



# STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

## MINUTES OF MEETING HELD ON THURSDAY 14 JULY 2005 – KALGOORLIE / BOULDER COUNCIL CHAMBERS

### 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  
Auditor General

Mr Des Pearson

Acting Information Commissioner

Ms Darryl Wookey

Director of State Records

Mr Tony Caravella

Manager: State Recordkeeping

Ms Isabel Smith

### MINUTES:

Miss Vanessa Brown

Minutes Secretary (not present at  
meeting)

### 1. **Welcome**

The Chair opened the meeting at 9.15am and welcomed all those in attendance.

### 2. **Apologies**

NIL

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

NIL

### 4. **Confirmation and sign-off of Minutes 12 May 2005**

**CONFIRMED**

### 5. **MATTERS ARISING**

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

The Director of State Records reported that there had not been a lot of progress with this matter and that a meeting with the Acting Chief Justice would be scheduled.

**NOTED**

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

The Director of State Records reported that a meeting with Tim Sharp and Commissioners has been arranged for 3<sup>rd</sup> August 2005.

**NOTED**

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

The Director of State Records reported that two versions of sketches have been prepared and copies will be forwarded to the NAA for comment and finalisation.

**NOTED**

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

The Commissioners enquired as to why some organisations had only submitted two nominations when three were asked for. Manager: State Recordkeeping explained that despite being asked for three (3) nominations, some representative bodies did not comply. In some instances, several reminders were required to ensure receipt of nominations.

The Commissioners **AGREED**:

- To accept the nominations for Members and Deputies as presented; and
- That the Terms of Reference should be reviewed in regard to the number of terms Committee members could serve, to balance the nature of current tasks and the need for relevant knowledge and experience.

**5.5 State Records Commission (SRC) Annual Report**  
Attachment 5.5

The Commission **AGREED** that the following items warrant consideration for inclusion:

- Use Commission's functions under the Act to guide content;
- Report the progress to date of Principles and Standards development, the Finance and Accounting GDA, etc;
- Provide qualitative analysis on RKP progress, etc;
- The Commission's approach to reliance on agency self regulation;
- The Commission's approach to monitoring of compliance;
- The Margaret Medcalf Awards;

- Spreading the message
- Schedule for Retention and Disposal Schedule processing;
- Concrete achievements;
- Local government conference;
- Digital Records Working Group;
- AEON;
- Move reference to Minister's meeting, possibly as a dot point on page 12.

## **5.6 Upcoming Conferences (RMAA, ASA, IPAA)**

Attachment 5.6

The Commissioners **AGREED** that the SRO should pay for Ms Henderson's attendance at the RMAA Conference in September.

## **5.7 Kalgoorlie/Boulder Meeting and Future Regional Meetings in 2006**

Attachment 5.7

The Commissioners **AGREED** to the suggestion that the next SRC country meeting should take place in Kununurra in October 2006.

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

## **6.1 New Organizations**

Attachment 6.1

The Commissioners **REQUESTED** that a mechanism be put in place to ensure that appropriate steps are taken to establish the necessary communication with new Government organisations and those about to be privatised, regarding their obligations under the Act.

### **6.1.1 Defunct Organizations**

Attachment 6.1.1

The Commissioners **SUGGESTED** early contact with the government entity responsible for the Egg Marketing Board's privatisation, to advise of responsibility under the *State Records Act*.

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

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

The Commissioners **AGREED** that the SRO should draft a letter and progress as previously discussed.

### 6.2.2 Exit Interviews

#### Attachment 6.2.2

The Commission **NOTED** the report on Exit Interviews.

The Commissioners **AGREED** that it would be timely to revise a report submitted to the Commission in regard to reporting obligations under the State Records Act. The report should also clearly highlight respective responsibilities and responsibilities acquitted under the Act at each appropriate period.

The Commissioners **REQUESTED** that a breach register be developed as a running sheet for submission to each meeting.

## 7. COMPLIANCE MONITORING – RECORDKEEPING PLANS

### 7.1 Analysis of Recordkeeping Plans

#### Attachment 7.1

The Commissioners **REQUESTED** that a person internal to the SRO, rather than a contractor, conduct the analyses so that the knowledge is retained within the SRO. A contractor or back filling of the position should then be considered in order to take up the work of the person vacating the position to conduct the analysis.

Universities and TAFE Colleges should be used as a pilot group to establish mechanisms for monitoring government agencies' compliance, using their Annual Reports.

The Commissioners further **AGREED** that a letter should be sent to agencies emphasizing that recordkeeping is an important function and reminding them of their annual reporting obligations as per SRC Standard 2, Principle 6.

## 8. LEGISLATION REVIEW ISSUES

### 8.1 SRO Input into New Legislation

The Commissioners **AGREED** that the SRO should contact Mr Mal Wauchope at the Department of the Premier and Cabinet regarding an appropriate contact for ensuring consideration is given to State Records Act provisions and context when new legislation is being drafted.

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

### **9.1 Restricted Access Archives – State Records Commission Role** Attachment 9.1

The Commissioners **AGREED** that a paper clarifying the Commission's role in relation to restricted access archives should be submitted at the next meeting.

### **9.2 State Records Advisory Committee (SRAC) Minutes** Attachment 9.2

The Commissioners **NOTED** that there were several minor amendments to the Schedules.

The Director of State Records highlighted that a member of the Committee had raised the subject of restricted access archives and that that particular member felt it may be difficult to make decisions about what ought to be kept as archives without having any influence over the decision regarding restricted access. The Director of State Records clarified the respective roles of the SRAC and SRC in relation to determining restricted access archive matters and the fact that the Act clearly places the matter within the ambit of the SRC's functions.

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

Manager: State Recordkeeping reported that it had been the intention of the SRO to submit 10 Schedules per meeting and that to date this target had not been attained, with eight Schedules being submitted to the first two meetings and five at the last two. Further to this, agencies have been submitting last minute urgent amendments for processing as well.

The Commissioners **REQUESTED** that a 'stock take' of the current position be effected to clarify the present situation and how it may affect reaching the July 2006 deadline for completing the outstanding R&Ds.

#### **9.3.1 RD 2003078 Department of Treasury and Finance** Attachment 9.3.1

**APPROVED**

#### **9.3.2 RD 2003110 Great Southern Development Commission** Attachment 9.3.2

**APPROVED**

**9.3.3 RD 2004096 Pilbara Development Commission**  
Attachment 9.3.3

**APPROVED**

**9.3.4 RD 2004252 Gascoyne Development Commission**  
Attachment 9.3.4

**APPROVED**

**9.3.5 RD 2004004 Department of Sport and Recreation**  
Attachment 9.3.5

**APPROVED**

**9.4 Recordkeeping Plans for APPROVAL**

**9.4.1 RKP 2004019 Kimberley Development Commission**  
Attachment 9.4.1

**APPROVED**

**9.4.2 RKP 2004236 Gascoyne Development Commission**  
Attachment 9.4.2

**APPROVED**

**9.4.3 RKP 2004082 Pilbara Development Commission**  
Attachment 9.4.3

**APPROVED**

**9.4.4 RKP 2003111 Great Southern Development Commission**  
Attachment 9.4.4

**APPROVED**

**9.4.5 RKP 2003067 WA Sports Centre Trust**  
Attachment 9.4.5

**APPROVED**

**9.4.6 RKP 2004172 Department of Treasury and Finance**  
Attachment 9.4.6

**APPROVED**

**9.4.7 RKP 2004021/1 Town of Kwinana**  
Attachment 9.4.7

**APPROVED**

**9.4.8 RKP 2004095/1 Mindarie Regional Council**

Attachment 9.4.8

**APPROVED**

**9.4.9 RKP 2004033/1 Shire of Boyup Brook**

Attachment 9.4.9

**APPROVED**

**9.4.10 RKP 2003114 Department of Sport and Recreation**

Attachment 9.4.10

**APPROVED**

**9.4.11 RKP 2004022 WA Professional Combat Sports Commission**

Attachment 9.4.11

**APPROVED**

**9.4.12 RKP 2004008 Recreation Camps and Reserves Board**

Attachment 9.4.12

**APPROVED**

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

**9.5.1 RKP 2005007 WA College of Teaching**

Attachment 9.5.1

**APPROVED**

**9.5.2 RKP 2005009 Independent Market Operator**

Attachment 9.5.2

**APPROVED**

**10. ESTABLISHING STANDARDS AND GUIDELINES**

**10.1 Standards**

Attachment 10.1

Mr Pearson enquired as to when the General Disposal Authority (GDA) for Source Records would be completed. The Director of State Records advised that due to additional funding for the year, a fixed term contract would be negotiated to begin work in August or September this year, on this Standard in particular and other priorities identified by the Digital Records Working Group (DRWG) and

therefore, anticipated that the GDA for Source Records should be completed by the end of 2005.

The Commissioners **AGREED** that the Standard for Managing State Records in the case of Organisational or Administrative Changes be given a higher priority of medium to high and Government Photographs be changed to a low priority.

## 10.2 Guidelines

### Attachment 10.2

Mr Pearson enquired as to the progress of Guidelines for the Development of Retention and Disposal Schedules, as it appeared the status had not changed for some time. He further commented that the two Guidelines that had been completed could now be removed from the list.

Manager: State Recordkeeping advised that an updated progress report would be submitted at the next meeting.

The Commissioners **AGREED** that completed items would be removed from the list at the end of each financial/reporting year. It was also **AGREED** that the R&D Guidelines would be used as an internal document only for the time being and would be removed from the list.

## 10.3 Digital Records Working Group (DRWG)

The Commissioners **REQUESTED** that the Minutes of the DRWG meetings are provided to them at Item 10 on the Agenda for future meetings.

The Director of State Records reported that meetings have been continuing and key areas considered essential have been identified. A large amount of material has been gathered by the Committee and now requires to be formulated into Standards and other documentation.

The Commissioners **AGREED** that in future, this Agenda Item should appear under Item 10.

## 10.4 SRC Standard 7 - Storage

The Director of State Records reported a temporary delay with the promulgation of SRC Standard 7, given the work afoot to steer the new archive repository business case through to funding approval.

The Commission **AGREED** to delay the endorsement of this Standard until the September meeting.

## 11. ITEMS FOR INFORMATION

### 11.1 State Records Office Activities

Attachment 11.1

The Commission **REQUESTED** that in future the framework of this report be narrowed down to core SRO activities under the Act.

### 11.2 SRC Activities

The following activities were attended by the Commissioners:

- Margaret Medcalf Awards – 8 July 2005 (Deirdre O'Donnell, Darryl Wookey and Kandy-Jane Henderson)
- Cabinet Papers Launch – 1 June 2005 (Des Pearson, Darryl Wookey and Kandy-Jane Henderson)
- Australian Society of Archivists Annual General Meeting – 7 June 2005 (Kandy-Jane Henderson).

### 11.3 Register of State Archives (ROSA)

Attachment 11.3

The Commissioners **REQUESTED** a definition of what ROSA consists of ie. AEON and the R&Ds etc.

### 11.4 Work Experience Project

The Director of State Records reported that the Project had been rolled over until October 2005 and that he had been approached by the Coordinator in regard to a further six (6) month rollover.

## 12. OTHER BUSINESS

### 12.1 Review of Restricted Access Archives in the State Archives Collection

Attachment 12.1

The Commission **NOTED** the proposed course of action to review the restricted access decisions within the collection.

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

Attachment 12.2

The Commissioners **REQUESTED** that this paper be resubmitted at the next meeting with all the options canvassed.

**12.3 Advise ment of Leave**

Ms Henderson advised that she would be taking five (5) months leave from May to September 2006 and requested leave of absence from the Commission.

The Commission **AGREED** that leave of absence be granted and that meetings would be rescheduled to minimise the impact of Ms Henderson's leave.

**Meeting declared closed at 11.55am.**

**NEXT MEETING – 9.15 am Thursday, 15 September 2005 – Gascoyne Room,  
Ground Floor, Alexander Library Building**

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

DATED.....