

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); Kentisha Tweed (KT), Investigation Officer (IO)

DATE: Wednesday, 1 June 2022
TIME: 9:35am – 10:55am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team welcomed new staff member, Kentisha Tweed.	None
2. Staff Meeting Minutes	1. Staff meeting minutes for May 2022 were approved by email on 23 May.	• Staff to complete June minutes.
3. Review Team	<p>1. Review statistics as of 31 May 2022 were as follows:</p> <ul style="list-style-type: none"> ▪ Total applications: 233 ▪ Pending investigations: 56 ▪ Pending validation: 8 ▪ Closed – decided: 114 ▪ Closed – resolved: 22 ▪ Closed – invalid: 26 ▪ Closed – abandoned: 7 <p>In May 2022, the ICO:</p> <ul style="list-style-type: none"> ▪ received 10 new applications ▪ issued 5 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. <p>2. Highlights were shared about Decisions 12-16/2022, all failure-to-decide reviews. Decision 13/2022 was the first review by the Information Commissioner for a third party, who objected to a potential disclosure of records about them. Three of the five decisions were issued during the week that LD was Acting Information Commissioner.</p> <p>3. LD and GG have continued progressing Workpro. CAS has to resolve one technical issue before the IOs start importing active cases.</p>	None

4. Finance/Administration	<ol style="list-style-type: none"> 1. The year-end process has come to a close, with one more item to be submitted this week. 2. TS acknowledged that AcG had experienced issues with E1, which resulted in some pay advices not being emailed for the May payroll. 3. A service request has been forwarded to the building manager to address the [REDACTED] 4. TS will schedule with BAS Serco to have the fridge cleaned. An email reminder will be circulated to dispose of any unwanted items before the cleaning. 	<ul style="list-style-type: none"> • Staff to let TS know if not received May payroll stub; TS to follow up with Compensations.
5. Human Resources	<ol style="list-style-type: none"> 1. GG will be reviewing staff's leave status at mid-year and advise of leave balances that need to be used by year-end. 2. Items from May have been carried over. 	None
6. Compliance	None	None
7. Team/Culture Building	None	None
8. Outreach/Education	<ol style="list-style-type: none"> 1. The May month-end stats will be compiled and circulated via email. 2. The next issue of the MR (May 2022) is pending and due to be published the week of 6 June. This will be a light issue which will focus on the decisions issued in May, while the review team continues with their onboarding schedule. 3. The next IC Briefing is 16 June. 4. The awareness video will be published on Monday, 13 June. The PR is being drafted. 5. The new website is scheduled to launch at the end of June. The PR will be sent out ahead of the launch so that the public is aware of the change. 	None
9. IC Update	None	None
10. A.O.B.	None	None
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Review Team	<ol style="list-style-type: none"> 1. [REDACTED] 	None

APPROVAL: The ICO adopted and approved the 1 June 2022 staff meeting minutes via email on 2 September 2022.