



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON 10 March 2016 IN THE ALEXANDER LIBRARY BUILDING

PRESENT:

Mr Colin Murphy (Chair)	Auditor General
Mr Chris Field (Incoming Chair)	Parliamentary Commissioner for Administrative Investigations (Ombudsman)
Mr Sven Bluemmel	Information Commissioner
Ms Cathrin Cassarchis (Executive Officer)	State Archivist and Executive Director State Records
Mr Leigh Hays	Director Archives
Ms Isabel Smith (Executive Secretary)	Director State Information Management

MINUTES:

Mr Martin Fordham Recordkeeping Consultant

1. Welcome and Apologies

Mr Murphy opened the meeting at 9.35 am and noted Commissioner Justine McDermott as an apology.

2. Declaration of conflicts of interest

Nil

3. Notices of urgent business

3.1 Appointment of SRC Chair for 3 year term.

Mr Murphy offered his resignation as Chair of the Commission and supported the appointment of Mr Chris Field as the Chair for the next three years. On behalf of the Commissioners, Mr Field thanked Mr Murphy and applauded his leadership of the Commission since January 2007.

Mr Field assumed the Chair for the remainder of the meeting.

4. SRC Minutes of 26 November 2015

4.1 Confirmation and sign-off of official Minutes for publication

The minutes were **CONFIRMED** with minor amendments and signed by the Chair.

4.2 SRC Action List

The Commission **NOTED** the action list. The State Archivist advised that the status of Item No 9.1.1 should be updated to read 'superseded' rather than 'completed'. The Commission **AGREED**.

5. MATTERS ARISING

5.1 Confirmation of Governor's Appointee Reappointment

The State Archivist confirmed the Governor's approval of the reappointment of Ms Justine McDermott as the Governor's Appointee to the Commission for a further 3 years.

5.2 SRC Regional Meeting

The State Archivist advised that Main Roads Bunbury have agreed to host the 2016 Regional Meeting in Bunbury on Friday 12 August.

6. COMPLIANCE MONITORING - STATE RECORDS 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.

6.2 Inquiring into Breaches or Possible breaches

6.2.1 Register of Alleged Breaches - Extract

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

6.3 State Records Commission - Risk Management - Incidents

The Director State Information Management advised that the Departments of Health and Education, Western Australia Police and the Shire of Harvey have confirmed that no government records were lost or destroyed in the recent fires that occurred in the Waroona / Harvey area and in particular the township of Yarloop.

The Commission **NOTED** the information provided.

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 – 3 February 2016

The Commission **NOTED** the SRAC Minutes.

7.1.2 SRAC Membership - Resignations

The Commission **NOTED** the resignations of Ms Cheryl Gwilliam, Mr Richard Strickland and Ms Margaret Paterson from the Committee and thanked them all for their contribution to the work of the Commission.

7.2 Retention and Disposal Schedules for APPROVAL

7.2.1 RD 2015001 – General Disposal Authority for Local Government Records - Revised

The Commission **APPROVED** the Schedule.

7.2.2 RD 2015005 – Office of the Appeals Convenor

The Commission **APPROVED** 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 Commission **NOTED** the intention to transfer Perth Market Authority State archives to the State archives collection, and the request from the Shire of Broome to transfer a collection of Council Minutes.

7.6 Recordkeeping Plans for APPROVAL

7.6.1 RKP 2014019 – Office of the Appeals Convenor

APPROVED

7.6.2 RKP 2015013 – Health and Disability Services Complaints Office

APPROVED

7.6.3 RKP 2015041 – Road Safety Commission

APPROVED

7.6.4 Amended RKP 2015036 – Parliamentary Inspector of the Corruption and Crime Commission

APPROVED

7.6.5 Amended RKP 2015042 – Department of Sport and Recreation

APPROVED

7.6.6 Amended RKP 2015046 – Government Employees Superannuation Board

APPROVED

7.6.7 Amended RKP 2015033 – Shire of Boddington

APPROVED

7.6.8 Amended RKP 2015038 – Shire of York

APPROVED

7.6.9 Amended RKP 2015039 – Shire of Ngaanyatjarraku

APPROVED

- 7.6.10 Amended RKP 2015040 – Shire of Ashburton
APPROVED
- 7.6.11 Amended RKP 2015043 – City of Fremantle
APPROVED
- 7.6.12 Amended RKP 2015045 – Great Southern Development
Commission
APPROVED
- 7.6.13 Amended RKP 2015048 – Housing Authority
APPROVED
- 7.6.14 Amended RKP 2016002 – Perth Market Authority
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 and **APPROVED** the continuation of the Shire of Carnamah Recordkeeping Plan.

7.9 Schedule 3 Recordkeeping Plans

The Director State Information Management advised the Western Power (Electricity Networks Corporation) amended Recordkeeping Plan is with the Minister for Energy; and, the Synergy (Electricity Generation and Retail Corporation) Recordkeeping Plan Review Report has been submitted to the Minister for Energy stating an amended Recordkeeping Plan will be submitted by 31 December 2016.

The Commission **NOTED** the information provided.

8. LEGISLATIVE ISSUES

8.1 SRO input into legislation

The State Archivist advised the State Records Office (SRO) has provided input into the draft *Copyright Amendment Bill 2016* through the Council of Australasian Archives and Records Authorities (CAARA) and through the Galleries, Libraries, Archives and Museums (GLAM) organisations. All state archival institutions worked on a joint submission which covered issues such as orphan works, terms of protection, access and preservation.

8.2 St John of God Midland Public Hospital

In addition to meeting with a State Solicitor's Office representative regarding Machinery of Government matter, the State Archivist advised that the SRO has written to the Department of Health requesting additional information on the extent of the recordkeeping commitments required of Saint John of God under the Services Agreement, with respect to the management and operation of the Midland Public Hospital.

The Commission **NOTED** the information provided.

9. MANAGEMENT OF STATE ARCHIVES COLLECTION

9.1 Recovery of Estrays

9.1.1 Estrays - State Library of Western Australia - Government Archives

The State Archivist advised that a signed project plan, a communications plan and a workflow process have been implemented to promote the timely and orderly transfer of State archives to the State archives collection.

The Commission **NOTED** the information provided.

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

The Commission **NOTED** the information provided.

9.2 Applications to restrict access to records in the State Archives Collection

The State Archivist advised that pursuant to a reference query in the SRO's Search Room, staff identified that some openly accessible material contained personal and sensitive information. In consultation with the responsible agency, both parties agreed the restricted access period for these records should be increased from 25 to 50 years.

The Commission **APPROVED** the application to increase the restricted access period accordingly.

10. ESTABLISHING STANDARDS AND GUIDELINES

10.1 Publications Review and Development Register - Extract

The State Archivist advised that State Records Commission Standards 5, 7 and 8 are extremely close to being finalised for external stakeholder consultation. Once finalised, the State Archivist requested that the Commission consider approving the Standards out of session so they may be gazetted before the 30 June 2016.

The Commission **AGREED** to consider and approve the Standards out of session.

The State Archivist advised that the program for other State Records Commission Standards will be prioritised for completion in 2017.

The Commission **AGREED**.

11. STATE RECORDS COMMISSION ANNUAL REPORT

11.1 SRC Annual Report 2015 – 2016 – Planning

The Chair acknowledged the continuing improvement each year of the Commission's Annual Report.

The State Archivist advised the 2014 – 2015 SRC Annual Report has been short listed for the W.S. Lonnie Awards.

The State Archivist reported the theme for this year's report is "digital continuity". The Auditor General agreed to be the Commissioner profiled in this year's report.

The Commission **NOTED** the suggestions for inclusion in the annual report.

12. ITEMS FOR INFORMATION

12.1 State Records Office Operational Activities

The State Archivist noted the training delivered by the SRO regionally and locally and the excellent feedback from agencies.

The Information Commissioner noted the SRO's discussions with the Office of the Government Chief Information Officer (GCIO), and the GCIO's proposal to implement a data classification scheme across the public sector, as well as the consideration of open data and open government.

The Commission **NOTED** the operational activities.

12.2 State Records Commission Activities

Nil

12.3 Royal Commission into Institutional Responses to Child Sexual Abuse

The Director State Information Management advised that the SRO is continuing to work with the Council of Australasian Archives and Records Authorities on matters relating to the records of the Royal Commission and that the National Archives of Australia (NAA) is preparing a document outlining the proposal for access, custody and disposal of the archival records of the Royal Commission.

The SRO and other state jurisdictions have agreed in principal that records should be managed under the NAA banner in line with federal legislation, however, negotiations continue on matters associated with restricted access provisions.

The Commission **NOTED** the update.

12.4 Western Australian Universities - Access Arrangements

The Director Archives advised that the SRO hosted representatives from University of Western Australia (UWA) who looked at the collection management system, AtoM, with a view to possibly implementing an AtoM web interface to enable access to State archives held at UWA. Further, that matters about the keeping of archives at the agency and the provision of access will be addressed via the Recordkeeping Plan process.

The Commission **NOTED** the update.

13. PUBLIC PROGRAMS AND OUTREACH ACTIVITIES

13.1 Public programs and outreach activities

Commissioner Justine McDermott agreed to participate on the judging panel for Margaret Medcalf Award.

The State Archivist advised that Commissioner Andrew Murray (Royal Commission into Institutional Responses to Child Sexual Abuse) has been invited to deliver the 2016 Geoffrey Bolton Lecture.

Commissioners congratulated the SRO on the excellent series '*Mugshots from our Past*' featured in the *West Australian* newspaper.

The Commission **NOTED** the report.

14. STATE ARCHIVIST'S REPORT

14.1 State Archivist's report

The State Archivist commented on the digitisation service launched in January 2016 to provide a fee paying service to the public wishing to digitise records and the partnership with the Department of Aboriginal Affairs (DAA) to digitise approximately 14,000 Native Welfare files, with costs being met by the DAA.

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

15. NEW BUSINESS

15.1 Perth Market Authority – Market City Asset Sale

The Director State Information Management advised that the SRO and Department of Treasury have met with Perth Market Authority (PMA) to discuss arrangements for custody, transfer and ongoing management of PMA records through the asset disposal process and abolition of the PMA.

The Commission **NOTED** the information provided.

15.2 Disposal Authorisation of State Records Commission Time Expired Records

The Commission **AUTHORISED** the disposal of records on Disposal Authorisation 2016-01 in accordance with the approved Retention and Disposal Authority.

15.3 W.S. Lonnie Awards – State Records Commission Award 2016

The Commission **NOTED** the information provided and congratulated Main Roads Western Australia (in advance) for their winning annual report entry.

The meeting closed at 10.30 am.

NEXT MEETING - Thursday 12 August 2016 to be held at Main Roads Bunbury.

SIGNED.....

DATED.....

Mr Chris Field
Chair: State Records Commission