

Public Accounts and Audit

Inquiry into Commonwealth investments based on Auditor-General Report No. 47 (2020–21) Administration of
Commuter Car Park Projects within the Urban Congestion Fund

ANSWER TO WRITTEN QUESTION ON NOTICE

Infrastructure, Transport, Regional Development and Communications

IQ21-000158

Division/Agency: DIV - Infrastructure Investment

Topic: Records management

Proof Hansard Page: Written (09 December 2021)

Mr Julian Hill asked:

- The audit uncovered deficiencies around the Department's record keeping on the Urban Congestion Fund, observing that they were not compliant with departmental and Australian Government record keeping policies. Why did the Department not have compliant record-keeping systems in place?

- o What actions has the Department taken to ensure that its record-keeping systems are compliant with departmental and Australian Government record keeping policies?

Answer:

The Department agreed with Recommendation 2 of the ANAO Audit Report which was concerned with strengthening the Infrastructure Investment Program's record keeping. The Department also notes that during the process of the Audit Report the ANAO was provided with adequate records for assessment.

While the Department had compliant records management systems in place, those systems were not being followed on a standardised basis. The Department has undertaken action during the course of the performance audit and continues to undertake the actions outlined in the Secretary's initial response to the ANAO Audit Report, in particular:

- Compliance reminders to all staff regarding record keeping;
- Compulsory record keeping training sessions across the Department to ensure staff understand their obligations;
- Monitoring of record compliance and system usage;
- Adherence to record keeping policies now part of performance discussions for SES officers;
- Commencing the roll out of an upgrade to the Department's record keeping program.

Infrastructure Investment Division (IID) has also established the Governance, Assurance, Performance and Reporting (GAPR) committee which undertakes oversight of training and compliance for all staff in relation to records management, and compliance with records management protocols. This includes oversight of mandatory records management training and refresher training for all existing and new staff. IID has also incorporated the adherence to record keeping policies into performance discussions for SES officers.