



# STATE RECORDS COMMISSION

---

MINUTES OF MEETING HELD AT THE WA POLICE SERVICE AT 9.15am  
ON THURSDAY 3 JUNE 2004

**PRESENT:**

Mr Des Pearson	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: Archives Control and Access
Mr Martin Fordham (Observer)	Recordkeeping Consultant

**MINUTES:**

Mrs Norma Shopland	Minutes Secretary
--------------------	-------------------

**1. Welcome**

Following a tour of the WA Police Service, the Chair opened the meeting at 9.15am and welcomed Mr Hays and Mr Fordham.

Manager: State Recordkeeping advised the Commission that she will be on leave until 9 August. Martin Fordham will be Acting Manager: State Recordkeeping from 7 June to 2 July, then Anne Gill from 5 July to 6 August.

**2. Apologies**

Nil

**3. Notices of urgent business**

Nil

**4. Confirmation and sign-off of Minutes 22 April 2004**

**CONFIRMED**

## 5. MATTERS ARISING

### 5.1 Meetings with Minister - Request to Minister for April Meeting

The Commission **AGREED** that the Commission send an update brief to the Minister as the proposed meeting has not eventuated.

## 6. COMPLIANCE and OPERATIONAL ISSUES

### 6.1 New Organisations Paper 121/2004

The Gas Industry Ombudsman (WA) Ltd has been established under the *Energy Legislation Amendment Act 2003* to administer the Gas Industry Ombudsman Scheme in Western Australia. The State Records Office is seeking legal opinion as to the Gas Industry Ombudsman's compliance with the *State Records Act 2000* and will advise the Commission in due course.

The Commission **NOTED** the course of action undertaken by the State Records Office.

### 6.2 Local Government Induction Programs for Newly Elected Councillors Paper 122/2004

At its meeting on 22 April 2004, the Commission requested that the SRO approach the Department of Local Government and Regional Development (DLGRD) with a view to the SRO providing input into the induction of newly elected Councillors in the forthcoming Local Government elections.

Enquiries indicate that it is the responsibility of each Local Government to provide induction programs to newly elected Councillors. The DLGRD has produced a guideline for CEO's and Mayors/Presidents to assist them to develop and deliver induction programs and their website contains a page entitled "Government (or Official) Records".

The SRO will endeavour to provide further input into the induction guideline and checklist produced by the DLGRD.

The Commission **NOTED** with satisfaction that the *State Records Act 2000* is covered in the DLGRD induction checklist and **REQUESTED** the SRO maintain a watching brief and, if necessary, liaise via the Local Government Records Management Group.

### 6.3 **Archive Control and Access** **Paper 123/2004**

The Commission **NOTED** the Paper and **REQUESTED**:

- an archive management system (AMS) project plan for acquisition and implementation, which sets out milestones and timelines, together with a proposal on criteria for restricted access consideration to be built into the AMS.
- the SRO issue a whole-of-government circular to inform agencies of the legislative requirements in relation to restricted archives and request agencies to identify restricted access archives in the State Archives collection.

The Commission **AGREED** that matters in regard to restricted access archives is the responsibility of the State Records Commission and **REQUESTED** that the State Records Advisory Committee be advised that its role does not extend to this process.

## 7. **LEGISLATION REVIEW ISSUES**

### 7.1 **Monitoring the State Records Act and its impact on Local Governments** **Paper 124/2004**

On 31 October 2003, the State Records Commission, the Director of State Records and the WA Local Government Association agreed on a policy approach for the SRC's monitoring of the recordkeeping obligations in respect of Local Government elected Councillors.

The Commission **NOTED** the SRO's obligation to monitor the impact of the *State Records Act 2000* on local governments and scheduled the item for attention in February 2005.

## 8. **ITEMS FOR ACTION**

### 8.1 **State Records Advisory Committee Minutes of meeting held 26 May 2004** **Paper 125/2004**

The Commission **AGREED** that the Director of State Records report on the outcomes of the recent State Records Commission planning day to the next meeting of the State Records Advisory Committee. The Commission recognised the very significant role and great contribution of SRAC, and considered it timely, in the light of what is now over two years' of practical experience, for a review of Terms of Reference, Agendas, Membership, the servicing of the Committee and its general approach in terms of the likely future.

## 8.2 State Records Advisory Committee Recommendations

Prior to considering the SRAC recommendations, the Manager: State Recordkeeping advised the Commission that Item 8.2.7 Chiropractors' Registration Board and 8.2.8 Podiatrists' Registration Board both have a 100-year restriction on certain records, which will be reviewed every 5 years.

**8.2.1** RD 2004058 Albany Cemetery Board  
**[Paper 126/2004]**  
**APPROVED**

**8.2.2** RD 2004124 Kalgoorlie-Boulder Cemetery Board  
**[Paper 127/2004]**  
**APPROVED**

**8.2.3** RD 2004257 Upper Preston Cemetery Board  
**[Paper 128/2004]**  
**APPROVED**

**8.2.4** RD 2004122 Doodenaning Cemetery Board  
**[Paper 129/2004]**  
**APPROVED**

**8.2.5** RD 2004268 Chowerup Cemetery Board  
**[Paper 130/2004]**  
**APPROVED**

**8.2.6** RD 2004051 Coal Miners Welfare Board of WA  
**[Paper 131/2004]**  
**APPROVED**

**8.2.7** RD 2004037 Chiropractors' Registration Board  
**[Paper 132/2004]**  
**APPROVED**

The Commission **ENDORSED** the 100-year restriction on certain records of the Chiropractors' Registration Board

**8.2.8** RD 2004034 Podiatrists' Registration Board  
**[Paper 133/2004]**  
**APPROVED**

The Commission **ENDORSED** the 100-year restriction on certain records of the Podiatrists' Registration Board

## 8.3 State Records Advisory Committee Resignations **[Paper 134/2004]**

**NOTED**

## **8.4 Recordkeeping Plans for CLEARANCE**

- 8.4.1 RKP 2004157 University of Western Australia  
[Paper 135/2004]  
CLEARED pending approval of the Retention and Disposal  
Schedule**
- 8.4.2 RKP 2004071 Department of Local Government and Regional  
Development  
[Paper 136/2004]  
CLEARED pending approval of the Retention and Disposal  
Schedule**

## **8.5 Recordkeeping Plans for APPROVAL**

- 8.5.1 RKP2004256 Upper Preston Cemetery Board  
[Paper 137/2004]  
APPROVED**
- 8.5.2 RKP2004121 Doodenaning Cemetery Board  
[Paper 138/2004]  
APPROVED**
- 8.5.3 RKP2004054 Albany Cemetery Board  
[Paper 139/2004]  
APPROVED**
- 8.5.4 RKP2004003 Kalgoorlie-Boulder Cemetery Board  
[Paper 140/2004]  
APPROVED**
- 8.5.5 RKP2004042 Coal Miners' Welfare Board  
[Paper 141/2004]  
APPROVED**
- 8.5.6 RKP2004015 Shire of Northampton  
[Paper 142/2004]  
APPROVED**
- 8.5.7 RKP2004014 City of Melville  
[Paper 143/2004]  
APPROVED**
- 8.5.8 RKP2004095 Mindarie Regional Council  
[Paper 144/2004]  
APPROVED**
- 8.5.9 RKP2004086 Shire of Tambellup  
[Paper 145/2004]  
APPROVED**

- 8.5.10** RKP2004087 City of Swan  
**[Paper 146/2004]**  
**APPROVED**
- 8.5.11** RKP2004091 Shire of Jerramungup  
**[Paper 147/2004]**  
**APPROVED**
- 8.5.12** RKP2004135 City of Canning  
**[Paper 148/2004]**  
**APPROVED**
- 8.5.13** RKP2004084 Shire of Three Springs  
**[Paper 149/2004]**  
**APPROVED**
- 8.5.14** RKP2004093 Shire of Denmark  
**[Paper 150/2004]**  
**APPROVED**
- 8.5.15** RKP2004066 Shire of Serpentine-Jarrahdale  
**[Paper 151/2004]**  
**APPROVED**
- 8.5.16** RKP2004074 Shire of Mullewa  
**[Paper 152/2004]**  
**APPROVED**
- 8.5.17** RKP2004067 Shire of Dumbleyung  
**[Paper 153/2004]**  
**APPROVED**
- 8.5.18** RKP2004068 City of Rockingham  
**[Paper 154/2004]**  
**APPROVED**

**8.6 Town of Kwinana – Reconsideration of RKP  
[Paper 155/2004]**

The Town of Kwinana Recordkeeping Plan was presented for the Commission's approval at the 22 April 2004 meeting. Further scrutiny of practice compared with the RKP revealed substantial discrepancies and, pending further investigation, the SRO requested that the Commission rescind the approval of the Town of Kwinana's RKP.

The Commission **ENDORSED** a revised approach that the State Records Office request a report from the local government agency to explain the circumstances of and proposed remedial action regarding the identified non-compliance with aspects of its Recordkeeping Plan.

## 9. ITEMS FOR CONSIDERATION

### 9.1 Recordkeeping Plans Received and Approved (Thermometer) (Previous items 5.3 and 6.3, 22/04/04) **Attachment 9.1**

The Commission **REQUESTED** advice via email regarding the current status of RKPs. The Director of State Records will email Commissioners a copy of a circular letter to be issued to CEOs.

The Commission **NOTED** with appreciation the great work of the State Records Office in attaining this result so quickly.

### 9.2 Annual Report (Previous item 11.3 22/04/04)

The Commission thanked Tom Reynolds for preparing the draft Annual Report which they will consider and email suggestions to the Director of State Records for incorporation into a further draft, scheduled to be submitted to Parliament before the end of August.

The Commission **REQUESTED** that its Annual Report restate the functions of the State Records Office, the State Records Commission, the State Records Advisory Committee and the proposed Digital Records Working Group, together with a diagram indicating the relationship between each.

The meeting adjourned at 10.40 am for morning tea with representatives of the WA Police Service.

The meeting reconvened at 11.10 am.

### 9.3 Establishment of Digital Records Working Group **[Paper 156/2004]**

The inaugural meeting of the Digital Records Initiative was convened by National Archives on 5 March 2004 and attended by representatives from State and Territory public archive institutions throughout Australia and New Zealand to discuss matters relating to the long term management and preservation of digital records.

Under Section 62 (3) of the *State Records Act 2000* the State Records Commission may establish committees to assist it in the performance of its functions.

The Commission considered the establishment of a Digital Records Working Group (DRWG) and the terms of reference for the group, and **APPROVED** the establishment of the Working Group.

The Commission **AGREED** the DRWG be limited to six members, plus the Chair (at least for the time being).

The Commission **REQUESTED** to see a revised draft terms of reference which should relate to the *State Records Act 2000* and along similar lines to the State Records Advisory Committee Terms Of Reference.

The Commission **REQUESTED** drafts for consideration of selection criteria for members and the form of calling for expressions of interest.

## 10. ITEMS FOR NOTING

### 10.1 State Records Activities Attachment "10.1"

Tabled.  
**NOTED**

### 10.2 SRC Activities

Mr Pearson, Ms Henderson and Ms O'Donnell attended a Visioning Workshop on 15 April  
Kandy-Jane Henderson attended the Sandwich Seminar on 28 April at the SRO.  
Commissioners Henderson, O'Donnell and Pearson attended the Margaret Medcalf Award on 24 May at the John Curtin Prime Ministerial Library.  
All Commissioners participated in a Planning Day on 1 June.

### 10.3 SRO/NAA Joint Reading Room/Archive Storage

(Previous item 10.5 22/04/04)  
Update

**NOTED**

### 10.4 Briefing Note on Government Archives in Private Hands – Cultural Gifts Program [Paper 157/2004]

**NOTED**

### 10.5 WA Inc Records Project [Paper 158/2004]

The project to organise the records from the Royal Commission into the Commercial Activities of Government and other matters was effectively completed on 30 January 2004 with the Report to Parliament tabled on April 2, 2004. It was suggested that the remainder of the project, involving the legal destruction of the identified temporary and non archival records, be held over to the 2004/05 financial year.

The Commission **ENDORSED** the approach outlined.



**10.6 Better Practice Guide**

Update

**NOTED**

**10.7 City of Perth Ombudsman's Recordkeeping**

Update

**NOTED**

**10.8 Shire of Dundas – Proposal for a State Archive**

Update

**NOTED**

**10.9 WAND Report**

Update

**NOTED**

**10.10 Appointment of Fourth Member of State Records Commission  
[Paper 159/2004]**

The Commission **NOTED** the progress towards the appointment of the Fourth Member of the State Records Commission

**10.11 Margaret Medcalf Award**

Update

**NOTED**

**10.12 Release of Cabinet Papers**

Update

**NOTED**

**10.13 Eye on Perth  
[Paper 160/2004]**

Enquiries have been made by Access Television Channel 31 for a programme featuring the work of the State Records Office and on the State archives it holds.

The Commissioners **NOTED** the initiative and **AGREED**, upon completion of Recordkeeping Plans examination process, to participate in at least one filming sequence or scene of the programme proposed for November 2004.

**11. OTHER BUSINESS**

**Collaborative Vision Workshop**

The Commission discussed the Visioning document and outcomes of the recent workshop. It was suggested that to progress their work to date, the Director SRO maintain contact with the organisers of the workshop to work, where possible, on those issues identified in the workshop that are not already being addressed, or proposed to be developed, by the Commission and State Records Office, eg, Digital Records Working Group and future Recordkeeping Standards.

**12. Meeting Close** The Chair closed the meeting at 12.10 pm

**NEXT MEETING – 15 July 2004, commencing at 9.00am at the Office of the Parliamentary Commissioner for Administrative Investigations**

SIGNED .....  
(Chair)

DATED .....