

15 December 2023

John Luke

By email: fyi-request-24797-ec2b9c7f@requests.fyi.org.nz

Tēnā koe John,

Official Information Act request

Thank you for your request under the Official Information Act 1982 (OIA) about our full board meeting minutes, which we received on 20 November 2023.

You said:

To ensure public transparency, may I kindly request full board meeting minutes from 1st Jan 2021 to 1st Nov 2023. Also, I would encourage the board to consider upload these meeting minutes regularly to your website for all New Zealander to view.

May I also kindly understand if the board has confirm it's meeting date for the 2024, if so, please supply your board meeting date for 2024.

In responding to your request, we have weighed up the factors in the OIA, including the purposes in [section 4](#) and the principle of availability in [section 5](#).

Response to your request

Full board meeting minutes from 1 January 2021 to 1 November 2023

Attached are the 15 Board meeting minutes from 1 January 2021 to 1 November 2023:

- 27 April 2021
- 26 May 2021
- 22 June 2021
- 29 July 2021
- 28 September 2021
- 26 October 2021
- 08 February 2022
- 01 June 2022
- 03 August 2022
- 14 September 2022
- 12 October 2022
- 09 November 2022
- 15 February 2023

- 10 May 2023
- 11 August 2023

Parts of these documents have been redacted under the OIA.

There is a note on the 12 October 2022 minutes about a confidential staffing matter. We have reviewed this and have decided to release this information.

Board meeting date for 2024

The only meeting scheduled at this stage for 2024 will be in February, with the date to be confirmed. Board meetings are held quarterly.

Uploading board meeting minutes to website

Thank you for your recommendation to regularly upload our full Board meeting minutes onto our website.

We want to ensure we perform our functions efficiently, transparently and in a financially responsible manner. To this end, the proactive release of future Board meeting minutes will be tabled for discussion at the next board meeting in February 2024.

Publication of response

This response may be published on the Classification Office's [website](#). If it is published there, your personal information will be redacted.

Right of review

You have the right to make a complaint and seek a review by the Ombudsman of this response under [section 28\(3\) of the OIA](#). Information about this process is available at ombudsman.parliament.nz or freephone 0800 802 602.

Thank you for your interest in our mahi.

Ngā mihi nui,
Te Mana Whakaatu—Classification Office