



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON THURSDAY 7 OCTOBER 2004 AT THE ALEXANDER LIBRARY BUILDING BOARDROOM

PRESENT:

Ms Deirdre O'Donnell

Parliamentary Commissioner for
Administrative Investigations (CHAIR)

Ms Kandy-Jane Henderson

Governor's Appointee:
Archivist, John Curtin Prime Ministerial Library
Auditor General

Mr Des Pearson

Acting Information Commissioner

Ms Darryl Wookey

Director of State Records

Mr Tony Caravella

Manager: State Recordkeeping

Ms Isabel Smith

Manager: Archives Control and Access

Mr Leigh Hays

PRESENT FROM 9:25 – 9:55AM

Hon Sheila M^cHale

Minister for Culture and the Arts

Mr Shane Colquhoun

Minister's Arts Policy Advisor

Mr Alastair Bryant

Director General

MINUTES:

Ms Carly Barry-Jones

Minutes Secretary

1. Welcome

1.1 Welcome to Minister Sheila M^cHale, Shane Colquhoun and Alastair Bryant, Director General of the Department of Culture and the Arts.

The Chair opened the meeting by welcoming the Minister, Mr Colquhoun and the Director General.

The Chair advised the Minister of the achievements of the State Records Office (SRO) in the processing of Recordkeeping Plans (RKPs). The Chair then asked the Minister if she had any particular questions or issues with regard to the work of the State Records Commission (SRC).

The Minister advised the Commission that she wished to focus primarily on the issue of storage of state archives. She advised that she has been receiving briefings from the Director of State Records, and is happy to put a proposal forward to the Premier.

However, the Minister sought clarification with regard to how much storage is available and the amount required, and requested the Director of State Records to clarify this. She also queried one of the recommended options that Kew Street be developed to relocate the 35 km of shelf space currently stored by Government Agencies. The Minister questioned whether those archives currently stored by agencies needed to be transferred right now. The Director of State Records advised the Minister that the 35km of outstanding archives is in fact over 25 years old and therefore, should be stored in accordance with the *State Records Act* (the Act).

Manager: Archives Control and Access advised the meeting that a rough conversion rate for square metres to linear metres is 1 square metre and is equal to 12 linear metres in a single storey building. The Minister asked the Manager: Archives Control and Access if there is any suitable building structure at Kew Street, to which he advised that for practical purposes there is not and the cost for converting the existing colourbond clad building at Kew Street to appropriate Archive Storage standard would be quite high. There would also be additional costs for air conditioning and shelving.

Manager: Archives Control and Access advised the Minister that the figure of \$10.5 million would cover the cost of an internal fit out with walls and air conditioning at Kew Street. However, this advice was received on an informal basis from various engineers. He also advised the Minister of the range and magnitude of monies spent by other States on their Archive Storage.

The Minister then queried if there had been any Business Plans developed in the last 5 years to detail this. Manager: Archives Control and Access advised that last year there was a Business Plan developed based on Kew Street and prior to this any Business Plans developed, when the State Records Office was a Directorate of the State Library, were put to the State Librarian but were not given priority.

The Director General advised that the most appropriate first step would be to secure monies to develop a Business Plan. The Minister queried what sort of money would be needed to develop a Business Plan. The Director General advised that it would probably cost around \$100,000.

The Minister also sought clarification from the Director of State Records regarding the figure of \$1.3 million, which had been suggested to her as the current storage cost for government agencies. Manager: Archives Control and Access advised the Minister that the storage costs are estimated at \$285,000 and the remaining \$900,000 is the cost of storing archives in the CBD offices, as office space is currently used for archive storage.

The Minister then advised that another alternative may be to consider the old taxation building at Cannington for archival storage. The Minister requested that this be explored as a matter of urgency, as she is keen to put a proposal forward to the Premier within the next few days.

The Minister then asked the Chair if there were any other issues that needed to be raised with her. The Chair advised the Minister that the Commission is currently involved in the organisation of a Digital Records Working Group and this should be underway in 2005.

The Chair asked other Commissioners if there were any other issues that needed to be raised. Mr Pearson advised that the State Records Office is currently two thirds of the way through the processing of the initial round of RKPs and the Commission has taken an inclusive approach to finding a way to approve Plans and have them in the system. However, this means that there is approximately 25% of Plans, which are only approved for 12 –18 months, which will therefore mean the Commission will have another solid year in 2005.

The Minister then queried how many RKPs have been approved in the maximum time. Mr Pearson advised that by the end of today, the Commission would have approved 233 out of 309. He further advised that approximately half of these RKPs have been endorsed for 5 years.

The Chair then advised that the Commission wished to thank Mr Pearson, in the presence of the Minister and Director General, for his three years of exceptional work as the Inaugural Chairperson of the SRC, and presented him with a gift on behalf of the other Commissioners. The Minister also thanked Mr Pearson for his hard work with the SRC.

Minister McHale, Mr Colquhoun and the Director General then left the meeting – 9:55am.

2. Apologies
NIL

3. Notices of urgent business
NIL

4. Confirmation and sign-off of Minutes 30 August 2004
CONFIRMED

5. MATTERS ARISING

5.1 State Records Advisory Committee Sitting Fees

Director of State Records advised the Commission that this is to be considered by Cabinet on 25 October 2004.

NOTED

5.2 Department of Land and Information Restricted Access Records
(Attachment 5.2)

Manager: State Recordkeeping advised that further consultation with the Department of Land Information yesterday established that they are willing to reduce their Restricted Access from 25 years to 10 years. The Department of Land and Information wishes these records to remain Restricted as they contain Commercial in Confidence issues.

The Commission **REQUESTED** a paper, for submission and discussion at the next meeting.

5.3 State Records Advisory Committee Membership Appointments

Manager: State Recordkeeping advised the Commission that one nomination from the Law Society has been received. Mr Hubert Du Guesclin has been nominated as the Deputy to replace Mrs Prue Griffin.

NOTED

**5.4 Annual Report – Letter from the Minister for Culture and the Arts
(Attachment 5.4)**

NOTED

5.5 Feedback on Budget Bid Seeking Funding to Process Outstanding Schedules

Director of State Records advised that he has been in touch with the Director of Finance for the Department of Culture and the Arts and with the Director General. They are working towards a deadline to submit various funding proposals.

Director of State Records also advised that the funding submissions included a proposal to seek funding to process outstanding schedules.

NOTED

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

Director of State Records advised that this has been made available on the SRO Website. He also suggested that we request feedback on the guideline and review in 6 months time.

The Commissioner **REQUESTED** that the SRO send a copy of the Guideline to the Chief Executive Officers and Record Managers of Government Agencies. Director of State Records advised that the SRO will send out copies to the Chief Executive Officers via a newly compiled e-mail address list.

6. COMPLIANCE and OPERATIONAL ISSUES

6.1 New Organizations
NIL

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

Manager: State Recordkeeping advised that this was identified as a new organisation at a previous meeting. A letter was therefore sent with regard to the submission of an RKP. Manager: State Recordkeeping advised that this letter was passed on to the Department of Premier and Cabinet (DPC). The DPC advised that these sorts of enquires fall under DPC responsibility. A representative from the DPC advised that they have developed a Recordkeeping Program, for these sorts of enquires, which is currently being assessed.

Director of State Records advised that he is considering putting a proposal to the DPC requesting that with future enquires there could

be a statement issued from the DPC to define when such an enquiry falls under the responsibility of the DPC and when it is a separate entity, therefore requiring submission of a separate RKP.

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 2004009 Veterinary Surgeons Board
CLEARED

8.1.2 RKP 2004082 Pilbara Development Commission
CLEARED (This item was incorrectly stated as **RKP 2004083** on the Agenda)

8.1.3 RKP 2004113 Dampier Port Authority
CLEARED

8.1.4 RKP 2004118 Animal Resources Authority
CLEARED

8.1.5 RKP 2004120 Western Australian Coastal Shipping Commission
CLEARED

8.1.6 RKP 2004172 Department of Treasury and Finance
CLEARED

8.1.7 RKP 2004196 Hairdressers Registration Board
CLEARED

8.1.8 RKP 2004201 Eastern Goldfields Transport Board
CLEARED

8.1.9 RKP 2004204 Bunbury Port Authority
CLEARED

8.1.10 RKP 2004205 National Trust of Australia (WA)
CLEARED

8.1.11 RKP 2004235 Drug and Alcohol Office
CLEARED

- 8.2 Recordkeeping Plans for APPROVAL**
 - 8.2.1 RKP 2003123 ScreenWest**
APPROVED
 - 8.2.2 RKP 2004069 Main Roads Western Australia**
APPROVED
 - 8.2.3 RKP 2004070 Insurance Commission of Western Australia**
APPROVED
 - 8.2.4 RKP 2004125 Government Employees Superannuation Board**
APPROVED
 - 8.2.5 RKP 2004137 Department of Land Information**
APPROVED
 - 8.2.6 RKP 2004241 Wheatbelt Development Commission**
APPROVED
 - 8.2.7 RKP 2004101 City of Mandurah**
APPROVED
 - 8.2.8 RKP 2004126 Southern Metropolitan Regional Council**
APPROVED
 - 8.2.9 RKP 2004129 Town of Claremont**
APPROVED
 - 8.2.10 RKP 2004131 City of South Perth**
APPROVED
 - 8.2.11 RKP 2004139 City of Gosnells**
APPROVED
 - 8.2.12 RKP 2004166 Shire of Peppermint Grove**
APPROVED
 - 8.2.13 RKP 2004046 Shire of Donnybrook-Balingup**
APPROVED
 - 8.2.14 RKP 2004099 Shire of Sandstone**
APPROVED
 - 8.2.15 RKP 2004108 Shire of Meekatharra**
APPROVED
 - 8.2.16 RKP 2004116 Shire of Leonora**
APPROVED
 - 8.2.17 RKP 2004127 Shire of Harvey**
APPROVED

- 8.2.18 RKP 2004132 Shire of Cuballing**
APPROVED
- 8.2.19 RKP 2004134 Shire of Ngaanyatjarraku**
APPROVED
- 8.2.20 RKP 2004142 Shire of Wongan-Ballidu**
APPROVED
- 8.2.21 RKP 2004145 Shire of Mount Magnet**
APPROVED
- 8.2.22 RKP 2004165 Shire of Carnamah**
APPROVED
- 8.2.23 RKP 2004167 City of Albany**
APPROVED
- 8.2.24 RKP 2004168 Shire of Mingenew**
APPROVED
- 8.2.25 RKP 2004173 Shire of Perenjori**
APPROVED
- 8.2.26 RKP 2004181 Shire of Dalwallinu**
APPROVED
- 8.2.27 RKP 2004209 Shire of Broome**
APPROVED
- 8.2.28 RKP 2004216 Shire of Mount Marshall**
APPROVED
- 8.2.29 RKP 2004222 Shire of Woodanilling**
APPROVED
- 8.2.30 RKP 2004228 Shire of Wiluna**
APPROVED
- 8.2.31 RKP 2004623 Shire of Upper Gascoyne**
APPROVED
- 8.2.32 RKP 2004089 Shire of Capel**
APPROVED
- 8.2.33 RKP 2004092 Shire of Manjimup**
APPROVED
- 8.2.34 RKP 2004140 Shire of Quairading**
APPROVED
- 8.2.35 RKP 2004146 Shire of Exmouth**
APPROVED

8.2.36 RKP 2004203 Shire of West Arthur

APPROVED

8.2.37 RKP 2004238 Shire of Shark Bay

APPROVED

8.2.38 RKP 2004244 Shire of Brookton

APPROVED

The Commission **REQUESTED** that they only receive the coversheets of the RKPs in future.

8.3 State Records Advisory Committee Meeting (SRAC) Minutes

NIL

8.4 Retention and Disposal Schedules for APPROVAL

NIL

9. ITEMS FOR CONSIDERATION

9.1 Digital Records Working Group (DRWG)

(Attachment 9.1)

The Chair advised that Mr Pearson suggested the acceptance of all nominations.

Ms Henderson suggested there should be a mechanism within the Terms of Reference to deal with circumstances where DRWG members may not be contributing to the work of the Group, or continually missing meetings. Ms Henderson therefore proposed to have a section in the Terms of Reference outlining that if people are not actively contributing to the Digital Records Working Group, or are not attending meetings, they can be replaced. She also suggested that the tasks of the Digital Records Working Group should be very clearly outlined in the Terms of Reference.

The Director of State Records agreed with the Commissioner's comments and advised that there will be a section added to the Terms of Reference to deal with this. The Director of State Records also suggested that the first meeting be organised for next year on an informal basis, to distribute the documentation and allow participants to meet the Commissioners.

The Director of State Records also suggested that an announcement of the Digital Records Working Group and the members be published. The Commission suggested an article in the Intersector would be appropriate and could be published before Christmas.

Manager: Archives Control and Access raised the issue of Sitting Fees. Mr Pearson suggested that there should also be a section added in the Terms of Reference, outlining that this is a specific project, offering significant insight to participants for sharing with their

employers and the profession. Accordingly participation would be on a non-remunerated voluntary basis.

The Commission **AGREED** to the following:

- The Terms of Reference should provide for a person to be replaced if they are not actively contributing to or attending DRWG meetings;
- The tasks of the DRWG should be clearly defined in the Terms of Reference;
- The first meeting of the DRWG should be on an informal basis;
- An announcement of the DRWG and its members should be published before Christmas in the Intersector; and
- The Terms of Reference should reflect that participation on the DRWG is on a voluntary basis.

9.2 SRC Standard 7 – Storage of State Records (including State Archives) by Government Organizations

Refer to item 1.1

9.3 Restricted Access Archives (Attachment 9.3)

The Director of State Records stated that, in accordance with the Act, it is now clearly within the jurisdiction of the SRC to determine which records are eligible for Restricted Access, and which records are Open Access.

The Director advised that this paper follows similar guidelines set out in the Commonwealth's Restricted Access Archives Policy.

Ms Henderson requested that on *page 4*, under the first part of the *Background*, it should be defined which part of the *State Records Act* makes provision for access to State archives to be restricted if warranted.

Ms Henderson also requested that on *page 5*, under the heading *Legislative Requirement* it should be specified whether this is under the provisions of the *State Records Act* or other Acts.

It was also suggested that the SRC paper recommendation be amended to read: "That the State Records Commission: Endorses the policy for restricted access archives and the State Records Office issue as a Guideline."

Ms Wookey requested that a clause be added to the policy outlining that if a record is marked Restricted Access, access can still be applied for under the *Freedom of Information Act*.

The Commission **ENDORSED** the policy subject to the above amendments.

9.4 Draft Policy Addressing Criteria to Exclude Information from the State Archives Catalogue

The Director of State Records advised the Commission that this policy refers to the information, which will appear on the online State Archives Catalogue.

The Commission **AGREED** that:

- The hard copy index will be transferred to an electronic format;
- As a general principle, complete listings of archives will be available to the public;
- There is no change to the long standing principles and practices, in effect the change is to the medium in which the index is presented; and

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 RKP processing.

10.1.1 RKP Monitoring (Attachment 10.1.1) **NOTED**

10.2 State Records Office Activities (Attachment 10.2)

NOTED

10.3 SRC Activities Mr Pearson attended the RMAA conference from 12 – 14 September and the DRI meeting at NAA in Canberra on 15 September 2004.

10.4 Status of Supreme Court Bench Books As Possible State Records (Attachment 10.4)

Mr Pearson initially suggested that the Commission accept the advice received by the State Solicitors Office and move on.

Mr Pearson also suggested that perhaps the goodwill of various judges could be relied upon to submit bench books of their own volition, or perhaps we could invite the Judges to submit their bench books, on the condition that they are made Restricted Access for a suitable period.

Director of State Records advised that the SRO does not have the resources to pursue this too far. However, the Director is keen to seek

further legal advice, as he is not satisfied with the legal advice received from the State Solicitor's Office.

Ms Henderson also suggested that perhaps the Director could research the position taken by other States - on the status of Supreme Court Bench Books.

The Commission **AGREED** that further legal opinion from the State Solicitor's Office be obtained and that the policies of other states be researched.

10.5 Strategic Plan and Structure for the Department of Culture and the Arts
(Attachment 10.5)

The Director of State Records will report back to the Commission once further information is made available.

NOTED

10.6 The Keeping of Records on Certain Abortions
(Attachment 10.6)

The Director of State Records advised that this is a matter that needs to be dealt with in liaison with the Director General of Health.

The Commission **REQUESTED** that The Director of State Records update the Commission with the progress in this matter.

10.7 Digital Records Working Group

Refer to Item 9.1

10.8 SRO/NAA Joint Reading Room/Archive Storage

The Director of State Records advised that Mr Ross Gibbs, Director General of the National Archives of Australia (NAA), is visiting Perth in November and is hoping to meet with the Commission. He also advised that there has been an agreement in principle between the Director General and Mr Gibbs, but this is not formalised as yet. The expectation is that there should be a collocated reading room for the NAA and SRO by February 2005.

There is still much fine detailed planning to occur, but the outcome will be a very positive one for both organizations and the users.

NOTED

10.9 New Archive Repository Capital Works Bid

Refer to item 1.1.

11. OTHER BUSINESS

11.1 Work Experience Project

The Director of State Records advised that the Work Experience Project would commence within the SRO on 18 October 2004. He also advised that there would be two teams of 10 people working two days a week for approximately 26 weeks.

NOTED

11.2 Launch of AEON

The Director of State Records advised that the launch of the new Archives Online System is expected to take place in late November.

NOTED

11.3 Royal Show

The Director of State Records advised that the State Records Office stand at the Royal Show is going very well. This is the first year the State Records Office has had a display at the Royal Show. The Director will evaluate whether the State Records Office should participate in the Royal Show next year.

NOTED

Meeting declared closed at 11:20am.

NEXT MEETING – To be held at the Auditor General’s Office on 18 November 2004

SIGNED.....
(Ms Deirdre O’Donnell)

DATED.....