



# STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

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## MINUTES OF FIRST MEETING OF THE STATE RECORDS COMMISSION HELD IN THE BOARD ROOM OF THE ALEXANDER LIBRARY BUILDING ON 14 AUGUST 2001

### **Present:**

Mr Murray Allen	State Ombudsman
Ms Kandy-Jane Henderson	Archivist: John Curtin Prime Ministerial Library
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
Mr Des Pearson	Auditor General
Mr Chris Coggin (Executive officer)	Director: State Records
Ms Isabel Smith (Exec Secretary)	Team Leader, State Records Office

### **Minutes:**

Mrs Norma Shopland	Minutes Secretary
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#### **1. Election of Chair**

Mr Des Pearson was elected as Chair.

All Members made themselves available to share the position of Chair as and when required, and agreed that the position should be rotated on a 12-monthly basis.

#### **2. Procedural Matters**

Minutes will record decisions of the Commission only, and for historical purposes will provide more detail of substantive issues. Minutes should be businesslike and focus on exceptions.

Agenda papers are required to be comprehensive, and where necessary may be reproduced in the Minutes.

#### **AGREED:**

Dir:SRO to prepare rules for convening and conduct of meetings, together with a schedule of meetings.

#### **3. Conflicts of Interest**

Agenda item be amended to read "[Schedule for s5, p58 refers]".

Procedure for declaration of interest to be followed when an item concerns the agency of a Member will require that the Member advise the Chair of such

interest at the first available opportunity, and vacate the room during Commission discussion.

#### **4. Proclamation: State Records Act 2000 and State Records Consequential Provisions) Act 2000**

Paper 1/2001 refers.

Mr Coggin advised that notices about the Act in the Government Gazette had been wrongly attributed to the Library Board. He had sent a letter to the Director General of the Department of Culture and the Arts (DCA) pointing out that items published in the Government Gazette referring to the State Records Commission and the State Records Office should appear under the heading of the State Records Act.

Mr Coggin reported that he will brief the Director General of the Department of Culture and the Arts on the general import of meetings.

The Commission endorsed the proposed timetable for proclamation of the remainder of the State Records Act.

#### **5. Archives and Records Committee**

Paper 2/2001 refers.

AGREED:

- The name of the s62 Committee to be the Archives and Records Committee.
- Rules for convening and conduct of meetings of ARC be formulated through ARC and submitted for endorsement by the State Records Commission.
- Membership of the Committee should represent the broad spectrum of government, community and industry interest groups, including deputies, as listed in Paper 2/2001.
- Dir:SRO to Chair the Archives and Records Committee.
- Dir:SRO to write to Director General, Ministry of Premier and Cabinet, requesting nominees for persons at CEO level representation on the Archives and Records Committee.

A paper entitled "Farewell to SCOPR: The Standing Committee on Public Records" was tabled for Commissioners' interest.

#### **6. Recordkeeping Plans**

Paper 3/2001 refers.

Point 5 of Item 3.2 Content of Parliamentary Recordkeeping Plans was amended to read: "Parliamentary scope of policy and procedures eg. Houses, Presiding Officers, etc;"

AGREED:

- Mr Pearson and Mr Coggin to meet with the CEOs of the Parliamentary Departments re timing for Parliament's Recordkeeping Plan.
- The process for producing the recordkeeping plan to be as follows:
  - (a) Input and comment from agencies be invited on the proposed standards as listed in Paper 3
  - (b) A submission based on such input to be presented at next meeting
  - (c) Draft RKP to be circulated to agencies for comment
  - (d) Draft RKP to be signed off by State Records Commission

## **7. Principles and Standards**

Paper 4/2001 refers.

In addition to the list of policies and standards listed in the paper, Mr Coggin drew attention to the need for criteria on restrictions to be drawn up under s61(1)(d) of the Act.

*The paper was NOTED.*

## **8. State Records Office – Operational Matters**

Paper 5/2001 refers.

NOTED.

## **9. Ad Hoc and Urgent Disposal of Government Records**

Paper 6/2001 refers.

The Commission acknowledged that Disposals currently occurring under the Library Board of WA Act continue until the Library Board of WA Act is rescinded.

AGREED:

- Ad Hoc Disposal Authorities for the disposal of a series or superseded system of Government records be submitted to ARC, by agencies, via Dir:SRO
- Disposal Lists for the urgent disposal of Government records via Dir:SRO be used

- Item 3 of the Recommendation be deferred. [Item 3 read: Delegate power to the Director to approve the urgent disposal of Government records via the use of Disposal Lists submitted by agencies.]

Ms Kandy-Jane Henderson withdrew from the meeting at 12 noon.

#### **10. Communication Strategy regarding compliance with Recordkeeping Plans**

Paper 7/2001 refers

The Paper was NOTED.

Dir:SRO pointed out that the training program outlined in the Paper would be affected by the outcome of the process entailed in publishing the Recordkeeping Plan.

The Commission acknowledged that, in view of its role for communicating information, the website was a priority. Dir:SRO reported that he had drawn this to the urgent attention of the Director General of the Department of Culture and the Arts.

It was agreed that the website should contain an FOI privacy statement.

#### **11. Recordkeeping Plans (RKPs) of Schedule 3 Organisations**

Deferred.

#### **12. Annual Report**

AGREED:

Dir:SRO to prepare a draft annual report, which should include the issue of archive storage.

#### **13. Delegations to Director**

Deferred.

#### **14. Reporting of SRC news to stakeholders**

Dir:SRO offered to write a brief account of the meeting suitable for a wider audience.

**15. Critical Issues**

Dir:SRO to write an Issues Paper for the next meeting, emphasising such issues as storage for archives, establishing a common platform for electronic records and addressing possible synergies with the Office of Information and Communications.

**16. Corporate Plan**

NOTED.

**17. Other Business**

Nil

**18. Next Meeting**

Wednesday, 26 September 2001, 9.00 am, National Archives of Australia  
384 Berwick Street  
East Victoria Park

**19. Meeting Close**

The Chair thanked Dir:SRO, Team Leader: Recordkeeping Services, and Norma Shopland for the preparation of papers, agenda and assistance for this first meeting of the State Records Commission, and declared the meeting closed at 1.15 pm.