

Decommissioning the Industry Engagement and Enforcement Operation responding to the coronavirus pandemic

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29 August 2023



Justice
and Community
Safety

Our event is being held on the lands of the Wurundjeri people and we wish to acknowledge them as Traditional Owners.

We would also like to pay our respects to their Elders, past and present, and Aboriginal and Torres Strait Islander Elders of other communities who may be here today.





Overview

The Victorian Government formed the **Industry Engagement and Enforcement Operation** to ensure Victorian businesses operated in compliance with public health orders during the COVID-19 pandemic.

Operational outcomes identified that improved engagement and compliance of Victorian businesses with public health orders helped to mitigate the spread of COVID-19 which **protected Victorians at work** and the wider Victorian community.



Key governance and logistics record creation points



Authorising Environment

Instrument of Transfer of Control of Response Activities
Instrument of Delegation and sub-delegation of powers (*PHW Act*)
Instruments of Authorisation
Instruments of Appointment



Assets

PPE
Fleet management Technology
Case Management System
Mobile application



Data

Enterprise Data Lake
PowerBI
Multi-Agency Information Sharing Policy Guideline
Memorandum of Understanding



Records & Processes

Promapp
TRIM
SharePoint
Outlook
Teams
Case Management System
Mobile application

Demobilisation

1 April – 30 June 2022





Challenges

To respond to a **changing pandemic landscape**, high vaccination rates and easing of restrictions

To close a **one-of-a-kind** operation with no precedence

To consider **records access** for future pandemic responses



Response

The **Demobilisation and Decommissioning Project** was delivered to shut down the Operation by 30 June 2022.

A Steering Committee oversaw a Project Management Office and distinct Working Groups who were tasked with focusing on an aspect of demobilisation, including data, technology and records management.

Clear governance, processes and reporting supported by subject matter experts and collaboration across the Operation ensured the project was successful.

Analysis

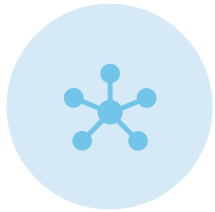
How did the project achieve its objectives?



Setting clear expectations for each functional area



Identifying areas of need where further training or resource support could be directed



Opening regular platforms for cross-functional communication and insight across the Operation



Creating consistency around information management and records handling



Outcomes



Extensive information stored in locations in line with IEEO and DJCS records management policy



A register of key Outlook inboxes, SharePoint and Teams repositories



Technology and data in the Department's custody with clear responsibilities known



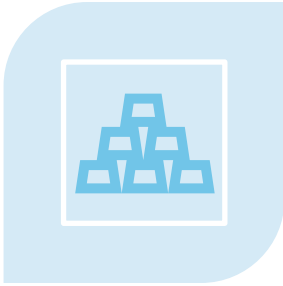
User access to all systems removed except for a small number of approved people that required access from 1 July 2022



Mobilisation documentation and procedures have been created to provide a guide to records management in line with PROV standards for any future Operation of its kind



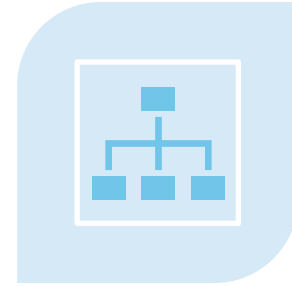
Lessons learned



Setting a clear foundation and gold-standard reference point for future pandemic responses



Good records management is a collaborative process that requires consistent support and attention



Putting in place clear structures for coordinating information management

Thank you



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