

MINUTES



Meeting Name: MAV Local Government Information Management Group

Date: Friday 17th August **Time:** 9.30am – 3.30pm **Duration:** 6 hrs **Location:** Room 1202, MAV, 60 Collins Street, Melbourne

Meeting Objective: First Annual Planning Day **Chair:** Tim Newbegin **Minutes:** Bethany Sinclair-Giardini

Attendees: Tim Newbegin, Ruth Edge, Bethany Sinclair-Giardini, Marissa Gardiner, Joy Painter, Leanne Wegrzyn, Veena Menezes, Carol Jager, Tola Varvarigos (Eassure) & John Hennessy (MAV)

Apologies: Marie Steer & Rachel Blakiston

No	What	Action:
I	<p>Welcome and Apologies – apologies noted as above.</p> <ul style="list-style-type: none"> John H joined the meeting to provide a MAV update. Tim asked about the privacy/data protection legal brief – John confirmed he has spoken internally with MAV and has liaised with legal representatives who will provide an update and anticipated costs by the end of next week. John H also confirmed we could share this information with the Group/Membership. Inquiry into Land Titles – Tola explained that Land Use Victoria are digitising records and removing them from local government. Access to system is currently free but when the system is privatised, we want assurance that Councils will not pay for that service. John H confirmed that he would find out what MAV's response was to the official inquiry letter that was sent by the Committee. A copy of the Land Titles document has been sent to John H. Outstanding invoices – Beth to send current Membership to John (cc Ruth and Tim) Tim requested John forward an up to date 'Financial Report' for 2017/2018 Ruth requested assistance from John re design and structure of WIKI – Ruth to follow up with John in due course – John recommended Renae Portwine (info@colourit.com.au) John H updated that MAV will be entering into a period of change, with a new CEO coming in next week (Kerry Thompson) and John confirmed he is winding down and will be at MAV for the next few months. MAV are expecting major changes and roadmapping will take around 6-12 months. There will be a period of flux and an element of uncertainty for the Committee in terms of future implications. John unsure, at this point, if there will be a contact point for Committee moving forward. 	<p>John H</p> <p>John H ✓</p> <p>Bethany ✓</p> <p>John H</p> <p>Ruth/John</p>

	<p>and moved forward this year (as this is our bread and butter/income stream). Toula confirmed it's an 18 month cycle – the Framework will need mediation prior to 2020. Remediation work from Feb 2019 + 18 months gives us a window for potential activity to increase the Audit profile.</p> <p>3. Professional Development – sector development as a whole – move into risk and drive assurance processes. Changing job roles within the profession and the Committee need to respond to how best to face these challenges moving forward.</p> <p>Toula advised about the different 'lines of defence' that existed for organisations in terms of identification and reporting of risks and security breaches, etc.:</p> <ul style="list-style-type: none"> • 1st line of defence: Internal audit cycle • 2nd line of defence: Different accreditations regarding quality and risk management • 3rd line of defence: Records management assurance/risk management <p>The Committee need to build into this model to strengthen its core rationale and Veena offered to assist in building the right wording and profile for the Committee in this regard, given her extensive experience in the area.</p> <p>Any training model driven by the Committee would need to ensure coverage of competency gaps and drive some of their research – deficiencies around training – to map the requirements. It was noted that PROV prepared to support as an industry, and so could we map the digital transformation course for RM etc. – Toula to send Bethany some background etc.</p>	<p>Veena Toula Tim</p> <p>Toula/ Bethany</p>
	<p>Annual Planning</p> <p>There followed a discussion on how the quarterly members meetings would be split and what items discussed/scheduled, with the following agreed (and Bethany to confirm with relevant speakers, and liaise with Tim about new invites to OVIC, etc.)</p> <p>November: eCloud Technical Demonstration & Practical Application OVIC Information Commissioner?</p> <p>January: David Taylor, PROV (on places of deposit scheme) Kate Steinfort, Department of Premier & Cabinet</p> <p>April: Drs Paul Mercieca & Lizzie Tait, RMIT on 'Current & Future Trends' (including roundtable discussion) Potential for new MAV CEO/Purchasing Manager/new point of contact to present on MAV Directions</p> <p>July: AGM & potential to have Keeper of the Records</p>	<p>Bethany/ Tim</p>

	<p>There followed a general discussion around an ‘External Advisory Group’ who would be invited to each meeting (and have the opportunity to provide a brief update from their respective organisations) – suggested inclusions are OVIC; IBAC; VAGO; Grace; PROV; SAI Global, and the Ombudsman. Bethany, with assistance & vetting from Tim, to send out relevant emails.</p> <p>There was also a request to change the room bookings at MAV to the 11th floor (currently on 12th floor) – it was difficult to secure rooms at MAV all year round, and so Bethany to check if level 11 is available at all.</p>	<p>Bethany/ Tim</p> <p>Bethany</p>
4	Lunch Break	
5	<p>Public Records Act 1973: Review</p> <p>Legislative Review: Why are CEO’s receiving this correspondence as they don’t have primary interest in this. This is being handed to the RM Coordinators who will respond with the text on behalf of the CEOs.</p> <p>There followed a substantial in-depth discussion on specific questions raised in PROV’s Issues Paper, which are attached to these Minutes as an Appendix.</p>	
8	The meeting closed at 3.20pm	