

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



8 September 2023

Jane

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

Dear Jane

OFFICIAL INFORMATION ACT REQUEST 23.69 Meeting minutes

I refer to the Official Information Act (the 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*

We are writing to notify you of a further extension of the time to provide our response to your request until Friday 15 September 2023. The extension is required to make the necessary consultations around release of this information. 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 'Juliet Moore'.

Juliet Moore
Information Manager