Transport Investment Online (TIO) user guide

National Land Transport Programme 2024–27

Maintenance, operations and renewals programme 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 your organisation's maintenance, operations and renewals (MOR) programme for the 2024–27 National Land Transport Programme (NLTP), and how and where to enter it in TIO.

Background

Road maintenance programmes are continuous programmes of operational activities required to maintain appropriate levels of service on the roading, footpath and cycling network. As continuous programmes they are ongoing, with no start or end date. The detail required to establish the appropriate investment levels is developed on a three-year cycle that aligns with the NLTP cycle.

To capture the necessary information into TIO for inclusion in the NLTP and funding approval, we have a specific template for the MOR programme.

What's new or changed?

We've updated the MOR programme template ready for use 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.
- Removing the 'Forecast expenditure' summary area, as it was determined to be unnecessary – further information is available for all work categories in the 'Work category summary' screen.
- Removing the 'NZTA assessment of the business base' menu page from within the MOR template. This is now available via the activity management plan (AMP) template only, which Waka Kotahi assessors complete.

Helpful tips

- Click the question mark in each field to bring up help text about what needs to be in that field.

  Activity ID [?]

- Using the MOR bid template (an Excel spreadsheet) to enter programme bid information can save you time. See step 17 below.

- You can access the TIO AMP template via a link on the 'Maintenance outline' page. This is necessary to complete your AMP submission for inclusion and for any associated funding.

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- 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.

- It's a good idea to regularly click 'Save' at the bottom of the TIO screen to make sure you don't lose any information you've entered, especially if you get distracted or called away while entering your programme.

- You don't need to enter all the necessary information and submit it in one session. As long as you have saved your work, it will still be there next time you log in to progress the submission.

Entering your programme into TIO

To enter your organisation's maintenance, operations and renewals programme 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.

3. In the search box, type in 'maintenance', and then select the 'Maintenance, Operations and Renewals Programme 2024-27' template to take you to the 'Maintenance, operations and renewals' page.

4. Alternatively, you can select 'Local roads' (the phase identifier), which takes you to the 'Work category summary' page.

Maintenance outline

5. The first menu page is 'Maintenance outline'. Enter information in all fields on this page. When you've completed all mandatory fields on this page, a green tick will appear.
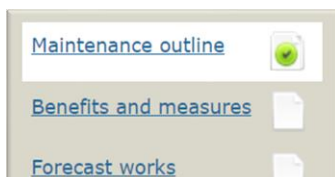
If you do not yet have all the necessary information to complete all the fields, you can still select 'Save & next' at the bottom of the page to advance to the next page.

6. Note that you will not be able to receive a green tick for this page until your region's regional transport committee (RTC) has submitted the RLTP development template, including the regional

objectives. Once that has been entered, the note provided below the 'RLTP alignment' heading at the bottom of this page will change from this:

RLTP Alignment

Select the RLTP Objective(s) that best aligns with your Programme [?]

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

to this below, setting out the RLTP objectives:

RLTP Alignment

Select the RLTP Objective(s) that best aligns with your Programme [?]

Select	Objective	Benefit Cluster
☐	Connecting: Better connecting people, places, goods and services.	5. Changes in transport
☐	Travel Choice: Accelerating better travel choices for Aucklanders.	10. Changes in access to economic opportunities
☐	Growth: Enabling and supporting Auckland's growth through a focus on intensification in brownfield areas and some managed expansion into emerging greenfield areas.	10. Changes in access to economic opportunities
☐	Sustainability: Improving resilience and sustainability of the transport system and significantly reducing the greenhouse emissions it generates.	8. Changes in climate
☐	Safety: Making Auckland's transport system safe by eliminating harm to people.	1. Changes in user safet
☐	Assets: Sound management of Auckland's road assets.	10. Changes in access to economic opportunities

This field is required for RLTP/NLTP inclusion.

7. Once your RLTP objectives are available, you will need to review them and indicate how they align to the MOR programme. Select at least one RLTP alignment objective as appropriate. When you've saved this page, 'Maintenance outline' will get a green tick to show it has been completed.

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

Benefits and measures

9. Populate the benefits and measures as appropriate to your MOR programme. Further guidance on benefits and measures is available on our website.

10. 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 MOR programme.

Strategic benefits and measures

	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

11. Once you have completed this page, select 'Save & next', this will take you to the 'Other benefits' page.

12. 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.

13. Once you've reviewed your benefits and measures, click 'Next' to take you to the 'Forecast works' page.

Forecast works

14. Enter the required forecast statistical data for your MOR programme. If a work category is not applicable or does not have a forecast, then enter a zero against a year in order to receive a green tick and advance to the next page. For more detail about the 'Forecast works' page, see 'Frequently asked questions' below.

15. Click 'Save & next' to move to the 'Supporting docs' page.

Supporting docs

16. This is where you can upload any documentation to support the application, such as your organisation's AMP. See 'Frequently asked questions' below for more detail.

17. This is also where you can enter your MOR bid information using an Excel spreadsheet (this is also available from the 'Maintenance outline' page). Download the spreadsheet, populate it, save it and then upload it back into the system.

18. Once you have completed the steps above you should have green ticks against all of the menu pages.

Work categories

19. If you decide to not use and upload the MOR bid template, you will need to manually go into each of the work categories (accessed via the menu on the left-hand side of the screen) and enter information directly into the necessary fields, providing forecasted costs and supporting commentary for each work category you are seeking funding through in your MOR programme.

Completion

20. Once you have finished entering both the initial pages and funding requested for work categories you should have green ticks against all the phase pages. This means you have completed all the tasks here necessary for the MOR continuous programme submission for inclusion in the NLTP.

For more detailed step-by-step instruction, watch the video linked below.

Video step-through guide for the MOR template

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

Video contents

Frequently asked questions

I can understand why benefit capture is needed for improvement activities, but why is it required for a standard maintenance programme application?

Waka Kotahi needs to be able to align all of our investment decisions, including on continuous programmes, 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.

Why do I need to complete the 'Forecast works' page, and what's it used for?

As with benefit information, this is critical to support the funding application for your MOR programme. In combination with the forecast costs for each work category, the forecast datasets, when provided, can be used to generate performance measures to track trends and benchmark performance in key maintenance and renewal related priority indicators (KPIs). Because of this, it's important that forecast performance data entered is as robust and realistic as possible, based on expected trends in performance and treatment required across the network. This data also needs to align with what's captured in the AMP. Where there is divergence, you need to provide the reasons in the comments area at the bottom of this screen.

What's required on the 'Supporting docs' page?

This page allows you to upload all necessary documentation to support your bid. For an MOR continuous programme, as a bare minimum, we would expect you to upload the latest version of your organisation's AMP. A travel demand management (TDM) activity list and any other planning documentation related to the forward programme can also be entered here to assist with the case for investment.

Where do I apply for funding for ongoing TDM?

If the TDM work is not aligned to an improvement activity – but rather relates to ongoing business as usual aligned to your MOR programme – then we recommend applying via work category 151: Network and asset management. In TIO, as part of this work category such work is charged to the 'Network user information' sub-category, which is found towards the bottom of this work category window.

Further information

Key dates for 2024–27 NLTP development are available on our website.

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.