

STOVA

Tuesday, 26 July 2016

8:30 am - 8:40 am

OPENING - DAY TWO

WELCOME TO DAY TWO OF THE IMR SYMPOSIUM

ROOM 1

Andrea McIntosh, Team Leader, Whangarei District Council

8:40 am - 10:10 am

SPEAKERS PRESENTATION

INFORMATION MANAGEMENT HOT TOPICS SESSION

ROOM 1

Engage your brains, and discuss some of the 6 hot topics in Information Management and Records for Local Government.

There will be 6 groups and a facilitator will lead each group in a 15-minute discussion. Then groups will switch to their next session. You will have the opportunity to attend 3-hot topic session in the allocated time.

The topic facilitators will then report back to the whole group on the key points made during the discussions.

The six topics will be:

- Organisation Buy in
- Digitisation
- Cloud Services
- Shared Services
- Digital Preservation and Access
- Council Archives - a Big Asset

10:10 am - 10:40 am

MORNING TEA & NETWORKING

In the Exhibition Area

EXHIBITION AREA

10:40 am - 11:10 am

CASE STUDIES

EVERYTHING BUT THE KITCHEN SINK - THE MANY ROLES OF AN INFORMATION PROFESSIONAL

ROOM 2

Shannan Carr, Archivist, Nelson City Council

Due to the increasing importance of R/IM and the ever-changing environment we work in, information professionals are required to do much more than ensure the appropriate management of information and records. An extended elevator pitch, this presentation touches on the things R/IM professionals do that may be considered outside the scope of a standard job definition, but are essential to ensuring the work we do is a success.

CASE STUDIES

RETENTION AND DISPOSAL MADE EASY

ROOM 1

Kylie Welch, Information Management Consultant, InfoTrain Ltd

This presentation will cover Retention and Disposal topics that simplify what can often be a confusing topic. From defining retention and disposal, looking at why we do this, Legislation, responsibilities, maintenance and preservation of records to understanding why we need to dispose of records, this presentation will discuss concepts we all need to understand in order to carry out effective retention and disposal actions.

11:15 am - 12:00 pm

KEYNOTE PRESENTATION

PRIVACY AND ONLINE PROPERTY AND BUILDING INFORMATION

ROOM 1

Becci Whitton, Team Manager, Policy & Technology, Office of the Privacy Commissioner

Becci Whitton from the Privacy Commissioners Office will discuss the challenges councils face when seeking to make property and building information available online, and some advice for how to maintain adequate protection for individual privacy.

12:00 pm - 1:00 pm

LUNCH & NETWORKING

Lunch

EXHIBITION AREA

1:00 pm - 1:45 pm

SPEAKER PRESENTATION

STRATEGIES FOR MANAGING SOCIAL MEDIA INFORMATION

ROOM 1

Sarah Heal, CEO, Information Leadership

Increasingly Councils are using social media to share information and engage with their communities. But what about information management? How should social media information be treated, used, stored and managed?

In this paper, Information Leadership Director, Sarah Heal will use worked examples to illustrate the key dimensions of managing your social media presence including:

- Social media as a business instrument
- Social media and your recordkeeping requirements

- Integrating social media into workstreams and search
- Metadata stewardship for social media content
- Public domain (what we are aware of) versus council domain (we create or respond to and must manage)
- Tools and techniques to help you manage social media
- Reporting and measuring

1:50 pm - 2:20 pm

CASE STUDIES

HOW TO FIND A PERFECT PARTNER?

ROOM 1

Toni Thompson, Wellington City Council
Braden Rowe, Managing Director, Desktop Imaging

What makes the partnership between Wellington City Council and Desktop Imaging so special?

Both parties contribute and bring their expertise to the partnership to deliver tangible results and benefits.

Braden and Toni will discuss and share their insights into how this partnership began and how the Wellington City Council "Digihub" is becoming a center of excellence for digitisation across all of council.

Find out how the council now provides all of the information required for LIM processing in electronic form and the impact it's had on the perception of digitisation within council.

CASE STUDIES

PUBLIC DOCUMENTS AND PRIVATE INFORMATION - CAN WE PUBLISH COUNCIL PROPERTY RECORDS ONLINE?

ROOM 2

Dr Chris Gousmett, Corporate Information Manager, Hutt City Council

The recent Privacy Commissioner's report on privacy concerns around release of property information online makes recommendations on how this should be addressed. This raises a number of issues for councils as many of the documents concerned include personal details. How can we ensure that privacy is not breached while making information accessible to those who would benefit from it? How can the Privacy Commissioner's concerns be addressed? What system design issues arise from implementing the guidance given? What are the issues where we still need guidance? Given the Privacy Commissioner's concerns, it is even possible to release property information online?

2:25 pm - 3:10 pm

KEYNOTE PRESENTATION

MOTIVATIONAL SPEAKER - IRENE VAN DYK

ROOM 1

Irene van Dyk

One of the world's best known netball players and the most-capped player of all time, Irene van Dyk is renowned for her accurate goal shooting skills. Irene talks frankly about the issues, controversies, challenges and rewards of her decision to change colours, and gives a revealing account of her experiences as a Silver Fern.

3:10 pm - 3:20 pm

WRAP-UP & EVALUATION PRIZE DRAW

CONCLUSION OF DAY TWO & ALGIM PRIZE DRAWS

ROOM 1

Andrea McIntosh, Team Leader, Whangarei District Council