

# **Specifications for Urgent Works**

*Version 1.3*

*Customer Services*

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## Foreword

*Section 3 of the Cadastral Survey Act 2002* defines the purpose of that Act as:

- (a) *to promote and maintain the accuracy of the cadastre by—*
  - (i) *requiring cadastral surveys to be done by, or under the direction of, licensed cadastral surveyors; and*
  - (ii) *requiring cadastral surveyors to meet standards of competence to be licensed; and*
  - (iii) *providing for the setting of standards for cadastral surveys and cadastral survey data; and*
- (b) *to provide, either on an optional or mandatory basis, for the electronic lodging and processing of cadastral surveys; and*
- (c) *to provide for a national geodetic system and a national survey control system to be maintained.*

This document contains specifications set by the Customer Services - Geodetic to contribute to achieving this purpose.

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## ***SPECIFICATIONS FOR URGENT WORKS***

### **1 Scope**

These specifications form part of a set of geodetic standards, specifications, and guidelines developed by Customer Services - Geodetic. They relate to the provision of Urgent Works contracts used to maintain the Land Information New Zealand geodetic physical network.

This set of specifications covers the documentation and data requirements that the Urgent Works contractors are required to supply to LINZ and the standard to which the maintenance work is to be performed and the type of maintenance work which can be issued as Urgent Works.

#### **1.1 Document History**

<b>Version No</b>	<b>Amendments</b>
1.0	Original specifications developed November 1999.
1.1	20 September 2000. Section 5.1.1 added defining minor maintenance and a requirement that in this case written notification of the work carried out is sufficient. Section 5.1.2 defines links to geodetic and cadastral specifications for reinstating and replacing marks.
1.2	1 March 2004. Minor updates
1.3	November 2006: References to Surveyor-General in the document changed to Customer Services.

### **2 Related Standards and Specifications**

Customer Services 2006: Specifications for Geodetic Physical Network.

Customer Services 2006: Protection of Survey Marks – Reinstating or Replacing Marks.

### 3 Introduction

The main purpose of the Urgent Works contracts are to enable minor maintenance work which can be considered necessary based on health and safety concerns, cadastral needs or geodetic needs, to be issued without having to go through a tendering process.

### 4 Classifying Urgent Works

Below are descriptions for each of the criteria which are to be used when assessing whether the maintenance work needs to be undertaken through an Urgent Works contract.

#### 4.1 *Health and Safety Concerns*

Land Information New Zealand has legal obligations to maintain its survey marks and protection structures in a manner so as not to pose a hazard to person or property.

Examples of poorly maintained survey marks and protection structures include:

- Missing covers
- Unstable or unsafe protection structures
- Marks protruding above ground in such a way as likely to be hazardous

#### 4.2 *Cadastral Needs*

Where an important cadastral survey mark is likely to be destroyed or disturbed a new mark is to be established and connected to prior to the old mark becoming unreliable. For example rural and urban standard traverses; and witness marks.

Where cadastral marks are reinstated or replaced the work shall be carried out in accordance with the Cadastral Survey Guidelines.

#### 4.3 *Geodetic Needs*

Where an important NZGD2000 or NZGD49 geodetic mark is likely to be destroyed or disturbed a new mark is to be established and connected to prior to the old mark becoming unreliable. For example NZGD2000 zero and first order stations; NZGD49 trig stations used for cadastral control; and first order benchmarks.

Where geodetic marks (NZGD49 or NZGD2000) are reinstated or replaced the work shall be carried out in accordance with Specifications for Reinstating and Replacing Marks.

#### **4.4 *Special Cases***

Where the maintenance work required is not covered by the above criteria but it is considered that it requires urgent attention then an Urgent Works contract can be let. This may include :

- the provision of new NZGD2000 marks in an area where existing NZGD2000 control marks have been destroyed.
- survey work required to resolve some major deficiencies in the existing cadastral or geodetic control that prevents the approval of a survey. This work should be fully documented and a copy provided to Customer Services - Geodetic.

#### **4.5 *Non-Urgent Works***

Items of maintenance which are outside the criteria stated above and are considered non-urgent are to be notified to Customer Services - Geodetic. This information is to be supplied on a Maintenance Summary Report which will be used in the next round of geodetic maintenance contracts.

## **5 Urgent Works Contracts**

### **5.1 *Value of Works***

Urgent Works contracts may be issued using Works Orders up to a value of \$1500. This sum may be exceeded with the approval of the Manager Specialist Processing and Data Management.

### **5.2 *Eligible Contractors***

Urgent Works contracts are able to be issued to any organisation or individual deemed to have suitable knowledge and expertise to undertake the specific Urgent Works. There is currently no requirement for the contractors to be LINZ accredited geodetic maintenance providers.

### **5.3 *Quality of Maintenance Works***

The Specifications for Geodetic Physical Network cover the installation and maintenance of geodetic marks and protective structures (marks, beacons, marker posts, cast iron covers, etc). All Urgent Works shall be undertaken in accordance with this specification which is stored on the Internet as a PDF document.

## **5.4 *Geodetic Codes***

Each mark is to be assigned a unique Customer Services - Geodetic defined four-character geodetic code. The code for existing marks shall remain unchanged from the existing code. Customer Services - Geodetic will supply to the Contractor codes to allocate to those marks requiring codes. For new marks, including offset marks, a new geodetic code is required.

## **6 Contract Deliverables**

This section specifies the type and format of the contract deliverables. All information relating to the Urgent Works shall be provided to Customer Services - Geodetic in the format stated in the next section and be in accordance with the Specifications for Geodetic Physical Network.

### **6.1 *Urgent Works Deliverables***

#### **6.1.1 *Minor Maintenance***

Minor maintenance is defined as work that does not alter a mark type, position or relationship to a beacon. Urgent works regarded as minor work include replacement of standard covers, attachment of ID plaques and ID plates, painting and stabilising marks.

The Contractor shall supply a written description of the work carried out and date when the work was undertaken.

#### **6.1.2 *Reinstatement or Replacing Marks and Other Maintenance***

Where urgent works that falls outside the scope of minor maintenance, eg installation of a new beacon or reinstatement of a mark, the Contractor shall supply the following contract deliverables in digital format as required by Customer Services - Geodetic:

- Maintenance Summary Report
- Access Diagram
- Report of Maintenance Work Completed or Required
- Photographs of the Mark and Site
- Non-Standard Beacon Diagrams (if applicable)

File formats for deliverables can be found in Specifications for Geodetic Physical Network.

Where geodetic marks (NZGD49 or NZGD2000) are reinstated or replaced the deliverables shall be supplied in accordance with Specifications for the Protection of Survey Marks – Reinstating or Replacing Marks. Where cadastral marks are reinstated or replaced the deliverables shall be supplied in accordance with the Cadastral Survey Guidelines.