



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON 9 December 2016 AT THE STATE RECORDS OFFICE OF WESTERN AUSTRALIA

PRESENT:

Mr Chris Field (Chair)	Parliamentary Commissioner for Administrative Investigations (Ombudsman)
Mr Colin Murphy	Auditor General
Mr Sven Bluemmel	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 Joyce Steveni	Recordkeeping Consultant
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1. Welcome and Apologies

The Chair opened the meeting at 10.05 am.

2. Declaration of conflicts of interest

The Commission **NOTED** the Chair's declared interest in the revised Retention and Disposal Schedule of the Parliamentary Commissioner for Administrative Investigations at agenda Item 7.2.3; and the Auditor General's interest with agenda Item 6.4.1 which relates to an earlier AGO Report.

3. Notices of urgent business

The Director State Information Management (DSIM) advised that the morning tea for State Records Advisory Committee (SRAC) members had been cancelled due to low numbers. The State Archivist advised that alternative options for recognising the SRAC members' contribution will be considered. On behalf of fellow Commissioners, the Chair expressed particular appreciation for the valuable work of the Committee, noting the positive effect it had on the work of the Commission.

The Commission **NOTED** the SRAC members' contribution throughout the year and the Chair signed letters of appreciation to the members and deputies.

4. SRC Minutes of 12 August 2016

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 with one minor amendment to previous agenda Item 8.3 *State records Act 2000* - s.76.

5. MATTERS ARISING

5.1 Strategic Projects - Aconex Project Management Software

The Auditor General commended the State Records Office (SRO) on this timely initiative and the Commission **NOTED** the information provided.

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 with updated information.

6.3 State Records Commission - Risk Management - Incidents

6.3.1 Leeming Primary School - Termite Infestation

The Commission **NOTED** the information provided and the remedial measures undertaken.

6.3.2 Dianella Repository - Water Leaks

The Commission queried whether the Department of Culture and the Arts Director General (DCADG) and the Minister are advised when such incidents occur, The State Archivist and Executive Director (State Archivist) confirmed that SRO protocol is to advise the Director General whenever an issue arises so that the Minister can be informed should any public enquiries about the incident be made. The Commission requested that a statement regarding such reporting is added to future papers.

The Commission **NOTED** the information provided.

6.4 Compliance Monitoring - Recordkeeping Plans

6.4.1 Department of Health

By way of background, the Chair advised that, at the time of the Minister's request, it was not possible to brief all Commissioners on the matter however the Chair spoke with Commissioner Bluemmel and the Director State Information Management.

The Chair opened the matter for discussion on the options provided for consideration. The State Archivist advised the intention for the meeting scheduled with the Director General of Health on 8 December was to offer SRO support to work towards an agreed approach going forward but the meeting had been deferred to 1 February.

The Auditor General emphasised that the Report related to a discrete section of the Department of Health, ie the Health Information Network (HIN), now call Health Support Services (HSS), and cautioned that the results should not be extrapolated as applicable across the whole Department of Health.

The Commission **AGREED** that Option 1: that the Department of Health is encouraged to recruit qualified records professionals within the discrete business unit to improve and conduct best practice management techniques for recordkeeping, is the preferred option, with oversight by the SRO and regular reporting to the Commission.

7. APPROVAL OF RECORDKEEPING PLANS (RKPs)

7.1 State Records Advisory Committee (SRAC)

7.1.1 SRAC Minutes – 15 September 2016

The Commission **NOTED** the SRAC Minutes.

7.1.2 SRAC Minutes – 24 November 2016

The Commission **NOTED** the SRAC Minutes.

7.1.3 SRAC Membership - Resignations and Nominations

The State Archivist advised that SRO will seek self-nominated appointees as State Government CEO SRAC members to put before the Public Sector Commissioner for consideration.

The Commission **AGREED** to this approach.

The Commission **APPROVED** the recommendations for the appointment of Deputies Mr Ross Tomasini, representing the Department of Aboriginal Affairs; and Ms Rita Edwards, representing the Australian Society of Archivists.

7.2 Retention and Disposal Schedules for APPROVAL

7.2.1 RD 2015002 - Western Australia Police

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

7.2.2 SD 2015006 – Sector Disposal Authority for Mental Health Services

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

7.2.3 RD 2015008 - Parliamentary Commissioner for Administrative Investigations

The Chair declared his interest and absented himself from the room whilst the Auditor General chaired the meeting for this Item.

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

The Chair returned to the meeting to resume proceedings.

7.2.4 RD 2016004 - Department of Corrective Services

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

7.2.5 RD 2016006 - Western Australian Electoral Commission

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

7.2.6 RD 2014003 - Western Australian Local Government Association (WALGA)

APPROVED

7.2.7 RD 2016008 - Fire and Emergency Services Superannuation Fund

APPROVED

7.2.8 RD 2011047/4 - Department of Education - Amendment

APPROVED

7.2.9 SD 2013001/1 - Sector Disposal Authority for Land Development Authorities - Amendment

APPROVED

7.2.10 RD 2013005/1 - State Library of Western Australia - Amendment

APPROVED

7.2.11 AD 2016007 - Ad Hoc Disposal Authority - Shire of Broome

APPROVED

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 urgent transfer of a small volume of State archives from the Department of Transport to the State Archives Collection.

7.6 Recordkeeping Plans for APPROVAL

7.6.1 RKP 2011022 – Western Australian Local Government Association (WALGA)

The Commission queried the basis for determining WALGA as a government agency and **REQUESTED** copies of the relevant documentation to be circulated.

APPROVED

7.6.2 RKP 2015044 - Swan Bells Foundation

APPROVED

7.6.3 RKP 2016028 - TAFE Colleges

APPROVED

7.6.4 Amended RKP 2016011 - Southern Metropolitan Regional Council

APPROVED

7.6.5 Amended RKP 2016017 - Shire of Yalgoo

APPROVED

7.6.6 Amended RKP 2016024 - Shire of Cottesloe

APPROVED

7.6.7 Amended RKP 2016026 - Shire of Wickpin

APPROVED

7.6.8 Amended RKP 2016030 - City of Armadale

APPROVED

7.6.9 Amended RKP 2016031 - City of Kwinana

APPROVED

7.6.10 Amended RKP 2016034 - Department of Parks and Wildlife

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 State Archivist advised that the Shire of Narembeen had now submitted their RKP Review Report.

The Commission **noted** the information provided and **APPROVED** the continuation of the Pharmacy Registration Board of Western Australia; Shire of Coorow and Shire of West Arthur Recordkeeping Plans.

7.9 Schedule 3 Recordkeeping Plans

The DSIM advised that Horizon Power has submitted a draft RKP review report for SRO comment and will provide the final report and Minister's response to the Commission in due course.

The Commission **NOTED** the update.

8. LEGISLATIVE ISSUES

8.1 SRO input into legislation

Nil

8.2 St John of God Midland Public Hospital

The DSIM advised that the SRO is awaiting contact from State Solicitor's Office following the earlier meeting to discuss matters relating to records of patients of the St John of God Midland Public Hospital under the Services Agreement with the Department of Health.

The Commission **NOTED** the update.

8.3 State Records Act 2000 - Section 76

The Chair advised that further research regarding the application of s.76 will be undertaken by the Chair and Commissioner Bluemmel and the information provided for the Commission's consideration.

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 she will liaise with the State Librarian in March to discuss the progress of transfers and provide a summary of transfers to date.

The Chair advised that he may raise this and other matters with DCA Director General at a future meeting.

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

Nil

9.3 Review of Restricted Access records in the State Archives Collection

The Commission **NOTED** the Department of Aboriginal Affairs' intention to clarify restricted access periods for several series of records in parallel with their digitization project.

The Commission noted the 5 year review of State archives restricted, as exceptionally sensitive, under s.48(1) and **APPROVED** the continuing restricted access status of those records.

10. ESTABLISHING STANDARDS AND GUIDELINES

10.1 Publications Review and Development Register - Extract

The Commission **NOTED** the Register.

11. STATE RECORDS COMMISSION ANNUAL REPORT

11.1 SRC Annual Report 2015 – 2016

The published 2015 - 2016 SRC Annual report was tabled for the official record.

The Commission commended the high quality 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 DSIM advised that the National Archives of Australia (NAA) will consult with State and Territory Premiers to gain agreement for custody of these Royal Commission archival records along with those from five previous joint Royal Commissions already transferred to the NAA. Matters relating to restricted access are still being considered by the working group. The State Archivist advised that principles for centralised management of records of future joint Royal Commissions through NAA are being developed.

The Commission **NOTED** the update.

12.4 Western Australian Universities - Access Arrangements

Commissioner McDermott expressed appreciation to the Director Archives for his advice in this matter.

The Commission **NOTED** the information provided.

13. PUBLIC PROGRAMS AND OUTREACH ACTIVITIES

13.1 Public programs and outreach activities

The Chair commended the State Archivist on the 2016 Geoffrey Bolton Lecture delivered by Commissioner Andrew Murray highlighting the importance of individuals having access to personal records.

The Commission accepted Commissioner McDermott's nomination to sit on the judging panel for the 2017 Margaret Medcalf Award.

The Commission **NOTED** the report.

14. STATE ARCHIVIST'S REPORT

14.1 State Archivist's report

The State Archivist gave a verbal update of matters relevant to the Office and advised that a Briefing Note was sent to Minister on engaging SRO early in the establishment of strategic projects to decide how information is to be captured.

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

15. NEW BUSINESS

15.1 SRC and SRAC Proposed 2017 Meeting Schedules

The Chair confirmed his agreement to the proposed meeting dates; the frequency of three Commission meetings per year, scheduled for two hours in length, with the exception of the regional meeting; and **REQUESTED** Commissioners to advise the SRO of any diary conflict.

The Commission expressed strong support for periodic regional visits, as resources permit, and **AGREED** to commit to a 2017 Regional Meeting in Bunbury.

15.2 Disposal Authorisation of State Records Commission Time Expired Records

The Commission **AUTHORISED** destruction of the listed time expired records in accordance with identified legislative requirements.

The Chair thanked the State Archivist and SRO staff for a terrific year's work in terms of quality and quantity of output.

The meeting closed at 11.25 am.

NEXT MEETING – 9.30 to 11.30am, Friday 17 March 2017 - South West Room, State Records Office.

SIGNED.....

DATED.....

Mr Chris Field
Chair: State Records Commission