

TIO USER GUIDE

IMPROVEMENTS 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)	Activities in TIO are submitted to an RTC for inclusion in their RLTP. All activities, excluding Waka Kotahi nationally delivered activities, are required to be included in an RLTP to be included in the NLTP.
Activity Owner (Approved Organisations (AO) or Waka Kotahi)	Create new and/or modify improvement activities in TIO. Submit the activity to RTCs for inclusion into the RLTP/NLTP
Waka Kotahi Investment Advisor	Review activity information and the Investment Prioritisation Method (IPM) profile for the activity. Input the Waka Kotahi IPM profile into TIO and liaise with the Activity Owner on any incomplete, inaccurate or incorrect information included in TIO for the activity.

What level is the exemplar set?

The exemplar is based on a State Highway activity with a view of both 'Activity Owner' and 'Investment Advisor' inputs. The information view is set at the requirements for NLTP inclusion; however, tips have been given for funding approval.

TIO New Activity Exemplar

Improvement activity outline

Improvement Activity Outline

Unique identifier - Activity ID

* Activity name

Public name

The Activity name should describe it uniquely and be meaningful to others. We recommend that the [Naming Guidelines](#) are used when creating your Activity name. The TIO Activity name is required to be entered to move to the next page.

The public name field is optional and should only be completed if the activity is publicly known by a unique and meaningful name (gifted or Māori name) that is different to the "Activity name". Where possible, keep the Public Name consistent with the name of the activity included in the RLTP and LTP. This name may adapt as the activity develops.

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

Your reference

NZTA safety identifier

'Your Reference' is the organisation's own reference for the activity. This may be the WBC, SAP code or other accounting code, for example. As this is a Waka Kotahi project it is left blank as TIO links directly to the Waka Kotahi SAP system. This is not mandatory.

The 'NZTA safety identifier' is a unique identifier number from the pipeline development tool. Currently this is the asset id => Unique identifier number generated from a combination of the asset id, treatment philosophy and length in Pipeline Development Tool of an endorsed activity. The NZTA safety identifier will be entered by an NZTA National user (such as an Investment Advisor), to others the field will be read only.

All improvement activities for 'Safety Infrastructure', within the Road to Zero activity class, should have this unique identifier, if not, the activity owner should discuss with their Investment Advisor to confirm whether the activity can be included within the Road to Zero activity class. The activity 'SH1 Happy Gully Corridor Inter connectivity' is not a Road to Zero activity for safety infrastructure and therefore, will not have a NZTA safety identifier.

Business Case Outline

This section provides a link to the earlier development stages of the Business Case.

Activities included in the NLTP should be linked to a programme business case. Where the activity does not link to a PBC, a completed PoE will need to be uploaded for funding approval.

See the [Business Case Approach Guidance](#)

Select the programme business case this activity arose out of [show details](#)

SH1 Happy Gully Road Corridor

Upload any supporting information for the inclusion of the activity into the NLTP.

Where the activity is not linked to a PBC, upload any supporting information for the inclusion of the activity into the NLTP (such as completed record of PoE document)

No file chosen

Where the activity is supported by an existing business case, provide a link to the business case. The 'SH1 Happy Gully Corridor Inter connectivity' activity forms part of the preferred programme of the 'SH1 Happy Gully Road Corridor' PBC.

Activities that have a previous business case phase, such as a PBC, must link to that previous business case phase for inclusion into the NLTP.

As the PBC, through its Management Case, clearly outlines risks, uncertainties & complexity of the investment and the business case next steps including activity level business cases requirements, timeframes and resource requirements, an activity level point of entry is not required to be completed. However, if this is not the case, a point of entry could be completed for the activity to record the pathway to be followed through investment decision making processes and to consider the full range of risks, timeframes and costs for the investment. If required, the completed Record of Point of Entry needs to be attached in TIO for funding approval.

* Strategic context

State Highway 1 (SH1) is a key strategic transport route for the South Island that links Picton in the north with Bluff in the south via all major towns and cities along the east coast. The town of Happy Gully is located on the northern side of the SH1 bridge over the Te Ara a Toa River, with Fishy Gully on the opposite (southern) side of the river.

The investment support national strategic priorities by helping improve inclusive access through greater connectivity between Happy Gully and Fishy Gully which is being driven by the need to:

- Support population growth.
- Ensure people can move safely and easily across the river.
- Ensure that inter-regional freight is moved efficiently.
- Provide locals with alternative travel modes to motor vehicles.

The investment is also consistent with regional priorities to create interconnected communities which promotes an inclusive and equitable economy with board based prosperity.

The strategic context establishes how well the activity/combination of activities aligns with local, regional and national priorities, other programmes and/or strategies, and other organisations' priorities or programmes (such as housing or industrial developments), if relevant. It considers the alignment with spatial plans and/or integrated transport and land use plans.

The strategic context should also include a brief description of the activity which should include what outcomes the activity will deliver and the proposed output of the activity, not on the current phase. The description may need to adapt as the business case progresses.

The 'Strategic Context' is a mandatory field for Inclusion into the NLTP.

What is the particular transport problem / opportunity of the programme business case (should it be a component activity) that relates to this activity?

Happy Gully District Council agreed that it was appropriate to separate social connectivity and economy – as the economic benefits are quite distinct to the social ones.

- Social connectivity: An absence of route choice contributes to more traffic on SH1. This discourages people from making journeys they otherwise would, creating social disconnect and lack of a 'one community' feeling.
- Travel choice: Limited (or poor quality) facilities for sustainable modes makes it difficult to achieve long-term environmental and liveability objectives.
- Safety: High traffic volumes make it difficult for people to travel along, across, or onto SH1. This increases the likelihood of injury crashes and delays emergency services.
- Economic prosperity: Increasing traffic and constrained capacity on SH1 results in worsening travel time reliability between Fishy Gully and Happy Gully. This impacts freight connections and economic prosperity.

Requires a statement of the problem that the activity will address, or the opportunity that the activity will pursue. The statement should include the cause or opportunity and the consequence of addressing it, including the degree of impact to users, particularly due to availability (or not) of alternatives. This may arise out of the ILM, for example. Guidance on developing problem statements can be found [here](#).

The 'Problem/Opportunity' is a mandatory field for Inclusion into the NLTP.

RLTP Objectives

Select the RLTP Objective that best aligns with your Activity

Select RLTP Objective	Objective	Benefit Cluster
<input checked="" type="checkbox"/>	A network that facilitates shared prosperity across our region (economic, social, environmental and cultural)	10. Changes in access to social and economic opportunities
<input type="checkbox"/>	Better freight transport options	5. Changes in transport costs
<input type="checkbox"/>	Fewer deaths and serious injuries on our roads	1. Changes in user safety
<input type="checkbox"/>	A resilient transport network that can better cope with unknown stresses, natural disasters and climate change)	4. Changes in impact of unplanned disruptive events on access to social and economic opportunities
<input type="checkbox"/>	A transport network with options that facilitate reliable and consistent journey times	4. Changes in impact of unplanned disruptive events on access to social and economic opportunities
<input checked="" type="checkbox"/>	Sustainable transport choices (mode shift) with reduced negative environmental and health impacts	7. Changes in natural environment

RLTP Strategic Priorities

Select the RLTP Strategic Priorities that best aligns with your Activity

Select	Strategic Priorities
<input type="checkbox"/>	Safer systems implemented (road to zero)
<input type="checkbox"/>	Manage demand sustainably
<input checked="" type="checkbox"/>	Invest in a sustainable transport network that is integrated with land use
<input type="checkbox"/>	Manage risk of exposure to extreme events.

RLTP objectives and priorities are set by regional councils and unitary authorities which come into effect once the RTC approves the RLTP document. RTCs enter their RLTP objectives and priorities into TIO which then makes these objectives and priorities visible for new improvement activities within the region. The functionality was designed to provide greater transparency in how activities within the region aligns to the RLTP and to ensure RLTP prioritisation is considered.

Selection of at least one RLTP Objective and one RLTP Strategic Priority is mandatory for NLTP inclusion.

Benefits and Measures

Benefits And Measures

Unique identifier - Activity ID

Benefit and measure summary

Transport sector outcome	Benefit cluster	Benefit	Quantitative measure(s)	Qualitative measure(s)
✓ Inclusive access (Primary)	10. Changes in access to social and economic opportunities	10.2 Impact on mode choice	• 10.2.10 Traffic - mode share (number)	

[Add another benefit](#)

Primary benefits and co-benefits expected to be delivered by the activity, based on the Waka Kotahi benefits framework. Benefits are a cascade from the Point of Entry through to Implementation. When completing this section please consider benefits identified in previous business cases and how they are relevant to this phase of the activity.

The 'Primary Benefit' and required information is required for Inclusion into the NLTP.

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

Select if the benefit is primary or co-benefit Primary benefit Co-benefit

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 selected from within the benefits framework.

Primary benefits are the key benefit of an investment. Co-benefits support the primary benefits and will be delivered by the investment but are not the key benefit. A 'Primary Benefit' and a quantitative or qualitative measure with a baseline are required information for Inclusion into the NLTP. Co-benefits and all measure details are required in TIO for funding approval.

Quantitative measure(s)						
Measure ?	Baseline (including unit of measure) ?	Forecast range for 'do-minimum' ?	Forecast range for 'Preferred option' ?	Forecast year ?	Select period for monitoring ?	Forecast confidence rating ?
10.2.10 Traffic - mode share (number) OR Input alternative quantitative measure	5% pedestrian, 95% vehicle 0% cycling	10% pedestrian, 90% vehicle 0% cycling	12% pedestrian, 68% vehicle 20% cycling	2028	<input type="radio"/> 1 <input type="radio"/> 3 <input checked="" type="radio"/> 5 <input type="radio"/> 10	High

A measure will need to be selected that provides the best evidence about the selected benefit. The measure's baseline is the reported result of the selected measure at the start of the investment. A unit of measurement will need to be reflected in the baseline as per the measure description, which are provided where available in the [Non-monetised benefits manual](#).

While the example above includes the forecast range 'do-minimum', forecast range 'preferred option', forecast year, period for monitoring and forecast confidence rating, **for NLTP inclusion, only a measure and a baseline will need to be captured within TIO. If you don't yet have a baseline, enter TBA.**

Any content included for NLTP inclusion can be a high level estimate. The underlying evidence will not be developed until completion of the initial business case phase for the investment.

When the investment moves through to obtain funding approval, significant co-benefits and associated measures material will need to be added to TIO. We expect that a handful of benefits and measures will be included in each improvement business case, but further measures can be added if necessary.

Qualitative measure(s)							
Measure ?	Measure description ?	Baseline description ?	Forecast description 'do-minimum' ?	Forecast description preferred option ?	Forecast year ?	Select period for monitoring ?	Forecast confidence rating ?
Select qualitative measure: OR Input alternative qualitative measure	Input description of qualitative measure	Input description of baseline of measure	Input description of forecast for impact of 'do-minimum'	Input description of forecast for impact of preferred option		<input type="radio"/> 1 <input type="radio"/> 3 <input checked="" type="radio"/> 5 <input type="radio"/> 10	Input forecast confidence rating
Select qualitative measure: OR Input alternative qualitative measure	Input description of qualitative measure	Input description of baseline of measure	Input description of forecast for impact of 'do-minimum'	Input description of forecast for impact of preferred option		<input type="radio"/> 1 <input type="radio"/> 3 <input checked="" type="radio"/> 5 <input type="radio"/> 10	Input forecast confidence rating
Select qualitative measure: OR Input alternative qualitative measure	Input description of qualitative measure	Input description of baseline of measure	Input description of forecast for impact of 'do-minimum'	Input description of forecast for impact of preferred option		<input type="radio"/> 1 <input type="radio"/> 3 <input checked="" type="radio"/> 5 <input type="radio"/> 10	Input forecast confidence rating

Add measure(s)

A qualitative measure has not been selected as the primary benefit is best evidenced through the quantitative measure '10.2.10. Traffic – mode share', however, additional benefits and measures, including qualitative measures, should be entered when the investment moves through to obtain funding approval.

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](#).

Economic And Financial Summary

Unique identifier - Activity ID ?

Are you seeking funding approval of an activity level business case? ?
 Yes No

If yes, Upload Activity Business Case
 No file chosen

Download AST Template 2021-24
[AST Template 2021-24](#)

If yes, Upload your latest version of the Appraisal Summary Table template ?
 No file chosen

For inclusion into the NLTP the box 'Are you seeking funding approval of an activity level business case' should be checked as no. Additional information is required to be entered into TIO for funding approval.

A completed business case is not required for inclusion into the NLTP, as this will not be available until the initial business case step is completed. The final business case should be uploaded into TIO when available, including reloading the business case for any significant revisions.

A completed AST is not required for inclusion into the NLTP. An AST is not required until funding approval is being sought and should be updated when any significant revisions are made.

Indicative Efficiency Rating

For inclusion in the RLTP/NLTP and / or funding approval for the first development phase of the activity the Indicative Efficiency Rating is the minimum requirement.

Indicative Efficiency Rating (IER) ?

For inclusion in the NLTP an activity needs to provide either an IER or a National/Government BCR.

An IER is to be used when you do not have an economic evaluation completed as part of a business case. An IER must be calculated using the [IER tool](#). The example investment is linked to a PBC with a BCR. For inclusion into the NLTP, an activity that is part of a programme or package previously endorsed by Waka Kotahi may be assigned Efficiency rating of that programme or package.

National Benefit Cost Ratio

A Benefit Cost ratio is required for a subsequent phase of the activity, such as DBC, pre-implementation or implementation.

National Benefit Cost Ratio (Excluding WEBs)	<input type="text" value="5.1"/>
National Benefit Cost Ratio (Including WEBs)	<input type="text"/>

BCR represents present value of total benefits divided by present value of total costs. WEBs are indirect benefits additional to those captured in conventional appraisal methods, for example changes in productivity and local labour markets. The example investment is linked to a PBC with a BCR and therefore this BCR of the PBC has been used for inclusion into the NLTP.

Government Benefit Cost Ratio

Required only if the activity includes third party funding. If you think this applies to you, contact your Waka Kotahi investment adviser.

Government Benefit Cost Ratio	<input type="text"/>
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The BCRG is intended to indicate the level of benefits obtained from investment of government funds in situations where it is necessary to cover service provider costs in the event of a funding gap for the operation of PT services, or when government funding is mitigated by the availability of third-party funding. This is not applicable for this investment and therefore is not required for neither NLTP inclusion, nor funding approval.

Funding

The capital cost is the cost of building / developing the asset. This includes all costs incurred from the project planning phase until the completion of the implementation phase, including property purchase. Typically, investigation costs prior to planning are not capitalised, and neither are the costs incurred after implementation (e.g. training). This cost is to include escalation.

Interest cost is to be included in the total expected capital cost where Waka Kotahi assists the funding of a loan/PPP arrangement.

Capital Cost

Total expected capital cost (\$)

Please refer to our [cost estimation manual](#) for further information on how to estimate the total expected capital cost.

The total expected capital cost is required for NLTP inclusion.

95th percentile total cost

14,500,000

Comment on the funding plan for this project

The **95th percentile total cost** says that 95% of the time, the cost is at or below this amount. This field is required for funding approval if the expected Capital Cost is \$10m or greater. Please refer to our [cost estimation manual](#) for further information on how to estimate the 95th percentile total cost.

Most activities will be funded from the NLTF only, however, some activities may be funded by way of loan, external or government funded, or through delivery models like public private partnerships. Information on the activity's funding plan is only required for funding approval only.

NZTA Assessment Of Business Case

Unique identifier - Activity ID

138134

NZTA assessment template

Choose file No file chosen

Assessment of business case rating

-- Select one: ▼

Summary of assessment of business case rating

Provide any recommended conditions if applicable

This section is completed by a Waka Kotahi Investment Advisor and is not required to be completed for NLTP inclusions and is not required to be completed until each of the activity's business case phases is complete and the business case is being submitted for endorsement.

An [IQA template](#) should be completed and provided to decision makers to ensure:

- statutory legal obligations are met
- TIO is up to date
- the activity fits with Waka Kotahi investment principles and the IPM
- the necessary requirements for investment decisions have been completed and the activity is ready to move to the next phase.

The assessed business case rating is required to be input into TIO which is one of the following ratings:

- **Pass** - Signifies that a robust proposal that meets the expectations of Waka Kotahi and the Business Case Approach (BCA) principles have been applied relevant to the phase of the business case.
- **Rework** – Waka Kotahi considers that further work is required to ensure the business case is robust. The business case will either need to be updated to achieve a pass assessment (condition precedent) or proceed to the next phase with conditions attached (condition subsequent).
- **Fail** – The business case has not provided the necessary evidence to support the investment proposal. In most cases the business will need to be updated and reassessed.

The Investment Advisor will also provide brief commentary to demonstrate the overall outcome of the assessment of the business case and a summary of any conditions on attached to the business case.

Activity Owner Assessment

Unique identifier - Activity ID

138134

Date of assessment (dd/mm/yyyy)
01/04/2021

Activity owner GPS alignment factor rating

Activity owner assessment of GPS alignment

The has has a high strategic fit aligning with regional outcomes of safety, responsiveness and minimising consequences of disruption for SH1 traffic.

3851 character(s) remaining

Activity owner scheduling factor rating

Activity owner assessment of scheduling

The activity is a critical part the Happy Gully transport network.

Activity owner efficiency factor rating

Activity owner assessment of efficiency

Not yet able to assess this but based on PBC noting BC of over 5 then it is reasonable to assess BC could be around 5.1.

Activity owner investment priority order
4

NZ Transport Agency Assessment

Date of assessment (dd/mm/yyyy)
01/04/2021

NZTA GPS alignment factor rating

NZTA assessment of GPS alignment

The activity will provide an integrated approach to land use and transport planning, create opportunities for better integration between modes on the local road network, improves the local road network and reduces local traffic and conflicts on the highway route and provides security to the highway route in the event of SH1 bridge closures. There is also a 7% change in number of jobs accessed within 45 minutes by walking & cycling and driving in the morning peak. As evidenced through the development of the PBC.

NZTA scheduling factor rating

NZTA assessment of scheduling

Activity/combination of activities is part of a programme or package, but non-delivery in the 2021 NLTP period will not hold up the overall delivery of other parts of programme, package or another investment.

NZTA efficiency factor rating

NZTA assessment of efficiency

The PBC showed preliminary economic analysis obtained a BCR of greater than 5, based on construction after 2016. Further economic evaluation has not yet been undertaken but current escalated cost estimates are higher than those in the transportation study. It is envisaged the project will have a BCR of around 5.1 but more detailed investigation of specific site and approach works is needed to make more reliable assessment.

NZTA investment priority order
7

Outline

Unique identifier - Activity ID

Unique identifier - Phase ID

Phase label

* Phase type

Your phase reference

All phase that will be begin within the NLTP cycle will need to be completed for inclusion in the NLTP.

The activity will have two phases within the NLTP cycle, one for a Single Stage Business Case Lite and the other for Implementation. Additional phases can be added to the activity using the 'Add a phase' link.

The phase label is not mandatory but can be helpful in identifying the phase, particularly where there are many phases under a single activity. As this activity is simple with only two phases, we have not added a phase label.

Note: While the [Naming Guidelines](#) do not apply, the phase label should be sensible and differentiate between phases of the same type.

The phase type is a requirement for NLTP inclusion and needs to reflect the phase being included within the NLTP.

The phase reference is the organisation's own reference for the activity. This may be the WBC, SAP code or other accounting code, for example. As this is a Waka Kotahi project the field it is left blank as an TIO links directly to the Waka Kotahi SAP system. This is not mandatory.

* Work category mapping year

Phase scope

The phase scope, spread over a number of years will include geo-technical investigation, detailed design, community consultation, consenting and construction.

To ensure correct work category mapping the correct mapping year needs to be selected. While not required until funding approval. It is good practice to include the phase scope for NLTP inclusion. The phase scope is a brief description of the output to be delivered by the phase.

Work category

323-New roads

Activity class

State Highway improvements

The work category is required to be selected based on the improvement activity being undertaken. Most of the time the Activity Class field will be automatically populated based on the selected work category, but for some road improvement work categories, the owner will also need to select the Activity Class, e.g. WC324

The work category and activity class are required fields for NLTP inclusion.

Costs

Is the Normal FAR applicable to this activity?

Yes No

?

Year	Requested allocation			Approved allocation (NZTA only)						
	Total cost	Tolls	Other supplementary funding (\$)	Total cost for recommendation (\$)	FAR	NZTA share	Funding source			
							National	-Other-	-Other-	
2020/21										
2021/22	950,000	0	0	950,000	100	950,000	950,000	0	0	
2022/23	7,000,000	0	0	7,000,000	100	7,000,000	7,000,000	0	0	
2023/24	2,000,000	0	0	2,000,000	100	2,000,000	2,000,000	0	0	
2024/25										
2025/26										
2026/27										
2027/28										
2028/29										
2029/30										
2030/31										
Totals	9,950,000	0	0	9,950,000	100	9,950,000	9,950,000	0	0	

The expected total cost for this phase of the activity is required for NLTP inclusion.

The total cost of the phase is an annual cash-flow plan set out for the life of the activity (this may encompass more than one NLTP period). The approved allocation will be completed by Waka Kotahi on funding approval for the phase.

Total expected capital cost (\$) ?

10000000

Add additional years ?

2030/31

Duration of activity ?

Starts 2021/22 for 3 years

The total expected capital cost is pulled across from the economic and financial summary page.

Additional years are likely only required for large scale investment but can be added using the drop down box.

The duration of the activity is automatically calculated TIO when the page is saved based on the annual cashflow information entered into the table.

NZTA Recommendations For Inclusion In NLTP

Rate your confidence in the project proceeding to implementation ?

Low

NLTP work category

323-New roads

NLTP activity class

Local road improvements

Funding source

NLTF

Comment on your programme recommendation above

The activity will provide an integrated approach to land use and transport planning, create opportunities for better integration between modes on the local road network, improves the local road network and reduces local traffic and conflicts on the highway route and provides security to the highway route in the event of SH1 bridge closures. There is also a 7% change in number of jobs accessed within 45 minutes by walking & cycling and driving in the morning peak. As evidenced through the development of the PBC.

Funding priority

Proposed

Comment on funding priority

The activity has a Waka Kotahi priority order of 7 which is relatively low and funding ranges have not yet been confirmed.

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 Advisor will need to provide a rating on their confidence in the activity proceeding to implementation within the NLTP. This rating is from Very Low to Very High.

The Advisor will select the work category based on their assessment of the improvement activity being undertaken. The Activity Class field will be automatically populated based on the selected work category.

The advisor will select the funding source based on the provided cashflow and completed economic and financial summary table.

The Investment Advisor will provide comments on the activity's programme recommendation and funding priority which should draw on their Waka Kotahi IPM profile assessment.