

10 August 2018

Cody

Email: [fyi-request-8471-ce7ab0c7@requests.fyi.org.nz](mailto:fyi-request-8471-ce7ab0c7@requests.fyi.org.nz);

Dear Cody

**RE Official information request CDHB 9919**

We are writing to acknowledge your email dated 9 August 2018 requesting the following information under the Official Information Act from Canterbury DHB regarding Health & Safety control systems for violence against staff at Hillmorton Hospital. Specifically:

- **Please provide the policies and procedures, documents, risk registers, all practicable steps, etc., that are used for the prevention of violence against staff (including architectural / layout, emergency planning, training and other security measures).**

We will consider your request against the provisions of the Official Information Act (see below) and advise you of our decision regarding the release of information within 20 working days (being the statutory timeframe provided within the Act.)

Accordingly, we will notify you, no later than 7 September 2018, of our decision.

Your request is being handled by Kathleen Smitheram. If you have any queries, please feel free to contact either myself (details above) or Kathleen. ([Kathleen.smitheram@cdhb.health.nz](mailto:Kathleen.smitheram@cdhb.health.nz)) Phone 03 364 4134). Please refer to the OIA number above when phoning or emailing.

If any additional factors come to light which are relevant to your request, please do not hesitate to contact us so that these can be taken into account.

Yours sincerely



Wayne Turp  
Project Specialist

15 Decisions on requests

(1) Subject to this Act, the department or Minister of the Crown or organisation to whom a request is made in accordance with [section 12](#) or is transferred in accordance with [section 14](#) of this Act or [section 12](#) of the Local Government Official Information and Meetings Act 1987 shall, as soon as reasonably practicable, and in any case not later than 20 working days after the day on which the request is received by that department or Minister of the Crown or organisation,—

(1)(a) decide whether the request is to be granted and, if it is to be granted, in what manner and for what charge (if any); and

(1)(b) give or post to the person who made the request notice of the decision on the request

[If we are unable to make a decision on your request by the date noted above, we will notify you of an extension of that timeframe.]