

Gaining buy-in for records management



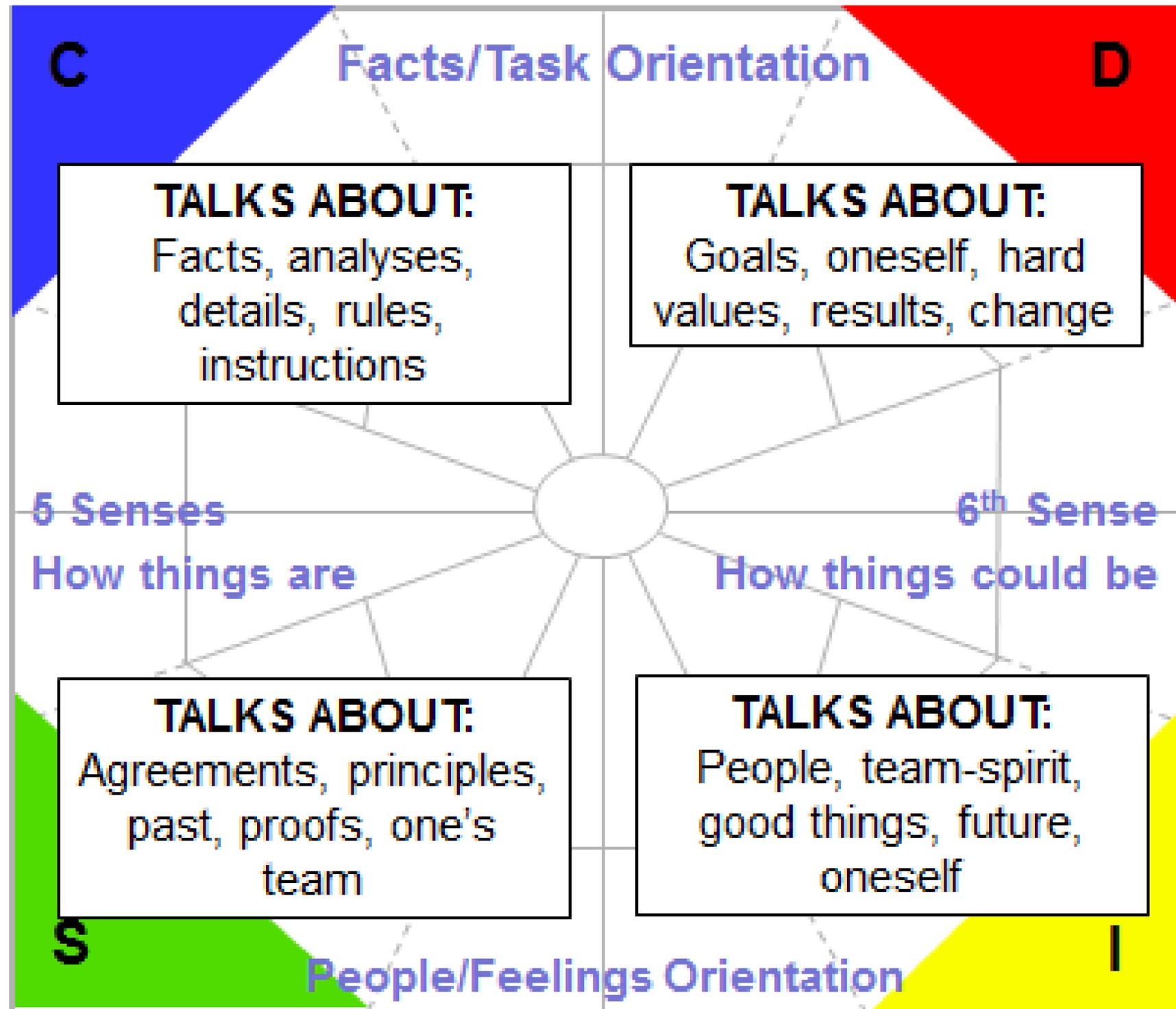
Background



- 20 years in Projects – Finance, Procurement and Contract Management
- BBus (Info & Knowledge Management)
- 5 years at VicPol IM
 - Some successes, great team
 - No buy in from the Executive or wider organisation for funding, compliant systems or meaningful process changes



Self Awareness



Information gathering



- What is expected / Outcomes?
- Who are the key players?
- Understand the organisation
- Exec & key player interviews –
 - Biggest challenges in your area?
 - What processes work?
 - What processes don't work?
 - What information don't you have that you think would help your area?
 - What would you like to see change?



Building a network



- Look for allies – Procurement, Legal, Finance, Assets, OH&S, IT, Comms - Different topics but same needs
- Formal steering group
 - ED Legal, Risk & Compliance
 - ED Environment & Science
 - CIO
 - Director People & Culture
 - Internal Comms
 - External Comms
 - IT Governance
- Provide support and assistance



Communication



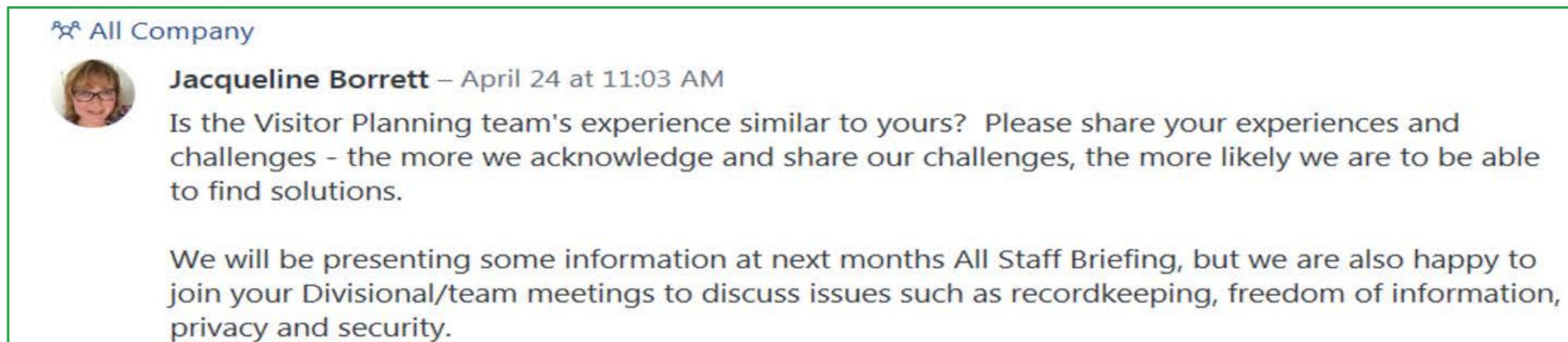
- Short, sharp and often
- Continue to ask for input:
 - Surveys for maturity assessment
 - Workshops with regional staff
 - Information Asset workshops
- Look for opportunities to weave in a message
- Take every opportunity – and encourage others to advocate on the issues



Jacqueline Borrett – February 21 at 12:42 PM – Edited

Great work. Make sure you take the time to manage, record and store all those responses properly now, so you can easily find and produce them when they are requested - It is so much harder to try and sort and verify them later! Many recent community consultations have been the subject of FOI's (i.e. the outcome wasn't what I told you to do, so now I want to see what everyone else said!) and this has caused a lot of work for the areas managing the consultation who had to produce the documents within a very short timeframe.

LIKE REPLY SHARE EDIT ...



All Company

Jacqueline Borrett – April 24 at 11:03 AM

Is the Visitor Planning team's experience similar to yours? Please share your experiences and challenges - the more we acknowledge and share our challenges, the more likely we are to be able to find solutions.

We will be presenting some information at next months All Staff Briefing, but we are also happy to join your Divisional/team meetings to discuss issues such as recordkeeping, freedom of information, privacy and security.

Success...



- Working group finished in April
- IM Strategy and Roadmap approved in June
- Protective Data Security Plan approved in August
- Many staff were onboard and excited

Parks Victoria Information Management Roadmap



IM Vision - Parks Victoria will develop employees and design adaptable, compliant information processes and systems to enable insight, collaboration, efficiency and accountability.

PRINCIPLES -

Simplification
End to End Digital
Empowered People

Confidence
Designed Compliance
Intelligence

Governance & Standards

Policy & Governance

- Governing body
- Ownership model
- Security Framework
- Governance processes
- Interagency agreements
- Capacity

ICT Governance & Procedures

- User identity
- ICT security planning
- Media destruction
- Disaster Recovery
- ICT architecture
- ICT recordkeeping

Process Efficiencies

Digital Document Management

- Personnel Files
- Correspondence, briefings & reports
- Commercial
- Contacts / Agreements
- Events

ICT Applications

Application portfolio gaps and Rationalization

Active ICT projects

- ParkConnect

Fixing the Mess!

Finding our records

- Pre-election
- Plan for Assessment projects
- Permanent records

Reducing hardcopy holdings

Knowledge & Data

Building capability

- Create Function
- Program Development
- Identify Stewards

Data Basics

- Physical data models

Workforce Development & Support

Roles & responsibilities

- All staff obligations
- Acknowledgement
- Awareness program

But...



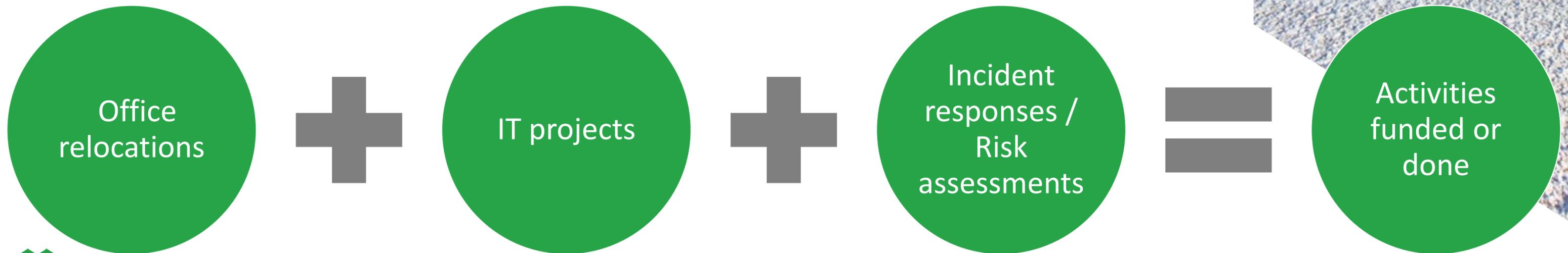
- Unexpected cost pressure = no funding
 - Revert back to activities that could be done within existing resources
 - Unexpected long absence
 - New staff and business unit realignments
- | | | |
|-------------------------------|-----------------------------|-----------------------------|
| • ED Legal, Risk & Compliance | • CIO | • External Comms |
| • ED Environment & Science | • Director People & Culture | • IT Governance |
| | • Internal Comms | |



It never stops!



- Engaging new people
- Looking for allies and opportunities
- Communications – two way & use examples
- Demonstrating efficiencies
- Creating links and opportunities with other projects or activities





RIMPA

- State Seminar – 12 July – Victoria University on Flinders St – Nominations open now for awards
- RIMPA Live – National Conference – Marvel Stadium – 8-11 October – Celebrating 50 years

www.rimpa.com.au

vic.branch@rimpa.com.au

Jacqueline Borrett – 0498 518 720