

# CONSTITUTION

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## of MAV Local Government Information Governance Group

### 1. NAME

The name of the group is the MAV Local Government Information Governance Group.

### 2. INTERPRETATION

In these Rules, unless the contrary intention appears:

**Chair**

means the person appointed to that position by “[Section 10. Election of Officers and Vacancy](#)”;

**Chairperson**

means the person chairing a meeting under [Clause 8.8](#);

**Committee**

means the persons appointed to that position by “[Section 10. Election of Officers and Vacancy](#)”;

**Committee Member**

means a member of the Steering Committee;

**Deputy Chair**

means the person appointed to that position by “[Section 10. Election of Officers and Vacancy](#)”;

**Financial Year**

means a year ending on 30 June;

**General Meeting**

means an Annual General Meeting or a Special General Meeting of Members convened in accordance with [Clause 8.5](#);

**Immediate Past Chair**

means the person appointed to that position under Clause **12.5**

**MAV**

means the Municipal Association of Victoria;

**MAV Information Governance**

means the group operating in accordance with the MAV – Local Government Information Governance Group Constitution;

**Member**

means any employee of or individual contractor for a Subscribing Agency who:

has been accepted as a Member in accordance with Clause 5; and

has not resigned or had their membership revoked under Clause 6;

**Officer**

means one of the officers of MAV Local Government Information Governance Group in [Clause 9.2](#);

**Register of Members**

means a register containing:

1. the names and addresses of Members;
2. the dates they became Members;
3. their status as employee of or contractor for a Subscribing Agency; and
4. such other information as the Committee may require.

**Register of Agencies**

means a register containing:

1. the names and addresses of the Subscribing Agencies;
2. details of the annual subscriptions they have paid; and
3. such other information as the Committee may require.

**Secretary**

means the person appointed to that position by “[Section 10. Election of Officers and Vacancy](#)”;

**Subscribing Agency**

means an organisation described in [Clause 7.1](#):

1. that has paid an annual subscription to MAV Local Government Information Governance Group in accordance with [Clause 7.5](#); and
2. whose payment of subsequent annual subscriptions is not overdue in accordance with [Clause 7.5](#);

**Treasurer**

means the person appointed to that position by “[Section 10. Election of Officers and Vacancy](#)”;

### **3. OBJECTIVES OF MAV LOCAL GOVERNMENT INFORMATION GOVERNANCE GROUP**

The objectives of MAV Local Government Information Governance Group is to build a culture based on the sharing of knowledge, skills and experience within local government on information governance and records and information management related topics.

As technology continually advances and brings with it new challenges and opportunities to create, share, store, analyse and distribute data the expectation from the public is that we will manage this information throughout its lifecycle as good stewards.

Public Sector information must be properly created, managed and preserved to protect its integrity, and data security throughout its lifecycle. Agencies' capability to deliver this expectation for our communities is challenged by constant change in technology, work practices, legislation, and community expectations.

Today there is much expected of practitioners to meet these needs and guide their organisation in sound records and information management practice.

This group aims to provide a forum for collaborative learning and sharing to improve the efficiency and effectiveness of information governance by actual and/or potential Subscribing Agencies, and to encourage adoption of good practices by actual and/or potential Subscribing Agencies by:

3.1. Promoting and facilitating networking, liaison and cooperation between actual and potential Subscribing Agencies.

3.2. Providing services to Members, including in the form of:

3.2.1. The fostering of special interest groups which conduct regular forums for information sharing and dissemination between interested Members.

3.2.2. The organisation and management of regular meetings and special events, including seminars and workshops/training intended for the communication of ideas and knowledge sharing between Members and other seminar and workshop/training participants.

3.2.3. The management of various electronic communications and collaboration tools for day to day communications and knowledge sharing.

3.3. Providing an environment for the free and frank expression of opinions by or between Members, in the course of their duties, within the principles of their Code of Conduct for Council staff.

3.4. Coordinating procurement collaboration leading to sector-wide Information Governance and Records Management related contracts for the cost effective supply of Information Governance and Records Management related services and policy development.

3.5 Liaising with State government bodies on behalf of Subscribing Agencies.

3.6. Undertaking any other activities as may be approved by the Steering Committee.

## **4. POWERS**

**4.1.** MAV Local Government Information Governance Group shall have all the functions and powers conferred by the MAV Local Government Information Governance Group Constitution provided the MAV and the Steering Committee is able to do such things as are incidental or conducive to the attainment of the objectives in [Clause 3](#).

**4.1.1** MAV Local Government Information Governance Group does not have the power to sign contracts and agreements. They are required to be signed by the CEO of the MAV.

**4.2.** The funds of MAV Local Government Information Governance Group may be derived from annual subscriptions, investment interest, project contributions, conference and seminar registrations, award sponsorships, donations and such other sources as the Steering Committee determines.

**4.2.1** MAV Local Government Information Governance Group does not have the power to borrow additional funds.

## **5. MEMBERSHIP**

**5.1.** Any employee of or contractor for a Subscribing Agency (“eligible person”) can apply to the Secretary to become a Member of MAV Local Government Information Governance Group. Each applicant shall provide the Secretary with their name, email address, and agency name and any other information the Secretary reasonably requires, and update this information if it changes during their membership.

**5.2.** Subject to [Clause 5.3](#) the Secretary shall, on receipt of an application to become a Member, confirm that the person is eligible to become a Member and, if eligible, promptly enter the person’s details in the Register of Members.

**5.3.** Members that have been expelled will only be re-admitted as Members at the discretion of the Steering Committee.

## **6. RESIGNATION AND EXPULSION OF MEMBERS**

**6.1.** A Member may resign from MAV Local Government Information Governance Group by giving notice in writing of that resignation to the Secretary. Such resignation shall take effect following a reasonable handover period determined by the committee. The Secretary shall enter the resignation in the Register of Members.

**6.2.** A Member will be deemed to have resigned from MAV Local Government Information Governance Group if:

**6.2.1.** they cease to be an employee or contractor of a Subscribing Agency; or

**6.2.2.** they fail to confirm their wish to continue as a Member within two months of when subscription invoices are sent out by the MAV; and

6.2.3. where a confirmation is not given in accordance with [clause 6.2.2](#), they fail to confirm their wish to continue as a Member within one month of being sent a reminder notice by the Secretary that their confirmation is overdue (together with advice in writing to the effect that continued non-confirmation will result in cancellation of their membership).

6.3. Subject to these Rules, the Steering Committee may by resolution expel a Member from MAV Local Government Information Governance Group, or suspend a Member from MAV Local Government Information Governance Group, if the Committee is of the opinion that the Member or their Subscribing Agency has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming of a Member or prejudicial to the interests of MAV Local Government Information Governance Group.

6.4. The powers conferred on the Steering Committee by [Clause 6.3](#) shall not be exercised until a meeting of the Committee has been held for the purpose of considering such matters and of which meeting the Member concerned has been given not less than 14 days' notice in writing specifying the matters to be considered, and stating that the Member may submit a written statement or address the Committee at the meeting. The proceedings of every such meeting shall be conducted in such manner as the Committee may from time to time decide. The Committee may itself engage a solicitor or other counsel to assist it at such meeting. The decision of the Committee shall be communicated to the Member in writing by the Secretary.

6.5. Provided the process in [Clause 6.4](#) is followed, any decision made by the Committee in exercise of its power contained in [Clause 6.3](#) shall be final and not subject to appeal.

## 7. SUBSCRIPTIONS

### Subscribing Agencies

7.1. Subscription fees shall only be accepted from Local Government Agencies as defined by the "Local Government Act 2020".

7.1.1. An Agency that has not subscribed at the date these Rules were adopted may become so by paying the relevant subscription fees.

7.1.2. An Agency having Members that have all been expelled or suspended under [Clause 6.3](#) may only have Subscriptions accepted at the discretion of the Steering Committee.

7.2. Subscriptions fees paid to MAV Local Government Information Governance Group by Subscribing Agencies are paid on behalf of their employees and contractors who are Members.

7.3. All members of staff of a Subscribing Agency are entitled to the benefits of the MAV Local Government Information Governance Group objectives in [Clause 3](#) and are entitled to become Members in accordance with [Clause 5](#).

### Subscription fees

7.4. Subscription fees shall be paid by Subscribing Agencies and shall be determined at the Annual General Meeting.

7.4.1. A Council must pay the applicable annual subscription fee to the Treasurer before it

may become a Subscribing Agency.

7.4.2. To continue being a Subscribing Agency, an Agency must pay the applicable annual subscription fee to the Treasurer within two months of receipt of subscription invoice.

7.4.3. On receipt of the subscription fee, and subject to the conditions in [Clause 7](#), the Treasurer shall promptly enter the Subscribing Agency's name and payment in the Register of Agencies.

## **Cessation and removal**

7.5. A Subscribing Agency shall cease to become so if:

7.5.1. it gives notice to the Treasurer not less than two months prior to the end of the MAV Local Government Information Governance Group financial year that it no longer wishes to be a Subscribing Agency as from the beginning of the following financial year; or

7.5.2. it fails to pay the applicable annual subscription fee as required under Clause 7.5.

## **8. GENERAL MEETINGS**

8.1. MAV Local Government Information Governance Group shall hold an Annual General Meeting of its Members within 3 months of the end of each Financial Year, on a date to be set by the Steering Committee.

8.2. The ordinary business of the Annual General Meeting shall be:

8.2.1. to confirm the minutes of the last preceding Annual General Meeting;

8.2.2. to receive the reports of the Officers of MAV Local Government Information Governance Group for the preceding Financial Year;

8.2.3. to elect the Officers and Committee of MAV Local Government Information Governance Group;

8.2.4. to receive and consider the statement to be submitted by MAV Local Government Information Governance Group to the Chief Executive Officer of MAV; and

8.2.5. to set the level of subscription fees.

8.3. The Annual General Meeting may transact any other business, in addition to that under [Clause 8.2](#).

8.4. Other General Meetings shall be held when the Committee so decides, or upon the written request of Members from at least 10% of the Subscribing Agencies. To avoid doubt, the request of a single Member from a Subscribing Agency is sufficient to constitute a request from that Subscribing Agency.

8.5. At least 21 days' notice shall be given to Members and Subscribing Agencies of any General Meeting, stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting. Such notice shall be in writing and delivered, posted or transmitted by

electronic means to Members and Subscribing Agencies. However, no meeting shall be invalidated through failure to notify any Member or Subscribing Agency of the meeting.

8.6. Any interested individual may attend any General Meeting. Speaking rights of non- Members shall be at the discretion of the Chairperson.

8.7. The quorum of any General Meeting shall be when at least five Subscribing Agencies are represented by at least one Member each. No item of business shall be transacted at a General Meeting unless the quorum is represented during the time the meeting is considering that item.

8.8. The Chair shall preside as Chairperson at each General Meeting. In the absence of the Chair, the Deputy Chair shall preside as Chairperson. In the absence of both the Chair and the Deputy Chair, the Members present shall elect one of their number to preside as Chairperson.

8.9. Minutes shall be kept of all General Meetings, and ratified at the beginning of each subsequent General Meeting.

8.10. A Member wishing to bring any motion before a General Meeting shall give notice of this motion in writing to the Secretary at least 7 days prior to the meeting's scheduled date.

## **Voting**

8.11. Upon any question arising at a General Meeting, a Subscribing Agency shall have one vote.

8.12. Proxy votes shall not be accepted at General Meetings.

8.13. In the event of a tied vote, the Chairperson is entitled to cast a second or casting vote.

8.14. Voting on all resolutions shall be recorded by Subscribing Agency, but a ballot may be demanded provided that such a demand is supported by at least one-third of the Subscribing Agencies present.

8.15. Except where a higher threshold is required, a resolution shall be passed at a General Meeting if the resolution is approved by 50% or more of those Subscribing Agencies entitled to vote and voting on the resolution.

8.16. To avoid doubt, a Subscribing Agency is not entitled to vote at any General Meeting unless all monies due and payable to MAV Local Government Information Governance Group in the previous Financial Year have been paid.

## **9. STEERING COMMITTEE**

9.1. The Steering Committee, constituted as defined in [Clause 9.3](#):

9.1.1. shall control and manage the business and affairs of MAV Local Government Information Governance Group;

9.1.2. may, subject to these Rules and the MAV Local Government Information Governance Group Charter, exercise all such powers and functions as may be exercised by MAV Local Government Information Governance Group other than those powers and functions that are required by these Rules to be exercised by General Meetings;

9.1.3. may, subject to these Rules and the MAV Local Government Information Governance Group Charter, perform all such acts as appear to the Steering Committee to be essential for the proper management of the business and affairs of MAV Local Government Information Governance Group;

9.1.4. may, from time to time, for any reason or purpose, appoint two or more Members of MAV Local Government Information Governance Group as a Working Group of MAV Local Government Information Governance Group but it shall:

9.1.4.1. exist only at the pleasure of the Steering Committee which may revoke its appointment at any time; and

9.1.4.2. have power only to make recommendations to the Steering Committee, unless otherwise directed by the Steering Committee;

9.1.5. may, from time to time, be required to consider applications for subscription under [Clause 7](#). The Steering Committee shall use the following guidelines in its deliberations:

9.1.5.1. Applicants should be a Council whose employees and contractors wish to work together collaboratively for the good of local government as a whole.

9.1.5.2. Granting subscription to an organisation must not detract from the perception of MAV Local Government Information Governance Group as vendor-independent, or restrict MAV Local Government Information Governance Group the ability to provide its core services and functions to its Members.

9.1.5.3. An organisation's subscription must not constrain MAV Local Government Information Governance Group in its objectives in [Clause 3](#).

9.1.6. may, subject to these Rules, issue or amend standing instructions to control and manage the daily business and affairs of MAV Local Government Information Governance Group.

9.2. The Officers of MAV / MAV Local Government Information Governance Group shall be:

9.2.1. a Chair;

9.2.2. a Treasurer;

9.2.3. a Secretary;

9.2.4. a Deputy Chair; and

9.2.5. an Immediate Past Chair.

9.3. The Steering Committee shall consist of the Officers and a minimum of five general Committee Members, each of whom must be a Member and whom shall be elected at the Annual General Meeting of MAV Local Government Information Governance Group in each year.

9.3.1. However, in the event of a vacancy in any Steering Committee position (including that of an Officer) which arises during a Financial Year, the Steering Committee may



appoint a Member of MAV Local Government Information Governance Group to fill the vacancy until the next Annual General Meeting.

9.4. Any of the positions described in [Clause 9.2](#) can be held individually, or be collectively combined in one individual.

9.5. Any of the positions described in [Clause 9.2](#) are attributed to an individual who is ultimately responsible for the operation of that position, but can be shared by other nominated staff of the position holder's agency.

9.6. Each Steering Committee Member shall hold office until the next Annual General Meeting after the date of their election or appointment. There are no restrictions on MAV Local Government Information Governance Steering Committee Members standing for re-election.

## **10. ELECTION OF OFFICERS AND VACANCY**

10.1. Nominations of candidates for election as Steering Committee Members (whether as Officers or general Committee Members):

10.1.1. shall be made by email from a Member and accompanied by the email consent of the candidate; and

10.1.2. shall be delivered to the Secretary before the start of the Annual General Meeting.

10.2. All nominees must be employees or contractors of agencies that are Members.

10.3. If insufficient nominations are received to fill all vacancies on the Steering Committee, further nominations shall be received at the Annual General Meeting and in the absence of any nomination for the office of Deputy Chair, the Immediate Past Chair, will be the default Deputy Chair.

10.4. A ballot shall be held for all Steering Committee Member positions, except that of Immediate Past Chair.

10.4.1. The Immediate Past Chair is an honorary position, held by the most recently replaced Chair, whilst they remain a Member.

10.5. For the purposes of these Rules, the office of a Steering Committee Member becomes vacant if the person:

10.5.1. ceases to be a Member; or

10.5.2. becomes bankrupt; or

10.5.3. has a criminal conviction entered against their name; or

10.5.4. resigns their office by notice in writing given to either the Secretary or Chair; or

10.5.5. fails to attend 3 Committee meetings in succession without apologies or without having prior been granted leave of absence by resolution of the Committee.

## **11. PROCEEDINGS OF COMMITTEE**

11.1. The Steering Committee shall meet regularly, at such place, date and time as the Committee may determine.

11.2. Special meetings of the Steering Committee may be convened by the Chair or two other Committee Members.

11.3. Notice of the date, place and time of Steering Committee meetings shall be served on each Committee Member by the Secretary at least 48 hours before the meeting. The notice shall be in writing or electronic form and may be sent by electronic means.

11.4. Notices given to Steering Committee Members of any special meeting must specify the general nature of the business to be transacted and no other business shall be transacted at such a meeting.

11.5. A quorum at a Steering Committee meeting shall be five Committee Members. No business shall be transacted unless a quorum is present and if within 30 minutes of the appointed time for the meeting a quorum is not present, the meeting shall be adjourned until another time and place to be decided at the adjourned meeting. The date and time of the new meeting will be notified to the absent Committee Members before the new meeting date.

11.6. At meetings of the Steering Committee, the Chair shall preside, or in the absence of the Chair the Deputy Chair shall preside, or in the absence of both the Chair and Deputy Chair any other Committee Member (who shall be elected by the Committee Members present) may preside.

11.7. Questions arising at a Steering Committee meeting shall be determined in the same manner as at General Meetings.

11.8. Each Steering Committee Member present at any Committee meeting is entitled to one vote. In the event of a tied vote, the person presiding may exercise a second or casting vote.

11.9. Subject to a quorum being present, the Steering Committee may act notwithstanding any Committee Member vacancy.

## **12. DUTIES OF OFFICERS**

### **Chair**

12.1. The duties of the Chair are:

12.1.1. To act as Chairperson at all meetings of MAV Local Government Information Governance Group.

12.1.2. To act as spokesperson for MAV Local Government Information Governance Group.

12.1.3. To ensure that the business of MAV Local Government Information Governance Group is conducted in a proper manner and that these Rules and any statutory requirements

are complied with.

12.1.4. To be responsible for overall effective leadership of MAV Local Government Information Governance Group activities.

12.1.5. To ensure the Steering Committee sets an appropriate vision, mission and set of strategies for MAV Local Government Information Governance Group.

12.1.6. To ensure participation of the MAV LGIG Steering Committee in MAV Technology Executive Committee meetings, or other MAV meetings that the Committee is invited to attend or report to.

12.1.7. To maintain contact with affiliated bodies and other groups with similar interests to MAV Local Government Information Governance Group.

## **Secretary**

12.2. The duties of the Secretary are:

12.2.1. To keep minutes of the proceedings of each Steering Committee meeting together with a record of persons present.

12.2.2. To record the names of persons present at General Meetings and to take and distribute minutes of those meetings to Members as instructed by the Steering Committee.

12.2.3. To receive all incoming correspondence, and to be responsible for all outgoing correspondence unless that task is specifically delegated by the Steering Committee to another person.

12.2.4. To ensure that all copies of incoming and outgoing correspondence are tabled at the next Steering Committee meeting, unless that task is specifically delegated by the Committee to another person.

12.2.5. In conjunction with the Chair to prepare an Agenda for every meeting and to ensure that all items left unresolved from previous meetings appear on the Agenda until resolved.

12.2.6. To keep a record of resolutions of the Steering Committee and at any General Meeting. This record is to show the exact wording of the motion, the name of the proposer and seconder together with a declaration of the result.

12.2.7. Except as otherwise provided in these Rules, the Secretary shall ensure the safekeeping of all books, documents and securities of MAV Local Government Information Governance Group.

12.2.8. To notify the relevant Members of meeting dates as specified in these Rules.

12.2.9. To keep the Register of Members as described in these Rules.

## **Treasurer**

12.3. The duties of the Treasurer are:

12.3.1. To focus on the effective use of MAV Local Government Information Governance Group resources in accordance with these Rules, including to collect and receive all monies due to MAV Local Government Information Governance Group and to make all payments authorised by MAV Local Government Information Governance Group.

12.3.2. To keep correct accounts and books showing the financial affairs of MAV Local Government Information Governance Group with full details of all receipts and expenditure connected with the activities of MAV Local Government Information Governance Group.

12.3.3. To make the books of MAV Local Government Information Governance Group available to Members on demand.

12.3.4. To present at each Annual General Meeting a financial report of the affairs of MAV Local Government Information Governance Group showing income and expenses for the previous Financial Year and to report the assets and outstanding liabilities as at the end of that Financial Year.

12.3.5. The Treasurer shall have the absolute veto of any proposed expenditure that would exceed the current assets of MAV Local Government Information Governance Group.

12.3.6. To reimburse any Member for expenses properly incurred on behalf of MAV Local Government Information Governance Group promptly on submission of those receipted expenses.

12.3.7. To ensure the intellectual property rights of MAV Local Government Information Governance Group are suitably protected in any contracted work.

12.3.8. To notify Subscribing Agencies of subscription renewal dates as specified in these Rules.

12.3.9. To keep the Register of Agencies as described in these Rules.

## **Deputy Chair**

12.4. The duties of the Deputy Chair are:

12.4.1. To train for the role of Chair

## **Immediate Past Chair**

12.5. The duties of the Immediate Past Chair are:

12.5.1. To assume the duties of the Chair in the event of his/her inability to fulfil their duties.

12.5.2. To provide continuity of knowledge and good governance advice for the Steering Committee.

## **13. REMOVAL OF A MEMBER OF STEERING COMMITTEE**

13.1. Any Steering Committee Member may, by an ordinary resolution at a General Meeting, be removed from their office before the expiration of their term of office and another Member appointed to hold their office until the next Annual General Meeting.

13.2. A Steering Committee Member to whom a resolution seeking to remove them as a Committee Member under [Clause 13.1](#) refers may address the General Meeting, either before or after the vote on that resolution, or make written representations to the Secretary or Chair and request that these be notified to the Members. The Secretary or Chair may send a copy of these representations to each Member, or, if they are not sent, any Member may require that they are read out at the first available General Meeting.

## **14. MAV INFORMATION GOVERNANCE FUNDS**

14.1. MAV Local Government Information Governance Group funds shall be used only for achieving MAV Local Government Information Governance Group objectives set out in [Clause 3](#). The Committee shall determine and control all use of the funds, including any investment of them.

14.2 The Committee will approve the annual MAV Local Government Information Governance Group budget. The Treasurer and one other Officer may approve expenditure against the budget. If the office of Treasurer is vacant, the Chair, Deputy Chair or Secretary may approve in their place.

14.3. In instances where the Steering Committee collaborates with other parties, distribution of costs and/or generated income will be negotiated on a case-by-case basis.

## **15. ALTERATION OF RULES**

15.1. These Rules may only be altered at the Annual General Meeting or a General Meeting of MAV Local Government Information Governance Group called for that purpose. A simple majority of votes is required to effect an alteration to these Rules. However, any alteration to these Rules will not become binding until approved by the CEO of MAV.

15.2. Notwithstanding [Clause 8.11](#) and Clause 15.1, no alteration to these Rules shall be made in respect of this Clause 15.2, or [Clause 17](#) (Winding Up, Liquidation or Dissolution) or [Clause 18](#) (No pecuniary gain), without a special majority of at least 80% of Subscribing Agencies entitled to vote and voting at a General Meeting. Any alteration to Clause 17 (Winding Up, Liquidation or Dissolution) or Clause 18 (No pecuniary gain) must remain compliant with the MAV Local Government Information Governance Group Charter.

15.3. Proposed amendments to these Rules may be put forward to the Steering Committee by any Member, and shall be advised to all Members as part of the notice of the General Meeting at which the amendments will be voted on.

## **16. NOTICES**

16.1. A notice may be served or sent by or on behalf of MAV Local Government Information Governance Group upon:

16.1.1. any Subscribing Agency, either personally or by sending it to the Subscribing Agency at their physical or electronic address on the Register of Agencies; and

16.1.2. any Member, either personally or by sending it to the Member at their physical or electronic address on the Register of Members.

16.2. Where a document is sent by ordinary mail and is properly addressed, pre-paid, and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

16.3. Where a document is sent by electronic means, it shall be deemed to be received on the day on which it leaves the telecommunications device of the sender (or, where the sender and recipient both use the same such device, at the time it is sent).

## **17. WINDING UP, LIQUIDATION OR DISSOLUTION**

17.1. MAV Local Government Information Governance Group shall be dissolved voluntarily if:

17.1.1. Subscribing Agencies pass a resolution at a General Meeting requiring that MAV Local Government Information Governance Group be dissolved from an agreed date, and appointing an agent (such as MAV Information Management Group' auditor) to act as liquidator, and this resolution is carried by a simple majority of all voting Subscribing Agencies; and

17.1.2. the resolution to dissolve MAV Local Government Information Governance Group is confirmed by a simple majority of all voting Subscribing Agencies at a subsequent General Meeting called together for that purpose, held not earlier than thirty (30) days after the date on which the first resolution was passed.

17.2. In the event of the voluntary winding up of MAV Local Government Information Governance Group, or its dissolution by the CEO of MAV, the property of MAV Local Government Information Governance Group shall be realised and, after payment of all debts and liabilities of MAV Local Government Information Governance Group, the surplus, if any, shall be disposed of, to all current Subscribing Agencies in the same ratio as their last subscription, in such a manner as the Steering Committee Members at the date of such winding up shall by resolution determine, provided that any surplus or assets shall not be distributed in such a manner as will provide a pecuniary gain to any person who is or has been a Member of MAV Local Government Information Governance Group.

## **18. NO PECUNIARY GAIN**

18.1. No Member shall be entitled to any profit or gain from MAV Local Government Information Governance Group either by way of money or property.

18.2. Notwithstanding [Clause 15.2](#), in no event may any surplus or assets of MAV Local Government Information Governance Group be distributed on its winding up, liquidation or dissolution in such a manner as will provide a pecuniary gain to any person who has been a Member of MAV Local Government Information Governance Group.

18.3. Notwithstanding the above, a Member may be reimbursed by the Treasurer for any reasonable costs incurred by the Member on behalf of MAV Local Government Information Governance Group.

## **19. PRIVACY AND CONFIDENTIAL INFORMATION**

19.1. MAV Local Government Information Governance Group will not disclose to any third party, except as required by law or unless the information is already in the public domain:

19.1.1. Details of individual Members.

19.1.2. Information supplied to MAV Local Government Information Governance Group and marked “In Confidence”, except to the extent the provider of the information agrees otherwise.

19.2. The Register of Members will not be made publicly available but will be made available to the CEO of MAV on request or as otherwise required by law.

19.3. The Register of Agencies will be made publicly available.

19.4. No Member shall use the tools, intellectual property or benefits of MAV Local Government Information Governance Group for purposes not directly related to the objectives of MAV Local Government Information Governance Group.

# **MAV LOCAL GOVERNMENT INFORMATION GOVERNANCE GROUP STANDING INSTRUCTIONS**

## **A. MAV LOCAL GOVERNMENT INFORMATION GOVERNANCE GROUP FUNDS**

- A1. Any expenditure needs to comply with the MAV Hosted Purchasing Policy 090719.
- A2. Any purchase must be made from an approved supplier. If they are not already an approved supplier, an Approved Supplier form must be completed and sent to the Executive Officer MAV Technology before a purchase can be made.
- A3. All purchase requisitions must be forwarded to the Executive Officer MAV Technology who will approve purchases within their delegation or will forward on to the MAV CEO for approval.