



STATE RECORDS COMMISSION

MINUTES OF MEETING HELD IN THE BOARDROOM AT THE STATE LIBRARY OF WESTERN AUSTRALIA ON FRIDAY, 17 OCTOBER 2003 at 4.00pm

PRESENT:

Mr Des Pearson	Auditor General
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
Ms Deirdre O'Donnell,	Parliamentary Commissioner for Administrative Investigations
Mr Tony Caravella	(Executive Officer) Director: State Records
Ms Isabel Smith	(Exec Secretary) Manager: State Recordkeeping

MINUTES: Tony Caravella

1. Welcome

2. Apologies

Ms Kandy-Jane Henderson

3. Revised Small Local Government Authority RKP Template

Paper 102/2003

The Commission considered a request from the WA Local Government Association (WALGA), made on 8 October 2003, for a briefer version of the LGA RKP Template. The Commission agreed that if this could be developed without compromising the RKP Standards and Principles then it was desirable. The SRO has prepared a draft, briefer version, of the template. A copy of it was circulated to Commissioners. This draft was provided by the SRO, to WALGA, and to the Local Government Records Management Group (LGRMG) at an earlier meeting on 17 October. WALGA have taken the draft for further consideration and will provide comments within the next week.

The Commission expressed the view that this template is a priority and endorsed the content of the template, subject to finalisation between WALGA, the Director SRO and the Chair of the Commission. The Commission expressed appreciation of the SRO's prompt response to the request from WALGA, and the input by WALGA and the LGRMG.

4. Consideration of Recordkeeping Plans

4.1 RKP2003052 City of Cockburn

Paper 103/2003

APPROVED

4.2 RKP2003029 Shire of Northam

Paper 104/2003

APPROVED

The Commission congratulated both the City of Cockburn and the Shire of Northam in being the first two local government authorities in Western Australia to have their RKPs approved. The Commission also asked the SRO to negotiate with both of these agencies for permission to make a copy of their respective RKPs available to other local government authorities as exemplars of LGA RKPs.

5. WA Local Government Association's (WALGA) Proposal For A Standard Under The State Records Act For Elected Councillors' Recordkeeping

The Commission discussed recent requests from WALGA for a specific Standard (under s61 of the State Records Act 2000) to deal with the recordkeeping obligations of elected local government Councillors. A copy of such a suggested Standard prepared by WALGA was tabled for the Commissioners. The Commission affirmed it would maintain its approach, which is not to develop narrow Standards but rather to keep Standards generic. This approach is consistent with best practice in standards development (see, for example, the latest Australian Standards in the Governance series, as well as OECD's work in guideline development). The Standards under the State Records Act 2000 provide a roadmap flexible enough to allow any size agency to adapt the principles to meet its specific organisational needs.

The Commission requested the Director SRO to inform WALGA of this decision and to continue working with WALGA with a view to settling the dispute concerning the recordkeeping obligations of elected Local Government Councillors.

6. Other Business

6.1 FRIT

Director State Records circulated a list of items which were sent to him from the FRIT. SRO is a member of an Information Management Reference Group. Many of the items on the list have a very close connection with the core work of the SRO. It was agreed that the SRO and FRIT should stay in close contact to ensure wherever possible a coordinated effort to the developmental work associated with recordkeeping that is underway. It was agreed that the Director SRO should write to FRIT confirming SRO's interest in its work, the SRO's interest to work collaboratively where possible, and the overall aim of ensuring good recordkeeping which is consistent with the objects of the State Records Act 2000 and best practice recordkeeping.

6.2 RKPs without Retention and Disposal Schedules

Director SRO referred to the fact that one of the main obstacles for agencies in completing RKPs was the absence of a fully developed Retention & Disposal Schedule (R&D). The development and incorporation of an R&D is an indispensable part of the RKP and it was agreed that the RKP could not be approved without an approved R&D. The Commission, however, agreed that agencies should be encouraged to continue with the preparation and submission of their RKP even in the absence of an R&D. RKPs which met all the relevant Standards and

Principles, except for having a completed R&D, would be considered by the Commission and, if of the requisite standard, would be classified as "Cleared for Approval, subject to submission of an R&D Schedule". Agencies will in turn be informed of this status.

6.3 Appreciation to FOI Commissioner

As this was the last Commission meeting before Bronwyn Keighley-Gerardy's retirement, the Chair expressed the Commission's thanks to the Commissioner Keighley-Gerardy. The Director SRO also expressed the SRO's thanks for Commissioner Keighley-Gerardy's work and support through this important period of the implementation of the State Records Act 2000.

Next meeting **9.00 am Thursday 6 November 2003 in the Boardroom of the State Library of W.A.**

Meeting Close The Chair closed the meeting at 5.15pm

SIGNED DATED
_____ (Chair)