



Housing Australia

Information & Data Governance Committee Charter

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Charter Purpose

The Charter sets out the role, responsibilities and working arrangements of the Information and Data Governance (IDG) Committee.

Establishment

The IDG Committee is established in accordance with the National Archive of Australia's *Building Trust in the Public Record* policy¹.

Objective

The Committee ensures Housing Australia maintains a consistent and systematic, enterprise-wide approach for managing its information assets (record, data, information). It aims to follow best practice principals, fit-for-purpose to build a culture where information and data assets are valued and accessible at Housing Australia and with its stakeholders.

Role

The IDG Committee oversees and guides all information and data matters including the framework, strategy, policies, procedures, resources and reporting and ensures it is consistent with other agency functions.

It provides strategic support for operationalising Housing Australia's practices to obtain the best business value from its information and data.

Responsibilities

The IDG Committee is responsible for:

- Approving and monitoring the effectiveness of Housing Australia's Information Governance Framework, including the policy, procedures, strategy, systems, resources and training for managing information and data.
- Coordinating information and data governance reporting including the National Archive of Australia (NAA) Check Up survey², and other audits / reviews.
- Ensuring information and data processes, systems, roles and resources are sufficient to meet business needs and information standards.
- Ensuring new business systems (including for procurement) meet information and data requirements.
- Identifying and mitigating information and data risks including loss of knowledge and corporate memory, security, access and privacy.
- Liaising on whole-of-government initiatives such as implementing standards and data reporting.
- Actively promoting a culture where information and data is valued, supports decision making and is used in digital format.
- Ensuring the secure destruction of Housing Australia's records and information assets and regular reporting of this to the Audit and Risk Committee.

¹ See National Archives of Australia for more information (<https://www.naa.gov.au/information-management/information-management-policies/building-trust-public-record>). This policy came into effect on 1 January 2021.

² NAA survey measures government department and agency information and data governance maturity in line with the *Building Trust in the Public Record* policy.

Committee Membership

The IDG Committee will consist of key internal record, information and data stakeholders. These being senior roles responsible for:

- Information and communications technology (ICT)
- Legal
- Business representatives
- Information and data management
- Security
- Risk
- Privacy
- Freedom of information

The Chief Information Officer (CIGO) or equivalent to Chair the IDG Committee.

Secretarial support to be provided by a member of the Legal, Risk and Compliance team or as directed by the Chair.

The Committee, at its discretion, may add other members and will manage succession planning of its members.

The Committee can call upon employees of Housing Australia, internal and external auditors and such other expert advice as it determines appropriate to enable the Committee to properly consider matters within its remit.

Meetings

The IDG Committee will meet quarterly and as any member of the committee deems necessary.

A quorum will consist of at least 3 members of the IDG Committee, one of which must be the Chief Information Officer (or equivalent) and acceptable representation of business units.

Committee proceedings and resolutions will be minuted.

The Secretary of the Committee will coordinate distribution of minutes to Committee members following each meeting. Records of minutes will be saved electronically and published on the Housing Australia intranet.

Reporting

The IDG Committee will:

- provide regular reporting on its activities to the Executive Leadership Team and Board Audit & Risk Committee (ARC)
- highlight risk specific matters involving records, information and data to the Executive Risk and Compliance Committee and ARC; and
- endorse the annual NAA Check-up survey to be signed off by the agency head.

Annual plan

The Committee will establish an annual workplan for each financial year. This plan may align or refer to other internal Housing Australia workplan's involving records, information and data e.g. audit / review recommendations, ITC projects, privacy management plan, Protected Security Policy Framework plans.

The annual plan must address Housing Australia's compliance obligations for records, information and data.

After each financial year, the Committee will review the previous year's plan and establish a new workplan.

Document version details

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