



LEGISLATIVE ASSEMBLY

FOR THE AUSTRALIAN CAPITAL TERRITORY

STANDING COMMITTEE ON ECONOMIC DEVELOPMENT AND TOURISM

JEREMY HANSON MLA (CHAIR), MICHAEL PETERSSON MLA (DEPUTY CHAIR), SUZANNE ORR MLA,
MARK PARTON MLA

Inquiry into referred 2015–16 Annual and Financial Reports ANSWER TO QUESTION ON NOTICE 27 February 2017

QON 10* Asked by MR COE:

In relation to: the record management

1. How much funding was committed in 2015-16 and in 2016-17 to the digitisation of Territory records?
 - a. How does this, in dollar terms, compare to non-digital recordkeeping initiatives by the Government?
2. What has the Government done to enhance public access to Territory archives?
 - a. What records can the public now access that they couldn't before?
3. As per section 16 of the *Territory Records Act 2002* —given the Record Office's role in facilitating records management programs with ACT Government agencies—are all agencies compliant?
 - a. If no, which agencies are not?
 - b. Are all agencies required to work with the Territory Records Office to establish respective records management programs?
 - c. Outline what is done, including training, to ensure that decisions are recorded appropriately in ACT government agencies and to ensure data is recorded appropriately.
 - d. Page 270 of CMTEDD's 2015-16 Annual Report indicates that the ACT Health Administrative Recordkeeping Manual and associated policy are due for review. Has that review been completed and the Manual updated?
 - e. Page 277 of CMTEDD's 2015-16 Annual Report indicates that there was an internal audit review of Records Management in ACT and as a result of that review five recommendations were made for Records Management to address and to implement.
 - i. Is the Territory Records Office working with ACT Health to improve its procedures?
 - ii. Have the five recommendations referred to in CMTEDD's Annual Report been implemented?
 - iii. Should a further review, perhaps an external independent review, be conducted to determine if ACT Health records are being handled appropriately?

CHIEF MINISTER: The answer to the Member's question is as follows:—

1. Responsibility for records management is distributed across the ACTPS, with each agency undertaking its own records management activities according to their business needs. For this reason there is no single figure which accounts for all of the funds allocated to the management of records in any format across the ACTPS.

In 2015–16 the Territory Records Office (TRO) was allocated \$375 000 for a project to establish a whole of government capability for digital recordkeeping. That project established a governance framework for ACTPS management of electronic document and records management systems (EDRMS) and deployed seven sites that demonstrate the effectiveness of the system in a variety of business settings.

- a. Because there is no single allocation across government for recordkeeping costs it is not possible to accurately compare overall spending on digital versus non-digital records. The TRO is not aware of any specific initiatives underway that relate to hard-copy records.
2. The Territory Records Office, through its public reference service, ArchivesACT, pursues a number of activities to enhance public access to Territory archives. A key activity is the regular publication and promotion of the Find of the Month, which aims bring the wealth of ACT Government archives to a wider audience. ArchivesACT also makes materials such as the Find of the Month available to schools through Education Australia's Scootle website. In addition, the TRO has established the annual Chief Minister's Governance Lecture as a means of highlighting the Territory's newly-released archives each year and their relevance to the debates of today. ArchivesACT staff also respond to specific requests from members of the public for access to ACT archives, and participate in community engagement opportunities such as the Canberra and Region Heritage Festival.
 - a. All ACT Government records become available to the public on Canberra Day 20 years after they were created. Some exemptions are provided for in the Act, primarily to protect personal privacy or public safety.
3. At 30 June 2016 all ACT Government Directorates had up to date RMPs in place. ACT Health's RMP covered clinical records only.
 - a. At 30 June 2016 ACT Health's Program covered clinical records only. The TRO understands that a Program for ACT Health's administrative records is currently being finalised.
 - b. Agencies are not required to work with the Territory Records Office to develop their Records Management Programs.
 - c. Responsibility for compliance with the Territory Records Act lies with the Principal Officers of agencies. The TRO produces standards, guidelines and other advice products to help agencies to meet the requirements of the Act. TRO staff also meet regularly with agency staff and provide training and ad hoc advice as necessary. In 2015-16 the TRO's major contribution to agency recordkeeping was the establishment of the whole of government framework for EDRMS services, which provides a key tool to assist agency recordkeeping performance. Currently, the TRO is working on a checklist to help agencies assess their recordkeeping maturity, and is developing a new advice service that will help agencies to undertake more in-depth reviews of their recordkeeping practices.
 - d. The Director of Territory Records' Annual Report consolidates reporting on records management for all agencies. The TRO is not directly involved in the development of ACT Health's Recordkeeping Procedures Manual. ACT Health's Administrative Records Management Policy and Procedures Manual have been reviewed and recently endorsed by the Policy Advisory Committee of ACT Health and are available for ACT Health staff via the ACT Health intranet.
 - e.
 - i. The Territory Records Office provides advice to all agencies and responds to specific issues as requested. The TRO has not been directly involved in the

development of ACT Health's procedures, but has provided comments on draft documents.

- ii. The Territory Records Office has had no direct involvement in ACT Health's internal audit of records management. Implementation of the recommendations is a matter for ACT Health.
- iii. The TRO notes ACT Health's report that the auditor did not find any material control issues with regards to records management, which suggests there is no requirement for an independent review.

Approved for circulation to the Standing Committee on Economic Development and Tourism

Signature: 

Date: 20.3.2017

By the Chief Minister, Andrew Barr MLA

