

Lessons learned from one of New Zealand's most challenging civil engineering projects: rebuilding the earthquake damaged pipes, roads, bridges and retaining walls in the city of Christchurch 2011 - 2016.

External Information Request form

Story: SCIRT Geographic Information System (GIS) Viewer

Theme: Finance and Business Systems

A document containing a screenshot of the External Information Request form.

This document has been provided as an example of a tool that might be useful for other organisations undertaking complex disaster recovery or infrastructure rebuild programmes.

For more information about this document, visit www.scirtlearninglegacy.org.nz



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Submit Tools Associate Check Names QuickText

B I U ABC Font family Font size

Action ...

Info ...

Type EIR: External Information Request Ref: Automatic

Status REQUEST Due 27-Feb-17 11:15 A

Title

Attachments - Upload from Your Computer Upload Manager Browse Lists

Browse...

External Information Request

Step 1: Request to release information to external party

Please detail below and attach the information that you want to release and details of person the info is to be released to

Project Number

Details:

Press CONTINUE to submit request to Professional Services Manager.
Information is NOT to be downloaded off this form until all steps have been Approved.

OIA Yes

Step 2: Professional Services Manager

A request has been received to release the information attached

Comment:

Press Approve to send to the Executive General Manager.

Step 3: Executive General Manager

Agreement sought that this information can be released to a wider audience

Comment:

Press Approve to submit to the Infrastructure Rebuild Client Manager.

Step 4: Infrastructure Rebuild Client Manager

A request has been made to release the information contained / attached in this form

Comment:

Press Approve to submit the form to the original author.

Step 5: Original Author

Comment:

Documents sent

Author: | SCT-AW1 | WF

External Information Request form – a request is lodged at step one with details about what is being asked for. This is then sent to SCIRT’s Professional Services Manager, Executive General Manager and Infrastructure Client Manger to approve/reject.

The original author closes out the form once the request is complete or can go no further.