

8 March 2022

Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) (the Act) – reference: 2122-194

I refer to your information request we received on 11 February 2022 for the following:

1. *What date did the Councils Senior Leadership Team meet to discuss the introduction of a Vaccine Pass at many Council facilities?*

The Chief Executive indicated in an email to all staff on 18 November 2021 that Council, like many organisations that we work with, was considering its position on mandatory vaccinations. This followed Porirua City Council's decision to consult with its staff on a proposal to make Covid-19 vaccines mandatory across their organisation. The Senior Leadership Team met on 29 November 2021 and 1 December 2021 to discuss this matter further and the Acting Chief Executive communicated the decision to require vaccine passes at our facilities to staff on 2 December 2021.

2. *Who was present at the meeting listed by name and job title?*

Attendees for Monday 29 November 2021:

- Sean Mallon, Acting Chief Executive
- Mark de Haast, Group Manager, Corporate Services
- James Jefferson, Group Manager, Regulatory Services
- Janice McDougall, Group Manager, People and Partnerships
- Mike Mendonca, Acting Group Manager, Place and Space
- Susan Owens, Communications and Engagement Manager
- Jason Holland, Acting Group Manager, Strategy, Growth and Recovery
- Tamara Silk, Executive Secretary, Strategy, Growth and Recovery
- Sharon Foss, Business Improvement Manager
- Dianne Andrew, Organisational Development Manager.

Apologies:

- Wayne Maxwell, Chief Executive
- Natasha Tod, Group Manager, Strategy, Growth and Recovery
- Amanda Yannetta, Executive Assistant to the Chief Executive.

Attendees for Wednesday 1 December 2021:

- Sean Mallon, Acting Chief Executive
- Mark de Haast, Group Manager, Corporate Services
- James Jefferson, Group Manager, Regulatory Services
- Janice McDougall, Group Manager, People and Partnerships
- Mike Mendonca, Acting Group Manager, Place and Space
- Natasha Tod, Group Manager, Strategy, Growth and Recovery
- Susan Owens, Communications and Engagement Manager
- Sharon Foss, Business Improvement Manager
- Dianne Andrew, Organisational Development Manager
- Amanda Yannetta, Executive Assistant to the Chief Executive.

Apologies:

- Wayne Maxwell, Chief Executive.

3. How was the media release of late November/early December on the Council website advising of the traffic light system drafted if the meeting was unminuted?

The draft media release for consideration by the Acting Chief Executive was prepared by our Communications and Engagement Manager who attended the two meetings.

4. Who signed off the final media release?

The Acting Chief Executive, Sean Mallon signed off the media release.

5. What progress has been made in the investigation for viable options for contactless collection and drop off for library services considering the traffic light system was announced on 22 November 2021?

And

6. When will these options be available on the Council website?

In answer to your questions' 5 and 6 we are continuing to look into this. Currently customers can return items through the external return slots at each Library. At this stage with regards to collecting items, we are encouraging people to have a friend collect items on their behalf if the library customer is unable to enter the libraries themselves. We are continuing to monitor this situation and will communicate any changes to library services via our available channels.

Yours sincerely



Mark de Haast
Group Manager Corporate Services
Te Kaihautū Ratonga Tōpū