

Appendixes



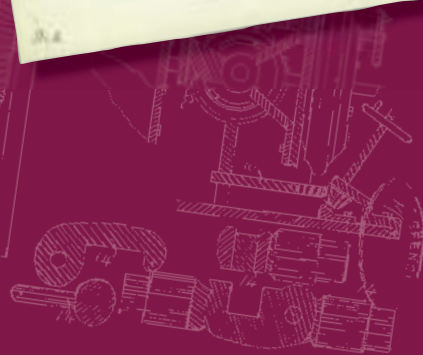
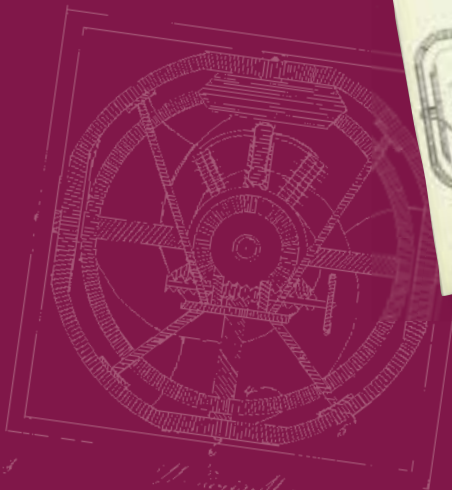
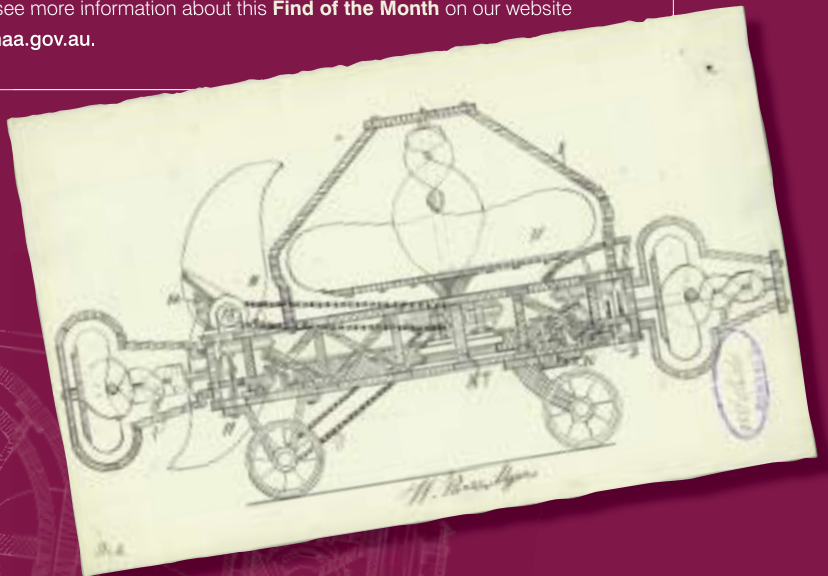
Those magnificent men in their flying machines

This is W Paris Myers entry for a 1910 Department of Defence flying competition. The Commonwealth was offering money for the most suitable flying machine – okay we're not talking \$16 billion to build Joint Strike Fighters, but hey, 5000 pounds is 5000 pounds!

According to this letter (and unfortunately for W Paris Myers and the other entrants), 'as no flying machines fulfilled the conditions of the competition, no prize was awarded'. Please explain? Well, one condition was that the machine must be capable of 'poising' or remaining over a given area for what would in the opinion of the Minister be sufficient time to enable observations to be taken.

Although the first piloted helicopter flight (lasting for a few seconds) had taken place a few years earlier in 1907, it wasn't until 1936 that the first practical helicopter would be built by the Germans.

You can see more information about this **Find of the Month** on our website at www.naa.gov.au.



Appendixes

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Appendix A

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
Email: archives@naa.gov.au

Sydney

120 Miller Road
Chester Hill NSW 2162

Locked Bag 4
Chester Hill NSW 2162

Tel: (02) 9645 0100
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
Adelaide (Halifax Street) 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

Defence service records

PO Box 7425
Canberra Business Centre ACT 2610

Tel: 1300 886 881
Fax: 1300 886 882
Email: servicerecords@naa.gov.au

Copyright permissions

Email: copyright@naa.gov.au

Appendix B

Volunteers and the Work for the Dole scheme

Volunteers

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

During 2005–06 members of the Heraldry and Genealogy Society of Canberra assisted the Archives by repackaging courts 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	Ruth Rodgers
Jean Fominas	Tina Russell
Pat Gray	Dick Stevens
Rhonda Kerr	Joyce Stevens
Jo Lilienthal	Ken Thomsen

Work for the Dole scheme

Work for the Dole scheme projects continued in Sydney, Melbourne, Perth and Adelaide in 2005–06, with participants treating over 180,000 record items. Projects involved the repackaging and data entry of passenger indexes, alien registration cards and documents.

Appendix C

Selected records transferred and described in 2005–06

This appendix presents a selection of records transferred to the Archives in 2005–06, and major work undertaken during the year to describe records and list them on the RecordSearch database.

Transfers

Listed below are the main record series transferred to the Archives during the year. Each entry lists the series title, agency that created the records, quantity of material transferred in metres, series number and a brief explanation of the content.

Series	Title and description
Records transferred to Canberra	
<i>Department of Prime Minister and Cabinet</i>	
The Department of Prime Minister and Cabinet transferred 481 metres of records to the Archives during 2005–06. Transferred material included:	
A463	Correspondence files, annual single number series, occasional 'G' (General representations), 1903–ongoing This series contains general correspondence covering all matters within the department's responsibilities (162 metres transferred).
A1209	Correspondence files, annual single number series (classified), 1913–ongoing This series contains classified correspondence covering all matters within the department's responsibilities (238 metres transferred).
<i>Federal Executive Council</i>	
The Federal Executive Council transferred 5 metres of records to the Archives during 2005–06. Transferred material included:	
A1573	Volumes of original minute papers approved by Federal Executive Council, 1901–ongoing This series contains minute papers created by government agencies on matters that require Executive Council approval.
<i>Department of Education, Science and Training</i>	
The Department of Education, Science and Training transferred 89 metres of records to the Archives during 2005–06. Transferred material included:	
A13064	[Maralinga Litigation Material] Department of Primary Industries and Energy – British atomic testing administration files, 1941–2002 This series contains records documenting the administration of the British atomic testing and the subsequent rehabilitation project (64 metres transferred).

Series	Title and description
--------	-----------------------

Treasury

The Treasury transferred 107 metres of records to the Archives during 2005–06. Transferred material included:

- | | |
|--------|---|
| A9489 | Correspondence files, annual single number series (with alphabetical prefixes until 1993), 1962–ongoing

This series contains general correspondence files covering all matters within Treasury’s responsibilities (31 metres transferred). |
| A10171 | Correspondence files, annual single number series with other code prefix and check digit suffix, 1976–ongoing

This series contains files covering matters of business, corporate and securities law (33 metres transferred). |

Records transferred to Sydney

Australian Broadcasting Corporation – Television Archives

The Australian Broadcasting Corporation – Television Archives transferred 589 metres of records to the Archives during 2005–06. Transferred material included:

- | | |
|------|--|
| C475 | Television audiovisual program material, annual single number series with ‘ARCH’ (Archives) prefix, 1927–ongoing

This series contains television programs produced or bought by the Australian Broadcasting Commission (later, Corporation) (581 metres transferred). |
|------|--|

Australian Film Television and Radio School

The Australian Film Television and Radio School (AFTRS) transferred 95 metres of records to the Archives during 2005–06. Transferred material included:

- | | |
|------|---|
| C503 | Student film productions, alphanumeric series with annual prefix/suffix, 1973–ongoing

This series contains film productions created by AFTRS students. |
|------|---|

Film Australia

Film Australia transferred 255 metres of records to the Archives during 2005–06. Transferred material included:

- | | |
|------|--|
| C809 | Film productions [camera originals, masters and safety masters], films and videos, single number series, 1928–ongoing

This series contains films produced by Film Australia (175 metres transferred). |
|------|--|

Personal records transferred

Significant transfers of personal records to the Archives in 2005–06 were made by the following depositors:

The Hon. John Howard MP	The Hon. Frederick Chaney AO
The Rt Rev. Dr Peter Hollingworth AC, OBE	The Hon. Peter Durack QC
The Hon. Philip Ruddock MP	The Hon. Albert ('Al') Grassby AM
Senator Bob Brown	The Hon. Barry Owen Jones AO
The Hon. John Anderson MP	The Hon. Justice Malcolm Cameron Lee
The Rt Hon. Sir Harry Talbot Gibbs AC, GCMG, KBE	Ms Meg Lees
The Hon. Robert Hill	Mr Lionel Woodward AO
The Rt Hon. Ian Sinclair AC	Mr Allan Thomas Griffith AM

Description program

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

A selection of record series for which descriptive work was undertaken during 2005–06 is listed below.

Series	Title and description
Canberra	
<i>Commonwealth Bureau of Census and Statistics</i>	
A907	Ships' passenger lists – inwards (Form P2), 1924–64 Transferred to Archives: 61 metres
<i>Personal and ministerial papers</i>	
Multiple series	The Rt Hon. Sir John Robert Kerr AK, GCMG, GCVO, KStJ, QC Multiple series of private papers of the Rt Hon. Sir John Kerr, including his personal correspondence when he was the Governor-General and after his retirement, research material on constitutional law and manuscripts of books, speeches and photographs (c10 metres transferred).
Multiple series	The Rt Hon. John Malcolm Fraser AC, CH Multiple series of ministerial papers from the Rt Hon. Malcolm Fraser's time as the minister for the Army, Defence, Education and Science portfolios (1966–72), and from his prime ministership (1975–83) (c130 metres transferred).
M4081	Personal papers created and maintained by Sir Clarence Harders, 1810–1997 This series contains papers created and maintained by Sir Clarence Harders (CP 686) during his time as Deputy Secretary and, later, Secretary of the Attorney-General's Department, and as the Legal Advisor to the Department of Foreign Affairs (5.67 metres transferred).

Series	Title and description
Sydney	
<i>Crown Solicitor's Office, New South Wales</i>	
SP917/1	Records and transcripts of the Royal Commission [into the Loss] of HMAS <i>Voyager</i> (1964) and of the Royal Commission on the Statement of Lieutenant-Commander Cabban [and Matters Incidental Thereto] (1967), 1958–67 (7 metres transferred).
Melbourne	
<i>Allied Works Council, Victorian Branch</i>	
	Personal files for members of the Civil Constructional Corps enlisted in Victoria, single number series with 'CV' Civil Constructional Corps, Victoria prefix, 1942–1946 (28.6 metres transferred).
Brisbane	
<i>Chief Secretary's Office – Headquarters Queensland Defence Forces</i>	
BP133/2	Rolls (or registers) of military officers of the Colonial Queensland Defence Force, 1874–1904 (0.27 metre transferred).
Perth	
<i>Department of Immigration, Western Australia</i>	
K269	Inward passenger manifests for ships and aircraft arriving at Fremantle, Perth Airport and outports (chronological series), 1898–1978 (95 metres transferred).
Adelaide	
<i>Headquarters, 4th Military District [I], Commonwealth Military Forces, Keswick, South Australia</i>	
D2375	Index cards to Prisoners-of-War (internees), 4th Military District, 1914–19 (0.5 metre transferred).
Hobart	
<i>Department of Immigration and Multicultural Affairs, Tasmania</i>	
P8	British selection documents, 1959–73 (20 metres transferred).
Darwin	
<i>Department of Aboriginal Affairs, Katherine, Northern Territory</i>	
E1468	Correspondence files of Wave Hill Community Advisor, 1975–79 (1 metre transferred).

Appendix D

Exhibitions program in 2005–06

Canberra galleries

Venue	Dates	Number of visitors*
Gallery 1 and Federation Gallery	1 July 2005 – 30 June 2006	37 534
Gallery 2:		
<i>Just Add Water: Schemes and Dreams for a Sunburnt Country</i>	11 Mar – 31 Jul 2005	2 990**
<i>Courage to Care</i>	13 Aug – 25 Sep 2005	5 635
<i>The Waterhouse Natural History Art Prize</i>	6 Oct – 27 Nov 2005	4 252
<i>Summers Past: Golden Days in the Sun 1950–1970</i>	8 Dec 2005 – 23 Jul 2006	18 504**

* Visitor numbers within the 2005–06 financial year.
 ** Exhibition dates overlap with other financial years.

Find of the Month

Month	Title	Media*	Web**
Jul 2005	Flourish the vine	43 000 print, radio	1 409
Aug 2005	Blinded by the light	28 000 print, radio	1 992
Sep 2005	John, Paul, George and Ricky	2.6 million print, radio, television	1 940
Oct 2005	Rockin' Rollin' Clementine	42 000 print, radio	1 862
Nov 2005	Dear Gough	690 000 print, radio	1 898
Dec 2005	You can't cook your coin and eat it too	768 000 print, radio	2 079
Jan 2006	Australia, Dear Australia	860 000 radio, television	2 303
Feb 2006	Bird flu: No laughing matter for Kooka and Gumnut	4 900 radio	1 694
Mar 2006	A man and his Malvern Star	4 900 radio	1 938
Apr 2006	The car with no name	11 000 radio	1 876
May 2006	From the fowl house to the High Court	11 000 radio	1 859
Jun 2006	World Cup Soccer	5 200 radio	1 658

*Media – Type of media and total approximate circulation or audience for that day or program.
 **Web – Number of visitors to www.naa.gov.au/about_us/find-of-month/default.html.

Touring exhibitions

Venue	Date	Number of visitors*
<i>Beacons by the Sea: Stories of Australian Lighthouses</i>		
Lady Denman Heritage Complex, Huskisson, NSW	9 Jul – 28 Aug 2005	1 201
Museum of the Riverina, Wagga Wagga, NSW	8 Sep – 30 Oct 2005	4 631
Queensland Maritime Museum, Brisbane, Qld	12 Nov 2005 – 12 Mar 2006	7 946
Matthew Flinders Gallery, Bribie Island, Qld	25 Mar – 21 May 06	975
Bundaberg Arts Centre, Qld	31 May – 15 Jul 2006	1 517**
<i>Unexpected Archives: Introduced by Robyn Archer</i>		
The Capital, Bendigo's Performing Arts Centre, Vic	15 Jun – 17 Jul 2005	1 111**
Kyneton Arts Centre, Vic	20 Jul – 14 Aug 2005	1 473
Launceston Library, Tas	1–27 Sep 2005	675
State Library of Tasmania, Hobart, Tas	29 Sep – 6 Nov 2005	16 150
Ararat Performing Arts Centre, Vic	12 Nov – 11 Dec 2005	1 570
CEMA Arts Centre, Portland Vic	14 Dec 2005 – 29 Jan 2006	150
Sir Robert Helpmann Theatre, Mt Gambier, SA	1 Feb – 5 Mar 2006	1 000
Tea Tree Gully Library, Adelaide, SA	8 Mar – 23 Apr 2006	48 440
Northern Festival Centre, Port Pirie, SA	26 Apr – 28 May 2006	2 354
Kalgoorlie Public Library, WA	3 Jun – 20 Aug 2006	7 605**
<i>It's a Dog's Life! Animals in the Public Service</i>		
Australian Museum, Sydney, NSW	18 Mar – 24 Jul 2005	29 889**
Public Record Office of Victoria, Melbourne, Vic	5 Sep – 21 Oct 2005	3 708
Western Australian Museum, Perth, WA	3 Nov 2005 – 9 Jan 2006	18 384
Western Australian Museum Geraldton, WA	19 Jan – 20 Mar 2006	4 806
Western Australian Museum Kalgoorlie, WA	30 Mar – 28 May 2006	12 302
Queen Victoria Museum and Art Gallery, Launceston, Tas	9 Jun – 27 Aug 2006	3 071**

Venue	Date	Number of visitors*
<i>Just Add Water: Schemes and Dreams for a Sunburnt Country</i>		
South Australian Maritime Museum, Port Adelaide, SA	16 Dec 2005 – 2 Apr 2006	18 030
Museum of the Riverina, Wagga Wagga, NSW	18 May – 20 Aug 2006	2 415**
<i>Just Add Water at tradeshows and conferences</i>		
Qld Department of Natural Resources and Mines at the LGAQ	11 – 20 Aug 2005	144 231
Qld Department of Natural Resources and Mines at the LGAQ 109th Annual Conference, Brisbane, Qld	29 Aug – 1 Sep 2005	1 226
River Health Conference <i>and</i> Australian National Committee on Irrigation and Drainage Conference, Mildura, Vic	16 – 26 Oct 2005	1 300
* Visitor numbers within the 2005–06 financial year.		
** Exhibition dates overlap with other financial years.		

Visitation to Archives' exhibitions and other exhibitions featuring Archives' items

	2003–04	2004–05	2005–06
Canberra galleries	45 694	37 214	37 534
Touring exhibitions outside Canberra	139 052	213 958	189 403
<i>Just Add Water</i> at tradeshows and conferences	-	-	146 757
Other exhibitions featuring Archives' items*	-	-	1 558 410
* The Archives loans collection items for inclusion in exhibitions and displays in other cultural institutions. In 2005–06, 38 loaned items were on display in five organisations.			

Appendix E

Publications produced in 2005–06

Books and monographs

The Life and Death of Harold Holt, by Tom Frame, co-published with Allen & Unwin (print), 2005

The fall of Saigon, 1975, by Peter Edwards, in the RG Neale Lecture Series (print and online), 2006

Research guides

Tracking Family: A Guide to Aboriginal Records Relating to the Northern Territory, produced by the Archives in association with various organisations (print and online), 2006

Allies Enemies and Trading Partners: Records on Australia and the Japanese, by Pam Oliver (print and online), reprinted 2005

News magazine

Two issues of *Memento* – nos 30 and 31 (print and online)

Corporate publications

National Archives of Australia and National Archives of Australia Advisory Council Annual Reports 2004–05 (print and online), 2005

Recordkeeping publications

Australian Government Email Metadata Standard (AGEMS), Chief Information Officer Committee, Version 1.0 (online)

Digital Preservation (print and online)

Digital Recordkeeping Guidelines Case Studies – IP Australia and the Royal Australian Mint (online)

Functional Specifications for Electronic Records Management Systems Software, Exposure Draft (online)

Guidelines for Implementing the Functional Specifications for Electronic Records Management Systems Software, Exposure Draft (online)

Xena 3.0 Lite CD-ROM (disc and online)

Revised recordkeeping standards and guidelines

Australian Government Implementation Manual: AGLS Metadata, Version 2.0 (online)

Australian Governments' Interactive Functions Thesaurus (AGIFT), second edition (online)

Records in Evidence (online)

Whole-of-Government Functional Analysis: The Comparative Significance of the Functions of the Australian Government, 1975–2005 (online)

Cabinet records release publications

1975 Cabinet Records – Media Guide, and Lists of Submissions and Decisions 2005 (print and online)

1975 Cabinet Records – Selected Documents, 2005 (print and online)

Archives Advices

One new *Archives Advice* was issued and four *Archives Advices* were revised. All are available in print and online.

New

71 – Shared systems and recordkeeping

Revised

15 – Qualifications for records managers

46 – Australian Governments' Interactive Functions Thesaurus

47 – The AGLS Metadata Standard and the Australia Government's e-Government Strategy

65 – Digital recordkeeping guidelines and checklist

Fact sheets

Twelve new fact sheets were issued. All are available in print and online.

232 – Industrial relations records held in Melbourne

233 – Lighthouse records held in Brisbane

234 – United States forces in Queensland, 1941–45

235 – Francis Edgar Williams, anthropologist of Papua

236 – Records relating to Italian migration held in Brisbane

237 – International Women's Year, 1975

238 – The 'Balibo affair', East Timor, October 1975

239 – The loans affair, 1974–75

240 – The dismissal, 1975

241 – John Robert Kerr, Governor-General of Australia, 1974–77

242 – John Malcolm Fraser

243 – The fall of Saigon, 1975

Brochures, posters, fliers and cards

Recent Releases from the National Archives (promotional flyer)

Wiseguys (2006 Summer Scholarship brochure)

Summers Past: Golden Days in the Sun 1950–1970 (poster and postcards to accompany the *Summers Past* exhibition)

Archives – Illuminating the past, guiding the future (brochure)

Margaret George Award 2006 (brochure)

Frederick Watson Fellowship 2006 (brochure)

Ian Maclean Award 2006 (brochure)

National Archives of Australia, there's so much in store for you! (poster)

State office brochures for Melbourne, Brisbane, Adelaide and Darwin.

Websites

National Archives of Australia

www.naa.gov.au

Archives of Australia

www.archivenet.gov.au

Australia's Prime Ministers

primeministers.naa.gov.au

Australasian Digital Recordkeeping Initiative

www.adri.gov.au

Documenting a Democracy

www.foundingdocs.gov.au

National Archives eShop

shop.naa.gov.au

Our History

ourhistory.naa.gov.au

Uncommon Lives

uncommonlives.naa.gov.au

Vrroom

vrroom.naa.gov.au

Whitlam research portal

whitlam.naa.gov.au

Fraser research portal

fraser.naa.gov.au

Appendix F

Performance against the Archives Service Charter standards

Standard	Performance
Our website will be available 98 per cent of the time. Planned downtime will be notified one day in advance.	All Archives' websites (www.naa.gov.au and 10 satellite sites) were available more than 98 per cent of the time.
We will answer reference inquiries within 30 days, or advise researchers if there will be a delay.	The Archives answered 92 per cent of reference inquiries within 30 days. In cases where a response took longer than 30 days, researchers were advised of the reasons for the delay and given an estimated response time.
Our reference inquiry telephone number will be answered from 9.00 am to 5.00 pm each business day.	The Archives' national reference service 1300 telephone number was staffed from 9.00 am to 5.00 pm each business day during 2005–06.
Our reading rooms will be open from 9.00 am to 4.00 pm each weekday as a minimum.	All reading rooms except the Canberra Reading Room are open from 9.00 am to 4.30 pm each weekday. The Canberra Reading Room is open from 9.00 am to 5.00 pm Monday to Saturday, and closes at 9.00 pm on Tuesday.
Records will be delivered within 30 to 90 minutes, except in Melbourne where records will be delivered within 24 to 48 hours, as the repository is distant from the Reading Room.	More than 99 per cent of records were made available within standard times in all Archives' reading rooms. During 2005–06, 3 500 metres of the most frequently used records held in Melbourne were relocated from the East Burwood repository to the North Melbourne building, allowing these records to be delivered to the Melbourne Reading Room within two hours.
Photocopy orders of less than 10 pages will be completed on the same day. Orders of more than 10 pages will be completed within 14 working days.	100 per cent of orders of fewer than 10 pages were completed on the same day and 99 per cent of larger orders were completed within 14 working days.
Access decisions on Commonwealth records will be made within 90 days.	The Archives completed 94 per cent of applications for access within 90 days. Longer response times were generally caused by the need to refer records to agencies or overseas governments for advice, or because records were not in the Archives' custody.
Advice about the destruction of any record will be provided within 30 days.	All inquiries about destroyed records were answered within 30 days by providing information on the provisions of the relevant disposal authority.
We will respond to any complaint about our services within 10 working days.	The Archives responded to 95 per cent of the 13 complaints about the Archives' reference services within 10 days. The Archives maintains a national complaints register to ensure a consistent record of complaints and their resolution is kept.

Appendix G

Occupational health and safety

OH&S policies

In 2005–06 the Archives completed occupational health and safety (OH&S) policies on fitness for duty and workplace harassment. These included release of *Guidelines on Reporting and Resolving Allegations of Workplace Harassment* and the *Occupational Health and Safety Strategic Plan 2005–07*. Work is under way on a first aid policy.

OH&S committees and representatives

The Archives has at least one OH&S representative at each Archives' office. Occupational health and safety matters are dealt with by a committee or through staff meetings where an office is not large enough to have a committee.

Vacancies for OH&S representatives were filled in accordance with the Archives' *Occupational Health and Safety Agreement 2005–08*.

Health and safety measures

The Archives provided influenza vaccinations to employees free of charge as part of the provisions of the *National Archives of Australia Certified Agreement 2004–07*. The influenza shots were offered to all staff, and approximately 160 employees participated.

The Archives continued to promote a supportive working environment by providing staff with access to the Employee Assistance Program and to financial and career counselling. Home-based work arrangements were made available to staff where appropriate.

The Archives continued to coordinate workstation assessments for staff and to implement strategies for avoiding occupational overuse syndrome and manual handling injuries. Training was also provided to First Aid Officers (refresher and senior first aid for new officers) and to Harassment Contact Officers (for new employees undertaking the role).

Through its internal fortnightly staff publication, *Grapevine*, the Archives promotes safe working practices and a healthy and balanced lifestyle for all staff.

The Archives ran 'Health Week' in all its offices during October 2005. It provided staff with information and activities designed to improve their safety at work and their over-all health and well-being. Health Week tied in with the aim of the *Occupational Health and Safety Strategic Plan 2005–07*: a safer and healthier workplace for all Archives staff, volunteers, visitors and contractors.

Incidents and investigations

No formal investigations were carried out during 2005–06. Three incidents were reported to Comcare under section 68 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991 (OH&S Act)*. No directions were given to the Archives under section 45 of the OH&S Act, and no notices were given under sections 29, 46 and 47 of the Act.

Appendix H

Freedom of Information section 8 statement

Section 8 of the *Freedom of Information Act 1982* (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. The following statement supplements general information provided to meet the requirements of section 8 of the FOI Act.

Functions

The 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 this 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 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 documentation provided.

Categories of documents

There are two major groups of documents held by the 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* to general administrative documents such as financial, personnel and routine office documents.

Group 2

The second group covers records held by the Archives in its repositories on behalf of other agencies.

The Archives is not responsible for responding to requests for access under the FOI 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. However, in many cases, applications under the FOI Act may not be necessary. Potential applicants under the FOI legislation should, in the first instance, direct their inquiries to their nearest Archives' office or look at the Archives website (www.naa.gov.au), as the information required may be readily available.

Freedom of information requests for access to records less than 30 years old that the Archives 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 by applying in writing, by telephone, facsimile or 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

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 problem. In consultation with the applicant, documents will be made available either by mail to the address specified by the applicant or in the reading room (Information Access Office) of 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 FOI Act. The Advisory Council's own annual report is contained in this publication.

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

Appendix I

International and professional engagement

International engagement

Assistance to the Solomon Islands

In February 2006, Ms Danielle Wickman, Director, Corporate Governance, was seconded to work in the Solomon Islands for 12 months. The placement was in response to a request from the Permanent Secretary of the Solomon Islands' Department of Culture and Tourism to provide technical advice and practical support on processes and systems to improve recordkeeping in all Solomon Islands government departments. Ms Wickman will also be providing advice on the recruitment of permanent staff to the National Archives of the Solomon Islands.

The project will be providing:

- a baseline report for Solomon Islands government agencies describing the status of their records;
- a detailed strategy for improving records management across government;
- a set of performance indicators to measure improved systems and processes for recordkeeping across the Solomon Islands government; and
- a report at the conclusion of the assignment, which will document progress against the strategy.

The project is fully funded by the Australian Agency for International Development (AusAID).

International Council on Archives and International Conference of the Round Table on Archives

The International Council on Archives (ICA) holds a congress every four years that provides a unique professional leadership and development opportunity. The most recent ICA congress was held in 2004.

The International Conference of the Round Table on Archives (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 ICA 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.

CITRA's program is prepared by the CITRA Bureau. In early 2005 the Director-General was elected to the CITRA Bureau to represent the Asia and Oceania regions.

From 23 November to 4 December 2005, Mr Gibbs attended the annual CITRA conference and associated meetings of the CITRA Bureau and presented two papers, titled 'Preserving the Memory of the Web—the Australian Experience' and 'Integrating Recordkeeping into Australian Performance Audits'. For its three-year vision for 2005–07, the CITRA conference adopted the theme, 'Archives, Diversity and Globalization'.



Systems Manager David Pearson shows delegates from Japan the Archives' digital preservation facilities in Canberra, October 2005.



Representatives from the National Institute of Korean History, Dr Yang-hoon Cho, Dr Hyun-young Kim and Dr Young-Choon Lee, visited the Archives in October 2005. They met with Anne McLean (Director, Access and Information Services), Anne Lyons (Assistant Director-General, Access and Communication), and Ross Gibbs (Director-General).

Pacific Regional Branch of the International Council on Archives

The Archives continued to provide Treasury support to the Pacific Regional Branch of the International Council on Archives (PARBICA).

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. In that context, the Archives participated in PARBICA's 11th Biennial Conference in Nadi, Fiji, 19–23 September 2005, which is discussed below.

Overseas visits by Archives staff

Staff represented the Archives at various conferences overseas in 2005–06, as described below.

September 2005

The Director-General, Mr Adrian Cunningham and Ms Danielle Wickman attended the 11th Biennial Conference of PARBICA in Nadi, Fiji.

The conference, which took the form of a workshop, was shaped around the theme 'Recordkeeping for Good Governance', and was attended by delegates from 18 Pacific countries and Malaysia. Key outcomes of the workshop included a strategic direction and vision and action plans for the future of archives in the Pacific.

October 2005

The Australian Society of Archivists held its annual conference in Wellington, New Zealand. Themed 'Archives and Communities', the conference was jointly held with the Archives and Records Association of New Zealand and the New Zealand Society of Archivists.

Mr Gibbs and Ms Dianne Macaskill, Chief Executive and Chief Archivist of Archives New Zealand, jointly presented a paper on 'Trans-Tasman collaboration'. In his capacity as a

director of the Collections Council of Australia (a peak body representing Australian galleries, libraries, archives and museums), Mr Gibbs also presented a paper entitled, 'Linking the Nation's Memory: Archives and the Collections Council of Australia'. The following Archives staff presented papers at the conference:

- Ms Beatrice Barnett - 'Archives and the school communities – making the connection online'
- Mr Paul Dalgleish - 'Recent developments in copyright from access standards to standard access'
- Dr Tikka Wilson - 'Publishing online: The uncommon life of Dhakiyarr Wirrpanda'
- Ms Zoë D'Arcy - 'Why exhibitions and who cares, anyway?'

Also in October, Dr Stephen Ellis attended the 2005 European Union Machine Readable Data Forum in Budapest, Hungary, where he presented a keynote speech on developments in e-governance in Australia.

January 2006

Ms Caroline Whitley attended the Metals in Paper/ 2nd International Iron Gall Ink Meeting in Newcastle upon Tyne, United Kingdom. Ms Whitley presented the results of a three-year investigation into the degradation of iron gall inks on parchments. This investigation is part of an Australian Research Council-funded linkage grant. Ms Whitley's attendance at the conference was co-funded by the Archives and the Cultural Heritage Research Centre at the University of Canberra.

April 2006

Three Archives staff attended the Book, Paper and Photographic Materials Symposium in Wellington, New Zealand. The symposium was organised by the Australian Institute for the Conservation of Cultural Materials. Ms Caroline Whitley presented two iron gall ink workshops to conservators from Australia and New Zealand. Each workshop included both theoretical and practical components covering the history, chemistry, degradation, identification, characterisation and conservation treatment options for iron gall ink.

Ms Tania Riviere presented a paper on her research work into the platinum printing process, with a particular focus on a record from the Archives' collection, 'The First Parliament of the Commonwealth of Australia: The Ministry and the House of Representatives' (NAA: A7611, 1). Ms Prue McKay also attended the symposium.

May 2006

Ms Margaret Kenna attended the 15th General Conference and Seminar on Archives and Education of the Southeast Asia Regional Branch of the International Council on Archives in Brunei. Ms Kenna presented a keynote address entitled, 'Past, present and future: Presenting the national memory through innovation and technology' and a paper, 'A virtual reading room: An education program for now and the future'.

Also in May, Ms Colleen McEwen attended the VII European Conference on Archives in Warsaw, Poland, the theme of which was 'Archivist: Profession of the Future in Europe'. The conference discussed the development of a competency model for European professionals. Ms McEwen contributed accounts of the Australian experience in developing a set of competencies for archivists and records managers.

June 2006

Mr Adrian Cunningham attended the annual conference of the Association of Canadian Archivists in Newfoundland, Canada. Mr Cunningham presented a paper entitled, 'Talking with

the taxman about poetry: The National Archives of Australia's experiences with consultation on macro-appraisal'.

International visitors to the Archives

The Archives hosted several international visitors during 2005–06, as described below.

August 2005

A National Archives of South Africa delegation interested in repository architecture and facilities visited the Archives' offices in Canberra, Sydney and Melbourne.

September 2005

A delegation of Japanese archivists and historians visited the National Office, Canberra for training in the Commonwealth Record Series system and the Archives' descriptive standards, and to discuss the Archives' digital recordkeeping initiatives. The delegation was led by Ms Sachiko Morimoto of the National Institute for Japanese Literature. Other delegation members came from the National Institute for Japanese Literature, Koyasan University and Keio University.

October 2005

Another delegation from Japan visited the National Office and the Mitchell Repository to investigate the Archives' work on digital archiving. The delegation comprised representatives from Japanese universities with expertise in governance and metadata, together with representatives from the National Archives of Japan and the Japanese Cabinet Office.

Following earlier visits in 2003 and 2004, representatives from the National Institute of Korean History visited the Archives to further their project of digitising records held in the Archives' collection that are of interest to South Koreans.

Delegates from Foshan City, Guangdong Province, China, visited the National Office, Canberra to discuss reference services to the public. The delegation inspected the Canberra gallery spaces and viewed records about Chinese living in Australia and Australia's relationship with China.

November 2005

A delegation of 23 representatives from the State Archives Administration of China visited the National Office to discuss digital archive management, electronic recordkeeping systems and counter-disaster strategies.

A delegation of four representatives from the National Archives and Record Service of South Korea spent almost two weeks observing many aspects of the Archives' operations in Canberra and Brisbane. Delegates were introduced to recordkeeping practices, policies and procedures, including the Archives' access regimes. The delegation had a particular interest in digital archiving and electronic recordkeeping.

Also in November, Ms Vaosa Epa, Assistant Secretary to the Samoan Cabinet Division, visited the Archives to discuss the treatment of Australian Cabinet records, particularly in relation to storage and preservation.

December 2005

The National Archives and Records Service of Bhutan sent six delegates to the Archives' Canberra office to discuss building management systems, preservation operations and other practical systems to assist with the development of their own building infrastructure.

A delegation from the National Archives of Indonesia visited the Archives' offices in Canberra to view the public gallery spaces; to discuss transfer, registration and description issues; and to hear about progress on digital recordkeeping and the systems the Archives uses to support its electronic archiving environment.

A delegation from the National Archives of Malaysia, comprising two archivists, two architects and an engineer, visited the Canberra offices to discuss the Archives' building and technical facilities.

January 2006

A delegation from Indonesia, comprising representatives of the Cabinet Secretariat, the State Secretariat and the Office of the President of Indonesia, visited to examine Australia's Cabinet and policy coordination processes, and to explore the scope for cooperation between the public services of Australia and Indonesia.

Also in January, Ms Dianne Macaskill, the Chief Executive and Chief Archivist of Archives New Zealand, visited the National Office to discuss records control.

February 2006

A delegation from Japan, comprising representatives from various university libraries, visited the Mitchell repository to inspect the Archives' digital preservation facilities and to discuss the procedures that support the digital repository.

Members of the Executive Council of the Southeast Asia–Pacific Audiovisual Archive Association visited the National Office, where they were provided with an overview of the Archives' audiovisual holdings and its preservation facilities and programs.

Also in February, Dr Blaine Lamb of the Californian State Archives inspected the Archives' processing and preservation areas and its public gallery spaces. Ms Alison Midwinter from Archives New Zealand visited the Melbourne Office to discuss appraisal and disposal authorisation.

April 2006

Ms Patricia Methven from King's College, London, visited to discuss the structure and organisation of the Archives. Mr Stuart Duff of the New Zealand Defence Force Archives visited to discuss the Archives' digitisation of World War I service dossiers.

May 2006

Delegates from Japan visited the Archives' Sydney Office to continue their work in arranging and describing Japanese company records seized by the Australian Government in the days following the outbreak of war with Japan in 1942.

Ms Cheryl Stanborough and Ms Anna Itamai of the Yap State Archives (in the Federated States of Micronesia) visited the Archives to discuss archival operations and imaging processes.

June 2006

Ms Rose Holley of the University of Auckland visited the Archives to discuss systems architecture for digital collections.

During June and July 2006, a series of student ambassadors from the United States of America visited the National Office. A key element of the 'People to People Ambassadors Program' was to provide students with opportunities to learn about the civics and history of their host country firsthand, with a focus on comparisons between countries' political structures.

Professional engagement

Council of Australasian Archives and Records Authorities

The Council of Australasian Archives and Records Authorities (CAARA) is the coordinating body for national, state and territory archives in Australia and New Zealand. It meets twice yearly.

The October 2005 meeting included among its key outcomes the endorsement of the Collections Australia Network website (formerly Australian Museums and Galleries Online) as the appropriate tool to facilitate public access to archival collections at the national, state and regional level.

The two-year term of the Director-General as the Convenor of CAARA concluded at the March 2006 meeting. For the next two years, Tony Caravella of the State Records Office of Western Australia will be the Convenor of CAARA. As the Convenor of CAARA is also an *ex officio* director of the Collections Council of Australia (CCA), the Director-General also relinquished his position on the CCA in favour of Tony Caravella.

Archives representation on other bodies

In professional and private capacities, Archives staff contribute to various national and international organisations. Following are the names of organisations and the Archives staff who were office-bearers in 2005–06.

International Council of Archives committees and bureaus

Adrian Cunningham	Pacific Regional Branch of the International Council on Archives (PARBICA) – <i>Treasurer</i>
Ross Gibbs	International Conference of the Round Table on Archives (CITRA) – <i>Member representing Asia and Oceania</i>

Australian Institute for the Conservation of Cultural Material

Ian Batterham	Australian Capital Territory Division – <i>Secretary</i>
Sallyanne Gilchrist	Victorian Division – <i>Secretary</i>
Detlev Lueth	National – <i>Vice President and Membership Officer</i>
Ellie McFadyen	Australian Capital Territory Division – <i>Assistant Secretary</i>
Prue McKay	National – <i>Special Interest Group Coordinator</i>

Australian Society of Archivists

Fiona Burn	New South Wales Branch – <i>Convenor</i>
Greg Cope	Queensland Branch – <i>Treasurer</i>
Jenni Davidson	Victorian Branch – <i>Executive member</i> Mentor Scheme Committee – <i>Convenor</i> Award Committee – <i>member</i>
Katherine Gallen	<i>Archives and Manuscripts</i> – <i>Editor</i>
Gay Hogan	Australian Capital Territory Branch – <i>Secretary</i>
Naomi Lamb	ASA Bulletin – <i>Editor</i>
Ross Latham	Victorian Branch – <i>Secretary</i>

Ted Ling	National – <i>Secretary</i>
Matt Lyons	Australian Capital Territory Branch – <i>Convenor</i>
Nicole Rudland	Australian Capital Territory Branch – <i>Treasurer</i>
David Swift	Queensland Branch – <i>Convenor</i>
Enid Woodley	South Australian Branch – <i>Secretary</i>

CPA Australia

Karen Sheppard	ACT Divisional Council – <i>member</i>
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Museums Australia

Michelle Fracaro	Education Special Interest Group – <i>Secretariat</i>
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Records Management Association of Australasia

Marian Hoy	Australian Capital Territory Branch – <i>Councillor Education</i>
Ross Latham	Victorian Branch – <i>Education Co-ordinator</i>
Mairi Popplewell	Commonwealth Chapter of the Queensland Branch – <i>Chairperson</i>
Geoff Smith	New South Wales Branch – <i>President</i>

Standards Australia committees

Joanna Baker	Records Management Systems Committee, IT-021 – <i>member</i>
Ian Batterham	Micrographics and Image Management Committee, MS-004 – <i>member</i> Permanent Paper Committee, MS-048 – <i>member</i>
Esther Carey	Records Management Classification Subcommittee, MS-004 – <i>member</i>
Adrian Cunningham	Records Management Committee, IT-021 – <i>member</i>
Paul Ferridge	System Migration Subcommittee, IT-021-12 – <i>member</i> Records Management Classification Subcommittee, IT-021-09 – <i>member</i>
Duncan Jamieson	Recordkeeping Metadata Subcommittee, IT-021-07 – <i>member</i>
Emma Jolley	Recordkeeping Metadata Subcommittee, IT-021-07 – <i>member</i>
Anne Robertson	Compliance Subcommittee, IT-021-05 – <i>member</i>
Karen Skelton	Recordkeeping Metadata Subcommittee, IT-021-07 – <i>member</i> AGLS Subcommittee, IT-021-08 – <i>secretariat</i>

Appendix J

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 auditing and reporting tasks, the design and construction of exhibits, and models for implementing the Archives' *Recordkeeping Metadata Standard for Commonwealth Agencies*.

During 2005–06, 36 new consultancy contracts were entered into, involving total actual expenditure of \$0.4 million. In addition, nine ongoing consultancy contracts were active during 2005–06, with a total expenditure of \$0.15 million.

Advertising and market research amounts paid by the Archives in 2005–06

Advertising is used to publicise the Archives' exhibitions and events. No advertising contracts were let in 2005–06. The Archives' advertising strategies were designed and conceived in-house.

Media advertising organisations paid by the Archives during 2005–06, for amounts of \$1,500 including GST or more

Media advertising company HMA Blaze was paid \$37,200 (including GST) by the Archives in 2005–06. This amount included the cost of advertising in the media, including publication and placement by the company.

Table 19 - Consultancy contracts let for amounts of \$10,000 or more during 2005–06

Consultant name	Description	Contract price \$	Note (1)	Note (2)
David Jess & Associates	Establishing a panel of recruitment employment agencies for the provision of contract staff	23 012	B	B
Property Concept and Management Pty Ltd	Professional fees on rental valuations, tenant advice and negotiated outcomes	42 000	C	B
cXc Consulting Pty Ltd	Draft set of information models of the recordkeeping metadata standard	62 325	B	B
Results Consulting	Strategic planning services	10 971	B	B
Iona Walsh Art Design	Design and project management of the exhibition <i>Summers Past</i>	30 000	B	B
Property Concept and Management Pty Ltd	Professional services – Archives Storage Needs Analysis and Options Report	39 493	C	B
Multiplex Facilities Management	Consulting engineer study on chilled water system at Parkes	11 000	C	B
KMR Consulting	Review of Finance section	11 000	B	C
Advance FM Pty Ltd	Building Condition Index Audit for ACT sites and training	22 473	C	B
Interaction Consulting Group	Design and facilitation of the first workshop for Archives strategic planning process	10 120	B	B
Total		262 394		

Note (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.

Note (2) Justification for decision to use consultancy:

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

Appendix K

Discretionary grants

In 2005–06 the Archives awarded grants under four schemes, described below. All grant holders gave public lectures during their tenures and were invited to publish material on the Archives website.

The Archives also helped once again to fund the Community Heritage Grants scheme, together with the National Library of Australia and the Department of Communications, Information Technology and the Arts.

Ian Maclean Award

In 2005–06 the Archives conferred the Ian Maclean Award for innovation in archives to art curator Eileen Chanin and archivist Stephen Miller. It was the third time the award had been conferred. The two recipients will share a \$14,130 stipend to assist them to enhance knowledge of the whereabouts of the archival records of Australia's early art schools, and to make these records accessible through a database.

During the year Dr Nikki Henningham, a research fellow, historian and Executive Officer of the Australian Women's Archives Project, completed her Ian Maclean tenure in a project that located archival records of migrant women. The information compiled by Dr Henningham will be made accessible through the *Australian Women's Archives Project* website (www.womenaustralia.info).

The Ian Maclean Award aims to provide a paid opportunity to conduct research that will benefit the archival profession. The award commemorates the contribution of Ian Maclean (1919–2003), who worked as an archivist at federal, state and international levels for 50 years, including Chief Archives Officer of the Commonwealth Archives Office from 1961 to 1968 and Director of Australian Archives.

Frederick Watson Fellowship

In 2005–06 the Archives awarded three Frederick Watson Fellowships. Mr Robert Burrell, Associate Professor in the School of Law at the University of Queensland, received a grant of \$9000 to investigate the history of copyright reform in Australia in the period between 1900 and 1913.

Dr David Lawrence, Visiting Fellow, Research School of Pacific and Asian Studies, Australian National University, was awarded a grant of \$1500 to research the Archives' holdings on E W Pearson Chinnery, who served as Government Anthropologist and then as Director of District Services and Native Affairs in New Guinea during the 1920s and 1930s.

Dr Frances Miley, Senior Lecturer, School of Business, University of New South Wales, was awarded a grant of \$3500 to study the history of Australian Army financial decisions.

The fellowship is awarded annually in honour of Dr Frederick Watson (1878–1945), a firm advocate and user of government archives at both the state and national level. He is best remembered for his editorship of the *Historical Records of Australia* series, produced by the

Parliamentary Library Committee. The fellowship is granted to established scholars undertaking research focused on the National Archives' collection.

Margaret George Award

The Archives selected two recipients for the Margaret George Awards in 2005–06. Dr Nick Richardson, journalist and historian, was awarded a grant of \$2310 to explore the relationship between Australian media owner Sir Keith Murdoch and former Prime Minister Joseph Lyons of the United Australia Party.

Dr Sean Brawley, Senior Lecturer, School of History, University of New South Wales, was awarded a grant of \$7200 to examine changes made to the White Australia Policy during the World War II conflict in the Pacific and in the early postwar period.

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

Summer Scholars

The 2006 winner of the Archives' Summer Scholarship was Alessandro Antonello, a student at the Australian National University. The scholarship covered his accommodation and travel, and paid him a weekly stipend of \$300 for six weeks.

Mr Antonello undertook designated research projects and worked with the Archives' education team to develop material for use in *Vrroom* (the Archives' educational website), and identify ways in which the Archives' collection could be used to explore biographies. He presented his findings through papers and lectures to Archives staff and gained an in-depth understanding of the national collection and archival research methodology.

Community Heritage Grants

In 2005–06 the Archives again joined with the National Library of Australia and the Department of Communications, Information Technology and the Arts to fund the twelfth round of the Community Heritage Grants scheme. The Archives contributed \$20,000 towards the grant pool, and assisted on the grant steering committee and judging panel. This year, 76 grants were awarded, with a total value of \$372,865. In November 2005, grant winners visited the Archives for training in running a small archives, detecting and managing pests in storage areas, and recycling shipping containers for archival and museum storage.

Appendix L

Ecologically sustainable development and environmental performance

Energy use reduction

In 2005–06 the Archives continued to make reductions in energy usage and improvements in environmental management of its property portfolio. The Archives undertakes regular monitoring of energy consumption through exception reporting, fault analysis and corrective action.

Certification to the ISO 14001 standard will shortly be achieved for the Environmental Management System (EMS) developed for the National Office in Canberra. It is proposed to apply the EMS template developed for the National Office to all Archives' sites.

The Archives has negotiated collaborative energy procurement arrangements with the Department of Defence that will contribute to savings at the Archives' Canberra sites. Similar arrangements for procuring natural gas are being discussed with other Canberra-based cultural institutions.

Photovoltaic system

The Archives has capitalised on the success of the small solar photovoltaic system (2 kVA) installed in the National Office building to construct a larger (24 kVA) system at its Cannon Hill site in Brisbane. The solar energy produced is providing a real contribution to green energy and the Government's commitment to improving the energy efficiency and reducing the greenhouse gas emissions of Government operations.

Waste

Waste from the Canberra sites of the Archives was weighed and monitored.

Waste products and material sent for recycling included toner printer cartridges, paper and paper products, classified waste, photocopiers and mobile phones. The contract to replace printers and multifunction devices at all Archives' sites was undertaken by Kyocera, a company that actively pursues minimisation of impact on the environment through its environmental charter, which is used worldwide.

Staff development

The Archives' Facilities staff regularly attended seminars and briefings organised by the Facility Management Association of Australia and the Australian Greenhouse Office.

These meetings assisted Facilities staff to keep up-to-date with practical techniques in ecological sustainability and energy consumption reduction. Topics in the reporting period included the green building ratings system.

The Archives also participated in the energy data gathering analysis and retrieval program initiated by the Australian Greenhouse Office, and provided feedback on improving this program for participating Australian Government agencies.