NLTP funds management processes

State highways emergency works process – current state

Network Team

Start → 1. Contractor identifies damage to network caused by an unplanned event → 2. Contractor notifies NM of event[1] → 3. NM assesses damage and estimates cost of reinstatement[2] → 4. NM informs AIA of event and provides EW accept/decline form information[3]

9. NM prepares emergency works application and funding forms[5] → 21. SNM inputs variation, changing status to under review – funding variation → 19. SNM carries out procurement process → 20. Seek funding variation as required[7] → (Y) / (N) → 22. SNM closes project upon completion → End

Technical Advice

6. Decline or advise delivery under alternative work category → End

5. Seek eligibility for EW funding from AIA[4] — N → 6; Y → 7. AIA provides P&P with acceptance form

10. ACM & AIA approve the applications[6]

12. Application and funding forms are submitted for approval

P&P/T&C

8. Creates initiative and item, changing status to under review – new approval

11. P&P inputs any additional information

18. T&C processes the approval and notifies NM

System Manager

13. Seek SM M&O decision — DA 3.19 — Approved

NM M&O

14. Seek NM P&S decision — DA 3.19

Recommendation as outside of delegation

NM P&S

Go to step advised by Waka Kotahi ← Declined

15. Seek VOS Committee decision — DA 3.19

Recommendation as outside of delegation

Chief Financial Officer

16. Seek Chief Financial Officer decision — DA 3.12

Recommendation as outside of delegation

Waka Kotahi Board

17. Seek Waka Kotahi Board decision

Note: This is a live document and is subject to change.

Legend:
- Outside the system
- SAP & TIO (AOs only use TIO, PMs also use SAP)
- SAP
- TIO
- Planview
- AIP

Waka Kotahi NZ Transport Agency team/role abbreviations

Transport Services (TS)

Programme & Standards (P&S): Asset Investment Advisors (AIA), Portfolio and Performance (P&P), National Manager Programme and Standards (NM P&S)

System Management (SM): Network Manager (NM), Senior Network Manager (SNM), National Manager Maintenance and Operations (NM M&O)

Corporate Support (CS): Treasury and Cashflow (T&C): Value, Outcomes & Scope (VOS)

Footnotes

[1] Maintenance contract manager may support the network manager, based on the circumstances.
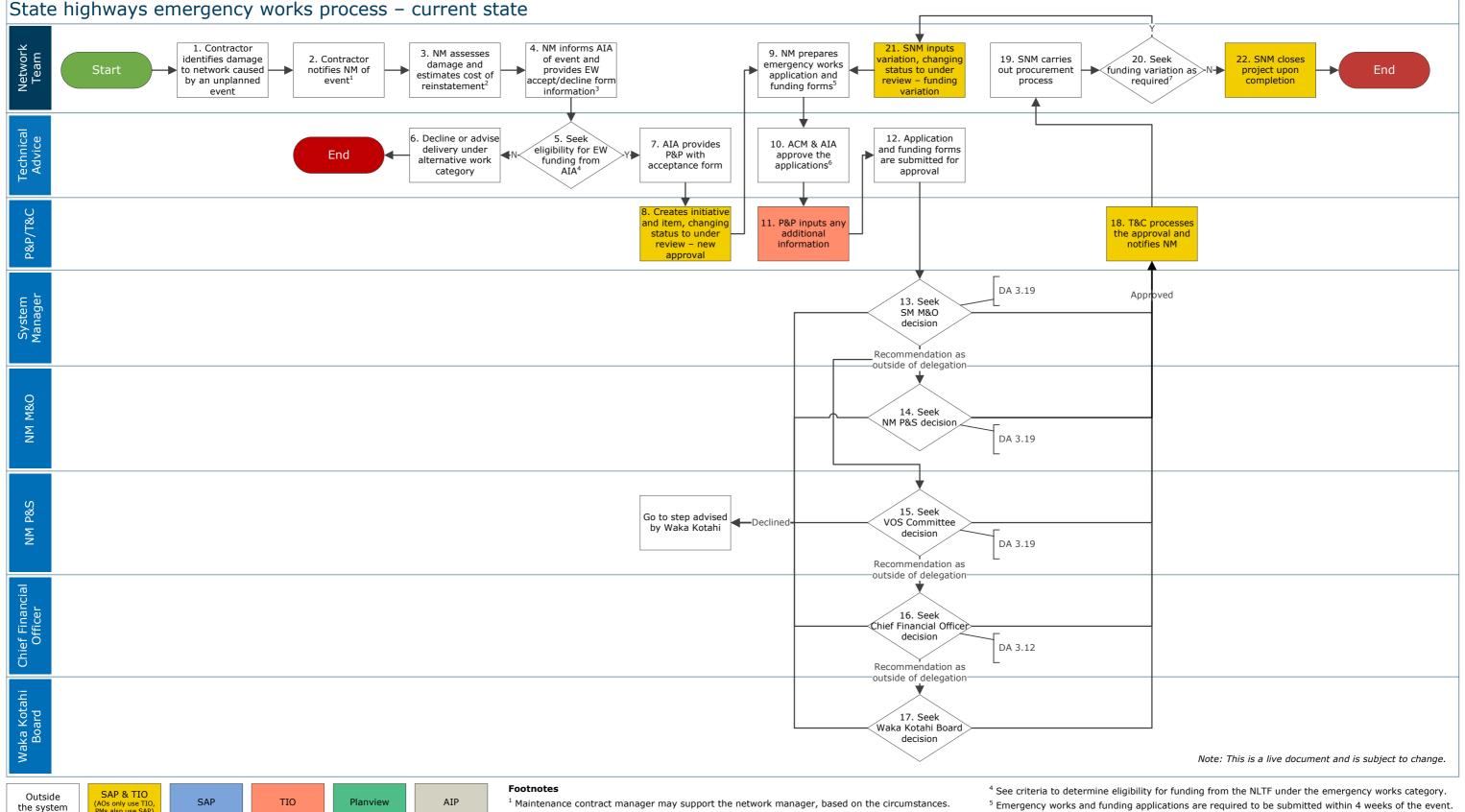
[2] Network manager creates Infohub folders and uploads documentation throughout the process.

[3] Network manager informs the asset integrator within 24 hours of the event.

[4] See criteria to determine eligibility for funding from the NLTF under the emergency works category.

[5] Emergency works and funding applications are required to be submitted within 4 weeks of the event.

[6] ACMs, in conjunction with T&C, confirm the availability of funds and affordability.

[7] Funding variations typically occur at key emergency work phases such as initial recovery, design and investigation, and construction, or as forecast precision improves.

Business delegation short descriptions

Business rules relevant to the above process prescribe the endorsement / approval path for funding approval and funding variation applications. Business rules can change frequently.

Regional Manager / Alliance Manager delegations

DA 3.19 To approve funding, and any variations to that funding for emergency works activities up to **$1 million** per event and per approved organisation and Waka Kotahi region.

Senior Manager Maintenance and Operations

DA 3.19 To approve funding, and any variations to that funding for emergency works activities up to **$5 million** per event and per approved organisation and Waka Kotahi region.

National Manager Programme and Standards delegations

DA 3.19 To approve funding, and any variations to that funding for emergency works activities up to **$15 million** per event and per approved organisation and Waka Kotahi region.

Chief Financial Officer delegations

DA 3.12 To approve funding, and any variations of funding, up to **$50 million** for any phase of an NLTP activity.