



STATE RECORDS COMMISSION

MINUTES OF MEETING HELD IN THE BOARD ROOM OF THE LIBRARY BOARD
ON 18 DECEMBER 2001

PRESENT:

Mr Des Pearson	Auditor General
Mr Alex Errington	Acting State Ombudsman
Ms Kandy-Jane Henderson	Archivist: Prime Ministerial Library
Ms Bronwyn Keighley-Gerardy	FOI Commissioner
Mr Chris Coggin (Executive Officer)	Director State Records
Ms Isabel Smith (Exec Secretary)	Team Leader, State Records Office

MINUTES:

Mrs Norma Shopland	Minutes Secretary
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1. Welcome

The Chair welcomed Members to the last meeting for 2001.

2. Apologies

Nil

3. Notices of Urgent Business

Director State Records advised Committee that the Minutes of the last Standing Committee on Public Records would go before the Library Board on 20 December 2001.

4. Confirmation of Previous Minutes

Confirmed

5. Matters Arising

5.1 Proclamation

The remaining parts of the State Records Act were proclaimed and came into force on 1 December 2001. A media statement has been passed to the Department. No response has yet been received. The Chair suggested that Margaret Butcher be invited to attend the next meeting of the Commission.

The Director drew attention to the records storage issues and reported that a case for storage accommodation had been made in the Department's current capital works bid, and that a case to allow for an interim rental strategy would be made in the January budget bids.

AGREED

Ms Margaret Butcher be invited to the latter part of the Commission's next meeting.

5.2 State Records Advisory Committee – Membership

AGREED

The appointment of Mr Mike Smith as Member and Ms Noelene Jennings as Deputy, representing the Local Government Managers' Association be ratified.

5.3 State Records Advisory Committee – Rules for the conduct of meetings.

Paper 15/2001 refers

Director State Records wished to give the Commission opportunity to comment on the paper before it was considered by the State Records Advisory Committee at its first meeting.

The Committee had no comments at this stage.

AGREED

To be revisited at June meeting.

5.4 Website

Contract has been awarded. Project Officer, Paul Ferridge, is working well with the contractor and the site should be ready at the end of January. An event to launch the site, possibly with the Minister present, was discussed. Ms Keighley-Gerardy requested that a pro active approach be taken showing that the Commission and State Records Office are open and accountable.

AGREED

That agendas be posted on the website before each meeting, and minutes following signoff.

5.5 Delegations

Director State Records reported that Parliamentary Counsel has advised that there is no leeway for delegation of the Commission's functions under the Act.

5.6 Budget

Applications as follows have been made to the Director General in connection with the Department's capital works process:-

- An automated system to provide for the overall management of state records including access by the community.
- Accommodation.
- Medium term asset replacement program developed for various equipment in the State Records Office, viz microfilm reader/printer and PCs
- Digitization program.

In response to a request at the last meeting from Ms Henderson a breakdown of expenditure was tabled.

Director State Records advised that as from July 2002, the budget will be "SRO autonomous", under the overall responsibility of the Director General.

The Chair spoke to the need for the Commission's planning requirements to be addressed.

AGREED

A planning day be arranged for April.

5.7 Logo and Badging

Sample badges were circulated.

Director State Records Office advised that an exemption from the State Government's common badging has been granted to the Commission.

AGREED

The purchase of turquoise coloured metallic badges with accompanying magnets be undertaken.

6. Principles and Standards

Paper 16/2001 refers

Director State Records reported on comments which were received from government organisations and have been incorporated into amended standards. Included was input from the Department of Mining & Petroleum Resources received as a late submission.

The Commissioners agreed that planned training programmes would assist in further understanding. The matter of a disaster standard is not a high priority at the moment, but will be formulated as part of the standards development and revision program.

The Principles, as amended, will be published in the Government Gazette, and launched at the same time as the website, preferably the last week in January or first week in February.

The Commission endorsed the standards, subject to the following amendments:

AGREED

The year "2001" be deleted from the title of all standards.

State Records Office to investigate publication of Standards in a 'Special' edition of the Gazette.

AGREED

SRC Standard 1

page 3, paragraph 1, amend to read "is a record created or received by or for a government organization or a government organization employee or contractor ..."

AGREED

SRC Standard 2

page 3, item 1.3 – amend to read "Functions and activities including those ..."

AGREED

SRC Standard 3

renumber as SRC Standard 6

page 3, "Outsourcing" – line 2 – delete the words "previously conducted"

AGREED

SRC Standard 4

renumber as SRC Standard 3

AGREED

SRC Standard 5

renumber as SRC Standard 4

AGREED

SRC Standard 6

renumber as SRC Standard 5

7. Royal Commission (Custody of Records) Act 1992 – Minister's request re Hon PG Pental's private motion

Paper 17/2001 refers.

This item was deferred until the conclusion of Item 12 on the agenda to allow the screening of a video.

8. Transfer of copyright from Library Board to State Records Commission

Paper 18/2001 refers.

A letter to the Library Board of Western Australia requesting the transfer of copyright for any publications of the State Records Office and its predecessors be transferred from the Board to the Commission was presented for signature by Chair.

AGREED

The Chair sign the letter for forwarding to the Library Board of WA

9. State Records Act operational issues

The Director briefly described a number of operational issues which had arisen since the last meeting, viz the proposed "Fortification" legislation, an enquiry from Premier and Cabinet about the possibility of guidelines for the handling of cabinet records vis a vis access to the opposition party, and the alleged stealing of records from the Department of Land Administration.

The Commission was of the belief that the matter of access to cabinet records by the Opposition was an issue for the Department concerned, and outside the Commission's terms of reference.

10. Outreach Activities of the State Records Office

Paper 19/2001 refers.

The report of outreach activities conducted by the State Records Office from July to December 2001 was noted with appreciation.

11. Leave of Absence

Bronwyn Keighley-Gerardy until 7 January
Des Pearson until end of January
Chris Coggin until 14 January
Kandy-Jane Henderson 4-8, then 21-27 February and 14 March.

12. Other Business

Des Pearson and Bronwyn Keighley-Gerardy reported on visits and circulated brochures of the New South Wales Records Office and shared brochures.

The importance of communicating progress to CEOs was discussed.

AGREED

A function be planned to demonstrate a good recordkeeping plan to Chief Executive Officers, and another for interactive groups at both formal and informal levels as appropriate.

13. Royal Commission (Custody of Records) Act 1992 – Minister’s request re Hon PG Pandal’s private motion

Kandy-Jane Henderson, Chris Coggin and Isabel Smith declared an interest in this item.

- a) The Commission viewed a video recording of an SBS Dateline program which had been screened on 31 October 2001.

AGREED

A letter be written to the Minister stating that the State Records Commission has insufficient information available but is making preliminary enquiries and will revisit this matter at its January meeting.

Director to request a copy of the Royal Commission Records audit from the DPP, establish the extent and location of records, existence of Titan database, and present findings to the next SRC meeting.

- b) Director State Records advised that a senior project officer was to be seconded to State Records Office to progress the issue.

Next Meeting

Thursday, 31 January in the Board Room of the Alexander Library Building.

Meeting Close

The Chair reflected on the last 6 months and expressed the Commission’s appreciation for the support from the Director State Records and his team. Bronwyn Keighley-Gerardy praised the quality and standard of papers produced which had facilitated the Commissioners in their work. Chris Coggin responded and thanked the Commissioners for their support and enthusiasm.

The Chair closed the meeting at 12.05pm.