Information Governance
Charter

Purpose:

- To provide oversight for the use, management and integrity of information across its lifecycle, with a focus on improving client care and providing visibility of information across LWB via a common platform for information related decision making.
- To ensure that the information used consistently across LWB is of high-quality to enable LWB to meet legislative requirements as well as operational and growth objectives.

Scope and Responsibilities:

- Guide the development of a formal Information Governance capability within LWB
- Review and approve Information Governance related strategies and future initiatives
- Initiate and prioritise Information Governance-related scope, projects and initiatives
- Establish and ensure compliance with applicable internal and external information policies and regulations e.g. information privacy policy
- Ensure sufficient quality controls are in place for reliable decision-making
- Review and approve information governance policies and standards
- Manage information in accordance with its enterprise value
- Define the common language for information in order to promote consistent information sharing and use of data across LWB
- Control and monitor progress as well as evaluate impact on LWB as information governance capabilities evolve
- Establish Information Governance related metrics, evaluation and oversight of results
- Sustain awareness and establish engagement that respects value and embeds the authority of Information Governance throughout LWB.

Membership and Reporting Structure

Information Governance Committee: Director Practice & Quality (Chair), Director Corporate Services & Finance, Director People, Safety & Culture, Chief Information Officer, Head Information Steward.

Information Steward Council: Head Information Steward (Chair) and Client Information Steward, Service State Information Stewards, National Information Stewards (Finance, People, Technology)

Reporting

Information Governance Committee reports to the Transformation Executive Committee on the Information Governance Committee's activities to include, but not limited to committee minutes, written reports, approved outcomes and any significant matters under consideration by the Information Governance Committee relating to LWB information management activity.

Information Stewards Council reports to the Information Governance Committee on information management and data governance activities. This includes data policy setting, establishment and

on-going maintenance of the business glossary, data quality reporting, communication and an oversight of on-going data management compliance across LWB.

Quorum

Quorum shall be satisfied when at least 3 members of the Committee are present, of which, two members must be IG Committee Chair and Head Information Steward.

Meeting

Meetings shall be held bi-monthly as the Information Governance Framework is established in LWB and move towards a by-monthly as the maturity increases.

Version Control

Version	Author	Date	Changes
V 0.1	Steve Carter	February 2017	Final draft
V 1.0	Steve Carter	7th June 2017	Approved by Information Governance Committee
V 2.0	Sharareh Kiani	21st September 2020	Reviewed, no changes needed
V 3.0	Sharareh Kiani	20th February 2023	Reviewed, no changes needed