



Ref: [REDACTED]

Civic House, 110 Trafalgar Street  
PO Box 645, Nelson 7040, New Zealand

7 April 2022

P (03) 546 0200  
E LGOIMA@ncc.govt.nz  
[nelson.govt.nz](http://nelson.govt.nz)



Dear [REDACTED]

## **OFFICIAL INFORMATION REQUEST FOR COVID RISK ASSESSMENTS**

I refer to your official information request dated 18 March 2022:

Please provide a detailed assessment of how NCC justified excluding particular members of the public from accessing the Nayland Pool and the Nelson Public Library.

Please also provide evidence of when these decisions have been reviewed and reasons why the position of NCC has been retained.

The information you requested is enclosed. Please find the following documents attached:

1. Risk assessment summary for Council facilities, as updated January 2022
2. Email memo that informed decision to require vaccine passes for libraries at orange 3 December 2021
3. Staff role risk assessment for libraries (demonstrates what the figure of 26 in attachment 1 above was based on)

In accordance with New Zealand's Coordinated Incident Management System (CIMS) framework, which enables coordinated responses to local, regional and national emergencies, Council established an Incident Management Team (IMT) to deal with any matter relating to COVID-19. IMT works within the advice/direction provided by Central Government, working alongside and in close collaboration with partner groups such as Nelson Marlborough Health (NMH) and Civil Defence to support Nelson's COVID-19 response. IMT is made up of Group Managers, Chief Executive, Mayor, legal counsel, Health and Safety representatives, Emergency Management and additional support staff. IMT decisions are made by consensus.

Depending on the circumstances, IMT has up to three weekly virtual meetings to review and address how Council can keep its staff, contractors and the public safe and maintain business continuity whilst still providing a high level of service.

Internal Document ID: [REDACTED]

Decisions are made after rigorous internal risk assessments and in accordance with Central Government direction and guidance, recommendations from the Covid-19 Local Government Response Unit in the Department of Internal Affairs (DIA) and accredited medical advice from Nelson Marlborough Health (NMH).

In deciding to require a vaccine pass where applicable, IMT considered a range of relevant factors including Central Government's Covid-19 Protection Framework, local government and public sector guidance, the need to maintain public access to services, health and safety risk assessment(s), and considerations under both the New Zealand Bill of Rights Act (NZBORA) and the Human Rights Act (HRA). This consideration resulted in vaccine passes being implemented for some facilities, and other health and safety measures being confirmed for all activities.

IMT reviewed COVID-19-related access requirements to Council venues and facilities regularly, and vaccine pass requirements were recently removed in line with Central Government's Covid-19 Protection Framework updated traffic light settings, public health guidance from Nelson Marlborough Health (NMH) and the other relevant factors referred to above.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or Freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact LGOIMA@ncc.govt.nz.

Yours sincerely

A handwritten signature in dark ink, appearing to be 'JNS' with a large, sweeping flourish extending upwards and to the right.

**Devorah Nicuarta-Smith**

Manager Governance and Support Services

Encl:

1. Risk assessment summary for Council facilities, as updated January 2022
2. Email memo that informed decision to require vaccine passes for libraries at orange 3 December 2021
3. Staff role risk assessment for libraries (demonstrates what the figure of 26 in attachment 1 above was based on)

BU	Service or Facility	Delivered By	Category	Colour	Frame Work Requirements	LG Guidance	Staff Safety (Exposure Risk Assessment Score)	Staff Safety (Effectiveness of other control measures)	Public Health & Safety	Access to public services	Continuity of service	Public Confidence (easy to understand, Tikanga emphasising physical presence)	TDC Position	Notes	Draft Recommendation	IMT Decision required	IMT Decision notes
All	All	All	Mask Requirements	Green	Encouraged Indoors										Encouraged Indoors		
				Orange	Mandatory in public venues, Encouraged Elsewhere										Mandatory in public venues, Encouraged Elsewhere		
				Red	Mandatory in public venues, Recommended Elsewhere										Mandatory in public venues, Recommended Elsewhere		
Libraries	General Library access	Library service delivery staff	Public facility	Green	Open	Follow process to determine if CVCs should be required	26	Distancing often difficult to maintain, screens only partially effective, close contact often unavoidable, strong reliance on effective mask use	Public risk indicated by staff risk. Higher than average percentage of vulnerable customers	Highly important but not essential, some important services in context are those requiring close contact such as device help,	Service levels may need to be reduced to improve controls and will need to be reduced to manage outbreak within staff.	Easy to be consistent across NCC libraries however reduction in service level may close NLM	Richmond library affected by presence of Café which will need CVCs or to close cafe at orange and red.	Safety risk and continuity of service considerations indicate recommendation for CVCs to be required at Red. Alternative model for delivery of close contact services should also be explored for orange and red. Decision to require CVCs at orange made on 3/12/21. At red there may be a reduction in services if staffing impacted.	Open masks encouraged		
				Orange	Open 1m distancing										Open 1m distancing, masks required		CVCs required (3/12/21)
				Red	Open 1m distancing										Open 1m distancing, masks required.	CVCs required	CVCs required (A2802762)
Libraries	Library events and activities	Library service delivery staff	Events, programmes and close contact	Green	<100@1m no CVC, no limit with CVC		26							No rationale to differ from framework requirements, if CVCs required for general access then all library events will require them. Note some bookings will be considered gatherings with slightly less restrictive requirements. Smaller libraries may not be able to have events. At red there may be a reduction in services if staffing impacted.	<100@1m no CVC, no limit with CVC		
				Orange	No limit with CVC, not able to operate without										No limit with CVC, not able to operate without		CVCs required
				Red	<100@1m with CVC, not able to operate without										<100@1m with CVC, not able to operate without		CVCs required
Libraries	Library outreach services	Library outreach staff	Workplace includes healthcare and education	Green	Provide services to health and education sectors so covered by vaccine mandate, CVCs cannot be required	Follow framework requirements	Vaccine Mandate (health and education)		Many vulnerable customers	Nature of service is for those who cannot access other services				Cannot require CVCs from customers, services may be limited if staffing impacted at red.	workers vaccinated		
				Orange											workers vaccinated		
				Red											workers vaccinated		
Parks and Facilities	Waahi Takaro Golf course	Contractor (NELMAC)/ golf club	Public Facility	Green	Open	Normal operations unless being used for an outdoor community event		Outdoor environment, use of golf course can be contactless, Maintenance contractors can maintain distance from players	Players can self determine risk Vs benefits, can maintain safe distance from other players	Access to service of moderate importance to community (high importance to players)	Minimal Impact on continuity of essential services	Club has asked for vaccine mandate based on member opinion. No credible case to restrict access to service		Pro shop and clubhouse are to require CVCs at orange and red both are operated by Golf club and position is supported by Council Officers. Club has also requested CVC requirement for Golf course this is not supported by council officers and requires decision.	Open, No CVCs required		
				Orange	Open 1m distancing										Open 1m distancing, No CVCs required	Confirm decision In Press release	No CVCs for Course (14/12/21)
				Red	Open 1m distancing										Open 1m distancing, No CVCs required	Confirm decision In Press release	No CVCs for Course (14/12/21)
Parks and Facilities	Riverside Gym	CLM (CLM is asking for all staff and customers to have CVCs)	Gym	Green	<100@1m no CVC, no limit with CVC	Whole premises to operate under vaccine pass rules if unable to be separated	Vaccine Mandate (staff at facility requiring CVCs) 23								Open 1m distancing, No CVCs required		
				Orange	No limit CVCs only										Open 1m distancing, CVCs required		CVCs
				Red	<100@1m CVCs only										Open 1m distancing, CVCs required		CVCs
Parks and Facilities	Riverside Pool	CLM (CLM is asking for all staff and customers to have CVCs)	Public Facility ?? (risk is close to gym)	Green	Open	As gym cannot be separated from pool facilities need to apply more restrictive Gym settings	22		Distancing difficult to maintain	Proposal is that Nayland pool does not require vaccine certs which provide alternative for unvaccinated				Facility run by contractor, they are to determine position	Open 1m distancing, No CVCs required		
				Orange	Open 1m distancing										Open 1m distancing, CVCs required	Understand requirement of shared facility	CVCs
				Red	Open 1m distancing										Open 1m distancing, CVCs required		CVCs
Parks and Facilities	Nayland pool	CLM (CLM is asking for all staff and customers to have CVCs)	Public Facility ?? (risk is close to gym)	Green	Open	TBA	22	As outdoor pool risk is less than indoor facility	Have alternative requiring vaccine passes if recommendation endorsed	recommendation allows full access however a decision to require CVCs does not limit access to essential service	Unsure of continuity implications	Will require careful communication if go with recommended approach that varies between pools	Richmond aquatic centre is requiring CVCs	Original recommendation based on providing service and lower risk of outdoor pool. Decision to require based on consistency and risk to children. Subsequently position is being question by local school, and further information being obtained(16/12/21), (21/01/22) IMT decision to not require CVCs of school groups at orange which only impacts students 12yrs and older.	Open 1m distancing, No CVCs required	Consider CLM request for CVCs	
				Orange	Open 1m distancing										Open 1m distancing, No CVCs required	Consider CLM request for CVC requirement and/or for consistency	CVCs except for school students participating in school swimming activities
				Red	Open 1m distancing										Open 1m distancing, No CVCs required	Consider CLM request for CVCs	CVCs
Parks and Facilities	Brook Valley Holiday Park	Camp Manager and Contractors	Public facility	Green	Open	Normal operations unless being used for an outdoor community event	26	Unable to require Permanents to be vaccinated, Unable to fully restrict access to/through site	Shared facilities difficult to implement effective controls, high percentage of vulnerable permanent residents	Permanents may be considered housing which is a category where vaccination cannot be mandated.	Limited cover for key staff available over busy summer period	Campground position already varies across NCC/TDC region	Campgrounds in Tasman District are mixed regarding requirement for vaccine passes	Vaccers recommended at red based on: vulnerable permanent residents, business continuity and risk at this campground.	Open 1m distancing, No CVCs required		
				Orange	Open 1m distancing										Open 1m distancing, No CVCs required	Consider CVC requirement for new arrivals	No CVCs
				Red	Open 1m distancing										Open 1m distancing, CVCs required	Consider CVC requirement for new arrivals	Require CVCs for new arrivals subject to facility not being required for emergency housing 14/12/21
Parks and Facilities	Matai Campground		Public facility	Green	Open	Normal operations unless being used for an outdoor community event	26?								Open 1m distancing, No CVCs required		
				Orange	Open 1m distancing										Open 1m distancing, No CVCs required		No CVCs
				Red	Open 1m distancing										Open 1m distancing, CVCs required for new arrivals		Require CVCs for new arrivals 14/12/21
Parks and Facilities	Tahunanui Campground		Public facility	Green	Open	Normal operations unless being used for an outdoor community event	26?							Not Council decision? Probably requiring CVCs due to café in camp, needs to be clarified.			
				Orange	Open 1m distancing												No CVCs
				Red	Open 1m distancing												
Parks and Facilities	Trafalgar Centre	CLM (CLM is asking for all staff and customers to have CVCs)	Public facility (large event venue)	Green	<100@1m no CVC, no limit with CVC		24		N/A	N/A	N/A	N/A	N/A	No decision required event guidance is clear	<100@1m no CVC, no limit with CVC		
				Orange	No limit with CVC, not able to operate without										No limit with CVC, not able to operate without		
				Red	<100@1m with CVC, not able to operate without										<100@1m with CVC, not able to operate without		
Parks and Facilities	Trafalgar Pavillion	CLM (CLM is asking for all staff and customers to have CVCs)	Public facility (med event venue)	Green	Ensure hirer follows event or gathering requirements for particular booking. Cannot require CVCs for bookings		22		N/A	N/A	N/A	N/A	N/A	Required to follow event or gathering requirements (NB recommendation only shows Event requirements)	<100@1m no CVC, no limit with CVC		
				Orange											No limit with CVC, not able to operate without		

		CVCs)		Red	providing health service EG. vaccinations											<100@1m with CVC, not able to operate without		
Parks and Facilities	Trafalgar Park	CLM	Public facility (premier sports field)	Green												<100@1m no CVC, no limit with CVC		
				Orange	Ensure hirer follows event or gathering requirements for particular booking.	Follow event or gathering requirements	22		N/A	N/A	N/A	N/A	N/A		Event Guidance applies	No limit with CVC, not able to operate without		
				Red												<100@1m with CVC, not able to operate without		
Parks and Facilities	Greenmeadows	CLM (CLM is asking for all staff and customers to have CVCs)	Public facility (events and gatherings)	Green	Ensure hirer follows event or gathering requirements for particular booking. Cannot require CVCs for bookings providing health service EG. vaccinations	Follow event or gathering requirements	23	Difficult to separate groups for multiple bookings	N/A	N/A	N/A	N/A	N/A		Require further input from BU due to complexity of venue	<100@1m no CVC, no limit with CVC		
				Orange												No limit with CVC, not able to operate without		CVCs
				Red												<100@1m with CVC, not able to operate without		CVCs
Parks and Facilities	Saxton Stadium	Sport Tasman	Public facility (events)	Green	Ensure hirer follows event or gathering requirements for particular booking. Cannot require CVCs for bookings providing health service EG. vaccinations	Follow event or gathering requirements	25	Difficult to separate groups for multiple bookings	N/A	N/A	N/A	N/A		TDC happy with position	Required to follow event or gathering requirements (NB recommendation only shows Event requirements), complicated by multiple services with different requirements.	<100@1m no CVC, no limit with CVC		
				Orange												No limit with CVC, not able to operate without		CVCs
				Red												<100@1m with CVC, not able to operate without		CVCs
Parks and Facilities	Saxton Oval Pavillion	Sport Tasman	Public facility (events and gatherings)	Green	Ensure hirer follows event or gathering requirements for particular booking. Cannot require CVCs for bookings providing health service EG. vaccinations	Follow event or gathering requirements	22		N/A	N/A	N/A	N/A		TDC happy with position	Required to follow event or gathering requirements (NB recommendation only shows Event requirements). Potential issue with shared facilities.	Ensure hirer follows event or gathering requirements for particular booking. Cannot require CVCs for bookings providing health service EG. vaccinations		
				Orange														
				Red														
Nelson Marina	Marina Facilities	Staff	Public Facility	Green	Open	Follow process to determine if CVCs should be required	18	Distancing sometimes difficult but primarily an outdoor setting	Distancing sometimes difficult but primarily an outdoor setting	Must be provided for live aboards	Marina has effective continuity planning	Easy to clarify requirements	TDC Marinas are a differt type of facility	Cannot require CVCs for live aboards. CVCs not practicable for marina. Live aboard situation not appropriate for self isolation >2days	Open			
				Orange	Open 1m distancing										Open 1m distancing			No CVCs (15/12/21)
				Red	Open <100 @ 1m distancing										Open @ 1m distancing			No CVCs (15/12/21)
Nelson Marina	Marina Office	Staff	Workplace	Green	Open	Follow process to determine if CVCs should be required	21	Screens, distancing barrier and one at a time public access are effective controls	Small number of customers effective controls in place	Service can be provided remotely on a sustainable basis	BU continuity Planning likely to be effective	Easy to clarify requirements for office	N/a	Office has comprehensive controls in place including one in at a time. Staff risk assessments do not indicate CVCs should be required. Impact on services minimal if CVCs are required.	Open			
				Orange	Open										Open with controls			No CVCs pending further investigation(15/12/21)
				Red	Working from Home encouraged									Working from Home encouraged, Office open with controls	Review 15/12/21 decision, with consideration of further information			No CVCs pending further investigation(15/12/21)
Nelson Marina	Marina Hardstand	Staff & Others	Public Facility/workplace	Green	Open	Follow process to determine if CVCs should be required	18	Controls can be effective for staff on hardstand	Contractors and owners risk assessed as 20	Service is discretionary but important to Boating community.	Travel lift continuity critical for emergency Haul out, continuity plan in place	Is clearly defined controlled entry space were requirement for CVC could be implemented	Number of other similar facilities requiring CVCs on hard stand	Risk assessments do not indicate staff roles require vaccination as other controls areconsidered effective. Vessel owner and contractor risk is higher (20) due to interactions with each other including some in constrained spaces.	Open			
				Orange	Open 1m distancing										Open 1m distancing			
				Red	Open <100 @ 1m distancing										Open 1m distancing	Consider Requiring CVCs,		
Community Partnerships	Founders Heritage Park	General Park access	Public Facility	Green	Open	Follow process to determine if CVCs should be required	23								Open			
				Orange	Open 1m distancing										Open 1m distancing			No CVCs
				Red	<100, 1m distancing*										1m distancing			No CVCs
Community Partnerships	Founders Heritage Park	Council and Hirers	All Park Events	Green	No limits with CVCs, <100 without@1m	Follow event requirements	23								Plan in place to address overlapping duties with tennants including situation where sparation of facilities not practicable, no case to differ from framework requirements, All park event not viable at <100	No limits with CVCs, <100 without@1m (not viable for all park event)		
				Orange	No limits with CVCs, not permitted without										No limits with CVCs, not permitted without			
				Red	<100 @1m with CVCs, not permitted without										No all park events at Red			
Community Partnerships	Founders Heritage Park	Venue Hire	Events	Green	No limits with CVCs, <100 without@1m	Follow event or gathering requirements	23		N/A	N/A	N/A	N/A	N/A		Event health and safety plan is required from organiser	No limits with CVCs, <100 without@1m		
				Orange	No limits with CVCs, not permitted without											No limits with CVCs, not permitted without		
				Red	<100 @1m with CVCs, not permitted without											<100 @1m with CVCs, not permitted without		
Community Partnerships	Founders Heritage Park	Venue Hire	Gatherings	Green	No limits with CVCs, <100 without@1m	Confirm hirer is meeting requirements	23		N/A	N/A	N/A	N/A	N/A		Venue health and safety briefing is provided to hirer	No limits with CVCs, <100 @1m without		
				Orange	No limits with CVCs, <50 @1m without											No limits with CVCs, <50 @1m without		
				Red	<100 @1m with CVCs, <25 without											<100 @1m with CVCs, <25 without		
Community Partnerships	Heritage Houses (Isel and Broadgreen)	Staff & Volunteers	Public Facility	Green	Open	Follow process to determine if CVCs should be required	20	Houses staffed by elderly Volunteers often at greater risk from COVID-19, low visitor numbers allow other controls to be mostly effective	Minimal impact on Public health and safety due to low numbers visiting, and ability to control numbers in house	Discretionary service not legally required to be delivered by Council	Service may be compromised if volunteers are not feeling safe working with potentially unvaccinated customers	Both houses should be treated the same for clarity as far as possible, however Isel is already closed more often than Broadgreen	N/A	Vulnerable volunteers, potential disruption to service indicate recommendation to require vaccine certificates at orange and close at red based on engagement with volunteer workers	Open			
				Orange	Open 1m distancing										Open CVCs required 1m distancing	CVCs		CVCs
				Red	Open 1m distancing										Both closed	Accept operational decision to close		Closed 17/12/21
Community Partnerships	Events	Contractors, Staff, community partners	Event	Green	No limits with CVCs, <100 without@1m	Follow event requirements		Vaccine Mandate (workers at event requiring CVCs)	n/a	N/A	N/A	N/A	N/A		Requirements are mandated Event team are working through clarification of requirements	No limits with CVCs, <100 without@1m		
				Orange	No limits with CVCs, <50 without@1m											No limits with CVCs, <50 without@1m		
				Red	<100 @1m with CVCs, not permitted without											<100 @1m with CVCs, not permitted without		
Community Partnerships	Youth Council meetings	Staff	Gathering / extra curricular education activity	Green	No limits with CVCs, <100 without@1m	MoE guidance states CVCs should be required for extra curricular		Indication of poor compliance with distancing and mask use							CVCs required primarily based on MoE guidance but also considers CVC requirement for Council	No CVCs required		
				Orange	No limits with CVCs, <50 @1m without											CVCs required or remote meetings	Confirm CVCs required regardless of venue	

				Red	<100 @1m with CVCs, <25 without	education activities, no legal exclusion identified.							chamber. Consultation with schools on preferred approach pending.	CVCs required or Remote meetings	Confirm CVCs required regardless of venue			
Customer and Information services	Customer service centre	CSO, CSA, Team leaders	Public facility	Green	Open	Follow process to determine if CVCs should be required	25	Generally effective measures incl good screens, counter and number restrictions	Public health and safety is well managed through heavy restriction on numbers which has proved sustainable at AL2	Restricting access through CVCs would be a considerable restriction for some customers who struggle to access other options	Good continuity plans in place however impact staff isolating or ill may considerably affect service	Remaining open with no CVC requirement provides clarity		Open				
				Orange	Open 1m distancing									Open 1m distancing, monitor controls, no CVCs.		No CVCs (A2802758)		
				Red	Open 1m distancing									Open 1m distancing, monitor controls, no CVCs.		No CVCs		
Customer and Information services	Transfer Station Kiosk	Kiosk Staff	Public facility	Green	Open	Follow process to determine if CVCs should be required	20	Generally good	Minimal Risk	Service of moderate to high importance	BU continuity plan likely to be effective	Check consistency with TDC facility	?	Risk assessment does not indicate need to consider vaccine pass requirement	Open, masks encouraged			
				Orange	Open 1m distancing										Open 1m distancing, masks, limit of 12 people		No CVCs	
				Red	Open 1m distancing										Open 1m distancing, masks, limit of 12 people		No CVCs	
Governance and support services	Council Chamber Meetings	Staff	Public Facility	Green	No capacity limits	Council chambers may use vaccine passes, but the use of vaccine passes will not affect capacity.	25	Safety measures expected to be relatively effective if capacity restricted and controls adhered to.	Vaccination cannot be mandated for elected members but vaccine passes can be required if Remote option for attendance remains. public participation needs to remain available.	Public must have access but can be remote while epidemic preparedness notice remains in force	Governance capacity could be severely compromised by impact of COVID outbreak affecting chamber	Expected that some groups requesting in person access will insist on public access being provided	Continuing to manage our meetings as per original Level-2 lockdown protocols (Same as NCC)	Proposed plan within capacity limits allows media desk and single/pair public presenter. With waiting public forum managed in ruma Waimarama Framework distancing requirements do not require distancing to be enforced but use 1m distancing to determine capacity. Operational plan for CVCs under development.	Capacity limit based on Egress and comfort requirements			
				Orange	Open with capacity limits based on 1m dist										Open with capacity limits based on 1m distancing. No public gallery, CVCs required	Memo to IMT 10/12/21	CVCs required	
				Red	Open with capacity limits based on 1m distancing.										Open with capacity limits based on 1m distancing, no public gallery, CVCs required.	Memo to IMT 10/12/21	CVCs required	
Governance and support services	Citizenship ceremonies	Staff	Event (if access controlled through registration)	Green	No limits with CVCs, <100 without@1m	Awaiting DIA guidance	22	May be difficult to manage distancing		DIA guidance will confirm acceptable approaches to important service				Awaiting DIA guidance method of delivery of service to be confirmed	No limits with CVCs, <100 without@1m			
				Orange	No limits with CVCs not permitted without										No limits with CVCs not permitted without	Confirm to classify as event pending advice from DIA	Confirmed is best fit	
				Red	<100 @1m with CVCs, not permitted without										<100 @1m with CVCs, not permitted without			
Building	Duty Building			Green										Has operated effectively under this model for some time, provides higher level of protection for vulnerable staff member.	BAU			
				Orange											Remote appt. where possible			
				Red											All appts Remote			
Resource Consents	Duty Planning			Green											BAU			
				Orange											Remote appt. where possible			
				Red											All appts Remote ?			
EIL	Regulatory Services			Green										Plan in place for service delivery and business continuity	Services to continue with controls			
				Orange											Services to continue with controls			
				Red											Services to continue with controls			
Multiple	Public engagement meetings/events	Multiple	Gathering (if access not controlled through registration or ticketing)	Green	No limits with CVCs, <100 without@1m		25							Event specific Health and safety Plan required	No limits with CVCs, <100 without@1m	Each engagement meeting to be planned to comply with current requirements.		
				Orange	No limits with CVCs, <50 @1m without										No limits with CVCs, <50 @1m without		Agreed	
				Red	<100 @1m with CVCs, <10 without										<100 @1m with CVCs, <10 without		Agreed	
Civic House	Office Work (excludes those regularly in Council chamber)	Staff/Integrated contractors	Workplace	Green	Open	Follow process to assess risk	<22	Air quality of concern in some areas	Minimal Impact	Minimal Impact	Managed through individual BU Continuity plans			CVC's required for all staff from March	Procedures being adapted from Alert level system	Open, WFH as per policy	Confirm wording acceptable re WFH	yes
				Orange	Open											Increase WFH where fits BU continuity plan	Confirm wording acceptable re WFH	yes
				Red	Working from Home encouraged											Working from Home encouraged	Confirm wording acceptable re WFH	yes
Civic House	Visitors	Contractors/ other stakeholders	Workplace	Green	Open	Follow process to determine if CVCs should be required	<22	Air quality of concern in some areas	Minimal Impact	Minimal Impact	Some contractor work essential				Risk assessments do not indicate staff roles require vaccination as other controls are considered effective at red staffing within Civic House will be at very low levels and in person meetings are discouraged.	Open	Memo to IMT 10/12/21 robust debate decision for no CVCs required but to be reviewed using robust process	
				Orange	Open											Reduce visitors/contractors		No CVCs at this time 10/12/21
				Red	Working from Home encouraged											Minimise visitors/ Contractors		No CVCs at this time 10/12/21

**From:** [Sarina Barron](#)  
**To:** [COVID-19 Incident Management Team](#); [Mark Preston-Thomas](#)  
**Subject:** Info for Decision review - Libraries a CVC facility at Orange -for IMT  
**Date:** Friday, 3 December 2021 1:35:10 pm  
**Attachments:** [image001.jpg](#)

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**So everyone has the background in written format prior to IMT:**

## **Decision to make Libraries a CVC facility at Orange ( Malcolm Hughes and Sarina Baron)**

### **Summary**

- Ability to deliver services is more likely to be heavily impacted than previously anticipated by not requiring CVCs
- More resourcing will be required to ensure safety while enforcing CVC requirement

### **Background**

- Local Govt guidance has changed since draft last Friday and has moved away from outlining a detailed process to using the Public Service guidance which generally indicates a more conservative approach than our previous interpretation of the guidance.
- Earlier than expected local outbreak has provided better insight into likely impacts on Council workforce of life under the COVID protection Framework (CPF).
- A large number of libraries (estimate that two thirds) around NZ are now requiring CVCs at orange including the main centres. MDC and TDC libraries are currently not requiring CVCs but have communicated that this could change.

### **Rationale for CVCs at Council Libraries**

- Staff are increasingly anxious and do not agree with not requiring CVCs
- Volunteers and Casuals more unlikely to pick up work without CVC requirement resulting in further pressure on service delivery.
- Increasing number of staff required to self-isolate will impact service delivery and requiring CVCs will reduce risk of Libraries becoming a location of Interest
- It will be problematic to try and require CVCs for only close contact work – it will need to be done at a separated location
- Impact on service to community by not requiring CVCs is far greater than anticipated due to customers staying away out of fear of the unvaccinated especially at Stoke with elderly population and families with children under 12.
- Other organisations are refusing to use facility for services without CVBCs being required (e.g. MSD and JPs)
- Very difficult to enforce other controls – especially mask use which some core customers are likely taking advantage of the exemptions

### **Negative Implications of requiring CVCs at libraries**

- More resourcing required to ensure my vaccine passes are being checked
- More resourcing required for click and collect
- Upset people who cannot access in-facility library services are likely to increase safety concerns in regard to customer aggression
- Change in recent comms may cause confusion
- Inconsistent with current approach of neighbouring Councils. *We have some indication they may review their decisions*
- Likely vocal upset group of anti-vaxxers and possibly also from those who are medically unable to be vaccinated.

### **Recommendation**

1. Require CVCs at Council Libraries
2. Accept resulting reduction of services (Likely closure of NLM)
3. Monitor customer aggression and approve additional security resource when needed

Sarina Baron  
Libraries Manager

Malcolm Hughes  
Health Safety and Wellness Adviser

Nelson City Council | Te Kaunihera o Whakatū  
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[nelson.govt.nz](https://www.nelson.govt.nz)

*At Nelson City Council we are currently working flexibly - so while it suits me to send this email now, I do not expect a response or action outside of your own working hours.*



**Unite Against COVID-19:** For the latest COVID-19 news and information visit: [covid-19.govt.nz](https://covid-19.govt.nz) or [facebook.com/UniteAgainstCOVID19](https://facebook.com/UniteAgainstCOVID19). To get up-to-date information about Nelson City Council services visit [our.nelson.govt.nz](https://our.nelson.govt.nz) or [facebook.com/nelsoncitycouncil](https://facebook.com/nelsoncitycouncil). For local public health messages visit [facebook.com/nelsonmarlboroughhealth](https://facebook.com/nelsonmarlboroughhealth). **Kia kaha Whākatu.**

## Section A - Details

Role	Library Service Delivery	Business Unit	Libraries
Role/Activity Description	Full range of library service delivery with the exception of outreach services		
Controls In place for Role/Activity	<ul style="list-style-type: none"> <li>• Tracer app Qr displayed &amp; alternative (ballot box)</li> <li>• Capacity limit at AL2</li> <li>• Distancing requirement</li> <li>• Spit screens at counters</li> <li>• Masks mandatory staff and customers AL2 or above</li> <li>• Hand sanitizer on hand</li> <li>• More frequent surface cleaning</li> <li>• Reduced programming and events</li> <li>• Comprehensive signage around personal controls</li> <li>• Focus on ventilation</li> </ul>		
Completed by	Sarina Barron, Malcolm Hughes, Vicky Hawkey	Completed on	12/11/2021
Reviewed by	Stephanie Vincent	Reviewed on	16 Nov 2021

## Section B – Explanatory notes

### Overview

1. This risk assessment is for the purpose of identifying the likelihood of exposure to COVID-19 in Council workplaces for a specific role or task.
2. In addition to other controls these assessments will indicate if mandatory vaccination against COVID-19 is indicated in accordance with Council's Vaccination Policy [\(Link to be added\)](#)
3. Risk assessments are to be completed at business unit level where practicable, must include engagement with staff and will be moderated by the COVID-19 response Readiness group.
4. Many roles with similar likely exposure profiles can be grouped together E.G. Staff based in Civic House who do not generally interact with the public while at work, only requires one risk assessment.
5. For roles or tasks that include interaction with the public specific assessments are required for each role and may be further broken down into activities or tasks.
6. Recommended role groupings for risk assessments is outlined in [A2778512](#)
7. If Vaccination of workers is mandated in a Public Health Act Order for a role or activity there is no need to do the assessment, however further treatments should always be considered.

### Using the template

8. For each dimension of the likelihood assessment select the statement that best represents the worst case that is reasonably expected for the role or activity and populate the score (1-5) in the final column.
9. Adding these scores will give a likelihood score of 7-35 which relates to Council's risk criteria as:
  - <10 = Rare - Vaccination is encouraged and supported
  - 10-17 = Unlikely - Vaccination is encouraged and supported
  - 18 -21 = Possible - Continue to identify further treatments and refine risk assessments further
  - 22-30 = Likely - Mandatory vaccination for staff carrying out these activities or roles is indicated, further treatments should be identified to reduce risk.
  - >30 = Almost certain- Controls are inadequate even for vaccinated workers
10. Actual consequence of exposure to COVID-19 depends on many factors the most significant of which is generally if the person is vaccinated or not, however as COVID-19 is a notifiable disease the outcome will always be moderate or higher, and moderate is the outcome that will be reasonably expected in most cases.
11. Where mandatory vaccination is indicated there should be careful moderation of the risk assessment and further engagement with affected teams and individuals.

### Section C – Likelihood of Exposure Assessment

1	Number of daily contacts	Work isolated most of the time	1	5
		Usually only have contact with small number of colleagues < 6	2	
		Interact with many teams and colleagues and/or some customers	3	
		Interact frequently with customers, contractors or visitors	4	
		Interact with large numbers of customers most days > 30	5	
2	Length of average contact	Most interactions with others are brief < 2 minutes	1	3
		Routine interactions with others are 2 - 5 minutes	2	
		Routine interactions with others are 5 -30 minutes	3	
		Interactions are often > 30 minutes	4	
		Extended time in contact with others > 50% of shift	5	
3	Proximity to others	Nearly always able to maintain good distancing of 1 or 2m	1	4
		Occasionally unable to maintain good distancing of 1 or 2m	2	
		At times have little control over distancing from others	3	
		Frequently have little control over distancing from others	4	
		Role requires work to be completed in close proximity to others	5	
4	Ease of identifying contacts	There is a reliable record of all contacts	1	3
		Covid tracer app and alternative available, with attendant	2	
		Covid tracer app and alternative available, no attendant	3	
		Low compliance with record keeping is expected	4	
		Unlikely to be a record of many contacts	5	
5	Contact with vulnerable people	Contact with vulnerable people is rare	1	4
		Occasional routine contact with some vulnerable people	2	
		A number of daily interactions may be with vulnerable people	3	
		A key part of the role is interactions with vulnerable people	4	
		Most workplace interactions are with people likely to be vulnerable	5	
6	Ongoing interactions in context of higher risk	Activity only occurs at alert level 1 or Green	1	4
		Activity only occurs at alert levels 1 & 2 or Green & Orange	2	
		Activity may occur contactless at Alert level 3 or Red	3	
		Activity may occur at alert level 3 or Red	4	
		Essential work that may proceed at all alert levels	5	
7	Effectiveness of controls	Existing controls manage risk of exposure to COVID-19 very well	1	3
		Existing controls are likely to be effective in most cases	2	
		There are existing controls but some limitations on their effectiveness	3	
		Existing controls may not be adequate in normal circumstances	4	
		Existing controls are unlikely to provide adequate protection in this context	5	
Total Score				26

### Section D – Next steps including further treatments

Wording at question six needs refinement in regard to CPF matching Alert levels
Mandatory vaccination is indicated for library staff and Process with P&C is to be initiated.
Engagement with staff on risk assessment process and threshold of mandatory vaccination should occur
Addition controls for consideration are attendant for contact tracing and improved understanding of effective mask use for staff.