



# STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

## MINUTES OF MEETING HELD ON THURSDAY 8 DECEMBER 2005 – BOARD ROOM, ALEXANDER LIBRARY BUILDING

### PRESENT:

Ms Deirdre O'Donnell

Parliamentary Commissioner for  
Administrative Investigations (CHAIR)

Ms Kandy-Jane Henderson

Governor's Appointee and  
Archivist, John Curtin Prime Ministerial Library  
Acting Information Commissioner

Ms Darryl Wookey

Director of State Records

Mr Tony Caravella

Manager: State Recordkeeping

Ms Isabel Smith

Acting Manager: Archives Control and  
Access

Mr Damien Hassan

Mr Martin Fordham

Recordkeeping Consultant (Attendance to  
clarify Item 6.3)

Mrs Anne Gill

Recordkeeping Consultant (Attendance  
to clarify Item 9.2.4)

### MINUTES:

Miss Vanessa Brown

Minutes Secretary

### 1. **Welcome**

The Chair opened the meeting at 9.30am and welcomed those in attendance.

### 2. **Apologies**

Ms Sheila McHale

Minister for Culture and the Arts

Mr Des Pearson

Auditor General

Mr Leigh Hays

Manager: Archives Control and Access

### 3. **Notices of urgent business**

Nil

### 4. **Confirmation and sign-off of Minutes 15 September 2005**

**CONFIRMED**

## 5. MATTERS ARISING

### 5.1 Status of Supreme Court Bench Books as Possible State Records

The Director of State Records reported that he had been in contact with the Chief Justice's Associate to organise a meeting and will report to the Commission accordingly.

**NOTED**

### 5.2 Access to Archives Involving Legal Professional Privilege / State Solicitor Concerns

The Director of State Records reported that he, Des Pearson, Darryl Wookey and Tom Reynolds met with the State Solicitor to further discuss the State Solicitor's concerns about access to privileged records of the State Solicitor's Office.

**NOTED**

### 5.3 State Records Office (SRO) / National Archives of Australia (NAA) Collocated Reading Room / Archive Storage

The Director of State Records reported that he met with Ross Gibbs, Director General of NAA and James Barr, Deputy Director General of NAA and Alastair Bryant, Director General, Department of Culture and the Arts (DCA), to further discuss the needs of both agencies and confirm the agreement.

All parties committed to developing a draft MOU before the end of 2005 and Mr Bryant confirmed that resources from DCA have been committed to assist with this. It is anticipated that a briefing to the Minister for Culture and the Arts will be provided by January / February, then a meeting between the Minister for Culture and the Arts and Mr Gibbs or the Federal Minister, prior to an announcement with the view to commencing works by 1 July 2006.

**NOTED**

The Director of State Records further reported that the consideration of the New Archive Repository Business Case had been postponed from August 2005 to February 2006. The Commission **AGREED** that Ms O'Donnell should request a meeting with the Minister for Culture and the Arts to discuss this matter further. The SRO is to provide a briefing note to Ms O'Donnell outlining the order of events that have led to the present situation.

**5.4 State Records Advisory Committee (SRAC) Membership**

Attachment 5.4

The Commission **AGREED** that Mr Roy Watkins be appointed as a member of SRAC, representing the Records and Information Management and Liaison Group, in place of Ms Lisa Read-White who resigned as a government employee.

Further to this, the Commission **AGREED** that a Cabinet Submission seeking endorsement of Mr Watkins' appointment to SRAC by the Commission and addressing any other changes that may occur over time, be prepared and submitted sometime next year.

**5.5 State Records Advisory Committee (SRAC) – Terms of Reference**

Attachment 5.5 (Late Paper)

The paper for this Item was not presented. The Commission **AGREED** that a paper should be presented at the next SRC meeting.

**5.6 State Records Commission Annual Report**

Update

The Director of State Records reported that the Report had been tabled in Parliament.

**NOTED**

**5.7 Conferences (RMAA)**

Update

The Director of State Records reported that the SRO had enquired further in regard to providing a presentation at the next RMAA Conference in 2006. It was confirmed through this enquiry that there are no spaces available but the SRO had been placed on the 'cancellation list'.

**NOTED**

**5.8 Restricted Access Archives – State Records Commission Role**

Attachment 5.8 (Late Paper)

The paper for this Item was not presented. The Commission **AGREED** that a paper should be presented at the next SRC meeting.

## **5.9 Common Use Arrangement (CUA) – Use of Paper**

The Director of State Records reported that an agreement with the Department of Treasury and Finance (DTF) had been reached, whereby the following phrase is placed in the CUA:

*“The State Records Office of Western Australia (SRO) recommends that recycled paper not be used for the creation of any government record which will be a State archive or for records which need to be retained for the long term.”*

For more information please refer to your organization’s Retention & Disposal Authority or contact the SRO or visit [www.sro.wa.gov.au](http://www.sro.wa.gov.au)”

Further to this the SRO has been working with the Department of Environment and Terry Lewis, Principal Officer Sustainability from the Department of the Premier and Cabinet, to issue a statement, which is consistent with the CUA.

**NOTED**

## **5.10 Common Use Arrangement – Electronic Document and Records Management System (EDRMS)**

Manager: Recordkeeping Services reported that a tender was issued by DTF and that nine (9) responses were received. An evaluation panel has been established which includes Manager: State Recordkeeping. The panel is currently in the process of evaluating the tenders and the process is expected to be completed and finalised by February 2006.

**NOTED**

## **5.11 Microsoft Redaction Tool Software**

Attachment 5.11

The Commission **NOTED** that the SRO had discussed this matter with the Australian Government Information Management Office who had been liaising directly with Microsoft and has agreed to keep the SRO informed of any developments.

## **5.12 SRO Annual Programme**

Attachment 5.12

The Commission **NOTED** the SRO Annual Programme and commended the SRO on its initiative.

## **6. MONITORING THE OPERATION OF AND COMPLIANCE WITH THE ACT**

### **6.1 New Organizations** Attachment 6.1

The Commission **NOTED** the list of new Government organizations.

#### **6.1.1 Western Power** Update

The Commission **NOTED** there was nothing further to report.

#### **6.1.2 Defunct Organizations** Attachment 6.1.2

The Commission **NOTED** the list of defunct Government organizations.

## **6.2 Inquiring into Breaches or Possible Breaches**

### **6.2.1 Breach Register** Attachment 6.2.1

The Commission **NOTED** the breach register.

### **6.2.2 The Keeping of Records on Certain Abortions**

The Commission **NOTED** that Mr Pental had received correspondence advising the outcome of enquiries into this matter.

### **6.2.3 Obligations under the *State Records Act - Revised***

The Commission **NOTED** that the SRO has developed a plan of action to address the matter of restricted access records within the State Archives collection, as per section 15 of the *State Records (Consequential Provisions) Act 2000*.

Correspondence has been forwarded to relevant agencies to advise them of the requirement to review restricted access considerations. The SRO will be facilitating agency's review of those decisions for completion by November 2006.

### **6.3 Legal Aid Commission's Private Practitioners under the *State Records Act 2000***

#### Attachment 6.3

Mr Martin Fordham, Recordkeeping Consultant, reported that the SRO did not agree with the Legal Aid Commission's opinion and that the records in question are deemed to be government records under the *State Records Act 2000* and should be controlled as such.

The Commission **AGREED** that the SRO should seek opinion from Senior Counsel in order to form some stronger support and inform Legal Aid that the matter is being pursued and that further discussions will be sought.

## **7. COMPLIANCE MONITORING – RECORDKEEPING PLANS**

### **7.1 Analyses of Recordkeeping Plans**

#### Attachment 7.1

The Commission **CONFIRMED** the following points as requested by the SRO:

- Use the RKP checklist categories as part of the framework for the analyses to determine where the gaps are over a range of areas; and
- Use the analyses as a refinement of the whole RKP process for the next round and use this to determine what future priorities are.

The Commission **AGREED** that the analyses is a priority and should be completed by the first meeting in 2006.

### **7.2 Compliance Monitoring – Annual Report Pilot Project**

#### Attachment 7.2

The Commission **NOTED** that letters were initially sent to a sample of agencies as part of the Pilot Project. In addition, letters were sent to all State and Local Government organizations (excluding those covered in the Pilot Project), informing them that selected organizations' annual reports had been scrutinised against Standard 2: Principle 6 and that all organizations will be scrutinised in the same capacity.

## **8. LEGISLATION REVIEW ISSUES**

### **8.1 SRO Input into New Legislation**

The Director of State Records reported that the Clerk of the Parliament had been contacted formally by the SRO, requesting a circular be sent to all staff on all Committees regarding issues the SRO wishes to be consulted on.

#### **NOTED**

## **9. APPROVAL OF RECORDKEEPING PLANS (RKPs)**

### **9.1 State Records Advisory Committee (SRAC) Minutes Attachment 9.1 (Late Paper)**

The Commission **NOTED** the SRAC Minutes of the 1 December 2005 meeting.

### **9.2 Retention and Disposal Schedules for APPROVAL**

#### **9.2.1 RD 2004273 Drug and Alcohol Office Attachment 9.2.1**

**APPROVED**

#### **9.2.2 RD 2004057 Potato Marketing Corporation of Western Australia Attachment 9.2.2**

**APPROVED**

#### **9.2.3 RD 2004011 Rottnest Island Authority Attachment 9.2.3**

**APPROVED**

#### **9.2.4 RD 2004249 Parliamentary Commissioner for Administrative Investigations (State Ombudsman) Attachment 9.2.4**

**APPROVED** – subject to clarification by the Ombudsman's office of the restricted classification of 75 years of some records.

#### **9.2.5 RD 2005016 Goldfields Esperance Development Commission Attachment 9.2.4**

**APPROVED**

#### **9.2.6 RD 2003054 Department of Consumer and Employment Protection – Worksafe Division Attachment 9.2.6**

**APPROVED**

**9.3 Retention and Disposal Schedule Progress Register**  
Attachment 9.3

The Commission **NOTED** the approach proposed by the SRO to processing R&Ds. Further to this the Commission **AGREED** that a reminder letter to those agencies with R&Ds still outstanding be sent in early 2006.

**9.4 Recordkeeping Plans for APPROVAL**

**9.4.1 RKP 2003052/1 City of Cockburn**  
Attachment 9.4.1

**APPROVED**

**9.4.2 RKP 2003080 Goldfields Esperance Development  
Commission**  
Attachment 9.4.2

**APPROVED**

**9.4.3 RKP 2003120 Department of Consumer and Employment  
Protection**  
Attachment 9.4.3

**APPROVED**

**9.4.4 RKP 2004043 Medical Board of Western Australia**  
Attachment 9.4.4

**APPROVED**

**9.4.5 RKP 2004047 Rottnest Island Authority**  
Attachment 9.4.5

**APPROVED**

**9.4.6 RKP 2004056 Potato Marketing corporation of Western  
Australia**  
Attachment 9.4.6

**APPROVED**

**9.4.7 RKP 2004196 Hairdressers Registration Board of Western  
Australia**  
Attachment 9.4.7

**APPROVED**

**9.4.8 RKP 2004201 Eastern Goldfields Transport Board**  
Attachment 9.4.8

**APPROVED**

**9.4.9 RKP 2004235 Drug and Alcohol Office**  
Attachment 9.4.9

**APPROVED**

**9.4.10 RKP 2004269 Inspector of Custodial Services**  
Attachment 9.4.10

**APPROVED**

**9.5 Recordkeeping Plans CLEARED Pending APPROVAL of the Retention and Disposal Schedule**

**Nil**

**10. DIGITAL RECORDS WORKING GROUP (DRWG)**

**10.1 DRWG Minutes**

**Nil**

**10.2 Progress Report**

The Director of State Records reported that the Digital Records Coordinator has been selected and will commence in February 2006.

**NOTED**

**10.3 Future Meetings**

The Director of State Records reported that once the Digital Records Coordinator commenced, meetings would then be scheduled.

**NOTED**

**11. ESTABLISHING STANDARDS AND GUIDELINES**

**11.1 Standards**  
Attachment 11.1

The Commission **NOTED** the progress report.

**11.2 Guidelines**  
Attachment 11.2

The Commission **NOTED** the progress report.

**11.3 SRC Standard 7 - Storage**

The Director of State Records reported that the Standard 7 (Storage) had not been finalised, pending the submission and outcome of the New Archive Repository Business Case which has been postponed for consideration from August 2005 to February 2006. Updates will be provided accordingly.

**NOTED**

**12. ITEMS FOR INFORMATION**

**12.1 State Records Office Activities**  
Attachment 12.1

The Commission **NOTED** the SROs activities.

The Director of State Records further reported that the SRO was close to crisis point in regard to funding and resourcing. There are delays and errors that are symptomatic of the amount of pressure currently being felt by staff. To deal with this, non essential work has been reduced and several bids for resourcing have been made. The use of volunteers, practicum placements, rehabilitation placements and the Work Experience Project has assisted in some areas but cannot be relied upon to complete core activities.

The SRO has been responsible in its expenditure and has saved a great deal of money through the acquisition of AEON, obtaining the .NET funding and implementing the Work Experience Project. The SRO is proportionally under funded in comparison with its counterparts throughout Australia, but the expectations are high; the implementation of the *State Records Act*, compliance monitoring, administering the R&D regime, digital records management and storage requirements.

There is a growing dissatisfaction with the level of information the SRO is able to provide which was highlighted through a survey conducted by an ECU student and provided to the SRO. Standards, Guidelines and manuals are in serious need of review. Funding has been applied for and a small increase was forthcoming this financial year, but this has not been enough. The situation is now critical and the concern is for service standards and the wellbeing of staff.

The Commission **AGREED** to highlight and discuss the situation with the Minister.

## 12.2 SRC Activities

The following activities were attended by the Commissioners:

- CITRA Conference Abu Dhabi – 27 November – 1 December 2005 – Mr Des Pearson co presented *“Integrating Recordkeeping into Australian Performance Audits.”*
- Appraisal Seminar – 16 November 2005 – Ms Kandy-Jane Henderson
- It’s a dog’s life – 17 November 2005 – attended by Ms Deirdre O’Donnell, Ms Kandy-Jane Henderson and Mr Des Pearson
- ASA Conference New Zealand – 6 to 9 October 2005 – Ms Kandy-Jane Henderson co-presented a paper with the Director of State Records
- Geoffrey Bolton Lecture – 29 November 2005 – Ms Kandy-Jane Henderson and Ms Darryl Wookey.

## 12.3 State and Local Government Consultative Forums

Attachment 12.3

The Commission **NOTED** the outcomes of both forums.

## 12.4 Estrays and Lewandowski Police Records

Attachment 12.4

The Director of State Records reported that no further progress has occurred since receiving the State Solicitor’s advice and a direction will be issued by the SRO accordingly.

The Commission **AGREED** that the SRO should precede the written direction with a courtesy phone call and that the Minister should also be advised of the situation.

## 12.5 Department of Culture and the Arts Budget Process 2006 - 07

The Commission **NOTED** the changes to and the timelines for the budgetary process for 2006 / 2007 and the proposals submitted by the SRO.

## 13. OTHER BUSINESS

### 13.1 SRC Proposed Schedule of Meetings - 2006

The Commission **AGREED** on the proposed schedule of meetings for 2006.

**13.2 SRAC Proposed Schedule of Meetings - 2006**

The Commission **AGREED** on the proposed schedule of meetings for 2006.

**Meeting declared closed at 11.55am.**

**NEXT MEETING – 9.00am Wednesday, 22 March 2005 – Board Room, 3<sup>rd</sup> Floor, Alexander Library Building, attendance by the Minister for Culture and the Arts 9.00 to 9.45am.**

SIGNED.....  
(Ms Deirdre O'Donnell)

DATED.....