

MINUTES



Meeting Name: MAV LG Information Governance Group - Committee Meeting

Date: Friday 30 June 2017 **Start Time:** 10.00am – 11.00am **Duration:** 1 hrs **Location:** MAV, 60 Collins St, Melbourne VIC 3000

Meeting Objective Committee Meeting

Chair: Tim Newbegin **Minutes:** Kristy Matthies

No	What	Who
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Attendees: Ruth Edge, Tim Newbegin, Kristy Matthies, Leanne Wegrzyn, Joy Painter, Marissa Gardiner, Rachel Blakiston, Chris Godden.

Apologies: Toula Varvarigous, Veena Menzes.

1	5 Mins	Welcome and Apologies	Tim
2	30 Mins	Review Program of Works for 2017/2018 <ul style="list-style-type: none"> Have reviewed and updated the program of works accordingly. Discussion re one of the full day workshops – Cloud Assessments and Records Lifecycle. 	All
3	20 Mins	Discussion – Grace Contract – Council Issues Experienced <ul style="list-style-type: none"> There have been a number of concerns raised to the committee regarding the quality of deliveries and services from Grace. Motion Moved to discuss issues with MAV (Cameron Spence). All in Favour. Carried. 	All
4	5 Mins	Review Action and Agreements Record <ul style="list-style-type: none"> Timeframes reviewed and extended. 	All

Action and Agreement Record				
No	Actions and Agreements	Who	When	Completed
1	Obtain contact details for Daniel and enquire about training on RM Standards and costs associated. Can another round of webinars be offered to Councils	Tim to Ruth	31/07/2017	
2	Place up on Wiki list of RM Standards details and the instructions on how to access / add to favourites on the 121 platform	Ruth	31/07/2017	
3	Develop list of archiving requirement for CDIS and provide to Cameron Spence, MAV	Kristy	31/07/2017	