

Transport Investment Online (TIO) user guide

National Land Transport Programme 2024–27

Improvement template

These user guides help you complete specific tasks in TIO, and supplement the context-based help text in TIO.

[Access TIO guidance on our website](#)

This guide provides an introduction to what information is required for new improvement activities for the 2024–27 National Land Transport Programme (NLTP), and how and where to enter it in TIO.

Background

Improvements are activities that increase levels of service or improve the efficiency of the land transport system in delivering existing levels of service. These activities include, but are not limited to, state highway improvements, local road improvements, regional improvements, resilience improvements, walking and cycling improvements and public transport improvements.

Improvement activities must be entered into TIO, and will be supported by business cases, which you submit via TIO. For more information about developing business cases, see our [Business Case Approach guidance](#).


What's new or changed?

We've updated the improvement template ready for the 2024–27 NLTP. The key changes are:

- More help prompts to provide assistance when entering in your funding application.
- A more user-friendly area where we capture benefits information, consistent with other templates.



Helpful tips

- Click the question mark in each field to bring up help text about what needs to be in that field. 
- When there is an asterisk next to heading for a data field this means it is a mandatory field that must be populated before you can complete your programme application.

Entering your improvement activity into TIO

To enter your new improvement activity for the 2024–27 NLTP follow the steps below.

If you are adding new phases to an improvement activity that has already been added, follow steps 32 to 42.

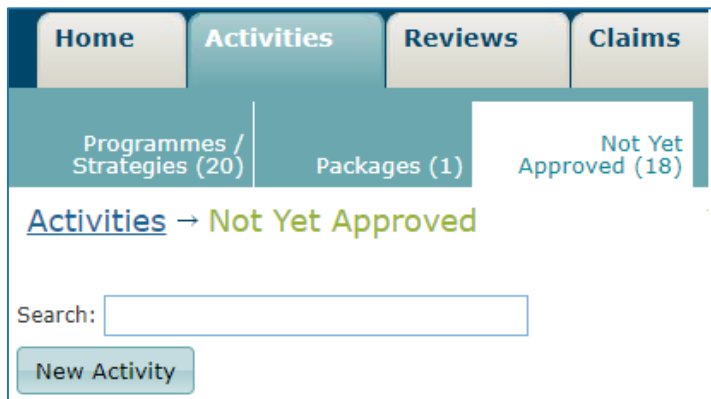
Existing improvement activities

The steps below are for adding new improvement activities; however, if your activity was added before the improvements template was updated for the 2024–27 NLTP, note that:

- If an existing unapproved activity exists in TIO on an old template, you will need to create it as a new activity using the new 2024–27 template. This is a manual process, however, many information fields will be able to be copied and pasted into the new activity.
- If an existing activity exists in TIO with at least one funding phase approved:
 - The existing approval will continue to next NLTP and will not require any action.
 - Any future phases that will not be approved before July 2024 will be migrated to the new 2024–27 template when you submit your transport programme.

Getting started

1. Log into TIO: tio.nzta.govt.nz. You will find yourself on the 'Home' screen.
2. From here select the 'Activities' tab near the top of the screen. This will take you to the 'Not yet approved' activities tab.



3. Click on 'New activity' and select 'Improvement activity 2024–27' to create a new template.

Improvement activity outline

4. Enter a unique name in 'Activity name'. There is a *Naming guidelines* document linked in the help text to assist in creating a name.

5. Use the dropdown menu under 'Business case outline' to select which programme business case this improvement activity is linked to.

Business case outline

This section provides a link to the earlier development stages of the Business Case.

Activities included in the NLTP should be linked to a programme business case. Where the activity does not link to a PBC, a completed PoE will need to be uploaded for funding approval.

See the [Business Case Approach Guidance](#)

Select the programme business case this activity arose out of

Upload any supporting information for the inclusion of the activity into the NLTP. Where the activity is not linked to a PBC, upload any supporting information for the inclusion of the activity into the NLTP (such as completed record of PoE document)
 No file chosen

This field is required for funding approval.

Activity Description

This field is required for RLTP/NLTP inclusion.

* Strategic context

What is the particular transport problem / opportunity of the programme business case (should it be a component activity) that relates to this activity?

This field is required for RLTP/NLTP inclusion.

6. Upload relevant supporting information for the improvement activity's inclusion in the NLTP.
7. Write a brief description of the output expected to be delivered by the improvement activity in the 'Activity description' box.
8. Under 'Strategic context', include the potential benefits from this improvement activity and the reason for change.
9. Include the transport problem or opportunity being addressed by this improvement activity.

10. **Note:** you will not be able to receive a green tick for this page until your region’s regional transport committee (RTC) has submitted the regional land transport plan (RLTP) development template, including the regional objectives. Once that has been entered, the note provided below the ‘RLTP objectives’ and ‘RLTP strategic priorities’ headings at the bottom of this page will change from this:

RLTP Objectives

?

Select the RLTP Objective(s) that best aligns with your Activity

Select RLTP Objective	Objective	Benefit Cluster
RLTP Alignment field is required for RLTP/NLTP inclusion, however your RTC has not entered their objectives for your region.		

RLTP strategic priorities

?

Select the RLTP Strategic Priorities that best aligns with your Activity

Select	Strategic Priorities	Benefit Cluster
RLTP Priority field is required for RLTP/NLTP inclusion, however your RTC has not entered their priorities for your region.		

to this below:

RLTP Objectives 2024/27

?

Reference Number	Objective	Benefit Cluster
1*	Create spaces that the community can enjoy and are in a fit state of repair	11. Changes in liveability of places
2*	Create spaces that the community can go about their daily movements (road and walking) without concern of safety hazards	1. Changes in user safety
3*	Identify weak links in the transport bridging network that could cause disruption if structural failure (due to age) or severe damage (from natural hazard) and how	4. Changes in impact of unplanned disruptive events on access to social and economic opportunities
4		– Select one:
5		– Select one:
6		– Select one:

Option with * has already been selected by an Approved Organisation in your region, any changes to the field will have an impact on the applicable table within their activity.

RLTP Strategic Priorities 2024/27

?

Reference Number	Strategic Priorities	Benefit Cluster
1	Route Security	4. Changes in impact of unplanned disruptive events on access to social and economic opportunities
2	Road Safety	1. Changes in user safety
3		– Select one:

11. Once your RLTP objectives and strategic priorities are available, you will need to review them and indicate how they align to your improvement activity. Select at least one RLTP objective and strategic priority as appropriate. When you’ve saved this page, ‘Improvement activity outline’ will get a green tick to show it has been completed.

12. Click 'Save & next' to take you into the 'Benefits and measures' page.

Benefits and measures

13. Populate the benefits and measures as appropriate to your improvement activity. For more detail you can read our [TIO guide on entering benefits and measures](#), and for more general information see the [Benefits management guidance on our website](#).

14. Select one primary benefit by clicking a radio (circle) button. You can also select as many strategic benefits (by clicking the square check boxes) as are relevant to your improvement activity.

Strategic benefits and measures							
Outcome	Benefit	Primary benefit	Measure	Baseline	Forecast	Unit of measure	
<input type="checkbox"/>	1. Healthy and Safe People	1.1. Impact on social cost of deaths and serious injuries	<input type="radio"/>	1.1.1. Collective risk (crash density)	<input type="text"/>	<input type="text"/>	Average annual fatal and serious injury crashes per km of road section
<input type="checkbox"/>			<input type="radio"/>	1.1.3. Deaths and serious injuries	<input type="text"/>	<input type="text"/>	Average annual number of deaths and serious injuries
<input type="checkbox"/>			<input type="radio"/>	1.1.4. Personal risk (crash rate)	<input type="text"/>	<input type="text"/>	Average annual fatal and serious injury crashes per 100M vehicle-kms
<input type="checkbox"/>		1.2. Impact on a safe system	<input type="radio"/>	1.2.1. Road assessment rating - roads	L <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> H	L <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> H	Infrastructure risk rating
<input type="checkbox"/>	4. Resilience and security	4.1. Impact on system vulnerabilities and redundancies	<input type="radio"/>	4.1.1. Availability of a viable alternative to high-risk and high-impact route	<input type="text"/>	<input type="text"/>	Percentage of high-risk, high-impact routes with a viable alternative

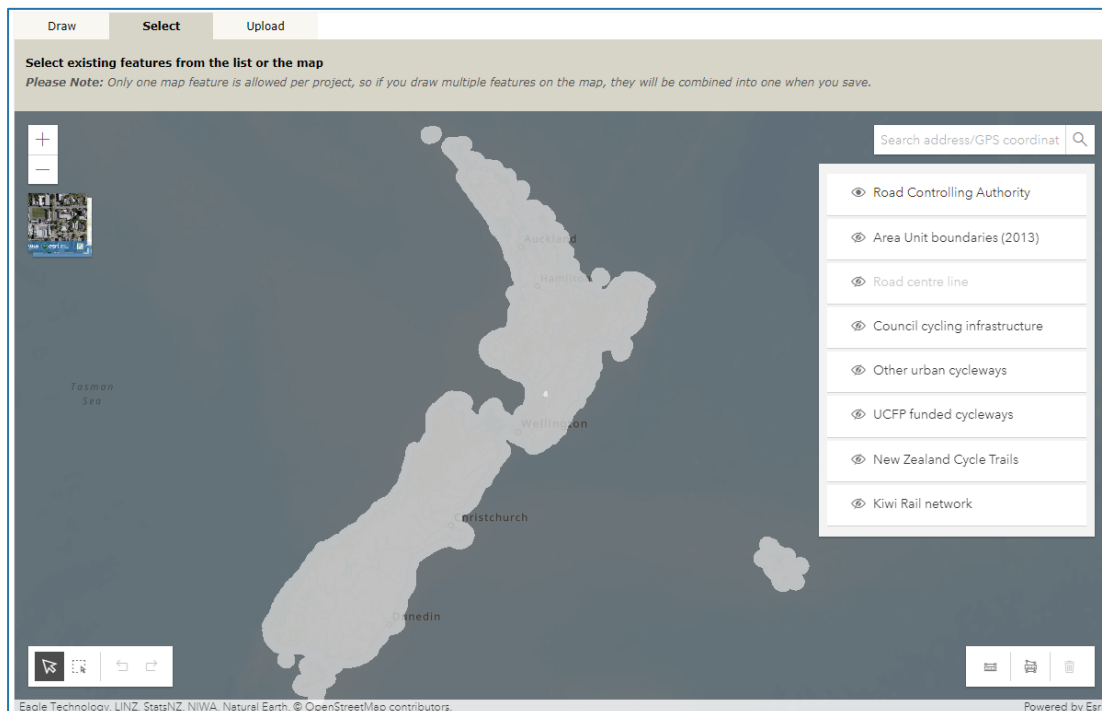
15. Once you have completed this page, select 'Save & next' to continue to the 'Other benefits' page.

16. The 'Other benefits' page is where you can enter any other benefits beyond the strategic benefits. When you've completed this page, select 'Save & next' to continue to the 'Benefits and measures summary' page.

17. Once you've reviewed your benefits and measures, click 'Next' to take you to the 'Geospatial information' page.

Geospatial information

18. Indicate the relevant area on the map, select existing geospatial features from the list on the right, or upload a file to enter in geospatial information.



19. At the bottom of the map, click 'Save & next' to move to the 'Economic and financial summary' page.

Economic and financial summary

20. Select the correct level of funding approval for this improvement activity (use the help text to choose the correct option). If 'Yes' is selected, you will need to upload an activity business case and appraisal summary table (AST). Read our [AST guidance](#) for more information.

Are you seeking funding approval of an activity level business case? ?

Yes No

If yes, Upload Activity Business Case ?

No file chosen

Download AST Template 2024-27

[AST Template 2024-27](#) 📄

If yes, Upload your latest version of the Appraisal Summary Table template ?

No file chosen

21. Select the improvement activity's indicative efficiency rating (IER) range using the dropdown menu. There is a tool in the help text for calculating your IER.
22. Enter in the improvement activity's national benefit–cost ratio (including and excluding wider economic benefits).
23. If the improvement activity includes third party funding, enter in the government benefit–cost ratio.

Indicative efficiency rating

For inclusion in the RLTP/NLTP and / or funding approval for the first development phase of the activity the Indicative Efficiency Rating is the minimum requirement.

Indicative Efficiency Rating (IER) ? -- Select one: ▼

National Benefit cost ratio

A Benefit Cost ratio is required for a subsequent phase of the activity, such as DBC, pre-implementation or implementation. ?

National Benefit Cost Ratio (Excluding WEBs) ?
This field is required for RLTP/NLTP inclusion.

National Benefit Cost Ratio (Including WEBs) ?
This field is required for RLTP/NLTP inclusion.

Government Benefit cost ratio

Required only if the activity includes third party funding. If you think this applies to you, contact your Waka Kotahi investment adviser.

Government Benefit Cost Ratio ?

24. In the 'Funding' section, enter in the improvement activity's total expected capital cost and 95th percentile total cost.
25. Provide a comment around the funding plan for this project.

Capital Cost

Total expected capital cost (\$)

This field is required for RLTP/NLTP inclusion.

95th percentile total cost ?

Comment on the funding plan for this project ?

26. Click 'Save & next' to move to the 'Waka Kotahi assessment of business case' page.

Waka Kotahi assessment of business case

27. Approved organisations are not required to fill anything in this section, as it will be completed by a Waka Kotahi assessor.

Investment prioritisation profile

28. For initial bids, enter a dummy profile rating of LLL for all improvement projects. This is an interim step due to the functionality of TIO and the delay in providing the Investment Prioritisation Method (IPM) for the 2024–27 NLTP. However, for your final bids you will need to provide an updated IPM rating for each improvement project and explain why you rated each priority how you did. When finalised, the IPM for the 2024–27 NLTP will be available on the [Planning and Investment Knowledge Base](#).
29. Click 'Save & next' to move to the 'Supporting documents' page.

Supporting docs

30. This is where you can upload any documentation to support the application, such as your organisation's activity management plan (AMP). See 'Frequently asked questions' below for more detail.
31. Once you have completed the steps above, you should have received green ticks against all the menu pages.

Add a phase

32. If an improvement activity phase begins within the 2024–27 NLTP period, you will need to add a phase to reflect that.
33. Enter a phase label. If it is left blank, it will be named as the phase type that is picked in the next step.
34. Select the phase type from the dropdown menu.
35. Input in the correct work category mapping year. It will be pre-populated as 2022/23 but this may not always be correct.
36. Under 'Phase scope' give a brief description of what will be achieved in this phase of the improvement activity.

37. Select the work category and activity class that this improvement activity falls under using the dropdown menus.

Phase label

*Phase type
 -- Select one:

Your phase reference

*Work category mapping year
 2022/23

Phase scope

This field is required for funding approval.

Work category
 -- Select one:

This field is required for RLTP/NLTP inclusion.

Activity class

Select Activity Class:

This field is required for RLTP/NLTP inclusion.

38. Use the costs table to enter in the requested funding for this phase.
39. You can add additional years if your requested funding goes further than the 10 years already in the table.
40. The total expected capital cost and duration of activity will be calculated automatically when data is entered into the table.

Year	Requested allocation		
	Total cost	Tolls	Other supplementary funding (\$)
2022/23	<input type="text"/>	<input type="text"/>	<input type="text"/>
2023/24	<input type="text"/>	<input type="text"/>	<input type="text"/>
2024/25	<input type="text"/>	<input type="text"/>	<input type="text"/>
2025/26	<input type="text"/>	<input type="text"/>	<input type="text"/>
2026/27	<input type="text"/>	<input type="text"/>	<input type="text"/>
2027/28	<input type="text"/>	<input type="text"/>	<input type="text"/>
2028/29	<input type="text"/>	<input type="text"/>	<input type="text"/>
2029/30	<input type="text"/>	<input type="text"/>	<input type="text"/>
2030/31	<input type="text"/>	<input type="text"/>	<input type="text"/>
2031/32	<input type="text"/>	<input type="text"/>	<input type="text"/>
2032/33	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0	0	0

Total expected capital cost (\$)

This field is required for funding approval.

Add additional years

2032/33

Duration of activity

0

41. Click the 'Save' button at the bottom of the page to save your progress.
42. Once your phase is completed, the left menu should look similar to this:

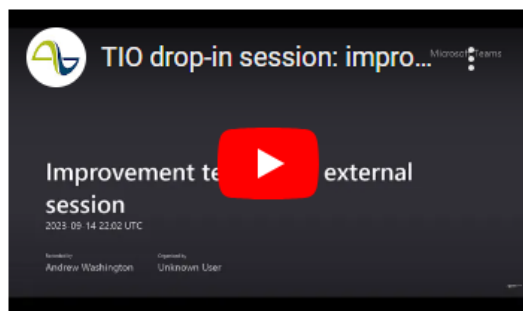


Completion

43. Once you have finished entering the required information into all pages, you should have green ticks against all the available fields. This means you have completed all the tasks here necessary to submit the improvement activity for inclusion in the NLTP.

Video step-through guide for the improvements template

Click on the image below to watch a video of an online session introducing how to enter the required information into the improvements template in TIO, or click the links in the video contents list to jump to that section.



Video contents

Introduction	0.00
Step-through of improvements template	3.34
Questions and answers	15.37
Live demonstration of template in TIO	19.27
Indicative bids and timelines	28.59

Frequently asked questions

Why do we have to provide GPS coordinates for improvement activities?

Geospatial information is captured in TIO for programmes and activities, for both NLTP inclusion and for funding approval. This data is important because it:

- allows for more accurate reporting on the NLTP programme, helping us understand and communicate the locations of our investments and the reasons behind them
- demonstrates where benefits are being delivered
- provides an understanding of how projects relate to each other spatially, which will help in moderating, assessing and prioritising projects.

What information do I need to provide at end-of-year review for improvement activities?

The end-of-year process for improvement activities is the same as for other NLTP funding allocations. Find more information on our [End-of-year and end-of-NLTP processing](#) page in the Planning and Investment Knowledge Base.

Further information

- [Business Case Approach guidance](#)
- [Key dates for 2024–27 NLTP development](#)
- For more technical support about TIO contact tio.support@nzta.govt.nz or, if it relates to NLTP development, contact us at nltpl@nzta.govt.nz