



IN CONFIDENCE

## Public Service Heads of HR (Conference Call)


Thursday 17 June 2021

12.30-1.00pm

### Key Points and Actions

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out of scope



#### 4. Workforce Mobility Hub

Next Tuesday (June 22) we are hosting a virtual Agency Workforce Leads (AWL) meeting. Thank you to those agencies that have confirmed attendance. We currently have 32 confirmed attendees. Where the AWL is unable to attend, they are welcome to nominate someone to attend on their behalf. We encourage the remaining agencies to confirm attendance as soon as possible.

The session will involve 2 review retrospectives on recent mobility activities:

1. **Deployment:** The first is the ongoing Ministry of Health (MOH) Immunisation and Vaccination Programme recruitment drive. MoH will be speaking about the process from their perspective and then two contributing agencies will speak about the process they used to publicise the opportunities.

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## Public Service Heads of HR (Conference Call)


Thursday 1 July 2021

12.30-1.00pm

### Key Points and Actions

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out of scope



#### 2. COVID-19 Update

We hope you and your agencies have come through Alert Level 2 for Wellington and region successfully. If any agencies had any new issues that arose during the Wellington Alert Level 2 please let us know.

This past week has provided a good opportunity to internally review how your BCP plan worked and update it, if needed.

It is also a good reminder to be vigilant in practising the right behaviours including scanning wherever possible, wearing face masks on public transport or where unable to social distance, hand washing and staying home if unwell.


Given the appearance of new variants – Delta in particular - there is policy work underway to consider whether additional measures might be needed to strengthen NZ's response. This could include changes to what is needed at each Alert Level (for example, you will have heard a lot of discussion from experts with regards to use of face masks and whether or not scanning should be mandatory in some circumstances).

Please be alert for possible changes. We will share information with you as soon as we have it. The MoH website remains the accurate source of truth.

Vaccination planning for Group 3 and Group 4 is underway. We are seeking more information from MoH regarding the possibility of workplace vaccinations. Again, we will share more information when it becomes available.

Key contact: [covid.enquires@publicservice.govt.nz](mailto:covid.enquires@publicservice.govt.nz)

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IN CONFIDENCE

## **Wider Group of Heads of HR (Conference Call)**

Thursday 1 July 2021

3.30-4.00pm

### **Key Points and Actions**

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out of scope

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Key contact: 9(2)(a) privacy

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## **Public Service Heads of HR (Conference Call)**


Thursday 15 July 2021

3.30-4.00pm

### **Key Points and Actions**

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out of scope



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out of scope

### 3. COVID-19

#### 3a. Vaccination Plans

As you will be aware, the current COVID-19 rollout is Aotearoa New Zealand's largest ever immunisation programme. Workplaces, including the public service, have an important role to play to support the programme's success. To make getting the COVID-19 vaccine easy and convenient for workers, some workplaces will be eligible to offer vaccinations at their workplace if they meet size and equity criteria.

The Ministry of Health is now seeking joint expressions of interest (EOI) from vaccination providers and workplaces that would like to partner to deliver vaccinations in the workplace.

You can [read about the basic requirements and eligibility criteria in this 2-page overview](#).

To help decide if your workplace is a strong candidate for workplace vaccinations, the Ministry of Health, with support from Te Kawa Mataaho, will be hosting a webinar, for HR Heads and/or OH&S Leads, about the simple EOI process on Tuesday 20 July, 11:15am -12:15pm.

Ministry of Health representatives will discuss what's required to offer workplace vaccinations, the EOI process, and will be available to answer your questions. The invitation to this webinar will be sent to you shortly.

Please note that because of the pace of the vaccination rollout programme, **Expressions of Interest close very shortly at 12pm on 23 July**. While workplaces, who meet the criteria, are encouraged to express interest in this programme, we encourage you to also consider other ways you can support workers getting a vaccine. Public Service workforce guidance on this matter will be updated.

Te Kawa Mataaho are updating our vaccination guidance and will let you know when it is live.

Key contact: 9(2)(a) privacy

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IN CONFIDENCE

## Wider Group of Heads of HR (Conference Call)

Thursday 15 July 2021

3.30-4.00pm

### Key Points and Actions

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out of scope

## 2. COVID-19 Update

### 2a. Update on workforce aspects

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Te Kawa Mataaho are updating our vaccination guidance and will let you know when it is live.

Key contact: 9(2)(a) privacy

### 2b. Workforce Mobility Hub (Anna)

The Government COVID-19 work area has three lines of work:

1. Keep it Out
2. Vaccinate
3. What the future might like for NZ.

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## **Public Service Heads of HR (Conference Call)**

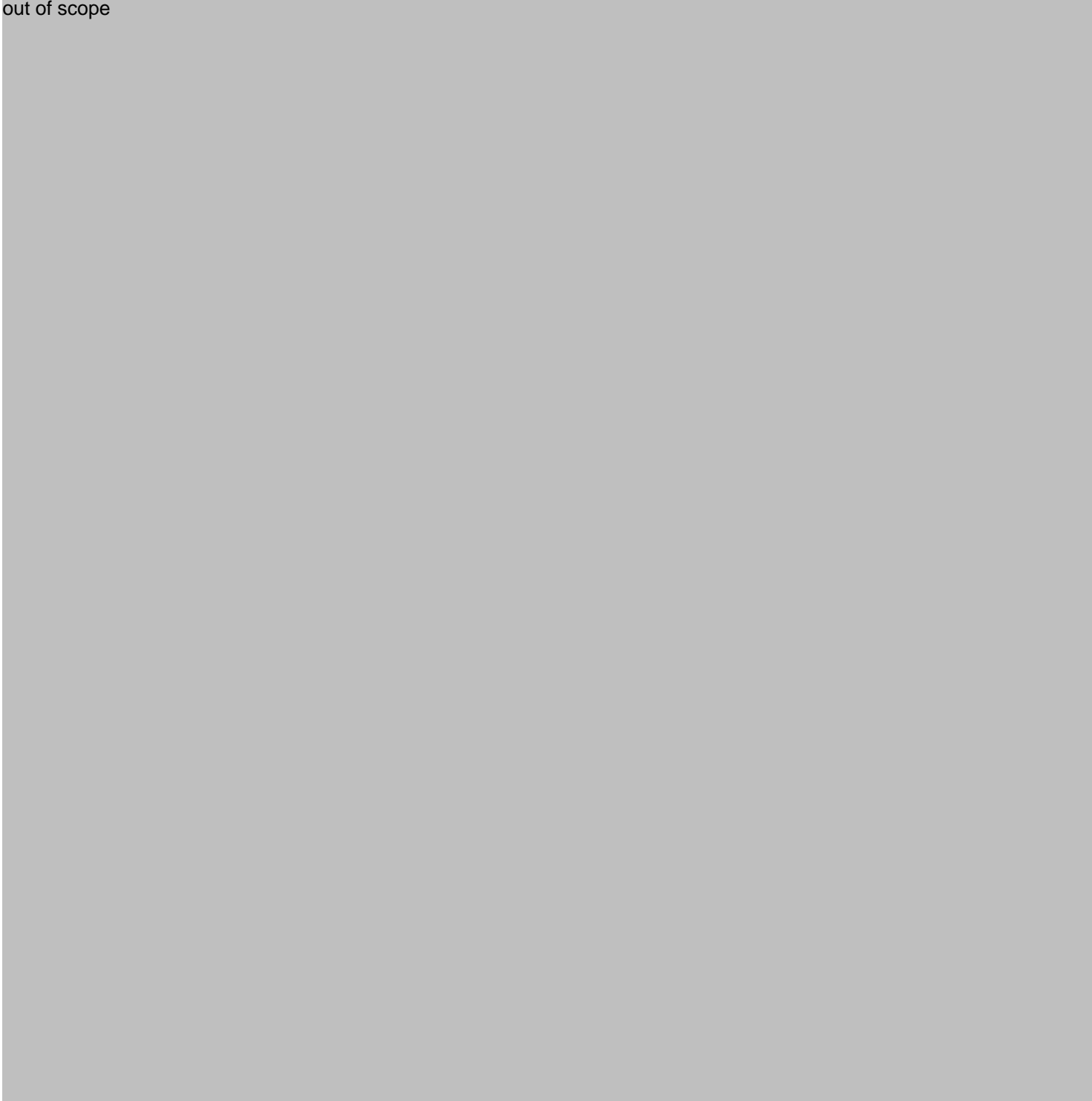
Thursday 29 July 2021

12.30-1.00pm

### **Key Points and Actions**

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## 9. COVID Vaccination Programme

Thank you to those who attended the COVID Workplace Vaccination Webinar last week. Further to this, please find below links to material for your agencies.

### **Campaign material for the workplace / storefronts**

The Unite Against COVID-19 Vaccination campaign material is now available to the public to download, print and share. Visit: [covid19.govt.nz/vaccine-campaign-resources](https://covid19.govt.nz/vaccine-campaign-resources).

You can now access the “Possibilities” poster suite, a poster on recognising misinformation, the “Everything You Need to Know” flyer, and Vaccination Facts and Influencer videos. Further assets and translated versions will be added as these are developed.

### **Workplace signage**

Signage, posters and social media tiles for the workplace (contract tracing, hygiene actions to protect yourself and others, etc.) are available here: [covid19.govt.nz/posters](https://covid19.govt.nz/posters).

### **Handling false information**

If you are a workplace with staff or volunteers receiving queries about false information, guidance on responding to false or misleading information is available here: [Guidance-on-responding-to-false-information.pdf \(covid19.govt.nz\)](https://covid19.govt.nz/guidance-on-responding-to-false-information.pdf)

### **Te Kawa Mataaho guidance**

Our guidance has been updated to reflect the latest information on the role of workplaces in the vaccination programme [COVID-19 Vaccination Roll-out Guidance | Te Kawa Mataaho Public Service Commission](#)

Feel free to share this material with colleagues and stakeholders.

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IN CONFIDENCE

## **Wider Group of Heads of HR (Conference Call)**

Thursday 29 July 2021

3.30-4.00pm

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out of scope



IN CONFIDENCE

## Public Service Heads of HR (Conference Call)

Thursday 12 August 2021

12.30-1.00pm

### Key Points and Actions

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#### 1. Welcome

Dale opened the meeting.

#### 2. COVID-19 Update

This morning, the Prime Minister launched the Reconnecting New Zealand strategy, which outlines how NZ will safely open borders and drive the economy forward, while sticking with the stamp it out strategy that has led our strong COVID response so far. More information is available here: [Reconnecting New Zealanders to the World | Unite against COVID-19 \(covid19.govt.nz\)](#)

Of significant importance is continuing to support as many New Zealanders as possible to be vaccinated. Our guidance sets the expectation that all public servants will be vaccinated. Please ensure you are working proactively on your agency vaccination plan and encouraging staff to take advantage of the vaccination options made available by their local DHB.

High levels of vaccination are necessary to support the Reconnecting NZ strategy because of the risks associated with the Delta variant. Minister Hipkins was reported through a range of channels on Wednesday, signalling that in the event of detected community transmission of the Delta variant, it is likely NZ would move much faster to Alert Level 3 or 4 than has occurred previously. While more information will be shared as it comes to hand, the latest Ministry of Health information will be made available shortly here: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-response-planning/covid-19-elimination-strategy-aotearoa-new-zealand>

We will update our guidance and advice on the Te Kawa Mataaho website shortly.

Contact: 9(2)(a) privacy [REDACTED]

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IN CONFIDENCE

## Wider Group of Heads of HR (Conference Call)

Thursday 12 August 2021

12.30-1.00pm

### Key Points and Actions

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We will update our guidance and advice on the Te Kawa Mataaho website shortly.

Key contact: 9(2)(a) privacy

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## **Special COVID Meeting: Public Service Heads of HR (Conference Call)**


Friday 20 August 2021

4.30-5.00pm

### **Key Points and Actions**

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#### **4. Vaccinations: Essential Workers**

We want to understand where there may be a need in agencies for vaccination of those who are seen as 'essential workers' who are or will be in regular contact with members of the public, and may not be directly captured by the policy on Schedule 2. This is for those beyond the workers already prioritised such as prison offices, Police and Nurses.

Please note that there is a large workforce in supermarkets and some workers of DHL and NZ Post who are responsible for ensuring our vaccine supplies get to where they need to go, who will be given first priority

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**Key messages on vaccinations:**

- Those who have booked vaccinations should proceed with those.
- Agencies should identify groups/numbers of essential workers who will have regular face to face contact with members of the public while carrying out essential services and get ready to provide detail on the number and location of roles where prioritised vaccinations may be sought. Agencies may also wish to add detail on 'back-up' numbers if staff need replacing.
- PSC will then liaise again with the Ministry of Health on whether and how these workers might be able to be fed into the processes they are running and provide feedback and guidance to agencies accordingly.

Key contact: 9(2)(a) privacy

**5. Vaccinations: Workplace Vaccination EOIs**

For those agencies that provided an EOI to participate in Workplace Vaccination, we understand from MoH that this process may be slowed a little, to give priority to essential workers.

We ask for patience while MoH continue to be agile in managing prioritisation.

More information will be shared as soon as it becomes available.

Key contact: 9(2)(a) privacy



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## Public Service Heads of HR (Conference Call)

Thursday 26 August 2021

12.30-1.00pm

### Key Points and Actions

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## 2. COVID

### A. Vaccinations Update

In order to support getting essential front line/customer contact workforces vaccinated we need to have an idea of the size and scale of these workforces. Earlier this week you will have received an email seeking data from your agency on the numbers and roles to be considered for this. Please ensure you get this advice for your agency back to Te Kawa Mataaho by close of play Friday 27 August. Also note that it is staff who need to be vaccinated at any Alert level, not limited to AL4.

Key contact: 9(2)(a) privacy

*Question from meeting:* Do you know the timing for vaccinations for our front liners?

*Response:* Not yet. Once we have engaged again with Ministry of Health following your feedback we will share the likely timeframe and options.

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## **Wider Group of Heads of HR (Conference Call)**


Thursday 26 August 2021

3.30-4.00pm


### **Key Points and Actions**

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*Question:* Is vaccination information considered health information around privacy treatment?

*Response:* Yes, this information is subject to privacy requirements. You can't require someone to disclose whether or not they are vaccinated. However, you can ask if person is going into a role that requires vaccination, and if they don't answer you are able to treat this as if they are not vaccinated.

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## **Public Service Heads of HR (Conference Call)**


Thursday 9 September 2021

12.30-100pm

### **Key Points and Actions**

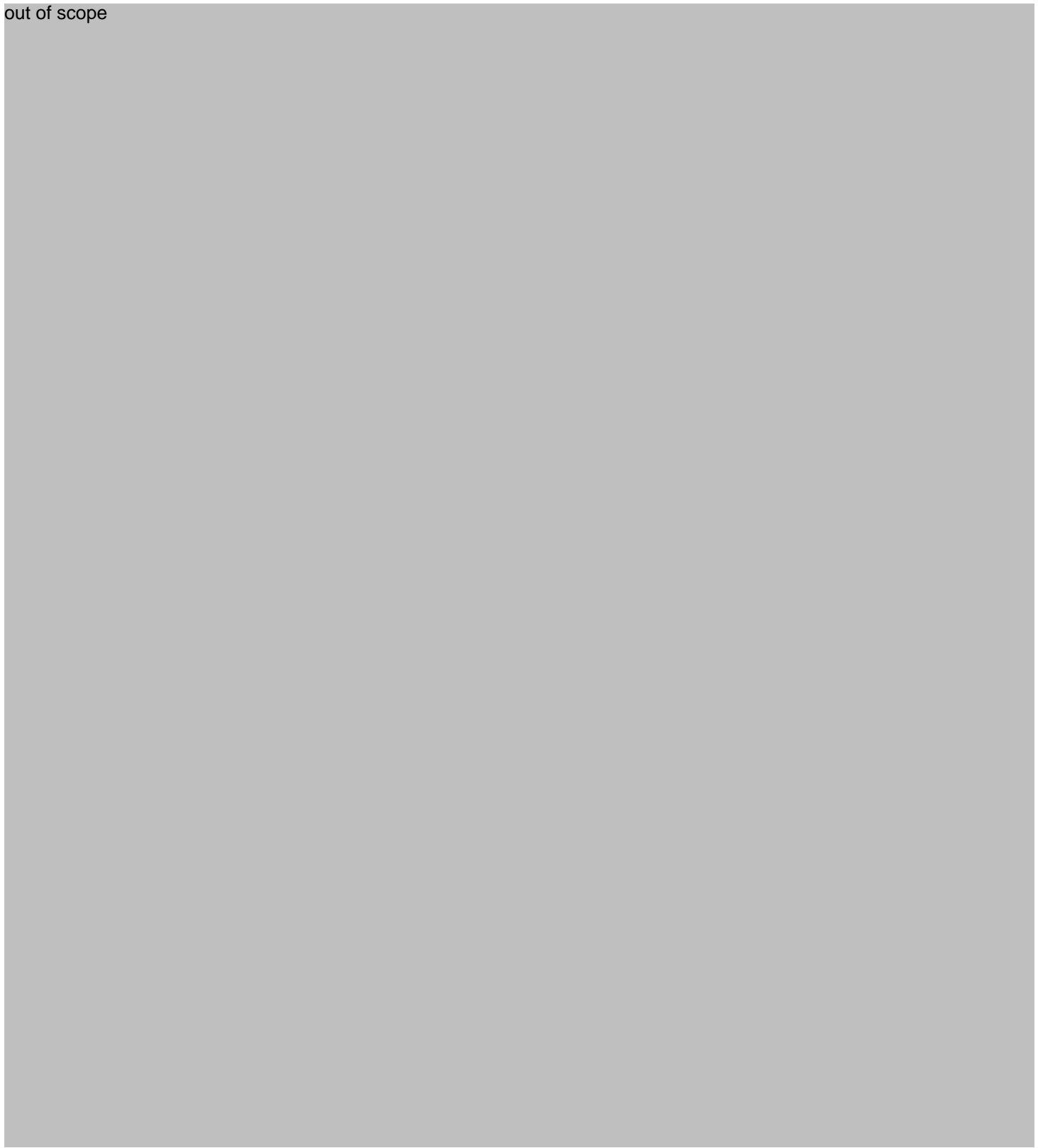
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## 5. **Workforce Mobility Hub**

### a) **Workplace Vaccinations**

MoH has been in touch with the vaccination providers indicated by those agencies that submitted an EOI to participate in Workplace Vaccination. They are working with vaccination providers at present to understand their capacity, prioritise workplaces, and discuss updated estimated numbers of unvaccinated populations at each site.

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Please note that some workplaces may now not have the numbers at each site to make it viable for the provider to deliver workplace vaccinations – particularly those with a large proportion of essential workers who are getting (prioritised) vaccination from the DHBs. MoH hope to know by the end of next week which workplaces will be able to offer workplace vaccinations and where.

For those workplaces where numbers are sufficient to proceed, the timing of delivery of workplace vaccination will be impacted by whether or not your chosen provider is already set up in MoH's systems and have experience delivering the Pfizer vaccine, or whether they are still in the process of being onboarded and trained. Vaccination will also be impacted by safe workplace return (as determined by the guidance under the various Alert Levels). ***For more information, please contact your chosen workplace vaccination provider.***

Irrespective of whether you are hoping to participate in the workplace vaccination programme, all agencies are encouraged to continue to support employees to visit [BookMyVaccine.nz](https://www.bookmyvaccine.nz), which is now open to everyone aged 12 and over, and make an appointment.

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IN CONFIDENCE

## Public Service Heads of HR (Conference Call)


Thursday 23 September 2021

12.30-100pm

### Key Points and Actions


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#### b) Vaccination Guidance

Our guidance will continue to be updated to keep messages current. We encourage agencies to strengthen their leadership focus on expecting and supporting staff to be vaccinated if they able to be as outlined in the Public Service Commission's Vaccination Guidance ([COVID-19 Vaccination Roll-out Guidance | Te Kawa Mataaho Public Service Commission](#)).

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## Wider Group of Heads of HR (Conference Call)

Thursday 23 September 2021

3.30-4.00pm

### Key Points and Actions

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#### Vaccination Guidance

Our guidance will continue to be updated to keep messages current. The key focus remains on the plan, educate, expect and support framework outlined in the Public Service Commission's Vaccination Guidance with an expectation agencies will increase the focus on leading out on expect and support for their staff to get as many staff vaccinated as can be ([COVID-19 Vaccination Roll-out Guidance | Te Kawa Mataaho Public Service Commission](#)).

Contact: 9(2)(a) privacy

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IN CONFIDENCE

## Public Service Heads of HR (Conference Call)

Thursday 7 October 2021

12.30-1.00pm

### Key Points and Actions

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#### b) Vaccinations

Vaccination is a critical priority for NZ over the next couple of months. With more of us fully vaccinated, the more protection we'll have against COVID-19. This will give us more freedom. It will reduce the impact of COVID resurgence on the people in our communities, reduce the number of hospitalisations and impact on health sector workers, reduce impact on businesses and increase the pace with which the government can advance the reconnecting NZ approach.

Dr Bloomfield sent a letter (4 October) to your Chief Executive's asking them to consider how to support New Zealand to achieve the highest possible vaccination rates, especially among underrepresented populations, with the aim of achieving at least 90% of the eligible population fully vaccinated by Christmas. We ask that you do all you can to support your Chief Executive.

As previously shared, the Public Service Commissioner has an expectation that all public servants who can be vaccinated, will be. A number of you have applied for and been successful in offering workplace vaccination. This has been a successful addition to the suite of options for vaccination. As at 5 Oct 2021, the total number of workplace vaccinations through the MoH nationally contracted programme, including the public sector, was 82,611.

There are a range of ways you can support your workforce (and wider community, including friends and family) to be vaccinated:

- **A pop-up vaccination clinic opens at Parliament today (7 October).** This is available to all, including public servants, their whānau and the wider public. Information on this has been sent out to you all last night and to Heads of Communication (for core public service agencies).
- **'Super Saturday' nationwide vaccination drive.** Yesterday Minister Hipkins announced a national day of action on vaccination: 'Super Saturday', 16 October. Vaccination clinics will be open throughout Aotearoa all day, and the evening. Workplaces, media and community leaders are asked to support vaccination by mobilising people with effective messaging and appropriate incentives. An information webinar for government agency Heads of Comms is being held 7 October, 3.00-3.30pm. Please let us know if you need more information on this.

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- **Information on locations of vaccination sites** is available here: [Walk-in and drive-through COVID-19 vaccination centres | Unite against COVID-19 \(covid19.govt.nz\)](#)
- **You can book a vaccination here:** [www.bookmyvaccine.nz](http://www.bookmyvaccine.nz)
- **Information on the COVID vaccine**, including the facts about COVID-19 vaccination, can be [found here](#).

We ask you to do all you can in support of your Chief Executive, to encourage your agency employees, wider community and friends and family to take up the opportunity to be vaccinated.

There are discussions occurring in some channels with regard to timeframes between vaccination doses. We are waiting on formal advice from MOH and will provide this when it is published. The important thing to remember is that people need to get two doses to be fully vaccinated.

Contact: 9(2)(a) privacy [redacted]

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IN CONFIDENCE

## Wider Group of Heads of HR (Conference Call)

Thursday 7 October 2021

3.30-4.00pm

### Key Points and Actions

out of scope

## 2. COVID-19

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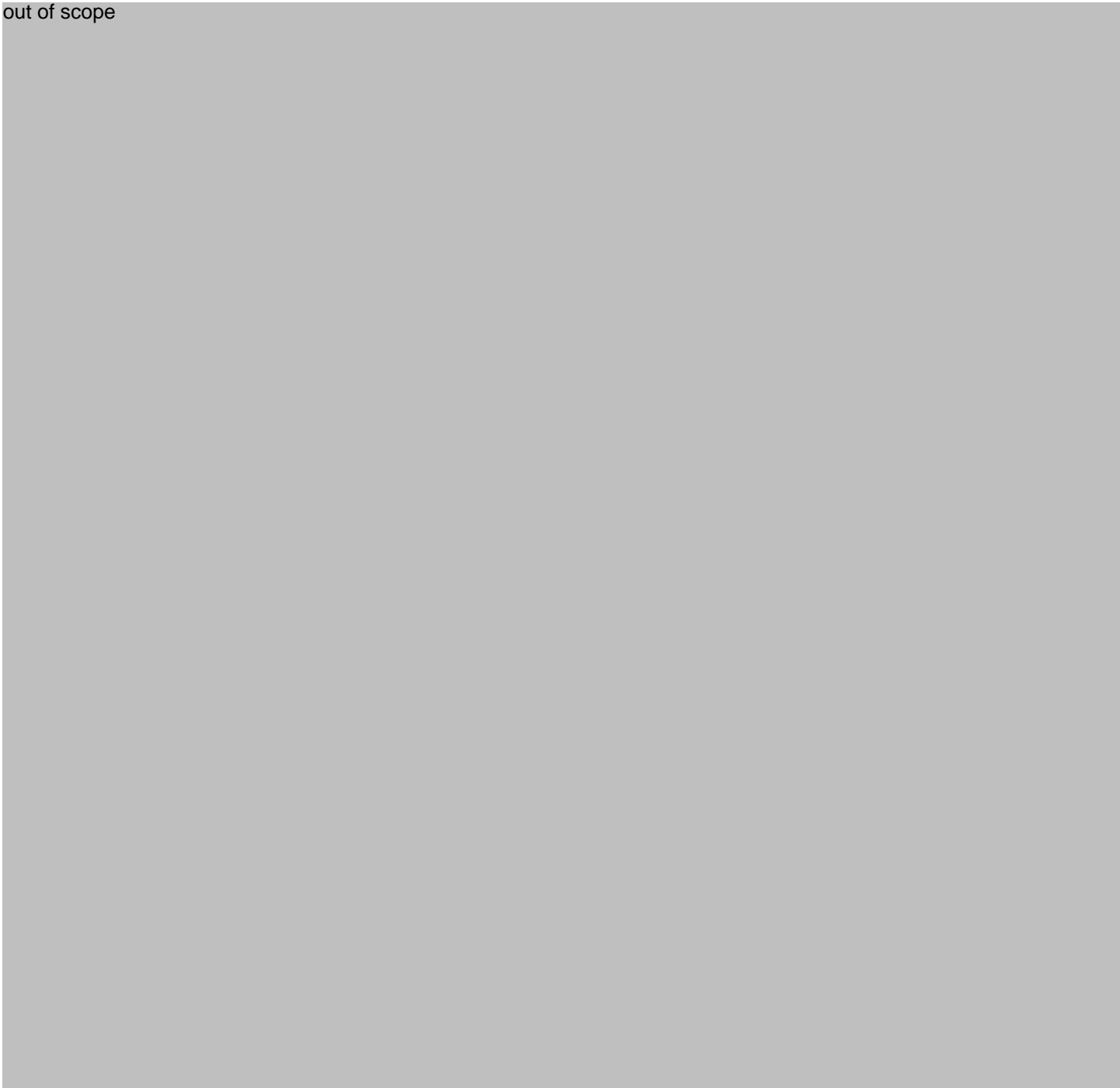
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Contact: 9(2)(a) privacy [REDACTED]

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**From:** [Peter Hughes](#)  
**To:** [Andrew Bridgman](#); [Andrew Coster](#); [Andrew Crisp](#); [Andrew Hampton](#); [Andrew Kibblewhite](#); [Andrew McKenzie](#); [Ashley Bloomfield](#); [Bernadette Cavanagh](#); [Brook Barrington](#); [Bruce Parkes](#); [Caralee McLiesh](#)  
9(2)(a) privacy [Carolyn tremain](#); [Chappie Te Kani](#); [Chris Seed](#); [Christina Connolly](#); [Christine Stevenson](#); [Dave Samuels](#); [Debbie Power](#); [Gaye Searancke](#); [Grainne Moss](#); [Helene Quilter](#); [Iona Holsted](#)  
9(2)(a) privacy [Jeremy Lightfoot](#); [Julie Read](#); [Kellie Coombes](#); [Kevin Short](#); [Lil Anderson](#); [Mac Leauanae](#); [Mark Sowden](#); [Mervin Singham](#); [Michelle Wessing](#); [Mike Tully](#); [Naomi Fergurson](#); [Nick Pole](#); [Nicole Rosie](#); [Paul James](#); [Peter Chrisp](#); [Peter Hughes](#); [Peter Mersi](#); [Ray Smith](#); [Rebecca Kitteridge](#); [Una Jagose](#); [Vicky Robertson](#)  
**Cc:** [Anita West](#); [Dallas Welch](#); [Erik Koed](#); [Martin Kessick](#); [Thor Gudjonsson](#); [Tania Ott](#); [Heather Baggott](#)  
**Subject:** SUPPORTING THE VACCINATION EFFORT...!  
**Date:** Wednesday, 13 October 2021 8:00:18 am  
**Attachments:** [Open Letter to Public servants re vaccination effort.pdf](#)

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Kei aku Rangatira, tēnā koutou katoa,

At the Public Service Leadership Team Retreat last Thursday, we discussed the importance of the Public Service visibly leaning in to support the national vaccination effort.

Each of you is leading this effort with your staff in your agency. A huge amount of effort is going into this and I want to thank each of you for the difference this is making. As part of this effort there are three specific things I am asking you to do:

1. **Be role models** by being visible in your leadership and support for the vaccination effort, including sharing your own vaccination experience. Many of you are already doing this in your agencies and publicly, so again, thank you for this.
2. **Support your people to get vaccinated** by making resources and information available in your agency, and ensure your people have the time they need to get it done.

The Commission has issued [COVID-19 Workforce Vaccinations Guidance](#) to support you, and I will continue to be open and clear in my expectation that all public servants who can get vaccinated should do so.

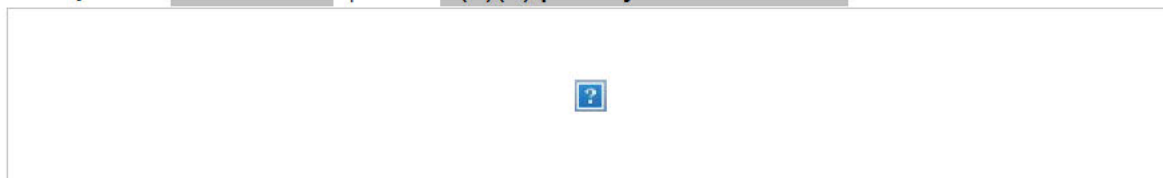
3. **Empower your staff** to have conversations about getting vaccinated with their families, communities and friends. Attached is a letter I have written to public servants, asking them to lend their support to the national vaccination effort and directing them towards resources to support them.

As a first step, I would be grateful if you would to share this letter with your staff. I plan to talk about our efforts through my Blog and online starting Friday morning.

Ngā manaakitanga,  
Peter

**Peter Hughes** ([he/him](#))

**Te Tumu Whakarae mō Te Kawa Mataaho | Public Service Commissioner, Head of Service**  
waea pūkoro: 9(2)(a) privacy | imēra: 9(2)(a) privacy



**Te Kawa Mataaho Public Service Commission**  
[www.publicservice.govt.nz](http://www.publicservice.govt.nz) | [www.govt.nz](http://www.govt.nz)





## **Te Kawa Mataaho**

Public Service Commission

A letter to all public servants,

### ***In times of need the Public Service stands ready to support New Zealand***

Every day as public servants, you put the interests of New Zealanders at the forefront of everything you do. And right now, getting vaccinated is the most important public service you can perform.

This year I set an expectation that all public servants who could get vaccinated, would get vaccinated, and our Chief Executives have been supporting you to do this.

I want to thank all of you who have already been vaccinated. For those of you who haven't yet, I urge you to do so without delay.

But my message to everyone is that the job is not done yet.

I am asking you to lend your support to get New Zealand vaccinated. It has been an incredible effort to get us to this point, and now we all need to make sure no-one is left behind.

Please reach out and support your colleagues, whānau, families and communities to get vaccinated. It can be as simple as being open about your own experience, having an honest conversation with someone who is hesitating, or offering a small act of support.

You can access resources to help you with those conversations [here](#) and answers to common questions about the vaccine [here](#) on the Unite Against COVID website.

We know that every positive act to encourage vaccination helps, and this is a public service that we can all perform.

Nāu te rourou, nāku te rourou, ka ora ai te iwi | With your food basket and my food basket the people will thrive

A handwritten signature in blue ink, appearing to be 'Peter Hughes'.

Peter Hughes (he/him)  
Te Tumu Whakarae mō Te Kawa Mataaho  
Public Service Commissioner | Head of Service



IN CONFIDENCE

## **Public Service Heads of HR (Conference Call)**


Thursday 21 October 2021

12.30-1.30pm

### **Key Points and Actions**

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out of scope



## **2. Context**

### **a) Plan, Educate, Expect, Support Framework**

David outlined the current guidance framework of plan, education, expect and support and emphasised that this is the primary approach to supporting the vaccination effort and keeping the workplaces safe.

The framework was put in place before we had Delta in the community. Now is the time to revisit plans to ensure they are fit for purpose in the changed context and the progress in the vaccination effort. Education may need to include discussions on what you are doing other than vaccination to

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## IN CONFIDENCE

keep workplaces safe. Now we are nearing 80% vaccination, consider the support you can provide to the remaining 20%. This may need to change from earlier efforts.

The Government is considering a framework for decision-making on what work may need to be done only by vaccinated workers. This is in addition to existing mandates (MIQ, border, Education and Health). We don't have timeframes on when this will be implemented.

### b) Communications Material

We will seek to keep new and updated information flowing through to you as quickly as possible. Some key sources of information include (but are not limited to):

**Te Kawa Mataaho** guidance published on the Te Kawa Mataaho Public Service Commission website. Some key links are as follows:

[COVID-19 Public Sector Workforce Guidelines | Te Kawa Mataaho Public Service Commission](#)

[COVID-19 Workforce Frequently Asked Questions | Te Kawa Mataaho Public Service Commission](#)

[COVID-19 Vaccination Roll-out Guidance | Te Kawa Mataaho Public Service Commission](#)

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Getting proof of being vaccinated (relevant until Covid Vaccine Certificates are introduced): [Getting proof of your COVID-19 vaccination | Unite against COVID-19 \(covid19.govt.nz\)](#)

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**Worksafe website:** [Novel coronavirus \(COVID-19\) | WorkSafe](#)

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Operating safely – what you need to think about, which includes template safety plans: [Operating safely – what you need to think about | WorkSafe](#)

**MBIE** guidance on Vaccines and the Workplace: [Vaccines and the workplace » Employment New Zealand](#)

Guidance on ventilation and water: [Water and ventilation system safety in reoccupied buildings | Building Performance](#)

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Includes agency guidance on COVID-19 and links to many of the other sites listed here: [COVID-19 \(Novel Coronavirus\) agency guidance | Government Health and Safety Lead](#)

**Government Property and Procurement** website: [COVID-19 property update – for agencies | New Zealand Government Procurement and Property](#)

Includes information on emergency procurement and guidance for managing property workplaces during COVID-19: [COVID-19 Government Property workplace guidelines \(procurement.govt.nz\)](#)

### 3. Privacy Issues

Sarah Borrell outlined that although this is a rapidly changing environment the underlying principles of privacy still stand. The important elements to consider regarding vaccination of employees are:

1. You can only ask an employee for their vaccination status if there is a legitimate need
2. Be clear how you are going to ask for this information; and
3. Be clear how are you going to hold this information.

With the changing environment, the notion of what is ‘legitimate need’ is expanding and is likely to continue to expand over coming months, what remains consistent is the need to adhere to the underlying principles of privacy.

Link to privacy information: [Office of the Privacy Commissioner | Information for employers and employees](#)

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### 4. Assessment Processes

#### a) Guidance (David)

David gave an overview of the current Te Kawa Mataaho and WorkSafe guidance on undertaking a health and safety risk assessment of work to determine if it needs to be done by vaccinated workers. (Refer link under 2b above).

#### b) Workforces covered by Orders

NZ Customs and MBIE shared their experiences. The discussion covered agency risk frameworks, including how best to approach assessing your workforce and workplace. Key elements included assessing:

- What is the work that needs to be done;
- What risk is the person exposed to; and
- what is the best way to manage the risk.

Customs and MBIE discussed how formal Guidance is helpful. However, the reality is that each agency will need to grip this up for themselves as all work situations are different.

One important point that agencies shared is that when they focused on identifying the individuals not vaccinated and began working directly with these individuals, the situation changed. Often individuals had unanswered questions and working directly with them helped resolve individual concerns. It was noted that individuals do still choose to not be vaccinated and when this occurred agencies had a range of options to work through with the individual (e.g. working from home; redeployment). Agencies are not currently looking at redundancy for unvaccinated individuals. Once these conversations had been held the overall agency risk assessment was lowered.

HOHR were advised that Worksafe has offered to work with agencies on risk assessments. Please contact Tina Paterson if you would like to connect with Worksafe at 9(2)(a) privacy

#### c) Post assessment

As with any significant change we encourage you to consider all plausible opportunities for internal redeployment of employees who are unvaccinated. Please ensure you advise PSC Workforce and Employment Relations team if you believe you may have people who cannot be internally redeployed. The Hub (Workforce Mobility Hub) in conjunction with MSD, are available to support employees who seek alternative employment.

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## 5. Business Continuity Planning

Ongoing scenario planning for a potential COVID Delta outbreak (outside of Auckland, over summer) is part of good risk management. Please ensure you are updating your agency BCP workforce plan with regard to ongoing scenario planning for Delta, including the potential for an outbreak in Wellington (and/or elsewhere within NZ), that could impact service delivery.

Let us know if assistance is required. Points for consideration include:

- All agencies are required to maintain BCP plans under the National Response Plan. Please ensure your agency BCP workforce plan is updated to reflect Delta and lessons learnt from current (and ongoing) outbreak (e.g. working remotely, roster arrangements and moving staff to the greatest areas of need).
- The Commissioner's expectation that all public servants will be vaccinated has been widely communicated.
- Wellington has one of the higher rates of vaccination in NZ so if there was community transmission in Wellington, high levels of vaccination may slow the spread and severity of illness. This may provide some level of mitigation against large scale infection and sections of the public service workforce in Wellington being unavailable (to provide continuity of service). Please continue to consider the range of other mitigations you will need in place for the unique circumstances of your agency.
- Other regions of the country where you have employees may or may not have the same degree of protection and therefore may need similar or different mitigations.
- As vaccination rates climb, we encourage you to consider how to manage public servants who may have been in contact with a covid case. Even where vaccination rates are high, you may have some members of the workforce (and the public who whom they come into contact), who are not vaccinated. There are a range of potential mitigants to minimise spread within the workforce. including Self-isolation and working from home.
- Greater deployment of staff across the system may be necessary to maintain essential activity if there was large scale illness (within an agency/region/area of essential public service). The Hub (PSC Workforce Mobility Hub) will continue to work with you and your Agency Workforce Lead to source people for Covid critical and essential public services.

out of scope





IN CONFIDENCE

## **Wider Group of Heads of HR (Conference Call)**

Thursday 21 October 2021

3.30-4.30pm

### **Key Points and Actions**

out of scope

- The legal framework is changing with some workforces already subject to mandatory vaccination orders, others soon to be and calls for clarity in applying the risk assessment framework.

This changing context means that even the most advanced plans in agencies may need to be revisited and refined to ensure ongoing protection of employees, the public and to ensure continuity of services to the community.

Alex set out the purpose of the session today as covering:

- Share with you as much of the information we have about this changing context – noting that this information is rapidly changing and not always coming to us in the order that you or we might like
- Provide you with an opportunity to share with one another where each of your agencies are at and to kick start regular communication on these challenging issues
- Signal that while we know that each of you will have your own unique set of circumstances (and there will not be a one size fits all), there will be a need for a degree of consistency of approach across our public service workforces and workplace. Work is underway on this at the Commission, including how we can advise and support agencies implementing legal requirements.

## **2. Context**

### **a) Plan, Educate, Expect, Support Framework**

David outlined the current guidance framework of plan, education, expect and support and emphasised that this is the primary approach to supporting the vaccination effort and keeping the workplaces safe.

The framework was put in place before we had Delta in the community. Now is the time to revisit plans to ensure they are fit for purpose in the changed context and the progress in the vaccination effort. Education may need to include discussions on what you are doing other than vaccination to keep workplaces safe. Now we are nearing 80% vaccination, consider the support you can provide to the remaining 20%. This may need to change from earlier efforts.

The Government is considering a framework for decision-making on what work may need to be done only by vaccinated workers. This is in addition to existing mandates (MIQ, border, Education and Health). We don't have timeframes on when this will be implemented.

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## b) Communications Material

With the rapidly evolving nature of the current situation it pays to stay across the key information sources where updates and new information is being posted. We will seek to keep new and updated information flowing through to you as quickly as possible. Some key sources of information include (but are not limited to):

**Te Kawa Mataaho** guidance published on the Te Kawa Mataaho Public Service Commission website. Some key links are as follows:

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provide some level of mitigation against large scale infection and sections of the public service workforce in Wellington being unavailable (to provide continuity of service). Please continue to consider what other mitigations you will need in place for the unique circumstances of your agency

- Other regions of the country where you have employees may or may not have the same degree of protection and therefore may need similar or different mitigations
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- Greater deployment of staff across the system may be necessary to maintain essential activity if there was large scale illness (within an agency/region/area of essential public service). The Hub (PSC Workforce Mobility Hub) will reach out to you to source people for Covid critical and essential public services, should this become necessary.



IN CONFIDENCE

## Public Service Heads of HR (Conference Call)

Thursday 4 November 2021

12.30-1.00pm

### Key Points and Actions

out of scope

## 2. COVID-19

### a) Vaccinations Update

Sarah provided an overview of areas Te Kawa Mataaho are working to support the public service implement, specifically:

1. Government policy and legislation to operationalise the COVID Protection Framework.
2. COVID Vaccination Certificates.
3. Vaccination mandates and risk assessments.

Dairne advised that Ministers have announced upcoming law changes to support the response to COVID-19. MBIE is leading this work and we are supporting them by engaging with public sector employers on two issues:

1. A simplified risk assessment framework for employers to follow when deciding whether to require vaccination for different types of work. We've asked agencies for feedback on the two options developed by MBIE.
2. Government is considering whether additional work should be subject to vaccination mandates.

We've canvassed agencies on whether they have work that should be covered by a vaccination mandate, and received a wide range of responses. We've shared the feedback on both issues with MBIE and will continue to contribute to the development of policy advice on these matters. We're mindful of the need for a consistent approach to these issues.

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### b) Guidance Update

We are now developing our guidance to support agencies to operate under the traffic light system. This will likely integrate both the workforce and vaccination guidance and whether the current settings on entitlements such as paid leave, extended sick leave, etc are appropriate with the shift in strategy to learning to live with COVID.

We will be looking for your input on this in the next week or so and will be consulting the PSA as well.

In the meantime, we will continue to update the current guidance for any changes in Alert Levels. Check our website regularly for the latest situation.

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## Wider Group of Heads of HR (Conference Call)

Thursday 4 November 2021

3.30-4.00pm

### Key Points and Actions

out of scope

## 2. COVID-19

### a) Vaccinations Update

Sarah advised that Te Kawa Mataaho are working to support agencies with the implementation of:

1. Government policy and legislation to operationalise the COVID Protection Framework
2. COVIC Vaccination Certificates
3. Vaccination mandates and risk assessments.

Dairne advised that Ministers have announced law changes on COVID-19. MBIE is leading this work and we are supporting them by engaging with public sector employers on two issues:

1. **A simplified risk assessment framework** for employers to follow when deciding whether to require vaccination for different types of work. We've asked agencies for feedback on the two options developed by MBIE.
2. Government is considering whether additional work should be subject to **vaccination mandates**. We've canvassed agencies on whether they have work that should be covered by a vaccination mandate, and received a wide range of responses.

We've shared the feedback on both issues with MBIE and will continue to contribute to the development of policy advice on these matters. We're mindful of the need for a consistent approach to these issues.

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### b) Guidance Update

We are now developing our guidance to support agencies to operate under the traffic light system (COVID Protection Framework). This will likely integrate both the workforce and vaccination guidance and whether the current settings on entitlements such as paid leave, extended sick leave, etc are appropriate with the shift in strategy to learning to live with COVID.

We would appreciate hearing any issues or questions you have about the COVID Protection Framework that you would want the guidance to address please email [covidenquiries@publicservice.govt.nz](mailto:covidenquiries@publicservice.govt.nz) in the next week.

In the meantime we will continue to update the current guidance for any changes in Alert Levels. Check our website regularly for the latest situation.

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## Public Service Heads of HR (Conference Call)

Thursday 18 November 2021

12.30-1.00pm

### Key Points and Actions

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out of scope

## 2. COVID-19

### a) Vaccination Guidance

Dale and Sarah talked through how our Vaccination Guidance is developing, advising that this morning there had been good engagement with Chief Executives. We will be consulting with you on the draft Guidance seeking advice on whether there are any major show stoppers. We will also be consulting with PSA and CTU.

Karen Quigan advised that there will be three workshops to help agencies with vaccination and workplaces. Further advice will be provided shortly on these workshops. These workshops are being developed with Government Health and Safety lead support.

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## **Wider Group of Heads of HR (Conference Call)**

Thursday 18 November 2021

3.30-4.00pm

### **Key Points and Actions**

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out of scope

## **2. COVID-19**

### **a) Vaccination Guidance**

Dale and Sarah talked through how our Vaccination Guidance is developing. We will be issuing updated guidance shortly. The guidance is designed to be supportive and support the public service to engage in a consistent way with common workforce issues arising in the covid protection framework environment and to progress their workplace assessments and develop their own vaccine policies.

Karen Quigan advised that there will be a workshop next week to help agencies with vaccination and workplaces. Further advice will be provided shortly on these workshops. These workshops are being developed with Government Health and Safety lead support.

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## **Public Service Heads of HR**

Thursday 16 December 2021

### **Actions and Key Points**

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## 10. COVID-19 Protection Framework

### Rapid Antigen Tests

Health has released information on Rapid Antigen Testing (RAT) as a surveillance tool.

We are currently considering the system implications and we will review our guidance and update as needed.

On 18 January we will have the Programme Manager from the Ministry of Health available for a deep dive to answer questions for agencies considering their use. We will also invite some organisations currently using RAT to share their experience.


### Positive COVID case at work

Health has issued guidance for workplaces that have a positive case of COVID-19. Please make sure the relevant people in your agency understand the steps to take and have systems and processes in place ahead of time, to manage accordingly.

We are open to sharing best practice, or issues, in the New Year if agencies find this a useful exercise.

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## **Wider Group of Heads of HR**

Thursday 16 December 2021

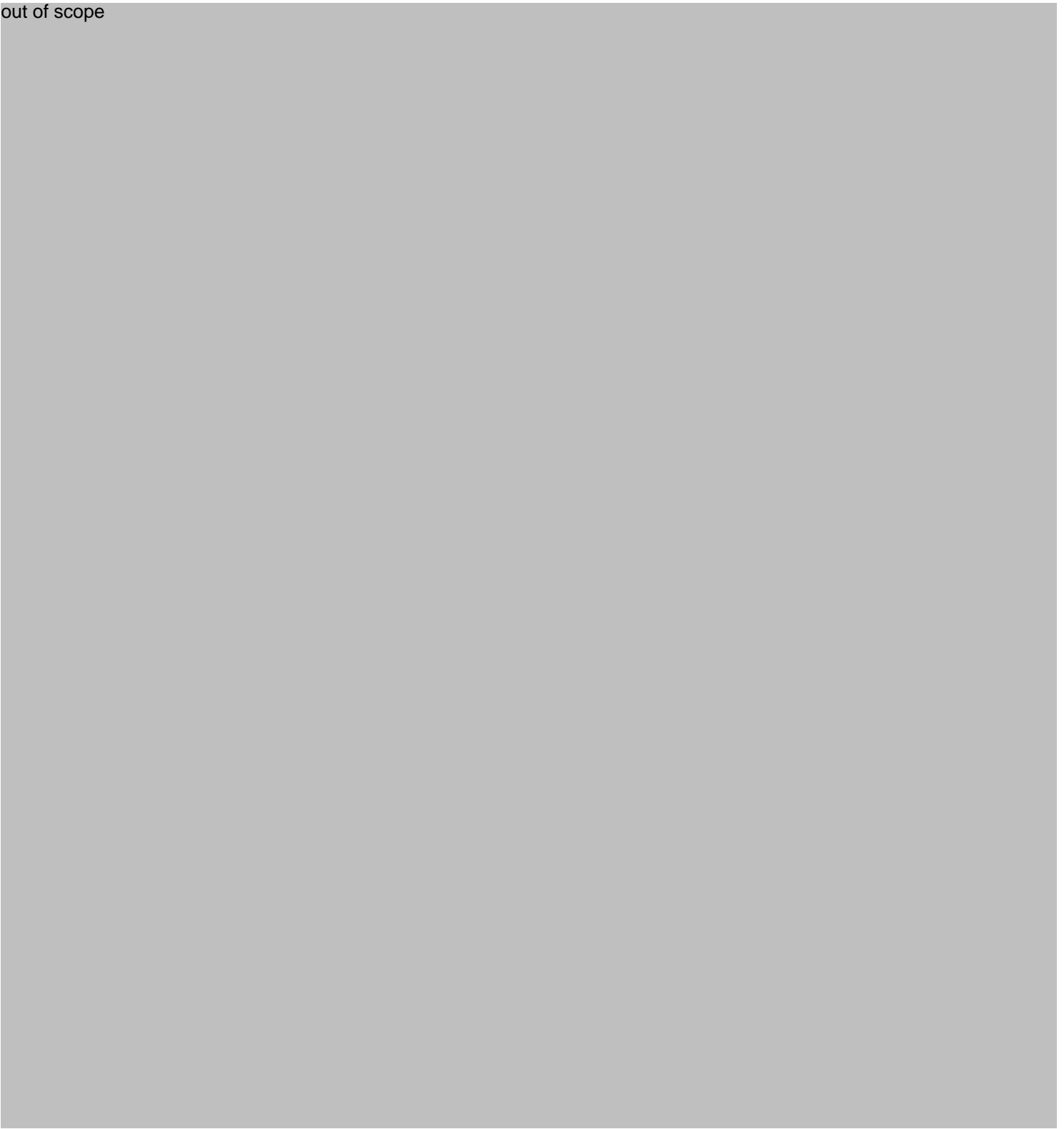
### **Actions and Key Points**

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## 8. **COVID-19 Protection Framework**

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**From:** [Toni Vincent](#) on behalf of [Heather Baggott](#)  
**To:** [Andrew Bridgman](#); [Andrew Coster](#); [Andrew Crisp](#); [Andrew Hampton](#); [Andrew Kibblewhite](#); [Andrew McKenzie](#); [Ashley Bloomfield](#); [Bernadette Cavanagh](#); [Brook Barrington](#); [Caralee McLiesh](#) 9(2)(a) privacy  
[Carolyn Tremain](#); [Chappie Te Kani](#); [Chris Seed](#); [Christina Connolly](#); [Christine Stevenson](#); [Dave Samuels](#); [Debbie Power](#); [Gaye Searancke](#); [Grainne Moss](#); [Heather Baggott](#); [Helene Quilter](#); [Iona Holsted](#) 9(2)(a) privacy  
[Jeremy Lightfoot](#); [Julie Read](#); [Kellie Coombes](#); [Kevin Short](#); [Lil Anderson](#); [Mac Leauanae](#); [Mark Sowden](#); [Megan Main](#); [Mervin Singham](#); [Michelle Wessing](#); [Naomi Ferguson](#); [Nick Pole](#); [Nicole Rosie](#); [Paul James](#); [Penny Nelson](#); [Peter Chrisp](#); [Peter Hughes](#); [Peter Mersi](#); [Ray Smith](#); [Rebecca Kitteridge](#); [Una Jagose](#); [Vicky Robertson](#)  
**Cc:** [Anita West](#); [Dallas Welch](#); [Erik Koed](#); [Joshua Blackmore](#); [Martin Kessick](#); [Tania Ott](#); [Thor Gudjonsson](#)  
**Subject:** Our COVID-19 Vaccination policy and visiting Te Kawa Mataaho from 10 January 2022  
**Date:** Wednesday, 22 December 2021 1:04:00 pm

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Kia ora koutou

Letting you all know that Te Kawa Mataaho completed a Health and Safety Risk Assessment and consultation with our staff, and we put our COVID-19 Vaccination Policy in place on 3 December. From 10 January 2022, all those who come to our Wellington workplace at No 2 The Terrace will need to provide evidence of their COVID-19 vaccination status (My Vaccine Pass). This includes all staff, visitors, contractors and suppliers.

As we are based in the Reserve Bank of New Zealand (RBNZ) building, reception staff will use an iPad to scan and verify visitors' My Vaccine Passes. If a visitor cannot produce a My Vaccine Pass, we ask that they do not come on site and arrange an online meeting instead.

#### What visitors can expect on arrival

Under the current Orange traffic light setting, on arrival at the RBNZ building (2 The Terrace, Wellington) from 10 January 2022, visitors will be asked to please:

- Wear a face covering in the RBNZ Terrace foyer entrance, all lifts and stairwells. Maintain physical distancing, and a 3-person limit per lift.
- Upon entry to the building, scan the RBNZ's COVID-19 QR code.
- Report to RBNZ reception with evidence of their My Vaccine Pass.
- Make their way to Level 10, and scan the Te Kawa Mataaho COVID-19 QR code. The meeting host will be ready to greet them on Level 10.

We are also developing a specific policy for Chief Executives which aligns with this. Your Assistant Commissioner will be in touch with you in the new year about this, including to ensure we have up to date information about your vaccine status (including your booster). For those with building access cards, we will update these to ensure continued access to our workplace, once your pass has been sighted.

Meri Kirihimete, enjoy a well-deserved break, and see you all in 2022!

Heather

**Heather Baggott** (she/her)  
**Te Pou Turuki mō Te Kawa Mataaho | Deputy Public Service Commissioner**  
waea pūkoro: 9(2)(a) privacy | **īmēra** 9(2)(a) privacy



IN CONFIDENCE

## Public Service Heads of HR

Deep Dive - Omicron

10.00am Tuesday 18 January 2022

### Key Points


out of scope

Vaccination, including boosters, remains a key strategy to reduce the impact of Covid, so agencies should support their workforces to get themselves and their families vaccinated. All other previously utilised health measures (hand washing, masks, scanning in etc) remain very valuable and should continue to be followed


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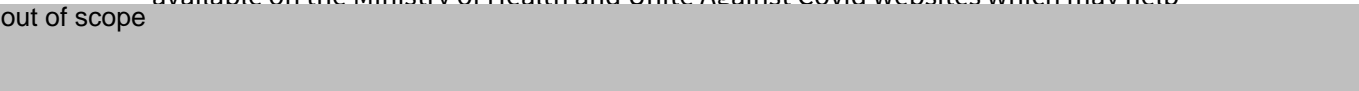


## 6. **Questions?**

The following points were raised in HoHR deep dive sessions

- Redeployment opportunities for unvaccinated employees are likely to be limited, given the widespread nature of agency vaccination policies.
- In respect of boosters, agencies may continue to use the My Vaccine Pass (which only requires double vaccination at this point) unless covered by vaccine mandate which requires boosters.
- The definition of Essential services (covered by Schedule 2 of the Order) is under review.
- In respect of communications support for small agencies, there are a range of materials available on the Ministry of Health and Unite Against Covid websites which may help

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## Public Service Wider Group of Heads of HR


Deep Dive - Omicron

2.00pm Tuesday 18 January 2022

### Key Points


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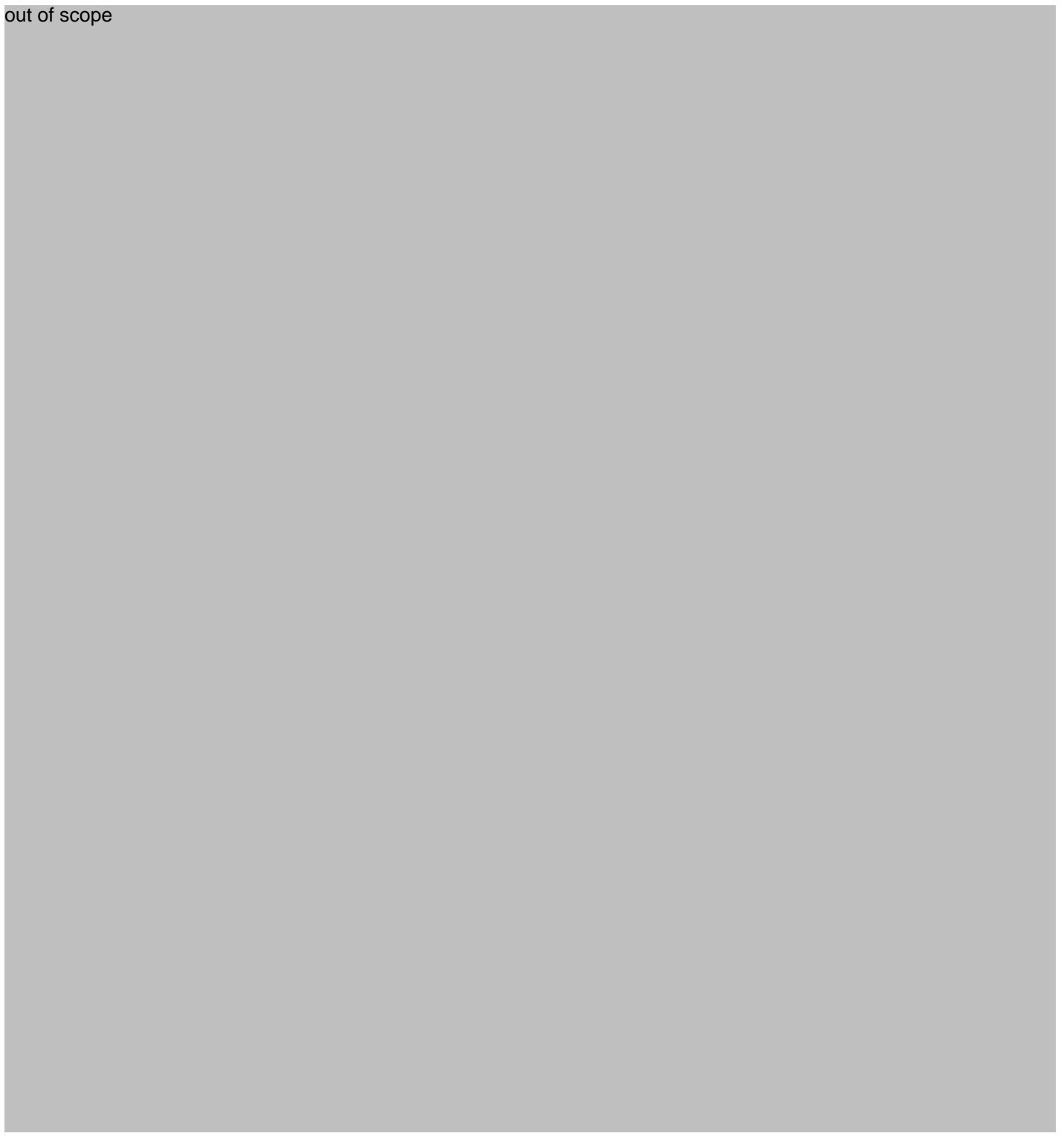
## Public Service Heads of HR

Thursday 20 January 2022

### Actions and Key Points


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4. **Check in with agencies on vaccine policies, preparation for Omicron, and The Hub**

Agencies were reminded that if they needed support, information, or connections to implement vaccine policies or to prepare for Omicron to contact the team via Karen Quigan in the first instance.

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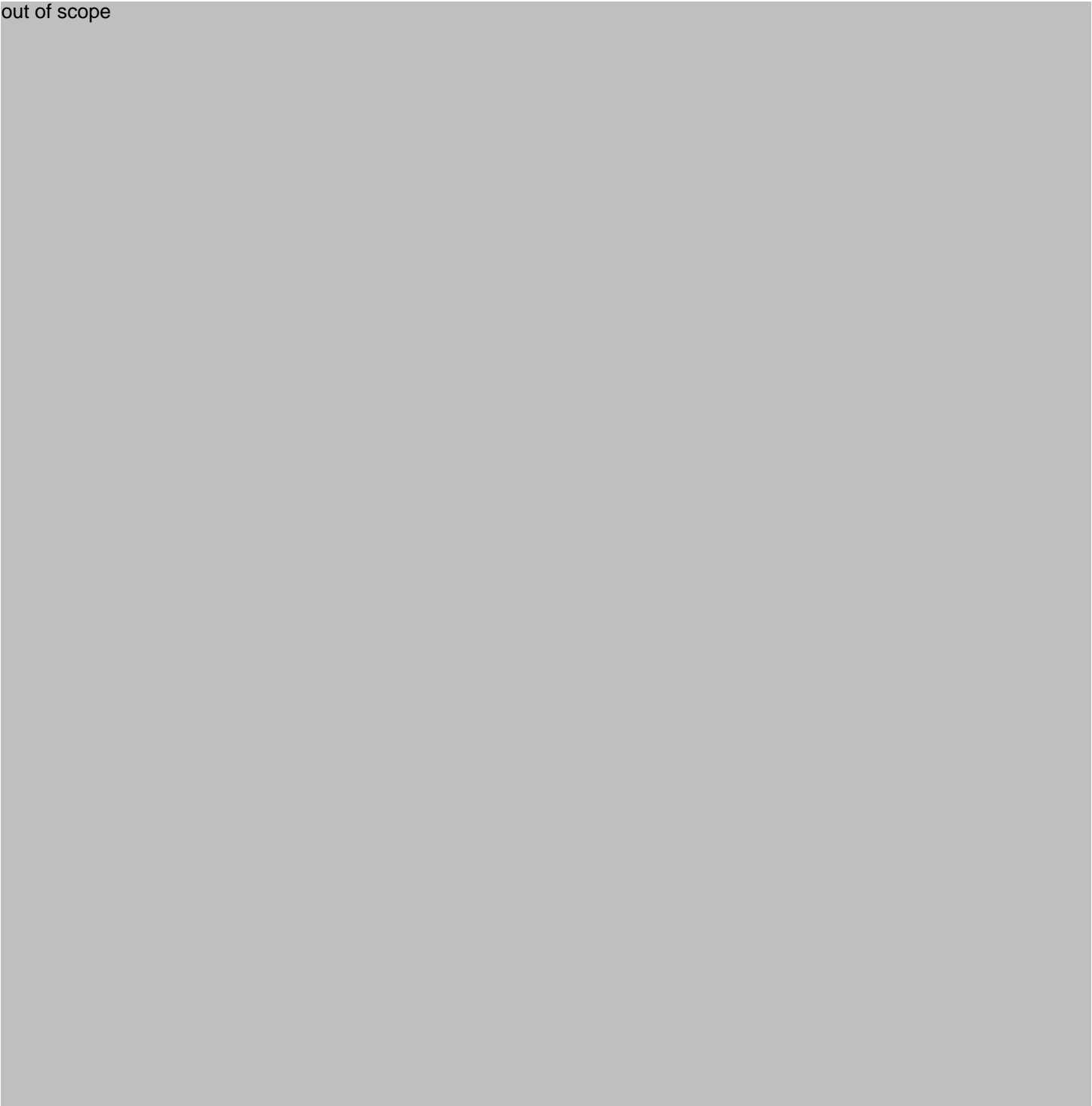
## **Wider Group of Heads of HR**

Thursday 20 January 2022

### **Actions and Key Points**


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**4. Check in with agencies on vaccine polices and preparation for Omicron**

Agencies were reminded that if they needed support, information, or connections to implement vaccine policies or to prepare for Omicron to contact the team via Karen Quigan in the first instance.

Contact  9(2)(a) privacy

**From:** [Peter Hughes](#)  
**To:** [Andrew Bridgman](#); [Andrew Coster](#); [Andrew Crisp](#); [Andrew Hampton](#); [Andrew Kibblewhite](#); [Andrew McKenzie](#); [Ashley Bloomfield](#); [Bernadette Cavanagh](#); [Brook Barrington](#); [Caralee McLiesh](#) 9(2)(a) privacy  
[Carolyn Tremain](#); [Chappie Te Kani](#); [Chris Seed](#); [Christina Connolly](#); [Christine Stevenson](#); [Dave Samuels](#); [Debbie Power](#); [Gaye Searancke](#); [Grainne Moss](#); [Heather Baggott](#); [Helene Quilter](#); [Tona Holsted](#) 9(2)(a) privacy  
[Jeremy Lightfoot](#); [Julie Read](#); [Kellie Coombes](#); [Kevin Short](#); [Lil Anderson](#); [Mac Leauanae](#); [Mark Sowden](#); [Megan Main](#); [Mervin Singham](#); [Michelle Wessing](#); [Naomi Fergurson](#); [Nick Pole](#); [Nicole Rosie](#); [Paul James](#); [Penny Nelson](#); [Peter Chrisp](#); [Peter Hughes](#); [Peter Mersi](#); [Ray Smith](#); [Rebecca Kitteridge](#); [Una Jaqose](#); [Vicky Robertson](#); [Vincent.Ar buckle@mpi.govt.nz](#); [audrey.sonerson@mfat.govt.nz](#); [Wakefield, Tina](#) 9(2)(a) privacy  
**Cc:** [Anita West](#); [Dallas Welch](#); [Erik Koed](#); [Joshua Blackmore](#); [Martin Kessick](#); [Tania Ott](#); [Thor Gudjonsson](#); [Alastair Hill](#); [Alex Chadwick](#); [Sarah Borrell](#); [Anna Cassie](#)  
**Subject:** OPERATING UNDER THE RED SETTING  
**Date:** Sunday, 23 January 2022 2:25:43

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E ngā rangatira, tēnā koutou,

You will be aware of the Prime Minister's announcement that all of New Zealand is moving to the Red setting from 11:59pm tonight. At present, there is no change to the current Red setting. Red setting requirements are detailed in the [COVID Protection Framework](#) and our [guidance](#) that we updated on Friday.

The Public Service has done much over recent months to prepare. Our workforce vaccination rates are high and most workplaces have vaccination policies implemented. We are well versed in following COVID health and safety protocols, including following strong practises around appropriate physical distancing, hand washing and scanning in. We strongly encourage those staff now eligible to receive their booster shot, and to support caregivers to seek information about vaccination for children.

This is a dynamic situation so we strongly encourage you to remain alert to any changes. We will update our guidance and let you know accordingly.

Until then, agencies should continue to operate under the current Red settings. The key points of what that means for Public Service workplaces are:

- We operate in line with public health advice and the requirements of the COVID Protection Framework.
- Under Red workplaces are open. Public Service workplaces should remain open with normal working arrangements in line with workplace health and safety risk assessments. Working from home may be appropriate for some staff.
- There are no mandated physical distancing or mask requirements for non-public facing work areas. However, there are many good practices with regard to physical distancing, and COVID safety protocols that will continue to offer protection for staff (for example, hand washing and scanning as appropriate). Workplaces should operate according to the measures identified in workplace health and safety risk assessments.
- Please continue to support the vaccination booster rollout and vaccinations for 5 to 11 year olds.



As you know, we encourage broad consistency of operation across Public Service workplaces. If you are proposing to operate workplace arrangements which differ from the settings above please discuss this with us at the earliest opportunity. Sarah Borrell, Manager Employment Relations and Workforce Strategy, is the contact point for this. Sarah can be contacted on 9(2)(a) privacy or 9(2)(a) privacy

We are also very happy to assist with any other questions or issues you may have.

Ngā mihi nui,  
Peter

**Peter Hughes** ([he/him](#))

**Te Tumu Whakarae mō Te Kawa Mataaho | Public Service Commissioner, Head of Service**  
waea pūkoro: 9(2)(a) privacy

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**Te Kawa Mataaho Public Service Commission**

[www.publicservice.govt.nz](http://www.publicservice.govt.nz) | [www.govt.nz](http://www.govt.nz)







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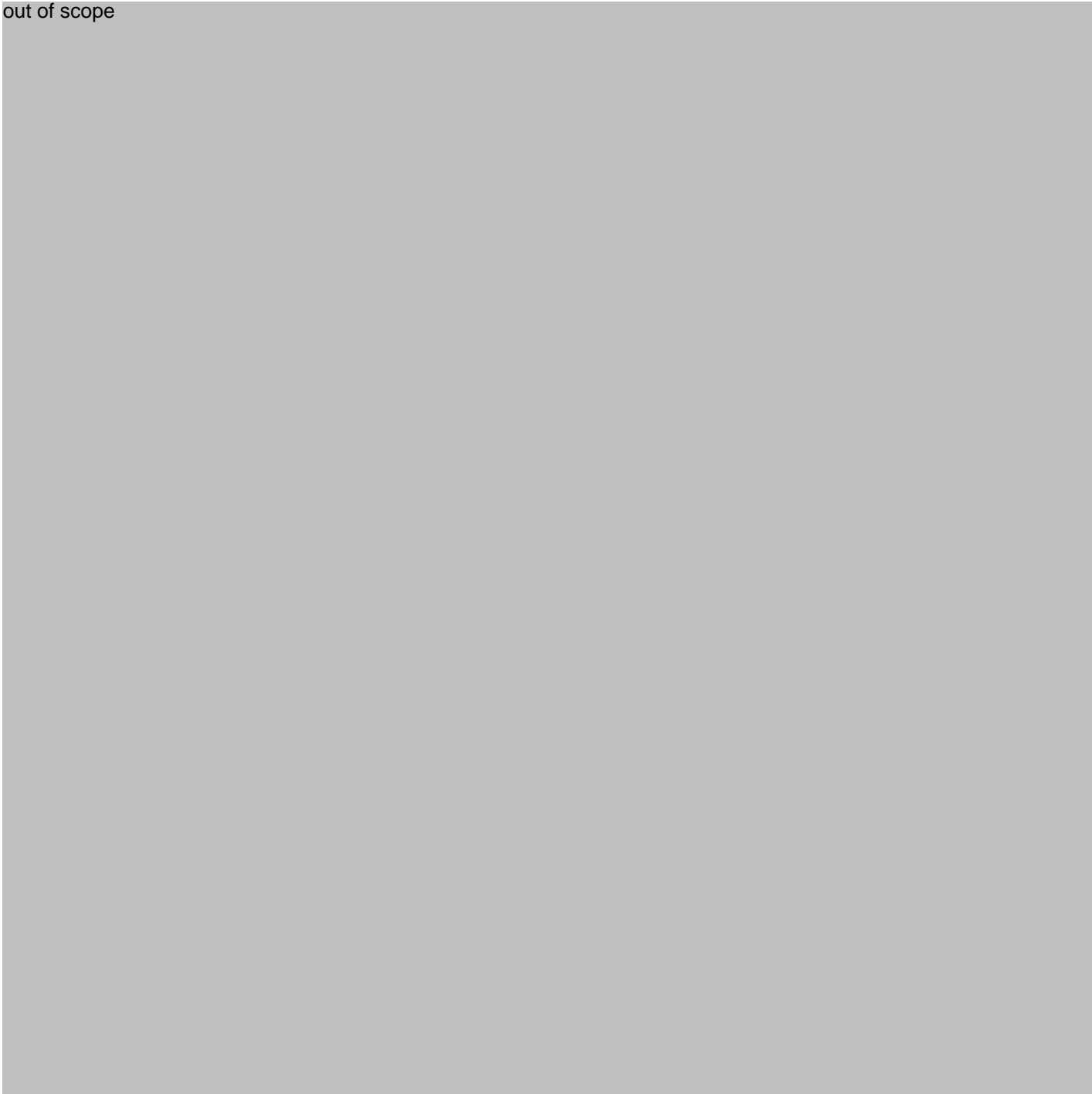
## **Public Service Heads of HR**

Thursday 3 February 2022

### **Actions and Key Points**

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out of scope

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IN CONFIDENCE

2. **COVID overview and Omicron preparedness**

New Zealand remains in the early stages of the Omicron outbreak and cases will continue to grow. We need to continue to plan and prepare for a move to Phase two and three of the Omicron Plan. However, we are currently in Phase one, **Omicron is contained which means we continue to be safe to manage workplaces as normal (with good public health practises in place).**

The Government announced this week a reduction in wait time between the second vaccine and booster shot, from four months to three months. Certain roles in health and disability, education, corrections, defence, Fire and Emergency New Zealand and Police must be vaccinated and have received a booster vaccination against COVID-19 (see [here](#)). While each workforce has its own particular set of risk factors, vaccination is a vital measure in common for reducing infection and transmission.

Government is encouraging preparedness for any future move to Phase two of the Omicron plan. This plan includes starting to integrate rapid antigen tests (RAT) into a return to work programme for critical business. We are expecting more information in the coming days on how the “test to return” will work.

Contact 9(2)(a) privacy

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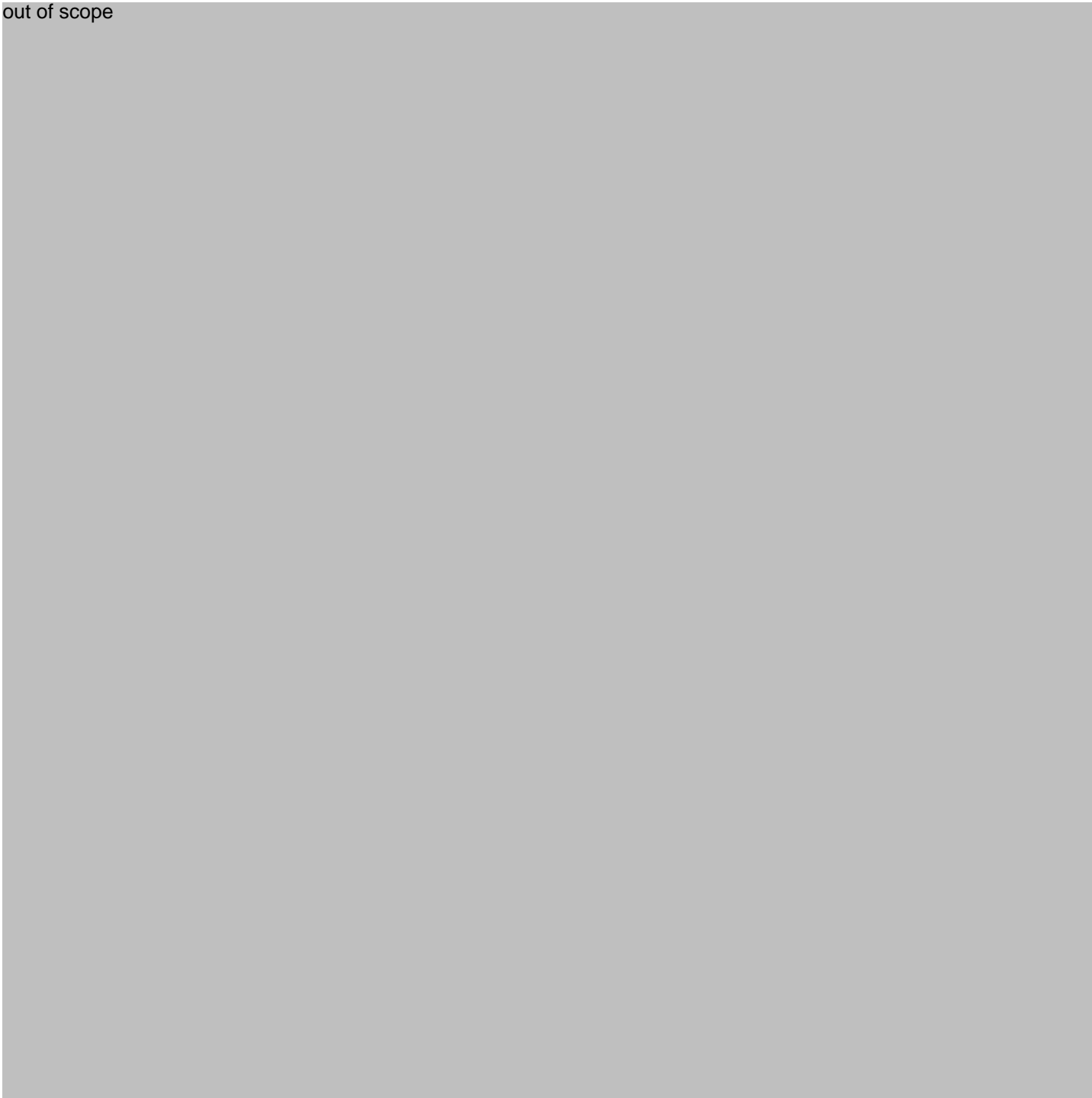
## **Wider Group of Heads of HR**

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