



STATE RECORDS COMMISSION

Perth, Western Australia

Annual Report

2004 / 2005





TABLE OF CONTENTS

Chairperson's Foreword	3
Introduction	5
Highlights 2004/2005	6
About Us	6
What We Do	6
Our Operating Environment	7
Our Clients	8
Key Performance Areas	8
Our Relationship with the State Records Office	11
Committees of the Commission	11
The State Records Advisory Committee	
The Digital Records Working Group	
Compliance Report – <i>State Records Act 2000</i>	15
Spreading the Message	19
Compliance with Standard 2, Principle 6	21
How to Contact the State Records Commission	22
Appendices	
Appendix 1: Record Keeping Plans – Status Register	23



CHAIRPERSON'S FOREWORD

In this, the fourth annual report of the State Records Commission, it is appropriate to reflect on the achievements over the 2004/05 year and to signal the Commission's objectives for the year ahead.

Building on the strong foundation provided by 309 Record Keeping Plans from all State and local government organizations, prepared in accordance with the requirements of the *State Records Act 2000*, the status of record keeping in Western Australia has achieved a level of accountability and transparency that is the envy of many other jurisdictions. This achievement has been the product of a dedicated effort by record keeping professionals in the State and local government sectors, the members of the State Records Advisory Committee, and the tireless efforts of the committed team at the State Records Office. As a Commission, we wish to acknowledge these continuing efforts and to thank all those involved in this commendable achievement.

In terms of our key performance area of 'Better Practice Recordkeeping', the Commission looks forward to continuing progress in this area with the introduction of a monitoring regime that will give Parliament and the people of Western Australia confidence that the objectives of the *State Records Act* are being achieved and the public interest is being served. Some initial monitoring will commence early in the coming year. However, a baseline for ongoing monitoring can only be established with the approval of all Retention and Disposal Schedules as part of the Record Keeping Plan approval process. This is scheduled to be achieved by June 2006. The State Records Office will undertake a detailed analysis of information provided in Record Keeping Plans, thus preparing a foundation to achieve the Commission's vision that standards, guidelines and other assistance will be able to be provided to organizations to assist further improvements in their records management practices.

The 2004/05 year has seen the launch of the online catalogue of records held in the State archives collection, a critical achievement under the Commission's key performance area of 'User-Friendly Accessibility to State Archives'. Easier access to the treasures of the State archives is a benefit to the whole community and a key deliverable under the *State Records Act*.

The third area the Commission has consistently targeted during its life has been the issue of new storage for State archives. Some progress has been made under this heading in the reporting period, and we look forward to a resolution to this critical problem in the year ahead.

Finally, for the public sector at large, the management of digital records remains high on the agenda, and in this respect the Commission wishes to acknowledge the efforts of the Digital Records Working Group and the role it plays in ensuring that Western Australia is aware of and contributing to the



development of national standards and solutions to assist in this highly complex and technologically challenging domain.

On behalf of my fellow Commissioners, I wish to thank all those who have contributed to the successful achievements of the 2004/05 year. We look forward in 2005/06 to the consolidation and fruition of many of the improved records management processes and procedures put in place over the past four years, for the benefit of all West Australians.

Deirdre O'Donnell
Chairperson, State Records Commission
October 2005



State Records Commissioners
(left to right) Darryl Wookey, Deirdre O'Donnell, Des Pearson and Kandy-Jane Henderson.



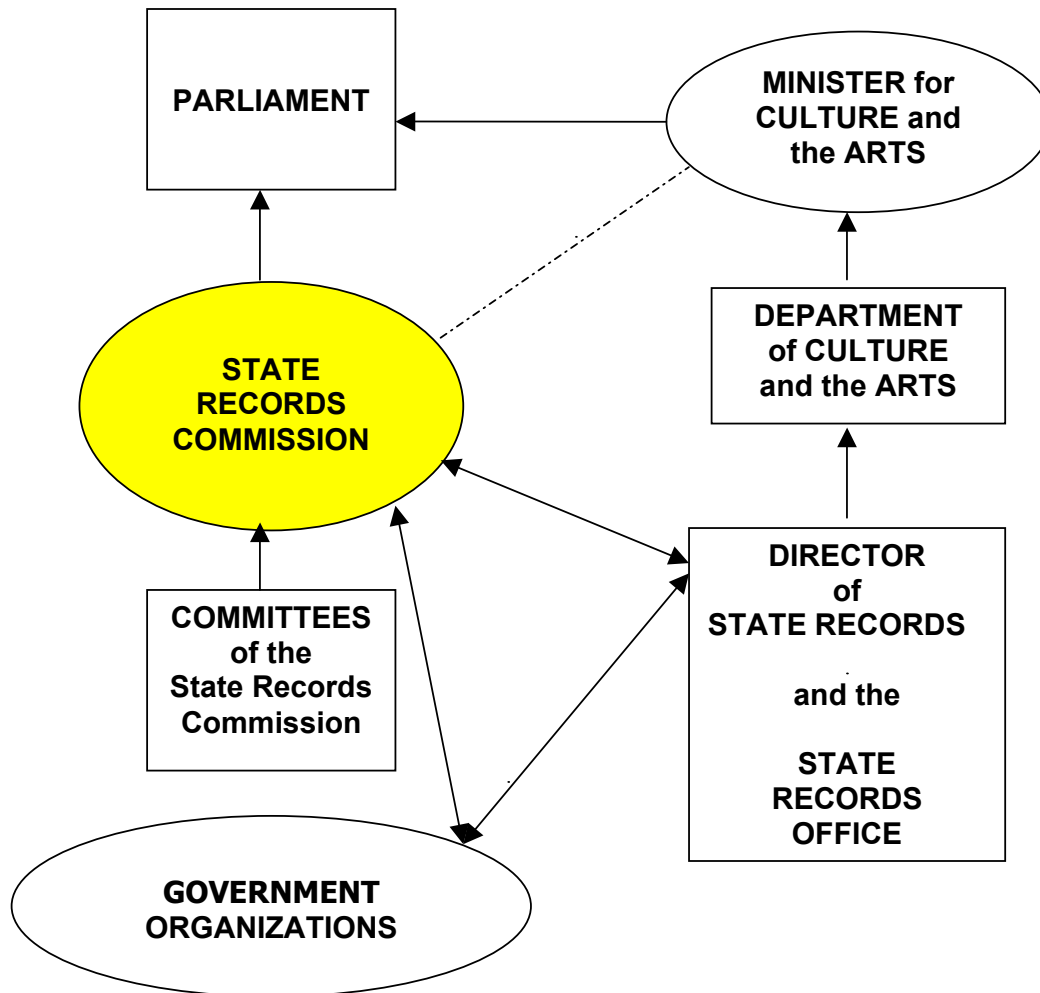
INTRODUCTION

This Annual Report of the State Records Commission is made to Parliament in accordance with the obligations of the Commission under section 64(1) of the *State Records Act 2000*.

The Report outlines the activities of the State Records Commission (hereafter called the Commission) during 2004/05 and comments on matters that pertain to the operations of the State Records Office (hereafter called the SRO).

- **Note:** The State Records Commission is not an accountable agency with respect to the requirements of the *Financial Administration and Audit Act 1985*.

FIGURE 1. Representation of the Commission's role in the reporting framework established by the *State Records Act 2000*





HIGHLIGHTS 2004/05

- The 309 Record Keeping Plans submitted during 2003/04 by State and local government organizations were all approved or cleared by the Commission by December 2004.
- The Digital Records Working Group held its first meeting in February 2005. The group will advise the Commission on the development of standards and guidelines relating to digital record keeping, within the context of work undertaken by the Australasian Digital Records Initiative.
- AEON (Archives Explored Online), the online 'catalogue' of records held in the State archives collection at the SRO, was launched on 30 November 2004.

ABOUT US

The Commission was established in July 2001 in accordance with Part 8 of the *State Records Act 2000* (the Act). The Commission consists of four members: the Auditor General, the Information Commissioner, the Parliamentary Commissioner for Administrative Investigations (Ombudsman), and an appointee with record keeping experience from outside government. The Governor appoints the fourth Commissioner for a three-year term.

During 2004/05 the Commissioners were:

Ms Deirdre O'Donnell, Parliamentary Commissioner for Administrative Investigations, and **Chair of the Commission** (from October 2004).

Mr Des Pearson, Auditor General, and **Chair of the Commission** (until October 2004).

Ms Darryl Wookey, Acting Information Commissioner.

Ms Kandy Jane Henderson, Governor's Appointee (Ms Henderson's reappointment as Commissioner was announced in the WA Government Gazette of 2 July 2004).

WHAT WE DO

The Commission's functions are set out in section 60 of the Act and include:

- monitoring the operation of and compliance with the Act;
- monitoring compliance by government organizations with their Record Keeping Plans;



- inquiring into breaches, or possible breaches of the Act; and
- establishing principles and standards for the governance of record keeping by State organizations.

The Commission met formally on seven occasions during 2004/05. The meeting dates were: 15 July, 3 August, 7 October, 18 November, and 16 December 2004, 10 March and 12 May 2005.

In August 2004 the Commission convened for the first time outside metropolitan Perth. On this occasion the meeting was hosted by the City of Bunbury. This gave senior staff of several Southwest State and local government agencies the opportunity to meet and discuss issues directly with Commissioners.

OUR OPERATING ENVIRONMENT

In performing its functions the Commission is responsible for ensuring, as far as possible, that a standard of record keeping that best serves the interests of the people of Western Australia is maintained in over 300 State agencies and statutory organizations (including 149 local governments).

Altogether, these agencies employ well over 100,000 people who produce records in a variety of formats, including conventional paper files, microfilm, cartographic plans and digital records.

The Commission comprises four part time Commissioners and is serviced by the Director of State Records and the SRO. In this circumstance the Commission's approach is to establish a framework that builds upon the Act, placing primary responsibility on government organizations and the Director of State Records, to comply with recordkeeping requirements. Accordingly a self-monitoring regime that provides assurance regarding record keeping has been employed.

The Commission through the SRO has provided government agencies with the principles and standards for effective record keeping in their organizations. Prima facie reliance is placed on the accuracy and integrity of documentation submitted by agencies as part of the Record Keeping Plan process to assess the state of record keeping within organizations. In this way the Commission intends to foster self reliant and better practice record keeping while adopting a systematic and risk based approach to the monitoring of compliance. Should the Commission review or be required to investigate an agency's record keeping performance, it is intended to hold the organization accountable for the representations made in relation to its Record Keeping Plan and in its Annual Reports.



OUR CLIENTS

The Commission's clients consist of:

- the people of Western Australia, who are able to access records in the State archives collection and ultimately benefit from the principles and standards by which State archives are selected;
- WA public sector agencies;
- local authorities; and
- a range of statutory offices, including the Governor's Establishment, Ministerial offices, Commissions and Committees of Inquiry.

KEY PERFORMANCE AREAS

The Commission carried out the following activities during 2004/05 in accordance with its functions under the Act.

1. BETTER PRACTICE RECORDKEEPING

Evaluation and approval of Record Keeping Plans

Under the Act all government agencies are required to have a Record Keeping Plan approved by the Commission. In 2003/04 the Commission reported that nearly all agencies had complied with the statutory requirement to submit a draft plan to the Commission by 8 March 2004. The first stage of the plan clearance and approval process was completed following the Commission meeting on 16 December 2004, bringing the total number of plans submitted for clearance and approval to 312.

The Appendix to this Report summarises the approval status of individual Record Keeping Plans as at 30 June 2005.

Retention and Disposal Schedules

During 2004/05 the Commission approved 23 disposal authorities referred to it by the State Records Advisory Committee. These disposal authorities comprised 21 Retention and Disposal Schedules and two Ad Hoc Disposal Schedules. The Commission normally advises an organization that its Record Keeping Plan is finally approved once the latter's Retention and Disposal component is approved.

The Commission has endorsed a work program submitted by the SRO which is designed to clear the backlog of around 64 outstanding disposal authorities by June 2006. The Commission accords a high priority to this task as it is a prerequisite for finally approving the cleared Record Keeping Plans and to achieve the necessary framework for gaining reasonable assurance that record keeping is of an acceptable standard across the sector.



Compliance monitoring of Record Keeping Plans

Section 60 (1) (b) of the Act requires the Commission to monitor compliance by government organizations with their Record Keeping Plans.

To date there has been limited monitoring of compliance by agencies with their Record Keeping Plans. As noted above the priority has been to establish a framework within which effective monitoring could be undertaken.

At its May 2005 meeting, the Commission commenced consideration of its approach to monitoring. As a first step, SRC Standard 2, which also governs the monitoring process, is being used. Principle 6 of this Standard requires government organizations to include an appropriate section in their annual report regarding:

1. whether the efficiency and effectiveness of their record keeping systems has been evaluated or, alternatively, when such an evaluation is proposed;
2. the nature and extent of any record keeping training program conducted;
3. whether the efficiency and effectiveness of the record keeping training program has been reviewed or, alternatively, how this is planned to be done; and
4. assurance that the organization's induction program addresses employee roles and responsibilities in regard to their compliance with the organization's Record Keeping Plan.

In early 2005/06 the Annual Reports of tertiary educational organizations will be reviewed as a pilot monitoring exercise. The experience gained by this survey is expected to facilitate expansion of this approach to cover all organizations over a number of years and serve to provide a primary level of assurance regarding compliance with Record Keeping Plans.

Analysis of Record Keeping Plans

The intelligence gathered as part of the Record Keeping Plan process has been significant. The Commission has determined a need for a structured, detailed analysis of the contents of the plans to provide concrete data to determine future directions; in particular, as an aid to the development of appropriate policies, standards and guidelines. The results from this analysis will also provide the groundwork for future improvements to the Record Keeping Plan process.

2. USER FRIENDLY ACCESSIBILITY TO STATE ARCHIVES

During 2004 the SRO negotiated the purchase of a new Archival Management System (AMS) on a concessional basis from the State Records Authority of New South Wales. This has enabled the SRO to establish a database of archival holdings and to provide for online access for the general public.



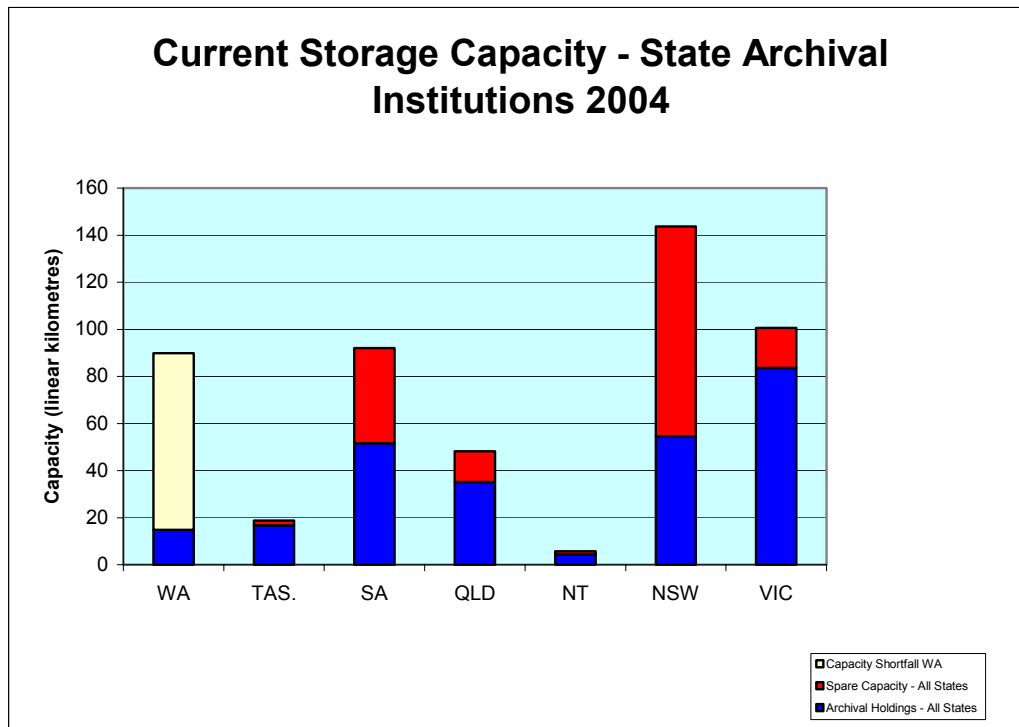
The online component of AMS, which is called AEON, or Archives Explored Online, was unveiled to the public and government agencies at a public launch on 30 November 2004. At the launch date, all archival items previously listed in an in-house database at the SRO became identifiable online. These items comprise about 70% of items in the State archives collection. Further additions to the database increased this proportion to 85% by June 2005.

3. NEW STORAGE FOR STATE ARCHIVES

The Director of State Records remains unable to accept custody of archives from government organizations, because of a lack of appropriate storage space. The Director therefore is constrained from carrying out his responsibility under section 32 of the Act, to receive archives when they become 25 years old. This situation has prevailed since July 2001.

During 2004/05 the Department of Culture and the Arts engaged a project team to investigate and compile a business case for a purpose built State archives repository. The business case for a new repository was submitted to the Department of Treasury and Finance in February 2005. Further developments are awaited.

Figure 2: Comparison of storage capacity held by Australian State archival authorities (including capacity shortfall for WA).



Source: Council of Australasian Archives and Records Authorities survey 2003/2004



OUR RELATIONSHIP WITH THE STATE RECORDS OFFICE

The Director of State Records is the Commission's Executive Officer and provides advice and support to the Commission. In that capacity the Director attends meetings of the Commission. The SRO's Manager: State Recordkeeping, is the Executive Secretary to the Commission.

The Director reports to the Commission on all matters relating to the operation of the Act, and to the Director General, Department of Culture and the Arts, on administrative and financial matters.

A cornerstone of the legislation is the Record Keeping Plan, which is a requirement of each State organization. Each plan must identify all records created by the organization, explain how those records are managed in the context of the organization's functions, specify a retention period for each class of record, and describe disposal procedures for obsolete records.

Draft Record Keeping Plans are submitted by government organizations to the Director for evaluation by SRO staff, before the plans are submitted to the Commission for clearance or approval. Upon receipt of a plan, SRO staff assess it against a criteria matrix, and then report to the Commission about the plan.

Part 9 of the Act establishes the position of Director of State Records. The Director and staff of the SRO provide advice, assistance and training to government organizations concerning the management of records, particularly in relation to Record Keeping Plans. The SRO also provides information about, and public access to, records held in the State archives collection. Under the Act, the Director is required to create and maintain a register of all State archives, including those not held by the SRO.

The *State Records (Consequential Provisions) Act 2000* amended relevant parts of other State legislation. This Act's transitional provisions ensured the orderly transfer of responsibility for State archives from the Library Board of Western Australia to the Director of State Records.

COMMITTEES OF THE COMMISSION

Under section 61 of the Act the Commission must establish principles and standards for the governance of record keeping by State organizations, and guidelines for the compilation of Record Keeping Plans by those organizations. A plan describes an agency's recordkeeping systems, disposal arrangements, policies and practices. The plan indicates whether records are to be retained permanently as State archives and when the records are to be transferred to the State Records Office. It also contains recommendations about records that are to be treated as restricted access archives.



Section 62(1) of the Act directs the Commission to establish a committee to assist the Commission with the selection of records as State archives, and propose retention periods for those records that are not State archives. Section 62(3) allows the Commission to establish other committees to assist it in the performance of its functions.

The Commission has formally established two Committees under section 62 of the Act: the State Records Advisory Committee, which examines Retention and Disposal Schedules prior to their referral to the Commission for approval, and the Digital Records Working Group. The Director chairs, and other SRO staff provide administrative support to, each Committee.

1. The State Records Advisory Committee

The State Records Advisory Committee is established to provide advice regarding:

- State records that should be State archives;
- retention periods for those State records that are not to be State archives; and
- associated matters.

The Committee meets regularly to consider the records retention and disposal components of Record Keeping Plans, and makes recommendations to the Commission about the disposal of records described in those plans.

During 2004/05 the Committee met on four occasions and recommended 28 disposal authorities for the Commission's approval. The Committee's meeting dates were: 28 July 2004 and 2 March, 27 April and 2 June 2005.

The Committee includes representatives from the Public Service and bodies concerned with record keeping. Members and deputy members are appointed for three-year terms. During 2004/05 members of the State Records Advisory Committee who are not government employees were, for the first time, paid sitting fees for their attendance at Committee meetings. Payment of fees is made in recognition of the growing impost of time associated with considering disposal authorities, a critical element of the comprehensive records management framework established by the *State Records Act 2000*.

Membership of the State Records Advisory Committee, as endorsed by State Cabinet on 25 October 2004

Chair of the Committee

Mr Tony Caravella – Director of State Records

Members

Ms Jenny Edgecombe – Australian Society of Archivists (WA) Inc
(Deputy: Dr Karen Anderson)



Mr Andrew Pepper – Department of Indigenous Affairs
(Deputy: vacant)

Dr Cathie Clement – Historical Interests representative
(Deputy: Dr Neville Green)

Ms Gaynor Deal – Institute for Information Management Ltd (WA)
(Deputy: vacant)

Mr Michael Sonter – Law Society of Western Australia
(Deputy: vacant)

Ms Shirley Conway-Mortimer – Local Government Records
(Deputy: Mr Larry Knowles) Management Group

Mr Brian Bradley – State Government CEO representative
(Deputy: vacant)

Mr Roy Watkins – Records & Information Management Liaison Group
(Deputy: Ms Trish Fallon)

Ms Josette Mathers – Records Management Association of Australia
(Deputy: Ms Gail Murphy)

Executive Secretary

Ms Isabel Smith – Manager: State Recordkeeping, SRO

Minutes Secretary

Ms Vanessa Brown – Senior Executive Assistant, SRO.

2. The Digital Records Working Group

At its June 2004 meeting the Commission ratified the establishment of a Digital Records Working Group (DRWG), as per section 62(3) of the Act.

The DRWG was established for the following purposes:

- to provide advice to the SRO regarding projects undertaken by the Australasian Digital Records Initiative (ADRI);
- to assist the SRO in developing solutions to the effective management of digital records;
- to advise the Commission, via the SRO, in the development of guidelines, principles and standards for the management of digital records in government agencies; and
- related matters.

Membership of the DRWG is drawn from government agencies, academia and professional groups. Members are recruited on the basis of their



knowledge of digital record keeping issues and their expertise in and willingness to contribute to developing policies relating to the control and management of those records. Members are appointed on a voluntary basis for a three-year term.

The DRWG's initial task is to assess existing standards and guidelines compiled in other jurisdictions, and identify areas where work has not been done. The DRWG will also contribute to projects undertaken by the ADRI, a committee sponsored by the Council of Australasian Archives and Records Authorities (CAARA).

The Director of State Records is the Chair of the DRWG. The SRO also provides administrative support for the Committee. The members of DRWG convened for the first time on 28 January 2005. The Committee subsequently met on 24 February, 10 March, 6 April and 28 June 2005.

Members of the Digital Records Working Group

Chair of the Committee

Mr Tony Caravella Director of State Records

Members

Dr Karen Anderson	Edith Cowan University
Ms Maureen Bradford	Department of Health
Mr Mark Brogan	Edith Cowan University
Mr Terry Gaston	Legal Aid WA
Mr Graham Hilton	Department of Culture and the Arts
Mr John Layton	WA Police Service
Mr Alex Wells	WA Police Service – Forensics
Ms Jillian Lewis	Department of Community Development
Mr Kye O'Donnell	City of Perth
Ms Edna Randiki	Office of e-Government
Ms Debra Rule	Department of Conservation and Land Management
Mr Brian Soares	Department of Justice
Mr Peter Stampoultzis	Department of Consumer and Employment Protection
Mr Jonathon Toquero	Department of Education and Training
Mr Laurie Varendorff	Independent Consultant

Executive Secretary

Mr Leigh Hays Manager: Archives Access and Control, SRO

Minutes Secretary

Ms Vanessa Brown Senior Executive Assistant, SRO

The Commission gratefully acknowledges the work and dedication of all Committee members and their deputies during 2004/05.



COMPLIANCE REPORT – STATE RECORDS ACT 2000

Part 8 of the *State Records Act 2000* establishes the Commission. The Commission's duties are set out there and elsewhere in the legislation. A compliance statement on the Commission's activities in 2004/05 is presented below.

Part 3 Division 2

Section 20(2) – gazette orders prescribing timing for submission of agencies' record keeping plans

Orders gazetted in March 2002. No requirement for gazettal of orders in 2004/05.

Section 20(3) – ensure submission of record keeping plans within time

All required record keeping plans were submitted by March 2004. No action required in 2004/05.

Section 23(1) – approve or refuse record keeping plans

In 2004/05 the Commission approved 194 record keeping plans for government organizations. All the record keeping plans submitted in 2003/04 were either approved or cleared by the Commission by December 2004.

Section 23(2) – give reasons for refusal to approve record keeping plan

The Commission did not refuse approval of any record keeping plans. Qualified approval (clearance) was given in 41 cases and the reasons were given to the agencies concerned by the Commission via the Director of State Records.

Part 3 Division 3

Section 25(1) - have record keeping plan

The Commission's record keeping plan was submitted and approved by the Minister in September 2002. No action required in 2004/05.

Section 25(2) – submit a draft record keeping plan to the Minister within 6 months of commencement

See above.



Section 25(6) – submit any amendments to the Minister

No amendments to the Commission's record keeping plan were sought in 2004/05.

Section 26(4) – approve or refuse SRO record keeping plan

The Commission approved the SRO's record keeping plan in July 2002. No action required in 2004/05.

Section 26(5) – give reasons for refusal

See above.

Part 3 Division 4

Section 27(3) – gazette orders prescribing timing for submission of Schedule 3 organizations' record keeping plans

Orders were gazetted in May 2003. No action required in 2004/05.

Section 28(3) – require an organization to review its record keeping plan (discretionary)

The Commission required no reviews in 2004/05.

Section 29(1) – give directions as to intervals regarding periodic reporting (discretionary)

No directions were given in 2004/05.

Section 30(1) – give Parliament copies of reports to Commission under s.29

No reports under s.29 were required or received by the Commission in 2004/05.

Part 5 Division 2

Section 37(2)(b) & (4) – direct that an archive in the State archives collection is restricted access (on application) and set the age of cessation

No applications were received in 2004/05.

Section 37(5) – review direction given under s.37(2)(b)

There were no directions to review in 2004/05.



Section 38(4) – change age of cessation (on application)

No applications to change the age when a restricted access archive ceases to be restricted were received in 2004/05.

Part 5 Division 3

Section 40(2) – approve or refuse to approve an archives keeping plan

The Commission approved the archives keeping plan in May 2003. No action required in 2004/05.

Section 40(3) – give reasons for refusal

Not required.

Section 40(4) – direct time for resubmission

Not required.

Section 41(2) – require the Director to review the archives keeping plan (discretionary)

Not required in 2004/05.

Section 42(1) – direct intervals for reporting on the archives keeping plan (discretionary)

No directions given in 2004/05.

Part 5 Division 4

Section 43(3), (4) & (5) – deal with applications from Director to destroy archives

No applications from the Director to destroy archives were received in 2004/05.

Part 6

Section 48(1) & (2) - direct that the record is an “exceptionally sensitive archive” and set the age of cessation (on application)

No applications received in 2004/05.

Section 48(4) – review direction given under s.48(1)

No directions required review in 2004/05.



Part 8 Division 1

Section 60(1)(a) – monitor the operation of and compliance with the State Records Act

Establishing comprehensive sector-wide application of current record keeping plans and disposal authorities as a basis for reliable ongoing monitoring is being pursued. It is anticipated that a satisfactory baseline will be achieved by the second half of 2006. In the interim, a process of varying periods of record keeping plan approval has been adopted ranging from 1 year for underdeveloped systems and approaches, to 5 years for well developed systems and approaches.

Section 60(1)(b) – monitor compliance by government organizations with record keeping plans.

During the initial implementation phase of the provisions of the Act, an approach of educating, reacting to issues and events and reliance on established annual reporting obligations has been adopted.

Section 60(1)(c) – inquire into breaches or possible breaches of this Act

Three suspected breaches of the Act by government organizations were reported to the Commission this year. Two of these were considered to have no basis, and the Director resolved the third issue without the need for investigation by the Commission.

Section 61 – establish principles and standards

No new record keeping principles and standards were issued during 2004/05. A draft SRC Standard on the Storage of State Records by Government Organizations has been developed, but is presently in abeyance pending resolution of the issue of providing archive storage facilities.

Section 62 – establish committees

The State Records Advisory Committee was established in December 2001 in accordance with s.62(1) & (2). The current membership of the Committee was endorsed by Cabinet in October 2004.

The Digital Records Working Group was established, under s.62(3), during the reporting year.

Section 64(1) & (3) – submit annual report to Parliament by 1 November each year

The Commission's third Annual Report (2003/04) was submitted to both Houses of the State Parliament on 10 September 2004. Copies of the Report



were tabled in the Legislative Assembly on 14 September and in the Legislative Council on 21 September.

Section 64(2) & (3) – submit reports to Parliament regarding contraventions of the Act (discretionary)

No special reports were submitted to Parliament in 2004/05.

Section 64(4) – give the Minister a copy of the annual report

A copy of the Commission's Annual Report (2003/04) was given to the Minister for Culture and the Arts on 10 September 2004.

Part 8 Division 2

Section 65(4) – include in annual report any policy directions given by the Minister

The Minister for Culture and the Arts issued no general policy directions to the Commission, in accordance with s.65(2) of the Act, in 2004/05.

Section 66(4) – comply with requests by Minister for information and make facilities available

The Minister attended a Commission meeting on 7 October 2004. At that meeting the Minister requested that detailed information be provided to her as to the present and estimated archival storage requirements for the State. That information was provided to the Minister in a Department of Culture and the Arts briefing note, dated 11 October 2004.

SPREADING THE MESSAGE

The Commissioners attended and/or participated in the following events and activities during 2004/05, with the aim of enhancing public sector and community awareness of the Commission and the *State Records Act*.

- | | |
|---------------------|---|
| 27 July 2004 | Mr Pearson and Ms Henderson attended the AGM of the WA Branch of the Australian Society of Archivists. |
| 3 August | Following their Bunbury meeting, the Commissioners met with senior staff of State and local government agencies based in the Southwest region. Mr Pearson was also interviewed by local radio in his capacity as Chairperson. |
| 11 August | Mr Pearson and Ms Wookey attended the inaugural presentation by the Premier of the Geoffrey Bolton Lecture, at Government House. |



- 12 – 15 September** Mr Pearson attended the 21st Records Management Association of Australasia Convention in Canberra on 12 – 14 September. While in the ACT, Mr Pearson also attended ‘Advances in Digital Preservation’, a seminar sponsored by the National Archives of Australia.
- 7 October** The Minister for Culture and the Arts, the Hon Sheila McHale MLA, and the Director General, Mr Alastair Bryant, attended the Commission meeting at the Alexander Library Building.
- 3 November** Mr Pearson, Ms Wookey and Ms Henderson met with Mr Ross Gibbs, Director General of the National Archives of Australia, to discuss Commonwealth/State collocation issues in Western Australia, and the Australasian Digital Records Initiative.
- 4 November** Mr Pearson, Ms O’Donnell and Ms Henderson attended the launch of “John Curtin: Guide to Archives of Australia’s Prime Ministers” at the John Curtin Prime Ministerial Library.
- 19 November** Ms O’Donnell presented the keynote address at the Local Government Managers Association Conference in Fremantle.
- 30 November** All Commissioners attended the launch of AEON (Archives Explored Online) at the State Records Office.
- 16 March 2005** Ms O’Donnell spoke at the Certified Practising Accountants Public Sector Conference in Perth, where she reported on progress with the implementation of the Act.
- 6 April** All Commissioners attended a function held at the State Records Office to commemorate the 60th anniversary of the appointment of the first State Archivist of Western Australia, Miss Mollie Lukis.
- 1 June** Ms O’Donnell spoke at the public function organized by the SRO to commemorate the release of the 1974 State Cabinet papers. All Commissioners attended this event.



COMPLIANCE WITH STANDARD 2, PRINCIPLE 6

As a Commission, our record keeping systems are managed by the SRO, and thus our compliance with SRC Standard 2, Principle 6 is linked to the compliance of the SRO.

In relation to the obligation to evaluate the efficiency and effectiveness of the Commission's record keeping systems not less than once every five years, such a review will be undertaken by the SRO in accordance with its evaluation of its own systems, and will be reported on once this has occurred.

In relation to the obligation to conduct relevant training, to review the efficiency and effectiveness of such training, and to ensure that any induction program covers Commissioners' roles and responsibilities under the Commission's Record Keeping Plan, the Commissioners through their active membership of the Commission and through their attendance at associated events (see the section 'Spreading the Message') have continued to expand their knowledge in this area.



HOW TO CONTACT THE STATE RECORDS COMMISSION

The State Records Commission operates through the State Records Office of Western Australia. All enquiries for the Commission, whether in person, by telephone, fax, email, or in writing, should be directed through the State Records Office.

State Records Commission of Western Australia

C/- State Records Office of Western Australia
Alexander Library Building
Perth Cultural Centre
Perth WA 6000
Mon – Fri: 9am to 5pm
phone: (08) 9427 3426
fax: (08) 9427 3368
email: sro@sro.wa.gov.au
website: www.sro.wa.gov.au

State Records Office of Western Australia

Ground Floor
Alexander Library Building
James St (West entrance)
Perth Cultural Centre
Perth WA 6000
phone: (08) 9427 3360
fax: (08) 9427 3368
email: sro@sro.wa.gov.au
website: www.sro.wa.gov.au

Chairperson: State Records Commission

Ms Deirdre O'Donnell
State Ombudsman for Western Australia

Director of State Records & Executive Officer to the State Records Commission

Mr Tony Caravella
phone: (08) 9427 3370
fax: (08) 9427 3368
email: tony.caravella@sro.wa.gov.au

Recordkeeping Plans Status Register (as at 30 June 2005)

Agency Name	Approval Period (years)	Review Date
Albany Cemetery Board	5	03 Jun 2009
Albany Port Authority	C	
Animal Resources Authority	C	
Anti Corruption Commission Organization defunct. Records managed by Corruption and Crime Commission as of 01 Jan 2004.	N/A	N/A
Aqwest (Bunbury Water Authority)	3	19 Dec 2006
Architects Board of WA	C	
Armadale Redevelopment Authority	C	
Art Gallery of WA	2	22 Apr 2006
Botanic Gardens & Parks Authority	5	16 Dec 2009
Broome Port Authority	C	
Builders' Registration Board of WA	5	22 Apr 2009
Building and Construction Industry Training Fund	5	22 Apr 2009
Bunbury – Harvey Regional Council	5	30 Aug 2009
Bunbury Cemetery Board	5	02 Oct 2008
Bunbury Port Authority	C	
Burswood Park Board	C	
Busselton Water Board	C	
Chiropractors Registration Board of WA	3	15 Jul 2007
Chowerup Cemetery Board	5	18 Nov 2009
City of Albany	3	07 Oct 2007
City of Armadale	2	22 Apr 2006
City of Bayswater	5	30 Aug 2009
City of Belmont	5	10 Mar 2010
City of Bunbury	5	18 Nov 2009
City of Canning	5	03 Jun 2009
City of Cockburn	5	17 Oct 2008
City of Fremantle	5	30 Aug 2009
City of Geraldton	5	15 Jul 2009
City of Gosnells	3	07 Oct 2007
City of Joondalup	5	30 Aug 2009
City of Kalgoorlie-Boulder	3	15 Jul 2007
City of Mandurah	5	07 Oct 2009
City of Melville	5	03 Jun 2009
City of Nedlands	5	30 Aug 2009
City of Perth	5	15 Jul 2009
City of Rockingham	3	03 Jun 2007

Recordkeeping Plans Status Register (as at 30 June 2005)

Agency Name	Approval Period (years)	Review Date
City of South Perth	5	07 Oct 2009
City of Stirling	5	18 Nov 2009
City of Subiaco	5	15 Jul 2009
City of Swan	5	03 Jun 2009
City of Wanneroo	3	15 Jul 2007
Coal Industry Superannuation Board	5	30 Aug 2009
Coal Miners' Welfare Board of WA	5	03 Jun 2009
Conservation Commission of WA	5	02 Oct 2008
Construction Industry Long Service Leave Payments Board	5	06 Nov 2008
Corruption & Crime Commission	C	
Council of Official Visitors	5	30 Aug 2009
Country High Schools Hostels Authority	5	06 Nov 2008
Curtin University of Technology	3	10 Mar 2008
Dampier Port Authority	C	
Dental Board of WA	3	30 Aug 2007
Department of Agriculture	5	22 Apr 2009
Department of Community Development	5	10 Mar 2010
Department of Conservation & Land Management	5	19 Dec 2008
Department of Consumer & Employment Protection	C	
Department of Culture & the Arts	5	22 Apr 2009
Department of Education & Training & TAFE WA Colleges	C	
Department of Environmental Protection	C	
Department of Fisheries	5	04 Dec 2008
Department of Health	C	
Department of Housing & Works	5	06 Nov 2008
Department of Indigenous Affairs	3	18 Nov 2007
Department of Industry and Resources	5	04 Dec 2008
Department of Justice	C	
Department of Land Information	5	07 Oct 2009
Department of Local Government & Regional Development	5	10 Mar 2010
Department of Planning & Infrastructure (and Western Australian Planning Commission)	C	
Department of Premier & Cabinet	C	
Department of Racing, Gaming & Liquor	5	22 Apr 2009
Department of Sport & Recreation	C	
Department of Treasury & Finance	C	

Recordkeeping Plans Status Register (as at 30 June 2005)

Agency Name	Approval Period (years)	Review Date
Disability Services Commission	C	
Doodenaning Cemetery Board	5	03 Jun 2009
Drug & Alcohol Authority	C	
Dwellingup Cemetery Board	5	22 Apr 2009
East Perth Redevelopment Authority	5	30 Aug 2009
Eastern Metropolitan Regional Council	3	15 Jul 2007
Economic Regulation Authority	C	
Edith Cowan University	1	16 Dec 2005
Equal Opportunity Commission	C	
Esperance Port Authority	C	
Fire & Emergency Service	C	
Forest Products Commission	3	09 Mar 2007
Fremantle Port Authority	5	20 Mar 2008
Gascoyne Development Commission	C	
Geraldton Cemetery Board	5	09 Mar 2009
Geraldton Port Authority	C	
Gold Corporation	C	
Goldenlines (Eastern Goldfields Transport Board)	C	
Goldfields Esperance Development Commission	C	
Gordon Inquiry Organization ceased to exist as of 31 July 2002. Records and managed by Department of Premier & Cabinet	N/A	N/A
Government Employees Superannuation Board	5	7 Oct 2009
Governor's Establishment	C	
Great Southern Development Commission	C	
Great Southern Regional Council Organization ceased operation as of 30 June 2004. Records managed by the Shire of Plantagenet	N/A	N/A
Hairdressers Registration Board of WA	C	
Heritage Council of WA	C	
Independent Market Operator	C	
Inspector of Custodial Services	C	
Insurance Commission of WA (including State Government Insurance Corporation)	5	7 Oct 2009
Kalgoorlie-Boulder Cemetery Board	5	03 Jun 2009
Keep Australia Beautiful Council	1	16 Dec 2005

Recordkeeping Plans Status Register (as at 30 June 2005)

Agency Name	Approval Period (years)	Review Date
Kimberley Development Commission	C	
Landcorp	C	
Law Reform Commission of WA	5	22 Apr 2009
Legal Aid WA	1	18 Nov 2005
Legal Practice Board	C	
Legislative Assembly **	5	16 Oct 2007
Legislative Council **	5	04 Dec 2007
Lotterywest	2	09 Mar 2006
Main Roads WA	5	07 Oct 2009
Medical Board of WA	C	
Metropolitan Cemeteries Board	2	09 Mar 2006
Mid West Development Commission	5	29 Jan 2009
Midland Redevelopment Authority	5	18 Nov 2009
Mindarie Regional Council	1	03 Jun 2005
Minerals & Energy Research Institute of WA	C	
Murdoch University	C	
National Trust of Australia (WA)	C	
Nurses Board of WA	C	
Occupational Therapists Registration Board of WA	C	
Office of Energy	5	06 Nov 2008
Office of Gas Access Regulation Organization defunct. Records managed by Economic Regulation Authority as of 01 Jan 2004.	C	
Office of Public Sector Standards Commissioner	5	18 Nov 2009
Office of the Auditor General	5	08 May 2008
Office of the Director of Public Prosecutions	1	18 Nov 2005
Office of the Information Commissioner	5	06 Nov 2008
Office of the Rail Access Regulator Organization defunct. Records and managed by Economic Regulation Authority as of 01 Jan 2004.	C	
Office of Water Regulation Organization defunct. Records managed by Economic Regulation Authority as of 01 Jan 2004.	C	
Optometrists Registration Board	3	30 Aug 2007
Osteopaths Registration Board of WA	C	
Painters' Registration Board	5	22 Apr 2009

Recordkeeping Plans Status Register (as at 30 June 2005)

Agency Name	Approval Period (years)	Review Date
Parliamentary Commissioner for Administrative Investigations (Ombudsman)	C	
Parliamentary Services Department**	5	04 Dec 2007
Peel Development Commission	5	12 May 2010
Perth International Centre for Application of Solar Energy (CASE) Organization ceased operation. (Legislation to repeal CASE currently in progress.) Records managed by Office of Energy.	N/A	N/A
Perth Market Authority	C	
Perth Theatre Trust	5	22 Apr 2009
Perth Zoo	5	22 Apr 2009
Pharmaceutical Council of WA	C	
Physiotherapists Registration Board of WA	C	
Pilbara Development Commission	C	
Podiatrists Registration Board of WA	3	15 Jul 2007
Port Hedland Port Authority	5	12 May 2010
Psychologists Board of WA	3	19 Dec 2006
Public Transport Authority	C	
Recreation Camps & Reserves Board	C	
Rottneest Island Authority	C	
Screen West	5	07 Oct 2009
Shire of Ashburton	5	09 Mar 2009
Shire of Augusta / Margaret River	3	30 Aug 2007
Shire of Beverley	1	16 Dec 2005
Shire of Boddington	5	30 Aug 2009
Shire of Boyup Brook	1	09 Jun 2005
Shire of Bridgetown-Greenbushes	5	01 Jul 2009
Shire of Brookton	3	07 Oct 2007
Shire of Broome	3	07 Oct 2007
Shire of Broomehill	3	15 Jul 2007
Shire of Bruce Rock	1	18 Nov 2005
Shire of Busselton	5	15 Jul 2009
Shire of Capel	5	07 Oct 2009
Shire of Carnamah	5	07 Oct 2009
Shire of Carnarvon	2	09 Mar 2006
Shire of Chapman Valley	5	30 Aug 2009
Shire of Chittering	3	09 Mar 2007
Shire of Collie	3	22 Apr 2007
Shire of Coolgardie	5	30 Aug 2009
Shire of Coorow	5	18 Nov 2009

Recordkeeping Plans Status Register (as at 30 June 2005)

Agency Name	Approval Period (years)	Review Date
Shire of Corrigin	3	01 Jul 2007
Shire of Cranbrook	1	18 Nov 2005
Shire of Cuballing	3	07 Oct 2007
Shire of Cue	3	18 Nov 2007
Shire of Cunderdin	1	16 Dec 2005
Shire of Dalwallinu	3	07 Oct 2007
Shire of Dandaragan	1	15 Jul 2005
Shire of Dardanup	5	09 Mar 2009
Shire of Denmark	3	03 Jun 2007
Shire of Derby / West Kimberley	3	18 Nov 2007
Shire of Donnybrook Balingup	5	07 Oct 2009
Shire of Dowerin	1	16 Dec 2005
Shire of Dumbleyung	3	03 Jun 2007
Shire of Dundas	1	30 Jun 2006
Shire of East Pilbara	3	31 May 2007
Shire of Esperance	5	30 Aug 2009
Shire of Exmouth	3	07 Oct 2007
Shire of Gingin	3	22 Apr 2007
Shire of Gnowangerup	1	15 Jul 2005
Shire of Goomalling	1	16 Dec 2005
Shire of Greenough	1	18 Nov 2005
Shire of Halls Creek	3	16 Dec 2007
Shire of Harvey	3	07 Oct 2007
Shire of Irwin	5	30 Aug 2009
Shire of Jerramungup	5	3 Jun 2009
Shire of Kalamunda	5	15 Jul 2009
Shire of Katanning	5	15 Jul 2009
Shire of Kellerberrin	3	18 Nov 2007
Shire of Kent	5	18 Nov 2009
Shire of Kojonup	3	18 Nov 2007
Shire of Kondinin	1	16 Dec 2005
Shire of Koorda	1	18 Nov 2005
Shire of Kulin	3	16 Dec 2007
Shire of Lake Grace	3	30 Aug 2007
Shire of Laverton	5	22 Apr 2009
Shire of Leonora	3	07 Oct 2007
Shire of Manjimup	5	07 Oct 2009
Shire of Meekatharra	3	07 Oct 2007
Shire of Menzies	1	16 Dec 2005
Shire of Merredin	3	30 Aug 2007

Recordkeeping Plans Status Register (as at 30 June 2005)

Agency Name	Approval Period (years)	Review Date
Shire of Mingenew	3	07 Oct 2007
Shire of Moora	3	15 Jul 2007
Shire of Morawa	3	18 Nov 2007
Shire of Mt Magnet	5	07 Oct 2009
Shire of Mt Marshall	3	07 Oct 2007
Shire of Mukinbudin	3	18 Nov 2007
Shire of Mullewa	3	03 Jun 2007
Shire of Mundaring	5	22 Apr 2009
Shire of Murchison	3	16 Dec 2007
Shire of Murray	5	19 Dec 2008
Shire of Nannup	5	18 Nov 2009
Shire of Narembeen	1	18 Nov 2005
Shire of Narrogin	3	18 Nov 2007
Shire of Ngaanyatjaraku	3	07 Oct 2007
Shire of Northam	5	17 Oct 2008
Shire of Northampton	3	03 Jun 2007
Shire of Nungarin	3	30 Aug 2007
Shire of Peppermint Grove	5	07 Oct 2009
Shire of Perenjori	1	07 Oct 2005
Shire of Pingelly	5	22 Apr 2009
Shire of Plantagenet	1	16 Dec 2005
Shire of Quairading	3	07 Oct 2007
Shire of Ravensthorpe	3	22 Apr 2007
Shire of Roebourne	5	30 Aug 2009
Shire of Sandstone	3	07 Oct 2007
Shire of Serpentine - Jarrahdale	5	03 Jun 2009
Shire of Shark Bay	1	07 Oct 2005
Shire of Tambellup	5	03 Jun 2009
Shire of Tammin	3	18 Nov 2007
Shire of Toodyay	3	18 Nov 2007
Shire of Trayning	1	16 Dec 2005
Shire of Upper Gascoyne	3	07 Oct 2007
Shire of Victoria Plains	5	22 Apr 2009
Shire of Wagin	1	22 Apr 2005
Shire of Wandering	3	18 Nov 2007
Shire of Waroona	5	18 Nov 2009
Shire of West Arthur	1	07 Oct 2005
Shire of Westonia	1	16 Dec 2005
Shire of Wickepin	1	30 Aug 2005
Shire of Williams	1	22 Apr 2005

Recordkeeping Plans Status Register (as at 30 June 2005)

Agency Name	Approval Period (years)	Review Date
Shire of Wiluna	3	07 Oct 2007
Shire of Wongan-Ballidu	5	07 Oct 2009
Shire of Woodanilling	3	07 Oct 2007
Shire of Wyalkatchem	1	18 Nov 2005
Shire of Wyndham/ East Kimberley	2	04 Dec 2005
Shire of Yalgoo	3	18 Nov 2007
Shire of Yilgarn	5	09 Mar 2009
Shire of York	1	15 Jul 2005
Small Business Development Corporation	5	06 Nov 2008
South Caroling Cemetery Board	5	22 Apr 2009
South East Metropolitan Regional Council	5	18 Nov 2009
South West Area Health Service / Board	5	20 Mar 2008
South West Development Commission	5	12 May 2010
Southern Metropolitan Regional Council	1	07 Oct 2005
State Library of WA	5	21 Aug 2008
State Records Commission **	5	26 Sep 2007
State Records Office of WA	5	01 Jul 2007
State Solicitor's Office	C	
State Supply Commission	5	30 Aug 2009
Subiaco Redevelopment Authority	5	30 Aug 2009
Swan River Trust	C	
Three Springs Shire Council	5	03 Jun 2009
Totalisator Agency Board of WA	5	02 Oct 2008
Town of Bassendean	3	09 Mar 2007
Town of Cambridge	3	30 Aug 2007
Town of Claremont	5	07 Oct 2009
Town of Cottesloe	1	30 Aug 2005
Town of East Fremantle	3	30 Aug 2007
Town of Kwinana	1	22 Apr 2005
Town of Mosman Park	5	30 Aug 2009
Town of Narrogin	5	18 Nov 2009
Town of Northam	1	30 Aug 2005
Town of Port Hedland	3	18 Nov 2007
Town of Victoria Park	5	15 Jul 2009
Town of Vincent	1	30 Aug 2005
University of WA	C	
Upper Preston Cemetery Board	5	03 Jun 2009
Veterinary Surgeons Board of WA	5	10 Mar 2010
WA Boxing Commission – renamed WA Professional Combat Sports Commission	C	

Recordkeeping Plans Status Register (as at 30 June 2005)

Agency Name	Approval Period (years)	Review Date
WA Centre for Pathology and Medical Research (PathCentre)	3	10 Mar 2008
WA Coastal Shipping Commission (Stateships)	C	
WA Country Health Service	5	20 Mar 2008
WA Egg Marketing Board Organization privatized as of 2 July 2005 when West Coast Eggs Ltd established. West Coast Eggs Ltd will manage State records in accordance with approved Recordkeeping Plan.	N/A	N/A
WA Electoral Commission	C	
WA Government Railways Commission Organization ceased to exist as of 30 June 2003. Records managed by Public Transport Authority.	N/A	N/A
WA Greyhounds Racing Association	C	
WA Health Promotion Foundation (Healthway)	5	10 Mar 2010
WA Industrial Relations Commission	5	15 Jul 2009
WA Meat Industry Authority	C	
WA Museum	C	
WA Police Royal Commission Organization ceased to exist as of 31 August 2003. Records managed by Corruption and Crime Commission.	N/A	N/A
WA Police Service	5	16 Dec 2009
WA Sports Centre Trust	C	
WA Tourism Commission	C	
WA Treasury Corporation	5	29 Jan 2009
Water & Rivers Commission	C	
Water Corporation **	5	18 Jun 2009
Western Metropolitan Regional Council	5	16 Dec 2009
Western Potatoes	C	
Western Power **	5	24 Mar 2008
Wheatbelt Development Commission	3	07 Oct 2007
Work Cover WA	5	29 Jan 2009