

MINUTES



Meeting Name: MAV Local Government Information Management Group – AGM & Members Meeting

Date: Friday 2nd December 2016 **Start Time:** 11.00am – 3.00pm **Duration:** 4 hrs **Location:** MAV – 60 Collins Street, Melbourne 3000

Meeting Objective AGM & Members Meeting

Chair: Tim Newbegin

No	What	Who
1	Attendance: Ruth Edge, Tim Newbegin, Marissa Gardiner, Joy Painter, Kristy Matthies, Leanne Wegrzyn, Veena Menezes, Kristy Searle, Rachel (Latrobe), Bev Bell, Ivor Cencic, Maree Steer, John Hennessey.	
2	Apologies: David Robinson and Michelle Brombley	
Annual General Meeting		
3	Proxies	
4	Minutes of Previous AGM Held Minutes were circulated. Motion Moved true and correct by Leanne Wegrzyn and Seconded by Ruth Edge. Carried.	
5	Business Arising from Previous AGM Minutes - Nil	
6	<p>Annual Chair's Report - 2015/2016</p> <p><u>The MAV LGIM Committee members for 2015/2016 were:</u></p> <p>Chair Tim Newbegin</p> <p>Secretary Kristy Matthies</p> <p>Committee Members Veena Menezes, Marissa Gardiner, Ruth Edge, Leanne Wegrzyn, Francis Dodd, Joy Painter.</p>	

Committee and Members meetings and events held during the 2015/2016 year included:

- Four (4) Members meetings and Four (4) Committee meetings held on:
24 July 2015, 4 December 2015, 26 February 2016, 3 June 2016.
- Workshops were held on 26 February 2016 & 3 June 2016

Overview:

In 2015 – 2016 the committee continued to provide support to the MAV Step Program as the MAV Local Government Information Governance Group, in meeting the challenges as expressed which 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

Elections for the new group committee took place for the first time at the Annual General Meeting held on the 25th September 2015. Now in its second year as the LGIG group, elections are planned for the second of December 2016.

In 2015/2016 the following achievements were realised:

- ECM Assessments were placed on hold for 12 months and will recommence in 2017/2018;
 - This gave 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.
- Took a more strategic approach moving forward for the group to assist in the digital transformation of Local Government; Consisting of:
 - I. Collaborated on the establishment of a information management framework for the governance of records and data across the tiers of government and our outsourced service providers. To achieve digital transformation of Government by 2020. A initial workshop ran in February 2016

		<ol style="list-style-type: none"> 2. Promoted a greater understanding and awareness of the value of good records management across professional and organisation boundaries 3. Collaborated 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. Promoted 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. Continued to identify opportunities and deliver on sector wider purchase of services and goods that benefit members. We are currently discussing an eApprovals proposal 6. Provided opportunity for targeted training that meets the needs of the sector 7. Provided up to date records management related news that affects local government information governance 8. SAI Global Standards Package and renewal of Grace Storage and Scanning Contract. <p>Thank you to the members who have committed time and effort to support and build the strength of the group throughout 2015-2016. We now have welcomed participants from Executive, IT, Governance and Legal who can see the synergies of the work we share and the value of collaboration. We have contributed to the MAV's Digital Transformation project which has included being a part of the conversations with Directors and CEO's. Again, 2016/17 promises to be a productive year.</p> <p>Financial Report</p> <ul style="list-style-type: none"> • Pending - will be sent to all once received from John Hennessey 	
7		<p>Declaration of Nominations for Committee Positions for 2016/2017</p> <ul style="list-style-type: none"> • Nominations for Chair (1): Tim Newbegin • Deputy chair (1): Ruth Edge • Secretary (1): Kristy Matthies • Communications Officer (1): Ruth Edge • Committee Member (7 max): Veena Menzes, Joy Paynter, Leanne W, Marissa, Rachel Blakely. <p>All positions accepted and Carried</p>	

Members Meeting

8	10 Mins	<p>MAV Update</p> <ul style="list-style-type: none"> CDIS – Maternal Child Health System. There have been some rumours that the CDIS system was not being continued with by the MAV – this is incorrect. MAV will be working with the Committee to address the records management and archiving capabilities and will keep everyone informed of progress – First meeting scheduled for February 2017. It has been brought to our attention that the some Councils/MCH Units are not providing the correct Fact Sheet to clients when they are signing the Privacy declaration; please ensure that this is being distributed correctly. <p>All forms are available on the MAV Website at http://www.mav.asn.au/policy-services/social-community/children-families/maternal-child-health/Pages/child-development-information-system.aspx</p> <p>Attachment I: Privacy Fact Sheet for Families using the MCH Service.</p> <ul style="list-style-type: none"> PDF Mark-up / Mapping Solution – e-approval software, currently developing the tender specification, discussing concepts of initial purchasing and ongoing training and maintenance. Looking to ensure this can be a whole of Council solution. 	Kristy Matthies
9	20 Mins	<p>Communications Update</p> <ul style="list-style-type: none"> Wiki Update <p>Ruth will send out the instructions and login to access the articles on the Wiki. A synopsis was created of all of the changes that have occurred in the IM space throughout the year and what is happening around the world. Some of the legislation is being challenged and Privacy vs Social Media.</p>	Ruth Edge
10	10 Mins	<p>Grace Information Management Update</p> <ul style="list-style-type: none"> Current Council under MAV Agreement – 38 Councils Non MAV Agreement – 9 Councils Councils Pending in Negotiation – 8 Councils Some of the Roadblocks for Councils moving onto the Agreements include funding, changes of councillors, cost vs risk. The number of enquiries is about scan on demand and digitisation services rather than just storage. New facility being developed in Bendigo. Digital facilities to be included into the Wodonga and Bendigo Centres. Will soon be able to access the scanned documents through Grace web rather than FTP / Hightail link – optional to Councils. 	Ivor Cencic

		<p>Digitisation projects of VHS and Mircofische etc. (It works out to \$58.50 ex GST per DVD)</p> <ul style="list-style-type: none"> • Business Innovation – Information analysts have been employed in Sydney to assist Councils in looking at business processes and innovative ways of improving processes and digital signatures etc. Process automation. • Rolling out a new reporting package. Pilot will be coming out soon. <p>Attachment 2: Grace Presentation.</p>	
11	10 Mins	<p>PROV Update</p> <ul style="list-style-type: none"> • Alan Kong is leaving PROV and another member will represent in coming meetings. 	Alan Kong
12	10 Mins	<p>eAssure Consulting Report</p> <ul style="list-style-type: none"> • Toula unfortunately is unable to make the meeting today. • Benchmarking Report and Business Applications Framework will be circulated shortly. 	Toula V
13	30 Mins	Lunch Break (12.30pm to 1pm)	
14	30 Mins	<p>Demonstration - Objective Connect</p> <ul style="list-style-type: none"> • Collaborate on documents in a secure environment • This will integrate with Objective ECM, Hewlett Packard Enterprise and Sharepoint. • Full audit trail of who has added documents / new versions. For external users this will include their email address. • Connects in as native integration with Records Manager (API). • Enables members of the community to connect in and lodge / access documents. • Comment log for collaboration – can discuss a specific document. • This is a good tool for collaboration and dissemination of documents to Councillors / Executives. • Entry Level - Minimum Connections 10,000 - \$19,000.00. • Can use it to upload contracts and tenders. • Can take photo's, annotate and upload directly into Connect. • Mobile apps make it simpler. • Looking at being able to capture all of the comments as a record to be saved into EDRMS. 	Objective

15	20 Mins	MAV Local Government Information Governance Group – 2016 / 2017 Program <ul style="list-style-type: none"> • Review Framework when received – collaboration and comments via email. • Will review the projects list and develop a scope of projects for 2017/2018. Committee Planning Day to be scheduled for January 2017. • MAV Technology Conference Discussion – Can we step into this space? Can we contribute to the conference / awards? • PROV Hamer Awards – Can MAV LGIG sponsor a local government specific award? • Records Solutions – Can we get an updated Privacy Guideline? 	Tim Newbegin
16	10 Mins	Schedule of Meetings / Workshops for 2016/2017	Kristy Matthies
17	20 Mins	General Business	All
18		Close	

Action and Agreement Record

No	Actions and Agreements	Who	When	Completed
1	Send out the instructions and login to access the articles on the Wiki	Ruth E		
2	Circulate benchmarking report when received	Kristy M		
3	Review Framework	Committee		
4	Schedule Committee Projects Planning Day	Kristy M		
5	Contact Lisa B re MAV IT Conference	Tim N		
6	Enquire PROV Hamer Awards – Sponsored Category	Tim N		
7	Updated Privacy Guideliine	Kristy M		