

## Minutes of the Corporate Management Team (CMT) Meeting 28<sup>th</sup> November 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 26th October 2017 meeting were agreed for SW to sign and then load onto the OAG website. **(Action: SW)**

### 2. Action items / Matters Arising

The action items still outstanding from the meeting of 26th October 2017 are:

- a) The APLs hourly charge-out rate to be uplifted from 1<sup>st</sup> January 2018 **(GH to arrange a separate meeting of CMT to discuss this)**
- b) Arrange a "how to use outlook" briefing session for staff for the next all staff meeting **(Action: SW)**
- c) The write up of the **SAI PMF report** contributions urgently so that SW could then write up the rest. **(Action: GH / PS)**

### 3. Leading by Example

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

a) The **OAG monthly detailed expenses to the end of October 2017** were presented by GH and KL. The forecast position remains little changed from the month before and CMT discussed various detail lines. GH reported that Baker Tilley were keeping their 2016/17 audit fee at \$14,500 the same as the 2015/16 despite it being an eighteen month period.

#### b) De-brief on **Records Filing & Disposal on 24<sup>th</sup> November**

It was agreed that 24<sup>th</sup> November records "clean up" day went well but GH said not all sheets had yet been submitted by the teams. GH needs to look at the sheets and verify the dates before the shredding happens. National Archives and Cay-Shred had been contacted and the physical disposal will happen before Christmas. GH questioned the position with regard to the Executive Audit files from 2005 to 2008 (when no EPS audit was undertaken) and there was a discussion about whether we retain these or shred them. PS agreed to undertake a risk assessment on this and prepare a case for retention or disposal **(Action: PS)**. There was also a discussion about court fund trust papers and it was agreed that these should be retained and a strategy developed for dealing with old papers and new ones going forward **(Action: PS)**.

KL thought it would be good to get staff feedback and GH said he would email to ask **(Action: GH)**. There was a discussion about what could be done to make the process even more streamlined next year and CMT agreed with GH's suggestion that filing cabinets should be locked to avoid odd papers being put into them during the course of the year **(Action: GH)**

**c) 2018 Contract Renewals**

CMT noted the paper KL had circulated regarding contracts due for renewal in 2018

**d) Time Recording**

CMT agreed to cover time recording coding consistencies when they meet to discuss charge out rates and with that, the assumptions about production and non-productive time.

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

**e) Update on the Office Retreat**

Following discussion, CMT agreed that the retreat should take place on the four days after the Monday Public Holiday in late January, it would cover practice and corporate areas and include a team building activity. CMT also agreed that for charging purposes, we should assume 15 days of training per person per year for 2018 onwards. PS agreed to take the lead on pulling the agenda together and discuss with other CMT members what sessions they needed to plan **(Action: PS / CMT)**

f) It was agreed to hold the next **quarterly staff meeting** before Christmas and cover use of outlook and Sandra's dissertation. **(Action: SW)**

**Ongoing development of our corporate office practices:**

**g) Risk Policy and Risk Register**

The policy, as amended, was agreed by CMT. CMT to provide written comments to Garnet on detailed wording / content by email **(Action: CMT)**. CMT went through all the risks and rated them. GH to provide a finalized OAG risk register to CMT in January **(Action: GH)**

**4. Any Other Business**

a) **Christmas arrangements.** It was agreed that the office would not need to close other than for the public holidays and the afternoons of 22<sup>nd</sup> and 29<sup>th</sup> December as there would be at least one person in with the Christmas intern each day between Christmas and the New Year. Both AC and PS were happy to come in if necessary. The arrangements for dealing with the additional discretionary day of leave between 18<sup>th</sup> and 31<sup>st</sup> December were also discussed and agreed **(Action: SW & KL)**.

  
Sue Winspear, CPFA  
Auditor General

3<sup>rd</sup> January 2018  
Date