



Australian Government

Office of the Australian Information Commissioner

# Executive COMMITTEE Meeting Minutes

**Date:** Monday 25 July 2022

**Location:** Microsoft Teams

**Start:** 10:30 am

**Finish:** 11:45 am

### Attendees:

Angelene Falk	Information Commissioner and Privacy Commissioner
Leo Hardiman	FOI Commissioner
Elizabeth Hampton	Deputy Commissioner
Melanie Drayton	Senior Assistant Commissioner
David Stevens	Assistant Commissioner Dispute Resolution
Rocelle Ago	Assistant Commissioner FOI Branch
Andre Castaldi	A/g Assistant Commissioner
Annamie Hale	Assistant Commissioner Corporate

### Apologies:

Sarah Ghali	A/g Assistant Commissioner Regulation and Strategy
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### Observers:

Samantha Lidbetter	Interim EA to Commissioner
Amy Kiely	A/g Assistant Director
Andrew Stokes	Director Strategic Communications
Caren Whip	General Counsel



## 1. Strategic Priorities and External Environment

### Discussion

The Commissioner updated the Executive with the following advice and alerts:

- The new Government will be sitting in Parliament for the first time from Tuesday to Thursday this week. Andrew Stokes will be monitoring.
- Budget Estimates hearing is scheduled for one day at the end of October, followed by the first week of November. The Commissioner noted the anticipated clash with 44<sup>th</sup> GPA Conference may not occur, and she will seek DFAT advice on travel to Turkey.
- Our Deputy Commissioner attended the Secretaries Board backbrief on 15 July on behalf of the Commissioner. She highlighted the Minister for the Public Service has 4 key priorities:
  - The APS as a model employer
  - People and business at the centre of public policy and delivery, including a commitment to open government
  - Public sector capability growth
  - Integrity.

## 2. Observer Items

### a. Commissioner Speech Requests

### Discussion

Amy Kiely/Andrew Stokes joined the meeting. Amy Kiely provided an overview of the speaking engagements requests and recommendations- [D2022/015409](#)

Commissioner Hardiman advised he was approached by AGLN to provide a 'interview' as part of their regular profiles to which he has agreed and is working with the Communications team on this.

Commissioner Falk noted her availability is limited for the remainder of the year and consideration should be given to delegate invitations to other Executive Members or EL2 staff where appropriate. Less experienced staff would be supported.

### Outcome

All Commissioner invitations were declined.

Commissioner Hardiman to share contact details for a speaker trainer with Melanie and Andrew.

### b. IAID 2022 – Delivery Strategy

### Discussion

Andrew Stokes spoke to the brief [D2022/015156](#)

The Committee discussed the brief, considerations and risks for the events.

### Outcome

Andrew to schedule a meeting outside forum to continue discussions.

### c. Litigation Report

**Discussion**

s 47E(d) [Redacted]

**Outcome**

s 47E(d) [Redacted]

d. All Staff Meeting

**Discussion**

Annamie Hale spoke to the brief [D2022/015659](#).

**Outcome**

The Committee approved the recommendation.

### 3. Deputy Commissioners Update

**Discussion**

Deputy Commissioner advised there was no update this week.

### 4. Minutes of the previous meeting

**Discussion**

The amendments were noted and endorsed by the committee.

**Outcome**

The Executive Committee approved the minutes - [D2022/015153](#)

### 5. Executive Committee Action Items

**Discussion**

The Executive Committee discussed the action items - [D2022/015583](#)

**Outcome**

Samantha to note the updates to each action item.

### 6. External Engagement

**Discussion**

The Executive Committee noted the External Engagement schedule for the weeks commencing 11 and 18 July - [D2022/015582](#)

**Outcome**

Committee to advise of any updates to Samantha by 2pm Monday.  
Samantha to circulate to Executive and Leadership after 2pm Monday.

## 7. Focus Area Summaries

### Discussion

The Executive Committee provided their Focus Area summaries for the next fortnight - [D2022/015975](#)

### Outcome

Samantha to circulate the Focus Area summaries and External Engagement to Executive and Leadership.

## 8. All Staff Communication

### Discussion

Melanie Drayton will send this week's All-Staff Communication

### Outcome

The Executive team were asked to provide any items for inclusion in the communications to Melanie by cob Wednesday 27 July.

## 9. Other Business

### Discussion

1. The Commissioner advised that in a recent speech the Attorney General specifically mentioned the OAIC's 'fair and reasonable' proposal in the context of privacy law reform. She congratulated the team noting this is a significant milestone.
2. **s 47E(d)**  
Messaging to staff regarding the definitions and classification will be communicated. Leadership will be requested to assist with the messaging.
3. Melanie Drayton reminded Executive to complete the last activity from Friday's session with Tim by COB tomorrow.

### Outcome

3. Annamie and Melanie to investigate access to 'Cabinet' documents and will provide advice to committee members.



Australian Government

Office of the Australian Information Commissioner

## Executive COMMITTEE Meeting Minutes

**Date:** Monday 11 July 2022

**Location:** Microsoft Teams

**Start:** 10:30 am

**Finish:** 11:30 am

### Attendees:

Angelene Falk	Information Commissioner and Privacy Commissioner
Elizabeth Hampton	Deputy Commissioner
Melanie Drayton	Senior Assistant Commissioner
Annamie Hale	Assistant Commissioner Corporate
Sarah Ghali	A/g Assistant Commissioner Regulation and Strategy

### Apologies:

Leo Hardiman	FOI Commissioner
David Stevens	Assistant Commissioner Dispute Resolution
Rocelle Ago	Assistant Commissioner FOI Branch
Andre Castaldi	A/g Assistant Commissioner

### Observers:

Samantha Lidbetter	Interim EA to Commissioner
Amy Kiely	A/g Assistant Director
Andrew Stokes	Director Strategic Communications
Caren Whip	General Counsel

## 1. Strategic Priorities and External Environment

### Discussion

The Commissioner updated the Executive with the following advice and alerts:

- The Commissioner was shocked and saddened to learn of the death of former Japanese Prime Minister Shinzo Abe. When Japan hosted the G20 his focus was the cross-border flow of data with trust, a theme which has continued in many forums since. This will be part of his legacy. The Commissioner gave a speech at a side meeting of the G20 in Tokyo in 2019 on this theme.

- s 47C

[REDACTED]

The Commissioner also spoke with the UK about their approach to FOI case loads and offered to share Australia's work on process and use of alternative dispute resolution.

- s 47E(d)

[REDACTED]

The Deputy Commissioner highlighted

- David Solomon's article on the integrity commission published today.

## 2. Commissioner Speech requests

### Discussion

Amy Kiely/Andrew Stokes joined the meeting and Amy Kiely provided an overview of the speaking engagements requests and recommendations- [D2022/014729](#)

### Outcome

Invitation to present at the Public Sector AI and Data Showcase (Public Sector Network) delegated to Deputy Commissioner.

Other invitations declined as recommended.

Speeches to liaise directly with PSN and Deputy Commissioner on her attendance to the event on 6 December.

### 3. Litigation Report

<b>Discussion</b>	
<b>Outcome</b>	

### 4. Draft regulatory priorities for 22-23

<b>Discussion</b>	Elizabeth Hampton spoke to the Draft regulatory priorities for 22-23 paper provided in the agenda pack to seek endorsement from the Committee before providing to the Commissioner for consideration and approval.
<b>Outcome</b>	<ul style="list-style-type: none"><li>• The Commissioner was advised that Commissioner Hardiman and AC FOI had been consulted in relation to the 4<sup>th</sup> priority.</li><li>• Deputy to make minor amendment and forward to Commissioner for approval.</li><li>• Committee endorsed draft priorities.</li><li>• Annamie will incorporate into the Corporate Plan</li><li>• Once approved, priorities to be circulate to key stakeholders.</li></ul>

### 5. Moving on Up

<b>Discussion</b>	Annamie Hale provided an update to the Committee highlighting the following focus: <ul style="list-style-type: none"><li>• Finalizing the working from home policy</li><li>• Begin staff consultation on the redesign of Level 10 to best suit our needs.</li></ul>
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### 6. Minutes of the previous meeting

<b>Discussion</b>	The amendments were noted and endorsed by the committee.
<b>Outcome</b>	The Executive Committee approved the minutes - <a href="#">D2022/014529</a>

### 7. Executive Committee Action Items

<b>Discussion</b>	The Executive Committee discussed the action items - <a href="#">D2022/015150</a>
<b>Outcome</b>	Samantha to note the updates to each action item.

## 8. External Engagement

<b>Discussion</b>	The Executive Committee noted the External Engagement schedule for the weeks commencing 11 and 18 July - <a href="#">D2022/014593</a>
<b>Outcome</b>	Committee to advise of any updates to Samantha by 2pm Monday. Samantha to circulate to Executive and Leadership after 2pm Monday.

## 9. Focus Area Summaries

<b>Discussion</b>	The Executive Committee provided their Focus Area summaries for the next fortnight - <a href="#">D2022/014592</a>
<b>Outcome</b>	Samantha to circulate the Focus Area summaries to Executive and Leadership with the External Engagement.

## 10. All Staff Communication

<b>Discussion</b>	Elizabeth Hampton will send this week's All-Staff Communication with focus on <ul style="list-style-type: none"><li>• Welcome to Country Afternoon Tea on Thursday</li><li>• APPA</li><li>• Recruitment activities</li><li>• Executive Planning Day on 22 July</li></ul>
<b>Outcome</b>	The Executive team were asked to provide any items for inclusion in the communications to Elizabeth by cob Wednesday 13 July.

## 11. Other Business

<b>Discussion</b>	<ul style="list-style-type: none"><li>• Melanie Drayton advised she will circulate a draft Corporate Plan to Executive for review.</li><li>• Annamie Hale reminded Executive that she needed to respond to ACCC on the skill sets the OAIC had identified as required as part of the ACCC secondment arrangements.</li></ul>
<b>Outcome</b>	<ul style="list-style-type: none"><li>• In Rocelle's absence, Melanie to speak to Commissioner Hardiman about who from FOI Branch will review of the draft Corporate Plan.</li><li>• Executive to consider skill set required as part of the ACCC secondment and reply to Annamie.</li></ul>





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Office of the Australian Information Commissioner

## Executive COMMITTEE Meeting Minutes

**Date:** Monday 27 June 2022

**Location:** Microsoft Teams

**Start:** 10:47 am

**Finish:** 12:00 am

### Attendees:

Angelene Falk	Information Commissioner and Privacy Commissioner
Leo Hardiman	FOI Commissioner
Elizabeth Hampton	Deputy Commissioner
Annamie Hale	Assistant Commissioner Corporate
Sarah Ghali	A/g Assistant Commissioner Regulation and Strategy
Rocelle Ago	Assistant Commissioner FOI Branch
Andre Castaldi	A/g Assistant Commissioner

### Apologies:

Melanie Drayton	A/g Deputy Commissioner
David Stevens	Assistant Commissioner Dispute Resolution

### Observers:

Christa Heymans	EA to Commissioner
Amy Kiely	A/g Assistant Director
Cate Cloudsdale	Director Strategic Communications

## Agenda Item 1

Strategic Priorities and External Environment

### Discussion

The Commissioner updated the Executive with the following advise and alerts:

- Meeting with the AG and Portfolio Agency Heads (Monday 27 June)
- s 47E(d) [REDACTED]
- Ed Santow – forum on UTS work on developing model law in SA– possible media enquiries
- Commissioner/Deputy Commissioner meeting of DP-REG Agency Heads (Tuesday 28 June) to agree work plan with the focus on algorithms with the intention of publishing a communique on outcomes following the meeting.

## Agenda item 2

### Commissioner Speech requests

<b>Discussion</b>	Amy Kiely/Cate Cloudsdale joined the meeting and Amy Kiely provided an overview of the speaking engagements requests and recommendations- <a href="#">D2022/013629</a>
<b>Outcome</b>	<p>Invitations accepted as recommended.</p> <ul style="list-style-type: none"><li>• Commissioner Falk: Biometrics Institute Discussion Day “Strengthening Trust” (Wednesday 30 November)</li><li>• FOI Commissioner Hardiman: AGS FOI and Privacy Practitioners Update (Friday 29 July)</li></ul> <p>Invitations declined as recommended.</p> <p>Speeches to liaise directly with AGS on behalf of FOI Commissioner Hardiman, regarding acceptance and arrangements of speaking engagement for Friday 29 July.</p>

## Agenda item 3

### Litigation Report

<b>Discussion</b>	
<b>Outcome</b>	

## Agenda item 4(a)

Support provided to staff in setting up their home office environment

<b>Discussion</b>	<p>Annamie Hale provided the following update:</p> <ul style="list-style-type: none"><li>• The OAIC has committed to flexible working arrangements. Significant consultation and comparisons were undertaken with other agencies to see how the OAIC's policy aligned and was supported by Union representatives.</li></ul>
<b>Outcome</b>	<p>Annamie Hale to communicate to staff:</p> <ul style="list-style-type: none"><li>• New policy</li><li>• Staff allowance and expectations</li><li>• New cameras ordered</li></ul> <p>The Commissioner asked that a clear delineation between remote working and flexible work arrangements be highlighted in the policy.</p>

## Agenda item 4(b)

Review of external legal services overflow arrangement with Sparke Helmore

<b>Discussion</b>	<p>Emma Liddle joined the meeting to provide an update on the four (4) recommendations seeking approval:</p> <p><b>Recommendations:</b></p> <p>It is recommended that the Executive approve:</p> <ul style="list-style-type: none"><li>• The continuation of an On-Demand Information Law Advice Facility during 2022/23 to be managed by the legal team, but available to each Branch for work that requires legal advice or expertise (eg. Requests for legal advice, advice in relation to investigations and drafting administrative warnings and other documents). The Deputy Commissioner reiterated the Facility is to be managed by the legal team.</li><li>• The implementation of clear business rules setting out how the facility is managed and the type of work that can be sent to this facility.</li><li>• The provision of monthly financial reports to the Executive Committee to track spending, alongside all other external legal spend. The Deputy Commissioner suggested there should be "capped" amounts of spend on this facility. Annamie Hale advised there is an allocation of funding for all legal providers not dedicated amounts for individual providers therefore capping is not required.</li><li>• The On-Demand Information Law Advice Facility as one of several sources of external legal advice and assistance to the OAIC. The OAIC retains the ability to source advice from counsel and other legal service providers on the Whole of Government Legal Panel and AGS. The Deputy Commissioner raised concerns regarding recent media attention to procurement practices of government agencies and questioned whether further procurement measures should be taken. Annamie Hale advised she had no concerns with the procurement process.</li></ul>
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**Outcome**

The Commissioner agreed in principle to approve the recommendations, noting that the funding available to this initiative was yet to be determined following internal budget considerations by Executive.

## Agenda item 4(c)

### OAIC Corporate Plan

**Discussion**

Annamie Hale provided an update on the OAIC Corporate Plan:

- Orima (agency) has reviewed KPIs and provided feedback on the OAIC's Corporate plan; specifically the need to realign KPIs to its Corporate Plan and the measurement of KPIs. Melanie Drayton/Annamie Hale to draft and engage with Executives. The Commissioner advised an Executive engagement and planning day was to be scheduled in July and suggested that would be a good opportunity to discuss/review and asked for the Corporate Plan timetable be forwarded for consideration.

**Outcome**

Annamie Hale to provide the Corporate Plan timetable to Executive.

## Agenda item 5

### Draft Terms of Reference for Information Access Governance Board

**Discussion**

Deputy Commissioner Hampton provided an overview of IAGB and sought endorsement of the Terms of Reference prior to seeking approval from the Commissioner. If approval is granted FOI Commissioner Hardiman and Deputy Commissioner Hampton to set up a reporting structure for strategic/significant matters reporting to the Executive Team as opposed to the Operations.

**Outcome**

The Executive endorsed the proposal and the Deputy Commissioner to provide to Commissioner for approval.

The FOI Commissioner/Deputy Commissioner to set up a reporting structure for strategic/significant matters reporting to the Executive Committee as opposed to the Operations Committee.

The Commissioner thanked Rocelle Ago for her contributions to this matter.

## Agenda item 6

Shared services transition update

<b>Discussion</b>	<p>Annamie Hale updated the meeting on the following:</p> <p>Pre-transition HR/Finance functions were administered by Human Rights. Post-transition HR/Finance functions are being managed internally requiring in-house resources. Annamie Hale is investigating other agencies resources for similar functions and will consider filling those roles, subject to internal budget considerations, to alleviate current under resourcing and emphasized a realistic transition period of approx. 12 months.</p> <p>Resolve/Powerbi reports – Issues are being managed and resolved.</p> <p>The Commissioner highlighted the OAIC is in a transitional stage and acknowledged the OAICs need to increase inhouse resources, subject to internal budget considerations, to deal with functions that are no longer supported by a shared services agency.</p>
<b>Outcome</b>	<p>Annamie Hale to share reporting detailing what other agencies are doing re HR/Finance.</p> <p>The Deputy Commissioner thanked Annamie Hale for her personal commitment to the project.</p>

## Agenda item 8

Minutes of Previous Meeting

<b>Discussion</b>	The were no comments/changes to the Draft minutes.
<b>Outcome</b>	The Executive Committee took the minutes as read and approved - <a href="#">D2022/013587</a>

## Agenda item 9

Executive Committee Action Items

#	Description	Delegate	Due Date	Status	Notes
62	Budget	Simon Crone	Ongoing	Ongoing	Simon Crone to revise forecast, including additional costs – ongoing piece until EOFY.
63	Budget	Simon Crone		In progress	When reviewing the NPP budget Simon to create a table of budget decisions where the OAIC had “comebacks”
67	Litigation Report	s 47E(d)			
68	Support provided to	Annamie Hale	Immediate		staff:

	staff in setting up their home office environment				<ul style="list-style-type: none"> <li>• New policy</li> <li>• Staff allowance and expectations</li> <li>• New cameras ordered</li> </ul> <p>The Commissioner asked that a clear delineation between remote working and flexible work arrangements be highlighted in the policy.</p>
69	AOIC Corporate Plan	Annamie Hale	Immediate		Annamie Hale to provide the Corporate Plan timetable to Executive
70	Draft Terms of Reference for Information Access Governance Board	FOI Commissioner/ Deputy Commissioner	Immediate		The FOI Commissioner/Deputy Commissioner to set up a reporting structure for strategic/significant matters reporting to the Executive Committee as opposed to the Operations Committee.
71	Shared services transition update	Annamie Hale	Immediate		Annamie Hale to share reporting detailing what other agencies are doing re HR/Finance.
72	ACCC Secondment	Annamie Hale	Immediate		Executives to send Annamie Hale a note outlining “skills gap” in their Branch (highlighting what area/skills they would like the candidate to bring). Annamie Hale to respond to ACCC.

## Agenda item 10

### External Engagement

**Discussion** The Executive Committee noted the External Engagement schedule for the weeks commencing 27 June and 4 July - [D2022/013916](#)

**Outcome** The EA to Commissioner to circulate the External Engagement schedule to Executive and Leadership teams immediately following the meeting.

## Agenda item 11

### Focus Area Summaries

#### Discussion

The Executive Committee provided their Focus Area summaries for the next fortnight - [D2022/014247](#)

The EA to Commissioner to circulate the Focus Area summaries to Executive and Leadership teams immediately following the meeting (following approval from Commissioner)

## Agenda item 12

### All-Staff Communication

#### Discussion

It was agreed that Andre Castaldi would draft and send the All-Staff Communications.

#### Outcome

The Executive team were asked provide any items for inclusion in the communications to Andre Castaldi by cob Wednesday 29 June.

## Agenda item 13

### Other Business

#### Discussion

ACCC Secondment: Annamie Hale provided a summary of the secondment arrangement:

- a trial swap arrangement for 6 months initially (with a review prior to this date, with the possibility of extension to be discussed at this time), with the selected employees to remain an employee of their home agency, paid by their home agency, and responsibility for the employee remains the home agency
- secondment to commence 1 August 2022
- level should be senior EL1 or EL2 (probably an EL2)

Issues for consideration include:

- identifying what skills we would like to bring into the OAIC at this time - Executives to send Annamie Hale a note outlining “skills gap” in their Branch (highlighting what area/skills they would like the candidate to bring). Annamie Hale to respond to ACCC
- how we will select our internal candidate. Perhaps an EOI and selection process? Discussion of merits of EOI process.

The ACCC have recently developed a secondment policy and MOU templates that they will share with us.

<b>Outcome</b>	<p>It was agreed an EOI would be sent to staff with the Commissioner stating it will need to include wording to the effect “subject to operation requirements” so as to ensure branches are not left with an unmanageable skills/ staffinggap.</p> <p>It was agreed to engage a selection panel to select the staff member from the EOI.</p> <p>Executives to send Annamie Hale a note outlining “skills gap” in their Branch (highlighting what area/skills they would like the candidate to bring). Annamie Hale to respond to ACCC</p>
<b>Discussion</b>	<p>Executive Planning Day: The Commissioner discussed the proposed Executive Planning Day to be held mid to late July (venue to be determined).</p> <p>The purpose of the Planning Day is to discuss:</p> <ul style="list-style-type: none"><li>• Structural elements to accommodate new Commissioner</li><li>• OAIC – next 12 months</li><li>• Deputy/Assistant Commissioner structure</li><li>• Deep dive Corporate Plan/Operations</li><li>• Working collaboratively</li><li>• External speaker (KPMG presentation?)</li></ul>
<b>Outcome</b>	<p>Annamie Hale to send Corporate Plan timetable to Executive.</p> <p>The Commissioner thanked the Deputy Commissioner for chairing the meeting.</p> <p>The meeting close at 12:00 noon.</p>





Australian Government

Office of the Australian Information Commissioner

## Executive COMMITTEE Meeting Minutes

**Date:** Wednesday 15 June 2022

**Location:** Microsoft Teams

**Start:** 11:00 am

**Finish:** 11:32 am

### Attendees:

Angelene Falk	Information Commissioner and Privacy Commissioner
Leo Hardiman	FOI Commissioner
Elizabeth Hampton	Deputy Commissioner
Melanie Drayton	Assistant Commissioner Regulation and Strategy Branch
David Stevens	Assistant Commissioner Dispute Resolution
Rocelle Ago	Assistant Commissioner FOI Branch
Andre Castaldi	A/g Assistant Commissioner

### Apologies:

Annamie Hale	Assistant Commissioner Corporate
Sarah Ghali	A/g Assistant Commissioner Regulation and Strategy

### Observers:

Christa Heymans	EA to Commissioner
Amy Kiely	A/g Assistant Director

## Agenda Item 1

Strategic Priorities and External Environment

### Discussion

The Commissioner updated the Executive with the following:

- A welcome letter has been provided to the Attorney General's office including the OAIC's strategic priorities and a request for a meeting.
- The Secretary AGD/Secretaries Board Back Brief was cancelled last week and awaiting rescheduling for an update on AGO process.
- **s 47E(d)**
- Anti-Corruption Commission – Sarah Chidgey to head up task force and Simon Newnham A/g Dep Sec.

## Agenda item 2

### Commissioner Speech requests

<b>Discussion</b>	Amy Kiely provided an overview of the speaking engagements requests and recommendations- <a href="#">D2022/012875</a>
<b>Outcome</b>	<p>Invitations accepted as recommended.</p> <ul style="list-style-type: none"><li>• KWM Digital Future Summit (Monday 14 November)</li><li>• CIPL/PDPC Joint Regulatory and Industry Roundtable on Privacy Accountability (Thursday 21 July)</li></ul> <p>Invitations declined as recommended.</p> <p>Speeches to clarify other speakers on the KWM Digital Future Summit and provide placeholders in the Commissioner’s diary.</p> <p>Speeches to include the ICIC conference (Thursday 23, Friday 24 and Saturday 25 June) in the speaking engagement schedule</p>

## Agenda item 3

### Litigation Report

<b>Discussion</b>	
<b>Outcome</b>	Noted

## Agenda item 4

### Shared services transition update

**Discussion**

Melanie Drayton provided the following update:

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- Annual and personal leave balances were corrected on Wednesday 8 June, this followed initial calculation error at go-live.
- Standard Operating Procedures: OAIC and KPMG continue discussions relating to the development of procedures. The service requirement has been scoped. KPMG to advise whether they can provide detailed procedures which reflect the PGPA Act and audit requirements.
- PowerBI: the reports did not roll over with the transition. DESE has completed the following:
  - Access to the data has been enabled
  - The Resolve PowerBI 'identity' has been created
  - The link to Resolve has been created in PowerBI
  - Further meeting with OAIC/DESE on afternoon of 14/06/2022.

**Outcome**

PowerBI: Melanie Drayton advised DESE is currently rectifying the technical glitch and should be functional by cob today.

## Agenda item 5

Moving On Up project

**Discussion**

Melanie Drayton provided an update on the Moving On Up Project:

Friday 17<sup>th</sup> – the removalists will be relocating furniture from Level 2 to Level 10 and staff have been asked to avoid coming into the office. If there is a requirement for staff to be in the office it has been requested they contact Corporate to arrange a quiet space to accommodate them.

**Outcome**

Brenton Attard to advise the approx. timing of removalists so as to ensure there are no interruptions/disruptions to the Commissioner's speaking engagement taking place on Friday 17<sup>th</sup> June at 9:00 – 11:00 pm.

## Agenda item 6

### Minutes of Previous Meeting

<b>Discussion</b>	The Commissioner highlighted amendments to the minutes.
<b>Outcome</b>	The Executive Committee took the minutes as read and endorsed (following amendments) - <a href="#">D2022/013519</a>

## Agenda item 7

### Executive Committee Action Items

#	Description	Delegate	Due Date	Status	Notes
62	Budget	Simon Crone	Ongoing	Ongoing	Simon Crone to revise forecast, including additional costs – ongoing piece until EOFY.
63	Budget	Simon Crone		In progress	When reviewing the NPP budget Simon to create a table of budget decisions where the OAIC had “comebacks”
64	Shared services transition update	Annamie Hale		Complete	Draft email to all staff advising of leave issues/discrepancies and rectification to take place by 8 June
65	Shared services transition update	Annamie Hale		Complete	Power BI report – An out of session meeting (Annamie Hale, David Stevens, Libby Hampton, Rocelle Ago, Peter Donnelly and Brenton Attard) to be scheduled.
66	OAIC Calendar	Melanie Drayton/Annamie Hale/Samantha Lidbetter/Christa Heymans		Complete	Meeting to discuss and progress relevance of OAIC calendar

## Agenda item 8

### External Engagement

**Discussion** The Executive Committee noted the External Engagement schedule for the weeks commencing 13 and 20 June - [D2022/013424](#)

**Outcome** The EA to Commissioner to circulate the External Engagement schedule to Executive and Leadership teams immediately following the meeting.

## Agenda item 9

### Focus Area Summaries

**Discussion** The Executive Committee provided their Focus Area summaries for the next fortnight - [D2022/013550](#)

The EA to Commissioner to circulate the Focus Area summaries to Executive and Leadership teams immediately following the meeting (following approval from Commissioner)

## Agenda item 10

### All-Staff Communication

**Discussion** It was agreed that FOI Commissioner Hardiman would draft and send the All-Staff Communications.

**Outcome** Melanie Drayton to provide the email template to Commissioner Hardiman.

## Agenda item 11

### Other Business

**Discussion** There was no other business raised.

**Outcome** The meeting closed at 11:32 am



## Executive meeting minutes

Date and time:	Wednesday 30 May 2022 10.30am to 11:49am
Present:	Angelene Falk, Leo Hardiman, Elizabeth Hampton, Melanie Drayton, Annamie Hale, Rocelle Ago, Andre Castaldi, Sarah Ghali, David Stevens
Dial-In	MSTeams
Apologies	
Observers:	Christa Heymans (Minutes), Andrew Stokes/Amy Kiely (items 1 and 2) & Simon Crone (item 3)

### 1. Strategic Priorities and external environment

The Commissioner welcomed all parties to the meeting and provided an update on strategic priorities and external environment.

The Commissioner invited the meeting to raise any issues. No issues were raised.

### Observer Items

#### 2. Commissioner speech requests - [D2022/012313](#)

Amy Kiely/Andrew Stokes provided an overview of the following speaking engagements:

- Social Services Portfolio Chief Counsel Forum

The FOI Commissioner agreed to participate at a date (tba) in Q3. Amy Kiely to continue discussions

- Tour of Services Australia's Operations Centre (tour, presentation and photo op)

The Commissioner agreed to participate in the tour when next in Canberra in addition to the FOI Commissioner and Deputy Commissioner.

#### 3. PAW 2022 results, learnings and recommendations for 2023

Amy Kiely/Andrew Stokes provided an overview of the PAW 2022 results - Executive took the paper as read and Amy Kiely noted responses to recommendations:

1. Agreed
2. Agreed – consider budget bid for additional funding
3. Agreed

4. Agreed – in person event and livestreamed
5. Agreed – worked well
6. Agreed – worked well
7. Agreed – worked well

The Commissioner thanked and congratulated the Communications team for their efforts.

#### 4. Budget

Simon Crone provided a verbal update on the Budget.

The Commissioner reinforced the need for budgetary discipline so that the OAIC does not need to seek further operating losses, subject to unforeseen circumstances. When Simon is reviewing the NPP budget measures, the Deputy Commissioner asked him to create a table of budget decisions where the OAIC had a comebacks.

#### 5. Litigation Report - [D2022/004119](#)

Caren Whip provided an update on the Litigation report.

#### 6. Shared services transition update

Annamie Hale provided a verbal update to the meeting on the progress of current issues for resolution:

- Adobe Pro
- Resolve access
- Controlled documents register - noted
- Leave issues/discrepancies

Annamie Hale to draft email to all staff advising of issue and rectification of leave discrepancies (to be corrected 8 June).

- Power BI report

It was agreed to discuss the Power BI report at an out of session meeting between Annamie Hale, David Stevens, Libby Hampton, Rocelle Ago, Peter Donnelly and Brenton Attard.

## 7 Minutes of previous meeting – 4 May 2022

The Executive approved the minutes of the previous meeting

## 8. Executive Committee action items

The Executive Committee noted the Action items

#	Description	Who	Due Date	Status	Notes
62	Budget	Simon Crone	Ongoing	Ongoing	Simon Crone to revise forecast, including additional costs – ongoing piece until EOFY.
63	Budget	Simon Crone			When reviewing the NPP budget Simon to create a table of budget decisions where the OAIC had “comebacks”
64	Shared services transition update	Annamie Hale			Draft email to all staff advising of leave issues/discrepancies and rectification to take place by 8 June
65	Shared services transition update	Annamie Hale			Power BI report – An out of session meeting (Annamie Hale, David Stevens, Libby Hampton, Rocelle Ago, Peter Donnelly and Brenton Attard) to be scheduled.
66	OAIC Calendar	Melanie Drayton/Annamie Hale/Samantha Lidbetter/Christa Heymans	Ongoing		Meeting to discuss and progress relevance of OAIC calendar



## 9. External Engagement

The Executive noted the external engagement (for issue to Leadership team following the meeting).

Who	Week of 30 May 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday		
	Wednesday		
	Thursday	Sarah Court ASIC	
	Friday	Philippines FOI Project Management Office – visit to OAIC office. Commissioner welcome address	(onsite)
Leo	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Elizabeth	Monday		
	Tuesday	CDR Implementation Working Group	
	Wednesday	Annwyn Godwin IPEA	Canberra
	Thursday		
	Friday		
Melanie	Monday		
	Tuesday		
	Wednesday		
	Thursday	ORIMA Research	
	Friday	s 22	
David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

<b>Annemie</b>	Monday		
	Tuesday	Pre-meeting the chair of external Audit Committee, Jo Schumann	
	Wednesday	External Audit	Sydney
	Thursday	ORIMA Research	Sydney
	Friday		Sydney
<b>Rocelle</b>	Monday		
	Tuesday		
	Wednesday	OAIC Audit Committee Department of Home Affairs	(onsite) Sydney
	Thursday		
	Friday	Philippines FOI Project Management Office – visit to OAIC office.	Sydney (onsite)
<b>Andre</b>	Monday		
	Tuesday	CDR Implementation Working Group	
	Wednesday		
	Thursday		
	Friday		
<b>Sarah</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday	UK ICO re Global Frameworks and Standards WG	
	Friday		

Who	Week of 6 June 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday	Sarah Court, ASIC (monthly catch up)	
	Tuesday		
	Wednesday	Delia Rickard, Deputy Chair ACCC	
	Thursday	Secretary AGD/Secretaries Board Back Brief	
	Friday	s 22	
Leo	Monday	Dept of Home Affairs, Deputy Secretary Mark Ablong	Canberra
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Elizabeth	Monday		
	Tuesday	CDR Implementation Working Group	
	Wednesday	National Security College and ANU Law School – Legal Literacy Course	Canberra
	Thursday		
	Friday		
Melanie	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

<b>Annamie</b>	Monday		
	Tuesday		
	Wednesday	Service NSW	Sydney
	Thursday		Sydney
	Friday		
<b>Rocelle</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<b>Andre</b>	Monday		
	Tuesday	CDR Implementation Working Group	
	Wednesday		
	Thursday		
	Friday		
<b>Sarah</b>	Monday	SNAP Deloitte briefing on Australian Privacy Index 2022 finding	
	Tuesday	DCCWG meeting	
	Wednesday		
	Thursday		
	Friday		

## 10. OAIC Calendar

Melanie Drayton / Christa Heymans to discuss relevance and use of OAIC calendar going forward.

## 11. Focus areas summary

The Executive provided their focus areas (for issue to Leadership team following the meeting).

Executive member	Focus area
Angelene Falk	Preparation of information for incoming government, consideration of strategic issues for the regulatory forward work program, clearance of privacy and FOI matters
Leo Hardiman	Decisions, end of financial year finalisations
Elizabeth Hampton	RAC, CII's, preparation for the incoming government, including in relation to our budgetary position
David Stevens	RAC, clearance, end of financial year finalisations
Annamie Hale	Finalising Shared Services, move Level 2 to Level 10, Budget, PSPF
Melanie Drayton	PSPF, Risk, move Level 2 to Level 10, PMP Steering Committee
Andre Castaldi	Clearance of assessment reports Recruitment, shortlisting and interviews in CDR
Rocelle Ago	IC reviews - litigation – s 47E(d) Clearance reviews/complaints matters Philippines FOI Project Management Office – visit to OAIC office (Friday 3 June 2022)
Sarah Ghali	Planning with Policy Directors, Incoming Government, Clearance, Biometrics

## All staff communication

12. Deputy Commissioner Hampton to draft the all staff communication.

## Other business

13. Other business items.

Executive were requested to commence cleaning out their desks/offices in preparation for the move from Level 2 to Level 10.



## Executive meeting minutes

Date and time:	Wednesday 4 May 2022 10.00am to 11:00am
Present:	Angelene Falk, Melanie Drayton, Annamie Hale, Rocelle Ago, David Stevens, Leo Hardiman, Andre Castaldi
Dial-In	MSTeams
Apologies	Elizabeth Hampton, Sarah Ghali
Observers:	Christa Heymans (Minutes), Andrew Stokes (item 1), Caren Whip (item 8)

### 1. Strategic Priorities and external environment

The Commissioner welcomed all parties to the meeting and provided an update on strategic priorities and external environment for the next two weeks.

- Party policies
- Caretaker

#### External Environment: Last week

- CDDR Board
- Esafety
- ACMA
- Bar Association

#### External/internal Environment: Week commencing 2 May

- Regulatory Leadership Masterclass
- PAW All Staff meeting
- CyberX Privacy by design awards

#### External Environment: Week commencing 9 May

- ACCC Chair meeting – Gina Cass-Gottlieb
- Regulation AGD Sub meeting
- CBR – ANU Tech Launch, Annwyn Godwin, IPEA and Commissioner Jaala Hinchcliffe meeting

The Commissioner invited the meeting to raise any issues. No issues were raised.

## Observer Items

### 2. Commissioner speech requests - [D2022/007754](#)

Andrew Stokes provided an overview of the IAPP Asia Privacy Forum (Singapore) speaking request on Tuesday 19 July and recommended the Commissioner decline.

- The Executive agreed to decline the speech request.

The Commissioner raised the invitation she had receive to participate in the EDPS 2022 Conference on “The Future of Data Protection: Effective Enforcement om the Digital World” from Wojciech Rafal Wiewiorowski to be held in Brussels June 16 and 17. The Commissioner noted that she was inclined to decline but given the relevance of the topic she asked that the matter be given serious consideration.

Rochelle Ago raised a speech request for an in person FOI presentation (for ORIC) on 16 May. Rochelle recommended to decline the invitation and the Commissioner asked for the request to be forwarded to Amy as per usual process. Rochelle advised that this has been done.

Melanie Drayton advised the meeting that Mark Smolonogov had organised training for staff speaking to external audiences. Feedback provided was that the course was valuable and the course will now be included as part of the Training and Development calendar.

### 8. Litigation Report - [D2022/004119](#)

Annamie Hale provided an explanation of the scope of the Litigation Report to the meeting (for the purpose of new employees) advising that the report does not list all litigation matters but only those applicable to that fortnight. Caren Whip provided an update on the Litigation report specifically two items which were not included:

**S 47E (d)**

## Standing Items

3. Minutes of previous meeting – 4 April 2022 - [D2022/006155](#)  
The Executive accepted the minutes.
4. OAIC Calendar - [D2022/009721](#)  
The Executive noted the calendar.
5. Executive Committee action items

#	Description	Who	Due Date	Status	Notes
55	PMP Plan	David/Caren	11 April 2022	Complete	David has circulated process document out of session.  David to check with Commissioner out of session
59	Power BI - Ombudsman reporting	David Stevens/Emma Liddle	11 April 2022	Complete	Emma has advised Ombudsman reporting now included in the Litigation report – s 47E(d) Integrate into our continual improvement. Quarterly report around lessons learnt sufficient.
61	Budget	David/Rocelle	11 April 2022	Complete	David and Rocelle to come back out of session on areas where we need personnel to progress work by the end of next week.
62	Budget	Brenton	Ongoing	Ongoing	Brenton to revise forecast, including additional costs – ongoing piece until EOFY.
63	Speaking Engagement	All	5 May 2022	Complete	Christa to circulate the correspondence and seek feedback from the Executive.
64	s 47E(d)				
65.					



## 6. External Engagement

The Executive noted the external engagement.

Who	Week of 2 May 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday	OAIC Privacy Awareness Week launch	
	Tuesday		
	Wednesday		
	Thursday	March Regulator Leadership Cohort and ANZSOG Masterclass CyberCX Privacy by Design Awards Dinner	
	Friday	Services Australia Privacy Awareness Week panel	Canberra
Leo	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Elizabeth	Monday	s 22	
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Melanie	Monday	OAIC Privacy Awareness Week launch	
	Tuesday	CDR IWG meeting GLG: After the election – what happens? seminar	
	Wednesday		
	Thursday	SAP Hub Manager training	
	Friday	Portfolio of Agency CIO meeting	

<b>David</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<b>Annamie</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday	CyberCX Privacy by Design Awards	Sydney
	Friday		
<b>Rocelle</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<b>Andre</b>	Monday		
	Tuesday	Weekly CDR Implementation Working Group meeting	
	Wednesday		
	Thursday		
	Friday		
<b>Sarah</b>	Monday	Clarise Girot Future of Privacy Forum/OECD	
	Tuesday		
	Wednesday		
	Thursday	APSC Paw presentation	
	Friday		

Who	Week of 9 May 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday	Commissioner Angelene Falk, OAIC   Sarah Court, Deputy Chair, ASIC	
	Tuesday		
	Wednesday	OAIC/ACCC Regulatory Relationship - Gina Cass-Gottlieb, Liza Carver	
	Thursday	Johanna Weaver, Director of the ANU Tech Policy Design Centre - inaugural report launch "Tending the Tech-Ecosystem)PAC GPA SDSC Deep Dives 2022	Canberra
	Friday		
Leo	Monday	PM&C - PM&C attendees will be John Reid (FAS, Government Division), Petra Gartmann (AS, Government Division), Maia Ablett and Janelle Dedakis.	
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Elizabeth	Monday	s 22	
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Melanie	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

<b>Annamie</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<b>Rocelle</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<b>Andre</b>	Monday		
	Tuesday	Weekly CDR Implementation Working Group meeting	
	Wednesday	EDR schemes Meeting with Energy Water Ombudsman	
	Thursday	National COVID-19 Privacy Team meeting	
	Friday		
<b>Sarah</b>	Monday		
	Tuesday		
	Wednesday	Out of office	
	Thursday	National COVID team meeting GPA SDSC Deep Dive	
	Friday		

## 7. Shared services transition update.

Annamie Hale provided an update on the Shared services transition project detailing the following:

- 2 weeks until go-live on 16 May
- Weekly communications from Annamie to all staff
- Friday 13 May - staff will need to stop work at 1.45pm, which will be communicated in “all staff” comms
- From Friday 13-16 May no OAIC staff can access the system. If anyone does need access they must tell Annamie by end of business Thursday 5 May.
- Branches will attend the office on Monday 16 May in their allotted time to receive the support they need
- Everything is on track for migration and roll out
- There is lots of work being done

## Other business

## 9. Other business items.

Nil.

## 10. Focus areas summary

Executive member	Focus area
Angelene Falk	PAW, External engagements
Leo Hardiman	Decisions, Contact Agencies (introductions)
Elizabeth Hampton	N/A
David Stevens	Preparation for RAC, Clearances, Presentations x 2
Annamie Hale	Shared services, Paw, Budget
Melanie Drayton	Shared services
Andre Castaldi	Clearance of Assessment reports, CDR submission to statutory review and onboarding legal secondees and recruitment in CDR.
Rocelle Ago	Cases, Staffing
Sarah Ghali	Reviewing the draft report for the independent review of the CR Code and considering the workplan for the DP REG Forum.

## All staff communication

11. Annamie to draft the all staff communication which will be focussed on shared services for the next fortnight.



## Executive meeting minutes

Date and time:	Monday 4 April 2022 (items 2 and 7), 10.30am to 12.00pm Thursday 7 April (remaining items), 2:00 to 3:00pm
Present:	Angelene Falk, Elizabeth Hampton, Annamie Hale, Rocelle Ago, Sophie Higgins, Melanie Drayton
Dial-In	s 47E(d)
Conference ID	
Apologies	David Stevens
Observers:	Catherine Carpenter (Minutes), Mark Smolonogov (items 2 & 3), Amy Kiely (item 1)

### Observer Items

#### 2. Executive Brief - Learning and Development approach 2022 – [D2022/005780](#)

Annamie Hale, Assistant Commissioner, Corporate, spoke to the paper which asks Executive to agree to allocate approximately \$165,000-\$190,000 for L & D to be conducted before the end of the financial year. Annamie highlighted that the Great Managers training was underway and noted the benefits of the proposed 'Learn Hub' platform.

Commissioner Falk noted the importance of ensuring that each component of the proposed L & D intersects well and making sure that the messaging for managers is appropriate. Priorities may need to be adjusted and it is key that managers have time available to do the L & D. She noted the value of APSC 'building block' course for incoming managers.

Acting Commissioner Hampton expressed strong support for Learn Hub, noting the benefits of automation e.g. recording training required to be completed annually. (She noted the OAIC training modules should be added to Learn Hub.) She also strongly supported the proposed EL1 Toolkit proposal.

The Commissioner expressed her support for moving forward with the proposed L & D, subject to liaison with managers regarding the time commitment.

Annamie noted that in terms of what can be done this financial year, 3-hour sessions with Radical Candour are achievable. She advised that it wasn't possible to implement the EL1 Toolkit in time and the APSC courses are booked out. An integrity training module is being added to the Learn Hub platform.

The Commissioner expressed confidence that managers are conducting staff performance reviews on a regular basis, but the benefit of Learn Hub is automation.

Executive agreed to the budget allocation for L&D.

## Budget

### 7. Limited forecasting budget spend until 30 June – [D2022/005757](#)

Annamie spoke to the above spreadsheet outlining the proposals for April, May and June (and she will amend duplication and recirculate). She noted that there was a ‘good story to tell’ in terms of the cash reserves.

Acting Deputy Commissioner Melanie Drayton noted that she and Annamie were meeting with Maddocks later in the day to discuss potential secondments and they would liaise with the DR Assistant Commissioner David Stevens when he is back in the office.

The Commissioner asked about underspend in relation to the CDR project. Acting Assistant Commissioner Andre Castaldi advised that recruitment to fill vacancies in the CDR team is underway and he has put together a proposal for the CDR Guideline review work, which could be undertaken by a secondee.

Melanie reported that analysis conducted by the CFO did not identify the Gateway project had recorded a significant underspend.

Annamie noted that a financial consultant has been engaged to start on 11 April to advise on preparing the 2022–23 budget. In her view, the best option is to engage secondees from law firms on the panel. She flagged that there is a separate piece of work required in the future on how the OAIC recruits.

Libby noted that there was a threshold question as to how much of the underspend the OAIC keeps as savings in reserve. She endorsed the proposed initiatives.

The Commissioner expressed her desire to finalise DR matters before the end of the financial year in preparation for the 2022–23 year. She noted that the NDB team was 1% off hitting its KPI and that Sophie Higgins was to advise on strategies being implemented.

s 47C



## Level 2 transition

There was discussion regarding the need to secure resource to lead the Level 2 transition project within the timeframe (i.e. by 30 June 2022). Mark Smolonogov noted that finding the right person has proved difficult. Annamie noted that while the brief was for a person with change management skills, this may need to be reviewed. Various solutions were discussed such as logistics firms, the Attorney-General’s Department, Defence and the large consultancy firms (which the Committee observed would come at a premium).

Annamie to investigate large consultancy firm options and report back to Executive.

The Commissioner thanked Annamie and Mark for their work.

## Observer Items

1. Commissioner speech requests - [D2022/004336](#)

The Commissioner sought comments regarding the Innovate Australia speech in 12 August and confirmed she was happy to accept the speech request.

The Executive agreed to accept:

- Department of Defence PAW request - Andre Castaldi to do speech.
- Home Affairs PAW request - Sophie Higgins to do speech.

The Executive agreed to decline:

- Information Awareness Month (Adelaide) request due to the small audience.
- Department Infrastructure, Transport, Regional Development and Communications PAW request due to resources – Sarah Ghali to look how to engage with them and whether we can target Communications staff specifically on online issues.

3. Hybrid ways of working

Annamie advised this paper will be held over to the next meeting.

## Standing Items

4. Minutes of previous meeting – 21 March 2022 - [D2022/005051](#)

The Executive accepted the minutes.

5. OAIC Calendar - [D2022/005740](#)

The Executive noted the calendar.



## Action Items

### 6. Executive Committee action items – [D2022/005693](#)

#	Description	Who	Due Date	Status	Notes
55	PMP Plan	David/Caren	11 April 2022	Complete	David has circulated process document out of session.
59	Power BI - Ombudsman reporting	David Stevens/Emma Liddle	11 April 2022	Complete	Emma has advised Ombudsman reporting now included in the Litigation report – <b>s 47E(d)</b> [REDACTED]. Integrate into our continual improvement. Quarterly report around lessons learnt sufficient.
61	Budget	David/Rocelle	11 April 2022	Complete	David and Rocelle to come back out of session on areas where we need personnel to progress work by the end of next week.
62	Budget	Brenton	Ongoing	Ongoing	Brenton to revise forecast, including additional costs – ongoing piece until EOFY.

## External Engagement

### 8. Weekly update on major scheduled external activities/events.

The Executive noted the external engagement.

Who	Week of 4 April 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday	CDR Gateway review Royal Commission /AGS	
	Tuesday	Estimates (8pm)	
	Wednesday		
	Thursday	AIAC Dinner	
	Friday	AIAC meeting	
Elizabeth	Monday		
	Tuesday		
	Wednesday	SDO Shared services	
	Thursday	AIAC dinner	
	Friday	AIAC meeting	

<b>Melanie</b>	Monday		
	Tuesday	Estimates	
	Wednesday	CDR Gateway Review	
	Thursday		
	Friday		
<b> </b>			
<b>David</b>	Monday		
	Tuesday		
	Wednesday	SDO Shared services Overview/Michelle Black	
	Thursday		
	Friday		
<b> </b>			
<b>Annamie</b>	Monday	Transition project Stand up SDO & DESE	
	Tuesday		
	Wednesday	SDO Shared services meeting	
	Thursday	OAIC project Governance /DESE	
	Friday		
<b> </b>			
<b>Rocelle</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<b> </b>			
<b>Andre</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<b> </b>			
<b>Sarah</b>	Monday		
	Tuesday	Office of the National Data Commissioner	
	Wednesday		
	Thursday		
	Friday		
<b> </b>			

Who	Week of 11 April 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday	Delia Rickard ACCC Data Protection Authority Consultation	
	Wednesday		
	Thursday		
	Friday		
Elizabeth	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Melanie	Monday		
	Tuesday	Data Protection Authority Consultation	
	Wednesday		
	Thursday		
	Friday		
David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Annamie	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Rocelle	Monday		
	Tuesday		
	Wednesday		
	Thursday	Department of Prime Minister and Cabinet	By video
	Friday		
Andre	Monday		
	Tuesday		
	Wednesday		

	Thursday		
	Friday		
Sarah	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

## Legal Reports

9. Power BI report - includes access requests, FOI requests, legal advice requests and litigation matters - [Power BI report here](#).

10. Litigation summaries report - [D2022/004119](#)

The Executive noted the litigation report. The Commissioner thanked Annamie and the team for their work.

## Other business

11. Other business items.

Nil.

## Focus areas

12. Focus areas summary

Omitted due to meeting taking place on Thursday.

## All staff communication

13. Annamie to draft the all staff communication. The Commissioner will send a separate email thanking staff for their support for Estimates and providing them with a copy of the letter from PMC expressing appreciation to APS staff for their efforts during the recent floods.



## Executive meeting minutes

Date:	Monday 21 March 2022
Time:	10.30am to 12.00pm
Present:	Angelene Falk, Elizabeth Hampton, Annamie Hale, Rocelle Ago, David Stevens, Melanie Drayton, Sarah Ghali, Andre Castaldi
Dial-In	s 47E(d)
Conference ID	
Apologies	
Observers:	Joanne Murray (Minutes), Sarah Croxall, Andrew Stokes, & Amy Kiely (items 1)

### Observer Items

1. Commissioner speech requests - [D2022/004219](#)

IAPP ANZ Summit – Melanie Drayton noted she attended this event last year and would like to nominate Sarah Ghali to attend this year.

Salinger Privacy event – Salinger amended the event date due to lack of executive availability and is focussing more around regulatory background and an overview of strategic priorities and a high-level overview of enforcement powers. The new date will be Wednesday the 4<sup>th</sup> of May with a recommendation of David Stevens attending the event. Commissioner Falk agreed to the recommendation and asked David to consider if appropriate for Sophie to attend also (facts of the CIIs) to speak together.

### Standing Items

2. Minutes of previous meeting – 7 March 2022 - [D2022/003725](#)

Committee accepted the minutes.

3. OAIC Calendar - [D2022/004551](#)

Committee noted the calendar.

## Action Items

4. Executive committee action items - [D2022/004553](#)

#	Description	Who	Due Date	Status	Notes
48	KPI development project	Annamie Hale	7 March 2022	Complete	Annamie to manage project including review of work done by Ruth Mackay. To review OVIC and eSafety reports for benchmarking purposes.  Update: 21/3 Annamie spoke with Ruth and will provide further information out of session.
52	Legal and litigation report	Annamie Hale	7 March 2022	Complete	Annamie to manage legal reporting package to best meet Exec information needs.  Update: Annamie has provided the new look shorter report and taken on the feedback., It has been accepted by the executive.
55	PMP Plan	David/Caren	7 March 2022	Ongoing	Caren to liaise with David re internal process to ensure that the PMP is considered as part of any internal process improvements.  Update: David is to prepare a short process document to be submitted at the next executive meeting. Update 21/3: David will provide this process out of session this week.
57	Staffing and project projections	Assistant Commissioners	7 March	Complete	ACs to meet with Brenton to provide staffing and project projections.
59	Power BI - Ombudsman reporting	David Stevens/Emma Liddle	21 March	Ongoing.	David and Emma are to liaise with Eduardo to include Ombudsman reporting in the Litigation report. s 47E(d) [REDACTED] [REDACTED] Update 21/3: David has met with Cecilia and will follow up.

60	Budget	Annamie Hale	TBA	Complete	Annamie presented an outline of the legal retainer and associated costs which was accepted by executive out of session
61	Budget	David/Rocelle	25 March	New	David and Rocelle to come back out of session on areas where we need personnel to progress work by the end of next week.
62	Budget	Brenton	TBA	New	Brenton to revise forecast, including additional costs.

## Budget

### 5. February budget brief – [D2022/004234](#)

Brenton Attard talked to the paper and noted the management report **s 47E(d)**

**s 47E(d)** The overall surplus position relates to the timing of shared services invoices from both DESE and SDO, and the underspend on salaries and wages.

**s 47E(d)**

Brenton confirmed the OAIC's **s 47E(d)**

**s 47E(d)** The application was for the related costs for SDO shared services and consultants. Brenton will provide the Commissioner an out of session overview of the application of operating loss and underspend.

Annamie Hale outlined the legal services retainer model which has previously been endorsed by Executive. Emma Liddle will oversee the legal secondments and maintaining a record of total secondment days per branch. Brenton Attard outlined the approach to recovering secondment costs from Branches for this work. Brenton will reallocate incurred costs from Branch salary and wages allocations on a monthly basis; this was endorsed by Executive.

Brenton provided an overview of the forecast to 30 June, which was reflected at Attachment C. The underspend relates to lower than budgeted staffing levels. Brenton introduced options to spend and track those funds per the brief. The Executive noted Assistant Commissioners will consider options to reallocate unspent funds within their Branch.

The Executive generally discussed options, such as extending the legal retainer model or capital works. Commissioner Falk asked Assistant Commissioners to consider options to support key areas of work and report back to the CFO. Brenton noted retaining a portion of unspent funds as cash reserves to bolster the OAIC's financial liquidity.

It was noted that unspent funds could be accessed in future financial years however this would be through operating loss application process rather than an automatic rollover.

Acting Commissioner Hampton advised that costs associated with moving from level 2 to 10 need to be forecasted before we can look at spending the underspend. Brenton Attard advised there are no make good costs in the lease. Brenton will investigate the possibility of selling some of the level 2 equipment.

Commissioner Falk noted she would like Melanie, Annamie and Brenton to review the level 10 transition costs and include these in the forecast. Brenton will also review the recommended portion of cash reserves to set aside.

Annamie will have discussions with Assistant Commissioners and review the possible spend. Commissioner Falk noted the need to focus on areas where there are backlogs. Annamie to work with Rocelle and David to target these areas.

## External Engagement

### 6. Weekly update on major scheduled external activities/events.

Who	Week of 21 March 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday	Executive Brief – CDR Benefits Manager	
	Wednesday	Sarah Court – ASIC AEC Commissioner & Dep. Commissioner	
	Thursday	AGS Counsel IAG Meeting	
	Friday		
Elizabeth	Monday		
	Tuesday		
	Wednesday	Government Security Committee meeting Commissioner & Dep. Commissioner AEC	
	Thursday	AGS counsel	
	Friday	CIO/CISO Forum DP – Reg Meeting	CBR
Melanie	Monday		
	Tuesday	CDR Design & Strategy Meeting	
	Wednesday	CDR Implementation Meeting Government Security Committee meeting	



	Thursday		
	Friday	ADHA meeting	
David	Monday		
	Tuesday	JCSC presentation	
	Wednesday	Workshop 4 Update on contingency arrangements in response to a significant cyber attack/APRA	
	Thursday	OAIC/AGS/Counsel call re SLA response	
	Friday	NDB presentation to ASIC DP- Reg meeting	
Annamie	Monday	AGD/Whole of portfolio presentation on risk management OAIC User Acceptance Testing - Monday afternoon drop-in sessions	
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Rocelle	Monday		
	Tuesday		
	Wednesday	Department of Prime Minister and Cabinet	
	Thursday		
	Friday		
Andre	Monday		
	Tuesday	9am CDR Implementation Working Group Meeting	
	Wednesday		
	Thursday		
	Friday		
Sarah	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday	DP-Reg meeting	

Who	Week of 28 March 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday	Julie Inman Grant – ESafety Commissioner	
	Wednesday		
	Thursday		
	Friday		
Elizabeth	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday	Integrity Agencies Deputies Meeting	
Melanie	Monday		
	Tuesday	CDR Implementation meeting	
	Wednesday		
	Thursday		
	Friday	Integrity Agencies Deputies meeting Portfolio of Agency CIO's meeting	
David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Annamie	Monday	UAT support meeting	
	Tuesday		
	Wednesday	OAIC on-boarding project	
	Thursday	Weekly OAIC Project Governance	
	Friday		
Rocelle	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

Andre	Monday		
	Tuesday	9am CDR Implementation Working Group Meeting	
	Wednesday	3pm TIO EDR Schemes reporting meeting	
	Thursday		
	Friday		
Sarah	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

## Legal Reports

- Power BI report - includes access requests, FOI requests, legal advice requests and litigation matters - [Power BI report here](#).
- Litigation summaries report - [D2022/004119](#)

Annamie Hale noted the revised layout of the report reduces reading time and draws the essential points to the committee's attention. Commissioner Falk asked if the inclusion of the applicant, the responsible officer to each legal matter and the nature of the matter can be added. Acting Commissioner FOI asked for cost recovery to be added to the report if necessary. It was noted that Executive expects Legal to be regularly recovering these amounts.

## Other business

- The Executive noted with appreciation the significant contribution of Mark Smolonogov to managing the Enterprise Agreement and Determination process and thanked Mark for his engagement with staff.

No other business items were raised.

## Focus areas

- Focus areas summary

Executive to advise their focus areas.

Executive member	Focus area
Angelene Falk	s 47E(d) [REDACTED] External focus digital platform regulatory forum. IAG meeting this Thursday. Decisions and matters on foot.

Elizabeth Hampton	Finalising two cohorts of national review matters. IC reviews and complaints.
David Stevens	External presentation, clearance and Director engagement.
Annamie Hale	§ 22 SDO transition.
Melanie Drayton	Clearance of matters.
Andre Castaldi	External engagement with CDR and also clearance with assessments.
Rocelle Ago	Clearance of matters.
Sarah Ghali	Digital platforms.

## All staff communication

11. Andre Castaldi to draft the all-staff communication.



## Executive meeting minutes

Date:	Monday 7 March 2022
Time:	10.30am to 12.00pm
Present:	Angelene Falk, Elizabeth Hampton, Annamie Hale, Rocelle Ago, David Stevens, Sarah Ghali, Andre Castaldi
Dial-In	s 47E(d)
Conference ID	
Apologies	Melanie Drayton
Observers:	Joanne Murray (Minutes), Sarah Croxall & Amy Kiely (items 1 & 2)

### Observer Items

1. Commissioner speech requests - [D2022/002838](#)

Immigration Law Council – Strategic Communication’s recommendation is to decline this event due to limited resourcing noting we may be in caretaker mode. Rocelle Ago noted that there may be benefit in exploring this event considering that many applicants in the IC review space are legally represented, and the presentation can focus on various mechanisms to access information and a general summary of recommendations in the investigations space. Commissioner Falk supports Rocelle Ago and a/g Commissioner Hampton engaging if resourcing permits.

Advancing data share – Commissioner Falk agreed not to proceed.

2. PAW event Executive briefing - [D2022/003180](#)

Amy Kiely noted that a different method was taken this year by approaching businesses/departments seeking expressions of interest in relation to OAIC participation in PAW events. Overall, the requests were received through a broad range of government agencies (30 government agencies). The goal is to proceed with 10 events given the current resourcing levels. a/g Commissioner Hampton thought it may be fruitful to do the Salinger privacy event given they are a key stakeholder for the OAIC. Commissioner Falk suggested Sophie Higgins provide the opening

remarks around regulatory priorities, reasonable necessity and fairness of collection which will give some exposure to this audience on these particular issues. Commissioner Falk noted the event for ANZ group was not recommended to go ahead but to keep in mind for later in the year.

Aust Community Support - 460 staff would attend. It was agreed that David Stevens will liaise with Strat Comms around who will attend from DR.

## Standing Items

3. Minutes of previous meeting – 21 February 2022 - [D2022/002469](#)

The Executive committee noted and approved the minutes

4. OAIC Calendar - [D2022/002382](#)

The Committee noted the calendar items.

## Action Items

Executive committee action items - [D2022/003609](#)

#	Description	Who	Due Date	Status	Notes
48	KPI development project	Annamie Hale	21 Feb 2022 7 March 2022	Ongoing	Annamie to manage project including review of work done by Ruth Mackay. To review OVIC and eSafety reports for benchmarking purposes. <b>Update: Annamie still to meet with Ruth and will report back to the Committee in 2 weeks.</b>
52	Legal and litigation report	Annamie Hale	21 Feb 2022 7 March 2022	Ongoing	Annamie to manage legal reporting package to best meet Exec information needs. <b>Update: Annamie will provide an example of the new look shorter report to the next Executive meeting (7 March).</b>
55	PMP Plan	David/Caren	21 Feb 2022 7 March 2022		Caren to liaise with David re internal process to ensure that the PMP is considered as part of any internal process improvements. <b>Update: David is to prepare a short process document to be submitted at the next executive meeting. Jo is to send the PMP EB Caren prepared out of session to Sarah Ghali.</b>
56	Review of current OAIC policies	Annamie Hale	21 March 2022	Complete	Annamie to distribute an EB around the merit pool extended to 18 months, NDAs in sexual harassment cases, probation changes, integrity training requirements.
57	Staffing and project projections	Assistant Commissioners	7 March	New	ACs to meet with Brenton to provide staffing and project projections.

59	Power BI - Ombudsman reporting	David Stevens/Emma Liddle	21 March	New	s 47E(d)

## Budget

6. Budget update – Nil to report.

## External Engagement

7. Weekly update on major scheduled external activities/events.

Who	Week of 7 March 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday	Delia Rickard/ACCC Elizabeth Kelly PSM CDR statutory review	
	Wednesday	Secretary Jones NDB presentation	
	Thursday	Sarah Court/ACCC Secretaries Board meeting	
	Friday	Tech Regulators interview	
Elizabeth	Monday		
	Tuesday		
	Wednesday	Digital Identity & myGov Steering Committee Secretary Jones NDB presentation	
	Thursday		
	Friday		
Melanie	Monday	CDR Implementation Working Group meeting Data Champions Forum Audit Committee meeting	
	Tuesday	Leanne Smith CEO AHRC	
	Wednesday		
	Thursday		
	Friday		



David	Monday		
	Tuesday		
	Wednesday	s 47E(d)	Julie Foster ICO
	Thursday		
	Friday		
Annamie	Monday	SDO/UAT support meeting	
	Tuesday	OAIC Audit Committee	
	Wednesday		
	Thursday	SDO Engagement	
	Friday	Discussion re OAIC First-logon Experience	
Rocelle	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Andre	Monday		
	Tuesday	Weekly CDR Implementation Working Group	
	Wednesday	Statutory Review of the CDR: Discussion with reviewer Ms Elizabeth Kelly PSM	
	Thursday	National COVIDSafe Team Meeting	
	Friday		
Sarah	Monday		
	Tuesday		
	Wednesday		
	Thursday	Legal and Constitutional Affairs Legislation Committee Inquiry appearance	
	Friday		

Who	Week of 14 March 2022	Stakeholder engagement	Location (other than Sydney)
Ang elen e	Monday		
	Tuesday		

	Wednesday		
	Thursday		
	Friday		
Elizabeth	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Melanie	Monday		
	Tuesday	CDR Implementation Working Group Meeting	
	Wednesday		
	Thursday		
	Friday		
David	Monday		
	Tuesday	AFCA/OAIC discussion of Systemic Issues/Michelle Kumarich AFCA	
	Wednesday		
	Thursday		
	Friday		
Annamie	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Rocelle	Monday		
	Tuesday		
	Wednesday	Meeting with Department of Prime Minister and Cabinet	
	Thursday		
	Friday		
Andre	Monday		
	Tuesday	9-10am Weekly CDR Implementation Working Group	
	Wednesday		
	Thursday		
	Friday		

Sarah	Monday		
	Tuesday	ACCC/OAIC/IAB meeting on ad tech inquiry recommendations	
	Wednesday		
	Thursday		
	Friday		

## Legal Reports

- Power BI report - includes access requests, FOI requests, legal advice requests and litigation matters - [Power BI report here.](#)
- Litigation summaries report - [D2020/016653](#)

Commissioner Falk noted the Litigation report and asked if the **s 47E(d)** can be included with next steps added. The **s 47E(d)** matter is to be included. David Stevens and Emma Little are to liaise with Eduardo in relation to including a Power BI Ombudsman report within the litigation report.

## Other business

- Nil reported.

## Focus areas

- Focus areas summary

Executive to advise their focus areas.

Executive member	Focus area
Angelene Falk	External engagement
Elizabeth Hampton	FOI Decisions/Change management
David Stevens	RAC – work program
Annamie Hale	EA
Melanie Drayton	N/A
Andre Castaldi	Clearance/external engagement
Rocelle Ago	Clearances
Sarah Ghali	Hearing preparation

## All staff communication

- Sarah Ghali to draft the all-staff communication.



## Executive meeting minutes

Date:	Monday 21 February 2022
Time:	10.30am to 12.00pm
Present:	Angelene Falk, Elizabeth Hampton, Annamie Hale, Rocelle Ago, Brenton Attard, David Stevens, Melanie Drayton, Sarah Ghali, Andre Castaldi
Dial-In	s 47E(d)
Conference ID	
Apologies	
Observers:	Joanne Murray (minutes), Sarah Croxall & Amy Kiely (item 1), Brenton Attard (item 5) & Emma Liddle (item 9)

### Observer Items

#### 1. Commissioner speech requests - [D2022/002332](#)

Services Australia PAW panel –invitation for a member of Executive to speak on a Panel with SA Senior Executives on Wednesday 4<sup>th</sup> May morning. SA are a targeted supporter. Melanie Drayton will attend this panel event located in Canberra.

South Pacific Audit Conference –Andre Castaldi to present as the OAIC’s representative.

International Women’s Day event – Amy Kiely advised it has been challenging to receive sufficient information for a decisive recommendation. Commissioner Falk advised not to proceed with this event.

Cyber CX – Amy Kiely noted that Commissioner Falk will be receiving an invitation to the Cyber X privacy by Design Awards to be held on 5 May. AGD and eSafety have been invited to address the forum. Agreed in principle to participate subject to consideration of privacy awards.

#### 2. Enterprise Agreement

Annamie Hale provided the Committee with an update on the coming week’s process in relation to the EA and advised the current EA expires on 12 May with the first date of a possible pay increase on 13 May.

Commissioner Falk asked Annamie to ensure staff are aware of the positive attributes of OAIC's EA as noted by the APSC.

3. Commencement of the APS Commissioner's Directions 2022 - [D2022/001602](#)

The committee noted the paper and work to be completed in collaboration with Legal.

## Standing Items

3. Minutes of previous meeting – 7 February 2022 - [D2022/001775](#)

Executive accepted and noted the comments.

4. OAIC Calendar - [D2022/002382](#)

Committee is to review the OAIC Calendar.

## Action Items

5. Executive committee action items –

#	Description	Who	Due Date	Status	Notes
48	KPI development project	Annamie Hale	21 Feb 2022 7 March 2022	Ongoing	Annamie to manage project including review of work done by Ruth Mackay. To review OVIC and eSafety reports for benchmarking purposes.  <b>Update: Annamie met with Ruth and will report back to the Committee in 2 weeks.</b>
52	Legal and litigation report	Annamie Hale	21 Feb 2022 7 March 2022	Ongoing	Annamie to manage legal reporting package to best meet Exec information needs.  <b>Update: Annamie will provide an interim report to the next Executive meeting (7 March).</b>
55	PMP Plan	David/Caren	21 Feb 2022 7 March 2022	Ongoing	Caren to liaise with David re internal process to ensure that the PMP is considered as part of any internal process improvements.  <b>Update: David is to prepare a short process document to be submitted at the next executive meeting. Jo is to send the PMP EB Caren prepared out of session to Sarah Ghali.</b>

56	Review of current OAIC policies	Annamie Hale	21 March 2022	Complete	Annamie to distribute an EB around the merit pool extended to 18 months, NDAs in sexual harassment cases, probation changes, integrity training requirements.
57	Staffing and project projections	Assistant Commissioners	7 March	New	ACs to meet with Brenton to provide staffing and project projections.
58	Corporate resourcing EB	Annamie Hale	7 March	New	Annamie to provide the committee with an EB on Corporate resourcing pending the May budget.

## Budget

### 6. Budget update - 31 January 2022 - [D2022/002267](#)

Brenton Attard tabled the January 2022 Budget Executive Brief. Brenton noted the budget is showing a surplus on the profit and loss statement and management report. The management report surplus reflects the additional funding received under MYEFO, but not yet drawn down as appropriation funding.

The year to date average staffing level is 117.27 which is lower than the budgeted 127.49. This has contributed to the overall surplus position. Additionally, there are numerous projects which are underspent. The budgetary assumption is that all projects will be complete by the end of the financial year.

The Acting Deputy Commissioner, CFO and Assistant Commissioners will meet to provide feedback to the CFO around their project expenditure and staff forecasting. Annamie Hale will provide the Committee with a Corporate resourcing paper due at the next Executive committee meeting. Brenton is to meet with ACs to establish their project and spend to end fy.

## External Engagement

### 7. Weekly update on major scheduled external activities/events.

Who	Week of 7 March 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday	Meg Brighton/ Head of Parliamentary Workplace Support Services Norton Rose re Matter	
	Tuesday	Roundtable Australian & Europe Children's rights roundtable	
	Wednesday		
	Thursday		

	Friday	Integrity Agencies Group Meeting	
Elizabeth	Monday		
	Tuesday		
	Wednesday	Secretary AGD	
	Thursday		
	Friday		
Melanie	Monday	s 47E(d)	
	Tuesday	CDR Implementation working group meeting Murray Furlong GM, Fair Work Commission	
	Wednesday	Digital Identity and myGov Steering Committee	
	Thursday		
	Friday	ADHA	
David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Annamie	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Rocelle	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Andre	Monday		
	Tuesday	9am CDR Implementation Working Group Meeting	
	Wednesday	11am CDR benefits Working Group	
	Thursday		
	Friday		
S a	Monday		

	Tuesday	Australia and Europe Children's Rights Roundtable	
	Wednesday	Out of office	
	Thursday		
	Friday		

Who	Week of 14 March 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday		
	Wednesday		
	Thursday	GPA SDSC Deep Dive 2022 OAIC Audit committee	
	Friday		
Elizabeth	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday	AIAC meeting	
Melanie	Monday		
	Tuesday	CDR Implementation Working Group meeting	
	Wednesday	OAIC On-boarding Project	
	Thursday		
	Friday		
David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Annamie	Monday		
	Tuesday		
	Wednesday	OAIC on-boarding project	
	Thursday		
	Friday		
R O U E	Monday		



	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Andre	Monday		
	Tuesday	CDR Implementation Working Group Meeting	
	Wednesday		
	Thursday		
	Friday		
Sarah	Monday		
	Tuesday	Home Affairs re Biometrics strategy	
	Wednesday	Out of office	
	Thursday	DCCWG meeting	
	Friday		

## Legal Reports

8. Power BI report - includes access requests, FOI requests, legal advice requests and litigation matters - [Power BI report here.](#)
9. Litigation summaries report - [D2020/016653](#)

s 47E(d)

## Other business

10. All staff sessions

Annamie Hale advised that staff discussions around level 2 will be undertaken this week (Monday/Thursday). Annamie asked ACs to communicate with their teams for any feedback from these sessions and relay them to Brenton and Annamie.

## Focus areas

### 11. Focus areas summary

Executive to advise their focus areas.

<b>Executive member</b>	<b>Focus area</b>
Angelene Falk	Clearance and external engagement
Elizabeth Hampton	Band 1 round ACCC on Tuesday/working on internal Governance /working on Decisions
David Stevens	Staffing/prep follow up with Dep Commissioner Ops/RAC
Melanie Drayton	Internal meetings /Governance meeting /Staff Q & A sessions
Annamie Hale	Internal meetings level 2 all staff meetings Monday & Thursday
Andre Castaldi	Attending Governance forums/Treasury re gateway review/finalising assessments
Rocelle Ago	Decisions/investigations/Internal Governance/Mid cycle reviews
Sarah Ghali	Clearance/FRT and Online Privacy Bill

## All staff communication

### 12. Annamie Hale to draft the all-staff communication.



## Executive meeting minutes

Date:	Monday 7 February 2022
Time:	10.30am to 12.00pm
Present:	Angelene Falk, Elizabeth Hampton, Melanie Drayton, Annamie Hale, Rocelle Ago, David Stevens, Sarah Ghali, Andre Castaldi
Dial-In	s 47E(d)
Conference ID	
Apologies	Brenton Attard
Observers:	Catherine Carpenter (Minutes), Amy Kiely (item 1)

Commissioner Falk made some introductory remarks and welcomed s 22 [REDACTED]. She noted that the Full Court of the Federal Court has passed down the judgment [dismissing Facebook's appeal](#) to set aside the earlier ruling granting the OAIC leave to serve documents on Facebook Inc. Commissioner Falk and David Stevens acknowledged the cross office contributions of staff and recognised the efforts and expertise of Sophie Higgins and Wendy Tian.

### Observer Items

1. Commissioner speech requests - [D2022/001380](#)

International Women's Day (IAPA) speech request – the Commissioner is in favour of accepting the invitation to take part in this virtual event but asked Strategic Communications to explore further and obtain information about the other speakers on the panel.

David Stevens and Clare Gregory are able to speak at Joint Cyber Security Centre network event on the NDB scheme. The date is to be settled.

### Standing Items

2. Minutes of previous meeting – 24 January 2022 -  
The Executive Committee accepted the minutes.
3. OAIC Calendar - [D2022/001555](#)  
The Executive Committee noted the OAIC Calendar.

## Action Items

### 4. Executive Committee action items – [D2022/001556](#)

#	Description	Who	Due Date	Status	Notes
48	KPI development project	Annamie Hale	21 Feb 2022	Ongoing	Annamie to manage project including review of work done by Ruth Mackay. To review OVIC and eSafety reports for benchmarking purposes.
52	Legal and litigation report	Annamie Hale	21 Feb 2022	Ongoing	Annamie to manage legal reporting package to best meet Exec information needs.
55	PMP Plan	David/Caren	21 Feb 2022	Ongoing	Caren to liaise with David re internal process to ensure that the PMP is considered as part of any internal process improvements.  <b>In progress. David to report back on 21 Feb.</b>
56	Review of current OAIC policies	Annamie Hale		New	Annamie to distribute an EB around the merit pool extended to 18 months, NDAs in sexual harassment cases, probation changes, integrity training requirements.

## Budget

### 5. Nil to report

## External Engagement

### 6. Weekly update on major scheduled external activities/events.

Who	Week of 7 February 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday	AGD Portfolio Agency Meeting	
	Wednesday		
	Thursday	CDR Board Meeting Call: Angelene Falk, Sara Ghali and Beeban Kidron CDR Program - discussion of the shared and strategic risk register	

	Friday	10:00 Small Agency presentation: CancerAid - one of two APSC	
<b>Elizabeth</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday	Secretaries Board Debrief	
	Friday		
<b>Melanie</b>	Monday		
	Tuesday	CDR Implementation Working Leanne Smith AHRC	
	Wednesday	CDR Benefits Working Group	
	Thursday	CDR Board meeting OAIC and the Australian Financial Complaints meeting (AFCA)	
	Friday		
<b>David</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday	OAIC and the Australian Financial Complaints meeting (AFCA)	
	Friday		
<b>Annamie</b>	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<b>Rocelle</b>	Monday		
	Tuesday	AGD – Access refusals, Part V of guidelines	
	Wednesday	Australian Pesticides and Veterinary Medicines Authority	
	Thursday	Department of Prime Minister and Cabinet Department of Home Affairs	
	Friday		
<b>Andre</b>	Monday	Bendigo & Adelaide Bank liaison meeting	
	Tuesday	CDR Implementation Working Group	
	Wednesday	CDR Benefits Working Group	

	Thursday	National COVID-19 Team meeting	
	Friday		
Sarah	Monday		
	Tuesday		
	Wednesday	Part time day out of office Baroness Kidron discussion	
	Thursday	National COVID-19 Privacy Team meeting	
	Friday		

Who	Week of 14 February 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Elizabeth	Monday		
	Tuesday		
	Wednesday	Deputy Secretaries Board Debrief	
	Thursday		
	Friday		
Melanie	Monday		
	Tuesday	CDR Implementation Working Group	
	Wednesday	CDR Benefits Working Group	
	Thursday	iSpirit /Treasury Data Discussion	
	Friday		
David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Annami e	Monday		
	Tuesday		
	Wednesday		

	Thursday	Michelle Black/SDO (Treasury)	
	Friday		
Rocelle	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Andre	Monday		
	Tuesday	CDR Implementation Working Group	
	Wednesday	CDR Benefits Working Group	
	Thursday		
	Friday		
Sarah	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

## Legal Reports

7. Power BI report - includes access requests, FOI requests, legal advice requests and litigation matters - [Power BI report here.](#)
8. Litigation summaries report  
The Executive Committee noted the litigation report.

s 47E(d)

## Other business

9. Other business items.

### New Direction

Annamie Hale gave a summary of a new Direction issued by the APSC. The merit pool extended to 18 months, NDAs in sexual harassment cases, probation changes, integrity training requirements. Annamie to review relevant OAIC policies. Annamie to prepare an Executive brief.

## Focus areas

### 10. Focus areas summary

Executive to advise their focus areas.

Executive member	Focus area
Angelene Falk	Determinations, IC reviews, FOI guidance, preparation for Estimates, engagement with AGD portfolio agencies and CDR Board
Elizabeth Hampton	Preparation for Senate Estimates, decisions
David Stevens	Affidavit to be settled by tomorrow afternoon, working with Sophie, staffing and clearance
Melanie Drayton	Post leave briefings and forward action
Andre Castaldi	Recruitment – setting up panels, clearance work, external engagement
Rocelle Ago	External engagements, support to Commissioner ahead of Estimates, clearance for IC review decisions, investigations notices, staffing
Sarah Ghali	National security work – submission due, credit area work
Annamie Hale	New EA proposal, transition to shared services and laptop rollout, new survey for COVID return to office

## All staff communication

### 11. Andre Castaldi to draft the all-staff communication.





## Executive meeting minutes

Date:	Monday 24 January 2022
Time:	10.30am to 12.00pm
Present:	Angelene Falk, Elizabeth Hampton, Brenton Attard, David Stevens, Sarah Ghali and Andre Castaldi
Dial-In	s 47E(d)
Conference ID	
Apologies	Emma Liddle, Melanie Drayton, Rocelle Ago
Observers:	Joanne Murray (Minutes), Sarah Croxall & Amy Kiely (items 1, 2 & 3), Eddie Midgley (item 4)

### Observer Items

#### 1. Commissioner speech requests - [D2022/000027](#)

Acting Commissioner Hampton advised the Data Protection Authority Consultation (Australian High Commission, India) event aligns with GPA objectives and is an important stakeholder, recommending that Sarah Ghali attend. Commissioner Falk advised she would like to present on the basis that it's within the first quarter of 2022 (post-Estimates) and that the AGD is contacted for any advice. Pending this, Commissioner Falk requested that the International team advise the GPA of the OAIC's participation.

Public Sector Network Digital Government & CX National Insights – forecasting the next stage of digital transformation. Acting Commissioner Hampton recommended that the OAIC be represented at the Public Sector Network Digital Government and CX National Insights event given the alignment with the OAIC's strategic priorities. Amy Kiely recommended that Speeches explores whether the OAIC could give a keynote instead at a future meeting of the community, noting that they meet quarterly. Commissioner Falk adopted Amy's recommendation.

Catholic Archdiocese invitation – Commissioner agreed not to attend as per the recommendation.

IAPP summit – Commissioner Falk agreed to provide keynote speech as per the recommendation, but did not to propose a separate session/panel event at this stage.

Trans Tasman event – Commissioner Falk agreed to attend if the commitment is within Q3. Amy is to enquire if viable.

2. Speeches and Engagements for 2022 - [D2021/020562](#)

Executive noted as read. Commissioner Hampton advised the Committee that a focus on the digital economy would align with our corporate strategy. Commissioner Falk would like to ensure that the emphasis on Finance is aligned with the CDR regulatory focus.

Executive approved the program with amendments to reflect the priority of the Australian Digital economy, finance (CDR) and health sectors.

3. Privacy Awareness Week 2022 - [D2022/000071](#)

Executive noted the brief as read. Executive have agreed to the delivery strategy. Commissioner Hampton recommended that Home Affairs and the ADHA be added to the list of target supporters. The Committee discussed performance measures, Commissioner Falk would like to at least meet last year's targets on supporters. Commissioner Falk asked for Strategic Communications and R&S to explore whether resources around privacy management program could be easily adapted to be useable for other organisations and for Strategic Communications to look at and give more prominence to the education centre on the website.

Commissioner Falk approved the “Cube” graphic for the creative concept, subject to the creative agency proposing a suitable way of representing the cube forming part of the entity's ongoing privacy obligations, through animation, copy or another mechanism.

4. Website redevelopment – [D2022/000359](#)

Sarah Croxall advised Executive that Strategic Communications are starting the build phase of the OAIC website and have identified a budget shortfall due to the changes in the project milestones. Sarah has recommended an approach to finalise build this year by purchasing an additional 510 development hours from Squiz (any extra hours will be allocated to support, following launch of the new website). The recommendation is to access additional funds from the Contingency Fund of \$121K. Commissioner Falk approved the recommendation to purchase the 510 hours and to proceed in accordance with the recommendation set out in the EB. The project milestone reporting is to be to the Operational Committee to 30 June.

5. OAIC Enterprise Agreement – [D2022/000438](#)

6. Australia Day medallions – [D2021/020047](#)

Commissioner Falk approved Australia Day medallions to Emma /Sarah/Emi/Sara Peel. Brenton Attard will oversee the draft inscription of the awards with Assistant Commissioners in preparation for the all staff meeting next Monday.

## Standing Items

7. Minutes of previous meeting – 13/20 December 2021 -

The Executive approved the meeting minutes.

8. OAIC Calendar - [D2022/000820](#)

Committee noted the OAIC Calendar.

## Action Items

### 9. Executive committee action items – [D2022/000821](#)

#	Description	Who	Due Date	Status	Notes
48	KPI development timeline	Emma Liddle	24 Jan 2022	Ongoing	Emma and Zoe to develop timeline for development of KPIs including external consultation Status update: <b>item ongoing</b> . Sarah Croxall to develop a timeline to align with the Corporate Plan timeline
52	Legal and litigation report	Emma Liddle	20 Dec 2021	New/ Ongoing	Emma to settle process for advising business areas and Executive on matters which have been resolved Status update: <b>ongoing</b> <b>Emma Liddle to progress in February 2022.</b>
55	PMP Plan	David/Caren	24 January 2022	New	Caren to liaise with David to ensure there is an internal process developed to ensure that the PMP is considered as part of any internal process improvements. Status update: <b>In progress.</b>

## Budget

### 10. November & December Budget -

CFO Brenton Attard tabled the November and December 2021 monthly budget reports. He noted the budget has been adjusted following the October 2021 forecast and review. Surpluses are due to lower than anticipated staffing, ASL of 120.24 as at 30 November and 118.97 as at 31 December, and delay on supplier invoices.

Brenton noted the additional MYEFO funding and the Executive endorsed the budget adjustments to occur in the January 2022 budget noting the funds will be quarantined and allocated to MYEFO initiatives.

## External Engagement

### 11. Weekly update on major scheduled external activities/events.

Who	Week of 24 January 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday		
	Wednesday	Secretaries Board de-brief	
	Thursday		
	Friday	Social Media and Online Harms Parliamentary Committee appearance	
Elizabeth	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Melanie	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday	DP – Reg meetings 2022	
Emma	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Rocelle	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

Brenton	Monday	ANAO Shared Services	
	Tuesday	SDO	
	Wednesday		
	Thursday		
	Friday		
Andre	Monday		
	Tuesday	CDR Implementation Working group CDR Benefits Working Group (Weekly)	
	Wednesday		
	Thursday		
	Friday	DP-Reg Meeting	
Sarah	Monday	AGD re OP Bill amendments	
	Tuesday		
	Wednesday		
	Thursday		
	Friday	DP-Reg meeting	

Who	Week of 31 January 2022	Stakeholder engagement	Location (other than Sydney)
Angelene	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday	Michael Outram, Australian Border Force	
Elizabeth	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Melanie	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

David	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<hr/>			
Annamie	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<hr/>			
Rocelle	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
<hr/>			
Andre	Monday		
	Tuesday	Weekly CDR Implementation Working group	
	Wednesday	CDR Benefits Working Group (weekly)	
	Thursday		
	Friday		
<hr/>			
Sarah	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
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## Legal Reports

12. Power BI report - includes access requests, FOI requests, legal advice requests and litigation matters - [Power BI report here](#).

13. Litigation summaries report - [D](#)

Executive noted.

## Other business

14. Other business items – Shared services transition program - [D2022/000880](#)

Acting Commissioner Hampton advised that a level 2 decision needs to be made shortly as there are implications with the lease and future business decisions such as the transition of ICT services. It was agreed that Brenton and Acting Commissioner Hampton will work towards the planning of the equipment required surrounding any move. Commissioner Falk has asked that Annamie Hale be consulted on this project. The Commissioner concurred the timeframe of 7 February to consult with staff. Melanie and Annamie will lead the narrative around this project.

Brenton noted the APSC has released various COVID related guidance updates, including vaccinations and evidence of leave requirements. Brenton will circulate an email to Executive around the full requirements.

Brenton provided an overview of the shared services transition program.

## Focus areas

### 15. Focus areas summary

Executive to advise their focus areas.

Executive member	Focus area
Angelene Falk	- submission and preparation for Committee hearing appearance Friday on Social Media and Online Harms  -Privacy and FOI cases and guidelines
Elizabeth Hampton	Internal meetings/clearance
David Stevens	Staffing
Brenton Attard	ICT shared services Payroll & finance shared services Recruitment
Andre Castaldi	Recruitment/Clearance
Rocelle Ago	Clearance/internal meetings
Sarah Ghali	Preparation for the Social Media and Online Harms appearance and proposed amendments to the OP Bill.

## All staff communication

### 16. David Stevens to draft the all-staff communication.