

Information Management Governance Standard

Information Management Framework

Standard

Departments must establish and maintain an information management governance regime in accordance with requirements set out in this standard.

Document control

APPLIES TO	All departments and Victoria Police	AUTHORITY	Integrity and Corporate Reform Subcommittee under authority of the Victorian Secretaries Board
PERIOD	2017 – 2020	ADVISED BY	Enterprise Solutions Department of Premier and Cabinet
ISSUE DATE	September 2017	DOCUMENT ID	IM-STD-03
REVIEW DATE	September 2020	VERSION	1.0



Except for any logos, emblems, trademarks and contents attributed to other parties, the statements of direction, policies and standards of the Victorian Government's Victorian Secretaries Board or CIO Leadership Group are licensed under the Creative Commons Attribution 4.0 International licence. To view a copy of this licence, visit <https://creativecommons.org/licenses/by/4.0/>.

Requirements

Departments must at a minimum:

1. Ensure they have an executive-level officer to champion the importance of information and its management across the department. (e.g. Chief Information Officer, Chief Data Officer or similar).
2. Document a custodianship model that clearly articulates key accountabilities and responsibilities for the management of information, records and data within the department.
3. Ensure information and data considerations are included in enterprise and divisional strategic planning and document an enterprise Information Management Strategy (IMS).
4. Nominate a senior information management professional to represent the department at the whole of Victorian Government (WoVG) Information Management Group (IMG).
5. Establish and maintain an internal Information Management Governance Committee (IMGC), or similar, that leads, monitors and reports on information management activities. The IMGC should be chaired by an executive-level officer, report to the department head (or a peak executive body chaired by the department head) and have representation from key business areas.
6. Agencies must participate in PROV's [Information Management Maturity Assessment Program \(IMMAP\)](#) by self-assessing their IM maturity using the IM3 tool every two years.
7. Implement a department Information Asset Register (IAR) that:
 - a. registers all significant information assets
 - b. identifies and flags all critical information assets
 - c. is accessible to all staff within your department
 - d. assigns each information asset an owner and custodian (or equivalent)
 - e. complies with the Information Asset Register Standard (under development)
 - f. complies with Part II of the *Freedom of Information Act 1982*.
8. Contribute to the WoVG Information Asset Register.¹
9. Incorporate operational and strategic information-related risks into enterprise, divisional, program and project risk management.
10. Manage information according to all relevant legislation (national, state and department specific), regulatory and administrative requirements and ensure the department's audit and compliance program measures information management compliance.

¹ The WoVG Information Asset Register is a requirement under the proposed Data Sharing Legislation. It is flagged for development in 2017/2018. The WoVG Information Asset Register will be internal to government and have access limited to Victorian Public Sector staff.

Overview

The purpose of the *Information Management Governance Standard* (the standard) is to define a common approach to information governance within the Victorian Government (government).

Good information management practice and information governance are essential for making informed decisions, developing policy and delivering service. This standard provides the minimum requirements to improve the government's information and information management practice and helps departments to comply with their statutory and administrative obligations.



In this standard 'information' means information, records or data and ownership and governance of data is in-scope.

Rationale

“Information governance is an approach to managing information assets across an entire [department] to support its business outcomes. It involves having frameworks, policies, processes, standards, roles and controls in place to meet regulatory, legal, risk and operational requirements. Information governance is an essential element of corporate governance that must be aligned with business outcomes and risks.”²

Central governance and executive sponsorship within departments are needed to ensure coordination, visibility, compliance and appropriate leadership of information management practice and information management initiatives.

Managing the department's information as an asset and in accordance with the *Information Management Framework*, *Information Management Policy*, and statutory and administrative obligations, requires senior-level leadership and a whole of department approach. Putting in place an IMGC or similar provides the leadership and department-wide cooperation required.

Putting in place an IMGC also provides linkages to key WoVG governance bodies, such as the Information Management Group and the CIO Leadership Group, and the opportunity to connect with peers, learn from others and accelerate information management maturity development.

Implementation of the standard will:

- Ensure government information supports and aligns with government and organisational strategic objectives.
- Ensure government information is managed in line with statutory obligations i.e. privacy, data protection, records management, intellectual property, copyright management and freedom of information.

² Information Governance, National Archives of Australia, 2017, <http://www.naa.gov.au/information-management/information-governance/>

- Improve ownership and accountability regarding government information.
- Increase the value of government information as an operational and strategic asset.
- Ensure government information is managed according to its purpose and associated risk profile.

Derivation, scope and glossary

Derivation

This standard is derived from and replaces:

- *IM STD 01 WoVG Information Asset Custodianship*
- *IM STD 02 Agency Information Management Governance*
- *IM GUIDE 01 Information Management Roles and Responsibilities*

Scope

The following departments and agencies are formally in scope:

- Department of Economic Development, Jobs, Transport and Resources
- Department of Education and Training
- Department of Environment, Land, Water and Planning
- Department of Health and Human Services
- Department of Justice and Regulation
- Department of Premier and Cabinet
- Department of Treasury and Finance
- Victoria Police

These are referred to collectively as 'departments' in this document.

Glossary

The glossary of terms and abbreviations used in this document are defined in the [Information Management Glossary](#)

Related documents, tools and references

- [WoVG Information Management Framework](#)
- *WoVG Information Management Policy (awaiting approval)*
- [Public Record Office of Victoria \(PROV\) Standards Framework and Policies](#)
- *Victorian Protective Data Security Framework (VPDSF)*

- [Freedom of Information guidelines](#)
- [DataVic Access Policy](#)

Further information

For further information regarding this standard, please contact Enterprise Solutions, Department of Premier and Cabinet, at: enterprisesolutions@dpc.vic.gov.au

Document control

Approval

This document was approved by the Integrity and Corporate Reform Subcommittee under authority of the Victorian Secretaries Board on 27 September 2017 and applies from the date of issue (see first page).

Version history

Version	Date	Comments
0.1	18/04/2017	First draft
0.2	24/05/2017	Endorsed by the Information Management Group
0.9	25/05/2017	For endorsement by the CIO Leadership Group
1.0	27/09/2017	Approved