Upper Hutt City Council Role Risk Assessment - COVID-19 Master

Risk Factors

Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-

			UHCC			people does the employee carrying out that work come into contact with	the employee comes into	How close is the employee carrying out the tasks in proximity to other people?	How long does the work require the employee to be in that proximity to other people?	from COVID- 19, such as people with underlying health conditions or children under 12 years old (who are ineligible to be vaccinated)?		with unknown	Risk
Job Title - Role	Risk Rating 1-5 (from risk matrix)												
Access and Content Librarian	Division Library	Community Service	2	23/11/2021	Similar to another role	5	5	4	5	5	5	5	Total 34
Access and Content Team Leader Accounts Payable Officer	Library Finance	Community Service Finance, Risk and D		23/11/2021 29/01/2021	Accounts Receivable Officer	1	1	3	2	1	3	5	32 12
Accounts Receivable Officer Administration Officer - Records	Finance Digital and Informat	Finance, Risk and D		29/01/2021 18/11/2021	Accounts Receivable Officer	1	1	3	2	1	3	1	12
Administration Officer (Compliance Services)	Compliance Services	Planning and Regu	1										0
Administration Team Leader Advisor Communications and Marketing	Digital and Informat Communications and	,		ndated 22/11/2021		3	3	3	5	1	3	1	17 19
Advisor Digital Services Advisor Marketing and Promotions	Communications and			22/11/2021 15/11/2021		3	1	2		1	3	_	16 17
Animal Management Officer	Compliance Services	Planning and Regu	2	25/11/2021		5	5	3	5	3	2.5	2	25.5
Application and Information Administrator Aquatic Co-ordinator	Digital and Informat Recreation Services			ndated 25/11/2021		5	5	5	5	5	3 5	2	19 32
Aquatic Instructor	Recreation Services			25/11/2021 26/11/2021		5	5	5	5	5	5	3	33 22
Assets and Programme Manager Assets Team Leader	Assets and Programs Assets and Programs	Asset Managemen	t 1	26/11/2021	Principal Assets Advisor, Ser	5	2	3	4	3	4	1	22
Assistant Librarian - Access and Content Assistant Librarian - Central Services	Library Library	Community Service Community Service		23/11/2021 29/11/2021		5	5	5	5	5	3	5 5	35 35
Assistant Librarian - Heritage Assistant Librarian - Outreach Services	Library Library	Community Service	1	23/11/2021 30/11/2021		5	5	4	4	5	5	5	33 32
Assistant Manager - Operations	Recreation Services	Community Service	1		Aquatics TL, Lifeguards	5	5	5	5	5		2	32
Building Compliance Officer Building Control Officer - Consents	Building Control Services Building Control Services												0
Building Control Officer - Inspections Building Control Services Manager	Building Control Service Building Control Serv	Planning and Regu	3										0
Building Support Officer	Building Control Ser	Planning and Regu	3										0
Business Analyst Business Improvement Manager	Corporate Programn Asset Management			29/11/2021		4	2	5	5	5	5	1	27 0
Business Support Team Leader	Library	Community Service	1	23/11/2021		5	3	5	5	3	3	1	25
Communications and Marketing Manager Community Development Advisor	Community Develop	011		22/11/2021 23/11/2021		2	1	3	3	3	3	2	20 17
Community Development Advisor: Youth Employment Community Development Team Leader	Community Develop Community Develop			23/11/2021 23/11/2021		3	1	4	3	3	4	2	21 17
Community Engagement Coordinator - Libraries	Library	Community Service	1	30/11/2021		5	4	3	5	4	3	5	31
Community Heritage Coordinator Compliance Officer - Resource Management	Library Resource Consents a	Community Service Planning and Regul		23/11/2021 22/11/2021	Senior Planning Compliance	3	3	3	5	3	5	5 3	33 21
Compliance Services Manager Compliance Services Officer - Parking	Compliance Services Compliance Services			25/11/2021		5	5	2	5	2	3.5	4	28.5
Corporate Planner	Strategy, Partnership	Strategy, Partnersh	1	11/11/2021		3	2	4	5	1	3.3	1	19
Corporate Programme Manager Cultural Diversity Advisor: Libraries (Kaitohutohu Kanorau Ahure	Corporate Programn Library	Finance, Risk and E Community Service		16/11/2021		4	2	3	4	3	2	3	0
Customer Experience - Central Services Team Leader Customer Experience Outreach Services Team Leader	Library Library	Community Service		30/11/2021		5	5	5	5	5	5	5	0 35
Customer Service Officer - H2O	Recreation Services	Community Service	3.45	23/11/2021		5	3	3	2	4	3	1	21
Customer Services Manager Customer Services Officer	Customer Services Customer Services	Strategy, Partnersh Strategy, Partnersh		25/11/2021 26/11/2021		5	3	3	5	2	3	1	17 25
Customer Services Team Leader Development Engineer	Customer Services Roading	Strategy, Partnersh Asset Managemen		25/11/2021 22/11/2021	CS MGR	5	3	3	5	4	3	1	24
Digital and Information Solutions Manager	Digital and Informat	Finance, Risk and D		23/11/2021		3	3	3	4	. 3	3	3	22
Director Asset Management and Operations Director Community Services	Executive Executive	Executive Executive	1										0
Director Finance, Risk and Digitial Solutions	Executive	Executive	1										0
Director Planning, Regulatory Services Director Strategy, Partnerships and Growth	Executive Executive	Executive Executive	1										0
Economic Development Manager Enivornmental Health Officer/Technician (CONTRACTOR)	Economic Developm Compliance Services			19/11/2021 25/11/2021		2	3	3	5	3	3	3	21
Executive and Administration Assistant - Strategy, Partnerships a	SPG	Strategy, Partnersh	1	23/11/2021		3	1	3	5	2	2	1	17
Executive and Land Sale Assistant Executive Assistant Corporate Management	AMO Executive	Asset Management Executive	0.8		EA TO MAYOR	4	4	3	3	2	4	2	22
Executive Assistant Mayor Executive Support and Administration Assistant - Finance, Risk ar	Executive CFO	Executive Finance, Risk and D	1	24/11/2021	EA TO CE	4	4	3	3	2	4	2	22
Facilities Officer	Parks and Reserves	Asset Managemen	t 1	20/02/22	A								0
Finance Officer Financial Controller	Finance Finance	Finance, Risk and E Finance, Risk and E		29/01/2021	Accounts Receivable Officer, Accounts Receivable Officer,	1	1	3	2	1	3	1	12
Flippaball Referee Floorball Referee (Programmes Instructor)	Recreation Services Recreation Services			25/11/2021 23/11/2021		5	4	3	5	5	5	2	29
General Counsel	Legal	Finance, Risk and D	0.9	23/11/2021		2	3	3	3	1	3	1	16
Governance Advisor Heritage and Research Co-ordinator	Democratic Services Library	Strategy, Partnersh Community Service	 										0
Holiday Programme Supervisor/Assistant Supervisor Horticulture Officer		Community Service	?	23/11/2021 11/10/2021		5	3	5	5	5	5	2	30
ICT Support Engineer	Digital and Informat	Finance, Risk and D	1 U	ndated		4	2	2	2	3	3	3	19
Information Management Advisor Infrastructure and Project Accountant	Digital and Informat Finance	Finance, Risk and E Finance, Risk and E	 	ndated 29/01/2021	Accounts Receivable Officer	1	1	3	2	1	3	3	18 12
Intermediate Planner - Consents	Planning	Planning and Regu	2		All resource consents planne Planner/ intermediate planner/senior planner-	3	3	3	5	3	1	3	21
Intermediate Planner - Policy	Planning	Planning and Regu		23/11/2021	Policy	2	2	3	5	1	2	1	16
Kaitakawaenga Kaupapa Maori (Maori Liaison Advisor) Legal Secretary / Administrator	SPG Legal	Strategy, Partnersh Finance, Risk and D		10/11/2021	Com Dev and Business Dev	3	2	3	5	2	3	1	19
Librarian - Adult Services Librarian - Children and Youth Central Services	Library Library	Community Service	1	29/11/2021		-	-	-	-		-	-	0 35
Librarian - Digital Services	Library	Community Service	1	30/11/2021		5	5	5	5	5	5	5	35
Librarian - Heritage and Research Librarian - Outreach Services	Library Library	Community Service		24/11/2021 30/11/2021		5	5	5	5	4.5	5	3 5	34.5
Librarian - Youth Engagement	Library	Community Service	1	30/11/2021		5	5	4	4	4	4	4	30
Libraries Administration Coordinator - Circulation Libraries Administration Coordinator - Systems and Assets	Library Library	Community Service Community Service	1	24/11/2021		5	3	4	5	5	4	1	27
Libraries Manager Libraries Techonology And Systems Coordinator	Libraries Library	Community Service		23/11/2021		5	3	5	5	4	3	1	26
Lifeguard Host	Recreation Services	Community Service	10.5	23/11/2021		5	5	5	5	4		1	30
Lifeguard Host - 2nd in a team	Recreation Services	Leoninumity service	3		LOII	5	5	5	1 5	4	5	1	30

LIMS Officer	Resource Consents a	Planning and Pogul	1.625	22/11/2021	Planning Support Officer	اد	2 2	5 3	1	1 17
Liquor Licensing Administrator	Compliance Services		1.023		Compliance Services Admini	2	1 3	5 1	3	1 16
Management Accountant	Finance	Finance, Risk and D	1		Accounts Receivable Officer	1	1 3	2 1	3	1 12
			1		Accounts Receivable Officer,	_	1 3			
Management and Systems Accountant	Finance	Finance, Risk and D	1		Accounts Receivable Officer,	1	1 3	2 1	3	
Marketing and Communications Coordinator	Communications and		1	22/11/2021		5	2 4	3 3	4	1 22
Marketing and Promotions Advisor - Recreation Services	Recreation Services	· ·	1	22/11/2021		3	4 3	2 3	4	1 20
Marketing and Promotions Assistant	Communications and		1							0
Parks and Property Officer	Parks and Reserves	Asset Management	1	10/11/2021		5	3 5	4 4	4	2 27
Parks and Reserves Manager	Parks and Reserves	Asset Management	1	10/11/2021		4	2 2	3 2	4	1 18
Parks and Reserves Officer	Parks and Reserves	Asset Management	1	10/11/2021		5	2 3	1 3	1	1 16
Parks Officer	Parks and Reserves	Asset Management	1	11/10/2021		3	3 3	2 3	3	1 18
Parks Officer - Community Assets	Parks and Reserves	Asset Management	1							0
Payroll Team Leader	Finance	Finance, Risk and D	1	29/01/2021	Accounts Receivable Officer.	1	1 3	2 1	3	1 12
Performance and Capability Advisor	Performance and Ca		1	23/11/2021	,	3	3 3	4 2	2	1 18
Performance and Capability Manager	Executive	Executive	1	20/11/2021		<u> </u>	3	-		0
, ,			0.6	23/11/2021		3	2 2	4 2	2	1 18
Performance and Capability Officer	Performance and Ca		0.0		D	3	3 3	5 2	2	3 21
Planner - Consents	Planning	Planning and Regul	1	22/11/2021	Resource Manager	3	3 3	5 3	1	3 21
					Planner/ intermediate					
					planner/senior planner-					
Planner - Policy	Planning	Planning and Regul	1	23/11/2021	Policy	2	2 3	5 1	2	1 16
Planning Policy Manager	Planning	Planning and Regul	1	23/11/2021		2	2 3	5 1	2	1 16
Planning Support Officer - Policy	Planning	Planning and Regul	0.63	23/11/2021		2	1 3	5 1	2	1 15
Planning Support Officer - Consents	Resource Consents a		1		LIMS Officer	3	2 2	5 3	1	1 17
Play Advisor	Recreation Services		1		Activation TL, Recreation Ad	5	3 3	3 5	4	2 25
Principal Assets Advisor	Assets and Program		1		Assets Team Leader, Senior	5	2 2	4 3	4	1 22
•			1		Assets reallifeader, Senior /	2	1 3	3 3	3	
Project Coordinator - Corporate Programmes	Corporate Programn		1	16/11/2021	Durata ata Offi	2	2	-	-	
Project Manager	Assets and Program		4		Projects Officer	5	2 3	4 3	4	1 22
Project Manager - Corporate Programmes	Corporate Programn		1	19/11/2021		4	1 3	5 2	4	2 21
Projects Officer - AMO	Assets and Program	Asset Management	1		Project Managers	5	2 3	4 3	4	1 22
Rates Officer	Finance	Finance, Risk and D	2	29/11/2021	Rates Officer, Rates Team Le	3	3 3	4 3	3	1 20
Rates Team Leader	Finance	Finance, Risk and D	1	29/11/2021	Rates Officer, Rates Team Le	3	3 3	4 3	3	1 20
Recovery Programme Coordinator	Assets and Program	Asset Management	0.25		·					0
Recreation Advisor - Clubs & Schools	Recreation Services	Community Service	1	23/11/2021	Activation TL, Play &	5	3 3	3 5	4	2 25
Recreation Advisor - Community	Recreation Services		1		Activation TL, Play Advisor	5	3 3	3 5	4	2 25
Recreation Services Manager	Recreation Services		1		Aquatics TL, Lifeguards, Assis	4	5 5	3 5	5	2 29
			0.5	23/11/2021	Aquatics 1L, Lifeguarus, Assi	4	3 3	3	3	2 29
Recycling Station Officer	Parks and Reserves		0.5	22/11/2221			2	-		
Resource Consent & Compliance Manager	Planning	Planning and Regul	1	22/11/2021	Resource Consents Planners	3	3 3	5 3	1	3 21
Retail and Business Liaison Officer	Economic Developm		1							0
Road Safety Co-ordinator	Roading	Asset Management	1	26/11/2021		3	3 3	4 3	3	1 20
Roading Engineer - Operations	Roading	Asset Management	1	22/11/2021		3	2 3	3 1	3	1 16
Roading Engineer - Renewals	Roading	Asset Management	1	22/11/2021		3	3 3	3 1	2	1 16
Roading Inspector	Roading	Asset Management	1	2/11/2021		3	3 3	3 1	2	1 16
Roading Manager	Roading	Asset Management	1	30/11/2021		3	1 2	2 1	2	1 12
Senior Advisor Communications and Engagement	Communications and	Strategy, Partnersh	2	15/11/2021		3	2 4	4 1	3	1 18
Senior Advisor Marketing and Promotions	Communications and		1	19/11/2021		3	2 3	5 1	2	1 17
Senior Analyst Research and Evaluation	Strategic Policy	Strategy, Partnersh	1							0
Senior Asset Analyst (RAMM or AssetFinda)	Assets and Program		2	26/11/2021	Assets Team Leader, Principa		2 2	1 2	4	1 22
			2	26/11/2021	Assets Team Leader, Principa	3	2 3	4 3	4	1 22
Senior Building Control Officer - Consents	Building Control Ser		1							0
Senior Building Control Officer - Inspections	Building Control Ser	Planning and Reguli	1							0
					Planner/ intermediate					
					planner/senior planner-					
Senior Corporate Planner	Strategic Policy	Strategy, Partnersh								
Senior Customer Services Officer			1	23/11/2021		2	2 3	5 1	2	1 16
Jenes Bastomer Services Officer	Recreation Services	Community Service	1	23/11/2021 23/11/2021		2 4	2 3	5 1 2 4	2	1 16 2 24
Senior Governance Advisor	Recreation Services Strategic Policy		1 1			2 4	2 3 4 4	5 1 2 4	2	
	Strategic Policy	Community Service Strategy, Partnersh	1 1 1			2 4	2 3 4 4 4	5 1 2 4 5 5	2 4 5	2 24
Senior Governance Advisor Senior Librarian - Central Services Coordinator	Strategic Policy Library	Community Service Strategy, Partnersh Community Service	1 1 1 1	23/11/2021 29/11/2021		2 4 5 5	2 3 4 4 4 5 4		-	2 24 0 5 33
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services	Strategic Policy Library Library	Community Service Strategy, Partnersh Community Service Community Service	1 1 1 1	23/11/2021		2 4 5 5	2 3 4 4 4 5 4 5 4	5 5	-	2 24
Senior Governance Advisor Senior Librarian - Central Services Coordinator	Strategic Policy Library	Community Service Strategy, Partnersh Community Service	1 1 1 1 1 1 1	23/11/2021 29/11/2021	Policy	2 4 5 5	2 3 4 4 5 4 5 4	5 5	-	2 24 0 5 33
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services	Strategic Policy Library Library	Community Service Strategy, Partnersh Community Service Community Service	1 1 1 1 1 1 1 1 1	23/11/2021 29/11/2021	Policy Planner/ intermediate	2 4 5 5	2 3 4 4 5 4 5 4	5 5	-	2 24 0 5 33
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents	Strategic Policy Library Library Planning	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul	1 1 1 1 1 1 1 1 1	23/11/2021 29/11/2021 30/11/2021	Planner/ intermediate planner/senior planner-	2 4 5 5 5 5	2 3 4 4 5 4 5	5 5	-	2 24 0 5 33 5 33 0 0
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy	Strategic Policy Library Library Planning	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul	1 1 1 1 1 1 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021	Planner/ intermediate planner/senior planner-Policy	5	4 4 5 4	5 5 5 4 5 5 5 1	-	2 24 0 0 5 33 5 33 0 0
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer	Strategic Policy Library Library Planning Planning Resource Consents a	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul	2	23/11/2021 29/11/2021 30/11/2021 23/11/2021	Planner/ intermediate planner/senior planner-	2 4 5 5 5 5 2 2 3	2 3 4 4 4 5 4 5 4 5 4 5 3 3 3 3 3 3 3 5 5 6 6 7 6 7 6 7 6 7 6 7 6 7 6 7 6 7 6	5 5	-	2 24 0 0 5 33 5 33 0 0 1 16 3 21
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021	Planner/ intermediate planner/senior planner- Policy Compliance Officer	5	4 4 5 4	5 5 5 4 5 5 5 1	-	2 24 0 0 5 33 5 33 0 0 1 16 3 21 0
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer	Strategic Policy Library Library Planning Planning Resource Consents a	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D	2	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 29/11/2021	Planner/ intermediate planner/senior planner-Policy	2 3 3	4 4 5 4 5 4 2 3 3 3 3 3 3 3 3 3	5 5 5 4 5 5 5 1	2 1	2 24 00 5 33 5 33 0 0 1 16 3 21 0 1 20
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh	2	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021	Planner/ intermediate planner/senior planner- Policy Compliance Officer	2 3	4 4 5 4	5 5 5 4 5 5 5 1	2	2 24 0 0 5 33 5 33 0 0 1 16 3 21 0
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer	Strategic Policy Library Library Planning Planning Resource Consents a Strategic Policy Finance Roading	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D	2 1 1 1 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 29/11/2021	Planner/ intermediate planner/senior planner- Policy Compliance Officer	2 3 3	4 4 5 4 5 4 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	5 5 5 5 5 4 5 5 5 1 5 5 3 4 4 3 3	2 1	2 24 00 5 33 5 33 0 0 1 16 3 21 0 1 20
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations	Strategic Policy Library Library Planning Planning Resource Consents a Strategic Policy Finance Roading	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Asset Management	2 1 1 1 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 29/11/2021 22/11/2021	Planner/ intermediate planner/senior planner-Policy Compliance Officer	2 3 3 3 3 3	4 4 5 4 5 4 2 3 3 3 3 2 3 3 2 3 3	5 5 5 5 5 4 5 5 5 5 4 5 5 5 5 5 5 5 5 5	2 1 3 2	2 24 00 5 33 5 33 0 0 1 16 3 21 0 1 20 1 15
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Asset Management Finance, Risk and D	2 1 1 1 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 29/11/2021 10/11/2021 17/11/2021	Planner/ intermediate planner/senior planner-Policy Compliance Officer	2 3 3 3 3 3	4 4 5 4 5 4 2 3 3 3 3 2 3 3 2 3 3	5 5 5 5 5 4 4 5 5 3 4 3 3 1 1 3 2 2	2 1 3 2 2 2	2 24 00 5 33 5 33 0 0 1 16 3 21 0 1 20 1 15 2 21
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management	2 1 1 1 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 29/11/2021 10/11/2021 17/11/2021 16/11/2021	Planner/ intermediate planner/senior planner-Policy Compliance Officer	2 3 3 3 3 3	4 4 5 4 5 4 2 3 3 3 3 2 3 3 2 3 3	5 5 5 5 5 4 4 5 5 3 4 3 3 1 1 3 2 2	2 1 3 2 2 2	2 24 00 5 33 5 33 6 00 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 13
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Solicitor	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D	2 1 1 1 1 1 1 1 1 2 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 29/11/2021 10/11/2021 17/11/2021 16/11/2021 23/11/2021	Planner/ intermediate planner/senior planner-Policy Compliance Officer	2 3 3 3 3 3	2 3 3 3 3 2 3 4 3 2 2 2 1	5 5 5 5 5 4 4 5 5 3 4 3 3 1 1 3 2 2	2 1 3 2 2 2 3 3	2 24 00 5 33 5 33 6 00 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 13 1 17
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Sexton Solicitor Spatial Analyst	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D Finance, Risk and D	2 1 1 1 1 1 1 1 1 2 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 22/11/2021 10/11/2021 17/11/2021 16/11/2021 23/11/2021 Jndated	Planner/ intermediate planner/senior planner-Policy Compliance Officer	2 3 3 3 3 3	2 3 3 3 3 2 3 4 3 2 2 2 1	5 5 5 5 5 4 4 5 5 3 4 3 3 1 1 3 2 2	2 1 3 2 2 2 3 3	2 24 00 5 33 5 33 6 00 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 13 1 17 3 18
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Solicitor Spatial Analyst Spatial Lead	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat Digital and Informat	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D	2 1 1 1 1 1 1 1 1 2 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 22/11/2021 10/11/2021 16/11/2021 23/11/2021 Jindated 22/11/2021	Planner/ intermediate planner/senior planner-Policy Compliance Officer	2 3 3 3 3 3	2 3 3 3 3 2 3 4 3 2 2 2 1	5 5 5 5 5 4 4 5 5 3 4 3 3 1 1 3 2 2	2 1 3 2 2 2 3 3	2 24 00 5 33 5 33 6 00 1 1 16 3 21 00 1 20 1 15 2 21 3 19 1 13 1 17 3 18 3 19
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Solicitor Spatial Analyst Spatial Lead Strategic Policy Manager	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat Strategic Policy	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D Strategy, Partnersh	2 1 1 1 1 1 1 1 1 2 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 22/11/2021 10/11/2021 17/11/2021 16/11/2021 23/11/2021 Jndated	Planner/ intermediate planner/senior planner-Policy Compliance Officer	2 3 3 3 3 3	2 3 3 3 3 2 3 4 3 2 2 2 1	5 5 5 5 5 4 4 5 5 3 4 3 3 1 1 3 2 2	2 1 3 2 2 2 3 3	2 24 00 5 33 5 33 5 33 6 00 1 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 13 1 17 3 18 3 19
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Solicitor Spatial Analyst Spatial Lead Strategic Policy Manager Sustainability Officer	Strategic Policy Library Planning Planning Resource Consents of Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat Strategic Policy Strategic Policy Strategic Planning	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D Finance, Risk and D Finance, Risk and D Finance, Risk and D Strategy, Partnersh Strategy, Partnersh	2 1 1 1 1 1 1 1 1 2 1	23/11/2021 29/11/2021 23/11/2021 22/11/2021 22/11/2021 10/11/2021 16/11/2021 23/11/2021 23/11/2021 23/11/2021 22/11/2021 22/11/2021	Planner/ intermediate planner/senior planner-Policy Compliance Officer Rates Officer, Rates Team Le	2 3 3 3 3 3	2 3 3 3 3 2 3 4 3 2 2 2 1	5 5 5 5 5 4 4 5 5 3 4 3 3 1 1 3 2 2	2 1 3 2 2 2 3 3	2 24 00 5 33 5 33 5 33 6 0 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 13 1 17 3 18 3 19 1 19 0 0
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Solicitor Spatial Analyst Spatial Lead Strategic Policy Manager Sustainability Officer Team Leader - Activation	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat Strategic Policy Strategic Policy Strategic Planning Recreation Services	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D Finance, Risk and D Finance, Risk and D Strategy, Partnersh Strategy, Partnersh Community Service	2 1 1 1 1 1 1 1 1 2 1	23/11/2021 29/11/2021 23/11/2021 22/11/2021 22/11/2021 10/11/2021 16/11/2021 23/11/2021 22/11/2021 22/11/2021 22/11/2021 23/11/2021 23/11/2021	Planner/ intermediate planner/senior planner- Policy Compliance Officer Rates Officer, Rates Team Le	2 3 3 3 5 4 1 1 2 3 4 3 5	4 4 4 5 4 5 4 4 5 4 5 4 6 6 6 6 6 6 6 6	5 5 5 5 5 5 4 4 5 5 1 5 5 3 3 5 5 5 1 1 5 5 3 3 5 5 5 1 1 5 5 1 1 5 1 1 1 1	2 1 3 2 2 2 2 3 3 3 3 3 3	2 24 00 5 33 5 33 6 00 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 17 3 18 3 19 1 19 0 0 2 25
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Rades Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Sollicitor Spatial Analyst Spatial Lead Strategic Policy Manager Sustainability Officer	Strategic Policy Library Planning Planning Resource Consents of Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat Strategic Policy Strategic Policy Strategic Planning	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D Finance, Risk and D Finance, Risk and D Strategy, Partnersh Strategy, Partnersh Community Service	2 1 1 1 1 1 1 1 1 2 1	23/11/2021 29/11/2021 23/11/2021 22/11/2021 22/11/2021 10/11/2021 16/11/2021 23/11/2021 22/11/2021 22/11/2021 22/11/2021 23/11/2021 23/11/2021	Planner/ intermediate planner/senior planner-Policy Compliance Officer Rates Officer, Rates Team Le	2 3 3 3 3 3	2 3 3 3 3 2 3 4 3 2 2 2 1	5 5 5 5 5 4 4 5 5 3 4 3 3 1 1 3 2 2	2 1 3 2 2 2 3 3	2 24 00 5 33 5 33 5 33 6 0 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 13 1 17 3 18 3 19 1 19 0 0
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Solicitor Spatial Analyst Spatial Lead Strategic Policy Manager Sustainability Officer Team Leader - Activation	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat Strategic Policy Strategic Policy Strategic Planning Recreation Services	Community Service Strategy, Partnersh Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D Finance, Risk and D Strategy, Partnersh Strategy, Partnersh Strategy, Partnersh Community Service Community Service	2 1 1 1 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1	23/11/2021 29/11/2021 23/11/2021 22/11/2021 22/11/2021 10/11/2021 16/11/2021 23/11/2021 22/11/2021 22/11/2021 22/11/2021 23/11/2021 23/11/2021	Planner/ intermediate planner/senior planner- Policy Compliance Officer Rates Officer, Rates Team Le	2 3 3 3 5 4 1 1 2 3 4 3 5	4 4 4 5 4 5 4 4 5 4 5 4 6 6 6 6 6 6 6 6	5 5 5 5 5 5 4 4 5 5 1 5 5 3 3 5 5 5 1 1 5 5 3 3 5 5 5 1 1 5 5 1 1 5 1 1 1 1	2 1 3 2 2 2 2 3 3 3 3 3 3	2 24 00 5 33 5 33 6 00 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 17 3 18 3 19 1 19 0 0 2 25
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Solicitor Spatial Analyst Spatial Analyst Spatial Lead Strategic Policy Manager Sustainability Officer Team Leader - Activation Team Leader - Poolside	Strategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat Strategic Policy Strategic Policy Strategic Policy Strategic Policy Strategic Policy Recreation Services Recreation Services	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D Strategy, Partnersh Strategy, Partnersh Finance, Risk and D Strategy, Partnersh Strategy, Partnersh Strategy, Partnersh Community Service Community Service	2 1 1 1 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1	23/11/2021 29/11/2021 23/11/2021 22/11/2021 22/11/2021 10/11/2021 16/11/2021 23/11/2021 22/11/2021 22/11/2021 22/11/2021 23/11/2021 23/11/2021 23/11/2021	Planner/ intermediate planner/senior planner- Policy Compliance Officer Rates Officer, Rates Team Le	2 3 3 3 3 5 4 1 2 3 4 3 5 5	4 4 4 5 4 5 4 4 5 4 5 4 4 5 4 6 6 6 6 6	5 5 5 5 5 5 5 4 4 5 5 5 5 4 4 5 5 5 5 5	2 1 3 2 2 2 2 3 3 3 3 3 3	2 24 00 5 33 5 33 6 00 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 17 3 18 3 19 1 19 0 0 2 2 25 1 30
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Solicitor Spatial Analyst Spatial Lead Strategic Policy Manager Sustainability Officer Team Leader - Activation Team Leader - Poolside Team Leader - Aquatics	Strategic Policy Library Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat Strategic Policy Strategic Policy Strategic Policy Strategic Policy Recreation Services Recreation Services Recreation Services	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D Strategy, Partnersh Strategy, Partnersh Finance, Risk and D Strategy, Partnersh Strategy, Partnersh Strategy, Partnersh Community Service Community Service	2 1 1 1 1 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 29/11/2021 10/11/2021 16/11/2021 23/11/2021 22/11/2021 22/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 24/11/2021	Planner/ intermediate planner/senior planner- Policy Compliance Officer Rates Officer, Rates Team Le	2 3 3 3 3 5 4 1 1 2 3 4 3 3 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	4 4 4 5 4 5 4 4 5 4 4 5 4 4 5 4 4 5 4 4 5 6 4 6 6 6 6	5 5 5 5 5 5 5 4 5 5 5 5 4 5 5 5 5 5 5 5	2 1 3 2 2 2 3 3 3 3 3 3 3 3 4 5 5	2 24 00 5 33 5 33 6 00 1 16 3 21 0 0 1 20 1 15 2 21 3 19 1 13 1 17 3 18 3 19 1 19 0 0 2 25 1 30 2 32
Senior Governance Advisor Senior Librarian - Central Services Coordinator Senior Librarian - Children and Youth Services Senior Planner - Consents Senior Planner - Policy Senior Planning Compliance Officer Senior Policy Advisor Senior Rates Officer Senior Roading Engineer - Operations Senior Waste Minimisation Officer Service Delivery Analyst Sexton Solicitor Spatial Analyst Spatial Lead Strategic Policy Manager Sustainability Officer Team Leader - Poolside Team Leader - Poolside Team Leader Aquatics Team Leader Customer Service and Engagement	Estrategic Policy Library Planning Planning Resource Consents a Strategic Policy Finance Roading Parks and Reserves Digital and Informat Parks and Reserves Legal Digital and Informat Strategic Policy Strategic	Community Service Strategy, Partnersh Community Service Community Service Planning and Regul Planning and Regul Planning and Regul Strategy, Partnersh Finance, Risk and D Asset Management Finance, Risk and D Asset Management Finance, Risk and D Finance, Risk and D Strategy, Partnersh Strategy, Partnersh Community Service Community Service Community Service Community Service Community Service Finance, Risk and D	2 1 1 1 1 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1	23/11/2021 29/11/2021 30/11/2021 23/11/2021 22/11/2021 29/11/2021 10/11/2021 16/11/2021 23/11/2021 22/11/2021 22/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 23/11/2021 24/11/2021	Planner/ intermediate planner/senior planner-Policy Compliance Officer Rates Officer, Rates Team Le	2 3 3 3 3 5 4 1 1 2 3 4 3 3 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	4 4 4 5 4 5 4 4 5 4 4 5 4 4 5 4 4 5 4 6 6 6 6	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	2 1 3 2 2 3 3 3 3 3 3 3 3 4 5 5	2 24 00 5 33 5 33 5 33 6 00 1 1 16 3 21 0 0 1 15 2 21 3 19 1 13 1 17 3 18 3 19 1 19 0 0 2 25 1 30 2 32 1 24

EOC Staff? Other functional roles? Whirinaki Whare Taonga - Expressions Staff

Risk Factors

			UHCC FTE/Establ		Similar to	employee carrying out that work come into contact with each day (while on	identify the people who the employee comes into contact	How close is the employee carrying out the tasks in proximity to other	How long does the work require the employee to be in that proximity to other	underlying health conditions or children under 12 years old (who are	What is the risk of COVID 19 infection and transmission in the work environment when compared to the risk outside	continue to involve regular interaction with unknown people if the region is at a higher alert level?	Risk
	5		for this	Date of Risk	another				/				Assessme
Visitor Services Administrator and venue hire Co-orodators (Natalaya, Mitch, Claudia, Debbie, Suzette, Saffron, Issac, Avelyn) Visitor Services Manager Learning Programme Specialists Exhibition and Events Technician Operations Manager Curator Director	Division	Departmen		24/11/2021 24/11/2021 24/11/2021 24/11/2021 24/11/2021 24/11/2021 24/11/2021	role	5 5 5 5 5 5 5	5 5 5 5	5 5 5 5	5 5 5 4 4 4	5 5 5	5 5 5	5 5 5 5 5	35 35 35 35 35 35 30