP lists all the planned transport activities for the next three

years and is used to prioritise applications for government funding through the New Zealand Transport Agency (NZTA). It is likely that not all the projects and programmes in the RLTP will be able to be fully funded. At the time of writing, the funding available through current sources will not be sufficient to enable the programme to be fully funded and therefore the projects have been prioritised.

Public Transport Management Act 2008

A final Act is the Public Transport Management Act 2008 (PTMA). This requires regional Councils (or Auckland Transport in the case of Auckland) to prepare a Regional Public Transport Plan listing the bus and rail services it will operate and fund and specifying the rules that will apply to private operators wishing to run commercial services.

The need for integration of transport and land use has not been reduced by these legislative changes.

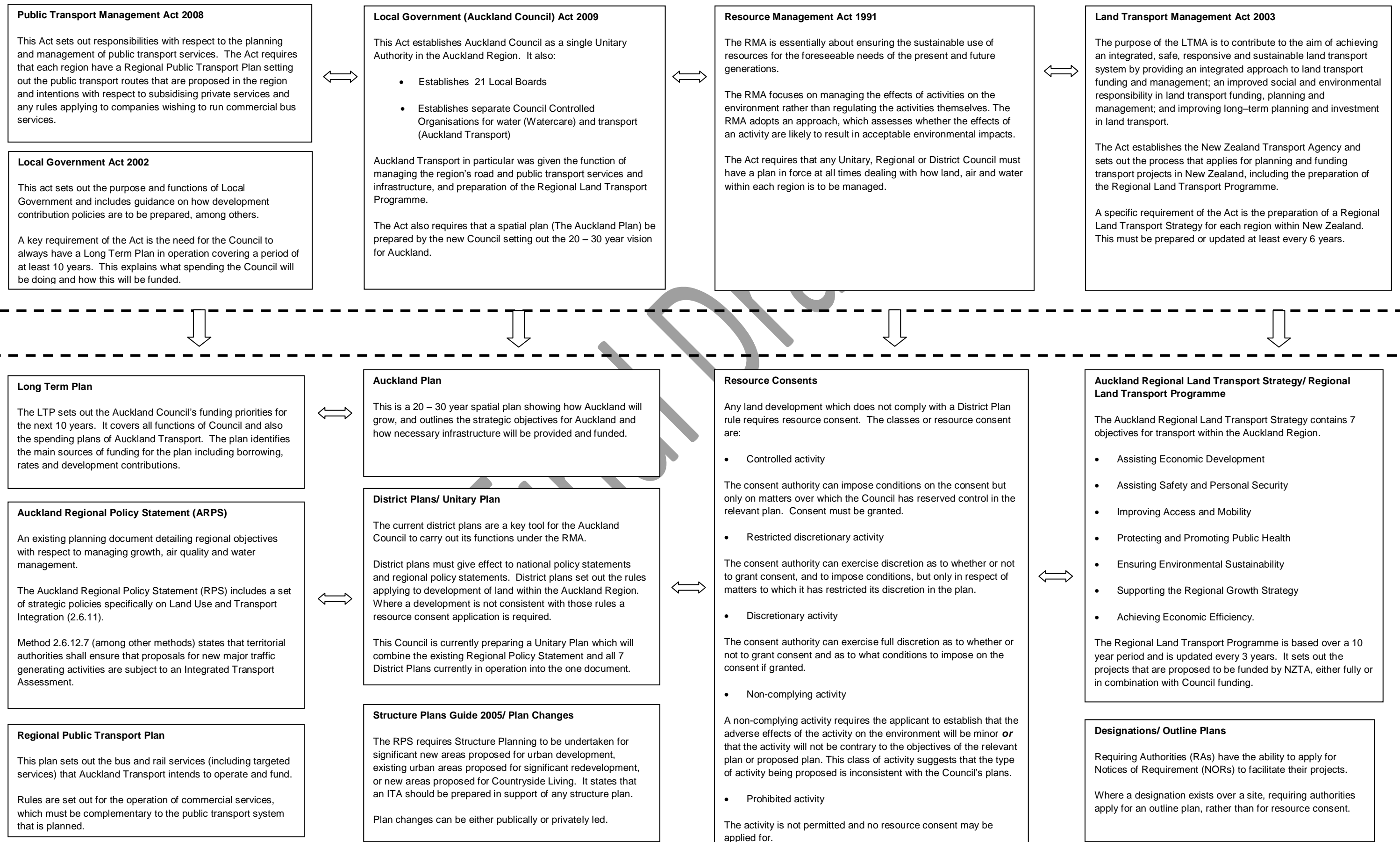
The Auckland Plan adopts a vision of a quality, compact city linking public transport and land use. The Unitary Plan that is to be prepared to give effect to the Auckland Plan is expected to adopt a similar approach to that in the current RPS which has integration of land use and transport as a core strategy.

ITAs will continue to be important, and will ensure that land development proposed by numerous agencies is consistent with the vision of the Council and Auckland Transport as outlined in the range of documents outlined above.¹¹

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

¹¹ The Unitary Plan will exclude the Hauraki Gulf Islands initially

Figure 1: Legislative Framework



3 TRIGGERS FOR AN ITA

This section outlines the circumstances where an ITA should be prepared. It is expected that these triggers will capture most relevant activities, however transport planners or planning professionals should apply their professional judgement and where an activity fails to meet an applicable trigger, but would still benefit from the production of an ITA, then one should be prepared. Conversely, if an activity meets a trigger but there are unusual characteristics that suggest an ITA is not warranted, again professional judgement should be exercised.

The triggers outlined below recognise that not all planning applications are the same. A plan change may be to schedule some notable trees or heritage buildings which give rise to no transport effects. Likewise, a notice of requirement may be for a secondary school with significant transport impacts, or to designate existing infrastructure related to the water supply system, which would have negligible transport impacts.

Accordingly, the guidelines set out a two-step process to determine whether transport thresholds are exceeded and hence whether there will be the potential for adverse transport effects that need to be assessed in an ITA.

The triggers are based on those found in NZTA Research Report 422 and similar triggers found in literature on the topic in Victoria and Western Australia.

3.1 When should an ITA be prepared?

An ITA should be prepared when the following RMA applications are proposed:

- A plan change
- A notice of requirement
- A structure plan
- A land use that is not provided for by the zoning of the site (an “out of zone” application)¹².

AND

- One or more of the thresholds outlined in Table 1 (on the following page) are exceeded.

¹² “Not provided for” meaning not specifically listed as a permitted, controlled, restricted discretionary or discretionary activity.

Table 1: Proposed Thresholds for an ITA

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

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4 STANDARD TEMPLATE FOR ITAS

There is real merit in preparing 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 used addressing relevant matters, and not duplicating effort, which increase the time and cost of progressing 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 RMA 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. It is quite legitimate for the ITA to direct the reader to this assessment in the relevant section of the AEE, or provide a summary of the key points, while focussing on more relevant transport strategies. This will not mean that important assessment is overlooked, but rather that the assessments are made once in the relevant document rather than duplicated over a number of them.

This section provides a standard template that can 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 regulatory body. It will also ensure that the relevant information is provided to key transport agencies.

It is also important to consider the context of the proposal. 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.

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 feel 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><u>For plan changes and structure plans</u></p> <p>Describe what type of zoning is proposed, the key transport matters such as the roading layout proposed, the type of activities proposed and their intensity (e.g. 750 dwellings are planned). Are there 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 supply of on-site parking proposed, access arrangements or hours of operation if known.</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 Existing Land use and Transport Environment
<p>Set the scene and introduce the location more explicitly than in the introduction.</p> <p>Provide a map identifying the existing roads surrounding and within the vicinity of the site or development area, showing any places of interest that will be referred to within the body of the ITA. Photos and aerial photographs are particularly helpful in familiarising the reader with the area.</p> <p>Identify the features of the existing transport network, including the following items as relevant to the proposal:</p> <ul style="list-style-type: none">• existing walking and cycling networks• existing bus and rail service routes and frequencies• bus stops, bus lanes and high occupancy vehicle (HOV) lanes

- on street and off-street parking facilities
- roading hierarchy of adjoining roads
- traffic volumes on main routes (which could include turning volumes, level of service (LOS) information, and comparisons between peak and inter-peak time)
- crash records
- truck and service vehicle access and facilities.

Again, mapping this information where possible will present a clearer picture to the reader.

Highlight any land use characteristics that have a bearing on the proposal, including any known or approved future land use changes in the surrounding area that will have a bearing on assessment of the proposal.

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.

For Plan Changes and Structure Plans

Include information on the zoning areas proposed; the types of activities that will be permitted in each respective zone, and to what intensity those activities will be permitted. This will outline the theoretical maximum development potential of the area (irrespective of whether this may occur in reality).

Outline what type of street layout is proposed.

Matters that should be addressed include:

- What will the roading hierarchy within the development area be and what are the proposed cross sections for each road in the hierarchy¹³?
- How have the needs of pedestrians, cyclists, service vehicles and public transport users been provided for within the plan change area?
- What is the approach that will be taken to parking provision within the plan change area?

For Site Specific Proposals

The description should focus on what type of activity is proposed, what the intensity of the development will be, and operating hours if known. Outline access and parking arrangements, loading provisions if appropriate and any pedestrian and end of trip cycle facilities that are proposed.

Describe the site and any existing development that is presently occurring on it. Address what will happen to existing development and how the new development will integrate with existing buildings, parking and access points if they are to remain

¹³ Reference should be made to the Auckland Transport Code of Practice minimum standards once published

Integration with the Future Transport Network

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 Auckland Region. 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 could be expanded upon.

The main focus of this section should be on how the proposal will fit within the existing and future transport networks when considered together as one system. It should outline the upgrades and improvements to services planned in Auckland Transport’s strategic plans and how these are of relevance to the development. The key strategies at present include:

- The Passenger Transport Network Plan (Public Transport)
- The Sustainable Transport Plan and Regional Cycling Network (Walking & Cycling)
- The Regional Arterial Road Plan (Roading Hierarchy and Function)
- The Regional Public Transport Plan
- The Ferry Development Plan
- Corridor Management Plans¹⁴

If there are implications for the State Highway or rail network, reference should also be made to any publicly known upgrades to the NZTA’s state highway network, or any railway projects proposed by KiwiRail. Other key strategies include:

- State Highway network strategy
- Kiwirail strategies

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 the proposed staging of the proposal and demonstrate how this is in line with transport plans for the area and 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 NLTP to ascertain the proposed timing and costs of proposed transport projects. The NLTP lists activities that NZTA is 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. Another source of reference 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.

¹⁴ Note that Auckland Transport is currently in the process of combining all tactical plans in to a single document called the ‘Integrated Transport Plan’. In future, reference to this single document may be all that is necessary.

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.¹⁵

For Structure Plans and Plan Changes

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 roading layout planned and that the roading layout provides a network for all modes of transport.

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.
- Has retail and town centre zonings been centred around local roads, collector roads or proposed Frequent Network lines rather than along main arterials where immediate conflict between motorists and pedestrians (place vs. movement) will occur?
- Have zonings which accommodate high trip attracting activities (schools, retail, offices) been placed along existing or planned Frequent Network lines or clustered around public transport nodes such as railway stations?
- What measures are being proposed to integrate the plan change area into the surrounding walking, cycling, public transport and roading networks? This will include new pedestrian 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?
- Are the measures proposed on the perimeter of a plan change or structure plan area consistent with the vision of a Corridor Management Plan (where one applies)?

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 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?

¹⁵ *Principal Consent Specialists* at Auckland Transport should be aware of these proposals. Failing this the applicant should consult with Council.

- 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?
- Does the site locality achieve high levels of walking and cycling infrastructure by Auckland standards?
- How has the development been designed to interact with the transport network so as to manage traffic congestion, to encourage public transport use and to facilitate pedestrian and cyclists movements?
- Is a travel plan proposed?¹⁶
- What level of car parking is being provided and how is this being managed?

Predict Trip Generation and Expected Mode Share

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, with 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 in the circumstances.

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 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?¹⁷ 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

¹⁶ Appendix A contains a Travel Plan template for use in circumstances where one is deemed necessary.

¹⁷ This should generally be no more than 400m.

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. A range of tools exist to help in this exercise including GIS mapping and PT accessibility indexes (i.e. Green-star).

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:

- 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?

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.¹⁸

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

For Structure Plans and Plan Changes

For developments affecting a wider geographical area, regard should be had to the pedestrian and

¹⁸ An average based on ARTA Pedestrian Studies (2010), the New Zealand Travel Survey 1997/1998 and the Economic Evaluation Manual

cycling networks proposed within the affected area, particularly for greenfield developments, such as:

- Do the cross sections provide for dedicated cycling facilities?
- Are dedicated crossing facilities required at key locations?

Demonstrate how these networks within the plan change area link into the surrounding road network and/or dedicated cycling/pedestrian networks to enable pedestrians and cyclists to travel along desire lines.

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.

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 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 well as the mode shares predicted for other modes above, as this will influence the number of vehicle trips generated.

Predicted Mode Share

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 plan change, it is possible to predict with some degree of confidence how people are likely to travel to an area by different modes. This also allows an understanding to be gained as to measures that can be implemented to influence the mode share of the development and what measures (e.g. infrastructure, education, operation) are recommended to achieve this.

Reference should be made to New Zealand databases (e.g. TDB) as well as the traditional sources of information (RTA and ITE guidance)¹⁹ to ensure appropriate trip generation rates are used.

In relation to determining the people generation characteristics of an area guidance can be taken from the following:

- ◆ proposed floor area ratios
- ◆ land use activity densities/intensity.

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)

¹⁹ Roads and Traffic Authority of New South Wales/ Institute of Transportation Engineers

- ◆ the New Zealand Household Travel Survey (Ministry of Transport)
- ◆ where available, actual survey data from similar land uses within proximity of the development area.

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.

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 on 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. As suggested earlier in this guideline, a 'general rule of thumb' is that any increase in traffic movements of more than 10% should necessitate traffic modelling to be undertaken. Professional judgment should be applied and where this trigger is not considered to be appropriate the reasons for not undertaking modelling should be explained, including discussions had with Auckland Council and Auckland Transport.

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

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. This can save the applicant time and costs if agreed at the outset.

Mitigation of Adverse Impacts/ Improvements to Influence Travel Choice

Having assessed the anticipated transport effects of the development, the ITA should identify the necessary 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.

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. In the Auckland context, we are reaching the viable capacity of transport infrastructure in a number of areas during peak times; therefore measures to reduce travel demand should be thoroughly explored.

Accordingly, reference should be made to the NZTA's investment hierarchy, which focuses on reducing travel demand in the first place, following by more efficient use of existing infrastructure, encouraging alternative modes, with new or upgrading of roading infrastructure as a last option.

Further, any mitigation must have regard to the roading hierarchies proposed or existing. 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 Arterials Road Plan) then the needs of buses and pedestrians should take preference over other modes in 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 A 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. Suggested rates for cycle parking are set out in Appendix B
- 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
- New or upgraded crossing points for pedestrian and cyclists at key points
- Dedicated cycling networks 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 to provide for all travel modes

Consultation Summary & Implementation Plan

One of the most important aspects of a complete ITA is outlining how necessary infrastructure upgrades will be funded and who will be responsible for providing the measures.

Where changes are needed to the transport network beyond the development, it is imperative that these measures are discussed with the relevant transport agency (Auckland Transport/NZTA/KiwiRail) and that their endorsement has been sought. ITAs identifying infrastructure upgrades as necessary to mitigate adverse effects, but which do not go on to identify who will be responsible for these measures, how they will be funded, and by when, will not be meeting the standards expected of an ITA.

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

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

- Concept plans for any required infrastructure upgrades
- Estimated cost of the upgrades or new facilities
- Confirmation of who will be responsible for providing the infrastructure or services and by when
- Source of funding

Providing this information in a table such as the example shown below is encouraged.

Mitigation Measure	Cost	Provider	Funding Source	Timeframe
Upgrade existing roundabout to traffic signals	\$750,000	Applicant	Applicant	By 2015
New pedestrian crossing facilities at two locations	\$50,000	Auckland Transport	Developer Payment	By 2018
New bus lane	\$1,000,000	Auckland Transport	Noted in RLTP	By 2020

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 offered, and these should be captured in rules of the plan change, or conditions on any notice of requirement or resource consent application.

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 proposal.

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, including the costs, how they will be funded and who is responsible for providing them
- 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.

Final D

APPENDIX A – Travel Plan Template

Final Draft

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 car 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 Wynyard Quarter 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 Wynyard Quarter. 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

APPENDIX B – Recommended Rates for Cycle Parking

Final Draft

Table 4: Recommended Cycle Parking Rates

Land Use Activity	Visitor (Short Stay)	Secure (Long Stay)
Shopping malls/retail areas	1 space for activities up to 200 m ² For activities over 200 m ² - 1 space plus one space per 200 m ²	One space per 15 employees
Cafe	1 space for activities up to 100 m ² For activities over 100 m ² - 1 space plus one space per 100 m ²	One space per 10 employees
Primary and Intermediate Schools	Min of 1 space + 1 per 400 students and staff at the school	1 space per 15 employees and students
Secondary School	Min of 1 space + 1 per 400 students and staff at the school	1 space per 10 equivalent full time staff and students
Tertiary Education facility	1 space per 800 m ² of office space to be located outside the main entrance of each department	1 space per 20 students and staff on site at the peak time. Spaces should be distributed around the campus
Residential Apartment	1 space per 20 units	1 space per unit
Visitor Accommodation	1 space per 20 rooms/beds	1 space per 15 employees
Office Building	1 space per 800 m ² of office space	1 space per 10 employees
Industrial	Min of 1 space + 1 space per 800 m ² of associated office space	1 space per 20 employees
Recreation Facilities	1 space per 10 visitors	1 space per 5 employees
Hospitals	1 space per 50 visitors	1 space per 15 employees
Consulting Room	1 space per 50 visitors	1 space per 15 employees
Places of Assembly (including stadiums)	2 space per 50 visitors (up to a maximum of 200 spaces or more if determined by the applicant)	1 space per 15 employees
Public gatherings, outdoor concerts	1 space per 50-200 people (per day or event) predicted to attend the event depending on the accessibility of the venue (up to a maximum of 200 spaces or more if determined by the applicant)	
Town Centres	An average of at least 1 space every 50 m	1 space per 20 car parking spaces in commercial car parks to be located near the major destinations or main road frontages

Note – The manner in which cycle parking is provided is just as important as ensuring that an appropriate number is provided. Consultants should refer to the Auckland Transport Code of Practice (Cycling Chapter) for further guidance on how to provide cycle parking.

APPENDIX C – List of Acronyms, Abbreviations & Terms Used

ARTA	Auckland Regional Transport Authority
AEE	Assessment of Environmental Effects
ITA	Integrated Transport Assessment
LGA 2002	Local Government Act 2002
LGAAA 2004	Local Government (Auckland) Amendment Act 2004
LTP	Long Term Plan
PTMA 2008	Public Transport Management Act 2008
RCA	Road Controlling Authority
RLTP	Regional Land Transport Programme
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.
Frequent 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.
Requiring Authority	A body empowered by legislation to require land for a public work, including the ability to designate land under District 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.