

FAQ's – KDC Vaccine Pass Policy

- WHAT WAS THE PROCESS INVOLVED IN MAKING THIS DECISION?

Synopsis of Process:

- *KDC has been receiving frequent information and advice regarding the Covid-19 Protection Framework (also known as the traffic lights or CPF) and matters relating to vaccination and vaccine Passes, including from Central Government (including the information available through its COVID – 19 publications), Worksafe, the Public Service Commission, Local Government NZ, and a range of other sources such as other Councils' processes and considerations.*
- *The Chief Executive has a responsibility under Health and Safety requirements to maintain a workplace that is free from harm, so far as reasonably practicable.*
- *Using all the information and guidance received, including a review of assessment methodologies from other Councils who have already gone through formal assessments, a risk assessment was developed and undertaken for all staff roles in KDC. This considered factors affecting both Staff Vaccination and Vaccine Passes.*
- *Assessments took into account a range of factors, some of which were:*
 - *The responsibility to maintain a workplace that is free from harm , so far as reasonably practicable.*
 - *We are a relatively small team that is all co-located, with most staff within the one area, and with continual interactions with each other and the public. We therefore need to take all measures practicable to protect our staff and also those they may come into contact with.*
 - *Despite incredible efforts from our Health Centre and community groups, vaccination rates in the community have not reached targets and are significantly lower than within our staff.*
 - *We have a higher risk from visitors to the building especially as visitor numbers to the region increase over summer (including with Auckland opening up from 15 December).*
 - *If staff caught COVID that might seriously affect our ability to deliver services*
 - *We can continue to provide services to those community members and visitors that remain unvaccinated, although some of these will be delivered in a different way.*
 - *The physical layout of our building does not easily provide for separate access and does not easily prevent intermingling.*
 - *As a key organisation in the District we need to show leadership in our community*
- *The assessment tool also used Worksafe guidance around seven key questions. These questions were considered for all of the roles at Council.*
- *We consulted with Staff on both the assessment and resulting draft policies as required.*
- *Draft documentation was also shared informally with elected members but it was made clear this would be a management decision and not a governance decision. This is based on the CEO's role as Person Conducting a Business or Undertaking (PCBU) with the responsibility to maintain a workplace that is free from harm so far as reasonably practical.*
- *We discussed the issues with our tenants.*
- *Only positive feedback was received from staff and tenants*
- *A management decision was made to require vaccine passport to enter building.*

- **HOW DO THE STAFF FEEL ABOUT THIS DECISION?** All Council staff within the council building were consulted – the feedback was all positive and in support of the vaccine pass.
- **DO THE SAME RULES APPLY TO STAFF?** All staff working within the council building are required to hold a valid vaccine passport and are adhering to the same rules as the community access to the building.
- **WHAT IF I AM FULLY VACCINATED BUT JUST DON'T HAVE A VACCINE PASSPORT?** Kaikoura Medical Care are now offering help downloading and printing vaccine passports. Please call 03 319 3501 if any doubts.
- **WHAT COUNCIL FACILITIES DOES THE VACCINE PASS REQUIREMENT APPLY TOO:**
The vaccine pass requirement is only for access to the Council building on 96 West End. This includes access for the library, front desk, ECan, Museum, KK Star and Plunkett.
- **ARE THE COUNCIL STOPPING ANY SERVICES?**
No. The council is not stopping any services, we are just delivering them in a different – safer way, when necessary. See below a list of numbers for if you have any further questions around these services.

Council - 03-319 5026

Library - 03-319 6280

Museum - 03-319 7440


ECAN - 03-319 5781

KK STAR - 027-2085832

- **HOW CAN I PAY MY RATES IF I PAY BY CASH OR EFTPOS AND I AM UNVACCINATED?**
The very small number of people that regularly pay by cash have been contacted and arrangements have been made as required. Those that regularly pay by eftpos can still pay via this method (we have portable eftpos machine) however as with all rate payers the preferred options include Direct Debit/ Credit. Again any ratepayers in doubt can contact council on 03-319 5026
- **HOW CAN I APPLY AND PAY FOR A NEW DOG REGO?**
New dog registration forms can be found either online via our website or collected from the front of the building. Payment as above.
Tags will then be sent out or collected from the front.

- **HOW CAN I ACCESS THE LIBRARY SERVICES IF I AM UNVACCINATED?**

Please find attached brochure developed by the library staff. If anyone wants to enquire regarding library services without a vaccine pass they can ring the library on: 03-319 6280

P i c k	STEP 1	P a c k	STEP 4	P i c k U p	STEP 6	<p>It's just like Click and Collect, but so much better because it's books! If you do not have a vaccine pass, Pick, Pack and Pick Up allows you to have your books prepared for collection without entering the library.</p> <p>Follow the steps on the reverse side of this pamphlet to Pick, Pack and Pick Up your books.</p> <p>Please note that this service is meant for use exclusively by members of the Kaikōura community who already hold a membership at the Kaikōura District Library but do not have a COVID-19 Vaccination Pass, and that a cap may be put on the number of books that can be issued at one time.</p>
	Go to bit.ly/kklibrary on your device. Enter the title and/or author of the book you are looking for into the search field and press the magnifying glass icon.		Please allow up to three business days for your request to be processed. If the book/s you have requested are available, we will issue them to your account and get them ready for your collection.		Please pick up your books from the staff member by the entrance of the council building. Along with your books will be a summary of your loans and any money that may be owed.	
	STEP 2		STEP 5		STEP 7	
	Select your desired book from the list. A green checkmark indicates availability, while a red cross means the book is currently on loan to another borrower.		You will receive a call from one of our staff notifying you that your book/s are ready to be picked up and how much is owed, or that the book/s you have requested can't be loaned at this time.		Please pay any amount owed for your books by including the exact cash amount in an envelope with your name dropped into the drop off box at your convenience.	
STEP 3		Step 8				
Send an email to books@kdclibrary.co.nz or drop a note into the book drop off box with your name and a list of the titles and authors of the books you would like to loan.		Enjoy your books! Due dates are on the list provided to you on pick up, as well as stamped on the due slip in/on the book itself. Just return your books to the drop off box once you're finished.				

- **HOW LONG WILL THE VACCINE PASS REQUIREMENT BE IN PLACE FOR?**

The requirement for a vaccine pass to enter the Council building will be reviewed in line with any further guidance from Central Government or changes to the framework status. It is anticipated to remain in place for a least as long as the Canterbury region remains in orange or red under the framework.