

**Minutes
Office of the Auditor General
Management Meeting
May 24, 2013**

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
Kimberly Lutz (KL), Administrative and Finance Manager

Discussion Items:

1. Action items - updated.
2. Meeting Minutes
The format of the formal meeting minutes was discussed and agreed.

LEADING BY EXAMPLE (Office Operations):

3. OAG Retreat Debriefing
The Management Team felt that overall the retreat had been positive. Feedback from staff has been requested by PS. The issues identified by staff at the retreat were discussed. Specifically:
 - a. The Management Team discussed and agreed the OAG policy on Parking. PS will communicate this to staff.
 - b. Obtain first aid training for staff.
 - c. Purchase an AED for the Office premises.

Further discussion on the issues and action to be undertaken once staff feedback received
4. OAG April Financial Statement update
GH provided an update on the Office's financial statements. A general discussion was held on the Office's financial position and the detailed breakdown against budget. The April 2013 financial statements showed that additional savings of at least \$64,000.00 will be generated to meet the latest requirements of Ministry of Finance. The impact on the Office work program was discussed.
5. Budget
The 2013-14 fiscal year was discussed and GH is looking at our interim 4 month budget.

6. Credit Card policy
To be finalized by AS.
7. Contracted out audits
GH is examining the position with respect to the future contracting out of audits. RFP's though are being developed for the CINICO audit and the audit of the OAG.
8. Secondment Policy
It was decided that the OAG will not be pursuing this at this time. GH will notify the relevant parties.
9. Future Retreat
It is the intention to hold a retreat to focus on strategic planning for 2014-2017 in the 3rd or 4th week of November 2013.
10. Staff Contracts
For employee contracts coming due in the remainder of 2013 a request will be at one time to the Recruitment Moratorium for consideration.
11. Overtime exceptions
PS identified a request to amend the overtime policy. The management team decided that the current policy was appropriate.
12. File cleanup
It was agreed to undertake a review and clean up of our physical and electronic files in early December. KL is to prepare a project plan for what files can be destroyed.
13. Job Descriptions
Management had met and discussed the review of job descriptions. AS will be meeting with a representative from Trans4M next week to discuss the way forward.


INDEPENDENCE OF OAG

14. Presentation to MLA's
GH will accompany AS. The areas to be covered in the presentation were discussed.

MR to organize a meeting with the Cabinet Secretary to discuss taking forward an Audit Law.

FOSTERING GOOD RELATIONSHIPS

15. 30th Anniversary of the OAG
Launch date tentatively set for Thursday June 27th in the evening. A further meeting will be held early next week to further discuss.



Alastair Swarbrick, MA(Hons), CPFA
Auditor General

21 June 2013