

Minutes of the Corporate Management Team (CMT) Meeting Held 17th September 2020

Present:

Sue Winspear (SW), Auditor General
Angela Cullen (AC), Deputy AG (Performance Audit)
Katrina Thomas (KT), Corporate Services Manager

Apologies:

Patrick Smith (PS), Deputy AG (Financial Audit)

SW chaired the meeting.

1. Approval of Minutes

The minutes of 4th September 2020 meeting were agreed, SW to sign and upload them onto the OAG website (**Action: SW**).

2. Action items / Matters Arising

The **action items** still outstanding from the meeting of 4th September 2020 are:

- a) KT and AC would take forward the update of a slimmed-down OAG HR manual (last updated 2012) on a "slow burn" basis given other work priorities (**Action: KT & AC**)
- b) PS and JA to bring to CMT the work done on the IT strategy / policies / options appraisal on future IT arrangements so that CMT could consider next steps. (**Action: PS**)
- c) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- d) KT to meet with JA and to prepare a memo to all staff outlining their responsibilities in terms of accessing, storing and using data for their work given the new DP Act (**Action: KT**).
- e) AC to work with KT and others as necessary on capturing the corporate aspects of the OAG operational and resourcing plans and establishing hyperlinks for recording evidence on progress (**Action: AC & others as necessary**)
- f) SW to amend OAG risk register based on changes agreed at July meeting and re-circulate to CMT (**Action: SW**)
- g) KT / WMcL was asked to move forward on ordering the floor to ceiling filing for the document / break out room and organizing the document shredding (**Action: KT**)
- h) A six month review of the OAG Strategic plan (**Action: SW**)
- i) CMT minutes of June and July to be uploaded onto OAG website (**Action: SW**)

Matters Arising:

- j) It was agreed items e), f) and h) above would come to the October CMT.
- k) SW and AC formally agreed to the tuition assistance payment under item 10a) of the last agenda.
- l) KT reported that regarding g) above, they had met with Kirks and they were awaiting input from PWD.
- m) KT raised recent confusion over the parking across the way and whether we still directly with the owner or through IRG going forward as they had rented many spaces and the OAG signing had been removed. KT to progress and report back **(Action: KT)**

Business Items:

- 3. CMT reviewed the updated **flexible and remote working policy** light of comments made and the new CIG personnel circulars. Further changes were discussed and included decisions that all staff should be offered two PCs of which one could be a surface, that from now no personal PCs are to be used at home for work purposes, standing desks could be bought for home out of the \$750 set up budget. The tweaked policy to be recirculated and agreed by email **(Action: SW)**.

It was agreed to hold a briefing session that afternoon for staff in the office **(Action: SW)**.

4. **Any Other Business:**

- a) It was noted that SW, AC and KT agreed yesterday to revise the trainees work contract to include the payment of a car allowance as per all other OAG staff after one year in post was completed and providing the trainee owned and used a car for work purposes. KT to amend both contracts and apply allowance to one trainee from first anniversary of joining OAG **(Action: KT)**
- b) It was noted that since the last meeting, CMT had agreed to fund an **annual subscription** for all OAG staff to access the online version of **the Compass** (cost \$49.99 per person i.e. \$1,050 in total) and after discussion, it was agreed in principle that OAG should fund CNS to a similar level given the importance to the office (and country) of keeping a viable independent media going. SW to consider options for doing this on her return and report back to CMT for their agreement **(Action: SW)**.
- c) SW informed CMT about her **bereavement leave arrangements** and further two weeks in quarantine from 1st October and there was a discussion about this and other staff's quarantine. The Governor had authorized paying for SW's upcoming quarantine and it was noted that OAG had already agreed to pay for the quarantine costs of one APL and CMT agree they would similarly cover a trainee's quarantine costs if they chose to fly to the USA to take their CPA exams. PS and AC to act as AG during the next two weeks between them

(based on availability) and SW anticipated working full time while in quarantine from 1st October.

- d) SW told CMT she had asked Campbells to work up an **AG Law for consideration** with a view to potentially getting this enacted before the election if possible. CMT were content with this and noted there would be a legal cost of an unknown amount. In response to SW's question about the length of tenure for the AG role to include in the law, AC felt it should be between 8 to 10 years to cover two electoral cycles.



Sue Winspear
Auditor General

17. 11. 2020

Date

