

# Centennial Parklands



**This short term contract, which ran for approximately 6 months, incorporates the document management and scanning of all asset related files, records and plans for Centennial Parklands, (part of the NSW Dept. of Premier and Cabinet).**

The Contract was facilitated by National Disability Services (NDS) between RichmondPRA and Centennial Parklands. The contract was awarded to RichmondPRA under the provisions of the “Public Sector Employment and Management Regulation 2009”, and particularly Clause 21B.

Clause 21B gives an exemption for government agencies to engage disability employment organisations without having to go through a competitive tender.

NDS facilitated the services of RichmondPRA on behalf of Centennial Parklands, as it was locally based and had the capacity and capability to undertake what was a very specialised job.

Up to 10 Supported Employees (people with psychosocial disability) were engaged in the contract.

The contract split into two specific areas:

1. Defining the Specification
2. Implementation of the Document Management system for all asset related files, plans, buildings, etc

## Defining the Specification

In late 2012, NDS was contacted by one of Centennial Parklands senior managers to discuss better document management options for all asset related files, plans, buildings etc. NDS suggested that RichmondPRA, a disability employment organisation, be contacted to discuss options with Centennial Parklands.

At the initial meeting RichmondPRA discussed the different ways in approaching the project and it was determined that the easiest solution was for RichmondPRA to work at the site for a period of 3 weeks to develop a detailed specification which categorised all the different asset related files, maps etc, for scanning.

Centennial Parklands developed guidelines about how to code the documents.

At the end of the consultation and scoping period, a highly detailed specification had been developed.

Centennial Parklands, after assessing “Value for Money” criteria, accepted a quote from RichmondPRA. RichmondPRA commenced the work in early 2013.

## Implementation of the Document Management system

This work included :

- Personally collecting and receipting every file and sets of plans and maps in special map file boxes
- Destapling, repairing and preparing files for scanning
- Repairing and doing photographic reductions of plans and maps which were fragile and non standard sized
- Reported on every item and page scanned
- Made “Good Practice” recommendations on how the total amount of documents could be streamlined (for example: duplicated documents to be deleted or archived).

The Supported Employees work on the destapling, repairing and preparation of documents for scanning.

They also put everything back in exact order and did the preparation for the files to be returned to Centennial Parklands.

This job helped them develop new skills and they were proud of the finished product

Whilst this was not a straightforward job, it was completed with 100% accuracy – much to Centennial Parklands satisfaction.