



Te Kawa Mataaho

Public Service Commission

6 July 2021

Terry Thomas

fyi-request-15852-1c4d4cc4@requests.fyi.org.nz

Dear Mr Thomas

Official Information Request

Our Ref: OIA 2021-0076

I refer to your official information request received on 21 June 2021 where you asked for the following:

“All communications, advice, reports, notes, agendas, meeting attendance lists, minutes, and decision documents relating to any expectation or instruction from the commission regarding covid-19 vaccination of public servants. This should include any communication to and from public sector agencies and executives, and ministers on this subject. You only need include information from 2021.

For the avoidance of doubt, this should also include but not be limited to notes of all phone calls, meetings, any text messages, emails, instant messages, notes in note books or any other medium or form, and phone logs.”

Information publicly available

Te Kawa Mataaho Public Service Commission (the Commission) issued guidance on COVID-19 workforce vaccinations under s95(a) of the [Public Service Act 2020](#). It applies to public sector agencies and their employees. This guidance can be found on the Commission’s website. The Commission has also proactively released a report regarding guidance on workforce matters relating to the COVID-19 vaccination roll out. I have provided the links for these in the below table:

Item	Document Description	Website address
1	COVID-19 Workforce Vaccinations Guidance	COVID-19 Workforce Vaccinations Guidance Te Kawa Mataaho Public Service Commission
2	Report: Guidance on workforce matters relating to COVID-19 vaccination roll out: Government Workforce Policy Statement for the public sector	Guidance-on-workforce-matters-relating-to-COVID-19-vaccination-roll-out-Government-Workforce-Policy-Statement-for-the-public-sector.pdf (publicservice.govt.nz)

Accordingly I am refusing this part of your request under section 18(d) of the Official Information Act 1982 (OIA) on the grounds that the information requested is publicly available.

Information being released

Updates in relation to the COVID-19 vaccinations have been provided to the Public Sector Heads of Human Resources (HR) group. Members of this group are the Heads of HR departments in public service agencies, crown agents and crown entities.

As HR Head of Profession, the Commission regularly coordinates meetings with this group to share information on key public service wide activities and provide advice on topics of relevancy to the HR community. Please find outlined in the below table the Heads of HR meeting Minutes that contains information which falls within scope of your request.

Item	Date	Document Description	Decision
3	11 February 2021	State services Heads of HR Meeting Minutes	Released in part
4	16 February 2021	Public Sector Heads of HR Conference Call Meeting Minutes	Released in full
5	25 February 2021	Public Service Heads of HR (Conference Call) Meeting Minutes	Released in part
6	11 March 2021	Public Service Heads of HR (Conference Call) Meeting Minutes	Released in part
7	11 March 2021	Wider Group: Heads of HR (Conference Call) Meeting Minutes	Released in part
8	25 March 2021	Public Service Heads of HR (Conference Call) Meeting Minutes	Released in part
9	8 April 2021	Public Service Heads of HR (Conference Call) Meeting Minutes	Released in part
10	20 May 2021	Wider Group of Heads of HR (Conference Call) Meeting Minutes	Released in part
11		Our COVID-19 vaccination plan	Released in full

We have decided to release the relevant parts of the documents listed above in full, with information only redacted where it is not within the scope of your request.

If you wish to discuss this decision with us, please feel free to contact Ministerial.Services@publicservice.govt.nz.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that we intend to publish this letter (with your personal details removed) and enclosed documents on the Te Kawa Mataaho Public Service Commission's website.

Yours sincerely

Nicky Dirks
Manager – Ministerial and Executive Services
Te Kawa Mataaho Public Service Commission