



**Government
of South Australia**

Administration of the *State Records Act 1997* **2016-17 Annual Report**

State Records of South Australia

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To:

The Hon John Rau MP

Deputy Premier

Attorney-General

Minister for Justice Reform

Minister for Planning

Minister for Industrial Relations

Minister for Child Protection Reform

Minister for the Public Sector

Minister for Consumer and Business Services

Minister for the City of Adelaide

This annual report is presented to Parliament to meet the statutory reporting requirements of *State Records Act 1997* and meets the requirements of Premier and Cabinet Circular *PC013 Annual Reporting*.

This report is verified to be accurate for the purposes of annual reporting to the Parliament of South Australia.

Submitted on behalf of State Records of South Australia by:

Simon Froude

Director, State Records



Signature

29/9/17

Date

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Section A: Reporting required under the *Public Sector Act 2009*, the *Public Sector Regulations 2010* and the *Public Finance and Audit Act 1987*

Agency purpose or role

State Records of South Australia (State Records) is responsible for the administration of the *State Records Act 1997* (Act) on behalf of the Attorney-General.

Objectives

State Records has the following functions under section 7 of the Act;

- (a) to receive official records into its custody in accordance with this Act;
- (b) to ensure the organisation, retention, conservation and repair of official records in its custody;
- (c) to make determinations (with the approval of the Council) as to the disposal of official records under this Act;
- (d) to publish, or assist in the publication of, indexes of, and other guides to, the official records in the custody of State Records or official records, whose delivery into State Records' custody has been postponed or is subject to an exemption granted by the Manager;
- (e) to provide for public and agency access to the official records in the custody of State Records in accordance with this Act;
- (f) to assist in identifying official records in the custody of State Records the disclosure of which might constitute a contravention of the aboriginal tradition;
- (g) to provide advice and assistance to agencies with respect to their record management practices
- (h) to issue standards (following consultation with the Council) related to record management and assist in ensuring that agencies observe the best record management practices;
- (i) to promote awareness of State Records and its functions;
- (j) to perform any other functions assigned to State Records by this or any other Act or by the Minister.

In accordance with section 7(j) of the Act, State Records also

- Supports the Minister for the Public Sector in his administration of the *Freedom of Information Act 1991*
- Supports the Attorney-General in the administration of the Information Privacy Principles
- Supports the Privacy Committee of South Australia and the State Records Council
- Administers the State's copyright use agreements.

Key strategies and their relationship to SA Government objectives

Key strategy	SA Government objective
State Records implements business reforms to support the delivery of improved services to government and community customers.	Strategic Plan Target 32 – Customer and client satisfaction with government services

Agency programs and initiatives and their effectiveness and efficiency

Program name	Indicators of performance/effectiveness/efficiency	Comments
Progress the development of a Digital Continuity Strategy	Develop a digital continuity strategy	<p>Development of the Strategy is being incorporated in to a phased approach to the management of digital records across government.</p> <p>The development of the Digital Continuity Strategy is part of a larger program dedicated to managing the digital records of government; the aim of which is to preserve government records of enduring and informational value.</p> <p>The loss of public records can be harmful to the rights and entitlements of individuals and the community.</p>
Progress procurement of a new Archival Management System	Determine business requirements, market review and secure funding.	<p>Business requirements being developed.</p> <p>Implementation of a new AMS will ensure that the community retains ongoing access to the documentary heritage of the State.</p>

Program name	Indicators of performance/effectiveness/efficiency	Comments
Expansion of the Volunteer Program	Strategy to develop expansion in development	<p>Volunteer strategy drafted.</p> <p>An expanded Volunteer Program will help ensure that the community can participate in the preservation and access of the State government archive. It will improve community engagement with the archive.</p>
Third Party Digitisation Program	Increased access to the collection through provision of digital items	<p>Through 2016/17 110,000 items were digitised through this program.</p> <p>Continuation of the Third Party Digitisation Program will help ensure that records of interest to family historians in the State government archive are preserved and made accessible to citizens, regardless of geographic location.</p>

More detail regarding State Records' programs and initiatives can be found on the State Records website and in the State Records Annual Statement of Activity.

Legislation administered by the agency

State Records Act 1997

Freedom of Information Act 1991

Organisation of the agency

At 30 June 2017, State Records comprised six functional teams:

- Business Services
- Collection Management Services
- Executive Services
- Freedom of Information and Privacy
- Government Record Keeping
- Reference and Access Services

Further information is reported in State Records Annual Statement of Activity which is published on the State Records website.

Other agencies related to this agency (within the Minister's area/s of responsibility)

State Records is a business unit of the Attorney-General's Department.

Employment opportunity programs

Information regarding employment opportunity programs in State Records is included in the Annual Report of the Attorney-General's Department.

Agency performance management and development systems

Information regarding agency performance management and development systems in State Records is included in the Annual Report of the Attorney-General's Department.

Occupational health, safety and rehabilitation programs of the agency and their effectiveness

Information regarding occupational health, safety and rehabilitation programs and their effectiveness in State Records is included in the Annual Report of the Attorney-General's Department.

Fraud detected in the agency

Information regarding fraud detected in State Records is included in the Annual Report of the Attorney-General's Department.

Whistle-blowers' disclosure

Information regarding Whistle-blower's disclosure in State Records is included in the Annual Report of the Attorney-General's Department.

Executive employment in the agency

Information regarding executive employment in State Records is included in the Annual Report of the Attorney-General's Department.

Consultants

Information on the engagement of external consultants by State Records is included in the Annual Report of the Attorney-General's Department.

See also <https://www.tenders.sa.gov.au/tenders/index.do> for a list of all external consultancies, including nature of work and value.

See also the Consolidated Financial Report of the Department of Treasury and Finance <http://treasury.sa.gov.au/> for total value of consultancy contracts across the SA Public Sector.

Financial performance of the agency

Information regarding the financial performance of State Records is included in the Annual Report of the Attorney-General's Department.

Other information requested by the Minister(s) or other significant issues affecting the agency or reporting pertaining to independent functions

State Records produces an Annual Report on behalf of the Privacy Committee of South Australia.

For further information please see the Annual Report of the Privacy Committee of South Australia and the Privacy Committee's Annual Statement of Activity.

State Records produces an Annual Report on the administration of the *Freedom of Information Act 1991* on behalf of the Minister for the Public Sector.

For further information please see the Annual Report on the Administration of the Freedom of Information Act and the Annual Statement of Activity on the Administration of the *Freedom of Information Act 1991*.

These documents are available on the State Records website.

Section B: Reporting required under any other act or regulation

State Records Act 1997

Section 16—Inadequate record management practices to be reported

If the Manager is of the opinion that the record management practices of an agency are inadequate, the Manager must report the matter to the Minister.

Section 32—Annual report

- (1) The Manager must, on or before 30 September in each year, provide a report to the Minister on the administration of this Act for the 12 months ending on 30 June.
- (2) The Minister must cause a copy of the report to be laid before both Houses of Parliament within six sitting days after being provided with the report.

State Records is responsible for the administration of the Act on behalf of the Attorney-General.

Further information on the administration of the *State Records Act 1997*, including reporting on section 16 of the Act, is reported in State Records Annual Statement of Activity which is published on the State Records website.

Freedom of Information Act 1991

Section 54 – Reports to Parliament

- (1) The Minister administering this act must –
 - a. As soon as practicable after 30 June and in any case before 31 October in each year prepare a report on this administration of this Act for the 12 months ending on 30 June; and
 - b. Cause a copy of the report to be laid before both Houses of Parliament within six sitting days after preparation of the report is completed

State Records is responsible for the administration of the *Freedom of Information Act 1991* on behalf of the Minister for the Public Sector.

Proclamation establishing the Privacy Committee of South Australia

Privacy Committee of South Australia

4(A) – Annual Report

- (1) The Committee must, on or before 30 September in each year, prepare and present to the Minister a report on its activities during the preceding financial year.
- (2) The report must include details of any exemptions granted under clause 4 during the year to which the report relates.
- (3) The Minister must, within 12 sitting days after receipt of a report under this section, cause copies of the report to be laid before each House of Parliament.

State Records supports the Privacy Committee in producing an Annual Report on its activity.

The Attorney-General is responsible for ensuring the Annual Report on the Privacy Committee is laid before both Houses of Parliament within 12 sitting days of receipt of the report.

Reporting required under the *Carers' Recognition Act 2005*

Reporting required under the *Carers' Recognition Act 2005* by State Records is included in the Annual Report of the Attorney-General's Department.

Section C: Reporting of public complaints as requested by the Ombudsman

Reporting requested by the Ombudsman of public complaints is included in the Annual Report of the Attorney-General's Department.

Appendix: Audited financial statements 2016-17

Financial information of State Records is included in the Annual Report of the Attorney-General's Department.

