



# **STATE RECORDS COMMISSION**

**Perth, Western Australia**

**Annual Report**

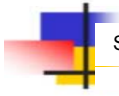
**2003 / 2004**





## TABLE OF CONTENTS

Chairperson's Foreword	3
Introduction	4
Highlights 2003 – 2004	5
About Us	6
What We Do	6
Our Operating Environment	7
Our Clients	8
Key Performance Areas	8
Spreading The Message	14
Our Relationship with the State Records Office	15
The <i>State Records Act 2000</i>	15
Part 8 – Compliance report	16
The State Records Advisory Committee	17
How to Contact the State Records Commission	20
 <b>Appendices</b>	
Appendix 1: Organizations that submitted Recordkeeping Plans before 8 March 2004	21
Appendix 2: Organizations that submitted Recordkeeping Plans after 8 March 2004	24



## CHAIRPERSON'S FOREWORD

The 2003-04 year has been a landmark one for recordkeeping in Western Australia with the effective achievement of a Recordkeeping Plan based regime. In all 307 Recordkeeping Plans now underpin records management in State organizations. We now have assurance regarding approaches and practices in place in individual agencies as well as a robust means of both monitoring performance and more reliably informing sector wide initiatives to further improve records management.

This undoubtedly contributes to more cost effective and reliable day-to-day operations and over time, will enhance the comprehensiveness and accessibility of State archives.

While there have been many and, at times, frustrating challenges, there has been tangible progress on many fronts. Of particular note is the progress towards acquisition of an Archival Management System that will, in the coming year, begin to enable online access to the State archives collection. It will also enable the establishment of a Register of State Archives as required by the Act. This is an exciting initiative that over time will expose the richness of Western Australia's heritage.

The continuing and pressing challenges we face are the lack of suitable storage for archival material and the twenty first century issue of managing and archiving digital records. While there are no easy or imminent solutions to either of these challenges they are at the top of our ongoing agenda. While there is no alternative to the storage issue having to be directly addressed by us here in Western Australia, the digital records issue is shared globally. In this latter respect, in addition to working co-operatively locally we are actively engaging in a national initiative and are maintaining a watching brief on broader developments.

The progress outlined in this report is the product of co-operation and contributions by State organizations, the outstanding commitment and dedication of the Director and staff of the State Records Office and the incredible support of the professional bodies, academics, individual practitioners and peer archival authorities. The pervading aspiration to achieving the highest standards of recordkeeping is inspiring, and was vividly demonstrated at the Visioning Workshop convened in April 2004 at the instigation of committed practitioners and academics. On behalf of my fellow Commissioners I acknowledge this tremendous and ongoing support. We sincerely thank these contributors for their encouragement, support and patience.

DDR PEARSON  
Chairperson, State Records Commission  
September 2004



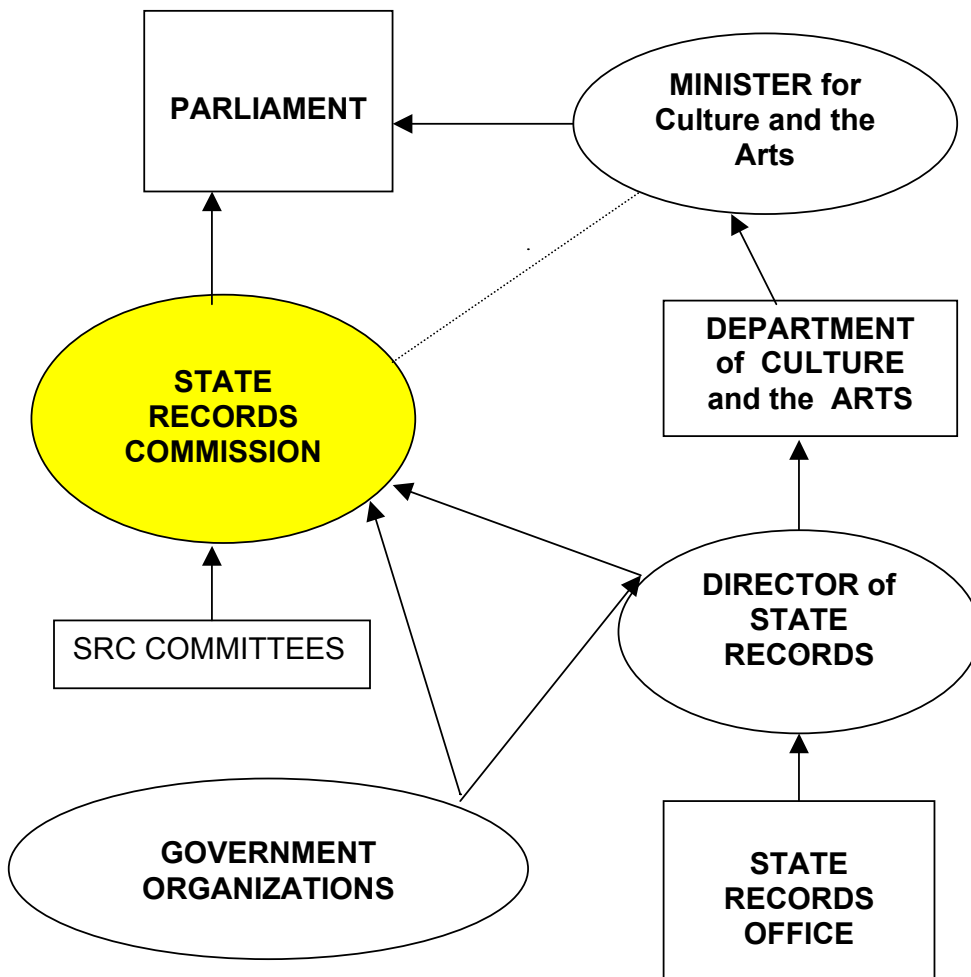
## INTRODUCTION

This 2003-04 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*.

It outlines the activities of the State Records Commission (hereafter called the Commission) and comments on matters that pertain to the operations of the State Records Office (hereafter called 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 2003 – 2004

- There was almost universal compliance by agencies with the due date for the submission of draft Recordkeeping Plans with 289 Recordkeeping Plans being submitted by 7 March 2004. Of the 18 agencies, which did not meet the 8 March 2004 deadline, all subsequently submitted a draft Plan to the Director of State Records. The final Plan was received on 11 June.
- By 30 June, 124 of the 307 Plans submitted were either approved, or cleared for approval, pending the approval of the agencies' Retention and Disposal Schedules.
- An official farewell for Professor Geoffrey Bolton was held following the State Records Advisory Committee meeting on 26 November 2003. Professor Bolton has provided a valuable contribution to this Committee and its predecessor since 1995.
- The Commission established a position with the Western Australian Local Government Association (WALGA) in November 2003 about which records maintained by councillors are to be treated as government records.
- The WA Inc Records Project was finalized and a report tabled in Parliament on 2 April 2004 providing assurance that all records of that Royal Commission are accounted for.
- Two presentations of the Margaret Medcalf award were held, on 18 August 2003 and 24 May 2004. The successful co-recipients of the inaugural award in 2003 were:
  - Christine Choo (for *Mission Girls*, an examination of the lives of Aboriginal Women who lived on the Catholic Missions of Beagle Bay and Kalumburu); and
  - Anne & Bruce Buchanan (for 'The Bugtool: A Users Guide to Land Records').
- In 2004 Steven Kinnane and Lauren Marsh received the award for their article "Ghost files" published in *Studies in Western Australian History*: 23.
- The 1973 Cabinet papers were officially launched at a function at the State Records Office on 7 June 2004. The launch of these papers attracted considerable interest and received extensive coverage in the electronic and print media.



## ABOUT US

The State Records 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 recordkeeping experience from outside Government. The Governor appoints the fourth Commissioner for a three-year term.

### **During 2003 / 04 the Commissioners were:**

**Ms Bronwyn Keighley-Gerardy**, Information Commissioner (until October 2003);

**Ms Darryl Wookey**, Acting Information Commissioner (from November 2003);

**Ms Deirdre O'Donnell**, Parliamentary Commissioner for Administrative Investigations;

**Mr Des Pearson**, Auditor General and Chair of the Commission; and

**Ms Kandy Jane Henderson**, Governor's Appointee.

In June Ms Henderson was reappointed for a further three-year term ending 22 June 2007.

The Commission met formally on nine occasions during 2003 / 2004. The meeting dates were: 31 July; 21 August; 2 October; 6 November; 4 December 2003; 24 January; 9 March; 22 April; and 3 June 2004.

In an endeavour to enhance understanding of issues and improve communication with agencies covered by the Act some meetings are held at agency premises to observe initiatives and challenges first hand. In this regard the courtesy displayed by the Fremantle Port Authority, the Police Service and the Public Transport Authority in hosting meetings of the Commission during 2003-04 is acknowledged.

On 30 October 2003 all Commissioners, the Director of State Records and senior staff of the SRO farewelled Ms Bronwyn Keighley-Gerardy at a function to commemorate the former Commissioner's tireless support of the Act and the work of the Commission.

## WHAT WE DO

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

- approving or refusing to approve a government organization's draft Recordkeeping Plan;



- monitoring the operation of and compliance with the Act;
- monitoring compliance by government organizations with their Recordkeeping Plans; and
- inquiring into breaches, or possible breaches of the Act.

Under section 61 of the Act the Commission must establish principles and standards for the governance of recordkeeping by State organizations, and guidelines for the compilation of Recordkeeping 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 of the Act provides for the establishment of a committee to assist the Commission with its statutory functions. This body, known as the State Records Advisory Committee, makes recommendations to the Commission on the retention and disposal components of Recordkeeping Plans, including records that are to be retained permanently as State archives.

In addition to approving and monitoring agency Recordkeeping Plans the Commission is under section 67 empowered to act as a Special Inquirer (under sections 13 and 21, and Schedule 4 of the Public Sector Management Act 1994) to inquire into known or suspected breaches of the Act. The Commission was not required to assume this role during 2003 – 2004.

The Commission did however respond to a Notice of Motion tabled in the Legislative Assembly in November 2001 regarding allegations of missing documents from the Royal Commission into Commercial Activities of Government and Other Matters (WA Inc Royal Commission). The project was finalized during the year and on 2 April 2004 it was reported to Parliament that all records of the Royal Commission were accounted for and have been appropriately archived or disposed of in accordance with the approved disposal schedules.

## **OUR OPERATING ENVIRONMENT**

In carrying out its functions under the Act the Commission is responsible for assuring, to the extent possible, that a standard of recordkeeping which best serves the interests of the people of Western Australia is maintained in over 200 State agencies, statutory organizations and other bodies. The Commission has similar responsibilities with respect to 143 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 electronic records.



The Functional Review Implementation Team (FRIT) established in January 2003 is responsible for implementing a shared services approach to the delivery of corporate services across the Western Australian public sector. The FRIT comprises several sub-teams including Information Management. This team is examining ways in which the Shared Services Centres can systematically and intentionally manage information. A working group, the Information Management Reference Group (IMRG), has been formed with members invited from a number of agencies (including the SRO) to assist the Information Team in achieving its goals.

One of the FRIT's objectives is the implementation of the reality of a 'paperless office' in the Shared Services Centres. With this scenario in mind the Commission has asked the Director of State Records to develop within the next two years a draft general disposal authority for source records, which have been scanned, and are being managed electronically.

## 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 2003/04 in accordance with the duties prescribed under section 60 of the Act.

### 1. Better Practice Recordkeeping

#### ➤ **Submission of Recordkeeping Plans**

Under the Act all government agencies are required to have a Recordkeeping Plan (RKP) approved by the Commission. All were required to submit a draft to the Director of State Records within two years of the gazettal date for the Commission's principles and standards. The gazettal notice required all Schedule 1 government organizations to submit their RKPs to the Director by 8 March 2004.





As a means of facilitating the development of RKPs SRO staff provided seminars, model RKPs, pre-submission checklists and a series of workshops to assist agency staff assigned the task of preparing these Plans.

In response to some opposition to RKP compliance from within the local government sector, Commissioners and SRO staff met representatives from a number of Local government authorities between October and December 2003, at the following centres: the Cities of Perth, Bunbury, Geraldton and Swan and the Shires of Busselton, Gingin and Coolgardie. Representation at these meetings was sought from those local authorities that had expressed opposition to the RKP regime and the recordkeeping requirements of elected Councillors. In November 2003 the Commission established a position regarding the manner and extent to which Councillors' records are to be treated as government records.

The Commission endorsed two RKP templates which were subsequently added to the SRO website:

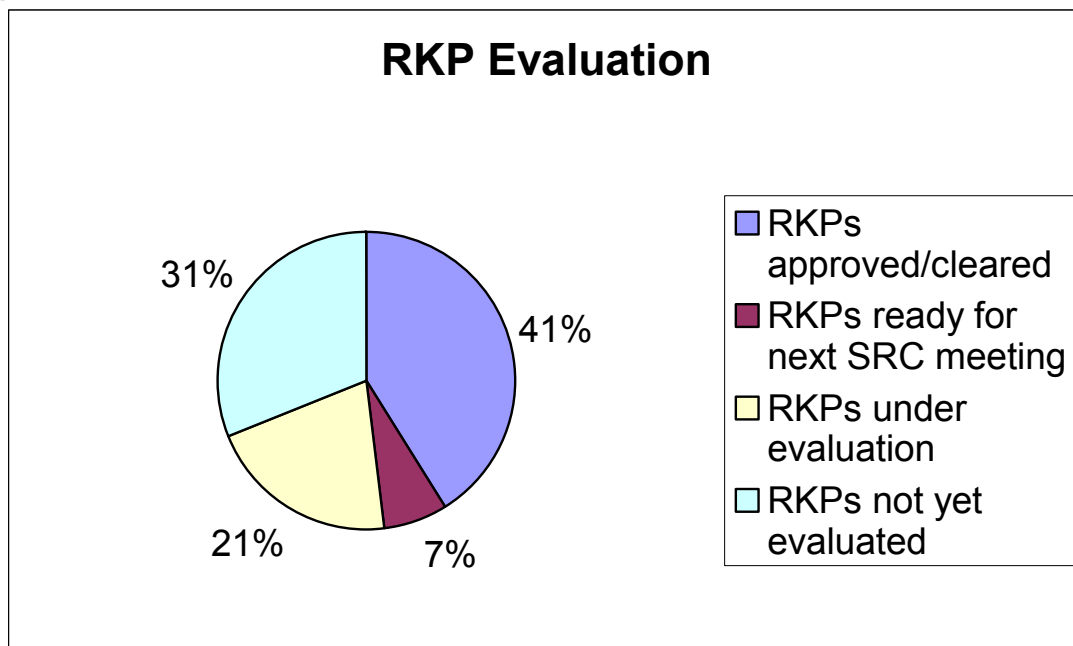
- In July 2003, an RKP template for the use of all government organizations, particularly State government; and
- An RKP template for small local government agencies. Larger local governments have either used this template or the one developed by the Local Government Records Management Group (the latter template was added in December 2003).

By close of business on 8 March a total of 289 RKPs were received from agencies identified as State Organizations under the Act. Only 18 agencies did not meet the statutory timeline for submission of draft RKPs. Of these, five submitted within days of the due date and after follow up by the SRO the others subsequently submitted Plans, with the last received on 11 June 2004.

#### ➤ **Evaluation and approval of Recordkeeping Plans**

In late March 2004 the Director (with the Commission's endorsement) wrote to all agencies providing general feedback on the content of Plans received to date. Agencies were commended on their coverage of hard copy records in their Plans. However the letter referred to other facets of agency recordkeeping that required further attention, including the management of electronic records with particular emphasis on capturing archival snapshots from websites. The opportunity was also taken to clarify expectations with respect to data migration or transfer of both archival and long-term value records.

**FIGURE 2: Snapshot of the Recordkeeping Plan evaluation/approval process as at 30 June 2004**



In response to the Commission according the highest priority to the evaluation of Recordkeeping Plans, staff of the SRO applied considerable priority and effort to evaluating the Plans during the latter part of 2003-04 to ensure their timely approval by the Commission. As at June 30 2004, of the 307 Plans received:

- 41% of Plans had been approved (or cleared for approval once supporting Retention and Disposal Schedules are approved);
- 7% of Plans were ready for submission to the next SRC meeting;
- 21% of Plans were under evaluation; and
- 31% of Plans were yet to be evaluated.

Eighty seven (87) of the 124 Plans in the 'approved/cleared' category were approved by the Commission, the remaining 37 were cleared for approval subject to satisfactory finalization of supporting Retention and Disposal Schedules. Of those 87 Plans, 62 were approved for 5 years, 12 for 3 years, 7 for two years, and 5 for one year reflecting the relative standard of the Plans. Those approved for 5 years being regarded as of a very good standard.

On current projections all 307 Plans will have been assessed by SRO staff and submitted for approval by the Commission, by the end of 2004. To the extent practicable, priority in processing of Plans is being given to those assessed as likely to relate to sensitive/high value archival material, and also to those submitted by major departments and local government authorities. These categories of Plans should all be dealt with by 31 October 2004.

A welcome by-product of the RKP process has been the review by agencies of their Retention and Disposal Schedules. In addition to providing greater



discipline over the management of records in practice, this disposal review also facilitates the more timely destruction by agencies of non-archival records, with consequential manpower and storage savings from having fewer records to work with and store.

➤ **New approaches to the management of electronic records**

Preliminary analyses of recordkeeping trends indicate deficiencies in the management of electronic records, particularly by some small agencies, based outside the metropolitan area. Reproducing and preserving digital records is seen by many agencies to be problematic in the long term.

During 2002-03 consultation was initiated between the Office of E-Government (OEG) and the FRIT to explore opportunities particularly in relation to digital records management. At this point neither the OEG nor FRIT have directly relevant projects or initiatives aimed at identifying opportunities to advance operational recordkeeping and long term preservation and access to digital archives. While it is the Commission's and the SRO's responsibility to formulate policies and standards for all records, including digital records, given the common objective (shared by the Commission, the SRO, OEG and FRIT) to improve whole of government effectiveness, the Commission believes it is highly desirable for these entities to work together to find synergies and solutions in partnership. With the convergence of records and information technology in use across the sector, it is timely to examine opportunities for collaborative solutions and shared services.

At its June 2004 meeting the Commission ratified the establishment of a Digital Records Working Group, as per section 62(3) of the Act. The Committee's members will be recruited from government agencies, academia and professional groups. The Committee is to assist and advise the Commission in developing solutions for the longer-term preservation of digital records, including both digitized and digitally born records. Through the SRO, the Committee will also advise the Commission about the development of standards and guidelines for digital recordkeeping.

## **2. User Friendly Accessibility to State Archives**

In last year's report the Commission noted that additional resources were a prerequisite to progress and complete the long overdue overhaul of the SRO's existing in-house archives database, to enable online access to the State archives collection, and establish a Register of State Archives as required by section 73(1)(d) of the Act.

Good progress has been made towards the acquisition of a new Archival Management System (AMS) on a concessional basis from the State Records Authority of NSW. This will enable the establishment of a database of archival holdings and provide for online access for the general public. In addition to providing the first step in establishing a Register of all State archives, the installation of the AMS will redress the unfortunate situation where Western



Australia is the only jurisdiction in Australia not able to provide online access to its archives.

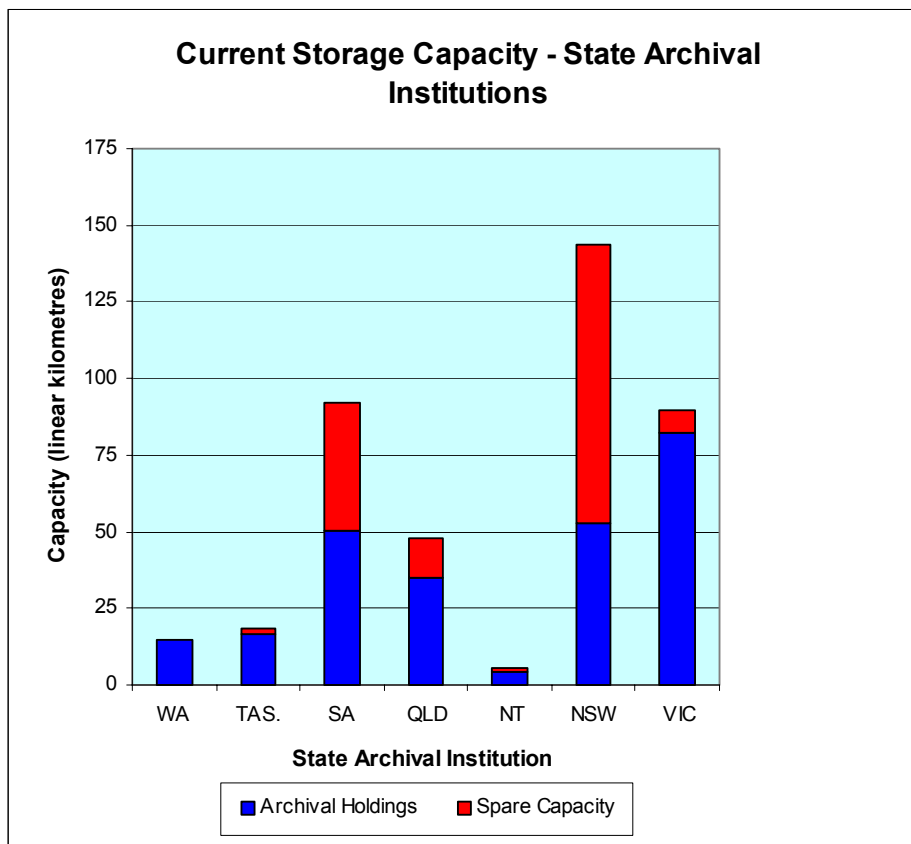
The AMS is to be implemented and available for the public to use by December 2004. Further development of the database will continue into mid 2005. These refinements to the system will enable the undertaking of a five year digitization project aimed at making the WA collections available online. Western Australia will then be aligned with the level of facility and access already available elsewhere in Australia.

The provision of access to records of particular interest to Indigenous people continues to be afforded a priority, with attention given to finding aids and through the SRO website. This year SRO staff made a major contribution to the publication of "Looking West: a Guide to Indigenous records in Western Australia", produced in partnership with the Department of Community Development and the Family Indigenous Records Bureau (FIRB).

### **3. Preservation**

The Commission is mindful that throughout 2003/04 the SRO was for the third successive year not able to accept transfers of archives from government organizations because of a lack of appropriate storage space. The Director therefore cannot carry out one of his core responsibilities under section 32 of the Act. This situation has prevailed since July 2001.

In its 2002/03 report the Commission argued, "that the issue of archival storage needs to be addressed as a priority in Western Australia". The case for increased storage for government archives was supported by research data compiled last year by the SRO, which indicates that of all State and territory government archives, only the Northern Territory has a smaller storage capacity than Western Australia.

**Figure 3: Comparison of storage capacity held by State archives**

Source: COFSTA survey 2002-2003

Options continue to be explored to address the unsatisfactory circumstance where around two thirds of identified State Archives are held by agencies in non standard conditions. Possible storage options investigated this year include:

- The Department for Culture and the Arts owns a building in Kew St Welshpool, with 12 000 square metre storage capacity, which could potentially be used as an archives storage facility. Commissioners inspected these premises in March 2004 and met with the Director General of the Department of Culture and the Arts to discuss options. Following this the Commission requested the Director to prepare and submit a resource proposal for a building to a standard suitable for storing State archives.
- Following Commission endorsement the Director has commenced negotiations for the use of some of the currently available storage at the National Archives repository in East Victoria Park. While the proposed arrangement would temporarily alleviate the SRO's lack of storage space it will not satisfy the need for a permanent facility to house the State archives collection.



## SPREADING THE MESSAGE

During 2003 – 2004 Commissioners officially attended and / or participated in the following activities to promote an awareness of the Commission and the Act.

- 6 August 2003:** Ms Henderson attended the **AGM of the WA Branch of the Australian Society of Archivists.**
- 18 August:** All Commissioners attended the **inaugural presentation of the Margaret Medcalf Award.**
- 8 October:** Ms O'Donnell presented the **Excellence in Records Management Awards.**
- 4 November:** Mr Pearson attended a meeting of the **General Purposes Committee** at the **City of Perth.**
- 7 November:** Mr Pearson and the Director of State Records attended a meeting in **Geraldton** of **Councillors and local government executives** from Geraldton and surrounding local government authorities.
- 26 November:** Ms O'Donnell attended a **Councillors' Briefing Session** at the **City of Swan.**
- 8 December:** Ms O'Donnell attended a meeting of the **Local Government Managers Association (Moora Zone)** at the **Shire of Gingin.**
- 3 February 2004:** Ms Henderson attended an **Records Management Association of Australasia seminar** regarding digital preservation.
- 4 February:** Ms O'Donnell attended a meeting of **Councillors** at the **City of Swan.**
- 24 February:** Commissioners convened a **meeting of professional, industry and educator representatives** to canvas developments and opportunities within the Western Australian recordkeeping community.
- 15 April:** Mr Pearson, Ms Henderson and Ms O'Donnell attended the **Visioning workshop** convened in conjunction with professional associations, academics and practitioners.
- 24 May:** Mr Pearson, Ms Henderson and Ms O'Donnell attended the **2004 presentation of the Margaret Medcalf Award.**
- 7 June:** All Commissioners attended the launch of the **1973 Cabinet papers.**

## **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 and the SRO's Manager: State Recordkeeping is the Executive Secretary to the Commission.

The Director reports to the State Records 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.

Draft Recordkeeping Plans of Government organizations are submitted to the Director for evaluation by SRO staff before submission to the Commission for approval. The Plans are assessed by SRO staff against a criteria matrix, a report is prepared, and the documents are forwarded to the Commission for consideration and approval.

The Commission has established the State Records Advisory Committee, which examines retention and disposal schedules prepared by Government organizations and makes recommendations to the Commission about the retention periods for the records identified in these schedules. The Director of State Records is the chairperson of this Committee; while other SRO staff provide support.

## **THE STATE RECORDS ACT 2000**

The Act and the *State Records (Consequential Provisions) Act 2000* were fully proclaimed on 30 November 2001.

Part 8 of the Act establishes the Commission as an independent statutory authority with standards setting, monitoring, inquiry and reporting responsibilities. The Commission is accountable directly to Parliament.

Under the Act a State record is defined as any record of information created, received or maintained in any form by a government organization or Parliamentary Department. State records can exist in any format on which information is stored, including plans, photographs, films, and magnetic and optical media.

A cornerstone of the legislation is the Recordkeeping Plan, which is a requirement of each government 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. Plans must be submitted to the Commission for approval.

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 Recordkeeping Plans. The SRO also provides information about, and public access to, records held in the State archives collection. The Director is required by the Act 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, and its transitional provisions ensured the orderly transfer of State archives held by the Library Board into the custody of the Director of State Records.

## **COMPLIANCE REPORT IN TERMS OF THE *STATE RECORDS ACT 2000***

**Part 8** of the Act specifies the Commission's duties and powers. A compliance statement on the Commission's activities in 2003/04 is presented below.

### **Division 1 - General activities of the Commission**

#### **60(1)(a) & 60(2) – Monitoring the operation of and compliance with the State Records Act**

Activities in this regard are discussed in this Report under **KEY PERFORMANCE AREAS**.

#### **60(1)(b) – Monitoring compliance by government organizations with record keeping plans.**

Monitoring activities will be commenced once the inaugural Plans received in 2003/04 are evaluated and approved.

#### **60(1)(c) – Inquiries into breaches or possible breaches of this Act**

No breaches of the Act were reported to the Commission this year. The Commission did not initiate any inquiries in accordance with its duty under this section.

#### **61 – Recordkeeping principles and standards**

No new recordkeeping principles and standards were issued during 2003/04.

#### **62 – Committees of the Commission**

The State Records Advisory Committee operated throughout the year, a report on its activities is provided under **STATE RECORDS ADVISORY COMMITTEE**.





At its June 2004 meeting the Commission approved the establishment of a second committee, the Digital Records Working Group, as per section 62 (3).

## **64 – Annual and special reports to Parliament**

The Commission's second Annual Report (2002-03) was submitted to both Houses of the State Parliament and the Minister for Culture and the Arts on 14 October 2003.

### **Division 2 – Relationship with the Minister**

No general policy directions were issued to the Commission in 2003/04 by the Minister for Culture and the Arts, in accordance with section 65 of the Act.

The Commissioners met with the Minister on 14 August 2003 and provided written briefings on 7 October 2003, 2 April 2004 and 18 June 2004.

### **Division 3 – Investigative Powers**

The Commission did not commence any inquiries this year in accordance with its powers and duties under this section.

The Commission did however report to State Parliament in April 2004 on a notice of motion tabled in the Legislative Assembly in November 2001 regarding allegations of missing documents from the WA Inc Royal Commission.

## **THE STATE RECORDS ADVISORY COMMITTEE**

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

- State records that should be 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 Recordkeeping Plans, and makes recommendations to the Commission about the disposal of records described in those Plans.

Membership of the Committee includes representatives from the Public Service and bodies concerned with recordkeeping. Members and deputy members are appointed for three-year terms.

In 2003/04 the Committee met six times and approved 39 disposal authorities.



The Commission gratefully acknowledges the work of all Committee members and their dedication to this task, which is largely performed in their own time. One member who deserves special mention is Professor Geoffrey Bolton who retired from the Committee in November 2003. Professor Bolton was appointed as the first Historical Interests representative on the Committee, and had also served in a similar capacity on the Standing Committee on Public Records between 1995 and 2001. An official farewell for Professor Bolton was held following the Committee meeting on 26 November 2003.

### **Members of the State Records Advisory Committee (SRAC) as at 30 June 2004**

#### **Chair**

**Mr Tony Caravella**  
Director of State Records

#### **Members & Deputies**

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

Department of Indigenous Affairs  
**Mr Andrew Pepper (Deputy: Ms Sue Beverley)**

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

Institute for Information Management Ltd (WA)  
**Ms Gaynor Deal (Deputy: Ms Monique Neilsen)**

Law Society of Western Australia  
**Mr Michael Sonter (Deputy: Ms Prue Griffin)**

Local Government Managers' Association  
**(No current member or deputy)**

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

State Government CEO representative  
**Mr Greg Joyce (Deputy: Mr Brian Bradley)**



Records & Information Management Liaison Group  
**Mr Roy Watkins (Deputy: Ms Trish Fallen)**

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

**Executive Secretary**

**Ms Isabel Smith**

Manager: State Recordkeeping

**Minutes Secretary**

**Mrs Karen Eichorn / Mrs Patricia Willcott**

Administrative Assistants: State Records Office



## 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**

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](mailto:sro@sro.wa.gov.au)  
website: [www.sro.wa.gov.au](http://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](mailto:sro@sro.wa.gov.au)  
website: [www.sro.wa.gov.au](http://www.sro.wa.gov.au)

### **Chairman: State Records Commission**

Mr D D R Pearson  
Auditor General for Western Australia  
Office of the Auditor General  
4th Floor, 2 Havelock St  
West Perth WA 6005  
phone: (08) 9222 7500  
fax: (08) 9322 5664  
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### **Director of State Records & Chief Executive Officer to the State Records Commission**

Mr Tony Caravella  
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**APPENDIX 1****ORGANIZATONS THAT SUBMITTED RECORDKEEPING PLANS BEFORE  
8 MARCH 2004**

Albany Port Authority	Shire of Ashburton
Animal Resources Authority	Shire of Augusta-Margaret River
Anti Corruption Commission	Shire of Beverley
Aqwest (Bunbury Water Auth)	Shire of Boddington
Armadale Redevelopment Authority	Shire of Boyup Brook
Art Gallery of Western Australia	Shire of Bridgetown-Greenbushes
Botanic Gardens & Parks Authority	Shire of Broome
Broome Port Authority	Shire of Broomehill
Builders Registration Boards of WA	Shire of Busselton
Building and Construction Industry Training Fund	Shire of Capel
Bunbury-Harvey Regional Council	Shire of Carnamah
Bunbury Cemetery Board	Shire of Carnarvon
Bunbury Port Authority	Shire of Chapman Valley
Burswood Park Board	Shire of Chittering
Busselton Water Board	Shire of Collie
Chiropractors Registration Board	Shire of Coolgardie
Chowerup Cemetery Board	Shire of Corrigin
City of Albany	Shire of Cuballing
City of Armadale	Shire of Dalwallinu
City of Bayswater	Shire of Dandaragan
City of Belmont	Shire of Dardanup
City of Bunbury	Shire of Denmark
City of Canning	Shire of Derby-West Kimberley
City of Cockburn	Shire of Donnybrook Balingup
City of Fremantle	Shire of Dowerin
City of Gosnells	Shire of Dumbleyung
City of Joondalup	Shire of East Pilbara
City of Kalgoorlie-Boulder	Shire of Esperance
City of Mandurah	Shire of Exmouth
City of Melville	Shire of Gingin
City of Nedlands	Shire of Gnowangerup
City of Perth	Shire of Goomalling
City of Rockingham	Shire of Greenough
City of South Perth	Shire of Harvey
City of Stirling	Shire of Irwin
City of Subiaco	Shire of Jerramungup
City of Swan	Shire of Kalamunda
City of Wanneroo	Shire of Katanning
Coal Industry Superannuation Board	Shire of Kellerberrin
Coal Miners' Welfare Board of WA	Shire of Kent
Conservation Commission of Western Australia	Shire of Kojonup
Construction Industry Long Service Leave Payments Board	Shire of Kondinin
Council of Official Visitors	Shire of Koorda
Country High Schools Hostels Authority	Shire of Kulin
Cunderdin Shire Council	Shire of Lake Grace
Curtin University of Technology	Shire of Laverton
Dampier Port Authority	Shire of Leonora
Dental Board of Western Australia	Shire of Manjimup
Department of Agriculture	Shire of Meekatharra
	Shire of Menzies
	Shire of Merredin
	Shire of Mt Magnet



Department of Community Development	Shire of Mt Marshall
Department of Conservation & Land Management	Shire of Mukinbudin
Department of Consumer & Employment Protection	Shire of Mullewa
Department of Culture & the Arts	Shire of Mundaring
Department of Education & Training & TAFE WA Colleges	Shire of Murchison
Department of Environmental Protection	Shire of Murray
Department of Fisheries	Shire of Nannup
Department of Health	Shire of Narembeen
Department of Housing and Works	Shire of Narrogin
Department of Indigenous Affairs	Shire of Ngaanyatjarraku
Department of Industry and Resources	Shire of Northam
Department of Justice	Shire of Northampton
Department of Land Information	Shire of Nungarin
Department of Local Government & Regional Development	Shire of Peppermint Grove
Department of Planning & Infrastructure (and WA Planning Commission)	Shire of Perenjori
Department of Premier & Cabinet	Shire of Pingelly
Department of Racing, Gaming & Liquor	Shire of Plantagenet
Department of Sport & Recreation	Shire of Quairading
Department of Treasury & Finance	Shire of Ravensthorpe
Disability Services Commission	Shire of Roebourne
Doodenaning Cemetery Board	Shire of Sandstone
Drug & Alcohol Authority	Shire of Serpentine Jarrahdale
Dwellingup Cemetery Board	Shire of Shark Bay
East Metropolitan Regional Council	Shire of Tambellup
East Perth Redevelopment Authority	Shire of Tammin
Edith Cowan University	Shire of Trayning
Equal Opportunity Commission	Shire of Victoria Plains
Esperance Port Authority	Shire of Wagin
Fire & Emergency Service	Shire of Wandering
Forest Products Commission	Shire of Waroona
Fremantle Port Authority	Shire of West Arthur
Gascoyne Development Commission	Shire of Westonia
Geraldton Cemetery Board	Shire of Wickepin
Geraldton Port Authority	Shire of Williams
Gold Corporation	Shire of Wiluna
Goldenlines (Eastern Goldfields Transport Board)	Shire of Wongan-Ballidu
Goldfields Esperance Development Commission	Shire of Woodanilling
Gordon Inquiry	Shire of Wyalkatchem
Government Employees Superannuation Board	Shire of Wyndham-East Kimberley
Governors Establishment	Shire of Yilgarn
Great Southern Development Commission	Shire of York
Great Southern Regional Council	Small Business Development Corporation
Hairdressers Registration Board of WA	South Caroling Cemetery Board
Heritage Council	South East Metropolitan Regional Council
Insurance Commission of WA (including State Government Insurance Corporation)	South West Area Health Service
International Centre for Application of Solar Energy (CASE)	South West Development Commission
Kalgoorlie-Boulder Cemetery Board	Southern Metropolitan Regional Council
Keep Australia Beautiful Council	State Library of WA
Kimberley Development Commission	State Records Commission **
	State Records Office of WA
	State Solicitor's Office
	State Supply Commission
	Subiaco Redevelopment Authority
	Swan River Trust
	Three Springs Shire Council
	Totalisator Agency Board
	Town of Bassendean
	Town of Cambridge
	Town of Claremont
	Town of Cottesloe



Landcorp	Town of East Fremantle
Law Reform Commission of WA	Town of Kwinana
Legal Aid Western Australia	Town of Mosman Park
Legal Practice Board	Town of Narrogin
Legislative Assembly *	Town of Northam
Legislative Council *	Town of Port Hedland
Lotterywest	Town of Victoria Park
Main Roads WA	Town of Vincent
Medical Board of WA	University of Western Australia
Metropolitan Cemeteries Board	Veterinary Surgeons' Board
Mid West Development Commission	WA Boxing Commission
Midland Redevelopment Authority	WA Coastal Shipping Commission (Stateships)
Mindarie Regional Council	WA Country Health Service
Minerals & Energy Research Institute of WA	WA Electoral Commission
Mingenew Shire Council	WA Government Railways Commission
Murdoch University	WA Greyhounds Racing Association
National Trust of Australia (WA)	WA Health Promotion Foundation (Healthway)
Nurses Board of WA	WA Industrial Relations Commission
Occupational Therapists' Registration Board of WA	WA Meat Industry Authority
Office of Energy	WA Museum
Office of Gas Access Regulation	WA Police Royal Commission
Office of Public Sector Standards Commissioner	WA Police Service
Office of the Auditor General	WA Sports Centre Trust
Office of the Director of Public Prosecutions	WA Tourism Commission
Office of the Information Commissioner	Water & Rivers Commission
Office of Water Regulation	Water Corporation **
Optometrists Registration Board	Western Australian Treasury Corporation
Osteopaths Registration Board of WA	Western Metropolitan Regional Council
Painters' Registration Board	Western Potatoes
Parliamentary Commissioner for Administrative Investigations (Ombudsman)	Western Power **
Parliamentary Services Department*	Wheatbelt Development Commission
PathCentre	Work Cover WA
Peel Development Commission	
Perth Marketing Authority	
Perth Theatre Trust	
Perth Zoo	
Pharmaceutical Council of WA	
Physiotherapists Registration Board of WA	
Pilbara Development Commission	
Podiatrists Registration Board	
Port Hedland Port Authority	
Psychologists Board of WA	
Public Transport Authority	
Recreation Camps & Reserves Board	
Rottneest Island Authority	
Screen West	

\* Plans of Parliamentary Departments approved by President of the Council and Speaker of the Assembly.

\*\* Plans of Schedule 3 organizations and the State Records Commission approved by "relevant Minister".

**APPENDIX 2****ORGANIZATIONS THAT SUBMITTED RECORDKEEPING PLANS AFTER  
8 MARCH 2004**

<b>ORGANIZATION</b>	<b>LODGEMENT DATE</b>
Architects Board of WA	9 March
Shire of Cranbrook	9 March
Shire of Brookton	10 March
Shire of Halls Creek	10 March
Shire of Cue	15 March
Upper Preston Cemetery Board	22 March
Shire of Bruce Rock	22 March
City of Geraldton	25 March
Shire of Morawa	25 March
Office of the Rail Access Regulator	2 April
Shire of Toodyay	7 April
Shire of Upper Gascoyne	14 April
WA Egg Marketing Board	6 May
Inspector of Custodial Services	14 May
Shire of Moora	21 May
Shire of Yalgoo	26 May
Shire of Coorow	28 May
Shire of Dundas	11 June