



ECM Step Program Committee

Warrnambool City Council

9.00am – 12.00pm 10th May 2013

Minutes

Present:			
Tim Newbegin – Chair – Cardinia Council (Chair)		Carol Jager – City of Greater Geelong (Secretary)	
Leanne Wegrzyn – Murrindindi Shire	Veena Menezes – Melton Shire Council - Guest	Fran Dodd – Casey City Council - Guest	Debbie Fitzgibbon – Warrnambool City Council - Guest
Kristy Matthies – Bass Coast Shire Council - Guest			
Apologies:			
Sandra Bower – Grace Records Management	Ruth Edge – Yarra Ranges Council	Toula Varvarigos – EAssure	John Hennessey - MAV
Richard Feagan – Nillumbik Shire Council			
Not Present:			
Kristy Searle – Grace Records Management	Lance Deblaquiere – Darebin Council	Lisa Poulter – Loddon Shire	Alison Woollard – Mt Alexander Shire Council
Alison McNulty - PROV	Joy Painter – Wyndham City Council	Joan Murray – Wodonga City Council	Jan Xu – Whitehorse City Council
Jenny McCallum – Mitchell Shire Council	David Platt - MAV		

1.	Welcome, housekeeping and introductions
	Tim welcomed those present at the meeting and introductions were made.
2.	Report from Grace Records Management
	No report was provided. Kristy from Bass Coast Council advised the Council is now using Grace Records Management services for scan on demand. Leanne from Murrindindi Shire Council explained the process of having had some 1990s Council minute books scanned by Grace recently.

3.	Report from Eassure
	<p>The following report was tabled by Toula Varvarigos of Eassure.</p> <p><u>Assessments</u> Eassure has undertaken 7 ECM Assessments from January – May 2013. There are just over 60 ECM assessments in total planned to be undertaken at participating Council's through to January 2014.</p> <p>As part of the assessment process Eassure provides an <i>ECM Maturity Report</i> and <i>Compliance Report</i>. Work is currently being undertaken to complete a <i>Risk Report</i> as part of the assessment process. The expected delivery date is May 2013. With the introduction of the Risk Report, all councils participating in the program will now receive three reports.</p> <ol style="list-style-type: none"> 1. Assessment against previous years agreed actions 2. Benchmark against sector performance 3. Individual Council Risk Report <p><u>Capability Workshops</u> Eassure has committed to undertake 6 capability workshops to assist Councils develop their own Digitisation Plans. The workshops are titled <i>Developing a Digitisation Pre -Action Plan</i>. To date 35 people have attended 3 workshops with 18-20 people scheduled to attend the last three. These have been well attended.</p> <p><u>Templates</u> A document was tabled entitled <i>ECM Step Program Templates and Guidelines</i>, which identifies the records that are in the Wiki. Eassure would like to reinforce that the Wiki requires administration and review as the content is not categorized in a consistent way.</p> <p><u>BCS</u> The Local Government BCS is now in the Wiki along with a change request form.</p> <p><u>eLearning Module</u> The ECM Step Program's <i>R Files: Record Keeping is Everybody's Responsibility</i> is undergoing graphic design. This is scheduled to be completed end of May with an estimated date of completion for front end programming and testing scheduled middle of June.</p> <p><u>Communication Plan</u> The ECM Step Program Newsletter is scheduled to be sent out Monday 13th May. Eassure recommends that a defined Communication Plan be developed in accordance with the ECM Committee's requirements.</p>

4.	Other Business
4.1	Sector-wide ECM Strategy
	John Hennessy of the MAV has approached Tim to seek support for creating a sector-wide ECM Strategy that can be distributed to Senior Management of all the Councils. The Local Government GIS Group have just completed this type of strategy, called the Local Government Spatial Strategy. Suggestions for content include standards for cloud computing, skills, electronic mailroom, etc.
4.2	Future of Local Government Event
	Action: Tim to request further information from John Hennessy about the Future of Local Government Event. Is it happening this year? Tim has received a response since the minutes were prepared. The event is scheduled for October/November to coincide with the launch of a shared website with the ICT, Asset and GIS groups. Ruth Edge attended a recent meeting with the groups to discuss joint development and has prepared a report which has been published on the wiki.
4.3	MAV Cloud Computing Seminar
	Tim outlined that he recently attended a Cloud Computing seminar organised by the MAV. The Seminar was very informative and extremely worthwhile. Tim advised he now has a much better understanding of cloud computing. He said that he was one of only two recordkeeping professionals there – most attending were IT professionals. Others at the meeting commented that they felt that the seminar was aimed at IT people and thought it would be technically-focused.
4.4	ECM Step Program Benchmarking
	Carol raised discussion on the early life of the ECM Step Program when there was some sector-wide benchmarking. This has been very useful and informative. Carol asked whether now that we are much further along and most sites have had more than one audit, and is the benchmarking being updated? Action: Eassure to advise the Committee on benchmarking activities and results.
5.	Next meeting - 9th August - Shepparton.
	Meeting closed: 11:57 am