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Branch President's Column



Lisa Read White MRMA

These last few months have seen the beginning of a new financial year and the WA General Meeting held with the election of a new council once again. This year's council is a mix of new and old with all of last year's council electing to stay on and two new members joining us. This is great news from council's perspective because we now have some fresh ideas

and extra hands, as well as maintaining the knowledge we have been developing within council.

The new council is made up of myself, Trissa Dent, Jane Larke, Robyn Bryan, Dianne Harley, Leith Robinson, Julie Coxall, Pauline Joseph, Megan Whittle, Helen Walters and Michelle Rosenberg. Helen is one of our new councilors and has kindly given us a profile to find out a little more about her.

The new council has already commenced work on our next event on 15th September where Mark Harvey will provide a different perspective to classifications. Dianne and team have been working hard to pull this event together. Show your support by coming along.

(If you have an interesting project that you would like to tell us all about, perhaps you could be our next speaker).

The WA Branch has awarded its Individual Member prize to attend this year's RMAA Conference in QLD to Dianne Harley. I'm looking forward to her conference review upon return.

Whilst we are on the topic of the Awards and Conferences, I have just received word that WA took out this year's award for best newsletter. Well done Leith and team. That's confirmation of a job well done.

Upcoming events

15 September 2010

"The Black Art of Taxonomy", presentation by Dr Mark Harvey
Seasons of Perth Hotel
7.15-7.30 Registration
7.30-9am Buffet breakfast, his talk and question time



Mentoring @ RMAA, WA 2010

... ARRM and ORDA presentations

The March 2010 mentoring program event held in WA was sponsored by both Information Enterprises Australia (IEA) and the State Records Office of WA (SROWA).



*Damien Hassan,
Senior Archivist,
State Records Office of W.A.
&
Shirley Cowcher,
Director,
Information Enterprises Australia*

Lisa Read White, President of the RMAA, WA committee welcomed attendees and thanked both event sponsors, mentors and mentees and the mentoring coordinator.



Lisa Read White

Networking by attendees



Suri Awang Hassim, Gail Murphy & Sarah Cheung



Lauren McDonnell & Judith Morrisey



*Eleanor Blake,
Suri Awang Hassim
& Barbara MacIntyre*

MENTORING PROGRAM

The mentoring program is open to all industry professionals, students, recent graduates or people working in the industry.

The objective of the program is to match mentors with mentees to share knowledge and to network with likeminded information and records management professionals. In total 16 mentors and mentees signed-up and were introduced at the March 2010 event.

We thank mentors and mentees and wish them well in their new mentoring relationship.

If you would like to nominate for a one-year commitment, information about the program and the Mentoring Nomination Form is available at <http://www.rmaa.com.au/docs/branches/wa/index.cfm>.

Feel free to email [Pauline Joseph](#), Mentoring Coordinator if you would like to discuss this commitment.



Attendees from Curtin University: Pauline Joseph, Natalie Mitchell, Michelle Lilico, Helen Walters, Lara Lynch, Jane Larke & Terry Lyons

AUSTRALIAN RECORD RETENTION MANUAL (ARRM)

Shirley, as the publisher of the ARRM presented the trials, tribulations and plans for updating and managing ARRM online.

The ARRM is a guide for business in terms of managing the retention of records. ARRM details federal and state legislation that refers to record creation or retention and outlines ways to implement a retention programme. Further details including subscription to ARRM is available at IEA's website <http://www.iea.com.au/web/Publications>

ONLINE RETENTION AND DISPOSAL APPLICATION (ORDA)

Damien Hassan, presented on the development of ORDA, a new web application that would allow government agency staff and records consultants to draft and submit online Disposal Authorities to the SROWA.

ORDA is expected to be in full production for use by government agency records managers and records consultants, working with government agencies, in 2011. The ORDA project is managed by the SROWA with collaborative input from the Australian Digital Records Initiative (ADRI).

Details of the ORDA project and the slideshow presented are available at the SROWA website: <http://www.sro.wa.gov.au/government/ORDA-project.asp>



A snapshot of the RMAA WA Committee members at the event: Megan Whittle, Lisa Read White, Julie Coxall, Jane Larke & Pauline Joseph

By: Pauline Joseph, RMAA, WA Mentoring Coordinator

Behind the scenes: Visit to SRO

Contributed by Julie Coxall

Prior to the RMAA WA Branch Annual Meeting on 13 July 2010, the State Record Office offered a tour of the stacks, led by Tom Reynolds. Tom displayed some treasures he had taken out from the collection, and highlights were:



A Fremantle Prison register of female prisoners, showing the prison record and photograph of Martha Rendell, who in October 1908 was the last woman to be hanged in WA;

A large coloured plan of Fremantle drawn in the mid 1840s, (with additions made in the 1850s), showing the outlines of all buildings in the town ;

PL Chauncey's field book showing the initial survey in November 1844 for the Fremantle plan (above).

The tour gave an insight into the depth and value of the material stored in the stacks and was enjoyed by all those that attended. Thank you to Tom and the State Records Office for providing the opportunity for records staff to have a look "behind the scenes".

Photo courtesy the SRO

Meet WA's New Branch Councillor: Helen Walters

Helen is currently in the role of Information Systems Trainer for Curtin IT Services (CITS) Information Management.

Originally graduating from UWA with a Bachelor of Arts and a Diploma of Education (Secondary), Helen was briefly engaged as a researcher before undertaking a career in retail sales and leadership.

While still working full time her studies then took her to ECU where she completed the Diploma in Information Science and then finally on to Curtin graduating as Master of Information Management with Distinction earlier this year.

Helen's initial position at Curtin as Archives Officer with CITS Information Management enabled her to become involved with other projects and eventually led to her current role training Curtin staff in information management systems and processes.

Helen enjoys the diversity of her role and the involvement in all aspects of information management and believes a client focussed approach is the key factor when selling the benefits of information management systems and processes.

When not at work amongst her much loved "family" at Curtin, Helen enjoys yoga, music, the great outdoors and a glass of Semillon (or few) – all shared with close friends and lots of fun!



Her motto:

Very little is needed to make a happy life. It is all within yourself, in your way of thinking.

- Marcus Aurelius
AD 121-180

AHA's "Reviewing History" Conference urges co-operation with Information sector

Contributed by Leith Robinson

There was a sense of potential and timeliness for greater information and heritage discipline crossover at the biennial National conference of the Australian Historical Association, held at UWA 5-9 July.

Speakers and audience members alike upheld the synchronicity of the fields, because historians have long relied on the holdings of libraries, archives, galleries and museums - and the abilities of institutional staff - during their research. For example, Notre Dame Ph D student Madison Lloyd-Jones, who is studying women and the USA troops in Fremantle 1942-1945, reported that Fremantle library is one of her key sources of data.

A substantial portion of the program reflected integration, beginning with the AHA's President's address noting the massive output of letter writing in the First World War. Some prominent LIS identities were actively involved in the conference: Academia's Joanna Sassoon presented the paper "Remembering Forgotten Australian and Former Child Migrants in Australia"; Lise Summers from the SRO chaired the session "Gay History as Change Agent", and later she discussed "Seeking the Sinister Swan"; Immediate past Battye fellow Sue Graham-Taylor spoke on "History and Heritage v. Mining: An asymmetrical battle"; and this year's Margaret Medcalf Award Special Commendation recipient Tiffany Shellam lectured on "Florence Nightingale, Rosendo Salvado [New Norcia monk] and the intersections of colonial encounters with theories of race". Other knowledge workers and students were delegates, and all gained from the week's networking, research and employment opportunities.

Information collections and processes were especially relevant to the talks given by Shirleene Robinson ("The Stolen Generations) and Keith Windshuttle (Reviewing the Queensland Evidence"), Francesco Ricatti ("For money or for freedom? Oral histories of Italian men and women in southeast Queensland"),

and Cat Hope ("The Western Australia New Music Archive: 1970-today"), which dealt with digitization, copyright and metadata when collating Australian contemporary music.

Not all speeches were favourable – John Bannon delivered "Battling the Bureaucrats: Access to the National Archives"!

As the 21st century advances, so does the blurring of boundaries between culture and the arts. Now, fostering relationships is encouraged, and when preparation for the next major conference in 2012 in Adelaide starts*, records managers, archivists and librarians are welcome to propose papers and attend. Our sector and theirs can only benefit from more collegiality.

Oops! Or the importance of checking all records before they are released to the public

[The release of secret jury notes in the Lindy Chamberlain murder trial](#)

Contributed by Dianne Harley

In March 2010, a media outlet requested access to files held by the Northern Territory Police concerning the investigation into the 1980 disappearance of Azaria Chamberlain. In August 2010 the Northern Territory Police granted the media outlet access to 145 boxes of documents, not only about the disappearance but also the subsequent trial of her mother Lindy for murder.

Amongst these were handwritten jury notes, which apparently had not been examined for the 1987 royal commission. The media outlet proceeded to publish these notes.

Not only should the jury notes have been destroyed after the trial, according to a very experienced criminal barrister, but under Section 49A of the Juries Act in the Northern Territory, according to a Northern Territory solicitor, it was a criminal offence to publish them.

NAA News

Contributed by Marjorie Bly, Assistant Director, Access & Communications, Perth
Accessing Archives Online and tour of the National Archives, Perth office

This free and informative seminar will introduce you to the wide range of records held by the National Archives and show you how to find, view and request items via the NAA online database, RecordSearch. The National Archives released a new version of RecordSearch to the public on 7 July 2010. Use this seminar to learn how to maximise your use of database. The Archives' records are a wonderful resource for family historians and professional researchers. The tour will include the repository and an opportunity to view a display of original and facsimile records

Date and time: 20 October 2010, 10.30am – 12.00noon

Location: Seminar Room, National Archives of Australia, Perth
384 Berwick Street, East Victoria Park WA 6101

Bookings are essential as places are strictly limited. Phone (08) 9470 7500

SRO update of activities

Contributed by Lena Stekl, Recordkeeping Consultant, SRO of WA
State Records Commission Award 2010 – Congratulations to Fremantle Port Authority

Each year the State Records Commission sponsors a special W S Lonnie Award for excellence in reporting against the compliance requirements of SRC Standard 2, Principle 6 within Annual Reports.

The Annual Reports of all State government organizations are considered for this Award. A shortlist of 21 Annual Reports were considered by a judging panel of four members. The Reports were evaluated according to how well each organization addresses SRC Standard 2, Principle 6.

At the Institute of Public Administration Australia's W S Lonnie Awards presentation on 17 June 2010, the Director of State Records, Ms Cathrin Cassarchis, was delighted to announce the **Fremantle Port Authority** (FPA) as the recipient of this year's *State Records Commission Award*.

The FPA's 2009 Annual Report provides an impressive overview of activities to raise awareness of recordkeeping throughout the organization. During the reporting period, the FPA reviewed its recordkeeping program and associated documentation to ensure its compliance with the *State Records Act 2000*. The report also describes training strategies to ensure that both new and existing employees understand their recordkeeping responsibilities. The FPA has demonstrated a solid commitment to good business practices through best practice recordkeeping and is a very worthy recipient of this Award.

In addition, a special commendation was awarded to the **Disability Services Commission** for its reporting on initiatives to ensure systems and practices meet recordkeeping related objectives, and to improve recordkeeping awareness across the entire organization of some 1,500 staff.

The State Records Commission and the State Records Office extend congratulations to both organizations for their outstanding entries.



W S Lonnie Award 2010 - Debbie Cutts (left), Manager Information Services, Fremantle Port Authority, accepts the State Records Commission Award from Cathrin Cassarchis, Director of State Records. (Photograph courtesy of IPAA WA)

Sector Disposal Authority Program

The State Records Office (SRO) has implemented a program to develop a suite of disposal authorities across sectors of State government.

Currently, each government agency in Western Australia is required to have an approved Recordkeeping Plan, which is to be reviewed every five years. A significant component of the Plan is the Retention and Disposal Schedule; also to be reviewed every five years. The Sector Disposal Authority Program (the Program), which will eventually encompass the whole of government in Western Australia, is designed to eliminate the need for individual agencies to continually review and produce their own Retention and Disposal Schedules (Schedules).

The Program is intended to eliminate the duplication of process required by all agencies; reduce time and resourcing imposts; and establish consistent and uniform approaches to the legal disposal of government information across the State. The end product will be the production of Disposal Authorities for each broad sector, which will form the legal means of records disposal within those sectors.

Whilst the SRO is conducting this Program, it will be necessary to curtail the evaluation process for individual agency Schedules, unless circumstances require otherwise. Essentially, the SRO will not be accepting amended or revised agency Schedules unless there are special circumstances requiring consideration.

The nine Development Commissions and the four metropolitan Redevelopment Authorities within WA have been chosen as the first two sectors to be incorporated into the Program. In consultation with each of the agencies involved, the Disposal Authority for each sector will be developed, published, managed and reviewed every five years by the SRO.

General Disposal Authority for Local Government Records

The current version of the SRO's *General Disposal Authority for Local Government Records* (GDALG), published in 1999, has been reviewed and fully revised. The revised edition of the GDALG is soon to be published.

2010 Geoffrey Bolton Lecture

Since 2004, the State Records Office has hosted an annual lecture in honour of the distinguished historian, Emeritus Professor Geoffrey Bolton AO, and his significant contribution to the promotion of Western Australian history and archives. The Lecture series aims to lift the profile of archives and recordkeeping in Western Australia, and promote debate about the use and interpretation of archives as original sources.

This year's Geoffrey Bolton Lecture has been scheduled for Monday 20 September 2010 at 6.00pm, at the Government House Ballroom in St Georges Terrace, Perth. The Lecture will be delivered by Emeritus Professor David Black, Chairman of the Parliamentary History Advisory Committee at the Parliament of Western Australia, on the topic of ***Parliament, the People and Archives: Documenting Politics in Western Australia.***

Professor Black has written and edited more than 20 works about the history of representative democracy in Australia, including definitive biographies of Western Australia's parliamentary representatives. Commentating in the media for many years, Professor Black has become a well known authority on Western Australian politics and elections.

Bookings are essential for this event. Please email events@sro.wa.gov.au by 13 September 2010 to secure your place.

For further information about the Geoffrey Bolton Lecture, including copies of previous lectures, please visit the SRO's website at <http://www.sro.wa.gov.au/whatsnew/GeoffreyBoltonLecture.asp>

Training

The SRO continues to provide training, induction and information sessions on demand to organizations requesting specific assistance. Please contact the SRO for further information about customised training.

Information 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>

“Calling all UK child migrants”, *The Stirling Times*, 17/8/2010, p.4.

British child migrants are encouraged to go online and share stories and photographs
www.britainschildmigrants.com

“PM had wartime X-file on UFO”, *The Sunday Times*, 8/8/2010, p.47.

Recently released British archives claim Sir Winston Churchill covered up a WW2 encounter between an RAF aircraft and a UFO.

“Deadly haul in WA”, *The Sunday Times*, 8/8/2010, p.40.

Department of Transport documents reveal passengers on WA flights have frequently carried items in breach of security, such as fireworks, a butane torch and capsicum spray. 28 incidents occurred, which is the second highest in the nation for the past year (only Sydney Airport had more: 72).

“Politicians’ \$52m raid on petty cash”, *The Sunday Times*, 8/8/2010, p.8.

Official documents detailing how the nation’s 226 MPs and senators incurred bills have been released (due to new rules introduced last year). Charges for WA politicians include spending on taxis (Wilson Tuckey took a \$242 ride!) and on flags.



“Turning the page”, *The Weekend Australian magazine*, 31 July-1 August 2010, pp.10-13

Is handwriting a dying art? The nation’s repositories are receiving less handwritten manuscripts and research papers – a rare example of new handwritten material was The State Library of Victoria acquiring the Books of Condolences following Victoria’s 2009 bushfires.

“Phantom water probe”, *The Sunday Times*, 25/7/2010.

The Department of Housing has yet to commence an investigation into contaminated groundwater in blocks in Dianella, although they claimed – since the story was revealed by *The Sunday Times* in March - one was continuing.

“News review”, *The Sunday Times*, 27/6/2010.

Victoria’s police watchdog has seized files relating to the 2004 investigation of rape allegations against St Kilda footballers Stephen Milne and Leigh Montana – the case is likely to be re-opened.

“Prayers on iPad”, *The Sunday Times*, 20/6/2010, p.47

Priests can now celebrate mass using an iPad rather than the Roman missal book – the iPad application contains all the spoken and sung mass content for the liturgical years.

“Book launch blues”, *The Sunday Times*, 6/6/2010,

Only one person attended the Perth Borders bookstore launch party for the latest instalment in the *Twilight* series.

"Unique storehouses objects of attention", *The Weekend Australian*, 5-6/6/2010, "Travel and Indulgence" p.3
Sydney's Mitchell Library is celebrating its centenary year, and special tours show holdings like Bligh's journals, Court evidence photographs and old maps.

Miscellanea

CONFERENCE

Digital Information Management Summit, 9th-10th November, Sydney
Featuring keynote speeches by Senator Kate Lundy and Gwen Thomas, president of Data Governance Institute (USA), and Case studies about Australian Taxation Office, Centrelink, Boeing Defence, and more!

Special registration rate for RMAA association members -- \$895 + GST
See <http://www.halledit.com.au/DIMS2010>

COURSES

The Continuing Professional Development Program is well underway, and courses run in Perth received positive feedback. More are planned: They are all interactive and give participants practical approaches to take back to their organisations. Contact marian.hoy@rmaa.com.au

WA members now have more study options: RMIT, Eset Australia and Victoria University of Wellington have had courses accredited by the RMAA Board.

DON'T MISS OUT: RMAA EVENT NOTIFICATION SERVICE

This service is free and anyone can register – members and non-members alike (tell a friend!) To register, email your address to wendy.daw@rmaa.com.au along with your full name and state of residence.

SNEAK PEEK

Potential topics for Information Awareness Month 2011 include Information on demand, Information overload: Seeing the forests and the trees, Overcoming the disconnect between ICT and IM, and New Ways: How digital natives create, capture, consume and process information

CONGRATULATIONS

To Dianne Harley, winner of the free ticket to RMAA's 2010 inForum convention.
Read about her experience in the December newsletter!

