



COMMON MANAGEMENT SYSTEM STANDARD 19 REPORTING AND MANAGEMENT REVIEW

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1. OVERVIEW

This document sets out IGOs standard for reporting and management review. IGO will ensure:

- our performance data is regularly collected, analysed, and evaluated by line management and the Executive Leadership Team (ELT)
- business processes (i.e. activities that influence performance support continuous improvement and risk management) are regularly reviewed
- information is provided to IGO Board to enable assessment of the adequacy of our performance and provide input into IGO strategic direction
- we report to relevant internal and external stakeholders as required by law and so as to enhance our reputation.

2. APPLICATION

This standard applies to all IGO operations and managed activities.

3. PERFORMANCE REQUIREMENTS

IGO will ensure that its performance is regularly monitored, measured, analysed and reported upon to provide relevant information to management with regard to the:

- overall financial performance of our business
- sustainability of our business
- conduct of our business in a manner that reflects our values and the **IGO Code of Conduct**
- delivery to plan (refer to **IGO Common Management System Standard 4 - Objectives, Planning and Programs**)
- performance and effectiveness of our management systems (and associated policies and standards).

To this end, IGO Corporate will:

- establish the reporting requirements and processes
- define plans and budgets
- establish a set of relevant key performance indicators (KPIs) for monitoring performance
- provide resources to ensure collection, analysis and reporting occurs
- maintain systems and information databases required for internal and external performance reporting
- ensure information regarding our performance against KPIs is available and regularly communicated to internal stakeholders and the workforce, and relevant external stakeholders including relevant authorities as and where required.

4. GROUP GOVERNANCE STANDARDS

Information management is central to the effective management of our business. IGO will establish and maintain the following Corporate Governance Standards:

- **IGO Group Governance Standard 1 - Corporate Control** (Authorities and Responsibilities for Management)
- **IGO Group Governance Standard 2 - IT Usage and Electronic Communications**
- **IGO Group Governance Standard 3 - Privacy**
- **IGO Group Governance Standard 4 - Social Media Usage**
- **IGO Group Governance Standard 5 - Whistleblower Protection**
- **IGO Group Governance Standard 6 - Continuous Disclosure and Information**
- **IGO Group Governance Standard 7 - Dealing in Securities**
- **IGO Group Governance Standard 8 - Anti-Bribery and Corruption**

5. INTERNAL REPORTING

In accordance with the requirements specified by the Corporate Governance Standards, IGO will establish the following formal processes for the internal reporting to site management, ELT and the Board:

- performance against the plan and selected KPIs
- business system performance
- the lessons from major incident investigations
- key risks, changes to our risk profile, and the effectiveness of controls.

6. EXTERNAL REPORTING

In accordance with the requirements specified by the Corporate Governance Standards, IGO will establish formal processes for external reporting including:

- IGO annual reports and other statutory reporting
- sustainability reports and other disclosures to accommodate community interest
- reports for industry bodies, including reporting on voluntary commitments government reporting, as required for licences and approvals.

7. MANAGEMENT REVIEW

IGO senior management will undertake formal, documented management reviews annually to evaluate the:

- adequacy of the business' performance
- suitability, adequacy and effectiveness of the IGO Management System.

Inputs to the management review include the:

- results of internal audits, assessment reviews and compliance audits
- results from significant improvement plans
- risk profile of the organisation
- effectiveness of our management of change process

It is expected that management review at all levels of the organisation, in general, consider and/or address:

- follow-up actions from previous management reviews

- an evaluation of how ideas generated by IGO business improvement process and IGO employee engagement processes may improve efficiency, product quality and/or reduce production variance.

It is also expected that management review, in general, evaluate the adequacy of the business' response to:

- lessons learnt from major projects and incident investigations
- complaints from employees and contractors
- significant communication from external interested parties, including complaints
- changing circumstances, including:
 - changes in the organisation's products, activities and services
 - impact of changing legislation, legal and other requirements the views of interested parties
 - advances in science and technology.

Records of management review must be retained and include the meeting agenda, list of attendees, presentation materials, and minutes of meetings recording management decisions and actions to be taken.

8. REVIEW OF IGO POLICIES AND STANDARDS

The review of IGO Mission, Vision and Values, Code of Conduct and Common Management System standards will be completed annually. IGOs discipline or function-specific standards must be undertaken at least every three (3) years or when there are major changes to the relevant international standards (which are given due consideration when the standards are reviewed).

The reviews must take into consideration the recommendations, lessons and outcomes of management review meetings, incident investigations, audit and assessment reviews, as well as improvement actions, KPIs, information on industry performance and practice, and other information relevant to performance and risk management.

- Related Documents
- IGO Group Governance Standard 1 - Corporate Control
- IGO Group Governance Standard 2 - IT Usage and Electronic Communications
- IGO Group Governance Standard 3 - Privacy
- IGO Group Governance Standard 4 - Social Media Usage
- IGO Group Governance Standard 5 - Whistleblower Protection
- IGO Group Governance Standard 6 - Continuous Disclosure and Information
- IGO Group Governance Standard 7 - Dealing in Securities
- IGO Group Governance Standard 8 - Anti-Bribery and Corruption
- IGO Common Management System Standard 4 - Objectives, Planning and Programs