



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON 20 MARCH 2015 AT THE STATE RECORDS OFFICE

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
Mr Martin Fordham (A/Executive Secretary)	Acting 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 9.45am and noted Isabel Smith as an apology.

2. Declaration of conflicts of interest

Nil

3. Notices of urgent business

Nil

4. SRC Minutes of 5 December 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 State Archivist advised that the Minister was kept apprised of matters concerning estrays recovery and compensation, hence the second item on the action list is considered complete.

The Commission **NOTED** the action list.

5. MATTERS ARISING

5.1 SRC Regional Meeting 2015

The Commission discussed whether the November 2015 regional meeting should proceed in light of difficulties with obtaining suitable flights and **AGREED** that this meeting would be held locally. The State Archivist **AGREED** to circulate possible dates for this meeting.

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 Metropolitan Local Government Reform

The Acting Director State Information Management (A/DSIM) advised that the Governor's orders for certain local government boundary changes were revoked on 13 March.

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 State Archivist advised that the SRO is now included as a portfolio agency on the Department of Culture and the Arts' (DCA's) Risk Management Committee and that the DCA will be facilitating risk assessment for the SRO.

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)

The Commission was advised that no SRAC meeting had been held.

7.2 Retention and Disposal Schedules for APPROVAL

Nil

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 the transfer of archives at risk from Princess Margaret Hospital is progressing and the SRO is assisting the appraisal and transfer of several financial registers, also at risk, identified by Water Corporation.

The Commission **NOTED** the update.

7.6 Recordkeeping Plans for APPROVAL

7.6.1 RKP 2014002 – Department of Environment Regulation

The Commission noted that the agency had experienced delays in reviewing and amending recordkeeping documentation and intends to submit an amended Plan once the documentation is complete.

APPROVED

7.6.2 RKP 2014047 – Pilbara Ports Authority

APPROVED

7.6.3 RKP 2015001 – South Metropolitan Health Service

The Commission noted that the Recordkeeping Plan (the Plan) identifies a number of inefficiencies in recordkeeping practices, including those for patient/medical records, and that the agency intends to submit an amended Plan once these issues have been addressed.

APPROVED

7.6.4 Amended RKP 2014021 – City of Subiaco

APPROVED

7.6.5 Amended RKP 2014034 – Goldfields Esperance Development Commission

APPROVED

7.6.6 Amended RKP 2014038 – City of South Perth

APPROVED

7.6.7 Amended RKP 2014039 – Shire of Broomehill-Tambellup

APPROVED

7.6.8 Amended RKP 2014040 – Rivers Regional Council

APPROVED

7.6.9 Amended RKP 2014041 – Shire of Kondinin

APPROVED

- 7.6.10 Amended RKP 2014042 – Bunbury Cemetery Board
APPROVED
- 7.6.11 Amended RKP 2014043 – Shire of Menzies
APPROVED
- 7.6.12 Amended RKP 2014044 – Shire of Dardanup
APPROVED
- 7.6.13 Amended RKP 2014045 – Shire of Augusta Margaret River
APPROVED
- 7.6.14 Amended RKP 2015002 – Shire of Yilgarn
APPROVED
- 7.6.15 Amended RKP 2015004 – Shire of Carnarvon
APPROVED
- 7.6.16 Amended RKP 2015005 – Shire of Irwin
APPROVED
- 7.6.17 Amended RKP 2015006 – Shire of Harvey
APPROVED
- 7.6.18 Amended RKP 2014031 – Shire of Katanning
APPROVED
- 7.6.19 Amended RKP 2014046 – Western Metropolitan Regional
Council
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 and **ENDORSED** the proposal to request an amended Plan from the Shire of Tammin by 23 June 2019.

7.8.2 Recordkeeping Plan Commitments Overdue – Progress Report

Nil

7.8.3 Recordkeeping Plan Review RKP 2004025/1 – National Trust of Australia (WA)

The Commission **NOTED** the information outlining the changed circumstances at the agency and **APPROVED** the continuation of the Plan.

7.8.4 Recordkeeping Plan Review RKP 2007043/1 – Shire of Cuballing

The Commission **NOTED** the information outlining the changed circumstances at the agency and **APPROVED** the continuation of the Plan.

7.9 Report – Recordkeeping Plans and Retention and Disposal Schedules

Nil

7.10 Schedule 3 Recordkeeping Plans

Nil

8. LEGISLATION REVIEW ISSUES

8.1 SRO input into new legislation

8.1.1 Regulations for Digital Legal Deposit

The Director Archives reported on the SRO's liaison with the State Library on the issue of managing agency databases, or business systems, when they contain some information that is made publicly available via the agency's website. The State Archivist advised that a position paper on this issue will be developed by the Council of Australasian Archives and Records 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 has responded to the SRO's correspondence regarding the separation of collections and has nominated a project officer.

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 of a matter regarding a State government agency record currently held by another authority. The Department of Education and the SRO have been liaising with the Shire of Yalgoo to recover a Yalgoo Primary School Punishment Book in the Shire's custody.

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 reported on the publication of the Guideline on “Management of Information Following Administrative Change” on 31 December 2014; the second draft of the reviewed Standard 8; and the partial review of the Guideline on “Digital Recordkeeping”.

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

11. STATE RECORDS COMMISSION ANNUAL REPORT

11.1 SRC Annual Report 2014 /2015 - Planning

The State Archivist spoke to the paper and suggested the theme of “Preserving the State’s Archives” for this year’s report and the Chair’s foreword. The foreword could also refer to the appointment of Western Australia’s first Government Chief Information Officer and the proposed Government Open Data Policy. The Chair **AGREED**.

The Commissioners discussed the proposed content of the report and suggested mentioning the SRO’s work to assist metropolitan Local Governments with the proposed administrative reforms. It was **AGREED** that Commissioner Bluemmel would prepare a profile for inclusion in the report.

The Commission **NOTED** the information provided and **REQUESTED** timely notification about any issues relating to agencies not complying with the State Records Act.

12. ITEMS FOR INFORMATION

12.1 State Records Office Operational Activities

The Commission **NOTED** the Operational Activities.

12.2 State Records Commission Activities

Nil

13. PUBLIC PROGRAMS AND OUTREACH ACTIVITIES

13.1 Public Programs and Outreach Activities

The State Archivist advised that the 2015 Margaret Medcalf Award would be presented on 24 June 2015 in the State Library Theatre; and that a speaker had been confirmed for the Geoffrey Bolton Lecture scheduled for 6 October 2015.

The State Archivist also anticipates that the archives display at Parliament House will be launched by the Minister on or around 16 June.

The Commission **NOTED** the report and the event dates provided.

14. STATE ARCHIVIST'S REPORT

14.1 State Archivist's Report

The State Archivist reported on the SRO's inclusion in the DCA's Corporate Executive; input into the DCA's Information Systems forum; the SRO's submission regarding the draft Open Data Policy; and other matters.

The Commission **NOTED** the State Archivist's report and remarked on the positive working relationship between the SRO and DCA.

14.2 SRO Future Directions Working Group

The State Archivist advised that this Working Group is progressing and that it has been a valuable forum to ensure DCA are fully aware of the SRO's functions and statutory requirements.

The Commission **NOTED** the update.

15. NEW BUSINESS

15.1 Lonnie Awards – State Records Commission Award 2015

The State Archivist advised that the State Records Commission Award winner will be announced at the Institute of Public Administration Australia's Lonnie Awards ceremony on 27 March.

The Commission **NOTED** the information provided.

15.2 Royal Commission into Institutional Responses to Child Sexual Abuse

The Commission **NOTED** the information provided regarding SRO participation on the Council of Australasian Archives and Records Authorities' Working Group to assist the Royal Commission with recordkeeping issues. The Commission also **ENDORSED** the proposal to request that the Department of the Premier and Cabinet develop and submit a Recordkeeping Plan for the Royal Commission.

15.3 Midland Public Private Hospital

The A/DSIM reported on the SRO's involvement with the project group established to discuss management of patient records and information during the decommissioning of the Swan Kalamunda Health Service and the transition to the new Midland Public Hospital.

15.4 Cyclone Olwyn

The State Archivist advised that following Cyclone Olwyn, the SRO contacted agencies in the affected region, with one reporting some damage to records. This may lead to a request for early destruction.

The meeting closed at 11.10am.

NEXT MEETING – Friday 7 August 2015 to be held in the Board Room of the Alexander Library Building.

SIGNED.....

DATED.....

Mr Colin Murphy
State Records Commission