MINUTES

Municipal Association of Victoria

Meeting Name: MAV Local Government Information Management Group	

Date: Friday 2 February 2018	**Time:** 11am – 3.30pm	**Duration:** 4.5 hrs	**Location:** **Room 1201**, MAV, 60 Collins Street, Melbourne

Meeting Objective:	**Members Meeting**	**Chair:** Tim Newbegin	**Minutes:** Kristy Matthies

Attendees:	Anthony Duffin, Bev bell, Carol Jager, Jane Carter, Jenny Jones, Joy Painter, Lidia Harding, Leanne Wegrzyn, Ruth Edge, Roger Bulhert, Janine Patience, Paul White, Rachel Blakiston, Rebecca Burns, Tim Newbegin, Kristy Matthies, Veena Menzes, Will Chapman, Marie Steer, Bronwyn Money, Jennifer Gurry, Kristy Searle, Peter Francis, Al Hunter, Antony Corso, Laurencia Dimelow, Jacinta Thompson, Michele Tolliday, Greg Taylor, David (Grace), Jane Xu, David Robinson.
Apologies:	Angelo Luczek, A Bourrilhon, Angela Zotos, C Cornock, 'D Fitzgibbon, D Vaynrib, Honnie Lowe, J Brozinski, J Murray, M Colbert, Naomi Corcoran, Rick Berry, Richard Bianco, Richard Feagan, R Matulis, Sandy Grosz, S Frost, S Gardiner, Ted Brincat, Vivien Ferlano, Kerri Ricketts, Robert Smart, Fabienne Thewlis.

No	What	Who
1	Roundtable Introductions	All
2	**Wiki / Communications Update** • MAV Information Management Conference February 2018. Bi-Annual Conference. • Currently looking at the relevance and accessibility of content on the Wiki.	Ruth
3	**Schedule of Meetings – April 2018 to June 2019** • 20 April 2018 Meeting and Security Workshop Part 2 • 15 June 2018 Meeting and Security Workshop Part 3 • 20 July 2018 AGM and Meeting • 19 October 2018 Meeting and Information Governance Framework Workshop	Tim/Kristy

	• 18 January 2019 Meeting and Workshop (TBA) • 26 April 2019 Meeting and Workshop (TBA)	
4	**Update: PROV** • Sir Rupert Hamer Awards are scheduled for Thursday 3rd May 2018. This is a great night for record keeping across Government. The information and application form is available on the website. Closing date for applications is 6 April 2018. • The next Records Management Network Meeting will be held on the 30th or 31st May 2018, just waiting on venue confirmation. • Digital Archive Program – Phase 2 of the website development is underway. This will include changes to the interface, search ability and online forms. • New Digital Repository and Archival Management System, physical repository procurement processes are underway. • One of the Standard Documents being worked on is for Protected Disclosures Documents – have worked with Ombudsman's Office, OVIC and IBAC re requirements. Have also been working a piece re Ministerial Records, this will be a similar assessment process to Councillor Records. • *Question:* What was the purpose of the survey sent out in December 2017 *Answer:* To gain an estimate of the amount of permanent records that will require transferring to PROV in the future to assist them in developing a plan for the future.	Peter Francis

5	**Update: Grace Information Records Management**
	
	• One new council sign up under the MAV agreement.
	
	• More interest on scan on demand and back scanning projects.
	
	• GRACE acquired AMS imaging (Australia Microfilm Services) in October last year.
	
	    o David explained that the company needed to relocate to a new building, looked at alternatives and decided it was a good move to merge with Grace and enhance the current scanning environment.
	
	    o Have streamlined the scanning process and ensure that scan on demand as first priority over project work etc.
	
	    o There has been an increase in dedicated scanning officers and is processing work ASAP.
	
	    o Have a dedicated setup to book scanners; specialised room and equipment to meet the specifications.
	
	    o Setup to digitise Microfilm and Microfiche, tapes and have been working on projects to merge documents across different tapes.
		Kristy Searle

		o New mail room offering – mail opening, scanning and registration. Looking at ways in which the files can be transferred across. Have staff that can sentence hard copy documents also. Cheques and deposits are still being worked on. o Doing more with their document management software and looking to host data for a short term for scan on demand services; to increase efficiencies internally instead of using Hightail etc. o Received positive feedback re the new Grace online web portal.	
6		**Presentation: Copyright Agency** *Copyright Agency is a not-for-profit, member-based rights management organisation representing the rights and interests of publishers, authors and journalists.* *Copyright Agency provides organisations with copyright licences to ensure that the reproduction, communication and digital storage of our members' work is done with permission. Councils are heavy users of media and technical works. They also receive vast amounts of material from many different external sources – both solicited and unsolicited - which goes into their workflow and IT infrastructure.* *In this digital age ensuring that you have a robust copyright compliance framework is important as infringement of copyright can occur anywhere within an organisation.* *Having a copyright licence in place fills many known compliance gaps, provides broad coverage for the actions of any staff and becomes a valuable business tool across Council – from records and communications to executive support, cultural activities and more.* *Outline of Presentation: Copyright 101 – overview of copyright law in Australia, Media-monitoring in Australia, Why having a copyright licence is important, Q&A.* • Copyright is the expression of ideas being captured into a format. • Copyright is global and each country has their individual Copyright Act. Information from another country will still be covered in Australia. • Local Government doesn't fall under The Crown. It is automatically applied to all information, i.e. free on the internet is not ok. • Fair dealing exceptions: There are 6 now. Primary use as research or study – referencing for the purposes of a report etc.. Reporting or news – providing broadcasts or press releases, • Media Monitoring – Copyright Agency monitors media articles for potential breaches in copyright. • A member of the public is covered in printing a hard copy of a media article. This does not apply to Councils, the Council must have a licence that allows to capture these articles digitally. • Good Governance – If you receive a copy of an article submitted with a grant acquittal, technically the Council should have a	Greg Taylor

	licence prior to digitising and capturing into an EDRMS.		
	• Voluntary Annual Licence – The licences are calculated based on number of indoor FTE for each Council.		
	• They should be respected and complied with and not just a decision around Councils risk appetite for complying with or not.		
	• Refer to Presentation for further information.		
7	**Lunch Break (12.30pm to 1pm)**		

8	**Security Presentations:**
	
	Information Asset Register by Anthony Corso and Laurencia Dimelow, OVIC
	
	Championed VAGO's recommendation around the need for agencies to have Information Asset Registers – by building an IAR model which serves as a useful information access (or non-access/security) tool.
	
	• Presentation attached and link to video embedded.
	
	• Security was always looked at as just confidentiality. It also includes integrity and availability.
	
	• The new framework focusses on a 5 step plan:
	    ○ Identify your assets
	    ○ Determine the 'value' of this information
	    ○ Identify any risks to this information
	    ○ Apply security measures to protect the information
	    ○ Manage risks across the information
	
	• Resources for the Victorian Privacy Data Security Framework can be found at https://www.cpdp.vic.gov.au/menu-resources/resources-data-security
	
	• Sample IAR template available on OVIC website to assist in assessing the information assets you have an they value of them. Recommend start high level.
	
	• Assessing the value, there is a table that is based on a risk model and consequence to the organisation. These are scalable.
	
	• GOV DEX – email security@ovic.vic.gov.au and request to have access to this space. Can also watch forums online etc.
		Antony Corso
		
		Laurencia Dimelow	

	The design and implementation of Agency Information Asset Registers by Jacinta Thomson, DoJR's Director for Security Management and Assurance.
	
	Implemented an IAR at DOJR, with lots of learnings to share on the process, impacts, and uses of an IAR
	
	• The information and data of DOJ is imperative in providing evidence of activities and in making business decisions,
	
	• Information Asset Register (IAR) – The journey, the implementation of DPDP assisted in heightening and forming a team focussing on not just information management but to incorporate information security; understanding the value of their information.
	
	• Used the 5 step action plan as mentioned above
	
	• There were a number of lessons learned.
	
	     o Ensure you have the right people in the room (not just a records officer, those that have a really good understanding of what the organisation does), nominations from management for project team members
	
	     o Initial engagement ensure that you give a good brief and test prior to ensure it makes sense
	
	     o At the workshop give a short sharp presentation on what makes an IAR and the value of information and then work behind the scenes with them
	
	     o Have a facilitation guide – break up the sessions
	
	     o Understand the environment you are working with and shape the workshop to that team to provide a greater meeting to the team
	
	     o Email that went out to the manager etc with steps of the process
	
	• Focussed on improving the security management framework and developed a framework for 'how they are going to get there'
	
	• In developing a strategy look at what you are already doing or starting and then bringing those together into a strategy and how you are going to build on it. Currently drafting a security manual and looking at assurance framework.
	
	• Building strong relationships with OVIC
	
	• Will be starting the discovery phase of where the information is stored and have found that staff are more forthcoming in assisting and providing answers. Will look at how issues can be fixed, what are the steps moving forward or does the information need to be reclassified.
		Jacinta Thompson

	Information Security, and the recent VAGO audit by Michele Tolliday, VAGO, Manager, Performance Audit *To talk about some past information management audits, and what it looks like when VAGO comes knocking and agencies (which very definitely includes local councils) aren't ready/can't pass muster.* • Discussion re the cabinets that were recently sold containing sensitive information of the Government and what the implications could be moving forward and the potential for this to be instigate VAGO audits. There is a balance as to which department i.e. OVIC, VAGO, IBAC would be responsible for this type of investigations. • VAGO audits are evidence based and look at systemic issues where the system is broken. • Presentation attached.	Michele Tolliday
9	**General Business** Entered into discussions with Kate Steinfeld for Tim to represent the MAV LGIG Committee and Group on the State Government Information Governance Forum.	All
10	**Close**	