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| **AGENDA** | MAVLogo.gif |
| **Meeting Name:** MAV DT&IG Annual General Meeting |
| **Date:** | Friday 4 December 2015 | **Start Time:** | 10.00am – 11.00am | **Duration:** | 1 Hour | **Location:** | MAV – 60 Collins Street, Melbourne 3000 |
| **Meeting Objective** |  The MAV LGIG Group’s first AGM. |
|  | **Chair:** Toula Varvarigous **Minutes:** Kristy Matthies |
| **No** | **What** | **Who** |
| **1** | **Attendance:** Tim Newbegin, Ruth Edge,Joy Painter, Francis Dodd, Kristy Matthies, Leanne Wegrzyn, Kimberley Spiteri, Katrina Katelas, Veena Menezes, Marissa Gardiner, Toula Varvarigous, John Hennessy. |
| **2** | **Apologies:**  |
| **3** |  | **Proxies**  | Toula V |
| **4** |  | **Minutes of Previous AGM Held** | Toula V |
| **5** |  | **Business Arising from Previous AGM Minutes** | Toula V |
| **6** |  | **Annual Chair’s Report**The MAV LGIG Committee members for 2014/2015 were:

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| Chair | Tim Newbegin |
| Secretary | Ruth Edge |
| Committee Members | Veena Menezes, Jane Xu, Marissa Gardiner, Kristy Matthies, Leeanne Wegrzyn, Kimberley Spiteri, Veena Menezes, Francis Dodd, Joy Painter and Katrina Katelas. |

Committee and Members meetings and events held during the 2014/2015 year included: * Four (4) Members meetings and Four (4) Committee meetings held on:

29th August 2014, 5th December 2014, 27th February 2015, 29th May 2015 and three (3) other meetings.Overview:In 2014 – 2015 the membership signalled that significant maturity in the MAV Step Program had been achieved since conception in 2009 and they desired support on meeting new challenges. Greater challenges on the horizon include:-* Changes to legislation affecting records and data management accountabilities
* Growth of technology and its capabilities introducing new questions on how to best manage capture, storage, security and sharing of data
* Greater scrutiny of press, community and government regulators identifying a need for local government to more effectively work with all tiers of government and outsourcing providers for clearer standards of accountability and responsibility in relation to management of public records and data
* Need to work with government agencies, private sector partners, providers and legal profession on digital information as records and evidence common standards and guidelines
* Funding constraints calling for sector purchasing where possible for greater return on investment

In order to meet this growing demand, the group decided to reform into the MAV Local Government Information Governance Group. On the 29th August 2014 the Terms of Reference for governance of the new group was reviewed. The decision to reform was endorsed by members present. Modifications to the Terms of Reference were recommended. This document was approved as final at the 29th May meeting 2015. Elections for the new group committee will take place at the Annual General Meeting to be held on the 25th September 2015.In 2014/2015 the following achievements were realised:1. Development of Information Management White Paper establishing a sector-wide focus supporting the tiers of government;
2. ECM Audit of 15 Councils;
3. Establishment of new wiki including LGICT and GIS Groups with new content to support education, development of members, up to date news and knowledge sharing;
4. Sector wide purchase of the SAI Global Standards and Newsfeed subscriptions with 64 participating Councils;
5. Development of a Digitised and Digital Signatures Guideline for Local Government digital records in consultation with the Public Records Office Victoria, the Office of the Commissioner for Privacy and Data Protection, legal opinion and representatives of Victorian Auditor General’s Office;
6. 4 workshops provided by eAssure;
7. Launch of the eLearning Records Management program now available through many Councils’ eLearning providers.

MAV Digital Transformation and Information Governance Group – 2015 / 2016 Program* ECM Assessments will be placed on hold for 12 months and will recommence in 2017/2018;
	+ This will give Council’s ample time to start implementing any recommendations;
	+ Any assessments that were postponed and have not been completed to date will be carried over to 2017/2018.
* Take a more strategic approach moving forward for the group to assist in the digital transformation of Local Government; Consisting of:
	1. Collaborate on the establishment an information management framework for governance of records and data across the tiers of government and our outsourced service providers. In line with and to achieve the 2020 digital transformation for Government. A initial workshop will be run in February 2016;
	2. Promote a greater understanding and awareness of the value of good records management across professional and organisation boundaries;
	3. Collaborate with state government agencies and PROV to provide a standard for digital records as evidence, including digital and digitised signatures on records which can be applied across government and upheld within the courts;
	4. Cloud services and contract clause inclusion to clarify records and data ownership, control and management throughout the contract and lifecycle. This will include accountabilities and responsibilities of Councils and providers and be a joint collaboration with PROV and CPDP;
	5. Continue to identify opportunities and deliver on sector wider purchase of services and goods that benefit members;
	6. Provide opportunity for targeted training that meets the needs of the sector; and
	7. Ongoing provision of up to date records management related news that affects local government information governance.

Thank you to the members who have committed time and effort to support and build the strength of the group throughout 2014-2015. We now have welcomed participants from IT, Governance and Legal who can see the synergies of the work we share and the value of collaboration. It promises to be a very productive year. | Ruth E for Tim N |
|  |  | **Declaration of Nominations for Committee Positions for 2015/2016*** Chair (1);
* Deputy chair (1);
* Secretary (1);
* Communications Officer (1);
* Committee Member (7).
 | Toula V |
|  |  | **General Business*** Correspondence Incoming: Email from Toula re Proposed cost of maturity report.
	+ Committee to discuss.
* Governance & Reporting Structure
* Trapeze / MAV Contract
* Schedule of meetings for 2015/2016
 | K MatthiesJohn HRuth E for Tim N Kristy Matthies |
|  |  | **Close** |  |

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| **AGENDA** | MAVLogo.gif |
| **Meeting Name:** MAV DT&IG Group Meeting |
| **Date:** | Friday 4 December 2015 | **Start Time:** | 11.00am – 3.00pm | **Duration:** | 4 hrs | **Location:** | MAV – 60 Collins Street, Melbourne 3000 |
| **Meeting Objective** | Members Network Meeting |
|  | **Chair:** *New Chair Appointed* **Minutes:** Kristy Matthies |
| **No** | **What** | **Who** |
| **1** | 10 Mins | **Welcome and Apologies** | John H |
| **2** | 30 Mins | **Outcome of AGM:*** New Committee for 2015/2016;
* Governance & Reporting Structure;
* Maturity Report;
* Trapeze / MAV Procurement.
 | Chair |
| **3** | 20 Mins | **MAV Procurement Update** | Cameron S |
| **4** | 30 Mins | **Copyright Access*** Do you understand copyright and implications?
* Do you have a Copyright Permissions Register?
* Do you have a Copyright Awareness Program?
 | Fran D |
|  | 30 Mins | **Lunch Break (12.30pm to 1pm)** |  |
| **5** | 1 Hour | **MAV Digital Transformation and Information Governance Group – 2015 / 2016 Program*** ECM Assessments will be placed on hold for 12 months and will recommence in 2017/2018;
	+ This will give Council’s ample time to start implementing any recommendations;
	+ Any assessments that were postponed and have not been completed to date will be carried over to 2017/2018.
* Take a more strategic approach moving forward for the group to assist in the digital transformation of Local Government; Consisting of:
	1. Collaborate on the establishment an information management framework for governance of records and data across the tiers of government and our outsourced service providers. In line with and to achieve the 2020 digital transformation for Government. A initial workshop will be run in February 2016;
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	4. Cloud services and contract clause inclusion to clarify records and data ownership, control and management throughout the contract and lifecycle. This will include accountabilities and responsibilities of Councils and providers and be a joint collaboration with PROV and CPDP;
	5. Continue to identify opportunities and deliver on sector wider purchase of services and goods that benefit members;
	6. Provide opportunity for targeted training that meets the needs of the sector; and
	7. Ongoing provision of up to date records management related news that affects local government information governance.
* Discussion.
 | Chair |
| **6** | 15 Mins | **Records Management in the News Report - Wiki** | Ruth E |
| **7** | 10 Mins | **Grace Information Management Update** | Ivor C |
| **8** | 10 Mins | **PROV Update** | Alan K |
| **9** | 10 Mins | **eAssure Consulting Report** | Toula V |
| **10** | 5 Mins | **Schedule of Meetings / Workshops for 2015/2016**

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| ***Date*** | ***Type*** | ***Location*** |
| 19 February 2016 | Workshop | Murrindindi Council |
| 8 April 2016 | Meeting | Cardinia Council |
| 3 June 2016 | Meeting & Half Day Workshop (Rural) | Greater Shepparton |
| 8 July 2016 | Workshop | MAV |
| 5 August 2016 | Meeting & Half Day Workshop (Rural) | Mount Alexander |
| 9 September 2016 | Workshop | MAV |
| 7 October 2016 | Meeting | Ballarat |
| 2 December 2016 | Annual General Meeting | MAV |

*\*Workshop dates are approximate.* | Chair |
| **11** | 10 Mins | **General Business:** | All |
| **12** |  | **Close** |  |