



STATE RECORDS COMMISSION

MINUTES OF MEETING HELD AT THE OFFICE OF THE FOI COMMISSIONER ON
31 JULY 2003

PRESENT:

Mr Des Pearson

Ms Kandy-Jane Henderson

Ms Bronwyn Keighley-Gerardy

Ms Deirdre O'Donnell

Mr Tony Caravella

Ms Isabel Smith (Executive Secretary)

Auditor General

Governor's Appointee:

Archivist, John Curtin Prime Ministerial Library

FOI Commissioner

State Ombudsman

Director: State Records

Manager: State Recordkeeping

MINUTES:

Mrs Norma Shopland

Minutes Secretary

1. Welcome

The Chair welcomed Mr Tom Reynolds in his capacity as co-ordinator of the State Records Commission Annual Report.

2. Apologies

Nil

3. Notices of Urgent Business

Nil

4. Confirmation of Minutes of Meeting on 23 June 2003

Confirmed

5. Matters Arising

The Commission **AGREED** that business arising from the Minutes of 23 June will be dealt with at the 21 August meeting.

6. State Records Commission Annual Report

The Commission **AGREED** that this item would be discussed as the last item of business.

7. Other Business

7.1 Margaret Medcalf Award [Paper 66A/2003]

The Commission considered the briefing paper and following attachments from the Selection Panel :

- Nominees by type of work
- Recommended shortlist of Nominees by type of work
- Criteria for Selecting Shortlist
- Criteria for Selecting Winner

In accordance with the recommendation of the Selection Panel, the Commission **AGREED** that the joint winners for the Inaugural Margaret Medcalf Award 2003 are Mrs A and Mr B Buchanan (The "Bugtool"); and Ms Christine Choo (Mission Girls: Aboriginal women on catholic missions). The recipients will be presented with their awards by the Hon Sheila McHale, Minister for Culture and The Arts, at a formal Award Ceremony on Monday 18 August 2003 to be held at the John Curtin Prime Ministerial Library.

7.2 Local Government Elected Councillors

Director of State Records circulated an e-mail from..... to WALGA and which had been copied to In that emailasks for clarification as to "*why someone from WALGA (eg WALGA President) could not read out a statement from Des Pearson to clarify the situation*" regarding elected Councillors' record-keeping and the operation of the State Records Act.

There was discussion to accelerate the way forward in achieving the objectives of the Act, promoting good recordkeeping practice across all State organisations, including local government.

The Commission **AGREED** that if the draft guidelines were preventing Councillors from accepting their obligations under the Act and thereby complying with the Act, then it would be better to withdraw the draft guidelines and attempt to work with WALGA to develop new guidelines, if guidelines were indeed necessary.

6. State Records Commission Annual Report

The Commission examined in detail the draft Annual Report, and **AGREED** that Mr Reynolds prepare a further draft incorporating the requested amendments.

Next Meeting Thursday, 21 August, Office of the Auditor General

Meeting Close The Chair closed the meeting at 10.50 am

SIGNED

(Chair)

DATED