

15 April 2024

File Ref: 240263

Erika Whittome  
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Dear Erika

Thank you for your Official Information Act request received on 4 April 2024. You requested:

*1. Would you please share the minutes, emails and any correspondence and policy documents for the creation of template letters you supplied to organizations in 2021/2022 for an employer to terminate an employee due to their vaccination status?*

*2. Kindly also share the template letters themselves you shared with organizations or businesses for example, all letters template covering the following topics: "Notice of Termination of Employment", "Mandatory Vaccine Order – Notice of termination of your employment", "Termination letter", "Proposal to Terminate Employment ", "Requirement to Stand Down (from Work) ", "Invitation to Meeting to discuss vaccination status" , "Invitation to attend a meeting regarding the Public Health order that affects your current role/ tasks" , "Public health order outcome order - Confirmation of variation of tasks". Please note that your template letters may not have the same names as I have listed above, but I am sure you get my drift on the kinds of letters I am requesting which you supplied businesses, organizations and other crown entities eg to the Ministry of Education etc.*

*3. Please include any legal discussions and legal advice for the creation and feedback on these letters, especially when the advice refers to specific sections of the Health and Safety at Work Act 2015 and to specific sections of the Employment Relations Act 2000 as the basis for any of the statements in the template letters.*

#### **Information not held**

WorkSafe holds no information in scope of your request. Accordingly, your request is refused under 18(g)(i) of the Official Information Act because WorkSafe does not hold the information requested and I do not believe that the information requested is held by another public sector agency or is connected more closely with the functions of another public sector agency.

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision, and further information is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

If you require further assistance, please contact [ministerial.services@worksafe.govt.nz](mailto:ministerial.services@worksafe.govt.nz).

Yours sincerely



Neil Cook  
**Deputy Chief Executive – Strategy and Insights**