

# Transport Investment Online (TIO) user guide

National Land Transport Programme 2024–27

## Using the transport programme module to submit programmes and activities to regional land transport committees

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 how approved organisations and Waka Kotahi use the transport programme module to submit their programmes and activities to regional transport committees for regional land transport plans (RLTPs), and for inclusion in the 2024–27 National Land Transport Programme (NLTP).

### Background

Before your organisation's programmes and activities can be considered for inclusion in the NLTP, they need to first be included in the RLTP for the relevant region. You will use the transport programme module to submit programmes and activities to the regional transport committee (RTCs) for inclusion in the region's RLTP.

The transport programme compiles your continuous programmes, new improvement activities for the 2024–27 NLTP, and any improvement activities from previous NLTPs that will be requesting funding for the 2024–27 NLTP.

New improvement activities and continuous programmes will automatically be included in the 2024–27 transport programme if they have met all the minimum information requirements required to be submitted.

### Transport programme housekeeping

To make the process of entering your transport programme simpler, it's a good idea to first tidy up a few things related to existing activities.

- For each existing committed phase of your standalone improvement activities that will be continuing from the 2021–24 NLTP through to the 2024–27 NLTP, make sure you have accurately reflected cashflows in TIO (see [section A](#) on page 4 for more detail).
- For how to deal with existing activities that do not have funding approval but which you want to submit for inclusion for the 2024–27 NLTP, refer to [section B](#) on page 4.
- Committed programme business cases (PBC) from the 2021–24 NLTP will carry over to the 2024–27 NLTP; however, if there is an uncommitted PBC from 2021–24 you will need to recreate the activity using the 2024–27 programme business case activity template.
- If there are phases that aren't being submitted to the 2024–27 NLTP, they can be archived by selecting the button at the bottom of the phase page.

## Entering your 2024–27 transport programme into TIO

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

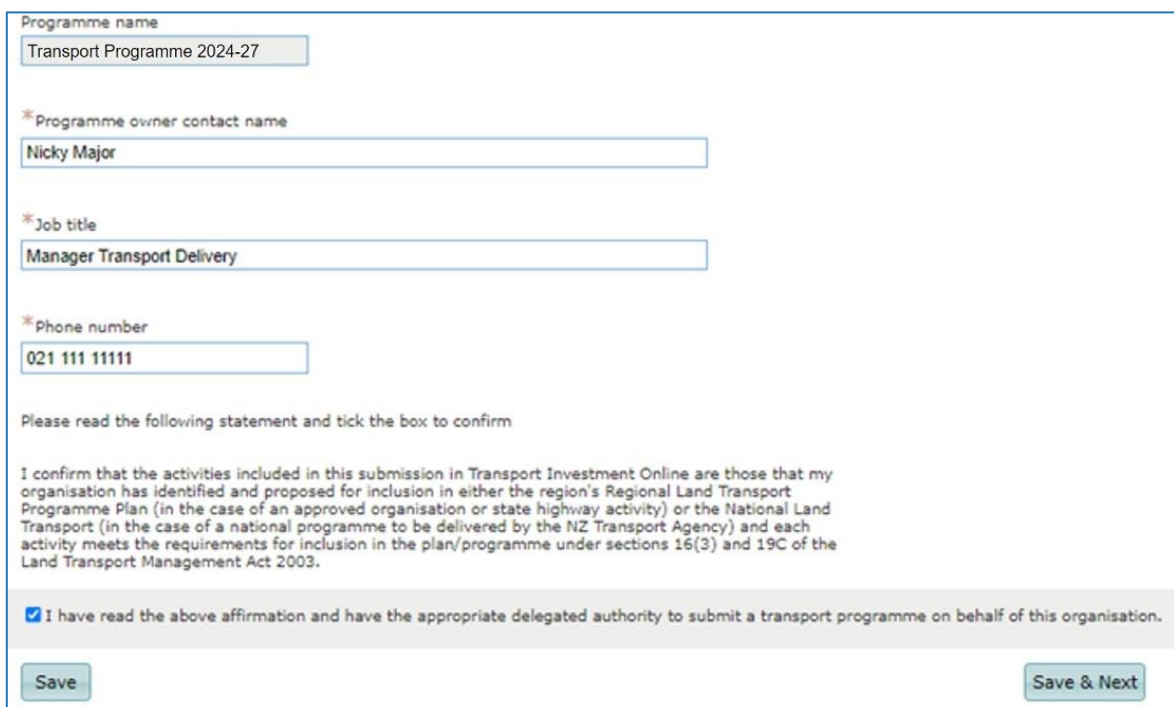
*Note: this section focuses on entering new programmes and activities. For additional guidance on how to include activities from a previous NLTP, see the section [Including existing activities in your 2024–27 transport programme](#) on page 4.*

### Getting started

1. Log into TIO: [tio.nzta.govt.nz](https://tio.nzta.govt.nz). You will find yourself on the 'Home' screen.
2. Click the 'More' dropdown list and select 'Transport programme'. If 'Transport programme' is not visible on the drop-down list, contact your local user administrator to get your log-in settings updated.



3. To enter the transport programme module for the 2024–27 NLTP, you will need to set up a programme owner in TIO. The programme owner will need to have delegation to submit their organisation's transport programme and will need to agree to an affirmation that the activities included in their submission are those that their organisation has identified and proposed for inclusion in the region's RLTP.

A screenshot of a web form for setting up a programme owner. The form has the following fields and elements:

- Programme name:** A text input field containing 'Transport Programme 2024-27'.
- \* Programme owner contact name:** A text input field containing 'Nicky Major'.
- \* Job title:** A text input field containing 'Manager Transport Delivery'.
- \* Phone number:** A text input field containing '021 111 1111'.
- Confirmation:** A section with the text 'Please read the following statement and tick the box to confirm'. Below it is a paragraph of text: 'I confirm that the activities included in this submission in Transport Investment Online are those that my organisation has identified and proposed for inclusion in either the region's Regional Land Transport Programme Plan (in the case of an approved organisation or state highway activity) or the National Land Transport (in the case of a national programme to be delivered by the NZ Transport Agency) and each activity meets the requirements for inclusion in the plan/programme under sections 16(3) and 19C of the Land Transport Management Act 2003.' Below this text is a checkbox that is checked, with the label 'I have read the above affirmation and have the appropriate delegated authority to submit a transport programme on behalf of this organisation.'
- Buttons:** At the bottom of the form are two buttons: 'Save' and 'Save & Next'.

4. Once the programme owner has been set up, the user is able to access the 'Committed activities', 'New activities submission' and 'Supporting documents' pages.

## New activities submission

- Click the 'New activities submission' button. This page shows new activities and programmes already entered via other activity templates in TIO, including new phases of existing activities.
- Click the 'Select' box next to the activities and programmes you want to submit to the RTC. An activity can only be submitted when all mandatory fields for inclusion have been completed in TIO. Activities and programmes ready for submission are identified by a green tick, and those that aren't ready will have a red 'information required' symbol.

Select the activities you wish to submit as part of this Transport programme

New Activity Download Table

Select	Name	Activity type	Mandatory fields for RLTP inclusion complete?	Phase / Type
<input checked="" type="checkbox"/>	Maintenance, Operations and Renewals Programme 2024-27	Maintenance	<span style="color: red;">i</span>	Local Roads
<input checked="" type="checkbox"/>	Low cost / low risk improvements 2024-27	Low cost / low risk improvements	<span style="color: green;">✓</span>	Local road improvements

Save Submit Save & Next

- If you try to submit an activity with a red symbol is submitted, you will get an error message, and the selected activities will not able to be submitted until the required missing fields are populated. Hover your mouse over the red symbol to see what's missing.

<span style="color: red;">i</span>	<a href="#">Implementation - Implementation - Corridor</a>
Missing mandatory fields for RLTP inclusion and at least one benefit must be created for the project	
<a href="#">Single-Stage Business Case - Safe Speeds - Phases 4-6 - SMB</a>	

- Once you have ensured all your activities and programmes are ready for submission, and are selected, click the 'Submit' button to submit them to your RTC.

The programme is now submitted. To change it, please contact RTC or NZTA regional staff to un-submit it.

Download Table

Name	Activity type	Mandatory fields for RLTP inclusion complete?	Phase / Type
Maintenance, Operations and Renewals Programme 2024-27	Maintenance	<span style="color: green;">✓</span>	Local Roads
Low cost / low risk improvements 2024-27	Low cost / low risk improvements	<span style="color: green;">✓</span>	Local road improvements

**Note** that you can only submit your transport programme to the RTC once, so it's important to ensure they are ready to be submitted. Once you have submitted your activities and programmes to the RTC you will need to contact your RTC or Waka Kotahi investment advisor if you need to amend your submission.

## Programme summary

- Once you have made your submission, you will be able to access to the 'Programme summary' page. This page shows your combined committed and submitted activities and programmes. You don't need to do anything on this page, but it's an opportunity to review what's been entered – both submissions and commitments (cashflows), and to make sure that it's correct and up-to-date.

Download Table

Project Name	Phase / Type	Activity status	2024/25	2025/26	2026/27	Total budget
Maintenance, Operations and Renewals Programme 2024-27	Local Roads	Submitted to RTC 2024-27	70,571,606	80,028,121	80,217,114	230,816,841
Low cost / low risk improvements 2024-27	Public transport infrastructure	Submitted to RTC 2024-27	0	30,022	70,000	100,022
Low cost / low risk improvements 2024-27	Walking and cycling improvements	Submitted to RTC 2024-27	663,188	418,548	861,326	1,943,062

## Supporting documents

10. The 'Supporting documents' is where you can upload documents that are required by Waka Kotahi or your RTC in support of your submitted activities and programmes. It is not mandatory to attach supporting documents in TIO to submit your programmes or activities to RTCs.

## Completion

11. 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 necessary to submit your transport programme to the RTC, and for inclusion in the NLTP.

## Including existing activities in your 2024–27 transport programme

To add improvement phases from the 2021–24 NLTP into your 2024–27 transport programme, follow the guidance below. The process is slightly different depending on whether the activities are:

- A. committed activities (which have existing funding approval with cashflow impacting the forward NLTP)
- B. not-approved activities that will be submitted to the 2024–27 NLTP.

### A. Committed activities

As with 'New activities submission', a link to 'Committed activities' can be found on the transport programme module. Committed activities with cashflows into the 2024–27 NLTP will be automatically picked up for inclusion in your transport programme. Note that although committed activities require no input on this page within the transport programme module, the activities themselves may require reviewing and updating as appropriate.

The following activities and programmes are defined as committed:

- **Low-cost, low-risk (LCLR)** – an LCLR activity is committed if it is included in the 2021–24 LCLR programme and will be under contract by 30 June 2024. The completion of investigation and/or design works does not mean the project's construction works is considered committed. LCLR activities that are not delivered in 2021–24 should be re-entered via the new 2024–27 LCLR template.

Activities that are committed from 2021–24 will need to be identified as such in the 2024–27 LCLR template by selecting the appropriate option from the drop-down list. Any residual cashflow for 2024–27 will also need to be entered against the activity.

LCLR activities that are uncommitted from 2021–24 will also need to be re-entered on the new 2024–27 LCLR template and, upon submission, will be prioritised alongside all other new activities.

- **Improvement activities** – a phase of an activity is committed if it has funding approved in TIO. Note that phases which are not yet funding approved but are expected to be as at 30 June 2024 and have costs in 2024–27 should be included in the new activities submission form. Note that the inclusion of an activity in a business case, or completion of prior pre-implementation phases, does not mean any subsequent phase is committed.

Committed standalone improvement activities with cashflows into the 2024–27 NLTP period will be able to be picked up by the transport programme module. Committed LCLR projects will make up part of 2024–27 LCLR programme funding.

### B. Not-approved activities that will be submitted to the 2024–27 NLTP

When you navigate to the 'New activities submission' page in the 2024–27 transport programme (as shown below), improvement activities from the 2021–24 NLTP will appear in the transport programme if the cost profile includes costs for the 2024–27 NLTP period. However, there will be an error message: 'Missing strategic benefits and measures for 2024–27 NLTP document in supporting documents'.

Transport Programme 2024/27

Transport Programme → →

Programme outline  
Committed activities  
**New activities submission**  
Supporting documents

Select the activities you wish to submit as part of

New Activity

Select	Name	Activity type
<input checked="" type="checkbox"/>	Low cost / low risk improvements 2024-27	Low cost / low risk improvements

Improvement activity 2021-24 ? [Indicative Business Case - Demo](#)

Improvement activity 2021-24 ? **Missing Strategic benefits and measures for 2024-27 NLTP document in Supporting documents**

For these activities to be included in the transport programme, you will need to complete and upload an appropriate benefits template file detailing the relevant 2024–27 strategic benefits and measures in the ‘Supporting documents’ section of the activity, as shown below.

The benefits template necessary to upload will be made available to you to assist you as part of this process.

Supporting documents

Snapshots: 2

Phases summary

Indicative Business Case - Demo

Implementation -

Upload completed Appraisal Summary Table template ?  
Choose file No file chosen

NZTA assessment template ?

**Strategic benefits and measures for 2024-27 NLTP**  
Choose file No file chosen

## Further information

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