



Victorian Government Standard Information Management

Agency Information Management Governance

Standard

Agencies must establish and maintain an Information Management Governance Committee (IMGC) to lead, monitor and report on information management activities in accordance with the requirements set out in this standard.

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Authority: Victorian Government CIO Council	Issuing authority: Victorian Government Chief Technology Advocate		

Exemptions – Any exemptions to this standard must be reported to departmental governance bodies.



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Requirements

1. Agencies must establish and maintain an Information Management Governance Committee (IMGC) to lead, monitor and report on information management activities.
2. An existing governance body may adopt the functions of the IMGC, if the requirements below are met.
3. The IMGC must report to the agency head or a peak executive body chaired by the agency head.
4. The IMGC must be chaired by an executive-level officer.
5. The IMGC must include the following functional representation:
 - agency CIO (or equivalent);
 - chief information security officer (CISO); and
 - senior line-of-business representatives with significant information assets under their management.
6. The IMGC is responsible for:
 - providing leadership in information management in line with Victorian Government (VG) information management principles;
 - building organisational capability in information management;
 - monitoring and reporting compliance with VG information-related standards;
 - ensuring coordination across information-related functions including privacy, freedom of information and information security; and
 - providing input into VG information priorities via the Deputy Secretaries Leadership Group (DSLG), CIO Council and its reference groups.

Overview

Government is largely a knowledge-based industry and can only operate efficiently and effectively when staff and citizens have access to the right information. The Victorian Government has recognised the need to improve and better coordinate its information management practices.

Information Management Principles have been adopted to guide these improvements:

1. Information is recognised as a valuable asset.
2. Significant information assets are managed by an accountable custodian.
3. Information meets business needs.
4. Information is easy to discover.
5. Information is easy to use.
6. Information is shared to the maximum extent possible.

More specific guidance is provided in the form of supporting [policies, standards and guidelines](#).

Rationale

Central governance within agencies is needed to ensure coordination, visibility and appropriate sponsorship of information management activities. Management of the Victorian Government's information assets in accordance with agreed VG principles and standards and statutory requirements requires senior-level leadership and cooperation across business units.

The functional representation required of the IMGCC supports an agency wide-approach while providing strong links into key VG bodies such as the DSLG and CIO Council. These links to peers across the public service mean that agencies can share lessons and accelerate information management maturity development.

The IMGCC provides a mechanism to ensure agency information management efforts are streamlined and coordinated.

Derivation

This standard is derived from WoVG Information Management Principles (IM/GUIDE/00).

Related polices and standards

- WoVG Information Management Standards
- WoVG Information Security Management Standards
- WoVG Data Standards
- [Public Record Office of Victoria \(PROV\) Strategic Management standards and advice](#)

Scope

Use of this document is mandated to those Victorian Government agencies within scope of the ICT Strategy. For this list, please see the Policies and Standards section of the ICT Strategy website:

<http://www.enterprisesolutions.vic.gov.au/business-systems/>

Compliance

Timing: Agencies must establish their IMGCC by 30 September 2012.

Reporting: There are no formal reporting requirements for this standard.

Guidelines, toolkits and references

Victorian Government standards:

- <http://www.enterprisesolutions.vic.gov.au/business-systems/>
- Information Management Roles and Responsibilities Guideline (IM/GUIDE/01)

Further information

For further information regarding this standard, please contact the Department of State Development and Business Innovation, at enterprisesolutions@dpc.vic.gov.au

Glossary

Term	Meaning
Information management	The way in which an organisation plans, identifies, creates, receives, collects, organises, governs, secures, uses, controls, disseminates, exchanges, maintains, preserves and disposes of its information. It is also the means through which the organisation ensures that the value of that information is identified and exploited.
Information security	Those measures concerned with ensuring the confidentiality, integrity and availability of information. Information security is the protection of information from a wide range of threats in order to ensure business continuity, minimise business risk and maximise value of the information and services provided to the Victorian community.
CIO Council	Chief Information Officers' Council. The CIO Council reports via the DSLG to the State Coordination and Management Committee (SC&MC) on information security activities.
VG	Victorian Government

Version history

Version	Date	GSD TRIM ref	Details
0.1	9 January 2012	D12/3412	Initial draft.
0.2	6 March 2012	D12/3412	Initial feedback incorporated from the Information Management Group (IMG).
0.3	14 May 2012	D12/3412	Requirement 3 updated to include reporting structure to executive committee and compliance date adjusted to 30 September 2012 as per IMG feedback.
0.4	6 June 2012	D12/3412	Updated for circulation and endorsement
1.1	July 2013		Template update