

# Transport Investment Online (TIO) user guide

National Land Transport Programme 2024–27

## Activity management plan 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 activity management plan (AMP) or regional public transport plan (RPTP) for the 2024–27 National Land Transport Programme (NLTP), and how and where to enter it in TIO.

### Background

An organisation's maintenance operations and renewal programme is underpinned by their AMP. Similarly, an organisation's public transport programme is underpinned by their RPTP. Both of these plans should reflect the expectations of the Local Government Act 2002 as set out in the Land Transport Management Act 2003, and need to apply [Business Case Approach](#) principles, whether it is being submitted for approval or whether it is an update of an existing plan.

To submit an AMP or RPTP for the NLTP you will use the activity management plan template in TIO.

### What's new or changed?

We've updated the AMP template ready 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.



### Helpful tips

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

Activity ID

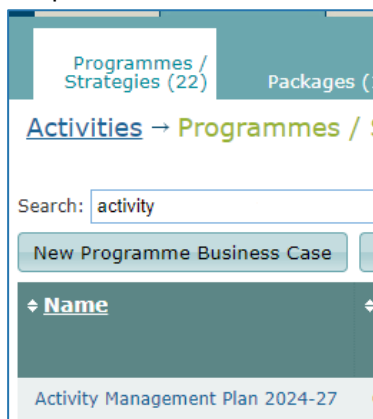
### Entering your AMP or RPTP into TIO

To enter your AMP or RPTP for the 2024–27 NLTP follow the steps below.

#### Getting started

1. Log into TIO: [tio.nzta.govt.nz](https://tio.nzta.govt.nz). You will find yourself on the 'Home' screen.
2. From here select the 'Programmes/strategies' tab near the top of the screen.

- In the search box, type in 'activity', and then select the 'Activity Management Plan 2024–27' template.



### Activity management plan outline

- Enter the details of your programme. A default programme name is pre-populated, but you can change it to a different name – see the help text in TIO for naming conventions.
- Upload your AMP or RPTP by using the top 'Choose file' button. Initially you will upload the draft AMP or RPTP, but once it has been adopted, upload your final document into TIO.

**AMP Programme Business Case Upload**

Upload your draft AMP or equivalent supporting documentation which forms the business case to support the programme. Other supporting documents can be attached in the 'Supporting Documents' section. ?

No file chosen

This field is required for RLTP/NLTP inclusion.

Upload the completed and final AMP programme business case

No file chosen

This field is required for RLTP/NLTP inclusion.

Are you seeking support for this AMP? ?

Yes  No

- Once you have uploaded your final AMP or RPTP document, select yes to seeking support for your AMP. When you click 'Save', this will create a new page called 'Support for AMP'.
- Click 'Save & next' to take you into the 'Benefits and measures' page.

### Benefits and measures

- Populate the benefits and measures as appropriate to your AMP or RPTP. Further guidance on benefits and measures is available [on our website](#).
- 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 AMP or RPTP.

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 type="text"/>	<input 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 type="text"/>	<input type="text"/>	Average annual number of deaths and serious injuries
<input type="checkbox"/>			<input type="radio"/>	1.1.4. Personal risk (crash rate)	<input type="text"/>	<input 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"/> H	L <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 type="text"/>	<input type="text"/>	Percentage of high-risk, high-impact routes with a viable alternative

- Once you have completed this page, select 'Save & next', this will take you to the 'Other benefits' page.

11. 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.
12. Once you've reviewed your benefits and measures, click 'Next' to take you to the '10 year forecast' page.

### **10 year forecast**

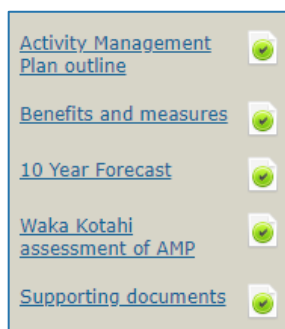
13. Include your forecasted expenditure and revenue for the next 10 financial years in the table on this page. This includes expenditure spent and revenue received from sources outside the NLTF.
14. Click 'Save & next' to take you into the 'Waka Kotahi assessment of business case' page.

### **Waka Kotahi assessment of business case**

15. Approved organisations are not required to fill anything in this section, as it will be completed by a Waka Kotahi assessor.

### **Supporting documents**

16. This is where you can upload any documentation to support the application. This should include your long-term plan extract and procurement strategy. See 'Frequently asked questions' below for more detail.
17. There are two submission buttons to upload your draft and final AMP or RPTP document. This is linked to the submission in the 'Activity management plan outline' so if you have uploaded this document there, it will also show up in the 'Supporting documents' page.
18. Click 'Save' to save your progress on this page.
19. Once you have completed the steps above, you should have received green ticks against all the menu pages.



### **Improvement to existing AMP phase**

20. If you need to apply for additional funding for costs related to improve your AMP or RPTP, click on 'Add a phase' on the left menu.
21. When you open this page, the phase label will be pre-populated. However, if you are adding a phase to improve your RPTP, change the label to reflect that.
22. Adjust the work category mapping year if needed. It is defaulted to the 2023/24 year.
23. Upload your terms of reference to support your improvement request.
24. In the costs table, include the funding amount you are requesting for each financial year.
25. Once you have completed the above steps, click 'Save'.

## Support for AMP

26. Once you have uploaded all the supporting documents for your AMP, select yes to the question 'Has the Activity Management Plan and all relevant background documents been uploaded?'

**Support for AMP**

Has the Activity Management Plan and all relevant background documents been uploaded?

Yes  No

Comment

## Completion

27. Once you have finished all pages you should have green ticks against all the available fields. This means you have completed all the tasks here necessary for the AMP or RPTP submission for inclusion in the NLTP.

For more detailed step-by-step instruction, watch the video linked below.

## Video step-through guide for the AMP template

Click on the image below to watch a video of an online session introducing how to enter the required information into the AMP template in TIO, or click the links in the video contents list to jump to that section.



### Video contents

<a href="#">Introduction</a>	0.00
<a href="#">Step-through of AMP template</a>	1.03
<a href="#">Questions and answers</a>	20.17

## Frequently asked questions

### I can understand why benefit capture is needed for improvement activities, but why is it required for an AMP or RPTP?

Waka Kotahi needs to be able to align all of our investment decisions, including for programmes and strategic plans, to the outcomes set out in the Government Policy Statement on Land Transport (GPS). In order to do this we need a consistent approach, including consistent benefit measure criteria.

### What's required on the 'Supporting docs' page?

This page allows you to upload all necessary documentation to support your application. In the case of an AMP or RPTP this should include a long-term plan or a procurement strategy. It can also include a supporting network plan, or asset or activity management plan or register from within the organisation or an associated organisation.

### What's required on the Waka Kotahi assessment of AMP page?

The approved organisation doesn't complete anything in this section, but needs to have provided sufficient information to Waka Kotahi to complete the assessment. In order to complete all the necessary steps to submit your AMP, your Waka Kotahi investment advisor will populate and upload the AMP/RPTP assessment template. This document assesses the status of your planning documentation and whether a robust business case process has been followed, and identifies any areas where work is required to move forward. This assessment is necessary for funding support for your related continuous programme.

## 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](mailto:tio.support@nzta.govt.nz) or, if it relates to NLTP development, contact us at [nltp@nzta.govt.nz](mailto:nltp@nzta.govt.nz).