

# MAV LG Information Governance Group

## Step ECM/IM Program Update

### Future Direction

The ECM Assessments were placed on hold for 12 months and will recommence in 2017/2018. In order to give Council's ample time to start implementing any recommendations from previous assessments.

Any assessments that were postponed and have not been completed to date have been carried over to 2017/2018.

The group is going to take on a more strategic approach moving forward to assist in the digital transformation of Local Government; Consisting of:

- 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;
- Promote a greater understanding and awareness of the value of good records management across professional and organisation boundaries;
- 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;
- 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;
- Continue to identify opportunities and deliver on sector wider purchase of services and goods that benefit members;
- Provide opportunity for targeted training that meets the needs of the sector; and
- Ongoing provision of up to date records management related news that affects local government information governance.



## Program of Works

### February- June 2016

#### 1) Information Management and Business Applications

**Status:** In Progress

- Development of a methodology for assessing i.e. business applications against information management requirements (records, privacy, information security) for MAV.
- Development of key DIM functional requirements for applications being procured at a whole of local government level.

#### 2) Maturity Benchmarking Report

**Status:** Delivered

#### 3) Capability Development Workshops

**Status:** Delivered

- One Half Day Workshop (3 June 2016)

*This was an opportunity to workshop the challenges Councils are facing re system requirements, cloud services, mobility and legal compliance. This will assist in forming the basis for the Information Governance and Business Applications Framework being developed.*

- One Full Day Workshop (8 July 2016)

*This workshop focussed on developing the fact base to enable the Digital Transformation Taskforce Action Plan. The information obtained from the workshop formed a brief sent to John Hennessy (MAV) and the Digital Transformation Taskforce.*

### July 2016 - June 2017

#### 1. Establish a Panel of Suppliers for IM Consultants

**Status:** In Progress

#### 2. Development of an IM Assessment Framework

**Status:** Yet to Commence

- This will further develop the ECM Assessments in 2017/2018
- Incorporating Digital Information Management into the assessment process, with focus on the PROV Standards and Guidelines requirements.
- To be completed and ready for use by 1 July 2017.

#### 3. Capacity to commence the IM Assessments 1 July 2017.

#### 4. Capability Development Workshops

**Status:** Part Delivered

- One Half Day Workshop – Benchmarking Reports and Gap analysis for development of training program. Identify top 3 areas.
- One Full Day Workshop – training session on how to rectify gap areas identified in the benchmarking report.

#### 5. Development of a Communication and Engagement Plan

**Status:** Yet to Commence

- Develop a Communication and Engagement Plan to raise awareness of the IM Strategy and the Framework.

#### 6. Development of Digital Information Management Needs Analysis

**Status:** In Progress

- Identification of Local Government functions and activities that lend themselves to digital enablement where there is a continuing dependency on hardcopy documents.
- This will be done via targeted survey and analysis
- Identification of key digital information technical (software) imperatives for the cloud. (EDRMS, digitisation, digital signatures, workflow, templates, auto classification).
- This would require the identification of key system requirements for Electronic Documents and Records Management, developing defined functional and governance requirements.

#### 7. Digital Information Management Readiness (Council Business Units)

**Status:** In Progress

- Development of a methodology for assessing council functions and activities for digital information readiness.

### **July 2017 – June 2018 - Priorities**

#### 1. ECM Assessments

**Status:** Scheduled

- An assessment against the ECM better practice guide and the inclusion of between 6-8 functional representatives in two workshops;
- Participation in the ECM capability workshops;
- The assessment of country regional agencies will be undertaken on the basis of common geographical locations. The timing of assessments varies depending on the availability of information, stakeholders and consultants.

## 2. Capability Development Workshops

**Status:** Scheduled

- One Half Day Workshop
- One Full Day Workshop

Training sessions on how to rectify gap areas identified in the benchmarking report.

## Schedule of Meetings 2017

<i>Date</i>	<i>Type</i>
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 meetings and workshops will be held at the MAV, 60 Collins Street Melbourne.

## Membership Cost

Cost for membership of the Step ECM/IM Program for **2016/17: \$3,200 plus GST**

## Contacts:

President – Tim Newbegin

[Tim.Newbegin@boroondara.vic.gov.au](mailto:Tim.Newbegin@boroondara.vic.gov.au)

Secretary – Kristy Matthies

[Kristy.Matthies@basscoast.vic.gov.au](mailto:Kristy.Matthies@basscoast.vic.gov.au)

Communications – Ruth Edge

[R.Edge@cardinia.vic.gov.au](mailto:R.Edge@cardinia.vic.gov.au)