



STATE RECORDS COMMISSION

MINUTES OF MEETING HELD AT THE FREMANTLE PORT AUTHORITY AT 9.00 AM, THURSDAY 22 APRIL 2004

PRESENT:

Mr Des Pearson	Chair and Auditor General
Ms Kandy-Jane Henderson	Governor's Appointee:
	Archivist, John Curtin Prime Ministerial Library
Ms Deirdre O'Donnell	Parliamentary Commissioner for
	Administrative Investigations
Ms Darryl Wookey	Acting Information Commissioner
Mr Tony Caravella	Director: State Records
Ms Isabel Smith (Executive Secretary)	Manager: State Recordkeeping
Mr Leigh Hays (Observer)	Manager: Archival Services
Mrs Anne Gill (Observer)	Recordkeeping Consultant

MINUTES:

Mrs Norma Shopland	Minutes Secretary
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1. Welcome

Following a tour of the Fremantle Port Authority Records Department, the Chair opened the meeting at 9.10 am and welcomed Mr Hays and Mrs Gill.

2. Apologies

Nil

3. Notices of urgent business

3.1 Brief presentation from Department of Treasury and Finance officials on the development of a Common Use Contract for Temporary Records Storage

Mr Mark Diaz and Ms Tina Groves, Department of Treasury and Finance, presented a Briefing and Draft Business Plan as part of a review of the current Contract which provides services for storage, retrieval and destruction of intermediate records for Government.

The Commission suggested that consideration could be given to an Expression of Interest for an archival storage contract after the Common Use Contract for Temporary Records Storage has been awarded. Mr Diaz further suggested that an independent organisation be commissioned to investigate what the industry could provide with regard to archival storage.

The Commission discussed the continuing involvement of the State Records Office in intermediate records storage.

The Commission **AGREED** that the Director of State Records should arrange a visit to a commercial facility to view the type of service offered.

The Commission **AGREED** to revisit the possibility of an expression of interest for an archival storage.

The Commission **AGREED** that the matter of archival storage be raised at the next meeting with the Minister (requested for April).

4. Confirmation and sign-off of Minutes 9 March 2004

CONFIRMED subject to the following amendments:

Item 9.1 – Paragraph 1, remove the word “Nil”

Item 8.3.14 – Forest Products Commission – Title of Paper No. 56/2004 be amended to read “RKP2003107 ...”

5. MATTERS ARISING

5.1 WA Inc Records Project [Paper 70/2004]

The Commission **NOTED** the report.

5.2 Meetings with Minister - Request to Minister for April Meeting [Paper 71/2004]

Director of State Records advised that the SRO is still awaiting confirmation regarding a meeting with the Minister.

NOTED

5.3 Recordkeeping Trend Analysis [Paper 72/2004]

Director of State Records reported on a circular letter containing a summary of the data derived from the recordkeeping practices of government organisations, which had been forwarded to all agencies.

The Commission **AGREED** that a further circular letter be forwarded to agencies, giving statistics illustrating the number of Retention and Disposal Schedules being approved and how this enhances the effectiveness of records management and disposal and the associated cost savings in storage. The Commission cited the Fremantle Port Authority and other examples of better practice to be commended.

It was **AGREED** to investigate the possibility of entering into a partnership with professional bodies to showcase identified examples of better practice at a workshop during September/October of 2004.

5.4 Better Practice Guide

Director of State Records advised that funds are still awaited.

The Commission **AGREED** that this be left on the Agenda.

At this juncture, Ms Kerry Sanderson, Chief Executive Officer and other staff of the Fremantle Port Authority, joined the Commissioners for morning tea.

5.5 Collaborative Vision for Recordkeeping in the Government Environment in Western Australia

The Commission **AGREED** that this item be dealt with in conjunction with Item 9.2 (Feedback of SRC Session with Professional Associations/Consultants, Paper 114/2004)

The Commission considered the recent meeting held at Curtin to be a good initiative and one to be encouraged. Concern was however expressed that both the State Records Commission and the State Records Office are best resourced and equipped to facilitate and provide momentum for the group. There is a prerequisite need for the 'community' to take responsibility for carriage of the initiative.

The Director of State Records suggested that at the next meeting preparation of a work plan be proposed in an endeavour to reasonably project the workload and to be used as a means to equitably allocate and co-ordinate the tasks. In the meantime he would remain in contact with the central organisers, Judith Morrissey and Gail Murphy.

The Commission **AGREED** that issues from meetings of the Collaborative Vision group be listed for discussion at the SRC Planning Day scheduled on June 1.

5.6 Meeting with Office of E-Government and FRIT

The Chair reported on a meeting between himself, the Director of State Records, Manager: State Recordkeeping and the Office of E-Government on 20 April 2004. FRIT officers were unable to attend the meeting.

The position of Recordkeeping Principles in the proposed IT system development was a specific issue raised. The Director of State Records stated that further discussion was necessary with the Office of E-Government, FRIT, and agency staff engaged in the system development to ensure that the Recordkeeping Principles are adequately addressed in the tendering process.

The Commission **NOTED** the report.

5.7 Guthrie Cards

Manager: State Recordkeeping has been able to make contact with a person in the Health Department who has taken over responsibility for the Patient Information Schedule. It is proposed that Guthrie Cards be specifically identified in the Schedule. The amended Schedule will be submitted to the State Records Commission Advisory Committee and ultimately to the Commission.

The Commission **NOTED** the report.

6. COMPLIANCE ISSUES

6.1 New Organisations

Nil

6.2 Outstanding Recordkeeping Plans [Paper 73/2004]

Director of State Records advised that three Agencies are yet to submit a Recordkeeping Plan.

The Commission **AGREED** that the Director of State Records write to those agencies yet to submit a Recordkeeping Plan, advising that their status is proposed for 'exception reference' in the Commission's 2003/04 Annual Report to Parliament, and also refer the Local Government situation to the Minister for Culture and the Arts so that she can raise the matter with the Minister for Local Government.

The Commission **AGREED** that the Director of State Records;

- check if there is an avenue within the Local Government arena which has the facility to assist in addressing the concerns raised and, further, that
- an approach be made to the Department of Local Government with a view to SRO providing input into the induction of newly elected Councillors in the forthcoming Local Government Elections.

6.3 Recordkeeping Plans Received and Approved (Thermometer) Attachment 6.3

NOTED

7. LEGISLATION REVIEW ISSUES

Nil

8. ITEMS FOR ACTION

8.1 Recordkeeping Plans CLEARED Pending Approval Of The Retention And Disposal Schedule

- 8.1.1 RKP 2003008 – Western Australian Land Authority (LandCorp)
[Paper 74 /2004]
- 8.1.2 RKP 2004256 – Upper Preston Cemetery Board
[Paper 75/2004]
- 8.1.3 RKP 2002035 – Armadale Redevelopment Authority
[Paper 76/2004]
- 8.1.4 RKP 2004121 – Doodenaning Cemetery Board
[Paper 77/2004]
- 8.1.5 RKP 2004081 – Burswood Park Board
[Paper 78/2004]
- 8.1.6 RKP 2004041 – WA Greyhound Racing Association
[Paper 79/2004]
- 8.1.7 RKP 2004043 – Medical Board of Western Australia
[Paper 80/2004]
- 8.1.8 RKP 2004007 - Department of Justice
[Paper 81/2004]
- 8.1.9 RKP 2003051 – Western Australian Electoral Commission
[Paper 82/2004]
- 8.1.10 RKP 2004226 – Equal Opportunity Commission
[Paper 83/2004]
- 8.1.11 RKP 2004117 – Western Australian Tourism Commission
[Paper 84/2004]
- 8.1.12 RKP 2004227 – Broome Port Authority
[Paper 85/2004]
- 8.1.13 RKP 2004104 – Shire of Corrigin
[Paper 86/2004]
- 8.1.14 RKP 2004056 – Potato Marketing Corporation of WA (Western Potatoes)
[Paper 87/2004]

8.2 Recordkeeping Plans for APPROVAL

- 8.2.1 RKP 2004010 – Shire of Victoria Plains
[Paper 88/2004]
- 8.2.2 RKP 2004023 – Perth Theatre Trust
[Paper 89/2004]
- 8.2.3 RKP 2004112 – South Caroling Cemetery Board
[Paper 90/2004]
- 8.2.4 RKP 2004001 – Perth Zoo
[Paper 91/2004]
- 8.2.5 RKP 2004152 – Dwellingup Cemetery Board
[Paper 92/2004]
- 8.2.6 RKP 2004055 – Shire of Laverton
[Paper 93/2004]
- 8.2.7 RKP 2004040 – City of Armadale
[Paper 94/2004]
- 8.2.8 RKP 2004021 – Town of Kwinana
[Paper 95/2004]
- 8.2.9 RKP 2004094 – Builders' Registration Board
[Paper 96/2004]
- 8.2.10 RKP 2004141 – Painters' Registration Board
[Paper 97/2004]
- 8.2.11 RKP 2003116 – Shire of Wagin
[Paper 98/2004]
- 8.2.12 RKP 2004064 – City of Belmont
[Paper 99/2004]
- 8.2.13 Miscalculation of Agenda item numbers
- 8.2.14 RKP 2004049 – Department of Agriculture
[Paper 100/2004]
- 8.2.15 RKP 2004182 – Shire of Collie
[Paper 101/2004]
- 8.2.16 RKP 2004048 – Department of Racing, Gaming and Liquor
[Paper 102/2004]

- 8.2.17 RKP 2004060 – City of Kalgoorlie-Boulder
[Paper 103 /2004]
This Paper was withdrawn from the Agenda prior to the meeting
- 8.2.18 RKP 2004059 – Law Reform Commission of Western Australia
[Paper 104/2004]
- 8.2.19 RKP 2004145 – Shire of Gingin
[Paper 105/2004]
- 8.2.20 RKP 2004105 – Shire of Pingelly
[Paper 106/2004]
- 8.2.21 RKP 2004062 – Shire of Williams
[Paper 107/2004]
- 8.2.22 RKP 2003013 – Department of Culture and the Arts
[Paper 108/2004]
- 8.2.23 RKP 2004013 – Building and Construction Industry Training Fund (BCITF)
[Paper 109/2004]
- 8.2.24 RKP 2004180 – Shire of Ravensthorpe
[Paper 110/2004]
- 8.2.25 RKP 2003021 – Art Gallery of Western Australia
[Paper 111/2004]
- 8.2.26 RKP 2004136 – Shire of Mundaring
[Paper 112/2004]

9. ITEMS FOR CONSIDERATION

9.1 A Local Government Authority Ombudsman's Recordkeeping [Paper 113/2004]

The Authority sought advice from the SRO concerning the application of the *State Records Act 2000* to records created by the Ombudsman engaged by the Authority to investigate complaints in a role similar to that of the State Government Ombudsman.

The Commission discussed the paper and considered that the service of the Authority's Ombudsman was an outsourced function which must comply with the *State Records Act 2000*. It was noted that the State Government Ombudsman had complied with the Act.

The Commission **ENDORSED** the approach taken by the SRO concerning the Authority's Ombudsman services in respect to recordkeeping.

**9.2 Feedback of SRC Session with Professional Associations/Consultants
[Paper 114/2004]**

This item was dealt with in conjunction with Item 5.5 of the Agenda.

**9.3 Shire of Dundas – Proposal for a State Archive
[Paper 115/2004]**

The Shire of Dundas wrote to the State Records Commission, asking the Commission to consider Norseman as a location for “the construction of a purpose built facility to house the state archive.” As an alternative, it asked the Commission to “consider Norseman as a region repository for the local record”.

The Commission **AGREED** that the Shire of Dundas be advised that the Commission noted their proposal with interest, and that it be referred to the Department of Culture and the Arts for further consideration and response.

**9.4 WAND Report
[Paper 116/2004]**

The History Council of Western Australia asked “if the Commission has had an opportunity to respond to the Wand Report and, secondly, if the Commission has plans to establish the committee as recommended...”

The Commission **ENDORSED** the draft response to the History Council of Western Australia, and **REQUESTED** that a copy of the response be sent to the Department of Premier & Cabinet.

10. ITEMS FOR NOTING

**10.1 State Records Activities
Attachment “10.1”**

Director of State Records advised that the SRO has been recently advised of acceptances to deliver papers at conferences. He expressed disappointment that lack of time and resources precluded greater involvement in this way.

Marelda Kelly had been accepted to deliver a paper at the History Council conference to be held in Perth in November 2004. The Director will present a paper on the operation of the *State Records Act* 2000 to the Society of History and the Law at Murdoch University.

NOTED

10.2 SRC Activities

Visioning Workshop was attended by Des Pearson, Deirdre O'Donnell and Kandy-Jane Henderson on 15 April 2004.
Des Pearson visited Ross Gibbs, Director General, National Archives on March 23.

10.3 Trend Analysis Circular Letter to CEOs of all State Organisations [Paper 117/2004]

Recordkeeping trends derived from the Recordkeeping Plans evaluated to date have been synthesised into a preliminary report, in the form of a circular, for the interest of agency Chief Executive Officers. On 31 March circulars were distributed to the 298 government agencies, which had submitted RKPs by the 8 March deadline.

The Commission **NOTED** the paper and **AGREED** that additional feedback should be given to CEOs once further statistics were available or issues arose.

10.4 Council of Federal, State and Territories Archives [Paper 118/2004]

The Director of State Records reported having attended a Council of Federal, State and Territory Archives (COFSTA) meeting in Darwin on 1 April 2004.

It had been agreed that the position of Convenor would be rotated on a two yearly basis, with the Director General of the NAA to hold the position for the next two years, followed by the Director of State Records (WA) for the following two years.
Funding of supporting resources will be rotated amongst the participating bodies.

NOTED

10.5 SRO/NAA Joint Reading Room/Archive Storage [Paper 119/2004]

The Commission discussed the paper dealing with options for cooperation between State Records Office and National Archives of Australia, and suggested the following:

- The SRO to obtain examples of shared common services;
- investigate the formulation of an MOU; and
- investigate models of shared common services in other States

The Commission **NOTED** the welcome progress in this matter and its likely implementation early in 2005.

**10.6 Briefing Note on Government Archives in Private Hands
[Paper 120/2004]**

Director of State Records reported a recent meeting with an individual to discuss issues surrounding the existence of certain Police Occurrence Books from the 1880s in private hands. A draft Ministerial Briefing Paper was submitted for the Commission's endorsement. Mr Leigh Hays advised that he expects it will take 3 months for the SRO's application to be considered and a ruling made.

Ms Henderson queried whether the Cultural Gift Program is for this sort of material, and suggested that advice be sought from contacts at the National Archives and at State Records NSW to clarify whether these would be considered official records, regardless of the fact that they are held in private hands.

The Commission **NOTED** the paper, endorsed the approach proposed and requested that further aspects be checked.

11. OTHER BUSINESS

11.1 Kandy-Jane Henderson, Term of Office

Director of State Records was requested to check the relevant dates for Ms Henderson's term of office and the procedure required to make a nomination.

11.2 OAG REPORT

The Commission **NOTED** a paper entitled "Controls and Compliance Audit, Records Management – Preliminary Study Progress Report – April 2004" which was circulated by the Chair.

11.3 Annual Report

The Commission **REQUESTED** the Director of State Records to present a draft to the June meeting and that the draft incorporate an acquittal on the recordkeeping process; storage as a continuing issue; new archives system; and achievements and challenges.

11.4 Geoffrey Bolton Lecture

Manager: Archives Control and Access advised that Professor Bolton invited the Premier to give the inaugural lecture and that the Premier has indicated a willingness to do so. The Governor has agreed to launch the lecture in Government House Ballroom on a date to be confirmed.

NOTED

Next Meeting – 3 June 2004, commencing at 9.15am at the WA Police Service Meeting Close - The Chair closed the meeting at 12.05pm

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SIGNED

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DATED