STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Tikitta Suhartono (TS), Office Manager (OM); Answer Styannes (AS), Investigation Officer (IO); Sheena Bassett (SB), Project Officer (PO); LaKai Dill (LD), Investigation Officer (IO) | **ABSENT:** None	**DATE:** 5 August 2020 **TIME:** 9:30am – 12:00pm **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	1. The IC prepared a welcome breakfast, in appreciation of staff for great team efforts and in recognition of the first staff meeting in-person since March.	None
2. Staff Meeting Minutes	1. Minutes for the following staff meetings were adopted and approved: April 2020; May 2020; and July 2020. They will be redacted for posting on the ICO website.	• AS to redact July minutes. • TS to confirm approved version of April, May, June, July minutes. • GG to review all approved, redacted minutes for website posting. • SB to finalise webpage for meeting minutes and publish.
3. Review Team	1. Review statistics as of 31 July 2020 were as follows: ▪ Total applications: 138 ▪ Pending investigations: 30 ▪ Pending validation: 1 ▪ Closed – decided: 66 ▪ Closed – resolved: 15 ▪ Closed – invalid: 19 ▪ Closed – abandoned: 7 In July 2020, the ICO: ▪ received 1 new application ▪ issued 2 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. None of the IC's decisions are under judicial review. The Review Team provided further updates on [redacted]	None

	3. The Review Team issued 2 of the 6 decisions originally targeted to be completed in July. For August, 6 decisions are targeted to be issued. The Review Team also had set targets for the rest of the calendar year and aimed to close all 2017 and 2018 reviews by year's end, as well as completing all 2020 reviews (received after 1 April) within 4 months. It is likely that most 2019 reviews will carry into next year. 4. [redacted] 5. The Workpro configuration schedule has not yet been provided. The ICO's payment for the new works was sent. The Review Team's next step remains the same, to test the site after the requested changes are made.	
4. Finance/Administration	1. Following the completion of the 2018/19 financial Audit, the ICO received no Exit Conference Points. The Audit package has been signed off and the final package is due to be received next week. TS will arrange to have the final audited financial statements tabled before each House of the Legislature, to then be posted on the ICO website. 2. The ICO is also finalising the audit working papers for 2019/20, with only the capital asset component outstanding, and aiming to have this completed by next week. 3. In further preparation of the 2019/20 audit, TS will be reviewing the asset register and confirming asset ID tags on items such as computer monitors, chairs, laptops, etc. at the office and home. 4. Furniture installation will take place today for the second cubicle to be added to the ICO working area. This will allow for the appropriate 6-foot physical distancing measure between staff.	• TS to arrange conference call for AcG Benefits staff to answer team queries about pension/SI suspension. • All staff to complete pension/SI suspension survey due 13 August. • All staff to consider 2021/22 budget requests requiring quotes or RFPs; to raise with GG-TS by 31 August. • TS to email staff the date for the asset review, and reminder for picture of assets at home.
5. Human Resources	1. Starting in August, we will resume the sign-in log for both staff and visitors. Staff are reminded to indicate when leaving the office for a work duty (external meeting, delivery, etc.) and otherwise should simply indicate time in/out. Also, visitor names should not be recorded, only role or business. 2. The IC acknowledged the impact of the austerity measures on officers and expressed appreciation for the work and dedication this year. 3. Essential items will continue to be purchased for the pantry, but the office will not be spending funds on non-essential meals or activities. As an alternative, the office may engage in activities or meals as a group at our own expense.	• All staff to resume using staff and visitor sign-in/out logs.

6. Compliance	No updates.	None
7. Team/Culture Building	1. Discussion was held about team building activities. 2. The team confirmed that TS and AS are the social committee.	• TS & AS to propose/organize activities in future.
8. Outreach/Education	1. ICO publications: a. June Roundup b. Press release for Decision 05/2020 c. Decision 06/2020 and Decision 07/2020 uploaded 2. Monthly Roundup: a. Development of July issue has commenced; aiming for week of 10 August. 3. Facebook: a. Please note: The IC made the decision to not sponsor any FB posts for the month of July, in response to a global movement to boycott FB ads in July. b. Metrics for July (Engaged: 3007, Post Engagements: 33, Post Reach: 716) c. Please note: The metrics collected from FB for "Engagement" appear to be off for the month of July as the daily number is the same, when normally there is a fluctuation. 4. Website metrics: a. July (Sessions: 253, Average Duration: 2:16, New Users: 111, Total Users: 147). 5. RTKW Week 2020 a. 2020 RTKD is Monday, 28 September, and RTKW from Monday, 28 September to Friday, 2 October. b. An RFP will be distributed to potential vendors for the production of 4 awareness videos.	• All staff to meet 6 August at 12pm for RTK week planning (working lunch). In prep, to brainstorm ideas; as needed, review last year's file. • SB to propose RTK week calendar of events by 14 August. • SB, AS & LD to postpone meeting about monthly roundup until 13 August. • SB to schedule IC quarterly briefing (virtual) for 1 October at 10am (during RTK week). • SB, AS & LD to brainstorm IC quarterly briefing topics.
9. IC Update	1. No updates, but questions were invited.	None
10. A.O.B.	1. Next staff meeting will be on 2 September 2020.	None
****CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE****		

Review Team	1. [redacted] a. [redacted] b. [redacted]	

APPROVAL: The ICO adopted and approved the 5 August 2020 staff meeting minutes at the 2 September 2020 staff meeting.