

## CORPORATE OFFICE

Level 1  
32 Oxford Terrace  
Christchurch Central  
**CHRISTCHURCH 8011**

Telephone: 0064 3 364 4134  
[Kathleen.Smithram@cdhb.health.nz](mailto:Kathleen.Smithram@cdhb.health.nz)

4 August 2021

9(2)(a)



### RE Official Information Act request CDHB 10658

I refer to your email dated 7 July 2021 requesting the following information under the Official Information Act from Canterbury DHB regarding Covid-19 vaccine rollout. Specifically:

1. **All correspondence between the Canterbury Primary Response Group (CPRG) and CDHB staff in the past two months (May, June, July to-date), regarding concerns about the speed rolling out the Covid-19 vaccination programme.**

There is no correspondence between CPRG and Canterbury DHB across the time frame May to July 2021 that raises concerns about the speed of rolling out the Vaccination Programme. (Declined pursuant to section 18(e) of the Official Information Act i.e. "...documents containing the information requested do not exist".)

2. **The structure of the team within the CDHB responsible for rolling out the vaccine: number of employees involved, name of team, responsibilities.**

#### Structure of the Canterbury DHB COVID Vaccination Programme Team

##### Number of employees involved:

- Governance/Leadership, Programme Office, Operations = approx. 65

Name of the team: Canterbury COVID-19 Vaccination Programme

##### Responsibilities:

The Programme Office has been set up following the Coordinated Incident Management System (CIMS) structure with key functions in place to coordinate the rollout of the programme. Generic responsibilities for the functions can be found here:

<https://www.civildefence.govt.nz/resources/coordinated-incident-management-system-cims-third-edition/>

See the organisational diagram (**Appendix 1**) for the high-medium level vaccination programme structure.

Linkages between stakeholder providers such as Canterbury DHB, Primary Health Organisations (PHOs) and community providers are essential. Rather than replicating administration and back-office functions, areas such as Human Resources and Finance; many other services are provided by our stakeholders.

Staff have generally been seconded to the vaccination programme on a full or part-time basis from other roles in the Canterbury health system.

Within vaccination sites there are a number of additional roles to facilitate the effective and efficient delivery of the programme, these include clinical leaders, vaccinators, recovery staff, and administrators.

**3. I've been told someone organising the rollout was fired/moved aside due to the slow rollout speed. Please provide details of any action taken by the CDHB to discipline staff involved in the rollout, or actions taken to improve the speed of the rollout.**

In respect of your question about whether anyone in the rollout was fired/moved aside or disciplined due to the slow rollout speed, we can confirm that this has not happened. A number of staff changes have occurred during the project which has seen people's roles and responsibilities in the COVID-19 vaccination rollout change due to other work commitments.

**4. Please provide correspondence between the CDHB and MoH staff in the past two months (May, June, July to-date) regarding concerns about the speed of the Covid vaccination roll-out in Canterbury.**

There is no correspondence between Canterbury DHB and the Ministry of Health staff across the time frame May to July 2021 and specifically related to concerns about the speed of rolling out the Vaccination Programme. (Declined pursuant to section 18(e) of the Official Information Act i.e. "...documents containing the information requested do not exist".)

You may, under section 28(3) of the Official Information Act, seek a review of our decision to withhold information by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz); or Freephone 0800 802 602.

Please note that this response, or an edited version of this response, may be published on the Canterbury DHB website after your receipt of this response.

Yours sincerely



Tracey Maisey  
**Executive Director**  
**Planning, Funding & Decision Support**

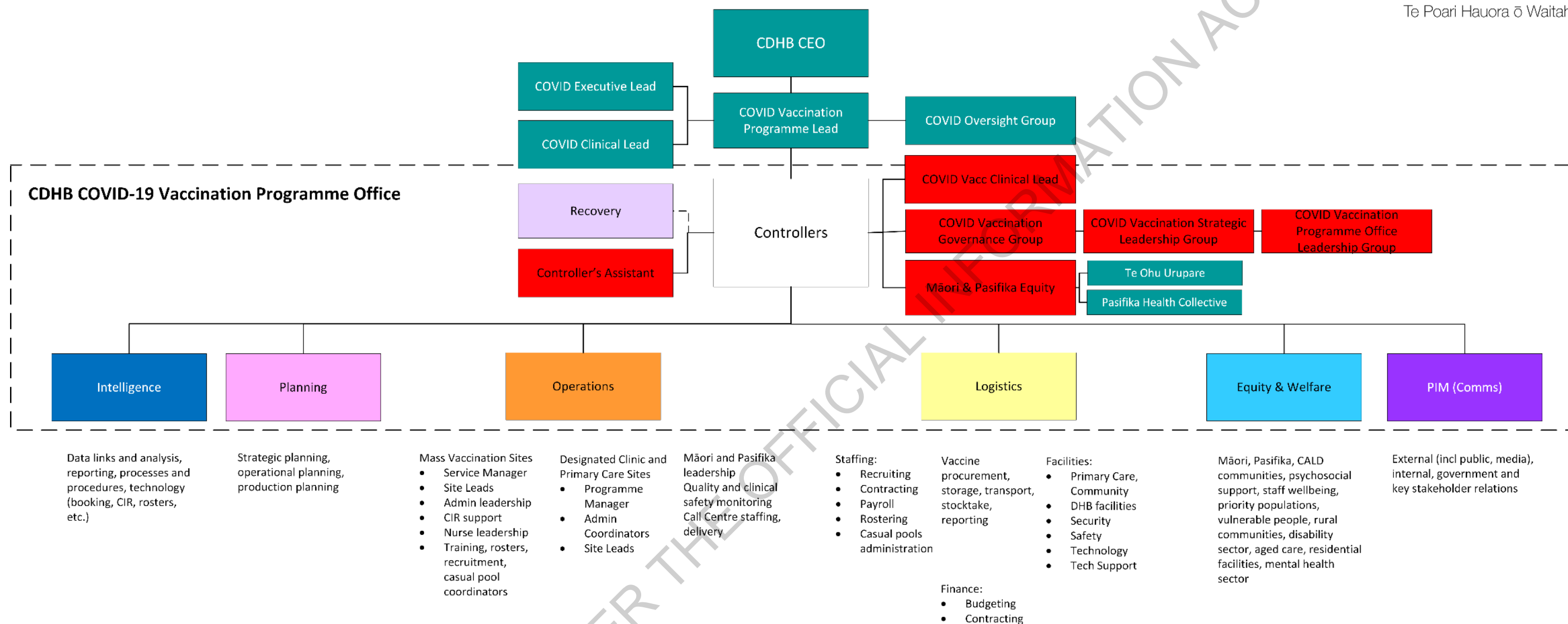
## Canterbury DHB COVID-19 Vaccination Programme Roll-Out EMERGENCY COORDINATION CENTRE (ECC)

June 2021

**Canterbury**

District Health Board

Te Poari Hauora o Waitaha



Teal box indicates functions/  
groups external to vacc  
programme