



# STATE RECORDS COMMISSION

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MINUTES OF EIGHTH MEETING HELD AT THE OFFICE OF THE STATE  
OMBUDSMAN ON THURSDAY 1 AUGUST 2002

**PRESENT:**

Mr Des Pearson	Auditor General
Ms Kandy-Jane Henderson	Archivist, John Curtin Prime Ministerial Library
Mr Tim Kennedy	Acting FOI Commissioner
Ms Deirdre O'Donnell	State Ombudsman
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 Mr Tim Kennedy as Acting FOI Commissioner.

2. **Apologies**

Ms Keighley-Gerardy

3. **Notices of Urgent Business**

Nil

4. **Confirmation of Minutes of Meeting 13 June 2002**

**Confirmed** subject to following amendments :

Item 5.1 De-personalise for website version

Item 7.1 Paragraph 1 be amended to read: "Ms Keighley-Gerardy advised that an FOI Statement was required for the State Records Commission and must be submitted by 27 July 2002".

Item 14.1 De-personalise for website version

Item 14.2 De-personalise for website version

5. **Matters Arising**

5.1 Department of Consumer and Employment Protection – Retention and Disposal query (Item 6.4 of 13 June 2002) [Paper 13/2002]

**APPROVED**

5.2 State Records Commission Recordkeeping Plan (Item 7.1 of 13 June 2002)

Director State Records advised that no reply had yet been received from the Minister.

The Commission suggested that the Minister be invited to seek clarification as necessary with her Ministerial appointee.

**AGREED**

5.3 Recordkeeping Plan Seminar Analysis ((Item 8 of 13 June 2002)

Director State Records reported that, with the normal training program now finalised, the need for further RKP sessions will be addressed. The normal program already includes 3 sessions for RKP training.

**NOTED**

5.4 Criminal Investigation (Exceptional Powers) and Fortification Removal Bill 2001 (Item 14.3 of 13 June 2002)

Director State Records confirmed that all matters referred by the State Records Office to the Parliamentary Committee have been included in the revised Bill.

**NOTED**

**6. Compliance Issues**

6.1 Working Party on Drug Law reform ((Item 5.1 of 13 June 2002)

Director State Records reported he had corresponded with the complainant, who indicated he was satisfied with the outcome but had enquired about provisions for sanctions under the Act. Director State Records, in his reply, had described them and had reported that the Commission was happy with assurances of improved policies and procedures given by the CEO of the Department.

**NOTED**

6.2 State Records Office Recordkeeping Plan (Item 7.2 of 13 June 2002)

Director State Records reported that all Commissioners had confirmed their acceptance of the SRO Recordkeeping Plan.

**APPROVED**

### 6.3 Kimberley Health Service [Paper 14/2002 ]

Ms Smith identified a typographical error and requested that the first sentence under the heading "Summary/Background" be amended to read "Following up on a query ...."

Copies of previous correspondence were tabled, and the Director State Records was requested to respond, acknowledging the change in circumstances and reinforcing the principles, and suggesting the South West Health Board as an appropriate model

#### **AGREED**

## **7. Items for Action**

### 7.1 State Records Act – Coverage of Local Government Records [Paper 15/2002 ]

#### **AGREED the Director State Records:**

- i) request the local authority to provide a copy of the full document of legal advice;**
- ii) seek further advice from the Crown Solicitor's Office;**
- iii) produce clear guidelines for local government authorities;**
- iv) arrange a meeting with the CEOs of the Department of Local Government, Western Australian Local Government Association and Local Government Managers' Association.**

## **8. Items for Consideration**

### 8.1 Margaret Medcalf Award

The Commission agreed to the following amendments:

Under the heading "Scope", the first line be amended by deleting the word "published";

Under the heading "Terms of Reference":

- i) paragraph 1, the first line be amended to read "Records in the State Archives Collection must have been consulted to a significant degree ...."**
- ii) paragraph 4 be amended to read "A copy of the work is to be donated to the State Records Office which would normally publish or otherwise use the work for promotional purposes."**

## 9. Items for Noting

### 9.1 Meeting with Minister

The Chair reported on the meeting he and the Director State Records had with the Minister on 25 June.

**AGREED** a further meeting with Minister be arranged in 4 months' time.

### 9.2 State Records Office Operational Plans

Director State Records tabled the SRO Operational Plans, which included issues raised by the Commission at the Planning Day in March. An abridged version suitable as a handout will be produced.

Work is in progress.

**NOTED**

### 9.3 State Records Office Activities

Tabled, and attached to these Minutes.

The Client Satisfaction Survey will be included with LISWA's Annual Report.

**NOTED**

## 10. Other Business

10.1 Ms Henderson reported having attended the Australian Society of Archivists' Annual General Meeting, which was addressed by Ms Keighley-Gerardy, whose paper highlighted the synergy of the State Records Commission's work and that of her Office, including the planned privacy legislation.

**NOTED**

### 10.2 Press Articles

Mr Kennedy tabled a recent press article in the "Sunday Times" for information of Commissioners. Members commended the practice of bringing future articles to attention. Director State Records confirmed that staff of the State Records Office were very conscious of the need for networking of this nature.

**NOTED**

### 10.3 State Records Advisory Committee Meetings

The Commission agreed it was not necessary to be provided with the detailed minutes of SRAC meetings, as that Committee would consider the common issues and provide the Commission with feedback and details of particular trends.

**AGREED**

### 10.4 Formulation of Recordkeeping Plans

Ms Henderson had received an enquiry from an Agency concerning the formulation of an RKP. It was agreed that her contact should be advised to communicate direct with the SRO.

**AGREED**

### 10.5 Process of Recordkeeping Plans and Approvals

The Director State Records confirmed that Draft Plans, along with the report on each would be brought to each meeting.

**NOTED**

### 10.6 Attendance at State Records Advisory Committee Meetings

Ms Smith circulated a schedule of meetings, together with guidelines which are provided to Members of SRAC. There will be a number of schedules at the next meeting, including one from DOIT. The Commissioners appreciated the opportunity to attend SRAC meetings in the role of observers, which would assist them to familiarise themselves with the process

**NOTED**

### 10.7 The Acting FOI Commissioner expressed appreciation for assistance given during his first meeting with the Commission.

**NOTED**

### 10.8 The Inquiry Into Response By Government Agencies To Complaints Of Family Violence And Child Abuse In Aboriginal Communities

A press release concerning the submission of the Inquiry's recordkeeping plan has been issued to the Intersector, and photographs will also be forwarded for publication. It was agreed that the press release and photographs should also be made available to the Local Government magazine.

**NOTED**

## 10.9 Framework for Good Practice for Recordkeeping Plans

The Commission requested that a framework for good practice for RKPs be produced, taking note of items from plans submitted so far.

**AGREED**

## 10.10 Principles and Standards

Commissioners congratulated the State Records Office on the quality of the recently produced Principles and Standards

## 10.11 Review of the Effective Delivery of Government Priorities (Functional Review)

It was advised that the State Records Office is covered in its position as a division of the Department of Culture and The Arts.

**NOTED**

## 10.12 Annual Report

Director State Records was requested to prepare a draft report by 31 August. Content to be progressed out of session.

**AGREED**

## 10.13 New Agencies

Director State Records thanked the Chair for arranging to send SRO information of new agencies. Ms Smith confirmed that a list is being maintained.

**NOTED**

## 11. Next Meeting

Thursday, 3 October, at the office of the Auditor General.

## 12. Close of Meeting

The Chair closed the meeting at 11.30 am.

SIGNED .....(Chair)

DATED .....