

# **TERRITORY RECORDS ADVISORY COUNCIL**

## **MINUTES**

**Meeting 12.30pm 19 August 2005  
No.1 2005-06**

**Level 2 Macarthur House, Lyneham**

**Present:** George Nichols (Chair), Veronica Pumpa, Steve Stuckey, Phillip Tardif, David Wardle (Director), Amanda Harris (Secretariat)

The meeting opened at 12:38PM.

### **1. Welcome**

Mr Nichols welcomed members to the first meeting of the second Territory Records Advisory Council. He explained to the new members that the Council assisted the Director of Territory Records and his staff to provide a recordkeeping regime for the ACT Government.

Voting on issues is allowed under the legislation but had not been required so far by Council. All members should feel free to speak on any issue and at the meeting members act as individuals rather than as representatives of the organisation that nominated them.

### **2. Apologies**

Judith Baskin, June Penny, Joanne Taylor, Jill Caldwell

### **3. Establishment of procedures and arrangements for the meetings of the Territory Records Advisory Council**

Mr Wardle congratulated members on their nominations and welcomed them to the Territory Records Advisory Council. He advised members that their formal appointments had not yet been considered by the Public Accounts Committee of the Legislative Assembly and so this meeting was to be considered as an introductory meeting and no formal decisions would be made.

He informed members that sitting fees will be paid to members who are entitled to them. The Remuneration Tribunal provides the basis for the sitting fees.

Directors' insurance coverage and personal accident insurance is provided for all members while undertaking their duties as members of Council.

Papers for Council members will be distributed one week before each meeting. These can either be sent out electronically or as a hard copy delivered to the member. Members are to let the Director know of their preference.

The Director provided members with a background to the *Territory Records Act 2002* and the records management structure established by the Act. He also explained that the Management Council of Chief Executives of all ACT Government Departments had required that there was to be a consistent way of managing records across government. This was why the Territory Version of Keyword AAA and the Territory Administrative Records Disposal Schedule (TARDiS) is mandated for use by all Territory agencies.

#### **4. Minutes**

It was decided to hold over the Minutes of the previous meeting until Ms Baskin was at the next meeting because there were a number of issues that she had raised that were included in the Minutes.

#### **5. Draft Records Disposal Schedule for Development Approval and Asset Acceptance Records**

Mr Stuckey asked what process agencies undertook in creating a Records Disposal Schedule (RDS). Mr Wardle explained that the RDS was an essential part of an agency's Records Management Program that was a requirement of the *Territory Records Act 2002*. He also explained the process that agencies undertook when appraising their recordkeeping requirements and the consultation that was done across other ACT Government agencies with similar functions. This process is established in the *Standard for Records Management No.2 – Appraisal* developed by the Territory Records Office.

#### **6. Draft Records Disposal Schedule for Fair Trading Records**

Mr Stuckey asked questions about disposal actions of 'Return to owner if applicable'. How is "if applicable" applied? Mr Wardle will discuss this with the agency out of session.

#### **7. Draft Records Disposal Schedule for Public Trustee Records**

Mr Stuckey asked whether policy records should be 'Retained as Territory Archives'? Mr Wardle will discuss this with the agency out of session.

#### **8. Draft Records Disposal Schedule for Venue and Event Management Records**

Mr Wardle explained that this Schedule was initiated by the Canberra Stadium and had been reviewed by the previous Council under the heading of 'Stadium Records'. Since that time several other agencies had been consulted about using it and the title had been changed to Venue and Event Management. Other potential users include the Canberra Theatre and Exhibition Park in Canberra (EPIC).

#### **9. Draft Records Disposal Schedule for Workcover Records**

This Schedule will be used by ACT Workcover in their role in managing Workplace Safety Regulation.

**10. Other business**

Mr Wardle informed Council that the “Documenting a Democracy” website has been updated and now includes the key documents of the ACT. The Chief Minister will launch the ACT component of the website on 6 December 2005 at the ACT Legislative Assembly. The URL for the website is: <http://www.foundingdocs.gov.au>

**11. Next meeting**

The next meeting is scheduled for 12.00pm Friday 23 September 2005 at Level 2 Macarthur House, Lyneham.