



# State Records Commission

Annual Report  
2017/2018

Dept of Lands and Surveys  
THIS IS AN HISTORIC DOCUMENT  
AND MUST BE ISSUED ONLY BY GREAT CARE  
IT WILL BE SUPERINTENDENT OF MAPPING  
W. V. EYE, Surveyor General.

GUILDFORD  
Site of  
Grown from the survey of

177

North Pt  
BAREHILL  
M. H  
Salt Lakes  
LIGHTHOUSE  
SALMON B  
C. Vlaming  
Parker Pt

No 1

WESTERN AUSTRALIA  
1838  
J. M. H. R. T. H.  
S. I. E.

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State Records Commission of Western Australia

# ANNUAL REPORT 2017/18

Chairperson:  
Chris Field, State Ombudsman

Executive Officer to the Commission:  
Cathrin Cassarchis, State Archivist and Executive Director State Records

State Records Commission of Western Australia

C/- State Records Office of Western Australia  
Alexander Library Building  
James Street West Entrance  
Perth Cultural Centre  
Perth WA 6000

Telephone: +61 8 9427 3636  
Fax: +61 8 9427 3638  
Email: [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au)  
Website: [www.sro.wa.gov.au](http://www.sro.wa.gov.au)

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**Front cover:** Lands Department plans from the State Archives Collection.

**Inside back cover:** Perth Townsite Plan, 1838 (SROWA Cons 3868, Item 288).

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# Chairperson's Foreword



I am delighted to present the 17<sup>th</sup> Annual Report of the State Records Commission (**the Commission**).

Events during the year continued to highlight the importance of good recordkeeping with the State Records Office (**SRO**) providing input into a number of government inquiries and reviews.

On 4 May 2017, the WA government announced a Service Priority Review into the functions, operations and culture of the Western Australian public sector. The SRO's submission to the Review included a *State Information Governance Framework* to support government digital transformation, and *Born Digital, a State Strategy for Managing Government Information and Data*.

Following the release of the report of the Royal Commission into Institutional Responses to Child Sexual Abuse on 15 December 2017, the SRO issued a communication to whole of government regarding a disposal freeze for government records relating to children, subject to amendment of relevant Disposal Authorities.

On 20 February 2018, the government tabled in Parliament a report on a *Special Inquiry into Government Programs and Projects*, led by former Under Treasurer John Langoulant AO. The report identified specific findings and recommendations on recordkeeping. The report is a valuable reminder of the need for good recordkeeping.

A Preservation Needs Assessment of the State Archives Collection undertaken by the SRO this year has highlighted the conservation and reformatting requirements for State archives, with some parts of the Collection at risk of information loss unless action is taken.

Further, the SRO has worked to support government through the process of records management changes required by machinery of government changes. The Commission acknowledges the Department of Communities which seconded a member of staff from February to June 2018 to assist in this work.

This year, Commissioner Colin Murphy's term as Auditor General ended. He was an exceptional leader of the Commission, having served as Chairperson from March 2007 to March 2016. Colin's legacy, both as Auditor General and as Chairperson of the Commission for nearly a decade, represents an immeasurable contribution to good public administration in this State. Sven Bluemmel, Information Commissioner, departed in September 2017 to take up the position of Victorian Information Commissioner. I am indebted to him for his long service on the Commission and his highly valued contribution as a Commissioner.

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Lisa Ward commenced in the position of A/Information Commissioner from 3 April 2018 and, accordingly, as a State Records Commissioner, and has already made a significant contribution to the Commission.

I welcome the appointment of Caroline Spencer to the role of Auditor General and, accordingly, as a State Records Commissioner. Caroline is featured in the Commissioner profile later in this report. Caroline brings outstanding skills and experience to the Commission.

We are very grateful to Cathrin Cassarchis, State Archivist and Executive Director State Records, and her staff, for supporting the Commission this year. Both the State Archivist and her staff continue to perform at a very high level, for which we are deeply appreciative.

The effective management of the State's information allows government to create, find, use and re-use information for as long as it is required, ensuring those records of government business with permanent value are identified and preserved as State archives for the benefit of the community both now and in the future.

I finish my overview of the Commission's work this year with a personal reflection. During the period October 2017 to April 2018, the position of A/Information Commissioner was held by Su Lloyd and, accordingly, Su held the position of State Records Commissioner. Tragically, Su passed away in May 2018. Su's life was truly one well-lived. Prolific in both her professional and personal achievements, she made conspicuous contributions to good recordkeeping in this State during her time on the Commission. Su was loved and admired by family, friends, colleagues and staff. Her loss is a matter of profound sadness but also an opportunity to acknowledge, and appreciate, a life committed to serving the public.

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Chris Field

Chairperson, State Records Commission  
September 2018

# Strategic Focus

## Royal Commission into Institutional Responses to Child Sexual Abuse

The SRO has had significant input into advising on ownership and custody issues and other recordkeeping requirements relating to the Royal Commission into Institutional Responses to Child Sexual Abuse. The Final Report of this Royal Commission was handed down on 15 December 2017, containing 23 recommendations related to recordkeeping and information sharing.

The SRO is also represented on a working group, coordinated by the Department of the Premier and Cabinet, to address whole-of-government issues arising from the recommendations contained in the Final Report. In the interim, the State Archivist has issued a Disposal Freeze for all government agency records concerning the care, education, supervision, and treatment of children and records relevant to actual or alleged cases of child sexual abuse. This freeze affects all State and local government agencies.

## Machinery of Government

Machinery of Government (MOG) changes took effect on 1 July 2017. This resulted in 41 State government agencies consolidating into 25 entities, including 11 new or restructured Departments. As noted in the previous year's Report, it is critical that the provenance of government information is not lost during this time of significant change, and that future government information is captured and managed appropriately.

Accordingly, during the year the SRO provided a consultancy and advisory service to assist agency personnel to meet information management requirements during the MOG process.

## Born Digital Strategy

During 2017, the SRO prepared a *Born Digital State Strategy for Managing Government Information and Data* (the Strategy) to set a new direction for information management across government. The Strategy was developed to help modernize records management practices across the government sector and to transition agencies to fully digital recordkeeping environments. The Strategy outlines high level objectives for the improved management of government's digital information and data, and to significantly reduce the creation of further paper-based records to address duplicate cost, storage and management issues. In 2010, the total quantity of government's temporary records equated to 75 linear kilometres. Today, that volume equates to 130 linear kilometres of temporary records. There is much to be done to address this issue and assist agencies in transitioning to fully digital recordkeeping environments.

In July 2017, the SRO issued a draft version of the Strategy to a representative selection of government agencies for an initial round of stakeholder feedback. Revisions were made to the Strategy as a result of this initial consultation phase. The draft Strategy was released to all State and local government agencies in December 2017 for the second round of stakeholder feedback and further revisions were made in response to this feedback.

Responses showed that 86% of government agencies supported the Strategy and its direction and commented on its usefulness. However, many agencies qualified their support by stating they would require increased guidance from the SRO to support implementation of the Strategy's objectives, as well as additional resources to transition to full digital recordkeeping environments if working to a predetermined timeline. While a timeline of 2022 was initially envisaged for agencies to achieve the Strategy's objectives, consultation indicated that some agencies would struggle to meet this target.

It is intended that the Strategy be supported by a suite of guidelines to assist agencies achieve a well-managed transition to fully digital information management environments, as well as the establishment of new collaboration and information sharing structures across government to improve agency capability.

The Commission will play a key role in leading this transition through its regulatory functions under the *State Records Act 2000*. In 2018-19, with Machinery of Government changes settled, the Commission looks forward to the Strategy being progressed with central government.



# About Us



**Left to right:** Caroline Spencer, Justine McDermott and Chris Field

The Commission was established in July 2001 under Part 8 of the *State Records Act 2000*. 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 2017-18 the Commissioners were:

### **Mr Chris Field**

Parliamentary Commissioner for Administrative Investigations (Ombudsman) – Chair of the Commission since March 2016

### **Mr Colin Murphy**

Auditor General until May 2018

### **Ms Caroline Spencer**

Auditor General, appointed May 2018

### **Mr Sven Bluemmel**

Information Commissioner until September 2017

### **Ms Su Lloyd**

Acting Information Commissioner, September 2017 – April 2018

### **Ms Lisa Ward**

Acting Information Commissioner, appointed 3 April 2018

### **Ms Justine McDermott**

Governor's Appointee to the Commission

The Commissioners' personal profiles can be viewed on the SRO website at [www.sro.wa.gov.au](http://www.sro.wa.gov.au)

# Commissioner Profile – Caroline Spencer *BBus, FCPA, CA, GAICD, FGIA*



The role of Auditor General is a position I feel immensely privileged to hold. My passion lies in promoting accountability and continuous improvement across the public sector and the audit profession – to enhance trust and performance for the benefit of the communities we serve.

Under s58 (a) of the *State Records Act 2000*, the Auditor General is an ex-officio member of the State Records Commission. This is a role I have taken on with great enthusiasm, as I am eager to support the proper safeguarding, retention and integrity of official records.

Public sector entities use public funds to provide services, deliver programs and manage assets. Good records support good decision-making, effective business practice and improve accountability and efficiency – they are a cornerstone of good governance.

Public sector auditors all too often identify poor recordkeeping practices. In my role as Auditor General and a State Records Commissioner, I will continue to raise this matter with agencies, local governments and ultimately Parliament to seek continuous improvement in this important aspect of public administration.

I have worked in small and large professional services firms in Sydney and Canberra, undertaking engagements across Australia and overseas in the private, public and non-profit sectors. It was my move to Canberra with one of the then 'Big 5' accounting firms that sparked my deep interest in the public sector. I enjoyed the challenge of engaging with matters on a whole-of and cross-jurisdictional scale, examining agencies and programs that deliver essential services and have an impact on people's lives.

I co-founded a professional services firm 10 years ago and led a team of financial and performance audit professionals specialising in public sector audit and governance. I have held appointments on a number of public sector boards and audit committees. In 2015, I was appointed by the Parliament of Western Australia to lead the first statutory review of the performance of the Office of the Auditor General.

In my auditing work across jurisdictions and regions, I continue to see the social and economic impact of the vagaries of the seasons and the value of resilient rural communities, which was impressed upon me from an early age. I was raised in Sydney with roots in rural NSW – although we lived in the city, my parents were partners in a 4000-acre beef cattle property until I was 11 years old, and we spent many weekends and holidays there.

I moved with my husband and two sons to Western Australia in May 2018 to commence my 10-year term as the State's 19<sup>th</sup> Auditor General. We are looking forward to further exploring this magnificent state and discovering its unique places and stories.



# What We Do

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The Commission's functions are set out in Part 8 of the *State Records Act 2000* and include:

- Approving government organizations' Record Keeping Plans;
- Approving the legal disposal of government records;
- Monitoring the operation of and compliance with the Act;
- Monitoring compliance by government organizations with their respective Record Keeping Plans;
- Inquiring into breaches, or possible breaches, of the Act;
- Establishing principles and standards for the governance of record keeping by State organizations; and
- Determining the access status of certain State archives.

The Commission holds regular meetings each year, including one in regional Western Australia when possible.

The minutes of each meeting may be viewed on the SRO website at [www.sro.wa.gov.au](http://www.sro.wa.gov.au)

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The Commissioners also attend events with the aim of enhancing public sector and community awareness of the work of the Commission and the benefits of the Act.

## 24 October 2017

Commission meeting held in Perth.

## 14 November 2017

Commissioners Field and McDermott attended the Geoffrey Bolton Lecture, delivered by Professor Stuart Macintyre at Government House.

## 8 December 2017

Commission meeting held in Perth.

## 22 March 2018

Commissioner Murphy attended the W.S. Lonnie Awards presentation.

## 23 March 2018

Commission meeting held in Perth.

## June 2018

Commissioner McDermott participated in the judging of the 2018 Margaret Medcalf Award.

## 28 June 2018

Commissioners Field, Ward and McDermott attended the presentation of the 2018 Margaret Medcalf Award.

# Our Operating Environment

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In performing its functions the Commission is responsible for ensuring, as far as possible, a high standard of record keeping is maintained in almost 300 government agencies and statutory organizations (including 140 local government authorities), in order to best serve the interests of the people of Western Australia.

These State and local government entities employ over 100,000 people who produce or receive government information in a variety of formats, including conventional paper files, microfilm, maps, plans, photographs, audio recordings and an ever increasing volume of digital records in numerous formats.

In administering the *State Records Act 2000*, the Commission has established a framework which places primary responsibility for effective record keeping on government agencies. The SRO offers substantial support to agencies to ensure compliance. This support may take the form of Standards, Guidelines, templates, fact sheets, advisory services, consultancy or training.

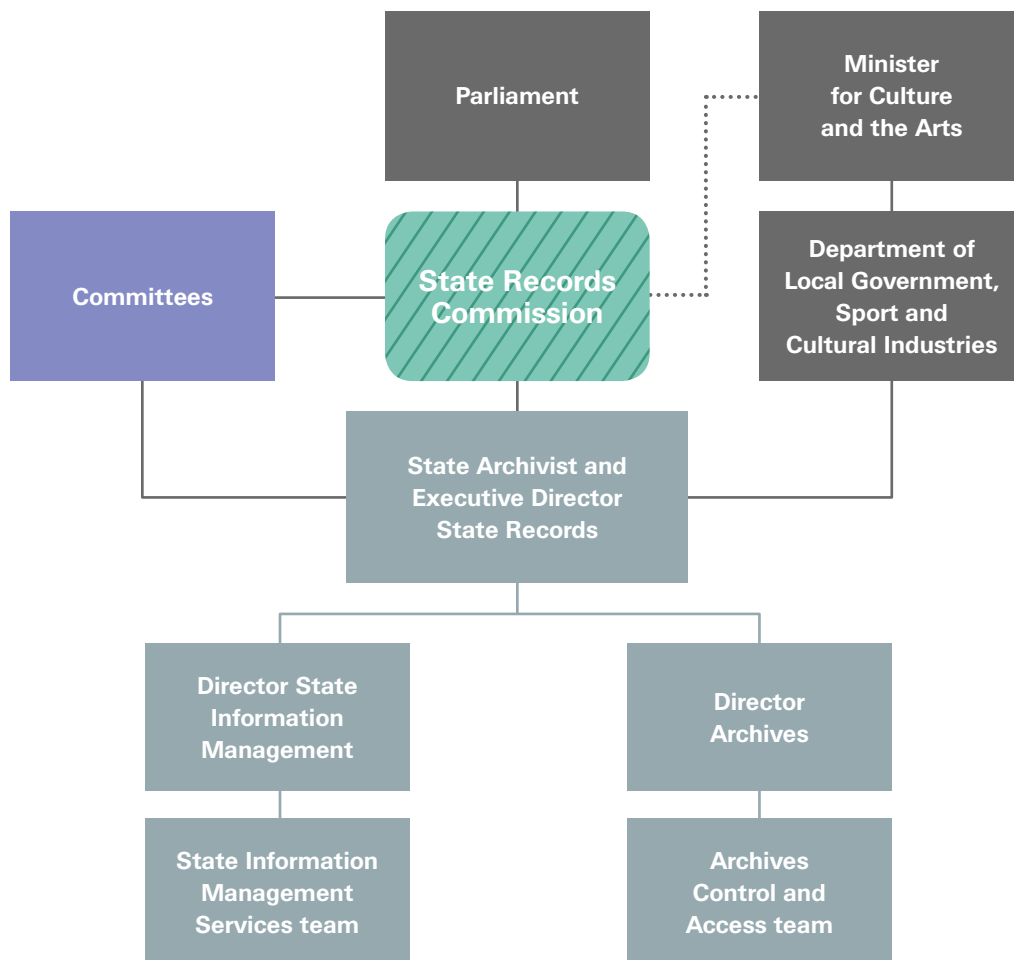
# Our Clients

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## The Commission's clients consist of:

- State Parliament;
- Western Australian public sector organizations;
- Government trading enterprises;
- Local government authorities and elected members;
- A range of statutory offices, including the Governor's Establishment; Ministerial offices; Commissions; and Committees of Inquiry; and
- The people of Western Australia, who are able to access information in the State Archives Collection and ultimately benefit from the principles and standards by which State archives are selected and preserved.

# Our Relationship with the State Records Office



**Figure 1:** Representation of the Commission’s role in the reporting framework established by the Act

Part 9 of the *State Records Act 2000* establishes the entity called the State Records Office and prescribes the functions and role of the head of the SRO. Alongside other functions under the Act, the State Archivist and Executive Director State Records is the Commission’s Executive Officer, providing advice and support to the Commission. The State Archivist and Director State Information Management formed the Executive Secretariat to the Commission. These positions host and support the Commission’s meetings, functions and activities, with the State Archivist reporting to the Commission on matters concerning the operation of the Act and providing technical advice and administrative support as required.

A cornerstone compliance requirement of the Act is the mandate for each government organization to have a Record Keeping Plan.

The Record Keeping Plan must identify all records created and received by the organization; explain the format and content of those records; how they are managed in the context of organizational functions; specify a retention and disposal action for each type (class) of record; and describe management, security, and legal disposal processes for recorded information in all formats.

The State Archivist oversees monitoring and evaluation of agency compliance on behalf of the Commission and presents compliance and suspected breach reports to the Commission regarding agency practice.

For further information on the operation of the SRO see the Annual Report for the Department of Local Government, Sport and Cultural Industries.

# Key Performance Areas

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The following outlines activities carried out by the Commission during 2017-18 in meeting the requirements of the *State Records Act 2000*.

## 1. Government Record Keeping

### Evaluation and Approval of Record Keeping Plans

Under section 61 of the Act, the Commission must establish principles and standards for the governance of record keeping by State organizations and provide guidelines to assist the compilation of Record Keeping Plans.

A Record Keeping Plan describes an agency's record keeping systems, disposal arrangements, policies and practices and indicates whether records are to be retained permanently in the State Archives Collection, or destroyed. It also contains recommendations about records to be treated as restricted access archives.

Under the Act, government organizations are required to submit Record Keeping Plans for approval by the Commission. As part of a continuous cyclical process, a Record Keeping Plan must be reviewed within five years of its approval date (or previous review), with a report of the review to be submitted to the Commission. This year, 38 agencies were required to review their Plans (see Appendix 1).

During 2017-18 the Commission approved 44 new or amended Record Keeping Plans and the continuation of a further seven requiring no amendment. In addition, 17 Record Keeping Plan review reports were considered by the Commission (see Figure 2). These figures include 22 amended or reviewed Record Keeping Plans submitted in the previous year which, due to meeting schedules, the Commission dealt with during the 2017-18 period.

Due to the Machinery of Government changes a total of eight new organizations were required to submit Record Keeping Plans within six months of their creation date and all eight organizations complied (see Appendix 2).

In the coming year, 2018-19, a total of 41 agencies will be required to review their Record Keeping Plans (see Appendix 3).

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### Disposal Authorities

Disposal Authorities are an integral part of an organization's Record Keeping Plan. All State records must be disposed of in accordance with an approved Disposal Authority. Disposal Authorities may take the form of a:

- General Disposal Authority;
- Retention and Disposal Schedule;
- Sector Disposal Authority;
- Ad Hoc Disposal Authority; or
- Disposal List.

### General Disposal Authorities

Two general disposal authorities operate in the Western Australian government sector – the *General Disposal Authority for State Government Information*, which covers common administrative records across all State public sector organizations; and the *General Disposal Authority for Local Government Records*, which covers all records of all local government organizations in Western Australia.

During 2017-18, the Commission approved amendments to both Authorities, to align the minimum retention period for the keeping of CCTV footage with the State CCTV Strategy and the Australia New Zealand Policing Advisory Agency's *Recommendations for CCTV Systems*.

### Sector Disposal Authorities

The program to develop a range of Sector Disposal Authorities (SDAs) across State government continued during the year with the SRO developing three new SDAs, as well as the revision of three existing SDAs.

SDAs are developed by the SRO and cover records common to a group or sector of like organizations which operate with common functions.

An SDA for Reviews, Investigations and Special Inquiries was approved by the Commission in October 2017, and covers the records of any review, investigation or special inquiry established by the Western Australian Government.

In March 2018, the Commission approved a further two new SDAs – an SDA for the Racing, Gaming and Wagering, and Liquor Regulators, and an SDA for Water Services Corporations.

## RECORD KEEPING PLANS AND DISPOSAL AUTHORITIES ACTIONED



**Figure 2:** Record Keeping Plans and Disposal Authorities Actioned

-  Disposal Authorities
-  Record Keeping Plans for State Government agencies
-  Record Keeping Plans for Local Government agencies

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These two SDAs will service a total of eight agencies, eliminating a significant ongoing workload for those individual organizations. Work on the SDA for Strategic (or major construction) Projects continues.

In October 2017, the Commission approved three fully revised SDAs for Port Authorities, Cemetery Boards and University Student Guilds.

The sector disposal authority program includes SDAs developed by agencies in close liaison with the SRO. These include SDAs for Court and Tribunal Services, Western Australian Universities and State Training Providers.

Since its inception, the SDA program has realized a total of 12 SDAs which cover the core business records of approximately 70 government organizations (see Figure 3).

## Retention and Disposal Schedules

Unless records are covered by a General Disposal Authority or a Sector Disposal Authority, State government organizations are required to develop Retention and Disposal Schedules to authorize the disposal of their core business (or functional) records.

Following advice from the SRO and the State Records Advisory Committee (see page 23), the Commission approved seven Retention and Disposal Schedules during 2017-18. The Commission also approved amendments to four Retention and Disposal Schedules.

The SRO worked closely with the Department of the Premier and Cabinet (DPC) to develop a Retention and Disposal Schedule for the records of Royal Commissions. Approved by the Commission in October 2017, this Schedule covers the records of all Western Australian Royal Commissions and will be used retrospectively for Royal Commission records in the custody of the DPC.

Also during the year, the SRO worked closely with the records and archives authorities of all other State jurisdictions to finalize a Retention and Disposal Schedule for the core business (functional) records of the National Registration and Accreditation Scheme for Health Practitioners. Approved by the Commission in December 2017, this Schedule also provides for the Public Records Office of Victoria to be the repository for archival records relating to the Scheme.

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## Disposal List

During 2017-18, the Commission approved one Disposal List, to authorize the destruction of a quantity of irreparably damaged records at West Leeming Primary School.

See also Appendix 4 for further detail on the progress of disposal authorities during 2017-18.



**Figure 3:** Sector Disposal Authorities (SDAs) and government agency coverage

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## Advice, Consultancy, Training and Publications

### Royal Commission into Institutional Responses to Child Sexual Abuse Working Group

On 15 December 2017 the Royal Commission into Institutional Responses to Child Sexual Abuse presented its final report to the Governor-General, the culmination of a five year inquiry into institutional responses to child sexual abuse and related matters.

Volume 8 of the final report examines the records, recordkeeping and information sharing of institutions that care for, or provide services to, children and contains 23 recommendations.

The Council of Australasian Archives and Records Authorities (CAARA) Royal Commission Working Group, which includes the SRO, continued its work during 2017-18 advising the Royal Commission on matters relating to recordkeeping and the custody of its records. Since the release of the final report, the Working Group's focus is on the implementation of the recommendations outlined in Volume 8, particularly Recommendations 8.1 to 8.5.

As part of the implementation of the recommendations, on 5 April 2018, the State Archivist and Executive Director State Records issued a disposal freeze for government records relating to children. The freeze applies to all Western Australian State and local government organizations, and outsourced agents creating or maintaining relevant records for these organizations.

On 27 June 2018, the State Government announced its response to the Royal Commission's 409 recommendations, in which it accepts or accepts in principle all 23 recommendations related to recordkeeping and information sharing.

### Machinery of Government (MOG)

Announced in April 2017, the first round of Machinery of Government (MOG) changes to consolidate 41 departments to 25 came in effect on 1 July 2017.

This significant reform resulted in multiple agency amalgamations, transfer of functions and services, staff moving to other entities and in some cases agencies being abolished altogether.

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Concomitant with such large-scale change was the overriding need to not only preserve and protect the provenance and ownership of 'defunct' agencies' recorded information, but also establish adequate and appropriate platforms and frameworks for the 'new' agencies' management of recorded information.

During the transformation, and with the support of the Department of Communities who seconded an officer to the SRO from February to June 2018, the SRO engaged with several newly formed State government organizations to:

- guide agency personnel on the preservation and protection of the provenance and ownership of their information assets;
- outline challenges and risks in managing and preserving records while organizations were being abolished or amalgamated; and
- advise on a range of cost effective record keeping measures moving forward.

### Local Government Elected Members Induction Video

During 2017-18, the SRO re-issued its Local Government Elected Members Induction video to assist local governments outline recordkeeping responsibilities for their Elected Members.

### Update to the State Records Office Digitization Specification

Following consultation with the Department of Finance, the SRO amended its *Digitization Specification* (to be used in conjunction with the *General Disposal Authority for Source Records*) to specifically address low value/high volume receipts and proof of purchase records. The amendment allows for the destruction of original hard copy receipts once reproductions have been created and processed using devices such as mobile phone cameras.

### Record Keeping Training

The Commission notes a sustained level of enquiries and requests for the provision of training for agencies.

With limited resources, the SRO was unable to meet all 14 training requests received during 2017-18 but did deliver targeted record keeping training presentations to the Shire of York; the Perth Theatre Trust; and the City of Canning.



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## Monitoring Compliance with the State Records Act 2000

Under section 60(1) of the Act, the Commission is required to monitor the operation of the Act and compliance by government organizations with their Record Keeping Plans.

The Commission continues to rely on the Record Keeping Plan review cycle and the investigation of suspected breaches as the chief mechanisms for ensuring agency compliance with the Act. The Commission is of the view that a complementary compliance monitoring regime should be implemented as soon as resourcing permits.

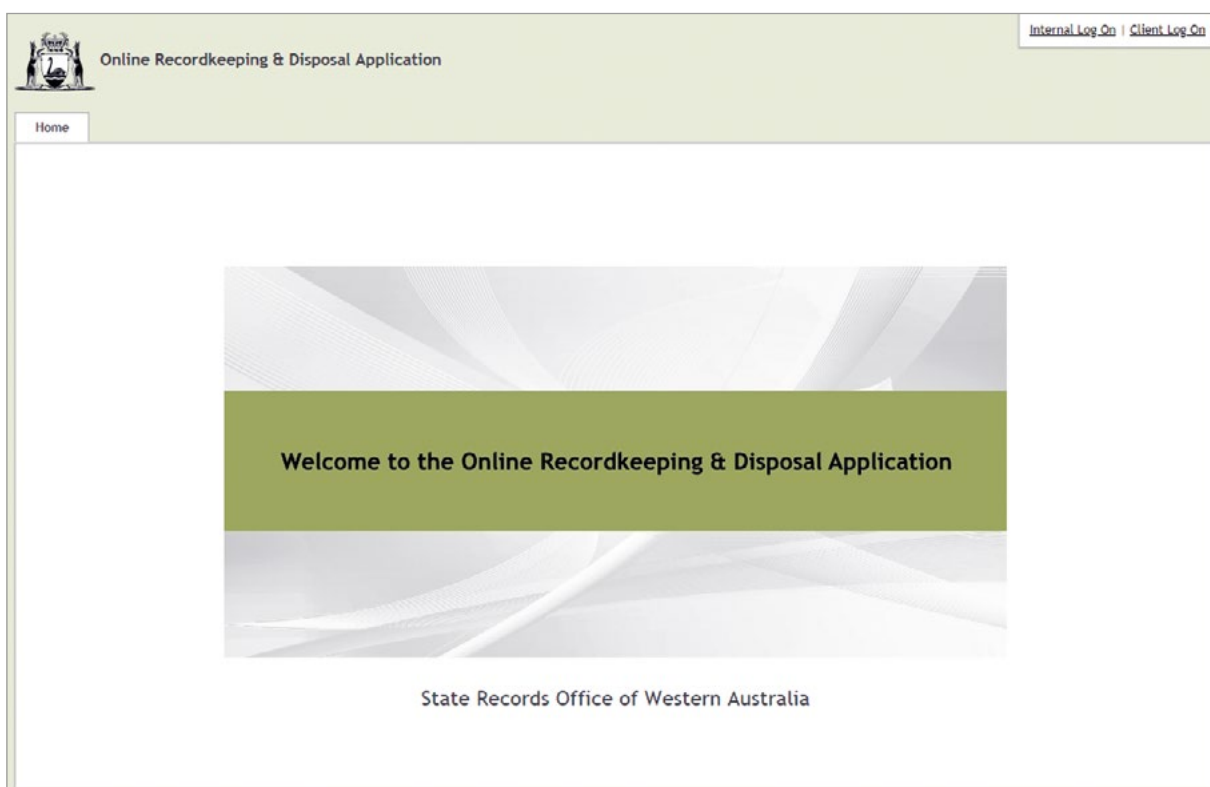
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## Online Record Keeping Plan Module

During 2017-18, the SRO oversaw the development of a new software module that will form part of the SRO's existing Online Retention and Disposal Application (ORDA). ORDA is a web-based system that allows government agencies to draft and submit their disposal authorities to the SRO for review and associated approval processes. The SRO developed and commenced using ORDA in 2012. Since then, agency Disposal Authorities have been prepared via this system instead of using traditional document-based submissions.

The new module will allow agency Record Keeping Plans and associated information to be developed, submitted and revised through ORDA. Importantly, this also means Record Keeping Plan information will be in a database form that can be better analyzed and reported upon across government sectors. Government agencies will also have the ability to benchmark their recordkeeping capabilities against a broader framework, such as measuring how they compare to whole-of-government or their sector.

The major development work for this new module has been completed with final testing being carried out before a phased roll-out of the new module in the latter half of 2018.



## 2. State Archives Collection

The SRO holds the largest documentary heritage collection in the State comprising approximately 15 linear kilometres of permanent-value official records from over 2,000 government agencies since colonization in 1829. State archives are the significant records of government business which have ongoing evidential and cultural value. The State Archives Collection provides evidence of government activities and its interaction with citizens. It supports a wide range of research needs, including family history, heritage, legal, scientific and other community purposes. The use and re-use of State archives by government agencies provides ongoing support to the business of government.

The ongoing management and preservation of the State Archives Collection is conducted in accordance with the SRO's approved Archives Keeping Plan which was approved by the Commission in 2014. The Plan sets out how State archives are managed, preserved and made accessible for government and the community.

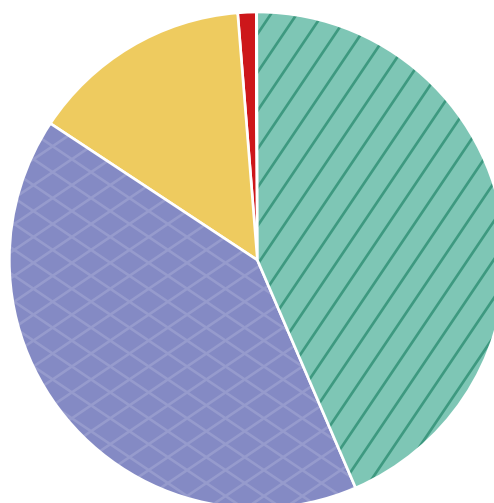
The Archives Keeping Plan has identified that over the past ten years the delivery of specialized preservation services to help maintain the State Archives Collection has had reduced resources allocation. Currently, the SRO is unable to conduct a routine conservation program to support the ongoing protection of fragile items, whether analogue or digital, in the State Archives Collection, and this remains a matter the Commission draws attention to.

In order to support the proper maintenance of the Collection, during 2017-18 the SRO appointed a conservator to undertake a Preservation Needs Assessment of the Collection.

Work on the Preservation Needs Assessment commenced in early February 2018, with a program to sample the Collection and assess its condition. A report was presented at the end of June 2018 in which a condition rating was assigned for items in the State Archives Collection. Four condition levels are identified – good; fair; poor (being unstable and showing signs of deterioration with action advisable); and unacceptable (archives extremely vulnerable and too fragile to issue for use by researchers). While the number of items in an unacceptable condition was small, a significant proportion were categorized as being in a poor condition, where there is a risk of information loss.

The report recommended rehousing of archives – particularly the plan collections - as the most cost efficient way to minimize damage and provide maximum benefit across the Collection.

## CONDITION RATINGS FOR STATE ARCHIVES STORED AT THE ALEXANDER LIBRARY BUILDING



● Good ● Fair ● Poor ● Unacceptable

Other areas of significant concern included the condition of machine readable formats, such as magnetic tapes, found in some consignments (such as Royal Commissions). These items are at significant risk due to inherent vulnerability of obsolete formats (held on reel-to-reel, standard cassette tape and mini cartridges), their age and inappropriate housing. The report concluded that there is an urgent need to migrate the information on these tapes to digital form.

Finally, while a new storage facility for the State Archives Collection could address many of the current inadequacies, particularly in terms of housing items which don't readily fit the current storage options, the report notes the need for a routine conservation program. While it is acknowledged that appropriate rehousing will provide the greatest benefit to the collection, some level of conservation expertise is still required to repair the most significant and high use items, prepare vulnerable items for digitization, and to deal with issues such as mould which have Occupational Safety and Health implications.

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## Re-boxing the Collection

In response to preliminary recommendations identified through the Preservation Needs Assessment, in April 2018 the SRO employed a contractor to commence a re-boxing project. The contractor started with material that had been digitized for the former Department of Aboriginal Affairs, before moving to priority items in the collection. Work on re-boxing the State Archives Collection into acid-free boxes to assist preservation needs requires an ongoing, long-term conservation program.



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## State Archives held by Government Organizations

The SRO has been unable to accept transfers of State archives from government agencies since 2001 owing to lack of archival-quality storage space. This backlog of State archives awaiting transfer remains generally inaccessible to the Western Australian community.

There remains approximately 58 linear kilometres of State archives, comprising millions of individual files, plans and other records (some dating back to the 1800s), in the custody of individual government organizations.

The annual increase of State archives awaiting transfer to the SRO is estimated to be between 1.5 to 2 linear kilometres. The accumulation of State archives within agencies means vital information of personal, business and community importance is significantly less accessible to the public.

The Commission also notes the requirement for a Digital Archive solution to accept transfer of increasing quantities of data held across government agencies.

**Plans and magnetic tapes identified as being in poor physical condition, as found by the SRO's Preservation Needs Assessment.**

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## Estrays

Estrays are government records that have been removed from official custody, either deliberately or by mischance.

This year, the following estrays were returned to government custody:

- WA Government Railways Civil Engineering Branch staff service cards from the Northam area (c.1945 - c.1985);
- WA Government Tramways architectural, engineering and route plans (1898 - 1945); and
- Transcripts of speeches given by the former Director-General of the Department of Education (1990 - 1993).

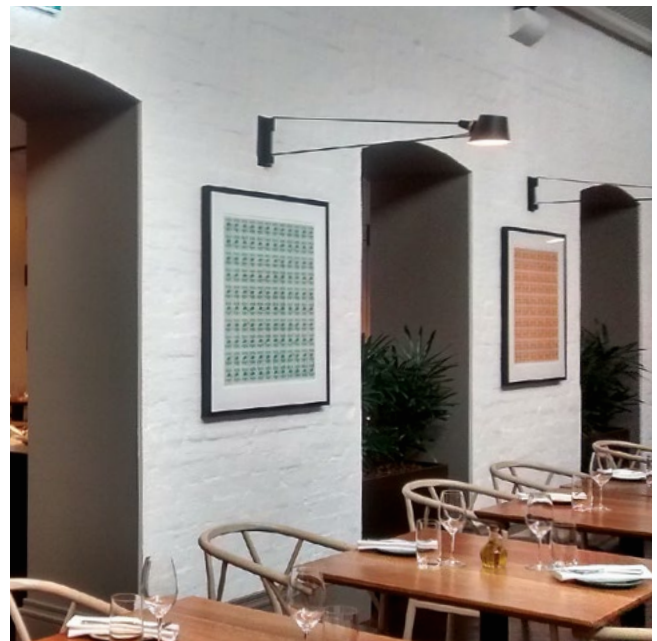
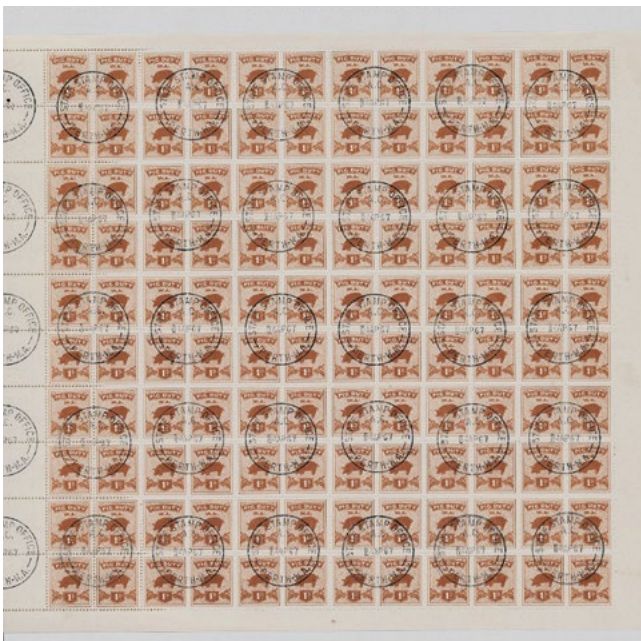
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## State Archives in the custody of the State Library of Western Australia

When the *State Records Act* was first enacted in 2001, arrangements for the transfer of government archives from the State Library of Western Australia to the State Archives Collection were established through the *State Records (Consequential Provisions) Act 2000*. However some State archives, such as government photographic collections, remained in State Library custody. Under the transitional provisions of the Act, these archives should have been transferred to the custody of the SRO.

In 2015-16 the SRO and the State Library established a project to transfer custody of those State archives still held by the State Library of Western Australia to the SRO. The project will ensure that legislative requirements have been fulfilled and that government archives with the State Library are united with other relevant State archives to preserve their context and provide improved accessibility to government and the community.

Although no transfers to the SRO were made during 2017-18, in June 2018 the State Library confirmed its commitment to the transfers project with an agreement to revise the project work plan and allocate resources in 2018-19.



An example of livestock duty stamps (*left*) in the State Archives Collection. Reproductions of these stamps were incorporated into the interior design of Post Restaurant in the Old Treasury Buildings in Perth in late 2017.

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### 3. Broaden Access to our Services

The SRO continues to provide a State-wide access to archives service to the community through its Perth Search Room and the digitization-on-request program. In addition, the SRO has supported a number of digital humanities projects throughout the year that make use of State archives for significant research undertakings, including:

- The Digital Panopticon project led by the University of Liverpool, which utilizes Convict records to allow data visualization and exploration of crime and criminal justice in the past;
- The Prosecution Project led by Griffith University, using Supreme Court criminal records as part of a larger dataset to allow analysis of patterns of crime, prosecution and punishment over long periods of time;
- The Nyungar Letters project led by Curtin University, which uses historical letters written by Nyungar people to showcase the significance of the past writings; and
- The Architecture of the Archives project led by the University of Western Australia, which used the SRO as a case study for first year architecture students to develop proposed designs for a new SRO Search Room as part of their course requirements.

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### Managing the online catalogue

This year, the SRO's online catalogue saw a number of small consignments added to the system. These included items from an emergency transfer of material from the Egg Marketing Board, as well as earlier transfers from the State Library of Western Australia as part of the Separation of Collections project. A number of consignments that had been transcribed from the hardcopy listings as part of the SRO's previous work experience project were also added to the online catalogue. In the latter half of this year, the SRO catalogue was moved from the Department of Local Government, Sport and Cultural Industries' infrastructure to Amazon Web Services (AWS). This decision was made in accordance with the Government's preference for cloud based services.



Mark Sawyer (*right*), Lecturer at the University of Western Australia (UWA) School of Design with Ericka Palma, UWA architecture student, at the end of semester exhibition of student works held at UWA on 22 June 2018.

# Geoffrey Bolton Lecture

Each year the State Records Office hosts a lecture in honour of the distinguished Australian historian, Emeritus Professor Geoffrey Bolton AO, 1931-2015. The lecture series recognizes Professor Bolton's long period of use and promotion of archives, his service on various committees of the State Archives, and his overall contribution to the promotion of Australian history and culture.

The aims of the Geoffrey Bolton Lecture are twofold: to encourage the expression of ideas and debate about the meaning and nature of history, culture and society, grounded in archival research; and to provide archival and historical context to national debate on contemporary issues.

Since 2004 the lecture series has lifted the profile of archives and record keeping in Australia, and promotes debate about the use and interpretation of archives, in what is now a nationally important forum.

The 2017 Geoffrey Bolton Lecture was delivered by one of Australia's most eminent historians, **Professor Stuart Macintyre**, on Tuesday evening **14 November 2017** at the Government House Ballroom in Perth. Professor Macintyre is Emeritus Laureate Professor of the University of Melbourne and is Professorial Fellow of its School of Historical and Philosophical Studies.

Speaking on the topic *From Bolshevism to Populism: Australia in a century of global transformation*, Macintyre described the history of the Bolshevik Revolution in 1917 and the influence of Marxism and Communism in the decades to come, including in Western Australia; drawing on the life of WA unionist Paddy Troy who became a Communist, and on that of Geoffrey Bolton who did not, outlining some of the reasons why they followed different paths. Professor Macintyre's address also covered current so-called populist movements, describing their rise since the fall of Communism in Europe in the 1980s and 1990s. The Lecture was recorded for broadcast and podcast by ABC Radio National's Big Ideas program and was broadcast on 23 January 2018.



Professor Stuart Macintyre delivering the 2017 Geoffrey Bolton Lecture.  
Photograph: Bohdan Warchomij



Geoffrey Bolton Lecture 2017: front row (*left – right*): Mrs Carol Bolton, Mr Chris Field; State Ombudsman, Professor Stuart Macintyre AO, Ms Cathrin Cassarchis; State Archivist and Her Excellency the Honourable Kerry Sanderson AC, Governor of Western Australia.  
Photograph: Bohdan Warchomij

# Margaret Medcalf Award

The annual Margaret Medcalf Award was established by the State Records Commission in 2003 and is hosted by the SRO. The Award is presented for excellence in referencing and research, and honours Miss Margaret Medcalf OAM, the second State Archivist for Western Australia (from 1971 to 1989), for her valuable contribution to the development of archives in Western Australia. Works nominated for the Award must demonstrate use of archival sources and use of the State Archives Collection in particular. Nominated works may be published or unpublished, fiction or non-fiction and may comprise any format i.e. book, article, conference paper, website, index, etc.

This year marks the 14<sup>th</sup> anniversary of the award's presentation. The variety of the nominations reflects the diverse nature of the archives themselves and the quality of entries continued to delight the judges.

The judging criteria for the award are:

- **Level of use of the State Archives Collection**  
How much does the work rely on archival sources for its argument? What proportion of the cited works are State archives?
- **Use of referencing**  
How well does the work reference the sources in the State Archives Collection? How easy would it be to locate the archival sources the author references?
- **Level of contribution to knowledge**  
This includes the contribution to our collective historical, cultural and heritage knowledge bases.
- **Original use of the State Archives Collection**  
Does the work use new archival material or use different sources to answer questions or highlight issues? Is well known archival material dealt with in a new or different way?
- **Presentation**  
How well has the work been crafted? How well does it stimulate interest in the material? Does the work have community appeal?

On 28 June 2018 the Hon. David Templeman MLA, Minister for Culture and the Arts, announced the winner of the 2018 Margaret Medcalf Award at a presentation ceremony before invited guests. For the third time in its history, the award was given jointly.

Dr Joanna Sassoon for her book *Agents of Empire. How E.L Mitchell's Photographs Shaped Australia*

"Dr Joanna Sassoon's book is a rigorous study on the photographs produced by Ernest Lund Mitchell in the early decades of the 20<sup>th</sup> century. These emblematic historical photographs of Australia had an important role in the processes of nation and empire building. A beautifully produced work, its rich images and accessible narrative constitute a landmark book that will appeal to many readers in Australia and overseas."

*Judges' citation*

Dr Leigh Straw for her book *After the War: Returned Soldiers and the Mental and Physical Scars of World War 1.*

"Dr Leigh Straw's book provides a fresh perspective upon Australia's military history, revealing the lasting trauma of participation in the First World War, not just for the returned soldiers, but for their families and the community more widely. Focused on Western Australia, it also links to the larger historiography of war in an engaging and beautifully written account."

*Judges' citation*



The Hon. David Templeman MLA (*left*) with Chris Field, State Ombudsman and Chair of the Commission.

Photograph: Bohdan Warchomij

# W.S. Lonnie Award for Excellence in Compliance Reporting

The Institute of Public Administration Australia – WA (IPAA WA) recognizes excellence in annual reporting by the public sector through its W. S. Lonnie Awards. The Commission has sponsored a specialist Lonnie Award since 2006. This Award aims to recognize excellence in agency annual reporting against the compliance requirements of the Commission’s Standard 2, Principle 6.

The annual reports of all State government organizations were considered for the Award, with an initial shortlist yielding the reports of 38 organizations. Following further evaluation, a final shortlist of seven was considered by a judging panel. The reports were evaluated against the following criteria:

- The efficiency and effectiveness of the organization’s record keeping systems are evaluated not less than once every five years;
- The organization conducts a record keeping training program;
- The efficiency and effectiveness of the record keeping training program are reviewed from time to time; and
- The organization’s induction program addresses employees’ roles and responsibilities in regard to their compliance with the organization’s Record Keeping Plan.

At the W S Lonnie Awards function on 22 March 2018, the Commission’s Award was presented to the **Western Australian Treasury Corporation (WATC)**. The judging panel considered that the WATC provided a remarkably impressive account of its programs, particularly considering the small size of the organization.

The WATC received a commendation for the State Records Commission Award in 2017. The agency’s annual report statement builds upon the information provided last year, outlining the technical and functional review of the corporate recordkeeping system, as well as the continued implementation of recommendations arising from their 2017 external compliance audit.

In addition, the WATC’s comprehensive recordkeeping training and support program resulted in:

- every employee being aware of their responsibilities under the *State Records Act 2000*;
- new employees receiving induction training tailored to their specific role; and
- information relevant to recordkeeping requirements reinforced for all employees on a regular basis, ensuring that staff maintain their knowledge and skills.



Ross Moulton, WATC Chief Operating Officer, Western Australian Treasury Corporation (*left*), accepts the W.S. Lonnie Award for Excellence in Compliance Reporting from Cathrin Cassarchis, State Archivist.

Photograph: IPAA WA



# Committees of the Commission

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Under section 62(1) of the *State Records Act 2000* the Commission is required to establish a committee to assist the Commission with the selection of records to be kept as State archives, and propose retention periods for all other State records. Section 62(3) allows the Commission to establish committees to assist it in the performance of its functions.

## State Records Advisory Committee

The State Records Advisory Committee is established to advise the Commission about:

- State records that should be State archives;
- Retention periods for those State records that are not to be State archives; and
- Associated matters (as prescribed by the Commission).

The Committee meets regularly to consider the retention and disposal components of Record Keeping Plans, a critical element of the comprehensive records management framework established by the Act. The SRO leads and provides administrative support to the Committee and recommendations are presented to the Commission following each meeting.

The Committee met on:

- 19 July 2017;
- 28 November 2017;
- 14 February 2018; and
- 7 June 2018.

Members and deputy members are appointed for three-year terms by the Commission and include representatives from the public service and record keeping bodies.

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## Membership of the Committee during 2017-18

### Chair of the Committee

Ms Isabel Smith –  
Director State Information Management, SRO

### Executive Secretary

Mr Martin Fordham –  
Record Keeping Consultant, SRO

### Department of Aboriginal Affairs

Ms Tanya Butler

### Historical Interests

Mr Neil Foley

### Law Society of Western Australia

Mr Robert O'Connor QC  
(Deputy: Mr David Bruns)

### Local Government Records Management Group

Ms Julie Mathieson

### State Government CEO Representative

Mr Mike Rowe (appointed October 2017)  
(Deputy: Ms Terry Durant, appointed October 2017)

### Australian Society of Archivists

Ms Rita Edwards  
(Deputy: Ms Maria Carvalho)

### Records and Information Management Professionals Australasia

Ms Suparna Chatterjee

### Minutes Secretary

Ms Gillian Hodson – Administrative Assistant, SRO

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## Retiring Committee Members

During 2017-18 the following member retired from the Committee:

- Mr Ross Tomasini, deputy representing the Department of Aboriginal Affairs

Once again the Commissioners extend their appreciation and thanks to all Committee representatives for their valuable participation and contribution to the important work of the Committee. Their considerable commitment to the selection and preservation of Western Australia's archival heritage demonstrates the dedication with which they approach this work.

## Committee Remuneration 2017-18

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration
Member	Mr Robert O'Connor	Per meeting / half day	3 years	\$450
				<b>Total: \$450</b>

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# Compliance Report – State Records Act 2000

Section 60 of the *State Records Act 2000* requires the Commission to monitor the operation of, and compliance with, the Act. Monitoring is currently achieved by self-evaluation undertaken by government agencies, as well as the SRO's investigations into suspected breaches of the Act. The Commission considers that a complementary compliance monitoring regime should be established as soon as resourcing permits.

Part 8 of the Act establishes the Commission. A compliance statement on the Commission's 2017-18 activities is presented below.

PART or SECTION	NOTES
<b>Part 3</b> Division 2	
Section 20(2) – gazette orders prescribing timing for submission of organizations' Record Keeping Plans	Nil
Section 23(1) – approve or refuse to approve Record Keeping Plans	Approved 51 Record Keeping Plans.
Section 23(2) – give reasons for refusal to approve Record Keeping Plans	All approved

PART or SECTION	NOTES
<b>Part 3</b> Division 3	
Section 25 – Commission to have a plan	The Commission's Plan was reviewed in March 2018. The review determined that the Plan requires amendment.
Section 26 – State Records Office to have a plan	Current plan to be reviewed by 6 December 2018.
Section 27 – Schedule 3 organizations to have plans	Horizon Power's (Regional Power Corporation's) amended Record Keeping Plan was approved by the Minister for Energy on 20 July 2017.  No action was required with respect to the Record Keeping Plans for the remaining Schedule 3 organizations during 2017-18.

PART or SECTION	NOTES
<b>Part 3</b> Division 4	
Section 28(3) – the Commission may require an agency to review its Record Keeping Plan (discretionary)	Not required.
Section 28(5) – five yearly review of all Record Keeping Plans	The Record Keeping Plans of 38 organizations were due for review during 2017-18 (see Appendix 1).
Section 29(1) – give directions as to intervals for periodic reporting on Record Keeping Plans (discretionary)	Nil
Section 30(1) - give Parliament copies of reports received under section 29	Nil

PART or SECTION	NOTES
<b>Part 4</b>	
Section 32 - State archives to be transferred to the State Archives Collection	In 2017-18 the SRO accepted an emergency transfer of State Archives from the Department of Aboriginal Affairs before that agency was abolished.

PART or SECTION	NOTES
<b>Part 5</b> Division 2	
Section 37(2)(b) – restricted access archives identified	An application to apply a 25 year restriction to sixteen files created by the State Records Office (Consignment 7499) was approved by the Commission on 24 October 2017.
Section 37(5) – Review of archives restricted under 37(2)(b)	No action required
Section 38 (3) – change in restricted access period for records in the State Archives Collection	Nil

PART or SECTION	NOTES
<b>Part 5</b> Division 3	
Section 40(2) – approve or refuse to approve the Archives Keeping Plan	No action required.
Section 40(3) – give reasons for refusal to approve the Archives Keeping Plan	Not required.
Section 40(4) – direct time for resubmission of the Archives Keeping Plan refused approval under section 40(3)	Not required.
Section 41 – Archives Keeping Plan to be reviewed	Current Plan to be reviewed by 1 August 2019.

<b>Part 5</b> Division 4	
Section 43(3), (4) & (5) – deal with applications from the Director to destroy archives	Nil

PART or SECTION	NOTES
<b>Part 6</b>	
Section 48 - Archives containing exceptionally sensitive information	No action required
<b>Part 8</b> Division 1	
Section 60(1)(a) – monitor the operation of and compliance with the Act	The Commission continues to rely on the Record Keeping Plan review cycle as the chief mechanism for ensuring agency compliance with the Act.
Section 60(1)(b) – monitor compliance by government organizations with Record Keeping Plans	SRO evaluated Record Keeping Plan review reports and amended Record Keeping Plans and results were reported to the Commission.

PART or SECTION	NOTES
<b>Part 8</b> Division 1 ( <i>continued</i> )	
Section 60(1)(c) – inquire into breaches or possible breaches of this Act	<b>17-18</b> <b>16-17</b>
	Active            3            4
	Resolved        2            2
Carried Forward    1            2	
	<b>15-16</b> <b>14-15</b>
	Active            4            13
	Resolved        3            9
Carried Forward    1            4	
Section 61 – establish principles and standards	No new record keeping principles and standards were issued during 2017-18.
Section 62 – establish committees	The State Records Advisory Committee met four times.  No new Committees were established.
Section 64(1) and (3) – submit annual report to Parliament by 1 November each year	Submitted to both Houses of the State Parliament on 10 October 2017.  Copies tabled in both the Legislative Assembly and the Legislative Council on 11 October 2017.

PART or SECTION	NOTES
<b>Part 8</b> Division 1 <i>(continued)</i>	
Section 64(2) and (3) – submit reports to Parliament re contraventions of the Act (discretionary)	Nil
Section 64(4) – give the Minister a copy of any report submitted to Parliament	Commission Annual Report delivered to the Minister 11 October 2017.
<b>Part 8</b> Division 2	
Section 65(4) – include in annual report any policy directions given by the Minister	None issued.
Section 66(4) – comply with requests by the Minister for information and make facilities available	None received.

PART or SECTION	NOTES
<b>Part 8</b> Division 3	
Section 68 – Commission may request a government organization to report about its record keeping or an aspect of its record keeping	No requests issued.
<b>Compliance with SRC Standard 2, Principle 6</b>	<p>The SRO manages the Commission’s records, and therefore its compliance with SRC Standard 2 Principle 6 is linked to the compliance of the SRO. The following action was taken this year to ensure the Commission’s compliance:</p> <ul style="list-style-type: none"> <li>• In accordance with section 28 (5) of the Act, the Commission reviewed its Record Keeping Plan in March 2018. The review indicated the Commission’s Plan requires amendment. An amended Record Keeping Plan will be submitted to the Minister by December 2018;</li> <li>• Commissioners have undergone induction programs and briefing sessions with the Director following their appointment; and</li> <li>• The Commissioners have continued to develop their knowledge of current record keeping issues through interaction with government clients.</li> </ul>

# Appendix 1

## Record Keeping Plans Required for Review and Received 1 July 2017 – 30 June 2018

AGENCY NAME	REVIEW DATE
Architects Board of Western Australia	30 Aug 2017
Art Gallery of Western Australia	31 May 2018
City of Albany	18 Mar 2018
City of Rockingham	31 May 2018
City of Wanneroo	31 May 2018
Curtin University Student Guild	31 May 2018
Department of Transport	30 Aug 2017
Edith Cowan University Student Guild	30 Aug 2017
Equal Opportunity Commission	31 May 2018
Forest Products Commission	31 May 2018
Legislative Assembly	28 Feb 2018
Legislative Council	16 Oct 2017
Mental Health Advocacy Service	30 Aug 2017
Murdoch University	30 Aug 2017
Murdoch University Student Guild	31 May 2018
PathWest Laboratory Medicine WA	25 Jun 2018
Public Transport Authority	30 Aug 2017
Shire of Corrigin	6 Aug 2017
Shire of Dandaragan	30 Aug 2017

AGENCY NAME	REVIEW DATE
Shire of Derby / West Kimberley	18 Mar 2018
Shire of Dumbleyung	31 May 2018
Shire of Gnowangerup	5 Dec 2017
Shire of Koorda	31 May 2018
Shire of Leonora	8 Oct 2017
Shire of Meekatharra	31 May 2018
Shire of Mt Marshall	31 May 2018
Shire of Northampton	31 May 2018
Shire of Plantagenet	31 May 2018
Shire of Shark Bay	31 May 2018
Shire of Trayning	31 May 2018
Shire of Wagin	8 Oct 2017
Shire of Wyndham East Kimberley	30 Aug 2017
State Records Commission	23 Jun 2018
TAFE Colleges	7 Dec 2017
Town of Cambridge	31 May 2018
University of Western Australia	30 Aug 2017
University of Western Australia Student Guild	31 May 2018
Western Australian Electoral Commission	30 Aug 2017



# Appendix 2

## New Organizations to submit Record Keeping Plans on or before 30 June 2018

AGENCY NAME	DUE DATE	SUBMISSION DATE
Department of Jobs, Tourism, Science and Innovation	1 Jan 2018	16 Feb 2018
Department of Primary Industries and Regional Development	1 Jan 2018	3 Dec 2017
Department of Communities	1 Jan 2018	14 Dec 2017
Department of Local Government, Sport and Cultural Industries	1 Jan 2018	31 Jan 2018
Department of Education	1 Jan 2018	29 Sep 2017
Department of Planning, Lands and Heritage	1 Jan 2018	21 Dec 2017
Department of Justice	1 Jan 2018	2 Jan 2018
Department of Water and Environment Regulation	1 Jan 2018	22 Jan 2018

# Appendix 3

## Record Keeping Plans due for Review 1 July 2018 – 30 June 2019

AGENCY NAME	REVIEW DATE
Albany Cemetery Board	3 Jun 2019
Building and Construction Industry Training Fund	5 Dec 2018
Chemistry Centre WA (ChemCentre)	2 Aug 2018
Construction Industry Long Service Leave Payments Board (My Leave)	2 Aug 2018
Corruption and Crime Commission	6 Dec 2018
Department of Finance	6 Dec 2018
Department of Fire and Emergency Services	2 Aug 2018
Department of Health	6 Dec 2018
Dwellingup Cemetery Board	22 Apr 2019
Gascoyne Development Commission	10 Oct 2018
Geraldton Cemetery Board	9 Mar 2019
Kalgoorlie-Boulder Cemetery Board	3 Jun 2019
Law Reform Commission of Western Australia	22 Apr 2019
Mental Health Commission	6 Dec 2018
Metropolitan Redevelopment Authority	6 Dec 2018
Office of the Auditor General	6 Dec 2018
Parliamentary Services Department	3 Feb 2019
Salaries and Allowances Tribunal	6 Dec 2018
Shire of Brookton	23 Mar 2019
Shire of Broome	21 Mar 2019

AGENCY NAME	REVIEW DATE
Shire of Chittering	22 Jun 2019
Shire of Coolgardie	21 Mar 2019
Shire of Cranbrook	2 Aug 2018
Shire of Cunderdin	23 Mar 2019
Shire of Dalwallinu	22 Jun 2019
Shire of Denmark	21 Mar 2019
Shire of Dowerin	23 Mar 2019
Shire of Goomalling	2 Aug 2018
Shire of Halls Creek	21 Mar 2019
Shire of Kulin	6 Dec 2018
Shire of Murchison	21 Mar 2019
Shire of Northam	2 Aug 2018
Shire of Quairading	2 Aug 2018
State Records Office of Western Australia	6 Dec 2018
Supreme Court of Western Australia	21 Mar 2019
Town of Bassendean	2 Aug 2018
Town of East Fremantle	21 Mar 2019
Town of Port Hedland	21 Mar 2019
WA Country Health Service	2 Aug 2018
Western Australian Health Promotion Foundation (Healthway)	2 Aug 2018
Western Australian Tourism Commission	2 Aug 2018

# Appendix 4

## Disposal Authorities progressed during 1 July 2017 - 30 June 2018

**Note** – The State Records Advisory Committee reviews and **endorses** Disposal Authorities which are then submitted to, and **approved** by, the State Records Commission.

AGENCY NAME	TYPE OF DISPOSAL AUTHORITY	STATUS
All local government	GDA - amendment	Approved 24 October 2017
All State government	GDA - amendment	Approved 24 October 2017
All government - Reviews, Investigations and Special Inquiries	SDA	Approved 24 October 2017
All government - Strategic Projects	SDA	In progress
Art Gallery of Western Australia	R&D	In progress
Cemetery Boards	SDA	Approved 24 October 2017
Chemistry Centre (ChemCentre)	R&D	In progress
Department of Education and other Education agencies	R&D	In progress
Department of Education - School, College and Campus Records	R&D	In progress
Department of Education -West Leeming Primary School	DL	Approved 24 October 2017
Department of Finance	R&D - amendment	Approved 24 October 2017
Department of Health	R&D	In progress
Department of Justice	R&D - amendment	In progress
Department of Local Government, Sport and Cultural Industries – Culture and the Arts (WA) Division	R&D	Endorsed 7 June 2018
Department of Mines, Industry Regulation and Safety - Consumer Protection Division	R&D	Endorsed 7 June 2018
Department of Mines, Industry Regulation and Safety - Energy Safety Division	R&D	Endorsed 7 June 2018
Department of Mines, Industry Regulation and Safety - Labour Relations Division	R&D	Endorsed 7 June 2018
Department of Mines, Industry Regulation and Safety - Worksafe Division	R&D	Endorsed 7 June 2018
Department of Parks and Wildlife (now the Department of Biodiversity, Conservation and Attractions)	R&D	Approved 24 October 2017
Department of the Premier and Cabinet - Royal Commissions	R&D	Approved 24 October 2017
Department of the Registrar, Western Australian Industrial Relations Commission	R&D	Endorsed 7 June 2018

### Type of Disposal Authority

**R&D**  
**GDA**

Retention and Disposal Schedule  
General Disposal Authority

**SDA**  
**Ad Hoc**  
**DL**

Sector Disposal Authority  
Ad Hoc Disposal Authority  
Disposal List

# Appendix 4 (continued)

## Disposal Authorities progressed during 1 July 2017 - 30 June 2018

**Note** – The State Records Advisory Committee reviews and **endorses** Disposal Authorities which are then submitted to, and **approved** by, the State Records Commission.

AGENCY NAME	TYPE OF DISPOSAL AUTHORITY	STATUS
Gold Corporation	R&D	In progress
Health Service Providers	SDA	In progress
Housing Authority	R&D - amendment	Approved 8 December 2017
Legal Aid Western Australia	R&D	Approved 23 March 2018
Lotteries Commission	R&D	In progress
National Registration and Accreditation Scheme for Health Practitioners (National Body)	R&D	Approved 8 December 2017
Port Authorities	SDA	Approved 24 October 2017
Port Authorities	SDA - amendment	Endorsed 7 June 2018
Public Transport Authority	R&D	In progress
Racing, Gaming and Wagering, and Liquor Regulators	SDA	Approved 23 March 2018
Regional Power Corporation (Horizon Power)	R&D	In progress
Registry of Births, Deaths and Marriages	Ad Hoc	Endorsed 7 June 2018
Rottneest Island Authority	R&D	Endorsed 7 June 2018
ScreenWest	R&D	Approved 8 December 2017
Solicitor General's Office	R&D	Endorsed 7 June 2018
State Solicitor's Office	R&D	In progress
Water Services Corporations	SDA	Approved 23 March 2018
Western Australian Universities	SDA	In progress
Western Australian University Student Guilds	SDA	Approved 24 October 2017
Western Australian Institute of Sport	R&D	In progress
Western Australian Land Information Authority (Landgate)	R&D - amendment	Approved 8 December 2017
Western Australian Sports Centre Trust (VenuesWest)	R&D	Approved 23 March 2018
Western Australian Tourism Commission	R&D	Approved 24 October 2017
Zoological Parks Authority	R&D	In progress

### Type of Disposal Authority

**R&D**  
**GDA**

Retention and Disposal Schedule  
General Disposal Authority

**SDA**  
**Ad Hoc**  
**DL**

Sector Disposal Authority  
Ad Hoc Disposal Authority  
Disposal List

This annual report is submitted to Parliament in accordance with the obligations of the State Records Commission under section 64(1) of the *State Records Act 2000*.

The Report outlines the activities of the State Records Commission during 2017-18 and comments on matters that pertain to the operations of the State Records Office.

For further information on the operation of the State Records Office see the Department of Local Government, Sport and Cultural Industries Annual Report.

**Note:** The State Records Commission is not an accountable agency with respect to the requirements of the *Financial Management Act 2006*.

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T O W N S I T E  
P E R T H  
W E S T E R N A U S T R A L I A  
From actual survey  
1858



P E R T H W A T E R

C H I E R R I S S O N

