

AUDIT PANEL BRIEF –**AUTHOR:** People and Performance Business Partner**MEETING DATE:** 15th October 2019**FILE NO:****ATTACHMENT:** Policy Governance Map

BACKGROUND

Over the last several years there have been multiple major organisation events within the Council Workforce. This includes multiple General Managers, large redundancies and major restructures of the workforce. Over this same time frame there have also been major changes in the composition of the elected Council.

This has resulted in the fracturing of the policy governance framework, with each successive change of Councillor, General Manager or workforce design bringing with it change in the organisation and categorisation of the administrative infrastructure of the Council, coupled with it the institutional loss of knowledge of where, when and why those previous frameworks were instituted.

The operational outcome of this process is that there are multiple administrative infrastructure and policy requirements that are not being adequately tracked and reviewed, updated or written as required. Policies are becoming out of date and the knowledge of their existence has left the institution.

STRATEGIC PLAN

George Town Council Strategic Plan 2016-2026

Goal 5 – Key Objective 4 - Consistently achieve a high standard of internal financial and governance arrangements.

STATUTORY REQUIREMENTS

Section 27 Para 1 (c) of the Local Government Act 1993 requires: The Mayor is to promote good governance by, and within, the Council.

OFFICER'S COMMENTS

A draft map has been created establishing a categorisation, path and responsibility for the creation and maintenance of the administrative infrastructure of the Council. A drive has also been created that mirrors the map and controls put in place to ensure up to date policies, procedures, forms, templates are available for use by Council personnel. This map and pathway has been developed in accordance with the theoretical Policy Governance framework, ISO 9001:2015 Quality Management Systems standards, and ISO 19600:2014 Compliance Management Guidelines.

An internal audit committee (IAC) will be established in order to review and provide recommendations on the improvement of internal policies and their offspring procedures, forms and templates. The IAC will provide a copy of its reports to the Audit Panel for review. The person responsible for the policy will action any required changes or rewrites. Membership of the IAC will consist of the Manager of Governance, the Executive Support and Governance

Officer, and a rotating membership of 1 Manager and 2 staff from across the organisation. A roster will be established tasking individuals to the committee over a 36 month period. This will ensure a broad view and input into the development of policy from across the organisation. The IAC will meet monthly. The IAC and audit process is separate to the writing process, which is to be led by the person responsible for the policy, and will include where appropriate the Consultative Committee as established in the Enterprise Bargaining Agreement.

It is estimated that a completed review and rewrite of the Administrative Infrastructure of the Council will take approximately 36 months from commencement.

A basic timeline for the implementation of the Policy Governance Plan is as follows:

Phase 1 – October 2019 – Development of Map and approval for the establishment of the IAC.

Phase 2 – November 2019 – Finalisation of Map. Roster and appointments to the IAC. Risk assessment of Policy needs and allocation of Policies to IAC schedule.

Phase 3 – Dec 2019 – Dec 2022 – Review and write of Administrative Infrastructure.

Phase 4 – Dec 2022 – Ongoing – Continual auditing process.

RECOMMENDATION

That the Audit Panel receives the information and notes the report.

DECISION

VOTING

	For	Against
Mr Stephen Heryk Chairperson		
Cr Heather Barwick JP		
Cr Winston Mason		