

**Date:** June 2009

**Contents:**

Branch President's column

p.1

Upcoming events p. 1

RMAA's Mentoring Event p.2

"Stepping Up" Mentoring program

2009 launch p. 4

Mentoring nomination form p. 5

Business records in the SRO p.6

NAA news p. 7

Information Studies Students

Association re-forms p. 7

Careers, Education & Employment

Expo p. 8

SRO update of activities p.9

Records management in the news -

Did you see these stories? p.10-11

Reminder p. 11

**Branch Executive**

**President:**

Lisa Read White

**Secretary:**

Jane Larke

**Branch Councillors**

Mandy Appelbee

Robyn Bryan

Suparna Chatterjee

Sam DCruze

Dianne Harley

Pauline Joseph

Leith Robinson

Megan Whittle

**WA NATIONAL DIRECTOR**

TRISSA DENT

**RMAA Web site:**

[www.rmaa.com.au](http://www.rmaa.com.au)

**WA Branch Events**

**Wiki**<https://wabranchrmaa.pbwiki.com/>

Freecall / Freefax: 1800 242 611

Contact Editor Leith Robinson

ltkrobinson@bigpond.com for feedback,  
submissions or advertisements. Deadline  
for the September issue is 10 Aug 2009.

READERSHIP: WA MEMBERS 480

## Branch President's Column



### Lisa Read White MRMA

As the financial year draws to a close it is time to announce the WA Branch General Meeting. All WA branch members are invited to attend and join the WA branch council.

Any member (Student, Corporate Nominee, Associate, Member Fellow, and Emeritus) can stand for Branch Council; however, only

Professional members

(Associate, Member and Fellow) can stand for the position/s of Branch President and/or National Director.

A maximum of 15 people and a minimum of 5 people make up a Branch Council. The Branch President is elected for a two (2) year term and the Director is elected for a three (3) year term.

Proceedings will include committee reports, councillor elections, and a presentation from Justine McDermott

Details are to be announced via the listserv very soon. So stay tuned and participate in your local council.

## Upcoming events

**8 July 09 Annual General Meeting**  
State Records Office  
4.30-5pm Networking  
5-5.30pm Meeting  
5.30-6pm Speaker: Justine McDermott  
State Records Commissioner



**October 09 Post convention wrap-up**  
Details to be confirmed

# RMAA's Mentoring Event, 24 Mar '09

The launch of the mentoring program in March 2009, held at the Perth Town Hall was supported by both professionals, recent graduates entering the profession and students aspiring to join the records management profession.



*Mo Henderson & Sam D' Cruz, RMAA Councillor*

Mo Henderson the founder and coordinator of the mentoring program since 2007 handed over the mantle to Pauline Joseph at the event. The RMAA Committee expressed their appreciation to Mo for her enthusiasm and contributions in starting the program in W.A.

The event kicked off with a presentation introducing what mentoring is about by Dr. Jim Elliot, *Student Transition and Retention Team Manager, Curtin University*. The presentation provided a framework for mentors and mentees to develop a mutually beneficial relationship.

## *How the mentoring program works?*

An initial face-to-face meeting between mentor and mentee is encouraged to introduce each other and kick off the relationship. At the meeting a mentoring agreement is signed to commence the relationship, which enables communication of expectations of



*Participants registering at the event to be mentors & mentees*



*Wiwiet Mardiaty & Maureen Cooper*



*Carl Gerdes,  
Pauline Joseph (Mentoring Coordinator)  
& Chris Nichols*



*Camille Peters, Sue Banks & Marcee Stewart*



*Elizabeth Storey & Stuart Bennington*

both parties. Topics for discussion at the initial meeting are time commitments, the type of contact expected, and the areas for mentoring.

Subsequent, contact can be via emails, phone chats or text messages, if face-to-face contact is not possible.

Approximately an hour each month is estimated for successful mentoring relationships.

More details on the mentoring are available on the cover page of the **Nomination Form**, on the next page.

***Consider being a mentor***, if you are a practicing records management or information management professional with a minimum of five years work experience. The program provides mentors with opportunities to contribute to the profession's development by guiding and retaining people entering the records management profession. We are looking for mentors to match with mentees in the program, hence if can spare the time and like to be part of the program, we look forward to receiving your **Nomination Form**, see attached in the newsletter.

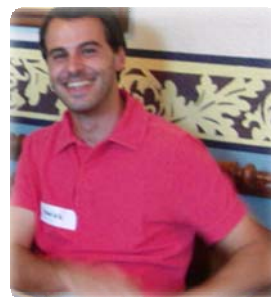
***Why not sign up as a mentee?*** If you have in the last four years joined the profession, you may like an experienced mentor to advise and guide you in your career. Similarly, if you are a student enrolled in a RM program you may appreciate someone already in the profession welcome and guide you into your chosen career path. Your questions and concerns can be addressed via informal chats and friendly discussion.

***If you are considering*** being part of the program complete the **Nomination Form** on the next page and email it to [Pauline Joseph](#).

Update by: [Pauline Joseph](#), RMAA Mentoring Coordinator



*Carl Gerdes, Chris Nichols, Bill Cooper and Daniel Oliveira*





# Stepping Up

## Mentoring Program

### WA Branch

#### WHAT IS MENTORING?

This program has been established to match industry professionals with students, recent graduates, or people working in the industry to provide career guidance and support and to facilitate a transition into the records management industry. *It is not a program to provide employment opportunities to graduates or students.*

#### TARGET GROUP

This program is available to all current information management students, recent graduates and industry professionals.

#### MATCHING MENTORS AND MENTOREES

The information provided in the accompanying nomination form will form the basis of a match with a mentor/mentoree with similar skills, need and interests.

#### EXPECTATIONS AND RESPONSIBILITIES

The Mentee:	The Mentor:
<ul style="list-style-type: none"><li>▪ Maintain confidentiality, mutual respect and trust</li><li>▪ Establish expectations from your relationship with your mentors</li><li>▪ Not to expect your mentor to find employment for you</li><li>▪ Accept advice from your mentor</li><li>▪ Be available for networking</li><li>▪ Define your goals and expectations of the program with your mentor</li><li>▪ Continue with your Professional Development external to this program</li></ul>	<ul style="list-style-type: none"><li>▪ Maintain confidentiality, mutual respect and trust</li><li>▪ Encourage professional development</li><li>▪ Provide realistic parameters and limitations for the relationship with mentee</li><li>▪ Promote professional recognition</li><li>▪ Facilitate networking opportunities where appropriate</li><li>▪ Aid mentees to define program goals and expectations</li></ul>

#### PROGRAM SCHEDULE

The program has two intakes per year, beginning approximately halfway through the first and second University semesters. Each program will run for 12 months.

#### HOW TO APPLY

Complete the accompanying form and submit to [Pauline Joseph](#), RMAA Mentoring Coordinator

You will be notified of your mentor/mentoree via email. A formal welcome function will be held to provide an opportunity to meet and network with your mentor/mentoree.

All information contained in this document will remain confidential



## Nomination Form - Mentor / Mentee (circle as appropriate)

*Individual Information (to be completed by all)*

Name: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

What is your preferred method of communication with your mentor/mentoree? (Tick preference)

Telephone ☐ Face to face ☐  
Email ☐ No preference ☐

Current Status: Student ☐ Recent Graduate ☐ Industry Professional ☐  
(Tick appropriate status)

Name of TAFE/Uni \_\_\_\_\_

Course of Study \_\_\_\_\_

Current workplace \_\_\_\_\_

Position \_\_\_\_\_

*To be completed by Mentee*

List 3 key skills that you would like to develop in this program:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*To be completed by Mentors*

List 3 skills or areas of interest that you are willing to impart to mentorees:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# “Business records in the State Records Office”: A presentation on 3 June 2009

*Contributed by Leith Robinson*

The third of the 2009 SRO lunchtime seminars saw attendees braving wintry conditions and building renovations to hear Tom Reynolds discuss the Business Records Collection.

Tom proceeded to run through the evolution of WA’s business laws and provided context to their formation, such as the increase in activity in the colony in the 1850s led to the establishment of the Chamber of Commerce. The first Act in our state was the Joint Stock Companies Ordinance 1858. Later – in the 1890s - the surge in population and the economy due to the gold rush meant the government amended and consolidated numerous statutes. For instance, The Companies Act 1893 was passed. Other significant legislation included the Companies Act 1943 (repealed by the Companies Act 1961) and the 1970 and 1975 Security Industry Acts. A national Companies Code took effect in 1982, and finally, in 1991 the Australian Securities and Investments Commission (ASIC), assumed most regulatory functions.



Tom reported that after Chief Justice Malcolm was appointed in the 1990s, there was a lot of sorting and clearing out, and many major series were transferred to the SRO's custody. The age and condition of these records meant they had to be fumigated!

Fortunately for researchers, the SRO's AEON database has most business records listed. There are indexes, registers and files (some on microfilm and microfiche) for local and foreign companies, as well as administration and legal files for agencies like the Corporate Affairs Office.

Tom circulated photocopies of lists of the documents a company was required to lodge – for instance in 1954 *Lindeburg Foster Hart Pty Ltd* submitted their Memorandum and Articles of Association, consent of directors and notice of office.

Many of the artefacts were on hand for browsing, including *Statutes of Western Australia 1893-1895 volume 3*; a register of newspaper proprietors (note on 30/01/1885 four members of the Stirling family were in charge of *The Daily News*) and a power of attorney document (note on 30/03/1894 it took effect between *The Adelaide Steamship Company Pty Ltd* and Henry Francis Keep).

Tom also indicated other records that might be of assistance to users including

- Supreme Court Records (civil and bankrupt)
- Mines Department
- [Department of] Industrial Development (especially 1930s to 1960s)
- R & I Bank (spanning 1920s to 1980s)

One visitor advised he had had difficulties in locating resources, and Tom confirmed in the past a lot of material had been destroyed, such as business names records covering the period from 1944 to 1972.

However, Tom gave further hints for searching for company history using the book, *Chamberlain: Australian Innovator*, as an example. This is both an individual (Bob Chamberlain) and his company's (Chamberlain Tractors) biography, and it details operations in WA and Victoria

As always for these events, today proved to be a fascinating glimpse into the myriad aspects of the State Records Office's holdings.

# NAA News

**Sent by Alan Ralph**

Some upcoming events

24 June 2009      Free Introductory Seminar and Tour of the National Archives

10.30am to 12.00 noon

Seminar Room, 384 Berwick Street, East Victoria Park WA

*Places are limited so booking is essential; please call 08 9470 7500 to reserve your place*

5 Aug 2009      Free Seminar and Tour: Accessing Archives Online

10.30am to 12.00 noon

Seminar Room, 384 Berwick Street, East Victoria Park WA

*Places are limited so booking is essential; please call 08 9470 7500 to reserve your place*

11 Nov 2009      Free Seminar and Tour: Defence records for family historians

10.30am to 12.00 noon

Seminar Room, 384 Berwick Street, East Victoria Park WA

*Places are limited so booking is essential; please call 08 9470 7500 to reserve your place*

## Information Studies Students Association re-forms

*Curtin University's Information Studies department has had a student body since the very early 1970s, first under the name ADLIBS, then ISSA, and many of today's RMAA WA professionals may have been members. This society aimed to hold social events and to permit the voicing of concerns and ideas. When the university faculties were restructured, it was decided the new grouping should have a single student body and ISSA was disbanded. But this larger "umbrella" body never eventuated, and the information students felt the lack of representation.*

*In 2004 the process of reviving the association began. It had a strong presence in 2005, but later downscaled again. This year Dr Kerry Smith, Head of Department, called for expressions of interest in re-starting ISSA.*

*The 2009 President announces*

**Our Vision:** To provide the best representation of a student body at Curtin University of Technology.

**Our Mission:** We will provide a superior service to our members by ensuring and furthering their common interests professionally, academically, and socially.

**Our services for members:**

Visiting speakers

Social activities

Academic support

Links with relevant industry associations.

We are meeting regularly and our office bearers have been nominated and selected and are as follows: President Remie Paulik; Vice President Anna Hudson; Treasurer George Phillips and Secretary Melissa Pratt.

The association's Professional Events Co-ordinator Helen Walters is organizing some exciting speakers' functions for records and archives students and librarian studies students. Social Events Co-ordinator Bronwyn Collins is busy too, and some fun ideas for social events are being discussed such as a Scrabble competition, and a Swan Valley library tour and lunch at Sandalford Winery is being organized and on the horizon.

If you are interested in this club and joining the events, please email Remie Paulik on [remiep@hotmail.com](mailto:remiep@hotmail.com). ISSA's next meeting is a 'bring your own toppings pizza night' at Remie's house, 6pm Friday 26th June. Please advise Remie if you can attend via email or on 0409 578 878. Address is Unit 6, 27 Talbot Avenue, Como. (LR)

# Careers, Education & Employment Expo 15 – 17th May 2009

The WA RMAA Branch Council in association with other ICT Industry Collaboration Centre of Australia (ICCTIC) members participated in the Careers Expo. Over the 3 days, Pauline Joseph, Megan Whittle and Dianne Harley promoted the records management profession by providing advice on records management career options and training courses. Through this event we were able to market our profession to not only school students, but also to those considering a new career. All who took part agree it was a worthwhile venture worthy of future support by our Branch.



# SRO update of activities

**Contributed by Lena Stekl**

## **New State Records Commissioners**

The State Records Office (SRO) is pleased to announce two new appointees to the State Records Commission (the Commission).



In March 2009, the Governor of Western Australia appointed Ms Justine McDermott (see left) as a Commission member for three years, under the terms of the *State Records Act 2000*. Ms McDermott replaces the former Governor's appointee, Ms Kandy-Jane Henderson, who retired from the Commission in 2008 after joining as an inaugural member in 2002.

Ms McDermott has worked in the field of information management since 1989. She is currently employed as the Manager, Archives and Records Management at the University of Western Australia. Ms McDermott's broad experience in the information management profession, spanning Commonwealth and State government organizations, make her very well equipped for her role as Commissioner.

Mr Sven Bluemmel, appointed as the new Information Commissioner in May 2009, also joins the Commission as an *ex officio* member. (see right) Mr Bluemmel replaces Mr John Lightowlers, who previously acted in the position.

Prior to taking up his appointment in May 2009, Sven held senior positions in the Public Sector Commission, the Department of the Premier and Cabinet and the Commonwealth Attorney-General's Department. Sven also practised law in the private sector in Melbourne and Perth, where he was recognised as one of the leading lawyers in the areas of information and privacy law in the national publication *Legal Profiles*.

He has been a contributor to a number of publications, particularly in the areas of information and technology law. He is an alumnus of Leadership Western Australia and actively participates in the community. Sven holds a Bachelor of Laws with Honours and a Bachelor of Science, both from the Australian National University.



The SRO gratefully acknowledges the significant contributions made by Ms Henderson and Mr Lightowlers during their terms. The expertise and knowledge they brought to their respective roles was immensely valuable to the work of the Commission.

## **SRO Publications**

The *Directions for keeping hardcopy State archives awaiting transfer to the State Records Office* are now available on the SRO's website. The Directions have been developed to assist State organizations to make the best arrangements possible for safe storage of State archives until they can be transferred to the SRO. The Guidelines describe storage, security and handling requirements for archival records stored on agency premises. To view these Directions, please visit the SRO's website at <http://www.sro.wa.gov.au/documents/Directionsforkeepingarchivesawaitingtransfer.pdf>

Guidelines addressing the *Management of Digital Records* and the *Management of Email Records* will be published to the SRO website in June.

The review of the *General Disposal Authority (GDA) for Local Government Records* is progressing. The first draft of the revised GDA should be finalised by the end of May with a view to progressing the development of a draft for external comment as soon as possible.

The SRO is progressing with a draft GDA to authorize the destruction of source records after they have been imaged, and an associated Digitization Specification. Matters raised by stakeholders are being

considered and addressed where appropriate. This GDA is intended to apply to State and local government agencies, and will require that certain conditions must be met before the source records may be destroyed.

### **Revised Elected Members Policy**

The Commission has reviewed its policy for the recordkeeping requirements for local government Elected Members to bring it into line with the *State Records Act*.

Once the policy has been finalised, information sessions and guidelines to assist local governments identify Elected Members' interactions which should be captured as records of Council business will be available.

### **Compliance Monitoring**

During 2009 – 2010 further compliance monitoring programs will be conducted to establish the level of certain government organizations' compliance with their Recordkeeping Plans and with the *State Records Act*.

### **Margaret Medcalf Award**

The State Records Commission established the Margaret Medcalf Award in 2003 for excellence in research and referencing utilizing original sources held in the State archives collection. This annual Award honours Miss Margaret Medcalf, the second State Archivist for Western Australia (1971-1989), for her valuable contribution to the development of archives in Western Australia.

The judging panel this year consisted of Dr Jean Chetkovich, from the Centre for Western Australian History at the University of WA, Ms Justine McDermott, State Records Commissioner, and Ms Cathrin Cassarchis, Director of State Records.

Ms Isla Macphail is this year's winner of the Award for her book, *Highest Privilege and Bounden Duty: A study of Western Australian parliamentary elections 1829-1901*. Commissioned by the Western Australian Electoral Commission, the book was researched and written to celebrate 100 years of the *Electoral Act 1907*. At a special ceremony held on 20 May, Ms McDermott assisted Miss Medcalf with the presentation of a prize of \$1,000.

Ms McDermott said that *Highest Privilege and Bounden Duty* makes an important contribution to the teaching of WA history, documenting as it does the creation of the WA political and electoral system. Well written and professionally presented, but with a light turn of phrase and surprising level of humour throughout, Ms Macphail's book has academic and community appeal.

A special certificate of commendation was also awarded to the book *Mowanjum: 50 years community history*, compiled and edited by Mary Anne Jebb and published by Mowanjum Aboriginal Community and Mowanjum Artists, Spirit of the Wandjina Aboriginal Corporation.

## **Records management in the news - Did you see these stories?**

**Compiled by Leith Robinson** – If you would like a copy of any article please <mailto:ltkrobinson@bigpond.com>

"Barnett threatens to curb FOI laws," *The West Australian*, 6/05/09, p.14

The Premier has threatened to exclude access to government documents, if requests were seen as time-wasting.

"Veil lifted on nation's true blue history," *The West Australian*, 6/05/09, p.17

A FOI application to the National film and Sound archive has shown a huge collection of pornography is held.

"Right to know still in doubt," *The Sunday Times*, 2/05/09, p.71

Columnist Laurie Oakes approves of the promise made by Minister John Faulkner to reform FOI laws, but is disappointed at simultaneous legislation proposed by the Dreyfus committee.

"Torture row tactic paid off: top spy," *The West Australian*, 24/04/09, p.26

Documents leaked to the media show the Obama government's director of national intelligence sent a memo claiming high-value information was gained in harsh interrogations, which is at odds to the new President's criticism of the Bush regime.

"Book back 145 years on," *The West Australian*, 17/04/09, p.32

A descendant of a Civil War veteran returned a book that was stolen during the conflict to Washington & Lee University in Virginia, USA.

"Convict records reveal WA's seedy past and tales of triumph," *The West Australian*, 14/04/09, p.19

SRO staff advise of the fascinating and valuable documents that are in their collection, including not only the crimes committed by transported prisoners but physical details such as tattoos and eye colour.

"Personal data open to hackers," *The West Australian*, 9/04/09, p.3

Government departments that have records with West Australians' private financial, medical and other details have been found to have easily guessed passwords and vulnerable websites.

"State libraries are booming as belts tighten for bookworms," *The West Australian*, 9/04/09, p.4

Public libraries throughout WA have reported a surge in membership and usage as people borrow items rather than purchase them, in this time of economic downturn.

"Snoopers sacked," *The West Australian*, 1/04/09, p.34

Staff at the American hospital where octuplets were recently born have been dismissed or disciplined after 23 employees were found to have snooped into the mother's medical records.

"Chinese cyber spies discovered," *The West Australian*, 30/03/09, p.24

A China-based cyber spy network has accessed classified documents from businesses and governments in over 100 countries.

"Mining muddle," *The Sunday Times*, 29/03/09, p.35

Leaked documents show proposed changes to the State Government's processing of mining applications and also suggest diluting the powers of the Environment Minister.

"Defence dirt file on own minister," *The West Australian*, 26/03/09, p.1

Defence department officials investigated and revealed aspects of Minister Fitzgibbon's personal life, including his longstanding relationship with a Chinese woman. Also see "Dirt file on Minister needs full investigation," *The West Australian*, 27/03/09, p.21

"FOI shake-up strips away the secrecy," *The West Australian*, 25/03/09, p.18

Reforms drafted for the FOI laws include abolishing fees, reducing Cabinet paper release time to 20 years (from 30) and discarding some reasons used to previously prevent document release e.g. if embarrassing.

"Doctors vow jail before patient audit," *The West Australian*, 12/03/09, p.18

Doctors plan to refuse Federal investigation of patient records, which has been proposed to prevent Medicare roting. [Also see "Doctor: I'll go to jail before I breach trust", 13/3/09, p.6]

"Work emails land defector in court," *The West Australian*, 11/03/09, p.46

A female employee who emailed work documents to her home prior to going to a rival firm has been found guilty of breaching the terms of her contract.

"CIA destroyed 92 interview tapes," *The West Australian*, 4/03/09, p.19

Under the Bush administration the CIA destroyed videotapes of its handling of terrorists and detainees.

"High seas raid netted spy who could have changed the war," *The West Australian*, 4/03/09, p.24

Britain's National Archives have released MI5 documents that show a nazi spy was snatched from a boat whilst he was bound for Germany to inform them of Allied invasion plans.

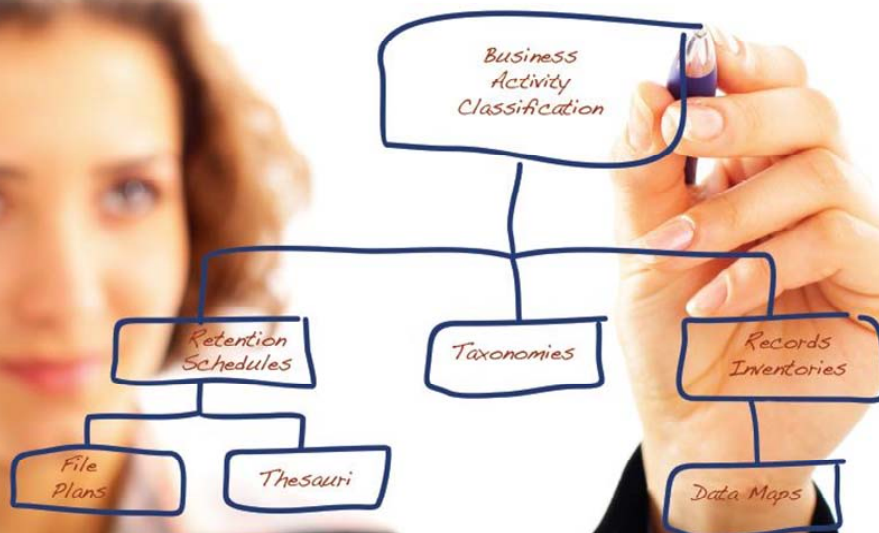
"Babies book in for literacy," *The West Australian*, 4/03/09, p.42

An ECU study has shown more parents are reading to their newborns.

"ASIC rejected Firepower files," *The West Australian*, 3/03/09, p.10

ASIC was contacted by the purchaser of discarded company computers prior to his revealing the buy to the media.

**Reminder: RMAA membership renewal payments are due in July**



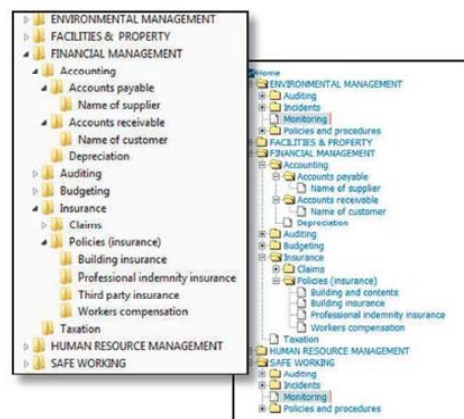
## ***“How does anyone do this in a spreadsheet?”***

Constructing a taxonomy or retention schedule can be arduous and time consuming, taking many months, even years. **a.k.a.**® is a software toolkit that enables recordkeeping elements to be linked together in multiple ways bringing context and logic to the management of records. **a.k.a.**® manages every aspect of development and significantly reduces time and effort:

- Importing legacy data
- Creating and editing terms and entities
- Linking terms and entities
- Testing schemes for integrity
- Seeking approval through reporting and publishing online
- Deploying and utilizing in EDRM systems

**a.k.a.**® provides sophisticated import tools, effortless data linking, comprehensive reporting and a range of usability features, all included in one package.

For more information visit [www.a-k-a.com.au](http://www.a-k-a.com.au), email [aka@synercon.com.au](mailto:aka@synercon.com.au) or call 02 9698 8888.



**a.k.a.**® provides out of the box functionality for building file plans, business classification schemes, records retention schedules, data maps, vital records registers and more!

**it's easier with a.k.a.®**



also known as\* and a.k.a.\* are registered trademarks of Synercon Management Consulting Pty Ltd.