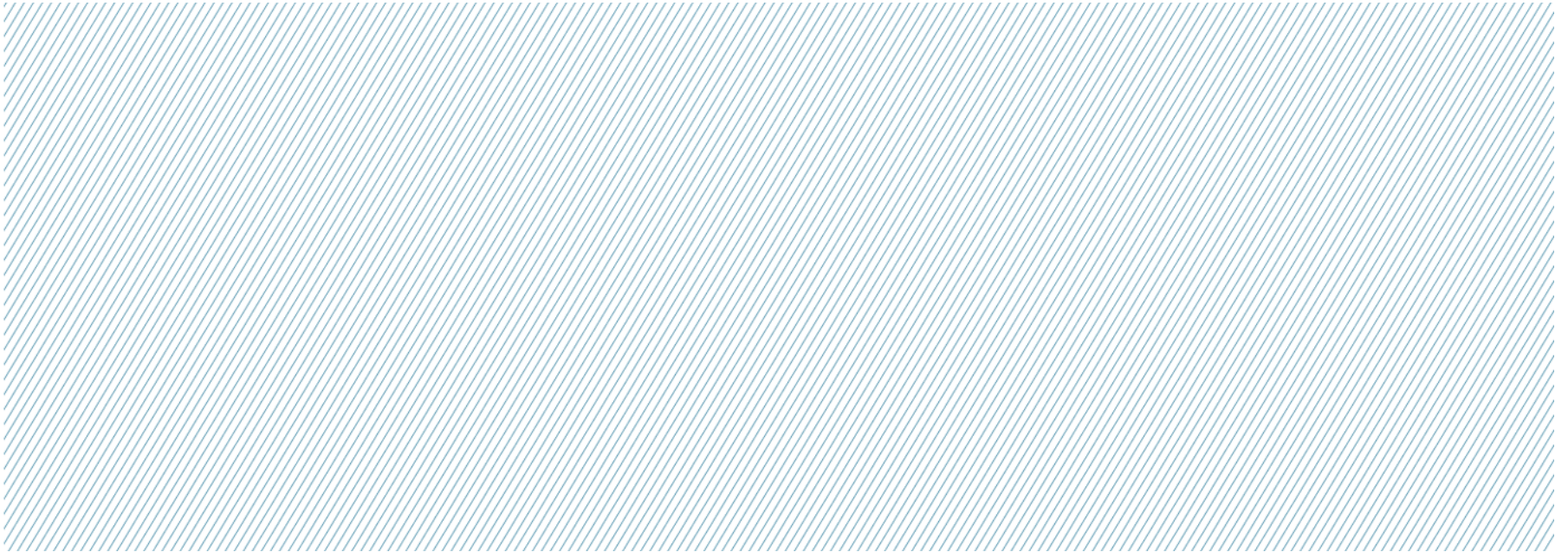

Highways Information Portal

hip.nzta.govt.nz





Background

- Provides technical and procedural guidance and requirements.
- Highways teams keep their own content up to date.
- It is the one source of truth for the Highways group across New Zealand.

Background

BCA

Standards, guidelines and processes for project development through the Business Case Approach

NZTA

Easy to navigate pages with links to other relevant information

INFO

Templates and forms, and information on contract, network and journey management

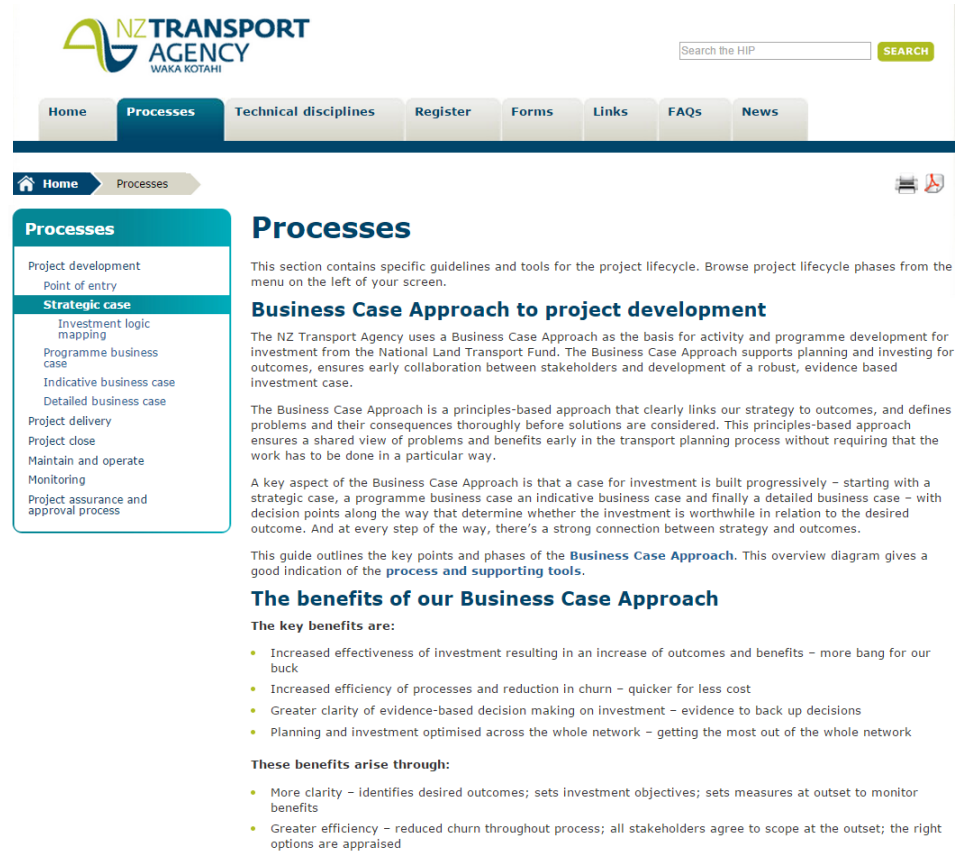
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Navigation

Processes

The Processes section contains specific guidelines and tools for each phase of the project lifecycle.

It guides you through the NZ Transport Agency Business Case Approach to programmes and projects.



The screenshot shows the NZ Transport Agency website's 'Processes' page. The header includes the agency logo, a search bar, and a navigation menu with 'Home', 'Processes', 'Technical disciplines', 'Register', 'Forms', 'Links', 'FAQs', and 'News'. The 'Processes' section is highlighted in the breadcrumb trail. A sidebar menu lists various project lifecycle phases, with 'Strategic case' selected. The main content area features a heading 'Processes' followed by an introductory paragraph. Below this is a sub-heading 'Business Case Approach to project development' with a detailed paragraph. A second paragraph explains the approach's principles. A third paragraph discusses the progressive nature of the case building. A fourth paragraph introduces an overview diagram. The page concludes with a section titled 'The benefits of our Business Case Approach' and a list of key benefits.

Processes

This section contains specific guidelines and tools for the project lifecycle. Browse project lifecycle phases from the menu on the left of your screen.

Business Case Approach to project development

The NZ Transport Agency uses a Business Case Approach as the basis for activity and programme development for investment from the National Land Transport Fund. The Business Case Approach supports planning and investing for outcomes, ensures early collaboration between stakeholders and development of a robust, evidence based investment case.

The Business Case Approach is a principles-based approach that clearly links our strategy to outcomes, and defines problems and their consequences thoroughly before solutions are considered. This principles-based approach ensures a shared view of problems and benefits early in the transport planning process without requiring that the work has to be done in a particular way.

A key aspect of the Business Case Approach is that a case for investment is built progressively – starting with a strategic case, a programme business case an indicative business case and finally a detailed business case – with decision points along the way that determine whether the investment is worthwhile in relation to the desired outcome. And at every step of the way, there's a strong connection between strategy and outcomes.

This guide outlines the key points and phases of the **Business Case Approach**. This overview diagram gives a good indication of the **process and supporting tools**.

The benefits of our Business Case Approach

The key benefits are:

- Increased effectiveness of investment resulting in an increase of outcomes and benefits – more bang for our buck
- Increased efficiency of processes and reduction in churn – quicker for less cost
- Greater clarity of evidence-based decision making on investment – evidence to back up decisions
- Planning and investment optimised across the whole network – getting the most out of the whole network

These benefits arise through:

- More clarity – identifies desired outcomes; sets investment objectives; sets measures at outset to monitor benefits
- Greater efficiency – reduced churn throughout process; all stakeholders agree to scope at the outset; the right options are appraised

Navigation

Technical disciplines

The Technical disciplines section houses the technical information that employees, contractors and suppliers of the NZ Transport Agency need to be aware of to complete Highways tasks and projects to current specifications.

The screenshot shows the NZ Transport Agency website's 'Technical disciplines' page. At the top, there is a search bar with the text 'Search the HIP' and a 'SEARCH' button. Below the search bar is a navigation menu with tabs for 'Home', 'Processes', 'Technical disciplines' (which is highlighted), 'Register', 'Forms', 'Links', 'Technical advice note', and 'News'. The main content area has a sub-navigation bar with 'Home' and 'Technical disciplines' (highlighted). On the left, there is a list of technical disciplines: Community and stakeholder engagement, Consenting and consent compliance, CoPTTM, Cost estimation, Environmental and social responsibility, Insurance, Intelligent transport systems (ITS), Investment, Overweight permitting, Pavements, Performance management, Procurement, Project management, Property, Research, Resilience, Risk, Safety and geometric design, SAP, State highway bylaws, Structures, Transport investment online (TIO), Transport modelling, and Zero harm minimum standards. The main content area features a heading 'Technical disciplines' followed by a paragraph: 'Browse the list of the NZ Transport Agency's technical disciplines using the menu on the left of your screen. The technical information that employees, contractors and suppliers of the NZ Transport Agency need to be aware of to complete tasks and projects, can be found in this section. Please note that some Technical disciplines pages are under development, and may contain interim acceptances and draft versions that may not be fully ratified. It has been noted where this is the case.' Below this is a section titled 'Register of network standards and guidelines' with a sub-heading 'Register of network standards and guidelines'. The text states: 'The Register of network standards and guidelines governs the Transport Agency's technical standards, guidelines and manuals. The register aims to provide:' followed by a bulleted list: 'A definitive list of all relevant NZ Transport Agency funding policy, commonly adopted manuals and technical documents for land transport network related activities.' and 'A simple, easily accessible repository of land transport network reference documents for approved organisations, staff, consultants, contractors and other users.' Below this is another section titled 'Resources and manuals' with a sub-heading 'Resources and manuals'. The text states: 'The resources and manuals section of the NZ Transport Agency website holds the specifications, manuals and guidelines that are referred to on the HIP, and across the Highways group. You can use this section as another way to search for the information you are looking for.' Finally, there is a section titled 'Z series minimum standards' with a sub-heading 'Z series minimum standards'. The text states: 'There is a full list of Z-series minimum standards available on the Transport Agency website. This list covers a wide range of accepted minimum standards of technical aspects right across the Highways group.'

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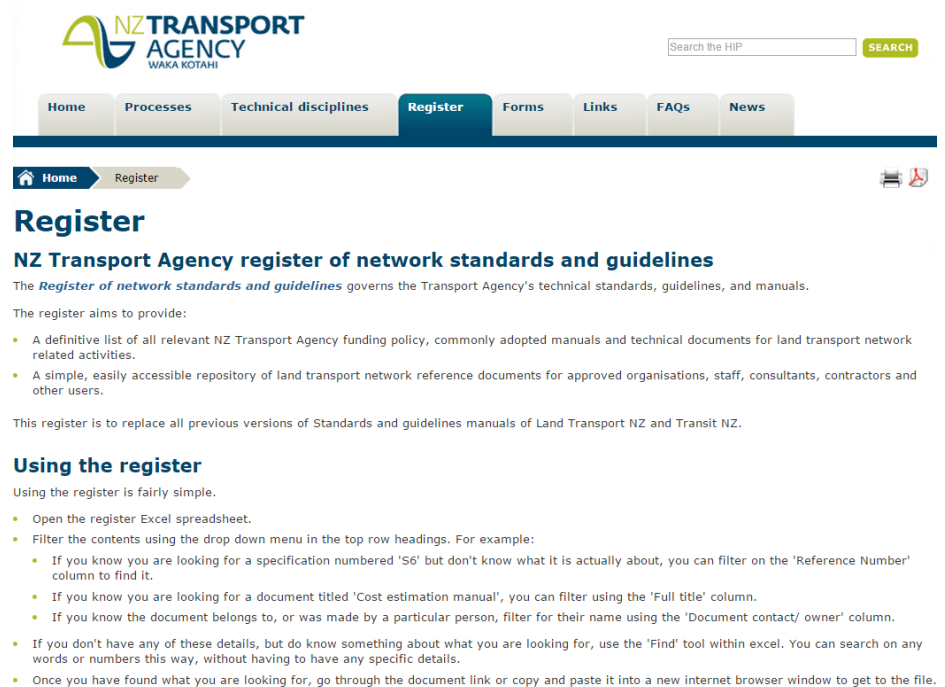
Navigation

Register

The Register section links you to an Excel spreadsheet that houses a definitive list of all published NZ Transport Agency specification documents.

This can be searched and filtered and links you to the document you are searching for.

It is another way of being able to find information quickly on the HIP.



The screenshot shows the NZ Transport Agency website's Register page. At the top, there is a search bar labeled "Search the HIP" with a "SEARCH" button. Below the search bar is a navigation menu with tabs for Home, Processes, Technical disciplines, Register (which is highlighted), Forms, Links, FAQs, and News. Underneath the navigation menu is a breadcrumb trail: Home > Register. The main heading is "Register" followed by the sub-heading "NZ Transport Agency register of network standards and guidelines". Below this, a paragraph states: "The Register of network standards and guidelines governs the Transport Agency's technical standards, guidelines, and manuals." A bulleted list follows, describing the register's purpose: "The register aims to provide:"

- A definitive list of all relevant NZ Transport Agency funding policy, commonly adopted manuals and technical documents for land transport network related activities.
- A simple, easily accessible repository of land transport network reference documents for approved organisations, staff, consultants, contractors and other users.

Below the list, a note states: "This register is to replace all previous versions of Standards and guidelines manuals of Land Transport NZ and Transit NZ."

The next section is titled "Using the register" and begins with "Using the register is fairly simple." It then provides a bulleted list of instructions:

- Open the register Excel spreadsheet.
- Filter the contents using the drop down menu in the top row headings. For example:
 - If you know you are looking for a specification numbered 'S6' but don't know what it is actually about, you can filter on the 'Reference Number' column to find it.
 - If you know you are looking for a document titled 'Cost estimation manual', you can filter using the 'Full title' column.
 - If you know the document belongs to, or was made by a particular person, filter for their name using the 'Document contact/ owner' column.
- If you don't have any of these details, but do know something about what you are looking for, use the 'Find' tool within excel. You can search on any words or numbers this way, without having to have any specific details.
- Once you have found what you are looking for, go through the document link or copy and paste it into a new internet browser window to get to the file.

Navigation

Forms

The Forms section is where you can easily find templates and forms relevant to Highways projects.

This gives you a quick, direct way to reach the commonly used documents you need without going through other pages to find it.

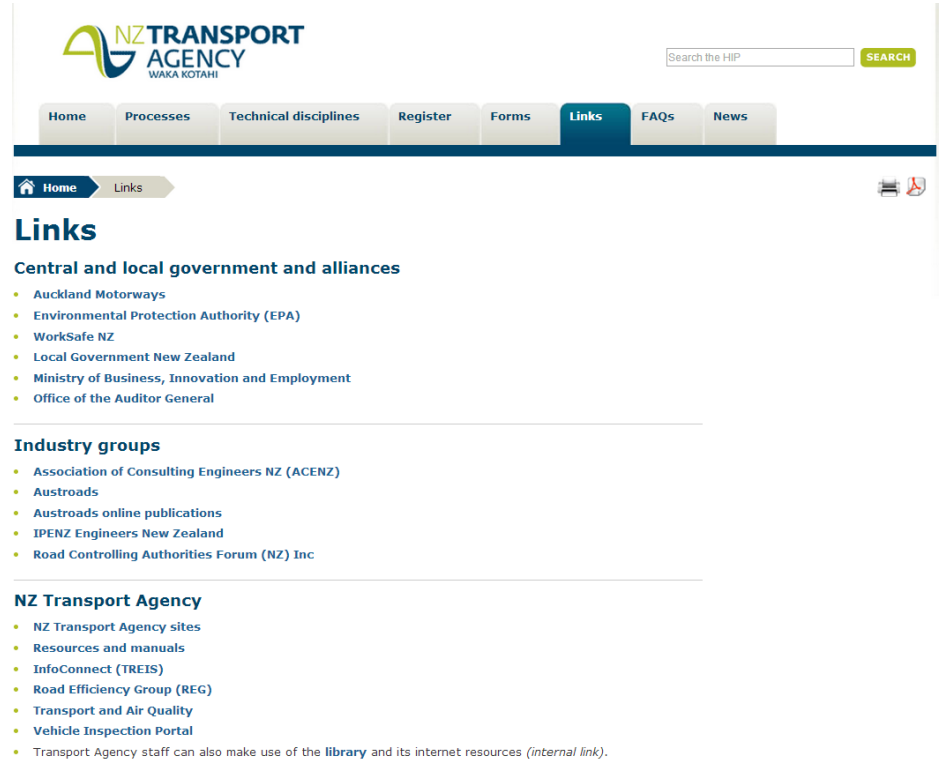
The screenshot shows the NZ Transport Agency website's 'Forms' page. At the top, there is the NZ Transport Agency logo (WAKA KOTAHI) and a search bar labeled 'Search the HIP' with a 'SEARCH' button. Below the logo is a navigation menu with tabs for 'Home', 'Processes', 'Technical disciplines', 'Register', 'Forms' (which is highlighted), 'Links', 'Technical advice note', and 'News'. Underneath the main navigation, there is a sub-navigation bar with 'Home' and 'Forms' (highlighted). The main content area is titled 'Forms' and contains a list of form categories on the left and a brief introduction on the right. The list includes: Annual plan forms, Business case templates, Contract procedure templates, Cost estimation forms, Environmental forms, Insurance forms, Professional services forms, Project assurance and approval forms, Project management forms, and Property templates. The introduction text states: 'To make using the HIP even easier, commonly used forms have been put together in one place. Browse the list of forms using the menu on the left of your screen. All forms are available throughout the HIP website on relevant pages. Can't find the form you need? **Let us know.**' At the bottom of the page, there is a copyright notice: '© 2015 NZTA. All rights reserved. Privacy policy | Legal disclaimer | Copyright | Site map | Contact us' and the website URL 'newzealand.govt.nz'.

Navigation

Links

The Links section takes you to other websites, which are informative, helpful and relevant to completing Highways projects.

These links include NZ Transport Agency sites as well as other relevant industry group and government websites.



The screenshot shows the NZ Transport Agency website's navigation menu with 'Links' selected. The page content is organized into three sections: 'Central and local government and alliances', 'Industry groups', and 'NZ Transport Agency'. Each section contains a list of relevant external and internal links.

NZ Transport Agency
WAKA KOTAHI

Search the HIP **SEARCH**

Home Processes Technical disciplines Register Forms **Links** FAQs News

Home Links

Links

Central and local government and alliances

- Auckland Motorways
- Environmental Protection Authority (EPA)
- WorkSafe NZ
- Local Government New Zealand
- Ministry of Business, Innovation and Employment
- Office of the Auditor General

Industry groups

- Association of Consulting Engineers NZ (ACENZ)
- Austroads
- Austroads online publications
- IPENZ Engineers New Zealand
- Road Controlling Authorities Forum (NZ) Inc

NZ Transport Agency

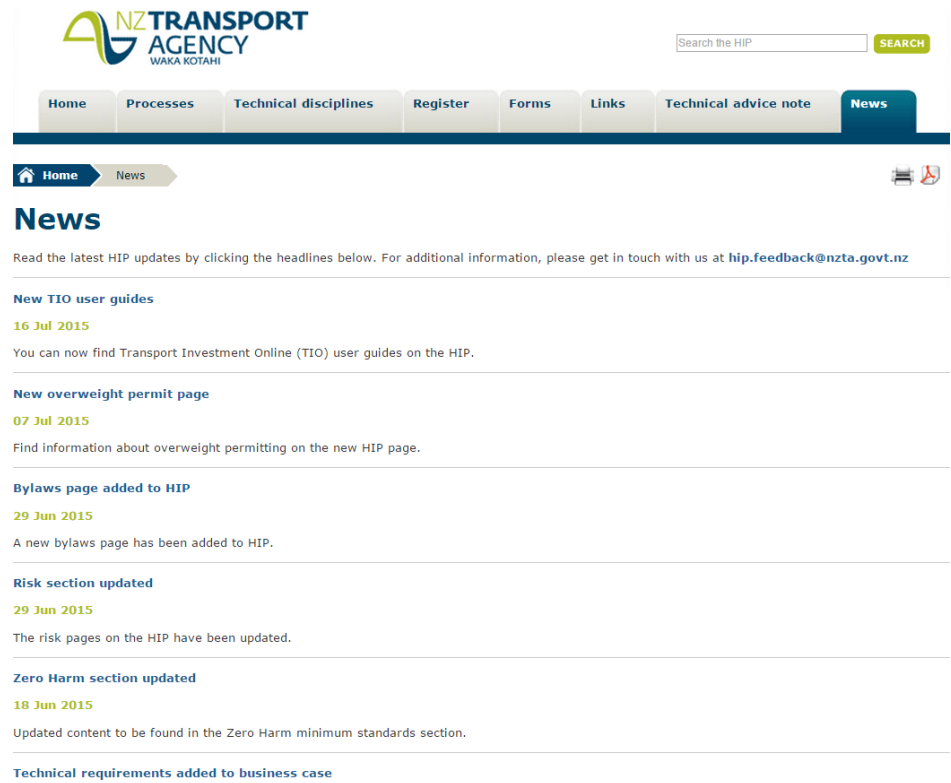
- NZ Transport Agency sites
- Resources and manuals
- InfoConnect (TREIS)
- Road Efficiency Group (REG)
- Transport and Air Quality
- Vehicle Inspection Portal
- Transport Agency staff can also make use of the **library** and its internet resources (*internal link*).

Navigation

News

Check the News section (also found on the HIP home page) for updates on what is happening in the Highways technical space.

Updates on the HIP, new or revised technical specifications, newsletters, etc are all reported here.



The screenshot shows the NZ Transport Agency website's News section. At the top, there is a navigation menu with links for Home, Processes, Technical disciplines, Register, Forms, Links, Technical advice note, and News. A search bar is located in the top right corner. Below the navigation, the News section is titled "News" and includes a sub-navigation bar with "Home" and "News". The main content area lists several news items, each with a date and a brief description:

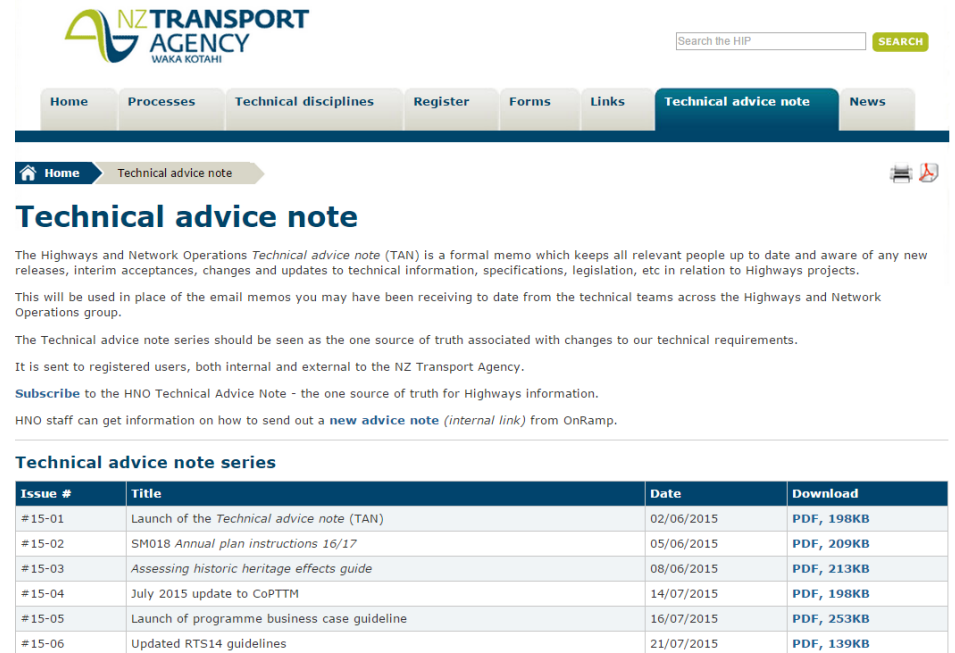
- New TIO user guides**
16 Jul 2015
You can now find Transport Investment Online (TIO) user guides on the HIP.
- New overweight permit page**
07 Jul 2015
Find information about overweight permitting on the new HIP page.
- Bylaws page added to HIP**
29 Jun 2015
A new bylaws page has been added to HIP.
- Risk section updated**
29 Jun 2015
The risk pages on the HIP have been updated.
- Zero Harm section updated**
18 Jun 2015
Updated content to be found in the Zero Harm minimum standards section.
- Technical requirements added to business case**

Navigation

Technical advice note

The *Technical advice note* (TAN) section holds information that is useful and relevant to the Highways and Network Operation technical memo.

Much of this information is a high-level introduction about the technical memo and how to set up a new issue, as well as housing all previous issues of the TAN.



The screenshot shows the NZ Transport Agency website. The header includes the logo and a search bar. The navigation menu has tabs for Home, Processes, Technical disciplines, Register, Forms, Links, Technical advice note (selected), and News. Below the navigation, there is a breadcrumb trail: Home > Technical advice note. The main heading is "Technical advice note". The content includes an introductory paragraph, a note about email memos, and a statement that the TAN series is the source of truth for technical requirements. It also mentions that the TAN is sent to registered users and provides a link to subscribe. A table titled "Technical advice note series" lists six issues with their titles, dates, and download links.

Issue #	Title	Date	Download
#15-01	Launch of the <i>Technical advice note</i> (TAN)	02/06/2015	PDF, 198KB
#15-02	SM018 <i>Annual plan instructions 16/17</i>	05/06/2015	PDF, 209KB
#15-03	<i>Assessing historic heritage effects guide</i>	08/06/2015	PDF, 213KB
#15-04	July 2015 update to CoPTTM	14/07/2015	PDF, 198KB
#15-05	Launch of programme business case guideline	16/07/2015	PDF, 253KB
#15-06	Updated RTS14 guidelines	21/07/2015	PDF, 139KB

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Technical Advice Note



TAN #15-01

20th May 2015

Launch of Technical Advice Notes

Highways and Network Operations have launched the new Technical Advice Note series.

This Technical advice note series provides subscribers with up to date advice on policies, standards and guidelines relevant to state highway operations, maintenance and improvements including updates to technical information, specifications and manuals.

Technical advices notes brings together and supersedes the following technical advice channels:

- Environment and Urban Design technical memoranda
- CoPTTM notifications
- CRMS updates
- Road Safety specification changes
- Performance Management notifications
- Updates and changes from the Outcome Planning, Structures, Property, Programming, Procurement, Pavements, Outcome Delivery teams

To subscribe email hip.feedback@nzta.govt.nz with 'subscribe' in the subject header or click on the 'subscribe' link at the bottom of this note. Recipients of the above advice notes and all Highways and Networks Operations staff will automatically be migrated/subscribed to the TAN distribution list.

All previous Technical advice notes are available on the Highways Information Portal > [Technical advice note](#) section.

This is a great opportunity to forward this on to any of your colleagues you may think will be interested in keeping up to date with requirements of the NZ Transport Agency Highways and Network Operations Group.

For NZ Transport Agency staff, visit the Toolkit page of the Highways and Network Operations section of OnRamp to find more information about the process and requirements for issuing a Technical advice note.

Publication details

Author: NZ Transport Agency – Highways and Network Operations

Published: May 2015

Found at: <http://hip.nzta.govt.nz/tan>

Further information

Contact the Highways and Network Operations Outcome Planning team at hip.feedback@nzta.govt.nz.

For more information visit the [Highways Information Portal](#)



[Subscribe](#) | [Unsubscribe](#)

