

# 24–27 TIO Minimum Information Requirements for the Activity Management Plan

The minimum information requirements for each section of the Activity Management Plan are outlined in this document. In TIO, this will be found in the 'Programmes/Strategies' tab under 'Activities' and will be automatically created for the 2024–27 programme.



The indication for when these requirements have been met is when the white box on the right of each tab (in the picture below) has a green check inside it after clicking save at the bottom of each individual tab.



## Activity Management Plan outline

### 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.

We expect local authorities to have activity management plans to support the transport activities delivered to their community through their Long Term Plans. These AMPs may be stand-alone documents or comprise components of many documents that together contain the information to support their transport programme business case.

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

AMPs, including RPTPs and supporting documents, are the business case for your continuous and low cost low risk programmes. AMPs are required to be supported by Waka Kotahi before for these programmes can be claimed against. Once your final AMP, or RPTP and supporting documents, has been uploaded, please answer "Yes" to "Are you seeking support for this AMP?". Upon saving the outline page a new phase will appear "Support for AMP" which you will need to complete in order to obtain support for your AMP from Waka Kotahi.

To be considered for RLTP/NLTP inclusion, the draft and final AMP programme business cases must be uploaded.

When the final AMP has been uploaded into TIO, the 'Yes' button under the 'Are you seeking support for this AMP?' section should be clicked so funding support for developing the AMP can be claimed.

## Benefits and measures

[Summary](#) [Strategic](#) [Other](#)

At least one benefit must be selected for NLTP/RLTP inclusion.

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"/>			<input type="radio"/>	1.2.2. Road assessment rating - state highways	<input type="text"/>	<input type="text"/>	KiwiRoad Assessment Programme (KiwiRAP) star rating for state highways
<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
<input type="checkbox"/>	5. Economic prosperity	5.1. Impact on system reliability	<input type="radio"/>	5.1.2. Travel time reliability - motor vehicles	<input type="text"/>	<input type="text"/>	Coefficient of variation; standard deviation of travel time divided by average minutes travel time (as per Austroads)
<input type="checkbox"/>			<input type="radio"/>	5.1.3. Travel time delay	<input type="text"/>	<input type="text"/>	Difference between average travel time A and average travel time B in minutes per km
<input type="checkbox"/>		5.2. Impact on network productivity and utilisation	<input type="radio"/>	5.2.2. Freight - mode share value	Number of vehicles x average load per vehicle in NZD, in % per mode	<input type="text"/>	Road
					<input type="text"/>	<input type="text"/>	Rail
					<input type="text"/>	<input type="text"/>	Coastal

In the strategic benefits and measures page, one primary benefit must be selected. This can be done by selecting the benefit with the checkbox on the left, then selecting one primary benefit.

# 10 Year Forecast

We expect the 10 year forecast in TIO to be consistent with the forecast that forms part of your long term plan and other planning documents. We expect this information to be kept as up to date as you progressively review and adopt your AMP and LTP. When the 10 year forecast is initially submitted in TIO it should reflect the level of funding and expenditure your organisation expects to receive from the NLTF to invest into subsidised activities. The 10 year forecast should also reflect the level of expenditure your organisation is looking to invest into unsubsidised activities using revenue from local sources such as rates and car parking, as well as, other crown sources (non-NLTF), like the climate emergency response fund. The 10 year forecast will need to be updated post NLTP adoption, as well as, annually by 31 August. Your Waka Kotahi investment advisor will review the forecast to ensure it is updated.

Activity Class	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
<b>Subsidised Activities</b> <input type="checkbox"/>										
<b>Expenditure (by GPS Activity Class)</b> <input type="checkbox"/>										
Road to Zero	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Public transport services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Public transport infrastructure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Walking and cycling improvements	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local road improvements	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local road maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Investment management (incl. Transport Planning)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Coastal shipping	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rail network	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue for subsidised activities</b> <input type="checkbox"/>										
- Approved organisation revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- NLTF revenue <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Other revenue <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Subsidised revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unsubsidised Activities</b> <input type="checkbox"/>										

The 10 year forecast for each line item must be completed.

## Supporting documents

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.

Upload Waka Kotahi AMP assessment template

Long Term Plan extract

No file chosen

This field is required for RLTP/NLTP inclusion.

Procurement Strategy

No file chosen

This field is required for RLTP/NLTP inclusion.

Document

No file chosen

Since the draft and final AMPs can also be uploaded in the 'Activity Management Plan outline' page, these documents will only need to be uploaded once. Once each document is uploaded, it will appear on both pages.

Uploading the Long Term Plan extract and Procurement Strategy is also required.

## Add a phase

If funding support is needed for making an improvement to the existing AMP, a new phase should be added.

\*Phase label

Phase type

Your phase reference

\*Work category mapping year

Work category

Upload terms of reference to support the improvement request  
 No file chosen

**This field is required for funding approval.**

The phase label and work category mapping year will be inputted automatically, although these can be changed if necessary.

A requirement is uploading the terms of reference to support the AMP improvement request.

Please complete the cost table if you are applying for funding in the 2024-27 NLTP under work category 003 to improve an Activity Management Plan (AMP), Regional Public Transport Plan (RPTP) and/or procurement strategy. You should only include costs to improve these plans and/or strategies. Any routine tasks associated with maintaining an AMP, and its business support systems, should be captured under work category 151, as part of your maintenance continuous programme, and/or a RPTP should be captured under work category 524, as part of your public transport continuous programme.

Is the Normal FAR applicable to this activity?  
 Yes  No

Year	Requested allocation			Approved allocation (Waka Kotahi only)		
	Total cost	Tolls	3rd party contributions	Total cost for recommendation (\$)	FAR	
2024/25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2025/26	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2026/27	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

Entering in the costs needed to support improving the AMP for all three financial years is required.