



STATE RECORDS COMMISSION OF WESTERN AUSTRALIA

MINUTES OF MEETING HELD ON 12 August 2016 IN THE ALEXANDER LIBRARY BUILDING

PRESENT:

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| 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 |
| Mr Leigh Hays | Director Archives |
| Ms Isabel Smith (Executive Secretary) | Director State Information Management |

MINUTES:

Ms Joyce Steveni Recordkeeping Consultant

1. Welcome and Apologies

The Chair opened the meeting at 9.35 am.

2. Declaration of conflicts of interest

Commissioner McDermott declared her interest in Agenda item 7.1.2 and advised that a member of her staff is nominated as a State Records Advisory Committee representative for the Australian Society of Archivists (WA) (ASA).

3. Notices of urgent business

Nil

4. SRC Minutes of 10 March 2016

4.1 Confirmation and sign-off of official Minutes for publication

The minutes were **CONFIRMED** with no amendments and signed by the Chair.

4.2 SRC Action List

The Commission **NOTED** the action list.

5. MATTERS ARISING

5.1 Perth Market Authority - Market City Asset Sale

The Commissioners acknowledged the comprehensive information provided and commented that there is a need to be mindful of future significant government asset sales with regard to arrangements for the management of State records and information.

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 **AGREED** that the Department of the Attorney General be requested to provide formal advice that the matter has been concluded.

6.3 State Records Commission - Risk Management - Incidents

6.3.1 Shire of Dardanup Rain Storm Damage

The Commission **NOTED** the information provided.

6.4 Compliance Monitoring - Recordkeeping Plans

Nil

7. APPROVAL OF RECORDKEEPING PLANS (RKPs)

7.1 State Records Advisory Committee (SRAC)

7.1.1 SRAC Minutes – 11 May 2016

The Commission **NOTED** the SRAC Minutes.

7.1.2 SRAC Membership - Resignations and Nominations

The Commission **NOTED** the resignation of Mr Michael Tsakalakis, representing the Local Government Records Management Group, from the Committee and thanked him for his contribution to the work of the Commission.

The Commission **APPROVED** the recommendation appointment of Mr Neil Foley, representing Historical Interests; and Ms Maria Carvalho, representing the ASA.

The Commission **REQUESTED** the State Archivist to follow up the requests for nominations to the remaining SRAC vacant positions.

7.2 Retention and Disposal Schedules for APPROVAL

7.2.1 RD 2014015 – Department of Local Government and Communities

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

7.2.2 RD 2015009 – Western Australian Land Information Authority (Landgate)

The Commission **APPROVED** the Schedule; the restricted access periods; and the application to retain State archives.

7.2.3 RD 2009021/2 - Western Power - Amendment APPROVED

7.3 Disposal Lists for APPROVAL

7.3.1 DL 2016009 - Shire of Kojonup (Mould Infested Records)

For the official record, the Commission **NOTED** the out of session approval of the disposal of these records.

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 transfer of Perth Market Authority State archives to the State Archives Collection and the impending transfer of State archives from the Princess Margaret Hospital for Children.

7.6 Recordkeeping Plans for APPROVAL

7.6.1 RKP 2016013 – Recordkeeping Plan of the Waroona Bushfire Special Inquiry (Ferguson Inquiry)

APPROVED

7.6.2 RKP 2016019 - Perth Hills Bushfire Review (Keelty Review)

APPROVED

7.6.3 RKP 2016020 - Margaret River Bushfire Inquiry (Keelty Inquiry)

APPROVED

7.6.4 Amended RKP 2015047 - Shire of Nannup

APPROVED

7.6.5 Amended RKP 2016003 - Shire of Jerramungup

APPROVED

7.6.6 Amended RKP 2016005 - Edith Cowan University

APPROVED

7.6.7 Amended RKP 2016006 - City of Stirling

The Commission **APPROVED** the RKP and the application to retain certain State archives.

7.6.8 Amended RKP 2016007 - South West Development Commission

APPROVED

7.6.9 Amended RKP 2016008 - Shire of Cuballing

APPROVED

7.6.10 Amended RKP 2016009 - Main Roads WA

APPROVED

7.6.11 Amended RKP 2016010 - Town of Mosman Park

APPROVED

7.6.12 Amended RKP 2016012 - City of Busselton

APPROVED

7.6.13 Amended RKP 2016014 - City of Belmont

APPROVED

7.6.14 Amended RKP 2016018 - Shire of Boyup Brook

APPROVED

7.6.15 Amended RKP 2016022 - City of Vincent

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 Director State Information Management (DSIM) advised that the Shire of Coorow RKP review report is overdue from April 2016 and the SRO will continue to liaise with the agency.

The DSIM referred to the ScreenWest RKP Review Report and advised that the SRO is working with the agency to ensure that their recordkeeping is in order in readiness should privatisation proceed.

The Commission **NOTED** the information provided.

7.9 Schedule 3 Recordkeeping Plans

7.9.1 Western Power (Electricity Networks Corporation) RKP 2016001

The Commission **NOTED** the information provided.

8. LEGISLATIVE ISSUES

8.1 SRO input into legislation

Nil

8.2 **St John of God Midland Public Hospital**

The DSIM advised that the Department of Health is yet to respond to the request for a report on recordkeeping commitments required of St John of God Hospital, with respect to the management and operation of the records of patients of the Midland Public Hospital under the new Services Agreement. The DSIM also advised that the SRO has met with the State Solicitor's Office (SSO) to discuss the matter and is awaiting further contact from the SSO.

The Commission **NOTED** the information provided.

8.3 **State Records Act 2000 - Section 76**

The Chair commended the comprehensive paper and invited discussion as to whether the Commission considered that requirements s.76 of the *State Records Act 2000* (the Act) have been satisfactorily administered and whether a reminder to core agencies regarding their responsibilities relevant to s.76 is timely. The DSIM advised that the focus of s.76 is Aboriginal heritage material. Core agencies are considered those that have dealings with Aboriginal people relative to their heritage or family history.

The Commission **AGREED** that the Chair and Commissioner Bluemmel will further consider this issue and present to the Commission.

9. **MANAGEMENT OF STATE ARCHIVES COLLECTION**

9.1 **Recovery of Estrays**

9.1.1 **Estrays - State Library of Western Australia - Government Archives**

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 5 year review of restricted archives under s.37(2)(b) of the Act in the State Archives Collection and **APPROVED** the continuing restricted access status of records under s.37(2) of the Act.

The Commission **NOTED** the list of identified restricted access archives which require clarification regarding time periods.

The Commission also **NOTED** that a report and recommendations about the 5 year review of State archives restricted, as exceptionally sensitive, under s.48(1) of the Act will be tabled at the December 2016 meeting.

10. ESTABLISHING STANDARDS AND GUIDELINES

10.1 Publications Review and Development Register - Extract

The Commission **NOTED** the Register.

10.2 SRC Standards Published

The Commission **NOTED** the out of session approval of SRC Standards 7 and 8 and the *General Disposal Authority for Source Records* with associated documents and the subsequent gazettal of the Standards on 21 June 2016.

11. STATE RECORDS COMMISSION ANNUAL REPORT

11.1 SRC Annual Report 2015 – 2016

The draft 2015 - 2016 SRC Annual report was tabled.

The Commission **AGREED** to provide feedback on the draft annual report by 19 August 2016.

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) has custody of archival records from five previous joint Royal Commissions which involved WA but does not have Ministerial directions or agreement from the States as required under s.22 of the (Cwlth) *Archives Act 1983*. Further, the DSIM outlined the NAA's proposed approach to work with the Department of the Prime Minister and Cabinet to gain agreement for their custody from each of the Premiers in the relevant jurisdictions and the Commission will be updated as the work progresses.

The Commission **NOTED** the update.

12.4 Western Australian Universities - Access Arrangements

The Director Archives advised that a document which sets out the access arrangements in place at the University of Western Australia (UWA) will be developed as a template for other Universities to implement similar access arrangements if they wish to do so. Commissioner McDermott explained that Universities tend to operate differently to other government agencies which do not have a search room or operate like an archive unit, whereas the UWA does. Commissioner McDermott also stated that although SRC Standard 7 provides good protection for the preservation of archives which remain within the agency, Universities do need something more substantial which requires a qualified archivist to maintain the archives and provide access to the public. This requires further discussion.

The Commission **NOTED** the update.

13. PUBLIC PROGRAMS AND OUTREACH ACTIVITIES

13.1 Public programs and outreach activities

The Chair thanked Commissioner McDermott for her commitment to the judging panel for Margaret Medcalf Award and acknowledged the Hon. Helen Morton's attendance at the event. The State Archivist advised that judging panellist, Professor Jane Lydon, had provided positive feedback on the judging process and has agreed to participate in next year's award.

The State Archivist advised that in future years no response to the Geoffrey Bolton Lecture will be given. The Commission supported the decision. Commissioners advised that all will endeavour to attend the lecture.

The Chair commended the excellent media coverage of events.

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.

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

15. NEW BUSINESS

15.1 Strategic Projects Utilising Aconex Project Management Software

The State Archivist advised that a number of government agencies are utilising Aconex project management software for large strategic asset projects and there is concern regarding its capabilities for records management. Further, the SRO is leading a project, on behalf of the Council of Australasian Archives and Records Authorities, to work with Aconex to address concerns and ensure that project information is managed appropriately.

The Commission **NOTED** the proposed project information.

15.2 State Records Commission - Final Meeting - 2016

Providing there are sufficient attendees, the Commission **AGREED** to host a morning tea for SRAC members and deputies at the December 2016 meeting.

The meeting closed at 10.40 am.

NEXT MEETING - Friday 9 December 2016 - South West Room, Alexander Library Building.

SIGNED.....

DATED.....

Mr Chris Field
Chair: State Records Commission