STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner; LaKai Dill (LD), Acting Deputy Information Commissioner; Tikitta Suhartono (TS), Manager – Finance & Administration; Answer Styannes (AS), Senior Investigation Officer; Kentisha Tweed (KT), Investigation Officer; Ian Cameron (IAN), T/A Investigation Officer; Caitlin Conyers (CC), T/A Investigation Officer; Sheena Bassett (SB), Project Officer	**DATE:** Friday, 8 March 2024 **TIME:** 10:50am – 12:05pm **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	No item was discussed.	None
2. Staff Meeting Minutes	1. The January and February meeting minutes were not ready for approval.	• Finish Jan & Feb drafts
3. Review Team	1. Review statistics as of 29 February 2024 were as follows: ▪ Total applications: 313 ▪ Pending investigations: 45 [corrected on 9 March] ▪ Pending validation: 0 ▪ Closed – decided: 193 ▪ Closed – resolved: 35 ▪ Closed – invalid: 33 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 14 In February 2024, the ICO: ▪ received 8 new applications ▪ issued 6 decisions ▪ resolved 2 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. No matters were under judicial review. One post-decision compliance matter had been concluded in good time [redacted] This process helped to remind the review team of the change in posture once the Commissioner has issued her decision and a party might wish to go to court to challenge it. Likewise, the review team was tightening follow-through on post-	None

	decision compliance steps, including to keep applicants updated where a compliance deadline had passed yet the ICO continued to work with the public authority on meeting an order's requirements. 3. The review team was commended for the Commissioner being positioned to issue decisions earlier in the year and for meeting their February targets (with one reasonable exception). Applicants and public authorities also had shared kudos on investigators' communication and the Commissioner's Decisions being thorough. 4. Highlights from Decisions 01-07/2024 were discussed. This included where the ICO had skilfully helped to narrow an 'any and all' PATI request for both the applicant and public authority's benefit, by modelling a meaningful consultation on a requester's information needs (Decision 05/2024). Other learnings were about reasonable search locations, including if reasonable to access the email account of a formerly responsible permanent secretary (Decision 06/2024) and website archives (Decision 01/2024). 5. The review team were asked to inform all staff when anticipating a third party or requester might call the mainline to seek help, so their enquiry could be appropriately directed where needed to the investigator.	
4. Finance/Administration	1. Staff were reminded to review their leave balance reports, which TS would soon provide, and return them signed by the deadline, including to confirm the type of leave taken if not already done. Staff were also asked to respond to the annual personnel file check-in, which TS would soon send. These steps were in support of the ICO's audit requirements and our FY2023/24 year-end process. 2. At staff's request, TS agreed to check on the status for employees to receive their annual pension (superannuation) statements. 3. TS was in the midst of preparing documents for the FY2022/23 audit. An audit meeting for FY2021/22 was not yet scheduled. The Commissioner also expected to progress the FY2022/23 and FY2023/24 audits concurrently, to help with a handover to the next Commissioner. 4. For the FY2024/25 budget, the Commissioner was liaising amongst the non-ministry offices to fund the newly created legal award asset account from any unused FY2023/24 allocation.	None
5. Human Resources	1. The recruitment for the new administrative assistant post was put on hold due to budget constraints, until further notice. 2. The Commissioner and Acting Deputy would soon schedule individual performance appraisal meetings.	None
6. Compliance	1. Following the annual return process, SB was monitoring which public authorities would meet the deadline of 31 March to bring their outstanding publications (on gazetting contracts and	None

	updating information statements) up to date. Discussion continued on the need to review the current public authority list on whether certain authorities were subject to the PATI Act.	
7. Outreach/Education	No item was discussed.	None
8. IC Update	No item was discussed.	None
9. A.O.B.	No item was discussed.	None