



Department for Victorian Communities

Department for Victorian Communities

Established Dec 2002 to deliver better services and community infrastructure for Victorian communities.

DEPARTMENT FOR VICTORIAN COMMUNITIES

Justin Madden,
Minister for Sport
and Recreation &
Commonwealth
Games
Mary Gillett,
Parliamentary
Secretary
Commonwealth
Games

Candy Broad,
Minister for Local
Government

John Thwaites,
Minister for Victorian
Communities
Hong Lim,
Parliamentary
Secretary Victorian
Communities

Jacinta Allan,
Minister for
Employment and
Youth Affairs

Gavin Jennings,
Minister for
Aboriginal Affairs

Mary Delahunty,
Minister for
Women's Affairs
Mary Gillett,
Parliamentary
Secretary Women's
Affairs

Steve Bracks,
Premier and Minister
for Multicultural
Affairs
John
Pandazopoulos,
Minister Assisting for
Multicultural Affairs
Kaye Davrvniza,
Parliamentary
Secretary to the
Premier, including
Multicultural Affairs

**Secretary
Yehudi Blacher**

Office of Commonwealth Games Coordination Division

Sport & Recreation Division

Local Government and Regional Services Division

Community Building and Information Division

Strategic Policy and Research Division

Corporate and Organisational Development Division

People and Community Advocacy Division

Meredith Sussex
Executive Director

Peter Hertan
Executive Director

Prue Digby
Executive Director

Ray Judd
Executive Director

David Adams
Executive Director

Louise Hill
Executive Director

Terry Healy
Deputy Secretary

Budget & Governance

Industry
Development
& Major Projects

Sector Development

Community Programs
• *Community Support
Fund*
• *Office of Community
Building*
• *Return Women's*

Outcomes &
Performance

Corporate
Communications

Aboriginal Affairs Victoria

Communications &
Research

Community Sport &
Recreation

Funding Programs

Governance & Legislation

Policy
Development

Corporate Strategy

Office of Women's Policy

Infrastructure & Sport

Support & Communication

Research &
Learning

Corporate Finance

Victorian Office of
Multicultural Affairs

Policy & Planning

Regional Services

Government &
Community Information

Business Systems
& Projects

Office for Youth

Public Domain

• *Information Victoria*

Human Resources

Employment Programs

Public Record Office
Victoria

Corporate
Administration

Cabinet & Parliamentary
Services

Registry of Births,
Deaths & Marriages

Statutory Bodies *Melbourne and Olympic Parks Trust* *Melbourne Cricket Ground Trust* *Professional Boxing and Combat Sports Board* *State Recreation Camps Committee of Management* *State Sport Centres Trust* *Victoria Grants Commission* *Public Records Advisory Council* *Victorian Multicultural Commission* *Queen Victoria Women's Centre Trust*

Business Enterprises

Melbourne 2006 Commonwealth Games Pty Ltd

VITS Language Link

Records Management

Current Situation

- Variety of software and software versions used by 15 Business Units in DVC.
- Most Business Units do not “own” the Records Management software they use.
- Most software versions no longer supported by vendors.
- Business Units rely on six Host Departments for IT and, in most cases, Records Management support.
- This will continue until physical relocation and /or relocation to the DVC network.

Records Management – Strategy

- Develop policies and standards.
- Set up RM and Mail services.
- Implement interim system for DVC (RecFind 4).
- Work with Business Units to upgrade to new solution:
 - Consult and define needs;
 - Migrate data to new solution;
 - Test and sign-off data successfully migrated;
 - Staff training in RecFind 4.

Records Management Future Directions

- Ensure continuation of records management services.
- Work with Business Units to improve processes and systems.
- Choose and implement a system (ERMS/EDMS) to manage electronic as well as paper records.
- Records Management part of holistic approach to Information Management - systems and processes designed to be integrated and intuitive for users.

Electronic Documents and Paper Records

THE STRATEGY

