

Minutes of the Corporate Management Team (CMT) Meeting 29th September 2017

Present:

Sue Winspear (SW), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Kim Lutz (KL), Finance & Administration Manager

Apologies:

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 27th July 2017 meeting were agreed with a few minor amendments for SW to sign and then load onto the OAG website. **(Action: SW)**

2. Action items / Matters Arising

The action items from the meeting of 27th July 2017 still outstanding are:

- a) GH to go through corporate reports and advise KL which to send to Archives & Libraries **(Action: GH)** In addition, a half day records "clear up" session needs to be scheduled for December **(Action: GH)** and the disposal schedule needs updating prior to that **(Action: GH / KL)**. A date also needs to be scheduled for national archives to come in and observe the shredding **(Action: GH / KL)**. This item to go on the October CMT agenda **(Action: SW)**
- b) KL to organize a lunch and learn session on SHRM **(Action: KL)**
- c) The APLs hourly charge-out rate to be uplifted from 1st January 2018 **(GH in consultation with PS, AC & SW)**
- d) The actions attributed to GH (to write to TRS system owner re reporting) and PS (to show KL how he loads TOIL earned each month) with regard to helping KL reconcile TOIL / TRS & Leave tracker **(Action: GH & PS)**
- e) Julius or Edgar be asked to run a "how to use outlook" briefing session for staff **(Action: SW)**
- f) Half yearly proactive disclosures to be loaded onto the OAG website **(Action: GH)**

3. Leading by Example

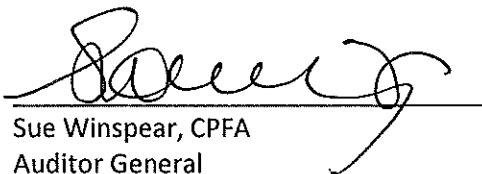
A well governed and transparent organisation:

- a) The **OAG monthly detailed expenses account for August and September 2017** were presented by KL. The conversation focused on the September position and a projected deficit of for the end of 2016/17 is still forecast. The cash position has improved significantly (\$422k) as a consequence of billing 50% for many 2016/17 FA jobs upfront and some clients paying promptly. The AR balance was also healthy, standing at over \$500k

- b) CMT formally agreed the **2018 OAG SPS and full budget submission** that had been agreed previously by CMT by email and which was endorsed by the PAC on 20th September. The allocation from Treasury had increased from that given initially in the SPS and CMT decided as it was sufficiently close to requirements that they would submit their budget return sticking to the revised allocation given by Treasury.
- c) The write up of the **SAI PMF report** was awaiting PS & GH writing up their contributions so that SW could then write up the rest. It was still hoped to have this available by November / December **(Action: GH / PS)**
- d) The summary paper on the quotes received for the **cleaning contract** was considered and a decision was made to award the contract to Ropers. **(Action: KL to take forward the contract with Ropers)**
- e) The summary paper on the quotes received for the **one-off carpet cleaning contract** was considered. Reliable were considerably cheaper and so CMT agreed with the recommendation that the contract should be let to them and that the clean should happen on either 16th or 17th November when most of the OAG staff would be out receiving their annual technical update training. **(Action: KL)**

4. Any Other Business

- a) The **AG's phone bills and payment arrangements** were discussed and it was agreed that the AG should review the monthly bills and look at the roaming call charges and pay for any that were not work related consistent with the arrangements for the past AG. Given the small sums involved, it was agreed that SW would review the invoices to date and make a payment and then do a further review every 6 months to determine the payment sum **(Action: KL to provide invoices and SW to calculate and pay sum due)**
- b) There was a discussion about potentially **hiring a temp** to cover for Wilma and otherwise assist KL given it was unclear how long WM would be away. GH/SW and KL to take this forward outside of the meeting.


Sue Winspear, CPFA
Auditor General

26th October 2017
Date