

## **Administrative Controls and Personal Protection Equipment (PPE)**

If we revisit our Health and Safety training, there are various levels of protection from hazards and COVID-19 is a clear and present danger. The most effective is to eliminate a hazard the other is to minimise a hazard.

By adhering to the Alert Level 4 lockdown we are isolating our staff from the hazard which is the most effective form of minimisation however this is not a practical ongoing solution as we will all go out of business.

That leaves us 'Administrative Controls' and PPE. Administrative controls include introducing new process or systems and PPE which is usually considered the least effective minimisation control, however, both solutions provide tools for our toolkit in the fight against COVID-19 and for protecting our staff and ourselves.

Washing hands and physical distancing are the vital measures to enforce, as well as disinfecting surfaces that are touched frequently. Workers can wear gloves if appropriate. However, if they do, they should still follow basic hygiene – washing their hands with soap and water as soon as they remove their gloves.

The Ministry of Health says face masks aren't necessary outside of a health setting unless you cannot maintain a minimum of 2m physical distance from other people.

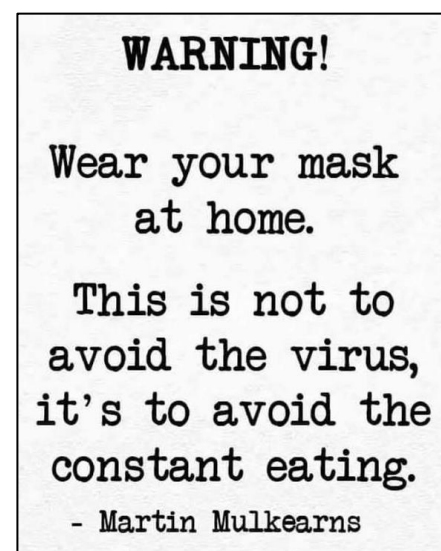
If staff have a face mask and choose to wear one, they shouldn't be prevented from doing so.

Tips for wearing a face mask:

- Wash your hands before and after putting a face mask on.
- Avoid touching the front of it – if you do touch it then wash your hands immediately.
- When removing your mask, if the mask has ties, untie the bottom first, then the top tie.
- Discard the mask, don't use it again, or for fabric masks wash it after every use and allow it to dry properly before using it again.
- After removing the mask, wash hands with soap and water and dry hands thoroughly or use hand sanitiser immediately.

For more information, see this [handy guide](#).

If you wish to make your own fabric face mask, here is a [helpful guide](#).



## **LINZ Updates**

Further to the advice in the recent Landonline Update 8 April, as a result of the lockdown the SG will consider granting dispensations that allow pegging to be deferred where developments are nearing completion, and fieldwork (control and definition) has largely been completed.

The following are some suggestions, should you be contemplating making an application.

- Each survey/ application will be considered on its merits and will be dealt with on a case by case basis.
- The application needs to be thorough and include full details of what fieldwork has been completed, what remains to be done and why approval, as to survey, is required now as opposed to post lockdown – can it wait – are settlements going to be adversely affected?
- The survey must have a sound perimeter boundary definition, including control and witness marks.
- Any monumentation deferment will predominantly relate to ‘infill’ new boundary locations only.
- No compiled/ computed type datasets with no supporting survey plan/ information will be permitted.
- An undertaking will be required when monumentation will occur post lockdown.
- A monumentation dataset will then be required to be lodged and approved as to survey.
- It could be considered that monumentation may not be so important in a brownfield infill subdivision such as an intense townhouse development, which is typically tailored around recently completed buildings where boundary occupation (fences) already exist, as opposed to greenfield subdivisions with no occupation.
- Liaise with the solicitor prior to making an application for Survey Dispensation as standard S&P agreements require vacant lot boundaries to be monumented as a pre-requisite to settlement.

### **Councils' preparedness (or not)**

At the time of writing this newsletter, your local council will be operating under COVID-19 Alert Level 4 (lockdown). Some of the staff that you typically deal with on a day to day basis may have been seconded into an essential services team. Some staff will be well set up in a home office, able to access Council systems and continue working in a normal manner. Some will not be working at all.

The feedback we have had from councils around the country is mixed some have taken the time to directly contact consultants to communicate what measures are in place and some have used their websites to get messages out.

In the same way that we assume our clients will be patient with us on delivering our services we need to be mindful of the potential personal stresses that Council staff find themselves under.

### **Please continue, to be kind and respectful**

It is likely that some measures that councils have put in place to continue working remotely will continue under Alert levels 1 to 3 so that un-necessary travel or face to face meetings are limited.

Some of these may be:

- Relying on increased information about the site including photos, google street view, more detailed site descriptions.
- Put yourselves in the shoes of a planner that may be processing an application and try to answer as many questions as possible about the site.
- Video conferencing.
- Accepting applications in a digital format.

Prior to the crisis, the Management Committee has had consistent feedback from members about the frustrations associated with working with Councils and the inherent delays and inefficiencies. This crisis will be highlighting those issues to Council decision makers. We encourage you to think constructively about how we interact with Councils and their systems and offer suggestions for improvements that can be made within your local Council.

Some examples of suggested system improvements:

- Having a transparent digital processing system for Resource Consents. Most Councils have this now for Building Consents but not many for Resource Consents and processing 223 and 224(c) applications.
- Ensure email correspondence is stored on a transparent central system rather than individual staff computers that get lost when staff move or leave.

This is just a starter and could form part of a TEAMS or ZOOM meeting of CSNZ members in your area to reach out to your Council with some constructive help.

## **Remote working tips - will this be the new normal?**

It was just over a month ago that we held the CSNZ workshop in Mt Maunganui. One of the workshop sessions revolved around teaming up members with a guest YoPro to discuss various topics themed around Intergenerational Work Practices. A common theme in the breakout groups was the idea of flexible work hours and working from home, it was fair to say that there was some resistance from the more experience practitioners in the groups. There may be a few wry smiles and nodding from YoPro's after the last few weeks – times have changed, a lot.

It seems through discussions with various groups that there was a continuum of people ranging from those who were absolutely prepared for working from home and had already trialled it. To those that were caught a little by surprise by how much work was required to make the new home office work. Wherever you were on the spectrum, we had no choice but to make it work.

Lessons/observations from the lockdown.

- A laptop is easier to send home with your staff, than a desk, tower and dual screen setup.
- Older desktops don't handle WIFI well and it is surprising how long an ethernet cable needs to be when the router is on the other side of the house.
- A competent/practical IT person, whether internal or external is a godsend.
- Health and safety policy for at home, that's a new one!
- Home schooling while working is not easy.
- Will we ever need to drive to a meeting again?
- The kitchen table isn't that comfortable to work from.
- Smart home casual is the new business dress style.
- Introverts are thriving, extroverts not so much.

It has been a fast learning curve working remotely and the challenge of effective team communications was the first hurdle. E-mail remains the primary form of communication for the dissemination of information. But with the inability to meet up, it seems that everyone has embraced video conferencing in all its forms. This works both for managing your team, your division, the company Client.

We are not experts in this communication field and the following is only an observation based on our own experience as well as discussions with various people.

In recent times it was arguable that Skype was probably the main tool for connecting remotely and it was a tool we had used. More recently our company had moved into the Microsoft Teams space, mostly as a result of this being one of the many programs in the Office 365 software suite. We had also been involved with Zoom as required to join other project meetings. All 3 seem to have a place in the current lockdown environment with all 3 having their pros and cons for remote working, but it seems that Zoom and Teams are being used more often than Skype.

There may be other tools and programs that people are using and we would love them to share their experiences if you are able to.

## **Lockout versus lockdown**

What is the difference? From the perspective of the firms involved with the Christchurch Earthquakes, the result was effectively a lockout, and the effect on individual firms depended very much upon your particular circumstances. This might include, the size of the company, the building you were located in and the type of work you undertook.

Of course, some firms were better prepared for flexible working arrangements and made do with shared working spaces or challenging site conditions. And therein lies one of the main differences between a lockout and lockdown, **SHARED** working spaces and challenging **SITE CONDITIONS**.

Neither of those apply in what we are experiencing in this lockdown. It creates a completely different dynamic that you as a Manager or Employee need to deal with.

Personal communication and connection are far more difficult, it takes more time and effort, it is hard to be as effective, hence the newsletters starting with Wellbeing. If this is not one of your top priorities as an owner, manager or co-worker then it will become at some point in time a serious issue within your work environment.

You need to take care of yourself and your staff if you want them to be there in the future. We all know how important that is as qualified and trained staff have been very difficult to source and are forecast to be even more difficult to secure in the future.

In a lockdown we do not have site conditions. We are having to think creatively of how to source data, complete work or undertake to complete work when the lockdown is lifted. These are all new and unknown circumstances that we are all grappling with and resolving on the fly.

This lockdown will end! However, we (CSNZ) need to take the learnings from this experience and share with each other how we overcame issues just as we did from the Canterbury Earthquake experience. No doubt this will certainly be a Topic for Discussion at a future CSNZ Workshop.

## **CSNZ Support**

The following 'Buddys' are all senior members of CSNZ who have been through recessions, share market collapses, the GFC and some were directly affected by the recent Christchurch earthquake. As a result, they developed new approaches and strategies to both minimise the immediate impact and effect of the crisis on their business and to ensure success, both immediately and going forward.

Buddy's available to help immediately:

Neale Faulkner	Auckland	021 572 694
Bruce Lysaght	Tauranga	029 286 0272
Phil Battersby	Taupo	027 240 9212
Mark Dyer	Wellington	027 4501 158
David Fox	Christchurch	021 369 099
Alastair Seyb	Wanaka	027 262 8052 or 03 443 8493
John Carter	Wanaka	021 942 441
Fergus Cumming	Rotorua	027 4772480