

**Minutes  
Office of the Auditor General  
Management Meeting  
November 28, 2014**

**Present:**

Alastair Swarbrick (AS), Auditor General  
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager  
Patrick Smith (PS), Audit Principal  
Martin Ruben (MR), Audit Principal

**Apologies:**

Kimberly Lutz (KL), Administrative and Finance Manager

**Discussion Items:**

1. **Meeting Minutes**

The meeting minutes for October 2014 were reviewed. The AG signed and GH will post to the OAG website.

2. **Action items:** were discussed and updated

3. **FOSTERING GOOD RELATIONSHIPS**

a. **Client surveys – Financial statement audits:** A decision was made to send out surveys via Survey Monkey for recently completed financial statement audits. GH to share survey and obtain feedback from contracted auditors prior to sending out to the contracted out financial statement audits.

4. **INDEPENDENCE OF OAG**

a. **Promoting OAG Audit Law:** MR to develop and document key changes, objective, and impact / outcome of the proposed Law.

5. **LEADING BY EXAMPLE**

a. **October 2014 F/S update:** The OAG financial statements for October 2014 were discussed and signed off by AS.

b. **Leave Management update:** staff to be reminded to complete leave forms for Christmas holidays to ensure we have adequate coverage of staff in the Office over the holiday period.

c. **Staff Issues:** discussed relocation of Office and impact on staff.

5. **LEADING BY EXAMPLE (continued)**

- d. Job descriptions: GH and PS to meet with PoCS to determine how best to present the updated job descriptions for revaluation.
- e. Christmas luncheon: it was confirmed the Office's Christmas luncheon will take place on 2 December.



Alastair Swarbrick, MA(Hons), CPFA  
Auditor General

17 / 12 / 14  
Date