



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON MONDAY 30TH AUGUST 2004, AT THE
OFFICE OF THE CITY OF BUNBURY

PRESENT:

Mr Des Pearson

Ms Kandy-Jane Henderson

Ms Deirdre O'Donnell

Ms Darryl Wookey

Ms Isabel Smith

Ms Anne Gill

Ms Lena Stekl

Auditor General

Governor's Appointee:

Archivist, John Curtin Prime Ministerial Library

Parliamentary Commissioner for

Administrative Investigations

Acting Information Commissioner

Acting Director of State Records

Acting Manager: State Recordkeeping

Observer

MINUTES:

Ms Carly Barry-Jones

Minutes Secretary

1. **Welcome**

2. **Apologies**

Mr Tony Caravella

Mr Leigh Hays

Director of State Records

Acting Manager: Archives Control & Access

3. **Notices of urgent business**

NIL

4. **Confirmation and sign-off of Minutes 15th July 2004**

CONFIRMED

5. **MATTERS ARISING**

NIL

6. **COMPLIANCE and OPERATIONAL ISSUES**

6.1 **New Organisations**

WA College of Teaching. The Chair requested that the College be advised that following proclamation of the *WA College of Teaching Act*, it will be required to submit a Recordkeeping Plan within six months of its establishment (in accordance with section 21 of the *State Records Act*).

NOTED

6.2 Ministerial Inquiry into OHS Systems and Practices on BHP Iron Sites

A/Manager: State Recordkeeping advised that the Inquiry is an organisation as defined under the Act and therefore cannot be included in the RKP for the Department of Industry and Resources.

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 2004199 Public Transport Authority
CLEARED**

**8.1.2 RKP 2004044 Western Australian Centre for
Pathology and Medical Research
CLEARED**

**8.1.3 RKP 2004261 Office of the Rail Access Regulator
CLEARED**

**8.1.4 RKP 2004079 Office of Water Regulation
CLEARED**

**8.1.5 RKP 2004174 Office of Gas Access Regulation
CLEARED**

**8.1.6 RKP 2003067 Western Australian Sports Centre Trust
CLEARED**

**8.1.7 RKP 2004130 Peel Development Commission
CLEARED**

8.2 Recordkeeping Plans for APPROVAL

**8.2.1 RKP2004107 City of Nedlands
APPROVED**

**8.2.2 RKP2004038 Shire of Merredin
APPROVED**

**8.2.3 RKP2004083 Shire of Wickpin
APPROVED**

- 8.2.4 RKP2004012 Coal Industry Superannuation Board**
APPROVED
- 8.2.5 RKP2004061 City of Fremantle**
APPROVED
- 8.2.6 RKP2004170 City of Joondalup**
APPROVED
- 8.2.7 RKP2004160 Town of Northam**
APPROVED
- 8.2.8 RKP2004128 Town of Cottesloe**
APPROVED
- 8.2.9 RKP 2004031 Dental Board of Western Australia**
APPROVED
- 8.2.10 RKP 2004030 Optometrists Registration Board**
APPROVED
- 8.2.11 RKP 2004085 Shire of Chapman Valley**
APPROVED
- 8.2.12 RKP 2004218 Shire of Roebourne**
APPROVED
- 8.2.13 RKP 2004233 State Supply Commission**
APPROVED
- 8.2.14 RKP 2004223 City of Bayswater**
APPROVED
- 8.2.15 RKP 2004073 Shire of Boddington**
APPROVED
- 8.2.16 RKP 2004143 Town of Vincent**
APPROVED
- 8.2.17 RKP 2004155 Town of Cambridge**
APPROVED
- 8.2.18 RKP 2004231 East Perth Redevelopment Authority**
APPROVED
- 8.2.19 RKP 2004230 Subiaco Redevelopment Authority**
APPROVED
- 8.2.20 RKP 2004177 Shire of Esperance**
APPROVED
- 8.2.21 RKP 2004192 Council of Official Visitors**
APPROVED

8.2.22 RKP 2004198 Bunbury-Harvey Regional Council

APPROVED

8.2.23 RKP 2004176 Shire of Irwin

APPROVED

8.2.24 RKP 2004224 Shire of Augusta-Margaret River

APPROVED

8.2.25 RKP 2004215 Town of East Fremantle

APPROVED

8.2.26 RKP 2004111 Shire of Lake Grace

APPROVED

8.2.27 RKP 2004102 Town of Mosman Park

APPROVED

8.2.28 RKP 2004210 Shire of Nungarin

APPROVED

8.2.29 RKP 2004109 Shire of Coolgardie

APPROVED

The Commission **advised** that the State Records Office will need to scope the work effort required to complete the approval process for the cleared RKPs and associated Retention and Disposal Schedules by December 2005. In addition, the second round of RKPs (those approved in 2004 for 1 year) will require review and follow up.

The Commission **REQUESTED** that a budget bid be made to the Department of Culture and the Arts to resource a project to facilitate the processing of outstanding Schedules, along with the second round of RKPs.

There is also the associated issue of the processing of the Schedules through the SRAC. Acting Director of State Records expressed regret that the SRAC had rejected the earlier suggestion to rotate the SRAC membership, so members would not be exhausted by the workload to which the SRAC is subjected. It was agreed that the matter of progressing the Schedules through the SRAC needs further consideration.

8.3 State Records Advisory Committee Meeting (SRAC) Minutes

The Chair queried 5.7 of the SRAC minutes "The question of expiry of permission to view records was raised".

A/Manager: State Recordkeeping advised that the issue raised at the SRAC Meeting was in reference to researchers who apply to the Department of Indigenous Affairs for permission to view their records, and how long that permission remains valid.

The Commission **NOTED** the Minutes of the State Records Advisory Committee Meeting held on 28 July 2004.

8.4 Retention and Disposal Schedules for APPROVAL

8.4.1 RD2004036 Dental Board of WA

(Attachment 8.4.1)

APPROVED

8.4.2 RD2004035 Optometrists Registration Board of WA

(Attachment 8.4.2)

APPROVED

It was advised that for the records identified in Attachments 8.4.1 and 8.4.2 Restricted Access means that the archive will not be able to be viewed until 100 years after the date of last action. However, researchers can still apply to view a Restricted Access Archive through FOI. Acting Director advised that this was discussed at length at previous SRAC meetings. At those meetings, it was noted that the Dental Board and the Optometrists Board were adamant that the complaints records contain highly sensitive information and access to them must be restricted. It was also noted that the same Restricted Access ruling has been used by the Psychologists Board and Chiropractors Board whose schedules have been approved previously by the Commission. Acting Director presented the Commission with extra information titled "*Restricted Access Archives – Optometrists Registration Board and Dental Board of WA*" for Attachments 8.4.1 and 8.4.2.

NOTED and APPROVED

8.4.3 RD2004016 Coal Industry Superannuation Board

(Attachment 8.4.3)

APPROVED

8.4.4 RD2003099 Botanic Gardens and Parks Authority

(Attachment 8.4.4)

APPROVED

8.4.5 RD2003109 Legal Aid Commission of WA

(Attachment 8.4.5)

APPROVED

8.4.6 RD2003075 Department of Education & Training: Office of Government Schools

(Attachment 8.4.6)

APPROVED

8.4.7 RD2004247 Department of Land Information

(Attachment 8.4.7)

The Chair queried the content of the Restricted Access records on the Department of Land Information Retention and Disposal Schedule. A/Manager: State Recordkeeping advised that these are the legal advice records. However, these records are only restricted for 25 years after last action. The Commission will **APPROVE** restricted access to those records in category 1 of Attachment 8.4.7, but **REQUEST** more detail regarding the content of the records in categories 2 & 3.

It was also noted that Restricted Access rulings are only valid for 5 years and must then be reviewed by the Commission and that Restricted Access Archives are listed on the archive register to show that they exist, but are identified as 'Restricted Access'.

9. ITEMS FOR CONSIDERATION

9.1 Annual Report Attachment 9.1

The Commission **REQUESTED** that the following amendments be made to the Annual Report:

- Contents Page (2), first line - Chairpersons Foreward be changed to Chairpersons Foreword
- Page 10 – from heading WHAT WE DO, OUR OPERATING ENVIRONMENT to the end of OUR CLIENTS, be moved to page 6, before KEY PERFORMANCE AREAS, (and contents page changed accordingly).
- Page 5 - Highlights 2003-2004 – an item regarding farewell to Professor Geoffrey Bolton should be included.
- Page 4 – in “Figure 1”, the link between the State Records Commission and the Minister should be a dotted line.
- Page 8, last paragraph – “*The Committee is to assist the SRO in developing...*” change to “The Committee is to assist the *Commission* in developing...”
- Page 18, Appendix 1 Heading – change to “Organisations which *submitted* a Recordkeeping Plan by 8 March 2004”.
- Appendix 1– There are 2 * points listed. One of them needs to be changed to ** to clearly identify each point.

The Commission also discussed the use of 'z' or 's' in the word organized. It was agreed that the Macquarie Dictionary be regarded as the authority, which uses a 'z'.

Acting Director of State Records also noted that the SRO had a request from the Department to edit the SRC's Annual Report before it went to the Minister. However, the Department was reminded that the report is to be tabled in the Parliament and then forwarded to the Minister. The Department has been thanked for the offer.

The Commission thanked the Department, but declined the offer.

The Annual Report is to be finalised by the 3rd September 2004 and is to be tabled on the 15th September.

The Commission also wished to thank Tom Reynolds for his efforts in the preparation of the Annual Report.

9.2 Digital Records Working Group

The Chair **ADVISED** that the membership should be announced before Christmas, with the aim to meet in early 2005.

9.3 SRC Guideline 3 – Government Recordkeeping in Western Australia. A Guideline for Government Employees (Attachment 9.3)

An e-mail was sent between the Commissioners proposing amendments to this Guideline but unfortunately was not sent to the SRO. Darryl Wookey advised that she would forward a copy via e-mail to Isabel Smith.

The Commission requested the following additional amendments:

Page 2, Table of Contents – First line to be changed to “Who is responsible for recordkeeping” (instead of “Who is responsible for Government Recordkeeping”).

Page 3, Title – to be changed to “Who is responsible for recordkeeping?”

Acting Director of State Records suggested that perhaps this Guideline is too complicated, as it is to be read by people who are not necessarily overly familiar with recordkeeping procedures.

The Commission **REQUESTED** that the Guideline (subject to above amendments and amendments suggested by Darryl Wookey) is issued as soon as possible. However, it could be simplified next year, for a broader audience, and could then include selected humorous captions and illustrations.

9.4 SRC Standard 7- Storage of State Records (including State Archives) by Government Organisations

No Progress

NOTED

9.5 State Records Advisory Committee Membership Appointments

Acting Director of State Records advised that Mr Barry Sargent has been nominated as the CEO deputy. A nomination has also been received from the Law Society to replace the current deputy.

NOTED

9.6 Online Access to the State Archives Catalogue Listings
(Attachment 9.6)

The Commission noted the issue and **ENDORSED** ongoing research to establish appropriate policy for submission to a future meeting.

The online archives listings will be labelled to include the Archive Title, and whether it is an Open file or Restricted Access.

10. ITEMS FOR INFORMATION

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

The Commission **NOTED** the report and commended the SRO for its hard work with the Approved/Cleared RKP.

10.1.1 RKP Monitoring
(Attachment 10.1.1)

NOTED

10.2 State Records Office Activities
(Attachment 10.2)

The Commission acknowledged the success of the SRO in winning the Mollie Lukis Awards, and also the success with the organisation of the Geoffrey Bolton Lecture.

NOTED

10.3 SRC Activities

Des Pearson and Darryl Wookey attended the Geoffrey Bolton Lecture.

Des Pearson and Kandy-Jane Henderson attended the ASA Annual General Meeting.

Deidre O'Donnell attended the Mollie Lukis awards.

Des Pearson advised that he will be attending the 21st International RMAA Convention, and the Advances in Digital Preservation Meeting (conducted by NAA) in Canberra in September.

10.4 SRO/NAA Joint Reading Room/Archive Storage

NOTED

10.5 Briefing Note on Government Archives in Private Hands – Cultural Gifts Program

NOTED

10.6 Town of Kwinana
(Attachment 10.6)

NOTED

10.7 Minister for Culture and the Arts letter responding to SRC progress report, letter dated 18/06/2004
(Attachment 10.7)

NOTED

10.8 Market Research Proposal regarding possible name change for the State Records Office
(Attachment 10.8)

The Commission **NOTED** the paper and advised that an amendment to the Act will be required in order to change the name of the State Records Office. If there was to be any change, it would be more appropriate at the time of the 5 year review of the Act.

10.9 Australian Joint Copying Project
(Attachment 10.9)

NOTED

10.10 Department of Industry and Resources – Future use of store collocated with the SRO Repository at Dianella
(Attachment 10.10)

NOTED

10.11 State Records Advisory Committee Sitting Fees

No update.

NOTED

10.12 Native Title Records – DPC Reply
(Attachment 10.12)

NOTED

11. OTHER BUSINESS

11.1 State Records Commission Chair

The Chair proposed that he sign off on the Annual Report before handing over to Ms Deidre O'Donnell as the new Chairperson of the State Records Commission.

The Chair thanked fellow Commissioners for their tremendous support over the 3 years that he has been the Chair.

Commissioners O'Donnell, Wookey and Henderson expressed their appreciation for Mr Pearson's leadership and efforts as Chairperson during this important establishment phase of the Commission.

Isabel Smith thanked Des Pearson on behalf of the SRO for his continued support.

Deidre O'Donnell will take over the Chair responsibilities as of the next SRC meeting.

Meeting declared closed at 11:20am.

NEXT MEETING – To be held at the Alexander Library Building Board Room on 7 October 2004 with the Minister in attendance.

SIGNED.....
(Chair)

DATED.....