

# ALGIM

ASSOCIATION OF LOCAL GOVERNMENT INFORMATION MANAGEMENT

## 2014 ALGIM Information Management / Records Symposium

### Tuesday, 29th July 2014

8:20 am - 8:45 am

REGISTRATION

*In the Foyer opposite the Exhibition Area*

8:45 am - 8:50 am

OPENING - DAY TWO

***Welcome to Day Two of the Information Management / Records Symposium***

Ewen Church, Executive Member, ALGIM

8:50 am - 9:20 am

SPEAKERS PRESENTATION

***ALGIM Products & Services - Assisting New Zealand's Local Authorities***

Cassie Rowe, Marketing & Communications Coordinator, ALGIM

Mike Manson, Chief Executive, ALGIM

Symposiums, Professional Development, the IM Toolkit, Newsletters, Awards, White Papers, Terms for Councils, Infobase, the brand new case study library... the list goes on.

ALGIM provide a number of products and services to its local authority members which have been developed by those at the coal face of Local Government ICT. Many of these benefits are at no charge to your organisation.

This session will provide a more in-depth look at these products and services, outside of the Information Management / Records Symposium, and how they can be implemented in your organisation to promote best practice and improve the running of your organisation.

9:20 am - 10:05 am

#### KEYNOTE PRESENTATION

##### ***Understanding your information culture***

Dr Gillian Oliver, Senior Lecturer, Victoria University of Wellington

In order to develop effective recordkeeping systems it is essential to diagnose your organisation's information culture. This presentation will explain what information culture is, how it can be assessed and how this understanding can be used to promote a recordkeeping culture.

10:10 am - 10:40 am

#### SESSION ONE

##### ***Toolkit metadata and information security classification***

Dr Susan Skudder, Director, SWIM Ltd

The metadata module of the IM Toolkit was first developed before Archives New Zealand produced the Metadata Standard and accompanying Technical Specification.

Susan will discuss the newly revised metadata module, which provides an overview of managing metadata and a two-entity implementation of the Technical Specification metadata elements.

In this session Susan will also introduce the Information Security Classification Guidelines, which is a new module for the Toolkit, requested by Toolkit users and provided free of charge to Toolkit owners. It provides simple yet effective guidance on applying security classification to documents.

#### SESSION TWO

##### ***Councils' implementation of Digital Signatures On-Premise and Cloud / Hosted solutions***

Mike Eyal, Managing Director, TME Digital Signature

The need for electronic signing of documents as part of an electronic business workflow is evident, and its adoption is gradually expanding to Local Government. City Councils continually look for legally binding and secure ways to cut costs, streamline and speed up business processes, stop the printing, scanning, binding and other handling of paper, and provide an efficient service to rate payers. This session will showcase successful implementations of Cloud and On-Premises digital signature solutions in New Zealand and Australia, and the resulting benefits for Councils' staff, suppliers, and residents.

10:40 am - 11:00 am

#### MORNING TEA & NETWORKING

*In the Exhibition Area*

11:00 am - 11:45 am

KEYNOTE PRESENTATION

**Information Management - A Foundation for Transformation**

John Roberts, Director Relationship Management, Department of Internal Affairs

"Information is managed as an asset" is a focus area in the Government ICT Strategy and Action Plan to 2017. This presentation sets out the role of the GCIO as Central Government's ICT functional leader, and the approach being taken to driving better practice in information management. This focus area is explored in context of both the overall strategy and experiences to date. Opportunities and challenges are identified, along with the implications for IM in Local Government IM.

11:45 am - 12:30 pm

SPEAKER PRESENTATION

**An overview of Common ICT Capability Government Services**

Ian Apperley, Cloud Consultant, Isis Group Ltd

An overview that explains the existing Common ICT Capabilities that are available from Central Agencies and their different features, functions, weaknesses, and availability.

12:30 pm - 1:15 pm

KEYNOTE PRESENTATION

**Better property services**

Rachel Petrus Voller, Senior Policy Analyst, Land Information New Zealand (LINZ)

Di Anorpong, Principal Policy Analyst, Land Information New Zealand (LINZ)

Government agencies are exploring a future in which consumers and business find it easier to get the government-provided information and services they need when dealing with properties or buildings - whether they're looking to buy, sell, build, renovate, develop or live on that property. LINZ need to work closely with Local Government to investigate how to make this future a reality and determine what support might be required. A more joined up future will reduce time and cost for customers and improve productivity. It will provide more valuable and usable sets of information for use by Central and Local Government and the private sector.

1:15 pm - 2:00 pm

LUNCH & NETWORKING

*In the Exhibition Area*

2:00 pm - 2:30 pm

CASE STUDY ONE

**ICT strategy - going from big picture to use on the ground**

Nicki Brady, CIO, Horowhenua District Council

Information Management is about managing and using information in all of its forms to deliver

CASE STUDY TWO

**Crematorium Records Scanning - Thinking outside the EDRMS**

Andrea McIntosh, Team Leader, Whangarei District Council

Andrea's presentation will be on the work done

excellent services to the customer and enabling good business decisions which enhance the trust and confidence in one of our greatest assets - information. Strategy forms the backbone and foundation for good Information Management, however the words are not enough, it must be lived in order for it to remain current and in the forefront of peoples mind. Learn how Nicki has been implementing this at HDC.

scanning crematorium records and applying some wider thinking on the work as an opportunity to look at the generation of the information, storage of data associated in systems and the resulting presentation of cemetery records on the web to the customer.

Key messages will be about working as one team, empowering the business to digitise records themselves, and think about the information across all repositories tying into the strategy of a single source of truth.

2:35 pm - 3:20 pm

#### KEYNOTE PRESENTATION

##### ***Recordkeeping and CCO's***

Gerard Rooijackers, Information Management Team Lead, Business Technology, Auckland Transport  
Jacqueline Davidson, Records and Archives Manager, Auckland Council

Jacqueline will talk about working with a range of CCOs at Auckland Council, the services provided and how these are structured and managed. She will also talk about some of the obstacles her team encounter in providing a 'shared service'. Gerard will focus on the work of his team at Auckland Transport and introduce some of the initiatives that they are undertaking.

3:20 pm - 3:30 pm

#### WRAP-UP & EVALUATION PRIZE DRAW

*Conclusion of Day Two & prize draws*