



Information Classification Policy Checklist

This checklist is designed to support agencies with the implementation of the WA Government Information Classification Policy. It provides a clear sequence of actions that reflect best practice and align with the [Information Classification Progressive Initiatives](#).

The checklist should be used in conjunction with your agency's implementation road map. Agencies can use the checklist to track progress, identify gaps and evidence implementation activities for internal assurance and reporting purposes.

Agencies should aim to achieve a status of **Consistent** by August 2026, with a view to continuous improvement.

More resources are available at <https://www.wa.gov.au/government/document-collections/western-australian-information-classification-policy>.

Please email data.sharing@dpc.wa.gov.au for further information.





Status: Initial

- Chief Executive endorses the Information Classification Policy (the Policy).
- Assign an Executive Sponsor to lead the Policy implementation.
- Issue a message from Executive to all staff announcing endorsement and phased implementation of the Policy.
- Conduct staff awareness sessions about the Policy, its purpose, how it supports corporate goals and values.
- Conduct a baseline survey to identify current information classification (IC) practices, including processes, systems and software capabilities (e.g. through one of the progress surveys conducted in February 2025, November 2025 or February 2026).
- Develop and implement an implementation roadmap aligned with risk management.

Status: Progressive

- Add IC to the corporate risk register.
- Develop procedures for information classification, labelling and handling, addressing different information systems and business areas as required.
- Develop an information asset register (IAR) that identifies sensitive information.
- Develop and trial staff training modules and guidance material.
- Engage with the Community of Practice.
- Identify additional technology needs and align them with ICT renewal programs.
- Implement IC tools and technology.
- Develop user guides for the technology and software.
- Assess progress of implementation roadmap and improved capability to meet Policy requirements since baseline survey (e.g. through one of the progress surveys).

Status: Consistent

- Implement security controls for high-value or high-risk information.
- Ensure procedures and processes are fully implemented, providing a common approach to IC across the agency.
- Assess training uptake and Policy adherence.
- Incorporate classification training into staff induction programs.
- Assess progress of implementation roadmap and improved capability to meet Policy requirements since baseline survey (e.g. through one of the progress surveys).
- Monitor for over-classification.

Status: Optimised

- Apply IC controls across all business areas of the agency, including current and legacy systems.
 - Provide refresher and role-specific training. Consider implementing a refresher training schedule to ensure ongoing awareness.
 - Review and update information classification procedures in line with internal review process. Consider changes to business operations, information systems, emerging risks, training data and security controls. Use collected data to refine classification processes.
 - Integrate classification technology into systems for automation.
 - Establish ongoing monitoring for continuous improvement.
- 