



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON 8 DECEMBER 2017 AT THE STATE RECORDS OFFICE OF WESTERN AUSTRALIA

PRESENT:

Mr Chris Field (Chair)	Parliamentary Commissioner for Administrative Investigations (Ombudsman)
Mr Colin Murphy	Acting Auditor General
Ms Su Lloyd	Acting Information Commissioner
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:

Ms Lena Stekl	Recordkeeping Consultant
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1. Welcome and Apologies

The Chair opened the meeting at 11.00 am.

2. Declaration of conflicts of interest

Nil

3. Notices of urgent business

Nil

4. SRC Minutes of 24 October 2017

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 with one minor amendment to the action under previous agenda item 3 to "Circulate a letter of recognition to State Records Advisory Committee members for their contribution to the Committee".

5. MATTERS ARISING

5.1 RD 2016005 - Screenwest

The Director State Information Management (Director State Information) referred to the paper containing information in relation to the Retention and Disposal Schedule and restricted access application for certain categories of records.

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

5.2 SRC 2018 Meeting Schedule

The Commission **CONFIRMED** their agreement to the proposed meeting dates.

6. COMPLIANCE MONITORING - STATE RECORDS ACT

6.1 Organizational changes

6.1.1 Register of Government Organizations - Administrative Change - Extract

Nil

6.1.2 Register of Defunct Government Organizations - Extract

Nil

6.2 Inquiring into Breaches or Possible breaches

6.2.1 Register of Alleged Breaches - Extract

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

6.2.1.1 City of Perth - Suspected Breach – Email Records

The Director State Information advised that discussion had been held with the complainant. Whilst the complainant believed the original matter had been addressed by the City and was now considered closed, she mentioned an additional item relating to the City's capture of text messages. The Director State Information will follow up with the City of Perth.

The Commission **NOTED** the update.

6.2.1.2 City of Melville - Suspected Breach – Complainant Records

The Commission noted the State Records Office's analysis and recommendation. The Commission **AGREED** no further action is required.

6.3 State Records Commission - Risk Management - Incidents

6.3.1 Machinery of Government (MOG) 2017 – MOG Unit

This matter was discussed as part of Agenda Item 14.1.

6.4 Compliance Monitoring - Recordkeeping Plans

Nil

7. APPROVAL OF RECORDKEEPING PLANS

7.1 State Records Advisory Committee (SRAC)

7.1.1 SRAC Minutes – 28 November 2017

The Commission **NOTED** the SRAC minutes.

The Chair confirmed that he has written to all current members to thank them for their contributions to the Committee during the year.

7.1.2 SRAC Membership – Resignations and Nominations

The Commission **NOTED** the resignation of Mr Ross Tomasini as the Deputy representing Aboriginal Affairs and thanked him for his contribution to the work of the Commission.

The Commission noted the State Archivist's request to particular interest groups for Deputy nominations to represent Aboriginal Affairs, Historical Interests, the Local Government Records Management Group, and the Records and Information Management Professionals Australasia (WA Branch) on the Committee.

7.2 Retention and Disposal Schedules for APPROVAL

7.2.1 RD 2017018 – National Registration and Accreditation Scheme – Health Practitioners

The Commission **APPROVED** the Schedule and the nominated host (Public Record Office Victoria) for archival records relating to the Scheme.

7.2.2 RD 2014009/1 – Housing Authority

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

7.2.3 RD 2015009/1 – Western Australian Land Information Authority (Landgate)

The Commission **APPROVED** the amendment to 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

Nil

7.6 Recordkeeping Plans for APPROVAL

7.6.1 RKP 2011026 – Australian Health Practitioner Regulation Agency (WA)

APPROVED

7.6.2 Amended RKP 2017030 – Shire of Donnybrook Balingup

APPROVED

7.6.3 Amended RKP 2017031 - Department of Treasury

APPROVED

7.7 Recordkeeping Plans CLEARED pending approval of the Retention and Disposal Schedule

Nil

7.8 RKP Report – Report on Reviews

7.8.1 Recordkeeping Plans – Report on Reviews

The Commission **NOTED** the information provided.

7.9 Schedule 3 Recordkeeping Plans

Nil

8 LEGISLATIVE ISSUES

8.1 SRO input into legislation

Nil

8.2 St John of God Midland Public Hospital

The Commission **NOTED** the update.

9 MANAGEMENT OF STATE ARCHIVES COLLECTION

9.1 Recovery of Estrays

9.1.1 Estrays - State Library of Western Australia - Government Archives

The Director Archives advised that there are no matters to report on this issue.

The Commission **NOTED** the update.

9.1.2 Estrays - Including recovery of government records under Part 7 of the State Records Act 2000

The Commission **NOTED** the receipt of estrays from a private organisation.

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

Nil

11 STATE RECORDS COMMISSION ANNUAL REPORT

Nil

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 would be meeting with the Minister for Culture and the Arts in January 2018, in relation to his role as Commissioner.

12.3 Strategic Projects - Aconex Project Management Software

The Director of State Information advised that the SRO has drafted a Sector Disposal Authority for Strategic Projects which has been circulated to selected stakeholders for comment.

The Commission **NOTED** the update.

12.4 Royal Commission into Institutional Responses to Child Sexual Abuse

The Director of State Information advised that this Royal Commission is due to wind up in December 2017. The Council of Australasian Archives and Records Authorities (CAARA) Working Group for the Royal Commission will wind up at the same time.

The Working Group's draft Statement of Principles, covering arrangements for records generated by future joint Royal Commissions, was approved at the November 2017 CAARA meeting.

The Commission **NOTED** the update.

13 PUBLIC PROGRAMS AND OUTREACH ACTIVITIES

13.1 Public Programs and Outreach Activities

The State Archivist commended SRO staff for their work on public programs during the year, particularly the recent workshop for the Noongar Letters Writing Project.

The Commission accepted Commissioner McDermott's nomination to sit on the judging panel for the 2018 Margaret Medcalf Award.

The Commission **NOTED** the program.

14 STATE ARCHIVIST'S REPORT

14.1 State Archivist's Report

Prior to a report from the State Archivist, the Chair extended the Commission's sincere thanks to the State Archivist and the SRO staff for

their work throughout the year, and expressed appreciation of the professionalism and outstanding output, particularly considering the small size of the office.

The State Archivist provided a verbal update of strategic and operational matters affecting the SRO.

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

15 NEW BUSINESS

15.1 Farewell to Colin Murphy

The Chair advised that this was Commissioner Colin Murphy's final meeting as an ex officio member and expressed his deep appreciation on behalf of the Commission. He acknowledged Commissioner Murphy as an exceptional Auditor General for Western Australia and that the recent CPA Australia event held in his honour reflected the high esteem in which Commissioner Murphy is held across government.

The meeting closed at 12.30 pm.

NEXT MEETING – Friday 23 March 2018, State Records Office.

SIGNED.....

DATED.....

Mr Chris Field
Chair: State Records Commission