

# **Territory Records Advisory Council Minutes**

**MEETING No.4 of 2009-10**

**25 June 2010**

**Meeting Room  
Level 4 Macarthur House  
12 Wattle Street Lyneham**

## **Present**

TRAC: Steve Stuckey (Chair), Veronica Pumpa (Deputy Chair), Jill Caldwell, David Headon, June Penny, Rebecca Stubbs

TRO: David Wardle, Elizabeth Estbergs, Rohan Clark (minutes)

Visitor: Anthony Polinelli (TAMS)

Meeting opened: 12:35

## **Welcome**

The Chair welcomed everyone to the meeting.

## **Apologies** Andrew Kefford

## **Minutes of previous meetings**

**Resolution Number 1 of Meeting No. 4 2009-10:** Minutes of the meeting be approved.

The action item from the previous minutes, relating to indexing policies for indigenous records, will be dealt with under Agenda Item 4, Report on ArchivesACT. There was no other business arising from the previous minutes.

## **Agenda Item 1. – Report by Anthony Polinelli, Director, Canberra Connect (verbal report)**

- a) No funding has been made available in 2010-11 to progress work on a Repository for Territory Archives. A bid for funding is likely to be made for 2011-12.
- b) Administrative changes in TAMS include the Canberra Connect Director moving to the Corporate Division under the Deputy Chief Executive. Mr Polinelli flagged the possibility that TRO may also move to the Corporate Division.
- c) The Territory Budget for 2010-11 is very constrained. Largely because of the importance of regulating digital records, it seems likely that TRO will not suffer a significant funding reduction.

The Chair expressed his great disappointment that work on a Repository has been suspended, and requested Council members' views on the priorities for TRO in 2010-11. There was agreement that it was essential that some strategic work proceed, especially in the area of creating a framework for managing digital records. This is strategic, important and urgent, both for the effectiveness of Government recordkeeping and for agencies' efficiency in delivering day-to-day services. Conveying the importance of the role of recordkeeping in good governance is an important and ongoing task. At the same time, the whole of government management of

records using Records Disposal Schedules must be consolidated.

**Action:** The Director will keep in mind Council's views on priorities when scheduling work.

**Agenda Item 2. – Auditor-Generals Report – Public Accounts Committee hearings**

The Chair reported that he had spoken with the Chair of the Public Accounts Committee, Ms Caroline Le Couteur MLA, regarding with the Auditor-General's Report. There have been no public hearings held by the Committee, which has delayed its report until after the Review of the Act is released (see Agenda Item 3 below).

**Agenda Item 3. – Report of the Review of the *Territory Records Act 2002* (verbal report)**

The Director was unable to report on the Government's position regarding Paul Macpherson's review of the Act as it had not yet been considered by Cabinet. He assured members that, as soon as the Review document was released, he would forward copies to them. He reported that the process of the review had highlighted a number of agency concerns.

The Chair again expressed Council's position that the Act must provide comprehensive coverage of all agencies. The Act's provisions contained sufficient flexibility to accommodate any agency-specific needs, but accountability, which lies at the core of records legislation, demands comprehensive application. Agencies need rules to ensure accountability.

**Action:** The Director will distribute copies of the Review as soon as it is released.

**Agenda Item 4. – Report on ArchivesACT**

The ArchivesACT reference archivist, Elizabeth Estbergs, reported that she has talked with Rebecca Stubbs and Jill Caldwell about the indexing policies and procedures and on who should be consulted on the Wreck Bay name indexing project. A lot has been achieved and they are now identifying ad hoc files.

Elizabeth reported that she has approached State Records of NSW to have the In Living Memory Travelling Exhibition come to the ACT, perhaps in 2011-12. This exhibition has been touring NSW for some two years, including visiting Moruya, Nowra and Griffith, and has created considerable interest. Council stressed the need for community consultation to occur very early in the process and cautioned about the need to identify funding before proceeding too far.

Elizabeth reported that sentencing of legacy records by Recall has ceased, and it has restarted with Grace Records Management.

The Chair referred to an article in the Canberra Historical Journal based on research that had been greatly assisted by ArchivesACT, yet contained no acknowledgement of the assistance. It is important for the profile of ArchivesACT to be recognised and raised. Council agreed that a letter should be written to the journal in question seeking appropriate acknowledgement in future.

**Action:** Elizabeth Estbergs to identify possible sources of funding for the In Living Memory Travelling Exhibition and commence public consultation as soon as possible.

**Agenda Item 5. - Territory Records Office Business Plan (verbal report)**

The Director reported on the TRO Planning Day, and said that the Business Plan for 2010-11 was now being finalised.

**Agenda Item 6. - Draft Standard and Guideline for the digitisation of government records**

The Director introduced the proposed new Standard and Guideline, saying it was based on the NZ approach, which seems likely to form the basis of an international standard. The approach had also been adopted by WA and Victoria. The Director stressed it was a work in progress and very much a draft. He called for comments by Council members.

Council acknowledged the importance of such a Standard for Agencies and expressed a wish to be able to approve it as soon as possible.

**Action:** Council members to provide comments to the Director out of session, and the Director to progress the development of the Standard and Guideline as fast as practicable.

#### **Agenda Item 7. - DisastersACT Letter of Intent on Co-operative Disaster Preparedness**

The Director reported that the ACT had participated over the past nine years in sharing resources in the event of a disaster. The Government has agreed to participate through letters of intent, which are signed by each agency involved. This level of cooperation was launched by Senator Kate Lundy and the TRO was represented by Anthony Polinelli and Steve Stuckey.

The TRO is included as one of the agencies. TRO will receive funding for two de-humidifiers in 2010-11, so it will be better placed to contribute to those records-related disasters that involve water damage.

#### **Agenda Items 9-16 - Records Advices, brochures and ArchivesACT Finding Aids**

The Director reported that Records Advices are highly regarded by agencies as being useful – practical and short. They deal with subjects that are of immediate relevance to agencies. Recent examples relating to “thumb drives”, social networking sites, and digital photos have been particularly well received.

#### **Other Business**

The Chair noted his intention to seek another meeting with the Chief Minister regarding the Repository, and the importance of proper management of digital records

The Chair thanked Elizabeth Estbergs for her stewardship of TRO in the absence of the Director on long service leave.

#### **Next meetings**

Discussion regarding the meeting scheduled for September 2010 suggested that the date may need to be varied somewhat to accommodate members’ movements. TRO will arrange.

Meeting closed: 2:15pm

Minutes confirmed on 27/08/2010

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Steve Stuckey (Chair)