STAFF MEETING MINUTES	
IN ATTENDANCE: Gitanjali Gutierrez (GG), Information Commissioner, LaKai Dill (LD), Deputy Information Commissioner; Caitlin Conyers (CC), Senior Investigation Officer; Kentisha Tweed (KT), Investigation Officer; Tikitta Suhartono (TS), Manager – Finance & Administration; Sheena Bassett (SB), Project Officer	**DATE:** Thursday, 24 October 2024 **TIME:** 9:30am – 10:20am **TAKEN BY:** LD

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	Commissioner Gutierrez led the meeting, recapping the September staff update and adding updates where able. A full agenda was not followed.	None
2. Staff Meeting Minutes	The August meeting minute was published on 6 October. The September staff update would be published shortly.	None
3. Review Team	September statistics were emailed to staff on 2 October and would be posted in the upcoming decisions roundup. No other update was discussed.	None
4. Finance/Administration	1. The ICO's audit files for FY2023 and FY2024 were being prepared actively, as a priority, for submission to the Office of the Auditor General. 2. The status of discussions about the ICO's office space, due to the upcoming rental lease expiring in early 2025, remained the same. The ICO awaited an update on Estates' recommendation to the Minister of Public Works. 3. Following on a note in the Commissioner's September staff update, it was agreed that an ICO-stocked snack area was not needed.	None
5. Human Resources	1. Staff were reminded to raise their training requests during the upcoming mid-year review meetings. 2. Recruitment for the Information Commissioner post was underway, and the ICO now would await a decision by the Governor. Commissioner Gutierrez had shared an annotated job description with the Deputy Governor and had no remaining input in the recruitment process. Staff were encouraged to share about the opportunity with anyone they thought might be interested and a good fit. Commissioner Gutierrez reiterated her willingness to discuss the role with anyone of interest. The application deadline was 31 October. 3. Progress was made with the ICO's succession planning. Two appointments took effect on 1 October. Following the Public Service Commission's appointment, LD was confirmed as the new Deputy Information Commissioner. Commissioner Gutierrez also appointed CC as the new	None

	Senior Investigation Officer. A press release on the ICO's succession planning and organisational changes would likely be issued by the end of the year. 4. s.23(1) applied [redacted] 5. The ICO's recruitment for the Investigation Officer post (vacated by LD's appointment) was targeted to conclude by the end of the month.	
6. Compliance	The November IC quarterly briefing with public authorities was planned to focus on what information officers should do when a new request is made seeking personal information once PIPA is in full force on 1 January 2025. The ICO would develop guidance on handling requests/reviews pending on 1 January and, separately, on handling new requests from 1 January onward. Commissioner Gutierrez wished for the ICO's guidance to be ready before or shortly after the IC quarterly briefing.	None
7. Outreach/Education	Updates would be shared s.23(1) applied [redacted].	None
8. IC Update	1. Commissioner Gutierrez reviewed her priorities during the final months of her term. Staff were reminded that it would be critical to present the Commissioner with polished, high-quality work to ensure her attention could remain focused on her priorities. 2. In preparation for PIPA, all staff were expected to attend the PPU's 'introduction to PIPA' online workshop. Internal training, and developing the ICO's privacy notices, would follow. 3. No update was available on the status of the Government's intention to table the PATI Amendment Bill in the upcoming legislative session.	None
9. A.O.B.	The ICO holiday dinner was agreed to be held on Friday, 6 December. The office would close early that day, as has been done in the past.	None