

TIO USER GUIDE

LCLR PROGRAMME EXEMPLAR FOR NLTP INCLUSION

New Starter?

Click on [Introduction to TIO](#) to learn important things about TIO, and correct or useful time-saving skills.

Role and Responsibility

Regional Transport Committees (RTC)	LCLR programmes in TIO are submitted to an RTC for inclusion in their RLTP. All LCLR programmes are required to be included in an RLTP to be included in the NLTP.
Activity Owner (Approved Organisations (AO) or Waka Kotahi)	Submit their completed LCLR programme spreadsheet into TIO. Modify the pre-established LCLR programme in TIO. Submit the programme to RTCs for inclusion into the RLTP/NLTP
Waka Kotahi Investment Advisor	Review the LCLR programme spreadsheet and information input into TIO. Liaise with the Activity Owner on any incomplete, inaccurate or incorrect information included in TIO for the programme.

What level is the exemplar set?

The exemplar is based on an Approved Organisation programme with a view of both 'Activity Owner' and 'Investment Advisor' inputs. The information view is set at the requirements for NLTP inclusion.

Outline Page

Low Cost / Low Risk Programme Detail

Unique identifier - Activity ID

*Low cost / low risk programme name

Public name

Your reference


The programme name is a mandatory field for Inclusion into the NLTP.

The programme name is system generated in line with the [Naming Guidelines](#) and cannot be edited.

The public name field is optional and should only be completed if the programme is publicly known by a unique and meaningful name (gifted or Maori name) that is different to the "programme name". Where possible, keep the Public Name consistent with the name of the activity included in the RLTP and LTP. The majority of LCLR programmes will not have a public name.

'Your Reference' is the organisation's own reference for the programme. This may be the WBs, SAP code or other accounting code, for example. This is not a mandatory field.

Link to Activity Management Plan

[Activity Management Plan 2021-24](#) 

Specify the planning documentation(s) which details or provides the context for this, i.e. where these activities derive from

No file chosen

All LCLR programmes will link to their AMPs which are the programme business case for the district, city or region. Additional planning documents can be uploaded but this is optional.

Low Cost / Low Risk Improvements Programme Template



Download as Excel spreadsheet

[Download the latest template](#)

View list of uploaded files in [History of changes](#)

A template was last uploaded on **2021.03.29 10:27:09** by **heather.benwood@nzta** producing the following messages:

The template has been successfully imported into [REDACTED]

Project was not edited in TIO since the template was last uploaded.

Upload from Excel spreadsheet

No file chosen

The link 'Download the latest template' allows you to download the latest version of your LCLR programme spreadsheet. Any changes you make to the LCLR bid or programme can be uploaded into TIO by saving the spreadsheet locally, clicking 'Choose file', selecting the locally saved spreadsheet and clicking save at the bottom of the page.

When uploading the file, you may get one of two messages:

- Green Box - The template has been successfully imported into [Approved Organisation] – The template was uploaded with no errors
- Yellow Box - The template has been imported into [Approved Organisation] with warning(s) - Review and correct these errors and try to import the spreadsheet again.
Note: TIO we still save your programme but some of the data will not be able to be read by the system.

Note: For Approved Organisations with SPR this view may differ slightly with two spreadsheets shown.

Benefits and Measures Page

Benefits And Measures

Unique identifier - Activity ID ?

135166

The benefits and measures to be included here are a summary of the benefits recorded in the uploaded activity worksheet and should have a clear line of sight to the AMP, where the LCLR programme contributes to achieving the AMP. The LCLR programme may also contain its own unique benefits and measures. To review the uploaded activity worksheet go to [LCLR Worksheet](#) and decide which of the benefits recorded in the spreadsheet best reflect the LCLR programme at the summary level. Review the AMP [here](#). Where benefits are the same, decide whether the same measures will also be used in the LCLR programme benefit and measures summary.

Benefit and measure summary ?				
Transport sector outcome	Benefit cluster	Benefit	Quantitative measure(s)	Qualitative measure(s)
Healthy and safe people	1. Changes in user safety	1.1 Impact on social cost of deaths and serious injuries	<ul style="list-style-type: none"> 1.1.3 Deaths and serious injuries 1.1.4 Personal risk (crash rate) 	
Inclusive access	10. Changes in access to social and economic opportunities	10.1 Impact on user experience of the transport system	<ul style="list-style-type: none"> 10.1.9 Travel time 	
Inclusive access	10. Changes in access to social and economic opportunities	10.2 Impact on mode choice	<ul style="list-style-type: none"> 10.2.10 Traffic - mode share (number) 	

Benefits and measures should be selected based your overall LCLR programme, focusing on areas that form a significant part of your programme or that have a high GPS alignment rating. Measures selected should also consider benefits and measures selected previous business cases like the linked AMP.

We have selected 3 benefits and 4 measures to track against the LCLR programme.

Drop down list of ACs available to the AD	Drop down list of alignment to GPS information relevant to that AC. Need detail from Investment Prioritisation method (see comments on other template)	select from the drop down list of ratings eg VH, H, M, L. See comments on other template				This is system generated from the preceding three columns
Activity class	GPS strategic priority	GPS Alignment Rating	(Total cost \$'s) 2021/22	(Total cost \$'s) 2022/23	(Total cost \$'s) 2023/24	Current Total Costs requested (across three years)
PT Infrastructure	Better Travel Options	High	\$ 70,200	\$ 72,300	\$ 74,450	\$ 216,950
R2Z	Safety	Very high	\$ 2,340,000	\$ 2,670,000	\$ 4,670,000	\$ 9,680,000
Walking and Cycling	Safety	High	\$ 616,080	\$ 950,830	\$	\$ 1,566,910
Walking and Cycling	Better Travel Options	High	\$ 3,892,000	\$ 4,031,000	\$ 2,942,000	\$ 10,865,000
LR Improvements	Safety	High	\$ 5,241,187	\$ 3,031,332	\$ 3,397,409	\$ 11,669,928
LR Improvements	Better Travel Options	High	\$ 660,000	\$ 3,035,000	\$ 595,000	\$ 4,290,000
LR Improvements	Better Travel Options	Very high	\$ 50,000			\$ 50,000

The measures selected align to the LCLR programme bid. Two safety measures were selected to measure performance for safety investments under the Road to Zero, Walking & Cycling and Local Road activity classes. Looking at the detailed activity list for the LCLR programme, the majority of Walking & Cycling – Better Travel Options projects related to mode choice, therefore the benefit ‘Impact on mode choice’ and the measure ‘Traffic – mode share (number)’ was selected to measure performance for these investments.

Measures were not selected for Public Transport Infrastructure projects as is a less significant parts of the overall LCLR programme for the Approved Organisation.

Benefits And Measures

Unique identifier - Activity ID

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Benefit

* Select transport sector outcome class

Input community outcome

* Select benefit cluster

Select benefit

You must discuss any alternative benefits with your Waka Kotahi Investment Advisor before entering a benefit in this field

Please read the full description of related benefits which can be found in the [Benefits framework and management approach guidelines](#).

Transport sector outcomes are based on the Ministry of Transport's [Transport Outcomes Framework](#). Benefit clusters and benefits are enduring and reflect the broad range of land transport benefits valued by the community. For inclusion one transport sector outcome, followed by a benefit cluster and benefit is required to be selected.

The community outcome field is optional. It allows community outcomes, relating to transport sector outcomes being sought, to be entered into TIO. These outcomes do not need to be land transport specific and allows connections to be made but does not mean that the NLTP will fund these outcomes.

Alternative benefits are optional and must be materially different to the benefits available for selection. Alternative benefits must start with the words "Impact on " and be succinct. You must discuss any alternative benefits with your Waka Kotahi Investment Advisor before entering a benefit in this field. This field has been left blank as suitable benefit was included within the benefits framework.

Quantitative measure(s)

Measure <input type="text"/>	Baseline(including unit of measure) <input type="text"/>	Forecast trend <input type="text"/>
10.2.10 Traffic - mode share (number) <input type="text"/> OR Input alternative quantitative measure <input type="text"/>	12% pedestrian, 68% vehicle 20% cycling	<input checked="" type="radio"/> Increase <input type="radio"/> Maintain <input type="radio"/> Decrease

A measure will need to be selected based on the evidence they will provide about the selected benefit to which you are aligning them. The measure's baseline is the reported result of the selected measure at the start of the investment. The baseline is the investment and measure's area of influence for the measure. A correct unit of measurement will need to be reflected, we used people to reflect mode shift once the investment is undertaken.

Qualitative measure(s)

Measure ?	Measure description ?	Baseline description ?	Direction/Scale ?
Select qualitative measure: OR Input alternative qualitative measure			

A qualitative measure has not been selected as the benefit is best evidenced through the quantitative measure '10.2.10 – Traffic – mode share (number)'. If a qualitative measure is being input into TIO they are listed as 'user to describe' in the framework. Methodologies to describe the measures are provided where available in the [Non-monetised benefits manual](#). The baseline will also need to be described as the current state of the measure including the condition of any relevant features being measured, and a brief description of the forecast direction of the measure as a result of the investment and the expected scale of that directional change.

For NLTP inclusion you will need to select measures that reflect the LCLR programme being submitted (a handful of measures is normally sufficient), alongside baseline information and the forecast trend.

Bid Summary Page

Summary Of Funding Request (Bid) By GPS Priority

Unique identifier - Activity ID ?

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Activity class	GPS Priority									
	Better Travel Options		Safety		Improving Freight Connections		Climate Change		3yr total	
	%	\$	%	\$	%	\$	%	\$	%	\$
Road to Zero		–	100.0%	\$9,680,000		–		–	100.0%	\$9,680,000
Public transport services		–		–		–		–		–
Public transport infrastructure	100.0%	\$216,950		–		–		–	100.0%	\$216,950
Walking and cycling improvements	87.4%	\$10,865,000	12.6%	\$1,566,910		–		–	100.0%	\$12,431,910
Local road improvements	27.1%	\$4,340,000	72.9%	\$11,669,928		–		–	100.0%	\$16,009,928
State highway improvements		–		–		–		–		–
Total for all activity classes	40.2%	\$15,421,950	59.8%	\$22,916,838		–		–	100.0%	\$38,338,788

This is summary of data from your LCLR spreadsheet. This page will be updated when an amended LCLR programme spreadsheet is uploaded into TIO. No changes to this page can be made within the TIO module and no changes are required NLTP inclusion.

Summary Of Funding Request (Bid) By Year

Activity class	NLTP year						3yr total		Indicative 3yr NLTP cost	
	2021/22		2022/23		2023/24					
	%	\$	%	\$	%	\$	%	\$	%	\$
Road to Zero	24.2%	\$2,340,000	27.6%	\$2,670,000	48.2%	\$4,670,000	100.0%	\$9,680,000		\$5,153,800
Public transport services		–		–		–		–		\$0
Public transport infrastructure	32.4%	\$70,200	33.3%	\$72,300	24.3%	\$74,450	100.0%	\$216,950		\$115,686
Walking and cycling improvements	36.3%	\$4,508,080	40.1%	\$4,981,830	23.7%	\$2,942,000	100.0%	\$12,431,910		\$6,633,993
Local road improvements	37.2%	\$5,951,187	37.9%	\$6,066,332	24.9%	\$3,992,409	100.0%	\$16,009,928		\$8,544,774
State highway improvements		–		–		–		–		\$0
Total for all activity classes	33.6%	\$12,869,467	36.0%	\$13,790,462	30.5%	\$11,678,859	100.0%	\$38,338,788		\$20,448,252

Supporting Documents

Unique identifier - Activity ID

135166

Specify the planning documentation(s) which details or provides the context for this, i.e. where these activities

derive from

No file chosen

Background document

No file chosen

Background document

No file chosen

Background document

No file chosen

Additional supporting documents can be uploaded to support your LCLR programme, but this is not mandatory. The AMP is linked to this module which alongside the LCLR Spreadsheet, attached to the 'Outline' page forms the critical evidence base for the programme.

Note: there may be some activities in your programme that form part of the preferred programme of a PBC. You should consider whether it appropriate to upload these business cases in support of the programme versus providing a link to them in your programme spreadsheet.

Phase Outline Page

Outline

Unique identifier - Activity ID

135166

Unique identifier - Phase ID

276152

Your phase reference

Phase

Construction

* Work category mapping year

2021/22

Work category

341 - Low cost / low risk improvements

Activity class

Road to Zero

A phase will be created automatically in TIO for each activity class that has funding attached to it within the submitted LCLR spreadsheet. All the created information within this area will be selected by the system and cannot be edited.

Once LCLR allocations have been made in TIO, changes to LCLR allocations across the activity classes can be made by a cost scope adjustment

Costs

Is the Normal FAR applicable to this activity?

Yes No

Year	Requested allocation	Approved allocation (NZTA only)			
	Total cost	Total cost for recommendation (\$)	FAR	NZTA share	Funding source
					National
2021/22	2,340,000				
2022/23	2,670,000				
2023/24	4,670,000				
Totals	9,680,000	0	0	0	0

The total cost of the phase is an annual cash-flow based on the sum, for the activity class, of the bid submitted taken from the bid tab of the LCLR spreadsheet. This page will be updated when amendments are made to the spreadsheet. No changes can be made to this section of the TIO module, and the approved allocation will be completed by Waka Kotahi on adoption of the NLTP.

NZTA Recommendations For Approval In The NLTP

Comments on the negotiated cost including reasons for differences between requested and recommended programmes

NLTP work category

341 - Low cost / low risk improvements

NLTP activity class

Road to Zero

Funding source

NLTF

Comment on your programme recommendation above

Funding priority

Recommended

The NZTA recommendation for inclusion in the NLTP is completed by the Waka Kotahi Investment Advisor and is required for inclusion into the NLTP.

The Investment Advisor will need to provide a summary variance between the requested LCLR allocation and allocation approved by Waka Kotahi.

The work category, activity class and funding source will be set by the system and cannot be edited by the Investment Advisor.

Comments will also need to be provided on the LCLR programme recommendation which will draw on the Investment Advisors assessment of the AMP, LCLR spreadsheet and any other evidence provided.