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The Value, Outcomes and Scope (VOS) approach and committee

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Updated 29 Nov 2023

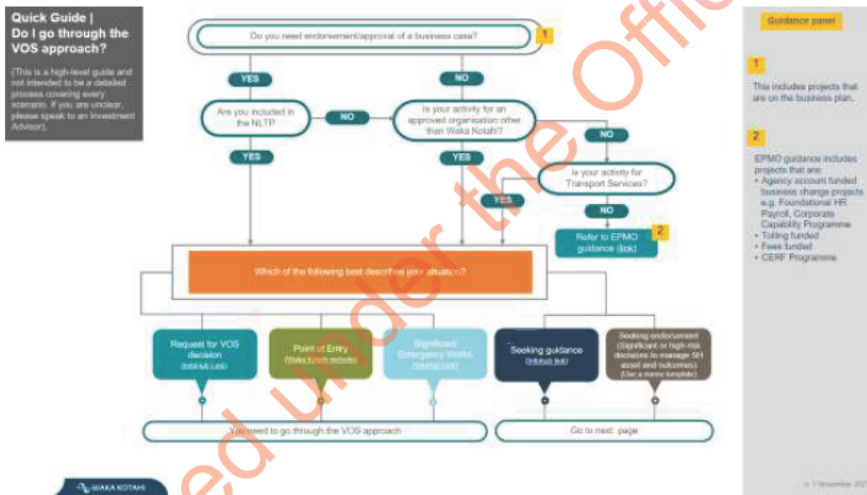
The Value, Outcomes and Scope (VOS) Committee is the body responsible for supporting decision making and endorsing funding for the National Land Transport Fund (NLTF) projects and programmes.

In addition, the committee also provides guidance and advice for Crown funded projects, and it's expected that in the near future the scope will be broadened to include the endorsement of funding.

The VOS Committee is part of a wider approach, focused on improving processes to enable decisions to be made faster and at the right level, allowing the committee to focus on the big important decisions, with clear links to system outcomes and the broader impact of any decisions made.

Do I go through the VOS approach?

Use the Quick Guide to work out if you need to go through the VOS approach, before viewing the high-level outline of the process, and the key dates and timeframes you'll need to work to.



VOS Quick Guide flowchart preview

[View larger version of the Quick Guide](#) (note this has two pages)

The VOS approach and associated process

If you've determined you need to go through the VOS approach, here's a high-level view of the steps in the process.

[VOS process diagram](#)

Note: the diagram has two pages. The second page outlines how a phase readiness review for state highway projects links to the VOS process

Key dates

The VOS Committee meets on a regular basis during the year – typically fortnightly* and there are a number of key dates and deadlines you need to be aware of if you are submitting requests and documentation.

The link below opens a calendar which shows the key dates for 2023 and 2024. You can view this information in a table format or in calendar view by selecting the corresponding tab at the bottom of the worksheet.

[View calendar](#)

Note: Documentation is typically due midday Monday the week prior to the next VOS Committee meeting (nine working days prior to the committee meeting).

*There are typically no committee meetings between mid-December and late January.

Support

If you have a requirement to go to the VOS Committee in the near future and you'd like assistance, please

Email: VOSsupport@nzta.govt.nz

Documentation

Below are the key request forms that are typically submitted to VOS, along with an outline of where to send the different requests once completed. Links to guidance material have also been provided where available and relevant.

Send completed forms to VOSsupport@nzta.govt.nz

Note: NLTF funded **business plan** programmes or projects at Point of Entry need to go to the relevant Executive Sub Committee (ESC), before going to the VOS Committee. After Point of Entry the item becomes an 'inform' only at ESC.

This process doesn't apply to infrastructure projects or projects that aren't NLTF funded business change initiatives.

Form / request	Guidance material
<p>Request for VOS decision (October 2023)</p> <p>Use this form if you are seeking approval to move to the next phase of your project or programme, OR if you are requesting a variation to your project or programme.</p>	<ul style="list-style-type: none"> Request for VOS Decision Guide Examples of required wording when completing the recommendations section of the request Variation Question Guide and Checklist (New version is under development)
<p>Emergency Works Request (October 2023)</p> <p>Use this form if you are seeking approval for emergency works funding or a variation to existing emergency works funding.</p>	<ul style="list-style-type: none"> Emergency Works Request Visual Quick Guide Examples of required wording when completing the recommendations section of the request Emergency Works Funding Guide & Recovery Guide (HIP)
<p>VOS Discussion and Advice Template</p> <p>To be used by projects seeking advice or guidance from the VOS Committee.</p>	N/A
<p>Point of Entry (This takes you to the PoE information and template available on the Waka Kotahi website)</p> <p>If you are at the Point of Entry (PoE) phase of a project – the starting point of business case development – then you need to use the Record of point of entry template. This new template was made available on the Waka Kotahi website earlier in the year. and should be used for all PoE from the beginning of October 2023. Projects may continue to use the previous version of the template until the end of September 2023.</p>	<ul style="list-style-type: none"> Guidance material outlining the PoE phase and what it involves is available on the PoE page on the Waka Kotahi website

Form / request	Guidance material
NOTE: If you are preparing to start the PoE phase, please talk to your investment advisor or email businesscaseprocess@nzta.govt.nz to get started and guide you through next steps.	

Meet the committee

The following people are confirmed as members of the VOS Committee.

Out of scope



VOS Committee members

[View a larger version of this VOS Committee members image](#)

The committee members were chosen for their capabilities, knowledge and expertise, rather than specific role or job title, and replacement members will be chosen on the same basis.

Together the committee has experienced practitioners, able to bring a well-rounded, pragmatic, solutions focused and outcomes-based view to the discussion, as well as diversity in thinking, such as a mindset to push for change, think laterally, and look for alternatives.

Meeting minutes

Meeting minutes are published soon after each committee meeting. You'll find a link to all published minutes on the VOS Committee processes and guidance page. This page also contains specific guidance and information for those people more involved with the Committee and assurance processes.

[VOS Committee processes and guidance](#)

Frequently asked questions

We've collected your feedback and developed frequently asked questions and answers.

[VOS frequently asked questions](#)

If your question isn't answered here and you want to get in touch to discuss, please email VOSsupport@nzta.govt.nz

Key updates and messages

During the implementation of the VOS Committee and associated processes, regular project updates and message packs were issued to keep people up-to-date with progress. Message packs are numbered and saved with the date they were issued.

[View message packs in InfoHub](#)

VOS Committee processes and guidance □

This guidance page provides more specific information for those people more involved with the committee and assurance processes.

RESOURCES

- [VOS Committee processes and guidance](#)
- [Transport Services project management guide \(SM011\)](#)
- [Business Case Approach guidance](#)
- [End-to-end project management](#)
- [Introduction to Project Management in Transport Services](#)
- [2021-24 National Land Transport Programme](#)
- [Transport Services Portfolio Plan and Dashboard](#)
- [Business Change & Digital Lifecycle Toolkit](#)
- [Delegations](#)

TRANSPORT SERVICES

- [2023-24 Transport Services business plan](#)
- [Transport Services' strategic response to Te kāpehu](#)
- [Transport Services core functions and accountabilities](#)
- [Transport Services Business Improvement Programme](#)
- [Transport Services Portfolio Plan & Portfolio Plan Dashboard](#)
- [The Value, Outcomes and Scope \(VOS\) approach and committee](#)
- [Integrated Delivery Model](#)
- [Temporary traffic management programme](#)
- [Developing our project managers](#)
- [Asset management tools](#)
- [Auckland Transport Operation Centre \(ATOC\)](#)

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- [Customer and Services](#)
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