

GOVERNMENT OF
WESTERN AUSTRALIA

ANNUAL REPORT

State Records Commission

2024-25



State Records Commission
of Western Australia

ANNUAL REPORT 2024-2025

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We encourage feedback

Email us so we can improve our Annual Report next year.

Acknowledgement of Country

The State Records Commission acknowledges the Traditional Custodians throughout Western Australia and their continuing connection to the land, sea, culture and knowledge. We pay our respects to all members of the Aboriginal communities and their cultures and to Elders both past and present.

Image sources

Cover

Upper left - Professor David Black, pictured at the 2010 Geoffrey Bolton Lecture.

Upper centre - Government photographs - Metropolitan and Regional Schools 1950s-1970's. State archives collection.

Centre right - Professor Lee Ann Banaszak.

Centre left - Metropolitan railway station 1970's. State archives collection.

Lower left - Ms Mollie Lukis OAM with clients at the Battye Library c.1940's Courtesy State Library WA 005694D.

Inner Cover and Contents

Government photographs - Metropolitan and Regional Schools 1950s-1970's. State archives collection.

Pages 6-7 (lower centre) - Brisbane Hotel c.1920s. State archives collection.

Page 8 (lower right) - Metropolitan and Regional Schools 1950s-1970's. State archives collection.

Pages 12-13 (lower centre) - Metropolitan railway station 1970's. State archives collection.

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Page 19 (lower right) - Metropolitan and Regional Schools 1950s-1970's. State archives collection.

Pages 20 (lower left) - Brisbane Hotel c.1920s. State archives collection.

Page 22 (lower left) - Metropolitan and Regional Schools 1950s-1970's. State archives collection.

Page 25 (lower right) - Detail from a tourism brochure for Albany WA c.1950's. State archives collection.

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Page 35 (lower) - Brisbane Hotel c.1920s. State archives collection.

Page 37 (lower right) - Metropolitan and Regional Schools 1950s-1970's. State archives collection.

Page 40 (lower left) - Metropolitan and Regional Schools 1950s-1970's. State archives collection.

Page 41 (upper left) - Brisbane Hotel c.1920s. State archives collection.

Page 42 (upper left) - Brisbane Hotel c.1920s. State archives collection.

Page 46 (lower) - Detail from a tourism brochure for Albany WA c.1950's. State archives collection.

Page 47 (lower) - Metropolitan and Regional Schools 1950s-1970's. State archives collection.

Page 56 (lower) - Photo of suspected Russian Anarchists on WA Police Service file, Cons 430, file 1911/3911. State archives collection.

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Upper - Metropolitan and Regional Schools 1950s-1970's. State archives collection.

Upper right - Ms Mollie Lukis OAM c.1960's. Courtesy State Library WA 005694D.



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CHAIR'S FOREWORD



This is the 24th Annual Report of the State Records Commission (the Commission) and my first since assuming the role of Chair of the Commission in July 2025.

It is a privilege to serve as a member of the four-person Commission established under the *State Records Act 2000* (the Act), together with the Ombudsman, Information Commissioner and the Governor's appointee (an archives and records specialist from outside the public service).

I would like to take this opportunity to express the Commission's deep gratitude for the leadership and extraordinary commitment of the previous Chair of the Commission, former Information Commissioner Catherine Fletcher. Commissioner Fletcher retired earlier this year after an exceptional legal career, throughout which she consistently upheld the important democratic objectives inherent in the statutory right to access government records (and archives), including enabling public participation in government and ensuring the government's accountability.

As Auditor General, these objectives are central to the function of my Office. Reports from the Office of the Auditor General and other accountability agencies represented on the Commission are often concerned with record keeping and discuss the impact of this on our ability to perform our functions. These all share the aim of strengthening public institutions by addressing the vulnerabilities we help identify.

Recommendations of the Royal Commission into Commercial Activities of Government and Other Matters (1990–1991) were a key driver for the establishment of the *State Records Act 2000*. In Part 2 of the report of the Royal Commission, the Commissioners describe three goals necessary to safeguard the credibility of our democracy and to provide an acceptable foundation for public trust and confidence in our system of government. These goals are:

The Commission has been pleased to support expanded community representation on the State Records Advisory Committee.

- (a) government must be conducted openly
- (b) public officials and agencies must be made accountable for their actions
- (c) there must be integrity both in the processes of government and in the conduct to be expected of public officials.

The Commissioners wrote that "Openness in government is the indispensable prerequisite to accountability to the public. It is a democratic imperative. The right to vote is without substance unless it is based on adequate information."

The Royal Commission's insight that "information overload, no less than secrecy and positive deception, can be the cause of ignorance, misunderstanding and confusion" is particularly pertinent in our data-rich environment.

The **Information Management Framework** developed by the State Records Office (SRO) in 2024, in consultation with other agencies, focuses on how the obligations of every WA government organisation employee can be used to address the challenge of information overload. From collecting and managing data effectively as records, so new insights can be gleaned from advances in technology; to classifying and securing information so we can uphold and support ethical and cultural needs, freedom of access, and safeguard the privacy of individuals. The Framework is a call to action to leverage all the capabilities of our agencies to manage information responsibly.

The Commission looks forward to further supporting this framework through modernised and simplified standards and principles over the coming years.

In the Commission's 2023-24 Annual Report the previous Chair highlighted the need for additional resourcing to ensure the Commission and SRO can meet their obligations under the Act and more effectively support other agencies to do the same. I am pleased to note that the new Minister for Creative Industries has continued to support an independent review of resourcing for the Commission and SRO announced by the previous Minister for Culture and the Arts. The Commission looks forward to consideration of the findings of this review by government when it is completed.

In the interim, the Commission is encouraged by the engagement of State, local and other WA government organisations with the Commission and SRO. An excellent example of this was the Commission's visit earlier this year to Albany for which the City of Albany provided significant support. This visit facilitated valuable dialogue between public sector staff, Great Southern region

community members, and the Commission, enabling all parties to explore the challenges and opportunities to better access State records and archives, particularly in the lead-up to the bicentennial commemorations of colonial settlement in Albany (2026) and the Swan River (2029).

Important to both milestones is a greater perspective on the experiences of indigenous peoples across WA, Australia and the Torres Strait. The Commission was pleased to note the recommitment in late 2024 of the State Records Office to the aims of the **Tandanya-Adelaide Declaration on Indigenous Rights** in Archives. This aligns with the Commission's commitment to building a shared understanding of our history through improved access to State records and archives.

Another significant development was the **transfer of historic records from Government House to the State archives collection**, a joint initiative that underscores the importance of preserving our documentary heritage. This project, which began with an audit of Government House's archival holdings, resulted in the transfer of over 100 boxes of historically significant material, including rare film footage dating back to 1953. The Commission commends the Governor's Establishment and the SRO for their collaboration in safeguarding these records for future generations.

The Commission has been pleased to support expanded community representation on the **State Records Advisory Committee**. The Committee plays an important role in advising the Commission and SRO on a wide range of matters that impact the discovery of, and access to, State records and archives. I would also like to acknowledge the support of the interagency working groups and communities of practice who work with the SRO to ensure regulatory and other requirements under the Act are both practical and effective in ensuring the Parliament's intentions expressed in the Act are achieved.

Finally, I take this opportunity to express my sincere gratitude to my fellow Commissioners as well as the Director of State Records, staff of the State Records Office and the Department of Local Government, Sport and Cultural Industries for their continued dedication to bring the objectives of the Act to life.



Caroline Spencer
Chair
State Records Commission

THE STATE RECORDS COMMISSION

The State Records Commission (the Commission) was established in July 2001 under Part 8 of the *State Records Act 2000*.

During 2024–25 the Commissioners were:

Ms Catherine Fletcher

Information Commissioner

Joined the Commission in July 2018.

Chair of the Commission from August 2023 to June 2025.

Ms Caroline Spencer

Auditor General

Joined the Commission in May 2018.

Chair from July 2025.

Mr David Robinson

Deputy Parliamentary Commissioner for Administrative Investigations (or Ombudsman)

Joined the Commission in 2024 and represented the Ombudsman until June 2025.

Mr Alan Ralph

Governor's Appointee to the Commission – an expert on record keeping and management of archives from outside government.

Joined the Commission in 2018 for a 3-year term. Reappointed to the Commission in November 2021 and again in February 2024 for further terms.

The Commission consists of four members:

- the Auditor General
- the Information Commissioner
- the Parliamentary Commissioner for Administrative Investigations (Ombudsman)
- a fourth Commissioner who is appointed by the Governor for a 3-year term.

Commission remuneration 2024–25

The three ex-officio Commission members (the Ombudsman, Information Commissioner and Auditor General) do not receive any additional remuneration for their roles on the Commission. Only the Governor's Appointee is paid remuneration and expenses for their role (Schedule 4, Clause 7 of the Act).

- Position Commission Member – Governor's Appointee
- Mr Alan Ralph
- Type of remuneration: Per annum
- Period of membership: 7 years
- Gross/actual remuneration for 2024–25 – \$10,067



The individual profiles of each of the Commissioners can be viewed at:
<https://www.wa.gov.au/organisation/state-records-office-of-western-australia/state-records-commission>

The State Records Commission in June 2025. Pictured (left to right): Caroline Spencer – Auditor General, Catherine Fletcher – former Information Commissioner, David Robinson – Deputy Ombudsman, Alan Ralph – Governor's Appointee to the State Records Commission.

ROLE AND FUNCTIONS OF THE COMMISSION

The Commission's main functions are set out in sections 60, 61 and 64 of the Act, and include:

- Monitoring the operation of and compliance with the Act
- Monitoring compliance by government organisations with record keeping plans
- Inquiring into breaches or possible breaches of the Act
- Establishing principles and standards for:
 - governing record keeping by State organisations
 - governing contracts or arrangements entered into by State organisations with persons under which they are to perform any aspect of record keeping for the organisations
 - determining which State records should be State archives
 - determining which State archives should be restricted access archives and the ages at which they should cease to be restricted
 - determining which State archives should not be transferred to the State archives collection, and
 - determining the retention periods of State records that are not to be State archives.
- Submitting to Parliament:
 - before 1 November each year, an annual report about the activities of the Commission during the previous financial year, the operation of the Act, and about any legislative or administrative changes that, in the Commission's view, could be made to help the objects of the Act be achieved, and
 - at any time, a special report about a contravention of the Act by a government organisation.

The Commission meets regularly to carry out these functions.

In the last financial year, it met formally on 27 August and 21 November 2024, and on 10 April and 5 June 2025. The meeting on 5 June 2025 was held in Albany.

The Commission also occasionally considers papers out of session where matters are time critical.

Accurate minutes of the Commission meetings are made by SRO staff in attendance and are kept at the SRO in accordance with the Commission's Record Keeping Plan.

Each of the ex-officio Commissioners, through their own statutory roles, also support the objects of the Act where possible. From time to time, they each participate in SRO or Commission events, or other related forums, with the aim of enhancing public sector and community awareness of the Commission's work and the operation of the Act.

Each of the ex-officio Commissioners, through their own statutory roles, also support the objectives of the Act where possible.



The Commission in regional WA

On 5 and 6 June 2025 the State Records Commission visited Albany to engage with the community and State and local government agencies in Great Southern region

Staff from local governments across the region, and State agencies with offices in Albany, attended an information session and workshop at the City of Albany with the Commission and staff from the SRO. This workshop considered the challenges and opportunities for the management of records and information in regional Western Australia.

The Commission participated in a community event called 'Great Southern Land' with the SRO and Albany Public Library to explore the history of the region through the State archives and local history collections.

The Commission is very grateful to the extraordinary support from the City of Albany for hosting these events, and to guest speaker Ms Janet Osborne from Wagyl Kaip Southern Noongar Aboriginal Corporation.

Former Chair of the State Records Commission, Catherine Fletcher, addresses attendees of a forum for State and local government staff in the Great Southern in Albany in June 2025.



THE COMMISSION'S RELATIONSHIP WITH THE STATE RECORDS OFFICE AND OTHERS

Part 9 of the Act establishes the entity called the State Records Office (SRO) and prescribes the functions and role of the Director State Records. The Director State Records is generally referred to in this report as the Executive Director. A key function of the Executive Director under the Act is providing advice and support to the Commission as required.

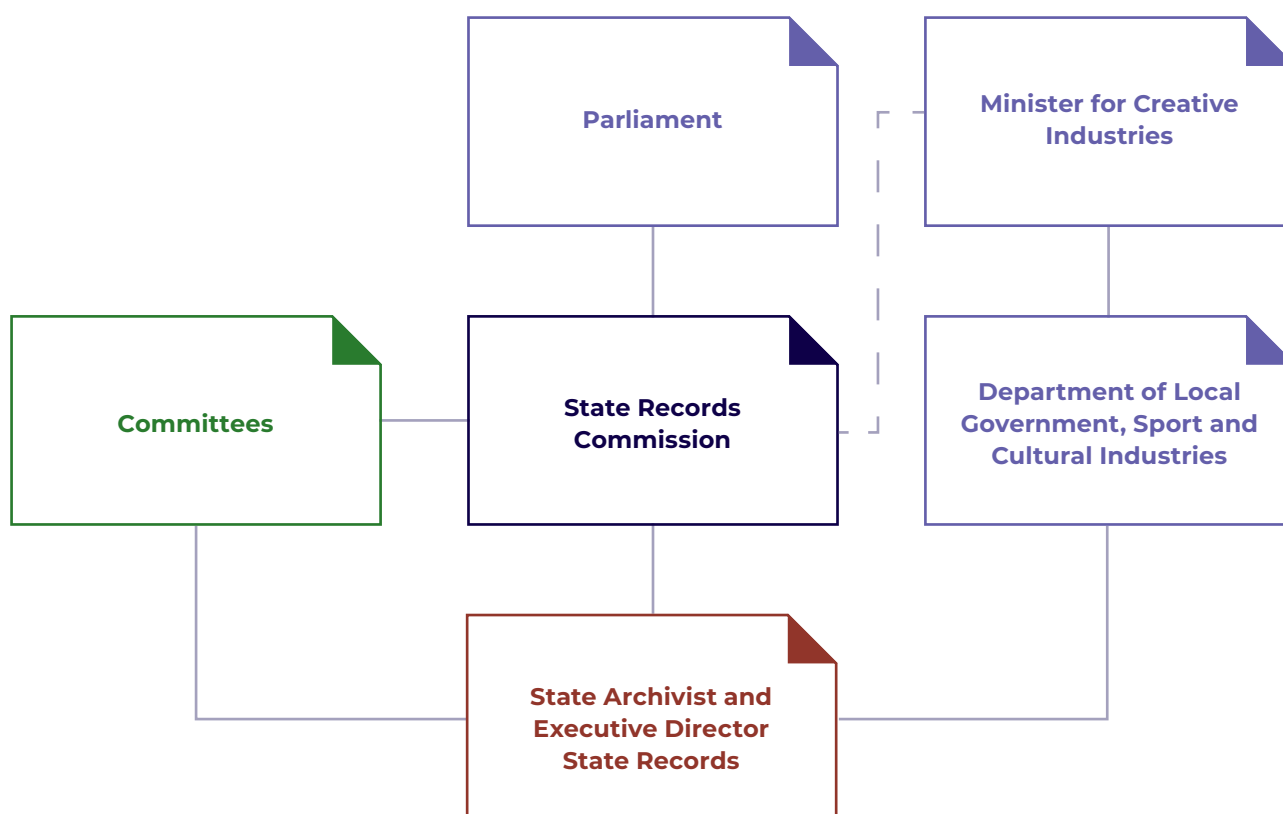
The SRO is part of the Department of Local Government, Sport and Cultural Industries (DLGSC) and reports through the Director General to the Minister for Creative Industries. Following public sector reform led by the Hon Roger Cook MLA, effective 1 July 2025, DLGSC was renamed the Department of Creative Industries, Tourism and Sport (CITS).

A key compliance requirement of the Act is the mandate for each government organisation to have a Record Keeping Plan (plan). The value of a plan is that it enables an organisation to appropriately secure, and make discoverable and accessible, the records of information it creates and manages. The SRO reviews plans under the Act, offering advice to help organisations refine their plans for Commission approval.

The Executive Director oversees the monitoring and evaluation of compliance on behalf of the Commission and presents compliance and suspected breach reports to the Commission regarding organisations' record keeping practices.

Through the SRO, the Executive Director is also responsible under the Act for the management of and access to the State archives collection, including supporting the Commission in its decision making concerning restricting access to certain State archives.

For further information on the operation of the SRO see the DLGSC Annual Report 2024-25.

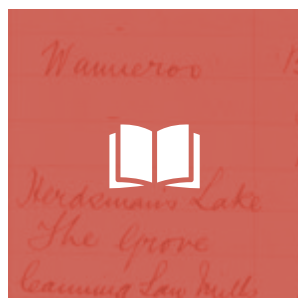


The Commission has many other relationships across Western Australia (WA), including:



State Parliament

which relies on State records and archives as the government's memory, and uses records of information to inform decision making.



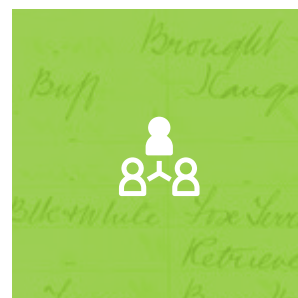
Ministerial offices

in connection with their records concerning non-electoral functions.



State public sector organisations

that create, manage and share records of information as they carry out the business of government.



Local government authorities and council members

that create, manage and share records of information as they carry out the business of local government.



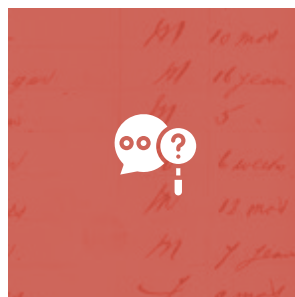
A range of statutory offices

including the Governor's Establishment, that create, manage and share records of information as they carry out their functions.



Government trading enterprises

that rely on effective access to records of information to plan and deliver services to the community.



Other Commissions and Committees of Inquiry

that rely on the evidential value of State records and archives to uphold the integrity of government in WA.



The community

who seek to discover, access and use information in the State records and State archives collection, and ultimately benefit from the principles and standards through which State records and archives are secured and made discoverable and accessible.



Professor Lee Ann Banaszak

Client Story: Professor Lee Ann Banaszak

Professor Lee Ann Banaszak is a Professor of Political Science and Women's, Gender and Sexuality Studies at Pennsylvania State University. Professor Banaszak travelled from the United States to Australia to visit several state archives, examining how different types of suffrage were adopted in each state. During her visit in Perth, Professor Banaszak examined records of women's suffrage in WA and the rights of Aboriginal people to vote in elections. Western Australia was only the second Colony in Australia (after South Australia in 1894) to grant women the vote in 1899. The *Electoral Act 1949 (Commonwealth)* granted Aboriginal people the right to vote if they had completed military service or were on the state electoral roll. The *Electoral Act 1962 (Commonwealth)* extended the right to vote for Aboriginal people over the age of 21 years.

Professor Banaszak said that while she had a chronology of changes to the voting systems for the different states prior to her visit, researching the State archives has clarified many operational matters with how these changes were implemented. Professor Banaszak also commented favourably on the Archives Reading Room on the third floor of the Alexander Library Building, including the extended opening hours which aren't available in many archives internationally.

Professor Banaszak had initially started the Australian component of this research in 2020 under a Fulbright Scholarship but had to return home when COVID emerged. The Commission is glad Professor Banaszak made it back and that her research has been fruitful so far.

Client Story: Ms Fiona Giles

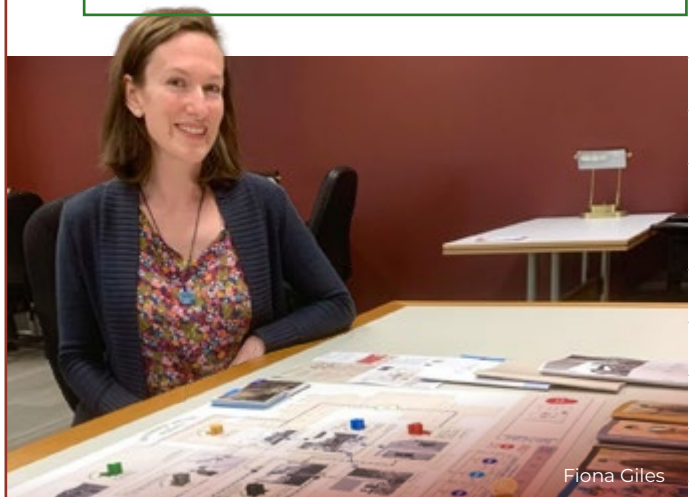
Over the last four years, Ms Fiona Giles has been using the State archives to create a board game that tells spatial histories of Fremantle Asylum and its occupants. Ms Giles presented at the 2025 State Heritage Conference, which was the first opportunity for attendees to sample the game.

As an architect from England, Ms Giles has been working in Perth since 2015 and started this project as a newcomer to historical research. The game, *Our Horrible Asylum*, is a result of her research degree in architectural heritage. It began as Ms Giles' way to get to know WA and its past, developing in the Archives Reading Room through use of (heavy) Asylum registers and architectural drawings, all covered in almost indecipherable handwriting.

Fiona said: "The help of SRO and State Library of WA staff was invaluable to understanding how to find and work with these treasures!"

Several years later, the project and Ms Giles' Master's thesis have been submitted for examination, completed under the guidance of expert supervisors A/Prof Robyn Creagh and A/Prof Leigh Straw, from the University of Notre Dame Australia. Although almost complete, Ms Giles says the board game project feels like the beginning of something bigger and is her contribution to telling WA's quieter histories.

Ms Giles kindly visited the Archives Reading Room recently to show the SRO her board game and to explain how it works. A very novel use of our State archives.



Fiona Giles

THE COMMISSION'S ENVIRONMENT

The Act defines a record broadly as any record of information, however recorded.

State records do not only refer to information or key decisions of long-term significance. Under the Act, 'State records' are defined as any recorded information, including the media on which they are recorded. This includes digital files and data, paper files, microfilm, maps, plans, photographs, video and audio recordings.

The obligations that arise under the Act therefore have broad application to many different types of records created by or held in agencies across the state and local government sectors.

State archives, on the other hand, are State records that are retained permanently because they have been assessed as having permanent value.

Once State archives are 25 years old, provided they're not restricted archives, they become accessible under the *State Records Act 2000* rather than the *Freedom of Information Act 1992*.

Records management in the public sector

The Commission is responsible for ensuring that State record keeping is of a standard that best serves the interests of the WA people.

There are some 300 government agencies and statutory organisations (including 139 local government authorities) across the state, and these entities employ over 100,000 people who produce or receive a large volume of information in a wide range of formats.

Information, data and records

The Act defines a record broadly as "any record of information, however recorded".

In practice, that means the Act and the principles and standards established by the Commission apply to how organisations collect or create and manage all forms of recorded information. This can include data and algorithms, digital and hard copy documents, images, sound or video. This can also include certain social media and information shared through messaging apps.

In 2024 the SRO published an Information Management Framework for WA that explains and illustrates the roles and responsibilities of every individual across government for managing the records of information they create and use. This framework makes it easier to navigate these important responsibilities and supports a more integrated approach to information management across government.



Data and algorithms



Digital



Hard copy documents



Sound



Video

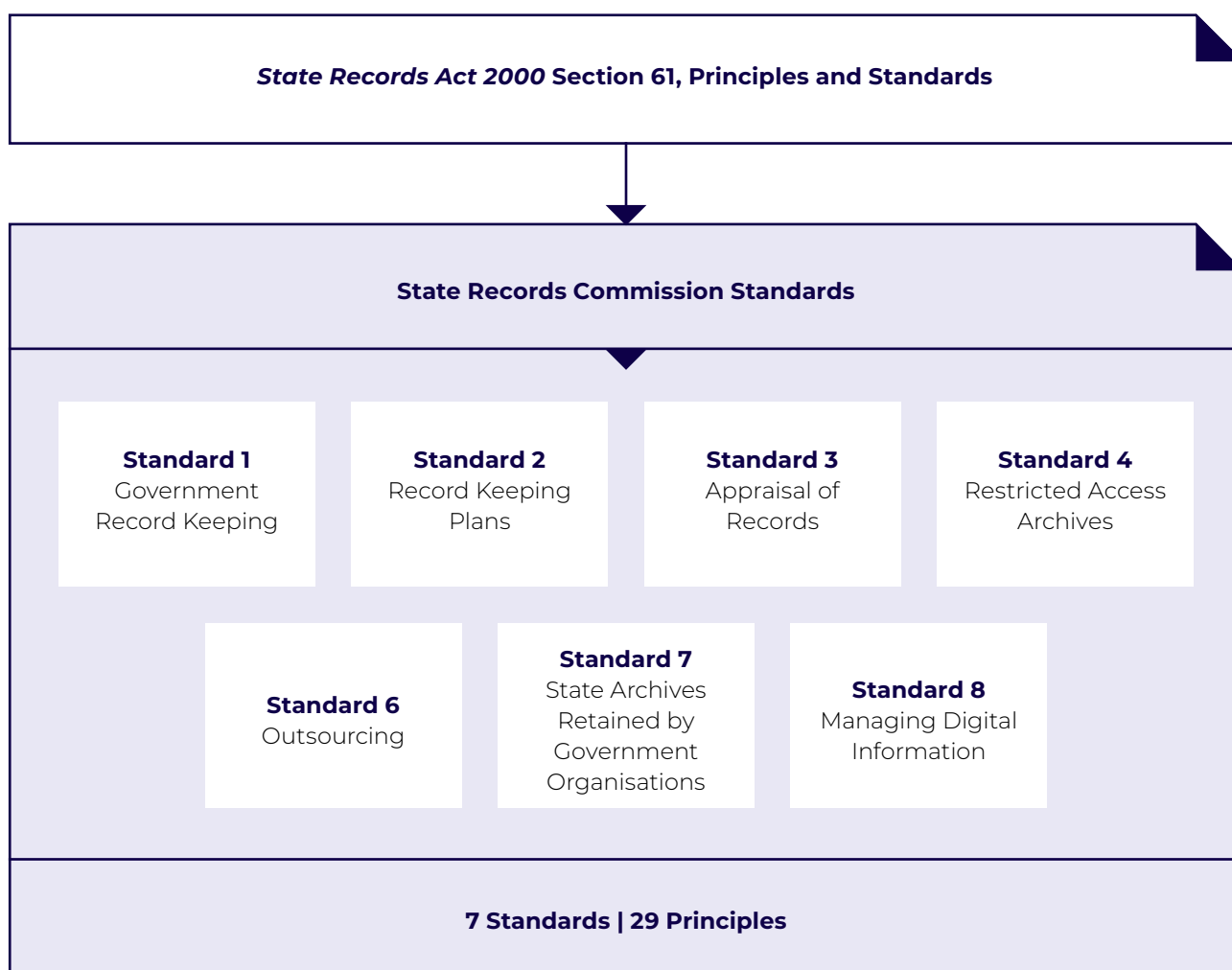
Under section 61 of the Act, the Commission must establish principles and standards for the governance of record keeping by State organisations, and other matters relating to the management of State records. In administering the Act, the Commission has established rules that place primary responsibility for effective records management on government organisations.

The SRO provides guidance materials, records management advice and other advisory services to support organisations in complying with the Commission's existing principles and standards.

As of June 2024, there were 7 Standards containing 29 Principles and 105 compliance requirements.

The standards are numbered one through eight in this diagram. Standard 5 was superseded by Standard 7 in June 2016.

This year the SRO continued a project to simplify the standards and principles issued under section 61 of the Act. The proposal, which must be endorsed by the Commission, replaces all seven existing standards with a single standard containing three broad principles. These are supported by detailed written guidance material, as well as the ongoing advisory services of the SRO. The Commission is very grateful to the Parliamentary Counsel for their team's support in assisting the Commission and SRO with advice on drafting new standards and principles.



As of June 2022, there were seven State Records Commission Standards for the management of records of information. The Standards are numbered 1 through 8 in this diagram as Standard 5 was superseded by Standard 7 in June 2016.

What is 'record keeping'?

In the Act any reference to 'record keeping' is described as including a reference:

- (a) to creating, maintaining, indexing, organising, storing, preserving, securing, retaining and managing records; and
- (b) to maintaining, preserving, securing and retaining the means by which any information on a record can be recovered.

An important aspect of record keeping is the active management of records, including regularly disposing of records no longer required with reference to approved Retention and Disposal Authorities.

Commission standards require that government organisations managing records identified as State archives undertake the necessary preservation actions to ensure such records, both physical and digital, remain usable and accessible for the long term.

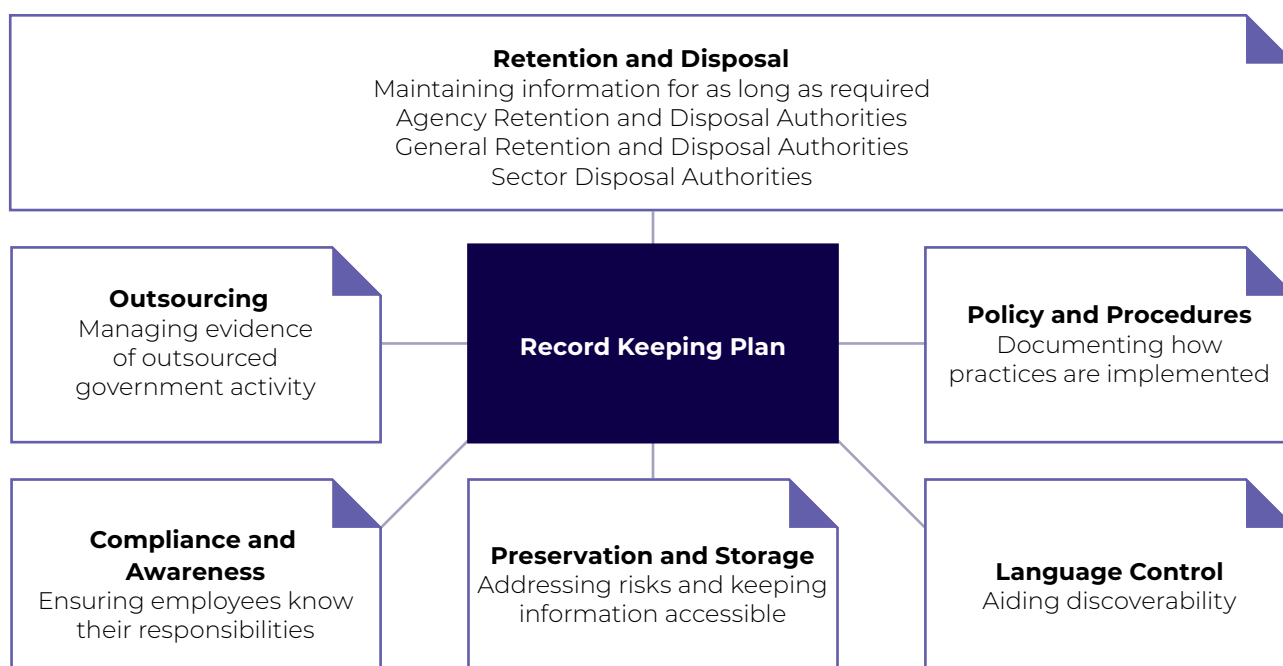
Under section 64(1) of the Act, the Commission is required to report on any legislative or administrative changes that, in the Commission's view, could be made to help achieve the Act's objectives. This year, while the Commission did not identify any substantive changes required to the Act, it did request that minor editorial changes were made to modernise spelling and gender references. The Commission is grateful to the Parliamentary Counsel's Office for making these changes on 16 January 2025.

Record Keeping Plans (plans) are required to be maintained by every parliamentary department and government organisation covered by the Act. They contain information about processes, documentation, and systems – planned or in place – for managing records of information.

Under the Act, each plan must also set out provisions for the retention periods and ultimate disposal actions for the records created and maintained by the organisation.

These retention and disposal provisions are stipulated either by a General Retention and Disposal Authority or another Disposal Authority approved by the Commission.

Government organisations' plans are based on the compliance requirements set out in SRC Standard 2: Record Keeping Plans and SRC Standard 6: Outsourcing. These standards address requirements for an organisation's employees and third-party providers working on an organisation's behalf.



State archives – physical and digital

State archives are those records of long-term significance that are retained in perpetuity. Generally, we expect that only around five per cent of records created fall into this category. These are the most significant records of government business and have ongoing evidential and cultural value. Other State records can, and should, be destroyed over time according to approved Disposal Authorities.

Whether recorded on paper or in another physical format, or created digitally on a computer, State archives frequently contain a treasure trove of historically interesting information and useful data. Archival data includes names, dates, locations, ideas, statistics, transactions and events across the thousands of stories stored in archives. It often holds great value and opportunities for research – providing new insights into trends and patterns over time via machine learning, data analytics and artificial intelligence.

State archives also enable us to understand past decisions and operations of government. They are important to the integrity of government by providing transparency and accountability, institutional memory, environmental management, social resilience and inclusion.

They help contextualise and build new knowledge and provide support for business and economic innovation.

The State archives collection currently includes some 15 linear kilometres of physical permanent value records from over 2,000 government agencies, dating from the first days of the colony in 1829. This is the largest archival collection in WA.

Today, storage available for the State archives collection is at capacity, which poses a problem. Section 32 of the Act generally requires State archives to be transferred to the SRO and State archives collection after 25 years. This means the SRO is currently unable to meet this requirement for physical (paper and object based) State archives and cannot accept transfers of born-digital State archives (i.e. State archives that were created digitally).

While the SRO's capacity to assist other agencies is currently very limited, the SRO does occasionally assist with priority transfers of very small numbers of the most fragile and significant records. An example is the recent transfer of records from Government House – see the case study below.

Transfers of State archives

In June 2025 the SRO accepted an emergency transfer of State archives from the Governor's Establishment, Government House. These records date back to the early 1900s and complement existing State archives the SRO holds from the Governor's Establishment.

The transfer was carried out to address preservation risks. The transfer comprised correspondence and subject files, including material relating to the abdication of Edward VIII in 1936, Governor's Despatches between WA and the United Kingdom, records relating to Investitures, Awards and Honours, and rare photographs and video footage of Royal Visits and events. The SRO is currently processing these records for inclusion into the State archives collection.



The former Chair of the State Records Commission, Catherine Fletcher, accepts a transfer of State records, original film footage of the unveiling of a War Memorial Plaque, Jewish War Memorial, 1953 from His Excellency the Honourable Chris Dawson AC APM, Governor of Western Australia, at Government House, Perth in June 2025.

We recognise that today most State records are created – or born – in digital format. Yet despite this, the SRO currently has no digital repository and therefore no capacity to receive any digital archives from across government. Accordingly, all born-digital State archives are only held by the government organisations that created or received them.

It is estimated that these organisations hold tens of petabytes of data in this form – and their volume is growing rapidly. About five per cent of these records are likely to be of long-term value (State archives), which still represents perhaps several hundred terabytes of data of long-term archival value.

The Commission continues to monitor the resourcing levels of archival bodies across Australia particularly in areas such as storage capacity and staffing. There continues to be minimal growth of the SRO's physical archival holdings and a continuing need to acquire digital archive capacity.

Further, a comprehensive register of all State archives including those not currently held within the State archives collection has yet to be established.

Addressing these issues is critical to ensuring that records of enduring value are preserved discoverable and accessible for future generations.

The Commission repeats the concern raised in our last Annual Report that the issues outlined above should not be allowed to continue in WA.

In late 2024, the Commission endorsed a proposal to establish a State Archives Management Committee under section 62(3) of the Act. This new Committee, to be established in 2025, will advise the Commission on:

- 1) How a 'Register of State Archives' required under section 73 (1) (d) of the Act should be developed.
- 2) Policies, specifications and other guidance regarding the management of State archives by State organisations.
- 3) Ongoing arrangements, including building and maintaining supporting knowledge and expertise, to enable effective management of and access to State archives.

The Commission is confident that this Committee will assist both the Commission and the WA Government more broadly to address the challenges outlined above.

The right to access State archives

Guaranteeing open access to archives is how democratic societies sustain community memory, inclusion and equity. In WA the right to access State archives is prescribed in law under section 45(3) of the Act.

Specifically, the Act requires that:

If a State archive:

- (a) is in the State archives collection (managed by the SRO); or
- (b) is not in the State archives collection but is at least 25 years old,

a person has a right to be given access to it (unless any access restrictions have been

approved by the relevant authority or any express provision in another written law) and the *Freedom of Information Act (FOI) 1992* does not apply to or in relation to it.

For State archives less than 25 years old and/or outside the State archives collection, the Act also provides for access under Freedom of Information legislation.



Strategic focus

The SRO's Strategic Plan (Plan on a Page) 2023–2026 describes how the SRO supports the Commission and its stakeholders through a series of strategic priorities.

This Plan on a Page 2023–2026 is published on wa.gov.au and describes a vision for successful application of the Act.

For more information about the SRO's current Plan on a Page visit:

<https://www.wa.gov.au/government/publications/state-records-office-of-western-australia-strategic-plan>



Strategic Priorities for the State Records Office to support the Commission

The three strategic priorities in the plan are:

- 1) Build better information management capabilities
- 2) Enhance information management awareness and knowledge
- 3) Improve access to State archives.

Secure

Security of records as information assets

Discoverable

Records are discoverable

Valued

Records are valuable because they can be used

Legacy

Valued records are part of our legacy for future generations

A secure and discoverable record of government that is valued by our community and used to create a legacy for future generations of Western Australians

Keeping archives safe

Commission standards require organisations to preserve government records for as long as they are legally required. State archives must be kept in perpetuity.

This means organisations need to identify and assess the risks and impacts of disasters on records of information under their responsibility. They must put strategies and actions in place to reduce and manage risks to records in the event of a disaster.

If a disaster occurs and an organisation's records are damaged or lost (whether due to fire, flood, mould or pest damage or other issue) they must contact the SRO who can provide advice regarding recovery and management of the damaged records, along with information about the appropriate and approved destruction of irretrievably damaged records.

This image shows large format State archives (such as maps and building plans) stored safely in the State archives collection.



Original WA Government Railways Roll of Honour of Chief Mechanical Engineers staff who served in WWI. This document measures 2 metres in length. It has been treated and flattened by a Conservator and placed in a specially designed archival enclosure to ensure safe storage and protection. SROWA, Cons 7808.

KEY CHALLENGES

The WA Government faces several significant challenges regarding access and management of State records and archives.

Managing records of information across diverse digital systems

Government organisations use a wide range of digital systems to capture and manage information. This presents both a challenge in terms of efficient management across these systems – including appropriate discovery and access – and an opportunity to simplify how we use the systems to reduce complexity and costs.

The SRO is proactively engaging with agencies across the public sector to understand and support records management outside of traditional Electronic Document and Records Management Systems (EDRMS).

Transfers of State archives to the State archives collection

In the Commission's Annual Report 2023–24 the Chair noted that the SRO has not had capacity for regular transfers of State archives from other agencies to the State archives collection since 2001.

This means that most State archives are currently held by other State and local government agencies across metropolitan and regional WA. The State archives collection managed by the SRO represents only a small portion (about 15%) of the records estimated to exist across the State. Based on our understanding, the SRO estimates that there may be more than 75 linear kilometres of paper-based State archives, and thousands of films and photographs representing millions of individual records held across department and agency buildings, or in government and commercial off-site storage facilities.


The requirement for all agencies to manage these often-fragile records, duplicates effort and associated costs. It can also reduce the discoverability and accessibility of these records.

Access to State archives outside the State archives collection

The SRO has established systems and facilities to provide an information service regarding the State archives collection in accordance with s73(1)c of the Act. This service is used extensively by government and the community to access the collection.

However, most State archives are held outside of the State archives collection by the agencies that created them. The SRO has limited information about the categories and location of State archives held by agencies and must refer clients on for assistance in accessing these records.

Where possible, the SRO is working with other agencies to streamline access to State archives outside of the collection.



The SRO is proactively engaging with agencies across the public sector to understand and support records management ...

PERFORMANCE

The functions of the Commission under section 60 of the Act include:

- monitoring the operation of and compliance with this Act
- monitoring compliance by government organisations with record keeping plans
- inquiring into breaches or possible breaches of this Act.

The Act also requires that in performing its functions the Commission must, as far as possible, ensure that:

- State record keeping is of a standard that best serves the interests of the people of this State
- subject to the law, government records are accessible to the public.

This report provides insight into the delivery of these functions and performance of organisations subject to the requirements of the Act.

The Commission and SRO do not currently have formal key performance indicators under the State's Outcomes Based Management (OBM) Framework. However, the SRO has developed a set of indicative measures that could be aligned with the Framework in the future.

Whole of government goal:

Safe, Strong and Fair Communities:
Supporting our local and regional communities to thrive.

Outcome:

State record keeping is of a standard that best serves the interests of the people of this State.

Effectiveness measure: Percentage of government organisations with a record keeping plan that complies with requirements of the *State Records Act 2000* and State Records Commission standards and principles.

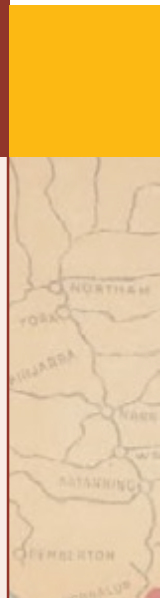
For 2024-25 the estimated result for this measure is 99.33%.

Outcome:

Subject to the law, government records are accessible to the public.

Effectiveness measure: Percentage of eligible requests for access to State archives able to be completed by the State Records Office.

For 2024-25 an estimated result for this measure was unable to be determined as the number of unsuccessful requests was not reliably captured at the time of this report. The SRO is further developing data collection so this information can be reported in the future.



HIGHLIGHTS

On behalf of the Commission, the SRO has made significant progress on several actions in its Strategic Plan. Our focus has been on strengthening and modernising regulation of government record keeping and working with government organisations to improve access to State archives.

Strengthening information management in the WA public sector

Throughout 2024–25 the SRO continued to develop and consult on a new draft State Records Commission standard for State records and a supporting framework. The proposed new standard replaces the seven existing Commission standards established under section 61(1) of the Act.

The proposed standard simplifies and modernises existing requirements by updating terminology and consolidating compliance requirements so they can be more effectively addressed and reported on. The draft standard includes a new template for Record Keeping Plans and a new online reporting approach based on a Records Management Maturity Model (or 'RM3'). The proposal has been broadly supported through public consultation, and the SRO has used this and subsequent consultation feedback to enhance the draft.

The Commission and SRO are investing significant time and effort in preparing for the roll-out of this important reform, which will ensure WA Government organisations are well supported throughout the transition from the current set of standards to the new standard and reporting framework.

For Law Week, on 22 May 2025, the Chair of the Commission and State Records Office jointly hosted a webinar with the Law Society to discuss record keeping implications for government use of messaging apps. The Chair facilitated a panel discussion with guests:

- Ms Elizabeth Tydd, Australian Information Commissioner, Office of the Australian Information Commissioner (Report author and member of Australia's Open Government Forum)
- Mr Simon Froude, Director-General, National Archives of Australia (Report contributor)
- Professor Anne Twomey, Professor of Constitutional Law, University of Sydney (also a member of Australia's Open Government Forum)
- Commissioner Spencer, Auditor General of WA (assisting with significant risk and government accountability expertise).



Throughout 2024–25 the SRO continued to develop and consult on a new draft State Records Commission standard for State records and a supporting framework.

State Records Commission Award for Excellence in Records and Information Management

The W.S. Lonnie Awards were established by the Institute of Public Administration Australia – WA Division (IPAA WA) to recognise excellence in annual reporting by public sector organisations.

Since 2006, the Commission has sponsored a specialist Lonnie Award to acknowledge excellence in reporting about organisational records management programs.

The Commission was delighted to present its award for the 2023-24 reporting year to the Office of the Director of Public Prosecutions (the ODPP).

The ODPP's Annual Report reflects a strong commitment to rigorous record keeping standards and training to support staff across the organisation.

Judges were impressed by the recent enhancements made to the security of State archives held by the ODPP. A recent review of the ODPP's Record Keeping Plan highlighted the need for improvements to the storage of State archives. This has now been addressed by implementing a secure vault storage system that incorporates environmental controls and protections, which help to ensure the preservation of essential information into the future.

Other initiatives described in this year's report include:

- reviewing and updating training provision across the organisation
- setting clear record keeping expectations
- seeking feedback from staff
- providing targeted induction sessions to set high standards of information governance.

The ODPP Annual Report is a solid account of the organisation's commitment to robust and transparent record keeping practices.

The State Records Commission also highly commended the WA Country Health Service's (WACHS) Annual Report. Alongside a comprehensive report of the WACHS record keeping training program, the annual report describes the agency's ongoing commitment to the review and development of its record keeping system.

Specific initiatives include:

- review and evaluation of training materials
- update and integration of the Learning Management System
- improved interactive learning experiences for all staff.

The WACHS Annual Report statement is a testament to its continual improvement of processes and development of staff knowledge in the information management arena.

Catherine Fletcher, former Chair of the Commission, presents the Award for Excellence in Records and Information Management to the Office of the Director of Public Prosecutions.



An Information Management Framework for WA

The Commission previously reported on the publication by the SRO of the Information Management Framework (IMF) for WA. The IMF was developed in consultation with a wide range of organisations across government and different sectors. It aims to help agencies easily navigate the information management requirements found in various legislation, regulation and policy documents.

The Commission continues to support the IMF as a useful reference for government organisations to evaluate the effectiveness of information management plans and policies and understand responsibilities and accountability for staff at all levels.

Helping WA and the world discover the State archives

In 2020 the SRO transitioned in-person public access to the third floor of the Alexander Library Building, where the SRO shares resources with the State Library of WA (State Library). This collaborative arrangement provides users with convenient access to collections from WA history, including original State archives. The Reading Room facility is located on the site of the J.S. Battye Library of West Australian History.

Shared with the State Library, Family History WA, and the Aboriginal History Research Unit from the Department of Local Government, Sport and Cultural Industries (DLGSC). This facility ensures original State archives are accessible during all State Library opening times.

In April 2025 the Director General DLGSC and CEO State Library approved a Memorandum of Understanding and Tenancy Agreement between the SRO and State Library. This formalised joint resource sharing and client support arrangements within the Alexander Library Building. This agreement set out the following objectives:

- (a) Delivery of more seamless services, including optimising the use of State Library and SRO organisational resources for clients and other stakeholders.
- (b) Identification of knowledge sharing opportunities to build strong professional relationships across various technical and service areas, including enabling staff to quickly and easily identify and resolve operational issues that would benefit both organisations.
- (c) Stronger shared understanding and identification of opportunities to build a greater level of collaboration between the organisations.

Supporting access to State archives

The SRO continues to offer an appointment-based support service that assists all our clients with complex research enquiries. Appointments are booked online and can be delivered either online or face-to-face with specialist archivists.

In 2016 the SRO commenced a digitisation-on-request service. This ensures equitable access across WA, particularly for clients in other jurisdictions who cannot visit the Reading Room.



40th anniversary of the Alexander Library Building

The Alexander Library is home to the State archives collection and SRO. It opened on 18 June 1985, celebrating its 40th anniversary this year.

To celebrate this milestone the SRO collaborated with the State Library on 15 June 2025 to welcome visitors to the building and share some of the collections from both organisations. The SRO shared records of the opening event and a selection of other records that reflect key moments in WA history. These included early plans for Perth, a 1927 proclamation declaring the City of Perth to be a prohibited area for Aboriginal people, and the last handwritten note from C.Y. O'Connor from 1902.



Above: Photograph of the Alexander Library building under construction in the early 1980s. From the State archives collection.

Left: Cover of a commemorative brochure for the opening of the Alexander Library Building in June 1985. From the State archives collection.

Margaret Medcalf Award for Excellence in Research Using the State Archives

The Margaret Medcalf Award is hosted by the SRO and is presented for excellence in research using the State archives collection.

This annual award was established in 2003 to honour Ms Margaret Medcalf OAM, the second State Archivist for WA (from 1971 to 1989), for her landmark contribution to the development of WA's archives.

Nominations for the 2024 award covered a wide range of topics of broad community interest, including climate research, Aboriginal history, mining history, nuclear testing at the Montebello Islands, judicial and convict history.

On 23 August 2024 the SRO hosted the Award presentation. This was co-presented by the Parliamentary Secretary to the Minister for Culture and the Arts, the Honourable Samatha Rowe MLC, and Ms Margaret Medcalf OAM.

The co-winners of the Award were Max Angus for 'Too Far Out: An administrative history of the Ngaanyatjarra homelands' and

Dr Caroline Ingram for 'Women in the Court: An examination of women's trials heard in the Court of Quarter Sessions and the Supreme Court of Western Australia, 1830–1890'.



From left to right, Dr Caroline Ingram, Ms Margaret Medcalf OAM, and Mr Max Angus at the presentation of the 2024 Margaret Medcalf Award.

Demand for digitised State archives in 2024-25 was consistent with demand over recent years, with 35,837 items made available. This underscores the ongoing commitment to preserving and sharing these valuable historical records. The number of items digitised on request was lower than the 2023-24 period, as the SRO suspended part of this program while new supporting arrangements were put into place.

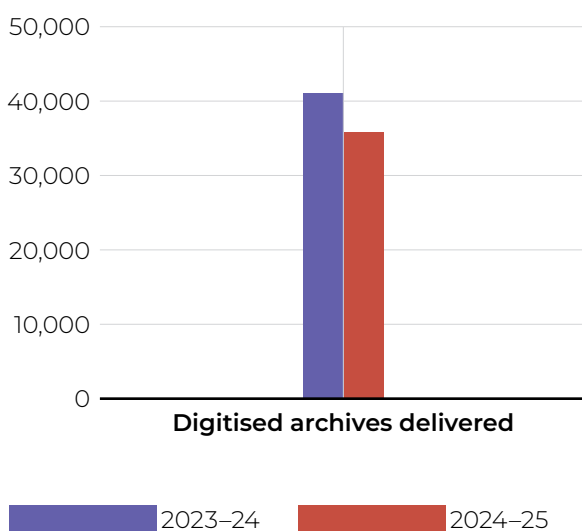
In 2024-25 there were 9,034 Reference Queries with the majority (6,781) raised via our online catalogue (Access to Memory). A total of 283 users accessed the archives in the Reading Room, underscoring its ongoing importance as an access option.

Summary of State Records Office reference services for the State archives collection 2023-24 and 2024-25



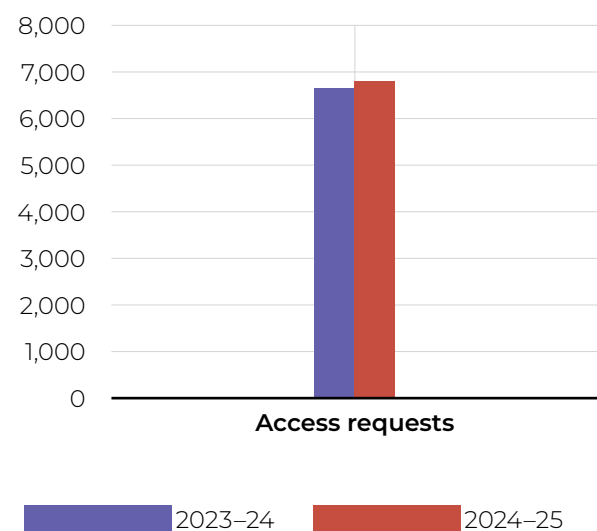
Microforms are sometimes referred to as microfilm rolls.

Digitised State archives delivered to clients



Digitised archives delivered include both records digitised previously, and records digitised for the first time.

Requests for access to the State archives collection



Source: SRO data contributed to report for the Council of Australasian Records and Archives Authorities (CAARA).



Staff from the State Records Office and Aboriginal History WA team (Department of Local Government, Sport and Cultural Industries) at the dedicated cultural service space in the Alexander Library Building.

The SRO and Aboriginal History Research Services Unit from DLGSC partner with the State Library and Family History volunteers at the Alexander Library Building, to deliver a research facility that is available during Library opening hours. The SRO deeply appreciates the support of these organisations for their partnership.

Thousands of Western Australians have also continued to explore the State archives collection through a range of online platforms. These include:



Culture WA, a collaboration across the WA culture and arts institutions that provides a starting point for discovering the collections of the SRO, WA Museum, and State Library.



RetroMaps, a collaboration with the Friends of Batty Library and Water Corporation that brings together historical plans of Perth.

Demand for digitised State archives in 2024-25 was consistent with demand over recent years, with 35,837 items made available.

Ancestry, which has digitised and made available a range of State archives, including historical shipping passenger lists, City of Perth rate books, and employee records from the WA Government Railways. In late 2024, Ancestry published digitised copies of records of probate and letters of administration from the Supreme Court (1832 to 1947).

80 years of the State Archives collection



Miss Mollie Lukis OAM OBE (on the right) with guests at the State Library c. 1950s.
Photograph Courtesy State Library of Western Australia Ref: 005694D

March 2025 was the 80th anniversary of the appointment of Miss Meroula Frances Fellowes (Mollie) Lukis OAM OBE as the first Western Australian State Archivist in 1945.

The appointment of Miss Lukis was a significant milestone in developing an organised approach to collecting and managing archives in WA. The appointment might be traced back to a statement in Parliament in September 1903 by then Premier W H James, when he asked the question, "Where are our records and what effort has been made to care for them?".

Over the decades that followed, James Sykes Battye (1871–1954), WA's first chief librarian of the Victoria Public Library in Perth, collected papers that would eventually become the State archives collection managed by the SRO.

However, the journey to a formally recognised collection was a long one.

The seed was planted in the 1900s with records of the former Colonial Secretary's Office and the development of what became known as the 'Swan River Papers'. The 1920s saw the establishment of a Public Records

Committee to oversee the transfer of old official papers to a single location and responsibly dispose of other records. The Committee was later renamed the State Archives Board in 1930.

Towards the end of the Second World War, the government engaged a full-time State Archivist. Miss Lukis' appointment was accompanied by the establishment of a dedicated Archives Management Branch at the Public Library in Perth in 1945.

In late 1956 Miss Lukis was appointed head of the WA History Division of the Library, called the J S Battye Library of WA History and State archives. She remained in these roles until she retired in 1971.

Miss Lukis was awarded the Medal of the Order of Australia in 2002, before passing away on 1 August 2009.

The Commission, the SRO, and the wide range of clients we serve from around the world are indebted to the work of Mollie Lukis as WA's first State Archivist.



Digitising State archives

Over the reporting period, the SRO continued to digitise State archives with the aim of both preserving and improving access to these important records. Digitisation for agencies continued during this period, while the digitisation

on request program for our public clients was put on hold pending the making of the *State Records Regulations 2025*. The SRO continues to seek partnership opportunities with other agencies and organisations to extend the digitisation program.

Digitisation of the Colonial Secretary's Office records

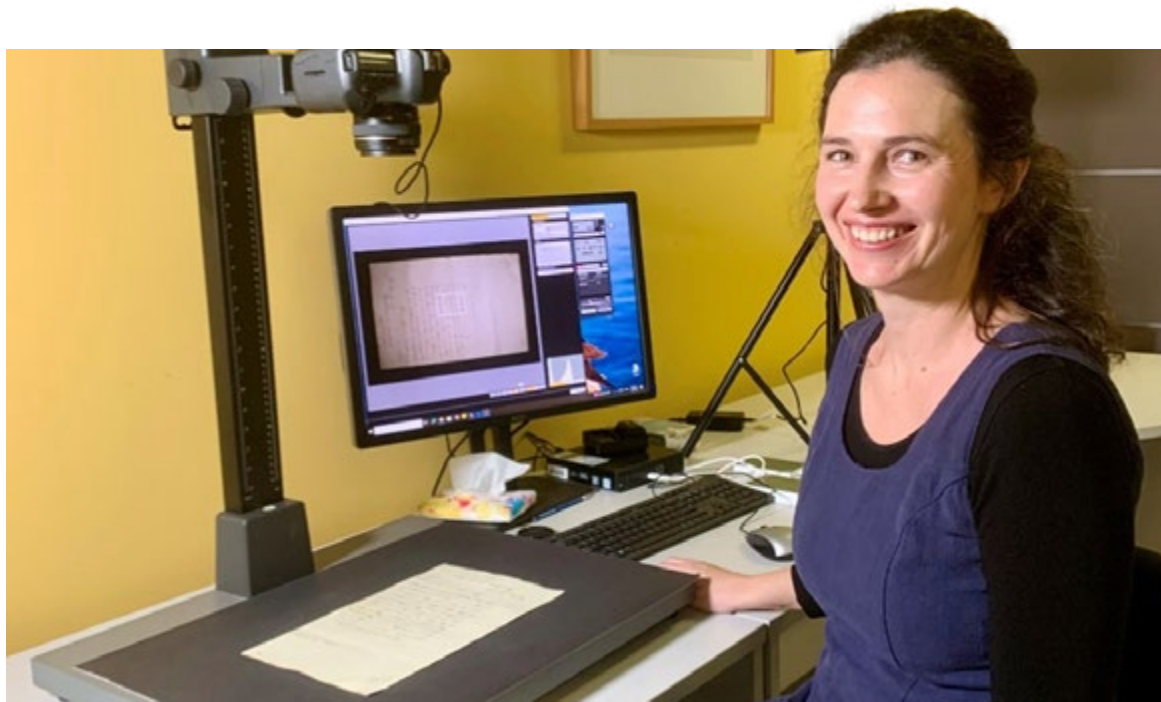
In February 2025 the SRO commenced a major new project to digitise the correspondence of the Colonial Secretary's Office (CSO) which dates from establishment of the Swan River Colony. In the 1800s, prior to self-government, the Colonial Secretary was the chief government administrator in WA, liaising directly with other officials and settlers on a wide range of matters. This correspondence is often referred to as the backbone of WA colonial history and comprises hundreds of thousands of individual letters that were bound in volumes. The SRO estimates that over 10,000 Aboriginal people in the 1800s are referred to in this correspondence.

To date, access to the CSO correspondence has been via a microfilm copy available in the Alexander Library Building. Using and reading this microfilm can be challenging. Access to these important records is also

limited as it requires physically visiting the SRO's office. Digitisation of these records and making them available online through the SRO catalogue is an important first step in improving access.

The Friends of Battye Library Inc. are kindly supporting this digitisation project through funding under the Sholl Bequest. Funding has been provided to complete Stage 1 of this project to digitise the CSO's inwards correspondence from 1828–1850s. The CSO correspondence commences in 1828 with letters issued to Captain Stirling prior to his voyage to Western Australia.

The SRO has engaged Dr Gabriel Maddock to assist with the digitisation. During the reporting period, the first 100 volumes of correspondence were digitised through to 1841. Digitisation of these records is continuing in 2025–26.



Dr Gabriel Maddock digitising 19th Century Colonial Secretary's Office records at the State Records Office.

REGULATION OF RECORDS AND INFORMATION MANAGEMENT

On behalf of the Commission, the SRO liaises with government organisations regarding their commitment to the standards-based approach to records management governance outlined earlier in this report.

Reviews and updates of Record Keeping Plans

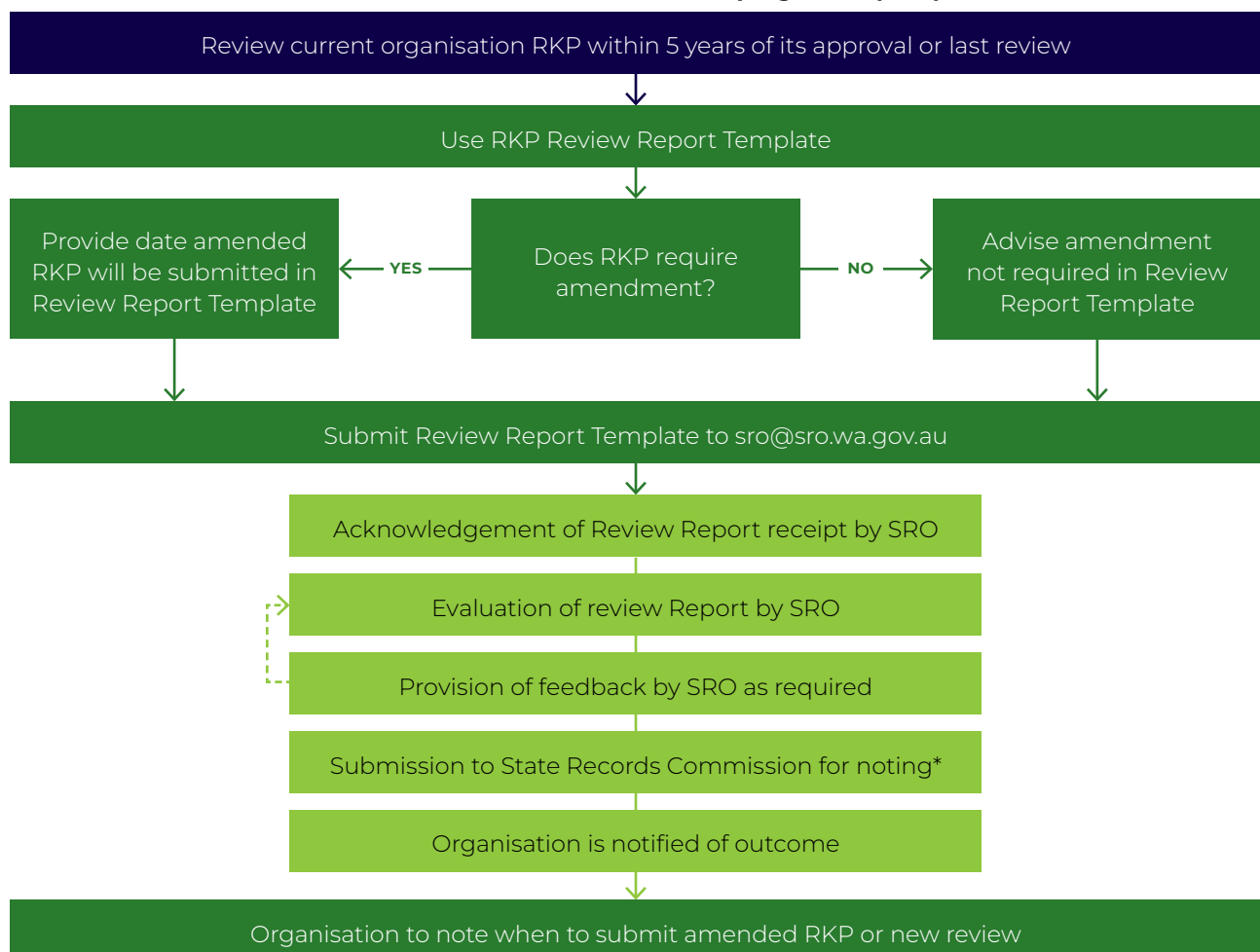
Government organisations are required to submit Record Keeping Plans (plans) for approval by the Commission. As part of an ongoing cyclical process, plans must be reviewed within 5 years of their approval date (or previous review), with a report of the review submitted to the Commission.

A review can take the form of either a review report, or a fully amended plan.

This year 51 agencies were required to review their plans (see Appendix 1).

A total of 44 amended plans were due for submission in the reporting period and 9 were outstanding from previous reporting periods (Appendix 3).

Process for review of Record Keeping Plans (RKP)



Action by SRO

Action by organisation

*The Commission meets three times a year. Scheduled dates are updated on the Commission webpage.

Plans and disposal authorities received and considered during 2024–25

44

**new or fully
amended
plans**

39

**plan review
reports**

19

**Local
government
plans**

30

**identified amendments
required and committed to
submitting an amended plan**

25

**State
government
plans**

9

**identified no amendment
required**

The SRO evaluates review reports and amended plans and liaises with organisations to finalise them for the Commission's consideration.

A total of 39 review reports and 44 fully amended plans were received by the SRO during the reporting period. Several reviews were received from the 2023–24 reporting period or received before their due date in the 2025–26 reporting period. Additionally, 4 amended plans were submitted to external approving bodies as required under the Act.

The number of review reports and amended plans reported in this section refer to numbers received by the SRO.

The Compliance Report in another section of this Annual Report refers to the numbers of plans approved by the Commission under section 28(5) of the Act, which may be different.

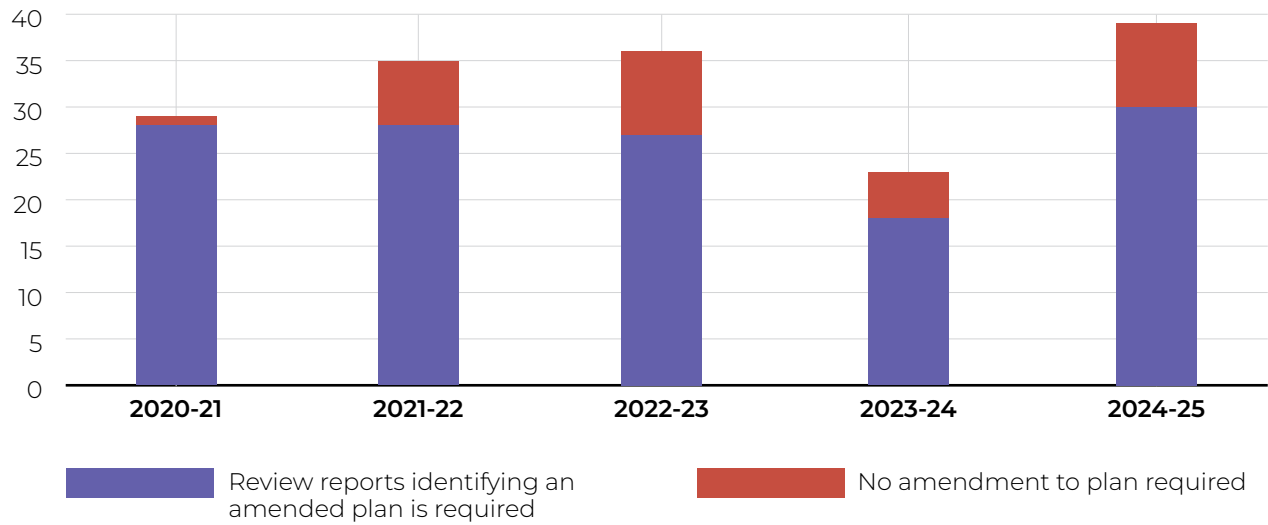
Several agencies also submitted a review report prior to submitting an amended plan during 2024–25.

The Commission also noted the continuation of a further nine plans requiring no amendment.

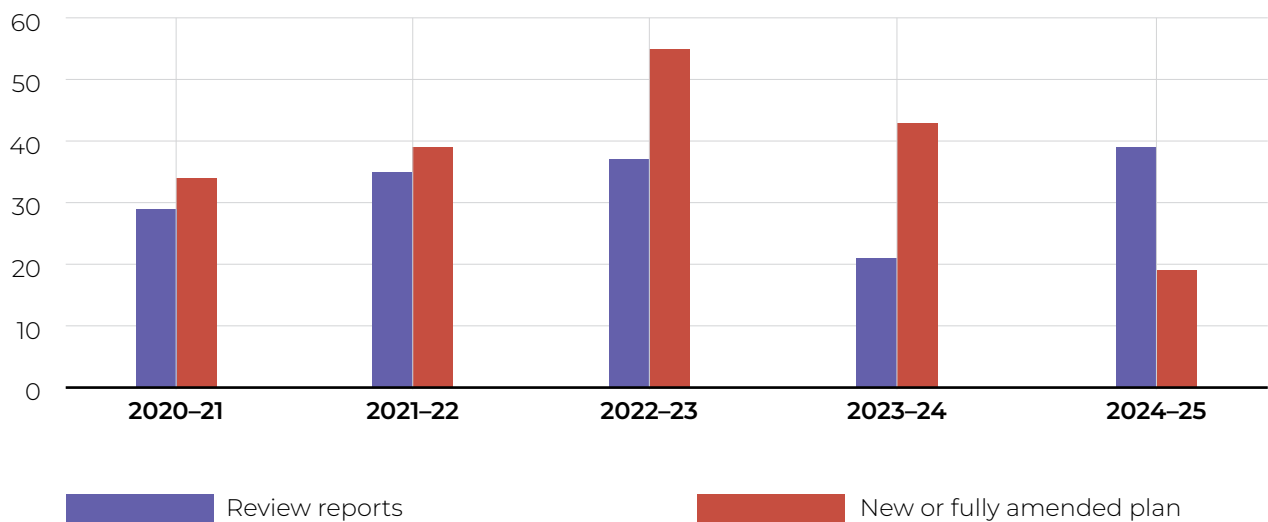
Two new organisations were required to submit a plan (Appendix 2).

For the 2025–26 reporting period, a total of 52 agencies will be required to review their plans (Appendix 4). Some of these reviews were received during the 2024–25 reporting period.

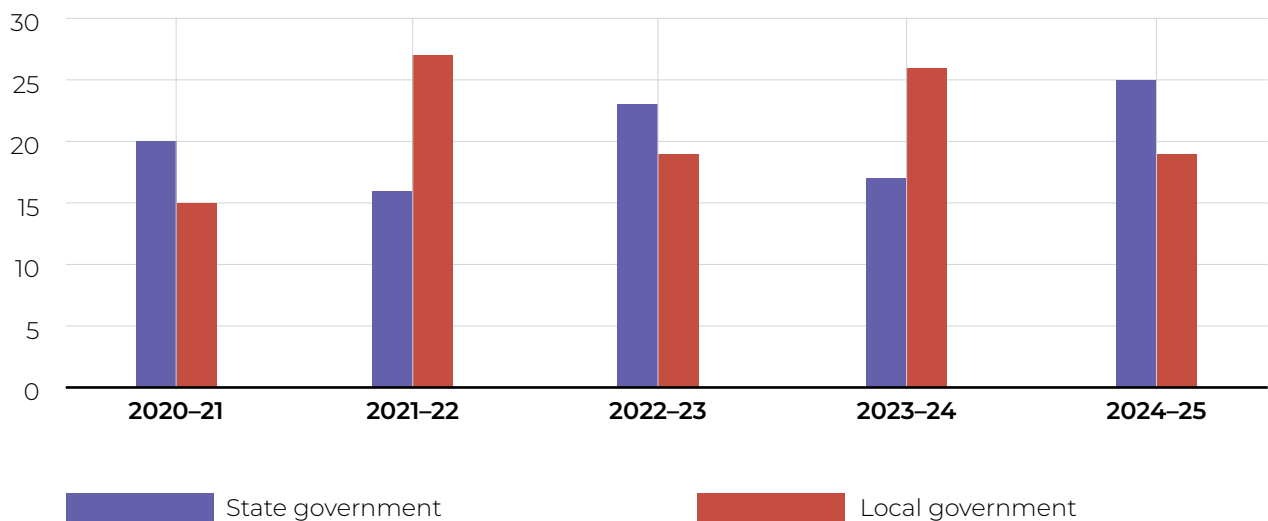
Review reports identifying that an amended plan is required



Record keeping plans and review reports submitted by agencies



State government and local government submissions of amended plans



These figures have remained consistent over the last several years.

Updates to Retention and Disposal Authorities

Updates to Retention and Disposal Authorities are an integral part of an organisation's Record Keeping Plan (plan). They fulfil the legal requirement for the plan to identify State archives for permanent retention, and the retention periods for all other records.

General Retention and Disposal Authority for Local Government Information

Authority number: 2023-005

This is an excerpt from the General Retention and Disposal Authority for Local Government Information. This authority describes the types of records of information created and managed by local governments and the retention periods for those records.

All State records must be disposed of in accordance with an approved Retention and Disposal Authority. These authorities may take the form of a:

General Retention and Disposal Authority

Sector Disposal Authority

Agency level Retention and Disposal Authority

Ad Hoc Disposal Authority

Disposal List

No	Function/ Activity	Description	Disposal Action
124.1	Region Schemes	Using a set of maps and scheme text, region schemes define the future use of land, dividing it into broad zones and reservations. These currently consist of the Metropolitan Region Scheme, the Peel Region Scheme and the Greater Bunbury Region Scheme. They provide the legal basis for planning in WA.	
124.1.1		Region schemes - proposed amendments, including advertising and requests for comment from the local government.	Retain 7 years after action completed, then Destroy.
124.1.2		Region schemes <ul style="list-style-type: none"> maps and scheme text provided by the State Government authority final notice of amendment. 	Retain 2 years after superseded, then Destroy.
124.2	Local Planning Schemes	These set out the way land is to be used and developed, classify areas for land use, and include provisions to coordinate infrastructure and development within the local government. NOTE: Previously known as Town Planning Schemes (TPS). Any town planning scheme in force continues and has effect as a local planning scheme under section 68(1) of the <i>Planning and Development Act 2005</i> .	
124.2.1	Local planning schemes	<ul style="list-style-type: none"> development and approval of the scheme map, scheme text and any supporting materials, plans, maps, diagrams, illustrations and other material required under sections 8 to 10 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> approved scheme amendments - including documentation, major drafts, submissions / objections and master that is signed and approved by the Commission or Minister. Heritage list and heritage areas, including local planning policies developed for heritage areas. Local heritage surveys. Municipal Heritage Inventory. Archive Retain as State archives.	



Regularly reviewing and updating plans supports agencies' work to efficiently and effectively maintain the integrity of records. We value the work of government organisations to maintain these important plans and encourage their use as a foundation for information and knowledge management.

Caroline Spencer, Chair, State Records Commission and Damian Shepherd, Executive Director State Records Office and State Archivist.



General Retention and Disposal Authorities (GRDAs) are documents developed by the SRO in consultation with other agencies, enabling the lawful disposal of information documenting the common operations within government.

They provide consistent disposal decisions throughout the State and eliminate the need for each government organisation to prepare individual disposal authorities for a large proportion of records.

Sector Disposal Authorities (SDAs) are developed by the SRO, in consultation with other organisations across these sectors, and cover records common to a group or sector of like organisations which operate with common functions.

These are also approved by the Commission.

SDAs have also been developed by agencies in close liaison with the SRO. These include SDAs for Court and Tribunal Services, Western Australian Universities and State Training Providers.

There are currently 11 SDAs covering the core business records of approximately 70 government organisations.

Unless records are covered by a GRDA or SDA, State government organisations are required to develop Retention and Disposal Authorities to authorise the disposal of their core business (or functional) records.

Online Recordkeeping & Disposal Application

Home Dashboard Organisations Users Disposal Authorities Records Management Plans Search Reports Admin Help

Dashboard

Pending Disposal Authorities

DA No.	Organisations	DA Type	DA Title	Status	Workflow	Registration	Edit DA
2025-018	Parliamentary Services Department	Functional	Retention and Disposal Authority for the Parliamentary Services Department	Draft	Workflow	Registration	Edit DA
2025-001	Insurance Commission of Western Australia	Functional	Retention and Disposal Authority for the Insurance Commission of Western Australia	SRO Requires Revision	Workflow	Registration	Edit DA
2024-007	Department of the Registrar, Western Australian Industrial Relations Commission	Functional	Retention and Disposal Authority for the Department of the Registrar, Western Australian Industrial Relations Commission	SRO Requires Revision	Workflow	Registration	Edit DA
2023-016	Department of Primary Industries and Regional Development	Functional	Retention and Disposal Authority for Department of Primary Industries and Regional Development	SRO Requires Revision	Workflow	Registration	Edit DA
2023-002	Legal Aid Western Australia	Functional	Retention and Disposal Authority for Legal Aid Western Australia	Draft	Workflow	Registration	Edit DA
2022-015	Department of Biodiversity	Functional	Retention and Disposal Authority for the	SRO Requires Revision	Workflow	Registration	Edit DA

The Online Record Keeping and Disposal Application (ORDA) is a web-based system that allows government agencies to draft and submit their Retention and Disposal Authorities to the SRO for review and facilitates associated approval processes.

Monitoring compliance with the Act

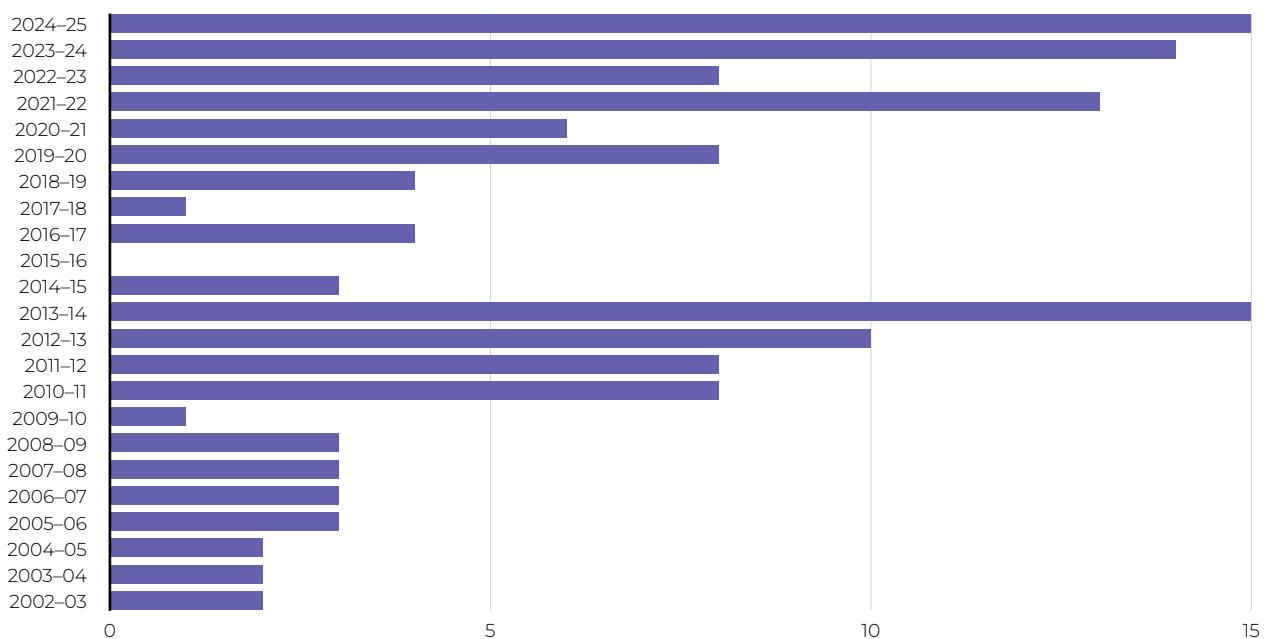
Under section 60(1) of the Act, the Commission is required to monitor the operation of the Act, and government organisations' compliance with their Record Keeping Plans. Monitoring is achieved through a range of regulatory mechanisms, including education, training and self-evaluation undertaken by government organisations, as well as the SRO's inquiries into reports of alleged non-compliance with (breaches of) the Act on behalf of the Commission.

The SRO received 15 reports of alleged breaches of the Act in 2024-25. This included an increasing

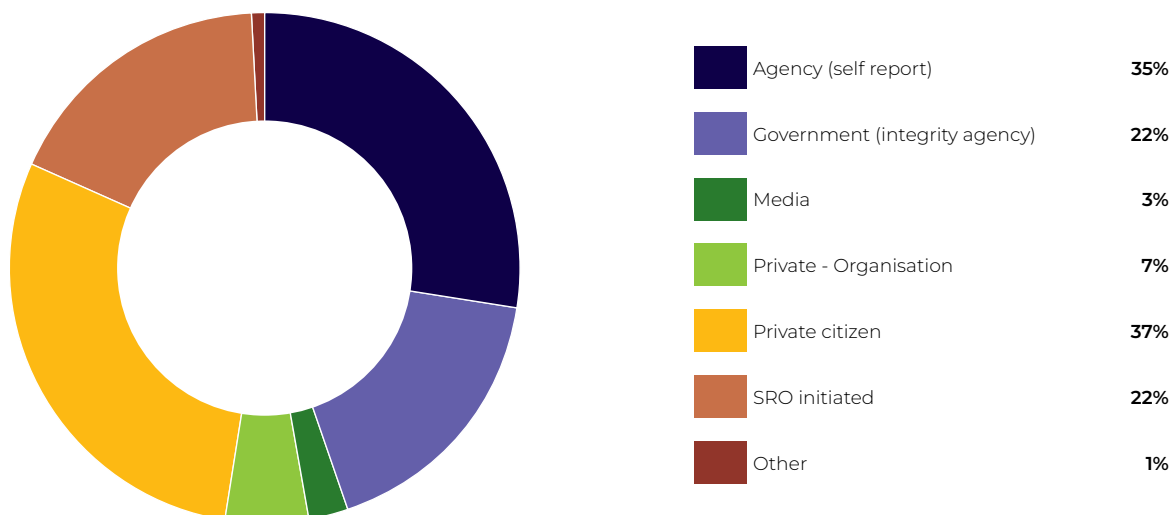
number of self-reports by agencies. While a high number of alleged breaches is always concerning, the increase in self-reports reflects well on the integrity of government organisations.

Of the reports received in 2024-25, five were self-reported by government organisations, five by private citizens, two by private community organisations, two initiated by the SRO, and one instance where an agency reported the alleged activity of another agency. Historically, reports have also been received from integrity agencies and media reports.

Number of reports of alleged breaches of the *State Records Act 2000*



Source of reports of alleged breaches of the *State Records Act 2000*



Premature destruction of State records and archives

Alleged breaches of the *State Records Act 2000* reported to the Commission and SRO have included reports of destruction or loss of State records and archives for various reasons, including:

- Damage due to water, mould and other causes. This is often due to storage in inappropriate locations, such as rooms exposed to damaged water pipes or flooding, poor environmental conditions, or pest infestation.
- Unsafe conditions where records are stored in locations that can no longer be accessed due to an unsafe environment, such as contamination or structural faults.
- Technological issues, including system failures.
- Lack of awareness of appropriate record management practice within the agency. In some instances, this may relate to managing a specific type, or format, of recorded information.

The SRO makes inquiries into alleged breaches on behalf of the Commission and follows up with agencies where required to address these issues. The Commission receives reports on the status of these inquiries at each Commission meeting and makes decisions on actions where appropriate. In most cases the issues are addressed through corrective actions or improvements to systems and processes, to avoid similar issues recurring.

However, where the breach is established and considered more serious, the Commission has powers to take other action. This can include



Records in poor condition – example from regional Western Australia of records stored in a humid and damp location resulting in the records having to be destroyed before their authorised disposal.

making a special report to Parliament about a contravention of the Act by a government organisation.

Division 3 of the Act describes investigative powers of the Commission, which include:

- a right of access to government records
- the power to request a report on record keeping from a government organisation, other than a Schedule 3 organisation
- powers of special inquirer under *Public Sector Management Act 1994*.

Corruption and Crime Commission findings against the former Ombudsman

On 8 October 2024 the Corruption and Crime Commission of Western Australia (CCC) published a report on its investigation into matters concerning the former Western Australian Parliamentary Commissioner for Administrative Investigations (Ombudsman), Mr Chris Field PSM. The CCC made several findings in the report regarding record keeping irregularities associated with Mr Field's conduct and made a finding of serious misconduct against him.

While Mr Field was a former member and Chair of the State Records Commission, the

Commission considered the findings of the CCC Report in the same way it would for any other report of record keeping issues in government organisations.

The Commission sought independent advice on the matter, requesting and receiving information from the Office of the Ombudsman regarding actions to address the record keeping irregularities reported by the CCC. The Commission will continue to monitor progress with these actions.



Record keeping issues identified by other oversight agencies

In 2024-25 the Information Commissioner engaged a McCusker Centre intern to compile data on record keeping issues identified by several other oversight agencies between 2013 and 2024. The published reports of the following agencies over this period were reviewed:

Corruption and Crime Commission
Office of the Auditor General
Ombudsman

Of 293 reports reviewed from these organisations, 164 (56%) identified record keeping issues and/or include recommendations that involve record keeping. Common issues reported include:

- Problems with creation and capture of records resulting in incomplete or missing documentation of decisions and actions.
- Security issues resulting from a lack of training and awareness for staff in how to create, capture and manage records of information.
- Poor quality of information resulting in incomplete and/or unreliable records.
- Inadequate systems for managing records of information, including issues with functionality, lack of compliance with standards and other requirements, like security.

The frequency of ongoing reports of record keeping issues by these oversight agencies is concerning and reinforces the need for further attention to and investment in better record keeping to improve the performance and accountability of government at all levels in Western Australia.

State Records Advisory Committee

The State Records Advisory Committee (the Committee) was established under section 62(1) of the Act to advise the Commission about:

- State records that should be State archives
- retention periods for those records that aren't to be State archives
- associated matters (as prescribed by the Commission).

The Committee plays an important role in assisting the Commission with its responsibility to ensure that principles, standards and other requirements established by the Commission, and guidance developed by the SRO, strike the right balance between the need to meet the requirements of the Act while also being practical for organisations to implement.

Members and deputy members are appointed by the Commission for 3-year terms and include representatives from the public service and relevant industry bodies.

The Committee expanded its membership in 2024-25 to include representatives from the Professional Historians Association WA.

Committee meetings were held on 26 September 2024 and 13 March 2025. In March 2025 the Chair of the Commission was present for part of the meeting to discuss issues and thank Committee members for their contribution to the Commission's important work.



Membership of the Committee during 2024–25:

Chair of the Committee

Mr Damian Shepherd – Executive Director State Records and State Archivist
(supported by staff of the SRO)

Aboriginal Interests

Ms Melanie Walley-Stack (Member)

Aboriginal Interests

Ms Mikaela Trenorden
(Deputy until November 2024)

Aboriginal Interests

Ms Gen Gongora-Mesas
(Deputy from December 2024)

Australian Society of Archivists

Ms Lesley Jolliffe (Member until September 2024)

Australian Society of Archivists

Mr Tom Reynolds
(Deputy until November 2024, Member from November 2024)

Australian Society of Archivists

Ms Michelle Lillico (Deputy from November 2024)

Historical Interests

Mr Michael Nind (Member)

Historical Interests

Dr Bobbie Oliver (Deputy until February 2025)

Institute of Public Administration Australia (WA Division)

Ms Emma Forrest (Member)

Institute of Public Administration Australia (WA Division)

Ms Cassandra Jaeger (Deputy)

Law Society of Western Australia

Mr Daryl Langman (Member from August 2024)

Local Government CEO (Metropolitan)

Mr Stuart Downing (Member)

Local Government CEO (Metropolitan)

Mr Ben D'Lima (Deputy)

Local Government CEO (Regional)

Mr Stuart Taylor (Member)

Local Government CEO (Regional)

Ms Tamara Clarkson (Deputy)

Local Government Records Management Practitioner

Ms Crystal Gardner (Member)

Local Government Records Management Practitioner

Mr Terry Lyons (Deputy)

Professional Historians Association WA

Ms Sian Ferraz (Member from June 2025)

Professional Historians Association WA

Ms Prue Griffin (Deputy from June 2025)

Records and Information Management Practitioners Alliance – Global (RIMPA Global)

Ms Lauren Gray (Member)

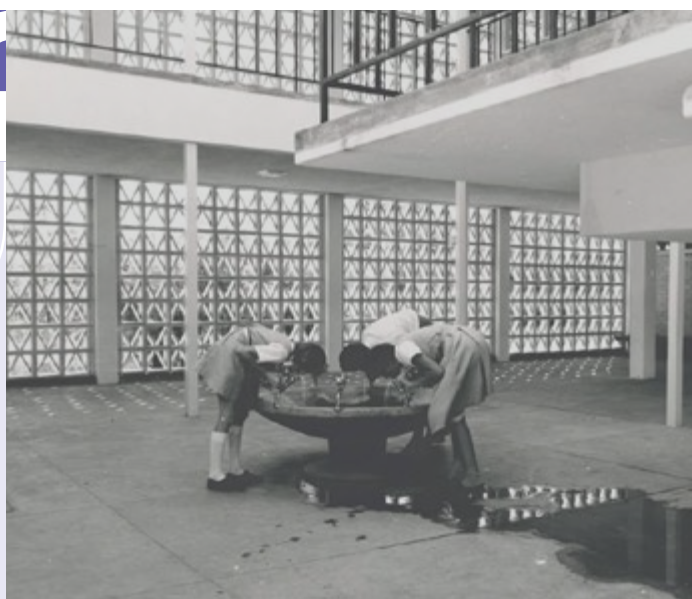
Records and Information Management Practitioners Alliance – Global (RIMPA Global)

Ms Tanya Wright (Deputy)

State Government CEO Representative

Ms Michelle Hoad (Member)

The Commission extends its appreciation to all Committee representatives, past and present, for their participation and contribution to its important work.



Committee Member Profile – State Government CEO Member

As the Managing Director of North Metropolitan TAFE, I manage the delivery of training to over 34,000 Western Australians, building skills for the future across all industry areas. My career spans more than 30 years in the tertiary education sector, commencing at Murdoch University, and moving into TAFE following the introduction of the Vocational Education Training legislation in 1996. Under the new Act, TAFE Colleges became statutory authorities, and my role was to work with staff to establish the structures, frameworks, and culture for autonomous College operations.

My background is in organisational/industrial psychology, which is the study of factors that underpin effective economic performance. My role as a leader in the TAFE sector resonates with my background in two ways: first in my responsibility to successfully run an organisation of over 1,500 staff, and second in the work that we do as educators in the industry and community sectors we serve. Workforce capability is a key component in the productivity and success of all organisations and underpins economic growth and social impact. A surprisingly good fit for an organisational psychologist!

Our 9 TAFE campuses throughout the Northern corridor represent \$480 million in training assets. People at all stages of their career are upskilling on the latest equipment and software in our industry demonstration and training facilities. We seek to transform lives and strengthen industry and community in alignment with the State's vision to Diversify WA and to create a future Made in WA.

Our commitment to records management is embedded in our strategic approach. We maintain a robust framework aligned with the *State Records Act 2000*, ensuring that our records are accurate, secure, and accessible. This supports informed decision-making and preserves the institutional knowledge that underpins our service to students, industry, staff, and the wider community.

We've made significant strides in digital transformation, modernising our systems to enhance the way we manage and protect information. Importantly, our record keeping



Ms Michelle Hoad, Managing Director / Chief Executive Officer, North Metropolitan TAFE.

practices also reflect our values—particularly our commitment to reconciliation and sustainability. Through our Reconciliation Action Plan and Sustainability Strategy, we ensure that our records honour cultural sensitivities and document the evolving impact of our work in a meaningful and inclusive way. At NMTAFE, we understand that effective record keeping is not just about compliance: it's about accountability, transparency, and supporting the integrity of our operations.

On the State Records Advisory Committee, I represent public sector groups. I sit alongside other key stakeholders who share a collective commitment to the stewardship of meaningful records on behalf of all Western Australians. I enjoy the breadth of sectors and approaches that are discussed on the committee as we consider the various plans that come before us. There's a high degree of expert knowledge, with ideas and opinions respectfully debated as the committee undertakes its responsibilities. Through my involvement, I see firsthand the valuable leadership that the State Records Commission provides to support the people of Western Australia, State Parliament, and the many public sector entities, like TAFE. It's a privilege to be part of a process through which we can all be assured that, wherever possible, the records of significant events and information, reflecting our history and culture, and that can inform and maintain the transparency of decisions in this State, are secure.

PUBLICATIONS ON RECORDS MANAGEMENT

During 2024–25 the SRO continued to simplify its published records management guidance. This included a review of publications and other documents to address government requirements and other records management issues, targeting specific activities.

The SRO published the following guidance documents during the reporting period:

- Archive Keeping Plan, which documents the framework in place for keeping State archives in the Collection.
- Artificial Intelligence and Record Keeping, which guides organisations on identifying risks and considering the implications for records and information that are created or impacted by Artificial Intelligence.
- Cyber Security and Record Keeping, which provides guidance in managing information security risks associated with record keeping.
- Managing records following administrative change or Ministerial change, which provides guidance to organisations where agencies merge, separate or are abolished due to Public Sector Reforms, Machinery of Government changes, or when Ministerial change occurs, ensuring proper management and preservation of government records.
- Email Management, which provides guidance in managing emails created or received by the organisation, emphasising that business emails must be captured within an official record keeping system.
- Online Guide to 1993 State Cabinet Records, a guide to State Cabinet records in the State archives that opened to the public after 30 years, outlining the official decisions that have shaped Western Australia.
- PRIS FAQs, which guides organisations to manage personal information in relation to the *Privacy and Information Sharing Act 2024* and the *State Records Act 2000*.
- Record Keeping Plan webpage, process map and review report template. An update to the SRO's 'Record Keeping Plans and Template' webpage outlines the procedures organisations should follow when submitting Record Keeping Plans and Review Reports. It also includes guidance on using the templates and introduces a new quick reference workflow diagram.
- Retention of Personal Information, which guides organisations on how to securely manage personal information of employees, clients, students, volunteers and visitors appropriately, with a focus on how to manage these records in relation to the *Privacy and Responsible Information Sharing Act 2024*.
- Website Content and Record Keeping, which reminds organisations that website content is considered a business record, and how to ensure it complies with legislative requirements, including the *State Records Act 2000* and related standards.

Records Management Advice from the State Records Office

The SRO has developed a condensed library of Records Management Advice to raise organisations' awareness of record keeping and information management.

These are developed in consultation with other organisations and provide easy to follow descriptions of key concepts and practices.

In 2024–25 the SRO moved Records Management Advice to an updated online format to facilitate access and future updates.



Example of Records Management Advice published online by the State Records Office.

KNOWLEDGE SHARING AND TRAINING

The SRO receives regular requests for training from government agencies. The table below provides an overview of requests made between 2017 and 2025.

	2017–2018	2019	2020	2021	2022	2023	2024	2025
Training requests referred to other providers	14	8	13	12	4	5	8	2

Unfortunately, the SRO has not been able to provide any requested training or offer regular training to agencies during the above periods. Any requests for training on record keeping have generally been referred to consultants and other non-government providers.

The current approach focuses on working with agencies on priorities for record keeping matters, such as Privacy and Responsible Information Sharing (PRIS), Information Classification, and Artificial Intelligence, which are largely delivered through interagency working groups and communities of practice.

This aligns with the requirement of the Director State Records under section 73(1)(a) to advise government organisations on record keeping, training their staff in record keeping and to assist in such matters.

As reported in the Commission's 2023–24 Annual Report, the Commission considers that additional SRO resourcing is urgently needed to meet agency requests for records and information management training, and that the SRO should be resourced to provide regular training to government agencies.

The WA Public Sector Learning Initiative – Agency Readiness announced in the 2024–25 State Budget, developed and administered by the Public Sector Commission (PSC), will deliver courses covering a range of skills and functions required of a modern public sector. The SRO is assisting the PSC and other agencies involved to develop course content in relation to record keeping as it relates to every aspect of public sector service delivery.

Information Classification Working Group and Community of Practice

The SRO continued to facilitate a Working Group and a Community of Practice to support implementation of the WA Government Information Classification Policy.

In May 2025, the SRO collaborated with the Office of Digital Government (DGOV) to progress arrangements aligning Information Classification Policy and Privacy and Responsible Information Sharing (PRIS) agency support activities and establish a new interagency Community of Practice to support this work. DGOV will facilitate the new Community of Practice, with SRO supporting the Information Management Hub that was established in 2023 to facilitate sharing of experience and expertise.

Information and responsible information sharing

The Executive Director and SRO have supported DGOV and other agencies throughout the reporting period by providing advice on readiness activities for implementing the *PRIS Act 2024*, parts of which came into force in late 2024. This advice aligns with existing requirements of the *State Records Act 2000* and the Commission's principles and standards.

Information Management Hub

The SRO continued to expand the use of an Information Management (IM) Hub established in 2023 using Microsoft Teams and SharePoint. By June 2025, the IM Hub had grown to 350 users from 96 agencies. It includes IM Central, a general channel for information management discussions, and a specialised channel dedicated to information classification. The IM Hub remains a practical resource for improving consistency in government record keeping practices.

ENGAGEMENT AND COLLABORATION

There are increasingly rapid and disruptive changes in information management technology and approaches to the way government and other organisations conduct business.

To ensure the Commission can continue to support effective records management across WA, it is essential the SRO maintains constructive relationships with public and private sector stakeholders.

Guide to State Cabinet Papers

Each year the SRO publishes an online Guide to State Cabinet records which have been released from their 30-year restriction access period in the previous calendar year. The Guide for the 1994 State Cabinet minutes and decisions will be released in September 2025 to coincide with International Access to Information Day.

State Cabinet records are historically significant documents that reveal the decisions made by the government of the day. These unique records are the primary source documents for information about the issues raised at Cabinet meetings. This online Guide is intended to assist the Western Australian community to access these records.

In 2025 the Guide to the 1994 State Cabinet Records was produced with the assistance of Ms Cydney Seed, a student from the University of Western Australia during a McCusker Centre for Citizenship Internship at the SRO.

Ms Seed is in her second year of a double degree in Commerce and Arts, specialising in law, at the University of WA. Cydney quickly became a highly valued member of the



Cydney Seed at the SRO with some of the correspondence files, video footage and packets of photographic prints from the Governor's Establishment being processed into the State Archives Collection.

SRO team. After completing her internship, the SRO engaged Cydney on contract to assist with archival processing work. Most recently, Cydney has been processing a large collection of State archives that the SRO accepted from Government House.

Each year the SRO hosts an intern from the McCusker Centre for Citizenship which operates from the University of WA. The SRO is very grateful to the McCusker Centre for its ongoing support to our office and for providing the opportunity to work alongside wonderful young students.

Council of Australasian Archives and Records Authorities

The Council of Australasian Archives and Records Authorities (CAARA) comprises the heads of the government archives and records authorities of the Commonwealth of Australia, New Zealand and each of the Australian States and Territories, and is the peak body for government archives and records institutions in Australia and New Zealand. The SRO is CAARA's Western Australian representative.

In October 2024 the Executive Director SRO travelled to Christchurch, New Zealand to attend a CAARA meeting, and a Joint Conference of the Australian Society of Archivists (ASA), Association of Records and Archives New Zealand (ARANZ) and Pacific Regional Branch of the International Council of Archives (PARBICA).

The Executive Director SRO is grateful to the Chief Archivist New Zealand and Archives New Zealand staff from across the country for making arrangements to meet on 22 October ahead of the conference at the Christchurch Office. The Executive Director SRO and Director State Records South Australia had a tour of the Archives repository and service centre in Christchurch and met with staff and representatives from the Ngāi Tahu iwi who share the facility with Archives New Zealand.

The tour and discussions provided a useful comparison with facilities in Western Australia that serve the same purposes. The Archives New Zealand facilities in Christchurch are newer and incorporate a wider range of capabilities than equivalent facilities in WA. The Christchurch facility was completed in 2018 after the former site in the city centre was damaged during the 2010–11 earthquakes.

The partnership model between Archives New Zealand and Ngāi Tahu is inspiring and may have application in WA for partnerships between the SRO and other WA government cultural institutions, and Aboriginal representative groups in WA.

The SRO Chaired a CAARA Education and Training Working Group between June 2023 and April 2025. This Working Group facilitated the sharing of experience and expertise in development of training resources across records and archives authorities in Australia and produced a national index of training and education resources for records and information management – see <https://www.caara.org.au/groups/education-working-group/>

The leadership focus of CAARA is:

1. Sharing experience and knowledge to unlock the long-term value of government records and archives for the people of Australia and New Zealand.
2. Collaborating and building expertise to secure, preserve and make records available to communities today and in the future.
3. Creating common understanding of emerging issues and opportunities for records and information management, so we can respond more effectively together.



In June 2025 the SRO convened a Data Sharing Agreements Working Group to explore opportunities for records and archives authorities across Australia to further support data sharing initiatives between jurisdictions. This work will continue into 2025–26.

That same month CAARA hosted a joint exhibition stand at the Annual Australian Institute for Aboriginal and Torres Strait Islander Studies (AIATSIS) Summit in Garramilla (Darwin). The CAARA exhibition stand enabled conference delegates to talk to representatives from across the Australian archives and records authorities about the services these organisations offer for first nations peoples.

Australian Society of Archivists

The Australian Society of Archivists (ASA) is Australia's peak professional body for archivists and recordkeepers. It advocates on behalf of archivists, and the archival and record keeping profession, and seeks to promote the value of archives and records as well as support best practice standards and services.

The ASA was established in 1975 to advocate for and support archives, archivists and record keeping in Australia by providing leadership, member services, and promoting the diversity and value of archives and archivists.

The ASA runs a national conference every year and occasionally collaborates with other organisations to run events.

The 2024 ASA conference was extended to include other international partners through the Association of Records and Archives New Zealand (ARANZ) and Pacific Regional Branch of the International Council on Archives (PARBICA).

The theme for this conference was 'Opening the Archives', which focussed on improving access to archives in both digital and physical forms. The Executive Director SRO was able to attend thanks to the generous support of CAARA and the Department of Local Government, Sport and Cultural Industries.

Attendance at this conference was timely, allowing SRO to leverage the experiences of other organisations in developing a digital-first approach to records and archives access in Western Australia.

Local Government Records Management Group

The SRO continued its engagement with the Local Government Records Management Group (the Group) during 2024–25. Two SRO staff members attended a Group meeting in September 2024, hosted by the Western Australian Local Government Association (WALGA). They provided an update on various SRO topics, such as new publications and staff changes, and responded to record keeping queries raised by members.

The SRO also hosted the Group's December meeting. This meeting provided local government records and information managers to ask questions and connect with each other. WALGA and the Office of Digital Government regularly provide updates at these meetings covering record keeping topics of interest for local governments. These topics include, WALGA record keeping training opportunities and the requirements of the *Privacy and Responsible Information Sharing Act*.

Panel session at the 2024 'Opening the Archives' in Christchurch, New Zealand, jointly hosted by the Australian Society of Archivists (ASA), Association of Records and Archives New Zealand (ARANZ) and Pacific Regional Branch of the International Council on Archives (PARBICA) and attended by the Executive Director SRO.



RIMPA (Records and Information Management Practitioners Alliance) Global

The Records and Information Management Practitioners Alliance (RIMPA) Global represents records and information management practitioners, sets industry standards, fosters professional development, and connects people to achieve positive outcomes through information management.

From 3–5 September 2024, an SRO Record Keeping Consultant participated in the RIMPA Live conference, including RIMPA's Education Summit, held at the Adelaide Convention Centre.

Key themes explored during the conference included Copilot technology, artificial intelligence, data management, and governance. RIMPA Live continues to provide a vital platform for advocacy, innovation, and the advancement of best practices in the records and information management profession.

Other engagement

SRO staff also attended regular meetings of the:

- Accountability Agencies Collaborative Forum, hosted on rotation by members of the Forum
- Business and Technology Advisory Committee – Office of Digital Government
- Data and Linkage Advisory Committee – Office of Digital Government
- Friends of Battye Library Inc.
- Portfolio Business and Innovation Management Group (DLGSC)
- WA Government Artificial Intelligence Working Group – Office of Digital Government.

Volunteers

The Commission and SRO value the contributions of volunteers at the SRO both past and present who provide important assistance in listing State archives to be added to our catalogue. The work of these volunteers has significant public value and makes our archives searchable and more easily accessible.

Ms Lana Badenko is one of the SRO volunteers. After a career in librarianship and records management in the public sector, when it came to retirement she chose to volunteer at the SRO as a way of giving back to the community.



State Records Office volunteer Ms Lana Badenko.

The work of volunteers at the State Records Office has significant public value in making State archives more accessible to the community.

2024 EVENTS

7 AUGUST

Office of the Auditor General

The SRO met with the Office of the Auditor General to brief the executive on key aspects of records management.



2-5 SEPTEMBER

Records and Information Management Practitioners Alliance (RIMPA) Live Convention, Adelaide

Attended by an SRO Record Keeping Consultant who represented the SRO at an education summit during the event.



20-25 OCTOBER

International Council of Archives

Joint Australian Society of Archivists, Association of Records and Archives New Zealand and Pacific Regional Branch of the International Council of Archives Conference, Christchurch, New Zealand.

Attended by the Executive Director who also attended in the capacity of a representative of the Council of Australasian Archives and Records Authorities (CAARA). The Executive Director attended a symposium on the Tandanya-Adelaide Declaration.

12 SEPTEMBER

Local Government Records Managers Group Meeting

Attended by SRO officers to discuss current issues such as Privacy and Responsible Information Sharing and other whole of sector information management issues.



12 NOVEMBER

Department of Premier and Cabinet (DPC)

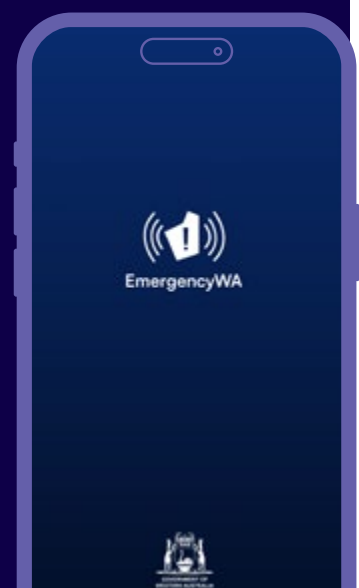
The SRO met with the project team of Digital Cabinet WA to discuss requirements for the proposed digital lodgement of ministerials.



NOVEMBER

Department of Fire and Emergency Services (DFES)

The SRO engaged with DFES to assist with advice on record keeping for the new Emergency WA app.



5 DECEMBER

Local Government Records Managers Group Meeting

The SRO hosted the meeting with 68 attendees in person and online, including representations from DPC, WALGA and DLGSC.



2025 EVENTS

5 JUNE

State Records Commission and Integrity Agencies Engagement Session – Albany and Great Southern

The Commissioners each provided an overview of the functions of their offices and interests in the State Records Act 2000.

At the session the Executive Director and a Program Manager presented on 'An Integrated Approach to Information Management across WA Government' to approximately 30 representatives from State and local government agencies.



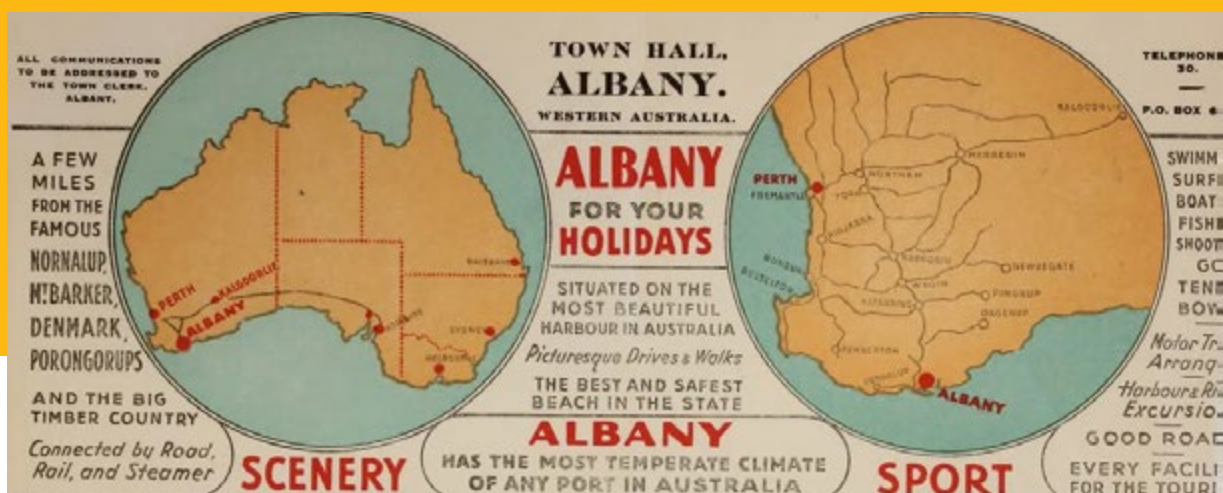
The Executive Director State Records Office opens the Great Southern Land local history event at the Albany Public Library in June 2025.

6 JUNE

'Great Southern Land' – History Great Southern Partnership Event with the City of Albany Public Library

The SRO jointly hosted a public seminar on exploring the history of the Great Southern Region through State archives and local history collections with History Great Southern – Kaartdijin Biddi Albany, based at the Albany Public Library.

The Commission and SRO thank Ms Sue Lefroy, Local History Coordinator, Ms Janet Osborne, Anthropologist, and Wagyl Kaip Southern Noongar Aboriginal Corporation for their support for this event. Over 50 people attended.



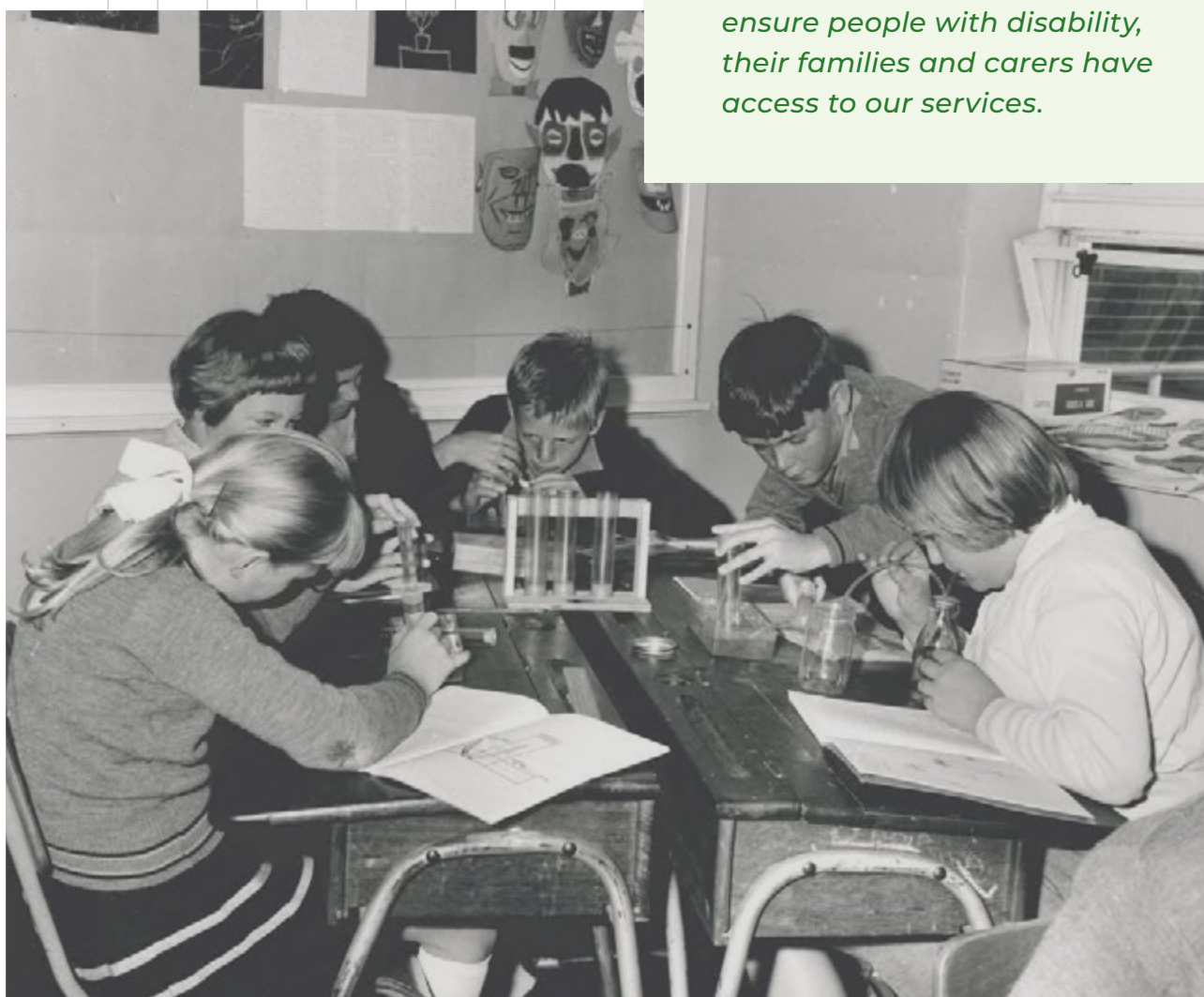
Detail from a tourism brochure for Albany WA c.1950's. State archives collection.

DISABILITY ACCESS AND INCLUSION

In 2024–25 the SRO continued to deliver its obligations under the Disability Access and Inclusion Plan for the Department of Local Government, Sport and Cultural Industries.

The SRO continued leveraging improvements to wa.gov.au to check content against international Web Content Accessibility Guidelines to meet Digital Services Policy requirements (Level AA) and higher.

As part of the Department of Local Government, Sport and Cultural Industries, the State Records Office (on behalf of the Commission) takes a planned and deliberate approach to ensure people with disability, their families and carers have access to our services.



Government photographs – Metropolitan and Regional Schools 1950s-1970's. State archives collection.

MULTICULTURAL PLAN

In 2024–25 the SRO contributed to the development of a new Multicultural Plan for the Department of Local Government, Sport and Cultural Industries. New commitments under this plan were still being finalised at the time of writing this Annual Report.

Two Centuries of Chinese Heritage

Associate Professor Dr Yu Tao, Professor Benjamin Smith and Lucy Hair are part of the project team based at the University of WA focussing on Two Centuries of Chinese Heritage in Western Australia, 1830s–2020s.

This important project aims to collect, record and tell stories of two centuries of Chinese communities' contributions to our State and Commonwealth.

A foundational element of this work is the Anne Atkinson Collection, a valuable trove of research material amassed by Dr Anne Atkinson during the 1980s and early 1990s. This component, encompassing nearly 10,000 pages of notes, photocopies and newspaper articles, captures the lives and stories of over 3,000 Chinese Australians who lived in the state during the 19th and early 20th centuries. In 2024–25 the project team were regular visitors to the State Records Office, reviewing records from the Colonial Secretary's Office that relate to Chinese immigration in the late 1800s and early 1900s.



Photograph of Mr J Hee – Immigration Restriction Act 1897. State archives collection cons 527 1900/2379.



Dr Yu Tao from the University of Western Australia with a Senior Archivist from the SRO in the State archives collection.

RECONCILIATION ACTION

The SRO Plan on a Page 2023-2026 supports the Commission's reconciliation action by giving a high priority to establishing meaningful and ongoing engagement with Aboriginal people to facilitate access and use of State archives.

The SRO continued to contribute to commitments under the Department of Local Government, Sport and Cultural Industries (DLGSC) Reconciliation Action Plan.

The SRO continued to assist the Department of the Premier and Cabinet in supporting alternative Native Title Agreements with four Central Desert Native Title groups.

The SRO continued to assist Aboriginal History WA and the DLGSC Information Management team with advice on access to restricted access records created by the Aboriginal Affairs Department and its predecessors.

The SRO led a national initiative through the Council of Australasian Archives and Records Authorities (CAARA) to respond to the 5th

Anniversary of the Tandanya-Adelaide Declaration and recommit to its aims. The SRO also coordinated production of a joint video statement through an Aboriginal owned supplier:

<https://www.caara.org.au/news/caara-members-recommit-to-the-aims-of-the-tandanya-adelaide-declaration/>

CAARA members also published a report on progress with actions – see <https://www.caara.org.au/wp-content/uploads/CAARA-Jurisdiction-Responses-to-Tandanya-All-UPDATED-14-Jan-25.pdf>



Staff of the State Records Office recommit to the Tandanya-Adelaide Declaration on Indigenous Rights in Archives in October 2024.

COMPLIANCE REPORT

- STATE RECORDS ACT 2000

PART or SECTION	NOTES
Part 2 – Record Keeping Plans for parliamentary departments	
Section 12 – Parliamentary departments to have plans	The Parliamentary Services Department plan was approved by the President of the Legislative Council and the Speaker of the Legislative Assembly on 4 June 2025.
Section 13 – Amending plans	No action required during 2024–25.
Section 14 (2) – Review of plans	The Legislative Council submitted a review of its plan in October 2022 as required under section 14(2). The Legislative Assembly submitted a review of its in February 2023 as required under section 14(2).
Part 3 Division 2	
Section 23(1) – approve or refuse to approve Record Keeping Plans	The Commission approved 44 Record Keeping Plans.
Section 23(2) – give reasons for refusal to approve Record Keeping Plans	All approved.
Part 3 Division 3	
Section 25 – Commission to have a plan	Current plan was approved by the Minister for Culture and the Arts on 17 January 2025. The next review is due 17 January 2030.
Section 26 – State Records Office to have a plan	The SRO submitted an amended plan in August 2021 which was approved by the Commission in November 2021. The next review is due 16 November 2026.
Section 27 – Schedule 3 organisations to have plans	The Horizon Power plan was approved by the Minister for Energy on 27 January 2025. The Water Corporation plan was approved by the Minister for Water on 20 December 2024.
Part 3 Division 4	
Section 28(3) – the Commission may require a government organisation to review its Record Keeping Plan (discretionary)	None required.
Section 28(5) – five-yearly review of all Record Keeping Plans	Plans for 51 government organisations were due for review during 2024–25 (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.



approved or completed



ongoing action



issue identified

COMPLIANCE REPORT - STATE RECORDS ACT 2000

PART or SECTION	NOTES
Part 4	
Section 32 - State archives to be transferred to the State Archives Collection	In 2024–25, the SRO received an emergency transfer of State archives from the Governor's Establishment, as well as receiving several small sets of Education Department, Public Works Department, Department of Lands and Surveys and State Print records that had been unprocessed and in the custody of the State Library of WA.
Part 5 Division 2	
Section 37(2)(b) – restricted access archives identified	In 2024–25 the Commission approved applications to restrict Perth Market Authority Personnel records, and Department of Native Welfare Northern District/Region personal files which were deemed exceptionally sensitive in accordance with section 48 of the Act.
Section 37(5) – Review of archives restricted under 37(2)(b)	As a result of the review of restricted access archives, in 2024–25 the SRO proposed to further examine and review processes for identifying and managing restricted State archives through investigating the impact of digitisation and the potential impact of privacy legislation on access.
Section 38 (3) – change in restricted access period for records in the State Archives Collection	There were no changes in restricted access time periods submitted to the Commission for approval in 2024–25.
Part 5 Division 3	
Section 40(2) – approve or refuse to approve the Archives Keeping Plan	The Archives Keeping Plan was approved by the Commission at its 21 November 2024 meeting.
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	The Archives Keeping Plan will be reviewed by 21 November 2029 and a report of the review submitted to the Commission by that date.
Part 5 Division 4	
Section 43(3), (4) & (5) – deal with applications from the Director to destroy archives	Nil.



approved or completed



ongoing action



issue identified

COMPLIANCE REPORT - STATE RECORDS ACT 2000

PART or SECTION	NOTES				
Part 6					
Section 48 – Archives containing exceptionally sensitive information	In 2024–25 The Commission approved Department of Native Welfare Northern District/Region personal files as being exceptionally sensitive in accordance with section 48 of the Act.				
Part 8 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 compliance with the Act.				
Section 60(1)(b) – monitor compliance by government organisations with Record Keeping Plans	The SRO evaluated Record Keeping Plan review reports and amended Plans, with results reported to the Commission.				
Section 60(1)(c) – inquire into breaches or possible breaches of this Act	Alleged breaches	24–25	23–24	22–23	21–22
	Active	28	18	12	19
	Resolved	17	5	8	15
	Carried forward	11	13	4	4
Section 61 – establish principles and standards	Throughout 2024–25 the SRO continued developing and consulting on a draft single new State Records Commission principles and standard for managing State records, and a supporting framework. No new record keeping principles and standards were issued during 2024–25.				
Section 62 – establish committees	The State Records Advisory Committee met two times during 2024–25. 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 29 October 2024. Copies were tabled in the Legislative Council on 5 November 2024 and the Legislative Assembly on 5 November 2024.				
Section 64(2) and (3) – submit reports to Parliament on contraventions of the Act (discretionary)	Nil.				
Section 64(4) – give the Minister a copy of any report submitted to Parliament	Commission Annual Report was delivered to the Minister on 29 October 2024.				



approved or completed



ongoing action



issue identified

COMPLIANCE REPORT - STATE RECORDS ACT 2000

PART or SECTION	NOTES
Part 8 Division 2	
Section 65(4) – include any policy directions given by the Minister in the Annual Report	None issued.
Section 66(4) – comply with requests by the Minister for information and make facilities available	None received.
Part 8 Division 3	
Section 68 – Commission may request a government organisation to report about its record keeping or an aspect of its record keeping	No requests issued.
Compliance with SRC Standard 2, Principle 6	<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.</p> <p>An amended Plan for the SRO was approved by the Commission in November 2021. This Plan included updated records management policies and procedures and the SRO's Disaster Recovery Plan, incorporating management and protection of the Commission's records and induction of new SRO staff and Commission members.</p> <p>The Commission's Plan was approved by the Minister on 17 January 2025. The next review is due 17 January 2030.</p> <p>The Commissioners participate in the analysis and review of SRO business activities and related documentation while executing their Commission roles, including the development of the new draft State Records Commission standard for the management of State records. Their work with government agencies and interaction with industry associations ensures they maintain knowledge of current record keeping issues.</p>



approved or completed



ongoing action



issue identified

APPENDIX 1

Record Keeping Plans required for review in 2024–25

AGENCY	DATE DUE TO SRO	DATE RECEIVED BY SRO
Botanic Gardens and Parks Authority	7 August 2025	6 May 2025
Bunbury Water Corporation (Aqwest)	21 April 2025	5 March 2025
Chowerup Cemetery Board	6 December 2024	14 November 2024
City of Albany	22 March 2024	15 April 2024
City of Kalgoorlie-Boulder	12 December 2024	11 December 2024
City of Melville	8 April 2025	24 March 2025
City of Subiaco	7 August 2025	4 February 2025
Coal Miners Welfare Board	7 April 2025	7 April 2025
Commissioner for Children and Young People	9 August 2024	6 August 2024
Corruption and Crime Commission	12 December 2024	11 December 2024
Department of Fire and Emergency Services	12 December 2024	12 December 2024
Department of Local Government, Sport and Cultural Industries	8 April 2025	3 January 2025
Dwellingup Cemetery Board	22 April 2024	18 April 2024
Fire and Emergency Services Superannuation Fund	17 March 2025	18 March 2025
Geraldton Cemetery Board	9 March 2024	1 May 2024
Infrastructure Western Australia	8 April 2025	9 April 2025
Kalgoorlie-Boulder Cemetery Board	9 August 2024	16 October 2024
Kimberley Development Commission	12 December 2024	12 February 2025
Kimberley Ports Authority	8 April 2025	3 April 2025
Mental Health Commission	9 August 2024	16 August 2024
Mental Health Tribunal	12 December 2024	9 December 2024
National Trust of Australia (Western Australia)	9 August 2024	8 August 2024
Office of the Chief Psychiatrist	17 March 2025	11 March 2025
Pilbara Ports Authority	12 December 2024	3 October 2024
Public Sector Commission	8 April 2025	8 April 2025

Agencies who submitted a record keeping plan as proof of review.

*Received after the reporting period.

APPENDIX 1

Record Keeping Plans required for review in 2024–25

AGENCY	DATE DUE TO SRO	DATE RECEIVED BY SRO
Rottnest Island Authority	9 August 2024	9 August 2024
Shire of Broome	9 August 2024	12 July 2024
Shire of Capel	7 August 2025	23 December 2024
Shire of Cranbrook	22 March 2024	22 March 2024
Shire of Cunderdin	9 August 2024	24 October 2024
Shire of Dumbleyung	9 August 2024	6 August 2024
Shire of East Pilbara	12 December 2024	6 December 2024
Shire of Esperance	17 March 2025	25 March 2025
Shire of Gingin	7 May 2024	7 May 2024
Shire of Kondinin	20 March 2025	14 March 2025
Shire of Meekatharra	9 August 2024	16 October 2024
Shire of Moora	12 December 2024	30 August 2024
Shire of Morawa	8 April 2025	29 April 2025
Shire of Mount Magnet	22 March 2024	4 April 2024
Shire of Mukinbudin	30 September 2024	2 September 2024
Shire of Murchison	9 August 2024	2 August 2024
Shire of Murray	22 March 2024	13 February 2024
Shire of Tammin	10 December 2024	11 March 2025
Shire of Toodyay	12 December 2024	22 October 2024
Shire of Wyalkatchem*	8 April 2025	
Small Business Development Corporation	1 August 2024	1 August 2024
Southern Metropolitan Regional Council	9 December 2024	29 November 2024
Supreme Court of Western Australia	7 June 2024	6 June 2024
University of Western Australia Student Guild	9 August 2024	2 August 2024
Western Australia Health Promotion Foundation (Healthway)	12 December 2024	31 October 2024
Western Australian Country Health Service	29 August 2027	21 March 2025

 Agencies who submitted a record keeping plan as proof of review.

*Received after the reporting period.

APPENDIX 2

New organisations required to submit Record Keeping Plans in 2024–25

Agency	Date Due to SRO	Date Received by SRO
Clean Energy Skills National Centre of Excellence	26 May 2025	14 May 2025
(incorporated into Plan for Department of Training and Workforce Development)		
Rivers Regional Subsidiary	16 June 2025	19 June 2025



APPENDIX 3

Record Keeping Plans due and status in 2024–25 reporting period

Agency	Date Due to SRO ¹	Date Received by SRO	Status at End of Reporting Period	Original Due Date ²
Busselton Water Corporation	31 October 2024	3 October 2024	Awaiting Minister approval	
City of Albany	30 June 2025	Not yet received		
City of Kalamunda	8 April 2025	4 April 2025	Awaiting the Commission	
City of Kalgoorlie-Boulder	12 December 2024	11 December 2024	Commission approved 5 June 2025	
City of Kwinana	9 December 2024	17 March 2025	Awaiting the Commission	
City of South Perth	8 April 2025	27 February 2025	Awaiting the Commission	
Commissioner for Children and Young People	9 August 2024	6 August 2024	Commission approved 10 April 2025	
Curtin University Student Guild	31 August 2024	14 October 2024	Commission approved 10 April 2025	
Department of Biodiversity, Conservation and Attractions (Department of Parks and Wildlife)	17 December 2024	3 December 2024	Commission approved 10 April 2025	
Department of Energy, Mines, Industry Regulation and Safety	16 August 2024	24 July 2024	Commission approved 21 November 2024	
Department of Justice	6 June 2025	30 April 2025	Awaiting Organisation	
Department of Local Government, Sport and Cultural Industries	8 April 2025	3 January 2025	Commission approved 10 April 2025	
Department of Planning, Lands and Heritage	9 August 2024	16 October 2024	Commission approved 21 November 2024	
Kalgoorlie-Boulder Cemetery Board	9 August 2024	16 October 2024	Commission approved 21 November 2024	
Metropolitan Cemeteries Board	31 July 2024	28 June 2024	Commission approved 21 November 2024	29 March 2024*

¹Revised submission date accepted by the SRO.

²Original submission date scheduled.

*Plans submitted or due outside of the reporting period.

APPENDIX 3

Record Keeping Plans due and status in 2024–25 reporting period

Agency	Date Due to SRO ¹	Date Received by SRO	Status at End of Reporting Period	Original Due Date ²
Murdoch University	10 August 2024	15 August 2024	Commission approved 21 November 2024	
National Trust of Australia (Western Australia)	31 March 2025	28 March 2025	Awaiting Organisation	
Office of the Auditor General	31 December 2024	11 December 2024	Commission approved 10 April 2025	
Office of the Chief Psychiatrist	17 March 2025	11 March 2025	Commission approved 5 June 2025	
Parliamentary Services Department	28 February 2025	28 February 2025	Approved by Presiding Officers 13 June 2025	
Pharmacy Registration Board of Western Australia	9 August 2024	16 October 2024	Commission approved 21 November 2024	
Pilbara Ports Authority	12 December 2024	3 October 2024	Commission approved 10 April 2025	
Rivers Regional Subsidiary	16 June 2025	19 May 2025	Awaiting Organisation	
Shire of Broome	9 August 2024	12 July 2024	Commission approved 21 November 2024	
Shire of Bruce Rock	20 December 2024	16 January 2025	Commission approved 10 April 2025	
Shire of Collie*	17 March 2023	29 June 2023	Commission approved 5 June 2025	
Shire of Coolgardie	9 August 2024	17 June 2024	Commission approved 27 August 2024	
Shire of Coorow	19 July 2024	28 February 2025	Awaiting the Commission	31 December 2021*
Shire of Dalwallinu	8 April 2025	28 April 2025	Awaiting Organisation	
Shire of Derby-West Kimberley*	7 December 2023	14 December 2023	Awaiting Organisation	

¹Revised submission date accepted by the SRO.

²Original submission date scheduled.

*Plans submitted or due outside of the reporting period.

APPENDIX 3

Record Keeping Plans due and status in 2024–25 reporting period

Agency	Date Due to SRO ¹	Date Received by SRO	Status at End of Reporting Period	Original Due Date ²
Shire of Dumbleyung	31 December 2024	16 December 2024	Commission approved 5 June 2025	
Shire of Gnowangerup	12 December 2024	2 December 2024	Awaiting Organisation	
Shire of Kulin	6 December 2024	28 June 2024	Commission approved 21 November 2024	
Shire of Lake Grace	7 August 2025	26 March 2025	Awaiting the Commission	
Shire of Meekatharra	9 August 2024	16 October 2024	Commission approved 21 November 2024	
Shire of Moora	12 December 2024	30 August 2024	Commission approved 21 November 2024	
Shire of Mount Marshall	30 September 2024	7 November 2024	Commission approved 10 April 2025	31 December 2023*
Shire of Mundaring	8 April 2025	11 April 2025	Awaiting Organisation	
Shire of Mundaring	8 April 2025	11 April 2025	Awaiting Organisation	
Shire of Narembreen	30 June 2025	Not yet received		
Shire of Toodyay	30 June 2025	30 June 2025	Awaiting Organisation	
Shire of Woodanilling	31 December 2024	6 March 2025	Awaiting Organisation	1 June 2023*
Shire of Wyndham-East Kimberley*	30 April 2024	5 August 2024	Commission approved 21 November 2024	
Small Business Development Corporation	1 August 2024	1 August 2024	Commission approved 21 November 2024	
South West Development Commission	16 October 2024	27 October 2023	Commission approved 21 November 2024	16 December 2022*
State Records Commission	21 November 2024	6 November 2024	Approved by Minister 17 January 2025	

¹Revised submission date accepted by the SRO.

²Original submission date scheduled.

*Plans submitted or due outside of the reporting period.

APPENDIX 3

Record Keeping Plans due and status in 2024–25 reporting period

Agency	Date Due to SRO ¹	Date Received by SRO	Status at End of Reporting Period	Original Due Date ²
Swan Bells Foundation Incorporated*	31 October 2023	30 September 2023	Awaiting the Commission	
TAFE Sector, including the Department of Training and Workforce Development	26 May 2025	14 May 2025	Awaiting the Commission	
Town of Cottesloe	9 December 2024	9 December 2024	Commission approved 10 April 2025	
Town of East Fremantle	30 August 2024	4 June 2024	Commission approved 27 August 2024	
University of Western Australia	22 March 2025	18 March 2025	Awaiting Organisation	
Water Corporation	20 December 2024	19 December 2024	Minister approved 20 December 2024	
Western Australia Police	9 August 2024	16 October 2024	Commission approved 21 November 2024	

¹Revised submission date accepted by the SRO.

²Original submission date scheduled.

*Plans submitted or due outside of the reporting period.

APPENDIX 4

Record Keeping Plans due for review in 2025–26

AGENCY	NEXT REVIEW DUE DATE
Architects Board of Western Australia	30 August 2025
Botanic Gardens and Parks Authority*	7 August 2025
Burswood Park Board	22 March 2026
Child and Adolescent Health Service	26 March 2026
City of Greater Geraldton*	24 October 2025
City of Kwinana*	9 December 2025
City of Rockingham	7 December 2025
City of Stirling	26 March 2026
City of Subiaco*	7 August 2025
Curtin University	7 August 2025
Department of Finance	26 March 2026
Development Western Australia	26 March 2026
District Court of Western Australia	7 August 2025
Dwellingup Cemetery Board	22 April 2026
Eastern Metropolitan Regional Council	2 December 2025
Forest Products Commission	7 August 2025
Fremantle Port Authority	26 March 2026
Geraldton Cemetery Board	9 March 2026
Goldfields Esperance Development Commission	26 March 2026
Insurance Commission of Western Australia	7 August 2025
Legal Practice Board of Western Australia	26 March 2026
Legislative Assembly	28 February 2026
Legislative Council	16 October 2025
Local Health Authorities Analytical Committee (LHAAC)	2 December 2025
Mental Health Advocacy Service (Council of Official Visitors)	10 August 2025
Mid West Ports Authority	2 December 2025
Murdoch University Student Guild	2 December 2025
Office of the Inspector of Custodial Services	7 August 2025
Parliamentary Commissioner for Administrative Investigations (State Ombudsman)	26 March 2026
Shire of Broomehill Tambellup	7 August 2025
Shire of Capel*	7 August 2025
Shire of Carnarvon	7 August 2025
Shire of Chapman Valley	7 August 2025
Shire of Dardanup	7 August 2025

*Submitted to the SRO during the 2024–25 reporting period.

APPENDIX 4

Record Keeping Plans due for review in 2025–26

AGENCY	NEXT REVIEW DUE DATE
Shire of Exmouth	26 March 2026
Shire of Gingin	7 May 2026
Shire of Halls Creek	2 December 2025
Shire of Lake Grace*	7 August 2025
Shire of Leonora	7 December 2025
Shire of Menzies	7 August 2025
Shire of Quairading	7 August 2025
Shire of Sandstone	7 August 2025
Shire of Three Springs	10 August 2025
Shire of Westonia	2 December 2025
Shire of Williams	24 October 2025
Town of Cambridge	7 August 2025
Town of Claremont	2 December 2025
Western Australian Institute of Sport	2 December 2025
Western Australian Treasury Corporation	26 March 2026
Western Power (Electricity Networks Corporation)	3 February 2026
WorkCover Western Australia	26 March 2026

*Submitted to the SRO during the 2024–25 reporting period.

APPENDIX 5

Changes to Retention and Disposal Authorities during 2024–25

Organisation	Authority Type	Authority Status
Arts and Culture Trust	RDA	Requires Revision
Chemistry Centre	RDA	Draft
Criminal Record Screening Information provided under agreement with Australian Criminal Intelligence Commission	Ad Hoc	Approved by the Commission
Department of Biodiversity Conservation and Attractions	RDA	Submitted to SRO
Department of Communities	RDA	Draft
Department of Education and other Education Agencies	RDA	Draft
Department of Education School, College and Campus Records	RDA	Draft
Department of Finance	RDA	Approved by Commission
Department of Justice	RDA	Draft
Department of Local Government, Sport and Cultural Industries	RDA	Requires revision
Department of Mines and Petroleum	RDA	Draft
Department of Planning, Lands and Heritage	RDA	Draft
Department of Primary Industries and Regional Development	RDA	Submitted to SRO
Department of the Premier and Cabinet	RDA	Requires Revision
Department of the Registrar, Western Australian Industrial Relations Commission	RDA	Submitted to SRO
Disposal list for the Department of Education – Sevenoaks Senior College	DL	Approved by the Commission
Equal Opportunity Commission	RDA	Draft
Forest Products Commission	RDA	Draft
Gold Corporation	RDA	Requires Revision
Horizon Power (Regional Power Corporation)	RDA	Submitted to the Committee
Insurance Commission of Western Australia	RDA	Requires Revision
Law Reform Commission	RDA	Draft
Legal Aid Western Australia	RDA	Draft
Legal Practice Board of Western Australia	RDA	Draft
Lotteries Commission (LotteryWest)	RDA	Draft
National Trust of Australia (Western Australia)	RDA	Requires Revision
Office of the Auditor General	RDA	Submitted to SRO
Office of the Director of Public Prosecutions	RDA	Draft

APPENDIX 5

Changes to Retention and Disposal Authorities during 2024–25

Organisation	Authority Type	Authority Status
Office of the Public Advocate	RDA	Requires Revision
Parliamentary Commissioner for Administrative Investigations – Office of the Ombudsman	RDA	Requires Revision
Parliamentary Counsels Office	RDA	Submitted to the Committee
Parliamentary Inspector of the Corruption and Crime Commission	RDA	Submitted to SRO
Public Transport Authority	RDA	Draft
Racing, Gaming & Wagering, Liquor Regulators	SDA	Draft
Registry of Births, Deaths and Marriages	RDA	Draft
Salaries and Allowances Tribunal	RDA	Requires Revision
Small Business Development Corporation	RDA	Submitted to SRO
State Solicitor's Office – Amendment – Criminal Law Mental Impairment	RDA	Draft
Supreme Court of WA	RDA	Draft
Veterinary Practice Board of Western Australia	RDA	Draft
Water Services Corporations	SDA	Draft
Western Australia Police Force	RDA	Approved by the Commission
Western Australian Meat Industry Authority	RDA	Draft



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 2024–25 and comments on matters that pertain to the operations of the State Records Office.

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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State Records Commission of Western Australia