

MyWorksites: user guide for Location Managers in Auckland

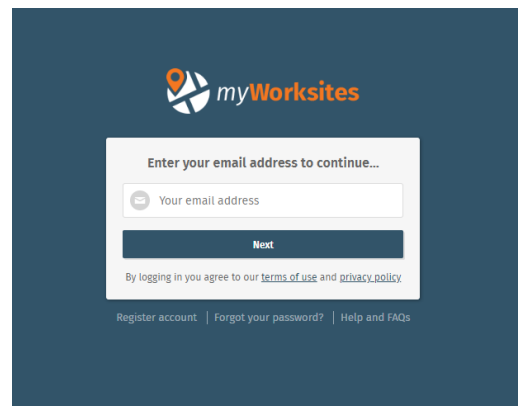
MyWorksites is a tool creating a virtual guide to work and event activities on the road corridor. This is a quick guide to navigating the MyWorksites 'Planning Map' as a pre-application check for activity in your preferred road locations. It should complement, but not replace, site visits and local consultation.

While information should be accurate, it does not guarantee spaces are available for use. Auckland Transport (AT) reserves the right to decline or modify any application for any reasonable reason as per current processes.

Use of MyWorksites does not override existing permitting processes managed through Screen Auckland. Contact Screen Auckland as usual for feasibility discussion or clarification on permitting.

Logging in


- Register your account at www.myworksites.co.nz
- It is recommended LMs register under the private individual option rather than under 'organisations'. (Organisations require association with registered NZ companies, may require extra steps to register, and can create access issues if LMs freelance or need to change account information.)
- If you have used previous systems, you may have an account you can reactivate.



Help and FAQs

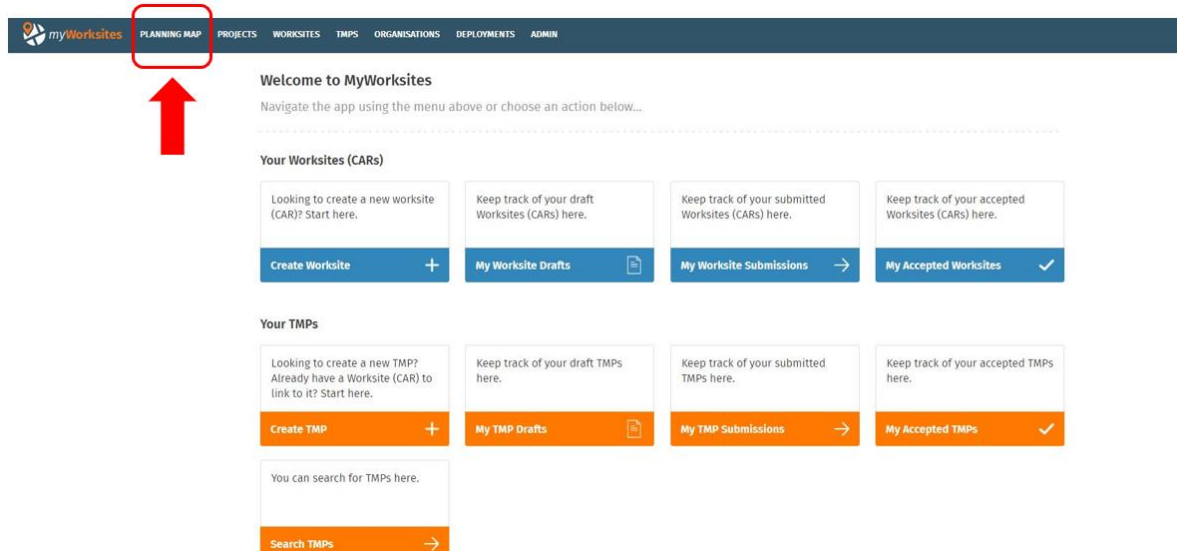
For MyWorksites technical support, including with accounts or logging in:

- Select the [Help & FAQ page](#) from the log-in page, or from the dropdown menu under user profile
- Email support@myworksites.co.nz

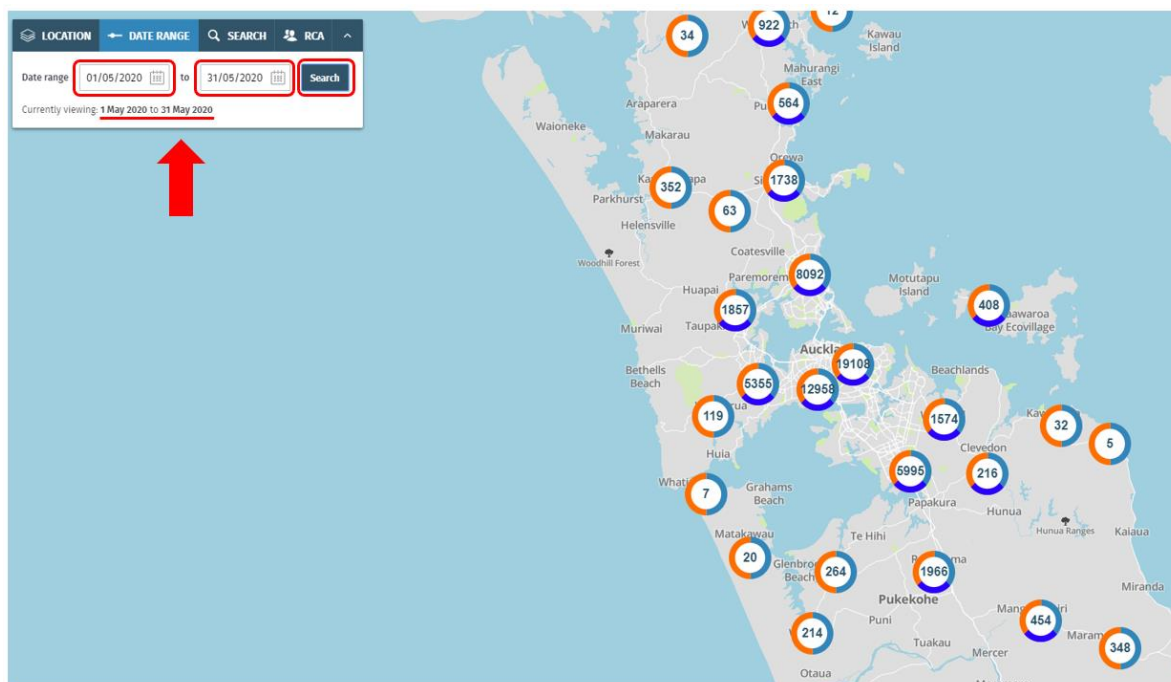
Please note MyWorksites is a tool for road controlling authorities across the country to manage work sites on their networks, and is not specific to or designed for the film industry. Features cannot be added or altered for filming activities, but site or map-specific feedback can be given through the feedback bubble  on each page.

Using the Planning Map

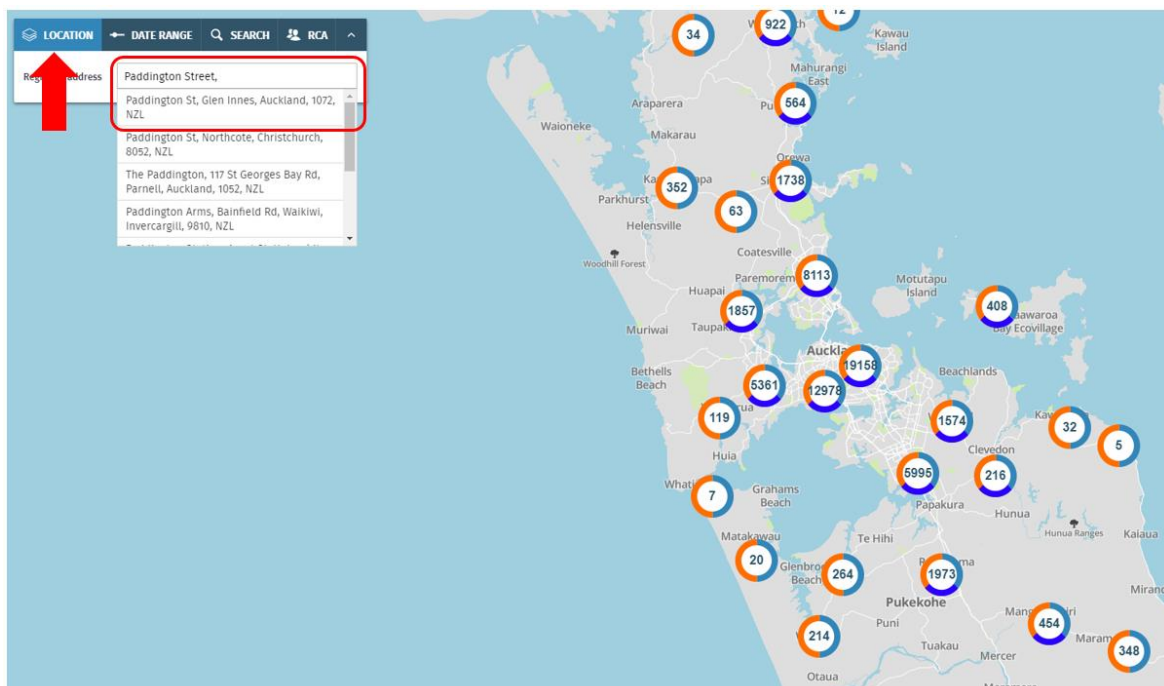
- Step 1: Click on PLANNING MAP, then select 'Auckland'



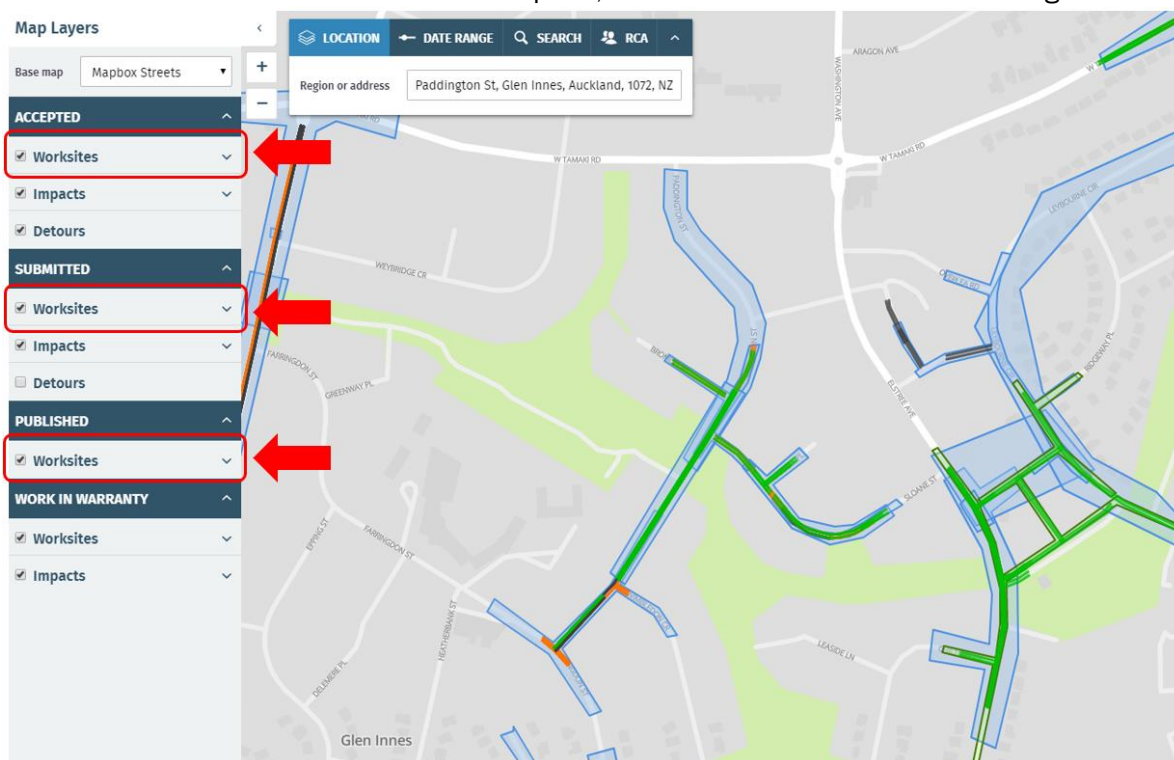
- Step 2: Check the dates
When checking feasibility in MyWorksites, LMs must check date ranges carefully before contacting Screen Auckland, AT, or existing worksites.



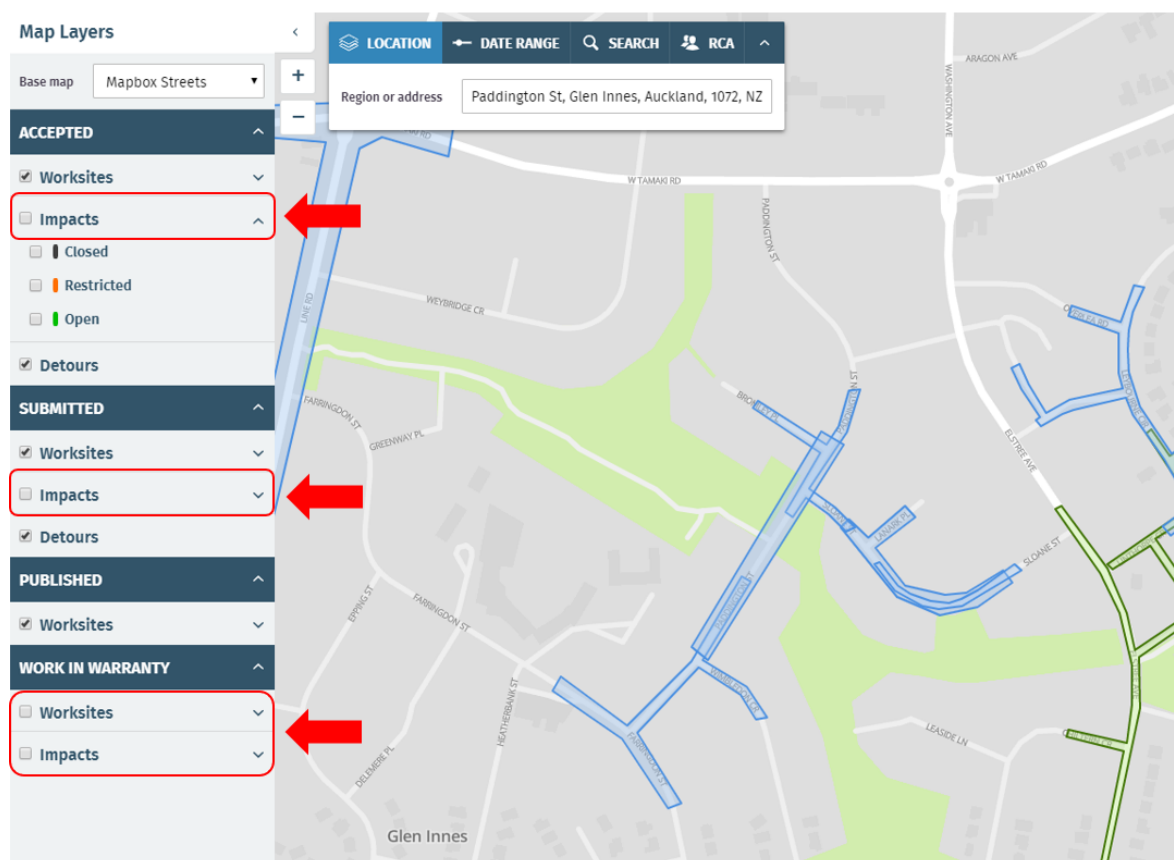
- Step 3: Search the location
The map can be zoomed in using the tools to the left, but it is easier to search directly for your selected street:



- Step 4: Filter the map data
Ensure 'Worksites' is checked under 'Accepted', 'Submitted' and 'Published' headings

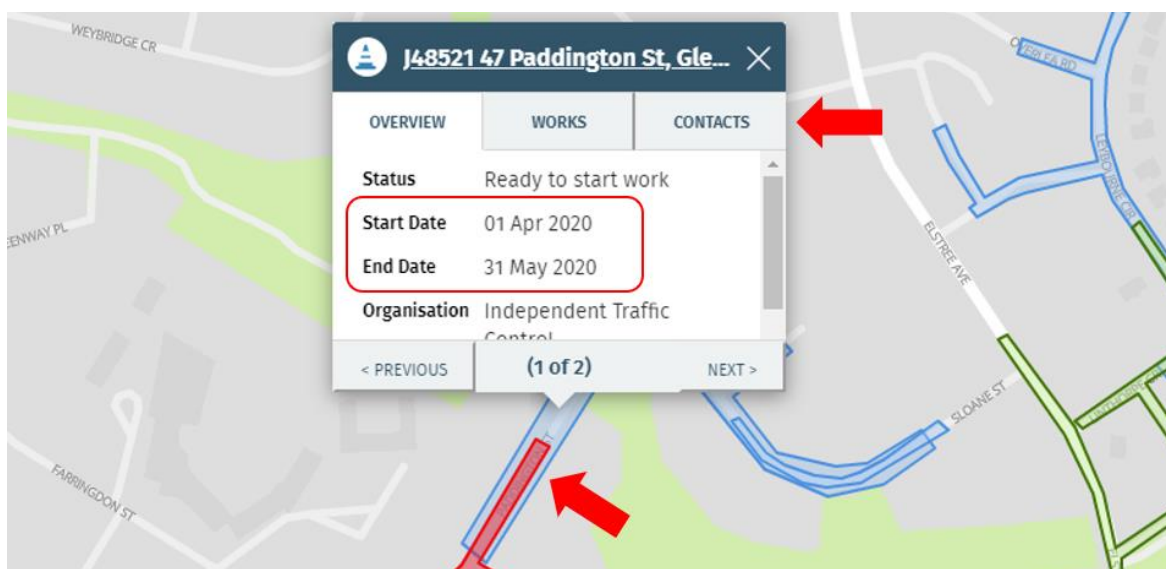


To simplify the view, you can un-check 'Impacts', and everything under 'Work in Warranty'

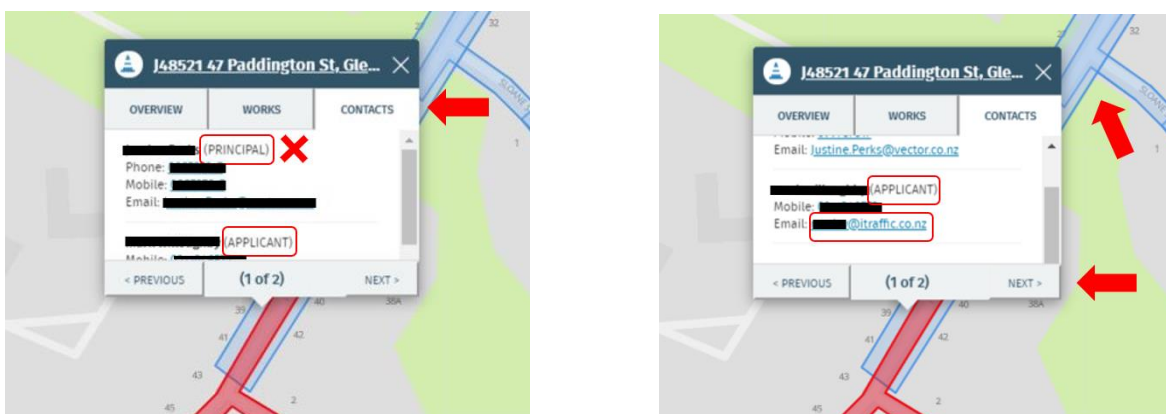


NOTE: if your site is in the central city area, (Wynyard Quarter, through the central city to Judges Bay, and back to Mt Eden and Newmarket) do not proceed to Step 5, at this stage move to the separate process for central city filming and TMPs at the end of this document.

- Step 5: Find contacts for sites overlapping with or near a proposed filming area
Click on a shape to see details. Check dates are relevant first, then look up contact details tab.



- Step 6: Contact APPLICANT via email. This will often be the traffic management company for the site. Attach any correspondence to parking permit applications or include with TMP submission. (Do not contact sites within the central city area, proceed to the process at the end of this guide.)



Repeat Step 6 for any other sites which overlap with or are nearby the proposed filming.

Notes on consulting work sites:

- If time allows, it is best to consult with work sites before starting an application, but consultation can take place simultaneously if time is critical – do not hold on to filming applications while waiting for responses, and do include details of work sites contacted or correspondence with sites to ensure facilitators and AT are kept up to date.
- Sites which overlap or clash with the proposed filming area: any site previously entered into MyWorksites has initial priority, regardless of whether it is active. If a site will be active, that project is responsible for the safety of the road space within their traffic management footprint and must be in agreement that additional work can be safely added to the area.
- Nearby sites to a proposed filming area: any site nearby may be impacted by filming and should be contacted. Most activities can be coordinated to operate in harmony, but overall impact on vehicle movements and pedestrian flow needs to be taken into account. This may take time, to ensure all considerations are tabled.
- Any communication sent to work sites is to be worded as a 'request', not a given – e.g. "We are proposing to..." or "We would like to..." **NOT** "We are going to..." If there is no response from the work site after two full business days, contact AT via filming@at.govt.nz

Central city filming and TMP process

Please do not contact sites directly if they are within the central city area, from Wynyard Quarter to Judges Bay, through the central city and back to Mt Eden and Newmarket as per the map below. Please contact Screen Auckland in the first instance.

The transformation of our central city is exciting for the region's future, but also means all Aucklanders need to adjust to the work going on and how it affects us – including the screen industry. Several of the significant large-scale civil projects within Auckland's central city area are entering more intense phases, at the same time as our busy screen industry and event calendar pick up again, and significant changes are made to site management in the Covid-19 environment.

To manage applications in this geographic area, AT now presents proposed filming at the weekly CBD Works Coordination meeting. Feasibility is considered across all the overlapping sites. Following this process, you may be given direct contacts to liaise with the affected sites to continue your proposal.

The additional coordination does mean extended timeframes for decision making, and we urge you to take note of those to allow for potential mitigation or to avoid possible disappointment. The meetings will assess filming activity applications on a case by case basis, and AT will also take into account the cumulative effect on the transport network. If the network is considered to be at its limit, mitigations or solutions may be needed, or an application could be declined.

Central city area (note, boundaries are subject to change)



Happy planning!

Screen Auckland and AT Special Events