

MINUTES



Meeting Name: MAV LG Information Governance Group - Members Meeting & Half Day Workshop

Date: Friday 6 October 2017 **Start Time:** 11.00am – 4.00pm **Duration:** 5 hrs **Location:** MAV, 60 Collins St, Melbourne VIC 3000

Meeting Objective Members Meeting & Half Day Workshop

Chair: Toula Varvarigous **Minutes:** Kristy Matthies

No	What	Who
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Attendees: David Robinson, Manningham, Jane Xu, Joanne Bronzin, Joy Painter, Leanne Wegrzyn, Jenny Jones, Joanne Brozinski, Richard Bianco, Lynne Stevenson, Marissa Gardiner, Maree Hesketh, Rachel Blakiston, Veena Meenzes, Will Chapman, V Matthews, Alicia Merry, Jane Batey, Sue Burton, Juliet Viney, Kristy Searle, Toula Varvarigous, Peter Francis, Stephen Yang, Simon Elliott.

Apologies: Ruth Edge, Tim Newbegin.

1	Welcome and Apologies	Toula
2	<p>5 Mins</p> <p>Wiki / SAI Global Training Update</p> <p>SAI Global is happy to arrange sessions for the LG streams i.e. planning, infrastructure; if Councils request. Just need to enquire with new contract manager appointed at MAV.</p>	Kristy M
3	<p>10 Mins</p> <p>Update: eAssure Consulting</p> <p>Kristy has sent a reminder to those Councils re outstanding invoices. Lisa will be contacting those Councils and validating whether they will be participating.</p> <p>Lisa will also be scheduling in the ECM Assessments and grouping Councils based on their localities. If you have a specific auditor you would like to conduct the assessment please let Lisa know.</p> <p>The evidence assessment requests will be sent out by Tony Ceddia prior to your scheduled date and will be assessed prior to them arriving onsite.</p> <p>The report will provide a comparison of your previous audit and where you are currently at.</p>	Toula
4	<p>30 Mins</p> <p>Update: PROV</p> <p>PROV Records Management Group Meeting date and venue to be confirmed. Feedback given that they have been great meetings and good speakers presenting.</p> <p>Will be reviewing the standards and specifications, looking at the areas that need to be updated. This will not happen within</p>	Peter Francis

		<p>the next 12 months but is on the radar.</p> <p>Information Management Maturity Model – Still under development and completing road testing on the content to see where there are gaps. Will put it through another round of evaluations before taking to market to have built as a online platform.</p> <p>Digital Archive Program – First phase of website is complete, currently going out to market for the second phase; this will add additional functionality to the website and how they can administer changes to logins etc for Councils and staff when they leave and change positions. Will develop the portal for Councils to access their collections and be able to sort and collate important records.</p> <p>Archival Management System – Updating the current system for managing archives and have design a systems and looking to have it built. Accommodating a number of the standards and API interfaces. Going to market for a new digital archive.</p> <p>Digitisation Specification has been updated and ready to be endorsed – will circulate when available to PROV's website.</p> <p>Advices being updated: Cloud records, Web Related Records, Protected Disclosures.</p> <p>PROV also discussed the legislative review. There is a paper being completed by PRAC and PROV on the proposed legislative review. PROV would be happy to forward any requests on clarification on progress of the review to PRACT from the information management governance group, Associations and professional bodies.</p>	
5	20 Mins	<p>Update: Grace Information Records Management</p> <p>Will be sending out an email out on Monday with some of the updates going on. Have recently acquired AMS imaging and will be growing the digital division. This will be able to provided digitisation services they previously were not able to provide. Mail room and Accounts Automation. Further communication to come out.</p> <p>MAV Procurement Survey – re Grace's services and contract services. New MAV contact. 3 new councils have signed up under the agreement.</p> <p>Just finished rolling out new internal driver tracking software to assist in coordinating.</p> <p>New launch date for new online ordering system scheduled for November.</p>	Kristy Searle
7	1 Hr	<p>Presentation: Land Titles Victoria Transfer Project (DELWP)</p> <p>Previous History: 16 to 17 years ago, the land title and owner used to each have a copy of the titles.</p> <p>Land Titles have undergone a digitisation project of all titles which took about 2 years and subsequently all digital records became the active title and the paper artefacts have been transferred to PROV.</p> <p>Where they are today: wanting to go completely digital, but still receiving paper lodgement etc. A company called PEXA has developed the electronic conveyancing system. This is part funded by state and federal government, Major Banks and Credit Unions like i.e. Macquarie Bank.</p> <p>Standard conveyancing transactions will be mandatory to be electronic within PEXA by 01/10/2017.</p> <p>Lawyer and Conveyancer firms are now undergoing training on the new system.</p> <p>In October last year all titles held in the major banks were transferred to digital almost overnight. This included approx. 1.6</p>	Stephen Yang

		<p>million – this is almost half of the titles register.</p> <p>Council Projects – There were a number of Councils that had stable portfolios; they realised that a number of title had the old council names and as part of this transfer process, they were transferred into the current name. There are now 56 Councils have had changed over. Through this process we</p> <p>The overall objective is to remove all paper copies of titles.</p> <p>Transfer Project – If Councils don't have the resources to reconcile – Land Titles will do this for you. If you send the copies of the titles they will match them to their records and provide a spreadsheet of the comparison. This will also help to assist in identifying the titles that you have been missing for your records. Council can then review the data comparison and when approved all old titles will be transferred into the current councils name and converted to digital.</p> <p>Any titles of artefact value (i.e. want to hang in the town hall foyer) these will be perforated and returned to the council. Do not ask for the copies of everything.</p> <p>Commercialisation of Land Registry: The treasurer announced a study to investigate the commercialisation of land titles and is to be delivered before the end of the year. This is being run out of Treasury and Finance not DELWP. NSW has already undergone and SA has just commenced.</p>	
8	30 Mins	Lunch Break	All
9	30 Mins	<p>Presentation / Feedback: eCouncil</p> <p>Forms Toolkit – Free Beta version on eCouncil website.</p> <p>Seeking feedback on costing model for Councils, Thinking approximately about \$85 per month per workflow for the setup and no other ongoing cost. Or an annual cost.</p>	Simon Elliott
10	1.5 Hrs	<p>Capability Workshop – Security Management</p> <p>This capability workshop will be focussing on the Security Management area of the ECM Audit Assessments and what is required to meet compliance.</p> <p>There are a large number of governors pushing digital transformation.</p> <p>If we have a contract or funding agreement with Federal Government to provide services on their behalf; you must comply with the Information Security Standards. <i>I.e. The requirement to conduct food safety audits is outsourced to Councils, and is reported back to the Department of Health, you would be required to comply with these standards.</i></p> <p>Information Security – Understand what it is and then who is responsible for it as a hole. We all will play a part in ensuring it is met.</p> <p>Activity for Next Workshop: (Security Management Continued)</p> <p>Group to identify the touch points for contracts and funding agreements with Government. Is there an obligations register?</p>	Toula

Action and Agreement Record

No	Actions and Agreements	Who	When	Completed
1	PROV Advices – would be good to have someone come and speak at the December meeting and present the updates.	Kristy	01/12/2017	
	Obtain update from PRAC re where the review of Public Records Act is at.	Toula	02/12/2017	
2	Correspondence to Registrar of Titles regarding the acquisition and disposition process through PEXA system, how will Councils be notified. Development of the letter of recommendation after response from Registrar of Titles regarding any costs post privatisation.	Toula	02/12/2017	
3	Digital Signatures - Find out if the formal legal advice re signatures was obtained, if not then escalate to the MAV Digital Transformation Taskforce.	Kristy	01/12/2017	