



# STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

## MINUTES OF MEETING HELD ON THURSDAY 10 MARCH 2005 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

Mr Des Pearson

Auditor General

Ms Darryl Wookey

Acting Information Commissioner

Mr Tony Caravella

Director of State Records

Ms Isabel Smith

Manager: State Recordkeeping

Mr Leigh Hays

Manager: Archives Control and Access

### 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 16 December 2004**

**CONFIRMED**

## 5. **MATTERS ARISING**

### 5.1 **New Archive Repository Capital Works Bid**

The Director of State Records reported that the capital works proposal and business case (outlining the need for and requesting further resources to operate the repository) has gone from the Department of Culture and the Arts (DCA) to the Department of Treasury and Finance (DTF). DCA have acknowledged this and have expressed their support for the bid.

Three options have been outlined in the bid:

1. A two storey building in a stand alone facility;
2. A three storey building in a stand alone facility; or
3. Refurbishment and upgrade of the existing redundant warehouse to provide a two storey facility.

**NOTED**

## **5.2 State Records Advisory Committee (SRAC) Sitting Fees**

The Director of State Records reported that the proposal for payment of sitting fees had been finalised. Payment is made from the SRO budget. Committee members who are government employees are not eligible.

**NOTED**

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

The Director of State Records advised that he felt the current arrangement was sufficient and avoided exceptions.

The Commission **AGREED** that as a broader issue, this item should be included under Item 7 on the Agenda.

It was **AGREED** that a letter should be issued to the Department of Premier and Cabinet (DPC) with a request that in future, advice be provided to the Commission in instances where a draft Bill or draft Amendments to an Act proposes to modify the treatment of State Records (including State Archives) so as to take them out of the operation of the *State Records Act*.

## **5.4 Feedback on Budget Bid Seeking Funding to Process Outstanding Schedules**

The Director of State Records advised that this Item relied upon the budget being released and updates would follow accordingly.

**NOTED**

## **5.5 Status of Supreme Court Bench Books as Possible State Records**

The Commission **AGREED**:

- The books in question should form some sort of display for Law Week;
- Judges should be invited to the Geoffrey Bolton Lecture;
- Discussion should be held with Chief Justice, David Malcolm, with a view to capturing an archive sample of bench books; and
- The Department of Justice R&D schedule should include bench books – SRO to liaise with the Department.

## **5.6 Access to Archives Involving Legal Professional Privilege / State Solicitor Concerns** (Attachment 5.6)

The Director of State Records advised that there are several recommendations to consider as detailed in Attachment 5.6. The Commission had no in principle concerns regarding all three recommendations.

The Commission **AGREED** that given the sensitivity involved, a letter to the State Solicitor should be written (including a copy of Attachment 5.6), inviting Mr Sharp to meet with the Commissioners to discuss this matter.

## **5.7 SRO / NAA Collocated Reading Room / Archive Storage**

The Director of State Records advised the SRO is still waiting on the architect to prepare collocated search room sketches.

**NOTED**

## **5.8 IIM Follow Up**

Ms Morrissey has advised IIM initiatives may be taken up as part of the Archives and Records Management Week or the RMAA conference.

**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**

Ms O'Donnell further discussed the draft letter that had previously been discussed at the last Commission meeting. It was **AGREED** that the letter would be redrafted in line with the amendments suggested and further reviewed by the Commissioners.

The Director of State Records requested that the Minister be advised of the outcome of this issue once the letter had been finalised.

### **6.3 Transfer of Photographic Archives**

#### **Update**

The Director of State Records reported that he had met with the Director General of DCA and Margaret Allen (CEO Alexander State Library), on separate occasions, in regard to this issue.

**NOTED**

### **6.4 Annual Reporting Framework**

(Attachment 6.4)

The Commission **RECOMMENDED** that Principle 2 of the *State Records Act 2000*, should not be changed and it was decided, as per Attachment 6.4, to retain the status quo for 2004/2005 and pursue any changes in the following year as appropriate.

### **6.5 SRC vs SRO Obligations under the *State Records Act***

(Attachment 6.5)

Ms O'Donnell advised that she would forward the diagrammatic representation of obligations of the SRO.

**NOTED**

## **7. LEGISLATION REVIEW ISSUES**

NIL

## **8. MONITORING COMPLIANCE BY GOVERNMENT ORGANIZATIONS**

The Commission **AGREED** that the following changes should be made to the next Agenda and reflected in future Minutes of meetings:

- a. Item 8 – **Approval of Recordkeeping Plans (RKPs)**
- b. Item 8.1 – **State Records Advisory Committee (SRAC) Minutes**
- c. Item 8.2 – **Retention and Disposal Schedules for Approval**
- d. Item 8.3 – **Recordkeeping Plans Approved**
- e. Item 8.4 – **Recordkeeping Plans Cleared**
- f. All Items following Item 8 are to be amended accordingly

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

Nil

**8.2 Recordkeeping Plans for APPROVAL**

**8.2.1 RKP 2004071 Department of Local Government & Regional Development**  
APPROVED

**8.2.2 RKP 2003119 Health Promotion Foundation (Healthway)**  
APPROVED

**8.2.3 RKP 2004009 Veterinary Surgeon's Board of WA**  
APPROVED

**8.2.4 RKP 2003103 Curtin University of Technology**  
APPROVED

**8.2.5 RKP 2004044 WA Centre for Pathology & Medical Research (PathCentre)**  
APPROVED

**8.2.6 RKP 2003045 Department of Community Development**  
APPROVED

**8.2.7 RKP 2004063 City of Belmont**  
APPROVED

**Appendix 1 – RKP Status**

### **8.3 State Records Advisory Committee (SRAC) Minutes**

Late Paper

Manager: Recordkeeping Services advised that the SRAC Minutes were still in draft format and would not be tabled at this meeting, but would be available to the Commission out of session.

### **8.4 Retention and Disposal Schedules (R&Ds) for Approval**

#### **8.4.1 RD 2004076 Department of Local Government & Regional Development**

APPROVED

#### **8.4.2 RD 2004098 Health Promotion Foundation (Healthway)**

APPROVED

#### **8.4.3 RD 2003053 Veterinary Surgeons Board of WA**

APPROVED

#### **8.4.4 RD 2004279 Curtin University of Technology**

APPROVED

#### **8.4.5 RD 2003042 WA Centre for Pathology & Medical Research (PathCentre)**

APPROVED

#### **8.4.6 RD 2003061 Department of Community Development**

APPROVED

#### **8.4.7 AD 2005005 Department of Justice – Court Services**

APPROVED

#### **8.4.8 AD 2005002 Office of the Curriculum Council (Department of Education and Training)**

APPROVED

### **8.5 Agency Training Needs**

(Attachment 8.5)

**NOTED**

### **8.6 Monitoring of Agencies – Agency Monitoring Survey**

(Attachment 8.6)

The Commission suggested that further analysis of the recordkeeping process should occur, in order to identify particular issues in regard to monitoring compliance with the Act and **AGREED** that a plan should be formulated by the SRO in order for this to occur.

The Commission **AGREED** that this Item should appear in the next Agenda under Item 6 – **Monitoring the Operation and Compliance with the Act.**

## **9. ESTABLISHING STANDARDS AND GUIDELINES**

### **9.1 Standards** (Attachment 9.1)

**NOTED**

### **9.2 Guidelines** (Attachment 9.2)

**NOTED**

### **9.3 Digital Records Working Group (DRWG)** (Attachment 9.3)

The Director of State Records reported that the Group is progressing and moving forward in its research. The next meeting is scheduled for 10 March 2005 and fortnightly thereafter.

The Commission **REQUESTED** that the Terms of Reference be clarified in regard to if the Group was referable to the SRC rather than the SRO and then circulated out of session for approval.

### **9.4 SRC Standard 7 Storage of State Records (including State Archives) by Government Organizations** (Attachment 9.4)

Manager: Archives Control and Access requested that the Commission provide clarification and direction in regard to the approach the SRO should take in regard to advising agencies of the Standard for the storage of State Records.

The Commission **AGREED** that the Standard should apply as a condition of approval of RKPs. A letter to the Minister and all agencies is to be drafted by the SRO. The Guidelines and Attachment 9.4 should also be included.

## 10. ITEMS FOR INFORMATION

- 10.1 State Records Office Activities**  
(Attachment 10.1)  
**NOTED**

**10.2 SRC Activities**

Ms O'Donnell reported that she attended the meeting of the new Senior Executive Team of DCA on 23 February 2005. Ms O'Donnell also had a meeting with Ms Jo Bryson, Executive Director, Office of e-Government on 25 February 2005.

- 10.3 Launch of AEON**  
(Attachment 10.3)

**NOTED**

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

The Director of State Records informed the Commission that some useful input was forthcoming from Ms Margaret Butcher and Ms Lisa Amos from DCA Corporate Affairs and that further research would be pursued.

**NOTED**

- 10.5 Draft SRO Strategic Plan – 2005 – 2010**  
(Attachment 10.5)

The Director of State Records reported that the Plan was still being finalised and that the final draft would be referred to the Commission for comment. The Commission **AGREED** that it would consider endorsing the broad aim of the Strategic Plan and advising the Minister.

- 10.6 Consultants and Educators Forum**  
(Attachment 10.6)

**NOTED**

- 10.7 Register of State Archive (ROSA)**  
(Attachment 10.7)

**NOTED**



**10.8 Recordkeeping and Preparing for the State General Election**  
(Attachment 10.8)

**NOTED**

**10.9 Recordkeeping Employer Survey – Results of Curtin University Study**  
(Attachment 10.9)

The Commission **REQUESTED** that the SRO thank Ms Margaret Pember on its behalf, for including it as part of her Study.

**10.10 Monitoring of Impact of the *State Records Act 2000* on Local Governments**  
(Attachment 10.10)

The survey will be conducted after the Kalgoorlie SRC meeting and will be worded so that Local Government Councillors are only a subset within the survey.

**NOTED**

**10.11 Work Experience Project Update**

The Director of State Records reported that an afternoon tea was held on 9 March 2005 with attendance by First Choice and Mission Australia staff involved in facilitating the programme. A total of 24 participants have taken part in the project with 12 currently attending. Mission Australia have indicated they would be supporting a rollover of the project.

Manager: Archives Control and Access reported that another Work Experience Project from Channel 31 filmed the SRO's Work Experience Project in order to produce a 3 to 5 minute segment and other short pieces to use as 'fillers' over the course of the year.

The Commission congratulated the SRO on the success of the Project.

**NOTED**

**11. OTHER BUSINESS**

**11.1 SRAC Review of Process and Meeting Schedule for 2005**  
(Attachment 11.1)

**NOTED**

**11.2 SRAC Membership**  
(Attachment 11.2)

The Commission **APPROVED** the reappointment process of SRAC membership.

**11.3 State Records Commission Annual Report**

The Commission **AGREED** that it should soon commence compiling its Annual Report.

**11.4 Upcoming Conferences**

The Commission **AGREED** that a list of upcoming conferences where Commissioners or State Records Office staff were presenting or attending should be compiled for future reference.

**Meeting declared closed at 11:55am.**

**NEXT MEETING – 9.15 am Thursday, 12 May 2005 – State Library Building,  
Board Room (4<sup>th</sup> Floor)**

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

DATED.....