



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON 21 MARCH 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:

Mrs Joyce Steveni	Recordkeeping Consultant
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1. Welcome and Apologies

The Chair opened the meeting at 9.40am.

2. Declaration of conflicts of interest

Nil

3. Notices of urgent business

The Chair acknowledged that the meeting will break at 10.30am for photographs to be taken of the Commissioners.

4. SRC Minutes of 6 December 2013

4.1 Confirmation and Sign-off of Official Minutes for Publication

The minutes were **CONFIRMED** with no amendments and signed by the Chair.

The Commissioners requested future meeting papers to be distributed in electronic format only. **AGREED**

4.2 SRC Action List

The State Archivist advised that:

1. The matter regarding compensation for recovered records is on hold pending completion of the revised Archives Keeping Plan;

2. The SRO has been in contact with the Institute of Public Administration Australia (WA Branch) regarding in the International Conference being hosted in WA and will follow up regarding speaking opportunities.
3. The Commission hosted lunch for SRAC members will be deferred until the December 2014 meeting. The Commissioners discussed the matter and requested that a morning tea be served for invited guests during the meeting in preference to lunch. **AGREED.**

The Commission **NOTED** the action list.

5. MATTERS ARISING

5.1 Archives Keeping Plan

The State Archivist advised that revision of the Archives Keeping Plan has been delayed and will be brought to the next meeting.

The Commission **NOTED** the information provided.

6. MONITORING THE OPERATION OF AND COMPLIANCE WITH THE ACT

6.1 Organizational Changes

6.1.1 Register - Government Organizations – Administrative Change

The Director State Information Management (D:SIM) advised the State Records Office (SRO) is consulting with regional Port Authorities, which are to be amalgamated by 1 July 2014, regarding recordkeeping requirements. The SRO is also having similar discussions with local government agencies which may be amalgamated.

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

6.1.2 Register - Defunct Government Organizations

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

6.2 Inquiring into Breaches or Possible Breaches

6.2.1 Register – Alleged Breaches

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

6.2.1.1 Department of Health - Alma Street Clinic Patient Records – Suspected Breach

The Commission congratulated the SRO on the analysis of information gathered during the investigation of the matter, noting the intention to follow up on management of patient information via the Southern Metropolitan Health Service Recordkeeping Plan. The Commission **AGREED** with the follow-up action proposed.

6.3 State Records Commission - Risk Management

The State Archivist referred to the potential risk in relation to the growing volume of archives held by agencies and that agencies are no longer requesting to transfer archives. The current practice of recording archives awaiting transfer is to be enhanced with an Archives Transfer Form provided to agencies to inform the volume of Archives being held awaiting transfer. This will assist in identifying archives at risk and prioritising transfers when the SRO is in a position to accept transfers.

The Commission agreed that Archives Transfer Form will provide valuable data for inclusion in the Annual Report.

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 – 26 February 2014

The Commission **NOTED** the SRAC minutes.

7.1.2 SRAC Membership – Nomination

The D:SIM advised that nominations for the Deputy position representing the Local Government Records Management Group have been received. The nomination will be presented to the Commission out of session.

The Commission **APPROVED** the recommendations for the re-appointment of the Member representing the Law Society of Western Australian, Mr Rob O'Connor.

7.2 Retention and Disposal Schedules for APPROVAL

7.2.1 RD 2013044 - Registrar of Births Deaths and Marriages (Department of the Attorney General)

The Commission noted the exempt categories of state archives and **APPROVED** the Schedule; the proposed restricted access periods; and the application to retain certain archives in principle.

7.2.2 RD 2013058 – Supreme Court of Western Australia

The Commission referred to reasons provided by the Supreme Court in support of the application to retain certain archives and requested that the State Archivist seek advice from the State Solicitor. **AGREED**

The Commission **APPROVED** the Schedule and the application to retain certain archives in principle.

7.2.3 RD 2011049 – Department of Finance

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

7.2.4 RD 2014004 – General Retention and Disposal Authority for Administrative Records of National Bodies

The Commission **APPROVED** the Schedule.

7.2.5 RD 2004088 - Western Australian Coastal Shipping Commission Review Report

The Commission **APPROVED** the continuation of the Schedule.

7.2.6 RD 2008029 – Law Reform Commission Review Report

The Commission **APPROVED** the continuation of the Schedule.

7.2.7 RD 2013040/1 – Department of Finance Shared Services

The D:SIM advised that a new category of records, 'orphan documents', is to be included in the Schedule. The documents are non-agency specific or are missing metadata which links them to other records or an agency as the owner and therefore cannot be returned to an agency. The records are therefore to be retained by the Department of Finance for the appropriate period of time prior to disposal and made available to agencies where necessary.

The Commission **APPROVED** the amendment to the Schedule.

7.2.8 RD 2013060 - Building and Construction Industry Training Fund

The Commission **APPROVED** the Schedule.

7.3 Disposal Lists for APPROVAL

Nil

7.4 Outstanding Restricted Access Matters

7.4.1 RD 2013045 – State Administrative Tribunal (Department of the Attorney General) – Restricted Access Archives

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

7.4.2 SD 2013050 – Court and Tribunal Services (Department of the Attorney General) – Restricted Access Archives

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

7.5 Transfer of State Archives

7.5.1 RD 2013045 - State Administrative Tribunal (Department of the Attorney General) – Request to Retain Archives

The Commission **APPROVED** the application to retain certain archives as stated in the schedule.

7.5.2 SD 2013050 – Court and Tribunal Services (Department of the Attorney General) – Request to Retain Archives

The Commission **APPROVED** the application to retain certain archives as stated in the schedule.

7.5.3 Requests to Transfer State Archives to the Custody of the State Records Office

The State Archivist advised that no recent requests have been received.

NOTED

7.6 Recordkeeping Plans for APPROVAL

7.6.1 RKP 2009061 – Supreme Court of Western Australia

The Commission referred to the action noted at item 7.2.2.

APPROVED

7.6.2 RKP 2014001 – Department of Mines and Petroleum (incorporating the Mining Rehabilitation Advisory Panel)

The Commission **APPROVED** the Recordkeeping Plan and **REQUESTED** submission of the report on the review of the Plan by 2 October 2014.

7.6.3 RKP 2013066 – Department of Regional Development (incorporating the Department of Lands)

The Commission **APPROVED** the Recordkeeping Plan and **REQUESTED** submission of the disaster recovery plan by 31 December 2014.

7.6.4 RKP 2013068 – Department of Parks and Wildlife

APPROVED

7.6.5 Amended RKP 2013034 – Shire of Denmark

The Commission **APPROVED** the Recordkeeping Plan excluding item 5.4 of the Plan which identifies archives not to be transferred.

7.6.6 Amended RKP 2013067 – Shire of Broome

APPROVED

7.6.7 Amended RKP 2013069 – Shire of Halls Creek

APPROVED

7.6.8 Amended RKP 2013070 – Shire of Murchison

APPROVED

7.6.9 Amended RKP 2013071 – Town of Port Hedland

APPROVED

7.6.10 Amended RKP 2013072 – Shire of Coolgardie

APPROVED

7.6.11 Amended RKP 2014003 – Town of East Fremantle

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 Plan Reports – Report on Reviews

The Commission **NOTED** the Register of the Recordkeeping Plan review reports received.

7.8.2 Recordkeeping Plan Commitments Overdue – Progress Report

Notices have been sent to several agencies that have not met commitments they made to submit amended Plans. Three agencies have subsequently submitted draft amended plans for consideration by the Commission.

NOTED

7.9 Recordkeeping Plan and Retention and Disposal Reviews - Bi-annual Progress Report

Nil

7.10 Schedule 2 and 3 Recordkeeping Plans

7.10.1 Schedule 2 Organizations - Parliamentary Departments Recordkeeping Plans

The Parliamentary Services Department amended Recordkeeping Plan was approved by the Speaker of the Legislative Assembly and President of the Legislative Council on 3 February 2014.

NOTED

7.10.2 Schedule 3 Organizations - Electricity Generation and Retail Corporation (Synergy)

The December 2013 amendment to the *Electricity Corporations Act 2005* amalgamated the Electricity Generation Corporation and the Electricity Retail Corporation and established the Electricity Generation and Retail Corporation. Due to this change, the draft amended Plan for the former Electricity Retail Corporation, as reported at Agenda Item 8.10.2 of the previous meeting, was not submitted for Ministerial approval. The existing approved Plans for the superseded organizations will apply to their respective legacy records until the Corporation's new Plan is approved.

NOTED

7.10.3 Schedule 3 Organizations – Bunbury Water Corporation and Busselton Water Corporation

The D:SIM confirmed that an Implementation Order requiring the Bunbury Water Corporation and the Busselton Water Corporation to submit Recordkeeping Plans to the relevant Minister by 30 June 2014 has been Gazetted.

NOTED

The meeting adjourned between 10.30 and 10.40am for photographs to be taken.

8. LEGISLATION REVIEW ISSUES

8.1 SRO input into new legislation

Nil

8.2 *State Records Act 2000*

Nil

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 yet to respond to the letter dated 3 December 2013 and no further contact has been made due to the pending outcome of the Machinery of Government Review and the imminent appointment to the Department of Culture and the Arts (DCA) Director General (DG) position. However, the State Archivist alerted the Minister to the matter at a meeting in January 2014. The Chair will review the December 2013 letter to determine the next appropriate steps and discuss with the State Archivist.

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 Register – Publications Review and Development

The D:SIM advised that the General Disposal Authority (GDA) for State Government Information was launched at an event on 11 December 2013 and an information session held on 25 February 2014 with over 190 attendees from government organisations. The session was well received with positive feedback from participants especially in regard to the amalgamation of the three previous GDAs. Commissioner McDermott

advised that she had received positive feedback from University of Western Australia staff who attended the session.

NOTED

11. STATE RECORDS COMMISSION ANNUAL REPORT

11.1 2013/14 Annual Report

The State Archivist referred to the items outlined in the paper for consideration for inclusion in the Annual Report around the 'value' theme. The Commission supported the suggested concepts but cautioned that whilst acknowledgment of the Commission's achievements over the last ten years is appropriate, a decade celebration should not be the focus.

The Commission also suggested that information regarding Archives held by agencies, as discussed at item 6.3, could be developed as a key piece.

12. ITEMS FOR INFORMATION

12.1 State Records Office Operational Activities

The State Archivist advised that the SRO had hosted a meeting of the Council of Australasian Archives and Records Authorities (CAARA) on 6 and 7 March at the Maritime Museum in Fremantle. A number of events were organised, including a tour of Fremantle Prison.

The Commission **NOTED** the report.

12.2 State Records Commission Activities

Nil

13. PUBLIC PROGRAMS AND OUTREACH ACTIVITIES

13.1 Public Programs and Outreach Activities

The State Archivist spoke to the paper and advised that several good submissions have been received for the Margaret Medcalf Award. The Chair advised that he will be unable to attend the Margaret Medcalf Award on 2 April. **NOTED**

The Department of Culture and the Arts will be approached regarding funding for the Soldiers' Wills Project. Commissioners also supported the intention to approach legal firms for funding to digitise these documents.

The Commission **NOTED** the report and dates of the Margaret Medcalf Award and Geoffrey Bolton Lecture.

14. STATE ARCHIVIST'S REPORT

14.1 State Archivist's Report

The State Archivist spoke to the paper. The Commission discussed the development of a State Information Strategy and suggested that the Australian Information Commissioner be contacted. The Commission expressed its support for this initiative.

The Commission requested the SRO's Operational Report and the Commission's Annual Report to be published at the same time to allow each report to reference the other.

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

15. NEW BUSINESS

15.1 Lonnie Awards – State Records Commission Award 2014

The Chair advised that he will not be available to attend this event.

The Commission **NOTED** the information provided.

15.2 Decommissioning Projects 2013 - 14

The State Archivist advised that the Minister has been briefed regarding the excellent feedback received on the SRO's contribution to the Shared Services Decommissioning Project and it is understood that the SRO is mentioned favourably in a report to the Department of Finance Director General.

The Commission **NOTED** the information provided.

15.3 Pilbara Cyclone

The Commission **NOTED** the information provided.

15.4 RIM Professionals Australasia Seminar 20 March 2014

The D:SIM advised that a RIM Professionals Australasia event was held on 20 March with speakers from the Eastern states providing information on the Records and Document Management Standards published by Standards Australia. The SRO was one of the event sponsors and the State Archivist gave the opening address.

NOTED

15.5 Next Meeting

The D:SIM advised that the Boardroom in the Western Australian Museum in Kalgoorlie has been secured for the Commission's August meeting. The meeting will be in the morning followed by lunch with representatives from State and local government agencies in the Kalgoorlie region. The meeting start time is to be confirmed once travel arrangements have been finalised. The Chair requested that the SRO liaise with Commissioner Field's office regarding lunch invitees. **AGREED**

15.6 SRO Strategic Plan

The State Archivist distributed copies of the State Records Office Strategic Plan 2014-2018 for the Commissioners' information.

The meeting closed at 11.40am.

NEXT MEETING – Friday 1 August, Boardroom, WA Museum, Kalgoorlie. Time to be confirmed

SIGNED.....

DATED.....

Mr Colin Murphy
State Records Commission