



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON THURSDAY 16 DECEMBER 2004 AT THE ALEXANDER LIBRARY, GASCOYNE ROOM

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 Vanessa Brown

Minutes Secretary

1. **Welcome**

The Chair opened the meeting at 9.20am

2. **Apologies**

NIL

3. **Notices of urgent business**

NIL

4. **Confirmation and sign-off of Minutes 18 November 2004**

CONFIRMED

5. **MATTERS ARISING**

5.1 **New Archive Repository Capital Works Bid**

The Director of State Records reported that the capital works proposal has gone from the Department of Culture and the Arts (DCA) to the Department of Treasury and Finance (DTF). SRO Management is now working with a consultant on the recurrent business modelling costs for the new repository and once that is completed it will be forwarded to DTF.

NOTED

5.2 State Records Advisory Committee (SRAC) Sitting Fees

The Director of State Records reported that the proposal for payment of sitting fees was in the process of being finalised and that this matter would not become critical until SRAC starts sitting in the new year.

NOTED

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

NOTED

5.4 Feedback on Budget Bid Seeking Funding to Process Outstanding Schedules

Manager: State Recordkeeping advised that the funding bid went through to DCA and we are waiting on the outcome.

NOTED

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

The Director of State Records advised that the Guideline had been sent to CEOs as discussed at the previous SRC meeting.

NOTED

5.6 Status of Supreme Court Bench Books as Possible State Records

The Director of State Records advised that there had not been any progress with this matter since the last SRC meeting and that an update would be provided at the next meeting.

NOTED

5.7 Access to Archives Involving Legal Professional Privilege/State Solicitor Concerns

The Director of State Records advised that the treatment of legal professional privilege in other Australian jurisdictions will be researched and reported to the SRC.

NOTED

5.8 SRO/NAA Collocated Reading Room/Archive Storage

The Director of State Records reported that a meeting with the architect was scheduled for this afternoon and once the sketches are ready they will be sent to the NAA for their perusal. A draft MOU is in development. The goal of March 2005 for the use of archive storage is still achievable and perhaps six months after that for the collocated reading room to be implemented, taking into consideration the capital works that are required.

NOTED

5.9 IIM Follow Up

The Director of State Records advised that he had spoken to Judith Morrissey and will be meeting with her early in 2005. As discussed at the previous SRC meeting it will be suggested that the IIM initiatives could be implemented in conjunction with the RMAA conference. An update will follow at the next meeting.

NOTED

6. MONITORING THE OPERATION OF AND COMPLIANCE WITH THE ACT

6.1 New Organizations (Attachment 6.1)

NOTED

6.2 Inquiring into Breaches or Possible Breaches

6.2.1 The Keeping of Records on Certain Abortions

As discussed at the previous SRC meeting the Director of State Records sent a draft letter to the Commissioners via email for review. The Commissioners **AGREED** that the message needs to be clear and that the RKP should be revisited with a view to Principle 2 being emphasised as a statutory requirement. If an update of the RKP is required, a timeframe on the update should be set. It was **AGREED** that the letter would be redrafted in line with the amendments suggested and further reviewed by the Commissioners.

7. LEGISLATION REVIEW ISSUES

NIL

8. MONITORING COMPLIANCE BY GOVERNMENT ORGANIZATIONS

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

8.1.1 RKP 2002030 The Gordon Inquiry
CLEARED

8.1.2 RKP 2003041 Western Australian Government Railways Commission
CLEARED

8.1.3 RKP 2003118 Department of Premier and Cabinet
CLEARED

8.1.4 RKP 2004188 Swan River Trust
CLEARED

8.1.5 RKP 2004189 Water and Rivers Commission
CLEARED

8.1.6 RKP 2004190 Department of Environmental Protection
CLEARED

8.1.7 RKP 2004194 Occupational Therapists Registration Board of WA
CLEARED

8.1.8 RKP 2004197 Osteopaths Registration Board of WA
CLEARED

8.1.9 RKP 2004208 Governor's Establishment
CLEARED

8.1.10 RKP 2004219 Geraldton Port Authority
CLEARED

8.1.11 RKP 2004220 Physiotherapists Registration Board of WA
CLEARED

8.1.12 RKP 2004239 Parliamentary Commissioner for Administrative Investigations (State Ombudsman)
CLEARED

8.1.13 RKP 2004240 Legal Practice Board and Legal Practitioners Disciplinary Tribunal
CLEARED

8.1.14 RKP 2004242 Architects Board of WA
CLEARED

8.1.15 RKP 2004264 Egg Marketing Board

CLEARED

8.1.16 RKP 2004276 Economic Regulation Authority

CLEARED

8.1.17 RKP 2004277 Corruption and Crime Commission of WA

CLEARED

8.2 Recordkeeping Plans for APPROVAL

8.2.1 RKP 2003060 Western Australian Police Service

APPROVED

8.2.2 RKP 2003098 Botanic Gardens and Parks Authority

APPROVED

8.2.3 RKP 2003115 Shire of Plantagenet

APPROVED

8.2.4 RKP 2004103 Shire of Murchison

APPROVED

8.2.5 RKP 2004119 Shire of Menzies

APPROVED

8.2.6 RKP 2004138 Shire of Kondinin

APPROVED

8.2.7 RKP 2004148 Western Metropolitan Regional Council

APPROVED

8.2.8 RKP 2004150 Shire of Kulin

APPROVED

8.2.9 RKP 2004175 Shire of Cunderdin

APPROVED

8.2.10 RKP 2004183 Shire of Goomalling

APPROVED

8.2.11 RKP 2004187 Keep Australia Beautiful Council

APPROVED

8.2.12 RKP 2004211 Shire of Dowerin

APPROVED

8.2.13 RKP 2004213 Shire of Trayning

APPROVED

8.2.14 RKP 2004214 Shire of Westonia

APPROVED

8.2.15 RKP 2004232 Edith Cowan University

APPROVED

8.2.16 RKP 2004237 Shire of Beverley

APPROVED

8.2.17 RKP 2004245 Shire of Halls Creek

APPROVED

8.2.18 RKP 2004274 Shire of Dundas

APPROVED

Appendix 1 – RKP Status

NOTED (See comment at Item 8.5)

8.3 State Records Advisory Committee Meeting (SRAC) Minutes

Nil.

8.4 Retention and Disposal Schedules for APPROVAL

NIL

8.5 Recordkeeping Plans Received and Approved (Thermometer) and Trend Analysis
(Attachment 8.5)

The Commissioners **AGREED** that the RKP thermometer had served its purpose and perhaps now a cover sheet for Appendix 1 of Item 8.2 should be compiled, showing an analysis of which year each RKP is cleared to, as this may assist RKP monitoring.

The development of Appendix 1 (at 8.2) could show a schedule of R&Ds of cleared RKPs by type and currency of approval and the listings should be in alphabetical order for ease of reference. A summary page on top of the Appendix and an RKP schedule will give basis over time to see how things are moving.

Manager: State Recordkeeping will formulate something on an interim basis, until the resources (Access database or similar) can be coordinated to produce the information required.

8.5.1 RKP Monitoring
(Attachment 8.5.1)

Ms O'Donnell extended on behalf of all the Commissioners, congratulations to the SRO staff on their exceptional efforts in 2004.

NOTED

8.6 Agency Training Needs
(Attachment 8.6)

The Manager: State Recordkeeping explained that the attached paper outlines current Recordkeeping training providers operating in Western Australia and the types of training courses on offer, identifying those training courses for which there is no provision.

Due to the SRO's workload for 2005, the SRO will not be in a position to provide a full calendar of training as it has in previous years. However, the SRO is happy to provide training on demand either at a central location or within individual organisations on a full or subsidised (depending upon the agency circumstances) cost recovery basis.

The Director stated that a further resource allocation would enable the SRO to provide staff to conduct more comprehensive training. It was **AGREED** that the SRO would advise State and local government agencies that the SRO will be conducting training on request.

9. ESTABLISHING STANDARDS AND GUIDELINES

9.1 Standards
(Attachment 9.1)

NOTED

9.2 Guidelines
(Attachment 9.2)

NOTED

10. ITEMS FOR INFORMATION

10.1 State Records Office Activities
(Attachment 10.1)

NOTED

10.2 SRC Activities

Ms O'Donnell gave the keynote address at the Local Government Managers Conference in Fremantle on 19 November. The Commission was represented at the AEON launch on 30 November and the ASA Christmas function on 5 December 2004.

10.3 Launch of AEON (Attachment 10.3)

It was **AGREED** that the Director would follow up the matter with the State Solicitor's Office (SSO).

10.4 SRO Market Research Project by Curtin University (Attachment 10.4)

NOTED

11. OTHER BUSINESS

11.1 SRC Proposed Schedule of Meetings – 2005 (Attachment 11.1)

The Commission considered the proposed schedule of nine meetings and agreed that only six meetings would be necessary for 2005 with only one agency visit during the year.

The Commission **AGREED** that:

- Meetings would be held on 10 March, 12 May, 14 July, 15 September and 8 December with the July meeting likely to be held in Kalgoorlie;
- SRO and SRC representatives should attend Executive Management meetings, on a meet and greet basis, for five selected agencies;
- Retention and Disposal Schedules would be considered out-of-session unless exceptional circumstances required a meeting; and
- A meeting with the Minister will be scheduled sometime following the State election.

11.2 SRAC Proposed Schedule of Meetings – 2005 (Attachment 11.2)

NOTED

11.3 SRAC Review Process
(Attachment 11.3)

The Commission considered the options for the improved productivity and operation of the State Records Advisory Committee and **AGREED** that option one (1) should be implemented in 2005.

The Commission also **REQUESTED** that Mr Greg Joyce, a former SRAC member, be congratulated on his retirement from the Department of Housing and Works.

11.4 SRC vs SRO Obligations under the *State Records Act*

The Commission **REQUESTED** that the SRO further develop an earlier document outlining obligations under the Act to include the division of responsibility for the SRC and the SRO; underpinned with protocols for the SRO's communication with the Minister for Culture and the Arts, the Director General of Culture and the Arts and the State Records Commission.

11.5 Work Experience Project

Discussion was held in relation to the possibility of a media promotion of the Work Experience Project, highlighting the successful cooperation between State and Federal government organizations to achieve such a worthwhile project.

It was **AGREED** that a media release may be considered following the State election.

Meeting declared closed at 11:20am.

**NEXT MEETING – Thursday, 10 March 2005 – State Library Building,
Gascoyne Room (Ground Floor)**

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

DATED.....