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10 August 2017

Ms Brie Sorrenson
The FMHS Postdoctoral Society
The University of Auckland
Faculty of Medical and Health Sciences
85 Park Road
Grafton

By email: fyi-request-6130-afba7ec9@requests.fyi.org.nz

Dear Ms Sorrenson

I refer to your request of 4 July 2017 for information regarding the decision to close the Park Avenue Childcare Centre at the Grafton Campus on 24 November 2017. The University's response follows.

Under the Official Information Act we are requesting the details of all meetings where the Park Avenue Early Childcare Centre was discussed in relation to the upcoming building work that has resulted in its intended closure. Specifically we request the names of the committees (we do not expect to be provided with the names of the individual committee members) discussing the proposed closure along with the dates and minutes from these meetings. We also request minutes from any consultation with the teachers, educators and parents with regards to this closure.

You should note the Vice-Chancellor reported the following to Senate at its meeting of 31 July 2017:

The Vice-Chancellor advised that there was no consultation prior to the decision to relocate the Park Avenue ECE. This was because the University administration had no viable options other than to locate the Park West building on that site. To do otherwise would have been to leave the School of Population Health and University Clinics stranded once Tamaki closes at the end of 2019.

Notice to parents was given in April, providing as much lead time as possible to make new arrangements ahead of the November closure date. An arrangement for University places had been made with an alternate early childhood provider and, where possible, places were also being made available in the University's other centres. At time of writing, new arrangements had been confirmed for 85% of the children currently enrolled in the centre.

Date	Meeting	Attendees	Minutes/notes
7 Dec 16	Meeting with Property Services, architect and consultants re options and timeline for relocating Park Ave ECE	Micheal Rengers, Associate Director Accommodation Anne-Marie Parsons, Associate Director Student Engagement and Support Peter Fehl, Director Property Services Colleen Seth, Associate Director Development External consultants	No meeting notes
14 Dec 16	Meeting with Property Services, architect and consultants re options and timeline for relocating Park Ave ECE	Micheal Rengers, Associate Director Accommodation Anne-Marie Parsons, Associate Director Student Engagement and Support Colleen Seth, Associate Director Development External consultants	No meeting notes
20 Jan 17	Campus Life internal meeting to discuss relocation and timing options presented	Brendan Mosely, Director Campus Life Anne-Marie Parsons, Associate Director Student Engagement and Support Micheal Rengers, Associate Director Accommodation Celeste Harrington, Manager ECE Centres	No meeting notes
1 Feb 17	Meeting with Property Services to discuss relocation and timing options	Colleen Seth, Associate Director Development Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Centres	No meeting notes
15 Feb 17	Meeting with Jasmox to discuss requirements	Colleen Seth, Associate Director Development Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Jasmox	No meeting notes
1 Mar 17	Meeting with communications consultant re comms plan to announce Park Ave closure	Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Peter Weir, Chang Practice Manager Fluer Prankhurst	No meeting notes

Date	Meeting	Attendees	Minutes/notes
10 Mar 17	Meeting with communications consultant re comms plan to announce Park Ave closure	Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Fluer Prankhurst	No meeting notes
14 Mar 17	Park Ave ECE Comms Project Group meeting to run through comms plan and gain feedback	Anne-Marie Parsons, Associate Director Student Engagement and Support Micheal Rengers Associate Director Accommodation Celeste Harrington, Manager ECE Alice Faull, Comms and Marketing Manager Zahra Herrmann, Park Avenue Centre Leader Fleur Prankhurst	No meeting notes
22 Mar 17	Park Ave ECE Comms Project Group meeting to run through comms plan and gain feedback	Anne-Marie Parsons, Associate Director Student Engagement and Support Micheal Rengers Associate Director Accommodation Celeste Harrington, Manager ECE Alice Faull, Comms and Marketing Manager Zahra Herrmann, Park Avenue Centre Leader Fleur Prankhurst	No meeting notes
27 Mar 17	Staff meeting at Park Ave	Celeste Harrington, Manager ECE Centres and Park Avenue ECE staff	Attachment A
29 Mar 17	Meeting with Property Services to prepare for meetings with parents	Colleen Seth, Associate Director Development Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE	No meeting notes
3 Apr 17	Meeting with parents of Park Ave ECE to discuss closure and transition arrangements	Colleen Seth, Associate Director Development Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Parents of ECE	No meeting notes
3 & 4 Apr 17	Parent information meetings		No meeting notes

Date	Meeting	Attendees	Minutes/notes
4 Apr 17	Meeting with parents of Park Ave ECE to discuss closure and transition arrangements	Colleen Seth, Associate Director Development Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Parents of ECE	No meeting notes
11 Apr 17	Meeting to discuss and confirm salary sacrifice arrangement with BestStart	Adrienne Cleland, DVC (Operations) & Registrar Andrew Phipps, Human Resources Director Peter Fehl, Director Property Services Colleen Seth, Associate Director Development Brendan Mosely, Director Campus Life Anne-Marie Parsons, Associate Director Student Engagement and Support Stuart Glasson, Director of Faculty Operations, FMHS	No meeting notes
20 Apr 17	Meeting with Ministry of Education re registration requirements of new ECE	Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE MOE Representative	No meeting notes
15 May 17	Meeting with Jasmax to discuss design	Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Jasmax	No meeting notes
19 May 17	Meeting to discuss business case requirements	Colleen Seth, Associate Director Development Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE	No meeting notes
22 May 17	Meeting with Jasmax to discuss design	Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Jasmax	No meeting notes
29 May 17	Meeting with Jasmax to discuss design	Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Jasmax	No meeting notes

Date	Meeting	Attendees	Minutes/notes
8 Jun 17	Park West Business Case Meeting	Adrienne Cleland John Fraser Stuart Glasson Peter Fehl Colleen Seth Brendan Mosely Anne-Marie Parsons Others from FMHS	No meeting notes
12 Jun 17	Meeting with Jasmx to discuss design	Anne-Marie Parsons, Associate Director Student Engagement and Support Celeste Harrington, Manager ECE Jasmx	No meeting notes
12 Jun 17	ECE Reference Group meeting. Various aspects of Park AVE ECE closure, consultation and new build arrangements were discussed	ECE Reference Group	Excerpt in Attachment B.

The other requested material (discussion of the Park Avenue Early Childcare Centre in relation to the upcoming building work that has resulted in its intended closure from minutes of meetings) is provided in Attachment B.

Yours sincerely



Rebecca Ewert
General Counsel