

AGENDA



Meeting Name: MAV Local Government Information Management Group

Date: Friday 17th August **Time:** 9.00am – 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, Rachel Blakiston, Leanne Wegrzyn, Veena Menezes & Toulia Varvarigos (Eassure)

Apologies: Carol Jager, Marie Steer & John Hennessy (the latter of whom may pop in at some point)

No	What	Led by:
1	Welcome and Apologies (starting no later than 9.30am)	All
2	Committee Responsibilities (9.30am – 10am) <ul style="list-style-type: none"> • Distribution of Responsibilities • Governance, Financial Management & Reporting • Engaging consultants for work on behalf of the group • Communications • WIKI 	All
3	Annual Planning (10am – 12 Noon) <ul style="list-style-type: none"> • Workshops – topics for each of our quarterly meetings (2 Nov, 19 Jan, 12 Apr & 19 Jul) • Consultants – presentations/speakers? (eCloud Masterclass / RMIT Academics / David Taylor PROV/ Kate Steinfors DPC) 	Tim
4	Land Titles / Kim Wells Correspondence (12 – 12.30pm) <ul style="list-style-type: none"> • Land Titles (see attached Appendix and information on WIKI here: http://futureoflocalgovernment.org.au/?s=land+titles) 	Ruth

4	Lunch Break (12.30 – 1.00pm)	
5	Public Records Act 1973: Review (1pm – 2pm) PROV Issues Paper circulated on 13/8 – bring your own copy of this paper for discussion (see attached Appendices)	All
6	RM Audit Review: Discussion (2pm – 3pm) <ul style="list-style-type: none"> Designed to build capacity & work towards legislative compliance – now not fit for purpose – discussion The sector – training and other issues (see attached Appendix on the Role of the Information Manager) 	Toula
7	Any Other Business (3pm – 3.30pm) <ul style="list-style-type: none"> PROV Retention Schedules & importing into EDRMS Body Worn Camera Policy 	Carol Veena
8	Close at 3.30pm	