

Minutes of the Corporate Management Team (CMT) Meeting 24th April 2018

Present:

Sue Winspear (SW), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Angela Cullen (AC), Director of Performance Audit
Patrick Smith (PS), Director of Financial Audit

Apologies:

Kim Lutz (KL), Finance & Administration Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 5th March 2018 and 27th March 2018 meetings were agreed subject to minor tweaks being made for SW to then sign and upload onto the OAG website (**Action: SW**)

2. Action items / Matters Arising

The action items still outstanding from the meeting of 5th March 2018 are:

- a) Develop a strategy, through EPS work, for dealing with old court fund trust papers and new ones going forward. Note work has started and will be dealt with through the EPS audit in May / June. (**Action: PS**)
- b) Filing cabinets should be locked to avoid odd papers being put into them during the course of the year. (**Action: GH**)

3. Leading by Example

A well governed and transparent organisation:

- a) The first quarter financial statements and **OAG monthly detailed expenses to the end of March 2018** were presented by GH. First quarter financial being reasonably in line with budget and expectations with pay costs very close, other costs slightly under budget, income from PAC slightly up and from other clients, slightly down. CMT agreed the need to look, in depth at the revenue positions and projections at the next CMT as financial audit peak will be over and it will provide CMT with a good indicator of where they are at on the financial audit income side.

CMT agreed the need to purchase a new photocopier with good binding capability in May **(Action: GH)**. It was noted that a new work station had been ordered for Erin McLean and legal fees were being incurred relating to advice being taken on CIG disclosure of severance payments.

A well-organized & sustainable organisation:

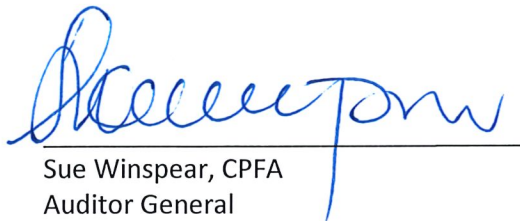
b) SW updated that Katrina Thomas had been appointed to the position of Finance & Administrative Manager and would begin on 4th June. The panel report to be signed off **(Action: SW)**.

c) CMT agreed the **OAG quarterly report to end of March 2018** for submission to PAC.

d) CMT considered the updated **mobile phones policy**. CMT agreed that payment of a small monthly phone allowance to cover the cost of work related calls for relevant OAG staff was a sensible and efficient way forward but it was noted that CIG did not allow this **(Action: SW to raise with Dani Coleman in Hazard Management & GMcF-N in PoCS)**. CMT agreed that the phone limit should be raised to \$700 and that employees should be able to supplement this with their own funding if they wanted a more expensive phone but that the phone would remain the property of OAG. CMT also agreed to retrospectively apply this so that PS could recover the cost of the phone he purchased about two months ago where he paid for it because the phone he wanted cost more than the \$600 and the policy at the time did not allow for personal contributions towards a more expensive phone. GH indicated that he thought that was never the intent of the original policy. SW to finalise the policy and bring back to the next CMT **(Action: SW)**

4. Any Other Business

The end of audit peak breakfast / brunch / lunch event was discussed and a scheduler to be sent to staff to "hold the date" **(Action: SW)**.


Sue Winspear, CPFA
Auditor General

27.09.18
Date

(although mine formally agreed much earlier)