



25 May 2020

Christiana Torricelli

By email: [fyi-request-12711-febbf5e0@requests.fyi.org.nz](mailto:fyi-request-12711-febbf5e0@requests.fyi.org.nz)

Dear Christiana

**Official information request**

I refer to your request for information under the Official Information Act 1982 (the Act) dated 26 April 2020:

*“I would like a copy of any Emergency Planning or Contingency plans relevant to duty of care for students living within University Housing. This includes ongoing policies and any supplements in relation to Covid 19 with dates of policy approval or start of policy and revision dates.”*

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 5 June 2020.

This extension is necessary 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.

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](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact me at [oiarequests@vuw.ac.nz](mailto:oiarequests@vuw.ac.nz).

Yours sincerely

Georgia Tawharu

**Adviser, Information Access and Copyright**