

## Minutes of the Corporate Management Team (CMT) Meeting 6<sup>th</sup> April 2017

### Present:

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

SW chaired the meeting.

### 1. Approval of Minutes

The minutes of 23<sup>rd</sup> February 2017 meeting were reviewed. Under minute 3e) SW would make clear that this was regarding any system change happening in 2018 but that the operational efficiency review would go ahead in May / June 2017 as planned. With that amendment and several other minor changes made, it was agreed that these could be signed off by SW and put on the OAG website (**Action GH**).

### 2. Action items

The action items from the meeting of 23<sup>rd</sup> February 2017 were discussed. Items to carry forward are a) SW meeting with others in CMT to review all old outstanding CMT actions and reallocate to CMT, PMT or drop (**Action SW**) b) SW and PS to update the learning and development policy (**Action SW & PS**) c) SW to update the 2015-19 OAG strategy to reflect progress made following reviews by both PMT and CMT and bring this to the next meeting (**Action SW**) d) GH to update the OAG website for the proactive disclosures for 2015 and 2016 asap and to prioritise doing the last half year of 2016 before Friday (**Action GH**) e) SW to finish the succession plan and bring to the next CMT (**Action SW**),

### 3. Progress Monitoring against 2015-19 OAG Strategy

This item was deferred until the next CMT.

Outstanding actions from the February CMT regarding this are given in 2 above, actions c) through e).

### 4. Leading by Example

#### **A well governed and transparent organisation:**

- a. The **OAG monthly detailed expenses account for February 2017** was presented and discussed. A reasonable level of underspend was noted on both personnel and operating cost lines. Following the PMT discussion that morning, it was agreed that the costs of two people participating in the IDI anti corruption training could be covered by underspend (the

exact line to vire from to be agreed later) and \$5k could be allocated to progress the implementation of the recommendations arising from the ergonomics assessments.

- b. The **updated Proactive Disclosure Policy** was discussed and, subject to minor amendments being made, agreed. (New policy attached)
- c. The **updated Declarations of Interests Policy** was discussed and, subject to minor amendments being made, agreed. (New policy attached)
- d. The **updated Travel and Subsistence Policy** was discussed and, subject to minor amendments being made, agreed. (New policy attached)

**A well organized and sustainable organisation:**

- a. The draft **OAG succession plan** item was deferred to the next CMT (see 2e above)

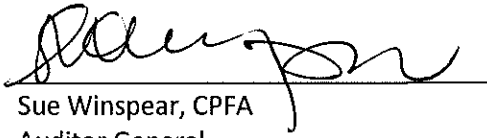
**A motivated, high performing and skilled workforce:**

- a. There was a conversation about **acting up** and it was agreed that APLs should be given the opportunity to act up during significant AM absences and that the increase in their pay would be consistent with the pay increase afforded to the AMs when they act up for the Directors. Given Julius, Winston and Patrick would all be away at the end of April, it was agreed that 2 APLS should be given the opportunity to act up on the FA side as AMs during the period 22<sup>nd</sup> April to 6<sup>th</sup> May. SW to notify APLs and ask for expressions of interest and PS to lead on thinking about criteria and light touch process to select fairly. (**Action SW/PS**)
- b. SW reported that she was still awaiting a response from PoCS regarding potential to pay staff on achievement of agreed **additional qualifications** so that CMT could then consider their policy. CMT to consider and agree the policy and criteria once a response has been received by PoCS and SW to continue chasing a response (**Action to be carried forward**).
- c. KL circulated the **OAG attendance records** for the period to 31<sup>st</sup> March 2017 which was much more manageable since OAG staff have been given the opportunity to have excess annual leave paid out and TOIL had been managed down. All felt this put the Office in a new starting position from which leave and hours could be managed more effectively going forward.
- d. SW to circulate the summarized requirements from the **ergonomic assessments** to other members of CMT for their information (**Action SW**). It was noted that low cost items, such as wrist rests and document holders had already been ordered and GH had several pieces of IT kit (monitors, keyboards) available to supply to staff needing them (**Action GH**) and that SW to progress taking forward the implementation of the other recommendations prioritizing spending so that only the \$5k agreed under item 4a above (**Action SW**).
- e. KL provided updated stats on the use of the parking spaces rented at Mr. Berry's and this would continue to be monitored going forward but based on usage to date, CMT decided to reduce the spaces further in May to 2 spaces given there had only been a handful of times since January 1<sup>st</sup> where 3 spaces had been needed and many days fewer than 2 spaces were used. This would continue to be monitored and reviewed by CMT (**Action KL**).

- f. GH circulated the OAG risk register for CMT's review. Generally, CMT felt the risks captured were still relevant and appropriate and that nothing obvious was missing but all agreed to give the document further thought and provide comments to GH by the first week of June (**Action all**). It was also agreed that a target risk column should be added so that CMT could be clearer going forward about which risks they should be most concerned about. GH would add this and take account of feedback on the risks captured and bring the risk register back to the June CMT meeting so that the targets risk levels could be discussed and those and the register could be agreed (**Action GH**). After that happened, CMT felt the risk register should be reviewed quarterly going forward given the OAG risks are relatively static in nature.

5. AOB

- a. KL mentioned that the lack of interruptions on Wednesdays was proving very helpful to her in managing her time and workload.

  
Sue Winspear, CPFA  
Auditor General

27<sup>th</sup> April 2017  
Date