

Transport Investment Online (TIO) user guide

National Land Transport Programme 2024–27

Public transport continuous programmes 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 public transport continuous programme for the 2024–27 National Land Transport Programme (NLTP), and how and where to enter it in TIO.

Background

Public transport continuous programmes comprise existing public transport services and associated activities, as well as maintenance and operation of public transport facilities and amenities. 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 public transport continuous programme.

What's new or changed?

We've updated the public transport continuous 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 case' menu page from within the public transport continuous programme template. This is now available via the activity management plan (AMP) template only, which Waka Kotahi assessors complete. The AMP template is also where you would upload your regional public transport plan (RPTP) as a supporting document.



Helpful tips

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

- Using the public transport bid template (an Excel spreadsheet) to enter programme bid information can save you time. See step 21 below.
- You can access the activity management plan (AMP) template via a link on the public transport outline page. This is necessary to complete your AMP (RPTP) submission for inclusion and for any associated funding.
- 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 public transport continuous programme for the 2024–27 NLTP follow the steps below.

Getting started

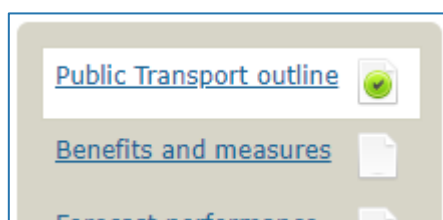
1. Log into TIO: tio.nzta.govt.nz. You will find yourself on the 'Home' screen.
2. From here select the 'Activities' tab near the top of the screen. This will take you to the 'Not yet approved' activities tab.
3. In the search box, type in 'public transport', and then select the 'Public Transport Programme 2024–27' template, which will then take you to the 'Public transport outline' page.



4. Alternatively you can select 'Operations' (the phase identifier), which takes you to the work category summary page.

Public transport outline

5. The first menu page is 'Public transport outline'. Enter information in all mandatory fields on this page. When you've completed 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:** 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 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
<input type="checkbox"/>	Connecting: Better connecting people, places, goods and services.	5. Changes in transport costs
<input type="checkbox"/>	Travel Choice: Accelerating better travel choices for Aucklanders.	10. Changes in access to social and economic opportunities
<input type="checkbox"/>	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 social and economic opportunities
<input type="checkbox"/>	Sustainability: Improving resilience and sustainability of the transport system and significantly reducing the greenhouse emissions it generates.	8. Changes in climate
<input type="checkbox"/>	Safety: Making Auckland’s transport system safe by eliminating harm to people.	1. Changes in user safety
<input type="checkbox"/>	Assets: Sound management of Auckland’s road assets.	10. Changes in access to social and 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 your public transport continuous programme. Select at least one RLTP alignment objective as appropriate. When you’ve saved this page, ‘Public transport 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 public transport continuous 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 public transport continuous programme.

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 style="width: 80px;" type="text"/>	<input style="width: 80px;" 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 style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	Average annual number of deaths and serious injuries
<input type="checkbox"/>			<input type="radio"/>	1.1.4. Personal risk (crash rate)	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" 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"/> <input type="radio"/> H	L <input type="radio"/> <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 style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	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 performance' page.

Forecast performance

14. Enter the required forecast statistical data for your public transport continuous programme.
15. You will first need to determine if you need to differentiate out your 'service community' to show data for more than one network. Typically, this needs to be done when the public transport networks within a region are more distinct. For example, the Wakatipu network is very different to the one in Dunedin-Mosgiel, even though they are both in the Otago region.

This window also allows you show scenarios of potential change projected for the same service community. For example, no change in level of service ('do minimum') versus a change in level of service, with or without a net cost impact, as shown in the example below:

Forecast performance

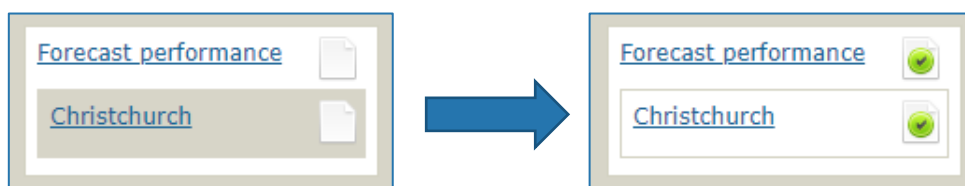
Specify below the service community (or communities) that make up the programme ?

For each service community which makes up the programme identify any significant change to the level of service provision (including cost variation) for any mode. Note : in most instances where there is significant cost variation will need to be treated as improvement applications

?

Service community	Level of service change
<input type="text" value="Christchurch"/>	<input type="text" value="Do-minimum"/>
<input type="text" value="Timaru"/>	<input type="text" value="Do-minimum"/>
<input type="text" value="Timaru"/>	<div style="border: 1px solid #ccc; padding: 2px;"> -- Select one: ▼ -- Select one: Do-minimum Cost impact change Cost neutral change </div>

16. Once determined, click the save option, which will then generate a 'Service community' template.
17. Click on the 'Service community' template to complete it. You will need to fill in all applicable fields to get the green tick, as shown in the example below:



18. If a data field 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. See 'Frequently asked questions' below for more detail about the 'Forecast performance' page.
19. Once completed, click 'Save & next' to move to the 'Supporting docs' page.

Supporting docs

20. This is where you can upload any documentation to support the application, such as your organisation's RTP. See 'Frequently asked questions' below for more detail and examples.
21. This is also where you can enter your public transport bid information using an Excel spreadsheet (this is also available from the 'Public transport outline' page). Download the spreadsheet, populate it, save it and then upload it back into the system.

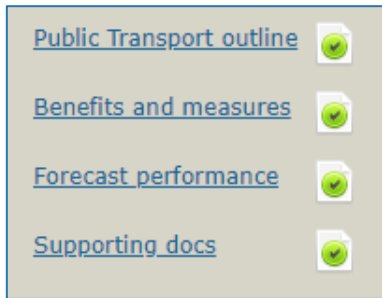
[Download the latest template](#) No data has been uploaded from templates. Please download an empty template using the link on the left, fill it in and upload back to TIO to get initial data populated.

Public Transport bid template upload

No file chosen

Note: This is for NLTP development only. The bid template cannot be used to edit work categories post NLTP adoption. If you wish to apply for a cashflow or cost scope adjustment please make the adjustment under the appropriate work category within TIO.

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



Work categories

23. If you decide to not use and upload the public transport 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 public transport continuous programme.

Completion

24. 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 public transport 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 public transport template

Click on the image below to watch a video of an online session introducing how to enter the required information into the public transport 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 the template	2.40
Indicative bids and timelines	46.28
Work categories and PIKB	49.42
Questions and answers	60.00

Frequently asked questions

I can understand why benefit capture is needed for improvement activities, but why is it required for a standard public transport 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). This also includes continuous programmes. In order to do this we need a consistent approach including consistent benefit measure criteria.

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

As with benefit information, this is critical to support the funding application for your public transport 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 priority indicators (KPIs) related to public transport and your programme. 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 your RPTP and any related 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 funding bid. For a public transport continuous programme, as a bare minimum we would expect you to upload your organisation's latest RPTP. Examples of other supporting documents you might upload include:

- a supporting business case or network plan review that supports the RPTP and details the change being proposed to occur to the network – in instances where there is a level of service change and a resulting cost increase, a standalone business case is necessary
- a travel demand management (TDM) activity list and supporting documentation for any major renewal or replacement work being proposed (either operational or capital related)
- other planning documents related to the forward programme that assists 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 public transport continuous programme, then we recommend applying via work category 524: Public transport operations and management. In TIO, as part of this work category such work is charged to the 'Marketing and promotional activities' 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.