



STATE RECORDS COMMISSION

MINUTES OF NINTH MEETING HELD IN THE BOARD ROOM OF THE STATE LIBRARY ON THURSDAY, 3 OCTOBER 2002

PRESENT:

Mr Des Pearson	Auditor General
Ms Kandy-Jane Henderson	Archivist, John Curtin Prime Ministerial Library
Ms Bronwyn Keighley-Gerardy	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 extended a special welcome to Chris Coggin to his last meeting with the Commission prior to retirement in November.

2. Apologies

Nil

3. Notices of Urgent Business

A number of additional items were foreshadowed for discussion elsewhere on the Agenda. They appear in these Minutes under items 5.7, 7.6, 9.3, 9.4 and 10.3

4. Confirmation of Minutes of Meeting on 1 August 2002

Confirmed

5. Matters Arising

**5.1 Recordkeeping Plan Seminars
(Item 5.3 of 1 August 2002)**

An update of Recordkeeping Plan seminars was tabled and is attached to these Minutes.

Director: State Records reported that clarification had been obtained that the Minister would write to the Premier and other Ministers seeking Ministerial support for the RKP process. Dir: SR will progress by redrafting as necessary.

NOTED

5.2 State Records Commission Recordkeeping Plan

(Item 6.2 of 1 August 2002)

[Paper 20/2002]

Agenda item (6.2 of previous Minutes) amended to read "State Records Commission Recordkeeping Plan"

AGREED

Dir: SR advised that the SRC Recordkeeping Plan has now been signed off by the Minister.

NOTED

Ms Henderson emphasized the importance of having the State Records Advisory Committee evaluate and make recommendations on all Retention and Disposal schedules. Commissioners agreed that the State Records Advisory Committee, as a post implementation review, be requested to consider an amendment to the R & D component of the State Records Office Recordkeeping Plan, which was approved by the State Records Commission as part of the inauguration process. Director State Records is to advise State Records Advisory Committee that these and future amendments will go through SRAC as normal practice.

AGREED

**5.3 Kimberley Health Service
(Item 6.3 of 1 August 2002)**

Director: State Records has written to the Director General of Health who confirmed that he would look to the South West Health Service's RKP as a preferred model for Kimberley Health Service's Recordkeeping Plan. He advised that the organisation is now known as the Country Health Service.

NOTED

**5.4 Margaret Medcalf Award
(Item 8.1 of 1 August 2002)**

Director: State Records advised of revised launch date, possibly in November.

NOTED

5.5 SRO Operational Plan (Item 9.2 of 1 August 2002)

Tabled and discussed.

The Commission approved the two headings, “Key Performance Area” and “Goal”, and requested the format of the document be condensed into two columns only, viz “Title” and “Objective”.
Director State Records and Team Leader: Recordkeeping Services to seek design advice on methods of presentation.

AGREED

5.6 State Records Advisory Committee Meetings – Attendance (Item 10.6 of 1 August 2002)

Some Commissioners have attended SRAC meetings, and reported they found them very informative and felt they had obtained a good overview of the business conducted.

NOTED

5.7 The Gordon Inquiry

A Retention and Disposal Authority and associated Appendix 14 to the printed Report were tabled and are attached to these Minutes.

The State Records Advisory Committee considered the R & D Authority of the Gordon Inquiry at its meeting on 12 September 2002. Dir: SR reported that he had indicated to the Committee a number of concerns about the recommended sentences would be passed on to the Commission. Commissioners discussed these along with other issues arising from the Schedule. Commissioners felt that questions about retention of informational and evidential papers were such that a special meeting of the Commission with Ms Gordon was warranted.

NOTED

Director: State Records and Team Leader: Recordkeeping Services are to arrange a meeting with Ms Gordon so Commissioners can clarify matters contained in the documents.

AGREED

6. COMPLIANCE ISSUES

6.1 New Organisations

Two new agencies have been identified. The Armadale Redevelopment Authority has submitted a draft RKP; the Great Southern Regional Council has until 10 November to submit their draft plan.

The State Records Commission has no discretion to extend time for new agencies' RKPs. Commissioners felt there is a need for some flexibility and requested this matter be flagged for future consideration when a review of the Act occurs

In the interim contact has been made with the Departments of Premier and Cabinet (Public Sector Management Division) and Local Government and Regional Development in an endeavour to assure that new agencies are advised of State Records Act obligations at point of establishment.

NOTED

A new heading of "Legislation Review Issues" was proposed for future agendas.

AGREED

7. ITEMS FOR ACTION

7.1 State Records Act – Coverage of Local Government Records

[Paper 18/2002]

The Director summarised the discussion and outcomes of the meeting with the Local Government stakeholders held on 13 September. The Commission discussed the matter of Local Government Records and concluded that Elected Members were treated no differently than Ministers and there were no grounds for exemption. Ms O'Donnell and Mr Coggin commented on the recent seminar on local government recordkeeping held in Fremantle and sponsored by the Local Government Managers Australia (WA Division) and including many representatives of the Local Government Records Managers' Group, saying that the mood of the meeting was clearly in favour of keeping the Act as it is. The Commission endorsed the Guidelines for the Management of Elected Members' Records (Paper 18/2002) and suggested they be distributed to stakeholders (including Department of Local Government, Local Government Managers Association and WA Local Government Association and others as appropriate) for comment.

Letters advising of the Commission's views would be drafted by the Director for consideration by the Minister in response to

representations she had received during July, August and September 2002.

AGREED

7.2 State Records Advisory Committee – Retention and Disposal Schedules

(Paper 19/2002)

10 Retention and Disposal Schedules were submitted for the Commission's deliberation.

APPROVED: Schedules from City of Swan, University of WA, Edith Cowan University, Department of Industry and Technology, Department of Consumer and Employment Protection, Mid West Development Commission, Department of Justice, East Perth Redevelopment Authority and Challenger TAFE.

AGREED that the Schedule from the Gordon Inquiry be withheld pending further investigation

7.3 Recordkeeping Plan Evaluation Checklist (Item 10.9 of 1 August 2002)

(Paper 17/2002)

The Commission requested the checklist be amended by:

- a) the inclusion of "Agency Name" and "Date" in the third line of the heading,
- b) the inclusion of the words "including reference to attachment" to the column headed "Further Comment"
- c) reordering of sub headings under Policy and Procedures

NOTED AND ENDORSED, SUBJECT TO ABOVE AMENDMENTS

7.4 State Records Office – amendment to retention and disposal schedule component of the Recordkeeping Plan

(Paper 20/2002)

To be referred to the State Records Advisory Committee

AGREED

7.5 Annual Report

(Paper 21/2002)

This had been previously circulated. A copy is attached to these Minutes.

Commissioners discussed the document and requested the following amendments:

“Record keeping” be amended to read “Recordkeeping” as one word throughout entire document

All reference to the “State Records Act” be amended to read “*State Records Act 2000*” in italics throughout entire document

Page 2 – About Us – The Commissioners are: - “Kandy Jane Henderson” be amended to read “Kandy-Jane Henderson” , and the penultimate paragraph - “O’Donnell’s” be amended to read “O’Donnell”.

Page 8 – Achievements Under Key Performance Areas – be repositioned to follow “Chairperson’s Foreword” and precede “The Year in Review”.

Page 12 – Members of the State Records Advisory Committee –

- i) “Members” be amended to read “Members (Deputies)” and the names of the Deputies be relocated within parentheses behind the names of the Members;
- ii) The existing introduction to “Deputy Members” be placed as a footnote.

Commissioners were happy for the Chair, in consultation with Director: State Records to finalise the report for presentation to both Houses of the Parliament. The Director is to post it on the website after it has been tabled in Parliament.

AGREED

7.6 Premier’s Circular 14/98

Dir: SR reported on difficulties agencies were experiencing with the application of the circular. Applied literally, the range and volume of records pertaining to the Aboriginal community is such that most of the records thus captured would fall into the ephemeral category and not achieve the spirit of the Bringing Them Home initiative at all. He tabled a draft replacement of Circular 14/98 which is to be forwarded to the Director: Information Services, Department for Community Development and is attached to these Minutes.

ENDORSED

8. ITEMS FOR CONSIDERATION

Nil

9. ITEMS FOR NOTING

9.1 Review of Effective Delivery of Government Services

Program Activity Details Tabled and attached to these Minutes.

NOTED

9.2 State Records Office Activities

Tabled and attached to these Minutes.

The Commission congratulated Mrs Jill Jones of the State Records Office for winning the RMAA "J. Eddis Linton Award 2002 for excellence in records management in the category of most outstanding student".

NOTED

9.3 Agenda Issues

The Commission requested the inclusion of a new heading "Commissioners' Activities".

Ms O'Donnell reported on a talk she gave at the Local Government Managers Australia (WA Division) seminar on 26 September.

AGREED and NOTED

9.4 National Collections Advisory Forum

Dir: SR advised of an initiative of the Cultural Ministers' Council in the formation of a high level body which includes representatives from museums, libraries and archives. Its function is to advise the Council on matters pertaining to national activities and to promote associated initiatives.

NOTED

10. OTHER BUSINESS

10.1 Seniors' Week

Dir: SR advised that the State Records Office will conduct several sessions on research in the State Archives during Seniors' Week in the last week in October and first week in November.

NOTED

10.2 Good Practice

The Chair addressed the issue of additional standards to be identified for development in 2003 and emphasised Website Standards and a Guide to Electronic Records as two priorities. A paper from the Commission's planning day will be taken into account.

AGREED that this matter be placed on the Agenda for the Commission's first meeting in 2003.

A list of Recordkeeping Plans submitted to date was tabled and is attached to these Minutes.

NOTED

10.3 Position of State Records Commission Chair

It was suggested in order to maintain continuity that the tenure of the Chair should be two years and that the Commission's Terms of Reference be amended accordingly. Mr Pearson was asked to continue in the position of Chair for a further year

AGREED

Mr Pearson thanked the Commission and expressed appreciation of their support.

Dir: SR to amend the State Records Commission's Terms of Reference.

10.4 Director: State Records

The Commission acknowledged the outstanding contribution of Chris Coggin to recordkeeping over 24 years in Western Australia, particularly the role he played in the establishment of the State Records Act 2000 and his support of the State Records Commission, and extended best wishes to Chris upon his retirement

Next Meeting Thursday, 14 November 2002 at the Office of the Auditor General.

Meeting Close

The Chair closed the meeting at 12.15.

SIGNED
(Chair)

DATED 14 November 2002