

14 January 2022

Sent via email to: [REDACTED]

Dear [REDACTED]

REQUEST FOR OFFICIAL INFORMATION – RELEASE OF INFORMATION

We refer to your official information request dated 6 December 2021. You requested the following information from the Queenstown Lakes District Council (QLDC):

- A copy of the Council's risk assessment for the Arrowtown Pool in making the decision to mandate proof of vaccination

QLDC response

The QLDC Executive Leadership Team (ELT) made the decision on whether to require facilities to be accessible only by vaccinated people at an ELT meeting on 1ST December 2021.

The QLDC Human Resources Manager, Chris Shield, prepared a memo to the ELT to assist in the decision-making process. We have attached a copy of this briefing memo in the below link:

- [ELT BRIEFING DOCUMENT](#)

Minutes from the 1/12/21 ELT meeting relating to the vaccination pass requirements are in the below link (Please note that the document referred to as 'Attachment A' in the ELT minutes is the Shield email dated 2/12/21 – which is shared with you below):

- [ELT MINUTES](#)

The QLDC Human Resources Manager Chris Shield outlined the decision in an email to Meghan Pagey (Director People and Capability) and Thunes Cloete (General Manager Community Services) the following day (2/12/2021).

- [SHIELD EMAIL](#)

With respect to your request for a copy of the risk assessment document for the Arrowtown Pool, as per my earlier communication I can confirm that no such document exists. The ELT made the assessment to require facilities to be accessible only by vaccinated people verbally in the meeting on 1ST December 2021.

I trust that this answers your request.

Kind regards,

A handwritten signature in black ink, appearing to read 'Phil Jones', enclosed within a large, loopy circular flourish.

Phil Jones

Senior Official Information Advisor