

# SUBMISSION OF ACTIVITIES & PROGRAMMES FOR INCLUSION INTO THE NLTP

## NLTP Development Helpfile

6 MAY 2021

### PURPOSE

The purpose of this helpfile is to provide guidance on submitting your activities and programmes to your Regional Transport Committee (RTC) for inclusion into the NLTP.

### BACKGROUND

Please note that the deadline for final submissions for improvement activities and LCLR programmes is **21 May**.

Further May actions leading up to submitting your activities using TIO are as follows:

- The RLTP Development and Transport Programme modules will be released during May in time for final submissions.
- We will migrate all non-archived activities to the 2021-24 NLTP templates. Phases which are under review or archived will not be migrated.
- We will add new phases of existing activities into TIO which will allow you to submit committed and new activities.
- For activities or programmes that not already committed, will start during July and August 2021 and may require interim funding, AOs will need to identify them to their investment adviser during May.
- We will release an updated Low Cost Low Risk (LCLR) programme spreadsheet which includes the status 'committed'. This status allows AOs to identify which projects are committed from.
- When submitting your final LCLR programme on 21 May please ensure all LCLR committed activities are included within your LCLR programme and the correct status is selected.

# SUBMISSION OF ACTIVITIES & PROGRAMMES

Below is a how to guide on submitting your activities and programmes through your RTC in TIO. We have developed the helpfile on the basis that you have read our improvement, LCLR and programme business case template exemplars. The three new guides can be found below:

- [Improvement template: guide on entering activity in TIO](#)
- [Low cost low risk template: guide on entering activity in TIO](#)
- Programme business case template: guide on enter activity in TIO (under development)

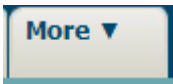
After reading these guides, and ensuring your activities and programmes have the required information in TIO for inclusion into the NLTP, the information below will help guide you through using the ‘Transport Programme Module’ for submitting activities and programmes to your RTC for inclusion into the NLTP.

## Transport Programme Module

*Note: for committed activities please refer to ‘Completing Committed activities in TIO’ below.*

The Transport Programme Module enables Approved Organisations (AO) to submit their activities to RTCs for inclusion into the NLTP.

The module is accessed through TIO by clicking the ‘More’ dropdown list and selecting ‘Transport Programme’.



If this is the first time your organisation has accessed the module 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 Regional Land Transport Plan.

Programme name

\* Programme owner contact name

\* Job title

\* Phone number

Please read the following statement and tick the box to confirm

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.

I have read the above affirmation and have the appropriate delegated authority to submit a transport programme on behalf of this organisation.

Setting up a programme owner allows the user to access the pages ‘Committed activities’, ‘New activities submission’ and ‘Supporting documents’.

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 2021-24	Maintenance	<span style="color: red;">!</span>	Local Roads
<input checked="" type="checkbox"/>	Low cost / low risk improvements 2021-24	Low cost / low risk improvements	<span style="color: green;">✓</span>	Local road improvements

Save Submit Save & Next

New activities and programmes, which includes new phases of existing activities, are visible on the “New activities submission” page. From this page AOs can view these activities and programmes, selecting those they would like to submit to the RTC.

An activity can only be submitted to the RTC when all mandatory fields for inclusion have been completed in TIO. Activities and programmes ready for submission are identified by a green tick, those that aren’t will have a red information required symbol.

You cannot submit transport programme without "Low cost / low risk improvements 2021-24"

If an activity with a red symbol is submitted, then the error message above will appear, and the selected activities will not be able to be submitted until the required missing fields are populated.

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 type="checkbox"/>	Maintenance, Operations and Renewals Programme 2021-24	Maintenance	<span style="color: green;">✓</span>	Local Roads
<input type="checkbox"/>	Low cost / low risk improvements 2021-24	Low cost / low risk improvements	<span style="color: green;">✓</span>	Local road improvements

**Activities & programmes can only be submitted to your RTC once.** Therefore, you need to ensure all your activities and programmes are ready for submission, and are selected, before you click the submit button in TIO.

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 2021-24	Maintenance	<span style="color: green;">✓</span>	Local Roads
Low cost / low risk improvements 2021-24	Low cost / low risk improvements	<span style="color: green;">✓</span>	Local road improvements

Once you have submitted your activities and programmes to the RTC you will need to contact your RTC or Waka Kotahi Investment Advisor to amend your submission.

Making your submission unlocks the page “Programme Summary”.

Download Table

Project Name	Phase / Type	Activity status	2021/22	2022/23	2023/24	Total budget
Maintenance, Operations and Renewals Programme 2021-24	Local Roads	Submitted to RTC 2021-24	70,571,606	80,028,121	80,217,114	230,816,841
Low cost / low risk improvements 2021-24	Public transport infrastructure	Submitted to RTC 2021-24	0	30,022	70,000	100,022
Low cost / low risk improvements 2021-24	Walking and cycling improvements	Submitted to RTC 2021-24	663,188	418,548	861,326	1,943,062

The Programme Summary shows your combined committed and submitted activities & programmes. No input is required on this page within the Transport Programme Module.

Document

Choose file | No file chosen

Document Title

Readable by:

Project owner    NZTA    Others

Supporting documents allows you to upload documents that are required by Waka Kotahi or your RTC in support of your submitted activities and programmes. It is not mandatory to attached supporting documents in TIO to submit your programmes or activities to RTCs.

## Completing Committed activities in TIO

The following projects have been approved for funding or are currently under review and will be included on the 2021-24 Transport programme.

[Download Table](#)

Project Name	Phase	Status
	Construction	Funding Approved
	Implementation	Funding Approved
	Implementation	Funding Approved
	Construction	Funding Approved
	Implementation	Under Review
	Construction	Funding Approved

Committed activities with cashflows into the 2021-24 NLTP will be automatically picked up for RTCs in their RLTP Development Module. The process for “Completing Committed activities in TIO” is discussed below. No input is required on this page within the Transport Programme Module.

The following activities and programmes are defined as committed:

- Low Cost Low Risk** – a LCLR project is committed if it is included in the 2018-21 LCLR programme and will be under contract by 30 June 2021. The completion of investigation and/or design works does not mean the project’s construction works is considered committed. Projects that are not delivered in 2018-21 should be re-submitted, and those projects that are uncommitted will be prioritised again in 2021-24 to be reconsidered alongside all other activities.
- Improvement Activities** - A phase of an activity is “committed” if it is funding approved in TIO, or is expected to be, as at 30 June 2021. The inclusion of an activity in a business case, or completion of prior pre-implementation phases, does not mean any subsequent phase is committed.

To ensure your committed activities are submitted to your RTC please ensure the following steps have been completed:

- Accurately reflected cashflows in TIO for each committed phase of your improvement activities over \$2M that will be continuing from the 2018-21 through to the 2021-24 NLTP.
- Mark projects in your LCLR programme spreadsheet as 'committed' and update with the latest cashflow information for the 2021-24 NLTP.

Committed improvement activities over \$2M with cashflows into the 2021-24 NLTP will be able to be picked up by RTCs in their RLTP Development Module. Committed LCLR projects will be make up part of 2021-24 LCLR programme funding.