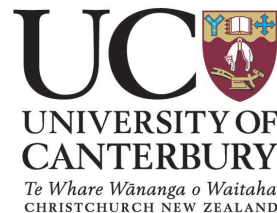


Office of the Registrar
Information and Records Management
Tel: +64 3 366 7001
Email: records@canterbury.ac.nz
Web: www.canterbury.ac.nz/irm



25 August 2023

Jane

By email: fyi-request-23640-4c85f432@requests.fyi.org.nz

Dear Jane

OFFICIAL INFORMATION ACT REQUEST OIA 23.69 Meeting minutes

I refer to the Official Information Act request dated 30 July 2023 for information relating to meeting minutes. You have specifically requested:

- *For the following committees, could you please provide the minutes of all meetings held so far in 2023 by the following committees:*
- *Academic Administration*
- *Teaching and Learning*

The Act requires that we advise you of our decision on your request no later than 20 working days after the day we received your request. Unfortunately, it will not be possible to meet that time limit and we are therefore writing to notify you of an extension of the time to make our decision, to Friday 8 September 2023.

This extension is required because consultations necessary to make a decision on your request are such that a proper response cannot reasonably be made within the original time limit. Unfortunately, the Information and Records Management team have experienced a high level of sick leave. This has impacted our ability to process your request as we otherwise would. We apologise for any inconvenience caused.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Claire O'Connell'.

Claire O'Connell
Information Compliance Officer