

TIO USER GUIDE

PROGRAMME BUSINESS CASE 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 walking & cycling 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 Programme Business Case Exemplar

Programme business case outline

Outline

Unique identifier - Activity ID ?

* Programme business case name ?

Happy Gully Cycling Network Routes and Connections

Public name ?

The programme name should be unique and meaningful to others. We recommend that the [Naming Guidelines](#) are used when creating your programme name. The TIO 'Programme business case name' 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 programme 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 programme name is a mandatory field for Inclusion into the NLTP.

Your reference ?

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

Point Of Entry Attachment

Attach your point of entry document

No file chosen

This field is required for funding approval.

Record of Point of Entry (POE) documents and Strategic Cases are managed and tracked outside of TIO and are not funded through the NLTF. Therefore, the PBC is generally the first stage of the business case process that is in TIO. For funding approval, it is a requirement to attach your completed POE and, if applicable, your completed strategic case.

If you are moving directly from a POE or strategic case to an activity level business case (no PBC) you can also attached these documents to that activity.

* Strategic context

The Happy Gully Strategic Plan (2018) set out Happy Gully's long-term vision for transport, including the part that cycling will play within the Valley. The plan proposed a network of Major Cycle Routes (MCRs). The MCRs are designed to function as an arterial cycleway focused on providing a high level of service on key routes, however, the Cycling Networks Routes and Connections will deliver a much wider network of routes to link cyclists from within the Valley onto the MCRs connecting cyclists to jobs and social opportunities.

The Cycling Networks Routes and Connections programme will investigate and deliver more attractive connections:

- to the MCRs
- between schools, residential suburbs, major recreational sites and commercial areas
- to neighboring districts within the Valley.

The investment will support national and regional strategic priorities through improving inclusive access, safety and supporting a low carbon transport system by creating a dedicated local cycle network that connects to the MCRs and key landmarks in the city, and improves safety through reducing modal conflicts, which makes it more attractive to cycle through the Valley.

2830 character(s) remaining

The strategic context establishes how well the programme 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 programme which should include what outcomes the programme will deliver and its proposed output beyond 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 transport problem that requires attention?

The investment is seeking to address the following problems on the network:

- A lack of a comprehensive cycle network that leads to modal conflicts.
- The lack of dedicated cycleways makes it difficult to achieve long-term environmental and liveability objectives
- Cyclists feel more vulnerable on the road network which deters people from cycling.

3634 character(s) remaining

Requires a statement of the problem that the programme will seek to 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.

Contributing Organisations

Select the organisations that will invest in this programme business case

[Add](#)

Attach the cost sharing agreement or Memorandum of understanding between the contributing organisations for the delivery of the Programme Business Case

No file chosen

No other organisations are involved as this is a PBC for Happy Gully's local cycle network. If there were other organisations, then a cost sharing agreement for funding the PBC is required. However, this agreement could be as simple as an email.

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 programme, 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 phases (POE or Strategic Case) and how they are relevant to this phase of the activity.

The 'Primary Benefit' and required information 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 programme business case.

When the investment moves through to 'Support for PBC', 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 for a PBC, but further measures can be added if necessary.

Quantitative 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 for the development of the PBC.

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 support for a completed programme business case? Yes No

Programme business case upload No file chosen

Download Appraisal Summary Table template
AST Template 2021-2024
[AST Template 2021-24](#)

Upload completed Appraisal Summary Table template
 No file chosen

For inclusion into the NLTP the box 'Are you seeking support for a completed programme business case?' should be checked as no. If the check is checked as 'Yes' and you are seeking support for your PBC additional information fields will need to be completed, as well as, the phase 'Support for PBC' being added to the activity.

A completed business case is not required for inclusion into the NLTP as development on business case should not have commenced. When you are looking to obtain support for your PBC the final version of the business should be uploaded into TIO.

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

Indicative Benefit Cost Ratio

	Lower Range	Upper Range
Indicative national benefit cost ratio <input <="" td="" type="button" value="?"/> <td><input type="text"/></td> <td><input type="text"/></td>	<input type="text"/>	<input type="text"/>
	This field is required for Programme Business Case support. This is necessary for subsequent Business Cases to be included in the NLTP and receive funding approval.	This field is required for Programme Business Case support. This is necessary for subsequent Business Cases to be included in the NLTP and receive funding approval.
Upload completed BCR calculations <input type="button" value="Choose file"/> No file chosen		
	This field is required for Programme Business Case support. This is necessary for subsequent Business Cases to be included in the NLTP and receive funding approval.	

BCR represents present value of total benefits divided by present value of total costs. The label indicative is used to indicate the uncertainty of the BCR at the PBC phase. For inclusion into the NLTP only the GPS alignment rating is required, therefore, a BCR is not required in TIO until you are seeking support for your completed PBC.

Indicative government
benefit cost ratio

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 to obtain support for the PBC.

Affordability

What is the expected implementation cost range of the preferred programme?

Please refer to our [cost estimation manual](#) for further information on how to estimate the expected implementation cost range of the preferred programme.

The estimated expected implementation cost range of the preferred programme is not required until support for the PBC is being sought.

What opportunities for supplementary funding (tolls and 3rd party contributions) have you sought to deliver this programme?

Attach any 3rd party or side funding agreements relevant to this investment (financial or non financial)

No file chosen

Most programmes will be funded jointly by the AO and the NLTF, however, some programmes may be funded by way of loan, external or government funded, or through delivery models like public private partnerships. Information on the supplementary funding for the programme is not required until support for the PBC is being sought.

NZTA Assessment Of Business Case

Unique identifier - Activity ID

138134

NZTA assessment template

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 the PBC is complete and support for the PBC is being sought.

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	NZ Transport Agency Assessment
Unique identifier - Activity ID <input type="text" value="144813"/>	Date of assessment (dd/mm/yyyy) 04/05/2021
Date of assessment (dd/mm/yyyy) 04/05/2021	NZTA GPS alignment factor rating <input type="text" value="High"/>
Activity owner GPS alignment factor rating <input type="text" value="High"/>	NZTA assessment of GPS alignment <div style="border: 1px solid black; padding: 5px;"> The programme will help provide an integrated approach to land use and transport planning. Better integration between the local cycle ways and Major Cycle Routes will enable more users to cycle for their daily commute, reducing local traffic and conflicts on the local road network. There will be a 7.5% improvement in the number of jobs accessed within 45 minutes by cycling in the morning peak. This has been evidenced through the Happy Gully strategic plan (2018). </div>
Activity owner assessment of GPS alignment <div style="border: 1px solid black; padding: 5px;"> The programme has a high strategic fit aligning with regional outcomes of safety, responsiveness and mode neutrality. </div> 3883 character(s) remaining	
Activity owner scheduling factor rating <input type="text" value="-- Select one --"/>	NZTA scheduling factor rating <input type="text" value="-- Select one --"/>
Activity owner assessment of scheduling <input type="text"/>	NZTA assessment of scheduling <input type="text"/>
Activity owner efficiency factor rating <input type="text" value="-- Select one --"/>	NZTA efficiency factor rating <input type="text" value="-- Select one --"/>
Activity owner assessment of efficiency <input type="text"/>	NZTA assessment of efficiency <input type="text"/>
Activity owner investment priority order <input type="text" value="0"/>	NZTA investment priority order <input type="text" value="0"/>

The activity owner will need to provide their own Investment Prioritisation Method (IPM) profile which is split between the three factors of GPS Alignment, Scheduling and Efficiency. The activity owner will need to provide a brief commentary on how they came to determine their rating, including a brief description of any evidence to support their assessment. A Waka Kotahi Investment Advisor will complete the 'NZ Transport Agency Assessment' which includes the Advisor completing their own independent assessment of the activity's IPM profile. For each rating, the advisor will also need provide commentary on how they came to determine their rating, including any evidence to support their assessment.

For NLTP inclusion, PBCs only require the GPS Alignment rating to be completed for both the activity owner and Waka Kotahi assessments.

An example of a completed 'Efficiency' and 'Scheduling' IPM ratings can be found within the improvement activity exemplar linked here.

The activity owner and NZ Transport Agency assessment should be both based on the [IPM](#). Both the activity owner and NZTA investment priority order is calculated automatically by TIO when all 3 ratings have been provided and the page has been saved.

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

Programme business cases have a maximum of two phases, one for the development of the PBC and the other for Support for PBC. Activity level phases use the Improvement Activity templates. An Improvement Activity exemplar can be found [here](#).

For improvement activities the phase label is not mandatory as the phase type forms part of this label. For the PBC template, this is not the case, the phase label is mandatory and should be something sensible and meaningful.

Note: the [Naming Guidelines](#) do not apply to the phase label.

As there is only one phase type applicable to this template which is automatically selected. The phase reference is a non-mandatory field which allows the organisation to enter its own reference for the programme. This may be the WBC, SAP code or other accounting code, for example.

*Work category mapping year
 2021/22 ▾

To ensure correct work category mapping the correct mapping year needs to be selected.

Work category
 4-Programme Business Case Development ▾

Activity class
 Investment management (incl. Transport Planning) ▾

As there is only one work category and activity class applicable to this template these fields are automatically selected.

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	200,000	0	0	200,000	51	102,000	102,000	0	0
2022/23	400,000	0	0	400,000	51	204,000	204,000	0	0
2023/24	100,000	0	0	100,000	51	51,000	51,000	0	0
2024/25									
2025/26									
2026/27									
2027/28									
2028/29									
2029/30									
2030/31									
Totals	700,000	0	0	700,000	51	357,000	357,000	0	0

The expected total cost (including admin) for this phase of the programme is required for NLTP inclusion.

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

NZTA Recommendations For Inclusion In NLTP

Rate your confidence in the project proceeding to implementation
High

NLTP work category
4-Programme Business Case Development

NLTP activity class
Investment management (incl. Transport Planning)

Funding source
NLTF

Comment on your programme recommendation above
The programme will help provide an integrated approach to land use and transport planning. Better integration between the local cycle ways and Major Cycle Routes will enable more users to cycle for their daily commute, reducing local traffic and conflicts on the local road network. There will be a 7.5% improvement in the number of jobs accessed within 45 minutes by cycling in the morning peak. This has been evidenced through the Happy Gully strategic plan (2018).

Funding priority
Probable

Comment on funding priority
The programme has a Waka Kotahi GPS Alignment rating of High, therefore has a probable funding priority.

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.

As there is only one funding source, work category and activity class applicable to this template these fields are automatically selected.

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.