

Governance

Automated Briefing and Correspondence

Standard

Departments must establish and maintain an automated briefs and correspondence governance approach and capability in accordance with requirements set out in this standard.

Document Control

Applies to	All departments and Victoria Police	Authority	Digital Strategy and Transformation, Department of Premier and Cabinet
Period	To be determined	Advised by	N/A
Issue Date	To be determined	Document ID	ABC-STD-01
Review Date	To be determined	Version	1.0



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Requirements

In-scope

For the purposes of this standard, the scope of 'briefs' includes all forms of briefs with the exception of cabinet submissions, parliamentary questions and Public Accounts and Estimates Committee (PAEC) briefs.

For the purposes of this standard, the scope of 'correspondence' includes all correspondence to a Minister, Secretary, Deputy Secretary, Executive Director or Director that requires a response, no matter the channel it comes via.



It is recommended that the Automated Briefs and Correspondence Governance Model (governance model) be read prior to reading this document.

In line with the Automated Briefs and Correspondence Governance Model (governance model) and the [Automated Briefs and Correspondence Statement of Direction](#) (ABC SOD) departments must at a minimum:

1. Establish and maintain the following key governance functions and roles
 - (a) An executive level officer who is accountable for the management of briefs and correspondence across the department.
 - (b) A departmental ABC group or similar that will endorse and present recommendations to the departmental executive officer (the above-mentioned role).
 - (c) A departmental management and co-ordination function for departmental briefs and correspondence that will report to the departmental executive officer (the above-mentioned role).
2. Nominate a senior officer to represent the department at the Whole of Victorian Government (WOVG) ABC Group.



The Victorian Government (the government) will appoint a WOVG ABC Leader who will work with the departmental ABC governance functions to drive adoption of the ABC governance model, policy, standards and templates.



See the ABC Guideline for help in implementing this standard.

Overview

The purpose of the ABC Governance Standard (the standard) is to drive the establishment of a common departmental governance structure and management function for the governance and management of briefs and correspondence.

Good operational practice and governance are essential for making informed decisions, developing policy and delivering services.

This standard provides the minimum requirements for implementing and operating a centralised departmental accountability for briefs and correspondence.

Rationale

Departments in the government are becoming more aware of the problems and restrictions they operate under in the current, disparate briefing and correspondence processes.

The lack of a centralised departmental governance function for the briefs and correspondence manifests itself in accountability for operations of departmental briefing and correspondence often being dispersed to the business unit level. Thus, a wide variety of operational variations exist within departments (and across government), with consequential inefficiencies (e.g. mix of manual and automated approaches, different processes, language, templates, escalations, workflows and responsibilities, etc.).

As well as promoting the cultural shift required to succeed, common, centralised departmental governance of briefs and correspondence will increase knowledge portability, cross-government collaboration and co-production; compliance; drive improvements in practice and reduce costs and inter and intra departmental duplication.

The emphasis of this standard is on creating a consistent WOVG practice – irrespective of department, technical platform or level of technical or digital maturity. The goal of fully digital briefing and correspondence will help the government to meet future digital records management deadlines and improve the digital continuity (long term availability) of briefing and correspondence information.

Derivation, scope and glossary

Derivation

This standard is derived from the Automated Briefs and Correspondence Policy, and is guided by the ABC SOD and the [Information Technology Strategy for the Victorian Government, 2016–2020](#) (IT strategy).

Scope

All departments and Victoria Police, referred to collectively as ‘departments’, are formally in-scope. While not required, the standard may be adopted by agencies and partner organisations, if desired.

Glossary

The glossary of terms and abbreviations used in this document are defined in the Automated Briefs and Correspondence Glossary.

Related documents, tools and references

- [Automated Briefs and Correspondence Common Process Standard](#)
- [Automated Briefs and Correspondence Common Templates Standard](#)
- [Automated Briefs and Correspondence Governance Model](#)
- [Automated Briefs and Correspondence Guideline](#)
- [Automated Briefs and Correspondence ABC Monitoring and Reporting Standard](#)
- [Automated Briefs and Correspondence Policy](#)
- [Automated Briefs and Correspondence Statement of Direction](#)
- [Information Technology Strategy for the Victorian Government, 2016–2020](#)

Further information

For further information regarding this standard, please contact Digital Strategy and Transformation, Department of Premier and Cabinet, at: digital.transformation@dpc.vic.gov.au.

Document Control

Approval

This document is yet to be formally approved and is published as guidance only. It is expected that when delivery of the common platform commences, under the requirements of VSB approved ABC SOD, the ABC Governance Model and associated standards and templates will be formally reviewed and approved.

Version history

Version	Date	Comments
0.1	27/04/2018	Initial draft
0.2	07/05/2018	First formal draft for review
0.3	30/05/2018	Second formal draft for review
1.0	03/09/2019	Final version