

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

Job Title - Role	Division	Department	UHCC FTE/Establishment for this position	Date of Risk Assessment	Similar to another role	Risk Factors							Risk Assessment Total
						How many people does the employee carrying out that work come into contact with each day (while on shift)?	How easy will it be to identify the people who the employee comes into contact with?	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?	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 children under 12 years old (who are ineligible to be vaccinated)?	What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work?	Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level?	
Access and Content Librarian	Library	Community Service	2	23/11/2021		5	5	4	5	5	5	5	34
Access and Content Team Leader	Library	Community Service	1	23/11/2021		5	5	4	3	5	5	5	32
Accounts Payable Officer	Finance	Finance, Risk and D	1	29/01/2021	Accounts Receivable Officer,	1	1	3	2	1	3	1	12
Accounts Receivable Officer	Finance	Finance, Risk and D	1	29/01/2021	Accounts Receivable Officer,	1	1	3	2	1	3	1	12
Administration Officer - Records	Digital and Informat	Finance, Risk and D	2	18/11/2021		4	2	3	1	1	3	3	17
Administration Officer (Compliance Services)	Compliance Services	Planning and Regul	1										0
Administration Team Leader	Digital and Informat	Finance, Risk and D	1	undated		4	3	3	2	1	3	1	17
Advisor Communications and Marketing	Communications and	Strategy, Partnersh	1	22/11/2021		3	3	3	5	1	3	1	19
Advisor Digital Services	Communications and	Strategy, Partnersh	1	22/11/2021		3	1	2	5	1	3	1	16
Advisor Marketing and Promotions	Communications and	Strategy, Partnersh	1	15/11/2021		3	1	3	5	1	3	1	17
Animal Management Officer	Compliance Services	Planning and Regul	2	25/11/2021		5	5	3	5	3	2.5	2	25.5
Application and Information Administrator	Digital and Informat	Finance, Risk and D	1	Undated		4	2	2	2	3	3	3	19
Aquatic Co-ordinator	Recreation Services	Community Service	1	25/11/2021		5	5	5	5	5	5	2	32
Aquatic Instructor	Recreation Services	Community Service	?	25/11/2021		5	5	5	5	5	5	3	33
Assets and Programme Manager	Assets and Program	Asset Management	1	26/11/2021		5	2	3	4	3	4	1	22
Assets Team Leader	Assets and Program	Asset Management	1	26/11/2021	Principal Assets Advisor, Ser	5	2	3	4	3	4	1	22
Assistant Librarian - Access and Content	Library	Community Service	1	23/11/2021		5	5	5	5	5	5	5	35
Assistant Librarian - Central Services	Library	Community Service	4	29/11/2021		5	5	5	5	5	5	5	35
Assistant Librarian - Heritage	Library	Community Service	1	23/11/2021		5	5	4	4	5	5	5	33
Assistant Librarian - Outreach Services	Library	Community Service	1	30/11/2021		5	4	4	5	5	5	4	32
Assistant Manager - Operations	Recreation Services	Community Service	1	25/11/2021	Aquatics TL, Lifeguards	5	5	5	5	5	5	2	32
Building Compliance Officer	Building Control Ser	Planning and Regul	3										0
Building Control Officer - Consents	Building Control Ser	Planning and Regul	1										0
Building Control Officer - Inspections	Building Control Ser	Planning and Regul	3										0
Building Control Services Manager	Building Control Ser	Planning and Regul	1										0
Building Support Officer	Building Control Ser	Planning and Regul	3										0
Business Analyst	Corporate Program	Finance, Risk and D	1	29/11/2021		4	2	5	5	5	5	1	27
Business Improvement Manager	Asset Management	Asset Management	1										0
Business Support Team Leader	Library	Community Service	1	23/11/2021		5	3	5	5	3	3	1	25
Communications and Marketing Manager	Communications and	Strategy, Partnersh	1	22/11/2021		3	3	3	5	2	3	1	20
Community Development Advisor	Community Develop	Community Service	3	23/11/2021		2	1	3	3	3	3	2	17
Community Development Advisor: Youth Employment	Community Develop	Community Service	1	23/11/2021		3	1	4	3	4	4	2	21
Community Development Team Leader	Community Develop	Community Service	1	23/11/2021		2	1	3	3	3	3	2	17
Community Engagement Coordinator - Libraries	Library	Community Service	1	30/11/2021		5	4	3	5	4	5	5	31
Community Heritage Coordinator	Library	Community Service	1	23/11/2021		5	5	4	4	5	5	5	33
Compliance Officer - Resource Management	Resource Consents	Planning and Regul	1	22/11/2021	Senior Planning Compliance	3	3	3	5	3	1	3	21
Compliance Services Manager	Compliance Services	Planning and Regul	1										0
Compliance Services Officer - Parking	Compliance Services	Planning and Regul	1.6	25/11/2021		5	5	3	5	3	3.5	4	28.5
Corporate Planner	Strategy, Partnersh	Strategy, Partnersh	1	11/11/2021		3	2	4	5	1	3	1	19
Corporate Programme Manager	Corporate Program	Finance, Risk and D	1	16/11/2021		4	2	3	4	3	2	3	21
Cultural Diversity Advisor: Libraries (Kaitohutohu Kanorau Ahurei)	Library	Community Service	1										0
Customer Experience - Central Services Team Leader	Library	Community Service	1										0
Customer Experience Outreach Services Team Leader	Library	Community Service	1	30/11/2021		5	5	5	5	5	5	5	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	Strategy, Partnersh	1	25/11/2021		4	3	2	3	2	2	1	17
Customer Services Officer	Customer Services	Strategy, Partnersh	7	26/11/2021		5	4	3	5	4	3	1	25
Customer Services Team Leader	Customer Services	Strategy, Partnersh	1	25/11/2021	CS MGR	5	3	3	5	4	3	1	24
Development Engineer	Roading	Asset Management	1	22/11/2021		3	2	3	3	1	2	1	15
Digital and Information Solutions Manager	Digital and Informat	Finance, Risk and D	1	23/11/2021		3	3	3	4	3	3	3	22
Director Asset Management and Operations	Executive	Executive	1										0
Director Community Services	Executive	Executive	1										0
Director Finance, Risk and Digital Solutions	Executive	Executive	1										0
Director Planning, Regulatory Services	Executive	Executive	1										0
Director Strategy, Partnerships and Growth	Executive	Executive	1										0
Economic Development Manager	Economic Developm	Strategy, Partnersh	1	19/11/2021		4	3	3	4	2	3	2	21
Enviromental Health Officer/Technician (CONTRACTOR)	Compliance Services	Planning and Regul	NIL (CONTRACTOR)	25/11/2021		2	2	4	5	3	4	3	23
Executive and Administration Assistant - Strategy, Partnerships	SPG	Strategy, Partnersh	1	23/11/2021		3	1	3	5	2	2	1	17
Executive and Land Sale Assistant	AMO	Asset Management	0.8										0
Executive Assistant Corporate Management	Executive	Executive	1	24/11/2021	EA TO MAYOR	4	4	3	3	2	4	2	22
Executive Assistant Mayor	Executive	Executive	1	24/11/2021	EA TO CE	4	4	3	3	2	4	2	22
Executive Support and Administration Assistant - Finance, Risk and	CFO	Finance, Risk and D	1										0
Facilities Officer	Parks and Reserves	Asset Management	1										0
Finance Officer	Finance	Finance, Risk and D	1	29/01/2021	Accounts Receivable Officer,	1	1	3	2	1	3	1	12
Financial Controller	Finance	Finance, Risk and D	1	29/01/2021	Accounts Receivable Officer,	1	1	3	2	1	3	1	12
Flippaball Referee	Recreation Services	Community Service	?	25/11/2021		5	4	3	5	5	5	2	29
Floorball Referee (Programmes Instructor)	Recreation Services	Community Service	?	23/11/2021		5	4	3	5	5	3	1	26
General Counsel	Legal	Finance, Risk and D	0.9	23/11/2021		2	3	3	3	1	3	1	16
Governance Advisor	Democratic Services	Strategy, Partnersh	1										0
Heritage and Research Co-ordinator	Library	Community Service	1										0
Holiday Programme Supervisor/Assistant Supervisor	Recreation Services	Community Service	?	23/11/2021		5	3	5	5	5	5	2	30
Horticulture Officer	Parks and Reserves	Asset Management	1	11/10/2021		5	4	3	1	2	4	2	21
ICT Support Engineer	Digital and Informat	Finance, Risk and D	1	Undated		4	2	2	2	3	3	3	19
Information Management Advisor	Digital and Informat	Finance, Risk and D	1	Undated		4	2	2	2	2	3	3	18
Infrastructure and Project Accountant	Finance	Finance, Risk and D	1	29/01/2021	Accounts Receivable Officer,	1	1	3	2	1	3	1	12
Intermediate Planner - Consents	Planning	Planning and Regul	2	22/11/2021	All resource consents planne	3	3	3	5	3	1	3	21
Intermediate Planner - Policy	Planning	Planning and Regul	1	23/11/2021	Planner/ intermediate planner/senior planner-	2	2	3	5	1	2	1	16
Kaitakawaenga Kaupapa Maori (Maori Liaison Advisor)	SPG	Strategy, Partnersh	1	10/11/2021	Com Dev and Business Dev	3	2	3	5	2	3	1	19
Legal Secretary / Administrator	Legal	Finance, Risk and D	0.8										0
Librarian - Adult Services	Library	Community Service	1										0
Librarian - Children and Youth Central Services	Library	Community Service	1	29/11/2021		5	5	5	5	5	5	5	35
Librarian - Digital Services	Library	Community Service	1	30/11/2021		5	5	5	5	5	5	5	35
Librarian - Heritage and Research	Library	Community Service	1	24/11/2021		4	4	4	2	4	3	3	24
Librarian - Outreach Services	Library	Community Service	2	30/11/2021		5	5	5	5	4.5	5	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	Library	Community Service	1										0
Libraries Administration Coordinator - Systems and Assets	Library	Community Service	1	24/11/2021		5	3	4	5	5	4	1	27
Libraries Manager	Libraries	Community Service	1										0
Libraries Technology And Systems Coordinator	Library	Community Service	1	23/11/2021		5	3	5	5	4	3	1	26
Lifeguard Host	Recreation Services	Community Service	10.5	23/11/2021	LGH 2IC	5	5	5	5	4	5	1	30
Lifeguard Host - 2nd in a team	Recreation Services	Community Service	3		LGH	5	5	5	5	4	5	1	30

LIMS Officer	Resource Consents	Planning and Regul	1.625	22/11/2021	Planning Support Officer	3	2	2	5	3	1	1	17
Liquor Licensing Administrator	Compliance Services	Planning and Regul	1	25/11/2021	Compliance Services Admini	2	1	3	5	1	3	1	16
Management Accountant	Finance	Finance, Risk and D	1	29/01/2021	Accounts Receivable Officer,	1	1	3	2	1	3	1	12
Management and Systems Accountant	Finance	Finance, Risk and D	1	29/01/2021	Accounts Receivable Officer,	1	1	3	2	1	3	1	12
Marketing and Communications Coordinator	Communications and	Strategy, Partnersh	1	22/11/2021		5	2	4	3	3	4	1	22
Marketing and Promotions Advisor - Recreation Services	Recreation Services	Community Service	1	22/11/2021		3	4	3	2	3	4	1	20
Marketing and Promotions Assistant	Communications and	Strategy, Partnersh	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	Performance and C	1	23/11/2021		3	3	3	4	2	2	1	18
Performance and Capability Manager	Executive	Executive	1										0
Performance and Capability Officer	Performance and Ca	Performance and C	0.6	23/11/2021		3	3	3	4	2	2	1	18
Planner - Consents	Planning	Planning and Regul	1	22/11/2021	Resource Manager	3	3	3	5	3	1	3	21
Planner - Policy	Planning	Planning and Regul	1	23/11/2021	Planner/ intermediate planner/senior planner- 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	Planning and Regul	1	22/11/2021	LIMS Officer	3	2	2	5	3	1	1	17
Play Advisor	Recreation Services	Community Service	1	23/11/2021	Activation TL, Recreation Ad	5	3	3	3	5	4	2	25
Principal Assets Advisor	Assets and Program	Asset Management	1	26/11/2021	Assets Team Leader, Senior A	5	2	3	4	3	4	1	22
Project Coordinator - Corporate Programmes	Corporate Program	Finance, Risk and D	1	16/11/2021		2	1	2	3	3	3	3	17
Project Manager	Assets and Program	Asset Management	4	26/11/2021	Projects Officer	5	2	3	4	3	4	1	22
Project Manager - Corporate Programmes	Corporate Program	Finance, Risk and D	1	19/11/2021		4	1	3	5	2	4	2	21
Projects Officer - AMO	Assets and Program	Asset Management	1	26/11/2021	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	Community Service	1	23/11/2021	Activation TL, Play Advisor	5	3	3	3	5	4	2	25
Recreation Services Manager	Recreation Services	Community Service	1	25/11/2021	Aquatics TL, Lifeguards, Assi	4	5	5	3	5	5	2	29
Recycling Station Officer	Parks and Reserves	Asset Management	0.5										0
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	Strategy, Partnersh	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	Strategy, Partnersh	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	Asset Management	2	26/11/2021	Assets Team Leader, Principa	5	2	3	4	3	4	1	22
Senior Building Control Officer - Consents	Building Control Ser	Planning and Regul	1										0
Senior Building Control Officer - Inspections	Building Control Ser	Planning and Regul	1										0
Senior Corporate Planner	Strategic Policy	Strategy, Partnersh	1	23/11/2021	Planner/ intermediate planner/senior planner- Policy	2	2	3	5	1	2	1	16
Senior Customer Services Officer	Recreation Services	Community Service	1	23/11/2021		4	4	4	2	4	4	2	24
Senior Governance Advisor	Strategic Policy	Strategy, Partnersh	1										0
Senior Librarian - Central Services Coordinator	Library	Community Service	1	29/11/2021		5	4	4	5	5	5	5	33
Senior Librarian - Children and Youth Services	Library	Community Service	1	30/11/2021		5	5	4	5	4	5	5	33
Senior Planner - Consents	Planning	Planning and Regul	1										0
Senior Planner - Policy	Planning	Planning and Regul	2	23/11/2021	Planner/ intermediate planner/senior planner- Policy	2	2	3	5	1	2	1	16
Senior Planning Compliance Officer	Resource Consents	Planning and Regul	1	22/11/2021	Compliance Officer	3	3	3	5	3	1	3	21
Senior Policy Advisor	Strategic Policy	Strategy, Partnersh	1										0
Senior Rates Officer	Finance	Finance, Risk and D	1	29/11/2021	Rates Officer, Rates Team Le	3	3	3	4	3	3	1	20
Senior Roading Engineer - Operations	Roading	Asset Management	1	22/11/2021		3	2	3	3	1	2	1	15
Senior Waste Minimisation Officer	Parks and Reserves	Asset Management	1	10/11/2021		5	4	3	3	2	2	2	21
Service Delivery Analyst	Digital and Informat	Finance, Risk and D	1	17/11/2021		4	2	2	2	3	3	3	19
Sexton	Parks and Reserves	Asset Management	2	16/11/2021		1	2	1	3	2	3	1	13
Solicitor	Legal	Finance, Risk and D	1	23/11/2021		2	2	3	5	1	3	1	17
Spatial Analyst	Digital and Informat	Finance, Risk and D	1	Undated		3	2	2	2	3	3	3	18
Spatial Lead	Digital and Informat	Finance, Risk and D	1	22/11/2021		4	2	2	2	3	3	3	19
Strategic Policy Manager	Strategic Policy	Strategy, Partnersh	1	22/11/2021		3	3	3	4	2	3	1	19
Sustainability Officer	Strategic Planning	Strategy, Partnersh	1										0
Team Leader - Activation	Recreation Services	Community Service	1	23/11/2021	Play Advisor, Recreation Adv	5	3	3	3	5	4	2	25
Team Leader - Poolside	Recreation Services	Community Service	4	23/11/2021	LGH & LGH 2IC	5	5	5	5	4	5	1	30
Team Leader Aquatics	Recreation Services	Community Service	1	25/11/2021		5	5	5	5	5	5	2	32
Team Leader Customer Service and Engagement	Recreation Services	Community Service	1	24/11/2021		5	4	5	2	3	4	1	24
Team Leader Transactions	Finance	Finance, Risk and D	1	29/01/2021	Accounts Receivable Officer,	1	1	3	2	1	3	1	12
Waste Minimisation Officer (new Nov21)	Parks and Reserves	Asset Management	1										0

EOC Staff?
Other functional roles?

