



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON THURSDAY 18 NOVEMBER 2004 AT THE OFFICE OF THE AUDITOR GENERAL

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

MINUTES:

Miss Vanessah Brown

Minutes Secretary

1. **Welcome**

The Chair opened the meeting at 9.20am. Manager: State Recordkeeping outlined changes to the Agenda previously distributed and ensured the revised Agenda had been supplied to the Commissioners.

2. **Apologies**

NIL

3. **Notices of urgent business**

NIL

4. **Confirmation and sign-off of Minutes 7 October 2004**

CONFIRMED

5. **MATTERS ARISING**

5.1 **New Archive Repository Capital Works Bid**

Manager: Archives Control and Access advised that the proposal is being worked up and the aim is to get it to Treasury by December 2004 for funding. The funding sought is now in excess of the originally

projected figure and is now being estimated at around the \$25 million mark. Manager: Archives Control and Access will confirm whether or not this figure includes fit out and other add ons such as fees etc.

NOTED

At the previous meeting the Minister indicated that Cannington should be further investigated for storage space. Director of State Records advised the Commissioners that he was of the understanding that the DCA Facilities Manager had already investigated this as an option and advised that there was insufficient space. The Commissioners **REQUESTED** that Director of State Records ensure the Minister is advised.

5.2 State Records Advisory Committee Sitting Fees

The Director of State Records reported that SRO Principal Policy Adviser, Vera Novak, has been in contact with DCA who have advised that a submission in regard to sitting fees should be made for the Governor's approval. This is an ongoing matter.

NOTED

5.3 Department of Land and Information (DLI) Restricted Access Records
(Attachment 5.3)

The Director of State Records advised that the DLI has agreed to reduce its restricted access period of category two records from 25 years to 10 years. The SRO is seeking further legal opinion in relation to category three (3) restricted access records.

NOTED

5.4 Feedback on Budget Bid Seeking Funding to Process Outstanding Schedules
(Attachment 5.4)

Manager: State Recordkeeping advised that a meeting was held with Alan Ferris, DCA Finance Manager, and SRO senior staff, where Mr Ferris showed considerable support for the resource proposals. Mr Ferris advised that the submissions were currently being reformatted and would be resubmitted to the SRO for comment. There are six submissions in total, of which four are to be put forward: Resourcing for RKPs and R & Ds; Transfer Team – East Victoria Park; Storage space; and Digital Records.

The priority of resourcing next year's activities in order to comply with the Act was identified as a major priority at that meeting.

The Commission **REQUESTED** that the submission should specifically address the Minister's statutory obligation to resource the Commission's activities.

NOTED

5.5 SRC Guideline 3 – Government Recordkeeping in Western Australia. A Guideline for Government Employees

The Commissioners requested, at the previous SRC meeting, that the SRO bring the Guideline to the attention of government records managers. Therefore, the Guideline has been posted onto the SRO website and an email sent to government agencies highlighting its availability. Some feedback has been received and will be followed up accordingly.

The Commission **REQUESTED** that the Guideline also be sent to Directors General and Chief Executive Officers.

5.6 Digital Records Working Group (DRWG) (Attachment 5.6)

The Director of State Records advised that a letter advising the Terms of Reference (TOR) has been sent to all members of the DRWG. No feedback has been received at this stage. An informal meeting is scheduled for January 2005 followed by a formal meeting of the Group in February 2005.

The Director of National Archives Australia (NAA) recently visited the SRO and suggested that WA could do important work with digital records. The challenge at this point is one of scalability. Mr Pearson suggested that this issue could be discussed at the Office of E-government meeting to be attended by the Director of State Records. The Director will update the Commissioners at the next meeting.

Ms Henderson suggested that DRWG become a standard Agenda item. The Commission **AGREED** that it would appear as Item 9.3 on the Agenda for future meetings.

5.7 Status of Supreme Court Bench Books as Possible State Records (Attachment 5.7)

The Commission **AGREED** that it is necessary to find out what other States, as well as QLD and VIC, are doing in regard to this matter, as variances and their rationale would inform further consideration. The SRO will conduct further research.

6. MONITORING THE OPERATION OF AND COMPLIANCE WITH THE ACT

6.1 New Organizations

NIL

6.2 Inquiring into Breaches or Possible Breaches

6.2.1 The Keeping of Records on Certain Abortions (Attachment 6.2.1)

The Commission **AGREED** that the existing Department of Health RKP should be revised and amended to ensure it encompasses these records.

The Director of State Records stated that under the Act, he believes there is an obligation that records are kept, therefore the statement by the Director-General of Health that “the panel has no obligation to keep records” is in fact incorrect.

The draft reply to the letter from the Director-General of Health, should be circulated to Commissioners for review.

An interim response to the Hon. Phillip Pendall was **REQUESTED**, to apprise him of progress.

The Director of State Records advised that he will inform the Minister of the current situation regarding this matter.

7. LEGISLATION REVIEW ISSUES

NIL

8. MONITORING COMPLIANCE BY GOVERNMENT ORGANIZATIONS

The Commission **AGREED** that an Annex should be inserted into the Agenda highlighting which RKPs have been approved for 1, 3 and 5 years, as it would provide a system to easily reference what stage each RKP is at and could also link to R & D Schedules.

Ms O'Donnell congratulated the SRO on a job well done in regard to their hard work on the RKPs.

8.1 Recordkeeping Plans CLEARED Pending Approval of the Retention and Disposal Schedule

8.1.1 RKP 2003004 Albany Port Authority CLEARED

- 8.1.2 RKP 2003087 Busselton Water Board**
CLEARED
- 8.1.3 RKP 2004053 Department of Education and Training**
CLEARED
- 8.1.4 RKP 2004064 State Solicitor's Office**
CLEARED
- 8.1.5 RKP 2004080 Port Hedland Port Authority**
CLEARED
- 8.1.6 RKP 2004186 Gold Corporation**
CLEARED
- 8.1.7 RKP 2004195 South West Development Commission**
CLEARED
- 8.1.8 RKP 2004200 Nurses Board of Western Australia**
CLEARED
- 8.1.9 RKP 2004207 Murdoch University**
CLEARED
- 8.1.10 RKP 2004236 Gascoyne Development Commission**
CLEARED
- 8.1.11 RKP 2004269 Office of the Inspector of Custodial Services**
CLEARED

8.2 Recordkeeping Plans for APPROVAL

- 8.2.1 RKP 2002045 Great Southern Regional Council**
APPROVED
- 8.2.2 RKP 2004018 Chowerup Cemetery Board**
APPROVED
- 8.2.3 RKP 2004072 Shire of Greenough**
APPROVED
- 8.2.4 RKP 2004075 South East Metropolitan Regional Council**
APPROVED
- 8.2.5 RKP 2004106 Plan of the Shire of Wyalkatchem**
APPROVED
- 8.2.6 RKP 2004114 Shire of Kent**
APPROVED
- 8.2.7 RKP 2004133 Shire of Derby/West Kimberley**
APPROVED

- 8.2.8 RKP 2004144 Town of Port Hedland**
APPROVED
- 8.2.9 RKP 2004147 Shire of Narambeen**
APPROVED
- 8.2.10 RKP 2004149 Shire of Waroona**
APPROVED
- 8.2.11 RKP 2004153 Department of Indigenous Affairs**
APPROVED
- 8.2.12 RKP 2004158 Shire of Tammin**
APPROVED
- 8.2.13 RKP 2004159 Shire of Kellerberrin**
APPROVED
- 8.2.14 RKP 2004164 Midland Redevelopment Authority**
APPROVED
- 8.2.15 RKP 2004169 Shire of Wandering**
APPROVED
- 8.2.16 RKP 2004171 Shire of Koorda**
APPROVED
- 8.2.17 RKP 2004179 City of Bunbury**
APPROVED
- 8.2.18 RKP 2004185 Shire of Nannup**
APPROVED
- 8.2.19 RKP 2004193 Legal Aid Commission of Western Australia**
APPROVED
- 8.2.20 RKP 2004202 Shire of Mukinbudin**
APPROVED
- 8.2.21 RKP 2004206 Office of the Director of Public Prosecutions**
APPROVED
- 8.2.22 RKP 2004212 Shire of Narrogin**
APPROVED
- 8.2.23 RKP 2004217 Shire of Kojonup**
APPROVED
- 8.2.24 RKP 2004221 Town of Narrogin**
APPROVED
- 8.2.25 RKP 2004229 City of Stirling**
APPROVED

**8.2.26 RKP 2004234 Office of the Public Sector Standards
Commissioner
APPROVED**

**8.2.27 RKP 2004243 Shire of Cranbrook
APPROVED**

**8.2.28 RKP 2004254 Shire of Cue
APPROVED**

**8.2.29 RKP 2004258 Shire of Bruce Rock
APPROVED**

**8.2.30 RKP 2004260 Shire of Morawa
APPROVED**

**8.2.31 RKP 2004262 Shire of Toodyay
APPROVED**

**8.2.32 RKP 2004271 Shire of Yalgoo
APPROVED**

**8.2.33 RKP 2004272 Shire of Coorow
APPROVED**

8.3 State Records Advisory Committee Meeting (SRAC) Minutes

The Commission **AGREED** that the SRAC Minutes should remain at Item 8.3 on the Agenda for future meetings. There were no Minutes to table at this meeting.

8.4 Retention and Disposal Schedules for APPROVAL

NIL

9. ESTABLISHING STANDARDS AND GUIDELINES

9.1 Standards

As an indication that the following Standards need to be finalised, “no progress” has been noted, although there has been progress in most of them, eg. Managing Photographs as State Records. Start or end dates have not been identified but there is a maximum of two years to complete them. Each Standard has been given a priority of low, medium or high and allocated a plan in order to identify what progress should have been made and when.

The Commission **AGREED** that the progress of the Standards should be discussed at each meeting and a report produced illustrating current status and progress, by Manager: State Recordkeeping, including target dates for completion, as this would be a useful tool to progress items. The list should also be standardised in priority order.

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

No Progress

9.1.2 Digital Recordkeeping

No Progress

9.1.3 General Disposal Authority for Source Records

No Progress

9.1.4 General Disposal Authority for Finance and Accounting Records

Pending RKP Processing Completion

9.1.5 Managing Photographs as State Records

No Progress

9.1.6 Microfilming State Records

No Progress

9.1.7 Access

No Progress

9.1.8 Preservation

No Progress

9.1.9 Managing State Records in the Case of Organisational or Administrative Changes

No Progress

9.1.10 General Disposal Authority for Human Resource Management Records

No Progress

9.1.11 General Disposal Authority for Local Government Records

No Progress

9.2 Guidelines

9.2.1 Guidelines for the Development of Retention and Disposal Schedules

No Progress

9.2.2 Guidelines for Restricted Access Archives – Periods of Restriction

Completed – October 2004

9.2.3 Government Recordkeeping in Western Australia – Information for Government Employees

Completed – September 2004

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.

The Commission **AGREED** that this item and item 10.1.1 should be included under Item 8 on the SRC Agenda in future.

10.1.1 RKP Monitoring
(Attachment 10.1.1)

NOTED

10.2 Access to Archives Involving Legal Professional Privilege/State Solicitor Concerns
(Attachment 10.2)

The Commission **NOTED** the attached paper and **AGREED** that the SRO should investigate practices in other states regarding similar records.

10.3 State Records Office Activities
(Attachment 10.3)

The Director of State Records reported that Martin Fordham and Anne Gill from the SRO are providing training at the Local Government Records Management Group (LGRMG) Conference on 18 November 2004. There has been a great response from participants with over 50 bookings combined. The Commission **AGREED** that this would be worth including in the next edition of State of the Record and in the Local Government Newsletter.

10.4 SRC Activities

Ross Gibbs of the NAA visited the SRO on 3 and 4 November 2004 to discuss issues of collocation, storage and the Digital Recordkeeping Initiative (DRI). Three of the Commissioners (Mr Pearson, Ms Henderson and Ms Wookey) attended a meeting with Mr Gibbs and the SRO on 3 November 2004 and three Commissioners (Ms O'Donnell, Mr Pearson and Ms Wookey) met with Mr Gibbs and his officers over lunch on 4 November 2004.

Three of the Commissioners (Ms Henderson, Ms O'Donnell and Mr Pearson) also attended the John Curtin Prime Ministerial Library launch of the publication, "*John Curtin: Guide to Archives of Australia's Prime Ministers*".

10.5 SRO/NAA Joint Reading Room/Archive Storage Update

The SRO is waiting for the NAA to forward their requirements to them and Karen Gosling is due to report back next week in regard to this. The Director of State Records is confident that the proposal will be received before Christmas.

NOTED

10.6 Work Experience Project (Attachment 10.6)

The Director of State Records advised that the Work Experience Project commenced 18 October 2004 and has thus far had approximately six participants start. The participants have responded positively to the Project and their level of work and accuracy is very high.

NOTED

10.7 Launch of AEON Update

The Director of State Records advised that the Minister is unable to attend the launch and has asked the Director General, Alastair Bryant to attend in her place. Proceedings will commence with an introduction by the Director of State Records, an address by the SRC Chairperson, Deirdre O'Donnell, followed by the official launch by the Director General. A guided tour of AEON's capabilities will then be conducted along with a narrative provided by Damien Hassan of the SRO and a light and sound show. DCA is attempting to get some media coverage of the event.

NOTED

10.8 Royal Show Display Evaluation
(Attachment 10.8)

NOTED

10.9 Department of Local Government/SRO Initiative
(Attachment 10.9)

As well as the training conducted on 18 November 2004, the SRO is providing a speaker and representation on a discussion panel on 19 November 2004, for the Local Government Managers Group Conference.

Deirdre O'Donnell will open the conference.

NOTED

10.10 Records of Cooke Review
(Attachment 10.10)

NOTED

10.11 Whole of Government Professional Development
(Attachment 10.11)

The Director of State Records suggested that once the project is completed the Commission could write to DOCEP thanking that agency for its contribution.

NOTED

10.12 RKPs – Agency Training Needs
(Attachment 10.12)

Ms Henderson suggested that training should be included as a fixed Agenda Item. The Commission **AGREED** that it should be included under Item 8 on the Agenda.

Manager: State Recordkeeping will present a plan for the provision of training at a later date.

The Director of State Records suggested that while David Roberts from State Records of NSW was visiting for the launch of AEON, that he could discuss with him what type of training is being undertaken there.

**10.13 Council of Australian Archivists and Records Authority (CAARA)
Archival Statistics 2003
(Attachment 10.13)**

The Director of State Records requested that if the Commissioners felt there were any areas the statistics were silent on to please provide feedback to be passed on to CAARA.

The Commission **AGREED** that the SRO should provide a briefing to the Director General, using the key leading indicators. The Commission can also draw on this information for its Annual Report.

11. OTHER BUSINESS

11.1 IIM Follow Up

A follow up letter from the Institute for Information Management (IIM) was received proposing that a second collaborative vision workshop be conducted (following the workshop held in April 2004). It outlined the anticipated associated costs and has requested sponsorship for the workshop from the State Records Office.

The Director of State Records advised that many of the ideas that came out of the first workshop were very useful. Ms Henderson suggested that the group needed to formulate a clear vision and a list of outcomes it wanted to achieve.

Manager: State Recordkeeping suggested that a second workshop could be held in conjunction with the RMAA Conference next year and a small fee charged to attendees. Ms Henderson suggested that if this was done then it could possibly raise the profile of the IIM and resolve the issue of funding. The Director of State Records will follow this matter up with the RMAA committee.

NOTED

Meeting declared closed at 11:15am.

NEXT MEETING – Thursday, 16 December – State Library Building, Kimberley Room (Ground Floor) – followed by a catered lunch with SRO staff

SIGNED.....
(Ms Deirdre O'Donnell)

DATED.....