

Transport Investment Online (TIO) user guide

National Land Transport Programme 2024–27

Road safety promotion 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 road safety promotion programmes for the 2024–27 National Land Transport Programme (NLTP), and how and where to enter it in TIO.

Background

Road safety promotion programmes are programmes of activities that promote the safe use of the land transport network through education, advertising, awareness raising and providing public information to users of the transport network. These generally fall under work category 432: Safety promotion, education and advertising.

What's new or changed?

We've updated the road safety promotion template ready for the 2024–27 NLTP. The key changes are:

- For the 24–27 NLTP, road safety promotion has a separate TIO template, rather than being included within the maintenance, operations and renewals TIO template, as it was for the 21–24 NLTP.
- In the past some councils have clustered together to request funding for road safety promotions, however this is changed for the 2024–27 NLTP. While councils are still able to cluster together to deliver the programmes, each council must make their own funding request. This change will improve the clarity of the approved funding and make it easier to apply the correct funding assistance rate.



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.
- You can access your organisation's activity management plan (AMP) page on TIO by clicking 'Link to activity management plan' from the 'Road safety promotion programme outline' page.

Activity ID

Entering your programme into TIO

To enter your road safety promotion programme for the 2024–27 NLTP follow the steps below.

Getting started

1. Log into TIO: tio.nzta.govt.nz. You will find yourself on the 'Home' screen.
2. From here select the 'Activities' tab near the top of the screen. This will take you to the 'Not yet approved' activities tab.
3. In the search box, type in 'safety', and then select the 'Road Safety Promotion 2024–27' template, will then take you to the 'Road safety and promotion outline' page.

The screenshot shows the TIO interface. At the top, there are navigation tabs: 'Programmes / Strategies (22)', 'Packages (1)', 'Not Yet Approved (16)', and 'Approved'. Below these is a breadcrumb trail: 'Activities → Not Yet Approved'. A search box contains the text 'safety'. Below the search box is a 'New Activity' button. A table with three columns: 'Name', 'Phase Identifier', and 'Status'. The table contains one row: 'Road Safety Promotion 2024-27', 'RSP', and 'Draft'.

Road safety promotion programme outline

4. 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.
5. Under 'Strategic context', you will need to include a description of how your road safety promotion programme links to the Road to Zero national road safety strategy. This is a requirement for regional land transport programme (RLTP) and NLTP inclusion.
6. Under 'RSP programme detail template', click the link to download a blank template for the RSP activity list. Fill out the template with all the activities you wish to include in your road safety promotion programme.
7. Once the template is filled out, upload it back into TIO from this same page.

The screenshot shows the 'RSP programme detail template' page. It has a question mark icon. Below that is the text 'Blank Template for RSP Activity List' with a link to 'RSP-activity-list-NLTP-2024-27.xlsx'. Below that is the text 'Completed RSP Activity List Request' with the subtext 'RSP Activity list not yet uploaded'. At the bottom, there is a section for 'RSP programme detail upload' with a 'Choose file' button and the text 'No file chosen'.

8. Click 'Save & next' to take you into the 'Benefits and measures' page.

Benefits and measures

9. Populate the benefits and measures as appropriate to your RSP programme. For RSP:
 - Outcome = 1. Healthy and safe people
 - Benefit = 1.1 Impact on social cost of deaths and serious injuries
 - Measure = 1.1.3 Deaths and serious injuries.

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	1.1.1. Collective risk (crash density)			Average annual fatal and serious injury crashes per km of road section
<input checked="" type="checkbox"/>		<input checked="" type="radio"/>	1.1.3. Deaths and serious injuries	30.0	25.0	Average annual number of deaths and serious injuries

Further guidance on benefits and measures is available [on our website](#).

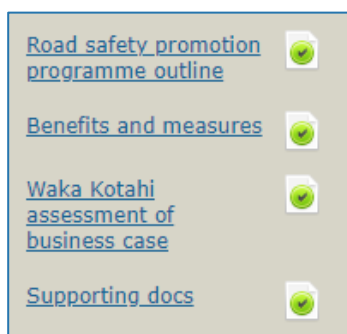
10. For the **baseline**, take the annual average number of deaths and serious injuries for the five-year period 2018–2022 for your council area.
11. The **forecast** should be for the three-year period of the 2024–27 NLTP. Note that any change in the average number of deaths and serious injuries will be the result of a combination of factors: enforcement, speed limits, safety infrastructure, vehicle technology, advertising and education.
12. Provide some explanation for the reasoning behind your forecast number. The explanation can be made in TIO in the strategic context field, which can be found on the 'Road safety promotion outline' page.
13. Click 'Save & next' to go to the 'Other benefits' page.
14. 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.
15. Once you've reviewed your benefits and measures, click 'Next' to take you to the 'Waka Kotahi assessment of business case' page.

Waka Kotahi assessment of business case

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

Supporting docs

17. This is where you can upload any documentation to support the application, such as your organisation's AMP and road safety action plan. See 'Frequently asked questions' below for more detail.
18. Once you have completed the steps above, you should have received green ticks against all the menu pages.



RSP phase

19. When you open this page, the phase label will be pre-populated. However, if you want to clearly identify the theme of the phase, especially if you add more than one phase, then you can change this.
20. In the 'What is the transport problem/opportunity that requires attention?' box, describe the main road safety issues that need to be addressed in your council area.

What is the transport problem/opportunity that requires attention?

This field is required for RLTP/NLTP inclusion.

21. In 'Activity scope', include a high-level summary of the range of road safety activities included in your programme that will address the road safety issues you have identified.

Activity scope

This field is required for RLTP/NLTP inclusion.

22. In the cost table, enter in the funding amount being requested for each of the three financial years of the NLTP.

Costs

Is the Normal FAR applicable to this activity?
 Yes No

Year	Requested allocation	Total cost
2024/25	<input style="width: 80%;" type="text"/>	
2025/26	<input style="width: 80%;" type="text"/>	
2026/27	<input style="width: 80%;" type="text"/>	
Totals		0

23. If your organisation has individual activities costing more than \$2 million in the activity list spreadsheet for the 24–27 NLTP period, a greater level of documentation is required and it may be beneficial to split the programme into more than one phase. In this case, you can follow the same steps as above to complete the new phase page.

If more than one phase is created, then the individual phases should cover funding requests for clearly different activities, for example:

- RSP phase 1: Road safety activities (alcohol, speed, fatigue, young drivers).
- RSP phase 2: Safer journeys to school, cycle skills training.

24. Once the RSP phase (and any additional phases) is complete, the left menu should look like this:

[Phases summary](#)

[RSP](#)

[Add a phase](#)

Completion

25. Once you have finished entering all the pages you should have green ticks against all the available fields. This means you have completed all the tasks here necessary for the RSP programme submission for inclusion in the NLTP.

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

Video step-through guide for the RSP template

Click on the image below to watch a video of an online session introducing the requirements for the RSP template in TIO, or click the links in the video contents list to jump to that section.



Video contents

Introduction	0.00
The activity list	5.30
Step-through of RSP template	8.20
Questions and answers	17.00

Frequently asked questions

I can understand why benefit capture is needed for improvement activities, but why is it required for a standard road safety promotion programme application?

Waka Kotahi needs to be able to align all of our investment decisions 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 bid. For a road safety promotion programme, as a bare minimum, we would expect you to upload the latest version of your organisation's AMP. Other supporting documents could include your council road safety action plan, regional road safety strategy, RLTP or other relevant strategies or plans.

Where do I apply for funding for ongoing TDM?

If the TDM work is not aligned to an improvement activity, and is ongoing business, then we recommend applying via work category 151: Network and asset management. In TIO, as part of this work category such work is charged to the 'Network user information' sub-category, which is found towards the bottom of this work category window.

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 or, if it relates to NLTP development, contact us at nltp@nzta.govt.nz.