



# STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

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## MINUTES OF MEETING HELD ON 26 NOVEMBER 2015 IN THE ALEXANDER LIBRARY BUILDING

### PRESENT:

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

### MINUTES:

Ms Joyce Steveni	Recordkeeping Consultant
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#### 1. Welcome and Apologies

The Chair opened the meeting at 9.35 am and noted Cathrin Cassarchis as an apology.

#### 2. Declaration of conflicts of interest

The Commission noted that the amended Recordkeeping Plan of the Parliamentary Commissioner for Administrative Investigations is at Agenda item 7.6.9, and the Parliamentary Commissioner declared his interest.

#### 3. Notices of urgent business

Nil

#### 4. SRC Minutes of 7 August 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.

## **5. MATTERS ARISING**

### **5.1 Appointment of the SRC Chair - 3 year term**

The Acting State Archivist advised that the Chair's term expires in March 2016 and requested the Commission to consider and appoint a Chair for the next 3 year term.

The Commission **AGREED** to discuss the matter out of session and appoint the new Chair.

## **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 Acting State Archivist advised that there have been a number of incidents which have resulted in damage to some temporary records. Two incidents resulted in water affected records being frozen and action plans to recover the records are being developed.

The Commission commended the agencies' use of local facilities to freeze the records and prevent further deterioration.

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 - 11 November 2015**

The Acting State Archivist referred the Commission to the SRAC's concern with agencies' continuing inability to transfer State archives to the State Records Office (SRO) due to a lack of appropriate archival storage facilities.

The Commission **NOTED** the SRAC Minutes.

#### **7.1.2 SRAC Membership - Nominees**

The Commission **APPROVED** the recommendation for appointment of a new deputy representing the Department of Aboriginal Affairs.

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

### **7.2.1 RD 2013057 – Department of Commerce – Building Commission**

The Commission **APPROVED** the Schedule.

### **7.2.2 RD 2014016 – Main Roads Western Australia**

The Commission **APPROVED** the Schedule.

### **7.2.3 RD 2011036/1 – Public Transport Authority – Amendment**

The Commission **APPROVED** the Schedule.

### **7.2.4 RD 2011047/3 – Department of Education – Amendment**

The Commission **APPROVED** the Schedule.

### **7.2.5 RD 2014005/1 – Small Business Development Corporation – Amendment**

The Commission **APPROVED** the Schedule.

## **7.3 Disposal Lists for APPROVAL**

### **7.3.1 DL 2015010 – Western Australian Financial Institutions Authority**

The Acting State Archivist advised that this disposal authority is the culmination of several years' work which commenced prior to the 1999 transfer of responsibility for prudential supervision of credit unions, building societies and friendly societies from a State-based scheme to the Australian Prudential Regulatory Authority. The records have remained in the custody of the Department of the Attorney General (and its predecessors) since the Western Australian Financial Institutions Authority ceased operations. Development of the disposal authority was delayed largely due to the loss or change of personnel at those agencies.

The Commission **APPROVED** the Disposal List.

## **7.4 Outstanding Restricted Access Matters**

### **7.4.1 RD 2013059 – Department of Aboriginal Affairs**

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

## **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 Department of the Premier and Cabinet has requested to transfer the Northbridge History Project website, digital masters and other related materials to the custody of the SRO and discussions are continuing.

The Commission **NOTED** the request to transfer State archives to the custody of the SRO.

## **7.6 Recordkeeping Plans for APPROVAL**

- 7.6.1 RKP 2014049 – Department of the State Heritage Office  
APPROVED**
- 7.6.2 RKP 2015027 – Child and Adolescent Health Service  
APPROVED**
- 7.6.3 Amended RKP 2015018 – Legal Practice Board of Western  
Australia  
APPROVED**
- 7.6.4 Amended RKP 2015025 – Shire of Ravensthorpe  
APPROVED**
- 7.6.5 Amended RKP 2015026 – Zoological Parks Authority  
APPROVED**
- 7.6.6 Amended RKP 2015028 – Shire of Kojonup  
APPROVED**
- 7.6.7 Amended RKP 2015029 – Department of Agriculture and Food  
APPROVED**
- 7.6.8 Amended RKP 2015031 – Shire of Merredin  
APPROVED**
- 7.6.9 Amended RKP 2015032 – Parliamentary Commissioner for  
Administrative Investigations  
APPROVED**
- 7.6.10 Amended RKP 2015034 – Department of Mines and Petroleum  
APPROVED**
- 7.6.11 Amended RKP 2015035 – Peel Development Commission  
APPROVED**
- 7.6.12 Amended RKP RKP 2015037 – City of Joondalup  
APPROVED**

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

Nil

## **7.8 RKP Report - Report on Reviews**

The Acting State Archivist advised that it was reported at the August Commission meeting that the review report for the Shire of Ngaanyatjarraku RKP was overdue from April 2015 and was pleased to advise that, on 10 November 2015, the Shire submitted an amended RKP in lieu of the review report.

The Acting Director State Information Management advised that several review reports which were due on 19 November 2015 have all been submitted by the agencies.

The Commission **NOTED** the information provided.

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

The Acting State Archivist advised that agencies now review Recordkeeping Plans and Retention and Disposal Schedules simultaneously which has made the evaluation process more streamlined and documentation is consistently submitted within the relevant timeframes. Therefore it was suggested that this item could be removed from the agenda.

The Commission **AGREED** that this item is removed from the Agenda and that reporting should be by exception in future.

## **7.10 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 agreed further information on the SJGMHC's recordkeeping obligations be sought from the Department.

The Commission **REQUESTED** the SRO to write to the Department of Health to obtain the information as discussed. The Acting State Archivist **AGREED**.

## **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 a signed project plan is in place and a communications plan has been developed but progress on transfer of State archives in the State Library collection to the SRO has not met timeframes. Also, two collections have been identified for transfer but have not yet been transferred.

The Commission considered that the Minister be informed by the Director General of the status of this matter.

The Acting State Archivist **AGREED** to advise the Minister.

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

The Director Archives advised that a positive outcome of the interactions with the State Library regarding transfer of State archives is that the SRO has received a collection of Aboriginal Land Inquiry files which had recently been passed to the State Library by a research officer of the inquiry.

The Director Archives also advised that there has been no further contact from Mr Marcuson regarding the Department of Lands and Surveys plans following the media coverage in September.

The Commission **NOTED** the information provided.

**9.2 Applications to restrict access to records in the State Archive Collection**

Nil

**10. ESTABLISHING STANDARDS AND GUIDELINES**

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

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

**11. STATE RECORDS COMMISSION ANNUAL REPORT**

**11.1 SRC Annual Report 2014 - 2015**

The Commissioners **ACKNOWLEDGED** receipt of the annual report.

**12. ITEMS FOR INFORMATION**

**12.1 State Records Office Operational Activities**

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 Acting State Archivist advised that the SRO is continuing to work with the Council of Australasian Archives and Records Authorities Working Group on this matter and the National Archives of Australia is preparing a document outlining the proposal for access, custody and disposal of the archival records of the Royal Commission. The SRO is awaiting receipt of that document.

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 which will potentially enable access to State archives held at UWA.

The Commission **NOTED** the update.

**13. PUBLIC PROGRAMS AND OUTREACH ACTIVITIES**

**13.1 Public programs and outreach activities**

The Acting State Archivist advised that the date of the last sandwich seminar is 19 November and not 26 November as noted in the paper. The calendar of events for 2016 will be forwarded to the Commission once it is available.

The Parliament House display is likely to stay in situ into 2016 and would be happy for it to be a permanent display which could be refreshed periodically. The SRO is also liaising with the Department of the Premier and Cabinet who have requested images from the State Archives Collection to be displayed at Dumas House. A letter of appreciation for SRO's participation in the Government House Open Day on 18 October has been received from the Governor. Funding for the Soldiers' Wills online exhibition has been withdrawn, however the SRO anticipates making the database available via the SRO website.

The Commission **NOTED** the report.

## **14. STATE ARCHIVIST'S REPORT**

### **14.1 A/State Archivist's report**

The Acting State Archivist's Report was distributed to the meeting.

The Acting State Archivist advised that the Collection Management System, AtoM was launched in August, there were some minor problems which have been resolved and it is hoped that funding will be made available to enable access to digital images of the collection through Archivematica.

The Acting State Archivist reported on other SRO strategic and operational matters including the ongoing Digital Transfer Project; publication, and distribution to Commissioners, of the SRO 2014/15 Operational Report; ceasing of the Work Experience Project in December 2015 due to changes in Commonwealth funding; the draft Digital 2020 Strategy is in progress; possible SRO collaboration with the Government Chief Information Officer; and outcomes of the Agency Expenditure Review.

The Director Archives advised that the images of items in the State Archives Collection that were digitised by Ancestry in 2015 will be launched on Australia Day and SRO has a copy of the images which will be loaded into SRO catalogue. Also, SRO has been contacted by Find My Past who are interested in a similar licensing agreement to digitise collection items.

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

## **15. NEW BUSINESS**

### **15.1 State Records Commissioner - Governor's Appointee Reappointment**

The Acting State Archivist advised that the paperwork for the reappointment of the Governor's appointee is in train.

The Commission **NOTED** the information provided.

### **15.2 SRC and SRAC proposed 2016 meeting schedules**

The Commission **AGREED** on the proposed meeting dates and it was generally agreed that the Bunbury / Busselton area would be a suitable location for a regional meeting in August 2016. The Commission will liaise with the SRO to finalise the timing and preferred location.

### **15.3 Local Government Elected Members' induction**

The Acting Director State Information Management advised that, in response to interest from local governments in regional areas, an induction video for

elected members was produced in conjunction with the Film and Television Institute. The video has been made available via the SRO website and has been very successful with several agencies indicating it will be used as part of the new elected members' induction program. Also, the SRO has been requested to present at induction sessions at a number of agencies.

The Commission **NOTED** the information provided.

The meeting closed at 11.10 am.

**NEXT MEETING** - Thursday 10 March 2016 to be held in the South West Room, Alexander Library Building.

SIGNED.....

DATED.....

Mr Colin Murphy  
Chair: State Records Commission