

MINISTER FOR COMMUNITY SERVICES — PORTFOLIOS —
RECORDS MANAGEMENT AND ARCHIVING

1342. Hon Alison Xamon to the Leader of the House representing the Minister for Community Services:

I refer to records management and archiving, and I ask:

- (a) for each of the last five financial years finishing 2016–17, for each Government agency within the Minister’s portfolio, could the Minister please provide the cost of records archiving services including:
 - (i) collection;
 - (ii) storage;
 - (iii) retrieval; and
 - (iv) destruction;
- (b) for each of the last five financial years, finishing 2016–17, for each Government agency within the Minister’s portfolio, could the Minister please provide the cost of records management consultancy services provided by:
 - (i) the State Records Office; and
 - (ii) private consultants and/or consultancy businesses; and
- (c) for each Government agency reporting to the Minister, could the Minister please explain the process by which records held offsite by third-party private companies can be searched and accessed by:
 - (i) members of the agency;
 - (ii) members of other Government agencies;
 - (iii) members of academia; and
 - (iv) members of the public?

Hon Sue Ellery replied:

This answer includes the response for before 1 July 2017, for the former Department for Child Protection and Family Support, Housing Authority, Disability Services Commission and the Communities component of the Department of Local Government and Communities, for the period prior to amalgamation.

This answer covers multiple Ministers’ portfolios, including Disability Services, Volunteering, Seniors and Ageing, Housing, Youth, Veterans Issues, as well as my Child Protection, Women’s Interests, Prevention of Family and Domestic Violence and Community Services portfolios.

- (a) The Department was unable to breakdown the costs into the specific categories. A total cost, which includes the four categories, is provided under each former Department.

(i)–(iv) The former Department of Child Protection and Family Support:

2012–13	\$183 197
2013–14	\$165 605
2014–15	\$190 860
2015–16	\$135 534
2016–17	\$96 760

The former Department of Local Government and Communities:

2012–13	\$29 549
2013–14	\$17 922
2014–15	\$21 748
2015–16	\$14 278
2016–17	\$16 854

The former Housing Authority:

2012–13	\$158 217
2013–14	\$198 338

2014–15	\$233 591
2015–16	\$185 037
2016–17	\$166 284

The former Disability Services Commission:

2012–13	\$35 502
2013–14	\$72 917
2014–15	\$51 875
2015–16	\$45 116
2016–17	\$35 512

(b) (i) The former Department of Child Protection and Family Support:

2012–13	\$2 222
2013–14	\$1 350
2014–15	\$1 042
2015–16	\$1 111
2016–17	\$273

The former Department of Local Government and Communities, Housing Authority and the Disability Services Commission.

2012–13	Nil.
2013–14	Nil.
2014–15	Nil.
2015–16	Nil.
2016–17	Nil.

(ii) The former Department of Child Protection and Family Support:

2012–13	\$92 760
2013–14	\$39 913
2014–15	\$116 785
2015–16	\$92 760
2016–17	\$27 720

The former Department of Local Government and Communities:

2012–13	Nil.
2013–14	\$14 795
2014–15	\$94 160
2015–16	\$22 000
2016–17	\$50 000

The former Housing Authority:

2012–13	\$45 000
2013–14	\$60 000
2014–15	\$57 000
2015–16	\$35 000
2016–17	\$15 000

The former Disability Services Commission:

2012–13	\$110 495
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2013–14	\$47 050
2014–15	\$99 880
2015–16	\$177 771
2016–17	Nil.

- (c) (i) In accordance with the Department of Finance’s mandatory whole-of-government Common Use Agreement, an approved offsite storage provider must maintain a register of nominated authorised officers. These officers can access boxes of records stored with them and access is only permitted to these authorised officers. The authorised officers are provided a secure logon to the storage providers website where they can search and request access to stored boxes.
- (ii) Non agency people requiring access to records must make a formal request in writing under the *Freedom of Information Act 1992*. The Housing division of the Department of Communities does have a Memorandum of Understanding in place with nominated government agencies to make requests outside of the Freedom of Information process.
- (iii) Non agency people requiring access to records must make a formal request in writing under the *Freedom of Information Act 1992*.
- (iv) Non agency people requiring access to records must make a formal request in writing under the *Freedom of Information Act 1992*.