



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2018-0329

| Information to be published                       | Status    |
|---|-----------|
| 1. Access application                             | Published |
| 2. Decision notice                                | Published |
| 3. Documents and schedule                         | Published |
| 4. Additional information identified              | Yes       |
| 5. Fees   | Waived    |
| 6. Processing time (in working days)              | 12        |
| 7. Decision made by Ombudsman                     | N/A       |
| 8. Additional information identified by Ombudsman | N/A       |
| 9. Decision made by ACAT                          | N/A       |
| 10. Additional information identified by ACAT     | N/A       |

**From:** [REDACTED]

**Sent:** Tuesday, 20 November 2018 11:42 AM

**To:** Territory Records Office <TerritoryRecordsOffice@act.gov.au>

**Cc:** [REDACTED]

**Subject:** FOI Request - Territory Records Annual Report

Good afternoon

I write to request under the *Freedom of Information Act 2016* final briefing notes and documents prepared for the 2017-18 Annual Reports hearings.

Should you require any further information or clarification about my request, please contact [REDACTED]

Kind regards,

[REDACTED]



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Our ref: 2018-0329



via email: [REDACTED]

Dear [REDACTED]

### **FREEDOM OF INFORMATION REQUEST**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 20 November 2018, in which you sought access to:

- *A copy of the final briefing notes and documents prepared by Territory Records Office (TRO) for the 2017-18 Annual Reports hearings.*

### **Authority**

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

### **Timeframes**

In accordance of section 40 of the Act, CMTEDD was required to provide a decision on your access application by 18 December 2018.

### **Decision on access**

A search of documents was conducted and resulted in 1 document being identified that falls with the scope of your request. I have decided to grant full access to the document identified.

### **Charges**

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because the total number of pages to be released to you is below the charging threshold of 50 pages.

### **Online publishing – Disclosure Log**

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 10 December 2018. Your personal contact details will not be published. You may view CMTEDD disclosure log at <https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

### **Ombudsman Review**

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Via email: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

### **ACT Civil and Administrative Tribunal (ACAT) Review**

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal  
Level 4, 1 Moore St  
GPO Box 370  
Canberra City ACT 2601  
Telephone: (02) 6207 1740  
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email [CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au).

Yours sincerely,



Daniel Riley  
Information Officer  
Information Access  
Chief Minister, Treasury and Economic Development Directorate

6 December 2018



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## FREEDOM OF INFORMATION REQUEST SCHEDULE

| NAME |  | WHAT ARE THE PARAMETERS OF THE REQUEST  |  |  | Reference NO. |
|------|--|---|--|--|---------------|
|      |  | A copy of the Territory Records Office final briefing notes and documents prepared for the 2017-18 Annual Reports hearings. |  |  | 2018-0329     |

  

| Ref No                  | Page number | Description                 | Date        | Status       | Reason for Exemption | Online Release Status |
|-------------------------|-------------|-----------------------------|-------------|--------------|----------------------|-----------------------|
| 1                       | 1-2         | Annual Report Hearing Brief | 16-Oct-2018 | Full release | N/A                  | Yes                   |
| <b>Total No of Docs</b> |             |                             |             |              |                      |                       |
| 1                       |             |                             |             |              |                      |                       |

**ISSUE: TERRITORY RECORDS OFFICE AND ARCHIVES ACT****Talking points:**

- To assist ACT Government agencies to meet their recordkeeping responsibilities, the Territory Records Office has established its Better Records Advice and Support Service, which works with agencies to examine in detail an aspect of their records management practice and to make recommendations for improvement.
- The Office has also commenced an initiative working with agencies to help them complete a self-assessment of their records management maturity.
  - Together, these processes will help the Territory Records Office to better understand the needs of agencies and to inform its development of recordkeeping advice products and tools.
- In addition, the TRO helps agencies to fulfil their responsibilities to the community by providing a public access service for government archives.
- Through its ArchivesACT service, the TRO also promotes the treasures of the archives to the broader community. A key initiative is the ArchivesACT Find of the Month, which uses government archives to tell stories of the Canberra community and its history to a broad audience.
  - The Find of the Month initiative recently received a prestigious national award from the Australian Society of Archivists. The Award recognises the success of Find of the Month in bringing the ACT's archives to new and diverse audiences.

**Key Information**

- The Territory Records Office is also the lead agency for 2018-19 Budget initiative which will help to speed up agency transition to digital recordkeeping systems.

**Background Information**

- The Territory Records Office's role is to support a framework in which ACT Government agencies are able to create and keep records to provide evidence of government activity for the benefit of current and future generations.

Cleared as complete and accurate: 16/10/2018  
Cleared by: Deputy Director-General Ext: 73751  
Information Officer name: Release not assessed at time of clearance.  
Contact Officer name: Leesa Croke Ext: 73751  
Lead Directorate: Chief Minister, Treasury and Economic Development

- The Office fulfils this role by setting standards for agency records management, providing advice and tools to support compliance with the standards, and by assisting members of the public to have access to ACT Government archives.

Cleared as complete and accurate: 16/10/2018  
Cleared by: Deputy Director-General Ext: 73751  
Information Officer name: Release not assessed at time  
of clearance.  
Contact Officer name: Leesa Croke Ext: 73751  
Lead Directorate: Chief Minister, Treasury and  
Economic Development



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Our ref: CMTEDDFOI 2018-0329



via email: [REDACTED]

Dear [REDACTED]

#### **FREEDOM OF INFORMATION REQUEST**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 20 November 2018, in which you sought access to:

- *A copy of the final briefing notes and documents prepared by Territory Records Office (TRO) for the 2017-18 Annual Reports hearings.*

On 6 December 2018, I made a decision in relation to the abovementioned access request, the 6 December 2018 decision advised that 1 document within the scope of your request was found to be within the control or possession of CMTEDD. On 6 December 2018 the Territory Records Office advised they had found an additional Annual Report brief prepared by their office on the digital records for digital government budget initiative.

#### **Authority**

I am an authorised Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act. This decision is made pursuant to section 36 of the Act.

#### **Decision on access**

I have decided to grant full access to the additional document identified. I have included as Attachment A to this letter the schedule of the relevant document. This provides a description of the document that falls within the scope of your request and the access decision this document.

#### **Charges**

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because the total number of pages to be released to you is below the charging threshold of 50 pages.



### **Online publishing – Disclosure Log**

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 10 December 2018. Your personal contact details will not be published. You may view CMTEDD disclosure log at <https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

### **Ombudsman Review**

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Via email: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

### **ACT Civil and Administrative Tribunal (ACAT) Review**

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal  
Level 4, 1 Moore St  
GPO Box 370  
Canberra City ACT 2601  
Telephone: (02) 6207 1740  
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email [CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au).

Yours sincerely,



Daniel Riley  
Information Officer  
Information Access  
Chief Minister, Treasury and Economic Development Directorate

7 December 2018



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## FREEDOM OF INFORMATION REQUEST SCHEDULE

| NAME       |  | WHAT ARE THE PARAMETERS OF THE REQUEST  |  |  | Reference NO. |
|------------|--|---|--|--|---------------|
| [REDACTED] |  | A copy of the Territory Records Office final briefing notes and documents prepared for the 2017-18 Annual Reports hearings. |  |  | 2018-0329     |

  

| Ref No                  | Page number | Description   | Date        | Status       | Reason for Exemption | Online Release Status |
|-------------------------|-------------|---|-------------|--------------|----------------------|-----------------------|
| 1                       | 1-2         | Annual Report Hearing Brief – Budget Initiative – Digital Records For Digital Government. | 16-Oct-2018 | Full release | N/A                  | Yes                   |
| <b>Total No of Docs</b> |             |   |             |              |                      |                       |
| 1                       |             |   |             |              |                      |                       |

**ISSUE: BUDGET INITIATIVE — DIGITAL RECORDS FOR DIGITAL GOVERNMENT**

**Talking points:**

- The 2018-19 Budget includes funding to increase the rate of the ACT Public Service’s transition to digital recordkeeping.
- Increased use of digital recordkeeping systems will deliver a range of benefits including:
  - More efficient use of office space, allowing the ACTPS to receive the full benefit of the advantages offered through Activity Based Working (ABW) in its new office accommodation
  - An increased ability to share reliable and authoritative records, information and data across government, supporting efficient customer service, informed decision-making and improved data analysis capabilities
  - Greater environmental sustainability, through the reduced use of paper.
- This initiative will also help public servants to transition to a ‘paper-lite’ office environment by providing advice on approaches to managing existing paper documents.
- Funding is also provided to allow Community Services Directorate to digitise its paper files, allowing for improved client services through improved access to information.

**Key Information**

- Total funding for the initiative is \$26.2m over four years.
- Of this, \$22.1m will be offset by expected savings in agencies and by centralising existing agency funding in Shared Services.
- New funding of \$4.1m over four years consists of:

|                                   |   |            |
|-----------------------------------|---|------------|
| Cleared as complete and accurate: | 16/10/2018  |            |
| Cleared by:                       | Deputy Director-General                           | Ext: 73751 |
| Information Officer name:         | Release not assessed at time of clearance.        |            |
| Contact Officer name:             | Leesa Croke                                       | Ext: 73751 |
| Lead Directorate:                 | Chief Minister, Treasury and Economic Development |            |

- \$0.9m for Shared Services to increase the rate of the rollout of digital recordkeeping, including enhanced support for business areas transitioning to the new system
- \$0.2m for the Territory Records Office to develop a long-term strategy for integrated digital recordkeeping across government
- \$0.9m for the Territory Records Office to assist agencies to address legacy paper records issues
- \$2.1m for Community Services Directorate to digitise existing Community Services files.

## Background Information

- The ACTPS currently uses two electronic document and records management systems (EDRMS): MicroFocus Content Manager (often known as TRIM); and Objective.
- This project builds on the investments made in both systems. It also includes funding for the development of a future strategy that would consolidate ACTPS recordkeeping capability by determining the most effective and economical way of achieving full interoperability between the two EDRMS and other business systems used by government.

|                                   |   |            |
|-----------------------------------|---|------------|
| Cleared as complete and accurate: | 16/10/2018  |            |
| Cleared by:                       | Deputy Director-General                           | Ext: 73751 |
| Information Officer name:         | Release not assessed at time of clearance.        |            |
| Contact Officer name:             | Leesa Croke                                       | Ext: 73751 |
| Lead Directorate:                 | Chief Minister, Treasury and Economic Development |            |