

MINUTES



Meeting Name: MAV Local Government Information Governance Group

Date: Friday 20 July 2018 **Start Time:** 11.00am –3.30pm **Duration:** 4.5 hrs **Location:** City of Casey, Bunjil Place, Patrick Northeast Drive, Narre Warren.

Meeting Objective Members Meeting *including AGM*

Chair: Tim Newbegin **Minutes:** Bethany Sinclair-Giardini

No	What	Who
	<p><u>Introductions & Welcome</u></p> <p>Tim officially opened the meeting, extending thanks to the City of Casey for hosting the meeting, and also thanking Kristy Matthies for her hard work and commitment in her role as Secretary for the preceding two years.</p> <p>Apologies were received from Rachel Blakiston, Veeneza Menezes, & Carol Jagar (proxy given to Leanne Wegrzyn)</p> <p>It was noted generally that there was a desire to move the meetings back to MAV in the CBD, for ease of access to allow more members to attend these quarterly meetings and that Tim was to introduce the new incoming Secretary to John Hennessey at MAV so the timely booking of meetings rooms at MAV could begin.</p>	Tim/Beth
1	<p>11am to 12pm</p> <p>Presenter: Artificial Intelligence <i>Stephanie Camarena - eCloud Services</i></p> <p>This presentation focused on how Artificial Intelligence had progressed since the 1950s, and brought the subject matter up to date by identifying what eCloud services can offer to local government. Stephanie explained how artificial intelligence leverages their scanning solution and the efficiencies that can be gained. The machine learning for records management allows software to categorise and profile different document types, learning from human intervention where necessary, through to being able to apply naming conventions, retention & disposal schedules, etc. from its own prior learning. Basically, the system learns the touchpoints of a document within its lifecycle and traces this throughout the different contexts that a document passed through within the business process. The next stratum of AI interaction offers deeper learning processes to assist with e-tags and handling unstructured content.</p> <p>The PowerPoint presentation that accompanied this talk will be made available on the LGIG Wiki, and a Masterclass on AI will form part of the October 2018 meeting.</p>	Ruth (Wiki) Beth (Oct)

2	12 – 12.45pm	Lunch Break													
3	12.45pm – 1.50pm	<p>Presenter: SAI Global</p> <p>Vini (Vinnith Venugopal) from SAI Global gave a presentation, which introduced himself from their Port Melbourne office (people may remember the last SAI Global Rep to attend a meeting had travelled from Sydney). Vinnie confirmed that he is happy to be contacted by members of the LGIG and that he is open to setting up further training for groups/councils, whether this is a web-based training solution, or whether face-to-face training with particular user groups (i.e. those who work in planning/building, engineering, etc). The SAI Global website offers a single source of truth for all Australian Standards (ie those that begin AS, not ISO) and on the i2i interface, users are able to access, bookmark and annotate the Standards on their own desktop, with save functions for ease of use. Different icons on the desktop show links to the most up to date standard (as well as historical versions) and interrelatedness between Standards is also captured. Vinnie can be freely contacted at Vinith.Venugopal@emediabank.saiglobal.com if your Council requires assistance.</p> <p>Vini agreed to provide a report listing those accounts/major users which would, by exception, identify those who are not taking advantage of a great opportunity. Also, he agreed to provide a one page marketing tool that could be used by Councils to market the service with internal stakeholders. Secretary to follow up with these actions.</p> <p>Vini to also scope what services/training are 'permissible' within our contractual agreement via MAV.</p> <p>Also there followed a discussion on compiling a list of Standards associated with our profession. Emails can be sent to the Secretary for compilation.</p>	Vini/Beth Vini All/Beth												
4	1.50pm – 3.15pm	<p>AGM (2pm – 2.45pm)</p> <p>Apologies from Carol Jagar (Proxy via Leanne Wegrzyn noted); Kristy Matthies, and Rachel Blakiston noted.</p> <p>Minutes of previous meeting were noted and accepted.</p> <p>Tim Newbegin read the Chair's Report for 2017/2018 (a copy of which is attached for reference) and following a number of nominations, the following Declaration of the 2018/2019 Committee was made:</p> <p><u>Organising Committee:</u></p> <table><tr><td>Chair:</td><td>Tim Newbegin, Ballarat Council</td><td>(timnewbegin@gmail.com)</td></tr><tr><td>Vice Chair:</td><td>Ruth Edge, Cardinia Council</td><td>(r.edge@cardinia.vic.gov.au)</td></tr><tr><td>Comms:</td><td>Ruth Edge, Cardinia Council</td><td></td></tr><tr><td>Secretary:</td><td>Bethany Sinclair-Giardini, Yarra Ranges Council</td><td>(b.sinclair-giardini@yarraranges.vic.gov.au)</td></tr></table>	Chair:	Tim Newbegin, Ballarat Council	(timnewbegin@gmail.com)	Vice Chair:	Ruth Edge, Cardinia Council	(r.edge@cardinia.vic.gov.au)	Comms:	Ruth Edge, Cardinia Council		Secretary:	Bethany Sinclair-Giardini, Yarra Ranges Council	(b.sinclair-giardini@yarraranges.vic.gov.au)	
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		<p><u>Committee members:</u></p> <ol style="list-style-type: none"> 1. Joy Painter, Wyndham Council 2. Carol Jagar, Geelong Council 3. Veena Menezes, Melton Council 4. Marissa Gardiner, Yarra Ranges Council 5. Rachel Blakiston, LaTrobe Council 6. Leanne Wegrzyn, Murrindindi Shire 7. Marie Steer, Port Phillip <p>Placeholders for future meetings to be sent in advance (pref. at MAV on Fridays) with reminders at 7 & 14 days.</p>	Beth
		<p>PROV Update</p> <ul style="list-style-type: none"> - “What we’re doing” section under the Recordkeeping in Government section on website continues to be updated with latest news – one to keep an eye on. - Digital Archive Project underway, which would impact physical transfers – ask yourself if they are potential candidates for digitisation as that’s managed by a different team, also ask if the archival sources risk damage if not transferred into PROV until post-April 2019 and quote Peter Francis if necessary in correspondence. - PROV reviewing VERS Strategy to ensure messaging is clear in tone and intend to reach out to a non-IM audience, to make it more relevant and marketable to different organisational business units. - PROV looking to provide pathways and decision trees on what to look for when assessing records within business units and to identify what records might be eligible for VEO (there then followed a discussion on whether Council Minutes would be a potentially discrete collection of records to be eligible for VEOing – and also this opened up questions on if the records go to PROV, then Council effectively loses the record, but PROV confirmed the Agency in question would keep a PDF ‘Access’ copy & the ‘Official’ record at PROV. - An update was provided on the RK Assessment Tool which had progressed to Build Stage and would be ready for testing hopefully by December 2018. PROV confirmed it would self-author. - There followed a general discussion on RK training in general, with Casey confirming they were putting RK training out to all staff via People & Culture. PROV confirmed that two levels of training were probably needed, one for general RK for all staff, and a more specific IM business unit one. - The LGIG offered to work with PROV to help storyboard a new IM tool specific to local government. - PEXA: PROV confirmed its involvement with the land title situation and that they were in touch with DTF and have functionally cc’d DELWP. They also confirmed OVIC involvement and that MAV had also taken action in this space. There was general consensus that the records remain an asset of the State. - Following a small discussion, Peter Francis offered to put anyone who had an interest in Community Archives in touch with the relevant team within PROV. - Re New Public Records Act: PROV highlighted the forthcoming elections, stating this would dictate the pathway forward. PROV confirmed their Recommendations were awaiting Ministerial decision. It was noted that any input to be provided to the Special Minister of State and DPC (in particular, Toby Hemming at OGC). 	Peter Francis to provide contact for Community Archives

		Grace Update It was noted that the Grace Storage contract had been renewed for another two years, until the Autumn of 2020.	
		General Business There was a brief discussion as to the need for the meetings to take place at MAV in order to boost attendance.	
5	3.15pm – 3.20pm	Presentation: What's happening at the City of Casey As the General Meeting & AGM had overrun the original schedule, Bronwyn asked the floor for any questions, and directed interested parties to the tour of Bunjil Place following the official close of the meeting.	
6	3.20pm	Close	
7	3.20pm - 3.50pm	Optional Tour of Bunjil Place – some members opted to attend the Bunjil Place tour offered by Casey.	