MAV LG Information Governance Group

Step ECM/IM Program Update

The ECM Assessments are set to recommence from 1 July 2017.

Membership Cost

Cost for membership of the Step ECM/IM Program for **2017/2018: $3,200 plus GST**

Contacts

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Future Direction

This group has taken a strategic approach to assist in the digital transformation of Local Government; Consisting of:

- Collaborating on the establishment of 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;

- Promoting a greater understanding and awareness of the value of good records management across professional and organisation boundaries;

- Collaborating 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 inclusions 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;

- Continuing to identify opportunities and deliver on sector wide purchase of services and goods that benefit members;

- Providing opportunities 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.

MUNICIPAL ASSOCIATION OF VICTORIA

Local Government Information Governance Committee

Innovation Collaboration Compliance

July 2017 – June 2018

Priorities

ECM Audit Assessment	Status: Scheduled

An audit against the MAV ECM better practice guide (developed from PROV Standards)

Delivery of report including gap analysis with recommended actions for improvement and compliance against risk.

All Councils will be benchmarked against 'like agencies' across the sector.

Audit results inform capability development workshops.

Audits will be scheduled for completion within 2017 – 2018.

Capability Development Workshops	Status: Scheduled

August	Full Day Workshop	Morning - Business Process Mapping
		Afternoon - Developing and Maintaining and Information Asset Register
October	Half Day Workshop	Security Management
February	Full Day Workshop	Records and Privacy Assessment Framework
April & June	Half Day Workshops	To be confirmed

Development of an IM Assessment Framework	Status: Yet to Commence

An Information Management Framework will be developed for inclusion in the ECM audit assessments. This will focus on digital transformation.

Incorporating Digital Information Management into the assessment process, with focus on the PROV Standards and Guidelines requirements, and Digital Transformation Policy 2020.

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.

Establish a Panel of Suppliers for IM Consultants	Status: In Progress

This will develop a panel of suppliers to be used by members to access expert information management consultants. This will reduce the need to use competitive tendering processes.

Schedule of Meetings

4 August 2017	Full Day Workshop
6 October 2017	Meeting & Half Day Workshop
1 December 2017	AGM & Meeting
2 February 2018	Full Day Workshop
6 April 2018	Meeting & Half Day Workshop
1 June 2018	Meeting & Half Day Workshop

All meetings and workshops will be held at MAV, 60 Collins Street Melbourne.

July 2016 - June 2017

Development of Digital Information Management Needs Analysis	Status: Ongoing

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.

Digital Information Management Readiness (Council Business Units)	Status: In Progress

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

Capacity to commence the IM Assessments 1 July 2017	Status: Confirmed

Have confirmed with MAV and ECM Assessments are scheduled.

Capability Development Workshops	Status: Delivered

8 July 2016 - Full Day Workshop

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.

3 February 2017 - Half Day Workshop

Review Benchmarking Reports and Gap analysis for development of training program. Identified top 4 areas across Councils.

7 April 2017 - Full Day Workshop

How to develop a Performance Monitoring Reporting Framework and a Compliance Monitoring Program.

Information Management and Business Applications	Status: Delivered

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.

Maturity Benchmarking Report	Status: Delivered

Development of Benchmarking Reports for all Councils that completed an ECM Assessment in 2015/2016. This provides a comparison of the individual Council against the whole sector and also Councils of similar size.