CORPORATE POLICY STATEMENT NO. 63

INFORMATION AND RELATED TECHNOLOGY

March 2018

1. OBJECTIVE

To establish a governance and management model for the Department of Biodiversity, Conservation and Attractions' (the department) information and related technology (IT) that will:

- evaluate, direct and monitor the use of IT to achieve the department's strategies and objectives; and

- enable decision-making processes on IT investment, promote accountability, due diligence, and the efficient and effective delivery of IT services.

The Department of Biodiversity, Conservation and Attractions includes the Rottnest Island Authority (RIA).

2. SCOPE

This policy specifies the practices for implementing IT governance and the direction for the use and management of IT.

This policy does not extend to the management of corporate records which is provided for in the department's records management policy.

Information security management is implemented in accordance with Corporate Policy Statement No. 70 – Information Security Management.

3. CONTEXT

IT is used as a fundamental business enabler and is a significant and growing component of the department's business. Effective governance processes and practices are required to ensure the efficient, effective and acceptable use of IT. Governance of IT is the model by which the current and future use of IT is directed and controlled through a system of policies, procedures, standards and guidelines. These processes ensure the efficient and effective use of IT to enable the department to achieve its strategies and objectives.

4. LEGISLATION

The following legislation and governance documents guide the way the department carries out its IT governance functions:

- *State Records Act 2000;*
- *Freedom of Information Act 1992;*
- *Public Sector Management Act 1994;*
- *Financial Management Act 2006;*
- *Privacy Act 1988 (Commonwealth);*
- WA Public Sector Commissioner Circular 2010-05 – Computer Information and Internet Security;
- WA Public Sector Commissioner Good governance guide for public sector agencies;
- Corporate Policy Statement No. 70 – Information Security Management;
- the department's records management policy;
- Corporate Policy Statement No. 56 – Risk Management; and
- the department's IT Strategy.

5. POLICY

The department will:

5.1 Evaluate, provide strategic direction for and direct the use of IT and its management through a governance model that:

- defines the strategic direction for the use and management of IT and ensure the department's IT capabilities can sustain and extend its strategies and objectives;

- ensures an appropriate balance between benefits, opportunities, costs and risks arising from the use of IT;

- ensures the department's investment in IT will deliver value and is fully aligned to strategies and objectives;

- ensures conformance with relevant obligations (e.g. legislative and contractual) concerning the acceptable use of IT and align with State Government, International and Australian Standards; and

- promotes opportunities for business innovation or improvement that can be created by emerging technologies and/or services as well as through existing technologies.

5.2 Make information collected by the department readily available for public release unless there are instances where the information should be protected or access should be restricted. Release of departmental information will be consistent with and operate within any applicable legislative, policy and strategic frameworks.

5.3 Safeguard the department's business continuity operations and business change obligations enabled by IT and ensure that departmental IT assets are reliable, readily usable and accessible whenever and wherever they are needed.

6. STANDARDS

The department's IT governance model is derived from the AS/NZS ISO/IEC 38500:2010 Corporate governance of information technology. The governance principles from this standard will be applied in the context of the department to ensure alignment and compliance with Government policies and directives; regulatory and other obligations; industry best practice and IT standards.

7. POLICY IMPLEMENTATION STRATEGIES

7.1   IT will be governed in accordance with the general principles of AS/NZS ISO/IEC 38500:2010 and managed by:

   7.1.1   evaluating the current and future use of IT;

   7.1.2   directing the preparation and implementation of plans and policies to ensure that use of IT meets business objectives; and

   7.1.3   monitoring conformance to policies and performance against the plans.

7.2   **Responsibilities**

   7.2.1   The **Information Management Executive Committee (IMEC)** will govern the corporate IT policies, capabilities, infrastructure and investment necessary for the day-to-day operation, growth and transformation of the department's business.

   7.2.2   The **Office for Information Management (OIM)** led by the Chief Information Officer will manage IT including the implementation of IT policies, standards and architecture.

   7.2.3   The **Information Management Business Committee** will assist IMEC and OIM on matters relating to business operations including IT projects, strategic initiatives and business change opportunities enabled by IT.

8. CUSTODIAN

DBCA Chief Information Officer.

9. PUBLICATION

This policy will be made available on the department's intranet.

10. KEY WORDS

Information and related technology; IT; governance; standards.

11. REVIEW

This policy will be reviewed no later than July 2023.

12. APPROVAL

Approved by

Mark Webb
DIRECTOR GENERAL
DEPARTMENT OF BIODIVERSITY, CONSERVATION
AND ATTRACTIONS   Effective date: 15/3/18

Mark Webb
CHIEF EXECUTIVE OFFICER
ROTTNEST ISLAND AUTHORITY   Effective date: 15/3/18