APS Data Governance Framework Fact Sheet

Data Governance Checklist

APS Data Governance Framework - Attachment A

This checklist covers some basic aspects for a data governance strategy or statement.

### In preparing our data governance strategy, we have –

* Ensured it aligns and feeds back into to the agency’s Data Strategy, ICT (including AI/Cyber) Strategy and Corporate Plan, and sought advice from those areas
* Covered a range of data activities and sources, including –
* corporate data (eg HR, financials)
* data produced by our entity’s activities (eg program or service delivery, surveys, linked data assets and analysis)
* data activities that third parties undertake for our entity
* data acquisition and provision, including by sharing
* dissemination and communication of insights
* Explored and documented our data end-to-end (data lifecycle), both at an entity level and for key data assets
* Looked at our entity’s Data Maturity Assessment results to identify strengths and weaknesses (in particular, Questions 1-14, 30-47)
* Documented the development of our data governance approach, including the decision-making process and rationale for what is contained in our data governance approach
* Sought feedback from staff across the spectrum of data activities and expertise
* Reviewed key resources on data governance, to identify what is appropriate for the agency (see below)

### Our data governance strategy or statement –

* Has identified individuals in the following roles, at a minimum –
* Chief Data Officer, including the following roles that can be delegated
* Data Champion
* Indigenous Data Champion
* Person responsible for particular data assets (an individual may be responsible for multiple data assets)
* Documents the agency’s key data management meetings and reporting lines
* At a minimum, data governance should be a standing item at a regular SES-level corporate meeting
* Has identified all other data roles appropriate to the agency’s data activities, as well the individuals fulfilling those roles (an individual may have multiple roles, if appropriate)
* Holds all SES staff accountable for proper use of government data within their areas of business responsibility and is clear that all staff have data responsibilities
* Has a process to review and evaluate the strategy or statement to ensure it remains relevant, appropriate and effective.
* Has identified how the agency participates in Australian Government Data Governance Groups

### Our agency’s data governance documents include –

* A structure or flow diagram showing the agency’s data governance structures and reporting lines
* A list of the agency’s key data assets, the authority for the data collection and the team to contact for any queries, issues or concerns
* A consistent and documented process for –
* data acquisition
* data sharing
* public release of non-sensitive or anonymised data (open by default)
  + addressing data quality and governance issues (aside from breaches dealt with elsewhere)
  + data obligations as part of formal arrangements with third parties, such as contracts or grants management agreements
* Policy and guidance documents –
  + standard operating procedures
  + metadata standard / data dictionary
  + data quality standards and assurance processes
  + auditing and monitoring practices

### Our agency supports data governance by –

* Communicating internally to –
* promote Government and APS commitments to data
* make clear the agency’s expectations of all staff regarding data
* make it easy for staff to access the entity’s Data Strategy and data governance documents, as well as other data guidance and resources
* Including data considerations in its corporate plan, and working to align corporate, data and digital goals
* Ensuring that the people responsible for data are included in decision around ICT, AI and emerging technologies

### Tailoring your data governance document

Your agency’s data governance needs may be met by a detailed data governance strategy, or something simpler like a data governance statement. At a minimum, your agency should have a documented approach, whether it is in the form or a standalone document or within another corporate document.

Your agency’s Data Strategy will go into detail about your agency’s data goals and needs, as well as your agency’s approach to data literacy and maturity.

### Resources:

[Australian National Audit Office (ANAO) paper Insight Lessons – Governance of Data (2025).](https://www.anao.gov.au/work/insights/governance-of-data)

[Chief Data Officer Information Pack](https://www.finance.gov.au/government/public-data/public-data-policy/chief-data-officer-information-pack)

[Commonwealth Data and Digital Ecosystem](https://www.finance.gov.au/sites/default/files/2024-05/Commonwealth-Data-Ecosystem-Design-PUBLIC-2024.pdf)

[Data and Digital Government Strategy](https://www.dataanddigital.gov.au/)

[Data Maturity Assessment Tool](https://www.finance.gov.au/government/public-data/public-data-policy/data-maturity-assessment-tool)

[Data Profession | Australian Public Service Commission](https://www.apsc.gov.au/initiatives-and-programs/aps-professions/data-profession)

[Information Management Strategy webpage](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.naa.gov.au%2Finformation-management%2Finformation-governance%2Festablishing-information-governance-framework%2Fdeveloping-enterprise-wide-information-management-strategy&data=05%7C02%7CKelly.Khuu%40finance.gov.au%7C0c7f0e696f104bf2e7fc08ddc4e0ab9c%7C08954cee47824ff69ad51997dccef4b0%7C0%7C0%7C638883191419693629%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=dBn4o0KeVuTo0pcWqt6rGnlyR0YSYelM57nF3etv%2BGM%3D&reserved=0)

[Office of the National Data Commissioner’s Foundational Four guidance](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.datacommissioner.gov.au%2Fnode%2F105&data=05%7C02%7CKelly.Khuu%40finance.gov.au%7C0c7f0e696f104bf2e7fc08ddc4e0ab9c%7C08954cee47824ff69ad51997dccef4b0%7C0%7C0%7C638883191419722857%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=G9InIZq5L3JP1uIArIl5emxQ6Ts6A%2Byd78A%2Fqv0deM4%3D&reserved=0)

[SES Accountabilities for Data](https://www.finance.gov.au/government/public-data/public-data-policy/ses-accountabilities-data)