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| **AGENDA** | | | | | | | MAVLogo.gif | | | | | |
| **Meeting Name:** MAV LGIG Program Committee Meeting | | | | | | | | | | | | |
| **Date:** | | Friday 24th July 2015 | | | **Start Time:** | 10.00am – 11.00am | | **Duration:** | 1 hr | **Location:** | Kingston Council, 1230 Nepean Highway, Cheltenham | |
| **Meeting Objective** | | | | Committee Meeting | | | | | | | | |
|  | | | | **Chair:** Tim Newbegin **Minutes:** Kristy Matthies | | | | | | | | |
| **No** | **What** | | | | | | | | | | | **Who** |
| **1** | **Attendance:** Tim Newbegin, Ruth Edge,Joy Painter, Francis Dodd, Kristy Matthies, Leanne Wegrzyn, Kimberley Spiteri, Katrinia Katelas, Veena Menezes, Marissa Gardiner, | | | | | | | | | | | |
| **2** | **Apologies:** | | | | | | | | | | | |
| **3** |  | | **Reforming Governance of the Group:**   * Progress Report | | | | | | | | | Tim Newbegin |
| **4** |  | | **Actions for 2015-2016:**   * White paper submission from eAssure | | | | | | | | | Tim Newbegin |
| **5** |  | | **LGIG Terms of Reference:**   * Review prior to members meeting | | | | | | | | | Ruth Edge |
| **6** |  | | **General Business:**   * Current membership report * Invoicing * Benchmarking | | | | | | | | | Tim Newbegin |
|  |  | | **Close** | | | | | | | | |  |

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| **Action and Agreement Record** | | | | |
| No | **Actions and Agreements** | Who | When | Completed |
| **1** | Organise a meeting with John Hennessy re ongoing group governance and outputs and message to CEO’s | Tim Newbegin | 30/4/2015 | Completed |
| **2** | Review the current MAV ECM Step Program participant list. | Ruth Edge | 11/3/2015 | Completed |
| **3** | Send out new logins to all members for the WIKI. (sent to new members) | Ruth Edge | 30/4/2015 | Completed |
| **4** | Key drivers for cloud performance paper (CPDP) circulate to members | Ruth Edge | June 2015 | Completed |
| **5** | Terms of Reference – send to Committee | Ruth Edge | 14 July 2015 | Completed |
| **6** | Benchmarking document – approval to develop and distribute document | Tim Newbegin |  | In Progress |
| **7** | Records in the news uploaded to wiki and email link to members | Ruth Edge | 1 July 2015 | Ongoing |
| **8** | Digital Capability Framework (National Archives) email link to members | Ruth Edge | 14 July 2015 | Completed |

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| **MINUTES** | | | | | | | MAVLogo.gif | | | | | |
| **Meeting Name:** MAV LGIG Program Committee Meeting | | | | | | | | | | | | |
| **Date:** | | Friday 24th July 2015 | | | **Start Time:** | 10.00am – 11.00am | | **Duration:** | 1 hr | **Location:** | Kingston Council, 1230 Nepean Highway, Cheltenham | |
| **Meeting Objective** | | | | Committee Meeting | | | | | | | | |
|  | | | | **Chair:** Tim Newbegin **Minutes:** Kristy Matthies | | | | | | | | |
| **No** | **What** | | | | | | | | | | | **Who** |
| **1** | **Attendance:** Tim Newbegin, Ruth Edge,Joy Painter, Francis Dodd, Kristy Matthies, Leanne Wegrzyn, Kimberley Spiteri, Katrinia Katelas, Veena Menezes, Marissa Gardiner, | | | | | | | | | | | |
| **2** | **Apologies:** | | | | | | | | | | | |
| **3** |  | | **Reforming Governance of the Group:**   * Progress Report | | | | | | | | | Tim Newbegin |
| **4** |  | | **Actions for 2015-2016:**   * White paper submission from eAssure   + 2015/2016:     - Develop IM Assessment Framework,     - Information Management and Business Applications Framework     - Digital Information Readiness   + 2016/2017:     - Communication and Engagement Plan,     - Development of Digital Information Management Needs Analysis   + ECM Assessments     - **Motion Moved** to change audits from 12-18 Months to 18-24 Months. **All in Favour. CARRIED.**     - There are some assessments that are already booked in and will still be completed. | | | | | | | | | Tim Newbegin |
| **5** |  | | **LGIG Terms of Reference:**   * Review prior to members meeting   + **Motion Moved** to accept the Terms of Reference. **All in Favour. CARRIED.** | | | | | | | | | Ruth Edge |
| **6** |  | | **General Business:**   * Current membership report * Invoicing   + $3000 plus GST – Committee agrees and will propose to John H for approval. * Benchmarking   + Awaiting a quote from Eassure. | | | | | | | | | Tim Newbegin |
|  |  | | **Close** | | | | | | | | |  |

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| **Action and Agreement Record** | | | | |
| No | **Actions and Agreements** | Who | When | Completed |
| **1** | Benchmarking document – approval to develop and distribute document | Tim Newbegin |  | In Progress |
| **2** | Records in the news uploaded to wiki and email link to members | Ruth Edge | 1 July 2015 | Ongoing |
| **3** | Develop a program of works to send to all Councils with invoices – Provide to John Henessey | Ruth Edge / Kristy Matthies | 7/8/2015 | In Progress |
| **4** | Identify the Audit planned for 2015/2016 | Ruth Edge / Kristy Matthies | 15/8/2015 | In Progress |
| **5** | Notify Toula of change to ECM Assessment timeframes | Ruth Edge / Kristy Matthies | 15/8/2015 | In Progress |
| **6** | Arrange AGM and notice to all members – election of committee | Ruth Edge / Kristy Matthies | 15/08/2015 | In Progress |
| **7** | Send formal email to John Henessey re invoice amount. | Ruth Edge/ Kristy Matthies | 7/8/2015 | In Progress |
| **8** |  |  |  |  |

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| **AGENDA** | | | | | | | MAVLogo.gif | | | | | |
| **Meeting Name:** MAV LGIG Group Meeting | | | | | | | | | | | | |
| **Date:** | | Friday 24th July 2015 | | | **Start Time:** | 11.00am – 3.00pm | | **Duration:** | 4 hrs | **Location:** | Kingston Council | |
| **Meeting Objective** | | | | Members Network Meeting | | | | | | | | |
|  | | | | **Chair:** Tim Newbegin **Minutes:** Kristy Matthies | | | | | | | | |
| **No** | **What** | | | | | | | | | | | **Who** |
| **1** |  | | **Welcome and Apologies** | | | | | | | | | Tim Newbegin / Ruth Edge |
|  |  | | **Presentation from Host Council – Kingston City** | | | | | | | | | Sandra Pickett |
|  |  | | **Reforming Governance of the Group:**   * Report of meeting with John Hennessy * LGIG Terms of Reference * Current membership report | | | | | | | | | Tim Newbegin |
|  |  | | **Actions for 2015-2016:**   * White paper submission from eAssure | | | | | | | | | Tim Newbegin |
|  |  | | **Navigating the Wiki** | | | | | | | | | Ruth Edge |
|  |  | | **Privacy and Data Protection and Local Government in the Cloud – Report on Forum** | | | | | | | | | David Taylor |
|  |  | | **Grace Information Management Report – New Initiatives** | | | | | | | | | Kristy Searle |
|  |  | | **PROV Report – Collaboration with CPDP** | | | | | | | | | Alan Kong |
|  |  | | **eAssure Consulting Report** | | | | | | | | | Toula Varvarigos |
|  |  | | **General Business:**   * Benchmarking * Invoicing | | | | | | | | | Tim Newbegin |
|  |  | | **Close** | | | | | | | | |  |

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| **MINUTES** | | | | | | | MAVLogo.gif | | | | | |
| **Meeting Name:** MAV LGIG Program Committee Meeting | | | | | | | | | | | | |
| **Date:** | | Friday 24th July 2015 | | | **Start Time:** | 11.00am – 3.oopm | | **Duration:** | 4 hrs | **Location:** | Kingston Council | |
| **Meeting Objective** | | | | Members Network Meeting | | | | | | | | |
|  | | | | **Chair:** Tim Newbegin **Minutes:** Kristy Matthies | | | | | | | | |
| **No** | **What** | | | | | | | | | | | **Who** |
| **1** | **Attendance:** Tim Newbegin, Ruth Edge,Joy Painter, Francis Dodd, Kristy Matthies, Leanne Wegrzyn, Kimberley Spiteri, Katrinia Katelas, Veena Menezes, Marissa Gardiner, | | | | | | | | | | | |
| **2** | **Apologies:** Jacinta Thompson | | | | | | | | | | | |
| **3** |  | | **Presentation from Host Council – Kingston City**   * Looking at Assetbank (UK software) for Photo Library. * Looking at ‘I-Ferret’ for content index searching across Trim, Network Drives and Exchange. Purely for the use in processing FOI requests. Company is I-Platinum. | | | | | | | | | Sandra Pickett |
|  |  | | **Actions and Agreements for previous months**   * Tim gave an update on the actions that have been achieved in the previous months by Committee | | | | | | | | | Tim Newbegin |
| **4** |  | | **Reforming Governance of the Group:**   * Report of meeting with John Hennessy   + This was a productive meeting; have support from John in regards to putting together a plan of works for invoicing requirements and involvement in other reference groups to support other MAV platforms. * LGIG Terms of Reference   + The Terms of Reference were approved by the group last year and has been approved by the Committee today. An AGM will be called and all positions will be up for nomination. * Current membership report   + 64 Councils are a part of the Group   + If you have accepted to come to meeting and are unable to make it please let Ruth Edge know as we have been turning people away when at capacity.   + Distribution Lists – 143 subscribers with a range of different professions   + Document Sharing and Collaboration of documents on Wiki   + SAI Global Standards – 64 Councils subscribed. | | | | | | | | | Tim Newbegin |
| **5** |  | | **Actions for 2015-2016:**   * White paper submission from eAssure   + The key projects for 2015/2016:     - Develop IM Assessment Framework,     - Information Management and Business Applications Framework     - Digital Information Readiness   + ECM Assessments     - Audits will change from 12-18 Months to 18-24 Months.     - There are some assessments that are already booked in for 2015/2016 and will still be completed. | | | | | | | | | Tim Newbegin |
| **6** |  | | **Navigating the Wiki**   * Agenda and Minutes will be published to the Wiki * Records Management in the News articles will be available and link sent to all. * Documents in the archive have been located and will be available for all to see. The knowledge base has been updated and is constantly being updated.   + If there is anything missing that you would like developed please email suggestion to Ruth Edge and the committee will discuss adding this into the scope of works. | | | | | | | | | Ruth Edge |
| **7** |  | | **eAssure Consulting Report**   * ECM Assessments   + 29 completed, 19 scheduled and 15 pending (not booked, postponed or rescheduled). * Bechmarking Report   + Toula has contacted the developers to provide a quote to extract all information and populate the report. This will be much faster than an individual doing this manually and cheaper in the long run. | | | | | | | | | Toula Varvarigos |
| **8** |  | | **Grace Information Management Report – New Initiatives**   * Grace has purchased Fort Knox Services and are going through business transition. This was a good cultural fit and had good shared service values. * Will be hosting a digital workshop in September 2015 – all customers will be invited. * If you have any scanning projects / requirements please contact Dominic to discuss. | | | | | | | | | Kristy Searle |
| **9** |  | | **Privacy and Data Protection and Local Government in the Cloud – Report on Forum**  *Unable to attend meeting – No report* | | | | | | | | | David Taylor |
| **10** |  | | **PROV Report – Collaboration with CPDP**  *Unable to attend meeting – No report* | | | | | | | | | Alan Kong |
| **11** |  | | **General Business:**   * Benchmarking   + Awaiting a quote for these works to be developed. * Invoicing   + The invoice will be $3000 plus GST for each Council to cover program works for 2015/2016. Each Council will be provided with a copy of the program of works and the benefits with a copy of the invoice. | | | | | | | | | Tim Newbegin |
|  |  | | **Close** | | | | | | | | |  |

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| **Action and Agreement Record** | | | | |
| No | **Actions and Agreements** | Who | When | Completed |
| **1** | Email a copy of the cloud computing discussion paper to group members | Ruth Edge | 7/8/2015 | In Progress |
| **2** | Draft a Terms of Reference for the Audit Program to be presented to the Committee regarding changes to program. | Ruth, Tim, Toula & Kristy | 15/8/2015 | To Commence |
| **3** | Contact I-Ferret and invite to next meeting to make presentation | Ruth Edge |  | In Progress |
| **4** |  |  |  |  |