



# STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

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## MINUTES OF MEETING HELD IN THE BOARDROOM AT THE STATE LIBRARY OF WESTERN AUSTRALIA ON THURSDAY, 6 NOVEMBER 2003

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|-------------------------|---|
| Mr Des Pearson          | Auditor General   |
| Ms Kandy-Jane Henderson | Governor's Appointee:<br>Archivist, John Curtin Prime Ministerial Library |
| Ms Deirdre O'Donnell,   | Parliamentary Commissioner for Administrative<br>Investigations           |
| Ms Darryl Wookey        | Acting Information Commissioner   |
| Mr Tony Caravella       | Director: State Records (Executive Officer)                               |
| Ms Isabel Smith         | Manager: State Recordkeeping (Exec Secretary)                             |
| Ms Vera Novak           | Observer: State Records Office  |

**MINUTES:** Mrs Norma Shopland

### 1. WELCOME

The Chair welcomed Ms Darryl Wookey, Acting Information Commissioner, to her first meeting of the State Records Commission, and Ms Vera Novak of the State Records Office.

### 2. APOLOGIES

Nil

### 3. NOTICES OF URGENT BUSINESS

Nil

### 4. CONFIRMATION AND SIGN-OFF OF MINUTES:

- 4.1 Meeting 2 October 2003
- 4.2 Extraordinary Meeting 17 October 2003

**CONFIRMED**

### 5. MATTERS ARISING

#### 5.1 Budget Attachment "5.1"

The Director: State Records advised that the SRO is currently providing input to the Department of Culture and the Arts for the 2004/05 Budget Process.

A separate proposal has been submitted for funding the purchase of a new Archives Management System. The system assessed as best meeting SRO's needs is one that has been developed by the State Records Authority of New South Wales.

The Commission **NOTED** the budget submission and expressed the view that the Archives Management System is an issue which needs addressing in totality and not as a piecemeal approach.

## **5.2 WA Inc Records Project [Paper 105/2003 ]**

Manager: State Recordkeeping reported that the organisation of the records from the Royal Commission into the Commercial Activities of Government and other matters has been in operation for nearly 12 months and is almost completed.

The Commission requested a draft close-out report on the Project.

The project team has been extended to 30 January 2004 to further develop finding aids and to perform some preservation activities to protect the records.

The Commission **NOTED** the report

## **5.3 Small Local Government Authorities' RKP Template**

Manager: State Recordkeeping advised that the finalised template will be posted on SRO's website and that the 80 small local governments will be notified accordingly.

**NOTED**

## **5.4 RKP Submission dates Attachment "5.4"**

The SRO continues to maintain contact with agencies to communicate the need for all agencies to submit an RKP before 7 March 2003.

The Commission **NOTED** the draft letter and questionnaire circulated with the Agenda.

**NOTED**

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

Director: State Records advised that following further meetings with WALGA there was now agreement by WALGA in respect to the manner in which elected Councillors’ recordkeeping would be treated. The approach is set out in the following two paragraphs which have been communicated to and accepted by WALGA:

*“In relation to the recordkeeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council by the Local Government.*

*Activities or transactions which stem from the performance of other roles by Local Government elected members that are not directly relevant to the decision making processes of Council or Committees of Council are not subject to mandatory recordkeeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the Local Government.”*

### **NOTED**

The Chair reported on a recent address he and Martin Fordham of the State Records Office presented to the City of Perth.

## **6. COMPLIANCE ISSUES**

### **6.1 New Organisations**

Nil

### **6.2 Compliance Monitoring Spreadsheet [Paper 106/2003]**

An RKP Compliance Monitoring table incorporating the current status of each Plan received by the SRO was presented.

Manager: State Recordkeeping advised that the SRO is developing a more elaborate spread sheet which provides more information with reporting capabilities.

### **NOTED**

### **6.3 RKP Assessment Matrix [Paper 107/2003]**

The Commission discussed an RKP Assessment Matrix which had been developed by the SRO for the purpose of identifying new organisations, deadlines for and progress of the submission of draft Recordkeeping Plans.

The Commission **ENDORSED** the matrix; supported any forthcoming modification and development of the matrix; suggested the promulgation of examples of better practice; and remained receptive to future issues and areas for improvement.

#### **6.3.1 Recordkeeping Plans Received and Approved (Thermometer) Attachment "6.3.1"**

The Commission requested that the thermometer be amended to an upper level of 375 to reflect latest estimate of organisations covered by the State Records Act.

## **7. LEGISLATION REVIEW ISSUES**

Nil

## **8. ITEMS FOR ACTION**

### **8.1 State Records Advisory Committee Minutes**

Nil

### **8.2 Prof. Geoffrey Bolton Retirement Function**

The Commission **AGREED** that a luncheon to mark the retirement of Professor Bolton be arranged to follow the SRAC meeting on Wednesday 26 November 2003.

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

Nil

#### **8.3.1 SRAC Nominations for Membership [Paper 108/2003 ]**

The Commission **APPROVED** the following appointments to the State Records Advisory Committee:

Dr Cathie Clement, Member, representing the History Council of WA;  
Dr Neville Green, Deputy, representing the History Council of WA.

The Commission **ACCEPTED** the nomination of Mr Larry Knowles as the new deputy member representing the Local Government Records Management Group.

#### **8.4 Recordkeeping Plans**

##### **8.4.1 RKP 2003059 Small Business Development Corporation [Paper 109/2003]**

**APPROVED**

##### **8.4.2 RKP2003045 Department for Community Development [Paper 110/2003]**

**CLEARED** for approval once an R&D Schedule is submitted and approved.

##### **8.4.3 RKP2002042 Construction Industry Long Service Leave Payments Board [Paper 111/2003 ]**

**APPROVED**

##### **8.4.4 RKP2003017 WA Museum [Paper 112/2003 ]**

**CLEARED** for approval once an R&D Schedule is submitted and approved, currently scheduled for December 2005

##### **8.4.5 RKP2003020 Psychologists Board of WA [Paper 113/2003]**

**CLEARED** for approval once an R&D Schedule is submitted and approved

##### **8.4.6 RKP2003022 Country High Schools Hostel [Paper 114/2003 ]**

**APPROVED**

##### **8.4.7 RKP2003040 Office of Energy [Paper 115/2003 ]**

**APPROVED**

##### **8.4.8 RKP2003058 Department of Housing and Works [Paper 116/2003]**

**APPROVED**

**8.4.9 RKP2003062 Office of the Information Commissioner  
[Paper 117/2003]**

Ms Wookey declared an interest in this item, and absented herself from the meeting.

**APPROVED**

Ms Wookey rejoined the meeting.

**9. ITEMS FOR CONSIDERATION**

**9.1 RKP Workshop  
[Paper 100/2003]**

This item was deferred from the meeting on 2 October 2003.

Tenders were called from suitable trainers/consultants to co-develop a series of 5 one-day workshops with the specific aim of providing attendees with all the necessary information and skills to prepare and submit a Recordkeeping Plan. The tenders received were evaluated and, based on the material submitted, none were considered ideally suitable to deliver the desired outcome eg. completed, agency specific Recordkeeping Plans.

Some of the respondents, known to be highly skilled trainers, were considered to present the workshops using training material developed by the SRO. However, given the relatively low level of registrations for the workshop, the services of additional trainers was not required. Those who submitted tenders were notified of the result.

The SRO proceeded to develop all the course materials. Notice of the workshops was circulated widely, and the first workshop, with an enrolment of 7 participants, was delivered on 29 October 2003.

**NOTED**

**9.2 Contract Management Template and Standard**

Director: State Records advised that the development of a Contract Management Template and Standard was being progressed.

**NOTED**

### 9.3 SRC Annual Report

Director: State Records advised that a meeting between the Chair and the Minister, scheduled for Tuesday 11 November 2003, had been cancelled by the Minister's office. No reason had been given.

**NOTED**

## 10. ITEMS FOR NOTING

### 10.1 State Records Office Activities Attachment "10.1"

**NOTED with appreciation.**

### 10.2 SRC Activities

On-going involvement with WALGA, as covered at Item 5.5.

A farewell function to mark the retirement of Ms Bronwyn Keighley-Gerardy was held on 30 October 2003.

Ms O'Donnell presented the Excellence in Records Management Award on 8 October.

The Commission **REQUESTED** that invitations be issued in mid January to professional bodies to attend meetings with SRO in mid to late February to reinforce progress with RKP's.

### 10.3 SRO Database and Search Engine [Paper 118/2003]

Director: State Records advised that this item had been discussed along with other Budget matters under Item 5.1.

An assessment was conducted of two systems against SRO's functional specification requirements, with the "BOS" database, developed by the NSW State Records Authority, deemed to be by far the better match for SRO's purposes for immediate as well as long term needs.

Ms Henderson reported having recently visited Canberra where she had the opportunity to discuss the "BOS" database and search engine with the Director: State Records Authority of NSW, and commended the system to the Commission and the SRO.

The Commission **NOTED** the progress with the Database and Search Engine and congratulated the SRO for progress made.

## 11. OTHER BUSINESS

### 11.1 Consultants, Educators & Vendors Meeting Attachment "11.1"

Director: State Records advised that only one response to the letter sent by the Commission to all Consultants, Educators and Vendors had been received . The response provided advice on how some agencies might be reluctant to detail poor recordkeeping practices in their draft RKP. A further meeting has been set for 25 November 2003.

#### **NOTED**

### 11.2 (name withheld for confidentiality) Records held at (name withheld for confidentiality) [Paper 119/2003]

Director: State Records reported on a visit to the (name withheld for confidentiality) regarding concern with storage conditions of records, including some original drawings by (name withheld for confidentiality). The (name withheld for confidentiality) was reminded of its responsibility in this regard and was provided with a copy of SRC Guideline 2.

The (name withheld for confidentiality) agreed that some changes in the storage conditions might be achieved and the Director: State Records will report on further progress as it occurs.

Other organisations were identified as having storage problems, however the current situation with the State Records Office does not afford any solutions in the short term.

**The Commission NOTED the difficulties being experienced with regard to storage, and requested that poor storage sites being utilised by agencies be listed in preparation for the next budget bid.**

### 11.3 Kew Street

Director: State Records advised that the earliest possible timing for a storage facility at Kew Street would be 18-24 months, if it went ahead at all, and that depends on funding.

#### **NOTED**

### 11.4 SRC Meeting Dates for 2004

Owing to the commitments of the Commissioners in their respective roles, it was **AGREED** that meetings continue to be held approximately every 6 weeks and the location to be rotated periodically, as determined, with possible venues provided by various agencies.

