



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON THURSDAY 12 MAY 2005 AT THE ALEXANDER LIBRARY, BOARD 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

MINUTES:

Miss Vanessa Brown

Minutes Secretary

1. **Welcome**

The Chair opened the meeting at 9.20am

2. **Apologies**

Mr Leigh Hays

Manager: Archives Control and Access

3. **Notices of urgent business**

NIL

4. **Confirmation and sign-off of Minutes 10 March 2005**

CONFIRMED

5. **MATTERS ARISING**

5.1 **Status of Supreme Court Bench Books as Possible State Records**

The Director of State Records reported that he will try to arrange a meeting with the Chief Justice before the next SRC meeting.

NOTED

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

The Director of State Records reported that he will arrange a meeting with Tim Sharp and Commissioners after 16 May 2005 in order to progress this matter.

NOTED

5.3 SRO / NAA Collocated Reading Room / Archive Storage

The Director of State Records reported that he has been in regular contact with Ross Gibbs, Director General of National Archives of Australia (NAA) and that he will be meeting with the Facilities Manager for the Department of Culture and the Arts (DCA), to discuss progressing the plans.

The Commission **AGREED** that the Chair should contact the Director General DCA, to discuss the importance of this project including the issue of storage space and the need to progress as quickly as possible.

5.4 State Records Advisory Committee (SRAC) Membership Reappointment

The Manager: State Recordkeeping reported that requests to representative bodies have been sent asking for three (3) names each for submission to the Commission and Cabinet for reappointment. There is a concern that this process will not be finalised before memberships expire on 29 May 2005.

The Commission **AGREED** that SRAC meetings should proceed as scheduled on an informal basis until members are officially reappointed. Schedules can still be recommended for approval and dealt with by the Commission out of session if necessary.

5.5 State Records Commission (SRC) Annual Report

The Director of State Records advised that the Mr Tom Reynolds will be drafting the SRC Annual Report and that he has requested from the Commission some input on possible themes for the report.

The Commission **AGREED** that the following items would be pertinent:

- Challenges outlined in the paper Ms O'Donnell presented to the CPA conference (monitoring compliance with RKPs; archival storage space; analysis of RKPs; and retention and disposal schedule processing).

5.6 Upcoming Conferences
(Attachment 5.6)

The Director of State Records advised that there has been a lot of interest expressed by different organisations and agencies in the role and function of the SRO.

NOTED

6. MONITORING THE OPERATION OF AND COMPLIANCE WITH THE ACT

6.1 New Organizations
(Attachment 6.1)

The Commission **AGREED** that a feedback mechanism should be established to monitor the establishment of new organisations and the submission of their RKPs and R&Ds. Government organisations which cease to exist should also be included.

6.2 Inquiring into Breaches or Possible Breaches

6.2.1 The Keeping of Records on Certain Abortions

Ms O'Donnell advised that the revised letter will be progressed as previously discussed.

NOTED

6.3 Compliance Monitoring – Recordkeeping Plans
Attachment 6.3

The Commission **AGREED** that five (5) or six (6) critical issues within RKPs of a certain number of agencies should be identified as key areas for monitoring over a specified period of time.

The Commission **AGREED** that agencies with RKPs approved for a period of five (5) years would be targeted to undergo self-monitoring through a comprehensive survey on key areas and report the outcome to the SRO.

The Commission further **AGREED that:**

- Surveys would be targeted to the size and complexity of the agencies;
- Options would be provided for agencies choosing independent audits;
- The SRO would offer additional assistance to those agencies which were not in a position to complete the survey;

- Parliamentary departments and Schedule 3 organisations will be targeted towards the end of the process, once the Commissioners have had an opportunity to meet with them; and
- The SRC survey will be incorporated into the one completed by the SRO

The Commission **AGREED** that Item 6.3 should appear as a separate Item on future Agendas.

7. LEGISLATION REVIEW ISSUES

7.1 SRO Input into New Legislation

Attachment 7.1

The Commission **AGREED** that Ms O'Donnell should follow-up on this matter and advise who the appropriate contact within the Department of Premier and Cabinet may be in regard to providing input into new legislation at the time of drafting.

8. APPROVAL OF RECORDKEEPING PLANS (RKPs)

8.1 State Records Advisory Committee (SRAC) Minutes

Attachment 8.1

NOTED

8.2 Retention and Disposal Schedules for APPROVAL

The Commission queried why it had been asked to approve restricted access periods for records that were still with the agency. The Director of State Records advised that this matter would be further clarified at the next SRC meeting.

The Commission **AGREED** that in the recommendation, the wording for restricted access periods in Schedules and Plans should be amended from 'approved' to 'note' for restricted access periods and 'approve the disposal recommendations' and be placed above the approvals.

The Commission further **AGREED** that Items 8.2.4, 8.2.7 and 8.2.8 be amended accordingly.

8.2.1 RD 2004162 Peel Development Commission

Attachment 8.2.1

APPROVED

8.2.2 RD 2004280 South West Development Commission
Attachment 8.2.2

APPROVED

8.2.3 RD 2004028 Kimberley Development Commission
Attachment 8.2.3

APPROVED

8.2.4 RD 2004265 WA Egg Marketing Board (Golden Egg Farms)
Attachment 8.2.4

NOTED – RESTRICTED ACCESS APPROVED – R&D

8.2.5 RD 2003066 WA Sports Centre Trust
Attachment 8.2.5

APPROVED

8.2.6 RD 2003018 Port Hedland Port Authority
Attachment 8.2.6

APPROVED

8.2.7 RD 200311/1 Amendment to Builders Registration Board
Attachment 8.2.7

NOTED – RESTRICTED ACCESS APPROVED – R&D

8.2.8 RD 2003026/1 Amendment to Painters Registration Board
Attachment 8.2.8

NOTED – RESTRICTED ACCESS APPROVED – R&D

8.3 Recordkeeping Plans for APPROVAL

8.3.1 RKP 2004130 Peel Development Commission
Attachment 8.3.1

APPROVED

8.3.2 RKP 2004195 South West Development Commission
Attachment 8.3.2

APPROVED

8.3.3 RKP 2004264 WA Egg Marketing Board

Attachment 8.3.3

APPROVED

8.3.4 RKP 2004080 Port Hedland Port Authority

Attachment 8.3.4

APPROVED

8.4 Recordkeeping Plans CLEARED Pending APPROVAL of the Retention and Disposal Schedule

Nil

8.5 Cleared Recordkeeping Plans Status

(Attachment 8.5)

NOTED

8.6 Processing Revised Recordkeeping Plans

(Attachment 8.6)

The Commission **ENDORSED** the process as outlined in the Attachment.

9. ESTABLISHING STANDARDS AND GUIDELINES

9.1 Standards

(Attachment 9.1)

Progress to be shown in bold for future reports. Storage Standard to be finalised for next meeting.

NOTED

9.2 Guidelines

(Attachment 9.2)

Progress to be shown in bold for future reports.

NOTED

9.3 Digital Records Working Group (DRWG)

The Director of State Records reported that the next meeting is scheduled for 19 May 2005. Three (3) broad areas of digital record management have been identified (creation and capture, storage and

use, disposal and transfer) and within these areas approximately seven (7) Standards have been identified as needing development.

NOTED

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

Refer to comment under Item 9.1.

NOTED

10. ITEMS FOR INFORMATION

10.1 State Records Office Activities
(Attachment 10.1)

NOTED

10.2 SRC Activities

Nil

10.3 Register of State Archives (ROSA)

The Director advised that the idea of a survey to all agencies had been discarded, since most data appears in RKP and similar processes. A communication plan is being developed and a design model is under consideration.

NOTED

10.4 Work Experience Project

The Director of State Records reported that the Project was rolled over for a further six (6) months last April. The Project has received extensive positive feedback. The Commission congratulated the Director for his initiative and insight in establishing the Project.

NOTED

11. OTHER BUSINESS

11.1 Minister Attendance at SRC Meeting (Attachment 11.1)

The Commission **NOTED** the Minister's intention to attend the December 8 meeting.

11.2 Kalgoorlie/Boulder Meeting (Attachment 11.2)

The Commission **AGREED** that each of the Commissioners would book their travel and accommodation through their respective office's and that Ms Henderson's travel and accommodation bookings would be administered by the SRO.

11.3 Institute of Public Administration Australia (IPAA) Seminar

The Director of State Records invited the Commissioners to present at a breakfast seminar to be hosted by IPAA on 9 September 2005. The Director General of NAA has also been invited to speak.

NOTED

11.4 RMAA Conference

Ms Henderson advised that the SRO will be required to pay for one (1) day of attendance (1st day) of the conference. Commissioners were requested to advise whether the SRO would be required to pay for their attendance.

Meeting declared closed at 11:50am.

NEXT MEETING – 9.15 am Thursday, 14 July 2005 – Kalgoorlie/Boulder

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

DATED.....