

# TRAININGTALK

TRAINING NEWS FROM THE NEW ZEALAND INSTITUTE OF HIGHWAY TECHNOLOGY MAY 2017

## SUPERCHARGED SUPERVISORS TOOLKIT

**This increasingly popular course concentrates on what supervisors must be, what they should know and also how they do it.**

By completing a DiSC Management Profile prior to the course, participants come to understand their own unique leadership style, its strengths and challenges. They learn the importance of adapting their own style in create an environment for achievement and which motivates those they work with.

Using unique experiential learning methods, everyone is able to see the theory in practice during the seminar. These activities give people the opportunity to apply their new knowledge in a risk free environment, and take the leaning from that into their own workplace.

Supercharged Supervisors Toolkit is delivered as a public course and can also be delivered as an in-house customised version. Participants leave with the ability to reflect on their personal strengths and where they need to improve their effectiveness. The Leaders Handbook, included in the package, provides a step-by-step guide to take them forward on their leadership journey.

### DATES

INVERCARGILL	9 May
HAMILTON	31 May
WHANGAREI	29 June
WELLINGTON	11 July
CHRISTCHURCH	13 July
ROTORUA	19 July
AUCKLAND	26 July

### FOR MORE INFORMATION CONTACT

Lisa Banks. [lisa@nzihl.co.nz](mailto:lisa@nzihl.co.nz) 06 759 7065 ext 705.



*Pictured above are students learning the art of giving instructions and working to a plan.*

What's  
Inside

new zealand  
**nziht**  
institute of highway technology

### SHORT COURSES

An Introduction to Materials for Chipseals and Asphalt	2
Chipseal Design	2
Understanding NZS3910:2013	
Conditions of Contract	3
Tendering for Projects	3
Geometric Design for Roads	5
Slinging, Lifting, Moving and Placing	5

**CONTACT Lisa Banks**

Road Lighting Course A – to AS/NZS 1158	2
Road Lighting Course B – Design Training	2
Pavement Surfacing	3

Bitumen Plant and Tanker Operator	4
Bitumen – Basic Safety	4
Bitumen Sprayer Operator	4
Bitumen – Managing the Risk	4
Bitumen Rheology and Performance	5
Asphalt Production Essentials	12
The Fundamentals of Asphalt Mix	12
Asphalt Pavement Construction Essentials	12
Bridge and Other Significant Highway Structures Inspection	12

**CONTACT Jan Kivell**

### CONFERENCES

NZTA/NZIHT Annual Conference	6
<b>CONTACT Jill Warner</b>	

### COURSE CALENDAR & REGISTRATION

May – July 2017	7 - 10
Registration Form	11

# ROAD LIGHTING COURSE A – TO AS/NZS 1158

**1 DAY** (with optional night tour)

**PRESENTER** Graeme Culling and Geoff English

This one day course covers the series of AS/NZS 1158 Standards for Lighting for Roads and Public Spaces. The design of lighting for vehicle and pedestrian road users is covered as well as historical reasoning behind “why we light roads”. It allows users to gain full advantage from the broad guidance the standards now provide.

The course will cover the elements of good road lighting design for all parts of the road network using the computer techniques specified in the standard.

## DATES

PALMERSTON NORTH	20 June
CHRISTCHURCH	25 July
AUCKLAND	22 August
DUNEDIN	5 September

# ROAD LIGHTING COURSE B – DESIGN TRAINING

**1 DAY** (with optional night tour – previous evening)

**PRESENTER** Graeme Culling

This Road Lighting Design Training course provides practical guidance for those involved in the detail of design process. Road Lighting Design is a skill that is essential for Asset owners of Road Lighting (Road Controlling Authorities, Councils and NZ Transport Agency) to have ready access to. The course concentrates of the design methodology for roads lit to both Category V and P – but also covers public space lighting, lighting of pedestrian crossings and tunnel lighting principles. This one day design course builds on the NZIHT Road Lighting Course A. It covers the design methodology of the series of AS/NZS 1158 Lighting Standards and covers relevant material from the “right light” project.

## DATES

PALMERSTON NORTH	21 June
CHRISTCHURCH	26 July
AUCKLAND	23 August
DUNEDIN	6 September

For more information contact Jan Kivell. [E jan@nziht.co.nz](mailto:jan@nziht.co.nz) [P 06 759 7065](tel:067597065) ext 708.

## AN INTRODUCTION TO MATERIALS FOR CHIPSEALS AND ASPHALT 1/2 DAY

**PRESENTER** Barry Gundersen

This course provides a basic introduction to the materials used in chipseals and asphalt in NZ and is intended for those who have not previously had formal training in this subject from other courses such as an appropriate degree or diploma. It is essential knowledge for those supervising road surfacing operations and is intended to give a good understanding of the properties and specifications of the component materials – bituminous binders and mineral aggregates. Knowledge of the subject matter in this course is essential for those wishing to attend the NZIHT “Chipseal Design” course.

## DATES

CHRISTCHURCH	24 May
AUCKLAND	2 October

## FOR MORE INFORMATION CONTACT

Jan Kivell. [E lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) [P 06 759 7065](tel:067597065) ext 705.

## CHIPSEAL DESIGN 2 DAYS

**PRESENTER** Barry Gundersen

Factors affecting the design and the field performance of chipseal surfacings are complex. Local conditions can significantly influence the way a seal is designed to get the best performance. A detailed knowledge of the materials, treatment selection, design procedures and construction processes is essential to any understanding of chipseal performance on the road. The design procedures from the textbook “Chipsealing in New Zealand” provide the basis for this course and includes a range of worked examples. A problem-solving session in syndicate workgroups also aids understanding. In addition, the practical application of the NZTA P/17 performance-based specification will be covered in detail, including worked examples.

## DATES

CHRISTCHURCH	25-26 May
AUCKLAND	3-4 October

## FOR MORE INFORMATION CONTACT

Jan Kivell. [E lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) [P 06 759 7065](tel:067597065) ext 705.

## CONTACT INFORMATION

**New Plymouth Office**  
P. 06 759 7065 F. 06 759 7066

**Hamilton Office**  
P. 07 850 8330 F. 07 850 8329

[www.nziht.co.nz](http://www.nziht.co.nz)

**Conferences & Specialist Workshops**  
Jill Warner – [jill@nziht.co.nz](mailto:jill@nziht.co.nz)  
ext 709

## Short Courses

Lisa Banks – [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) ext 705  
Jan Kivell – [jan@nziht.co.nz](mailto:jan@nziht.co.nz) ext 708

## Degree & Diploma

Jill Warner – [jill@nziht.co.nz](mailto:jill@nziht.co.nz) ext 709

## The Diploma of Engineering (Civil)

Gerhard van der Westhuizen –  
[gerhard@nziht.co.nz](mailto:gerhard@nziht.co.nz)  
May Osborne – [may@nziht.co.nz](mailto:may@nziht.co.nz)

**NZ Certificate in Infrastructure Works  
(Level 2) + (Level 3)**  
Jan Kivell – [jan@nziht.co.nz](mailto:jan@nziht.co.nz)

NZIHT operates as an independent company with  
the Western Institute of Technology at Taranaki  
as the sole shareholder.



# UNDERSTANDING NZS3910:2013 CONDITIONS OF CONTRACT

## 2 DAYS

**PRESENTER** Fiona Knight

**How well do you know the contents of NZS3910, which are the 'rules' for administering and managing civil and building contracts?**

This popular course, from a practical and 'hands-on' point of view will benefit Clients, Consultants and Contractors regarding how to manage and administer contracts and to understand their obligations and liabilities in terms of these General Conditions of Contract.

### DATES

<b>PALMERSTON NORTH</b>	4-5 May
<b>INVERCARGILL</b>	15-16 May
<b>HAMILTON</b>	1-2 June
<b>CHRISTCHURCH</b>	19-20 June
<b>AUCKLAND</b>	29-30 June
<b>WELLINGTON</b>	17-18 July
<b>AUCKLAND</b>	25-26 July

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) 📞 06 759 7065 ext 705.

## PAVEMENT SURFACING

1 DAY

NEW  
COURSE

**PRESENTER** Glynn Holleran

**High quality pavements, along with the correct selection of pavement surfacing materials are critical to the safety, longevity and condition of New Zealand roads.**

This one day course will outline and identify the multiple types of surfacing currently in use, the variety of materials used in maintaining these pavements, as well as design, equipment use and surfacing type selection. Asphalt and Chipseal practices will be covered at length including cutting and preparation, along with procedures for patching both of these surfacing types.

### DATES

<b>CHRISTCHURCH</b>	12 May
<b>AUCKLAND</b>	19 May

### FOR MORE INFORMATION CONTACT

**Jan Kivell.** 📧 [jan@nziht.co.nz](mailto:jan@nziht.co.nz)  
📞 06 759 7065 ext 708.

## TENDERING FOR PROJECTS

### UNDERSTANDING THE PROCESS

## 1 DAY

**PRESENTER** Fiona Knight

**Winning contracts and evaluating tenders is essential to the continuing viability of any contractor/client.**

It involves an understanding of the issues and requirements of the procurement stage but also the skills and ability to structure the tender not just to be successful but to increase profits as well.

If you wish to learn the tendering process, then this course is a must.

In addition it is essential for Clients and Consulting Engineers to understand how a tender is structured and presented to ensure competent evaluation of tenders submitted by Contractors.

### TOPICS INCLUDE

- Types of contracts (lump sum, measure and value etc)
- Tender planning
- Material labour, plant and subcontractor unit costs
- Where to price P & G costs, overheads and profits
- Pricing strategies
- Extras and variations

- Weighting of unit rates
- Preliminary and General (P & G) cost (time related and fixed)
- How to calculate on-site overhead and profit percentages and rate per working day
- Front-end loading of tenders
- Alternative tenders

### WHO SHOULD ATTEND?

Managers, engineers, supervisors and others responsible for preparing, adjudicating and awarding tenders for civil construction and maintenance.

### DATES

<b>AUCKLAND</b>	25 May
<b>CHRISTCHURCH</b>	30 May
<b>WELLINGTON</b>	19 July
<b>WHANGAREI</b>	27 July

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
📞 06 759 7065 ext 705.



## BITUMEN PLANT AND TANKER OPERATOR

1 DAY

PRESENTER **Barry Gundersen**

The operation of bitumen tankers, sprayers and bitumen storage and blending plants demands a basic knowledge of the properties of bitumen and associated products and adherence to strict safety procedures.

Production is improved if operators have the appropriate advanced knowledge and skill to accurately and safely use plant and equipment. This course is a "follow-on" from the awareness level Bitumen – Basic Safety course and is designed specifically for "hands-on" operators. It is a pre-requisite for the Bitumen Sprayer Operator course.

### DATES

<b>AUCKLAND</b>	27 June
<b>PALMERSTON NORTH</b>	13 September
<b>CHRISTCHURCH</b>	21 September

### FOR MORE INFORMATION CONTACT

**Jan Kivell.**

✉ [jan@nziht.co.nz](mailto:jan@nziht.co.nz)

☎ 06 759 7065 ext 708.

## BITUMEN SPRAYER OPERATOR

1 DAY

PRESENTER **Barry Gundersen**

Precise and competent operation of the bitumen sprayer is essential to successful chipsealing operations. Sprayer performance is improved if operators have detailed knowledge of the principles of the chipsealing process and the appropriate skills to accurately use the equipment.

Output quality is enhanced by bitumen product knowledge, adherence to safe handling procedures and careful record keeping.

### DATES

<b>AUCKLAND</b>	28 June
<b>PALMERSTON NORTH</b>	14 September
<b>CHRISTCHURCH</b>	22 September

### FOR MORE INFORMATION CONTACT

**Jan Kivell.**

✉ [jan@nziht.co.nz](mailto:jan@nziht.co.nz)

☎ 06 759 7065 ext 708.

## BITUMEN – BASIC SAFETY

1 DAY

Includes hands-on fire extinguisher training

PRESENTER **Barry Gundersen**

**It is absolutely essential that all those involved in any way with bituminous materials fully understand the significant hazards presented and the procedures used to ensure safety.**

This is a required awareness course for all personnel in the road surfacing industry and is presented with the aid of graphic practical demonstrations.

This popular course has practical 'hands-on' fire extinguisher training. Every person on the course gets to practice putting out a fire with an extinguisher.

It is a pre-requisite for other advanced courses for those handling, operating, maintaining, working near bitumen equipment or supervising the use of bituminous materials. This course will assist with compliance with individual and company health and safety responsibilities.

### WHO SHOULD ATTEND?

All personnel involved in any way with road surfacing, especially those working anywhere in contractor's depots, chipsealing and asphalt paving

workers, as well as those supervising road surfacing operations including local authority and consulting engineering personnel.

### DATES

<b>DUNEDIN</b> (confirmed)	17 May
<b>CHRISTCHURCH</b> (confirmed)	23 May
<b>NELSON</b> (confirmed)	30 May
<b>AUCKLAND</b> (confirmed)	1 June
<b>AUCKLAND</b>	2 June
<b>HAMILTON</b>	7 June
<b>TAURANGA</b>	9 June
<b>NAPIER</b>	14 June
<b>PALMERSTON NORTH</b>	20 June
<b>NEW PLYMOUTH</b> (confirmed)	23 June

### FOR MORE INFORMATION CONTACT

**Jan Kivell.**

✉ [jan@nziht.co.nz](mailto:jan@nziht.co.nz)

☎ 06 759 7065 ext 708.

## BITUMEN – MANAGING THE RISK

1 DAY

PRESENTER **Barry Gundersen**

**This is an essential risk awareness course targeted at managers, engineers and supervisors involved in managing businesses or operations that include the storage, transport and production of bituminous materials; and road surfacing works.**

A separate course "Bitumen – Basic Safety" is intended for all others involved in the roading industry.

It is absolutely essential that all those involved in managing or supervising bituminous operations or businesses, fully understand the significant hazards presented by the materials, related plant and equipment, the legislative requirements imposed and the due diligence procedures required to adequately manage the many risks involved.

The one day course is designed to help managers comply with Health and Safety responsibilities.

### WHAT IS THE DIFFERENCE BETWEEN 'BITUMEN – BASIC SAFETY' AND 'BITUMEN – MANAGING THE RISK'?

The "Bitumen – Managing the Risk" differs from the Bitumen – Basic Safety course, in that it is aimed specifically at managers and looks at the management due diligence issues associated with bitumen-related risks.

### DATES

<b>CHRISTCHURCH</b>	19 May
<b>AUCKLAND</b>	23 June
<b>PALMERSTON NORTH</b>	11 September

### FOR MORE INFORMATION CONTACT

**Jan Kivell.**

✉ [jan@nziht.co.nz](mailto:jan@nziht.co.nz)

☎ 06 759 7065 ext 708.



# BITUMEN RHEOLOGY AND PERFORMANCE

## 1 DAY

**PRESENTER** Glynn Holleran

**Bitumen is the primary sealing material used in New Zealand roads which comes in various grades and may be modified with polymers or other materials. Before 2016 bitumen was graded according to empirical consistency measures with no reference to traffic, shear or climate. Modified Binders too have been classified by empirical tests.**

The volumes of traffic in New Zealand are increasing all of the time, and this combined with the heavier trucks on our roads means that we need to ensure the effectiveness and longevity of the bitumen and PMBs we use every day.

In the 1990s the USA introduced performance bitumen – PG grades, and now New Zealand has also moved in this direction. This specification recognizes that the rheological properties of binders are key to its performance in either asphalt or sealing.

It is essential that those designing and constructing surfacing and structural asphalt layers have a good understanding

of the material rheological properties to select the correct binder and design the final product and handle it correctly.

This course introduces the concepts of rheology and shows how they relate to performance in asphalt and seals. This is related to the design of asphalt and selection of sealing grades. The new asphalt specification is discussed and how the testing is done, reported and controlled.

NEW  
COURSE

### DATES

<b>CHRISTCHURCH</b>	11 May
<b>PALMERSTON NORTH</b>	18 May
<b>WHANGAREI</b>	6 June

### FOR MORE INFORMATION CONTACT

**Jan Kivell.**

✉ [jan@nziht.co.nz](mailto:jan@nziht.co.nz)

☎ 06 759 7065 ext 708.

# GEOMETRIC DESIGN FOR ROADS

## 2 DAYS

**PRESENTER** Len Nel

This course covers geometric design principles specifically for the design of New Zealand roads. The aim of this course is to develop an understanding of the principles of geometric design, and apply these to design safe, functional and aesthetic road alignments in accordance with the requirements of the 2009 Austroads guidelines.

### DATES

<b>HAMILTON</b>	16-17 May
<b>WELLINGTON</b>	25-26 May
<b>DUNEDIN</b>	13-14 June
<b>AUCKLAND</b>	26-27 July

### FOR MORE INFORMATION CONTACT

**Lisa Banks.**

✉ [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)

☎ 06 759 7065 ext 705.

# SLINGING, LIFTING, MOVING AND PLACING

## with an Excavator or Loader

## 1 DAY

**PRESENTER** Laurie Brown

When on the job, there will be times where you need to move or place equipment and there is a right way and a wrong way to do this. The information that is presented to you on course will give you the industry standard on the step you will need to do to get the job done efficiently and safely.

### DATES

<b>WELLINGTON</b>	17 May
<b>HAMILTON</b>	30 May
<b>NAPIER</b>	14 June
<b>DUNEDIN</b>	28 June
<b>PALMERSTON NORTH</b>	5 July
<b>AUCKLAND</b>	12 July
<b>CHRISTCHURCH</b>	19 July

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** ✉ [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)

☎ 06 759 7065 ext 705.

NZ Transport Agency & NZIHT

# 18<sup>th</sup> ANNUAL CONFERENCE

## Stand & Deliver

Making the customer the centre of thinking for the operation of New Zealand roads.

# CALL FOR PAPERS

Closing Date **5pm, Monday 31st July 2017**

We are moving towards a funding model for Maintenance and Operations for roads which places customers and stakeholders at the centre of our thinking. We are giving them certainty about the quality of the network and we are giving ourselves a robust method for assessing the quality of our roads and funding them accordingly.

In the past, much of our road work was driven by the squeaky wheels and embedded maintenance schedules.

Thinking about the customer experience and placing that at the centre of our business model is a big culture shift for many, but it will ultimately lead to greater consistency in our work, and most importantly, better value and service for all New Zealanders.

To help achieve these outcomes an evidence based business case approach to investment in Maintenance and Operations of New Zealand roads is required by Road Controlling Authorities.

For a list of topics please visit [www.nzihit.co.nz](http://www.nzihit.co.nz) or email [jill@nzihit.co.nz](mailto:jill@nzihit.co.nz) phone **06 7597065 Ext 709**

6<sup>th</sup> - 8<sup>th</sup> November 2017  
**Trinity Wharf, Tauranga**

 **NZ TRANSPORT  
AGENCY**  
WAKA KOTAHI

 **new zealand  
nzihit**  
institute of highway technology



## MAY – JULY 2017

**An Introduction to Materials used for Chipseals** (half day)

Refer to page 2.

24 May	Christchurch
Cost (excl GST)	\$480

**Aggregates for Pavement Construction** (1 day)

This course identifies the properties and characteristics of aggregates and systems for quarrying, storage, selection and handling, so that these properties are not altered and their quality remains consistent until placements in the pavement.

11 July	Wellington
13 July	Auckland
25 July	Christchurch
Cost (excl GST)	\$450

**Asphalt Pavement Construction Essentials** (1 day)

Refer to page 12.

9 June	Auckland
16 June	Christchurch
13 July	Hamilton
20 July	Wellington
Cost (excl GST)	\$520

**Asphalt Production Essentials** (1 day)

Refer to page 12.

8 June	Auckland
15 June	Christchurch
14 July	Hamilton
21 July	Wellington
Cost (excl GST)	\$520

**Bitumen – Basic Safety** (1 day)

Refer to page 4.

17 May	Dunedin
23 May	Christchurch
30 May	Nelson
1 June	Auckland
2 June	Auckland
7 June	Hamilton
9 June	Tauranga
14 June	Napier
20 June	Palmerston North
23 June	New Plymouth
Cost (excl GST)	\$520

**Bitumen – Managing the Risk** (1 day)

Refer to page 4.

19 May	Christchurch
23 June	Auckland
Cost (excl GST)	\$520

**Bitumen Plant and Tanker Operator** (1 day)

Refer to page 4.

27 June	Auckland
Cost (excl GST)	\$520

**Bitumen Sprayer Operator** (1 day)

Refer to page 4.

28 June	Auckland
Cost (excl GST)	\$520

**Bitumen Rheology & Performance** (1 day)

Refer to page 5.

11 May	Christchurch
18 May	Palmerston North
6 June	Whangarei
Cost (excl GST)	\$520

**Bridge Inspection and Maintenance Procedures** (2 days)

Bridges are valuable assets, which must be maintained and managed if they are to remain functional at optimal cost through their design life. Natural events such as floods and earthquakes cause damage. The bridge corrosion environment can affect durability and must be recognised. These areas must be addressed and appropriate maintenance carried out to ensure continued public safety as well as to maintain the asset and minimise repair costs.

21-22 June	Wellington
Cost (excl GST)	\$795

**Bridge and Other Significant Highway Structures** (2 days)

Refer to page 12.

12 July	Christchurch
16-17 August	Hamilton
Cost (excl GST)	\$1,050

**Chipseal Design** (2 days)

Refer to page xx.

25-26 May	Christchurch
Cost (excl GST)	\$795

**Competent Pipeline Rehabilitation** (1 day)

Lining of ruptured underground drains and ducts provides a cost effective, less disruptive method for rehabilitation of the service. This course will provide an insight into the range of drains and service ducts that may be suitable for rehabilitation by relining. We will also be covering surveying, cleaning and assessment of failed drains and ducts, selection of rehabilitation methods and materials. Key safety aspects of materials use and installation.

23 May	Wellington
9 June	Auckland
22 June	Christchurch
19 July	Palmerston North
Cost (excl GST)	\$450

**Conflict Management Skills** (2 days)

The more people have to depend on each other to achieve results under pressure, the higher the instance of conflict. People and organisations can greatly benefit from learning to handle conflicts skillfully and confidently. This course will help you improve productivity and engagement. It will result

## CALENDAR KEY

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

in better collaboration and trust throughout teams, clients, contractors and the wider organisation.

18-19 May	Christchurch
26-27 June	Hamilton
12-13 July	Wellington
Cost (excl GST)	\$750

**Construction and Maintenance of Road Drainage Systems** (1 day)

Competent supervision skills are essential in producing a final product that meets all design and specification requirements. High levels of productivity can be achieved through the effective and efficient use construction techniques, gained through a combination of knowledge, good planning and organisation skills which best utilises the resources available to the supervisor.

24 May	Wellington
8 June	Auckland
21 June	Christchurch
20 July	Palmerston North
Cost (excl GST)	\$450

**Create a Health and Safety Culture** (1 day)

How well are you doing in creating a health and safety culture? The Health and Safety legislation puts responsibility for managing risks and potentially hazardous situations on people at all levels in workplaces, from the Board Chair to the cleaner. Many people complain: "It's not based on common sense, so how can we apply it?" Do you know what your health and safety responsibilities are?

21 June	Palmerston North
6 July	Christchurch
24 July	Auckland
Cost (excl GST)	\$450

**Effective Leadership** (2 days)

The most common reason employees give for leaving their job is their leader / manager. Failing to inspire or engage with the team results in poor performance and all the issues that generate as a result. This course will help you learn how to lead yourself and your team, focus on the important things and develop strategies for dealing with everyday events. We appreciate the time pressure that everyone works under and so we give insights into effective processes that will yield results quickly, rather than theories that are difficult to put into practice.

3-4 May	Christchurch
31 May-1 June	Auckland
19-20 June	Wellington
Cost (excl GST)	\$995

**Environmental Risks of Construction** (1 day)

*'Preparing you with the on-site essentials'*  
Do you know the environmental risks and obligations of the construction projects?

Calendar continued on next page &gt;

This course provides participants with a practical understanding of the environmental aspects of civil construction. Providing you the know-how to understand your legal obligations, raise environmental awareness and find workable solutions to many of the common risks on construction sites.

17 May ●	Christchurch
25 May	Tauranga
21 June	Palmerston North
28 June	Invercargill
19 July	Auckland
25 July	Christchurch
Cost (excl GST)	\$595

#### Geomechanics for NZ Rooding (1 day)

This course draws together the necessary soil investigation and geotechnical procedures for roading construction and maintenance. The course provides an up-to-date overview of investigative techniques and analysis.

10 May	Hamilton
23 May	Wellington
19 June	Dunedin
4 July	Tauranga
20 July	Christchurch
Cost (excl GST)	\$450

#### Geometric Design for Roads (2 days)

Refer to page 5.

16-17 May ●	Hamilton
25-26 May	Wellington
13-14 June	Dunedin
26-27 July	Auckland
Cost (excl GST)	\$750

#### Identify, Locate and Protect Services (1 day)

Civil construction sites are inherently dangerous places of work. Where excavations are present or where the work requires ground penetration, particularly by metal pegs, rods, stakes and the like, there is an immediate opportunity for potential conflict with existing utility services located underground.

18 May	Wellington
29 May	Hamilton
15 June	Napier
29 June	Dunedin
4 July	Palmerston North
13 July	Auckland
20 July	Christchurch
Cost (excl GST)	\$450

#### Inspecting Roads and Establishing Maintenance Needs (1 day)

This course provides an introduction to the methodology used to inspect and determine road maintenance needs.

30 May	Wellington
7 June	Dunedin
19 July	Tauranga
28 July	Palmerston North
Cost (excl GST)	\$450

#### Leading High Performing Teams (1 day)

This course is an operator's manual for people. It gives you step by step instructions on how to get the best performance out of each person. Work smarter with people and get more done. Learn how to do this in one day.

23 May	Dunedin
29 May	Hamilton
22 June	Palmerston North
28 June	Whangarei
17 July	Christchurch
27 July	Auckland
Cost (excl GST)	\$595

#### Level 1 Basic Traffic Controller (TC) (1 day)

This one day course promotes safe working practices, standards and operating procedures at roadwork sites. This is the NZ Transport Agency (NZTA) Level 1 Basic Traffic Controller (TC), which covers the standards and operating procedures required by the Code of Practice for Temporary Traffic Management (COP/TTM).

This course is the pre-requisite for entry requirement for people wanting further training to Level 1 Site Traffic Management Supervisor (STMS) standard of the Code of Practice for Temporary Traffic Management.

10 May ●	Palmerston North
11 May	Auckland
18 May	Dunedin
24 May	Lower Hutt
25 May	New Plymouth
30 May	Christchurch
8 June	Hamilton
12 June	Palmerston North
14 June	Invercargill
19 June	Auckland
21 June	New Plymouth
26 June	Christchurch
3 July	Napier
10 July	Lower Hutt
12 July	Nelson
20 July	New Plymouth
24 July	Christchurch
25 July	Auckland
Cost (excl GST)	\$345
plus NZTA Registration	\$40

#### Level 1 Site Traffic Management Supervisor (STMS) (2 days)

This two-day course provides training to the requirements of the NZTA Code of Practice for Temporary Traffic Management, and covers the new standards and operating procedures for NZTA and Local Authority roads.

11-12 May ●	New Plymouth
22-23 May	Auckland
22-23 May	Lower Hutt
25-26 May	Christchurch
14-15 June	Palmerston North
14-15 June	Auckland



#### CALENDAR KEY

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

21-22 June	Dunedin
26-27 June	Lower Hutt
28-29 June	New Plymouth
29-30 June	Christchurch
10-11 July	Hamilton
12-13 July	Palmerston North
17-18 July	Invercargill
20-21 July	Auckland
25-26 July	New Plymouth
27-28 July	Christchurch
Cost (excl GST)	\$545
plus NZTA Registration	\$40

#### Maintenance & Safe Use of Small Plant & Machinery (1 day)

Power tools, generators, rollers, screeds and other small machines are basic equipment used in the everyday operation of any roading or civil contracting company.

29 May	Wellington
23 June	Auckland
12 July	Christchurch
14 July	Tauranga
24 July	Palmerston North
Cost (excl GST)	\$450

#### Managing Infrastructure Affected by Rivers (1 day)

This workshop will provide an overview of river and stream processes, hydrological and hydraulic analysis tools, risk management techniques and an outline of protection options.

17 May	Wellington
31 May	Dunedin
19 July	Tauranga
Cost (excl GST)	\$695

#### Microsoft Excel (1 day)

This workshop will hone your skills. Move from the basics to the many advanced Excel functions, make Excel work for you. Learn how analysis your data with functions, filters, Pivot tables, charting, navigate large spread sheets, save time, and become a confident Excel user.

16 May	Christchurch
18 July	Wellington
Cost (excl GST)	\$520

#### Microsoft Project – Resource Management (1 day)

This course is designed for advanced users who have attended Task Management. It is essential that this course has been attended, completed and the learning applied before attending this Resource Management course.

25 July	Palmerston North
Cost (excl GST)	\$520

#### Microsoft Project – Task Management (1 day)

The Task Management course provides a comprehensive introduction to Project Managers, Business Managers, or anyone responsible for scheduling tasks and

Calendar continued on next page >



resources. This course gives participants the skills necessary to develop, implement, schedule and manage a project plan.

15 May	Christchurch
24 July	Palmerston North
Cost (excl GST)	\$520

### Microsoft Word – Documents

(1 day)

*'Preparing you to create better documents'*

This course is designed for Word users from basic to intermediate who need to be efficient with creating documents for tenders, health and safety, contracts, business proposals.

This course will develop Word documents to an advanced level using many automation aspects of Word. Win more tenders, contacts with consistent, clear and well formatted files.

22 May	Palmerston North
26 May	Christchurch
19 July	Wellington
Cost (excl GST)	\$520

### Pavement and Rehabilitation Design

(2 days)

Since the adoption of the Austroads Pavement Design guide in NZ, pavement and rehabilitation design requires an understanding of mechanistic analysis procedures and the use of the computer program CIRCLY.

24-25 May	Wellington
21-22 June	Dunedin
28-29 June	Tauranga
19-20 July ●	Christchurch
Cost (excl GST)	\$995

### Pavement Surfacing

(1 day)

Refer to page 3.

12 May	Christchurch
19 May	Auckland
Cost (excl GST)	\$520

### Proficient Positioning for Civil Construction

(1 day)

Positioning systems enable contractors to manage their worksites more effectively, complete tasks more accurately, meet tighter deadlines and prevent rework. This training course is designed to teach the attendees the most current and up to date positioning skills and techniques.

18 May	Christchurch
24 May	Wellington
31 May	Auckland
Cost (excl GST)	\$420

### Refresher – Level 1 STMS

(1 day)

Registration for Level 1 Site Traffic Management Supervisor (STMS) expires at the end of three years, at which time you will need to attend a one-day refresher course to regain this qualification.

9 May	Palmerston North
12 May	Auckland
19 May	Dunedin
24 May	New Plymouth
25 May	Lower Hutt
31 May	Christchurch
9 June	Hamilton
15 June	Invercargill
20 June	Auckland
20 June	New Plymouth
27 June	Christchurch
28 June	Palmerston North
4 July	Napier
11 July	Lower Hutt
13 July	Nelson
21 July	New Plymouth
25 July	Christchurch
26 July	Auckland
Cost (excl GST)	\$345
plus NZTA Registration	\$40

### Road Lighting Course A – to AS/NZS 1158

(1 day)

Refer to page 2.

20 June	Palmerston North
25 July	Christchurch
Cost (excl GST)	\$450

### Road Lighting Course B – Design Training

(1 day)

Refer to page 2.

21 June	Palmerston North
26 July	Christchurch
Cost (excl GST)	\$450

### Slinging, Lifting, Moving and Placing, with and Excavator or Loader

(1 day)

Refer to page 5.

17 May	Wellington
30 May ●	Hamilton
14 June	Napier
28 June	Dunedin
5 July	Palmerston North
12 July	Auckland
19 July	Christchurch
Cost (excl GST)	\$450

### Stabilisation of Road Pavements

(1 day)

Stabilisation can provide major benefits for roading projects of all sizes, and significantly offer acceptable cost effective alternatives to the use of premium sources of aggregates. This workshop provides an overview of the main issues involved with the design and construction of sealed and unsealed pavements using stabilisation.

18 May	Wellington
31 May	Christchurch
26 June	Hamilton
14 July	Auckland
Cost (excl GST)	\$450

### CALENDAR KEY

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

### Stress Free Processes (2 days)

The demands of the job often mean late nights “fixing” issues or correcting other people’s work so that the customer gets the right result. Sometimes mistakes get through and that leads to even more stress! Effective people fix the problem and avoid having to fix the errors. To others, fixing problems can seem “too hard”. On this course you’ll be guided through the simple 5 step approach in our highly interactive two day course.

27-28 June	Auckland
25-26 July	Wellington
Cost (excl GST)	\$995

### Successful Project Management (2 days)

The pace of change means that more and more inexperienced people are being asked to lead projects. The deadlines are often very close; the available resources are limited; and the stresses brought on by the pressure to succeed are intense. The conflicting demands from the day job and the project may be impossible to reconcile. Is it any surprise that 70% of projects fail to deliver in full, on time and within budget? We’ve distilled the wisdom and experience of project managers into a simple six-step approach to leading a successful project. We’ll help you learn it effortlessly in our highly interactive two day course. It’s a practical approach that is easy to apply to any situation.

21-22 June	Hamilton
12-13 July	Wellington
18-19 July	Auckland
20-21 July	Dunedin
Cost (excl GST)	\$995

### Supercharged Supervisors Toolkit (1 day)

Refer to page 1.

9 May	Invercargill
31 May ●	Hamilton
29 June	Whangarei
11 July	Wellington
13 July	Christchurch
19 July	Rotorua
26 July	Auckland
Cost (excl GST)	\$595

### Survey & Set Out (1 day)

This is a practical course that excites and enables all field staff to read and interpret plans and assist with survey and setting out activities.

19 May	Wellington
9 June ●	Auckland
Cost (excl GST)	\$595

### Tendering for Projects (1 day)

Refer to page 3.

25 May ●	Auckland
30 May	Christchurch
19 July	Wellington
27 July	Whangarei
Cost (excl GST)	\$520

Calendar continued on next page >

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

**The Fundamentals of Asphalt Mix**

(2 days)

Refer to page 12.

12-13 June	Wellington
10-11 July	Auckland
Cost (excl GST)	\$750

**Time Management**

(1 day)

Stop working hard – work smarter and get more done. Learn how to do all this in one day. You have as much time in a day as everyone else does. So what happens to it? Are you using it the way you want? Have you the capacity to work on your business as well as in it? This very powerful seminar has participants construct their own personalised Time Management Plan according to their style and work environment.

10 May	Invercargill
15 May	Wellington
30 May	Hamilton
18 July	Christchurch
28 July	Auckland
Cost (excl GST)	\$595

**The National Utilities Code – What Staff On-Site Should Know**

(1 day)

This course is designed specifically for contractors and utility network staff who install or maintain utility assets in the road and rail corridors to give an overview of the National Utilities' Code.

9 May	Christchurch
10 May	Wellington
24 May	Napier
31 May	Hamilton
28 July	Auckland
Cost (excl GST)	\$495

**Transforming Your Leadership** (1 day)

Being a leader in your business or field can be tough. Managing people, making hard decisions and maintaining an effective work/life/family balance can be challenging. We can teach you many things about leadership, culture and teams. We can train you in conflict management, team building, and creative organisational solutions.

3 May	Hamilton
26 May	Wellington
30 June	Whangarei
14 July	Christchurch
Cost (excl GST)	\$595

**Understanding NZS3910:2013 Conditions of Contract** (2 days)

Refer to page 3.

4-5 May ●	Palmerston North
15-16 May ●	Invercargill
1-2 June ●	Hamilton
19-20 June ●	Christchurch
29-30 June ●	Auckland
17-18 July ●	Wellington
25-26 July ●	Auckland
Cost (excl GST)	\$750

**Understanding Quality Pavement Construction** (2 days)

The current trend towards performance based specifications for roading and civil construction projects increases the need for contracting firms to understand the issues involved with pavement construction, especially material compaction. This course provides an overview of theory and practice to assist team leaders and supervisors/forepersons to manage construction in the field.

29-30 May	Hamilton
20-21 June	Dunedin
5-6 July	Tauranga
26-27 July	Christchurch
18-19 July	Wellington
Cost (excl GST)	\$750

**Understanding the National Utilities Code** (2 days)

How well do you know the contents of NZS3910, which are the 'rules' for administering and managing civil and building contracts? This popular course, from a practical and 'hands-on' point of view will benefit Clients, Consultants and Contractors regarding how to manage and administer contracts and to understand their obligations and liabilities in terms of these General Conditions of Contract.

11-12 May	Invercargill
22-23 May	Napier
15-16 June	Hamilton
22-23 June ●	Palmerston North
20-21 July	Christchurch
Cost (excl GST)	\$750

**Working with Concrete – Basic Skills** (1 day)

This course aims to give workers basic knowledge relating to preparing, placing and finishing minor concrete works and the equipment needed to produce quality results.

21 June	Christchurch
27 June	Auckland
30 June	Dunedin
6 July	Palmerston North
Cost (excl GST)	\$450



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[www.nziht.co.nz](http://www.nziht.co.nz)



# SHORT COURSE REGISTRATION FORM



I / WE WILL ATTEND THE FOLLOWING NZIHT SHORT COURSE

Please fill details in below.

COURSE NAME

COURSE LOCATION

COURSE DATE

NAME OF PARTICIPANT (1)

NAME OF PARTICIPANT (2)

NAME OF PARTICIPANT (3)

NAME OF PARTICIPANT (4)

ORGANISATION NAME & POSTAL ADDRESS

CONTACT PERSON (All correspondence will be forwarded to the Contact person)

CONTACT'S JOB TITLE

CONTACT'S PHONE NUMBER

CONTACT'S EMAIL

PURCHASE ORDER NUMBER

Course cost \$

Plus 15% GST \$

Cheque enclosed for: \$

Please make payable to NZ Institute of Highway Technology Ltd, or

Please invoice us for: \$

Please charge my credit card: \$

Name on card

Card number

Expiry date Security Code 3 digit number on back of card

## TERMS AND CONDITIONS

**Note:** Late registrations will be accepted if space is available.

**Please note:** Confirmation letters will be sent five working days prior to the course date.

**Cancellations:** Participant withdrawals must be notified in writing. Withdrawals after the close-off date (5 working days prior to the course date) will be charged 50% of the course fee. Non attendance will also be charged the full rate. Substitute participants are welcome. Please refer to our current Training Programme for full registration details and conditions.

Attendee will be responsible for any debt recovery costs on unpaid fees.

The NZIHT reserves the right to alter course dates, postpone or cancel courses due to unforeseen circumstances or where numbers are not sufficient.

Post or email back at least **two weeks prior** to the course date:

**The Course Co-ordinator**

New Zealand Institute of Highway Technology Ltd  
P O Box 4273, New Plymouth, 4340

P. (06) 759 7065

E. admin@nzht.co.nz

## ASPHALT PRODUCTION ESSENTIALS

1 DAY

NEW COURSE

PRESENTER **Glynn Holleran**

### THE SAFE AND EFFICIENT OPERATION OF ASPHALT PLANTS

Asphalt hot mix is a more important part of the New Zealand construction industry. As plants become more automated and controlled the emphasis on operation is firmly on safety and quality. Different plants have different operation and control procedures but this course concentrates on the practicality of using the tools to make quality mix for clients that can be laid to a durable pavement surfacing or full depth asphalt construction.

#### DATES

<b>AUCKLAND</b>	8 June
<b>CHRISTCHURCH</b>	15 June
<b>HAMILTON</b>	14 July
<b>WELLINGTON</b>	21 July

#### FOR MORE INFORMATION CONTACT

**Jan Kivell.** E [jan@nziht.co.nz](mailto:jan@nziht.co.nz)  
P 06 759 7065 ext 708.

## THE FUNDAMENTALS OF ASPHALT MIX

2 DAYS

PRESENTER **David Jones**

Asphalt paving mix design requires a clear understanding of design standards and specification requirements. Design also demands close attention to the details of testing procedures to ensure an economical blend and gradation of aggregates. Durable asphalt mixes must provide for stability, sufficient voids and workability to permit efficient construction.

This course provides an overview of asphalt mix design and includes the latest design methods from America and Australia. The methods will include Austroads Selection and Design of Asphalt Mixes and SHRP Superpave Mix Design.

It has also been updated to include the draft specification for dense graded, stone mastic and fine graded asphalt paving mixtures NZTA M/10.

This will assist engineers and supervisors in their understanding of the design process and specifications.

#### DATES

<b>WELLINGTON</b>	12-13 June
<b>AUCKLAND</b>	10-11 July
<b>CHRISTCHURCH</b>	21-22 August

#### FOR MORE INFORMATION CONTACT

**Jan Kivell.** E [jan@nziht.co.nz](mailto:jan@nziht.co.nz)  
P 06 759 7065 ext 708.

## ASPHALT PAVEMENT CONSTRUCTION ESSENTIALS

1 DAY

PRESENTER **Glynn Holleran**

Asphalt paving construction productivity depends on the smooth and safe running of laying operations and effective contractual relationships. It also depends on understanding the materials being dealt with. Poor construction practices often lead to defects, incorrect layer thickness and shape problems. The cost associated with rework and/or the repair of asphalt surfacing can wipe out the value of the work. Competent supervision can avoid many of these problems.

#### DATES

<b>AUCKLAND</b>	9 June
<b>CHRISTCHURCH</b>	16 June
<b>HAMILTON</b>	13 July
<b>WELLINGTON</b>	20 July

#### FOR MORE INFORMATION CONTACT

**Jan Kivell.** E [jan@nziht.co.nz](mailto:jan@nziht.co.nz)  
P 06 759 7065 ext 708.

## BRIDGE AND OTHER SIGNIFICANT HIGHWAY STRUCTURES INSPECTION

2 DAY COURSE

NEW COURSE

10 PERSON LIMIT  
GET IN QUICK!

**nziht**  
Institute of Highway Technology

**NZ TRANSPORT AGENCY**  
WAKA KOTAHU

Bridges and Other Significant Highway Structures are critical components of the New Zealand Roadway Network. Failure to inspect and identify any defects correctly could potentially result in dramatic damage and/or loss of life. This new NZTA endorsed and certified 2 day course covers in depth the requirements outlined in the NZTA policy document S6 'Bridges and Other Significant Highway Structures Inspection Policy'.

Completion of this course will require practical inspection assessment of the course material on Day 2.

#### COURSE DATES

Christchurch	12-13 July
Hamilton	16-17 August



For further details regarding this course please contact Jan Kivell.  
E [jan@nziht.co.nz](mailto:jan@nziht.co.nz) | P 06 759 7065 ext 708.