

# CHRISTCHURCH CITY COUNCIL - TRANSITION TO ALERT LEVEL 3

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	<b>ALERT LEVEL 4 Eliminate</b>	<b>ALERT LEVEL 3 Restrict</b>
	<ul style="list-style-type: none"> <li>- People instructed to stay at home</li> <li>- Educational facilities closed Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics) and lifeline utilities</li> <li>- Rationing of supplies and requisitioning of facilities</li> <li>- Travel severely limited</li> <li>- Major reprioritisation of healthcare services</li> </ul>	<ul style="list-style-type: none"> <li>- Travel in areas with clusters or community transmission limited</li> <li>- Affected educational facilities closed</li> <li>- Mass gatherings cancelled</li> <li>- Public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks)</li> <li>- Alternative ways of working required and some non-essential businesses should close</li> <li>- Non face-to-face primary care consultations</li> <li>- Non acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised</li> </ul>
<b>Governance</b>		
<b>Governance</b>  updated 14/04/20	<b>Council Secretariat and Governance Process</b> <ul style="list-style-type: none"> <li>• Council meetings via VMR.</li> <li>• Representative review restarts.</li> </ul> InfoCouncil operative	<b>Council Secretariat and Governance Process</b> <ul style="list-style-type: none"> <li>• InfoCouncil operative.</li> <li>• BigTinCan operative.</li> <li>• PX Document release operative.</li> <li>• Briefings continue remotely</li> </ul> <b>Council meetings</b> <ul style="list-style-type: none"> <li>• Council meetings via VMR.</li> </ul> <b>Committee and Hearing Secretariat</b> <ul style="list-style-type: none"> <li>• Hearings held as virtual meetings i.e. Annual Plan.</li> <li>• Chair’s meetings for future planning work. Not public.</li> <li>• Option for Committees for the Whole reinstatement as virtual meetings</li> </ul>

	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict
		<p><b>Community Board Functions (summary)</b></p> <ul style="list-style-type: none"> <li>• Decisions made under delegated authority remotely using Skype for business, when delegations restored. Council decision needed.</li> <li>• Briefings, Board feedback and other functions undertaken using Skype for business remotely.</li> </ul>
<b>3 Waters</b>		
<p><b>Drinking water and wastewater services</b></p> <p>updated 16/04/20</p>	<p>Continued provision of drinking and wastewater</p> <p><b>Operational Sites</b></p> <ul style="list-style-type: none"> <li>• Some staff working from home</li> <li>• Essential staff in controlled/locked down facilities (e.g. at treatment plants, network control)</li> <li>• Ensure continued service and protect staff by physical distancing initiatives such as site separation and split shifts.</li> <li>• Reactive repairs on network (where essential)</li> <li>• Procurement continuing remotely</li> </ul> <p><b>Maintenance Activities</b></p> <ul style="list-style-type: none"> <li>• Staff working from home where possible</li> <li>• Workstream to ensure continuity of service; focus on keeping networks operational</li> <li>• Maintenance of critical equipment – pumps and valves</li> <li>• Reactive repairs and response</li> <li>• Water supply pump station cleaning</li> </ul> <p><b>Capital programme</b></p> <ul style="list-style-type: none"> <li>• Continue and accelerate planning and procurement, initiate online tenders or direct panel appointments / partners</li> <li>• Reconsider procurement processes (undertake preparatory work for new projects and look how your private sector partners are engaged).</li> </ul>	<p>Continued provision of drinking and wastewater</p> <p><b>Operational Sites</b></p> <ul style="list-style-type: none"> <li>• Some staff continue to work from home</li> <li>• Ensure continued service</li> <li>• Essential staff in controlled/locked down facilities (e.g. at treatment plants, network control)</li> <li>• Site separation continues with physical distancing of staff on sites</li> <li>• Protect staff &amp; ensure continued service by physical distancing initiatives such as site separation and split shifts.</li> </ul> <p><b>Maintenance Activities</b></p> <ul style="list-style-type: none"> <li>• Staff working from home where possible</li> <li>• Staff on site in small segregated teams within their own workplace bubbles</li> <li>• Planned maintenance and connections work on the retail network</li> <li>• Wastewater and stormwater pump station cleaning where required</li> <li>• Maintenance of valves and equipment</li> <li>• Reactive maintenance extended</li> <li>• Most routine maintenance of network infrastructure activated</li> <li>• No cosmetic work such as graffiti removal, landscaping etc around network facilities</li> </ul> <p><b>Developer Services Reinstated</b></p> <ul style="list-style-type: none"> <li>• Compliance and inspections - subdivision connection works, subject to restoration of housing construction works</li> <li>• Connections of water and meters to address outstanding connection applications – subject to wastewater being connected and drainlayers etc. services also restored</li> </ul> <p><b>Meter Reading</b></p> <ul style="list-style-type: none"> <li>• Reading cycles start again – may start with commercial customers only and leave residential for level 2 (under negotiation)</li> </ul>

	<b>ALERT LEVEL 4 Eliminate</b>	<b>ALERT LEVEL 3 Restrict</b>
		<p><b>Active Construction Sites</b></p> <ul style="list-style-type: none"> <li>• <b>All</b> active construction sites reopen</li> </ul> <p><b>Capital programme</b></p> <ul style="list-style-type: none"> <li>• Stand up planned capital programme dependent on: <ul style="list-style-type: none"> <li>- Supply chain (availability)</li> <li>- Contractor availability</li> <li>- H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>- Limited “bubbles” on sites to limited risk and allow tracking.</li> </ul> </li> <li>• Continue and accelerate planning and procurement, initiate online tenders or direct panel appointments / partners</li> <li>• Procurement continuing remotely</li> </ul>
<p><b>Flood and drought management, flood protection and land drainage</b></p> <p>updated 16/04/20</p>	<p>Flood and drought management, flood protection and land drainage</p> <ul style="list-style-type: none"> <li>• Staff working from home</li> <li>• Planned maintenance limited to flood risk minimisation related activities with good physical distancing and Covid19 risk management practices</li> </ul>	<ul style="list-style-type: none"> <li>• Staff working from home where possible, if not they will work within their workplace bubbles.</li> <li>• Planned maintenance BAU within public spaces with good physical distancing and Covid19 risk management practices</li> <li>• Reactive maintenance limited to work where good physical distancing can be achieved, customer/public interaction to be avoided</li> </ul>
<p><b>Solid waste</b></p> <p>updated 16/04/20</p>	<ul style="list-style-type: none"> <li>• Solid waste collection continues – maintain waste, recycling and organics (red, yellow and green bins)</li> <li>• Materials Recovery Facility (MRF) shut down – recyclables to landfill</li> <li>• Organics Processing Plant – open and limited to processing green bins only</li> </ul>	<ul style="list-style-type: none"> <li>• Solid waste collection continues – 3 bins as usual</li> <li>• Consider opening of MRF – dependent on contamination levels in incoming material &lt;10%</li> <li>• Consider expanding OPP to commercial customers</li> </ul>
<p><b>Landfill operation</b></p> <p>updated 16/04/20</p>	<ul style="list-style-type: none"> <li>• Essential rubbish collection and disposal functions</li> <li>• Kate Valley continues to operate</li> </ul> <p><b>Transfer stations</b></p> <ul style="list-style-type: none"> <li>• Transfer stations closed to public</li> <li>• Open to commercial customers and by appointment if urgent public health driver</li> </ul>	<ul style="list-style-type: none"> <li>• Essential rubbish collection and disposal functions</li> <li>• Kate Valley continues to operate</li> <li>• Burwood open to clean fill</li> </ul> <p><b>Transfer stations</b></p> <ul style="list-style-type: none"> <li>• Transfer stations open to all commercial users</li> <li>• Limited operation for general public – rubbish and green waste only</li> </ul> <p><b>ECO centres</b></p> <ul style="list-style-type: none"> <li>• No collection household goods</li> <li>• Eco Shop closed</li> </ul>
<p><b>Contact Centre &amp; Service Centre services</b></p> <p>updated 16/4/20</p>	<p><b>Contact Centre (phone, email, online)</b></p> <ul style="list-style-type: none"> <li>• Continue 24/7 remotely</li> </ul>	<p><b>Contact Centre (phone, email, online)</b></p> <ul style="list-style-type: none"> <li>• Continue 24/7 service remotely</li> </ul>

	<b>ALERT LEVEL 4 Eliminate</b>	<b>ALERT LEVEL 3 Restrict</b>
	<b>Service Centre services (face to face)</b> <ul style="list-style-type: none"> <li>• Closed</li> </ul>	<b>Service Centre services (face to face)</b> <ul style="list-style-type: none"> <li>• Closed</li> <li>• Review options for controlled access (limited sites)</li> </ul>
<b>Parks and Recreation</b>		
<b>Cemeteries and crematoria</b> <b>updated 16/04/20</b>	<b>Essential service</b> <ul style="list-style-type: none"> <li>• Cemeteries will remain open messaging re appropriate social distancing</li> <li>• Restrictions on operation of cemeteries; Covid19 risk management practices .</li> <li>• Only family bubble can attend funerals.</li> <li>• Plans and preparation for additional capacity if required</li> </ul>	<b>Essential service</b> <ul style="list-style-type: none"> <li>• Cemeteries will remain open messaging re appropriate social distancing</li> <li>• Reduced restrictions on operation of cemeteries</li> <li>• Gatherings of up to 10 people allowed at funerals tangihanga, if they can operate safely, and: <ul style="list-style-type: none"> <li>○ Physical distancing and infection prevention and control requirements must be met</li> <li>○ Must record attendees to ensure contact tracing can be conducted if necessary</li> <li>○ No participants allowed who have COVID-19 symptoms or who need to be in isolation/quarantine for any reason</li> </ul> </li> </ul> <b>Operations and maintenance</b> <ul style="list-style-type: none"> <li>• Recommence basic levels of service limited to activity that can be managed with single operators dependent on: <ul style="list-style-type: none"> <li>- Staff (availability)</li> <li>- H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>- Limited “bubbles” on sites to limited risk and allow tracking</li> </ul> </li> </ul> <b>Capital programme</b> <ul style="list-style-type: none"> <li>• Stand up planned capital programme for cemetery beam installation dependent on: <ul style="list-style-type: none"> <li>- Supply chain (availability)</li> <li>- Contractor availability</li> <li>- H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>- Limited “bubbles” on sites to limited risk and allow tracking.</li> </ul> </li> </ul>
<b>Public toilets</b> <b>updated 16/04/20</b>	<ul style="list-style-type: none"> <li>• Toilets only on main freight routes open (and where requested by essential services)</li> <li>• Increased cleaning frequency</li> <li>• Procurement and planning continuing remotely</li> </ul>	<ul style="list-style-type: none"> <li>• Toilets only on main freight routes open. (and where requested by essential services)</li> <li>• Increased cleaning frequency</li> </ul>
<b>Parks and Playgrounds</b> <b>updated 16/04/20</b>	<ul style="list-style-type: none"> <li>• Parks open. With Messaging re social distancing</li> <li>• carparks within parks closed for vehicle access, pedestrian access open</li> <li>• Playgrounds &amp; exercise equipment closed</li> <li>• Public toilets closed.</li> </ul>	<ul style="list-style-type: none"> <li>• Parks open. With Messaging re social distancing</li> <li>• Botanic gardens opens monitoring of numbers may be required , buildings remain closed</li> <li>• Carparks closed</li> </ul>

<b>ALERT LEVEL 4 Eliminate</b>	<b>ALERT LEVEL 3 Restrict</b>	
	<ul style="list-style-type: none"> <li>• Dog waste must be taken home and dispose of it in bin for normal kerbside collection</li> <li>• Facilities within parks closed including the visitor/information centres</li> <li>• Skeleton crew of essential workers checking parks daily, vermin control, fly dumping, fire hazard, bin emptying</li> <li>• Wharfs and jetties closed</li> </ul>	<ul style="list-style-type: none"> <li>• Playgrounds and exercise equipment closed</li> <li>• Public toilets closed.</li> <li>• Dog waste must be taken home and dispose of it in bin for normal kerbside collection</li> <li>• Wedding Services – up to 10 people subject to: <ul style="list-style-type: none"> <li>- Additional conditions on gatherings:</li> <li>- Physical distancing and infection prevention and control requirements must be met. •</li> <li>- All gatherings must record attendees to ensure contact tracing can be conducted if necessary.</li> <li>- No participants allowed who have COVID-19 symptoms or who need to be in isolation/quarantine for any reason.</li> </ul> </li> <li>• All Council-owned sports facilities e.g clubrooms are closed.</li> <li>• Full urban and regional park ranger service operating – with Covid H&amp;S in place</li> </ul> <p><b>Scheduled maintenance</b></p> <ul style="list-style-type: none"> <li>• Recommence basic levels of service limited to activity that can be managed with single operators dependent on: <ul style="list-style-type: none"> <li>- Staff(availability)</li> <li>- H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>- Limited “bubbles” on sites to limited risk and allow tracking</li> </ul> </li> </ul> <p><b>Capital programme</b></p> <ul style="list-style-type: none"> <li>• Stand up planned capital programme dependent on: <ul style="list-style-type: none"> <li>- Supply chain (availability)</li> <li>- Contractor availability</li> <li>- H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>- Limited “bubbles” on sites to limited risk and allow tracking.</li> </ul> </li> <li>• Continue and accelerate planning and procurement, initiate online tenders or direct panel appointments / partners</li> </ul>
<p><b>Sports Fields, Tracks, Water-based recreation</b> updated 16/04/20</p>	<p><b>Sports Fields</b></p> <ul style="list-style-type: none"> <li>• Closed</li> </ul> <p><b>Sports facilities on fields</b></p> <ul style="list-style-type: none"> <li>• All Council-owned sports facilities e.g clubrooms are closed.</li> </ul> <p><b>Boat Ramps</b></p> <ul style="list-style-type: none"> <li>• Closed</li> </ul> <p><b>Critical maintenance</b></p>	<p><b>Sports Fields</b></p> <ul style="list-style-type: none"> <li>• Closed</li> </ul> <p><b>Sports facilities on fields</b></p> <ul style="list-style-type: none"> <li>• All Council-owned sports facilities e.g clubrooms are closed.</li> </ul> <p><b>Boat Ramps</b></p> <ul style="list-style-type: none"> <li>• Closed</li> </ul> <p><b>Scheduled maintenance</b></p>

	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict
	<ul style="list-style-type: none"> <li>Updated guidelines from MBIE implemented for Urgent maintenance of biological assets must be undertaken in a manner that: <ul style="list-style-type: none"> <li>minimises, or eliminates if possible, physical interactions among staff</li> <li>ensures appropriate health, hygiene and safety measures are in place</li> <li>restricts activity to only what is essential during the Alert Level 4 period.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Recommence basic levels of service limited to activity that can be managed with single operators dependent on: <ul style="list-style-type: none"> <li>Staff(availability)</li> <li>H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>Limited “bubbles” on sites to limited risk and allow tracking.</li> </ul> </li> </ul> <p><b>Capital programme</b></p> <ul style="list-style-type: none"> <li>Stand up planned capital programme dependent on: <ul style="list-style-type: none"> <li>Supply chain (availability)</li> <li>Contractor availability</li> <li>H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>Limited “bubbles” on sites to limited risk and allow tracking.</li> </ul> </li> <li>Continue and accelerate planning and procurement, initiate online tenders or direct panel appointments / partners</li> </ul>
<b>Camping Grounds and Holiday Parks</b> updated 15/04/20	<ul style="list-style-type: none"> <li>Public camp sites closed.</li> <li>Some holiday parks limited bookings for self-contained vehicles only.</li> <li>Some emergency provision for freedom campers – separate facilities. No communal facilities open e.g showers, toilets, kitchen or laundry etc.</li> <li>Temporary accommodation for self-isolation.</li> </ul>	<ul style="list-style-type: none"> <li>Public camp sites closed.</li> <li>Some holiday parks limited bookings for self-contained vehicles only.</li> <li>Some emergency provision for freedom campers – separate facilities. No communal facilities open e.g showers, toilets, kitchen or laundry etc.</li> <li>Temporary accommodation for self-isolation.</li> </ul> <p><b>Scheduled maintenance and capital programme</b></p> <ul style="list-style-type: none"> <li>Stand up planned capital programme dependent on: <ul style="list-style-type: none"> <li>Supply chain (availability)</li> <li>Contractor availability</li> <li>H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>Limited “bubbles” on sites to limited risk and allow contact tracing.</li> </ul> </li> </ul>
<b>Pools</b> updated 15/04/20	Closed	<p>Closed</p> <p><b>Scheduled maintenance and capital programme</b></p> <ul style="list-style-type: none"> <li>Stand up planned capital programme dependent on: <ul style="list-style-type: none"> <li>Supply chain (availability)</li> <li>Contractor availability</li> <li>H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>Limited “bubbles” on sites to limited risk and allow contact tracing.</li> </ul> </li> </ul>
<b>Rec Centres, Gyms, Stadia</b> updated 15/04/20	<p>Closed</p> <ul style="list-style-type: none"> <li>Online services available e.g. workouts, stretch classes etc.</li> <li>Construction sites closed</li> <li>Capital programme planning, design and procurement and tendering continuing remotely</li> </ul>	<p>Closed</p> <ul style="list-style-type: none"> <li>Online service available, workouts, stretch classes etc.</li> </ul> <p><b>Scheduled maintenance and capital programme</b></p> <ul style="list-style-type: none"> <li>Stand up planned capital programme dependent on:</li> </ul>

	<b>ALERT LEVEL 4 Eliminate</b>	<b>ALERT LEVEL 3 Restrict</b>
		<ul style="list-style-type: none"> <li>- Supply chain (availability)</li> <li>- Contractor availability</li> <li>- H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>- Limited “bubbles” on sites to limited risk and allow contact tracing.</li> </ul>
<b>Events</b> updated 13/04/20	<ul style="list-style-type: none"> <li>• Cancelled</li> </ul>	<ul style="list-style-type: none"> <li>• Cancelled</li> <li>• No gatherings greater than 10 people</li> </ul>
<b>Libraries, Galleries and Museums</b>		
<b>Libraries</b> updated 16/04/20	<ul style="list-style-type: none"> <li>• Closed</li> <li>• Mobile and outreach services closed.</li> <li>• All public programmes and venue bookings cancelled.</li> <li>• All return bins closed.</li> </ul> <p><b>Online services</b></p> <ul style="list-style-type: none"> <li>• Digital content available 24/7</li> <li>• Free wifi available outside libraries</li> <li>• Online library membership, enabling access to online services.</li> <li>• Finger-tip Library (phone, email &amp; live chat)) operating 7 days, reduced hours</li> <li>• Book Chat advisory service</li> <li>• Book a Librarian reference service</li> <li>• Selected online programmes and activities available via the Library website</li> </ul> <p><b>Loans</b></p> <ul style="list-style-type: none"> <li>• Loan period extended and holds suspended.</li> </ul>	<ul style="list-style-type: none"> <li>• Closed to public</li> <li>• Limited access to staff to enable priority work that cannot be done at home, such as digitisation projects, if adequate measures in place re physical distancing and contact tracing</li> <li>• Mobile and outreach services closed.</li> <li>• All public programmes and venue bookings cancelled.</li> <li>• All return bins closed.</li> </ul> <p><b>Online services</b></p> <ul style="list-style-type: none"> <li>• Digital content available 24/7</li> <li>• Free wifi available outside libraries</li> <li>• Online library membership, enabling access to online services.</li> <li>• Finger-tip Library (phone, email &amp; live chat)) operating 7 days, reduced hours</li> <li>• Book Chat advisory service</li> <li>• Book a Librarian reference service</li> <li>• Selected online programmes and activities available via the Library website</li> </ul> <p><b>Loans</b></p> <ul style="list-style-type: none"> <li>• Loan period extended and holds suspended.</li> </ul>
<b>Art Gallery</b> updated 16/04/20	<p>Closed</p> <ul style="list-style-type: none"> <li>• Online resources enhanced, increased, communicated.</li> <li>• On site security 24/7</li> </ul>	<p>Closed</p> <ul style="list-style-type: none"> <li>• Limited access to staff to enable priority work that cannot be done at home, if adequate measures in place re physical distancing and contact tracing online service, for example <ul style="list-style-type: none"> <li>- Staggered breaks</li> <li>- Alternative office/desk arrangements</li> <li>- physical distance as per government guidelines for level 3 observed at all times and monitored remotely.</li> <li>- Specific Alert Level 3 health and safety plan prepared and circulated to all working staff.</li> <li>- Sign in/out process put in place</li> </ul> </li> <li>• Online resources enhanced, increased, communicated.</li> <li>• On site security 24/7</li> </ul>

	<b>ALERT LEVEL 4 Eliminate</b>	<b>ALERT LEVEL 3 Restrict</b>
		<ul style="list-style-type: none"> <li>Some staff working from home on usual work or alternative gallery duties.</li> </ul>
<b>Akaroa Museum</b> updated 15/04/20	Closed <ul style="list-style-type: none"> <li>Security monitored 24/7</li> <li>Director working in isolation onsite</li> <li>Collections Manager working remotely from home</li> <li>Frontline staff unable to work from home</li> </ul>	Closed <ul style="list-style-type: none"> <li>Security monitored 24/7</li> <li>Director working in isolation onsite</li> <li>Collections Manager working remotely from home</li> <li>Frontline staff unable to work from home</li> </ul>
<b>Community Development</b>		
<b>Community Support</b> updated 14/04/20	<b>Community Development</b> <ul style="list-style-type: none"> <li>Staff working remotely and deployed to functions at EOC</li> </ul> <b>Community Facilities</b> <ul style="list-style-type: none"> <li>closed</li> </ul>	<b>Community Facilities and Halls</b> <ul style="list-style-type: none"> <li>Essential maintenance (safety-sanitary-security) and compliance work only.</li> <li>Council run facilities, closed.</li> <li>Leased facilities closed unless exceptional circumstances.</li> <li>Stakeholder meetings held remotely.</li> <li>Planning and budgeting processes continue.</li> <li>Capital works in progress resume.</li> </ul> <b>Community Development and support, city wide and ward specific (Alcohol harm, Multicultural, Youth, Older adults, Accessibility, Homeless and City Safety).</b> <ul style="list-style-type: none"> <li>Continue working remotely.</li> <li>Re prioritise in terms of impact on social and economic recovery.</li> <li>Continue planning and cooperation with NGO's and stakeholder orgs.</li> <li>Deployed to EOC Welfare Function</li> </ul> <b>Community Recreation/Events</b> <ul style="list-style-type: none"> <li>Events remain cancelled</li> </ul> <b>Community (grants) Funding</b> <ul style="list-style-type: none"> <li>Close SCF applications.</li> <li>New grant funding allocations suspended.</li> <li>Establish a cross-unit working group to advise GM in use of funding for recovery and savings</li> <li>Process essential or emergency applications (mayors welfare), remotely.</li> </ul> <b>Strengthening Community and Social Recovery planning.</b>



	<b>ALERT LEVEL 4 Eliminate</b>	<b>ALERT LEVEL 3 Restrict</b>
		<ul style="list-style-type: none"> <li>• Project team continue to plan and map strategy development.</li> <li>• Seek direction from GM on the relationship with Social recovery planning post COVID.</li> <li>• Preliminary discussions with partners</li> </ul> <p><b>Graffiti removal</b></p> <ul style="list-style-type: none"> <li>• Removal of offensive or highly prominent graffiti</li> <li>• Contact with volunteers to prepare for alert level two</li> </ul>
<b>Civil Defence and Emergency Management</b> updated 14/04/20	<ul style="list-style-type: none"> <li>• EOC operations/services (remote where possible)</li> <li>• Welfare services, provision of food and essential items</li> <li>• Operating 0800 lines (remotely where possible)</li> <li>• Accommodation provisions</li> <li>• Animal welfare</li> <li>• Support repatriation flights, including management abandoned vehicles, rubbish</li> </ul>	<ul style="list-style-type: none"> <li>• Welfare services, provision of food and essential items for at risk groups who are still isolated /lockdown</li> <li>• Operating 0800 lines (remotely)</li> <li>• Staff roster on in EOC</li> </ul>
<b>Consenting and Compliance</b>		
<b>Inspections</b> updated 14/04/20	<ul style="list-style-type: none"> <li>• Inspections for solid fuel heater applications will be done virtually where possible.</li> <li>• Virtual inspections of approved building projects where possible</li> <li>• Inspections related to essential services and critical infrastructure, e.g. acute services building at the hospital, CBACs</li> <li>• PPE / COVID-19 H&amp;S will be adhered to if a physical inspection for an essential services building is required / + access to Civic.</li> </ul>	<ul style="list-style-type: none"> <li>• Inspections for solid fuel heater applications will be done virtually where possible.</li> <li>• Virtual inspections will be carried out where possible</li> <li>• Inspections can continue with PPE and physical distancing measures (already in place prior to alert 4 and industry were notified).</li> </ul>
<b>Building Consenting</b> - Vetting & Allocation, - Processing, - Inspection Scheduling, - Specialist Engineering, - Code Compliance Administration, - Building Warrant of Fitness, - Earthquake Prone Buildings  updated 14/04/20	<ul style="list-style-type: none"> <li>• All office based building Consenting services continue</li> <li>• Office based staff work from home</li> </ul>	<ul style="list-style-type: none"> <li>• All desk based building consenting services continue</li> <li>• Office based staff work from home.</li> <li>• If possible, the small number of staff work in the office who are not able to work from home (e.g. no laptop, limited internet etc.) and those who are suffering H&amp;S issues due to unsatisfactory working at home setups</li> <li>• Some site inspections following COVID 19 H &amp; S practices</li> </ul>

	<b>ALERT LEVEL 4 Eliminate</b>	<b>ALERT LEVEL 3 Restrict</b>
<b>Resource Consents</b> updated 14/04/20	<b>Planners &amp; Sub-division Engineers</b> <ul style="list-style-type: none"> <li>- Site visits and Subdivision engineering site inspections</li> <li>• Avoid as non-essential.</li> </ul> <b>Office teams</b> <ul style="list-style-type: none"> <li>- Processing resource consent applications; <i>Processing subdivision applications; Development Contribution assessments; Support functions; Hearings; Meetings</i></li> <li>• Working from home</li> <li>• Can continue working as normal processing applications.</li> <li>• Can continue working as normal carrying out development contribution assessments.</li> <li>• Can continue working as normal providing support functions.</li> <li>• Can't publicly notify applications as requires printing and mail delivery. Notifications being delayed until after Level 4 lifted.</li> <li>• Can only hold hearings where parties agree can be done on papers, otherwise hearings need to be postponed until are Level 4 lifted.</li> </ul>	<b>Planners &amp; Sub-division Engineers</b> <ul style="list-style-type: none"> <li>• Site visits and Subdivision engineering site inspections)</li> <li>• Avoid unless essential and low risk.</li> <li>• Team leader prior approval required.</li> <li>• Site visit COVID-19 H&amp;S protocols applied.</li> </ul> <b>Office teams</b> <ul style="list-style-type: none"> <li>• Working from home except for required staff in the office.</li> <li>• Office COVID-19 H&amp;S protocols in place.</li> <li>• Can continue working as normal processing applications.</li> <li>• Can continue working as normal carrying out development contribution assessments.</li> <li>• Can continue working as normal providing support functions.</li> <li>• Can publicly notify applications.</li> </ul> Can only hold hearings where parties agree can be done on papers or virtually using video technology, otherwise hearings need to be postponed until are Level 4 lifted. Seeking further guidance from Ministry for the Environment on hearings should restrictions remain in force for a longer period
<b>Strategic Partnership</b> <ul style="list-style-type: none"> <li>- Quality Assurance</li> <li>- Case Management</li> </ul> updated 14/04/20	<ul style="list-style-type: none"> <li>• All staff working remotely</li> </ul>	<ul style="list-style-type: none"> <li>• All staff working remotely</li> <li>• Case Managers continuation of Client support with all staff working remotely</li> </ul>
<b>Business Solutions (consenting)</b> updated 14/04/20	<b>Front Counter – Regulatory Services</b> <ul style="list-style-type: none"> <li>• Counter services closed</li> </ul> <b>Exemption &amp; Advice (COA Inspections)</b> <ul style="list-style-type: none"> <li>• All staff working remotely and continuation of services (no COA inspections)</li> </ul> <b>LIM/PIM's, Business Improvement, Exemption &amp; Advice, Building Specialists</b> <ul style="list-style-type: none"> <li>• All staff working remotely and continuation of services (excluding COA inspections)</li> <li>• LIM/PIM processing</li> <li>• Business Improvement Support (reporting/BA/training)</li> <li>• Duty BCO phone/email</li> <li>• Virtual Pre-application meetings</li> <li>• BAE/COA processing</li> <li>• Claims management</li> </ul>	<b>Front Counter – Regulatory Services</b> <ul style="list-style-type: none"> <li>• Controlled access (limited sites)</li> <li>• COVID-19 H&amp;S practises in place and recording for contact tracing</li> </ul> <b>Exemption &amp; Advice (COA Inspections)</b> <ul style="list-style-type: none"> <li>• All staff working remotely and continuation of services (No COA inspections)</li> </ul> <b>LIM/PIM's, Business Improvement, Exemption &amp; Advice, Building Specialists</b> <ul style="list-style-type: none"> <li>• All staff working remotely and continuation of services (excluding COA inspections)</li> <li>• LIM/PIM processing</li> <li>• Business Improvement Support (reporting/BA/training)</li> <li>• Duty BCO phone/email</li> <li>• Virtual Pre-application meetings</li> <li>• BAE/COA processing</li> <li>• Claims management</li> </ul>

	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict
<b>Regulatory Compliance</b> updated 14/04/20	<b>Food Safety and Health Licensing</b> <ul style="list-style-type: none"> <li>All staff working remotely</li> </ul> <b>Alcohol Licensing</b> <ul style="list-style-type: none"> <li>All working remotely</li> </ul> <b>Leadership Team</b> <ul style="list-style-type: none"> <li>All working remotely</li> </ul> <b>Counter services</b> <ul style="list-style-type: none"> <li>Closed</li> </ul> <b>Compliance Support</b> <ul style="list-style-type: none"> <li>All working remotely</li> </ul>	<b>Food Safety and Health Licensing</b> <ul style="list-style-type: none"> <li>All staff working remotely</li> <li>Limited inspections with COVID-19 H&amp;S practises applied</li> </ul> <b>Alcohol Licensing</b> <ul style="list-style-type: none"> <li>Technical Officers - for monthly bulk invoicing managing post, scanning, cheque payments on applications, and issuing of licences and printing/posting documents for ARLA and parties (legislative).</li> </ul> <b>Leadership Team</b> <ul style="list-style-type: none"> <li>All working remotely</li> </ul> <b>Counter services</b> <ul style="list-style-type: none"> <li>Controlled access (limited sites)</li> <li>COVID-19 H&amp;S practises in place and recording for contact tracing</li> </ul> <b>Compliance Support</b> <ul style="list-style-type: none"> <li>All working remotely</li> </ul>
<b>Animal Control</b> <ul style="list-style-type: none"> <li>caring for impounded dogs</li> <li>investigating dog attacks and seizures for police</li> <li>welfare of animals recovering</li> </ul> updated 14/04/20	<ul style="list-style-type: none"> <li>Good physical distancing and COVID-19 risk management practices</li> <li>Animal shelter closed to public, unless by appointment to claim known impounded dogs.</li> <li>Staff caring for animals currently housed. Good physical distancing and COVID-19 risk management practices</li> <li>Some Animal Management Officers responding to priority 1 complaints. Good physical distancing and COVID-19 risk management practices.</li> <li>Priority 2 complaints will be responded to via phone for resolution.</li> </ul>	<ul style="list-style-type: none"> <li>Flexible working practices – working remotely. Only responding (remotely) to urgent requests for service, e.g. dog attacks, wandering stock.</li> <li>Animal shelter closed to public, unless by appointment to claim known impounded dogs.</li> <li>Staff caring for animals currently housed. Good physical distancing and COVID-19 risk management practices</li> <li>Animal Management Officers responding to priority 1 complaints. Good physical distancing and COVID-19 risk management practices.</li> <li>Priority 2 complaints will continue to be responded to as per Level 4.</li> <li>Microchipping service will continue to be on hold.</li> </ul>
<b>Noise Control</b>	<ul style="list-style-type: none"> <li>Essential service – reduced level of service.</li> <li>Receive noise complaints and triage.</li> <li>Contact occupiers remotely if possible.</li> <li>If triaged for intervention, either security officers or police can act on the request of the Noise Control Officer i.e. RMA s327(1)</li> </ul>	<ul style="list-style-type: none"> <li>Essential service – reduced level of service.</li> <li>Council will continue to deliver noise control services.</li> <li>Calls will be triaged and resolved where possible remotely.</li> <li>All visits to properties will be conducted by Councils contracted security guard officers.</li> <li>The contractor has a Health and Safety Plan which addresses – physical distancing, one officer per vehicle and appropriate PPE.</li> <li>NZ Police will be called if there is a breach of a lockdown condition (large gathering), threat of violence or support seizure of equipment.</li> </ul>

	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict
<b>Transport</b>		
<b>Roading/highways</b> <b>updated 17/04</b>	<p><b>Essential service</b></p> <ul style="list-style-type: none"> <li>• roading maintenance and repairs to keep the roads safe</li> <li>• Procurement continuing remotely</li> </ul>	<p>Essential services</p> <ul style="list-style-type: none"> <li>• Works that can be performed with exemplary physical distancing between staff and away from the public, deploying Covid19 risk management practices. e.g. Road maintenance, full safety inspections and surveillance.</li> <li>• Defer high risk, non-essential projects, that can't be readily completed if status changes quickly, i.e only work able to be started &amp; completed in the same day.</li> <li>• Staff to continue to work remotely if possible and undertake social distancing as much as possible.</li> </ul> <p><b>Capital programme</b> Stand up planned capital programme dependent on:</p> <ul style="list-style-type: none"> <li>• Supply chain (availability)</li> <li>• Contractor availability</li> <li>• H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>• Limited “bubbles” on sites to limited risk and allow tracking.</li> <li>• Consider impact of construction works on community and potentially undertake in areas where the current lower public use of the road corridor can help enable suitable social distancing e.g. central city, rural areas.</li> <li>• Consider health and safety requirements for work on or near the footpath and the road shoulder/kerb.</li> </ul> <p><b>Maintenance</b> Priority maintenance (safety and/or rapid asset deterioration) with COVID H&amp;S practices applied.</p> <p><b>Operations</b> Road amenity and asset protection &amp; Traffic operations</p> <ul style="list-style-type: none"> <li>• Staff working from home except when needed for priority and safety related issues.</li> <li>• Graffiti removal to be started due to lower risk of activity</li> <li>• Urgent or safety related improvements to be implement if works are simple and quick to undertake within Limited “bubbles” on sites</li> </ul> <p><b>Travel Demand Management (TDM)</b></p> <ul style="list-style-type: none"> <li>• No physical work place &amp; school TDM taking place.</li> <li>• Working on the development of on line training packages.</li> </ul>
<b>Public Transport</b>	For essential workers only	For essential workers only
<b>Parking Services</b>	All staff working remotely	Flexible working practices – working from home. Only responding (remotely) to requests for service.

	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict
	<ul style="list-style-type: none"> <li>• Carpark building open and free</li> <li>• On street parking free</li> <li>• Parking compliance team only reacting to blocked vehicle entrances and serious road hazards/safety issues</li> </ul>	<ul style="list-style-type: none"> <li>• Carpark building open and free</li> <li>• On street parking free</li> <li>• Parking compliance team only reacting to blocked vehicle entrances and serious road hazards/safety issues</li> </ul>
<b>Communications &amp; IT</b>		
<b>Communications</b> updated 15/4/20	<ul style="list-style-type: none"> <li>• Fully operating from home</li> </ul>	<ul style="list-style-type: none"> <li>• All staff working remotely</li> <li>• Continued support for EOC and IMT</li> <li>• Continued support for Business as Usual.</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• All staff working remotely</li> <li>• Once a week access to Civic to build approved laptops, by small number of staff.</li> </ul> <p><b>Capital programme</b></p> <ul style="list-style-type: none"> <li>• Planned capital programme dependent on: <ul style="list-style-type: none"> <li>- Supply chain (availability)</li> <li>- Contractor availability</li> </ul> </li> <li>• H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible working practices – some working from home, others attending offices as face to face if required (i.e Technical Infrastructure team to install staff equipment back onto desks). <ul style="list-style-type: none"> <li>- Minimise physical contact of those in the office through careful rostering/schedules.</li> <li>- Stay home if unwell or vulnerable and hygiene messaging</li> </ul> </li> <li>• Coordinate communication and work with suppliers following the Government Directive to move to Level 3 re <ul style="list-style-type: none"> <li>- parameters are around Level 3</li> <li>- if they are able to deliver services to Council, how and when.</li> <li>- clear direction regarding what would trigger us to move back to Level 4, the likelihood of that occurring and how we will communicate that information to them.</li> </ul> </li> </ul> <p><b>Capital programme</b></p> <ul style="list-style-type: none"> <li>• Planned capital programme dependent on: <ul style="list-style-type: none"> <li>- Supply chain (availability)</li> <li>- Contractor availability</li> </ul> </li> <li>• H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> </ul>
<b>Capital Delivery</b>		
<b>Capital Delivery – Community</b> updated 14/4/20	<ul style="list-style-type: none"> <li>• Capital programme planning, design and procurement continuing remotely</li> </ul>	<p><b>Active Construction Sites</b></p> <ul style="list-style-type: none"> <li>• <u>All</u> active construction sites reopen</li> </ul> <p><b>Capital programme</b></p> <ul style="list-style-type: none"> <li>• Stand up planned capital programme dependent on:</li> </ul>

	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict
		<ul style="list-style-type: none"> <li>- Supply chain (availability)</li> <li>- Contractor availability</li> <li>- H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> </ul> <ul style="list-style-type: none"> <li>• Limited “bubbles” on sites to limited risk and allow tracking.</li> <li>• Flexible working practices – Capital programme planning, design and procurement and tendering continuing remotely, or in office if corporate approach allows</li> </ul>
<b>Capital Delivery Major Facilities</b> updated 16/4/2020	<p>All team members are currently active and working remotely across the Major Facility Portfolio.</p> <p><i>Canterbury Multi Use Arena</i></p> <ul style="list-style-type: none"> <li>• Enabling Works planning/procurement and design underway, all occurring remotely.</li> </ul> <p><i>Hornby Centre</i></p> <ul style="list-style-type: none"> <li>• Can continue with Concept Design, Principals requirements, and approvals. Community engagement will be more difficult but possible. No issue until Tender Oct/Nov 2020, remote working.</li> </ul> <p><i>Horncastle Arena</i></p> <ul style="list-style-type: none"> <li>• Delivery Team appointed, design/planning and readiness for manufacturing in place, off site manufacture held up due to Covid-19.Remote working.</li> </ul> <p><i>Linwood Pool</i></p> <ul style="list-style-type: none"> <li>• Design and Build awarded, Apollo are remote working and full design is underway.</li> </ul> <p><i>Performing Arts Precinct</i></p> <p>Concept Design, Principals requirements, and approvals. Procurement can conclude and appointment of design team. Detailed Site Investigation and Survey work on hold, project continues with remote communication.</p> <p><i>The Square</i></p> <p>Design works and preparation of documents for RFT, provide cost overview and budget review. Issue with TSD technologies required for design, survey work on hold all resources working remotely.</p> <p><i>Christchurch Town Hall</i></p>	<p>Team members are available for site visitation with appropriate MoH precautions taken, continue remote working.</p> <p><i>Canterbury Multi Use Arena</i></p> <ul style="list-style-type: none"> <li>• Enabling Works planning/procurement and design underway, all occurring remotely.</li> <li>• Commencement of Detailed Site Investigation and relocation of existing onsite service (Vodafone, Enable, and 3 Waters) could get underway following revised Level 3 protocols and acceptance of SSSP.</li> </ul> <p><i>Hornby Centre</i></p> <ul style="list-style-type: none"> <li>• Can continue with Concept Design, Principals requirements, and approvals. Community engagement will be more difficult but possible. No issue until Tender Oct/Nov 2020, remote working.</li> </ul> <p><i>Horncastle Arena</i></p> <ul style="list-style-type: none"> <li>• Delivery Team appointed, design/planning and readiness for manufacturing in place, offsite manufacturing can commence after approval of contractor’s H&amp;S plan.</li> </ul> <p><i>Linwood Pool</i></p> <ul style="list-style-type: none"> <li>• Design and Build awarded, Apollo are remote working and full design is underway. Site work is due to commence June 2020 with design undertaken concurrently, work will be able to commence under Level 3/2 with MoH protocols in place and SSSP approved.</li> </ul> <p><i>Performing Arts Precinct</i></p> <ul style="list-style-type: none"> <li>• Concept Design, Principals requirements, and approvals. Procurement can conclude and appointment of design team. Detailed Site Investigation and Survey work to commence under Level 3/2 with MoH protocols in place and SSSP approved. Project continues with remote communication.</li> </ul> <p><i>The Square</i></p> <ul style="list-style-type: none"> <li>• Design works and preparation of documents for RFT, provide cost overview and budget review. All design, survey work can commence. Alternate ways of work following MoH protocols. Work can commence under Level 3 MoH protocols and accepted SSSP.</li> </ul> <p><i>Christchurch Town Hall</i></p>

	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict
	<ul style="list-style-type: none"> <li>Service commissioning on hold, all other close out and as-build information collated remotely.</li> </ul> <p><i>Parks Master Programme Hagley Parks and Botanic Gardens</i></p> <ul style="list-style-type: none"> <li>Design briefs, planning and procurement continue remotely.</li> <li>Desktop topographical Surveys and Resource consent's and research continuing so projects are progressing.</li> </ul> <p><i>Metro Sports Facility</i></p> <ul style="list-style-type: none"> <li>Project under construction and closed until Levels are lifted, exemption granted under the environmental clause allowing for groundwater pumps to be regularly maintained, all other design work continues remotely.</li> <li>Project in delay.</li> </ul> <p><i>Heritage Old Municipal Chambers</i></p> <ul style="list-style-type: none"> <li>Procurement, design, planning and specification continue remotely.</li> </ul>	<ul style="list-style-type: none"> <li>Service commissioning can continue alongside defect management, all other closeout and as-built information can still be collated remotely.</li> </ul> <p><i>Parks Master Programme Hagley Parks and Botanic Gardens</i></p> <ul style="list-style-type: none"> <li>Design briefs, planning and procurement continue remotely.</li> <li>Can start site surveys for Botanic.</li> <li>Contractors and consultants will be able to commence site visits with the appropriate permission.</li> <li>Research and planning can continue at more detailed level.</li> </ul> <p><i>Metro Sports Facility</i></p> <ul style="list-style-type: none"> <li>Construction work should be able to commence under Level 3/2 with MoH protocols in place and SSSP approved. Project continues with remote communication.</li> </ul> <p><i>Heritage Old Municipal Chambers</i></p> <ul style="list-style-type: none"> <li>Procurement, design, planning and specification continue remotely.</li> <li>Erection of the scaffold and wrap may take place following MoH protocols and accepted SSSP, engineer inspections will also be undertaken</li> <li>Engineering inspections can commence.</li> </ul>
<b>Social housing asset management</b> updated 14/04/20	<b>Essential service</b> <ul style="list-style-type: none"> <li>Covid19 risk management practices</li> <li>Essential /emergency maintenance only with COID H&amp;S practices applied</li> </ul>	<b>Essential service</b> <ul style="list-style-type: none"> <li>Covid19 risk management practices</li> </ul> <b>Capital programme</b> <ul style="list-style-type: none"> <li>Stand up planned capital programme dependent on:               <ul style="list-style-type: none"> <li>Supply chain (availability)</li> <li>Contractor availability</li> <li>H&amp;S plan (ability to maintain distance and hygiene, tracking)</li> <li>Limited "bubbles" on sites to limited risk and allow tracking.</li> </ul> </li> <li>Heating phase of Warm and Dry programme delivered under Public Health approved protocols (tenants are a high risk group but health outcome from programme)</li> </ul> <b>Maintenance</b> <ul style="list-style-type: none"> <li>Priority maintenance (including returning long term closures to service) with Public Health approved COVID H&amp;S practices applied</li> </ul>
<b>Technical Services</b> Updated RC 16/04/20	<ul style="list-style-type: none"> <li>All staff working remotely from home.</li> <li>Some ongoing IT issues.</li> <li>Contracts Engineers carrying out spot audits on construction sites to ensure there are no H&amp;S issues.</li> </ul>	<ul style="list-style-type: none"> <li>All staff working remotely</li> <li>Survey staff recommence survey work in field, usually solo.</li> <li>Contract Engineers recommence full contract monitoring on all contracts that start up post lock down.</li> </ul>

<p style="text-align: center;"><b>ALERT LEVEL 4</b> <b>Eliminate</b></p>	<p style="text-align: center;"><b>ALERT LEVEL 3</b> <b>Restrict</b></p>
	<ul style="list-style-type: none"> <li>• One contract currently underway, Belfast Cemetery, classified as essential work, one contract engineer carrying out monitoring work onsite.</li> <li>• One contract about to start, Addington Well conversion, classified as essential work, one contract engineer will be carrying out monitoring work onsite once underway.</li> <li>• One staff member delivering computer equipment to TSD staff (2 days).</li> <li>• Distancing and Hygiene protocols in place.</li> <li>• Hygiene protocols include: equipment and vehicle cleaning procedures before and after being used.</li> </ul>
	<ul style="list-style-type: none"> <li>• Designers recommence attending site visits to progress designs. On an approved case by case basis.</li> <li>• Cost Engineer / Estimator / QS site visit for pricing purpose, usually solo.</li> <li>• Minimal staff in office, UM sign off required, most for short periods of time;             <ul style="list-style-type: none"> <li>- Surveyors collecting and dropping off equipment, Data transfer.</li> <li>- Contract Engineers photocopying and scanning documents.</li> <li>- CAD/Engineering staff e.g. printing large plots etc.</li> </ul> </li> <li>• If possible, a small number of staff would work in the office. Those who are not able to work from home (e.g. no laptop, limited internet etc.) and those who are suffering H&amp;S issues due to unsatisfactory working at home setups. UM sign off required.</li> <li>• Minimise physical contact of those in the office through careful rostering/schedules.</li> <li>• Stay home if unwell or vulnerable.</li> <li>• Continue Distancing and Hygiene protocols.</li> <li>• Hygiene protocols include: equipment and vehicle cleaning procedures before and after being used.</li> </ul>