



Te Kawa Mataaho

Public Service Commission

7 March 2022

Lisa

fyi-request-18503-7cfc8257@requests.fyi.org.nz

Dear Lisa

Official Information Request Our Ref: OIA 2022-0012

I refer to your official information request received on 9 February 2022 where you asked:

"I request a refresh to OIA 2021-0076 for the period from June 2021 to now".

OIA 2021-0076 request asked for:

"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 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 notebooks or any other medium or form, and phone logs"

Information publicly available

As noted in our earlier response 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. The Commission has proactively released this guidance and a report on workforce matters relating to the COVID-19 vaccination roll out both of which is listed in the table below along with the links of the website where they are located.

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)

Complying with all required public health and social measures remains the bottom line for all agencies while continuing to provide public services for all of New Zealand. Agencies continue to engage with workers and unions on how they comply with the public health and social measures of the COVID-19 response in line with Agency chief executives having the responsibility for deciding how to apply this guidance in the particular context of their agency.

To assist for the period from November 2021 – January 2022, the Commission set up a small team to support the operationalisation of the Public Sector guidance including agency vaccination policy work. This team was responsible for:

- supporting Public Sector agencies to implement the Government’s decisions on vaccinations in the workplace;
- building relationships with stakeholders to quickly achieve results;
- working in partnership with HR and Employment Relations leads and the Health and Safety community including the Government Health and Safety Lead, Unions;
- working closely with agencies and Unions to ensure a consistent approach to the implementation of the Government’s policy decision on vaccinations in the workplace across the Public Sector.

Following the introduction of the COVID-19 Protection Framework further guidance has been issued by the Public Service Commissioner under s95(a) of the Public Service Act 2020 following each setting and phase change. The latest guidance was published on 25 February 2022 and replaces our COVID-19 Vaccination Rollout Guidance and previous [COVID-19 Public Sector Workforce Guidelines](#).

The Commission has also issued updated guidance for agencies on vaccination policies and associated dismissals. This was published on the Commission’s website on 4 March 2022.

Listed in the table below is the guidance that was issued on 25 February 2022 and 4 March 2022 and the links to the website where it can be found.

Item	Document Description	Website address
3	Public Service workforce guidance for the COVID-19 Protection Framework	https://www.publicservice.govt.nz/resources/public-service-workforce-guidance-for-the-covid-19-protection-framework/
4	Updated guidance for agencies on vaccination policies and associated dismissals	https://www.publicservice.govt.nz/resources/updated-guidance-for-agencies-on-vaccination-policies-and-associated-dismissals/

Information being released

Updates in relation to the COVID-19 vaccinations continue to be 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 Heads 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 have occurred since our response to OIA 2021-0076, that contain information which falls within scope of your request as well as emails sent from the Public Service Commissioner to the Public Service Leadership Team.

Item	Date	Document Description	Decision
5	17 June 2021	Public Service Heads of HR – Meeting Minutes	Released in part
6	1 July 2021	Public Service Heads of HR – Meeting Minutes	Released in part
7	1 July 2021	Wider Group of Heads of HR – Meeting Minutes	Released in part
8	15 July 2021	Public Service Heads of HR – Meeting Minutes	Released in part
9	15 July 2021	Wider Group of Heads of HR – Meeting Minutes	Released in part
10	29 July 2021	Public Service Heads of HR – Meeting Minutes	Released in part
11	29 July 2021	Wider Group of Heads of HR – Meeting Minutes	Released in part
12	12 August 2021	Public Service Heads of HR – Meeting Minutes	Released in part
13	12 August 2021	Wider Group of Heads of HR – Meeting Minutes	Released in part
14	20 August 2021	Special COVID meeting: Public Service Heads of HR – Meeting Minutes	Released in part
15	26 August 2021	Public Service Heads of HR – Meeting Minutes	Released in part
16	26 August 2021	Wider Group of Heads of HR – Meeting Minutes	Released in part
17	9 September 2021	Public Service Heads of HR – Meeting Minutes	Released in part
18	23 September 2021	Public Service Heads of HR – Meeting Minutes	Released in part
19	23 September 2021	Wider Group of Heads of HR – Meeting Minutes	Released in part
20	7 October 2021	Public Service Heads of HR – Meeting Minutes	Released in part
21	7 October 2021	Wider Group of Heads of HR (Meeting Minutes)	Released in part
22	13 October 2021	Email from the Public Service Commissioner – Supporting the vaccination effort	Released in part
23		Open letter to Public Servants re supporting the vaccination effort	Released in full
24	21 October 2021	Public Service Heads of HR – Meeting Minutes	Released in part
25	21 October 2021	Wider Group of Heads of HR – Meeting Minutes	Released in part
26	4 November 2021	Public Service Heads of HR – Meeting Minutes	Released in part
27	4 November 2021	Wider Group of Heads of HR – Meeting Minutes	Released in part
28	18 November 2021	Public Service Heads of HR – Meeting Minutes	Released in part
29	18 November 2021	Wider Public Service Heads of HR – Meeting Minutes	Released in part

30	16 December 2021	Public Service Heads of HR – Meeting Minutes	Released in part
31	16 December 2021	Wider Group of Heads of HR – Meeting Minutes	Released in part
32	22 December 2021	Email from Deputy Public Service Commissioner - Our COVID-19 Vaccination policy and visiting Te Kawa Mataaho from 10 January 2022	Released in part
33	18 January 2022	Public Service Heads of HR – Meeting Minutes	Released in part
34	18 January 2022	Wider Group of Heads of HR – Meeting Minutes	Released in part
35	20 January 2022	Public Service Heads of HR – Meeting Minutes	Released in part
36	20 January 2022	Wider Group of Heads of HR – Meeting Minutes	Released in part
37	23 January 2022	Email from the Public Service Commissioner – Operating under the red setting	Released in part
38	3 February 2022	Public Service Heads of HR – Meeting Minutes	Released in part
39	3 February 2022	Wider Group of Heads of HR – Meeting Minutes	Released in part

We have decided to release the documents listed above, subject to information being withheld under section 9(2)(a) to protect the privacy of natural persons, including deceased people. Where information is out of scope, this has been noted accordingly on the documents.

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