



GOVERNANCE AWARENESS PROGRAM

The following provides an outline of a baseline/fresher Governance Awareness program for consideration.

CORPORATE INDUCTION

Depending on the structure of the council's induction program, a Governance module should be in the initial corporate induction program. This should be high level as an introductory module, with a more in-depth module or session to follow for relevant personnel.

A sample governance induction is available providing key information that is useful for new starters. This can be modified to suit your council, with either more or less content as appropriate. *Refer: Governance Advisory Service - Governance Induction.ppt*

A more detailed PowerPoint on the role of local government and governance frameworks is also available. *Refer: Governance Advisory Service - Role of LG.ppt*

GOVERNANCE AWARENESS

The governance function needs to continually refresh the organisation and employees on their responsibilities. It is recommended that when policies and delegations are updated, that staff are made aware through established channels. The trick is to ensure messages and awareness of governance don't become noise.

The following are either regular or annual awareness topics that should be undertaken. The frequency and method are dependent on the council's systems, preferences and resources.

These topics have set calendar dates (months) through the Office of the Information Commission. Each have resources on their website and distribute communications prior the set period:

- Privacy Awareness Week – Usually, the first week of May
- Information Access to Information Day - Usually, the last week of September

Other governance refreshers could include:

- General governance refreshers: Intranet, policies, delegations, record keeping, document control, templates, corporate registers
- Information privacy and right to information
- Public Interest Disclosure
- Conflicts of interest (staff)
- Fraud Awareness (& controls, plans) (template not developed as this would be more council specific)

As part of the program and calendar, ensure that the induction module is reviewed at least annually to ensure currency.