



# STATE RECORDS COMMISSION

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MINUTES OF MEETING HELD IN THE BOARDROOM OF THE STATE LIBRARY  
ON 23 JUNE 2003

PRESENT:

Mr Des Pearson	Auditor General
Ms Kandy-Jane Henderson	Governor's Appointee:
	Archivist, John Curtin Prime Ministerial Library
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
Ms Deirdre O'Donnell	State Ombudsman
Mr Tony Caravella	Director: State Records
Ms Isabel Smith (Executive Secretary)	Manager: State Recordkeeping
Mr Leigh Hays	Manager: Archival Services in the capacity of Observer

MINUTES:

Mrs Norma Shopland	Minutes Secretary
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1. **Welcome**  
The Chair welcomed Leigh Hays to the meeting as an observer.

2. **Apologies**

Nil

3. **Notices of Urgent Business**

Nil

4. **Confirmation and sign-off of Minutes of 8 May 2003**

Confirmed, subject to the following amendments:

Page 1, heading "Minutes of Thirteenth Meeting" be amended to read  
"Minutes of Fourteenth Meeting"

Page 7, Item 8.3.1 be amended by the addition of "[Paper 40/2003]" and  
Item 8.3.2 be amended by the addition of "[Paper 41/2003]"

Page 8, Item 9.2, Paragraphs 1 and 3 be depersonalised for publication on  
the website.

Page 10, "Next Meeting" be amended to read Monday, 23 June 2003

## 5. MATTERS ARISING

### 5.1 SRO Draft Strategic Plan [Paper 48/2003]

The Commission **NOTED** the draft SRO Strategic Plan for 2003-06 and suggested the following amendments:

Page 2, under the heading “The Business”, line 3 be amended to read “Records Commission, promoting compliance by government agencies with the requirements ...”

Page 2, under the heading “The Mission”, line 1 be amended to read The State Records Office, through promoting best practice recordkeeping standards and the State Records Act 2000, will achieve an excellent collection ...”

Page 3, under the heading “The Vision” - condense The Vision statement to simplify.

Pages 7 and 8, under the heading “Performance Measures” – simplify the statements and include key indicators.

Once amended, the Plan will be printed and circulated to stakeholders.

### 5.2 The Gordon Inquiry R & D Schedule

Manager: State Recordkeeping reported that the Department of Premier & Cabinet had advised that a consultant will be engaged to review the entire R & D Schedule as a matter of priority.

The Commission discussed the recordkeeping needs of future Royal Commissions, such as the Police Royal Commission, and requested that the Department of Premier and Cabinet be approached to ascertain that they have received the R&D Schedule which was signed off by the Commission, and that they are ready in terms of the requirements to effect handover.

### 5.3 WA Inc Records Project

Manager: State Recordkeeping reported that processing has progressed and that the project is now only one week behind schedule. It is expected that the project will be back on schedule by the end of this month.

A parliamentary Question has been received regarding the project and whether liaison with the original Records Manager of the Royal Commission had occurred. A response has been provided. The Commission **NOTED** the report and congratulated all concerned for the achievement in getting the project effectively back on schedule.

## 5.4 RKP Self-Assessment Check List

Manager: State Recordkeeping advised that the self-assessment check list and guidelines are now on the website.

Director: State Records reported that the SRO is actively promoting the website during agency presentations which has resulted in requests for a proforma or template.

It was agreed that the checklist could be used as a template and form part of a package to include Principles and Standards and a perhaps a sample of RKPs already received.

The Commission **NOTED** the report and requested that RKP examples for a medium and a large agency be included in a package with Principles and Standards to assist agencies.

## 5.5 State Records Act – Coverage of Local Government Elected Members' Records

Manager: State Recordkeeping reported that a country local authority has expressed appreciation of the guidelines, and that 2,000 copies of a brochure are being produced for distribution to local authorities for their elected members.

The Commission **NOTED** the report, and requested that the matter be resubmitted in time for the local government elections in May 2004 so that SRO conducts an information campaign aimed at informing all newly elected local government councillors.

## 6. COMPLIANCE ISSUES

### 6.1 New Organisations

Manager: State Recordkeeping reported on the establishment of the Public Transport Authority, following amalgamation of Western Australian Government Railways, Transperth and the School Bus service. A meeting was held last week and a letter will be sent to follow up.

The difficulties experienced when agencies undergo structural change was discussed. The Commission suggested contact with the Minister when this occurs and a request be made for a "Records/Archives Impact Statement".

The Commission **NOTED** the formation of the Public Transport Authority and requested that the Director: State Records draft a letter to the Minister to obtain a Records/Archives Impact Statement pursuant to the creation of the Public Transport Authority as a pilot for seeking for the future the inclusion of a Records/archives Impact Statement in relation to proposed organisational changes.

## **6.2 Compliance Monitoring Spreadsheet [Paper 49/2003]**

Director: State Records spoke to the Paper, and advised that the State Records Office is negotiating an offer to produce some workflow software.

The Commission **NOTED** the Paper and requested that the Recordkeeping Plan Compliance Monitoring spreadsheet be resubmitted to the next meeting of the Commission, giving details of those RKPs already received.

## **6.3 Summary of interim results from State Records Office Storage Survey [Paper 50/2003]**

Director: State Records spoke to the Paper and advised that agencies had been canvassed to gain an insight into the volume of material held and, where relevant, enquiry made as to progress with RKPs.

The Commission **NOTED** the results of the SRO survey into storage and requested that consideration be given to including in the Commission's Annual Report a visual concept of space equivalent to the number of metres involved.

## **6.4 Archive Keeping Plan**

Director: State Records advised that the Plan has been posted on the website.

**NOTED**

## **6.5 Gazettal of Schedule 3 Recordkeeping Plan Final Submit Date [Paper 51/2003]**

The copy of the notice that appeared in the Government Gazette on 9 May 2003 was **NOTED**

## **6.6 Recordkeeping Plans Received and Approved (Attachment 6.6)**

Director: State Records gave an overview of Plans received to date, and advised that this information had been raised at a meeting of the Strategic Management Council, generating a degree of interest. He will follow this up at a subsequent meeting.

The Commission **NOTED** the graph thermometer indicating the number of Recordkeeping Plans received and approved, and requested that it be included in the Annual Report, giving current figures at the time of publication.

## 7. LEGISLATIVE REVIEW ISSUES

### 7.1 **Corruption and Crime Commission Bill 2003** **[Paper 52/2003]**

The Commission discussed a letter from the Attorney General regarding a proposed amendment to clause 222(5) of the *Corruption and Crime Commission Bill 2003* and suggested that research be carried out as to how records of the Wood Royal Commission in New South Wales and the Criminal Justice Commission following the Fitzgerald Inquiry in Queensland were treated in the context of the relevant State Records Offices.

The Commission **NOTED** the Paper and agreed that the matter be discussed out of session following research of recent Commissions in the Eastern States

## 8. ITEMS FOR ACTION

### 8.1 **State Records Advisory Committee Minutes of Meeting held 28 May 2003** **(Attachment 8.1)**

The Minutes of the SRAC meeting held 28 May 2003 were **NOTED**

### 8.2 **State Records Advisory Committee Structure and Function** **[Paper 53/2003]**

Director: State Records advised that several submissions had been received, expressing disagreement to a proposal to rotate members' attendance at SRAC meetings.

The Commission **AGREED** that the original format for meetings be restored and that a representative from each interest group be invited to attend, with a request that they confirm either their intended attendance, or the attendance of their deputy.

### 8.3 **State Records Advisory Committee Recommendations**

8.3.1 RD 2002051 - Forest Products Commission  
[Paper 54/2003]  
**APPROVED**

8.3.2 RD 2002050 – Office of Energy  
[Paper 55/2003]  
**APPROVED**

8.3.3 RD 2002048 – Midland Redevelopment Authority  
[Paper 56/2003]  
**APPROVED**

- 8.3.4 RD 2003014 – International Centre for Application of Solar Energy (CASE) [Paper 57/2003]  
**APPROVED**
- 8.3.5 AD 2003019 – Great Southern Development Commission [Paper 58/2003]  
**APPROVED**
- 8.3.6 RD 2003010 Law Reform Commission of WA [Paper 59/2003]  
**APPROVED**
- 8.3.7 RD 2003015 City of Perth [Paper 60/2003]

the Commission **APPROVED** the SRAC recommendations that the City maintain hard copies of legal opinion, personal records and all archival records.

In relation to the remainder of the material that can be scanned and destroyed, the Commission expressed reservations about the adequacy of the one year retention period.

It was **RESOLVED** that the State Records Office conduct research into practices within Australia and elsewhere to ascertain if precedents on the issue of a one year retention have already been set, and that the matter be discussed out of session and resubmitted to the next SRC meeting.

#### 8.4 **RKP2003018 – International Centre For The Application of Solar Energy (CASE)**

**APPROVED**

### 9. **ITEMS FOR CONSIDERATION**

#### 9.1 **Margaret Medcalf Award [Paper 61/2003]**

Director: State Records advised that the Minister has agreed to present the Award on Monday 18 August 2003, and thanked Ms Henderson for her contribution to the selection panel.

The Commission **NOTED** the progress of the Margaret Medcalf Award Presentation and requested that the criteria for selection and short listing be circulated out of session and added to the website.

## **9.2 Standards Architecture [Paper 62/2003]**

The Commission **ENDORSED** the framework for the development of standards and principles as outlined, and requested the document be reproduced in the Commission's Annual Report, with a simplified version to be posted to the website and published as an introduction to the Standards.

## **9.3 RKP Lodgement Strategy**

Director: State Records reported having attended a Strategic Management Council meeting, where he had placed emphasis on the obligation to comply with regard to RKPs. The matter of the storage issue was also raised and received recognition.

The Director: State Records will give a follow-up presentation to the SMC in November 2003.

The Commission **NOTED** the report.

## **9.4 RKP Workshop**

Manager: State Recordkeeping advised the Commission that work is being carried out on the tender specification, which will be published in the newspaper on Wednesday July 2.

**NOTED**

## **9.5 Contract Management Template and Standard**

Manager: State Recordkeeping reported the anticipated agency feedback had not been received and that there had been insufficient time to follow this up.

**NOTED**

## **9.6 FOI Commissioner's Report on Attendance at Archives & Records Education Stakeholders (ARES) Forum**

Ms Keighley-Gerardy felt that the many diverse groups involved in recordkeeping in various ways was very apparent at the Forum. In order to move forward in terms of professional development and to have some impact on their organisation, particularly Government organisations, the Commissioners' view is there is need to consolidate into one organisation, an opinion that was shared by others at the ARES Forum. Ms Keighly-Gerardy thanked the State Records Office for the opportunity to attend the Forum.

**NOTED**

**9.7 State Records Commission Annual Report**  
Attachments 9.7(1) and 9.7(2)

Ms Henderson requested that Attachment 9.7(2), under the heading "2003" the first entry for March 19 2003 be amended to read "D. Pearson, D. O'Donnell and K-J Henderson", and the second entry for March 19 2003 be deleted. **AGREED**

The Commission **NOTED** the suggested format for the Annual Report. The Director: State Records anticipated having the draft report submitted by the end of August. Mr Tom Reynolds will liaise with Commissioners in terms of Commissioners' input. The Commission **AGREED** that the following items be included in the Annual Report: articles and graphs as mentioned in Items 6.3, 6.6 and 9.2; a list of agencies who have submitted their RKPs at that time; an article regarding the Margaret Medcalf Award; photographs of the Minister's visit to the IRR at Dianella and NAA in East Victoria Park; and a case study regarding School Records as discussed under Item 11.2.

**9.8 Feedback on discussions held with the Director General of National Archives Australia**

Director: State Records reported on his discussions with the Director General of NAA. The topics included storage, digital presentation and collaboration opportunities. The Director: State Records felt the discussion was very useful and there is significant scope for positive collaboration between NAA and SRO.

**NOTED**

**10. ITEMS FOR NOTING**

**10.1 Submission relating to particular records of the Department of Premier and Cabinet**

Director: State Records tabled a further letter and reported additional telephone conversations.

The Commission considered that the matter is not within the State Records Commission jurisdiction and **AGREED** a response be provided, advising that the Commission is unable to assist further.

**10.2 SRO Activities**

Manager: State Recordkeeping tabled the Operational Activities of the SRO for the period 8 May to 23 June 2003.

Director: State Records reported on a meeting he had attended with the Functional Review Implementation Team (FRIT). The Commission **AGREED** that a representative of the FRIT team may be invited to talk with the Commissioners following publication of their report.

Director: State Records further reported on his meeting with the Office of E-Government and tabled guidelines, and invited comment from the Commission. The Commission **RECOMMENDED** that the Office of E-Government be requested to ensure that the SRO role is factual; that they be encouraged to include critical information from, and give proper acknowledgement to, the State Records Office.

Mr Pearson reported having visited Port Hedland during the week following an SRO training course conducted by Mrs Anne Gill of the SRO. He had received comment that Anne was held in very high regard, and overall very positive feedback regarding the training course.

The Commission **NOTED** a report from the Manager: Archival Services on a meeting he had with the National Archives in Canberra regarding their archives database.

### **10.3 Minister's Visit to SRO 8 May 2003**

The Commission **NOTED** the report of the Director: State Records on the Minister's visit to SRO on 8 May.

### **10.4 SRC Activities**

Mr Pearson tabled a paper he had delivered to the Strategic Management Council on 2 April 2003.

Ms Henderson participated in the judging of the Margaret Medcalf Award.

**NOTED**

### **10.5 Cabinet Document Launch Deferral**

The Commission **NOTED** that the Premier was unable to conduct the launch on Foundation Day of this year. The Director: State Records to compile and circulate a summary of documents available in preparation for a press release.

### **10.6 Legislative Assembly Estimates Committee – Hansard Report – SRO extract. (Attachment 10.6)**

The Commission **NOTED** the extract from Hansard and advice that an amendment will be made to correct the spelling of the Director: State Records' name.

## **10.7 SRO Database & Search Engine (Paper 63/2003)**

The Commission **NOTED** the Briefing Paper on the State Archives database and search engine and **AGREED** that the Director: State Records explore the matter of a Lottery grant and potential sponsor.

## **11. OTHER BUSINESS**

### **11.1 RMAA and ASA Conferences**

The Commission **NOTED** the forthcoming RMAA and ASA conferences. Director: State Records advised that he and the Manager: State Recordkeeping and other staff will represent the SRO. Ms Henderson will be attending in her role as a member and other Commissioners declined an invitation to attend due to other commitments.

### **11.2 Letter from ..... regarding School Records (Paper 65/2003)**

The Commission **AGREED** that a letter be written to..... thanking ..... for bringing the matter to their attention, advising that the Minister's reply has been noted, and that the question of storage is a matter of priority in the SRO plan to implement the provisions of the State Records Act and good archival practices. The Commission further **AGREED** that a letter be written to the Director General for Education, acknowledging receipt of the Minister's reply from ..... and advising that the SRO identified storage as a major problem and sought funding in the last budget to address the urgent storage requirements.

It was **AGREED** that the Director: State Records seek support of the Department, through Government, in further efforts to overcome storage problems and express appreciation of the initiative regarding computer based recordkeeping training in the format of a CD rom, particularly the good work done by Nalini Mishra and Terry Gaston of the Department.

### **11.3 Health Department of WA – Guthrie Cards (Paper 65.2003)**

Manager: State Recordkeeping reported on a briefing from Dr Peter O'Leary of the HDWA and advice that a response would be forthcoming.

The Commission **NOTED** that response had not yet been received and **AGREED** to await written response before taking further action.

### **11.4 Digital Records Preservation Seminar**

Director: State Records advised that he would arrange for an information session when Simon Davis (NAA) returns from overseas. **NOTED**

The Commission **AGREED** that informal seminars in the form of “sandwich seminars” be arranged to inform agency stakeholders and the Commission on a periodical basis.

**11.5 Access to Ministerial Records in the State Archives Collection (Paper 66/2003)**

Manager: Archival Services spoke to the Paper. The Commission **NOTED** that the SRO is looking at the records of 26 former Ministers and the terms and conditions of access placed on them, and that a Paper will be prepared for the next meeting of the Commission.

The Commission **AGREED** that an action plan be implemented to deal with Minister’s records at the time of a change of Government and that a standard be established accordingly.

The Manager: State Recordkeeping was requested to flag and check the Recordkeeping Plan of the Department of Premier and Cabinet in relation to outgoing Ministers’ records.

**11.6 Budget**

The Director: State Records reported that advice had been received of the total operating and capital works budget for the coming financial year.

The Commission **AGREED** that the Director: State Records meet with the Director General regarding budget funding for the State Records Office, and comparisons across other agencies be obtained and provided to Commissioners. The Commission expressed interest in being kept abreast of the SRO funding situation so that it could assess the impact on the implementation of the State Records Act.

**NEXT MEETING 9.00 am, Thursday 31 July 2003, at the office of the Freedom of Information Commissioner**

**MEETING CLOSED** The Chair closed the meeting at 12.30 pm.

SIGNED .....  
(Chair)

DATED .....