



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON THURSDAY 15 JULY 2004, AT THE OFFICE OF THE PARLIAMENTARY COMMISSIONER FOR ADMINISTRATIVE INVESTIGATIONS

PRESENT:

Mr Des Pearson

Ms Kandy-Jane Henderson

Ms Deirdre O'Donnell

Ms Darryl Wookey

Mr Tony Caravella

Ms Anne Gill

Mr Leigh Hays

Auditor General

Governor's Appointee:

Archivist, John Curtin Prime Ministerial Library

Parliamentary Commissioner for

Administrative Investigations

Acting Information Commissioner

Director: State Records

Acting Manager: State Recordkeeping

Acting Manager: Archives Control and Access

MINUTES:

Mrs Norma Shopland

Minutes Secretary

1. **Welcome**

2. **Apologies**

NIL

3. **Notices of urgent business**

NIL

4. **Confirmation and sign-off of Minutes 3 June 2004**

CONFIRMED

5. **MATTERS ARISING**

5.1 **Meetings with Minister**

Director of State Records advised a draft acknowledgement is being prepared on behalf of the Minister in response to the Commission's brief provided in lieu of the proposed meeting in April.

NOTED

6. **COMPLIANCE and OPERATIONAL ISSUES**

6.1 **New Organizations**

Economic Regulation Authority

Corruption and Crime Commission

Acting Manager: State Recordkeeping advised that legal advice is yet to be received regarding the Gas Industry Ombudsman.

NOTED

The Commission **REQUESTED** that future agendas contain a paper for Item 6,1 giving date of creation and date due of Recordkeeping Plans for any new organisations, or alternatively advice that none have been established.

**6.2 Archive Control and Access
Proposed Guideline for Standard Periods of Restriction for
Restricted Access Archives
[Paper 190/2004]**

The spirit of the *State Records Act 2000* is to facilitate open access to State archives by the community unless special conditions apply. Some State archives contain sensitive information to which it is appropriate to apply a restricted access status for a prescribed period. Section 37 of the *State Records Act 2000* sets out the mechanisms by which a restricted access status applies to State archives.

To provide a framework within which consistent decisions can be made about the periods of restriction, it is proposed that a Guideline for Standard Periods of Restriction for Restricted Access Archives be developed and adopted. It is intended that such a Guideline would work in conjunction with "SRC Standard 4 – Restricted Access Archives."

If the proposal is approved, a draft Guideline will be submitted to the Commission at its next meeting.

The Commission **APPROVED** the proposal to develop a Guideline for Standard Periods of Restriction.

7. LEGISLATION REVIEW ISSUES

Nil

8. ITEMS FOR ACTION

**8.1 RKP 2004078 Water Corporation RKP
[Paper 161/2004]**

In accordance with Part 3 of the *State Records Act 2000*, a Schedule 3 organisation is to submit a draft Recordkeeping Plan to its relevant Minister. A draft Plan, with the Self-Evaluation Checklist and transmittal letter, was forwarded by the Minister responsible for the Water Corporation on 25 February 2004, requesting the SRO's advice on whether the Plan complied with the *State Records Act 2000*. Following SRO analysis, and liaison with the Water Corporation, a final version was forwarded to the SRO on 11 June 2004.

The SRO has evaluated the Plan against the Checklist. The Director of State Records has recommended that the Minister approve the Water Corporation's Plan for five years pending the provision of the

interim documentation. The SRO has offered to take receipt of the interim documentation and advise the Minister accordingly. The SRO has requested that the Water Corporation provide a copy of the final approved Plan.

The Commission **NOTED** the actions in regard to the Water Corporation's Recordkeeping Plan.

8.2 Recordkeeping Plans for CLEARANCE

8.2.1 RKP 2004191 Department of Health [Paper 162/2004]

CLEARED Pending Approval Of The Retention And Disposal Schedule

8.3 Recordkeeping Plans for APPROVAL

8.3.1 RKP 2003073 WA Industrial Relations Commission [Paper 163/2004] APPROVED

8.3.2 RKP 2004024 Anti-Corruption Commission [Paper 164/2004] APPROVED

8.3.3 RKP 2004029 Podiatrists Registration Board of WA [Paper 165/2004] APPROVED

8.3.4 RKP 2004032 Chiropractors Registration Board of WA [Paper 166/2004] APPROVED

8.3.5 RKP 2003088 City of Perth [Paper 167/2004] APPROVED

8.3.6 RKP 2004090 Shire of Kalamunda [Paper 168/2004] APPROVED

8.3.7 RKP 2004100 Eastern Metropolitan Regional Council [Paper 169/2004] APPROVED

8.3.8 RKP 2004156 Town of Victoria Park [Paper 170/2004] APPROVED

- 8.3.9** RKP 2004161 City of Subiaco
[Paper 171/2004]
APPROVED
- 8.3.10** RKP 2003093 Shire of East Pilbara
[Paper 172/2004]
APPROVED
- 8.3.11** RKP 2004017 Shire of Busselton
[Paper 173/2004]
APPROVED
- 8.3.12** RKP 2004060 City of Kalgoorlie – Boulder
[Paper 174/2004]
APPROVED
- 8.3.13** RKP 2004104 Shire of Corrigin
[Paper 175/2004]
APPROVED
- 8.3.14** RKP 2004110 Shire of Katanning
[Paper 176/2004]
APPROVED
- 8.3.15** RKP 2004115 Shire of Gnowangerup
[Paper 177/2004]
APPROVED
- 8.3.16** RKP 2004151 Shire of Bridgetown – Greenbushes
[Paper 178/2004]
APPROVED
- 8.3.17** RKP 2004178 Shire of York
[Paper 179/2004]
APPROVED
- 8.3.18** RKP 2004184 Shire of Dandaragan
[Paper 180/2004]
APPROVED
- 8.3.19** RKP 2004225 Shire of Broomehill
[Paper 181/2004]
APPROVED
- 8.3.20** RKP 2004259 City of Geraldton
[Paper 182/2004]
APPROVED
- 8.3.21** RKP 2004270 Shire of Moora
[Paper 183/2004]
APPROVED

8.3.22 RKP 2003005 City of Wanneroo
[Paper 184/2004]
APPROVED

The Commission **REQUESTED** that an overview report of RKPs and R&Ds received be provided with future papers.

The Director of State Records advised that the Recordkeeping Plans submitted to this meeting represented the half-way mark, leaving 150 still to be processed, with an anticipated completion date of Christmas 2004 for the majority of the remainder.

8.4 New SRC Standards
[Paper 185/2004]

The Commission **ENDORSED** a proposed list of Standards and Guidelines to be produced over the next 2 years to be released for consultation.

The Commission **REQUESTED** that regular updates of progress on the development of standards and guidelines be provided to it.

Director of State Records was **REQUESTED** to publish the list of Standards and Guidelines on the SRO website and, in addition, to advise the three core professional bodies of the list on the website and seek their comment and advice.

9. ITEMS FOR CONSIDERATION

9.1 Annual Report
Attachment 9.1

The Commission **NOTED** the revised draft Annual Report and accepted the addition of two graphs circulated as a separate attachment.

The Commission **REQUESTED** that:

- an alpha listing of all agencies which had submitted Recordkeeping Plans, both before and after the due date, with relevant comments, be included;
- the Report project an overlay with the SRO, but give greater focus to the Commission;
- statutory requirements be the main focus.

At 10.25 am Ms Joanna Sassoon gave a presentation of a government photographic archives project currently being undertaken by the State Records Office, looking at two different but related areas – government photographs held in agencies, and government photographs currently held in the Batty Library. These two different

parts of the project are providing a measure of the understanding of the form, and how well, and whether, photographs are managed as records. A detailed report, including recommendations, will be tabled at the completion of this project.

The Commission thanked Ms Sassoon for her informative presentation, and the Chair reconvened the meeting at 10.50 am.

9.2 Digital Records Working Group [Paper 186/2004]

The Commission **APPROVED** the terms of reference for the Digital Records Working Group, subject to the following amendments:

- under the heading "Purpose", paragraph 3 moved to paragraph 1, and the paragraphs re-numbered accordingly; and
- under the heading "Membership", final paragraph, the reference to sitting fees be deleted.

The Commission **AGREED** that expressions of interest be sought via relevant listserves, as well as direct approach, and that membership be limited to Western Australia.

The Director of State Records will provide a list of nominees, with biographies and recommendation, to the August meeting of the Commission.

9.3 SRC Guideline 3 – Government Recordkeeping in Western Australia. A Guideline for Government Employees [Paper 187/2004]

The aim of the Guideline is to increase the awareness of all State and Local Government employees of the fundamental requirements of the *State Records Act 2000*, and of the employees' responsibilities in regard to recordkeeping in their organisations.

The Commission **ENDORSED** the draft SRC Guideline 3, Government Recordkeeping in Western Australia, suggesting that:

- organisations be invited to include the Guideline in their induction programs;
- three differing cover sheets be provided - one for Chief Executive Officers, one for Records Managers, and a third for Employees;
- that the Guideline be placed on the website; and
- that hard copies be available for sale, if requested.

The Commission commended the staff of the State Records Office for their excellent work in producing the Guideline.

**9.4 State Records Advisory Committee Sitting Fees
[Paper 188/2004]**

The matter of sitting fees for the State Records Advisory Committee has been discussed with the Director General, Department of the Premier and Cabinet. As the SRAC was appointed by the Commission without involvement of Cabinet, Cabinet endorsement for the payment of sitting fees now has to be sought. A Cabinet Submission has been drafted and forwarded to the Minister.

NOTED

**9.5 SRC Standard 7- Storage of State Records (including State Archives) by Government Organizations
[Paper 191/2004]**

The Commission considered a draft Standard for the Storage of State archives prepared by the Manager: Archives Control and Access.

Manager: Archives Control and Access was **REQUESTED** to prepare a further draft for the next meeting of the Commission.

10. ITEMS FOR INFORMATION

10.1 Recordkeeping Plans Received and Approved (Thermometer) and Trend Analysis
Attachment 10.1

NOTED

10.2 State Records Activities
Attachment "10.2"

NOTED

10.3 SRC Activities

Nil

10.4 SRO/NAA Joint Reading Room/Archive Storage
No Update

10.5 Briefing Note on Government Archives in Private Hands – Cultural Gifts Program
No Update

10.6 Appointment of Fourth Member of State Records Commission
Attachment 10.6

On 22 June 2004, the Governor approved the re-appointment of Ms Kandy-Jane Henderson as the fourth member of the State Records Commission. The appointment was published in the "Government Gazette" on Friday 2 July 2004.

NOTED

10.7 Margaret Medcalf Award
Attachment 10.7

The Commission **NOTED** feedback on the 2004 Award, which will be taken into account when revising criteria and approach to judging for future Awards.

10.8 State Records Advisory Committee Membership Appointments
No recommendations have yet been received for two deputy vacancies on the SRAC.

NOTED

10.9 Town of Kwinana
Attachment 10.9

The Commission **NOTED** a letter to the Town of Kwinana, requesting a report on their records disposal practices.

10.10 Feedback from Local Government Records Management Group (LGRMG) on RKPs
Attachment 10.10

The Commission **NOTED** with appreciation feedback received from the Local Government Records Management Group who are to be commended for their constructive approach.

10.11 Digital Recordkeeping Initiative Minutes
Attachment 10.11
NOTED

10.12 Corruption and Crime Commission of Western Australia
Attachment 10.12
NOTED

10.13 Western Australia Police Service, Office of the Commissioner
Attachment 10.13
NOTED

10.14 Meeting with Chief Justice of Supreme Court
[Paper 189/2004]
NOTED

10.15 SRO Training Calendar 2002/03

Attachment 10.15

The Commission **NOTED** a report that the SRO's training program had been in abeyance whilst the focus was on Record Keeping Plan processing.

The Commission **ENDORSED** plans to reinstitute the training program in 2005, and **REQUESTED** the SRO to review options for training delivery, whilst ensuring that the service level not be compromised.

10.16 Auditor General's Report – Recordkeeping Management in Government – A Preliminary Study

Attachment 10.16

The preliminary study looked at the progress that four agencies were making towards the implementation of their RKP.

The Commission **NOTED** the Auditor General's Report.

11. OTHER BUSINESS

11.1 Sandwich Seminars

The Commission **NOTED** a report from the Director of State Records on the recent Sandwich Seminar conducted in the SRO, and **REQUESTED** that they be added to the mailing list for future seminars.

11.2 Work for the Dole

Director of State Records reported on progress of the Work for the Dole project. Accommodation has been secured in the State Library of WA and work stations will be fitted out in the near future.

NOTED

11.3 SRC Agenda Papers

The Commission **AGREED** that future Agenda Papers be reformatted, by omitting a Paper Number and using the Agenda item number as the reference.

11.4 The Geoffrey Bolton Lecture

Acting Manager: Archives Control and Access reported that invitations would be sent out on Monday 19 July. The Commission was asked to advise of their nominated invitees.

NOTED

11.5 DIANELLA REPOSITORY

Director of State Records reported that he and the Acting Manager: Archives Control and Access are working on a business case, brief and design for a new repository in this year's budget round.

NOTED

11.6 SRC Meeting 30 August 2004

Director of State Records registered an apology for the State Records Commission meeting scheduled for Monday August 30, 2004

NOTED

NEXT MEETING – 30 August 2004, at the offices of the City of Bunbury