

# Appendixes



# Appendix A

## Contact details

### National Archives addresses and contact numbers

#### **Canberra**

Queen Victoria Terrace  
Parkes ACT 2600

PO Box 7425  
Canberra Business Centre  
ACT 2610

Tel (02) 6212 3600  
Fax (02) 6212 3999

#### **Sydney**

Sydney Records Centre  
2 Globe Street  
The Rocks  
NSW 2000

120 Miller Road  
Chester Hill  
NSW 2162

Locked Bag 4  
Chester Hill  
NSW 2162

Tel (02) 9645 0110  
Fax (02) 9645 0108

#### **Melbourne**

Victorian Archives Centre  
99 Shiel Street  
North Melbourne  
VIC 3051

PO Box 8005  
Burwood Heights  
VIC 3151

Tel (03) 9348 5600  
Fax (03) 9348 5628

#### **Brisbane**

16 Corporate Drive  
Cannon Hill  
QLD 4170

PO Box 552  
Cannon Hill  
QLD 4170

Tel (07) 3249 4226  
Fax (07) 3399 6589

#### **Perth**

384 Berwick Street  
East Victoria Park  
WA 6101

PO Box 1144  
East Victoria Park  
WA 6981

Tel (08) 9470 7500  
Fax (08) 9470 2787

**Adelaide**

78 Angas Street  
Adelaide SA 5000

PO Box 6536  
Halifax Street  
Adelaide  
SA 5000

Tel (08) 8409 8400  
Fax (08) 8409 8499

**Hobart**

85 Macquarie Street  
Hobart TAS 7000

GPO Box 309  
Hobart TAS 7001

Tel (03) 6230 6111  
Fax (03) 6230 6134

**Darwin**

Kelsey Crescent  
Millner  
NT 0810

PO Box 24  
Nightcliff  
NT 0814

Tel (08) 8985 0300  
Fax (08) 8985 0399

**National Reference Service****All reference inquiries**

PO Box 7425  
Canberra Business Centre  
ACT 2610

Tel 1300 886 881  
Fax 1300 886 882  
TTY (02) 6212 3689  
Email [ref@naa.gov.au](mailto:ref@naa.gov.au)

**Defence Service Records**

PO Box 7425  
Canberra Business Centre ACT 2610

Tel 1300 886 881  
Fax (02) 6212 3499  
Email [servicerecords@naa.gov.au](mailto:servicerecords@naa.gov.au)

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# Appendix B

## Volunteers and the Work for the Dole Scheme

### Volunteers

The National Archives receives community support in a variety of ways. This support is valuable because it not only increases the capacity of the organisation, but also fosters strong relations with the community. The Archives is indebted to members of the community who have volunteered their services to make its collection a more accessible public resource.

During 2004–05 members of the Heraldry and Genealogical Society of Canberra assisted the Archives by repackaging court martial records in archival folders and annotating the folders with identifying information. Information about each item was listed on RecordSearch by Archives' staff. The following volunteers contributed to the project:

Gladys Clarke	Lesley McCann
Jean Forminas	Robyn Middleton
Kerrie Gray	Pauline Neville
Pat Gray	Peter Procter
Robyn Heggan	Ruth Rodgers
Rhonda Kerr	Tina Russell
Jo Lilienthal	Joyce Stevens

Petronella Nell, a conservation student from the University of Melbourne, assisted with conservation projects in the Melbourne office.

### Work for the Dole Scheme

Work for the Dole Scheme projects continued in Adelaide, Melbourne, Perth and Sydney in 2004–05. Projects involved the repackaging and data entry of passenger indexes, alien registration cards and documents. In 2004–05, participants treated over 120 000 record items.

# Appendix C

## Selected records transferred and described

This appendix presents a selection of records transferred to the National Archives this year, giving an indication of the range and depth of their subject matter. Each entry lists the series title, quantity of material transferred in metres, series number and a brief explanation.

### Transfers

#### Canberra

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##### Department of the House of Representatives

The Department of the House of Representatives transferred 210 metres of records to the National Archives during 2004–05. Transferred material included:

- Records of the inquiry on the status of the United Nations Convention on the rights of the child – 17th Report, 1997 (5.76 m) A12471  
*Originating material, evidence and correspondence relating to the inquiry.*
- Records of the Joint Standing Committee on Foreign Affairs, Defence and Trade inquiry into Australia's relations with Indonesia, 1991–94 (3.96 m) A9700  
*Original submissions, transcripts of the inquiry, terms of reference, general correspondence, press clippings and media releases.*
- Records of the inquiry into whether ratification of the Kyoto Protocol on climate change is in Australia's national interest, 2000–01 (0.18 m) A12492  
*Originating material, evidence and correspondence relating to the inquiry.*

##### Department of the Senate

The Department of the Senate transferred 52 metres of records to the National Archives during 2004–05. Transferred material included:

- Files relating to the inquiry into sexual harassment in the Defence Forces, 1992–96 (1.44 m) A12721  
*Submissions with attachments, terms of reference, general correspondence, press clippings and transcripts.*
- Records of the inquiry into drugs in sport, 1988–90 (2.52 m) A9262  
*Background material, and correspondence and submissions from Commonwealth, state and territory governments, amateur and professional sporting bodies, sportspersons, doctors and pharmacists.*

##### Snowy Mountains Hydro-Electric Authority, Head Office

- Correspondence files, 1950–60 (0.54 m) A2915  
*General correspondence covering all head office aspects of the operations and administration of the Authority.*

## Sydney

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### Film Australia

- Historical motion picture film out-takes 1896–1967 (10.92m) C5211  
*Predominantly out-take material and stock footage used in motion picture films produced by the Cinema and Photographic Branch of the Department of External Affairs (CA 5301). It also contains some of the earliest film produced by the Commonwealth.*

## Brisbane

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### Corporate Infrastructure Support Centre, South Queensland

- Identity cards for Italian Prisoners of War, 1943–45 (0.27 m) J3118  
*Each card shows the prisoner's name, POW number, nationality, date and place of birth, next of kin, name of camp, date of entry into Australia, a photograph and description of the prisoner and a record of their work history.*

## Hobart

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### CSIRO, Division of Marine Research

- Records relating to studies of Australian estuaries, 1938–81 (1.26 m) P2700  
*Hydrological observations of Australian estuarine systems, from Queensland to Tasmania.*

## Melbourne

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### Commonwealth Bureau of Meteorology, Head Office (by 1973, also known as Bureau of Meteorology)

- Field books of meteorological observations, 1966– (1.62 m) B1186  
*A record of surface observations taken at stations throughout Australia and Australian territories or bases.*

## Perth

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### Aboriginal and Torres Strait Islander Commission, Regional Office, Derby [Western Australia]

- Correspondence files, 1978– (0.18 m) K692  
*Material relating to the specific functions of the Commission, such as coordination, development and operations of Aboriginal programs, and policies for welfare, housing and education as well as general administration matters.*

## Darwin

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### Office of the Aboriginal Land Commissioner

- Records of Aboriginal land claim hearings by claim title and number, 1977–2003 (47.59 m) E1477  
*Exhibits, copies of exhibits, transcripts of proceedings and associated documents.*

## Personal records transferred

The Archives' personal records strategy aims to encourage people closely associated with the Commonwealth to deposit their personal records with the Archives along with official records. The Archives was particularly active in this area during and after the Federal election in October 2004.

### List of significant transfers

The Hon. John Howard MP	The Hon. Paul Keating
The Hon. Philip Ruddock MP	The Hon. Neil Andrew
Senator the Hon. Robert Hill	The Hon. Margaret Reid
Senator Bob Brown	The Rt Hon. Ian Sinclair AC
Senator the Hon. John Faulkner	The Hon. Daryl Williams AM, QC
The Hon. Jackie Kelly MP	Marie Coleman PSM
The Hon. Bob McMullan MP	John Greenwell
The Hon. David Kemp	Alan Kerr
The Hon. Chris Gallus	

### Donation of personal papers

The Hon. Arthur Blakeley

## Description program

The Archives has an ongoing program to ensure records in its custody in the open access period (ie records that have reached 30 years of age) are adequately described in order to make them readily retrievable and more accessible to researchers.

A selection of record series for which description work was undertaken during 2004–05 is included below.

### Canberra

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#### High Court of Australia, Principal Registry, Canberra [Australian Capital Territory]

Multiple series of case files including Full Court, Court and Cause case records, 1903–80 (c. 450 m) A10071, A10072, A10073 and A10074

### Sydney

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#### Australian Federal Police, Eastern Division (New South Wales), Sydney office

World War II security investigation dossiers, 1940–45 (100 m) C123

### Melbourne

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#### Department of Immigration and Multicultural and Indigenous Affairs, Victoria State Office

Alien registration documents, 1948–71 (73 m) MP1492/2

### Hobart

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#### Department of Transport and Regional Services, Central Office

Civil engineering drawings of Tasmanian railways and works, 1860–1946 (1618 m) P1330

## **Adelaide**

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Department of Finance and Administration, Central Office

Original drawings, plans and prints of National Estate properties especially Torrens Island Quarantine Station, 1847–1997 (9 m) D3481

## **Perth**

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Department of Immigration and Multicultural and Indigenous Affairs, State Office, Western Australia

Inward passenger manifests for ships and aircraft arriving at Fremantle, Perth Airport and outports, 1898–1978 (95 m) K269

## **Darwin**

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Australian Government Solicitor, Darwin

Correspondence files, 1928–55 (15.13 m) E68

## **Brisbane**

Collector of Customs, Brisbane, Queensland

Correspondence files, 1902– (11 m) J452

# Appendix D

## Publications

### Publications produced by the Archives during 2004–05

#### **Books**

*Russian Anzacs in Australian History* by Elena Govor (co-published with UNSW Press)

#### **News magazine**

Three issues of *Memento* – nos 27, 28 and 29 (also available online)

#### **Recordkeeping publications**

*e-permanence bulletin*, no. 4 (online)

*Guidelines for Using Selected Generic Activities from Keyword AAA in Agency Business Classification Schemes, Appendix 15 to DIRKS – A Strategic Approach to Managing Business Information* (online)

*Glossary of Recordkeeping Terminology* (online)

*Looking Back to the Future: 30 Years of Keeping Electronic Records in the National Archives of Australia* by Simon Davis

*XML data formats for email documents and checksum documents* (online)

#### **Corporate publications**

National Archives of Australia and National Archives Advisory Council annual reports, 2003–04 (also online)

#### **Cabinet records release publications**

*1974 Cabinet Records – Media Guide*, December 2004 (also online)

*1974 Cabinet Records – List of Submissions and Decisions*, December 2004 (also online)

*1974 Cabinet Records – Selected Documents*, December 2004 (also online)

*1974 Treasury Records – Selected Documents*, December 2004 (also online)

#### **Fact Sheets**

19 – PhotoSearch

225 – Charles Nelson Perkins

226 – Customs House, Brisbane

227 – Immigration records

228 – Torrens Island Quarantine Station, South Australia

229 – Access to damaged, fragile or contaminated records

230 – Using cameras in the reading room

231 – Neville Bonner

## Research guides

One Prime Ministers guide was published (also available online):

*John Curtin: Guide to Archives of Australia's Prime Ministers* by David Black and Leslie Wallace (co-published with John Curtin Prime Ministerial Library)

One research guide was published (also available online):

*Chinese–Australian Journeys: Records on Travel, Migration and Settlement, 1860–1975* by Paul Jones

## Revised recordkeeping standards and guidelines

The Archives revised five standards and guidelines:

*Australian Governments' Interactive Functions Thesaurus (AGIFT)*

*Australian Government Locator Service (AGLS) Metadata Element Set*

*Commonwealth Implementation Manual: AGLS Metadata*

*XML Schemas for AGLS Metadata*

*Records in Evidence: The Impact of the Evidence Act on Australian Government Recordkeeping*

## Archives Advices

Five new Archives Advices were issued in 2004–05 (also available online). In addition, seven existing Archives Advices were revised and two were withdrawn.

66 – Titling files

67 – Salvaging fire-damaged records

68 – Resumption of transfers

69 – Email archiving solutions are not recordkeeping solutions

70 – Using shared folders in conjunction with a recordkeeping system

## Websites

*National Archives of Australia*

[www.naa.gov.au](http://www.naa.gov.au)

*Archives of Australia*

[www.archivenet.gov.au](http://www.archivenet.gov.au)

*Australia's Prime Ministers*

[www.primeministers.naa.gov.au](http://www.primeministers.naa.gov.au)

*Documenting a Democracy*

[www.foundingdocs.gov.au](http://www.foundingdocs.gov.au)

*National Archives eShop*

[shop.naa.gov.au](http://shop.naa.gov.au)

*Our History*

[ourhistory.naa.gov.au](http://ourhistory.naa.gov.au)

*Uncommon Lives*

[uncommonlives.naa.gov.au](http://uncommonlives.naa.gov.au) featuring 'Red Jessie': Jessie Street and 'Appeal for Justice': Dhakiyarr Wirrpanda

*Vrroom*

[vrroom.naa.gov.au](http://vrroom.naa.gov.au)

*Whitlam research portal*

[whitlam.naa.gov.au](http://whitlam.naa.gov.au)

# Appendix E

## Exhibitions program

	number of visitors
<b>Treasures and Federation Galleries</b>	
	1 July 2004 – 30 June 2005
	33 850
<b>Exhibition Gallery</b>	
<b><i>National Aboriginal and Torres Strait Islander Art Award</i></b>	21 April – 23 July 2004
	7340*
<b><i>John Horbury Hunt 1838–1904</i></b>	11 August – 31 October 2004
	4938
<b><i>The Policeman's Eye: Paul Foelsche's Photography and Ethnography</i></b>	19 November 2004 – 6 February 2005
	6334
<b><i>Just Add Water: Schemes and Dreams for a Sunburnt Country</i></b>	22 March – 31 July 2005
	4441*
<b>Touring exhibitions</b>	
<b><i>It's a Dog's Life! Animals in the Public Service</i></b>	
Museum of the Riverina, Wagga Wagga, NSW	29 November 2004 – 6 March 2005
	4889
Australian Museum Sydney, NSW	18 April – 27 July 2005
	104 169*
<b><i>Wine! An Australian Social History</i></b>	
Campbelltown City Bicentennial Art Gallery, NSW	4 June – 31 July 2005
	4827*
<b><i>Unexpected Archives: Introduced by Robyn Archer</i></b>	
Gold Coast Arts Centre, Qld	30 June – 26 July 2004
	3047*
Empire Theatre, Toowoomba, Qld	29 July – 29 August 2004
	9450
Queensland Performing Arts Centre, Qld	1 September – 3 October 2004
	1943
Illawarra Performing Arts Centre, NSW	9 October – 14 November 2004
	4740
Albury Regional Museum, NSW	17 November – 9 December 2004
	575
Mildura Arts Centre, Vic	14 December 2004 – 30 January 2005
	653
Griffith Regional Theatre, NSW	2 February – 6 March 2005
	1000
Wagga Wagga Library, NSW	9 March – 10 April 2005
	17 500
Bathurst Memorial Theatre, NSW	13 April – 15 May 2005
	1329
Shepparton Performing Arts Centre, Vic	18 May – 12 June 2005
	7600
The Capital, Bendigo, Vic	16 June – 17 July 2005
	1000*

## Touring exhibitions (continued)

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### *Beacons by the Sea:*

#### *Stories of Australian Lighthouses*

Port Pirie Regional Art Gallery, SA	5 June – 1 August 2004	2347*
Queen Victoria Museum & Art Gallery, Tas	25 September – 28 November 2004	4690
Burnie Regional Art Gallery, Tas	10 December 2004 – 30 January 2005	2155
Cape Byron Lightstation, NSW	12 February – 25 April 2005	38 557
Eden Killer Whale Museum, NSW	7 May – 26 June 2005	3487

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<b>Total visitors to NAA touring exhibitions</b>		<b>213 958</b>
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\* Figures relate to visitor numbers within 2004–05 financial year, though exhibition dates may overlap with other financial years.

# Appendix F

## International and professional engagement

### International engagement

#### **International Council on Archives**

The National Archives is involved in the international archives community through membership of the International Council on Archives, which holds a congress every four years, providing a unique professional leadership and development opportunity. The 15th International Congress on Archives was held in Vienna on 23–29 August 2004. Director-General Ross Gibbs attended and Adrian Cunningham, Marian Hoy, Ted Ling and Maggie Shapley presented papers on records provenance, archival training and competency standards, archives' buildings and digitisation.

#### **International Conference of the Round Table on Archives**

The Director-General was elected to the International Conference of the Round Table on Archives (CITRA) Bureau representing the Asia and Oceania region. CITRA is the annual meeting of heads of national archival institutions, chairpersons of national professional associations and chairpersons of ICA sections and committees. CITRA meets between quadrennial international congresses and allows members holding important responsibilities within the profession to meet every year to debate their views, update their knowledge and share experiences on subjects of common interest. The CITRA Bureau prepares the program for CITRA.

#### **Advances in Digital Preservation: An International Working Meeting**

On 15 September 2004, the Archives hosted an international seminar titled 'Advances in Digital Preservation: An International Working Meeting'. The seminar brought together researchers and practitioners from around the world to learn about and discuss recent developments and approaches to preserving digital objects. Speakers came from the United Kingdom and the United States and Australia; participants came from Australian and state government agencies, academic institutions and research bodies, commercial software vendors, and professional organisations representing the recordkeeping, archival and information management sectors.

#### **Pacific Regional Branch of the International Council on Archives**

The Archives provides leadership and support to the professional archives community in Australia and overseas, particularly in the Pacific region, principally through assistance with training and advice. The Archives continued to provide Treasury support to the Pacific Regional Branch of the International Council on Archives.

#### **Overseas visits by National Archives' officers**

The following staff represented the Archives overseas in 2004–05:

##### **November 2004**

Steve Stuckey visited the National Archives of Japan to present two lectures detailing the role of the National Archives of Australia in improving recordkeeping in government agencies. The visit was very successful and resulted in a visit to the National Archives of Australia by officials from the Cabinet Office of Japan.

The Spanish Government sponsored Adrian Cunningham to conduct a speaking tour of Spain to satisfy the high level of interest in the Archives' recordkeeping initiatives. Overseas organisations have requested permission to reproduce material from the Archives' recordkeeping website, including requests to translate the DIRKS manual into Dutch and into Spanish.

#### **February 2005**

Gabrielle Hyslop presented 'From warehouse to treasure house: changing the public face of the National Archives of Australia' at the Archives and Outreach Work Conference for the Association of Local and Private Archives, Oslo, Norway.

#### **March 2005**

Archives New Zealand sponsored Robyn Gamble to visit Wellington to help them review their film and audiovisual preservation programs.

#### **June 2005**

Adrian Cunningham and Ted Ling provided the National Archives of Solomon Islands with assistance with recordkeeping practices. The visit yielded insight into recordkeeping across the Solomon Islands administration, the extent of good governance generally and ways the Archives could contribute to it.

Joanna Baker and Sonya Sherman presented papers on archival theory and practice at the Association of Canadian Archivists Annual Conference in Saskatoon, Canada.

### **Visitors to the National Archives**

#### **August 2004**

The National Archivist of Fiji, Mr Setareki Tale, visited the Archives' Sydney office. Mr Tale was briefed on the management of audiovisual records, digitisation of records and economising energy consumption in an archive.

#### **September 2004**

Ms Sara Taylor, an analyst with Archives New Zealand, met with Archives' staff to discuss access to information under archives and Freedom of Information legislation.

Ms Fey Wong from the National Heritage Board of the National Archives of Singapore visited the Sydney office to discuss audiovisual preservation, digitisation of sound recordings and access to records.

Seven archivists and historians led by Professor Masahito Ando of the National Institute of Japanese Literature visited the Archives' Sydney office. The visit continued the examination of some of the 4 500 boxes of records of Japanese companies operating in Australia that were seized by the Controller of Enemy Property after the outbreak of World War II.

Many delegates attending the 'Advances in Digital Preservation' conference also visited the National Archives, including Justine Heazlewood (Public Record Office Victoria), Dianne Macaskill (Archives New Zealand), Janet Prowse (Queensland State Archives), Dr Andrew McDonald (International Council on Archives), Fynnette Eaton (US National Archives and Records Administration) and Richard Marciano (San Diego Supercomputer Center).

#### **October 2004**

A delegation from China visited to learn about the management of archives in Australia. The group of nine met with Archives' staff to discuss records management, digital preservation and tour the exhibitions.

#### **November 2004**

Ms Louise Venter, manager of the National Archives and Records Service of South Africa's Electronic Records Management Programme, visited the Archives to discuss *DIRKS: A Strategic Approach to Managing Business Information* and the preservation of digital records.

A delegation from Indonesia visited the Archives to gather information to help integrate and strengthen information exchange across Eastern Indonesia through new information technologies. Their aim is to be able to assist government and non-government organisations, research institutions and the general public. The visit was initiated by the World Bank-coordinated Support Office for Eastern Indonesia.

Professor Masatoshi Kubo, Director of the Information and Documentation Centre at the National Museum of Ethnology of Japan, led a delegation to the Archives' Sydney office to discuss film and video preservation and tour the audiovisual facilities.

During the National Library of Australia's Archiving Web Resources Conference, a number of delegates visited the National Archives to learn about the Archives' approach to digital preservation. They included Louisa Venter (South African National Archives and Records Service); Malcolm Todd and Adrian Brow (UK National Archives); Filip Boudrez (Belgian National Archives); Nancy McGovern (Cornell University); and Kirsty Smith, Matt Black and Steve Knight (New Zealand National Library).

#### **December 2004**

A delegation from the Thai Cabinet Secretariat toured the Archives' public facilities in Canberra and spoke with Archives' staff about the transfer and storage of Cabinet records, and access to them.

#### **February 2005**

Staff of the National Archives of Singapore visited the Archives and toured storage and preservation facilities in Canberra.

#### **March 2005**

A delegation from the Botswana National Archives met with Archives' staff to discuss digital recordkeeping systems and view a demonstration of the Archives' digital recordkeeping system.

Mr Yasuhiro Kawaguchi, Director of the Policy Coordination Division of the Cabinet Office of Japan, and Mr Masahiro Haramiishi, Deputy Director, visited the Archives to discuss digital recordkeeping and digital preservation, and toured storage facilities in Canberra and Sydney.

Ms Hazel Dobbie, Communications Advisor with Archives New Zealand, visited the Archives to discuss raising public profiles, methods of communicating with different audiences and publication strategies.

Ms Clara Budnik, Head of Chilean Archives, Libraries and Museums met with Archives' staff to discuss the Archives' public programs and access to the collection.

#### **April 2005**

Mr John Roberts, Group Manager from Archives New Zealand, met with Collection Management and Preservation managers for wide-ranging discussions about legislative change, storage and preservation.

## Professional engagement

The Director-General meets twice yearly with state and territory archivists through the Council of Australasian Archives and Records Authorities (CAARA). As Convenor of CAARA the Director-General also sits on the Collections Council of Australia. The Director-General is the Convenor of the Council and the Archives provides secretariat support for the Council.

In both professional and private capacities Archives' staff contribute to the development of recordkeeping, information technology and archival practice. The following staff are members of Standards Australia Committees:

Joanna Baker	Duncan Jamieson
Ian Batterham	Emma Jolley
Esther Carey	Sonya Sherman
Adrian Cunningham	Karen Skelton
Paul Ferridge	

Staff of the Archives are actively involved with the key recordkeeping and archives professional organisations in Australia, as listed below.

### **Australian Society of Archivists**

Fiona Burn	Ted Ling
Jill Caldwell	Matthew Lyons
Esther Carey	Anne McLean
Denis Connor	Melissa Sharkey
Adrian Cunningham	Sonya Sherman
Paul Dalglish	Shirley Sullivan
Jenni Davidson	Melissa Thomas
Marian Hoy	Helen Walker
Emma Jolley	Dani Wickman
Naomi Lamb	Enid Woodley
Ross Latham	Anne Wright

### **Records Management Association of Australia**

Ross Latham	Alan Ralph
Mairi Popplewell	Geoff Smith

### **Australian Institute for the Conservation of Cultural Material**

Ian Batterham	Sallyanne Gilchrist
Carey Garvie	Prue McKay

### **Museums Australia**

Julia Hogan
Catherine Styles
Geraldine Tyson

The following staff represented the Archives on a number of international committees and bodies in 2004–05:

**International Council on Archives Committees and Bureaus:**

Adrian Cunningham

Marian Hoy

Ted Ling

**International Organisation for Standardization**

Joanna Baker

**United Nations Educational Scientific and Cultural Organization (UNESCO), Australian Committee for the Memory of the World Program**

Adrian Cunningham

# Appendix G

## Discretionary grants

### Ian Maclean Award

Mr Bruce Smith, the 2004 Ian Maclean Award holder, completed research on business archives. Mr Smith focused on improving the base upon which acquisition decisions can be made and identifying types of records which should be targeted for collection.

The 2005 Ian Maclean Award winner is Dr Nikki Henningham. Dr Henningham will receive a stipend of \$13 880 to locate and improve access to records relating to the experience of migrant women in Australia.

The Ian Maclean Award aims to provide an individual with a paid opportunity to conduct research that will benefit the archival profession. The award name commemorates the contribution of Ian Maclean, 1919–2003, who worked as an archivist at federal, state and international levels for 50 years.

### Margaret George Award

Two winners for the inaugural Margaret George Award were announced. Dr Nicole Moore was awarded \$6 265 to assist her research on Australian literature censorship in the 20th century. Dr Christina Twomey was awarded \$8 708 to undertake research on Australian civilians interned by the Japanese in World War II.

The Margaret George Award provides an opportunity for emergent historians to undertake scholarly use of the Archives' collection. The award is named after a young Australian historian whose research was published after her premature death in 1980.

### Frederick Watson Fellowship

The Archives awarded its fifth Frederick Watson Fellowship to internationally renowned novelist and essayist Frank Moorhouse. The stipend of \$11 000 granted under the award allowed Mr Moorhouse to research the history and evolving role of the Commonwealth Literary Fund, which assisted many of the established names in Australian writing.

The Frederick Watson Fellow and the Margaret George Award-holders gave staff and public lectures during their tenure and were invited to contribute to the Archives' website.

### Community Heritage Grants

The Archives joined with the National Library of Australia, the Department of Communications, Information Technology and the Arts, the Australian Film Commission and the Department of Immigration and Multicultural and Indigenous Affairs to fund the 11th round of the Community Heritage Grants. The Archives contributed \$40 000 towards the grant pool. This year 55 grants were awarded – the highest number since the inception of the program – with a total value of \$201 745.

For small community-based cultural organisations, an invaluable part of the Community Heritage Grants is the two-day preservation, digitisation and archival methods workshop jointly hosted by the National Archives and National Library.

## Summer scholars

In January 2005, the winners of the Archives' Summer Scholarships, Damien Williams from the University of Melbourne and Catherine Mann from University of Sydney, began their six-week research project at the Archives in Canberra. The Archives covered their travel expenses, accommodation at an Australian National University college, taxi fares to and from the airports and a weekly stipend of \$300 for six weeks. The scholars undertook designated research projects. They presented their findings through papers and lectures to Archives' staff. Both scholars gained an in-depth understanding of the national collection and archival research methodology.

# Appendix H

## Occupational health and safety

### Occupational health and safety policies

The Archives updated its occupational health and safety (OH&S) policy and OH&S Agreement, and is developing an OH&S Strategic Plan, which will focus on:

- injury prevention and risk management;
- raising awareness, manager obligations and responsibilities;
- improved OH&S governance and management reporting;
- work-life balance initiatives; and
- reduction in psychological injuries, including leadership development, team development and job design.

Other policies under development are on workplace harassment and fitness for duty.

### OH&S committees and representatives

All Archives' offices have a health and safety representative onsite and deal with OH&S matters either through a committee or, where not required due to the size of the office, through staff meetings. Health and safety representative vacancies were filled in accordance with the Archives' OH&S Agreement.

### Health and safety measures

The Archives provided flu shots to employees free of charge as part of the Certified Agreement 2004–07. Approximately 170 employees participated.

To promote a supportive working environment, the Archives provided staff with access to an employee assistance program, including financial and career counselling. Home-based work arrangements are also available to staff.

The Archives provided training on setting up workstations, strategies for avoiding occupational overuse syndrome and strategies for manual handling. Training was also provided to First Aid Officers (refresher and senior first aid for new officers) and to Harassment Contact Officers (for new staff undertaking the role).

### Incidents and investigations

During 2004–05:

- No formal investigations were carried out.
- One incident was reported to Comcare under section 68 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991*.
- No directions were given to the Archives under section 45 of the Act, and no notices were given to the Archives under sections 29, 46 and 47 of the Act.

# Appendix I

## Freedom of Information section 8 statement

Section 8 of the *Freedom of Information Act 1982* (the FOI Act) requires each Australian Government agency to publish detailed information about the way it is organised, its powers, the kinds of decisions it makes, the documents it holds, the way members of the public can obtain access to these documents and any arrangements for public involvement in the work of the agency.

The body of this annual report explains the organisation and major functions of the National Archives of Australia. This statement supplements that general information to meet the requirements of section 8 of the FOI Act. It is correct at 30 June 2005.

### Functions

The National Archives is responsible for the broad management of all records generated by the Australian Government between Federation and the present day. Under the provisions of section 5 of the *Archives Act 1983*, in carrying out its responsibility the organisation:

- develops and provides policy advice on the management of Commonwealth records;
- promotes and ensures the preservation of Commonwealth records for as long as they are needed;
- determines which categories of records should be retained for use and which should be destroyed;
- provides storage services for records of enduring value;
- provides personal and corporate records services for people or organisations closely associated with the Government;
- assembles and makes available management and descriptive information about records and the agencies, current as well as past, responsible for them;
- gives effect to public rights of access and appeal relating to records more than 30 years old;
- provides reference and information services to agencies and to the public; and
- facilitates the awareness and use of records by the public.

### Powers

Under the provisions of section 6 of the *Archives Act*, the powers of the National Archives that can directly affect members of the public are:

- the determination of custodial and storage arrangements for Commonwealth records which are of enduring value;
- the authorisation of the retention or destruction (after a specified period) of records with the concurrence of the agency whose records are involved;
- the regulation of public access to records more than 30 years old, in accordance with the *Archives Act* and in consultation with the agencies concerned; and
- the determination of the standards of reference and advisory services provided to the public including reading room hours, levels of reference assistance and of documentation provided about the public.

## Categories of documents

There are two major groups of documents held by the National Archives, as follows:

### Group 1

The first group covers documents which the Archives itself creates as an Australian Government agency, in the following categories:

- general correspondence and related records;
- guides, finding aids and associated administrative histories and contextual narratives;
- technical papers and reference materials;
- procedure manuals, internal instructions and guidelines; and
- publications and training materials.

The Archives applies the *Administrative Functions Disposal Authority* (AFDA) to general administrative documents such as financial, personnel and routine office documents.

### Group 2

The second group covers records that the Archives holds in its repositories throughout Australia on behalf of other agencies.

The Archives is not responsible for responding to requests for access under the FOI (Freedom of Information) Act to documents in this category. Its role is confined to ensuring that the documents involved are available to the agency responding to the FOI request.

### FOI procedures and contact

Anyone is entitled to apply for access to documents under the FOI Act. In many cases, however, applications under the FOI Act may not be necessary. Those with an inquiry are advised to first consult the nearest office of the Archives, or look at the Archives' website at [www.naa.gov.au](http://www.naa.gov.au), as the information required may be readily available.

Freedom of Information requests for access to records that the Archive may hold in its custody on behalf of other agencies should be addressed to an appropriate officer in the agency concerned.

To make a formal request for access to the archives' own documents under the FOI Act, applicants may contact the Archives in writing, by telephone, facsimile, email or in person to the Canberra office of the Archives. Applications should be addressed to:

The FOI Contact Officer  
Corporate Governance  
National Archives of Australia  
PO Box 7425  
Canberra Business Centre ACT 2610

Tel (02) 6212 3925  
Fax (02) 6212 3931  
Email [foi@naa.gov.au](mailto:foi@naa.gov.au)

If any difficulty is encountered in identifying a document of the Archives, an Archives' officer will contact the applicant with a view to resolving the difficulty. In consultation with the applicant, documents will be made available either by mail to the address specified by the applicant or at the reading room (Information Access Office) at the Archives' office nearest to the applicant's normal place of residence.

The Director-General, Deputy Director-General and Assistant Directors-General are authorised decision-makers under the FOI Act who may refuse, defer or grant access to documents.

#### **Facilities for access**

The decision of whether original documents or copies will be made available will be made in consultation with the applicant. If copies are required, they will be mailed to the applicant's usual place of residence.

Addresses of the Archives' reading rooms are given at Appendix A. Current details of reading room hours are available from the office concerned and on the Archives' website. Information about facilities for people with disabilities can be obtained by contacting the FOI Contact Officer in the Canberra office or the Director of any Archives' office outside Canberra.

#### **Arrangements for outside participation**

The National Archives of Australia Advisory Council, which includes community representation, is a prescribed authority for the purpose of the *Freedom of Information Act 1982*. The Advisory Council's own annual report is contained in this publication.

In addition, the National Archives frequently consults with other governments, particularly in relation to access matters.

# Appendix J

## Ecologically sustainable development and environmental performance

The Archives is developing an Environmental Management System (EMS) to ISO 14001 series framework standards for certification in 2005. The EMS covers the Archives' four sites in the ACT. The Archives expects to use the certified template for all its facilities nationally.

### Energy use reduction

Most of the Archives' sites are sub-metered for power usage and several already have metered water consumption. Monthly energy meetings are conducted to review energy consumption, energy exception reporting, fault analysis and corrective action. Over the past five years, Archives has reported an overall energy reduction of 16.8 per cent. The target for 2005 is a further reduction of 5 per cent.

### Waste

Archives' sites in the ACT are weighing waste product outputs and monitoring results. Waste sent to landfill and material sent for recycling include toner/ printer cartridges, paper and paper products, classified waste, used photocopiers, mobile phones and associated car kits. The 2005 target is to recycle 60 per cent of all paper, glass and aluminium waste.

### Photovoltaic system

Archives has installed a small photovoltaic system with solar panels mounted on the roof of the National Archives Building (East Block) in Parkes, ACT. The system is to be connected to the power grid and the output will be 2kW, sufficient to power the Federation Gallery. This experimental project will enable Archives to assess the viability of installing further photovoltaic systems, in order to meet the Australian Government's target of 15 per cent reduction in greenhouse gas emissions over five years.

### Staff development

Facilities staff attend the Department of the Environment and Heritage Energy Policy Workshops for cultural institutions, and actively support the Australian Government's commitment to improving energy efficiency and reducing greenhouse gas emissions in its operations.

# Appendix K

## Consultancies and advertising and market research

The Archives engages consultants when the expertise required is not available within the organisation, or when the specialist skills required are not available without diverting resources from other higher priority tasks. In accordance with procurement guidelines, consultants are selected by advertisement, panel arrangements or selective tendering.

The main areas for which consultants were engaged during the year were building maintenance works, the design and construction of exhibits, and auditing and reporting tasks.

During 2004–05, 55 new consultancy contracts were entered into involving a total actual expenditure of \$0.81 million. In addition, 14 ongoing consultancy contracts were active during the 2004–05 year, involving total actual expenditure of \$0.17 million.

### Consultancy contracts let for amounts of \$10 000 or more during 2004–05

Consultant name	Description	Contract price	Selection process (1)	Justification (2)
Advance FM Pty Ltd	Building Condition Indexes for sites	\$20 900	B	A
Cultural Partners Australia	Assess potential demand for the <i>Making Australia Home</i> kit	\$10 070	B	B
Environmetrics Pty Ltd	Manage an omnibus survey and provide a detailed report against findings	\$15 500	A	B
Exhibition Services	Design and project management for the exhibition <i>Just Add Water: Schemes and Dreams for a Sunburnt Country</i>	\$300 000	A	B
Freeman Ryan	Design of Treasures Gallery refurbishment	\$20 000	A	B
Freeman Ryan	Production of Treasures/ Entrance Gallery report including furniture design, curatorial and architectural work.	\$55 000	A	B

Ganley Pope & Johnson	Design and project management works for fitout to premises at Melville Street, Hobart	\$15 290	A	B
Jones Lang Lasalle	Undertake a review of the condition of the Chester Hill repository building	\$24 832	A	B
Multimatch Australia Pty Ltd	Review of digitisation workflows and recommendations for redesign	\$17 600	A	A
Nectarine	Design and programming of an interactive game about state water management for the exhibition <i>Just Add Water</i>	\$40 000	A	B
Nectarine	Design and programming of the central 'Dreams and schemes' interactive game for the exhibition <i>Just Add Water</i>	\$25 740	A	B
Project Techniques	Architectural design on installation of air lock in Film Vault Chester Hill, NSW	\$20 200	B	B
Project Techniques	Architectural design on refurbishment of Preservation/ RHU area Chester Hill, NSW	\$10 400	B	B
Quality Management Solutions	People management consultancy	\$22 638	B	C
Results Consulting	Review of organisational structures and performance information	\$22 000	B	C
Stuartfield House Consulting Group P/L	Review of reference service	\$10 000	B	C
Solved at McConchie Pty Ltd	Provide consultancy services for the Recordkeeping Capability Framework project	\$88 750	A	B

The Content Group	Provision of a Government Communications Strategy	\$25 850	A	A
United Focus	Evaluation of recordkeeping content on National Archives' websites	\$54 830	B	B
Wizard Information Services	Development of information models for the revised NAA Recordkeeping Metadata Standard	\$47 530	B	B

(1) Explanation of selection process terms drawn from the Commonwealth Procurement Guidelines (January 2005):

- A Open tender – a procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders.
- B Select tender – a procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders in accordance with the mandatory procurement procedures.
- C Direct sourcing – a procurement process, available only under certain defined circumstances, in which an agency may contact a single potential supplier or suppliers of its choice and for which conditions for direct sourcing apply under the mandatory procurement procedures.
- D Panel – an arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements.

(2) Justification for decision to use a consultancy:

- A Skills currently unavailable within the agency
- B Need for specialised or professional skills
- C Need for independent research or assessment.

## Advertising and market research amounts paid by the Archives in 2004–05

Advertising is used to publicise the Archives' exhibitions and events. No advertising contracts were let in 2004–05. The Archives' advertising strategies were designed and conceived in-house.

The Archives engages in market research to measure the effectiveness of exhibitions, the level of community knowledge of, and satisfaction with, the Archives and the status of recordkeeping in the Australian Government. In 2004–05 two market research contracts were let by the Archives. These contracts are also reported in the table above.

## Market research contracts let by the Archives during 2004–05

Consultant name	Description	Contract price	Selection process (1)	Justification (2)
Cultural Partners Australia	Assess potential demand for the <i>Making Australia Home</i> kit	\$10 070	B	B
Environmetrics Pty Ltd	Manage an omnibus survey and provide a detailed report against findings	\$15 000	A	A