# EMERGENCY WORKS ACCEPT / DECLINE FORM

December 2023: Formatting changes made to form (content remains the same).

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| Emergency Works Event Information |
| Event (use appropriate naming convention, RS or location) | **[Insert name]**  |
| Region | Select |  |  |
| Date of event | Click here to enter a date. | **Date Waka Kotahi informed** | Click here to enter a date. |
| Event Type | Select |
| Estimated cost of the event(must be >$100k to qualify for emergency works funding) | [insert] |

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| Contact Information |
| Senior Network Manager | [insert] |
| DFA | [insert] |
| Email address | [insert] |
| Contact number | [insert] |
| NOC Contract | [insert] |

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| Accept / Decline section |
| Tick appropriate box: | [ ]  | I accept the event described qualifies as emergency work and is in line with the funding criteria in PIKB(Next step: email this form to emergencyworks@nztz.govt.nz) |
| [ ]  | This event does not match the criteria required to confirm with PIKB for funding as emergency works. Estimated cost is less than $100k. Fund through the annual plan allocation using WC121.(Next step: A Change Management Request may be required to top up funding levels, please discuss with your local Asset Investment Advisor). |

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| Performance team |
| Actions  | [ ]  | Please set up a WBS number in SAP and send out confirmation to the AI and the applicant.Within four weeks an emergency works application will be submitted for approval in line with the process outlined in [InfoHub](https://infohub.nzta.govt.nz/otcs/cs.dll/link/57748977).**It is expected that the local AIA is involved in the recovery process**. |

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| Asset Investment Advisor |
| [insert name] | **Date** | Click here to enter a date. |