

STAFF MEETING MINUTES

IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Answer Styannes (AS), Investigation Officer (IO); LaKai Dill (LD), Investigation Officer (IO); Sheena Bassett (SB), Project Officer (PO); Tikitta Suhartono (TS), Office Manager (OM)

DATE: Wednesday, 5 October 2022
TIME: 9:45am – 11:15am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	Staff appreciation exercise	None
2. Staff Meeting Minutes	1. The August meeting minutes were approved via email on 27 September 2022.	<ul style="list-style-type: none"> AS to redact approved minutes SB to upload redacted minutes to website
3. Review Team	<p>1. Review statistics as of 30 September 2022 were as follows:</p> <ul style="list-style-type: none"> Total applications: 241 Pending investigations: 61 Pending validation: 0 Closed – decided: 121 Closed – resolved: 25 Closed – invalid: 27 Closed – abandoned: 7 <p>In September 2022, the ICO:</p> <ul style="list-style-type: none"> received 0 new applications issued 0 decisions resolved 0 cases closed 0 cases because it was invalid, and closed 0 cases because it was abandoned. <p>2. Our initial Workpro upgrade is completed.</p>	None
4. Finance/Administration	<p>1. TS shared that the 2023-2024 budget season has started. If staff are aware of any new expenditures for the next budget year, they should notify GG and TS immediately.</p> <p>2. GG acknowledged that the ICO was listed as a year behind in our audits with the Auditor General and took responsibility for her pending review of the audit file prepared by TS and our Controller.</p>	<ul style="list-style-type: none"> Staff to advise of any new expenditures for the 2023-2024 budget. GG to complete review of 2020-2021 audit file.

5. Human Resources	<ol style="list-style-type: none"> 1. The ICO welcomed AS in her new role as Acting DIC. 2. Ian Cameron will join the team as T/A Investigation Officer. 3. GG reminded staff about personal cell phone use during meetings. 	None
6. Compliance	<ol style="list-style-type: none"> 1. Annual Return process will begin in late November/early December. 	
7. Outreach/Education	<ol style="list-style-type: none"> 1. SB was commended for her work on RTKW and all staff were thanked for their work with the info booths on 28 September. RTKW activities included three interviews with the IC, the info booths and the release of a public awareness video. Material is still being collected for a second public awareness video that can be released at a later date. Discussion about the RTKW activities identified a desire for staff training on public outreach. 2. Public awareness statistics will be compiled and circulated via email. 	<ul style="list-style-type: none"> • GG and SB to arrange for staff training on public outreach • SB to circulate statistics via email
8. IC Update		
9. A.O.B.	Staff are reminded of our staff event on 28 October.	None
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IC Update	<ol style="list-style-type: none"> 1. [REDACTED] 2. [REDACTED] 	<ul style="list-style-type: none"> • [REDACTED]

APPROVAL: The ICO adopted and approved the 5 October 2022 staff meeting minutes via email on 27 October 2022.