

Territory Records Advisory Council Minutes

MEETING No.1 of 2012-13

17 August 2012

Darling Room, Level 1
221 London Circuit, Canberra

Present

TRAC: Steve Stuckey (Chair), Anne Buttsworth, Amanda Harris, David Headon, Rebecca Stubbs, Nicholas Swain, Elizabeth Estbergs (Acting Director).

TRO: Rohan Clark (Minutes)

Visitor: Dani Wickman

Meeting opened: 12:40pm

Welcome

The Chair welcomed everyone to the meeting.

Apologies. Alyssa Blackburn

Minutes of previous meetings

Resolution Number 1 of Meeting No. 1 2012-13: Council approved the Minutes of Meeting No.4 2011-12.

Matters arising from the Minutes: David Headon asked to be notified as soon as possible of the launch date of Ted Ling's Guide to Commonwealth Records about the ACT, so that the date could be incorporated into planning for Canberra's 2013 Centenary. Advice is that it should be in October, at the annual conference of the Australian Society of Archivists, which will be held in Canberra.

Agenda Item 1. – TRO Updates for Council information – Council appointments

The Chair welcomed three new Council members whose appointments had been finalised since the last meeting: Amanda Harris and Nick Swain, who were present, and Mick Chisnall.

Amanda outlined her extensive work in records-related areas, including with the TRO in the period before and shortly after the passage of the *Territory Records Act 2002*, consulting in records management, and for the last three years as the Director of Information Management in the Department of Employment, Education and Workplace Relations. She has also served on the Board of the Records and Information Management Professionals Association of Australasia. Amanda represents community organisations.

Nick outlined his work in a number of Commonwealth Departments, and ten years spent as an alcohol and drugs counsellor. Since his 2006 retirement, he has been active in historical research, including being President of the Council of the Canberra Historical Society and of the Kingston/Barton Residents Association. He represents community associations interested in historical or heritage issues.

The Chair noted that Mick Chisnall had previously attended Council meetings as a visitor, and now represents Government agencies. Mick is the Executive Director of the ACT Government Information Office. The Chair said that Mick's appointment was timely in light of the challenges

of digital recordkeeping that were being faced by all ACT Government agencies. He would bring together a range of interests on behalf of both the Council and the Government.

The Chair said he is looking forward to continuing to work with a productive and enthusiastic Council.

Agenda Item 2. – TRO Updates for Council information – Appointment of Director of Territory Records

The Chair announced that Ms Dani Wickman is the nominee for the position of Director of Territory Records, which was left vacant with David Wardle's retirement and is currently being filled by Elizabeth Estbergs on an acting basis. Although not yet formally appointed, Dani is expected to take up the position on 2 October 2012.

On behalf of Council, Steve congratulated Dani, and expressed his personal pleasure at having her as the new Director. Council is eager to make her transition to her new role as smooth as possible.

Dani outlined her experience working in records management, including 15 years with the NAA, and periods of secondment to the ACT Government and the Solomon Islands (under RAMSI) when she assisted with the establishment of records management regimes. She has had wider work experience in areas that depended on the quality of the recordkeeping. Her Recordkeeping for Good Governance Toolkit is being released under the auspices of the Pacific Regional Branch International Council on Archives (PARBICA). She is also a past President Convenor of the ACT Branch of the Australian Society of Archivists. She spoke of her enthusiasm in continuing David Wardle's work. Steve commended her pragmatic approach of achieving what is possible without losing sight of the longer-term goals.

Agenda Item 3. – TRO Updates for Council information – Report on ArchivesACT

Council noted the Report on ArchivesACT and discussed some aspects including the use made of photographs posted on the ArchivesACT site. The Chair congratulated the Archives Officer in gaining additional skills that would be most useful to ArchivesACT.

Council expressed appreciation of the quality of the *In Living Memory* exhibition and commended everyone involved. Members found the exhibition quite moving.

Discussion extended to additional sources of information that would feed into preparations for Canberra's 2013 Centenary.

Agenda Item 4. – TRO Updates for Council information – Report on Agency Records Management

Council noted the Report on Agency Records Management and suggested that it would be useful to have agency contacts listed by Directorate in future. Council noted with sadness the untimely death of Judy Strickland.

Council discussed the Australian Digital Records Initiative (ADRI), which seeks a standardised Australian approach to digital recordkeeping. Council requested an update for its next meeting to ensure all members were aware of its implications.

Council noted ACTEWAGL's implementation of the SharePoint/RecordPoint model.

The Chair outlined for new members the fairly comprehensive legal instruments for records disposal (RDSs) that now applied across ACT agencies, and he explained the process by which Council reviewed draft RDSs, then recommended to the Director on the basis of a revised RDS. The Legal Aid RDS has been reviewed by Council and the head of Legal Aid has approved a final RDS as Legal Aid only comes under the Records Act by agreement. Elizabeth explained

<p>that Legal Aid is now reviewing all its records to ensure sentencing complies with the RDS. The Director will provide an update for the next Council meeting.</p>
<p>Agenda Item 5. – Records Advice No. 68 – Heritage Act</p> <p>Council noted Records Advice No.68 and any further comments will be provided to TRO out of session.</p>
<p>Agenda Items 6 and 7. – Records Advice No. 69 – Version control and Records Advice No. 70 – VOIP messages</p> <p>The Acting Director explained that the Government-endorsed Digital Pathways report recommended that the ACT work towards modern recordkeeping systems that incorporate version control and VOIP (Voice Over Internet Protocol). ACT now has a single licence for the use of TRIM, albeit that it is for an unsupported version of TRIM.</p> <p>Following discussion, Council noted Records Advices 69 and 70, and requested that TRO provide for the next Council meeting a briefing on the status of the ACT’s approach to a consistent recordkeeping system in light of Government’s endorsement of the Digital Pathways report.</p>
<p>Agenda Item 8. – Child Welfare Records Finding Aid</p> <p>Following discussion, Council noted that this Finding Aid involved policy aspects of child welfare records, and that it should disclaim its ability to assist with personal records. Council and TRO recognise that acquainting people with their personal histories will not always be easy or quick, and will require sensitive handling on an ongoing basis.</p>
<p>Agenda Item 9. – Companies Finding Aid</p> <p>Council noted this updated Finding Aid.</p>
<p>Next meetings</p> <p>23 November 2012</p> <p>For calendar 2013, Council tentatively noted the following Fridays as possible meeting dates: 22 February, 14 June, 27 September and 22 November.</p>

Meeting closed: 2:10pm

Minutes confirmed on: 23/11/2012 Signed Steve Stuckey (Chair)