

TERRITORY RECORDS ADVISORY COUNCIL MINUTES

MEETING No.2 of 2016/2017

17 November 2016

RED HILL ROOM

LEVEL 4, NARA HOUSE, 1 CONSTITUTION AVENUE, CIVIC

Present

TRAC: Anne Buttworth (Chair), David Horne (TRO Director), Michael Piggott, Nick Swain, Chris Aulich, David Brumby, Amanda Harris.

Visitors: James Adamson, Hays (scribe)

TRO: Megan Robinson

Meeting opened: 12.10 pm

Agenda Item 1. Welcome, Agenda and Apologies.

The Chair welcomed members of the Territory Records Advisor Council (TRAC) to the meeting. The Chair also welcomed David Horne as interim Territory Records Office (TRO) Director in place of Ms Dani Wickman who was on leave.

There were no changes to the Agenda.

Apologies were received from Mr Geoffrey Rutledge. Ms Dani Wickman on leave, Ms Roslyn Brown was absent.

Agenda Item 2. Minutes of previous meeting and business arising.

An amendment was made to the previous Minutes: **Agenda Item 3**, point 1 should read 'Implementation of International Council on Archives...not of Archives...'

There were no other amendments.

Matters arising

The Director provided the Council with a detailed status report on each of the Action items from the previous Minutes. The following is a brief summary of his report:

- Agenda Item 3: The Business Plan was on the Agenda for this meeting.
- Agenda Item 5: The amendments requested to the Finance and Treasury Management records Disposal Schedule had been made.
- Agenda Item 6: The Director confirmed that the treatment of Cabinet papers is in line with the Cabinet Handbook.
- Agenda Item 7: The actions requested relating to Records Disposal Schedule – Human Resources had been completed.

In relation to this matter Ms Harris asked if the Australian Government Security Vetting Agency's (AGSVA) change to the period for security vetting would impact on the disposal triggers for records of security vetting checks. The Director undertook to investigate this matter.

- Agenda Item 9: The changes requested relating to the CCTV reference had been made.
- Agenda Item 10: The change had been made.
- Agenda Item 11: Completed.
- Agenda Item 13: Strategy & Governance – completed.
- Agenda Item 13: Government Insurance Services

Mr Piggott asked if the 2003 bushfires had now been included in the schedule. Ms Robinson advised the significance of the bush fires were incorporated in the classes. He also asked if there were any legal issues arising from the inquiries into the fires that might need to be taken into account. The Director said that there were none to his knowledge.

The Minutes were accepted.

Action:

In relation to Agenda Item 7 (AGSVA), the Director will investigate and incorporate the findings in the Director's Update at the next meeting.

Agenda Item 4. – Section 28 declarations

The Director advised the Council that there had been no declarations for the period.

Agenda Item 5. – Records Disposal Schedule

Mr Aulich asked why there was a division of claimants between those over and under the age of 18 (referring to pp 21 and 23 of the Schedule). Ms Harris explained that it was necessary to allow records to be retained for all persons for the same number of adult years regardless of the age at which their records commenced. The Director added that this was consistent with other jurisdictions.

The Chair endorsed the Disposal Authority.

Agenda Item 6. – TRO Business Plan

The Chair noted that some of the deadlines in the Plan had now passed and asked if they had been met. The Director explained that the caretaker period prior to the recent ACT elections had delayed the completion of some matters, such as that relating to the DPP, however the TRO was now making up ground.

Mr Swain asked for clarification that the reference to the RTA was not the Road Traffic Authority. The Director explained that it was a reference to Territory Archives.

Discussion about the Plan ensued among Council members and the Director. The Chair noted that the Plan did not appear to adequately recognise the contribution that the TRO made to the efficiency of public administration in the ACT, having regard to the fact that ACT public servants were probably the largest user group for public records. The Plan seemed to focus more outwardly on external users. In response the Director outlined the ways in which the TRO was playing a consultative and strategic role in ACT administration, and that that was implied rather than explicitly stated in the Plan.

Mr Aulich said it could be argued that the Plan's second Goal viz. 'strengthen our role as a recordkeeping regulator and strategic partner' already addressed this aspect. Ms Harris suggested

that notwithstanding that clause the TRO was perhaps still 'selling itself short'.

It was agreed that that the Director should investigate whether a third dot point might be added to the Strategic Priorities that asserted the TRO's contribution to the work of other Directorates and its leadership role in public administration in the ACT. It was also agreed that as the Plan is a 'living document' a progress report on meeting the Plan should be a regular Agenda Item in future.

Action:

- (1) The Director to investigate whether the Plan's Strategic Priorities might be expanded to include the TRO's strategic partnerships and leadership role in ACT public administration.**
- (2) The Director will ensure that a progress report on implementation of the Plan is a regular Agenda Item at future Council meetings.**

Agenda Item 7. – Digital Recordkeeping Pilot Project

The Council noted the paper on this Project circulated to members prior to the meeting. The Director advised the Council that the Project was now being piloted and feedback to date was positive with a good level of acceptance. He said Geoffrey Rutledge was now developing a business case to support a request for funding to roll out the Project. The Chair asked if the pilot would continue in the meantime. The Director confirmed that it would, noting that some challenges remained in the form of technical issues and in generally transitioning to the new system across the ACT Government. Ms Robinson said the project had the Treasurer's support. She also informed Mr Piggott that the FOI legislation referred to in the paper would come into operation in June-July 2017. Ms Robinson and the Director also outlined the business case process for members.

The Chair noted that considerable progress had been made with what was a priority project for the TRO and commended the TRO on behalf of the Council for its efforts.

Action: The Director will update the Council on progress at its next meeting.

Agenda Item 8. – Royal Commission on Institutional Responses to Child Sexual Abuse – TRO Submission

The Council noted the Submission circulated to members prior to the meeting. The Director confirmed that it had now been lodged with the Royal Commission as a formal submission. The Council noted that the submission had been sought by the Royal Commission. Mr Swain commented that it was an excellent submission and the Council commended Ms Dani Wickman for her work on the document.

Agenda Item 9. – Report on Archives ACT

The Council noted the Report circulated to members prior to the meeting and the amended page 5 distributed at the meeting. The Director explained the outcomes detailed under each of the headings in the paper and responded to questions from the Council.

Mr Swain asked the Director to enquire whether a transcript was available of the Chief Minister's Governance Lecture. The Chair asked about progress in determining which records will be released in March 2017. The Director said work had commenced and would be finalised in coming weeks. The Chair commented that the use of the ACT Government You Tube site to

provide access to Archives videos was a good initiative.

The Director commented in the context of the ArchivesACT marketing and promotions strategy that the TRO was considering how the statistics might be better presented, analysing what areas users are particularly interested in, and how to provide users with more depth, comparisons and trends to enhance the utility of the data. The Council commended the TRO on the quality and breadth of the work of the group.

Action:

- 1) The Director will investigate and report on the availability of the transcript of the Chief Minister's Governance Lecture.**
- 2) The TRO will include a year to date total in the table on page 7 in future reports.**

Agenda Item 10. – Report on Agency Records Management

The Council noted the Report circulated to members prior to the meeting. The Chair commented that the TRO had undertaken a considerable amount of work during the reporting period. In response to a question from Mr Swain, Ms Robinson said there had not been any significant changes to the TRO flowing from the recent ACT elections.

Agenda Item 11. – Other Business

There was no other business. The Chair thanked members and staff for their attendance and contributions.

Agenda Item 12. – Next meetings

The next meeting (number 3 of 2016-2017) will be held on Thursday 16 February 2017.

Meeting number 4 of 2016–2017 is proposed for Thursday 18 May 2017

Meeting number 1 of 2017–2018 is proposed for Thursday 17 August 2017

Meeting closed: 1.10 pm