

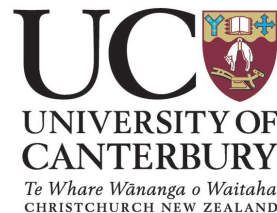
Office of the Registrar

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30 May 2024

Jane

By email: [fyi-request-26607-fb4bc0db@requests.fyi.org.nz](mailto:fyi-request-26607-fb4bc0db@requests.fyi.org.nz)

Dear Jane

**Official Information Act Request 24.42 – Committee Minutes**

I refer to the Official Information Act (the Act) request dated 2 May 2024 for information relating to Committee Meeting Minutes. You have specifically requested:

- *For the following committees, could you please provide the meeting minutes from all meetings held from August to December 2023:*
- *Academic Administration*
- *Learning and Teaching*

As noted in my email of 6 May 2024, this request is resource intensive. Therefore, we asked for proof of your eligibility to make a request under s 12 of the Act. No confirmation of your eligibility has been received. Therefore, no further action will be taken on this request and it will now be closed in our records.

Yours sincerely

A handwritten signature in blue ink that reads 'Claire O'Connell'.

Claire O'Connell

Information Compliance Officer