Transport Investment Online (TIO) user guide

National Land Transport Programme 2024–27

Low-cost, low-risk 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 low-cost, low-risk (LCLR) programmes for the 2024–27 National Land Transport Programme (NLTP), and how and where to enter it in TIO.

Background

LCLR programmes set out an approved organisation's improvement activities below $2,000,000 for the NLTP period. Your organisation's activity management plan (AMP) provides the overall business case for the LCLR programme.

What's new or changed?

We've updated the LCLR 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.

We've also updated the LCLR bid template spreadsheet (which you will complete and upload in steps 4–6 below) to include more options on the dropdown lists.

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 LCLR into TIO

To enter your LCLR for the 2024–27 NLTP follow the steps below.

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.

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3. In the search box, type in 'low cost', and then select any 'Low cost / low risk improvements 2024–27' template. Even though they have different names in the 'Phase identifier column, will all take you to the same 'Outline' page.

> **Note:** in the draft Government Policy Statement on Land Transport (GPS) 2024, Road to Zero is no longer an activity class and projects should be submitted through local road or state highway improvements activity classes).

Outline

4. Under 'Low cost / Low risk improvements programme template', click the link to download a blank bid template spreadsheet for the LCLR improvements activity list.

5. There are 3 worksheets in the spreadsheet; in the 'Activity' worksheet, fill out all the activities you wish to include in your LCLR programme. While LCLR programmes cover the 3 years of the NLTP, generally, only the first-year programme is to be provided in detail at this stage, in line with TIO minimum information requirements, with indicative programmes for years 2 and 3.

Minimum information requirements for the LCLR bid template spreadsheet are shown in the table below.

Spreadsheet column title	Description
TIO ref #	For each activity inputted into the bid template, change the cell from 'Unused' to 'New/add'. This will make the row green, showing that you can now enter the activity into the spreadsheet.
Activity name	Enter a unique name for each activity.
Activity status	For activities carried over from the 2021–24 NLTP, set the status to 'Committed'. For new activities, set the status to '**Submitted**' (if they are set to 'Draft' their costs will not be reflected in TIO). The other activity statuses are for Waka Kotahi investment advisors to use.
Waka Kotahi safety identifier	This is only compulsory for Road to Zero activities. Input the unique identifier number from the pipeline development tool.
Programme or other project reference	This column references documents that support the activity being subsidised. Choose the reference from the dropdown menu selection.
Primary benefit	Input the main benefit from the activity.
Funding source (phase)	Select the activity class that the proposed activity falls under (including Climate Emergency Response Fund (CERF) activities).
Intervention type	Select the intervention type of the activity. The dropdown selection menu will change depending on the funding source selected.
Measure of delivery	Input the unit of measure for what is planned to be delivered; for example, kilometres of cycleway.
GPS strategic priority	Select the relevant one of the four priorities from the Government Policy State on Land Transport (GPS) 2021.
GPS alignment rating	Give an alignment rating from your organisation's perspective.
Expenditure previous NLTP period	If the activity has been carried over from the 2021–24 NLTP period (committed activities), include the expenditure from the last NLTP period.
Requested budget this NLTP period by year	There are columns for each of the 3 financial years in the 2024–27 NLTP period. Include the total cost being requested for each financial period, where relevant.
Expected budget for all future NLTP periods	If the activity will carry over into future NLTP periods, include the total expected budget for all years beyond the 2024–27 NLTP period.

6. Once you have completed the spreadsheet template, upload it back into TIO from this same page.

7. Click 'Save & next' to take you into the 'Benefits and measures' pages.

Benefits and measures

8. Populate the benefits and measures as appropriate to your LCLR programme. Further guidance on benefits and measures is available [on our website](#).

9. On the 'Strategic benefits and measures' page, 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 LCLR programme.

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

(Table titled: Strategic benefits and measures)

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

11. 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.

12. Once you've reviewed your benefits and measures, click 'Next' to take you to the 'Bid summary' page.

Bid summary

13. Once the bid template spreadsheet has been uploaded into TIO, a breakdown of the funding requested by activity class will show. Nothing needs to be done here.

Geospatial information

Note: for the 2024–27 NLTP low-cost, low-risk activities no longer require geospatial information for funding approval. However, geospatial information will need to be added before an LCLR individual activity is 'completed' (in activity status in the activities tab of the bid template file). This should take place after funding approval but before being claimed.

14. Once the bid template has been uploaded into TIO, you can provide geospatial information for where the LCLR activity will be located. You can do this by drawing an area on the map, selecting existing geospatial features from the list on the right, or uploading a file to enter in geospatial information.

15. At the bottom of the map for each LCLR activity, click 'Save' once the geospatial information is inputted.

Supporting docs

16. This is where you can upload any documentation to support the application. For the LCLR this would include your organisation's AMP.

17. Once you have completed the steps above, you should have green ticks against all the menu pages.
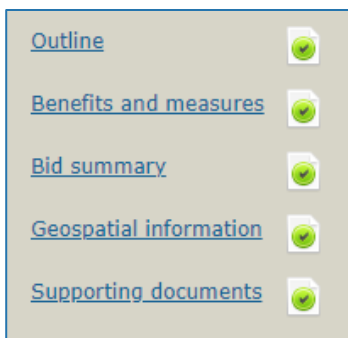
Activity class pages

18. The proposed LCLR activities from your bid template will be allocated to each of these activity class pages, including LCLR activities for CERF funding. These pages are not editable, so the only action required is clicking save at the bottom of each page if there are LCLR activities that fill in the activity class.

19. The left menu will look something like the below screenshot, with green ticks against the activity classes from which you've requested funding.
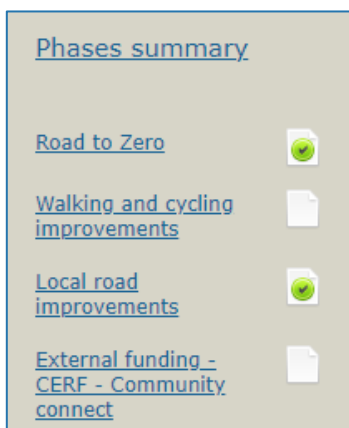
Completion

20. 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 for the LCLR submission for inclusion in the NLTP.

Video step-through guide for the LCLR template

Click on the image below to watch a video of an online session introducing how to enter the required information into the LCLR 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 LCLR template	2.52
Indicative bids and timelines for LCLR	35.39
Questions and answers	30.34

Frequently asked questions

Why do we have to provide GPS coordinates for small LCLR activities?

Geospatial information is captured in TIO for programmes and activities. 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 LCLR programmes?

The end-of-year process for LCLR 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.

I can understand why benefit capture is needed for improvement activities, but why is it required for LCLR?

Waka Kotahi needs to be able to align all of our investment decisions, including for programmes and strategic plans, to the outcomes set out in the Government Policy Statement on Land Transport (GPS). In order to do this we need a consistent approach, including consistent benefit measure criteria.

Further information

- Minimum information requirements for the 2024–27 LCLR programme
- 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 nltp@nzta.govt.nz.