MINUTES

MUNICIPAL ASSOCIATION OF VICTORIA

Meeting Name: MAV LG Information Governance Group - Members Meeting					
Date: Friday 3 February 2017	**Start Time:** 10.00am – 3.30pm		**Duration:** 5.5 hrs	**Location:** MAV, 60 Collins St, Melbourne VIC 3000	
Meeting Objective	Members Meeting				
	Chair: Tim Newbegin	**Minutes:** Kristy Matthies			

No	What	Who
Attendees: Joy Painter, Veena Menezes, Annette Clarke, Veronica Tancredi, Bhuvana Ramesh, Peter Francis, Leanne Wegrzyn, Karen Castellas, Rick Berry, Ruth Edge, Tim Newbegin, Kristy Matthies.		
Apologies: Colleen Rich, Maria Blake, Rachel Ratliff, Robin Ross, Kristen Evans, Honnie Lowe, Rhys Matulis, Rhonda Friend, Debbie Fitzgibbon, Diana Vaynrib, Angelo Luczek, Loredana Drury, Lynne Stevenson, Melinda Mitchell, Fabiene Thewlis, Alan Kong, Holly De Krester, Sheena Frost, Paul Brumby, Paul Josipovic, Carol Jager, Michelle Bromley.		
1	5 Mins	**Welcome and Apologies**	Tim
2	30 Mins	**Update on Committee Planning Day** The Committee met on the 20 January 2017 to discuss the program of works and key priorities for 2017/2018. An updated program of works will circulated to all member Councils.	Tim
3	30 Mins	**Review of Benchmarking Reports -** Bring along a copy of your Councils report There are a number of Councils which have not received a benchmarking report – this is because there wasn't an audit conducted in 15/16. The Committee will be following this up further for those Councils. The benchmarking reports contain a comparison of all Councils and one with like councils. PROV's IM3 Tool – Information Management Maturity Assessment Tool. This is a good opportunity to have key stakeholders in a room and workshop through for your own benefit.	Tim/Kristy
4	15 Mins	**Mapping/Approval Solution Update** This is currently out to tender and will close on 17 February 2017. The working group will then assess the submissions and advise group of outcome in the next few months.	Kristy

5	15 Mins	**SAI Global Training Proposal -** (ISO RM Standards & i2i Platform) There was a discussion regarding the need for SAI Global to run refresher webinars on the i2i Platform.	Tim
6	10 Mins	**Records Management in the News Report – Wiki**	Ruth
7	15 Mins	**Consultants Update:** • eAssure Consulting Report – *No report provided* • PROV Update o Peter Francis is the new PROV representative for our Group. Peter has provided a great update at what's happening at PROV. o Includes: Upcoming RMN meeting, launch of new website, release of digitisation plan template, online training module, VAGO report. digital archive program, records management assessment tool and database preservation and transfer. o Attachment 1: MAV PROV Update 20170203 o Records Management E-Learning - http://prov.vic.gov.au/government/training/recordkeeping-fundamentals • Grace Information Management Update – *No report provided*	Kristy
8		**General Business** **2017 Schedule of Meetings** *Date* *Type* 3 February 2017 Meeting & Half Day Workshop 7 April 2017 Full Day Workshop 2 June 2017 Meeting 4 August 2017 Full Day Workshop 6 October 2017 Meeting & Half Day Workshop 1 December 2017 AGM & Meeting	All
9	30 Mins	**Lunch Break (12pm to 12.30pm)**	
10	3.0 Hours	**Half Day Workshop (12.30pm to 3.30pm):**	

		2017 Workshops – Gap Areas in Benchmarking Reports Identified
		
		1. Performance Management and Reporting (Full Day Combined)
		2. Compliance Monitoring and Risk Reporting (Full Day Combined)
		3. Security Management (Half Day)
		4. Business Process Management (Full Day)
		
		Performance Management and Reporting Workshop, to cover the following:
		
		• PROV Guideline 10/10 G3 contains a set of example KPI's and reporting tools for Local Government.
		
		    o KPI's to be developed to suit all Councils
		    o Tools for Reporting
		    o Reporting to Exec – Graph to show what we were doing and growth patterns
		
		• Will send the KPI's doc to PROV and seek their approval that this would satisfy the audit requirements under PROV requirements.	

11	2.0 Hours	**CDIS Meeting (3.30pm to 5pm): *(Committee Members Only)* -** *Committee / MAV discussion re archiving requirements of CDIS System.* The meeting went well and the committee will be developing a list of the archiving requirements under PROV Standards and provide to MAV. The MAV will look at having these incorporated into the CDIS System, therefore MCH records can be managed throughout their lifecycle in the one system, without duplication in EDRMS.	

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	30/03/2017	
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	30/03/2017	
3	Send out all calendar invites for Schedule of Meetings	Kristy	10/03/2017	
4	Develop set of KPI's for Councils and circulate to Committee for comment	Kristy	10/03/2017	

5	Send KPI's Document to PROV and seek approval	Kristy	10/03/2017	
6	Develop list of archiving requirement for CDIS and provide to Cameron Spence, MAV	Kristy	10/03/2017	