

ICT Procurement Taskforce Consultation Paper

National Archives of Australia Submission

The National Archives of Australia acknowledges that the current consultation process primarily seeks submissions from organisations and individuals working in the digital technology sector. The National Archives would however like to take this opportunity to submit the following points in relation to the need to ensure the information management functionality of digital technology is considered during the procurement process. We welcome the opportunity to further discuss these points with the Taskforce.

Digital Continuity 2020 Policy - integration of information management functionality into digital technology and government processes

The [Digital Continuity 2020 Policy](#) is a whole-of-government approach to digital information governance. It complements the Australian Government's [digital transformation agenda](#) through the integration of digital information management principles into agency work practices. The policy aims to make government services simpler, faster and easier to use. Having business systems with appropriate information management functionality improves business efficiency, makes it less costly and easier to share information, reduces unnecessary duplication and improves information quality.

To support robust digital information management, the Digital Continuity 2020 Policy requires Australian Government agencies to incorporate information management requirements and specifications at the time of procurement of ICT systems. This will enable and ensure that information is findable, trusted, sharable and reusable.

From 1 January 2017, the policy requires all agencies to assess the information management functionality needed by new systems and to ensure the system meets any identified requirements. This is detailed within the Policy as:

- All business systems¹ **procured** after this date will meet [minimum metadata standards](#), and will be evaluated against the Archives' [business systems assessment framework](#) to meet functional requirements for information management.

ICT Procurement Framework (policy and guidance)

Inclusion of information management requirements in the ICT procurement framework addresses the Taskforce Consultation questions 3, 9 and 10 by:

- Providing an opportunity to capitalise on the ability of innovative technologies to streamline business processes;
- Taking full advantage of the capability of digital technologies to integrate information management functionality into the business process; and

¹ In the context of the Digital Continuity 2020 Policy, a 'business system' is an ICT system

- Addressing the capability gap whereby valuable information may be lost or not properly preserved for future use and re-use.

To support the integration of information management functionality into the procurement process, it would be advantageous to include reference framework to the Digital Continuity 2020 Policy in the ICT procurement. This could be achieved through a reference in supporting documentation for the ICT procurement framework (such as [RMG 415 - Procurement Connected Policies](#)), or via a more specific reference such as a clause in the standard contract templates or alternatively via a requirement similar to the Indigenous Procurement Policy.

Inclusion of Digital Continuity 2020 Policy requirements in the ICT procurement framework will support business efficiency and raise awareness of information management requirements. Our aim is for something that is minimal and ensures in the procurement process, be it in a RFT or contract, that the information management requirements have been considered and acted upon in an informed fashion.

The risk in not considering the requirements of the Digital Continuity 2020 Policy at the time of procurement is that an agency may need further expenditure at a later date to ensure business systems have sufficient information management functionality to meet government requirements. There are also associated risks — in terms of security, privacy and freedom of information — if information is not managed appropriately. Meeting the Digital Continuity 2020 Policy targets ensures these risks are considered, mitigated and addressed.

We would welcome discussing this further with you, and can provide further information for your consideration. Please do not hesitate to contact Linda Macfarlane, Director, Policy & Digital Strategy at linda.macfarlane@naa.gov.au or 02 6212 3616.