Information Classification Policy Progressive Initiatives *(updated January 2025)*

Status	Non-functional	Initial	Progressive	Consistent	Optimised
Initiatives	No information assets are classified; or information assets are classified on an *ad hoc* basis.	Agency assesses current IC capability and maturity. Shortfalls are identified and a roadmap is developed to address them.	IC practices are being standardised and documented. Procedures are being communicated and incorporated into staff training.	IC procedures and processes are being implemented. Assets are being classified, labelled and handled appropriately.	IC procedures are established and evolving to support periodic re-assessment of classified information as appropriate.
Policy & Governance	Whole of Government Information Classification Policy approved by Cabinet (2020)	• Executive endorses Policy • Assign Executive sponsor	• IC is added to the corporate risk register • Develop formal procedures for IC	• IC procedures are understood and operationalised, providing a common approach to IC across the agency	• IC procedures are regularly reviewed to align with business operations and emerging risks
People		• Executive message to all staff • General staff awareness about the Policy	• Develop and trial internal staff training • Engage with IC Community of Practice	• Deliver general IC training for all staff and incorporate it into staff induction	• Regular 'refresher' training available to all staff. Targeted IC training based on job roles or systems
Processes		• Develop implementation roadmap aligned with corporate risk register	• Develop information asset register (IAR) to identify systems and processes that handle sensitive information	• IC controls are implemented for high value and/or high risk information and systems	• IC controls are applied across all areas of the business, including current and legacy systems
Technology		• Identify existing software capability to assist with IC	• Identify additional technology needs and procurement options	• Phased implementation of IC tools and technology	• IC technology integrated into agency systems to automate IC processes
Measurement		• Survey current ability to meet Policy requirements	• Assess progress of implementation roadmap and capability to meet Policy requirements	• Assess progress of implementation roadmap and capability to meet Policy requirements	• Establish ongoing monitoring for continuous improvement