

APPENDICES

Appendix A: Network Update Form

A-1 Network Update Form (blank)

A-2 Network Update Form Instructions

A-3 Network Update Form Examples

Section 1: - NM Consultant to complete

NM Area NM Consultant

Project Name

Effective Date / / PROMAN Number

Prepared by

Phone Number Prepared Date / /

Update Type (s)

- SH New Revoked ROUNDABOUT New Remove
- RS New Revoked Move Length Change INTERCHANGE New Renumber
- DIVIDED CARRIAGEWAY New Extend / shorten RAMP New Merge Remove

Project Extent		Current		Proposed	
State Highway	Reference Station	Start (m)	End (m)	Start (m)	End (m)

Sketch of Network Change (include side roads and their location and attach additional information if required)

NMC Checklist

- Electronic Tripmeter Calibrated Field audit of LRM signs
- RS Length resurveyed/confirmed Spatial Consultant Informed

Section 1 (Continued)

Details of Required Network Change

<i>Action</i>	<i>Section of Road</i>	<i>TNZ Head Office Actioned / Comments</i>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

NOTE:

Attached Documentation Checklist

- Reference Station Locality Diagram (s) – Appendix B Other (specify)....

Section 2: Transit Regional Office to Complete

Reviewed by Date / /

Information provided Satisfactory Yes, forwarded to TNZ HO No, returned to NMC with comments

Comments _____

Section 3: Transit Head Office to Complete

LRMS Administrator

Information provided Satisfactory Yes, actioned changes No, returned to NMC with comments

Comments _____

Completed by Date / /

RAMM Administrator

- Attached Project Data (for affected network length to be updated by NMC) Copy of form sent to Transit Regional Office

Sent by Date / /

Section 4: NM Consultant to complete (after receiving RAMM Project Data)

Project Data Satisfactory Yes, NMC to update project data No, returned to TNZ HO with further instructions

NMC Updates Checklist

- Carriageway Sections updated
- New surfacing and layers added
- New inventory data added
- Old inventory updated
- Treatment Length updated
- Forward Works Program updated
-
-
-
-

Attached Documentation Checklist

- RAMM Inventory Update Form – SMO50
- Updated copy of Project Data
- Hardcopy report of carriageway table
-
-
-
-
-
-

Completed by Date / /

Comments _____

Section 5: Transit Regional Office to Complete

Reviewed by Date / /

Information provided Satisfactory Yes, forwarded to TNZ HO No, returned to NMC with comments

Comments _____

Section 6: Transit Head Office to Complete

Documents Satisfactory Yes, loaded in RAMM No, returned to NMC with comments

Comments _____

Completed by Date / /

Confirmation sent NMC Transit Regional Office

Network Update Form Instructions

The Network Update Form (NUF) consists of 3 pages. These pages contain separate sections for the Network management Consultant (NMC), Transit Regional Office and Transit National office representatives.

Complete each section for every Network Update in the region according to the attached example and the following guidelines.

Section 1: NM Consultant to complete.

General

For easy identification and follow up , the following details are required:

- Transit region and/or maintenance area
- Network Maintenance Consultant and person responsible
- Project name and PROMAN number
- Effective Date

Note that the person responsible will need to provide a daytime phone number, where they can be reached in case any further information is required by the LRMS Administrator.

Update Type (s)

This section should be used to record the general type of network change required. This information will aid the identification of the network update.

The most common network change, a **Realignment** will be recorded as an RS Length change.

The second most common network change, a **Extension of a Divided Carriageway**, will be recorded as a Divided Carriageway extension.

Due to the complexity of some network updates, it is anticipated that in some occasions more than one option can be selected.

For example where a new bypass has been constructed within an existing RS, new ramps and divided road sections were created, while the old portion of road section has been revoked, the 'New' boxes will be checked for RS, Roundabout, Interchange and Ramp

Project Extend

This section has been designed to record the road section, where updates are required.. The following examples will help the use of this table.

Realignment

Say SH01N, RS 262, has been realigned and road section 262/00.50-01.25, has been shortened by 150m. The record will show as follows:

State Highway	Reference Station	Current		Proposed	
		Start (m)	End (m)	Start (m)	End (m)
01N	262	500	1250	500	1100

New Divided Road Section

Say SH01N, RS 262, which is 1800m in length, has been divided.

State Highway	Reference Station	Current		Proposed	
		Start (m)	End (m)	Start (m)	End (m)
01N	262	0	1800	262-I / 0	262-I/1800
				262-D / 0	262-D/1800

Due to the complexity of some network updates, it is anticipated that several pages may be required to document the changes.

Sketch Network Change

As per example

Please note that Side Roads and any other feature, such as bridges, will require to have a Route Position recorded. This will aid the proper updating of Transit’s systems.

NMC Checklist

This checklist has been provided to remind the NMC that the following is required:

- Electronic Tripmeter calibrated. – This should be carried out as per Chapter 5 of the LRMS Manual and prior to any RS Length review.
- RS Length resurveyed/confirmed. – The NMC is required to review the true length of any RS where network changes have affected their true length.
- Field Audit of LRM signs. – The NMC is responsible to ensure that all LRM signs on the network are true and meet the criteria set out on Chapter 3 of the LRMS Manual.
- Spatial Consultant Informed. – The NMC is required to inform the Spatial Consultant (via the LRMS Administrator) where any network updates have been carried out. This process is in place to ensure that the geographical representation of Transit’s Network in Highways is up to date and true.

Please refer to Chapter 4 of the LRMS Manual, for further information on the requirements when network changes occur.

Details of required Network Change

This section will detail the actions required from the LRMS Administrator and confirm the network update requirements.

This section has a blank section for detailing the action required, but generic actions are preferred. The examples below will help the user to fill I this section:

Realignment

Say SH01N, RS 262 (1800m in length), has been realigned and road section 262/00.50-01.25, has been shortened by 150m. The actions required will be recorded as follows:

<i>Action</i>	<i>Section of Road</i>
<input type="checkbox"/> Isolate and remove.....	01N-0262/00.50-01.25
<input type="checkbox"/> Add and merge.....	01N-0262/00.50-01.10
<input type="checkbox"/> Shift by -150m.....	01N-0262/01.25-01.80

New Divided Road Section

Say SH01N, RS 262, which is 1800m in length, has been divided.

<i>Action</i>	<i>Section of Road</i>
<input type="checkbox"/> Remove.....	01N-0262 / 00.00 - 01.80
<input type="checkbox"/> Add new road.....	01N-0262-I / 00.00-01.80
<input type="checkbox"/> Add new road.....	01N-0262-D/ 00.00-01.80

New Ramps

Say two new ramps (at 980 and 1150m) were constructed on SH01N, RS 262. The interchange number will be 263 and we need to add the two new ramps.

<i>Action</i>	<i>Section of Road</i>
<input type="checkbox"/> Add new ramp 01N-0263-R1.....	01N-0262/0.98-OFF (253m)
<input type="checkbox"/> Add new ramp 01N-0263-R2.....	01N-0262/01.15-ON (350m)

The TNZ Head Office Actioned/Comments section will be completed by the LRMS Administrator to identify progress on the network update.

Due to the complexity of some network updates, it si anticipated that several pages may be required to document the changes.

The use of the “Notes” section will help the LRMS Administrator identify any complicated situation.

Attached Documentation Checklist

An updated copy of the Reference Station Locality Diagram is required, where a change to the RS length has occurred.

The NMC has the opportunity to attach any other documentation they see necessary for clarification or is required.

Section 2: Transit Regional Office to Complete

Review

Transit Regional Office representative shall review the NUF supplied by the NMC.

Should any problems be found, it should be supplied back to the NMC with comments detailing the problems.

Once satisfactory the Transit Regional Office representative shall populate Section 2 and supply it to the LRMS Administrator.

Section 3: Transit Head Office to Complete

LRMS Administrator

The LRMS Administrator shall check that the Transit Regional Office representative has approved the NUF supplied.

Should any problems be found, it should be supplied back to the Transit Regional Office representative with comments detailing the problems.

If satisfactory the LRMS Administrator shall update Highways as per details on the NUF.

Once complete, the LRMS Administrator shall populate Section 3 LRMS Administrator and supply the NUF to the RAMM Administrator.

RAMM Administrator

Once received, the RAMM Administrator shall action the Project Data export, populate Section 3 RAMM Administrator and supply the NUF together with the Project Data back to the NMC.

Section 4: NM Consultant to Complete

Project Data

The NMC shall review the project data supplied by the RAMM Administrator and provided any feedback if required. If satisfied with the network update, then the NMC shall populate Section 4 and proceed with the updating of withstanding inventory data.

When all inventory data is updated, it shall be supplied back to Transit Regional Office for implementation into Transit's Asset Register.

Checklist

A list of generic inventory updates and documentation has been listed as a reminder to the NMC.

Please note that this list is not complete and should only be used as a guide. Some blank options are provided for NMC use.

The respective Transit Office shall populate section 5 and 6, once the data has been received by the NMC.

Network Update Form Example 1

NETWORK UPDATE FORM

Section 1: - NM Consultant to complete

NM Area NM Consultant

Project Name

Effective Date PROMAN Number

Prepared by

Phone Number Prepared Date

Update Type (s)

SH New Revoked

ROUNDABOUT New Remove

RS New Revoked Move Length Change

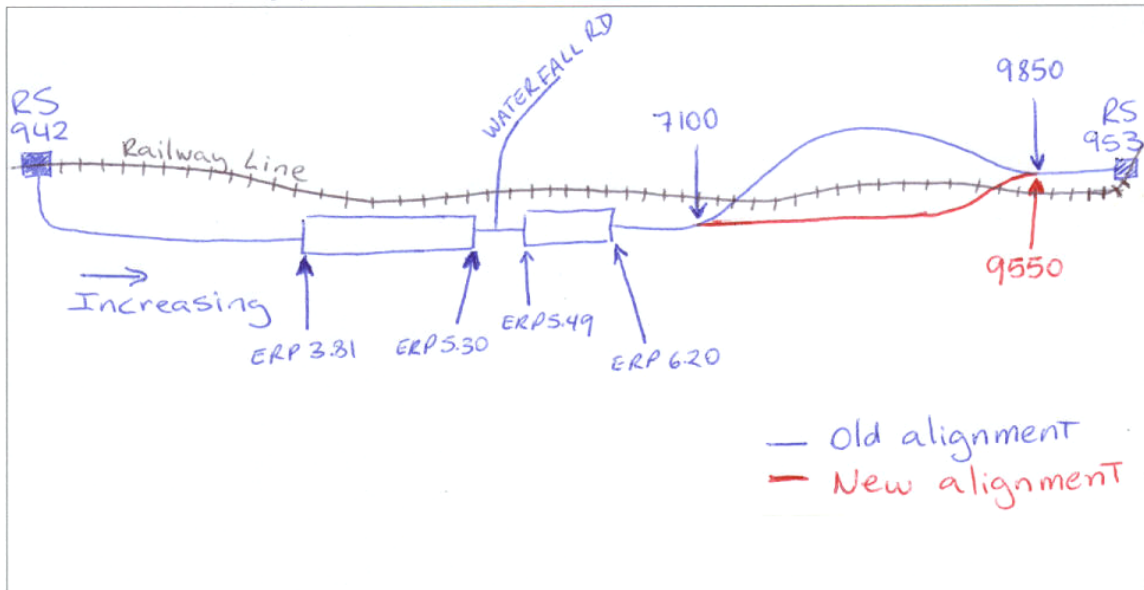
INTERCHANGE New Renumber

DIVIDED CARRIAGEWAY New Extend / shorten

RAMP New Merge Remove

Project Extent		Current		Proposed	
State Highway	Reference Station	Start (m)	End (m)	Start (m)	End (m)
01N	0942	7100	9850	7100	9550

Sketch of Network Change (include side roads and their location and attach additional information if required)



NMC Checklist

Electronic Tripmeter Calibrated

Field audit of LRM signs

RS Length resurveyed/confirmed

Spatial Consultant Informed

Network Update Form Example 1

NETWORK UPDATE FORM

Section 1 (Continued)

Details of Required Network Change <i>Action</i>	<i>Section of Road</i>	TNZ Head Office <i>Actioned / Comments</i>
<input type="checkbox"/> Isolate and Remove	01N-0942/07.10-09.85	<input type="checkbox"/>
<input type="checkbox"/> Add and Merge	01N-0942/07.10-09.55	<input type="checkbox"/>
<input type="checkbox"/> Shift by -300 m	01N-0942/09.85-11.43	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

NOTE:

Attached Documentation Checklist

Reference Station Locality Diagram (s) – Appendix B Other (specify)....

Section 2: Transit Regional Office to Complete

Reviewed by Date

Information provided Satisfactory Yes, forwarded to TNZ HO No, returned to NMC with comments

Comments _____

Section 3: Transit Head Office to Complete

LRMS Administrator

Information provided Satisfactory Yes, actioned changes No, returned to NMC with comments

Comments _____

Completed by Date

RAMM Administrator

Attached Project Data (for affected network length to be updated by NMC) Copy of form sent to Transit Regional Office

Sent by Date

Network Update Form Example 1

NETWORK UPDATE FORM

Section 4: NM Consultant to complete (after receiving RAMM Project Data)

Project Data Satisfactory Yes, NMC to update project data No, returned to TNZ HO with further instructions

<p>NMC Updates Checklist</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Carriageway Sections updated <input checked="" type="checkbox"/> New surfacing and layers added <input checked="" type="checkbox"/> New inventory data added <input checked="" type="checkbox"/> Old inventory updated <input checked="" type="checkbox"/> Treatment Length updated <input checked="" type="checkbox"/> Forward Works Program updated <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<p>Attached Documentation Checklist</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> RAMM Inventory Update Form – SMO50 <input checked="" type="checkbox"/> Updated copy of Project Data <input checked="" type="checkbox"/> Hardcopy report of carriageway table <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Completed by Date

Comments _____

Section 5: Transit Regional Office to Complete

Reviewed by Date

Information provided Satisfactory Yes, forwarded to TNZ HO No, returned to NMC with comments

Comments _____

Section 6: Transit Head Office to Complete

Documents Satisfactory Yes, loaded in RAMM No, returned to NMC with comments

Comments _____

Completed by Date

Confirmation sent NMC Transit Regional Office

Network Update Form Example 2

NETWORK UPDATE FORM

Section 1: - NM Consultant to complete

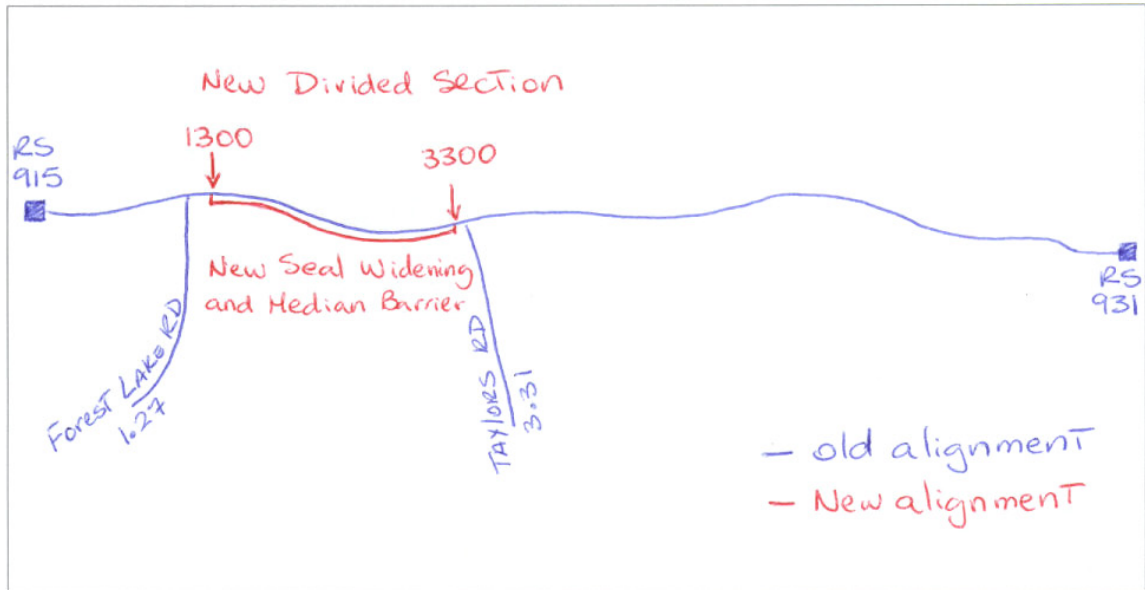
NM Area NM Consultant
 Project Name
 Effective Date PROMAN Number
 Prepared by
 Phone Number Prepared Date

Update Type (s)

SH New Revoked ROUNDABOUT New Remove
 RS New Revoked Move Length Change INTERCHANGE New Renumber
 DIVIDED CARRIAGEWAY New Extend / shorten RAMP New Merge Remove

Project Extent		Current		Proposed	
State Highway	Reference Station	Start (m)	End (m)	Start (m)	End (m)
01N	0915	1300	3300	915-D/1300 915-I/1300	915-D/3300 915-I/3300

Sketch of Network Change (include side roads and their location and attach additional information if required)



NMC Checklist

Electronic Tripmeter Calibrated Field audit of LRM signs
 RS Length resurveyed/confirmed Spatial Consultant Informed

Network Update Form Example 2

NETWORK UPDATE FORM

Page 2 of 3

Section 1 (Continued)

Details of Required Network Change		TNZ Head Office
Action	Section of Road	Actioned / Comments
<input type="checkbox"/> Add new road section	01N-0915/01.30-I	<input type="checkbox"/>
<input type="checkbox"/> Add new road section	01N-0915/01.30-D	<input type="checkbox"/>
<input type="checkbox"/> Rename to 01N-0915/03.30	01N-0915/03.30-16.07	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

NOTE:

Attached Documentation Checklist

Reference Station Locality Diagram (s) – Appendix B Other (specify)....

Section 2: Transit Regional Office to Complete

Reviewed by Date

Information provided Satisfactory Yes, forwarded to TNZ HO No, returned to NMC with comments

Comments _____

Section 3: Transit Head Office to Complete

LRMS Administrator

Information provided Satisfactory Yes, actioned changes No, returned to NMC with comments

Comments _____

Completed by Date

RAMM Administrator

Attached Project Data (for affected network length to be updated by NMC) Copy of form sent to Transit Regional Office

Sent by Date

Network Update Form Example 2

NETWORK UPDATE FORM

Section 4: NM Consultant to complete (after receiving RAMM Project Data)

Project Data Satisfactory Yes, NMC to update project data No, returned to TNZ HO with further instructions

<p>NMC Updates Checklist</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Carriageway Sections updated <input checked="" type="checkbox"/> New surfacing and layers added <input checked="" type="checkbox"/> New inventory data added <input checked="" type="checkbox"/> Old inventory updated <input checked="" type="checkbox"/> Treatment Length updated <input checked="" type="checkbox"/> Forward Works Program updated <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<p>Attached Documentation Checklist</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> RAMM Inventory Update Form – SMO50 <input checked="" type="checkbox"/> Updated copy of Project Data <input checked="" type="checkbox"/> Hardcopy report of carriageway table <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Completed by Date

Comments _____

Section 5: Transit Regional Office to Complete

Reviewed by Date

Information provided Satisfactory Yes, forwarded to TNZ HO No, returned to NMC with comments

Comments _____

Section 6: Transit Head Office to Complete

Documents Satisfactory Yes, loaded in RAMM No, returned to NMC with comments

Comments _____

Completed by Date

Confirmation sent NMC Transit Regional Office

Network Update Form Example 3

NETWORK UPDATE FORM

Section 1: - NM Consultant to complete

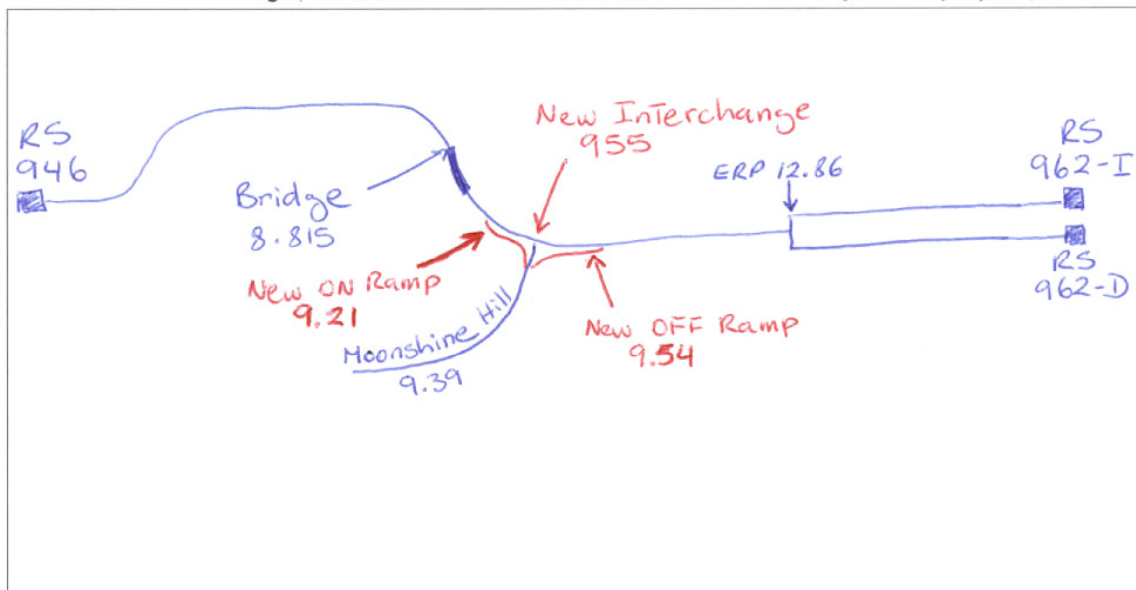
NM Area: Wellington NM Consultant: MWH NZ Ltd.
 Project Name: Moonshine Hill Interchange
 Effective Date: 01 / 05 / 03 PROMAN Number: 9999998
 Prepared by: Freddy Salvador
 Phone Number: 04 3816719 Prepared Date: 28 / 04 / 03

Update Type (s)

SH New Revoked ROUNDABOUT New Remove
 RS New Revoked Move Length Change INTERCHANGE New Renumber
 DIVIDED CARRIAGEWAY New Extend / shorten RAMP New Merge Remove

Project Extent		Current		Proposed	
State Highway	Reference Station	Start (m)	End (m)	Start (m) Name	End (m) Length (m)
002	0946	9540		955-R1	155
002	0946	9210		955-R2	210

Sketch of Network Change (include side roads and their location and attach additional information if required)



NMC Checklist

Electronic Tripmeter Calibrated Field audit of LRM signs
 RS Length resurveyed/confirmed Spatial Consultant Informed

Network Update Form Example 3

NETWORK UPDATE FORM

Section 1 (Continued)

Details of Required Network Change <i>Action</i>	<i>Section of Road</i>	<i>TNZ Head Office Actioned / Comments</i>
<input type="checkbox"/> Add ramp 955-R1	002-0946/09.54 - OFF	<input type="checkbox"/>
<input type="checkbox"/> Add ramp 955-R2	002-0946/09.21 - ON	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

NOTE:

Attached Documentation Checklist

Reference Station Locality Diagram (s) – Appendix B Other (specify)....

Section 2: Transit Regional Office to Complete

Reviewed by Date

Information provided Satisfactory Yes, forwarded to TNZ HO No, returned to NMC with comments

Comments _____

Section 3: Transit Head Office to Complete

LRMS Administrator

Information provided Satisfactory Yes, actioned changes No, returned to NMC with comments

Comments _____

Completed by Date

RAMM Administrator

Attached Project Data (for affected network length to be updated by NMC) Copy of form sent to Transit Regional Office

Sent by Date

Network Update Form Example 3

NETWORK UPDATE FORM

Section 4: NM Consultant to complete (after receiving RAMM Project Data)

Project Data Satisfactory Yes, NMC to update project data No, returned to TNZ HO with further instructions

NMC Updates Checklist

- Carriageway Sections updated
- New surfacing and layers added
- New inventory data added
- Old inventory updated
- Treatment Length updated
- Forward Works Program updated
-
-
-
-

Attached Documentation Checklist

- RAMM Inventory Update Form – SMO50
- Updated copy of Project Data
- Hardcopy report of carriageway table
-
-
-
-
-
-
-

Completed by Date

Comments _____

Section 5: Transit Regional Office to Complete

Reviewed by Date

Information provided Satisfactory Yes, forwarded to TNZ HO No, returned to NMC with comments

Comments _____

Section 6: Transit Head Office to Complete

Documents Satisfactory Yes, loaded in RAMM No, returned to NMC with comments

Comments _____

Completed by Date

Confirmation sent NMC Transit Regional Office