NATIONAL ARCHIVES OF AUSTRALIA

Online GAIN Forum

25 November 2020

Introduction

Jason McGuire, A/g
Assistant Director-General,
Government Data & Policy

Agenda

- **Introduction**
- **New policy release**
- **Check-Up PLUS update**
- **Disposal freezes and Royal Commissions**

BUILDING TRUST IN THE PUBLIC RECORD

Managing information and data for government and community

Jason McGuire, A/g Assistant Director-General, Government Data & Policy

Eric Swain, Director, Policy & Strategy

Tessa Elieff, A/g Assistant Director, Policy & Strategy

Policy release

Building trust in the public record: managing information and data for government and community
November 2020

Endorsed by the Attorney-General and Minister for Industrial Relations 20 November 2020

NATIONAL ARCHIVES OF AUSTRALIA

BUILDING TRUST IN THE PUBLIC RECORD

Policy statement

Agencies will:

- **manage information assets strategically with appropriate governance and reporting** to meet current and future needs of government and community

- **implement fit-for-purpose information management processes, practices and systems** that meet identified needs for information asset creation, use and re-use

- **reduce areas of information management inefficiency and risk** to ensure public resources are managed effectively.

BUILDING TRUST IN THE PUBLIC RECORD

Ongoing engagement and consultation

The Round Table

Key agencies which build capability in, or provide advice about, the management and use of Australian Government information assets

Attorney-General's Department	Australian Bureau of Statistics
Australian Public Service Commission	Department of Finance
Department of the Prime Minister and Cabinet	Digital Transformation Agency
Office of the Information Commissioner	Office of the National Data Commissioner

BUILDING TRUST IN THE PUBLIC RECORD

Products and advice approach

Timely

Implementation support

Consultative

Products and advice listing

Provided with Jul-Aug 2020 policy exposure draft

Manage information assets strategically with appropriate governance and reporting to meet current and future needs of government and community			
Policy action	**Existing products for ongoing use**	**Products and advice to be reviewed and updated**	**Proposed new products and advice***
Assess your information management capability annually using the National Archives' survey tool, *Check-up*		• **Check-up survey**: update to map to the new policy, *Building Trust in the Public Record* – product	
Review and update your information governance framework to incorporate enterprise-wide information management. This should include governance for records, information and data. Develop an information governance framework if one does not exist		• **Establishing an information governance framework**: update to provide more detail for data requirements – advice	• Information and data governance framework template: available for download and editing for agency use – product
Review and update roles and responsibilities for your Information Governance Committee and Chief Information Governance Officer to include enterprise-wide information management Establish a committee and a Governance Officer role if they do not exist		• **Establishing an information governance committee**: update to provide more detail for data roles – advice • **Chief information governance officer (CIGO)**: update to provide more detail for data leadership – advice	
Create an enterprise-wide information management strategy		• **Developing an information management strategy**: update to provide more detail for data requirements – advice	• Information management strategy template: available for download and editing for agency use – product
Register information assets where there is business or community value in doing so		• **Conducting an information review**: update to include datasets – advice	• Information Asset Register template: available for download and editing for agency use – product
Undertake a capability assessment of skills required for information management and plan to redress any gaps through upskilling or employment	• **Information management and data capabilities** – product	• **E-learning modules**: update to include new modules – advice • **Capabilities, skills and professional knowledge**: update to align with *Building Trust in the Public Record* – advice • **Continuing professional development**: update to reflect developments in the data and information management sector – advice	• Capabilities assessment tool – product

BUILDING TRUST IN THE **PUBLIC RECORD**

Public release schedules

Release by 1 January 2021
Release by 30 June 2021
☼ New resource

Manage information assets strategically with appropriate governance and reporting

No.	Actions for Australian Government agencies	Obligation	Resources
1	Assess your information management capability annually using the National Archives' survey tool – Check-up.	Mandatory	Check-up survey Final survey delivered under Digital Continuity 2020 policy
2	Review and update your information governance framework to incorporate enterprise-wide information management. This should include governance for records, information and data. Develop an information governance framework if one does not exist.	Recommended	Establishing an information governance framework – updated advice ☼ Information governance template
3	Review and update roles and responsibilities for your Information Governance Committee and Chief Information Governance Officer to include enterprise-wide information management.	Recommended	Establishing an information governance committee – updated advice

Public Release Schedule 1
Advice for 2020/21 to be provided in two stages

1 January 2021 & 30 June 2021

BUILDING TRUST IN THE PUBLIC RECORD

Public release schedule one

Updated advice available now (November 2020)

- Chief information governance officer

- Establishing an information governance committee

- Establishing an information governance framework (with template)

- Developing an information management strategy (with template)

Implementation

- We will apply a strong project governance and project management approach to supporting the policy's implementation

- This reflects the learning from the delivery of DC2020 and the recommendations of the ANAO audit of the DC2020 implementation

- A planned approach will guide engagement and communication with agencies. Including:
  - Continuing agency round table
  - Tailored engagement with agency heads, CIGOs, CIOs and IM manager
  - Presentations and discussion with agency forums and responsible for information and data management

- Scheduled release of products and advice

Monitoring and evaluation

- Establishing a framework to monitor, evaluate and report on policy implementation, including:
  - Progress and effectiveness of NAA implementation
  - Progress and effectiveness of agency implementation
  - Overall policy success - achievement of high level objectives

- Planned review of the policy's implementation towards the end of 2021, in consultation with agencies

BUILDING TRUST IN THE PUBLIC RECORD

Upcoming milestones

- **November** - policy release & initial supporting web advice / promotion & stakeholder engagement

- **December** - Implementation planning / Agency Advisory group (9 Dec)

- **1 January 2021** – Policy formally comes into effect / NAA support for policy implementation / First release of supporting advice

- **May 2021** – Policy launch event (Information Awareness Month)

- **30 June 2021** – Second release of policy advice complete

Questions & discussion

- **Questions & discussion**

- **Access the policy and advice online**
  - https://www.naa.gov.au/node/2694

- **Contact us through:**
  - Agency Service Centre
  - information.management@naa.gov.au

Check-up PLUS Update

Milan Krecak, Assistant Director, Agency Engagement

Survey opens - 1 December 2020

Closes 31 March 2021

The survey remains confidential.

De-identified survey data will be shared amongst APS agencies to promote improvements in APS information management.

Check-up PLUS Update

What to do now:

1. Advise of any changes to Check-up Coordinators.

2. Review the survey (it's on the NAA website).

3. Ask questions – Agency Service Centre or email

4. Book appointments with senior executives for February or March 2021 – to discuss and finalise the survey.

Check-up PLUS Update

Survey Opens on 1 December 2020.

Survey Closes on 31 March 2021

Logon and access enquiries to
CheckupPLUS@orima.com

Questionnaire enquiries to
information.management@naa.gov.au or through the
Agency Service Centre

Disposal Freezes and Royal Commissions

Matt Lyons, Assistant Director, Agency Engagement

Disposal freezes & Royal Commissions

- All current disposal freezes and records retention notices remain in affect

- We are reviewing the need to maintain certain freezes as Government action in relation to recommendations arising from inquiries supported by the freezes is wound up.

- The newly established Office of the Special Investigator will review matters raised by the IGADF Afghanistan Inquiry. It will be supported by a disposal freeze issued on 19 November 2020

BUILDING TRUST IN THE PUBLIC RECORD

Audience Questions

Thank you for supporting GAIN throughout 2020

We look forward to seeing you again in 2021