

STAFF MEETING MINUTES

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

DATE: Wednesday, 4 May 2022
TIME: 9:35am – 11:20am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team celebrated a staff birthday.	None
2. Staff Meeting Minutes	<ol style="list-style-type: none"> Staff meeting minutes for February and April 2022 were approved by email on 29 April. Moving forward, minutes may be approved by email prior to the next meeting. 	<ul style="list-style-type: none"> Staff to complete May minutes
3. Review Team	<ol style="list-style-type: none"> Review statistics as of 30 April 2022 were as follows: <ul style="list-style-type: none"> Total applications: 223 Pending investigations: 57 Pending validation: 2 Closed – decided: 109 Closed – resolved: 22 Closed – invalid: 26 Closed – abandoned: 7 In April 2022, the ICO: <ul style="list-style-type: none"> received 9 new applications issued 2 decisions resolved 1 case closed 1 case because it was invalid, and closed 0 cases because it was abandoned. Highlights were shared about Decisions 10/2022 and 11/2022. LD and GG have started meeting regularly about Workpro, and progress is well underway for AS/LD to begin importing active cases soon. 	None
4. Finance/Administration	<ol style="list-style-type: none"> The year-end process is almost complete, with two more items to be completed. A reminder that Friday is our scheduled moving and spring-cleaning day. The IC circulated an updated retention schedule. Officers are asked to review it and ensure that hard copy records are retained or destroyed per the schedule when moving desks. Questions may be directed to the IC. 	<ul style="list-style-type: none"> Staff to review and follow retention schedule when moving hard copy files to new desk

5. Human Resources	<ol style="list-style-type: none"> 1. A 1-year temporary additional post for an entry-level Investigator is being planned. The position will be advertised, and past applicants who lacked the requisite experience for an Investigation Officer role will be alerted to the opening. 2. An update is not available on the Deputy Information Commissioner post, as the recruitment process is still underway. 3. A brief discussion was held to review current COVID office guidelines, which have not changed since April. 4. The ICO goals for 2022-2023 have been finalised. The IC will circulate them and schedule annual meetings with each officer now. 	<ul style="list-style-type: none"> • IC to circulate final ICO goals and schedule annual one-on-one meetings
6. Compliance	None	None
7. Team/Culture Building	None	None
8. Outreach/Education	<ol style="list-style-type: none"> 1. The contractors have about 85% of the ICO website programmed and are uploading content. SB and GG have one content section to finalise. 2. The Jan-March 2022 Monthly Roundup has been published. The April 2022 Roundup is on schedule for publishing next week. 3. The 2021 Annual Report will be mailed/delivered soon to school libraries, certain stakeholders and the prisons. 4. Our planning for Right to Know should occur in June. Staff are to start thinking about any ideas for this year. 5. Public awareness statistics have been circulated. 	<ul style="list-style-type: none"> • GG & SB to finalise web content • LD to draft MRU Q&A by 6 May • GG to review cover letter and SB to mail ARs • SB to organise RTK planning meetings in June
9. IC Update	<ol style="list-style-type: none"> 1. AS will be the Acting Information Commissioner during GG's leave next week. 2. GG has circulated an invitation to join her for the ICO's presentation to the OAG. SB volunteered to present our ICO statistics. Others will assess their workloads closer to date. 	<ul style="list-style-type: none"> • SB & GG to coordinate presentation
10. A.O.B.	None	None
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Review Team	<ol style="list-style-type: none"> 1. [REDACTED] 2. [REDACTED] 	None

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APPROVAL: The ICO adopted and approved the 4 May 2022 staff meeting minutes via email on 23 May 2022.