

Emergency Works

Important Notice The screens and text in this document are indicative only and may be slightly different in the system.

Change control

Date	Ver	By	Content Changes
02/10/08	1.2	Anusha Naran	Updated screen shots to a clearer version. Corrected Location Fields.

Emergency Works

What are Emergency Works?

The emergency work activity provides for work required in order to reinstate roads and roading structures from damage resulting from natural phenomena.

Territorial Local Authorities

- each contract area creates a record for the year e.g. "Minor events 05/06"
- funding for all minor events managed through price increases throughout the year
- new phase created for works carrying over to the next year(s)

- new activity created for each "significant event" that warrants separate financial management (decision on a case by case basis on consultation with NLTP manager)

Transit

- each contract area creates a record for the year e.g. "South Waikato minor events 05/06"
- funding for all minor events managed through price increases throughout the year
- new phase created for works carrying over to the next year(s)

- new activity created for each "significant event" that warrants separate financial management (decision on a case by case basis on consultation with NLTP manager)

What do s16 / s20 mean?

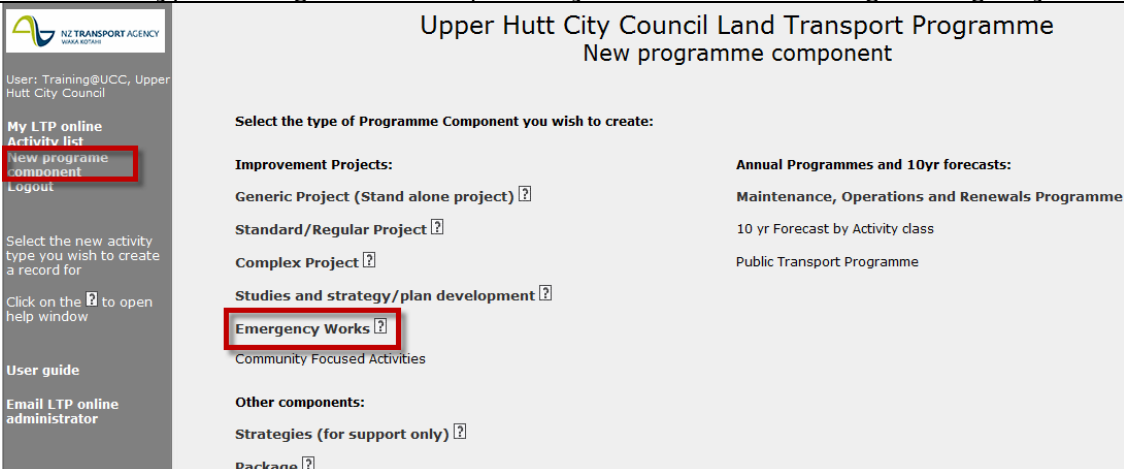
S16 - Minimum information required with Programme Application.

S20 - Additional information required with Funding Application

Creating new Emergency Works

Create a new activity

To create new Emergency Works, follow the steps below:

Step	Action
1	From the "My LTP Online" page, select " Activity Edit " from the left hand menu or the box in the centre of the web page
2	Select " New programme component " from the left hand menu
3	Select the type of Programme component you wish to create, e.g. Emergency Works
	 <p>The screenshot shows the 'New programme component' selection screen. The left-hand menu has 'New programme component' highlighted in red. The main content area shows 'Upper Hutt City Council Land Transport Programme New programme component' and lists various options. 'Emergency Works' is highlighted in red in the 'Studies and strategy/plan development' section.</p>
4	Complete the details on this page and future pages
5	As you complete a screen you can either select " Next ", " Save changes " or click on the next item in the list on the left hand side of screen
6	You can also go back at any stage by selecting " Previous "

Edit activity

If you want to edit Emergency Works, follow the steps below:

Step	Action
1	From the "My LTP online" page, select " Activity Edit " from the left hand menu or the box in the centre of the web page
2	This screen shows the list of activities for the organisation
3	Select the activity you wish to edit
4	Make the necessary changes

Emergency Works Screens

Screens

These screens are indicative only.

**Upper Hutt City Council Land Transport Programme
New programme component**

Select the type of Programme Component you wish to create:

Improvement Projects:

- Generic Project (Stand alone project) [?](#)
- Standard/Regular Project [?](#)
- Complex Project [?](#)
- Studies and strategy/plan development [?](#)
- Emergency Works [?](#)**
- Community Focused Activities

Other components:

- Strategies (for support only) [?](#)
- Package [?](#)

Annual Programmes and 10yr forecasts:

- Maintenance, Operations and Renewals Programme [?](#)
- 10 yr
- Public

Activity Type Help

Emergency Works The emergency work activity provides for work required in order to reinstate roads and roading structures from damage resulting from natural phenomena.

Territorial Local Authorities

- each contract area creates a record for the year eg "Minor events 05/06"
- funding for all minor events managed through price increases throughout the year
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- new activity created for each "significant event" that warrants separate financial management (decision on a case by case basis on consultation with NLTP manager)

Transit

- each contract area creates a record for the

User guide

My LTP online Activity list

- New programme component
- Logout

User: Training@UCC, Upper Hutt City Council

Select the new activity type you wish to create a record for

Click on the [?](#) to open help window

Email LTP online administrator



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SUBMIT

My LTP online
 Activity list
 New programme component
 New activity
 Logout

Complete the information in each field, tab to move to next field

To save entries, click on the "Save changes" button or select "Next" or "Previous" to move to another page

Move between pages by clicking the "Next" or

Upper Hutt City Council Land Transport Programme

New activity

New activity - Project outline - Project details

Project name <small>s20</small> <small>?</small>	<input type="text"/>
Your reference	<input type="text"/>
Date of last update	02/10/2008
Details of damage and scope of work <small>s20</small> <small>?</small>	<input type="text"/>
Date of event causing damage (dd/mm/yyyy) <small>s20</small>	<input type="text"/>
Date this event was reported to your Land Transport NZ contact (dd/mm/yyyy)	<input type="text"/>
Please attach further supporting information to illustrate the extent of reinstatement work required	Documents "Save changes" first.

Save changes

Next >>

Project outline - Project details

s	Field Name	Help Text
20	Project name	Enter the name of the project including the month and year of the event causing damage
	Your reference	
	Date of last update	
20	Details of damage and scope of work	Describe the extent of physical damage. Describe what it is that the funding will pay for rather than seek to achieve.
20	Date of event causing damage (dd/mm/yyyy)	
	Date this event was reported to your Land Transport NZ contact (dd/mm/yyyy)	



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SUBMIT

- My LTP online
- Activity list
- New programme component
- Edit activity
- Project outline
- Project details
- Location
- Project phases
- Supporting information
- Project contact
- Conditions
- Record history

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Edit activity - Project outline - Location

Brief description of location s20 ?	
Please provide a map of location ?	Documents "Save changes" first.
Please provide photographs of the damage ?	Documents "Save changes" first.
Is this road a designated special purpose road? ?	<input type="radio"/> Yes <input checked="" type="radio"/> No

<< Previous

Save changes

Next >>

Project outline - Location

S	Field Name	Help Text
20	Brief description of location	Please describe the location in terms of network or region affected; or road name, route position, either Transit style, or using address based references, or similar objective replicable measures; and in terms of any relevant intersection
	Please provide a map of location	
	Please provide photographs of the damage	Please provide photographs which show the extent of the damage
	Is this road a designated special purpose road?	A special purpose road is a local road that was historically accepted as a special purpose road in terms of section 104, now repealed, of the Transit New Zealand Act.



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- Supporting information
- Electronic documents
- Hard copy documents
- Project contact
- Conditions
- Record history
- Extract record details
- Print friendly record
- Logout

Complete the information in each field, tab to move to next field

To save entries, click on

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Edit activity - Supporting information - Electronic documents ?

Attach electronic documents:	
Location map	Browse... Upload
Photographs	Browse... Upload
Other	Browse... Upload
Other	Browse... Upload
FAR calculation sheet (Land Transport NZ only)	Browse... Upload

<< Previous

Save changes

Next >>

Supporting information - Electronic documents

Attach electronic documents:

s	Field Name	Help Text
	Location map	Upload the Location Map
	Photographs	Upload any photographs that relate
	Other	
	FAR calculation sheet (Land Transport NZ only)	Upload the FAR calculation sheet



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- My LTP online
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- Supporting information
- Electronic documents
- Hard copy documents
- Project contact
- Conditions
- Record history

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Edit activity - Supporting information - Hard copy documents ?

Hard copies submitted to Land Transport NZ:	
Location map	<input type="checkbox"/>
Photographs	<input type="checkbox"/>
Other	<input type="checkbox"/>
Other document name	<input style="width: 100%;" type="text"/>
Other	<input type="checkbox"/>
Other document name	<input style="width: 100%;" type="text"/>

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Save changes
Next >>

Supporting information - Hard copy documents

Hard copies submitted to NZTA:

s	Field Name	Help Text
	Location map	Provide a hard copy of the location map if an electronic copy is not available.
	Photographs	Provide a hard copy of the photographs if an electronic copy is not available.
	Other	
	Other document name	



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 SUBMIT

- My LTP online
- Activity list
- New programme component
- Edit activity
- Project outline
- Project phases
- Supporting information
- Project contact
- Contact details
- Conditions

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Edit activity - Project contact - Contact details

Please complete the contact details for this activity

Contact name	<input type="text"/>
Phone number	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>

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Save changes

Next >>

Project contact - Contact details

Please complete the contact details for this activity

s	Field Name	Help Text
	Contact name	Contact person for this activity
	Phone number	Phone number of contact
	Mobile number	Mobile number of contact
	Email address	Email address of contact



NZ TRANSPORT AGENCY
WAKA KOTAHU

User: Training@UCC, Upper
Hutt City Council

SUBMIT

- My LTP online
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 - Conditions
 - Conditions
 - Record history

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Edit activity - Conditions

There are no conditions to display for this activity.

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Conditions - Any conditions related to this activity.
Conditions
