User Guide

National Speed Limit Register (NSLR)

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More information

Waka Kotahi NZ Transport Agency
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This document is available on Waka Kotahi NZ Transport Agency's website at www.nzta.govt.nz

Contents

Overview

Document purpose

This document provides the processes and system steps for using the National Speed Limit Register (NSLR).

Audience

Road Controlling Authorities (RCAs)

Introduction

About the NSLR

The National Speed Limit Register (NSLR) has combined the individual speed limit records of all Road Controlling Authorities (RCAs) into an online register with a geospatial map.

The register is the single source of truth for speed limits on New Zealand's roads. All legal permanent, variable, seasonal and temporary - emergency limits are in the register. Other temporary speed limits are not included at this time.

The register is the legal instrument for the setting of speed limits – speed limits need to be in the register to be legally enforceable.

National Speed Limit Register web browser application

The National Speed Limit Register is available to the public to view from a web browser application, which can be accessed via phone, tablet or desktop – speed limits can be searched and viewed on a map.

https://speedlimits.nzta.govt.nz

Users can click on the map to see the speed limit details. A certified copy of a speed limit record can also be obtained. A link to the website is available from the Waka Kotahi website.

Note: The NSLR web browser application will not work with older phones and cannot be used in mobile landscape orientation.

Open Data Portal (ODP)

The NSLR is available to the public to view from the Waka Kotahi open data portal (ODP). Speed limits can be searched and viewed on a map, or the data can be viewed and filtered in a table. Data can also be downloaded in a variety of formats including Shapefile and Excel spreadsheets, and APIs can be used to upload data into other applications.

Roles in the NSLR

Waka Kotahi's role is to maintain the integrity of the register. An RCA's role is to ensure the accuracy and legitimacy of their own speed limits.

There are four roles in the NSLR:

Note: As an RCA Speed Creator or an RCA Speed Administrator for your RCA, you will require the correct authority/delegation to submit a speed limit record in the register.

Role	Who	Responsibility
RCA Speed Creator	RCAs – who fulfils this role is identified by RCAs	- Create new speed limit records and submit draft for RCA Speed Administrator to review and submit - Modify existing speed limit records and submit draft for RCA Speed Administrator to review and submit - Correct speed limit records sent back by Certifier for correction
RCA Speed Administrator	RCAs – who fulfils this role is identified by RCAs	If RCA also has an RCA Speed Creator:

Role	Who	Responsibility
		• Review new and modified speed limit records drafted by RCA Speed Creator and submit for certification If RCA doesn't have an RCA Speed Creator: • Create new speed limit records and submit for certification • Modify existing speed limit records and submit for certification • Address corrections sent by Certifier
Speed Manager or Delegate (Certifier)	Waka Kotahi as regulator	• Add new speed management plans to the Speed Management Plan list • Certify speed limit records as submitted, seeking correction as required. • The certifier may examine some or all records submitted before certifying. In exceptional circumstances where the Director of Land Transport (the Director) acts as an RCA: • Create new speed limit records and submit for certification • Modify existing speed limit records and submit for certification • Correct speed limit records sent back by Certifier for correction

Processes

Create and modify speed limits

High-level process

You need to have an approved speed management plan or Director approval (eg correcting anomalies) before you can make speed limit changes in the register. RCA must ensure that any speed limit records submitted align with the authorisation. Waka Kotahi may examine records submitted before certifying and send back to RCA for correction if they identify any inconsistencies. Note: There must be at least ten working days between submitting for certification and the speed limit record start date.
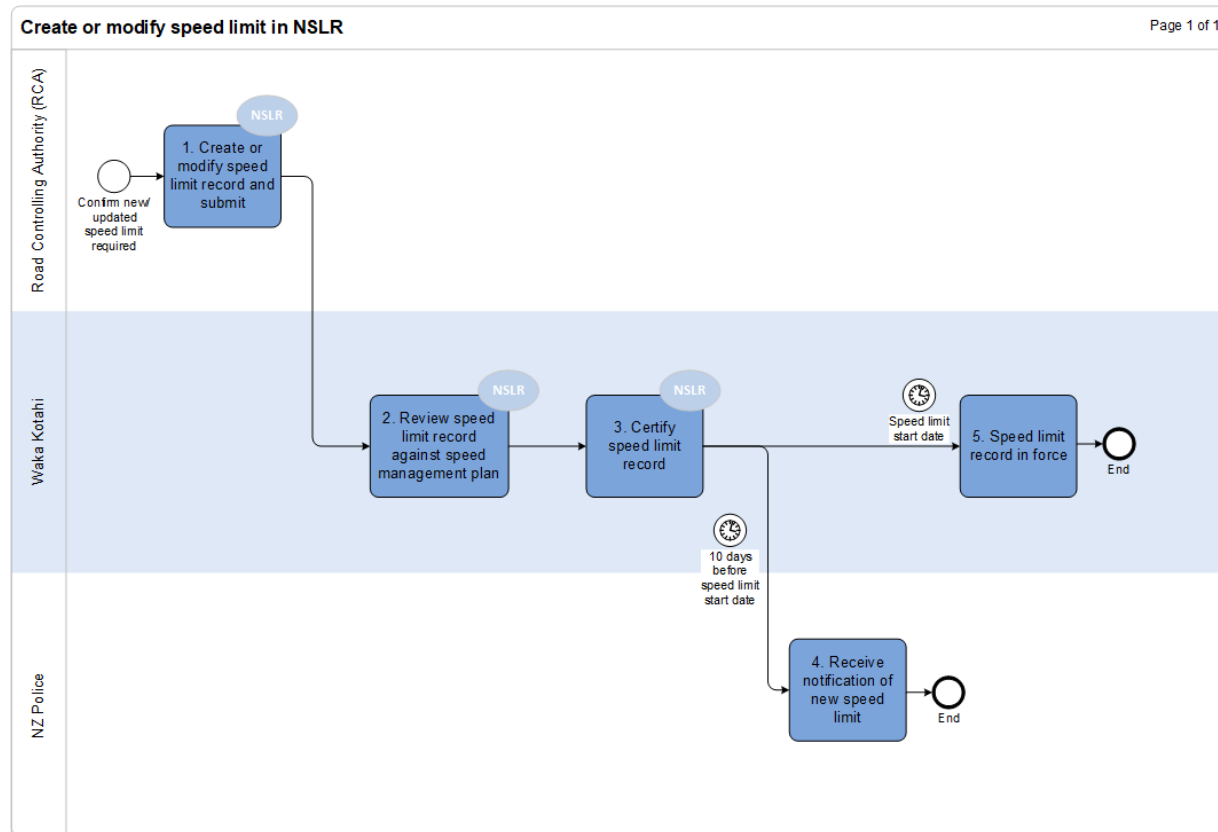
Create speed limit in NSLR

This process is used to create a new speed limit record. You can use it when you have a new area that you don't have a defined speed limit for, eg school area, new subdivision, or when there is an existing speed limit record but you want to create a new one, eg as speed limit or speed area has changed. If there is an existing speed limit record that you could take and modify, you can follow the process – Modify speed limit in NSLR.

Note: There is an option to import data that is not covered by this process. See Import speed limit data.

You need to have an approved speed management plan or Director approval (eg correcting anomalies) before you can make speed limit changes in the register.

The steps for entering speed limit information into the register are:

- Create a speed limit record

- Submit for certification

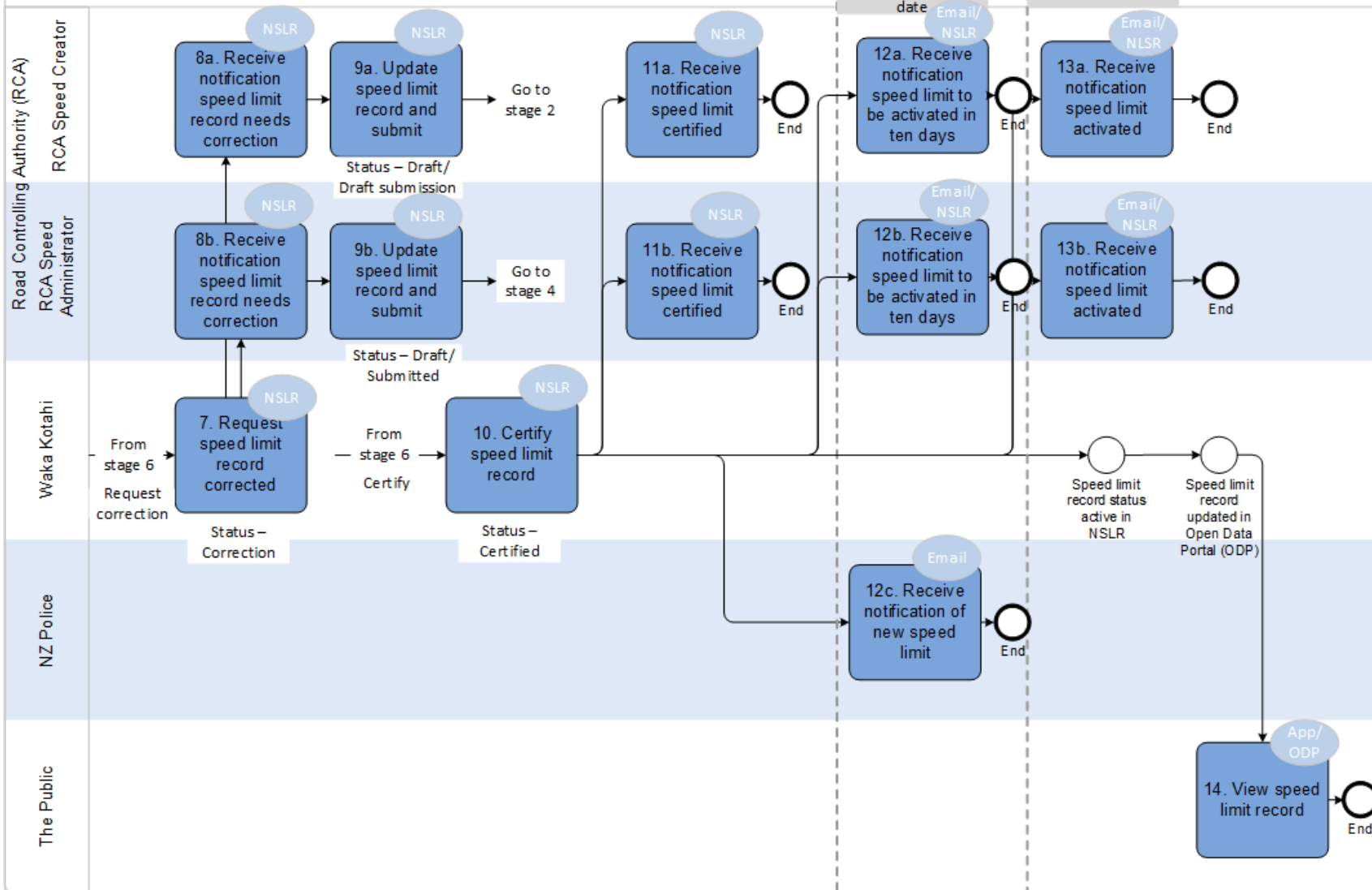- Certify the speed limit record

The exception to this process are temporary - emergency speed limits, which are certified automatically once submitted and update the NSLR web browser application and ODP immediately.

For information on how to complete the system steps, see steps – Create speed limit records.

Detailed process

Create speed limit in NSLR

Road Controlling Authority (RCA)

RCA Speed Creator

Confirm new speed limit required

1a. Create speed limit record and submit draft — NSLR

From stage 9a

Status – Draft/Draft Submission

RCA Speed Administrator

Confirm new speed limit required

1b. Create speed limit record and submit — NSLR

Status – Draft/Submitted

2. Receive notification of draft submitted speed limit record — NSLR

3. Review, update (if required) & submit speed limit record — NSLR

Status – Submitted

Waka Kotahi

From stage 9b

4. Receive notification of new speed limit record — NSLR

5. May examine some or all speed limit records against certified speed management plan/Director's approval — NSLR

6. Certification outcome?

Certify → Go to stage 10

Request correction → Go to stage 7

NZ Police

The Public

Note:
Process depends on whether there are separate RCA Speed Creator and RCA Speed Administrator roles at the RCA or whether one person fills both roles
As an exception process, the NZTA Speed Manager can complete the RCA Speed Administrator steps in the NSLR

Create speed limit in NSLR

10 days before speed limit start date

Speed limit start date

Road Controlling Authority (RCA)

RCA Speed Creator

8a. Receive notification speed limit record needs correction (NSLR)

9a. Update speed limit record and submit (NSLR)

Status – Draft/ Draft submission

Go to stage 2

11a. Receive notification speed limit certified (NSLR)

End

12a. Receive notification speed limit to be activated in ten days (Email/ NSLR)

End

13a. Receive notification speed limit activated (Email/ NLSR)

End

RCA Speed Administrator

8b. Receive notification speed limit record needs correction (NSLR)

9b. Update speed limit record and submit (NSLR)

Status – Draft/ Submitted

Go to stage 4

11b. Receive notification speed limit certified (NSLR)

End

12b. Receive notification speed limit to be activated in ten days (Email/ NSLR)

End

13b. Receive notification speed limit activated (Email/ NSLR)

End

Waka Kotahi

From stage 6

Request correction

7. Request speed limit record corrected (NSLR)

Status – Correction

From stage 6

Certify

10. Certify speed limit record (NSLR)

Status – Certified

Speed limit record status active in NSLR

Speed limit record updated in Open Data Portal (ODP)

NZ Police

12c. Receive notification of new speed limit (Email)

End

The Public

14. View speed limit record (App/ ODP)

End

Modify speed limit in NSLR

This process is used if you need to change the attributes of a speed limit record, eg speed value, extend speed area, and there is an existing record that you can take and modify. If you want to create a new speed limit record with the new attributes instead, you can follow the process – Create speed limit in NSLR.

Note: There is an option to import data that is not covered by this process. See Import speed limit data.

You need to have an approved speed management plan or Director approval (eg correcting anomalies) before you can make speed limit changes in the register. Waka Kotahi may check that some or all of the speed limit record changes submitted align with an authorisation before they certify them.

The steps for modifying speed limit information in the register are:

- Modify a speed limit record

- Submit for certification

- Certify the speed limit record.

The exception to this process are temporary - emergency speed limits, which are certified automatically once submitted and update the ODP immediately.

For information on how to complete the system steps, see steps – Modify speed limit records.
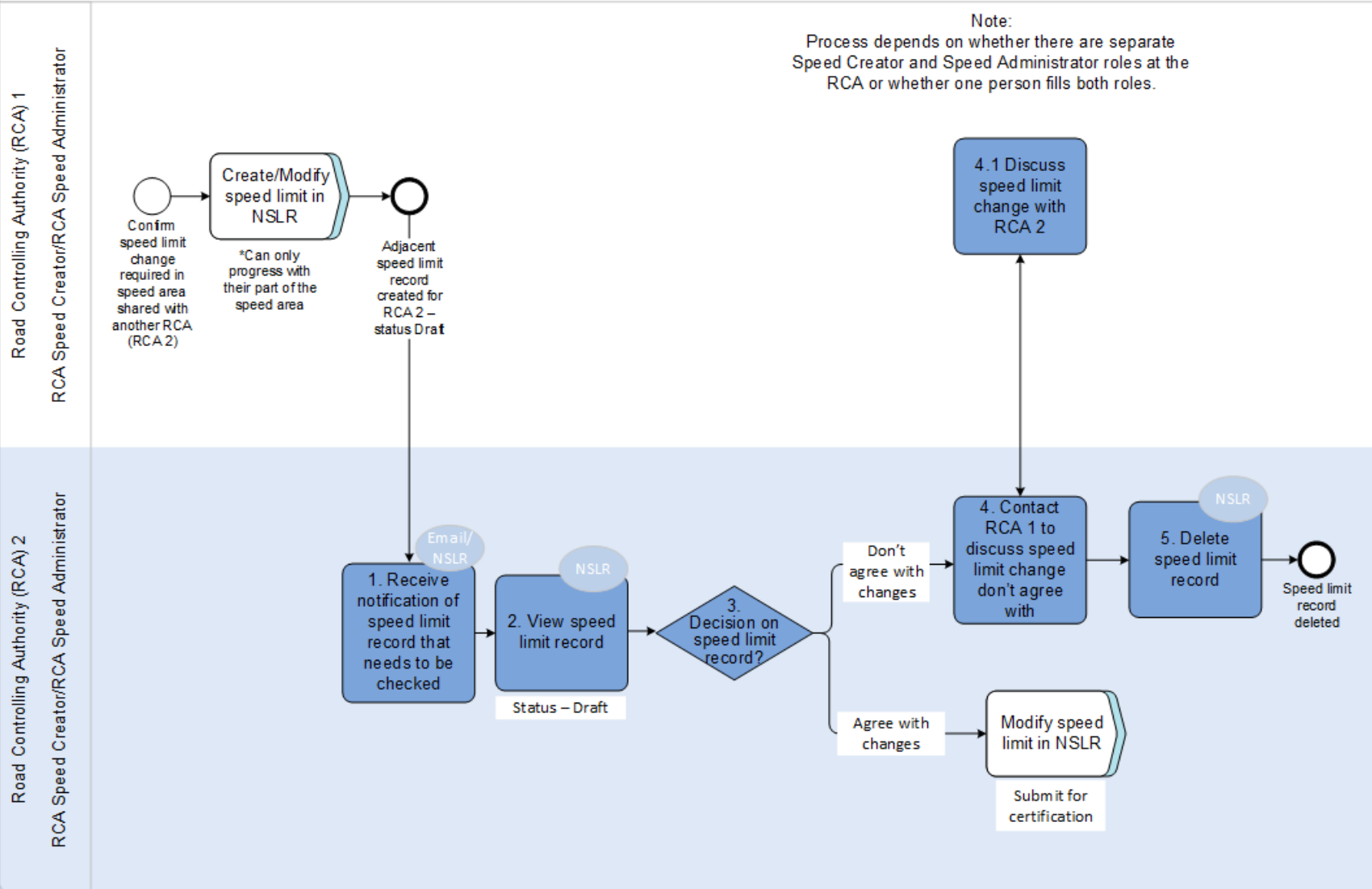
Detailed process

Modify speed limit in NSLR

Page 1 of 2

Road Controlling Authority (RCA)

RCA Speed Creator

○ Confirm update to speed limit required

NSLR
1a. Modify speed limit record and submit draft

Status – Draft/Draft Submission

From stage 9a

RCA Speed Administrator

○ Confirm update to speed limit required

NSLR
1b. Modify speed limit record and submit

Status – Draft/ Submitted

NSLR
2. Receive notification of draft submitted speed limit record

NSLR
3. Review, update (if required) & submit speed limit record

Status – Submitted

Note:
Process depends on whether there are separate RCA Speed Creator and RCA Speed Administrator roles at the RCA or whether one person fills both roles
As an exception process, the NZTA Speed Manager can complete the RCA Speed Administrator steps in the NSLR

Waka Kotahi

From stage 9b

NSLR
4. Receive notification of modified speed limit record

NSLR
5. May examine some or all speed limit records against certified speed management plan/Director's approval

6. Certification outcome?

Certify → Go to stage 10

Request correction → Go to stage 7

NZ Police

The Public

Modify speed limit in NSLR

Road Controlling Authority (RCA)

RCA Speed Creator

- NSLR — 8a. Receive notification speed limit record needs correction
- NSLR — 9a. Update speed limit record and submit → Go to stage 2
  - Status – Draft/ Draft Submission
- NSLR — 11a. Receive notification speed limit certified → End
- Email/ NSLR — 12a. Receive notification speed limit to be activated in ten days → End
- Email/ NSLR — 13a. Receive notification speed limit activated → End

RCA Speed Administrator

- NSLR — 8b. Receive notification speed limit record needs correction
- NSLR — 9b. Update speed limit record and submit → Go to stage 4
  - Status – Draft/ Submitted
- NSLR — 11b. Receive notification speed limit certified → End
- Email/ NSLR — 12b. Receive notification speed limit to be activated in ten days → End
- Email/ NSLR — 13b. Receive notification speed limit activated → End

Waka Kotahi

- From stage 6 / Request correction — NSLR — 7. Request speed limit record corrected
  - Status – Correction
- From stage 6 / Certify — NSLR — 10. Certify speed limit record
  - Status – Certified
- Speed limit record status active in NSLR
- Speed limit record updated in Open Data Portal (ODP)

NZ Police

- Email — 12c. Receive notification of new speed limit → End

The Public

- App/ ODP — 14. View speed limit record → End

10 days before speed limit start date

Speed limit start date

Other processes

New speed limit area created in NSLR that crosses into your RCA

This process is used to notify an RCA when a speed limit area has been created in NSLR by another RCA and the speed limit area crosses into your RCA.

You will receive a notification "Speed Limit Created from overlapping RCA".

For information on how to complete the system steps, see steps – View a speed limit record, steps – Modify speed limit records and steps – Delete speed limit records.

Note: The speed limit record created for the adjacent RCA has the same Speed Limit Record Name but is appended with "– adjacent RCA". The fact it is a shared area is shown in the speed limit record details. The Certifier/Waka Kotahi will be alerted about the shared area prior to certification so that the speed limit records can be certified together.

New speed limit area created in NSLR that crosses into your RCA

Road Controlling Authority (RCA) 1
RCA Speed Creator/RCA Speed Administrator

Road Controlling Authority (RCA) 2
RCA Speed Creator/RCA Speed Administrator

Note:
Process depends on whether there are separate Speed Creator and Speed Administrator roles at the RCA or whether one person fills both roles.

Confirm speed limit change required in speed area shared with another RCA (RCA 2)

Create/Modify speed limit in NSLR

*Can only progress with their part of the speed area

Adjacent speed limit record created for RCA 2 – status Draft

4.1 Discuss speed limit change with RCA 2

Email/ NSLR

1. Receive notification of speed limit record that needs to be checked

NSLR

2. View speed limit record

Status – Draft

3. Decision on speed limit record?

Don't agree with changes

Agree with changes

4. Contact RCA 1 to discuss speed limit change don't agree with

NSLR

5. Delete speed limit record

Speed limit record deleted

Modify speed limit in NSLR

Submit for certification

RCA boundary update in NSLR impacting RCA

This process is used when there is an RCA or state highway boundary update and a new area is added to the RCA in the NSLR. The RCA needs to be notified so they can determine if speed limit records need to be modified as a result. Updates to RCA boundaries are done twice a year by the GIS Administrator.

For information on how to complete the system steps, see steps – View Territorial Authority (TA) boundary update notification, steps – View a speed limit record and steps – Modify speed limit records.

RCA boundary update in NSLR

24 hours before an RCA boundary update is about to take place

Post RCA boundary update

Road Controlling Authority (RCA)

RCA Speed Creator/RCA Speed Administrator

New road/s/ area/s identified in RCA as part of boundary update (annually for territorial authority/ biannually for state highways)

Email/NSLR

1. Receive notification RCA boundary update occurring in 24 hours

Email/NSLR

2. Receive notification of boundary updates that need speed limits checked

NSLR

3. View speed limit record/s

Repeat for each impacted speed limit record

4. Action required?

No → End

Yes – modify speed limit record

Modify speed limit in NSLR

Update as required, change status

Note:
Process depends on whether there are separate Speed Creator and Speed Administrator roles at the RCA or whether one person fills both roles

Road Network Model (RNM) update in NSLR impacting RCA

This process is used when a Road Network Model update occurs in the NSLR that an RCA needs to be notified about so they can determine if speed limit records need to be modified as a result. This may mean road changes (addition/removal), centreline changes (addition/removal) for the RCA. Updates to the RNM are done weekly by the GIS Administrator using data from CoreLogic.

For information on how to complete the system steps, see steps – View Road Network Model (RNM) notification, steps – View a speed limit record and steps – Modify speed limit records.

Road Network Model (RNM) update in NSLR

Post RNM update

Road Controlling Authority (RCA)
RCA Speed Creator/RCA Speed Administrator

New/modifed speed limit areas identified in RCA as part of weekly Road Network Model (RNM) update

Email/ NSLR

1. Receive notification RNM update has impacted their RCA's speed limit record/s

NSLR

2. View speed limit record/s

3. Action required?

Yes – modify speed limit record/s

Modify speed limit in NSLR

Update as required

No

End

Note:
Process depends on whether there are separate Speed Creator and Speed Administrator roles at the RCA or whether one person fills both roles

Notifications and emails

Notifications are generated in the NSLR to advise of specific actions or events. See Notifications for details on how notifications are displayed.

For some activities, an email is also sent (from NationalSpeedLimitRegister@nzta.govt.nz) to advise of new notifications.

If there are multiple people in your RCA with the same NSLR role, each of you will receive the notifications and you will need to determine within your RCA who will complete any actions required.

RCAs receive notifications when the following occur (also shows when an email is also received as indicated by ✉ (Envelope icon)):

Activity	Role		
	RCA Speed Creator	RCA Speed Administrator	Speed Manager or Delegate (Waka Kotahi)
The RCA Speed Creator has created a new speed limit record or modified an existing speed limit record and saved as draft submission		✓	
A speed limit has been submitted		✓ (for their RCA)	✓
A created or modified speed limit in the RCA has been sent back for amendment by the Certifier	✓	✓	
A speed limit has been certified	✓ (for their RCA)	✓ (for their RCA)	✓
Ten calendar days before a speed limit in the RCA is due to go live (become active) (or immediately if speed limit certified less than ten calendar days before it is due to go live)	✓ ✉	✓ ✉	
A speed limit for their RCA has gone live (been activated)	✓ ✉	✓ ✉	
Ten calendar days before a speed limit in the RCA expires (applies for Seasonal and Emergency speed limits only)	✓ ✉	✓ ✉	

Activity	Role		
	RCA Speed Creator	RCA Speed Administrator	Speed Manager or Delegate (Waka Kotahi)
A speed limit in the RCA expires (applies for Seasonal and Emergency speed limits only)	✓	✓	
A speed limit record for the RCA in draft, draft submission or correction status has a start date (will become active) in ten calendar days or less Note: The notification recurs daily until the speed limit record is actioned.	✓ ✉	✓ ✉	
A speed limit record for the RCA in draft, draft submission or correction status for the RCA has not been altered for the last three years and ten calendar days	✓ ✉	✓ ✉	✓ ✉
A speed limit record for the RCA in draft, draft submission or correction status for the RCA has not been altered for the last six months	✓ ✉	✓ ✉	
A speed limit record for the RCA in draft, draft submission or correction status has had its existing status for the last 28 calendar days	✓ ✉	✓ ✉	
A speed limit record in submission status has a start date (will become active) in ten calendar days or less			✓ ✉
A speed limit area has been created by adjacent RCA that crosses into your RCA	✓ ✉	✓ ✉	
A speed limit record has been locked by the Speed Manager for three years	✓	✓	

Activity	Role		
	RCA Speed Creator	RCA Speed Administrator	Speed Manager or Delegate (Waka Kotahi)
A new road in the RCA	✓ ✉	✓ ✉	
A road in the RCA is removed	✓ ✉	✓ ✉	
Road Network Model (RNM) update where a speed limit record for RCA impacted	✓ ✉	✓ ✉	
24 hours before an RCA boundary update is about to take place	✓ ✉	✓ ✉	
RCA boundary update relating to RCA	✓ ✉	✓ ✉	

Note: When speed limit records are created or modified by the Speed Manager, notifications are also generated.

Police Commissioner

The Police Commissioner will receive an automated email notification:

- ten calendar days before a speed limit record is due to become active, or immediately if a speed limit record is certified less than ten calendar days before it is due to become active.

- ten calendar days before a seasonal start date for seasonal speed limits that recur.

- immediately when an emergency speed limit is certified (certification occurs automatically).

- ten calendar days before a speed limit record is due to expire.

Getting started

See https://developers.arcgis.com/javascript/latest/system-requirements/ for the system requirements for using the NSLR.

Note: The way the NSLR screen displays is dependent on the computer or laptop used and if using a monitor. You may need to adjust your display settings. The following is recommended for using NSLR on laptops:

- 2256 x 1504 display resolution – size of text 150%.

- 1920 x 1080 display resolution – size of text 100%. This will be small but you will be able to adjust according to your requirements.

If you are using Google Chrome, you need to ensure the language setting is English New Zealand so the dates are reflected in the correct format. Go to Edge Chrome > Settings > Advanced > Languages > add English (United Kingdom) and move it to the top of the list.

Log in to NSLR for the first time

Before you can log in to the NSLR you will need:

- to be set up with OKTA and NSLR access

- to download either the Okta Verify app or the Google Authenticator app on to your phone from your app store. These apps provide a two-step verification process for added security.

1. Open the internet browser. You must use Microsoft Edge, Google Chrome (Windows or Mac) or Mozilla Firefox as the internet browser. Note: Chrome is the recommended browser.

2. Copy and paste this link to the address bar to access the NSLR environment https://webapp.nslr.nzta.govt.nz/.

   A window will display asking you to sign in. Click **OK**. A page will display asking you to sign into the ArcGIS Enterprise.

3. Click on NZTA Okta – NSLR Prod.

4. Enter your email address and password (emailed to you).

5. Signing in will prompt a request to 'Set up multifactor authentication'. Select **Setup** on either Google Authenticator or Okta Verify depending on what app you downloaded on to your phone.

6. Click on **iPhone** or **Android** as applicable.

7. On the Okta Verify app, tap the **+** sign on the app. Choose the **Organization** option.

   For the Google Authenticator app, select the ellipsis at the top right and **Add account.** Choose **Work or school account.**

8. Tap Scan a QR Code.

9. Scan the QR code on your computer screen.

10. Tap **Finish** on the app.

11. On your computer screen enter your Okta (or Google Authenticator) code and click **Verify**.

12. Tap **Finish** on screen.

Log in to NSLR

1. Open the internet browser. You must use Microsoft Edge, Google Chrome (Windows or Mac) or Mozilla Firefox as the internet browser. Note: Chrome is the recommended browser.

2. Copy and paste this link to the address bar to access the NSLR environment https://webapp.nslr.nzta.govt.nz/.

   A page will display asking you to sign into the ArcGIS Enterprise.

3. Click on NZTA Okta – NSLR Prod.

4. Enter your email address and password (emailed to you).

5. Enter the OKTA authentication code. You will need to open the Okta Verify app on your phone to access the code.

Close down the NSLR

To exit the NSLR:

- click (**Log out**) on top right of the screen, or

- close the browser window.

Note: You will be logged out automatically after 20 minutes of inactivity.

Navigating the NSLR

Features on the Dashboard

When you first enter the NSLR the Dashboard will display with the map zoomed into your RCA region.

The main areas of the application are as follows:
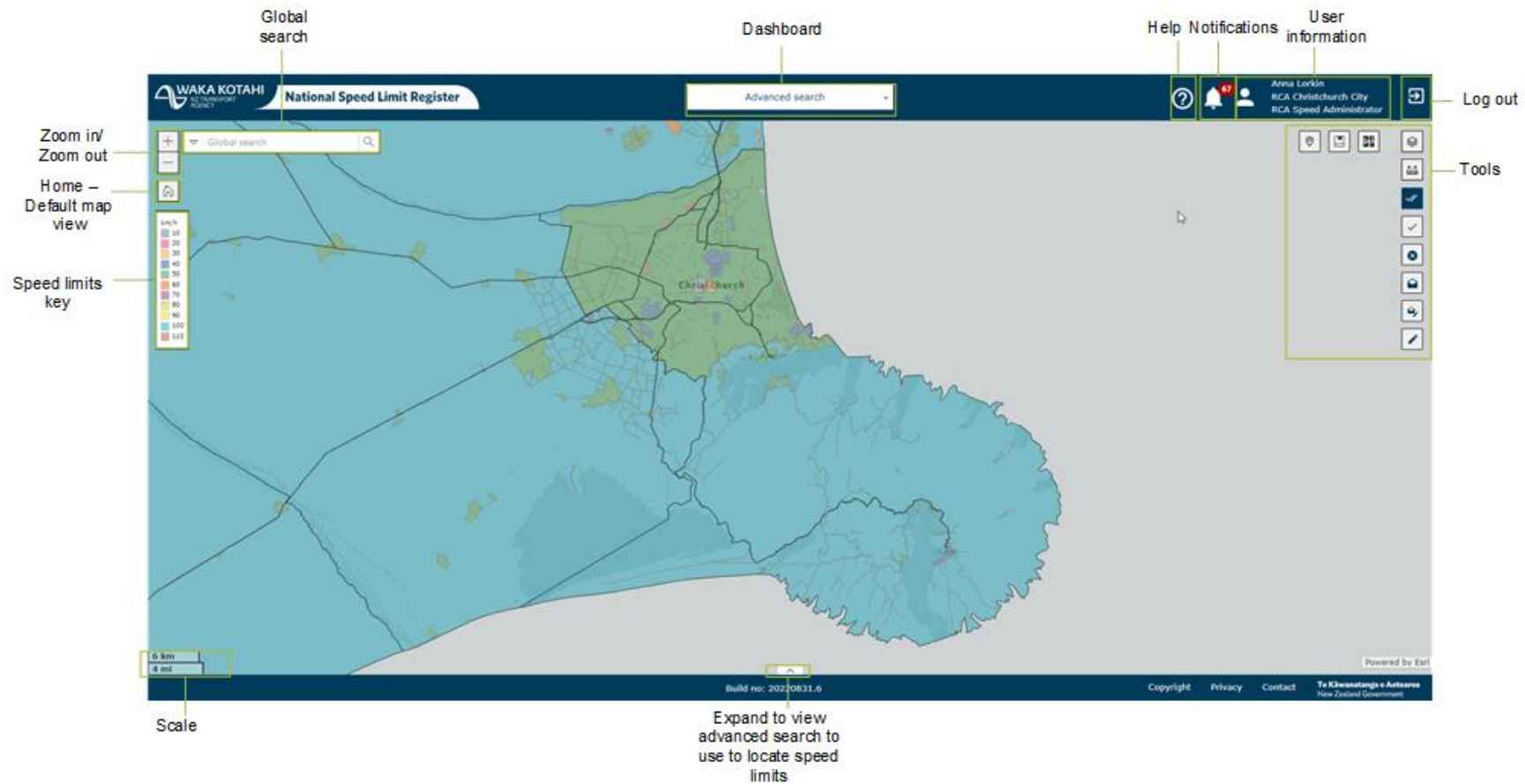
Navigation

To navigate around the map, click and drag using your mouse or use the keyboard arrow keys.	
Zoom in/Zoom out	To zoom in/zoom out on the map use your scroll wheel on your mouse, or the **+/-** (**Zoom in/Zoom out**) buttons.
Home	At any stage you can return the map view to its default position (full map of New Zealand) by clicking the **Home** icon.

Searching

Global search	Enables you to quickly find a location in New Zealand.
	▽ Global search 🔍
	See Search the NSLR for more details.
Filter	**Note: This function is not currently available**.
	Part of the Tools section. Enables you to apply filters to locate speed limits of interest.
	See Search the NSLR for more details.
Advanced search arrow (on bottom of screen)	Click the arrow to expand and view the advanced search.
	You can also access under **Dashboard > Advanced search**.
	Enables you to apply multiple filters to locate speed limits of interest.
	See Search the NSLR for more details.
	You must use Advanced search to edit a record.
	Tip: Click ⌄ to close the Advanced search.

Notifications

Notifications icon	Displays the number of notifications for your RCA that you haven't acknowledged.
	Notification examples include:
	• A speed limit has been certified and will be active on a certain date
	• A speed limit will expire on a certain date
	• Status of a speed limit has changed
	• A road network management and boundary change has occurred.
	Note: You will also receive an email to advise that you have new notifications for specific activities or events. See Notifications and emails.

	Click on the Notifications icon to view all notifications in a panel on the left hand side of the screen. Click on Notifications icon again to close the notifications panel.
	From the notifications list you can view the relevant speed limit on the map by clicking **View on map**. If you need to complete an action on a speed limit record as a result of the notification, once you have viewed it on the map you will need to use the Advanced search to access the speed limit record so you can modify it. See Search the NSLR.
	You can also click **Acknowledge** to indicate you have read the notification (this will reduce the number beside the icon). Once acknowledged a notification moves to the bottom of the notifications list.
	See View Road Network Model (RNM) notification and View Territorial Authority (TA) boundary update notification for information on these specific notifications.
	Note: You may need to scroll to view all the notifications or click on the arrows ❮ Page 2 of 3 ❯ to see more pages.
	If there are multiple people in your RCA with the same NSLR role, each of you will receive the notifications and must acknowledge them, regardless of whether you are actioning the activity.

Dashboard

	The Dashboard is the landing page.
	Click the dropdown arrow beside **Dashboard** to see more options.
	![Dashboard dropdown showing: Dashboard, Advanced search, Create new record, Import data]
Dashboard	Select the Dashboard option to return to the dashboard.
Advanced search	Enables you to apply multiple filters to locate speed limits of interest. You can also access using ![arrow icon] Advanced search arrow (on bottom of screen). See under Searching in this table. See Search the NSLR for more details.
Create new record	Select to create a new speed limit record. See steps – Create speed limit records.
Import data	Enables you to import speed limit data files. See Import speed limit data.
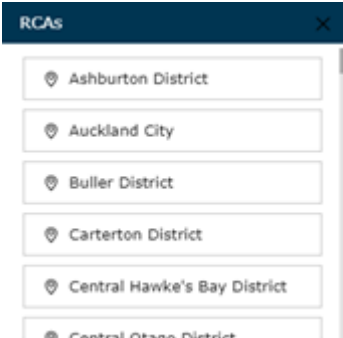
Tools

There are a number of tools available in the NSLR to help you display information and find what you need. *Tip: Click the icon to display the tool, click the icon again or ✕ (X icon) to hide the tool (note the X on the dark navy background). You can move the tool windows around by clicking and dragging.*	
RCAs	Click to see a list of all RCAs, displayed in alphabetical order. Click on an RCA in the list to zoom into that area. You will need to scroll to see more RCAs. Note: Includes State Highways.
Bookmarks	Enables you to save locations as bookmarks. Click + (Plus icon) to add a bookmark. Enter a description for the bookmark in the text box. To use your bookmarks, return to **Bookmarks** and click on the (Pin icon) beside the one you want. You will be taken to the relevant area on the map. To delete a bookmark, click the (**Delete**) icon under it.
Filter	**Note: This function is not currently available**. Enables you to enter selections to locate speed limit records. See the Search the NSLR for details.
Basemap	There are a number of different basemap options available in the NSLR. The default is NZ Light Grey Canvas Map (Vector). To change the style of the map select one of the basemap options.
Layers	Layers are information that sit on top of the basemap and include airports, schools, NZTA traffic cameras, etc. You can switch layers on and off in the Layer pane. To select a layer click the (Eye hidden icon) beside it. Once you have selected a layer the icon beside it changes from to (Eye shown icon).

Some layers have further options underneath, so click the ▷ (Expand icon) to expand and see more details.

Click on the 👁 (Eye shown icon) to deselect the layer.

Click on layer features on the map to bring up a pop-up with further details.

Example: Traffic camera
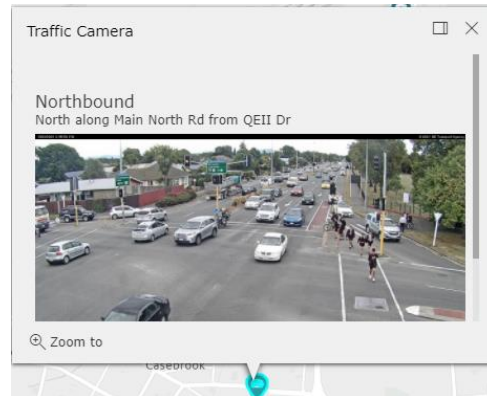
*Tip: See the **Legend** tab for information on what is represented on the map, which depends on the layer/s selected. This also shows you the patterns that are used to represent the different speed categories and speed limits.*
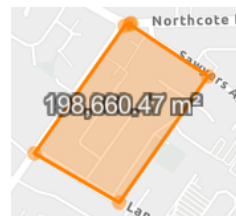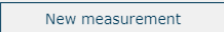
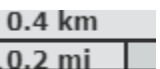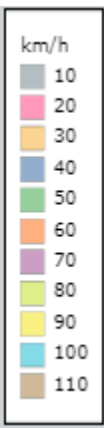| Measure	You can display a measuring tool to measure distance and help you determine the correct start and end points for a speed limit.
	Clicking on the [🚈] (Measure) tab will allow you to add points on the map that a ruler will appear between. Double-click to end the measurement.
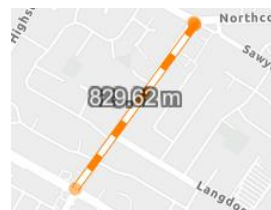
Clicking on the [🚈] tab will allow you to add points on the map to form a shape and measure the area within the shape.

Click [New measurement] (New measurement button) to take a new measurement.

	Tip: You can change the unit of measure by selecting from the Unit dropdown list, however this does not work in the [icon] tab if you have already selected the tab and drawn your shape. You will need to close the tab, reopen it and select the unit of measure you want before you draw your shape.
Statuses	You can select to view speed limit records of particular status/es. Once selected the icon changes to navy blue [icon].
	The speed limit areas have different opacity depending on the status (ie gets darker as you go from draft to active records and apply more layers).
	Icon options are as follows:
	Show all active records – certified records where the Start date is in the past
	Show all certified records – all certified records regardless of the Start date
	Show all correction records – records that need to be corrected before certification can be completed
	Show all submitted records – records submitted for certification
	Show all draft submission records – records that have been drafted and are ready to be submitted
	Show all draft records – records being drafted

Speed limits key

Scale 0.4 km 0.2 mi	Indicates the scale of the map (based on the zoom) – from the left of the screen to the black line (on the bottom left of screen).
Speed limits key km/h 10 20 30 40 50 60 70 80 90 100 110	The map presents the roads in colours representing the speed limits, eg orange for 60 km/hr, yellow for 90 km/hr, as shown by the speed limits key. Note: Different speed categories are represented by different patterns, eg emergency are hatched. To view the legend, click on the [icon] (Layers) icon and then the Legend tab. If there are overlapping speed limits that are different categories/speeds (and hence different patterns and/or colours) eg seasonal or emergency over a permanent, the map may display a colour not present in the colour key due to the 'additive effect', where colours are mixed.

Help

Help	Provides link to user guide.

Search the NSLR

Overview

There are a number of ways to search for speed limit information.

Global search

Quickly find a location in New Zealand by using the search box located on the top left of the screen. As you type, results start populating. The more you type, the narrower the search becomes and fewer results display. **The global search is also quicker if you enter more information**. Click on the result you want in the list.


You can also select what you want to search for by clicking the dropdown arrow ▽ . Options include:

- All – default

- RCA – once selected, type your RCA in the field

- Suburb – once selected, type the suburb in the field

- Address locator – once selected, type the address in the field.

Once you have entered what you want to search for in the field, click (Search icon) or Enter to select the top result or click on the option you want in the search list.

*Tip: If you click in the **Global search** field, **Use current location** displays. Click on **Use current location** to go to your current location on the map.*

Tip: Click the X beside the search details you have entered to clear your search.

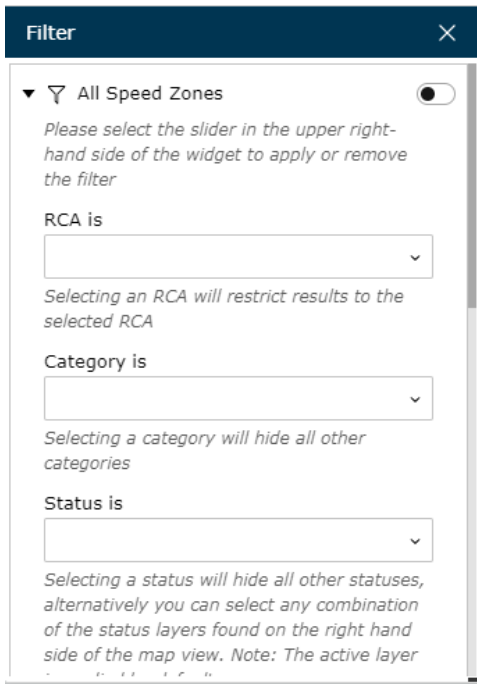## Filter

Note: This function is not currently available.

Apply filters to locate speed limits of interest.

Note: You need to turn off the Active record layer before you apply the filters. Click (**Hide all active records**) to do this, so it is deselected . See [Statuses](#) for more information.

Click (**Filter**) (part of the Tools section).

Select the filters using the dropdown lists for the fields and/or by entering the Start and End dates. Multiple filters can be applied. Example: You may want to view all variable speed limits that exist due to the presence of a school. Move the slider to the right to apply the filter (and to the left to remove the filter). The applicable speed areas are highlighted on the map. Zoom in to the location.

Note: You can view historical speed records. See Historical speed limit records.

Advanced search

Enables you to apply multiple filters to locate speed limits of interest.

Select **Dashboard > Advanced search** or click (**Advanced search**) arrow (on bottom of screen).

Enter values in the fields under the column names, eg Speed limit record name, or select from the available options, eg Speed category – Permanent, to filter the speed limits. The RCA field defaults to your own RCA. You can remove your RCA name from the field to display records for other RCAs.

Note: You can view historical speed records. See Historical speed limit records.

Tips:

While you can enter the first part of a word to filter, ***the advanced search is quicker if you enter more information***.

You can sort the speed limit records by column values in alpha/numeric or date order by clicking on the title once. An icon appears beside the title to show the list is sorted by that attribute *(Status icon). Click again to sort in reverse order.*

If there are multiple pages of speed limit records (Page numbers) click

the arrows to move backward ‹ (Back arrow) and forward › (Forward arrow) between pages.

Click ▶ (Expand icon) beside a record name to expand and see the area/s it includes.

Click ⓘ (**View full details of the record**) beside a speed limit record to display more details for the speed limit in a panel on the left hand side of the screen. Note: Click the **View minimum lengths** button (if it is active) to display the **Minimum road length check** window to view speed limit areas that are less than the minimum lengths and the reason for the exception. Click **Close** or the **Minimum lengths** button again to close the window.

Click **View on map** to view all speed limit areas you have filtered on, on the map. Alternatively click 📍 (**View on map**) beside an individual speed limit record or area in the table to go to that speed limit on the map. The area associated with the speed limit record is displayed on the map and is highlighted (the highlight is how you know you have located the speed limit record via Advanced search).

Click ✎ (Modify this record) beside a speed limit record to modify the record. Note: If the speed limit

record has the 🔒 (**Record is currently locked**) icon beside it this means it has been locked by Waka Kotahi and you will not be able to edit it. Speed limits may be locked where the Director has stepped in and set speed limits for an RCA (see Section 9.2 of the Rule). Speed limits will be locked for 3 years from the date of action.

Click **Reset filters** to remove all selected options from the filters and return back to the complete list.

Click **Clear map** to clear the selected speed limit record view on the map.

Tip: Click ⌄ *(Advanced search arrow) to close the Advanced search.*

View speed limits

Overview

Speed limits are assigned to speed areas – areas on the map that represent your roads and speed limit areas. Speed areas are contiguous, meaning there are no overlaps. The exceptions are overpasses/underpasses and intersections. See <u>Overpasses/underpasses and intersections</u> for details of how overpasses/underpasses and intersections are dealt with.

You will be able to view certified speed limits for the whole of New Zealand.

Function	Status				
	Draft	**Draft submission**	**Submitted**	**Certified**	**Correction**
Display – Own RCA	✓	✓	✓	✓	✓
Display – All RCAs				✓	

Rules for multiple speed limit areas

There are two main types of speed limits, permanent and variable. Seasonal and/or temporary - emergency speed limits can be applied over a permanent or a variable speed limit.

Note that instead of variable speed limit records been layered over the top of permanent speed limit records as has been the case under the previous Rules, under the 2022 Rule a speed limit record is either permanent or variable.

There may be multiple speed areas that overlap, as follows:

First speed limit area category	Speed limit area categories that may overlap with first speed limit area category			
	Permanent	Variable	Seasonal	Temporary - Emergency
Permanent	✘ ✔[1]	✘ ✔[1]	✔	✔
Variable	✘ ✔[1]	✘ ✔[1]	✔	✔
Seasonal	✘	✘	✔[2]	✔
Temporary - Emergency	✘	✘	✘	✘

[1] The only time a permanent or variable speed limit area can overlap is at an intersection, overpass or underpass, or where there are multiple lanes with different speeds in the same area.

[2] Seasonal speed limits can only overlap if not active at the same time.

Note:

- This does not prevent you from replacing one speed limit area with another from a category that is not compatible, however it means the first speed limit area will be overwritten.

- The NSLR show historical records so this may be the reason there are multiple speed limit records that overlap. See Historical speed limit records.

Speed limit record naming conventions

Speed limit records that were migrated will have the speed limit record name as assigned at migration.

Speed limit records that are automatically created for default areas will be named "Default Speed Limit".

Use the following conventions for naming speed limit records (entered in the Speed limit record name field) when creating or maintaining speed limits records:

- Speed limit record names need to be unique, ie you can't name two records the same.

- Provide enough information so the speed limit record name is meaningful, eg Queen Street, Mahi Beach, Blackhead Beach Campgroup, Hutt River Car Park, Normandale Bridge.

- Don't include the speed value in the name as this is captured in a separate field and if the speed value changes, the speed limit record name can stay the same.

Use the following specific conventions:

Speed limit area applies to..	Naming convention
Urban area	Name that defines the urban area as determined by RCA, eg Rolleston.

Speed limit area applies to..	Naming convention
Roads	If the road only has one speed value - name of road, eg Queen Street.
	If the road has multiple speed values - name of road and locations where the speed value starts and ends, eg:
	Aldwin Road - Linwood Avenue to Ferry Road
	Meadows Road – SH 1 to North of Sheffield Street
	Meadows Road – North of Sheffield Street to Aorangi Road
	Stratheona Road South – from Halstead Road
	Stratheona Road North – to road end.
Speed Area (for multiple roads that have the same speed limit and attributes, create a single speed area to cover all roads)	Name that defines the speed area in enough detail to distinguish it from other areas, this could be the general suburb name, eg Ashburton East, Christchurch Speed Area, Mairehau.
	If there is more than one grouping of speed limits within a suburb, use the name of the suburb followed by more details such as one or two main road/s as an identifier. Try to use the more major roads as the identifying road rather than the minor roads, eg Morven - Maclean Street.
School	Name of school, eg Heathcote Valley School
	If there are multiple streets around a school and they are not covered by one speed limit record then use <Name of school> - <Street>,eg: Mayfair School - Willowpark Road,
	Mayfair Road, Grove Road.
State highways	For speed areas passing through an urban area, give name of urban area and add 'Urban' SH/s number eg Invercargill Urban, SH1.
	If two or more non-default speed limits are in close proximity on the same road, give more detail, eg:
	Blenheim Urban, SH1
	Blenheim Urban, SH6
	Invercargill Urban – East Road, SH1
	Invercargill Urban – Appleby, SH1
	For default speed areas between towns - give the names of the towns that the speed area is between and the SH, eg:
	Limehills to Winton, SH6,
	or if it makes more sense give the Highway name, Te Anau Mossburn Highway, SH94

Note: When a speed limit record is created in the NSLR with an overpass, underpass or intersection structure, the speed limit record name is automatically appended with "– overpass", "- underpass" or "– intersection".

Migrated speed limit data on RCA boundaries

RCAs can't set a speed limit in a neighbouring RCA. If the RCA boundary is down the middle of a road, and each RCA has set a different speed limit, then it will be shown like this in the migrated speed limit data in the register.

For example, two RCAs share a road with the boundary going down the centre. RCA 1 set 100 km/h on the road and RCA 2 80 km/h on same road. Both speed limit area records are in the register and each is clipped by the RCA boundary, so the RCA 1 half of the road is 100 km/h and RCA 2 half of the road is 80 km/h.

Waka Kotahi flag these anomalies to the RCAs and they need to get together and resolve them once the register is live. In the case described here, it might be that RCA 2 change their 80 km/h speed limit to align with the RCA 1 speed area on the other half of road. The road is signed as per the RCA 1 speed limit so it's a case of RCA 2 aligning their speed limit to the RCA 1 speed limit with the Director's approval.

See process New speed limit area created in NSLR that crosses your RCA.

Speed limits on beaches

You can create a speed area on a beach that is within your RCA boundary. If you create a speed area on a beach that is going outside your RCA boundary, and:

- there is an adjacent RCA, the New speed limit area created in NSLR that crosses your RCA process applies

- there is no adjacent RCA, the geometry is cut at your RCA boundary.

Variable speed limits for beaches or riverbeds can only be 30 km/h or 60 km/h.

Speed limits – 70 km/h, 90 km/h

You can set 70 and 90 km/h speed limits, but must review these in your next speed management plan and either confirm the speed limit is safe and appropriate or change the speed limit.

See Review 70/90 km/h speed limits.

Default speed limits

Where a speed limit has not been assigned to a road by an RCA, a default speed limit of 100km/h is applied.

Speed limits at intersections

Intersections are where two or more roads cross or join. If roads that cross or join at an intersection have different speed limits, then in the register the speed limits for both the roads will be shown at the intersection.

Note: Migrated speed limit data at intersections of state highways and local roads follows the previous method of setting speed limits at intersections, ie the state highway speed limits have taken priority. Migrated data for local roads that intersect a state highway, will have the local road speed limit stopping either side of the intersection, and the state highway speed limit will be the only speed limit at the intersection. However from go-live, a local road speed limit will be able to be set through the intersection of a state Highway, and both speed limits will show in the register.

T-intersections are not treated as 'intersections' in the register and the speed limit at 'the top of the T' is the speed limit for that road. For an intersection where all but one intersecting roads have the same speed limit, it is treated as a T-intersection.

T-intersection example

Road has 40 km/h speed limit

Speed limit at T-intersection is 40 km/h (speed limit at 'the top of the T')

Road has 50 km/h speed limit

Intersection example

Road has 40 km/h speed limit

Two speed limits at intersection - 40 km/h and 50 km/h

Road has 50 km/h speed limit

A speed limit area is created for the intersection, and the intersection is clipped out of the surrounding speed limit records.

As speed limits are continuous through intersections, for cross roads with different speed limits speed limit signs are positioned at the departure side/exit of intersections to indicate changes in speed limits for turning traffic.

Naming convention

- Once a speed limit with an intersection has been certified, additional speed limit records are created for the intersection and appended with '– intersection'. The Structure Type will be Intersection for all records appended – intersection.

- When a speed limit record is created that has multiple intersections, the records are named using the next sequential number, eg <speed limit record name> – Intersection 1, <speed limit record name> – Intersection 2, etc.

- So for the example above there will be two speed limit records at the intersection:

- One for the speed limit record for the 40 km/h road, appended – Intersection <number>

- One for the speed limit record for the 50 km/h road, appended – Intersection <number>

See Overpasses/underpasses and intersections for additional information on what happens when creating or modifying speed limit records with intersections.

Speed limits records that overlaps with state highways

When an RCA creates a speed limit record that overlaps with state highways, that overlapping area is automatically created as an intersection.

After certification, records will be created in the RCA as follows:

- One new record for the non-intersection area with two speed areas

- One new record for the intersection ('- intersection').

- The affected record is end dated.

- One new cut instance of the affected record or default will be created to accommodate the new records.

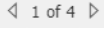After certification, records will be created for state highways as follows:

- One record for the state highways intersection (the name will have '- intersection')

- The affected state highways speed limit record will be end dated

- One new cut instance of the affected state highways will be created to accommodate the new record.

View a speed limit record

1. Select the speed limit area. If you need help to locate a speed limit, see Search the NSLR.

   Tip: Remember you can navigate around the map by clicking and dragging using your mouse or using the keyboard arrow keys.

2. Click ▷ (**Next feature**) until you see the speed limit details (other features displayed may include Roads, RCA details, etc).

   Tip: The ◁ 1 of 4 ▷ (Numbers) indicates the number of features applicable. You can click on the number to display the features in a list and then click on the feature to view details.

   You may need to zoom in or out to view the particular feature you are looking for, eg an intersection.

   The name denotes the speed limit reason, eg speed limit area, the presence of a school. The information displayed depends on the reason for the speed limit area.

   There may be multiple speed limits on the area you have clicked. See Rules for multiple speed limit areas.

Permanent - Speed Area	
Legal Reference	Christchurch City Council Traffic and Parking Bylaw 2017
Speed Limit Reason Name	Speed Area
Structure Type	
Status	Certified
Speed Limit Value	30 km/h
Category	Permanent
RCA	Christchurch City
Speed Limit Record Name	CHRISTCHURCH CENTRAL
Last Status Change Date	04/02/2022
Start Date	31/01/2019
End Date	
Description	Not Applicable
Adjacent RCA	
Speed Limit Record Id	{9321733C-DD82-4DE8-91D3-BCC14CE30AC8}
Edit Record Zoom to	◁ 3 of 3 ▷

3. Review the information displayed:

   Note: You can either scroll down to see all the fields or click ☐ (**Dock**). In addition to enabling you to see the full speed limit record, docking keeps the record details in place, while enabling you to

   move around the map. To undock click ☐ (**Undock**).

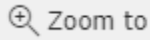| Field	Description
All speed limits	
Legal Reference	The legal instrument under which the speed limit was set, ie certified speed management plan, specific Director's approval, bylaw (for migrated speed limit data).
Speed Limit Reason Name	Reason for the speed limit.
Structure Type	Used to indicate speed limit different due to structure type, either: • Intersection • Overpass • Underpass.
Status	Status of the speed limit, either: • Draft – record is being drafted • Draft submission – record has been drafted and is ready to be submitted • Submitted – record has been submitted for certification • Correction – when certifying a record an issue has been found that needs to be corrected • Certified – record has been certified.
Speed Limit Value	Speed limit/s in km/h, eg 50 km/h.
Category	Type of speed limit, either: • Permanent • Variable • Seasonal • Emergency (Sub type of Temporary category)
RCA	RCA responsible for setting and modifying the speed limit.
Speed Limit Record Name	Unique name assigned to speed limit record (format is all capitals). See Speed limit record naming conventions.
Last Status Change Date	Date record status was last updated.
Start Date	Date speed limit applicable from.
End Date	If relevant, date speed limit applicable to, ie when the speed limit ends, eg for seasonal and emergency speed limits.
Description	Description added to the speed limit record when it was created/updated, or "Not Applicable". Example: For Variable, Seasonal and Emergency speed limits, an explanation of when and why speed limit exists.
All speed limits	

Field	Description
Adjacent RCA	RCA adjacent to the RCA whose speed limit record this is, if the speed limit record overlapped an adjacent RCA.
Speed Limit Record Id	Unique identification assigned by the system.

4. Click ⊕ Zoom to (Zoom to icon) to go to the centre of the speed limit area.

   Note: You can also click Edit Record (Edit Record icon) to edit the record.

5. Click ✕ (**Close**) to close the speed limit information.

To view more details for a speed limit record, use the advanced search to locate the record, then:

Click ⓘ (**View full details of the record**) beside a speed limit record to display more details for the speed limit in a panel on the left hand side of the screen.

RCA: Christchurch City   ✕

Speed management plan:

Christchurch City Council Traffic and Parking Bylaw 2017

Speed limit record name:

CHRISTCHURCH CENTRAL

Speed category: Permanent

Speed value: 30 km/h

View minimum lengths

Applies to: Speed Area

Start date: 01/01/1900

End date:

Status: Certified

Submitted by:

FME Data Loader

gsc@eagle.co.nz

+0275467283

Associated speed areas:

Area 1   📍

Clarifications - 0

Corrections - 0

Note: Click the **View minimum lengths** button (if it is active) to display the **Minimum road length check** window to view speed limit areas that are less than the minimum lengths and the reason for the exception. Click **Close** or the **Minimum lengths** button again to close the window.

If the presence of a school has been ignored (as it is not applicable), the **Presence of school ignored reason** field will be populated.

If a 70 or 90 km/h speed limit is due to be reviewed it will say "Requires review" beside the Speed value which will change to "Reviewed" once the RCA has reviewed it and linked the certified speed management plan.

Click **View parent** (if displayed) to view the speed limit record this record was created from.

Click **View** beside **Child records** (if displayed) to view the speed limit records created from a parent speed limit record.

The **Structure** field is populated to show if Overpass, Underpass or Intersection.

If there are lanes with different speeds this is shown under **Separate lane speeds**.

You can click on 📍 (Pin icon) to see the associated speed area/s.

If there are any clarifications or corrections, the number is noted and you can click ❯ (**Expand**) beside to view them.

Map display

Example of speed limit information.
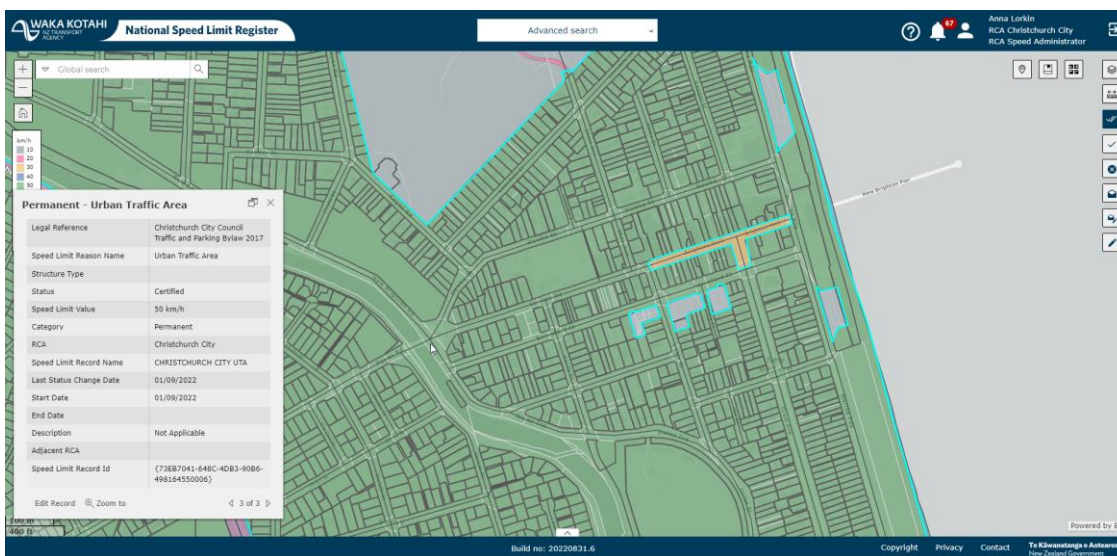
Historical speed limit records

Historical speed limit records can be viewed in the NSLR. To find an historical speed limit record for a particular location, you can either:

- locate the area on the map, then making sure the ☑ Show all certified records icon is selected, click through the speed limit record details, checking the Start date and End date to determine which one you are interested in, or

- (Note: This function is not currently available) use the filter and enter your selection criteria including the date range you are interested in, or

- use the advanced filter and filter on speed limit record name and the date range you are interested in.

Then click 📍 (**View on map**) beside the relevant speed limit record. Click through the speed limit record details.

View Road Network Model (RNM) notification

When there is a Road Network Model update in the NSLR that you as an RCA need to be notified about, a notification will be generated in the NSLR and you will receive an email. This may mean road changes

(addition/removal), centreline changes (addition/removal) for the RCA. Updates to the RNM are done weekly by the GIS Administrator using data from CoreLogic.

See process Road Network Model (RNM) update in NSLR impacting RCA.

1. In NSLR, click on the Notifications icon to view all notifications in a panel on the left hand side of the screen.

2. For the Road Network update notification, you can view the relevant speed limits on the map by clicking the forward and back arrows on the `< Road 0 of 1 >` (Numbers) button.

3. If you need to complete an action on a speed limit record as a result of the notification, once you have viewed it on the map you will need to use the Advanced search to access the speed limit record so you can modify it. See Search the NSLR.

4. You can also click **Acknowledge** to indicate you have read the notification (this will reduce the number beside the Notifications icon). Once acknowledged a notification moves to the bottom of the notifications list.

View RCA (Territorial Authority (TA)) boundary update notification

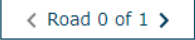When there is an RCA (TA) boundary or state highway boundary update and new areas are added to your RCA in the NSLR, a notification will be generated in the NSLR and you will receive an email. The speed limit will be assigned, and if you want to change it you will have to process that change as normal under the provisions of the Rule (which might be using the alternative process). You will have to consult if you don't have a certified speed management plan. Updates to TA boundaries are done annually by the GIS Administrator. Updates to the state highway boundaries are done twice a year.

See process RCA boundary update in NSLR impacting RCA.

•   In NSLR, click on the Notifications icon to view all notifications in a panel on the left hand side of the screen.

•   For the TA boundary update notification, it will advise the number of inserted speed areas and removed speed areas. You can view the relevant speed limits on the map by clicking the forward and back arrows on the `< Road 0 of 1 >` (Numbers) button.

    The changes are shown as follows:

    •   Blue line – part of the boundary that has changed

    •   Red line – existing (speed limit) boundary

•   If you need to complete an action on a speed limit record as a result of the notification, once you have viewed it on the map you will need to use the Advanced search to access the speed limit record so you can modify it. See Search the NSLR.

•   You can also click **Acknowledge** to indicate you have read the notification (this will reduce the number beside the Notifications icon). Once acknowledged a notification moves to the bottom of the notifications list.

Drawing polygons to define speed limit areas

Overview

When creating or editing a speed limit record you need to associate the speed limit to a polygon or polygons, ie you can have multiple speed limit areas that have the same speed limit in the same speed limit record.

You can either select an existing polygon if that is relevant, or you can draw a new polygon.

A polygon represents the start and end locations of a speed limit. Once drawn the polygon will become the colour associated with that speed limit (refer to the key on the map).

It is essential that the speed limit area corresponds with the information on the geographical area of the proposed speed limit in your speed management plan. Speed limit areas need to comply with minimum lengths as outlined in Schedule 1 of the Land Transport Rule: Setting of Speed Limits 2022 (the Rule). **There are no minimum lengths for variable speed limits**. You will receive a warning message if your speed limit area does not meet the minimum lengths requirements.

The minimum lengths are as follows:

Speed limit (km/h)	Minimum length (m)
50	500
60	600
70	700
80	800
90	2000
100	2000
110	2000

Note: Intersections and the parts of a road divided by intersections (see Intersections) are added up to obtain the minimum length.

The point on a road at which a speed limit changes must also be at, or close to, a point of obvious change in the roadside development or the road environment. **This obvious change requirement does not apply if the point on a road at which a speed limit changes is due to the presence of a school nearby or due to the operation of a variable speed limit.** There is no warning message provided by the system for the obvious change requirement, but this would be one of the reasons the submitted change might not be certified into the NSLR by Waka Kotahi.

Note: It is important when you draw speed limit areas that you don't have small slivers left between the speed areas. It is better to overlap the areas if applicable and then at the Finding Overlaps and Intersections screen, on the Action dropdown field, select Do not overwrite <existing speed limit record> for the small bit you overlapped to avoid the sliver between the speed areas.

There are a number of tools available to draw your speed limit areas:

Draw a new speed area	Enables you to draw a polygon to define the speed limit area.
	See steps – Define a new speed limit area – by drawing.
	Also enables you to edit an existing polygon.
	See steps - Edit a speed limit area polygon.

Select existing	Enables you to define a polygon by selecting features from a selected source layer, eg Active Permanent or Variable Records, LINZ NZ primary parcels, LINZ NZ primary road parcels.
	See steps – Define a new speed limit area – by selecting existing.
Define the start/end points to create a speed area (the two-point tool)	Enables you to define the speed limit area by providing the coordinates (Easting and Northing) for the points of the area on the map or by clicking on the map. By entering the coordinates it takes you to the exact location on the map.
	Note:
	• You must be on a road to use this tool.
	• This tool can't be used to edit an existing polygon.
	See steps – Define a new speed limit area – by selecting points.

Which tool is best to use?

The tool that is best to use depends on the area you are creating the speed limit for:

- If you are creating a speed limit area for roads, usually the two-point tool is the best to use. However you just need to be aware that the two-point point will take the shortest path, so may not work for some cases. In this situation you could use the Select existing option and select multiple road parcels, or the Draw a new speed area tool.

- If you are creating a speed limit area that includes non-roads or a large or more complex shape, eg large subdivision, park, adding an area to an Urban Traffic Area, usually the Draw a new speed area tool it the best to use.

If you need help with defining your speed limit areas contact Waka Kotahi.

Draw a polygon to define speed limit area

These steps are completed as part of steps – Create speed limit records or steps – Modify speed limit records. They are separated out for ease of understanding.

Note: You can use a combination of these tools to create multiple speed limit areas for the same speed limit record, ie one area could be created using the drawing tool and another by defining the start and end points.

Remember:

- You can display the measuring tool [icon] to help you determine the correct start and end points for a speed limit.

- You can use the layers tool [icon] to display different information that will help when defining speed limit areas, eg schools.

Define a new speed limit area – by drawing

1. Zoom in to the required location. Remember you can use the global search to find the location or speed limit record.

2. Click (**Draw a new speed area**). Instructions appear underneath the icon.

3. A cross hatch appears when you move your mouse over the map.
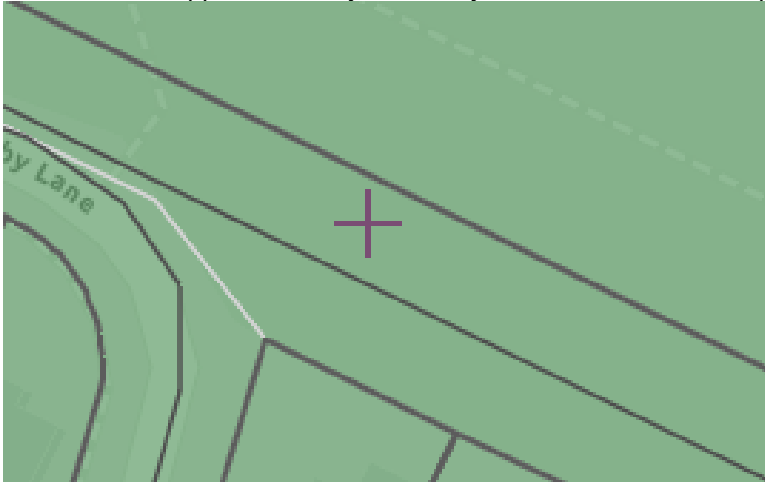
4. Draw the shape by clicking at each corner to form the shape. Click back on the original point or double-click to finish the shape.

   Remember you can move the map using the keyboard arrow keys or your mouse. You can also zoom in and out using the scroll wheel on your mouse

   Note: You can snap to other existing layers (such as land parcels) by clicking and holding the Ctrl key, provided the relevant layers are selectable. This means you can draw the speed limit areas using existing features, such as property fence lines as reference points. It also allows a new speed limit area to seamlessly connect with an adjacent one.

   A message displays advising that the draft geometry was created successfully. The **Draft geometries** field is populated with the area number, eg Area – 1.
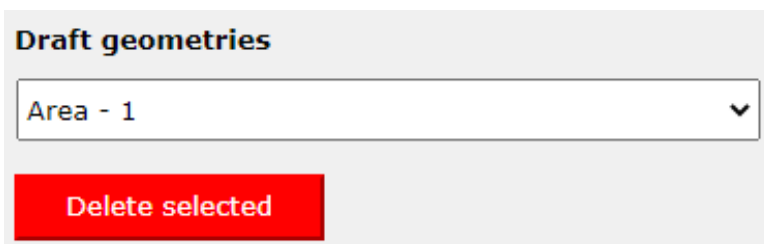
Note: A check is done to confirm whether the speed limit area meets the minimum lengths requirements. If it does not meet the requirements, the **View minimum lengths** button displays and the **Minimum road length check** window opens. You can resize the speed limit area if this is applicable, or select the reason for the **Exception** from the dropdown list and then click **Save**.

5. If you want to:

- edit a speed limit area you have created, see steps – Edit a speed limit area polygon.

- delete a speed limit area you have created, see steps – Delete a speed limit area polygon.

6. Continue adding additional speed limit areas as required.

Continue the steps – Create speed limit records or steps – Modify speed limit records for the relevant speed category.

Define a new speed limit area – by selecting existing

1. Click ✏ (**Select existing**). Instructions appear underneath the icon and a dropdown field appears.

2. Select a layer from the **Select a source layer** dropdown field, eg Active Permanent and Variable Records.

3. Click on the existing area/s on the map to select them. The area/s are listed in the **Selected** table. Click X beside an area to remove it.

4. Continue adding additional speed limit areas as required.

5. Click **Create**. A message displays advising that the draft geometry was created successfully. The **Draft geometries** field is populated with the area number, eg Area – 1.

6. Note: A check is done to confirm whether the speed limit area meets the minimum lengths requirements. If it does not meet the requirements, the **View minimum lengths** button displays and the **Minimum road length check** window opens. You can resize the speed limit area if this is applicable, or select the reason for the **Exception** from the dropdown list and then click **Save**.

Continue the steps – Create speed limit records or steps – Modify speed limit records for the relevant speed category.

Define a new speed limit area – by selecting points (the two-point tool)

You must be on a road to use this tool.

Note: This tool can't be used to edit an existing polygon.

1. Click ⬚ (**Define the start/end points to create a speed area**). Instructions appear underneath the icon and a table appears.

2. Either:

- Enter the Easting and Northing coordinates for the start and end points in the table, or

- Right-click on the map to set the start point (green flag appears) and then right-click on the end point (red flag appears). The coordinates populate in the table. A blue line appears between the two points.

Note: Click 📍 (Pin icon) to refresh a point. Click X at the end of the row to delete the row entry. Click **Clear** if you want to clear an entry.

3. Click **Create**. The shape displays.

Note: A check is done to confirm whether the speed limit area meets the minimum lengths requirements. If it does not meet the requirements, the **View minimum lengths** button displays and the **Minimum road length check** window opens. You can resize the speed limit area if this is applicable, or select the reason for the **Exception** from the dropdown list and then click **Save**.

Continue the steps – Create speed limit records for the relevant speed category.

Edit a speed limit area polygon

Use to change an existing speed limit area, eg extend it, reduce it. For example, a development has got bigger and you want to extend the current 50 km/h speed limit area.

1. Select the speed limit area by clicking on the shape of the map. Dots appear around the perimeter of the shape. Remember you can use the global search to find the location or speed limit record.

    Note: If there are multiple areas you can select from the **Draft geometries** dropdown field, eg Area – 1.

2. To change the shape of an area using your mouse left-click and change the polygon using the dots. The dots change to white when moving. If you want to remove a vertex, right click on it. Click in the middle of the shape to finish.

    Note: Use the **Undo** and **Redo** buttons to Undo or Redo one or more actions you have completed while you in the process of drawing your shape. Once you have completed your edits, click **Finish**.

3. If you want to remove an area from the speed limit record, click on it in the **Draft geometries** dropdown field and click **Delete selected**. A confirmation window will display. Click **Yes**.

Continue the steps – Create speed limit records or steps – Modify speed limit records for the relevant speed category.

Delete a speed limit area polygon

1. Select the speed limit area from the **Draft geometries** dropdown field, eg Area – 1.

2. Click **Delete selected**. A confirmation window will display.

3. Click **Yes**. A success message displays.

    Note: Once a speed limit area is deleted, the Area number is not reused, ie if have Area – 1 and Area – 2, then delete Area – 2 and create a new area, the new area will be Area – 3. However once the speed limit record is saved, the new area will become Area – 2.

Create, modify and delete speed limits

Overview

You need to have an approved speed management plan or Director approval (eg correcting anomalies) before you can make speed limit changes in the register.

You can only create, modify and delete speed limits for your RCA. You can view certified speed limits of all RCAs.

Function	Status				
	Draft	Draft submission	Submitted	Certified	Correction
Display – Own RCA	✓	✓	✓	✓	✓
Display – All RCAs				✓	
Create – Own RCA (will depend on your role*)	✓	✓	✓		
Modify – Own RCA (will depend on your role*)	✓	✓		✓	✓
Delete – Own RCA (will depend on your role**)	✓	✓			

*Only RCA Speed Administrator can change status to submitted.

**Only RCA Speed Administrator can delete a record with Draft submission status.

The following table shows which roles can save speed limits in the different statuses.

Function	Status				
	Draft	Draft submission	Submitted	Certified	Correction
RCA Speed Creator	✓	✓			
RCA Speed Administrator	✓	✓	✓		
Speed Manager or Delegate (Certifier)	✓	✓	✓	✓[1]	✓

[1] An Speed Manager cannot certify their own records.

There are two options for creating and modifying speed limit data. You can either:

- import data from a file geodatabase (FGDB)

- manually create or modify the speed limit record.

Import speed limit data

You can import File Geodatabase (FGDB) and GeoJSON files into the NSLR, rather than drawing polygons to define the speed limit areas in the NSLR. The FGDB files can be produced from Arc GIS Pro Package and the GeoJSON files from QGIS. As GeoJSON files are based on centrelines, they need to be converted to shape files in order to be imported into the NSLR.

You still need to populate data needed by the NSLR in the import file and then once imported, review the data in the NSLR and submit it for certification manually.

See Import speed limit data.

Manual creation

Creating speed limits is used when you have a new area that you don't have a defined speed limit for, eg school area, new settlement, area around a township that is to have a different speed limit to the surrounding area, or when there is an existing speed limit record but you want to create a new one, eg as speed limit or speed area has changed.

If you want to reduce a speed limit area, instead of using the Modify speed limit record option to do so, you must Create a new speed limit area for the reduced speed limit area.

Note: When a new road is added to the road network model it is assigned a speed limit which is the speed limit associated with the current active speed limit area, or if there is none, the default 100 km/h.

Note: If you anticipate construction of new roads (for example within a new subdivision) it is possible to pre-emptively set the speed limit area so that when the road is constructed and added to the road network model, that new road will assume the desired speed limit.

When you create a speed limit record you must select the speed area/s it applies to. This can be done by either:

- uploading an existing shape file

- drawing polygon/s to create the speed area/s, or

- selecting existing source layers to create the speed area/s.

This is covered under Drawing polygons to define speed limit areas.

If you create or modify a speed limit record and select an area that overlaps with a speed limit record that has been locked by Waka Kotahi, the area covered by the locked speed limit record won't be included.

Note: If you start creating or modifying a speed limit record and decide to exit halfway through, click the **Close** (X) button in the top right of the Create or Modify Speed Limit Record window. If you don't do this and instead close the tab or browser while creating or modifying a speed limit record, this will lock the record until an overnight reset releases it. If anyone tries to access the speed limit record before this, they will receive a message advising it is locked.

Manual modification

Modifying speed limits is used when you need to change the attributes of a speed limit record, eg changing the speed value, speed category, extending the speed limit area, changing the end date for an emergency or seasonal speed limit, and there is an existing record that you can take and modify. If you want to create a new speed limit record with the new attributes instead, see Manual creation.

You can't modify a submitted record.

When you modify a speed limit record, if you are keeping the speed limit area the same, you select an existing speed limit area to apply the updates to. If you are changing the speed limit area, you must define the new area. This is covered under Drawing polygons to define speed limit areas.

If you create or modify a speed limit record and select an area that overlaps with a speed limit record that has been locked by Waka Kotahi, the area covered by the locked speed limit record won't be included.

Note: If you start creating or modifying a speed limit record and decide to exit halfway through, click the **Close** (X) button in the top right of the Create or Modify Speed Limit Record window. If you don't do this and instead close the tab or browser while creating or modifying a speed limit record, this will lock the record until an overnight reset releases it. If anyone tries to access the speed limit record before this, they will receive a message advising it is locked.

Deletion

When a speed limit record is in Draft, or Draft submission status it can be deleted, if no longer required, eg created in error. Once certified, a speed limit record cannot be deleted.

Note: If an emergency or seasonal speed limit is no longer required, you do not delete it. Instead you modify the record and update the end date.

Speed limit area expansion/reduction

The NSLR maps all the speed limits for New Zealand. Speeds limit records are done on an area basis, which may be a section of a street, whole street, multiple streets, etc.

When you create a new speed limit record or modify a speed limit record where you are expanding or reducing the speed limit area, this may mean you need to reduce or expand the area of surrounding speed limit records.

Think of it as a jigsaw.

These are the current speed areas where they all fit together seamlessly (the exception would be if you had overlaying seasonal or emergency speed limits. See Rules for multiple speed limit areas).
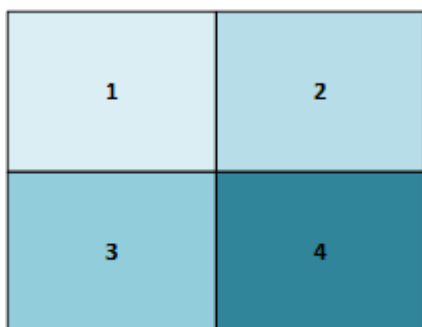
Now you want to extend speed limit area 1.
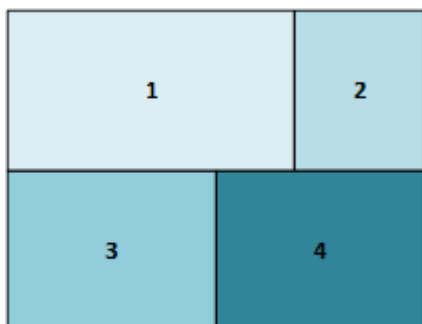
For the jigsaw to work you need to also reduce the size of speed limit area 2 (the system will do that automatically for you).

Also because my speed limit area 1 has expanded, but I want to keep a history of the speed limit record as it was previously, that speed limit area record is end dated, and a new speed limit record is created for shape 1 which covers the increased area. The same occurs for speed limit area 2.

It is recommended that when you have two speed limit areas that need to change – one to be expanded and the other reduced, that you do a modification to the speed limit record that needs to be expanded (and the other area will be reduced automatically). If you want to reduce a speed limit area, instead of using the Modify speed limit record option to do so, you must Create a new speed limit area for the reduced speed limit area. See Create speed limit records.

Overpasses/underpasses and intersections

If you are creating a speed limit record for an area that has an intersection, the **Structure** field will default to intersection on the overlaps detected screen. You need to review and, if relevant, select another option from the **Structure** dropdown list for the area/s, eg overpass (bridge or ramp), underpass (tunnel).

Note: Before you create an overpass, underpass or intersection, it is important that you take note of all the affected records, so you can check the impact on those records once the overpass, underpass or intersection speed limit record is certified.

See steps – Create speed limit records.

Overpasses/underpasses

When you are creating or modifying the speed limit record for an overpass or underpass, at the overlaps detected screen, you need to select whether overpass or underpass from the **Structure** dropdown list.

Once the speed limit record is certified, what happens to the speed limit record/s depends on the scenario.

If only one overlap was detected, and you selected either an overpass or underpass from the **Structure** dropdown list, once the speed limit record is certified:

- the new speed limit record you created has the Speed Limit Record Name updated, with the structure type appended, eg "– Overpass 1", and the structure type field is populated with Underpass or Overpass.

  Note: When a speed limit record is created that has multiple overlaps, the records are named using the next sequential number, eg <speed limit record name> – Overpass 1, <speed limit record name> – Overpass 2, etc.

- the existing speed limit record is end dated, with the date the new speed limit record applies.

- a new speed limit record for the existing speed limit record is created with the same Speed Limit Record Name, with the overpass/underpass area clipped out. The Start Date is the same as the date the new speed limit record applies.

- a new speed limit record for the corresponding overlapped area is automatically created as the inverse structure type (the reverse of what you selected as the **Structure**), eg if you created an overpass, an underpass is created. The Speed Limit Record Name is the same as the existing speed limit record, with the reverse structure type appended, eg "– Underpass 1", and the structure type field is populated with Underpass or Overpass. The Start Date is the same as the date the new speed limit record applies.

Overpass example

An overpass was created in Newtown, overlapping existing Newtown record.

The following speed limit records are created once the speed limit record is certified.

Speed limit records:

Intersections

When creating or modifying a speed limit record which contains an intersection and the roads have different speed limits:

- The register will determine that an intersection is present. To identify intersections in the register, LINZ NZ Primary Land Parcels are used.

- An area will be created for the intersection, which will be clipped out of the roads that intersect/join it.

- Once the record has been certified, additional speed limit records will be created for the intersection and appended with '– intersection'. The Structure Type will be Intersection for all records appended – intersection.

- When a speed limit record is created that has multiple intersections, the records are named using the next sequential number, eg <speed limit record name> – Intersection 1, <speed limit record name> – Intersection 2, etc.

Intersection example

In this example you are creating a speed limit area with a 40 km/h speed limit that crosses over existing roads (which are part of an Urban Traffic Area (UTA)), which have a speed limit of 50 km/h.

For the new speed limit record two areas and corresponding speed limit records are created by the system:

- New area 1 – which includes the road either side of the intersection and has a speed limit of 40km/h

- New area 2 – which includes the intersection (with the boundary of the intersection based on LINZ NZ Primary Land Parcels). The intersection is shown as a structure type. The intersection needs to be created as it has two speed limits – 40km/h plus the speed limit for the area it is crossing – which has a speed limit of 50 km/h.

Note: While the new 40 km/h speed area crosses over two roads, the second one is a T-intersection so it is not treated as an 'intersection' and the speed will be 40 km/h at this location (as the speed limit at 'the top of the T' is the speed limit for that road).

For the two areas you need to review (and update if required) the following:

- Action – **Overwrite <existing speed limit record with new speed limit record>** – the only reason you would change to **Do not overwrite <existing speed limit record>** is if you don't want the new speed limit to be applied.
  Note: If the system has incorrectly identified an intersection where there should not be one, or if you specifically want the speed limit for the crossing road to stop and start either side of the intersection, you should change the **Structure** field to **None**. The **Action** field will automatically change to **Do not overwrite <existing speed limit record>**.

- Structure – for New Area 1 – this is None, for New Area 2 – is Intersection.

  Note: You would select **Ignore** in the **Structure** dropdown field in the following cases:

  - The NSLR has detected there is an intersection when there isn't one.

  - You don't want multiple speed limits at the intersection and just want the speed limit of one of the intersecting roads to apply.

  Once you have select **Ignore**, if you click the **Back** button and then go back to the overlaps detected screen, the system will not redetermine the intersections again.
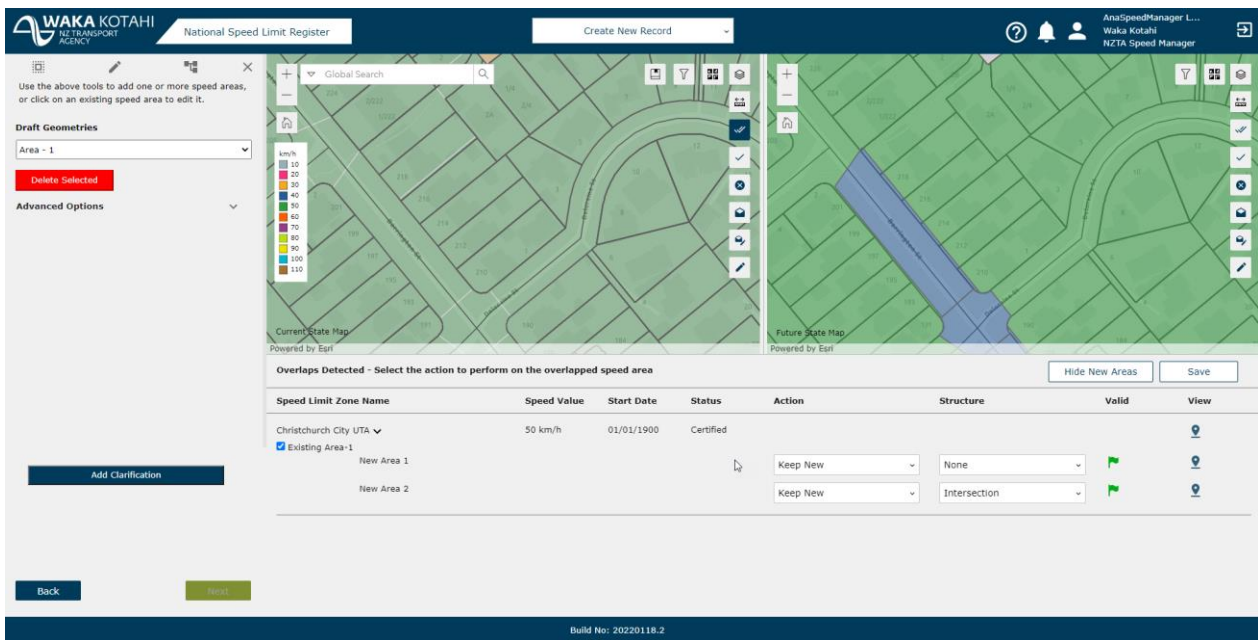
In addition, for the existing speed limit record which has a 50km/h speed limit and is part of an Urban Traffic Area, the intersection area in clipped out, and as mentioned above a new speed limit record is created for the intersection with a speed limit record of 50 km/h.

Once certified, the following speed limit records will exist:

- <New speed limit record name> (for the 40 km/h)

- <New speed limit record name> – Intersection 1 (for the 40 km/h)

- <Existing speed limit record name> (for the 50 km/h UTA)

- <Existing speed limit record name> – Intersection 1 (for the 50 km/h UTA).

Presence of a school

For permanent and variable speed limits, if you are setting a speed limit due to the presence of a school, you must select the **Road outside a school?** checkbox. If you haven't selected this checkbox and the system determines there is a school present when you create your speed limit area, it will return a message asking you to confirm that the maximum speed limits for school are not applicable. There may be cases where this is the case, eg the NSLR detects there is a school, but the school is no longer in existence.

Import speed limit data

You can import File Geodatabase (FGDB) and GeoJSON files into the NSLR, rather than drawing polygons to define the speed limit areas in the NSLR. The FGDB files can be produced from ArcGIS Pro and the GeoJSON files from QGIS. If your files are based on centrelines, they need to be converted to polygons to be imported into the NSLR. This is useful if you already have files you want to use.

You need to populate data required by the NSLR in the import file and follow the Speed limit record naming conventions.

The process is as follows:

Once you have imported the data into the NSLR, you need to review it (and complete/update as required) and submit it for certification.

Steps – Download data templates from NSLR

1. If you already have a file to upload, go to steps – Import speed limit data.

   If you don't have a file to upload, go to step 2.

2. In the NSLR, select **Dashboard > Import data**. The **Import data** panel displays.

3. Either:

   - Click ⬇️ (Click to download a template FGDB)

   - Click 🗄️ (Click to download ArcGIS Pro Package).

If you need to convert centreline data to polygons, go to steps – Convert data to polygons.

If you don't need to convert centre data to polygons, go to steps – Prepare file for import.

Steps – Convert data to polygons

These steps take you through how to convert centreline data to a polygon format so it can be directly imported into the NSLR.

The NSLR presents speed limit data in a polygon format. If you have centreline data for your speed limits you can use this process to create polygons based on the LINZ road parcels. For new developments the LINZ data may not be up-to-date. You will need to use other datasets to help define your speed areas.

1. Access the ArcGIS Pro **spatial join** process in the geo processing tools. This joins attributes from the centreline dataset to the LINZ road parcels based on their spatial relationship (where the centreline intersects the LINZ road parcels).

2. Select the **Join Operation** option with no duplicate polygons using **Join one to one** – the speed limit for the polygon is taken from the centreline that intersects the LINZ road polygon the most.
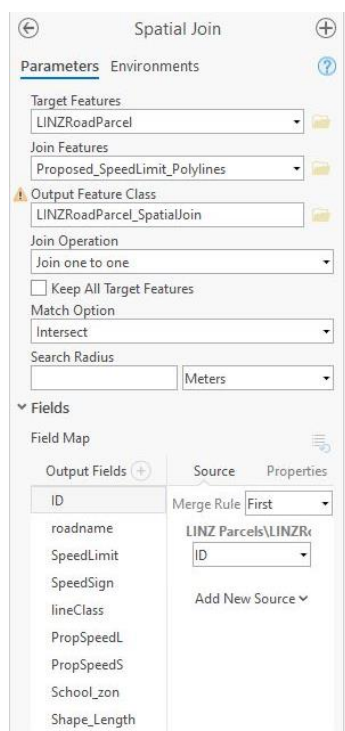
3. You will need to do some manual editing of the polygons created in this spatial join process using the edit features: **split, reshape and merge**. For example, where two speed limit centrelines intersect the same polygon.

    The image below shows the LINZ road parcel polygon has been drawn as 60kph (yellow) but a section of the road is also 40kph (purple centreline) – this is an example of where you will need to split the polygon and reassign the speed limit value.

The merge tool can be used to group polygons with the same speed together if they are connected (image below).

You can then draw a single 40kph polygon to cover the entire town. You can use the LINZ standard parcels as a guide. This is the preferred approach as it simplifies the polygon and is more easily maintained.
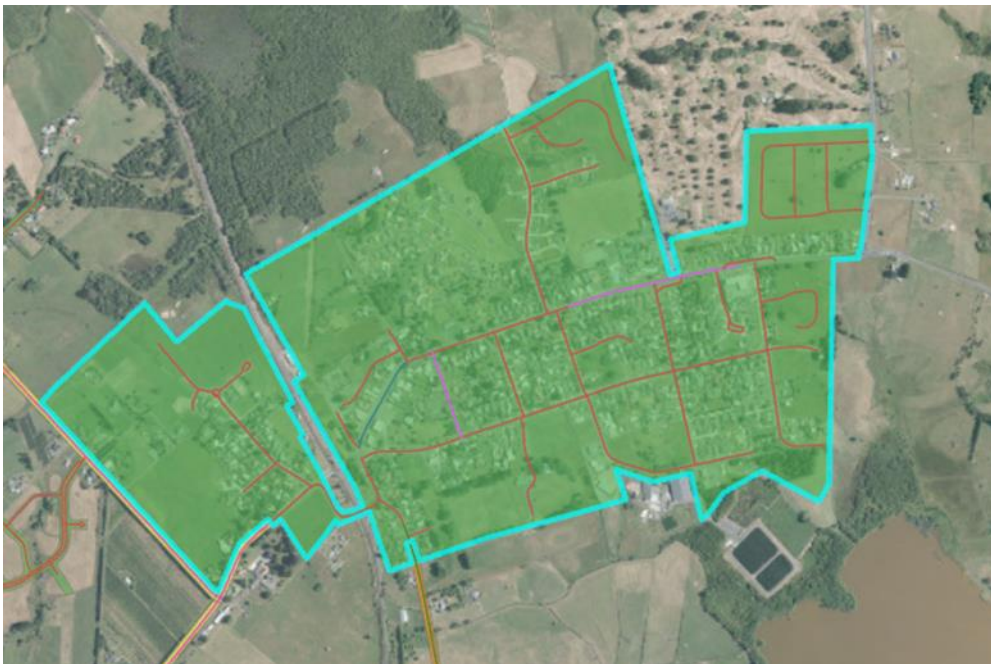
You can also use this approach for smaller groupings, eg applying a 40kmh speed limit to a suburb.

4. Once you've processed your speed limits and tidied up the polygons you can append them to the template tables and layer you downloaded from the NSLR:

- RCA Zone Reference table (Note: this does not need updating. It is a look up table which allows users to select their relevant RCA from a drop-down list when filling out details in the Speed Limit Zone table)

- Speed Limit Zone table

- Speed Limit Zone Geometry Draft feature class layer

- Speed Limit Zone Variable Period table

- Speed Limit Zone Variable Speed table

See relevant steps in steps – Prepare file for import.

Steps – Prepare file for import

1. Access the tool you are using (ArcGIS Pro Package or QGIS), then the template you downloaded and complete the tables/feature class in the file as follows (there is one feature class and one table for all speed limit categories, plus two additional tables for variable speed limit records), remembering to save your tables once you complete them:

For all speed limit categories

Speed Limit Zone> Main table to create new speed limit record.

Note: You can add multiple speed limit records to the same file. You will need to complete a line in the tables for each one.

*mandatory field

Field	Description/Notes
OBJECT ID*	Auto generated
Speed Limit Zone ID*	Select + to generate key ID, this is the primary key that links to other related tables.
Speed Limit Zone Name*	Name assigned to speed limit record. Must be unique. See Speed limit record naming conventions. Note: The speed limit record name will default to all capitals format once it is saved in the NSLR.
rca*	Select your RCA from the dropdown list.
Speed Category ID*	Select speed category from dropdown list, eg permanent.
Speed Value Type ID*	Select speed limit in km/h, eg 50 km/h from dropdown list.
Speed Limit Zone Reason ID*	Select the reason for the speed limit, default is 'Speed area'.
Speed Limit Zone Start Date*	Select from calendar date speed limit applicable from. Note: please allow at least ten working days between submitting the record for certification and the speed limit start date.
Speed Limit Zone End Date	Select from calendar date speed limit applicable to, ie when the speed limit ends. Required for emergency and seasonal speed limit records. Not required for permanent and variable speed limit records.
Speed Limit Zone Variable Period ID	If the speed limit record is a variable, add a unique dummy ID starting from 1. When you create a related record in the Speed Limit Zone Variable Period table, make sure you reference the dummy ID to create a relationship between the records. When the template tables are uploaded to the NSLR application, a new Speed Limit Zone Variable Period ID will be automatically generated based off the last ID assigned.

Field	Description/Notes
Speed Limit Zone Status ID*	Use the default selection – 'Draft'
GlobalID*	Auto generated
created_user	Auto generated
created_date	Auto generated
last_edited_user	Auto generated
last_edited_date	Auto generated
Category Sub Type	Leave as null unless it is an emergency record.
RCA Zone Reference ID*	This field is auto generated when you select your RCA from the rca field.
Speed Management Plan ID	Leave blank. You can select the correct plan once you have imported your records and are in edit mode.

Speed Limit Geometry Draft > Table to hold the polygon/speed area.

This is where you create or append your speed limit polygons.

Note: If there is more than one area associated with the speed limit record, you will need to complete a line in the table for each one.

*mandatory field

Field	Description/Notes
OBJECT ID*	Auto generated
Global ID*	Auto generated
Speed Limit Zone Geometry Draft ID	Select + to generate key ID.
Speed Limit Zone ID*	Copy key ID from Speed Limit Zone table to link the polygon/speed area. This is the primary key that links to other related tables.
created_user	Auto generated
created_date	Auto generated
last_edited_user	Auto generated
last_edited_date	Auto generated
Shape*	Defaults to Polygon
Shape_Length	Auto Generated
Shape_Area	Auto Generated

For variable speed limits

Speed Limit Variable Speed > Child table used to list variable speed limits associated to a parent variable speed limit record

Note: If there is more than one variable speed, you will need to complete a line in the table for each one.

*mandatory field

Field	Description/Notes
OBJECT ID*	Auto generated
Speed Limit Zone Variable Speed ID	Select + to generate key ID.
Speed Limit Zone ID*	Copy key ID from Speed Limit Zone table to link. This is the primary key that links to other related tables.
Speed Value Type ID*	Select speed limit in km/h, eg 30 km/h from dropdown list.
GlobalID*	Auto generated
created_user	Auto generated
created_date	Auto generated
last_edited_user	Auto generated
last_edited_date	Auto generated

Speed Limit Variable Period > Child table used to list variable speed limit periods associated to a parent variable speed limit record

*mandatory field

Field	Description/Notes
OBJECT ID*	Auto generated
Speed Limit Zone Variable Period ID	Add the unique dummy ID from the Speed Limit Zone table to create a relationship between the records. When the template tables are uploaded to the NSLR application, a new Speed Limit Zone Variable Period ID will be automatically generated based off the last ID assigned.
Speed Limit Zone Variable Period Description	Enter variable speed limit record description.
GlobalID*	Auto generated
created_user	Auto generated
created_date	Auto generated
last_edited_user	Auto generated

last_edited_date	Auto generated

2. Save file.

3. Locate the file folder (template.gdb) where you saved it.

4. Compress/zip your file.

5. Rename the zipped file.

Go to steps – Import speed limit data.

Steps – Import speed limit data

Ensure you have prepared your data file. See steps – Prepare file for import.

1. Select **Dashboard > Import data**. The **Import data** panel displays.

2. Either:

   • Drag and drop your zipped FGDB file into the space indicated, or

   • Click on the space indicated to select the file from your computer.

   A message will display to indicate the file has been uploaded and the speed limit record name/s are listed in the **Import data** panel under **Speed limit record name**.

   Note: If there is an error with a record, that record will not import but you can continue importing the correct records. You will need to resolve the issue with the incorrect record/s in your file and then upload that again.

3. Click 📍 (**View**) beside the speed limit record name to display the speed limit record on the map.

4. Click ⓘ (**Details**) beside the speed limit record name to display the details panel. The status is draft. Check that the information is correct. If updates are required, once you have imported the record you can make the updates (see step 6).

5. Click ⤷ (**Import**) beside the speed limit record name. The data will be checked as it is imported and if there are errors you will need to resolve the issues in your file and then upload again. If you get a message that minimum length requirements are not met, you will need to fix this in the NSLR at step

   6. If successful you will receive a message and ✅ (Green tick) will display under **Import**.

6. You will need to locate the record using advanced search, see Search the NSLR. Review your speed limit record details and complete any missing fields/update as required. Follow the steps – Modify speed limit records. Note that you should select the **Force intersection check** checkbox if you want to force the NSLR to check for intersections. Then submit the record, following Submit speed limits.

7. Repeat steps 3 to 6 for other speed limit records you imported in your file as required.

Create speed limit records

Create a permanent speed limit record

A permanent speed limit is a speed limit that is in force except when a seasonal, variable, temporary - emergency or other temporary speed limit is in force.

1. Select **Dashboard > Create new record**.

2. Complete the following information:

Field	Description
Speed management plan	The legal instrument under which the speed limit was set, ie certified speed management plan, specific Director's approval.
Speed limit record name	Name assigned to speed limit record. Must be unique. See Speed limit record naming conventions. Note: The speed limit record name will default to all capitals format once it is saved.
Speed category	Select Permanent.
Road outside a school?	Select the checkbox if speed limit is in a school area. Note: If selected the options shown for the **Speed value** field are restricted to those valid for schools, ie 60 km/h and below.
Speed value	Select speed limit in km/h, eg 50 km/h. Note: If **Road outside a school?** checkbox is selected, the only options presented are those valid for schools, ie 60 km/h and below.
Director approval URL	This field displays if 110 km/h is selected in the **Speed value** field. Enter the URL for the document provided by the Director approving the 110 km/h speed limit.
Start date	Date speed limit applicable from.

3. Click **Next**.

4. Add one or more speed areas. See Drawing polygons to define speed limit areas.

   Note:
   If the area intersects with a school and you have entered a speed value that is not allowable under the Rule, then a checkbox with a message appears in the left hand panel asking you to confirm that the maximum speed limits for schools are not applicable.
   If this is the case you must select the checkbox. A **Declaration** window will display. Enter the reason why the maximum speed limits for schools are not applicable, then click **Save**.
   Once you have done this a **View Details** button will appear in the left hand panel. You can click on this to review your reason.
   If, instead, you forgot to select the **Road outside a school?** checklist or you entered the incorrect speed limit, you need to go back and correct the record.

   If the area you are selecting includes a record that has been locked, the locked record will be greyed out and you won't be able to select it. If you want to progress with including that area, you would need to apply to the Director to get the record unlocked.

   The **Force intersection check** checkbox is only relevant when importing speed limit data. Select it to force the NSLR to check for intersections.

5. Determine if a separate lane speed needs to be created. If you need to create a separate lane speed, see Adding advanced options.

6. Click **Add clarification** to add additional information to a speed limit record. Click on the map where the clarification is to be added. Enter the clarification information, eg in response to a question from Waka Kotahi, if you have already obtained approval from Waka Kotahi for a non-standard speed limit. Click ▣ Save (Save icon). Note: You can repeat to enter multiple clarifications. You can also move the clarification or delete it if no longer required.

7. Click **Next**.

8. Maps of the current and future state display and a message advising whether overlaps detected or not.

    Note:

    A ⚑ green flag icon in the **Valid** column displays if no warnings or issues have been detected.

    An ⚑ orange flag icon in the **Valid** column displays if there is a warning about things you need to check. Click on the orange flag to see the details. An example is where the new record has the same speed value and category as the overlapped record.

    If the area intersects with a school and you have entered a speed value that is not allowable under the Rule, then a ⚑ red flag icon will display in the **Valid** column. You will not be able to save the speed limit record.

    If overlaps are detected, go to step 9.
    If overlaps are not detected, go to step 10.

9. If overlapping speed areas are detected, review the information displayed.

    Hints:

    You can use the tools on the maps, eg to show records of different statuses.

    You can click Hide new areas/Show new areas to see the impact on the future state map.

    You can select/deselect the checkbox beside each Area to view/hide.

    You can click 📍 (View on map) beside the record to go to that speed limit on the map.

    For each speed area:

    *   For the Action dropdown field confirm that you want to Overwrite <existing speed limit record with new speed limit record>. If not, select Do not overwrite <existing speed limit record.

        Note: If the system has incorrectly identified an intersection where there should not be one, you should change the **Structure** field to **None**. The **Action** field will automatically change to **Do not overwrite <existing speed limit record>**.

    *   Select the **Structure** dropdown arrow if relevant, and select either:

        *   Ignore

        *   Intersection

        *   Overpass

        *   Underpass.

        See Overpasses/underpasses and intersections for details of how overpasses/underpasses and intersections are dealt with.

    Click **Save**. A confirmation message displays advising what changes have been detected. Click **Continue**. Go to step 11.

10. If overlapping speed areas are not detected, click **Save**. Go to step 11.

11. Select the **Save details**, either:

- Save as draft – record is being drafted

- Save as draft submission – record has been drafted and is ready to be submitted

- Submit record for certification – submit record (only available for RCA Speed Administrator).

12. If you are submitting, select the checkbox to confirm you have followed the correct speed management practices and have the authority to submit the information.

13. Click **Save**.

Adding advanced options

Use to create a separate lane speed. A lane only has to be created for those lanes that have a different speed to the lanes within the speed area. As an example, if there is a four lane `stretch of road, and only lane one has a different speed, then a lane only needs to be created for lane one. The rest of the lanes will pick up the details entered at the start of the speed limit creation process.

When creating a lane with a separate purpose, you can only create the lane once in one direction. For example, if creating a separate speed value for lane one in the northern direction, then you cannot create another lane one in a northern direction, as you have already created that. You can create a lane one in a southern direction.

These steps are completed as part of steps – Create speed limit records or steps – Modify speed limit records. They are separated out as they only apply in specific circumstances.

1. Click the **Advanced options** ⌄ (**Expand**) icon and then click the **Add separate lane speed** button.

    Complete the following information as relevant:

Field	Description
Lane purpose	Used to indicate speed limit different due to lane purpose, either: • Bus lane • Opposing seed difference • Multiple speed in the same direction. Note: Multiple lanes and Opposing speed limits generally occur on state highways and arterial routes.
Lane direction	Direction of lane, either: • N – North • S – South • W – West • E – East. Note: Roads that run for example NW can be entered as either N or W.
Speed value	Select speed limit in km/h, eg 40 km/h.

Field	Description
Lanes from centre line	Used to denote where difference in speed limit for specific lane. Indicates lanes out from centreline that speed limit applies to. Minimum value is 1, maximum is 6.

Note: If you decide the separate lane speed is not required, click **Delete**.

Repeat for each lane as required.

A speed limit record area will be created for each additional lane you create.

Create a variable speed limit record

A variable speed limit is where the speed limit changes under certain conditions (excluding seasonal limits), eg due to the presence of a school, the speed limit is different at certain times of the day corresponding to school activity.

Note: While setting a variable speed limits for 'emergency or temporary traffic management' is an option in the Land Transport Rule: Setting of Speed Limits 2022 (the Rule), due to design constraints it has not been included in the NSLR. This functionality will be implemented in the future, in the meantime, please use 'other' for the Reason or create a temporary - emergency speed limit record.

1. Select **Dashboard > Create new record**.

2. Complete the following information:

Field	Description
Speed management plan	The legal instrument under which the speed limit was set, ie certified speed management plan, specific Director's approval.
Speed limit record name	Name assigned to speed limit record. Must be unique. See Speed limit record naming conventions.
Speed category	Select Variable.
Reason	Select the reason for the variable speed limit. Options are: • Different numbers and types of road users or different traffic movements • The effects of changing traffic volumes, including to ease congestion • A crash risk posed by turning or crossing traffic • Changing climatic conditions • The presence of a school • The presence of a marae • Other – use if one of the other categories does not apply. If selected you need Director's approval.
Corridor speed value	Select the speed limit generally applying to the corridor, eg 50 km/h.

Field	Description
Director approval URL	This field displays if Other is selected in the **Reason** field or 110 km/h is selected in the **Corridor speed value** field. Enter the URL for the document provided by the Director approving the 110 km/h speed limit.
Start date	Date speed limit applicable from.
Variable speed values	Select the variable speed limit/s (other speed limits besides the corridor speed limit that may apply) in km/h, eg 40 km/h. These may be single, eg schools, or multiple eg managed motorways. A blue line appears to the left of a selected speed limit. Note: The options presented are based on the **Reason** and **Corridor speed value** selected, eg the valid values for school are 60 km/h or below, the only valid value for marae where the corridor speed value is 50 km/h is 30 km/h. The valid values for beaches or riverbeds are 30 km/h or 60 km/h. *Tip: Click once to select the speed limit, click again to deselect.*
Operational description	This field displays if: • **The presence of a school is** selected in the **Reason** field. Some standard text defaults. Update as required. • **The presence of a marae** is selected in the **Reason** field. Add text as required.

3. Click **Next**.

4. Add one or more speed areas. See [Drawing polygons to define speed limit areas](#).

   Note:
   If the area intersects with a school and you have entered a speed value that is not allowable under the Rule, then a checkbox with a message appears in the left hand panel asking you to confirm that the maximum speed limits for schools are not applicable.
   If this is the case you must select the checkbox. A **Declaration** window will display. Enter the reason why the maximum speed limits for schools are not applicable, then click **Save**.
   Once you have done this a **View Details** button will appear in the left hand panel. You can click on this to review your reason.
   If, instead, you forgot to select the **Road outside a school?** checklist or you entered the incorrect speed limit, you need to go back and correct the record.

   If the area you are selecting includes a record that has been locked, the locked record will be greyed out and you won't be able to select it. If you want to progress with including that area, you would need to apply to the Director to get the record unlocked.

   The **Force intersection check** checkbox is only relevant when importing speed limit data. Select it to force the NSLR to check for intersections.

5. Determine if a separate lane speed needs to be created. If you need to create a separate lane speed, see [Adding advanced options](#).

6. Click **Add clarification** to add additional information to a speed limit record. Click on the map where the clarification is to be added. Enter the clarification information, eg in response to a question from Waka Kotahi, if you have already obtained approval from Waka Kotahi for a non-standard speed limit.

Click ▣ Save (Save icon). Note: You can repeat to enter multiple clarifications. You can also move the clarification or delete it if no longer required.

7. Click **Next**.

8. Maps of the current and future state display and a message advising whether overlaps detected or not.

   A 🚩 green flag icon in the **Valid** column displays if no warnings or issues have been detected.

   An 🚩 orange flag icon in the **Valid** column displays if there is a warning about things you need to check. Click on the orange flag to see the details. An example is where the new record has the same speed value and category as the overlapped record.

   If the area intersects with a school and you have entered a speed value that is not allowable under the Rule, then a 🚩 red flag icon will display in the **Valid** column. You will not be able to save the speed limit record.

   If overlaps are detected, go to step 9.
   If overlaps are not detected, go to step 10.

9. If overlapping speed areas are detected, review the information displayed.

   Hints:

   You can use the tools on the maps, eg to show records of different statuses.

   You can click Hide New Areas/Show New Areas to see the impact on the future state map.

   You can select/deselect the checkbox beside each Area to view/hide.

   You can click 📍 (View on map) beside the record to go to that speed limit on the map.

   For each speed area:

   - For the Action dropdown field confirm that you want to Overwrite <existing speed limit record with new speed limit record>. If not, select Do not overwrite <existing speed limit record>.

     Note: If the system has incorrectly identified an intersection where there should not be one, you should change the **Structure** field to **None**. The **Action** field will automatically change to **Do not overwrite <existing speed limit record>**.

   - Select the **Structure** dropdown arrow if relevant, and select either:

       - Ignore

       - Intersection

       - Overpass

       - Underpass.

     See Overpasses/underpasses and intersections for details of how overpasses/underpasses and intersections are dealt with.

   Click **Save**. A confirmation message displays advising what changes have been detected. Click **Continue**. Go to step 11.

10. If overlapping speed areas are not detected, click **Save**. Go to step 11.

11. Select the **Save details**, either:

    - Save as draft – record is being drafted

    - Save as draft submission – record has been drafted and is ready to be submitted

- Submit record for certification – submit record (only available for RCA Speed Administrator).

12. If you are submitting, select the checkbox to confirm you have followed the correct speed management practices and have the authority to submit the information.

13. Click **Save**.

Create a seasonal/recurring seasonal speed limit record

A seasonal speed limit is speed limit that applies on a seasonal basis, eg during a holiday period. Seasonal speed limits can be one-off or recurring.

1. Select **Dashboard > Create new record**.

2. Complete the following information:

Field	Description
Speed management plan	The legal instrument under which the speed limit was set, ie certified speed management plan, specific Director's approval.
Speed limit record name	Name assigned to speed limit record. Must be unique. See Speed limit record naming conventions.
Speed category	Select Seasonal.
Speed value	Select speed limit in km/h, eg 30 km/h.
Director approval URL	This field displays if 110 km/h is selected in the **Speed value** field. Enter the URL for the document provided by the Director approving the 110 km/h speed limit.
Start date	Date speed limit applicable from.
End date	Date speed limit applicable to, ie when the speed limit ends.

3. If recurring, complete the following fields:

Field	Description
Recurring	Select the checkbox if the seasonal limit recurs each year.
Date option	Select the radio button beside the date option of when seasonal recurring limits occur, either: • Fixed dates • Use holiday • Specify dates.
For Fixed dates:	
Indefinite	Select the checkbox if the seasonal limit is unending/ongoing.
Start date	Date speed limit applicable from.
End date	Date speed limit applicable to, ie when the speed limit ends.

Field	Description
Seasonal description	Description of what the seasonal speed limit is for.
For Use holiday:	
Holiday	Select the holiday, eg Christmas Day.
Number of years to create	Select the number of years the seasonal limit is applicable for. Maximum is 5 years as those are the dates we have available for holidays.
Seasonal description	Description of what the seasonal speed limit is for.
For Specify dates:	Enter dates for each time period. Tip: Click ↺ (Clear icon) to clear the dates.
Start date	Date speed limit applicable from.
End date	Date speed limit applicable to, ie when the speed limit ends.
Seasonal description	Description of what the seasonal speed limit is for.

Click **Next**.

4. Add one or more speed areas. See Drawing polygons to define speed limit areas.

   Note:
   If the area you are selecting includes a record that has been locked, the locked record will be greyed out and you won't be able to select it. If you want to progress with including that area, you would need to apply to the Director to get the record unlocked.

   The **Force intersection check** checkbox is only relevant when importing speed limit data. Select it to force the NSLR to check for intersections.

5. Determine if a separate lane speed needs to be created. If you need to create a separate lane speed, see Adding advanced options.

6. Click **Add clarification** to add additional information to a speed limit record. Click on the map where the clarification is to be added. Enter the clarification information, eg in response to a question from Waka Kotahi, if you have already obtained approval from Waka Kotahi for a non-standard speed limit. Click ▣ Save (Save icon). Note: You can repeat to enter multiple clarifications. You can also move the clarification or delete it if no longer required.

7. Click **Next**.

8. Maps of the current and future state display and a message advising no overlaps detected.

   Hints:

   You can use the tools on the maps, eg to show records of different statuses.

   You can click Hide New Areas/Show New Areas to see the impact on the future state map.
   Click **Save**.

9. Select the **Save details**, either:

- Save as draft – record is being drafted

- Save as draft submission – record has been drafted and is ready to be submitted

- Submit record for certification – submit record (only available for RCA Speed Administrator).

10. If you are submitting, select the checkbox to confirm you have followed the correct speed management practices and have the authority to submit the information.

11. Click **Save**.

Create a temporary – emergency speed limit record

An emergency speed limit is a speed limit put in place due to an emergency, eg earthquake, tsunami, epidemic, etc. Emergency speed limits are a sub type under the Temporary category, and are the only temporary speed limits entered into the NSLR at the moment.

Emergency speed limits must have a start and end date.

Emergency speed limits are certified automatically once submitted.

1. Select **Dashboard > Create new record**.

2. Complete the following information:

Field	Description
Speed limit record name	Name assigned to speed limit record. Must be unique. See Speed limit record naming conventions.
Speed category	Select Temporary.
Temporary sub type	Select Emergency.
Speed value	Select speed limit in km/h, eg 40 km/h. Must be at least 10 km/h less than current speed limit.
Start date	Date speed limit applicable from. Note: This date can be set in the past for emergency speed limits if relevant.
End date	Date speed limit applicable to, ie when the speed limit ends. Can be no more than one year from start date. Note: If no date is entered, will default to one year from start date.
Emergency reason	Explanation of why emergency speed limit exists.

3. Click **Next**.

4. Add one or more speed areas. See Drawing polygons to define speed limit areas.

   Note:
   If the area you are selecting includes a record that has been locked, the locked record will be greyed out and you won't be able to select it. If you want to progress with including that area, you would need to apply to the Director to get the record unlocked.

   The **Force intersection check** checkbox is only relevant when importing speed limit data. Select it to force the NSLR to check for intersections.

5. Select the **Emergency speed value**. Note this overrides the value entered in the **Speed value** field. The available speed value in this field is 10km lower than the lowest overlapped certified speed area, except when overlapping an existing emergency record.

6. Click **Add clarification** to add additional information to a speed limit record. Click on the map where the clarification is to be added. Enter the clarification information, eg why an emergency speed limit it being put in and why the specific speed limit has been chosen. Click ▣ Save (Save icon). Note: You can repeat to enter multiple clarifications. You can also move the clarification or delete it if no longer required.

7. Click **Next**. A warning message displays advising the emergency speed limit record will be automatically certified. Click **Continue**.

8. Maps of the current and future state display and a message advising no overlaps detected.

   Hints:

   You can use the tools on the maps, eg to show records of different statuses.

   You can click Hide New Areas/Show New Areas to see the impact on the future state map.
   Click **Save**.

9. Select the **Save details**, either:

   • Save as draft – record is being drafted

   • Save as draft submission – record has been drafted and is ready to be submitted

   • Submit record for certification – submit record (only available for RCA Speed Administrator).

10. If you are submitting, select the checkbox to confirm you have followed the correct speed management practices and have the authority to submit the information.

11. Click **Save**.

Modify speed limit records

Use to modify a speed limit record if you need to change the attributes, eg speed value, speed limit area, end date for an emergency or seasonal speed limit.

Examples

   • you want to reduce the speed limit in an existing speed limit area from 50 km/h to 40 km/h

   • a development has got bigger and you want to extend the 50 km/h speed limit area

   • an additional area needs to be added to a speed limit record

   • an emergency speed limit is no longer required.

Note:

If you want to extend an urban traffic area, the system will prevent you from extending the existing geometry, you must add an additional speed limit area to the speed limit record.

If you want to reduce a speed limit area, instead of using the Modify speed limit record option to do so, you must Create a new speed limit area for the reduced speed limit area. See Create speed limit records.

You may need to modify a speed limit record if it is marked for correction as an issue has been found during certification that needs to be corrected. You will have received notification by email and also in the NSLR Notifications. See Notifications.

If the speed limit record has the 🔒 (**Record is currently locked**) icon beside it in the advanced search, this means it has been locked by Waka Kotahi and you will not be able to edit it.

If you are expanding or reducing the speed limit area, you will also be impacting adjacent speed limit records. See Speed limit area expansion/reduction.

Emergency speed limits are certified automatically once submitted.

1. Locate the speed limit record, by either:

   - clicking on the speed limit area on the map to display the speed limit record details, then click

     Edit Record (Edit record icon) at the bottom of the panel. Note: If you are wanting to edit a draft, draft submission or correction record, you must ensure you have selected the

     appropriate layer (using ✏️ Draft, 💬 Draft submission or ❌ Correction) to locate the record on the map.

   - using advanced search. See Search the NSLR. Click the ✏️ (**Modify this record**) icon for the speed limit record.

     The Edit speed limit record panel displays.

2. Update the speed limit record details as required. See steps – Create speed limit records for the relevant speed limit category.

   If you need to modify the speed limit area (including adding additional areas or removing areas), see Drawing polygons to define speed limit areas (make sure you click the **Finish** button once you have finished updating the shape).

   Note: If you are increasing or decreasing a speed limit area and there is a school within that area, you must check the **Road outside a school?** checkbox.

Review 70/90 km/h speed limits

You can set 70 and 90 km/h speed limits, but must review these in your next speed management plan and either confirm the speed limit is safe and appropriate or change the speed limit. Once reviewed, further reviews are not applicable.

An RCA Speed Administrator or Speed Manager can indicate a 70 or 90 km/h record has been reviewed as follows:

1. To view more details for a speed limit record, use the advanced search to locate the record, then click

   ⓘ (**View full details of the record**) beside a speed limit record to display more details for the speed limit in a panel on the left hand side of the screen.

2. Beside the speed value: 70 km/h or 90 km/h – "Requires Review" displays and an ✏️ (Mark this record as no longer requiring a review) button.

3. Click the ✏️ (Mark this record as no longer requiring a review) button.

4. In the Review Completed window that displays enter the URL for the certified speed management plan that contains the details of the review.

5. Click **Save**.

   Once saved "Requires Review" changes to "Reviewed".

Delete speed limit records

Delete speed limit record

Use to delete a draft speed limit record (status: draft or draft submission) if it is no longer required, eg created in error.

Note: A certified speed limit record cannot be deleted. It can only be modified or replaced with another speed limit record.

1. Locate the speed limit record using advanced search. See Search the NSLR.

2. Click the ✎ (**Modify this record**) icon for the speed limit record. The Edit speed limit record panel displays.

3. Click **Delete record**. A message displays asking you to confirm.

4. Click **Yes**. A message displays advising the speed limit record was deleted successfully.

Submit speed limits

Overview

Once a new speed limit record is drafted, it must be submitted by a person at your RCA assigned the RCA Speed Administrator role.

If you are the RCA Speed Administrator, you can do this at the time you create or modify the speed limit record. See steps – Create a speed limit record or steps – Modify a speed limit record for the relevant speed category.

If you have separate RCA Speed Creator role/s within your RCA, as the RCA Speed Administrator, you will receive notification by email and also in the NSLR Notifications when a speed limit record is ready for you to submit. See Notifications.

Submit a draft speed limit record

Use to submit a draft submission speed limit record (status: draft, draft submission) when it is ready to go to Waka Kotahi for certification.

1. Locate the speed limit record. See Searching or Notifications.

2. Review the speed limit record information and update as required. See steps for Modify speed limit records for the relevant speed limit category.

3. Select **Submit record for certification** in the **Save details**.

4. Select the checkbox to confirm you have followed the correct speed management practices and have the authority to submit the information.

5. Click **Save**. A message displays confirming the speed limit record was submitted successfully. The Speed Certifier will receive a notification that the record is ready to be certified.

Help and support

The NSLR will be available from 6am to 12am Monday to Friday for RCAs to use.

If you need help or support with regards to the NSLR please contact the following:

Help/support	Contact
Access/system help New user access Question about speed limit record/data in the NSLR	Geospatial team Email GeospatialSystems@nzta.govt.nz
Training	NSLR eLearning

If you need information on how to revoke your bylaws, see Process to revoke speed limit bylaws.

FAQs

Question	Answer
I have forgotten my password, how can I reset it?	You need to email GeospatialSystems@nzta.govt.nz advising that is it for the NSLR, details of your request and your NSLR user name.
I have a new phone, how do I get the Okta Verify app or Google Authenticator app set up on my phone so I can log in to the NSLR?	You need to email GeospatialSystems@nzta.govt.nz advising that you have a new phone and want to reset the Okta Verify app or Google Authenticator app to add the account on your new phone.
I need to change my role from an RCA Creator to an RCA Administrator. How do I do this?	You need to email GeospatialSystems@nzta.govt.nz advising that is it for the NSLR, details of your request, your NSLR user name, your role, your RCA.
One of our team has left, how do we remove their access and get another person set up?	You need to email GeospatialSystems@nzta.govt.nz advising that is it for the NSLR, your RCA, details of your request, the person who has left and the new person's details.
I have a question about a speed limit record published in the NSLR?	You need to email GeospatialSystems@nzta.govt.nz with the details.
There is some incorrect data showing in the NSLR?	You need to email GeospatialSystems@nzta.govt.nz with the details..