

Position Title	Reviewer	Team	No. in position	Department	Risk Rating	Current State Risk Assessment - November 2021 - Alert Level 2 /No Community Covid Cases / Elimination Strategy'	Risk Assessment - December 2021 - Orange Traffic Light / Living with Covid Cases in the Community'	Controls	Education Vaccine Health Order Applies	Critical Role	Auditis completed
Acquisitions Disposals & Leasing Manager		Property	1	Property	15	15	17				
Acquisitions Disposals & Leasing Officer		Property	2	Property	15	15	17				
Community Assets Analyst		Property	1	Property	15	15	17				
Lease Licence Officer		Property	1	Property	15	15	17				
Manager Open Space & Strategy		Property	1	Property	15	15	17				
Open Space & Property Planner		Property	1	Property	15	15	17				
Community Projects Manager		Property	1	Property	17	17	19				
Technical Support Officer		Property	1	Property	17	17	19				
Facilities Manager		Property	1	Property	19	17	19				
Environmental Services Project Manager		Reg - Planning	1	Environmental and Regulatory Services	13	18	20				
Facilities Project Manager		Property	1	Property	21	19	21				
Facilities Support Officer		Property	1	Property	21	19	21				
Chief Executive		Chief Executive	1	Executive	13	20	22				
Group Manager People, Capability and Culture		People Capability and Culture	1	People Capability and Culture	13	20	22				
Group Manager Communication and Customer		Communication and Customers	1	Communication and Customers	20	20	22				
Group Manager Community Services and Facilities		Community Development	1	Community Services and Facilities	22	20	22				
Group Manager Property		Property	1	Property	23	20	22				
Group Manager Infrastructure		Asset Delivery Unit	1	Infrastructure	27	20	22	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>			
PA to Property & Commercial Manager		Property	1	Property	23	21	23				
Parks Technical Support Officer		Property	1	Property	23	21	23				
Environmental Services Administrator		Reg - Building	2	Environmental and Regulatory Services	8	22	24				
Environmental Services Assistant		Reg - Building	1	Environmental and Regulatory Services	8	22	24				
Animal Control Administrator		Reg - Dog Control	1	Environmental and Regulatory Services	21	22	24				
Senior Animal Control Administrator		Reg - Dog Control	1	Environmental and Regulatory Services	23	22	24				
Reserves Operations Manager		Property	1	Property	19	19	25				
Reserves Officer (Arborist)		Property	1	Property	23	21	25				
Reserves Officer (Parks & Reserves)		Property	1	Property	23	21	25				
Reserves Officer (Restoration Ecology)		Property	1	Property	23	21	25				
Reserves Officer		Property	1	Property	25	21	25				
Sports Parks Reserves Officer		Property	1	Property	21	22	25				
Operational Support		Reg - Planning	1	Environmental and Regulatory Services	21	23	25				
Personal Assistant To The Mayor		Chief Executive	1	Executive	13	24	25				
Council Governance Coordinator		Chief Executive	1	Executive	13	24	26				
EA To Chief Executive		Chief Executive	1	Executive	13	24	26				
Environmental Services Financial Advisor		Reg - Building	1	Environmental and Regulatory Services	15	24	26				
Land Development Project Manager		Property	1	Property	25	24	26				
Landscape Architect - Projects		Property	1	Property	25	24	26				
Property Project Manager		Property	2	Property	25	24	26				
Assistant Resource Management Planner		Reg - Planning	1	Environmental and Regulatory Services	27	24	26				
District Plan Administration Assistant		Reg - Planning	1	Environmental and Regulatory Services	27	24	26				
Graduate Planner		Reg - Planning	1	Environmental and Regulatory Services	27	24	26				
Resource Consent Technical Advisor		Reg - Planning	4	Environmental and Regulatory Services	27	24	26				
Policy Analyst		Reg - Policy	1	Environmental and Regulatory Services	27	24	26				
Senior Strategy & Policy Planner		Reg - Policy	1	Environmental and Regulatory Services	27	24	26				
Senior Urban Designer/Town Planner		Reg - Policy	1	Environmental and Regulatory Services	27	24	26				
Strategy & Policy Planner		Reg - Policy	3	Environmental and Regulatory Services	27	24	26				
Student Planner		Reg - Policy	1	Environmental and Regulatory Services	27	24	26				
Team Leader Strategy & Policy		Reg - Policy	1	Environmental and Regulatory Services	27	24	26				



Cleaner-Rakaia Camping Ground	Rakaia Huts Reserve	1	Property	15	22	27			
Building Surveyor - Commercial Inspections	Reg - Building	2	Environmental and Regulatory Services	20	22	27			
Building Surveyor - Residential Inspections	Reg - Building	4	Environmental and Regulatory Services	20	22	27			
Senior Building Surveyor	Reg - Building	1	Environmental and Regulatory Services	21	22	27			
Building Advisor	Reg - Building	4	Environmental and Regulatory Services	21	25	27			
Building Control Officer	Reg - Building	7	Environmental and Regulatory Services	21	25	27			
Building Surveyor - Commercial	Reg - Building	2	Environmental and Regulatory Services	21	25	27			
Building Surveyor - Commercial Processing	Reg - Building	2	Environmental and Regulatory Services	21	25	27			
Building Surveyor - Residential	Reg - Building	1	Environmental and Regulatory Services	21	25	27			
Building Surveyor - Residential Processing	Reg - Building	6	Environmental and Regulatory Services	21	25	27			
Senior Building Advisor	Reg - Building	1	Environmental and Regulatory Services	21	25	27			
Senior Building Surveyor - Commercial	Reg - Building	1	Environmental and Regulatory Services	21	25	27			
Senior Building Surveyor - Residential	Reg - Building	4	Environmental and Regulatory Services	21	25	27			
Civil Defence Manager	Civil Defence	1	Property	25	25	27			Yes
Community Resilience Coordinator	Civil Defence	1	Property	25	25	27			
Emergency Management Officer	Civil Defence	1	Property	25	25	27			
Animal Control Officer	Reg - Dog Control	1	Environmental and Regulatory Services	25	25	27			
Senior Animal Control Officer	Reg - Dog Control	1	Environmental and Regulatory Services	25	25	27			
Team Leader Animal Control	Reg - Dog Control	1	Environmental and Regulatory Services	25	25	27			
Compliance Officer	Reg - Monitoring	3	Environmental and Regulatory Services	27	25	27			
Team Leader Compliance	Reg - Monitoring	1	Environmental and Regulatory Services	27	25	27			
District Plan Administrator	Reg - Policy	1	Environmental and Regulatory Services	27	25	27			
Caretaker (Darfield Recreation and Com Centre)	Darfield Recr. & Community Centre	1	Property	27	26	27			
Caretaker Izone Park	IZONE Caretakers	1	Property	27	26	27			
Caretaker Kirwee Reserve	Kirwee Recreation Reserve	1	Property	27	26	27			
Caretaker Prebbleton Domain	Prebbleton Reserve	1	Property	27	26	27			
Caretaker Rhodes Park Domain	Rhodes Park Domain	1	Property	27	26	27			
Caretaker/Groundsman Southbridge	Southbridge Park	1	Property	27	26	27			
Community Projects Coordinator	Property	1	Property	25	25	28			
Advisor (Mayor)	Chief Executive	1	Executive	13	26	28			
Principal Advisor Resource Consents	Reg - Planning	1	Environmental and Regulatory Services	29	26	28			
Resource Management Planner & Senior	Reg - Planning	7	Environmental and Regulatory Services	29	26	28			
Team Leader Resource Consents	Reg - Planning	1	Environmental and Regulatory Services	29	26	28			
Group Manager Environmental and Regulatory Services	Reg - Policy	1	Environmental and Regulatory Services	13	27	29			
Building Management Administrator	Reg - Building	1	Environmental and Regulatory Services	21	27	29			
Building Quality Administrator	Reg - Building	1	Environmental and Regulatory Services	21	27	29			
Building Quality Manager	Reg - Building	1	Environmental and Regulatory Services	21	27	29			
Building Services Delivery Manager	Reg - Building	1	Environmental and Regulatory Services	21	27	29			
Principle Advisor Building	Reg - Building	1	Environmental and Regulatory Services	21	27	29			
Team Leader - Building Advisory	Reg - Building	1	Environmental and Regulatory Services	21	27	29			
Team Leader Residential	Reg - Building	1	Environmental and Regulatory Services	21	27	29			
Advisor Community & Economic Development	Community Development	3	Community Services and Facilities	23	27	29			
Building Manager	Reg - Building	1	Environmental and Regulatory Services	25	27	29			
Planning Manager	Reg - Policy	1	Environmental and Regulatory Services	25	27	29			
Regulatory Manager	Reg - Monitoring	1	Environmental and Regulatory Services	27	27	29			
Caretaker Rolleston Reserve	Rolleston Reserve	1	Property	27	28	30			
Building Surveyor - TA Functions	Reg - Building	2	Environmental and Regulatory Services	27	29	31			
Senior Building Surveyor - TA Functions	Reg - Building	1	Environmental and Regulatory Services	27	29	31			
TA Functions Administrator	Reg - Building	2	Environmental and Regulatory Services	27	29	31			
Team Leader - TA Functions	Reg - Building	1	Environmental and Regulatory Services	27	29	31			
District Collection Support Librarian	Library	1	Community Services and Facilities	37	29	31			
District Collections Support Assistant	Library	2	Community Services and Facilities	37	29	31			
Heritage Content Assistant	Library	1	Community Services and Facilities	37	29	31			
Local History Curator	Library	1	Community Services and Facilities	37	29	31			
Events and Funding Coordinator	Community Development	2	Community Services and Facilities	22	30	32			
Biodiversity Officer	Reg - Policy	1	Environmental and Regulatory Services	33	30	32			
Senior Biodiversity Advisor	Reg - Policy	1	Environmental and Regulatory Services	33	30	32			



Senior District Arts Culture and Lifelong Learning Coordinator
District Collections & Content Coordinator
District Digital Futures Coordinator
Library and Service Centre Operations Manager
Manager Arts Culture & Lifelong Learning
District Programme and Learning Coordinator
Programme Delivery Coordinator
Programme Delivery Coordinator (Youth and Maori)
Programmes and Learning Coordinator
Work Readiness and Enterprise Coordinator
Community Library/Service Centre Assistant
Community Library/Service Centre Assistant (Cas)
Community Library/Service Centre Assistant (Dar)
Community Library/Service Centre Assistant (Lee)
Community Library/Service Centre Assistant (Lin)
Community Library/Service Centre Assistant (Rol)
Digital Library Assistant
District Community Learning Librarian (Dar)
District Community Learning Librarian (Lee)
District Community Learning Librarian (Lin)
District Community Learning Librarian (Roll)
District Courier
Senior District Community Learning Librarian
Student Library Assistant
Student Library Assistant (Lin)
Student Library Assistant (Rol)
Customer Services Officer Revenue
Finance Officer
Finance Officer - Water
Rates and Receivables Supporting Officer
Revenue Support Officer
Revenue Support/Rates Officer
Senior Debt Management Officer
Project Accountant
Team Leader Revenue Team
Accounting Assistant
Accounting Manager
Finance Officer - Creditors
Management Accountant
Chief Information Officer
Data Architect
GIS Officer
ICT Infrastructure Engineer
ICT Sharepoint Officer
ICT SharePoint Specialist
LIMs Records Officer
Organisation Development Lead

Library	1	Community Services and Facilities	37	33	35			
Library	1	Community Services and Facilities	37	33	35			
Library	1	Community Services and Facilities	37	33	35			
Library	1	Community Services and Facilities	37	33	35			
Library	1	Community Services and Facilities	37	33	35			
Library	3	Community Services and Facilities	37	39	41			
Library	3	Community Services and Facilities	37	39	41	Covid Vaccination Mandated letter provided 10/11/2021	Covid Vaccination Mandated letter provided 10/11/2021	
Library	1	Community Services and Facilities	37	39	41			
Library	1	Community Services and Facilities	37	39	41			
Library	1	Community Services and Facilities	37	39	41			
Library	12	Community Services and Facilities	37	40	42			
Library		Community Services and Facilities	37	40	42			
Library	2	Community Services and Facilities	37	40	42		Covid Vaccination Mandated letter provided 10/11/2021	
Library	4	Community Services and Facilities	37	40	42			
Library	5	Community Services and Facilities	37	40	42		Covid Vaccination Mandated letter provided 10/11/2021	
Library	4	Community Services and Facilities	37	40	42			
Library	1	Community Services and Facilities	37	40	42			
Library	1	Community Services and Facilities	37	40	42			
Library	1	Community Services and Facilities	37	40	42			
Library	1	Community Services and Facilities	37	40	42			
Library	1	Community Services and Facilities	37	40	42			
Library	1	Community Services and Facilities	37	40	42			
Library	3	Community Services and Facilities	37	40	42			
Library	1	Community Services and Facilities	37	40	42			
Library	2	Community Services and Facilities	37	40	42			
Finance Revenue	1	Corporate Services	8	29	31			
Finance Revenue	2	Corporate Services	8	29	31			
Finance Revenue	1	Corporate Services	8	29	31			
Finance Revenue	1	Corporate Services	8	29	31			
Finance Revenue	1	Corporate Services	8	29	31			Need to look at critical worker lense - database
Finance Revenue	1	Corporate Services	8	29	31			
Finance Revenue	1	Corporate Services	8	29	31			
Finance Reporting	1	Corporate Services	9	29	31			
Finance Revenue	1	Corporate Services	9	29	31			
Finance Reporting	1	Corporate Services	11	29	31	Work from home, Social distancing when at work, QR codes and contact tracing, Wearing of face masks, Easy access to hand sanitisers		
Finance Reporting	1	Corporate Services	11	29	31			
Finance Reporting	1	Corporate Services	11	29	31	Work from home, Social distancing when at work, QR codes and contact tracing, Wearing of face masks, Easy access to hand sanitisers		
Finance Reporting	1	Corporate Services	11	29	31	Work from home, Social distancing when at work, QR codes and contact tracing, Wearing of face masks, Easy access to hand sanitisers		
ICT	1	Corporate Services	13	29	31			
ICT	1	Corporate Services	13	30	32			
ICT	2	Corporate Services	13	30	32			
ICT	1	Corporate Services	13	30	32			
ICT	1	Corporate Services	13	30	32			
ICT	1	Corporate Services	13	30	32			
LIMs	5	Corporate Services	13	29	31			
People Capability and Culture	1	People Capability and Culture	13	24	26			

James



Organisational Development Advisor
People & Capability Advisor
People & Payroll Officer
People & Safety Advisor
People & Safety Coordinator
People, Capability & Culture Business Partner
Records Officer
Team Leader Records
Group Manager Organisational Performance
ICT Desktop Support Officer
ICT Support
Information Services Training Officer
Team Leader ICT
People & Capability Recruiter
Records Cemeteries Officer
Roving Community Committee Secretary
Secretary Lincoln CC & Tai Tapu Residents Assn
Communications Advisor
Communications Advisor - Marketing
Communications Advisor Media
Communications Assistant
Graphic Design Assistant
Graphic Designer
Manager - Active Selwyn
Senior Communications Advisor (Engagement)
Community Services and Facilities Coordinator
Recreation Programmes & Activities Coordinator
Manager - Community & Economic Development
Asset Manager Water Services
Solid Waste Support Officer
AMIS Team Leader
Infrastructure Admin Assistant (Solid Waste)
Water Services Delivery Manager
PA - Asset Delivery Manager
Service Delivery Manager
Solid Waste Manager

People Capability and Culture	1	People Capability and Culture	13	21	23			
People Capability and Culture	1	People Capability and Culture	13	21	23			Yes
People Capability and Culture	1	People Capability and Culture	13	21	23	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		Yes
People Capability and Culture	1	People Capability and Culture	13	21	23			Yes
People Capability and Culture	1	People Capability and Culture	13	21	23			Yes
People Capability and Culture	2	People Capability and Culture	13	21	23			
Records	1	Corporate Services	13	29	31			
Records	1	Corporate Services	13	29	31			
Finance Reporting	1	Corporate Services	17					
ICT	3	Corporate Services	17	36	38			
ICT	1	Corporate Services	17	36	38			
ICT	1	Corporate Services	17	36	38			
ICT	1	Corporate Services	17	36	38			
People Capability and Culture	1	People Capability and Culture	17	26	28			
Records	3	Corporate Services	17	38	40			
Community Development	1	Community Services and Facilities	19	23	25			
Lincoln Community Committee	1	Community Services and Facilities	19	23	25			
Communication and Customers	1	Communication and Customers	20			Distancing, WFH		
Communication and Customers	1	Communication and Customers	20			Distancing, WFH		
Communication and Customers	1	Communication and Customers	20			Distancing, WFH		
Communication and Customers	1	Communication and Customers	20			Distancing, WFH		
Communication and Customers	1	Communication and Customers	20			Distancing, WFH		
Communication and Customers	1	Communication and Customers	20			Distancing, WFH		
Selwyn Aquatic Centre	1	Community Services and Facilities	20					
Communication and Customers	1	Communication and Customers	21			Distancing, WFH, Contact tracing,		
Community Development	1	Community Services and Facilities	21	21	23			
Selwyn Aquatic Centre	1	Community Services and Facilities	21			Listed as Recreational Programme and Events		
Economic Development	1	Community Services and Facilities	22					
Assets Strategic	1	Infrastructure	23	30	32	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		
Assets Service Delivery	1	Infrastructure	23	30	32	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		
Assets Service Delivery	1	Infrastructure	23	30	32			
Assets Service Delivery	1	Infrastructure	23	30	32			
Assets Service Delivery	1	Infrastructure	23	30	32	QR Codes, hand sanitising, social distance, face coverings, work from home		
Asset Delivery Unit	1	Infrastructure	23	30	32	QR Codes, hand sanitising, social distance, face coverings, work from home		
Assets Service Delivery	1	Infrastructure	23	30	32			
Assets Service Delivery	1	Infrastructure	23	30	32	PPE, Physical Distancing, Tracing/QR codes, good hygiene, contact is with known contractors, inspections are outdoor		Yes



AMIS Data Support Analyst	Assets Service Delivery	1	Infrastructure	23	30	32	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		
AMIS Infrastructure Data Support Analyst	Assets Service Delivery	1	Infrastructure	23	30	32	Works in controlled environment. Can work remotely		
Asset Manager Transportation	Assets Strategic	1	Infrastructure	23	30	32			
Water Services Asset Planner	Assets Strategic	1	Infrastructure	23	30	32	Office-based work at Rolleston HQ. Contacts are SDC, Sicon or consultant colleagues who have organised meetings and/or signed into the building management system. QR Codes, hand sanitising, social distance, face coverings, work from home.		
Business Support Officer (Water Services)	Assets Service Delivery		Infrastructure	23	30	32			
Design Engineer	Assets Service Delivery	1	Infrastructure	23	36	38	Works in controlled environment. Can work remotely		
Water Quality Engineer Officer	Assets Service Delivery	1	Infrastructure	23	30	32	Works in controlled environment. Can work remotely		
Water Services, Business Analyst	Assets Service Delivery	1	Infrastructure	23	30	32	A		
Asset Systems Officer	Assets Service Delivery	1	Infrastructure	23	36	38	QR Codes, hand sanitising, social distance, face coverings, work from home		
PA to Community Relations Manager	Community Development	1	Community Services and Facilities	24					
Customer Services Representative	Customer Services	14	Communication and Customers	26	25	29	QR codes, contact tracing; WFH		
Customer Services Systems and Process Lead	Customer Services	1	Communication and Customers	26			Distancing, WFH, Contact tracing,		
Customer Services Team Leader	Customer Services	1	Communication and Customers	26					
Development Engineer Manager	Assets Service Delivery	1	Infrastructure	27	30	32	QR Codes, hand sanitising, social distance, face coverings, work from home		
Development Engineer	Assets Service Delivery	1	Infrastructure	27	36	38	Works in controlled environment. Can work remotely		
Development Support Engineer	Assets Service Delivery	1	Infrastructure	27	36	38	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		
Road Safety Education Coordinator	Assets Service Delivery	1	Infrastructure	27	36	38	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>	Covid Vaccination Mandated letter provided 10/11/2021	
Roading Engineer	Assets Service Delivery	1	Infrastructure	27	36	38	QR Codes, hand sanitising, social distance, face coverings, work from home		
Transportation Liaison Officer	Assets Service Delivery	1	Infrastructure	27	30	32			
Roading Engineer/Team Leader Transportation	Assets Service Delivery	1	Infrastructure	27	36	38	QR Codes, hand sanitising, social distance, face coverings, work from home		
Roading Maintenance Engineer	Assets Service Delivery	1	Infrastructure	27	37	39	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		
School Road Safety Coordinator	Assets Service Delivery	1	Infrastructure	27	36	38		Covid Vaccination Mandated letter provided 10/11/2021	
Surface Water Engineer	Assets Service Delivery	1	Infrastructure	27	36	38	QR Codes, hand sanitising, social distance, face coverings, work from home		



Surface Water Operations Engineer
Water And Waste Water Engineer
Water Engineer
Water Services Contract Engineer
Water Services Project Engineer
Contract Supervisor Transportation
Corridor Manager
Transportation Project Engineer
Springston Hall Cleaner
Aquatics Operations Manager
Manager Community Spaces
Assistant Manager Community Spaces
Plant Operator SAC
Customer Services Representative - (AA)
Customer Team Leader - (AA)
Aquatics Programmes and Events Manager
Selwyn Sports Centre Manager
Swim School Team Leader
Swim School Training Coordinator
Recreation Coordinator
Senior Recreation Coordinator
Senior Recreation Coordinator
Senior District Sport & Recreation Programme Coordinator

Assets Service Delivery	1	Infrastructure	27	36	38	PPE, Physical Distancing, Tracing/QR codes, good hygiene, contact is with known contractors, inspections are outdoor		
Assets Service Delivery	2	Infrastructure	27	36	38	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		Yes
Assets Service Delivery	1	Infrastructure	27	36	38	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		
Assets Service Delivery	1	Infrastructure	27	36	38	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		
Assets Service Delivery	1	Infrastructure	27	36	38	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		
Assets Service Delivery	2	Infrastructure	27	36	38	QR Codes, hand sanitising, social distance, face coverings, work from home		
Assets Service Delivery	1	Infrastructure	27	36	38	QR Codes, hand sanitising, social distance, face coverings, work from home		
Assets Service Delivery	1	Infrastructure	27	36	38	<ul style="list-style-type: none"> <li>QR codes and paper-based contact tracing</li> <li>Outlook calendar for tracking meetings</li> <li>Social distancing</li> <li>Face masks in public areas</li> <li>Hand washing / sanitising</li> <li>HQ CCTV systems</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> </ul>		
Springston Reserve	1	Community Services and Facilities	27					
Selwyn Aquatic Centre	1	Community Services and Facilities	28					
Community Development	1	Community Services and Facilities	29					
Rolleston Customer Service	1	Communication and Customers	29					
Selwyn Aquatic Centre	1	Community Services and Facilities	29					
Rolleston Customer Service	2	Communication and Customers	30	29	33	QR codes, contact tracing; barrier		
Rolleston Customer Service	1	Communication and Customers	30	29	33	QR codes, contact tracing; barrier		
Selwyn Aquatic Centre	1	Community Services and Facilities	30				Covid Vaccination Mandated letter provided 10/11/2021	
Selwyn Sports Centre	1	Community Services and Facilities	30					
Selwyn Aquatic Centre	1	Community Services and Facilities	31				Covid Vaccination Mandated letter provided 10/11/2021 Listed as School Age Team Leader in spreadsheet provided	
Selwyn Aquatic Centre	1	Community Services and Facilities	31				Covid Vaccination Mandated letter provided 10/11/2021	
Selwyn Sports Centre	10	Community Services and Facilities	31					
Selwyn Sports Centre	2	Community Services and Facilities	31					
Selwyn Sports Centre	2	Community Services and Facilities	31					
Community Development	1	Community Services and Facilities	33					



Facilities-Caretaker(Lakeside)
Summer Pool Coordinator
Group Fitness Instructor
Cleaner Southbridge Hall
Internal Support Administrator
Team Leader Preschool
Caretaker-Facilities (Darfield Recreation & Community Centre)
District Wide Duty Manager (Lin)
LEC Duty Manager
Operations Manager LEC
Customer Services Officer RCC
District Wide Duty Manager (Rol)
Rolleston Community Centre Duty Manager
Customer Services Officer SAC
Lifeguard
Senior Customer Services Officer SAC
Senior Lifeguard
District Wide Duty Manager (WM)
Operations Manager West Melton Community Centre
Summer Student Community Services
Health, Safety and Wellbeing Manager
Senior People, Capability & Culture Business Partner
Assistant Accountant
Swim School Instructor

Lakeside Hall	1	Community Services and Facilities	33					
Selwyn Aquatic Centre	1	Community Services and Facilities	33					
Selwyn Sports Centre	18	Community Services and Facilities	33					
Southbridge Community Centre	1	Community Services and Facilities	33				Rated as a caretaker	
Customer Services	1	Communication and Customers	34	32	35		QR codes, contact tracing; WFH	
Selwyn Aquatic Centre	1	Community Services and Facilities	35					Covid Vaccination Mandated letter provided 10/11/2021
Darf Recr.& Community Centre	1	Community Services and Facilities	37					
Lincoln Event Centre	5	Community Services and Facilities	37					
Lincoln Event Centre	1	Community Services and Facilities	37					
Lincoln Event Centre	1	Community Services and Facilities	37					
Rolleston Community Centre	1	Community Services and Facilities	37					
Rolleston Community Centre	1	Community Services and Facilities	37					
Rolleston Community Centre	1	Community Services and Facilities	37					
Selwyn Aquatic Centre	10	Community Services and Facilities	37					Covid Vaccination Mandated letter provided 10/11/2021
Selwyn Aquatic Centre	42	Community Services and Facilities	37					
Selwyn Aquatic Centre	2	Community Services and Facilities	37					
Selwyn Aquatic Centre	4	Community Services and Facilities	37					
West Melton Community Centre	3	Community Services and Facilities	37					
West Melton Community Centre	1	Community Services and Facilities	37					
Community Development	1	Community Services and Facilities	NA					
People Capability and Culture		People Capability and Culture	NA					
People Capability and Culture		People Capability and Culture	NA					
Finance Reporting		Corporate Services					Double up	
Selwyn Aquatic Centre	42	Community Services and Facilities						Covid Vaccination Mandated letter provided 10/11/2021
	251							

No.	Considerations	Assesment Score (Low, Medium, High)	Score	Controls currently being used (Etc PPE, Remote etc)	Possible Controls	Team Specific Notes (Reasons for score)
1	How many people does the employee carrying out that work come (in and shift up to 8hrs) into contact with? (very few (under 5) = lower risk; many (over 20)= higher risk)				• QR codes and contact tracing forms	
2	How easy will it be to identify the people who the employee comes into contact with? (easy to identify, such as co-workers = lower risk; difficult to identify, such as unknown members of public = higher risk)				• Physical barriers	
3	How close is the employee carrying out the tasks in proximity to other people? (2 metres or more in an outdoor space = lower risk; close physical contact in an indoor environment (2m or clsoer) = higher risk)				• Social distancing	
4	How long does the work require the employee to be in that proximity to other people? (brief contact = lower risk; lengthy contact = higher risk)				• Face masks, plus gloves available (PPE)	
5	Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions or people who can not be vaccinated as yet (under 12years)? (little to none = lower risk; whole time = higher risk)				• Hand washing / sanitizing (good Hygeine)	
6	What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work? (equal to outside work = lower risk; higher than outside work = higher risk)				• Work from home arrangements for rostered phone days	
7	Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (no = lower risk; yes = higher risk).					
8	Can the work be carried out remotely?				• Cleaning products for workstation hygiene	
9	Is there a risk of COVID in the Region (Coivd level/number of cases)				• Additional building cleaning	
TOTAL			0		• Online appointments are available	
No.	Risk Assessment	Score			• Online technology for meetings	
1	Number of People	Over 20 = High, Under 5 = Low			• Controlling meeting room occupancy	
2	Unknown members of the public (identify) - Vaccination Passport?	Unknown member of public = High, Co Workers = Low			• Controlling Council chamber occupancy	
3	Close physical contact (inside/outside and or physical distance)	Outside and over 2m = Low			Vaccination	
4	Lengthy contact (indoor/close 5 minutes = high, outdoor over 2m 5 minutes = low)	Outdoor and over 2m =Low, Indoors and within 2m =High			RAT Testing (2 times a week)	
5	Higher risk indivudals (due to Illness, age etc - (under 12 year olds)	Under 12yrs or Illness = High, Over 12 yrs and no illness = Low			Vaccinae passport ?	
6	What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work? (equal to outside work = lower risk; higher than outside work = higher risk)	Equal to outside work = lower risk; higher than outside work = higher risk				
7	Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (no = lower risk; yes = higher risk). Links to 9	No = lower risk; Yes = higher risk				
8	Can the work be carried out remotely?	No = High, Yes = Low				
9	Is there a risk of COVID in the Region (Coivd level/number of cases)	Yes Level 3 = High, No Level 1 = Low				

High = 5  
Medium = 3  
Low = 1

All the above factors should be give a score and added together. This gives the gross score. The controls need to be assigned based on the gross score to bring this score to a accpetabe level.

Gross Score is above X = Y Control  
Some controls will be required if specific Risk Assessment Questions score a 5 regardless of the gross score

Other considerations:  
Recruitment Criteria: Orange and Red roles require full vaccination for new appointments

TDDA Contact for Covid Info

Vaccination Cert  
RAT  
PCR  
PPE  
Remote Working  
Hygiene (Social Distances)

35 + (Critical 3 and Over 1 question)
25 -34
24+
15-24
0-15
0-15

Rapid Antigen Testing will available through TDDA soon - currently setting pricing and doing a trial with MIQ- reccomnded every 5-7 days  
Polymerase Chain Reaction Testing (nasal swab) - Cost \$79.95+GST per test - reccomended every 2-3 days



Commentary

Following an initial risk assessment of roles across council utilising the Worksafe NZ framework, Council sought a review of the assessment process from PlanitSafe. The review highlighted considerable variation in assessments across the roles adding to an already subjective assessment, lack of an assessment of the current risk, and no commentary on the risk tolerance acceptable to SDC, after existing and possible controls are in place. The review recommended using the SDC enterprise risk framework to establish our COVID-19 exposure risk tolerance level / level of acceptable risk, assess if the current risk is acceptable, then add additional controls and reassess, and determine if the residual risk is at an acceptable level to SDC and document. Also to refresh the risk assessment based on the use of My Vaccine pass requirements (additional control) at specific SDC facilities. Based on the feedback the risk assessment framework scoring has been updated to align to the SDCs business risk framework, this provides clearer scoring guidance through the likelihood descriptors and probability percentage provided in Table 1, when assessing the risk score for each question. Roles should be reassessed, using this model based on current conditions and controls to provide a baseline result and then rerun with any additional controls that have been put in place (e.g.; vaccine pass, etc). The total score for each role, can then be assessed against the 'Risk Assessment Scoring Result' table below which is based on the Risk Scoring Table 2 from SDCs business risk framework. The colour coding providing a clear indication of the potential risk for each role and informing SDC which roles pose a significant or extreme risk thus allowing further consideration of whether vaccination is a requirement of the role or whether other control could reduce the risk to a tolerable level. Non health order mandated roles are to be reassessed using the updated framework as set out below and a sample sent to PlanitSafe for auditing prior to staff consultation on the Councils Covid-19 vaccination policy. Regular review of the risk assessments will be required over the coming months as the situation and controls available change.

Risk Assessment Scoring - Minimum / Maximum scores achievable					
	rare (low)	possible	likely (medium)	often	frequent (high)
How many people does the employee carrying out that work come (in and shift up to 8hrs) into contact with? (very few (under 5) = lower risk; many (over 20)= higher risk)	1	2	3	4	5
How easy will it be to identify the people who the employee comes into contact with? (easy to identify, such as co-workers = lower risk; difficult to identify, such as unknown members of public = higher risk)	1	2	3	4	5
How close is the employee carrying out the tasks in proximity to other people? (2 metres or more in an outdoor space = lower risk; close physical contact in an indoor environment (2m or closer) = higher risk)	1	2	3	4	5
How long does the work require the employee to be in that proximity to other people? (brief contact = lower risk; lengthy contact = higher risk)	1	2	3	4	5
Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions or people who can not be vaccinated as yet (under 12years)? (little to none = lower risk; whole time = higher risk)	1	2	3	4	5
What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work? (equal to outside work = lower risk; higher than outside work = higher risk)	1	2	3	4	5
Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (no = lower risk; yes = higher risk).	1	2	3	4	5
Can the work be carried out remotely?	1	2	3	4	5
Is there a risk of COVID in the Region (Covid level/number of cases)	1	2	3	4	5
	9	18	27	36	45

Risk Assessment Scoring Results

	Insignificant	Minor	Moderate	Major	Catastrophic
frequent (high)	15	21	27	36	45
often	14	19	25	34	36
likely (medium)	12	17	23	25	27
possible	11	16	17	19	21
rare (low)	9	11	12	14	15

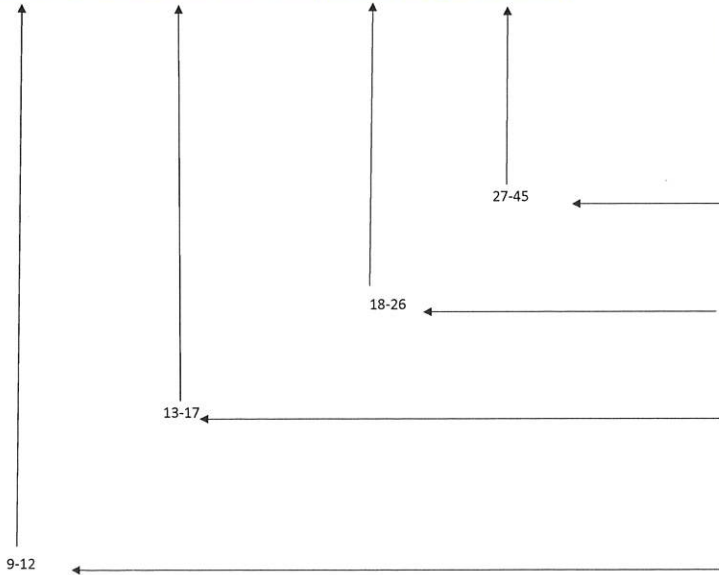


Table 1

Risk Likelihood

Likelihood	Likelihood Description	Scoring	Probability % (to assist assessment)
Frequent	Will almost certainly occur, and at least once in a month	5	91-100
Often	Will probably occur 6-12 times per year	4	71-90
Likely	1-5 times per year – likely to occur at least once in the next two – three months.  There is a chance in the foreseeable future.	3	51-70
Possible	May occur at least once in the next year. Little chance of occurrence in foreseeable future.	2	21-50
Rare	Not expected to occur this year but may occur in a future period – unlikely in foreseeable future.	1	1-20

Table 2

Scoring Risks

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Frequent (5)	5	10	15	20	25
Often (4)	4	8	12	16	20
Likely (3)	3	6	9	12	15
Possible (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

Table 3

Risk Score	Level of Risk	Action Required	Attention of / assigned to
15-25	Extreme risk	Requires immediate assessment of actions	ELT/Council (as required), Statutory bodies.
8-12	Significant risk	Requires remedial assessments and action via the annual planning process	Unit Manager, Programme Sponsor, Programming Steering Group
4-6	Moderate risk	Address via new procedures and/or modification of existing practices and training	Programme manager, workstream leaders.
1-3	Low risk	No formal requirement for further action, unless escalation of risk is possible.	Workstream leads, project managers.



No.	Considerations	Compliance Team Assessment	Score	Compliance Team Assessment controls currently being used	Controls	Compliance Team Assessment Notes following discussion with Regulatory Manager
1	How many people does the employee carrying out that work come (in and shift up to 8hrs) into contact with? (very few ( <b>under 5</b> ) = lower risk; many ( <b>over 20</b> )= higher risk)	High	5	QR codes being scanned when visiting businesses - nothing for individuals / private properties which is the bulk of the teams work	<ul style="list-style-type: none"> <li>QR codes and contact tracing forms</li> </ul>	External people - 3-5 people per day on average and varies from day to day - site visits not being conducted at level 2 unless absolutely essential. Internal staff members 20 + per day
2	How easy will it be to identify the people who the employee comes into contact with? (easy to identify, such as co-workers = lower risk; difficult to identify, such as unknown members of public = higher risk)	Medium	3	None	<ul style="list-style-type: none"> <li>Physical barriers</li> </ul>	Easy - staff always write up notes on who they speak to, so easy to track down individuals names, would just take a bit of time to search through files.
3	How close is the employee carrying out the tasks in proximity to other people? (2 metres or more in an outdoor space = lower risk; close physical contact in an indoor environment (2m or closer) = higher risk)	Low	1	Yes with external customers, not with work colleagues	<ul style="list-style-type: none"> <li>Social distancing</li> </ul>	At work too close - staff working together are often closer than 1 metre apart - easy to maintain distance on site - staff explain requirements to people they are meeting
4	How long does the work require the employee to be in that proximity to other people? (brief contact = lower risk; lengthy contact = higher risk)	Low	1	Dependant on situation face mask and gloves, plus full overalls available if needed	<ul style="list-style-type: none"> <li>Face masks, plus gloves available (PPE)</li> </ul>	Varies from half an hour to 3 hours
5	Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions or people who can not be vaccinated as yet (under 12years)? (little to none = lower risk; whole time = higher risk)	Medium	3	Hand sanitiser in the vehicle	<ul style="list-style-type: none"> <li>Hand washing / sanitizing (good Hygeine)</li> </ul>	I don't know, but suspect at times yes - we don't know what issues people that we deal with may have - not aware of the team asking any covid questions when booking appointments (I suggested that they adopt similar questions used by the building team when making appointments).
6	What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work? (equal to outside work = lower risk; higher than outside work = higher risk)	High	5	Arrangements are in currently in place	<ul style="list-style-type: none"> <li>Work from home arrangements for rostered phone days</li> </ul>	High if someone in the council building got it due to proximity of staff in building, and number of people touching surfaces.
7	Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (no = lower risk; yes = higher risk).	Low	1			No - work put on hold or dealing with issues over phone where possible - Level 2 currently drive by work only - not entering property unless absolutely necessary -Safety as only able to have 1 staff member in the vehicle
8	Can the work be carried out remotely?	Low	1		<ul style="list-style-type: none"> <li>Cleaning products for workstation hygiene</li> </ul>	Lots of it can - some work can be postponed and reprioritised - the team have a process of discussing jobs to risk assess whether they need to visit site or not and how to handle the matter.
9	Is there a risk of COVID in the Region (Coivd level/number of cases)	Low	1		<ul style="list-style-type: none"> <li>Additional building cleaning</li> </ul>	No current cases known in the south island at Alert Level 2
		<b>TOTAL</b>	<b>21</b>		<ul style="list-style-type: none"> <li>Online appointments are available</li> <li>Online technology for meetings</li> <li>Controlling meeting room occupancy</li> <li>Controlling Council chamber occupancy</li> </ul>	
No.	<b>Risk Assessment</b>	<b>Score</b>				
1	Number of People	Over 20 = High, Under 5 = Low				
2	Unknown members of the public (identify) - Vaccination Passport?	Unknown member of public = High, Co Workers = Low				
3	Close physical contact (inside/outside and or physical distance)	Outside and over 2m = Low				
4	Lengthy contact (indoor/close 5 minutes = high, outdoor over 2m 5 minutes = low)	Outdoor and over 2m =Low, Indoors and within 2m =High				
5	Higher risk individuals (due to illness, age etc - (under 12 year olds)	Under 12yrs or illness = High, Over 12 yrs and no illness = Low				
6	What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work? (equal to outside work = lower risk; higher than outside work = higher risk)	Equal to outside work = lower risk; higher than outside work = higher risk				
7	Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (no = lower risk; yes = higher risk). Links to 9	No = lower risk; Yes = higher risk				
8	Can the work be carried out remotely?	No = High, Yes = Low				
9	Is there a risk of COVID in the Region (Coivd level/number of cases)	Yes Level 3 = High, No Level 1 = Low				

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All the above factors should be give a score and added together. This gives the gross score. The controls need to be assigned based on the gross score to bring this score to a accpetabe level.

Gross Score is above X = Y Control

Some controls will be required if specific Risk Assessment Questions score a 5 regardless of the gross score



## Critical Services



**Instructions:** Below is a list of Critical Services that Selwyn District Council provide to the Community and/or for the Organisation. The below list was drawn from the SDC Business Continuity Response Plan. This list was generated with regard to a *Council only* event and has subsequently been updated in light of the global COVID-19 pandemic, we ask that you please continue to review and refine this as required. We are asking any updates to be made by ELT to ensure continuity across the organisation.  
**For all Essential Services please update/populate the 'Strategy' column as necessary. And access any impacts on Essential Roles.**

Critical Services can be defined as:

1. A service that the Selwyn District Council provides (directly or via contractors) to the community that is directly related to an Essential Service as defined by central government. Please refer to: <https://covid19.govt.nz/business-work-and-money/business/>
2. A service that the Selwyn District Council provides (directly or via contractors) that is essential for the ongoing operation of Selwyn District Council e.g. payroll, accounts payable, etc.

Business Unit	Team	As outlined in SDC Business Continuity Resp	Strategy	Notes
People, Capability & Culture	People & Capability	H&S procedures and reporting	H&S team have remote access (laptop/own computer/mobile). Dan could access Rolleston library. could access Darfield library. Wayne could access HQ. Staff/Managers can continue to access Vault for recording H&S incidents.	All systems working remotely
		Staff support/wellbeing	EAP service and Are you Okay re-communicated to staff. PCC have master list of extra support needed. Leaders to check in on all staff especially vulnerable workers. Wellbeing strategy and programme for staff - more interactive this time.	
	Payroll	Payroll	Payroll team can work from home with laptop, screen etc and access payroll system Datacom. If internet not available, can access Darfield library, can access HQ. If this isn't possible, Finance can do an automatic run of last pay run.	currently all have access to the systems and are working from home. This payroll will be run remotely. We do need managers to approve timesheets and leave as soon as possible
Communications & Customers	Comms & Marketing	Media - reactive	Relocate to alternate council facility, or work from home or other location (with laptop/mobile phone or own device), or maintain skeleton staff at HQ. Notify key stakeholders of your location.	
		Media - proactive	Liaise with Response team and PIM to coordinate all response messaging	
		Social media	WFH: Monitor and respond to social media contacts re Council services, issues, RFS	
		Internal communications	WFH: maintain contact with ELT/response team and ensure timely flow of critical information to staff and stakeholders, via email, FB etc.	
		Website content	WFH: coordinate timely updates to Council covid app and web pages to advise current status of services, facilities. Liaise with customer services to ensure consistent messaging.	
		Customer Services - front of house	Maintain skeleton staff if HQ still open. If closed redirect enquiries via email, phone, web.	
		Contact centre - Phone/email enquiries	Relocate to alternate council facility, or work from home or other location (with laptop/mobile phone or own device), and/or maintain skeleton staff at HQ.	Technology dependencies - Touchpoint
Corporate	Finance	Accounts payable - payroll	Work remotely with access to banking fob, phone or laptop. Contact Westpac directly if unable to access online banking. Liaise with Payroll regarding any issues with processing/authorising pay run.	
		Accounts payable - key supplier urgent payments	Identify and notify key suppliers of delay and determine if urgent payments are required.	
		Tax obligations		
		Treasury		
	Information Services	Helpdesk	Arrange for team to work remotely and notify key stakeholders of location. Contact external consultants for additional support.	
		User support		
		System admin		
Infrastructure	Revenue	Cemeteries	Work remotely with dedicated cemetery mobile phone and remote access via VPN or relocate to alternate council facility. Notify public of alternate arrangements.	
		Rates	Work remotely with access to Maqiq via VPN	
		Sundry Debtors	Work remotely with access to Maqiq via VPN	
		Banking - receipts processing	Work remotely with access to Maqiq via VPN	
	Solid waste	Physical mail		
		Kerbside collection	Contact Waste Management Services (nationally) to arrange for Assess likely duration of outage. Consider stockpiling public waste if expected to be short-term (1-2 days). Arrange with Christchurch companies to have kerbside, commercial and construction loads diverted to Chch.	
		Refuse disposal	Loss of processing - liaise with Living Earth, Christchurch. Consider other trained staff to operate key machinery.	

The revenue team functions were not included in the BCP as were not critical in terms of the 5 days criteria - they do become critical for a longer event such as a pandemic  
 Not critical based on 5 days criteria, but does become so for longer event



	Water	Water supply flow management	Identify cause for loss of flow, power or, supply at source or reticulation. Where possible utilise storage capacity and unaffected bores to supplement supply loss or adjust flow-valves to isolate reticulation loss. Monitor sites manually. Issue BWN and instigate BW protocols with DWA@DHB.	
		Water sampling & testing SCADA monitoring	Demonstration that water is fit for potable use. Sampling and testing through 3rd party suppliers. Information reviewed by Sicon and internal SDC staff. Issue BWN and instigate BW protocols with DWA@DHB	
	Waste water	Flow blockages	Refer to emergency site emergency SOP back-up procedure. Identify alternative capability facilities. Identify flow blockage location of issue & confirm via SCADA. Deploy Contractor to close isolation valves. Undertake manual inspections.	
		Treatment plant management SCADA monitoring	Ensure system function to avoid overflow, use network storage facilities. Wastewater sucker trucks deployed.	
	Stormwater	SCADA monitoring	Contact contractors immediately. Contact ERT to mobilise staff/volunteers to fill sandbags and deploy them as needed. Deploy trailer pump for temporary operation. Undertake proactive inspections.	not critical unless we have a heavy rainfall event
	Transportation	Traffic signals management -CTOC	Determine if other Transport Operation Centres can handle. Determine whether manual monitoring of critical intersections is required. Allocate staff to monitor manually.	Covid19 - CTOC will be able to manage traffic signals remotely
		Network maintenance management	Notify customer service of outage and all calls to be redirected to Roothing Team mobile Determine outage timeframe. Identify alternate roading contractor.	Covid19 - routine maintenance in the field can continue and management done remote from the offices.
	Animal Control	Complaints – reactive	Contact vets, Dog Watch, or local kennels for support to house dogs. Relocate stock to showgrounds Take photos of dog in preparation to update to website or in the interim arrange to post on social media. Arrange with Comms Team to develop public message.	
Environmental & Regulatory		Stock pound	Operations as per normal - when required roaming stock will be placed into the stock pound area, when required roaming stock will be placed into the nearest paddock and the owner of the paddock alerted to the situation. All efforts will be made to identify the owner and connect the owner with the temporary location of the stock.	
		Dog pound	Pound will operate as per normal protocols. However a heightened hygiene regime will be used to protect staff and customers. Staff will keep a responsible distance away from customers and explain the safety reasons for this.  Plastic screening will be used to protect staff from any potential infection when completing transactions etc.	
		Dangerous & insanitary	Work remotely (with access to tablet and mobile phone). Advise customer of issue, take message and respond when further information is available.	
		Earthquake Prone Buildings	Signage can continue to be erected - no direct contact with others required on site. Enquiries to be referred to Building Manager. Website updates can continue to be done remotely.	
		Food inspections – reactive	FSO and verifiers will evaluate each case and act in the capacity of an EHO if required. All necessary inspections will continue with site evaluations before entering a premise. All work will be evaluated for risk with a heightened emphasis on Covid - 19. All details can be recorded on paper if connections fail.  All issues will be prioritised where possible and dealt with according to priorities.	High level of hygiene processes have been put in place
		Health – reactive	High level of hygiene practices are in place with a high level of site evaluation including Covid - 19 questions. All work will be evaluated for risk with a heightened emphasis on Covid - 19. All details can be recorded on paper if connections fail.  All issues will be prioritised where possible and dealt with according to priorities.	High level of hygiene processes have been put in place
	Property	Reserve Operations	Work remotely. Notify stakeholders of alternate arrangements. Determine if critical areas require closure, place signage and notify public. Source alternate maintenance/service providers for assistance.	Council/SICON reps meeting week beginning 23 March 2020 to look at internment issues if a large number of deaths need to be responded to.
		Tree maintenance -reactive	Tape off all trees that are deemed dangerous in council reserves etc to avoid having too many council staff or contractors out working	If likely to endanger a member of the public - an urgent request for tree removal would be actioned
		Public toilets	Only the state highway toilets will remain open to support the transport industry moving supplies. These toilets will be cleaned daily by SICON	



		Campgrounds -reactive	Will be used by freedom campers for lockdown period. 40 additional portaloos added to Coes, Chamberlains and Lakeside to improve the person to toilet ratio on 25 March. Our strategy should be to reduce the number of campers where possible.	Monitoring by rangers as per standard arrangements. SICON staff also undertake the daily cleans.
		Service request – reactive	Only if urgent	
		Playground - reactive	All playgrounds are closed during Covid 19 lockdown	
	Facilities Management	Building maintenance – reactive	Notify Property Manager of Property Facilities manager of property damage.	Local community representatives are to be asked to visit community facilities on their regular walks and report if they see any property damage concerns that might need addressing
		Security management		
	Emergency Management	Notification monitoring	Civil defence EOC for Covid 19 pandemic to be located at former Lincoln Country Club while council pandemic response for management and services to be located at Rolleston HQ. Notify key stakeholders of alternate arrangements.	Although pandemic is the issue being managed currently, there is always a possibility of a natural hazard event being an issue that we need to manage.
		Maintenance of operation/response equipment	Set up alternate EOC at Rolleston Community Centre or West Melton Community Centre. Notify key stakeholders of alternate arrangements and determine what additional equipment/resources are required.	Not required at this time but would be an option if a response was required to an alternate event such as a alpine fault event
		24/7 on call response		