[Project Name]

Long Term Plan Project Request Form



Instructions - any text included in [] is for guidance only and should be deleted before submitting

- 1. The LTP Project Request Form seeks approval through the Long Term Plan to commence work on a Project.
- 2. The LTP Project Request Form requires review by the Business Unit/Activity Managers and Finance.
- 3. File this completed form in ECM under "2024/2034 Long Term Plan (LTP, Ten Year Plan) Activity Planning" and name the file 'Project Request [type project name]'
- 4. Task the completed form to your Activity/Budget Manager for approval.
- 5. Activity/Budget Manager will then task to zzComponent Reports for collation.
- 6. When the Project Request forms are collated, Leadership Team will review.
- 7. Community Boards (for local funded projects) and Committees/Council (for district funded projects) will prioritise projects (and potentially discard) at the LTP workshops.
- 8. Completed forms are to be submitted by 5pm 31 August 2023
- 9. Provide detail within the green shaded areas. Light green areas have a drop down box with options.

General Information													
Date:	[Enter Date]	nter Date]											
Project Origin					District or Ward								
Iwi Consultation Required?					lwi Group								
GM				lwi Group									
Business Unit					Budget Holder								
Author:	[Insert Name]				Opex - Initialisa	ation	n						
ECM Doc Set Number	[Insert Name]				Opex - Ongoino	9							
Multi Year Project													
Is this initiative already budgeted in LTP?					Project Code (if budgeted)	falready	[Enter]						
Funding Allocation	ILOS %	0	AC %	0	Renewal %	0	Guranteed Funding %	0	Total %	0.00			
Total Ball Park Investment		TOTAL		\$ -									
(Enter in 23/24 dollars only as finance	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34			
will add inflation)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			

Issue / opportunity statement / background	Level of service alignment
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AP/LTP Requirement Document [Insert Name]

[Outling the gurrent issue(a) heing experienced by TCDC. Note: that this may also be an	[Describe how this project/overediture resistance in property to a surrent Level/e) of Consider for this positivity.]
[Outline the current issue(s) being experienced by TCDC. Note: that this may also be an "opportunity available" to TCDC.]	[Describe how this project/expenditure maintains or improves the current Level(s) of Service for this activity.]
opportunity available to 1000.j	
Describe the solution	High level benefits and dis-benefits
	•
[Describe the solution to resolve the identified problem or take advantage of the opportunity.]	[Describe the expected high level benefits and dis-benefits of doing this project.]
Other options considered	Does the Project need to be "gated" or progressed in stages.
[Provide detail of potential alternative options describing differences in costs and	[Provide detail on whether the project can be completed in one year, or whether opex and capex need to be gated and
benefits/dis-benefits - no more than 3 alternative options.]	phased into stage, not limited to initial investigation, needs assessment, feasability, business case, co-funding, approvals, detailed design, consenting, construction]
Will there be high level community interest and engagement required (expand in tab	Summary of Known Risks, Assumptions, Implications Dependencies and Other Information (Doc Set #'s) See
below) and Area Manager input required in Documnet Reveiw	tab below for further
[Answer whether there will be high level community interest and engagement required, and	Provide infomation on any known risks and implications of proceeding. Outline any dependencies and overlaps with
if so complete the tab below and ask Area Manager to peer reveiw engagement).	other initiatives or BAU activities.]
How does the project help Council address climate change, greenhouse gas reducti	on and contribute to a more sustainable and resilient District?
[Provide information of how this project responds/contributes to the above. Detail examples	s eg recyclable materials etc.
,	

Document Review

Title	Name	Date
Area Manager (if reqd)		
Business Unit/Activity Manager		
Finance Representative		

AP/LTP Requirement Document [Insert Name]

Initial Stakeholder ID:
Prepared by:
Date:

Stakeholder/Partner ID	Yes/no	Anticipated veiws	Approach to managing	Would Comms & Engagement Support help?
lwi/Hapu				·
Department of Conservation				
Regional Council				
Community Board				
Land Owners				
Interest groups				
Ratepayer Associations				
[List others here]				
[List others here]				
[List others here]				
[List others here]				

Is a Comms and Engagement Approach or Plan required?

[Answer whether there will be Comms and Engagement Plan required, YES or NO and indicate the extent i.e. Light Comms as we go; A Simple (on a page) Comms and Engagement Plan required; a Full Comms & Engagement Plan Required]

Is a Stakeholder Assesment by an Area Manager/Peer required?

[If so area manager/peer to comment here]

Initial Risk ID:			
Prepared by:			
Date:			
Risk title	Risk Summary	Approach to managing	Risk Owner
Give the issue a name for easy reference.	Identify the issue, including the potential impact upon the project and deliverables.	What has been planned, or, undertaken to resolve the issue, and what progress has been made?	Who is responsible for ensuring the issue is addressed?
		made:	

Budget Workings

Project:	[Project Name]	Prepared by:	[Insert Name]
,			

				Year of Long Term Plan funding required (insert amount of funding required for each year)											
ltem	Description	Unit	Quantity	Rate	Amount	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	PROFESSIONAL SERVICES														
1	Consultation	NA			-										
														<u> </u>	
2	Investigation	NA			-										
														 '	
3	Option Report	NA			-									 	
	Position.	- 10	+ .											 	
4	Design	LS	1		-									 	
5	Consent application	NA												 	
	Consent application	I NA	+	1	-									 	
6	Archaeological assessment and application	NA	+		-									 	
	Archaeological assessment and application	IN/A	+		-									 	<u> </u>
7	lwi consultation	NA			-										
•	- In concuration	100	1											<u> </u>	
8	Building Consent application and application fees	NA			-									<u> </u>	
9	Tender documentation and evaluation	LS	1		-									'	
														'	
10	MSQA	LS	1		-									[
	Total Professional Services				-	-	-	-	-	-	-	-	-	-	
	RESOURCE CONSENTS														
10	WRC fees				-									 	
11	TCDC fees				-									<u> </u>	
	Total Resource Consents				-	-	-	-	-	-	-	-	-	-	-
	CONSTRUCTION														
12	Construction (transfer total amount from Physical works estimate)		+		-	-	-	-						 	
	Total Resource Consents				-	-	-	-	-	-	-	-	-	-	
	STAFF TIME & CONTINGENCY				-						_		-		
13	Staff time	LS			-	-									
14	Contingency	LS	 -	XX%	#VALUE!									<u> </u>	
	Total Staff Time & Contingency	<u> </u>		70170	#VALUE!		-	-	-		-	-	-	-	
	<u> </u>	-	<u>'</u>	-											
		TO:	TAL (All V	VORKS) =	#VALUE!	_	_	_	_	_	_	_	_	_	_
					"""			I	I		I	I			1
			CHECK		_										
				sed on Oct 22 E		1.039	1.074	1.106	1.135	1.162	1.1875	1.21	1.232	1.252	1.2
			INFLATED	seu on Oct 22 E	DENE	1.059	1.074	1.100	1.155	1.102	1.10/5	1.21	1.232	1.252	- 1.2
			INFLATED			-	-	-	-	•	-	-	-		-

Budget Workings 5

Project Name: Date: Prepared by: ESTIMATE

Description	Unit	Quantity	Rate	Amount
				\$0.00
,				
Quality Assurance	LS	1		\$0.00
				70.00
General Requirements	ıs	1		\$0.00
General Requirements				70.00
Contractor's Programmos	10	1		\$0.00
Contractor's Programmes	LS	1		\$0.00
	+			
	+			
	_	_		
	_			
-				
	+			
	+			
	+	 		
+	+			
	+			
+	+	-		
-				
	1			
Contingency (unscheduled works)	PS	1		\$0.00
<u> </u>				
			Total	\$0.00
	Description Preliminary & General Quality Assurance General Requirements Contractor's Programmes Contractor's Contractor's Programmes	Preliminary & General Quality Assurance LS General Requirements LS Contractor's Programmes LS	Preliminary & General Quality Assurance LS 1 General Requirements LS 1 Contractor's Programmes LS 1	Preliminary & General Quality Assurance LS 1 General Requirements LS 1 Contractor's Programmes LS 1

Note: All amounts are exclusive of GST