



Subject	Programme and funding manual, PFM1, Third edition
Circulation	All registered holders of Land Transport NZ's Programme and funding manual
Circulated by	Bob Alkema – Programmes Manager
Effective date	1 August 2006
Date of issue	29 September 2006
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Purpose

To provide information on the changes incorporated in the release of the third edition of Land Transport NZ's *Programme and funding manual* (the manual).

Background

The manual is being re-issued as the third edition due mainly to the re-sequencing of its structure to better match the annual cycle of programme development and funding approval. Other changes have also been made as included in the list below. A hard copy version of this third edition is being distributed to all current holders of the manual. The manual should be referenced for compiling 2007/08 land transport programmes and managing your 2006/07 programme.

Key changes in the manual

The main changes incorporated in to this third edition of the manual are:

- (a) Re-sequencing of chapters to better match the annual programming and funding approval cycle;
- (b) Revised work category structure for maintenance and operational activities to better align with accounting conventions
- (c) Revised passenger transport work categories
- (d) The inclusion of the revised funding allocation process within the manual
- (e) The inclusion of policy and procedures relating to funding of community focused land transport activities
- (f) The inclusion of two General Circulars issued in the past year (see attachment 1)
- (g) Most of the programming and reporting forms have been removed from the manual as they are now available on, or have been superseded by, LTP online.

Release of manual

Hard copies of the new manual are currently being distributed to all registered manual holders within the next couple of weeks.

Additional copies of the manual can be obtained by contacting:

Land Transport NZ support

Email: order@landtransport.govt.nz

Electronic copies of this version of the *Programme and funding manual* and the remaining forms within the manual can now be accessed electronically on Land Transport NZ's website <http://www.landtransport.govt.nz>

This latest edition is in a printer friendly format which should assist printing of additional copies or parts of the manual. However, should you experience difficulties printing the manual or any of the forms, please contact Land Transport NZ support at the email address listed above.

Your actions

- Please replace your existing copy of the *Programme and funding manual* with this latest version once you receive it in the post. However, please note that you should retain the whole of chapter 2 "Work category definitions" from your current manual for reference in managing your 2006/07 programmes under the current work category structure.
- Go to Land Transport NZ's website to access and, if required, print additional copies of the manual or forms included within the manual.
- Please complete the attached Continuation of registration form and return to Land Transport NZ, if required.

Attachments

Attachment 1: New funding policy general circulars issued since October 2004

Attachment 2: Continuation of Registration for *Programme and funding manual*



Bob Alkema
Programmes Manager

New finding policy general circulars issued since October 2005

(incorporated in the third edition of the *Programme and funding manual*)

Number	Title	Date of issue
05/07	Improvements to the Total Mobility Scheme	05/10/05
06/01	Passenger transport funding	12/09/06

**Continuation of registration for
Programme and funding manual**

We are reviewing the register of people who are holders/users of the *Programme and funding manual*.

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