

# **RECORDS REFORM PROGRAM**

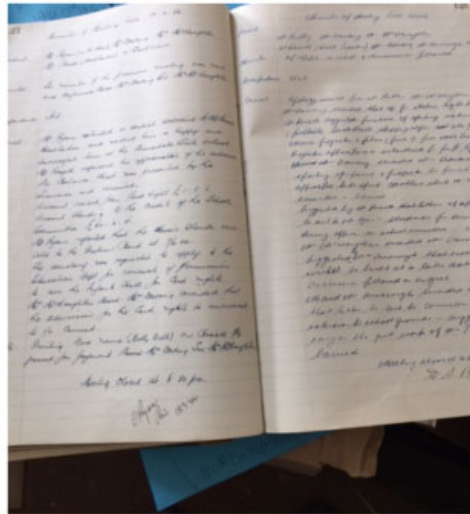
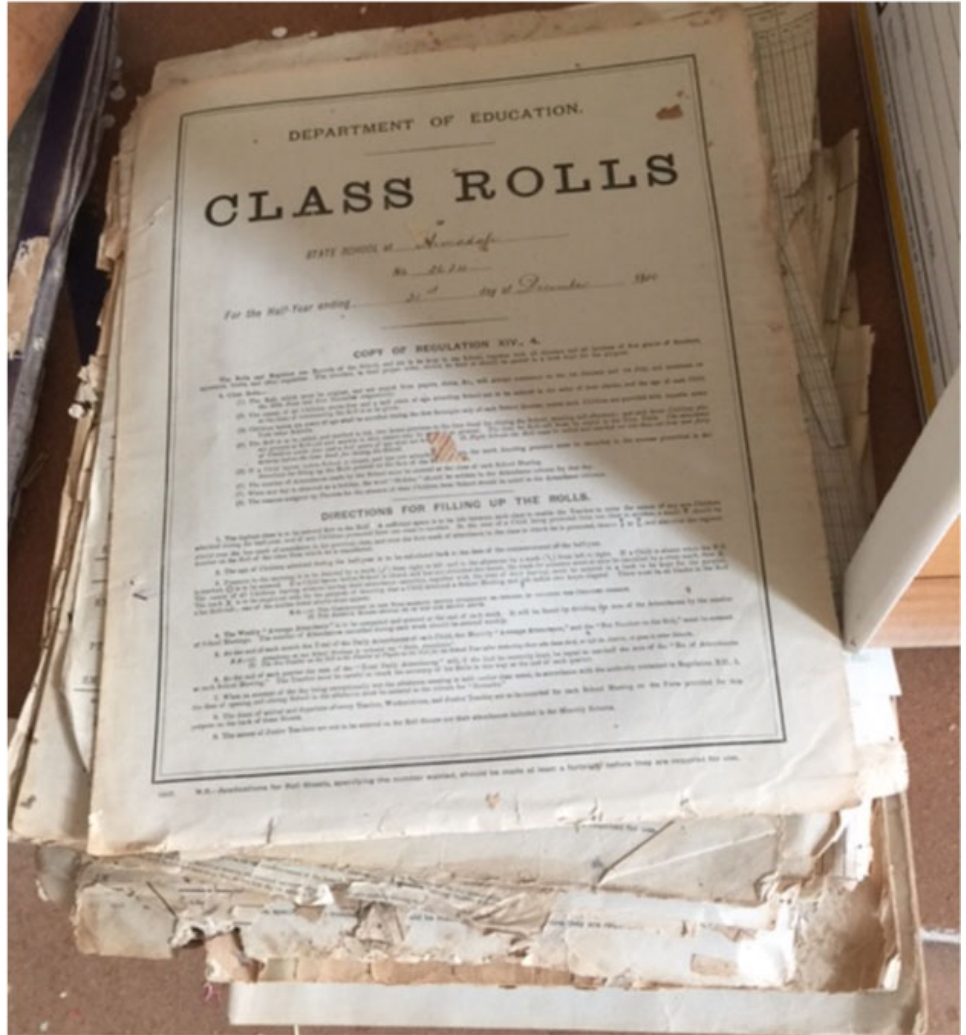
**Responding to the Royal Commission into  
Institutional Responses to Child Sex Abuse**

# The Department of Education and Training

DET is a **large and complex** organisation...

- Victoria's largest employer
- Three Ministerial portfolios
- Functionally complex
- Four distinctly different environments: central, regional, school, non-gov.
- Significant variety in roles across these environments
- Devolved model with high autonomy
- Significant use of third-party vendors
- Vast quantity of records

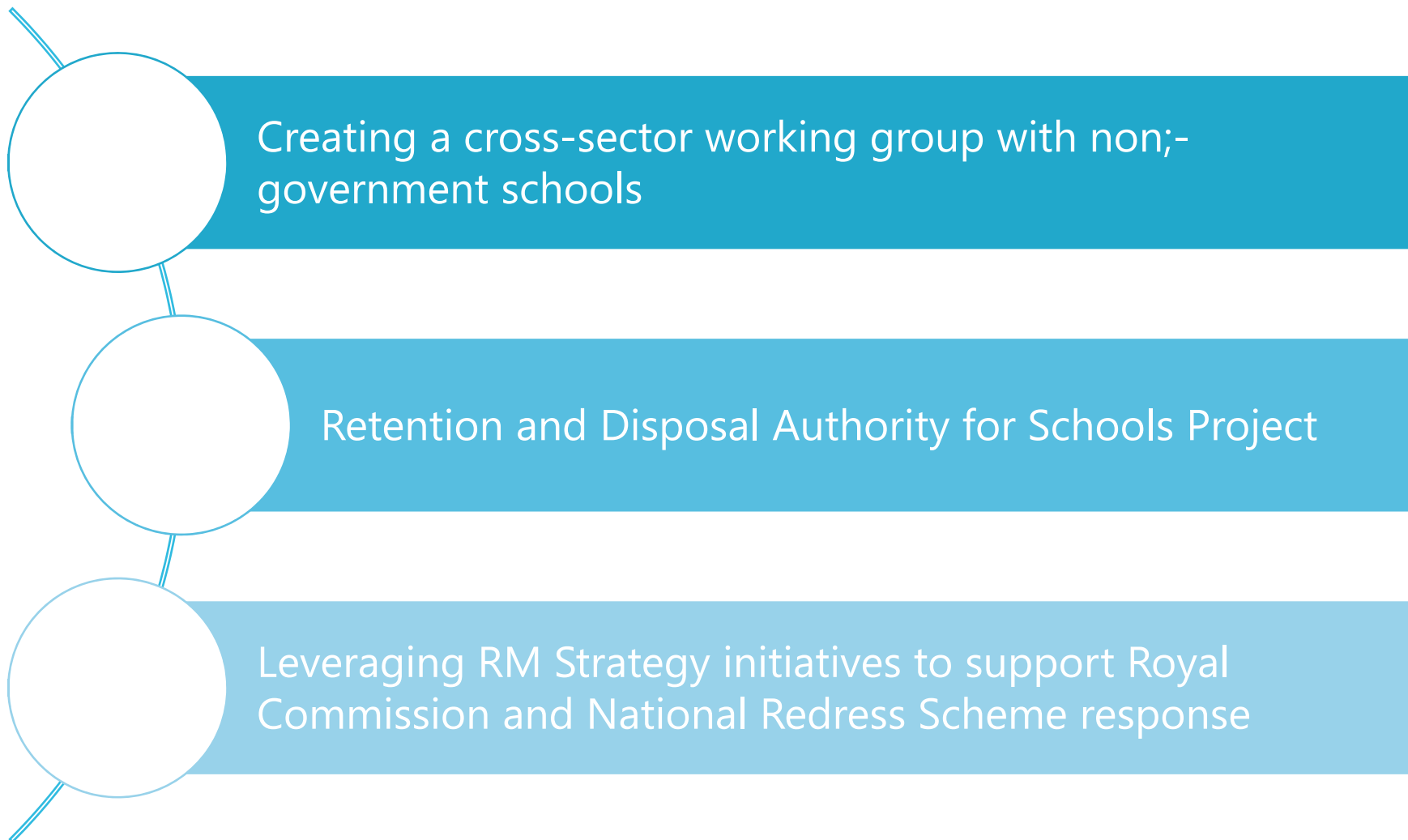
...with a history of **underinvestment** in records...



# Our challenge

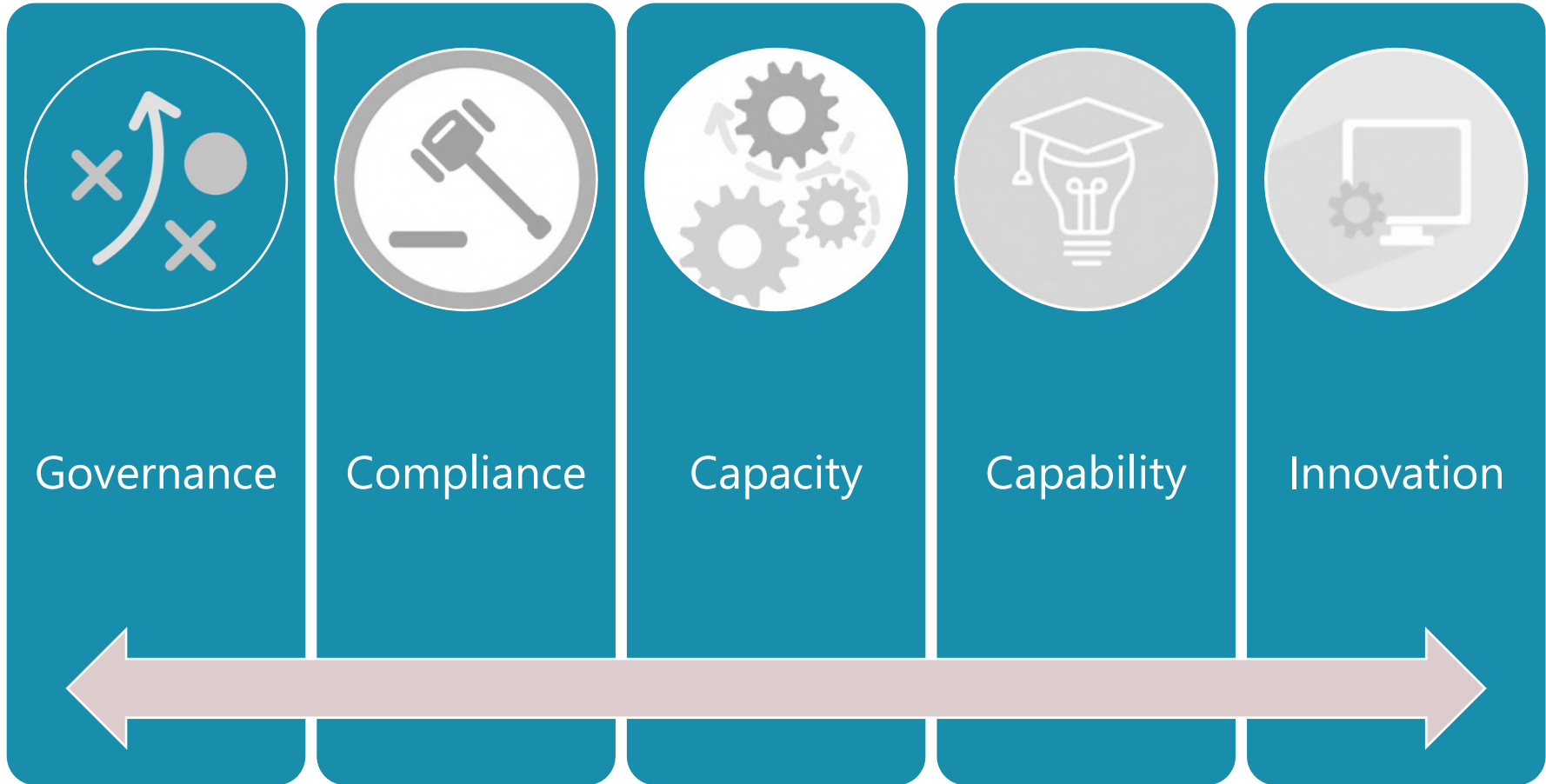


## Our response



# Records Reform Program Strategy

The Records Strategy has five streams.



# Define Governance

Underpinning and shaping the work of records management is a **strong set of rules and principles** that drive consistency of approach across all levels of the Department.



## Policy Framework

- New Records Management Policy and Digitisation Policy
- Comprehensive Standards to support the policies

## Embedding Responsibility

- Records responsibilities in Position Descriptions, Business Planning and Performance Review processes

# Lead Compliance

By leading for compliance, the Department will proactively monitor compliance to ensure that identified issues are resolved appropriately and in a timely way.



## Risk and Value

- High Value High Risk records identified using a consistent methodology

## Current Holdings

- Inventory of current hardcopy holdings



# Establish capacity

The Department is about ensuring the foundational elements that underpin a contemporary records management function are in place to facilitate the effective delivery of services to achieve the desired outcome.



## Digitisation Service

- Central team
- Focused on high value, high risk records

## Legacy Data Migration

- A single EDRMS for hardcopy and digital records

# Embed capability

Embedding capability is focussed on ensuring that all staff have the understanding and skills needed to meet their records management obligations in a consistent and effective manner.



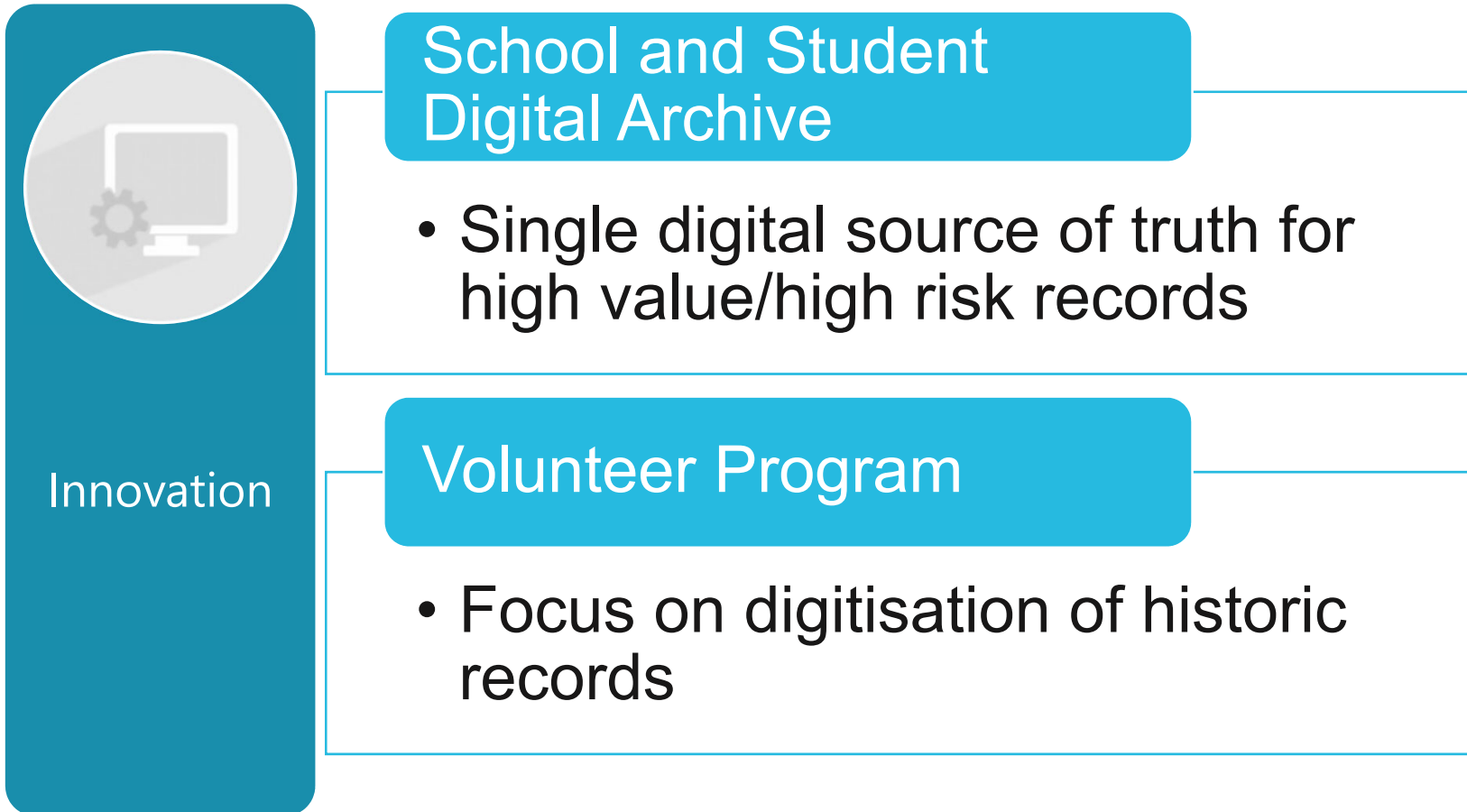
Capability

## Schools Records Program

- Pilot in 2019 to increase our understanding of the unique systems, processes and capability requirements in schools
- Increasing digital records management skills

# An innovation mindset

Excellence in records management can never be achieved without coordinated networks of people from across the organisation working towards ambitious goals.



**KNOWLEDGE  
PRIVACY RECORDS**

**Thank you**

