



# STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

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## MINUTES OF MEETING HELD ON 5 DECEMBER 2014 AT THE ALEXANDER LIBRARY BUILDING

### PRESENT:

Mr Colin Murphy (CHAIR)	Auditor General
Mr Sven Bluemmel	Information Commissioner
Mr Chris Field	Parliamentary Commissioner for Administrative Investigations
Ms Justine McDermott	Governor's Appointee
Ms Cathrin Cassarchis (Executive Officer)	State Archivist and Executive Director State Records
Ms Isabel Smith (Executive Secretary)	Director State Information Management
Mr Leigh Hays	Director Archives

### MINUTES:

Mr Martin Fordham	Recordkeeping Consultant
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#### 1. Welcome and Apologies

The Chair opened the meeting at 10.10am.

#### 2. Declaration of conflicts of interest

The Commission acknowledged that the amended Recordkeeping Plan of the Office of the Information Commissioner is at Agenda item 7.6.13, and the Information Commissioner declared his interest.

#### 3. Notices of urgent business

The Chair thanked the State Archivist for arranging the morning tea with State Records Advisory Committee members and senior State Records Office (SRO) staff, held prior to the Commission meeting. The Commission suggested that a similar event may be arranged for the same time next year.

#### 4. SRC Minutes of 1 August 2014

##### 4.1 Confirmation and Sign-off of Official Minutes for Publication

The minutes were **CONFIRMED** and signed by the Chair.

##### 4.2 SRC Action List

The Commission **NOTED** the action list.

#### 5. MATTERS ARISING

Nil.

## **6. MONITORING THE OPERATION OF AND COMPLIANCE WITH THE ACT**

### **6.1 Organizational Changes**

#### **6.1.1 Register of Government Organizations – Administrative Change – Extract**

The Commission **NOTED** the register with updated information.

#### **6.1.2 Register of Defunct Government Organizations – Extract**

The Commission **NOTED** the register with updated information.

#### **6.1.3 Electricity Generation and Retail Corporation (Synergy)**

The Commission considered the information provided and **AGREED** with Synergy's view that: Synergy is a merged organisation; an amended Plan is not required at this time; Synergy, as a merged organization, is still obliged to review its Recordkeeping Plan under section 28(2) of the *State Records Act 2000* (the Act); the date of the review is to coincide with the requirements of section 28(5) of the Act; and it is not necessary to formally rescind the Gazettal notice.

#### **6.1.4 Metropolitan Local Government Reform**

The State Archivist apprised the Commission of SRO actions in response to the impending reform of metropolitan local governments. Actions include the production of guidelines; provision of advice and training; and resource assistance being sought via the Department of Local Government and Communities. The Director Archives indicated there was also increased potential for requests to transfer State Archives.

The Information Commissioner advised his office will also be involved with issues about local government reform and suggested the two offices liaise with a view to conducting joint information sessions, events, etc. The State Archivist agreed.

The Commission **NOTED** the information provided.

### **6.2 Inquiring into Breaches or Possible Breaches**

#### **6.2.1 Register of Alleged Breaches**

The Commission **NOTED** the register updating current inquiries.

### **6.3 State Records Commission - Risk Management**

The Director Archives advised that the SRO has formed a project group to ascertain the extent and scope of digital archives held in government organizations, with a view to reporting on volumes, technical issues, risks and future strategies by the end of June 2015. In addition, the intelligence gathered will feed into the upcoming revision of the *Directions for keeping hard copy archives awaiting transfer to the State Records Office*. The State Archivist advised this will contribute to the ongoing development of the SRO's business case for a digital archive and that the Minister will be kept fully apprised of developments.

The Commission **NOTED** the update.

#### **6.4 Compliance Monitoring – Recordkeeping Plans**

Nil

### **7. APPROVAL OF RECORDKEEPING PLANS (RKPS)**

#### **7.1 State Records Advisory Committee (SRAC)**

##### **7.1.1 SRAC Minutes – 12 November 2014**

The Commission **NOTED** the SRAC minutes.

##### **7.1.2 SRAC Minutes – 20 November 2014**

The Director State Information Management advised that the Online Retention and Disposal Application is proving very successful. The Schedule development and approval processes are becoming far more streamlined and consistent, such that the Committee did not require agency representatives to attend its recent meetings.

The Commission **NOTED** the SRAC minutes and congratulated the SRO on the efficiencies achieved.

#### **7.2 Retention and Disposal Schedules for APPROVAL**

##### **7.2.1 RD 2014001 – Department of Health – Patient Information held by Public Health Care Facilities**

The Commission **APPROVED** the Schedule and the proposed restricted access periods.

##### **7.2.2 RD 2013033 – Corruption and Crime Commission**

The Commission **APPROVED** the Schedule and the proposed restricted access periods.

##### **7.2.3 RD 2013056 – Department of State Development**

The Commission **APPROVED** the Schedule and the proposed restricted access periods.

##### **7.2.4 RD 2014011 – Legal Practice Board of Western Australia**

The Commission **APPROVED** the Schedule and the proposed restricted access periods.

##### **7.2.5 RD 2014010 – Minerals Research Institute of Western Australia**

The Commission **APPROVED** the Schedule.

##### **7.2.6 RD 2014007 – Western Australian Treasury Corporation**

The Commission **APPROVED** the Schedule.

##### **7.2.7 RD 2014008 – Construction Industry Long Service Leave Payments Board**

The Commission **APPROVED** the Schedule.

**7.2.8 RD 2014005 – Small Business Development Corporation**

The Commission **APPROVED** the Schedule.

**7.2.9 RD 2011050 – Department of Treasury**

The Commission **APPROVED** the Schedule.

**7.2.10 RD 2013052 – State Records Office of Western Australia**

The Commission **APPROVED** the Schedule.

**7.2.11 RD 2013053 – Department of Training and Workforce Development**

The Commission **APPROVED** the Schedule.

**7.2.12 AD 2014012 – Water Corporation**

The Commission **NOTED** the Authority.

**7.2.13 RD 2014006 – Legislative Council**

The Commission **NOTED** the Schedule.

**7.3 Disposal Lists for APPROVAL**

Nil

**7.4 Outstanding Restricted Access Matters**

Nil

**7.5 Transfer of State Archives**

**7.5.1 Requests to Transfer State Archives to the Custody of the State Records Office**

The Director Archives advised that a minor incident at the Town of Mosman Park prompted a request for transfer but an alternative solution was obtained. The Department of the Attorney General sought advice on the transfer of a photographic collection but decided the collection would be retained onsite.

With the impending closure of the Princess Margaret Hospital (PMH) and insufficient records storage at the new Perth Children's Hospital, the SRO will accept the transfer of a collection of PMH archives including a scale model of PMH.

The State Archivist added that an annual survey, via the revised *Directions*, of agency archive holdings awaiting transfer will provide valuable information.

The Commission **NOTED** the update.

**7.6 Recordkeeping Plans for APPROVAL**

**7.6.1 RKP 2014023 – Minerals Research Institute of Western Australia  
APPROVED**

**7.6.2 RKP 2014026 – Western Australian Energy Disputes Arbitrator  
APPROVED**

- 7.6.3 Amended RKP 2014016 – Department of State Development  
APPROVED**
- 7.6.4 Amended RKP 2014017 – Shire of Morawa  
APPROVED**
- 7.6.5 Amended RKP 2014018 – Shire of Mundaring  
APPROVED**
- 7.6.6 Amended RKP 2014020 – Commissioner for Children and Young  
People  
APPROVED**
- 7.6.7 Amended RKP 2014024 – Shire of Exmouth  
APPROVED**
- 7.6.8 Amended RKP 2014025 – Economic Regulation Authority  
APPROVED**
- 7.6.9 Amended RKP 2014027 – Office of the Inspector of Custodial  
Services  
APPROVED**
- 7.6.10 Amended RKP 2014028 – City of Melville  
APPROVED**
- 7.6.11 Amended RKP 2014029 – Department of Aboriginal Affairs  
APPROVED**
- 7.6.12 Amended RKP 2014030 – Shire of Kalamunda  
APPROVED**
- 7.6.13 Amended RKP 2014032 – Office of the Information  
Commissioner  
APPROVED**
- 7.6.14 Amended RKP 2014033 – Western Australian Treasury  
Corporation  
APPROVED**
- 7.6.15 Amended RKP 2014035 – Kimberley Ports Authority  
APPROVED**
- 7.6.16 Amended RKP 2014036 – Shire of Beverley  
APPROVED**
- 7.6.17 Amended RKP 2014037 – City of Canning  
APPROVED**

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

Nil

## **7.8 RKP Reports – Reports on Reviews**

### **7.8.1 Recordkeeping Plans – Report on Reviews**

The Commission **NOTED** the Report on Reviews.

### **7.8.2 Recordkeeping Plan Commitments Overdue – Progress Report**

The Commission **NOTED** the Report on overdue Recordkeeping Plan commitments.

## **7.9 Progress Report – Recordkeeping Plans and Retention and Disposal Schedules**

The Commission **NOTED** the information provided.

## **7.10 Schedule 3 Recordkeeping Plans**

### **7.10.1 Water Corporation RKP 2014011**

The Commission **NOTED** the responsible Minister's approval of the Plan.

### **7.10.2 Bunbury Water Corporation (Aqwest) RKP 2014013**

The Commission **NOTED** the responsible Minister's approval of the Plan.

### **7.10.3 Busselton Water Corporation RKP 2014015**

The Commission **NOTED** the responsible Minister's approval of the Plan.

In addition, the Director State Information Management advised that Western Power's RKP Review Report was submitted to its Minister during October and the SRO has now received a copy.

The Commission **NOTED** the update.

## **8. LEGISLATION REVIEW ISSUES**

### **8.1 SRO input into new legislation**

#### **8.1.1 *Local Government Legislative Amendment Bill 2014***

The Commission **NOTED** the information provided about a proposed amendment to Schedule 1 of the *State Records Act 2000*.

#### **8.1.2 **Legal Deposit Regulations – State Library Consultation****

The State Archivist spoke to the paper and elaborated on several issues arising out of the consultation session conducted by the State Library.

The Commission **NOTED** the information provided.

## **8.2 State Records Act 2000 – Comparison of Australian Archival Legislation**

The State Archivist elaborated on the comparison of the *State Records Act 2000* with archival legislation in other Australian jurisdictions, as well as additional work the SRO will undertake to compare governance structures across Australian archival authorities.

The Commission **NOTED** the information provided.

## **9. MANAGEMENT OF THE STATE ARCHIVES COLLECTION**

### **9.1 Recovery of Estrays**

#### **9.1.1 Estrays – State Library of Western Australia – Government Archives**

The State Archivist advised that the State Library is still to respond to the letter dated 3 December 2013 requesting finalisation of the separation of collections. The State Archivist will continue to seek resolution of the matter.

The Commission **NOTED** the update.

#### **9.1.2 Estrays – Recovery of government records under Part 7 of the State Records Act 2000**

The State Archivist advised that the case concerning the recovery of a series of government plans is closed and the Minister will be advised.

The Commission **NOTED** the update.

### **9.2 Applications to Restrict Access to records in the State Archives Collection**

Nil

## **10. ESTABLISHING STANDARDS AND GUIDELINES**

### **10.1 Publications Review and Development Register - Extract**

The State Archivist advised that the Guideline on Administrative Change throughout Government should be completed by the end of the year.

The Commission **NOTED** the register with updated information and the timely development of the proposed Guideline.

## **11. STATE RECORDS COMMISSION ANNUAL REPORT**

### **11.1 2013/14 Annual Report**

The Commission was advised its annual report was tabled in both Houses of Parliament on 23 September 2014. In addition, there had been several media articles on matters raised in the report. The State Archivist advised that the SRO's Operational Report was published at the same time as the Commission's annual report.

The Commission **NOTED** the information provided.

## 12. ITEMS FOR INFORMATION

### 12.1 State Records Office Operational Activities

The Commission **NOTED** the Operational Activities.

### 12.2 State Records Commission Activities

The Chair advised that he had written to the Director General of the Department of Culture and the Arts regarding Commission attendance at the SRO Future Directions Working Group and will forward correspondence to the SRO for capture into the corporate memory.

## 13. PUBLIC PROGRAMS AND OUTREACH ACTIVITIES

### 13.1 Public Programs and Outreach Activities

The State Archivist elaborated on the proposed display at Parliament House, the online display of State archives presented for the IPAA International Conference and other forthcoming public programs. The Commission commended the State Archivist on the excellent Geoffrey Bolton Lecture.

The Commission **NOTED** the report.

## 14. STATE ARCHIVIST'S REPORT

### 14.1 State Archivist's Report

The State Archivist spoke to the paper and advised of the excellent progress with the development of AtoM, the visit to SRO by the Principal Registrar of the Supreme Court, the highly successful Work for the Dole program, and other matters.

The Commission **NOTED** the State Archivist's report.

### 14.2 SRO Future Directions Working Group

The Commission **NOTED** the State Archivist's report of activities relevant to the Working Group established by the Department of Culture and the Arts.

## 15. NEW BUSINESS

### 15.1 SRC and SRAC Proposed 2015 Meeting Schedules

The Commission **AGREED** on the proposed meeting dates and it was generally agreed that Carnarvon might be the best location for a regional meeting, but the Commissioners will liaise with the SRO to finalise the timing and preferred location.

### 15.2 Confidential Information

The Commission considered the information provided and **ENDORSED** the SRO's approach to apply a nominal 75-year restricted access period to information held within a State archive where there is a legislative requirement for the information to remain confidential.

The meeting closed at 11.50am.



**NEXT MEETING** – Friday 20 March 2015 to be held in the Board Room of the ALB.

SIGNED.....

DATED.....

Mr Colin Murphy  
State Records Commission