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Contact officer for the annual reports

Inquiries concerning the annual reports may be directed to Ms Julia Hogan, Corporate Governance, National Archives of Australia, PO Box 7425, Canberra Business Centre ACT 2610, telephone (02) 6212 3925, facsimile (02) 6212 3931, email annualreports@naa.gov.au

The annual reports are also available on the National Archives website (naa.gov.au).

Section images

Page 2 Photograph of Sam Yin’s wife and child submitted as part of a migration application for admission to Australia in 1912 (NAA: A1, 1912/20919).

Page 8 Sir Robert Helpmann and Barbara Chambers performing *Coppelia* with the Australian Ballet, 1969 (NAA: A1500, K20992).

Page 14 Girl standing near poinciana, Brisbane, 1966 (NAA: A1500, K16374).

Page 34 1952 Miss Pacific finalists Mary Clifton Smith, Pamela Jansen and Judy Worrad, Bondi Beach (NAA: A1500, K1220).


Page 118 Singer Johnny O’Keefe, c. 1962 (NAA: SP1011/1, 3597(4)).

Our reference: 2005/1650
16 September 2005

Senator the Hon. Rod Kemp
Minister for the Arts and Sport
Parliament House
CANBERRA ACT 2600

Dear Minister

We have pleasure in forwarding to you the annual reports on the operations of the National Archives of Australia and the National Archives of Australia Advisory Council for the year ended 30 June 2005.

The reports are submitted in accordance with subsections 68(1) and 68(2) of the Archives Act 1983, which require the Archives and the Advisory Council to furnish you with reports of their operations and proceedings during the preceding 12 months as soon as practicable after 30 June each year.

The Archives’ annual report is also made under section 70 of the Public Service Act 1999. Subsection 70(1) of the Public Service Act requires the report to be given to you for presentation to Parliament. The report has been prepared in accordance with the guidelines approved on behalf of Parliament by the Joint Committee of Public Accounts and Audit as required by subsection 70(2) of the Public Service Act.

Yours sincerely

Ross Gibbs
Director-General

Paul Santamaria
Chairman
Advisory Council
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In 2004–05 the Archives enhanced its contribution to the development of Australian culture and identity. We delivered on this objective by focusing throughout the year on the Archives’ strengths: its state/territory infrastructure throughout Australia, its strong national partner networks, its extensive national touring exhibitions program and its excellent website.

The local presence and local partnerships, in particular, were fully exploited during 2004–05 to make the remarkable stories about Australia contained in the Archives’ collections better known to more Australians. For example:

• In the Northern Territory, the Archives cooperated with the Dhuruputji community in eastern Arnhem Land and the Supreme Court of the Northern Territory to produce ‘In Memory of Dhakiyarr’, an album compiled from the resources of the Archives, celebrating the life story of the Aboriginal warrior Dhakiyarr Wirrpanda. The Dhakiyarr story was told in several related ways, including a ceremony at Dhuruputji with the Acting Chief Justice, David Angel, on an Archives’ Uncommon Lives website launched in Canberra by the Northern Territory Administrator Ted Egan and members of the Dhudi-Djapu clan, and in a Film Australia documentary screened by ABC television.

• At the other end of Australia, Beacons by the Sea – a Visions of Australia-funded touring exhibition of the Archives – was launched at the Queen Victoria Museum and Art Gallery in Launceston. Following this, a Tasmanian Lighthouse Trail was created to tell the stories of local lighthouses through displays and exhibitions in museums, schools and libraries across the island; the Lighthouse Trail was accompanied by a purpose-built website funded by the Tasmanian Education Department.

Commitment to providing strong support for the Archives’ exhibition program proved successful. During the year the Australian
stories told in our various exhibitions, particularly in *It’s A Dog’s Life!* and *Beacons by the Sea*, both funded by Visions Australia, became even more popular in regional Australia, with more venues taking the shows (21 venues across Australia), attendances increasing (43% up on 2003–04), and local media interest increasing. The Wagga Wagga *Daily Advertiser* in particular has become fascinated by the Archives’ exhibitions, providing pages of coverage to *It’s a Dog’s Life*.

In recent years, the Archives has developed standards, policies and procedures that will enable Australian Government agencies to create, keep and make appropriate use of their records in a digital environment. This year, the full archival cycle was completed when we transferred ‘born digital’ records into our prototype secure digital vault. Having helped agencies create their records in an e-government world, we can now take those records into our custody and care for them for as long as they are required by the Australian people.

In February, Senator Amanda Vanstone launched for the Archives a new service particularly for the descendants of migrant Australians. The *Making Australia Home* kit has enabled migrants and their families to locate and retrieve information about their arrival in Australia. The service involves Archives’ staff searching our vast holdings of migration records for the relevant records and providing copies in a special presentation folder. The service helps migrants and their families piece together their family history.

A key event for the Archives every year is the release under the 30-year rule of the records of Federal Cabinet. The Prime Minister of the day, the Hon. Gough Whitlam, spoke to journalists at the release, presenting his view of the events of 1974. The release caused interest and comment in the media.

The Archives is conscious of the Government’s – and the public’s – desire to see efficient management of cultural assets through appropriate collaboration with other cultural institutions.

We have continued our longstanding collaboration on the Australasian Digital Records Initiative through our leadership of the Council of Australasian Archives and Records Authorities.
In June, the Archives collaborated with AusAID to provide assistance to the Solomon Islands Government in relation to recordkeeping practices. We will provide further assistance to the National Archives of the Solomon Islands in 2005–06.

The National Archives of Australia Advisory Council continued its important work in assisting and guiding the deliberations of the Archives. In particular, the tireless efforts of the Council in speaking on our behalf have resulted in the decision to allow the co-branding of our products with the Australian Coat of Arms and our logo. Council members have given valuable assistance in the review of our publications.

Financial performance

In 2004–05 the Archives’ operating revenues were $71.808 million and operating expenses were $68.820 million, resulting in a net operating surplus of $2.988 million. The surplus arises through the addition of new transfers of records to the collection as assets in accordance with accounting standards.

The Archives received an unqualified audit opinion on its 2004–05 financial statements.

A range of external financial pressures affect the Archives, as they do other Australian Government agencies. Some of these pressures are significant, and we will continue to carefully examine our business priorities and processes so we can continue to provide a value-for-money outcome to the Australian people.

During the year, and in accordance with accounting principles, the Archives’ collection was re-valued at $1 093 400 324. The value of the collection has an impact on our insurance premiums and our depreciation funding.

Improving our business processes

Last year I reported that the Archives had undertaken a number of reviews of its operations, which resulted in the Archives:

- placing priority on helping government agencies manage and preserve digital information;
- recognising the need for a reinvigorated...
focus on partnerships and regional leadership; and
• re-examining its storage, preservation and digitisation requirements in collaboration with other agencies.

We changed the internal structure of the Archives to give a more strategic focus to these priorities. The National Coordination Branch was created with a focus on engagement with stakeholders in government and the profession. Government Recordkeeping was renamed Digital Government to emphasise our capacity to provide a full range of archival services in a digital environment. The Collection Preservation and Management Branch was split into two to provide a strategic focus to our extensive and vital physical preservation program.

During the year a former staff member of the Archives was convicted of obtaining a financial advantage by deception in relation to a contract he had administered while an employee of the Archives. I am extremely proud of the staff at the Archives who have dealt with this case. They have demonstrated considerable professionalism and integrity throughout the investigation and prosecution.

We have made a number of changes to our contracting arrangements to ensure greater internal scrutiny throughout procurement processes.

The Archives took advantage of the Australian Public Service Commission’s Leadership Capability Framework to assess the leadership strengths and weaknesses of its management team. The assessment involved 360-degree feedback on the leadership performance of all SES and EL2 staff at the Archives. The results of this important analysis have allowed us to tailor a new learning and development program that acknowledges the strengths and addresses the development needs of the leadership group. This renewed focus on leadership will stand us in good stead for the future.

The year ahead

The Archives will continue to pursue amendments to the Archives Act 1983. The amendments to the Act will strengthen our role in helping Australian Government agencies create, manage and use their electronic records.

Despite the trend toward digital government, many thousands of paper records are still created by government every day. A proportion of these records are transferred to us as ‘national archives’ for safekeeping. Pressure on our storage facilities is growing. In addition, digital records have specific storage requirements that the Archives must provide.

A significant focus of our work in 2005–06 will therefore be to develop strategies to use more effectively our current collection preservation facilities, while also exploring options for occupying new, state-of-the-art facilities in future.

In 2005–06 the Archives expects to put in place a new approach to the transfer of records into its custody. We will implement a transfer plan targeting agencies that have completed functions-based records disposal authorities and are likely to hold records of greatest archival significance.

The Archives will build on its broad range of recordkeeping products and standards by developing a framework to increase awareness, skills and knowledge of recordkeeping issues in Australian Government agencies. This framework will emphasise e-government issues and will explore new methods of delivering training and increasing agency recordkeeping capabilities.

During 2005–06 the Archives will develop and implement two national communication strategies. One strategy will increase the community’s active engagement with the national collection and raise community awareness of the services we offer. The second strategy will focus on digital government
recordkeeping. It will be aimed at government, agencies, industry and the profession.

The Minister for the Arts and Sport called for collecting institutions to develop five-year preservation plans. The Archives' preservation plan helps us account for the preservation funding we have received and gives us a basis for decisions about preservation priorities.

The Archives has experienced directly the impact of a changing Australian workforce with the retirement of a number of long-serving staff members during 2004–05. In particular, we will very much miss former Assistant Director-General Steve Stuckey, who retired in March 2005 after 32 years with the Archives.

Finally, I would like to recognise the dedication and professionalism of my colleagues at the National Archives. Their passion for the role of the Archives and the commitment they show to their work is the foundation of the organisation’s success in achieving its outputs and in providing a rewarding and dynamic place to work. I pay tribute to the diversity of people who together manage and promote the precious resource that is the National Archives’ collection, and who thereby serve the Australian people.

Ross Gibbs
Director-General
Overview

The National Archives was established under the Archives Act 1983. The Archives is a budget-funded executive agency within the Communications, Information Technology and the Arts portfolio. On 28 February 2001 the Governor-General made the Archives an executive agency under section 65 of the Public Service Act 1999.

Role and functions

The Archives maintains information about the structure of government and records created by Australian Government agencies, which form the archival resources of the nation.

The Archives therefore contributes to the maintenance and understanding of political, social and cultural values in Australia by:

• promoting the role of records as evidence in supporting the rule of law;

• supporting the effectiveness and accountability of government administration; and

• preserving and providing access to documentation of the interaction between the Australian people and their government.

The Archives’ responsibilities are to:

• play the leading role in the management of Commonwealth records;

• make available to the public Commonwealth records more than 30 years old, with certain exemptions;

• encourage and facilitate the use of the archival resources of the Australian Government; and

• provide leadership in developing and coordinating the preservation and use of the archival resources of Australia.
Organisational structure

The Archives has offices in Canberra, all state capitals and Darwin. A list of addresses and contacts is at Appendix A.

The head of the executive agency is the Director-General, a position established under the Archives Act 1983. The Deputy Director-General position was created in 2004. The Director-General, Deputy Director-General and five Assistant Directors-General form the Executive, which is responsible for the overall management of the Archives. The Deputy and Assistants are each responsible for a branch of the Archives.

A Director heads each office of the Archives outside Canberra. Each is responsible for the effective management of the Archives and the implementation of national work programs at the state and territory level.

An organisation chart for the Archives, current at 30 June 2005, is shown at Figure 2.

Advisory Council

The National Archives of Australia Advisory Council, established under the Archives Act 1983, provides advice to the Minister and the Director-General on matters relating to the functions of the Archives. The Minister or Director-General may refer matters to the Council for advice. The Council makes its own annual report to the Parliament under the Archives Act. Its report is included in this publication.

A governance chart for the Archives, current at 30 June 2005, is shown at Figure 1.

Responsible Minister

The Minister responsible for the Archives is Senator the Hon. Rod Kemp, Minister for the Arts and Sport. Under the Archives Act 1983 the Minister may give directions not inconsistent with the Act to the Director-General in relation to the exercise of his powers and the performance of his duties under the Act.

Outcome and output structure

Outcome

A national archival collection, preserved and accessible for all Australians; the creation and management of Commonwealth records that support accountable government.

Output 1.1

Enable and promote best practice in the management of government records from the point of creation for as long as required to support the needs of government and the people.

Output 1.2

Develop, manage and promote a visible, known and accessible national collection that engages and informs the community; and foster appreciation of the role of archives in society.

A summary of resources for the National Archives’ outcome is shown at Table 1.
Table 1 – Summary of resources for the National Archives’ outcome

<table>
<thead>
<tr>
<th></th>
<th>Budget* 2004–05 $’000</th>
<th>Actual 2004–05 $’000</th>
<th>Variation</th>
<th>Budget estimate** 2005–06 $’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administered expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total administered expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Price of departmental outputs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Output 1.1</strong> – Enable and promote best practice in the management of government records from the point of creation for as long as required to support the needs of government and the people.</td>
<td>35 888</td>
<td>28 723</td>
<td>-7 165</td>
<td>36 192</td>
</tr>
<tr>
<td><strong>Output 1.2</strong> – Develop, manage and promote a visible, known and accessible national collection that engages and informs the community; and foster appreciation of the role of archives in society.</td>
<td>52 623</td>
<td>43 085</td>
<td>-9 538</td>
<td>53 597</td>
</tr>
<tr>
<td>Revenue from government (appropriation) for departmental outputs</td>
<td>65 153</td>
<td>65 821</td>
<td>668</td>
<td>66 381</td>
</tr>
<tr>
<td>Revenue from other sources</td>
<td>23 358</td>
<td>5 987</td>
<td>-17 371</td>
<td>23 408</td>
</tr>
<tr>
<td>Total price of outputs</td>
<td>89 511</td>
<td>71 808</td>
<td>-16 192</td>
<td>89 789</td>
</tr>
<tr>
<td>TOTAL FOR OUTCOME (total price of outputs and administered expenses)</td>
<td>88 511</td>
<td>71 808</td>
<td>-16 692***</td>
<td>89 789</td>
</tr>
</tbody>
</table>

* Full-year budget, including additional estimates.
** Budget before additional estimates.
*** The variance primarily relates to the actual collection intake ($3.8m) being significantly lower than forecast ($21.9m).
Financial overview

Operating result

Revenue
Revenue decreased significantly compared to the 2003–04 financial year. Revenue for 2004–05 was at more normal levels.

Expenses
Expenses increased by 1 per cent from 2003–04 to 2004–05. A shift of expenditure between suppliers and employees occurred because some contractor expenditure was reclassified as employee expenses. Assets with a net book value of $2.1 million were disposed of in the 2004–05 period.

Borrowing cost expenses decreased as the Archives discontinued leasing IT equipment.

Assets and liabilities
Assets increased by 25 per cent in 2004–05 primarily due to:
- an increase in cash held in the Official Public Account; and
- revaluation of the collection as at 1 July 2004.

There was a slight increase in employee provisions during the period, and a decrease in interest-bearing liabilities due to the ceasing of finance leases.
Figure 2 – National Archives of Australia organisation chart as at 30 June 2005

Director-General
Ross Gibbs

Assistant Director-General
Access and Communication
Anne Lyons

Access and Information Services
Anne McLean

Public Programs
Margaret Chalker

Publications and Websites
Margaret Chalker

Accessibility Development
Derina McLaughlin

Assistant Director-General
Digital Government
Stephen Ellis

Standards and Initiatives
Adrian Cunningham

Capability Development
Rodney Teakle

Better Practice Centre
Kerrie Scott

Digital Records Projects and Operations
Lola McKinnon, a/g

Assistant Director-General
Collection Management
Stephen Grieve, a/g

Collection Operations
Ted Ling

Collection Development
Jim Stokes

Collection Review and Appraisal
Fiona McNees

Assistant Director-General
Preservation
Michael Tuite, a/g

Preservation
Kylie Scroope

Audiovisual
vacant

Assistant Director-General
Corporate
Jenny Anderson

Assistant Director-General
Corporate Governance
Danielle Wickman

Assistant Director-General
Facilities
Bill Okill

Deputy Director-General
National Coordination
James Barr

Corporate Governance
Corporate Governance
Danielle Wickman

Executive Support
Philip Hamilton

National Leadership
Helen Walker, a/g

National Projects
vacant

Sydney
Colin McTaggart

Melbourne
Ross Latham

Brisbane
David Swift

Adelaide
Graham Hawker

Hobart
Eleanor Wolf

Perth
Alan Ralph

Darwin
Phyllis Williams

ORGANISATIONAL OVERVIEW | 13 |
Performance reporting in this annual report is based on the outcomes and outputs structure as set out in the Portfolio Budget Statements/Portfolio Additional Estimates Statements 2004–05.

The National Archives has one outcome:

A national archival collection, preserved and accessible for all Australians; the creation and management of Commonwealth records that support accountable government.

The outcome is the result or consequence of the actions taken by the Archives for the Australian community.

The structure of this report has been developed to improve readability and ensure a clear relationship between the planned achievements in the Portfolio Budget Statements/Portfolio Additional Estimates Statements and the actual results achieved by the Archives.

Each report against the output covers effectiveness and quality and quantity measures.

Output 1.1

Enable and promote best practice in the management of government records from the point of creation for as long as required to support the needs of government and the people.

Strategies

In order to enable best practice management of government records, the Archives:

- provides standards, policies, guidelines and training about the creation, management and preservation of records; and
- authorises arrangements for the disposal and custody of Commonwealth records.

To ensure the long-term preservation of records of national archival value, the Archives:

- provides appropriate storage conditions;
- continually assesses and monitors the physical condition of the records; and
- undertakes both preventive preservation measures and conservation treatments for traditional and electronic formats.
Reorganisation for best practice
A change to the Archives’ internal structure this year sharpened its focus on best practice in managing government records.

- The establishment of the Digital Government Branch reflects the priority the Archives gives to preserving digital government records; and recognises that advances in information technology and the concept of knowledge management have converged.
- An Agency Service Centre was established as a first point of contact for Australian Government officers to seek advice on the Archives’ recordkeeping products.
- A new Branch took on responsibility for the Archives’ preservation activities. The Preservation Branch’s activities include large repackaging projects, technical conservation work, preservation of audiovisual material and the creation of digital images of records in the collection. The collection was also revalued as at 1 July 2005 at $1 093 400 324.

The Archives continued its leading role in the Australasian Digital Recordkeeping Initiative (ADRI), which comprises all national, state and territory public records institutions in Australia and New Zealand. ADRI was formed to foster a uniform approach to issues relating to the preservation of digital records. A strategic plan identifying required standards and guidelines and a specification for an ADRI website were the key outcomes for 2004–05.

Records management policies, guidelines and standards
Archives’ standards and policies continue to be used as benchmarks for whole-of-government assessment by the Australian Public Service Commission in its State of the Service reports and the Australian National Audit Office in its recordkeeping audits.

The following guidelines, specifications and standards were issued or approved in 2004–05.

- Guidelines for Using Selected Generic Activities from Keyword AAA in Agency Business Classification Schemes (online) form Appendix 15 to DIRKS – A Strategic Approach to Managing Business Information. The guidelines assist agencies to classify and control records relating to their core functions.

These publications assist Australian Government agencies in the purchase, design or upgrade of records and information management software. The specifications may assist in auditing, assessing and reviewing an agency’s existing systems software.

In December 2004, the Archives convened an interdepartmental working party to develop a metadata standard for government email communications. The Government Chief Information Officers Committee approved the Metadata standard for email communication by agencies in June 2005. This standard is a subset of the Archives’ Recordkeeping Metadata Standard for Commonwealth Agencies.
Recordkeeping website
The Archives’ recordkeeping website is the main published source of the e-permanence suite of recordkeeping policies and standards. To assist agencies in the best practice of records management, the Archives maintained and updated content relating to digital recordkeeping throughout the year.

In 2004–05, the Archives’ recordkeeping website averaged 87,877 visits a month.

Agency compliance with metadata standards
Metadata is information about records that is essential for their management, control and retrieval. All formal paper registry systems in the Australian Government comply with the Archives’ Recordkeeping Metadata Standard for Commonwealth Agencies. Agencies are beginning to use the Archives’ metadata standard for benchmarking during the transition from paper to digital recordkeeping systems.

Most of the commercial records management software products used by agencies assert compliance with the metadata standard. The Archives has not audited this compliance.

Disposal of government records
The Archives uses a functions-based approach to appraising and authorising disposal of Commonwealth records. This approach analyses agency-specific functions and activities, establishes how long records for each function need to be kept and records decisions in disposal authorities.

In 2004–05 eight functions-based disposal authorities were issued. The Archives also introduced a more streamlined approach to enable Australian Government agencies to determine their recordkeeping needs, including records retention requirements.

Training and promotion
Building recordkeeping capability
In 2004–05 the Archives initiated a project to develop a learning and development framework for recordkeeping capabilities for Australian Public Service staff and Archives’ staff.

Recordkeeping training
The Archives’ recordkeeping training package Keep the Knowledge – Make a Record! was popular with Australian Government agencies. The Archives distributed 25 copies of the electronic package and almost 4,000 printed...
copies of the booklet and a ready-reference card.

The Training for Commonwealth Recordkeepers course covers records creation, sentencing, transfer, lending and destruction procedures. An initial review of the recordkeeping content of the course was completed during 2004–05. This resulted in the inclusion of various recordkeeping products such as the Keep the Knowledge: Make a Record! package. Further redevelopment of the course is planned.

The Archives developed DIRKS (Designing and Implementing Recordkeeping Systems) training packages to support agencies in the use of the DIRKS methodology, detailed in DIRKS: A Strategic Approach to Managing Business Information.

Strong demand for DIRKS training continued in 2004–05. The Introduction to DIRKS training course and workshops were presented in Canberra, Sydney and Brisbane. Information sessions about the DIRKS methodology were also presented to agencies in Hobart, Melbourne and Darwin.

Government communications

The Archives developed a communications strategy to increase awareness about its role as an expert advisor on government digital recordkeeping and to influence behavioural change in client agencies.

The Archives delivered strategic messages about roles and responsibilities at a range of seminars and conferences that explored digital issues. In addition to conference paper presentations, the Archives organised five education and information stands where visitors were made aware of advances in the digital recordkeeping environment. These were the International Congress on Archives (Vienna), Records Management Association Australasia (ACT), Institute of Public Administration Australia (ACT), Institute of Information Management (ACT) and Institute of Information Management (Vic).

Storage of collection

The proportion of records in the national archival collection stored in appropriate conditions increased from 88 per cent in 2003–04 to 89 per cent in 2004–05. The 1 per cent increase was the result of work undertaken during the year to re-house records in archival-quality folders and containers.

To be stored in appropriate conditions, records must be stored in archival-quality folders and boxes and located on shelving. The storage premises must have appropriate temperature and humidity controls and suitable fire and security protection. All records stored in Melbourne, Adelaide, Perth, Darwin and Brisbane are stored in airconditioned space.

In Canberra, Sydney and Hobart some records are stored in non-airconditioned space. The Archives considers that while the records in non-airconditioned space are in stable environments, it would be preferable for them to be stored in airconditioned repositories.

Existing storage in Canberra is very near capacity. The Archives is currently investigating ways of expanding and improving the overall storage environment. See Figure 3.
Figure 3 – Holdings by office at 30 June 2005

Table 2 – Format of records held by the Archives, in metres

<table>
<thead>
<tr>
<th>Total holdings as at:</th>
<th>30 June 03</th>
<th>30 June 04</th>
<th>30 June 05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper files and documents</td>
<td>310995</td>
<td>304560</td>
<td>302243</td>
</tr>
<tr>
<td>Bound volumes</td>
<td>18349</td>
<td>18005</td>
<td>18089</td>
</tr>
<tr>
<td>Cartographic records</td>
<td>12350</td>
<td>16359</td>
<td>19039</td>
</tr>
<tr>
<td>Audiovisual</td>
<td>13075</td>
<td>13174</td>
<td>13988</td>
</tr>
<tr>
<td>Photographic</td>
<td>2641</td>
<td>2711</td>
<td>2803</td>
</tr>
<tr>
<td>Audio</td>
<td>249</td>
<td>249</td>
<td>291</td>
</tr>
<tr>
<td>Microforms</td>
<td>5751</td>
<td>817</td>
<td>824</td>
</tr>
<tr>
<td>Electronic records</td>
<td>110</td>
<td>126</td>
<td>126</td>
</tr>
<tr>
<td>Other format*</td>
<td>165</td>
<td>166</td>
<td>166</td>
</tr>
</tbody>
</table>

* Other format includes three-dimensional records, index cards and textiles.
Preservation

In February 2005, the Archives finalised the National Long-Term Collection Preservation Plan. The plan identifies key risks likely to affect the collection in the near future, and establishes strategies and priorities to eliminate these risks.

During the year preservation projects targeted a range of records, including:

- literary copyright registrations and exhibits, and Tariff Board records held in Canberra;
- naval correspondence and Army militia records held in Melbourne;
- alien registrations and World War I intelligence records held in Brisbane;
- large-format railway records held in Hobart;
- records of the North Australia Crown Law Office held in Darwin; and
- Post Office files and photographs held in Sydney.

The new fit-out of preservation work areas in the Archives’ Sydney and Melbourne offices improved the Preservation Branch’s capacity to undertake preservation tasks in accordance with current best practice and standards.

Digital preservation activities

The main focus of the Archives’ digital preservation project was the construction of a prototype secure digital vault and associated work laboratory for digital records processing.

The prototype secure digital vault and hardware infrastructure are the culmination of more than three years of research and development, which has ensured delivery of a specialised, innovative and highly functional facility.

Work also continued on refining the digital preservation software platform. The software platform consists of three main applications developed by Archives’ staff. Together these applications ensure that digital records maintain their integrity and authenticity while undergoing virus-checking, conversion and storage in a safe and secure repository.

The Archives has begun trial operations of the complete software and hardware infrastructure in preparation for digital records transfers from Australian Government agencies in the coming financial year.

Audiovisual preservation activities

Preservation work continued on early Commonwealth Film Unit/Film Australia productions, ABC productions, censorship, defence and Snowy Mountains Hydro-Electricity Authority film records.

The detailed restoration of the ABC series Seven Little Australians undertaken by the Archives in 2003–04 resulted in a DVD release of the series by ABC Enterprises. This was the first archival DVD release undertaken by the ABC.

The project to copy more than 2,000 hours of ABC radio program material from deteriorated audio tapes was completed this year. The Archives’ audio and video copying programs are now focused on records at imminent risk of loss due to deterioration, such as u-matic videos and micro-cassettes.

A specialised low-temperature film and photographic vault for storing deteriorating film components was completed at Chester Hill, NSW. By storing the film at low temperatures, the deterioration is slowed down, hence extending the life of the items. More than 30,000 motion picture films and 250,000 photographic negatives are now stored in the new vault.
Quality and quantity measures

<table>
<thead>
<tr>
<th>Quality</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records management policies and guidelines, disposal authorisations</td>
<td>Two independent assessments of Australian Government agency perceptions of the Archives indicated that target audiences hold the Archives’ recordkeeping advice in high regard.</td>
</tr>
<tr>
<td>and storage standards satisfy government stakeholders and the profession</td>
<td></td>
</tr>
<tr>
<td>Proportion of government agencies compliant with Archives’ metadata</td>
<td>All formal paper registry systems in the Australian Government comply with the Recordkeeping Metadata Standard for Commonwealth Agencies. Agencies are using the Archives’ metadata standard for benchmarking purposes during the transition from paper to digital recordkeeping systems.</td>
</tr>
<tr>
<td>standards</td>
<td></td>
</tr>
<tr>
<td>90 per cent of the collection appropriately stored</td>
<td>The proportion of records in the national archival collection stored in appropriate conditions increased from 88 per cent in 2003–04 to 89 per cent in 2004–05.</td>
</tr>
</tbody>
</table>

Quantity

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of new and revised standards, policies and guidelines</td>
<td>One new guideline was developed and issued.</td>
</tr>
<tr>
<td>Number and proportion of total government functions with disposal</td>
<td>Disposal authorities were issued for 34 per cent of all high-level functions performed by the Australian Government – an increase of 4 per cent since 30 June 2004.</td>
</tr>
<tr>
<td>coverage</td>
<td></td>
</tr>
<tr>
<td>Number of training courses and participants and promotional activities</td>
<td>A total of 22 training courses relating to recordkeeping were attended by 224 participants.</td>
</tr>
<tr>
<td>1.4 million items receive preservation treatment in the year</td>
<td>In 2004–05, 1.1 million individual record items received preservation attention because they were damaged, degraded or identified to be at risk. In addition, preservation treatment processes for digital records were developed and tested in 2004–05 and will become operational in 2005–06.</td>
</tr>
</tbody>
</table>
Output 1.2
Develop, maintain and promote a visible, known and accessible national collection that engages and informs the community; and foster appreciation of the role of archives in society.

Strategies
To develop and manage its collection, the Archives:
• continually reviews its holdings;
• undertakes extensive arrangement and description of material; and
• manages RecordSearch, the primary repository of information about its collection, accessible through its website.

To enhance the accessibility of the collection, the Archives:
• mounts exhibitions, develops websites, and conducts events and education activities, and maintains an active publication program;
• maintains reading rooms in each state and territory capital city; and

• provides a national reference service for off-site researchers.

Members of the public can view original records, purchase photocopies or request that digital copies of selected collection material be placed on the Archives’ website.

Performance

Effectiveness
Measure
A visible, known and accessible archival collection
Archives’ role appreciated

Indicator
Number of people who accessed the collection or information about it in a year
The public know and appreciate Archives’ role in society

Documented collection
One means by which the Archives develops its collection is through the transfer of records from agencies. The records the Archives
accepts are those that have been identified as ‘retain as national archives’ (RNA) material in accordance with a current disposal authority. A description of selected record transfers is at Appendix C. Table 3 lists quantities of records transferred to the Archives.

**Increased information on RecordSearch**

Major repackaging and data entry projects undertaken on the Archives’ database RecordSearch are listed at Appendix C. Where appropriate, government agency and record series descriptions on RecordSearch were also enhanced.

**Volunteer repackaging of records**

The Archives acknowledges with gratitude the work of volunteers from the Heraldry and Genealogy Society of Canberra (listed at Appendix B), who are reboxing and refoldering a very large series of individual court martial and war crimes case files created between 1901 and 1988. The volunteers have dealt with 25 000 record items in 2004–05.

**Collection review project**

In 2004–05, the Archives reviewed a total of 8 219 shelf metres of records to identify records that no longer warranted a place in the collection.

**Programs engaging the community**

**Review of the publishing program**

In November 2004 the Archives concluded a review of its publishing program undertaken at the request of the National Archives of Australia Advisory Council. The Council endorsed the recommendations of the review, urging that the Archives continue to fund a publishing program aimed at promoting its collection and improving access for all Australians. A full list of Archives’ publications released in 2004–05 is provided at Appendix D.

**Guides**

*John Curtin: Guide to Archives of Australia’s Prime Ministers* was launched by historian Professor Geoffrey Bolton on 4 November 2004. The guide was published jointly by the National Archives and the John Curtin Prime Ministerial Library. It is the fifth in the Prime Ministers guide series and the first undertaken in collaboration with another archival institution.

A new research guide was published in June 2005. *Chinese–Australian Journeys: Records on Travel, Migration and Settlement, 1860–1975* by Dr Paul Jones provides details on records in the Archives’ collection related to Chinese people in Australia.

Subject guides to records in the Archives’ collection are released in digital and print formats. The digital versions are available from the Archive’s website. In 2004–05 website usage statistics showed continuing growth in the number of downloads of all online guides.

### Table 3 – Records transferred to the Archives

<table>
<thead>
<tr>
<th></th>
<th>2002–03</th>
<th>2003–04</th>
<th>2004–05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of transfers</td>
<td>711</td>
<td>889</td>
<td>903</td>
</tr>
<tr>
<td>Quantity of records transferred in shelf metres</td>
<td>6 296</td>
<td>3 828</td>
<td>2 380</td>
</tr>
</tbody>
</table>

### Table 4 – Records reviewed

<table>
<thead>
<tr>
<th></th>
<th>2002–03</th>
<th>2003–04</th>
<th>2004–05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelf metres</td>
<td>22 805</td>
<td>8 118</td>
<td>8 219</td>
</tr>
<tr>
<td>Percentage of records in custody</td>
<td>6%</td>
<td>2%</td>
<td>2%</td>
</tr>
</tbody>
</table>
Books
In April 2005, the Archives launched *Russian Anzacs in Australian History* by Elena Govor, co-published with University of NSW Press. Dr Govor used the Archives’ World War I service records extensively in her research on Russian-born members of the First Australian Imperial Force. By June 2005 more than half of the print run of 1 200 had been sold.

Touring exhibitions
• *Just Add Water: Schemes and Dreams for a Sunburnt Country* was developed and opened to the public. The exhibition explores water management in Australia across the last century. The Archives received a grant from Visions of Australia to help with development costs. Sponsorship or other support came from the Murray-Darling Basin Commission, ACTEW, Melbourne Water, South Australian Water, Natural Resources and Mines (Qld), Sydney Catchment Authority, Caroma Industries, CSIRO and the Bureau of Meteorology.
• *Wine! An Australian Social History* finished its three-year Australian tour.
• *Beacons by the Sea: Stories of Australian Lighthouses* continued its tour, visiting venues in South Australia, Tasmania and New South Wales.
• *Unexpected Archives: Introduced by Robyn Archer* visited art centres, museums, libraries and theatres throughout Queensland, New South Wales and Victoria.
• *It’s a Dog’s Life! Animals in the Public Service* began its tour with visits to Wagga Wagga and Sydney.

The tour of the last three of these exhibitions were supported by Visions of Australia. A list of exhibitions and visitor numbers is at Appendix E.

Visiting exhibitions
Three exhibitions visited the Archives’ Gallery:
• The *Telstra National Aboriginal and Torres Strait Islander Art Awards*.
• *John Horbury Hunt 1838–1904* provided an insight into the life and breadth of the architectural work undertaken by this innovative architect.
• *The Policeman’s Eye: Paul Foelsche’s Photography and Ethnography* showed 19th century photographic images and objects
collected for ethnographic studies. This exhibition was supported by Visions of Australia.

A list of exhibitions and visitor numbers is at Appendix E.

Events
A number of Archives’ offices held family history fairs. The Canberra fair featured a multicultural theme. Citizenship ceremonies on the day welcomed about 120 new Australian citizens.

The annual Grandkids Day in Canberra and open days at the Brisbane and Darwin offices attracted large numbers of visitors. The Archives received extensive exposure through displays at the Perth Royal Show and the Paniyiri Greek Festival in Brisbane, and through involvement in the Tasmanian Lighthouse Trail and Antarctic Midwinter Festival. These activities were successful in introducing the Archives and its collection to new audiences and demystifying the archival process.

A wide range of subjects was presented through Speaker’s Corner, a regular lecture series presented at the National Archives in Canberra. A number of the presentations focused on themes of the current exhibitions.

Regional visits
The Archives conducted tours throughout Australia to promote awareness and use of the collection in regional areas. The areas visited included the Eyre Peninsula, Charters Towers, Bowen, Townsville, Launceston and Burnie. Local and family history groups, students and teachers benefited from the workshops and presentations.

Education
Vroom (Virtual Reading Room) is a new education website that will deliver the Archives’ collection to teachers and students at their desktop.

Vroom was promoted through seminars involving key educators in all Australian capital cities. These seminars raised awareness of the pilot site and involved curriculum developers in helping to determine the content of Vroom. The website will be launched in 2005. A second version is already being planned.
The Archives continued to host visiting students and teachers, and to present development days for educational professionals.

**Uncommon Lives website**
The Uncommon Lives website is a series on individual Australians whose records are held in our collection.

In 2004–05 the Archives launched a new feature about Dhakiyarr Wirrpanda on the Uncommon Lives website. In the 1930s, Dhakiyarr Wirrpanda, a Yolgnu man from Arnhem Land, was the first Aboriginal Australian to have a case tried in the High Court. Mr Wirrpanda won the appeal against his conviction in the Northern Territory for the murder of Constable Albert McColl.

The Archives holds an extensive collection of records on Dhakiyarr’s case. Digital copies of the records of this significant case were created and uploaded to the website, making them available to more Australians.

Uncommon Lives: ‘Dhakiyarr Wirrpanda: Appeal for Justice’, was launched by Dhakiyarr’s grandson, Dhukal Wirrpanda; Northern Territory Administrator Ted Egan and three other members of the Wirrpanda family attended the launch.

Uncommon Lives was highly commended in the Museums Australia Publications Design Awards 2005.

**Our History website**
The Archives launched a new website, Our History, to celebrate the 60th anniversary of the appointment of Ian Maclean as the first Australian Government archivist. The site documents the development of the Archives’ 60-year contribution to national and international archival practice.

**Reference inquiries**
The Archives helps the Australian community to access its collection by:

- maintaining reading rooms in Canberra, each state capital and Darwin for those wishing to undertake research;
- offering a remote reference and mail order copy service; and
- facilitating online research by providing access to the collection database.

More than 450 visitors attended a multicultural family history fair at the Archives in February.
RecordSearch, and collection guides through the comprehensive National Archives’ website.

RecordSearch contains information about items in the collection. A number of these items have been digitised and can be viewed using the RecordSearch database. See Table 5.

**Digitisation of records**

The Archives’ digitisation-on-demand trial service continues to be well used by the Australian community. This service allows the public to request the creation of a digital copy of selected records held by the Archives in Canberra. The digital copy is made available through the Archives’ online database RecordSearch. Making digital copies of archival records available online is an increasingly important method of improving the public’s access to the Archives’ collection.

During 2004–05 more than 4.2 million pages of digital images of collection material were made available for access through RecordSearch (nearly 1.5 million images made inhouse by the Archives and 2 750 000 made through the World War I preservation project), bringing the total number of images available online to 8 638 107. These represent almost 450 000 complete record items available to the public digitally. Planning continues on proposals to extend the service nationally. See Table 5.

**Review of the reference service**

In September 2004, the Archives adopted a new pricing policy for photocopies of collection material and introduced an online order and payment system. This service has proved popular with researchers.

The Archives evaluated its new public reference telephone inquiry service, which has been operational for a year. The review showed that the Callex system had afforded efficiency gains in servicing reference enquiries.

Records proactively digitised in 2004–05 and made available through the RecordSearch database included:

- 1974 Cabinet records
- 1954 Cabinet notebooks
- Naval personnel records
- photographic material.
Access to defence service records

In 2004–05, the Archives received nearly 40,000 requests for copies of Australian service personnel records. Media interest in events commemorating the 90th anniversary of the Gallipoli landing led to a dramatic increase in requests for copies of service records in April and May 2005. Not all requests were processed by 30 June 2005. The Archives responded to 86 per cent of requests within 30 days.

In April 2005, the Archives completed the descriptions of 377,000 World War I service records. This information was added to the RecordSearch database to enable researchers to find records using keyword searches. This was a significant achievement in the project to preserve the World War I service records. Digital images of over one-third of the World War I records are now available online. The Archives expects digital copies of the whole collection of World War I records will be available online in 2006.

Access to immigration records


The service provides copies of immigration records to researchers on request in a presentation folder with useful information about related records. Since February 2005, the Archives has received 1,232 requests through the service.

Researcher education

Throughout 2004–05, the Archives presented researcher education sessions in all states and territories. These sessions provided a unique opportunity for the Archives to foster appreciation for the role of archives in society. Training was provided to the:

- Caboolture Family History Research Group
- Curtin University Information Studies students
- LaTrobe University History students
- Dutch–Australian Genealogy Group.

Sessions provided an overview of the collection and research strategies, and training in the

Table 5 – Cumulative total of record items described and digitised

<table>
<thead>
<tr>
<th></th>
<th>2002–03</th>
<th>2003–04</th>
<th>2004–05</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RecordSearch</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item descriptions available to the public</td>
<td>4,959,078</td>
<td>5,372,479</td>
<td>6,115,617</td>
</tr>
<tr>
<td>Percentage increase since previous year</td>
<td>51%</td>
<td>8%</td>
<td>13%</td>
</tr>
<tr>
<td>Total no. of digitised pages</td>
<td>1,344,471</td>
<td>4,286,035</td>
<td>8,638,107</td>
</tr>
<tr>
<td><strong>PhotoSearch</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total no. of item descriptions</td>
<td>131,307</td>
<td>611,606</td>
<td>639,786</td>
</tr>
<tr>
<td>Total no. of digitised photographs</td>
<td>86,994</td>
<td>129,499</td>
<td>103,080*</td>
</tr>
</tbody>
</table>

* Reduction was the result of changed reporting methods.
use of the RecordSearch database and other tools for locating records. The sessions were tailored to the interests of the participants.

Access examination

The Archives Act 1983 provides a general right of access to Commonwealth records more than 30 years old. Before records are released for public access, Archives’ staff examine them to ensure they are suitable for release.

The Act provides that the Archives should make decisions about the release of records within 90 days. During 2004–05, the Archives examined and notified decisions on 96 per cent of records within the statutory 90-day response time: 88 per cent were completed within 30 days.

Longer response times generally resulted when records were referred to agencies or overseas governments for advice, or where the record was not in the Archives’ custody.

The Archives proactively examines records that are likely to be of high research use. In 2004–05, the Archives examined a range of material, including:

- 1975 Cabinet records
- 1955 Cabinet notebooks
- records relating to John Curtin’s period as Prime Minister
- personal records of the Hon. Edward Gough Whitlam AC QC.

1974 Cabinet records release

On 10 December 2004, the Archives invited members of the media to attend the embargoed release of the 1974 Cabinet documents. More than 40 representatives, including many senior correspondents from major newspapers and television stations, attended the briefing.

Service Charter

The National Archives Service Charter sets out Archives’ services available to the public, the standards applying to each of those services, and mechanisms for comments and complaints. The charter applies to a range of services, including file retrieval, reference assistance, copying, publications, websites and exhibitions. The charter is available from all National Archives’ offices and on the Archives’ website at www.naa.gov.au/about_us/service_charter/service_charter.html.
Performance against the Service Charter standards

Our website will be available 98 per cent of the time. Planned downtime will be notified one day in advance.


We will answer reference inquiries within 30 days, or advise researchers if there will be a delay.

The Archives answered 94 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 am to 5 pm each business day.

The Archives’ national reference service 1300 telephone number was staffed from 9 am to 5 pm each business day.

Our reading rooms will be open from 9 am to 4 pm each weekday as a minimum.

The Canberra reading room and Orientation Centre were open from 9 am to 5 pm Monday to Saturday. On Tuesdays the Canberra reading room remained open to 9 pm. All other reading rooms were open from 9 am to 4.30 pm weekdays. Reading rooms were also regularly open on Saturdays in Sydney, Melbourne, Brisbane and Adelaide.

Records will be delivered within 30–90 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 the standard times in all Archives’ reading rooms.

Photocopy orders of less than 10 pages will be completed the same day. Orders of more than 10 pages will be completed within 14 working days.

More than 99 per cent of orders less than 10 pages were completed on the same day and 99 per cent of larger orders were completed within 14 working days.

We are required to make access decisions on Commonwealth records within 90 days.

The Archives completed 96 per cent of access applications within 90 days.

We will provide advice about the destruction of any record 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 98 per cent of complaints about Archives’ services within 10 days. The Archives maintains a national complaints register to ensure a consistent record of the complaint and its resolution is kept.
Table 6 – Use by the public

<table>
<thead>
<tr>
<th></th>
<th>2002–03</th>
<th>2003–04</th>
<th>2004–05</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reference inquiries</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote reference inquiries</td>
<td>123 700</td>
<td>109 534</td>
<td>120 237</td>
</tr>
<tr>
<td>Visits to reading rooms</td>
<td>24 090</td>
<td>25 332</td>
<td>22 660</td>
</tr>
<tr>
<td><strong>Total reference inquiries</strong></td>
<td><strong>147 790</strong></td>
<td><strong>134 866</strong></td>
<td><strong>142 897</strong></td>
</tr>
<tr>
<td>New visitors to reading rooms</td>
<td>4 634</td>
<td>5 979</td>
<td>5 620</td>
</tr>
<tr>
<td><strong>Records made available</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For remote users</td>
<td>110 568</td>
<td>112 641</td>
<td>125 817</td>
</tr>
<tr>
<td>In reading rooms</td>
<td>49 448</td>
<td>55 003</td>
<td>57 892</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>160 016</strong></td>
<td><strong>167 644</strong></td>
<td><strong>183 709</strong></td>
</tr>
<tr>
<td>Records accessed in digital form on website</td>
<td>n/a</td>
<td>n/a</td>
<td>646 296</td>
</tr>
</tbody>
</table>

Table 7 – Use by Australian Government agencies

<table>
<thead>
<tr>
<th></th>
<th>2002–03</th>
<th>2003–04</th>
<th>2004–05</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reference inquiries</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote reference inquiries</td>
<td>826</td>
<td>787</td>
<td>747</td>
</tr>
<tr>
<td>Visits to reading rooms</td>
<td>899</td>
<td>1 121</td>
<td>948</td>
</tr>
<tr>
<td><strong>Total reference inquiries</strong></td>
<td><strong>1 725</strong></td>
<td><strong>1 908</strong></td>
<td><strong>1 695</strong></td>
</tr>
<tr>
<td><strong>Records made available</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issued for use on agency premises</td>
<td>31 839</td>
<td>57 925</td>
<td>55 079</td>
</tr>
<tr>
<td>In reading rooms</td>
<td>1 261</td>
<td>1 473</td>
<td>980</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33 100</strong></td>
<td><strong>59 398</strong></td>
<td><strong>56 059</strong></td>
</tr>
<tr>
<td>Table 8 – Records examined for release</td>
<td>2002–03</td>
<td>2003–04</td>
<td>2004–05</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Total records examined for release</td>
<td>119 541</td>
<td>440 760</td>
<td>245 441</td>
</tr>
<tr>
<td>Number of records sought by the public</td>
<td>32 353</td>
<td>36 832</td>
<td>37 218</td>
</tr>
<tr>
<td>Other records examined for public release</td>
<td>87 188</td>
<td>403 928</td>
<td>208 223</td>
</tr>
<tr>
<td>Access decisions resulting from examination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wholly released</td>
<td>112 026</td>
<td>435 143</td>
<td>240 927</td>
</tr>
<tr>
<td>Partially released</td>
<td>3 979</td>
<td>4 160</td>
<td>4 343</td>
</tr>
<tr>
<td>Withheld from public access</td>
<td>739</td>
<td>345</td>
<td>171</td>
</tr>
<tr>
<td>other (eg closed period)</td>
<td>2 797</td>
<td>1 112</td>
<td>0</td>
</tr>
<tr>
<td>Time taken to respond to applications made by the public</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0–60 days</td>
<td>31 107 (94%)</td>
<td>34 906 (93%)</td>
<td>34 556 (93%)</td>
</tr>
<tr>
<td>More than 60 days</td>
<td>2 086 (6%)</td>
<td>2 223 (7%)</td>
<td>2 985 (7%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 9 – Internal reconsideration of access decisions</th>
<th>2002–03</th>
<th>2003–04</th>
<th>2004–05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal reconsideration applications received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>17</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Internal reconsideration applications processed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision maintained</td>
<td>7</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Decision modified</td>
<td>25</td>
<td>8</td>
<td>20</td>
</tr>
<tr>
<td>Request withdrawn</td>
<td>3</td>
<td>1</td>
<td>25</td>
</tr>
<tr>
<td>Time taken to respond to internal reconsideration applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0–14 days</td>
<td>12 (38%)</td>
<td>10 (59%)</td>
<td>16 (31%)</td>
</tr>
<tr>
<td>More than 14 days</td>
<td>23 (62%)</td>
<td>7 (41%)</td>
<td>36 (69%)</td>
</tr>
<tr>
<td>Internal reconsideration applications outstanding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision outstanding*</td>
<td>204</td>
<td>58**</td>
<td>36</td>
</tr>
</tbody>
</table>

* Including applications outstanding from previous years.
** Inactive applications pre-dating 1995 have been cancelled.
## Quality and quantity measures

<table>
<thead>
<tr>
<th>Quality</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 per cent of the collection is documented so that all items can be</td>
<td>All of the Archives’ collection can be identified through paper documentation and indexes that were prepared when the records were created or transferred to the Archives. Details of all record series and the agencies that created them are available on the RecordSearch database, which can be accessed via the Archives’ website. During the year 2,212,969 items were added to RecordSearch, making a total of 7,997,651 items.</td>
</tr>
<tr>
<td>retrieved</td>
<td></td>
</tr>
<tr>
<td>90 per cent of public customers rate services, programs and products as</td>
<td>A broad sample of programs and products, covering major events, presentations, exhibitions and education programs, were evaluated by the public and professionals in the field. The results consistently showed the average level of customer satisfaction to be above 90 per cent. Professionals, such as education curriculum developers from each state, have fully supported the Archives’ initiatives in providing access to the national collection through online education programs.</td>
</tr>
<tr>
<td>satisfactory</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of public programs projects delivered and number of customers</td>
<td>A total of 408 programs and events were conducted around the nation, attracting 17,063 participants. State offices presented 124 programs and events to 5,462 attendees. In Canberra, 284 programs and events attracted 12,401 visitors to the Archives. All Archives’ websites showed increased use since 2003–04:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Archives’ corporate website</strong> 4,771,252 unique visits (up 12.6%)</td>
</tr>
<tr>
<td></td>
<td><strong>Archives of Australia</strong> 155,966 unique visits (up 13.2%)</td>
</tr>
<tr>
<td></td>
<td><strong>Documenting a Democracy</strong> 437,073 unique visits (up 9.7%)</td>
</tr>
<tr>
<td></td>
<td><strong>Australia’s Prime Ministers</strong> 321,160 unique visits (up 11.7%)</td>
</tr>
<tr>
<td></td>
<td><strong>Uncommon Lives</strong> 100,366 unique visits (up 249%)</td>
</tr>
<tr>
<td></td>
<td><strong>eShop</strong> 123,106 unique visits</td>
</tr>
</tbody>
</table>

| Number of reference inquiries                                           | The Archives received 144,592 reference inquiries and responded to 94 per cent of inquiries within the 30-day standard of service. A total of 23,608 researchers visited the Archives’ reading rooms to access the collection, a 10 per cent decrease on last year. The Archives received 120,984 inquiries through the remote reference and mail order copy service, an increase over the previous year. More than 83 per cent of contact with the public about the collection is now done through the remote reference service or via the Archives’ website. A total of 646,296 pages of digital copies of collection material were accessed via the Archives’ website. |
Corporate governance

Senior Executive and responsibilities

The Director-General, Mr Ross Gibbs, PSM, is the chief executive of the Archives appointed by the Minister. He is assisted in the management of the organisation by an Executive team. Each member of the Executive has responsibility for particular functional areas.

During 2004–05, the Archives made a number of new appointments to this leadership team. Ms Anne Lyons was appointed to head the branch responsible for the Archives’ public communication and services functions. Dr Stephen Ellis was promoted to oversee the Archives’ services to, and relationship with, Australian Government agencies.

The Director-General also created the new position of Deputy Director-General during 2004–05. The Deputy Director-General coordinates the Archives national and international activities. Ms Karen Gosling initially held the position, and was succeeded in March 2005 by Mr James Barr.

Mr Steve Stuckey, a long-serving member of the Archives’ Executive team, retired in March 2005. Following Mr Stuckey’s retirement, the Director-General made a decision to increase the Archives’ strategic emphasis on preservation of the collection. As a result, the functions of the Collection and Preservation Management Branch are currently managed in two new entities – the Collection Management Branch and the Preservation Branch.

The Archives’ executive management team and their areas of responsibility at 30 June 2005 are:

Mr James Barr, Deputy Director-General:

- overall management and oversight of State offices;
- major strategic projects, including legislative amendments;
• corporate governance, including audit, risk management, fraud control, parliamentary and ministerial liaison and support for the Advisory Council;
• national leadership activities, including relationships with professional groupings such as the Council of Australasian Archives and Records Authorities, the Australian Society of Archivists and the Records Management Association of Australasia;
• executive administrative and strategic support; and
• the Personal Records Service.

Ms Jenny Anderson, Assistant Director-General, Corporate:
• financial management;
• human resources;
• information management;
• information and communications technology;
• security; and
• facilities management.

Dr Stephen Ellis, Assistant Director-General, Digital Government:
• research, development and promulgation of standards and initiatives that assist government to design and implement efficient recordkeeping systems in a digital environment;
• provision of advice, assistance and training in recordkeeping for Australian Government agencies;
• authorisation of the retention and disposal of Commonwealth records; and
• digital preservation initiatives.

Mr Stephen Grieve, Acting Assistant Director-General, Collection Management:
• research, analysis, description and repackaging of existing collection materials to enhance public access;
• servicing of the collection by managing the movement of records to and from reading rooms and the transfer of records into the Archives’ care;
• development and maintenance of standards for archival description; and
• review of the collection to ensure that the Archives continues to use its resources to manage only those records that represent the archival resources of the Commonwealth.

Ms Anne Lyons, Assistant Director-General, Access and Communication:
• provision of services that assist the public to research and have access to the collection;
• implementation of the access provisions of the Archives Act by examining records for public release;
• design and development of exhibitions and other programs and events that present and interpret the collection for a range of audiences;
• management of a publishing program, including a range of websites, that enhances or showcases research into and interpretation of the Archives’ collections and services.

Mr Michael Tuite, Acting Assistant Director-General, Preservation:
• preservation and conservation treatments, both for the collection as a whole and for individual items at risk, to ensure the longevity of the collection;
• development and maintenance of systems for the preservation and copying of particularly fragile audiovisual materials;
• delivery of the digitisation-on-demand service which provides electronic access to collection material to Australians through the Archives’ online collections database; and
• other copying, photographic and imaging services.

Corporate governance practices
The Corporate Governance section manages and supports the Archives’ as per key governance structures and activities.
The section ensures the Archives’ compliance with its responsibilities as an Executive Agency under the Public Service Act 1999, the Financial Management and Accountability Act 1997 (FMA Act) and other relevant legislation. Its major activities include:

- coordination of strategic planning and reporting;
- coordination of advice to the Minister, the Department and other significant stakeholders;
- support for the Advisory Council on Australian Archives, the Internal Audit Committee and the Risk Management Steering Committee; and
- development and maintenance of significant risk-management policies and plans including a fraud control plan, business continuity plans and national emergency arrangements.

Corporate planning and review

In 2003–04, the Archives re-examined its strategic directions and priorities, resulting in the publication of the National Archives of Australia Corporate Plan 2004–06. This plan has guided the Archives’ internal planning throughout the year, and has led the Archives to review its performance information as published in the Portfolio Budget Statements for 2005–06.

The Archives’ Corporate Plan informs its internal business plans. The Archives’ staff performance management scheme places a strong emphasis on the need to have clear links between the objectives of the Archives as reflected in the Corporate Plan and the goals and directions set for all staff members in their individual performance agreements. As a result, performance agreements are closely linked to business plans.

Management committees

Management committees assist the Executive with decision-making in key areas.

Internal Audit Committee

As required by the FMA Act, the Archives has an Internal Audit Committee. The committee met five times during the year, including a special meeting to examine the Archives’ annual financial statements. The current membership of the committee is:

- Director, Adelaide office (Chairman)
- Deputy Director-General
- Assistant Director-General, Corporate
- Director, Brisbane office
- an external member.

The Archives’ internal auditor, KPMG, the Chief Finance Officer and representatives of the Australian National Audit Office (ANAO) sit as observers at meetings of the committee. During the year the committee began a review of its terms of reference and membership in response to the release of the ANAO’s Better Practice Guide, Public Sector Audit Committees.

Risk Management Steering Committee

The Internal Audit Committee maintains strong links with the Risk Management Steering Committee.

The Steering Committee has in 2004–05 overseen the redevelopment of the Archives’ risk-management framework. The new framework, to be implemented in 2005–06 and supported by improved risk-awareness training, emphasises the need to incorporate risk assessments into business planning at all levels of the organisation.

As part of this new framework the Executive conducted a Strategic Risk Analysis workshop in February 2005. The outcomes of this workshop have informed both the strategic risk register for the Archives and ongoing strategic planning processes.

Contracts committees

The Archives’ Chief Executive Instructions require that a Contracts Committee be established to examine the letting of any
contract valued at greater than $80 000. Contract Committees include both independent representatives and those with expertise in the relevant area. All committees examining contracts valued at $1 million or more must include a member of the Executive.

Information and Communications Technology (ICT) Strategic Planning Committee
This committee consists of four Assistant Directors-General, the Director, Information and Communications Technology, and two State directors. The committee:
• oversees the development and maintenance of ICT strategy and governance;
• determines priorities and directions for project development, infrastructure, application development and maintenance;
• provides appropriate input into the Archives’ budget deliberations; and
• makes recommendations to the Director-General about major information technology (IT) infrastructure decisions and major IT expenditure proposals.

Information Management Policy Committee
The Assistant Director-General, Corporate, chairs the Information Management Policy Committee. The committee exists to:
• help ensure that the National Archives pursues an agency-wide integrated, coherent, cost-effective and strategic approach to information and knowledge management, providing a model site of best practice to Commonwealth agencies;
• advise the Director, Information Management, on strategies and tactics to facilitate the better management of information within the Archives; and
• promote internally the value of well managed and shared information to Archives’ staff.

National Emergency Planning Committee
The Deputy Director-General chairs the National Emergency Planning Committee, of which the Assistant Director-General, Corporate is also a member. The committee meets regularly to ensure that the personnel, procedures and resources for the safe response to emergencies are maintained, monitored and improved.

Workplace Relations Committee
The Workplace Relations Committee is chaired by the Assistant Director-General, Corporate. It consists of employee, management and union representatives, and is the peak consultative body within the Archives. The committee also functions as the national council for purposes of occupational health and safety under the Occupational Health and Safety (Commonwealth Employment) Act 1991. See Appendix H – Occupational health and safety.

Fraud measures
The Director-General certifies that the Archives complies with the Commonwealth Fraud Control Guidelines through:
• undertaking a fraud risk assessment;
• preparing a fraud control plan;
• ensuring that appropriate fraud prevention, detection, investigation and reporting procedures are in place; and
• collecting and reporting annual fraud control data to the Attorney-General’s Department.

The Archives incorporated into the Chief Executive Officer Instructions the requirement to create contract committees to examine the letting of any contract valued greater than $80 000. This action was in response to the conviction of a former staff member for obtaining financial advantage by deception.

The National Archives of Australia Certified Agreement 2004–2007 includes the Australian Public Service (APS) and Archives’ values. The importance of the Archives’ values is reinforced in internal publications including
the Workplace Diversity Program 2005 and the draft Workplace Harassment Policy.

**Senior Executive Remuneration**
The Archives determines SES remuneration from the Department of Employment and Workplace Relations (DEWR) APS Remuneration Survey that is commissioned annually. The salary and conditions are in accordance with the data supplied by DEWR. The base salary is negotiated between the Director-General and the SES officer with bonus provisions allowed subject to performance. These conditions are prescribed in an Australian Workplace Agreement. Note 14 in the Financial Statements details executive remuneration.

**External scrutiny**

**Review of access decisions**
The Archives Act 1983 provides the public with a two-stage appeal process if the Archives withholds records from public access. The first stage is internal reconsideration by the Archives. The Act provides that the Archives should review and notify decisions on applications for internal reconsideration within 14 days. During 2004–05 the Archives received 30 applications for internal reconsideration and reviewed 31 per cent of decisions within the 14-day statutory period. Decisions were modified in 74 per cent of cases. See Table 9.

The second stage of the appeal process is an application to the Administrative Appeals Tribunal. No applications were received by the Tribunal in 2004–05 for review of decisions made under the Archives Act.

**Judicial decision**
A former staff member was convicted of obtaining a financial advantage by deception in relation to a contract he had administered while an employee at the Archives. The Archives has made changes to its contracting arrangements to ensure greater internal scrutiny throughout the procurement processes (see Fraud measures). As the Archives fully recovered the funds, there was no significant operational impact.

**Auditor-General**
The Archives was included in the performance audit by the Australian National Audit Office (ANAO) on Safe and Accessible National Collections. Two recommendations were directed to the Archives:

- introduce regular reporting of records on loan to users in the reading rooms and follow-up loans to institutions and require the return of items within set timeframes; and
- re-examine performance information to develop targeted indicators.

A further five recommendations were directed to all audited institutions:

- perform a detailed security risk assessment to underpin IT security plans for network and collection management systems;
- consider reporting the actual parameters set and the standards achieved in relation to the storage conditions of collections;
- evaluate current exit procedures to ensure that staff ceasing employment do not retain security access cards and access to IT systems;
- formulate long-term digitisation plans with evaluation criteria for the measurement of success; and
- develop a set of key common performance measures.

None of the recommendations represents a serious criticism of the Archives’ operations. The Archives agreed to all recommendations contained in the report.

The ANAO’s Measuring the Efficiency and Effectiveness of E-Government audit, begun in 2003–04, was also completed. The ANAO recommended that agencies develop...
indicators for the performance for their online service delivery. The Archives agreed with the recommendations although expressed its reservations about the usefulness of measuring non-financial benefits of providing services via the Internet.

In March 2005 the ANAO wrote to the Archives advising that the Archives may be included in an audit of the management and reporting of expenditure of consultants. This included advice on a number of minor discrepancies in the Archives’ reporting of its consultancies, which have now been rectified.
Table 10 – Archives’ salary ranges as at 30 June 2005

<table>
<thead>
<tr>
<th>Local designation</th>
<th>Minimum annual salary ($)</th>
<th>Maximum annual salary ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Public Service 1–2</td>
<td>31 572</td>
<td>39 368</td>
</tr>
<tr>
<td>Australian Public Service 3</td>
<td>40 552</td>
<td>43 940</td>
</tr>
<tr>
<td>Australian Public Service 4</td>
<td>45 186</td>
<td>48 691</td>
</tr>
<tr>
<td>Australian Public Service 5</td>
<td>49 820</td>
<td>53 440</td>
</tr>
<tr>
<td>Australian Public Service 6</td>
<td>56 192</td>
<td>62 348</td>
</tr>
<tr>
<td>Executive Level 1</td>
<td>69 517</td>
<td>74 818</td>
</tr>
<tr>
<td>Executive Level 2</td>
<td>83 419</td>
<td>90 255</td>
</tr>
<tr>
<td>Graduate Australian Public Service</td>
<td>36 091</td>
<td>39 368</td>
</tr>
<tr>
<td>Professional 1</td>
<td>41 710</td>
<td>53 440</td>
</tr>
<tr>
<td>Public Affairs 2</td>
<td>57 844</td>
<td>64 242</td>
</tr>
<tr>
<td>Public Affairs 3</td>
<td>76 474</td>
<td>83 922</td>
</tr>
</tbody>
</table>

Privacy Commissioner
There were no reports to, nor reports or determinations by, the Privacy Commissioner about the Archives’ activities during 2004–05.

Commonwealth Ombudsman
The Commonwealth Ombudsman made no reports to the Minister in relation to the Archives under the provisions of the Ombudsman Act 1976 during the year.

Freedom of Information
The Archives had two requests for access to documents under the Freedom of Information Act 1982 (Commonwealth). A Freedom of Information Statement is provided at Appendix I.

Parliamentary committees

Management of human resources
In August 2004 management and staff of the Archives agreed to the 2004–07 Certified Agreement. The Agreement forms the foundation for the Archives to build a strong performance culture within the organisation.

There were no requests for reviews of human resources decisions during 2004–05. There were no appeals to the Industrial Relations Commission and no grievances referred to the Merit Protection Commissioner.

Certified Agreement and Australian Workplace Agreements and productivity gains
The three-year Certified Agreement for 2004–07 has set the framework for improved workplace productivity and has delivered an improved participation rate in the Performance Management Scheme and a reduction in unscheduled paid personal leave.

Eight non-Senior Executive Service (SES) and six SES Australian Workplace Agreements have been entered into with employees.
Performance pay

Two Archives’ officers received performance pay in the SES band. The performance payments totalled $11,363.

Workforce planning, staff turnover and retention

In response to emerging ageing workforce issues, the Archives’ 2004–07 Certified Agreement includes measures to help mature-age staff prepare for the transition to retirement while capturing their skills and knowledge through mentoring and coaching programs. Specific focus for 2004–05 was on awareness-raising strategies.

The next 10 years will see a significant number of experienced staff retire. This will represent a significant challenge to the Archives. The approach to workforce planning outlined above will enable the Archives to better manage its changing workforce over the next 10 years.

Learning and development

Induction of new staff continues to be a priority. A review was undertaken of guidance material available electronically for supervisors and staff. The resulting ‘new-starters kit’ provides a streamlined online resource targeted to both supervisors and new starters. The kit complements the practical focus of the induction courses conducted throughout the year.

Development of current and future leaders has been a major focus during the year. An assessment of leadership capability was undertaken with the senior leadership group, with the outcomes contributing to the development of a Leadership Development Strategy for the Archives.

The Archives has continued to participate in management development programs with other cultural institutions, such as the Cultural Managers Development Program and the Advanced Workplace Skills Program.

The Archives’ graduates attended the induction course and participated in communication (written and presentation), project management and recordkeeping courses. These activities supported learning gained through rotations. Mentoring also provided support in organisational understanding and career development.

A program of professional development seminars was conducted, with presentations videoed to enable viewing by staff in state offices.

The Reading Circle, a discussion group that explores archival theory and practice, was expanded to include a state office through teleconferencing.

A number of staff were sponsored to attend the annual conferences of the Australian Society of Archivists and the Records Management Association of Australasia.

The Archives provided assistance to staff through the study assistance scheme, Studybank, and by supporting staff attendance at courses, seminars and conferences.

Commonwealth Disability Strategy

The Archives is committed to the Commonwealth Disability Strategy to remove barriers which prevent people with disabilities from having access to the Archives’ policies, programs and services.

Provider

The Archives provides a range of services to the public including reference services, exhibitions, publications and websites. Disability strategies are incorporated into the development and continuous improvement of all of these services. All Archives’ reading rooms provide wheelchair access. In addition, the Archives provides researchers with aids to reading records, including reading slopes, cushions for supporting heavy volumes and magnifying glasses. The national reference service can be contacted via a TTY facility.
All Archives’ exhibition galleries are accessible for people with disabilities. The Archives’ website at www.naa.gov.au complies with disability guidelines.

The Archives’ Service Charter commits to ensuring exhibitions and research facilities are accessible for people with disabilities. The Archives’ complaints and grievances mechanism is outlined in its Service Charter. The Archives has a dedicated email address for complaints and comments, yourcomments@naa.gov.au, and a system for monitoring, responding to, and reporting comments received.

All Archives’ employment policies, procedures and practices comply with the requirements of the Disability Discrimination Act 1992.

The Archives provided all staff with an effective complaints and grievance mechanism through Part G of the 2004–07 Certified Agreement.

The Archives is committed to providing an employee with a disability with services and/or facilities to assist them in carrying out the inherent requirements of their employment which does not impose unjustifiable hardship on the Archives.

Potential applicants for employment can obtain written recruitment information on request by email, phone, facsimile, mail and TTY if required. All recruitment information is made available on the Archives’ website. The Archives’ training and development programs take into account any special needs of employees.

The Archives is implementing an online application system that meets access and equity standards.

For the limited number of courses arranged and offered internally, information on disability issues is included where appropriate.

The Archives provided all staff with an effective complaints and grievance mechanism through section H of the 2004–07 Certified Agreement.

Potential applicants for employment can obtain written recruitment information on request by email, phone, facsimile, mail and TTY if required. All recruitment information is made available on the Archives’ website. The Archives’ training and development programs take into account any special needs of employees.

The Archives is implementing an online application system that meets access and equity standards.

For the limited number of courses arranged and offered internally, information on disability issues is included where appropriate.

The Archives provided all staff with an effective complaints and grievance mechanism through section H of the 2004–07 Certified Agreement.

Assets management

The Archives employs an effective asset management framework for the control and accountability of assets at the organisation and program level. Operations, including the creation of the necessary physical asset records, data required for financial reporting and the annual stocktake, are undertaken according to the Chief Executive Instructions and Administrative Procedures on Asset Management.

Development of asset replacement plans and strategic life cycle planning for major Archives’ sites has provided an efficient management tool to program economic asset replacement and maximise service potential. An internal process of harmonisation, in accordance with the Archives’ planning cycle, is being developed to improve all aspects of asset management and reporting.
Purchasing

The Archives employs a devolved procurement framework, which places responsibility for procurement activity with the appropriate sectional manager.

All procurement and purchasing activities performed by the Archives were conducted in accordance with the requirements of the Commonwealth Procurement Guidelines and the Archives’ Chief Executive Instructions, administrative procedures and supporting accounting policies, available to all organisational staff through the Archives’ intranet.

Over the past 12 months, the Archives has implemented a number of measures to improve procurement practices. These include:
• preparing a new Chief Executive Instruction (No. 5.23 – Procurement and Contract Administration) that implements the requirements of the 1 January 2005 Commonwealth Procurement Guidelines and supports the general procurement Chief Executive Instructions;
• introducing contracts committees, which include an independent member to ensure probity and procedures are followed, for all procurement costing $80 000 or more;
• with advice from the Australian Government Solicitor, preparing new Archives’ contract templates, the terms and conditions of which ensure compliance with the requirements of the 1 January 2005 Commonwealth Procurement Guidelines;
• conducting professional procurement awareness training, through Major Training Services and the Australian Public Service Commission, to key staff from all offices in November 2004; and
• facilitating staff attendance at Department of Finance and Administration procurement awareness seminars nationally.

Consultants

The Archives engages consultants when the expertise required is not available within the organisation, or when the specialised 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. See Appendix K.

Competitive tendering and contracting

Contracts let

The Archives engaged in a number of competitive tendering processes during 2004–05. They resulted in 96 contracts being let with a total value of $20 078 286.

Contractual provisions allowing access by the Auditor-General

The Archives’ standard contract templates include an ANAO audit clause. All contracts signed in the reporting period of $100 000 or more provided for the Auditor-General to have access to the contractors premises.

Contracts exempt from the Purchasing and Disposal Gazette

No Archives’ contracts that cost more than $2 000 inc GST (1 July – 31 December 2004) or $10 000 inc GST (1 January – 30 June 2005) have been exempted by the Chief Executive from being published in the Purchasing or Disposal Gazette.

Information management

Information management strategy

The Archives Information Management Strategic Framework continues to guide activities aimed at improving the collection, use and management of information in the Archives to support the performance of its functions.
Records management

During the year, 110,338 records were captured by staff into the Archives’ electronic document management system (EDMS). A total of 145 staff from across the Archives attended training sessions on good recordkeeping practices and on using the EDMS.

In 2004–05 a project was undertaken to plan an upgrade of the EDMS. It included product testing against defined criteria and made purchase and configuration recommendations.

The new EDMS will be compliant with the Archives’ upgraded technical environment and is expected to deliver an improved service to the state offices. The upgrade will occur in 2005–06.

Library services

The Library has sites in every Archives’ office and supports the work and professional development of staff. The Library collection is well used, with annual loans totalling 1,184.

During the year, procedures were released aimed at improving the management of the state office libraries. This procedure completes a suite of library policies and guidelines developed over recent years to guide the delivery of library services to the organisation.

Internal information network

A redeveloped intranet site was released on 1 July 2004. During 2004–05, content was improved and a number of new facilities added to the site, including a staff bulletin board.

Statistics gathered by the Archives’ IT area show a significant increase in usage of the intranet over the past 12 months, acknowledging the significant role it plays in providing staff with easy access to up-to-date information needed to support their work.

An Intranet Committee meets quarterly with representatives from each Branch and provides a channel for staff to give feedback and influence the overall development of the site.

Information infrastructure

These Information and Communications Technology (ICT) projects were completed:

• implementation of a new voicemail system;
• implementation of Internet Sheriff antispam appliance;
• revision of the ICT Risk Register, ICT Security Plan and Disaster Recovery Plan;
• replacement of all network routers, switches and firewall, and implementation of encryption on wide area links;
• installation of Virtual Private Network appliance for remote access; and
• implementation of additional servers to support external users of the RecordSearch database.
Financial statements and supporting notes

for the year ended 30 June 2005

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INDEPENDENT AUDIT REPORT

To the Minister for Communications, Information Technology and the Arts

Scope

The financial statements and Director-General’s responsibility:

The financial statements comprise:

- Statement by the Director-General and Chief Finance Officer;
- Statement of Financial Performance, Financial Position and Cash Flows;
- Schedules of Commitments and Contingencies; and
- Notes to and forming part of the Financial Statements

of the National Archives of Australia for the year ended 30 June 2005.

The National Archives of Australia’s Director-General is responsible for preparing financial statements that give a true and fair presentation of the financial position and performance of the National Archives of Australia, and that comply with accounting standards, other mandatory financial reporting requirements in Australia, and the Finance Minister’s Orders made under the Financial Management and Accountability Act 1997. The National Archives of Australia’s Director-General is also responsible for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial statements.

Audit approach

I have conducted an independent audit of the financial statements in order to express an opinion on them to you. My audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing and Assurance Standards, in order to provide reasonable assurance as to whether the financial statements are free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive, rather than conclusive, evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

While the effectiveness of management’s internal controls over financial reporting was considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.
I have performed procedures to assess whether, in all material respects, the financial statements present fairly, in accordance with the Finance Minister’s Orders made under the Financial Management and Accountability Act 1997, accounting standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the National Archives of Australia’s financial position, and of its performance as represented by the statements of financial performance and cash flows.

The audit opinion is formed on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial statements; and
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of significant accounting estimates made by the Director-General.

Independence

In conducting the audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the ethical requirements of the Australian accounting profession.

Audit Opinion

In my opinion, the financial statements of the National Archives of Australia:

(a) have been prepared in accordance with the Finance Minister’s Orders made under the Financial Management and Accountability Act 1997; and
(b) give a true and fair view of the National Archives of Australia’s financial position as at 30 June 2005 and of its performance and cash flows for the year then ended, in accordance with:

(i) the matters required by the Finance Minister’s Orders; and
(ii) applicable accounting standards and other mandatory financial reporting requirements in Australia.

Australian National Audit Office

[Signature]

Rebecca Reilly
Executive Director

Delegate of the Auditor-General

Canberra
15 August 2005
Statement by the Director-General and Chief Finance Officer

In our opinion, the attached financial statements for the year ended 30 June 2005 have been prepared based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister’s Orders made under the Financial Management and Accountability Act 1997, as amended.

Ross Gibbs
Director-General

Karen Sheppard
Chief Finance Officer

15 August 2005

15 August 2005
## Statement of Financial Performance

for the year ended 30 June 2005

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues from ordinary activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues from government</td>
<td>68 679</td>
<td>83 305</td>
</tr>
<tr>
<td>Goods and services</td>
<td>1 864</td>
<td>1 433</td>
</tr>
<tr>
<td>Interest</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Revenue from sale of assets</td>
<td>48</td>
<td>14</td>
</tr>
<tr>
<td>Correction of fundamental errors</td>
<td>0</td>
<td>170 755</td>
</tr>
<tr>
<td>Other revenues</td>
<td>210</td>
<td>208</td>
</tr>
<tr>
<td><strong>Revenues from ordinary activities</strong></td>
<td>71 808</td>
<td>255 734</td>
</tr>
<tr>
<td><strong>Expenses from ordinary activities (excluding borrowing cost expense)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees</td>
<td>32 969</td>
<td>27 043</td>
</tr>
<tr>
<td>Suppliers</td>
<td>18 251</td>
<td>26 509</td>
</tr>
<tr>
<td>Depreciation and amortisation</td>
<td>15 158</td>
<td>14 065</td>
</tr>
<tr>
<td>Write-down and impairment of assets</td>
<td>0</td>
<td>189</td>
</tr>
<tr>
<td>Value of assets sold</td>
<td>2 186</td>
<td>214</td>
</tr>
<tr>
<td>Other expenses</td>
<td>247</td>
<td>105</td>
</tr>
<tr>
<td><strong>Expenses from ordinary activities (excluding borrowing cost expense)</strong></td>
<td>68 811</td>
<td>68 125</td>
</tr>
<tr>
<td><strong>Borrowing cost expense</strong></td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td><strong>Net Surplus from ordinary activities</strong></td>
<td>2 988</td>
<td>187 547</td>
</tr>
</tbody>
</table>

Increase/(decrease) in accumulated results on initial application of fair value under accounting standard AASB 1041 *Revaluation of Non-current Assets.*

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues, Expenses and Valuation Adjustments Attributable to Members of the Parent Entity and Recognised Directly in Equity</td>
<td>236 825</td>
<td>16 360</td>
</tr>
</tbody>
</table>

Total Changes in Equity other than those resulting from transactions with the Owners as Owners

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Changes in Equity other than those resulting from transactions with the Owners as Owners</td>
<td>239 813</td>
<td>203 907</td>
</tr>
</tbody>
</table>

The above statement should be read in conjunction with the accompanying notes.
## STATEMENT OF FINANCIAL POSITION

**as at 30 June 2005**

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes $'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
</tbody>
</table>

### ASSETS

#### Financial assets

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>1,301</td>
<td>1,692</td>
</tr>
<tr>
<td>Receivables</td>
<td>49,321</td>
<td>40,063</td>
</tr>
<tr>
<td><strong>Total financial assets</strong></td>
<td><strong>50,622</strong></td>
<td><strong>41,755</strong></td>
</tr>
</tbody>
</table>

#### Non-financial assets

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection</td>
<td>1,092,432</td>
<td>865,575</td>
</tr>
<tr>
<td>Infrastructure, plant and equipment</td>
<td>43,860</td>
<td>50,866</td>
</tr>
<tr>
<td>Intangibles</td>
<td>12,561</td>
<td>9,571</td>
</tr>
<tr>
<td>Inventories</td>
<td>253</td>
<td>244</td>
</tr>
<tr>
<td>Other non-financial assets</td>
<td>948</td>
<td>756</td>
</tr>
<tr>
<td><strong>Total non-financial assets</strong></td>
<td><strong>1,160,054</strong></td>
<td><strong>918,152</strong></td>
</tr>
</tbody>
</table>

**Total Assets**

1,200,676

### LIABILITIES

#### Interest bearing liabilities

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leases</td>
<td>0</td>
<td>329</td>
</tr>
<tr>
<td>Other interest bearing liabilities</td>
<td>23</td>
<td>77</td>
</tr>
<tr>
<td><strong>Total interest bearing liabilities</strong></td>
<td><strong>23</strong></td>
<td><strong>406</strong></td>
</tr>
</tbody>
</table>

#### Provisions

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>9,284</td>
<td>8,098</td>
</tr>
<tr>
<td><strong>Total provisions</strong></td>
<td><strong>9,284</strong></td>
<td><strong>8,098</strong></td>
</tr>
</tbody>
</table>

#### Payables

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suppliers</td>
<td>1,805</td>
<td>1,852</td>
</tr>
<tr>
<td><strong>Total payables</strong></td>
<td><strong>1,805</strong></td>
<td><strong>1,852</strong></td>
</tr>
</tbody>
</table>

**Total Liabilities**

11,112

### NET ASSETS

1,189,564

### EQUITY

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributed equity</td>
<td>272</td>
<td>272</td>
</tr>
<tr>
<td>Reserves</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Retained surpluses</td>
<td>1,188,992</td>
<td>949,175</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td><strong>1,189,564</strong></td>
<td><strong>949,751</strong></td>
</tr>
</tbody>
</table>

#### Current assets

Current assets

51,823

Non-current assets

1,148,853

Current liabilities

8,761

Non-current liabilities

2,351

The above statement should be read in conjunction with the accompanying notes.
## STATEMENT OF CASH FLOWS
for the year ended 30 June 2005

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td><strong>OPERATING ACTIVITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goods and services</td>
<td>1,679</td>
<td>1,519</td>
</tr>
<tr>
<td>Appropriations</td>
<td>65,821</td>
<td>67,099</td>
</tr>
<tr>
<td>Interest</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Net GST received from ATO</td>
<td>2,745</td>
<td>2,822</td>
</tr>
<tr>
<td>Other</td>
<td>211</td>
<td>1,607</td>
</tr>
<tr>
<td><strong>Total cash received</strong></td>
<td>70,753</td>
<td>73,945</td>
</tr>
<tr>
<td>Cash used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees</td>
<td>31,783</td>
<td>27,074</td>
</tr>
<tr>
<td>Suppliers</td>
<td>21,167</td>
<td>28,159</td>
</tr>
<tr>
<td>Borrowing costs</td>
<td>9</td>
<td>62</td>
</tr>
<tr>
<td>Cash transferred to the Official Public Account</td>
<td>9,231</td>
<td>15,000</td>
</tr>
<tr>
<td>Other</td>
<td>247</td>
<td>105</td>
</tr>
<tr>
<td><strong>Total cash used</strong></td>
<td>62,437</td>
<td>70,399</td>
</tr>
<tr>
<td>Net cash from operating activities</td>
<td>8,326</td>
<td>2,647</td>
</tr>
</tbody>
</table>

**INVESTING ACTIVITIES**

| Cash received                  |      |      |
| Proceeds from sales of infrastructure, plant and equipment | 48 | 14 |
| **Total cash received**        | 48 | 14 |

Cash used

| Purchase of infrastructure, plant and equipment | 4,343 | 4,122 |
| Purchase of intangibles                     | 4,093 | 2,404 |
| **Total cash used**                         | 8,436 | 6,526 |

Net cash (used by) investing activities

| (8,388) | (6,512) |

**FINANCING ACTIVITIES**

Cash received

| Appropriations - contributed equity | 0 | 38 |
| Capital use charge received         | 0 | 106 |
| **Total cash received**             | 0 | 141 |

Cash used

| Repayments of debt                 | 329 | 421 |
| **Total cash used**                | 329 | 421 |

Net cash (used by) financing activities

| (329) | (280) |

Net (decrease) in cash held

| (391) | (4,145) |

Cash at the beginning of the reporting period

| 1,692 | 5,837 |

Cash at the end of the reporting period

| 1,301 | 1,692 |

The above statement should be read in conjunction with the accompanying notes.
### SCHEDULE OF COMMITMENTS

**as at 30 June 2005**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>$'000</td>
<td>$'000</td>
</tr>
</tbody>
</table>

#### BY TYPE

**Capital commitments**
- Infrastructure, plant and equipment¹

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>227</td>
<td>387</td>
</tr>
</tbody>
</table>

**Total capital commitments**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>227</td>
<td>387</td>
</tr>
</tbody>
</table>

**Other Commitments**
- Operating leases¹
- Other

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>47,647</td>
<td>50,190</td>
</tr>
<tr>
<td>8,438</td>
<td>13,303</td>
</tr>
</tbody>
</table>

**Total other commitments**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>56,085</td>
<td>63,493</td>
</tr>
</tbody>
</table>

**Commitment receivables**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>(152)</td>
<td>(199)</td>
</tr>
</tbody>
</table>

**Net commitments by type**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>56,160</td>
<td>63,681</td>
</tr>
</tbody>
</table>

#### BY MATURITY

- **Capital commitments**
  - One year or less
  - From one to five years
  - Over five years

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>179</td>
<td>387</td>
</tr>
<tr>
<td>48</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total capital commitments**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>227</td>
<td>387</td>
</tr>
</tbody>
</table>

**Operating Lease commitments**
- One year or less
- From one to five years
- Over five years

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,328</td>
<td>7,540</td>
</tr>
<tr>
<td>30,694</td>
<td>24,968</td>
</tr>
<tr>
<td>9,726</td>
<td>17,681</td>
</tr>
</tbody>
</table>

**Total operating lease commitments**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>47,647</td>
<td>50,190</td>
</tr>
</tbody>
</table>

**Other commitments**
- One year or less
- From one to five years
- Over five years

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,599</td>
<td>6,313</td>
</tr>
<tr>
<td>2,713</td>
<td>6,684</td>
</tr>
<tr>
<td>126</td>
<td>126</td>
</tr>
</tbody>
</table>

**Total other commitments**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,438</td>
<td>13,303</td>
</tr>
</tbody>
</table>

**Commitments Receivable**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>(152)</td>
<td>(199)</td>
</tr>
</tbody>
</table>

**Net commitments by Maturity**

<table>
<thead>
<tr>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>56,160</td>
<td>63,681</td>
</tr>
</tbody>
</table>

**NB:** Commitments are all GST inclusive.

¹. Infrastructure plant and equipment commitments are primarily contracts for purchases of land and lease premises and computer equipment under finance lease arrangements.

2. Operating leases included are effectively non-cancelable and comprise:

<table>
<thead>
<tr>
<th>Nature of lease</th>
<th>General description of leasing arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leases for office accommodation</td>
<td>There is a mixture of both Commonwealth and private leasing arrangements. Leases are subject to annual increases in accordance with upward movements in the Consumer Price Index or a set annual increase agreed to in the lease at market rates.</td>
</tr>
<tr>
<td>Provision of motor vehicles</td>
<td>Motor vehicles are leased as part of the senior executive officers' remuneration packages and also for general office use. Vehicle leases are generally for a period of two years.</td>
</tr>
</tbody>
</table>

The above statement should be read in conjunction with the accompanying notes.
## Contents

<table>
<thead>
<tr>
<th>Note</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summary of Significant Accounting Policies</td>
</tr>
<tr>
<td>2</td>
<td>Adoption of Australian Equivalents to International Financial Reporting Standards from 2005-2006</td>
</tr>
<tr>
<td>3</td>
<td>Operating Revenues</td>
</tr>
<tr>
<td>4</td>
<td>Other Revenues and Expenses</td>
</tr>
<tr>
<td>5</td>
<td>Operating Expenses</td>
</tr>
<tr>
<td>6</td>
<td>Borrowing Cost Expenses</td>
</tr>
<tr>
<td>7</td>
<td>Financial Assets</td>
</tr>
<tr>
<td>8</td>
<td>Non-Financial Assets</td>
</tr>
<tr>
<td>9</td>
<td>Interest Bearing Liabilities</td>
</tr>
<tr>
<td>10</td>
<td>Provisions</td>
</tr>
<tr>
<td>11</td>
<td>Payables</td>
</tr>
<tr>
<td>12</td>
<td>Cash Flow Reconciliation</td>
</tr>
<tr>
<td>13</td>
<td>Equity</td>
</tr>
<tr>
<td>14</td>
<td>Executive Remuneration</td>
</tr>
<tr>
<td>15</td>
<td>Remuneration of Auditors</td>
</tr>
<tr>
<td>16</td>
<td>Average Staffing Levels</td>
</tr>
<tr>
<td>17</td>
<td>Financial Instruments</td>
</tr>
<tr>
<td>18</td>
<td>Appropriations</td>
</tr>
<tr>
<td>19</td>
<td>Special Account</td>
</tr>
<tr>
<td>20</td>
<td>Specific Payment Disclosures</td>
</tr>
<tr>
<td>21</td>
<td>Reporting of Outcomes</td>
</tr>
</tbody>
</table>
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 1 - Summary of Significant Accounting Policies

1.1 Agency Status

From 1 July 2000, the National Archives of Australia (the Archives) became a prescribed agency under the Financial Management and Accountability Amendment Regulations 2000 No. 1, Schedule 3, Financial Management and Accountability Act 1997. Therefore, since 2001 the Archives has reported separately from the Department of Communications, Information Technology and the Arts.

The Archives was also established as an Executive Agency by order of the Governor-General under section 6b of the Public Service Act 1999 with effect from 28 February 2001. The Minister for the Arts and Sport has portfolio responsibility for the Archives.

1.2 Objectives of Archives

The objective of the Archives is to preserve valuable Commonwealth records as part of the archival resources of Australia and make them accessible to present and future generations.

The Archives is structured to meet one outcome: A national archival collection, preserved and accessible for all Australians, the creation and management of Commonwealth records that support accountable government.

The Archives activities contributing towards this outcome are classified as departmental, and no other activities are classified as administered. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the Archives in its own right.

Departmental activities are identified under the heading for Outcome: Output 1: Enable and promote best practice in the management of government records from the point of creation for as long as required to support the needs of government and the people. Output 2: Develop, manage and promote a visible, known and accessible national collection that engages and informs the community, and foster appreciation of the role of archives in society.

The continued existence of the Archives in its present form and with its present programs is dependent on Government policy and on continuing appropriations by Parliament for the Archives administration and programs.

1.3 Basis of Accounting

The financial statements are required by section 49 of the Financial Management and Accountability Act 1997 and are a general purpose financial report.

The statements have been prepared in accordance with:
- Finance Minister’s Orders (or FMOs, being the Financial Management and Accountability Orders (Financial Statements for reporting periods ending on or after 30 June 2006));
- Australian Accounting Standards and Accounting Interpretations issued by the Australian Accounting Standards Board; and
- Consensus Views of the Urgent Issues Group.

The Statements of Financial Performance and Financial Position have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets which, as noted, are at valuation. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

Assets and liabilities are recognised in the Statement of Financial Position when and only when it is probable that future economic benefits will flow and the amount of the assets or liabilities can be reliably measured. However, assets and liabilities arising under agreements equally proportionately unperformed are not recognised unless required by an Accounting Standard. Liabilities and assets that are unrecognised are reported in the Schedule of Commitments.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Revenues and expenses are recognised in the Statement of Financial Performance when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

1.4 Revenue

Revenues from Government

Amounts appropriated for Departmental outputs appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned.

Appropriations receivable are recognised at their nominal amounts.

Trust money

The Archives receive a number of sponsorships related to the Archives' special projects.

Sponsorship monies received by the Archives are recognised as revenues in the year in which sponsorship agreements are made (non reciprocal).

Resources Received Free of Charge

Services received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Collection assets acquired at no cost are initially recognised as assets and revenues on the date of receipt at average value of the previous collection items, that were valued by an independent valuer on 1 July 2004, applied to the amount received.

Other Revenue

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Revenue from the rendering of services is recognised by reference to the stage of completion of contracts or other agreements to provide services. The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Receivables for goods and services are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collectability of the debt is judged to be less rather than more likely.

Interest revenue is recognised on a time proportionate basis taking into account the effective yield on the relevant asset.

Revenue from disposal of non-current assets is recognised when control of the asset has passed to the buyer.

1.5 Transactions with the Government as Owner

Equity injections

Amounts appropriated which are designated as 'equity injections' for a year (less any savings offered up in Portfolio Additional Estimates Statements) are recognised directly in Contributed Equity in that year.

Other distributions to owners

The FMOs require that distributions to owners be debited to contributed equity unless in the nature of a dividend. In 2003-04 and 2004-05, by agreement with Finance, Archives returned no surplus output appropriation funding to the Official Public Account.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

1.6 Employee Benefits

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

Liabilities for wages and salaries (including non-monetary benefits) and annual leave are measured at their nominal amounts. Other employee benefits expected to be settled within 12 months of the reporting date are also measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

All other employee benefit liabilities are measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees of the Archives is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration, including the Archives' employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave has been determined by reference to the work of an actuary as at 30 June 2003. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Separation and redundancy

No provision is required for separation and redundancy for employees.

Superannuation

Staff of the Archives are members of the Commonwealth Superannuation Scheme and the Public Sector Superannuation Scheme. The liability for their superannuation benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course.

The Archives makes employer contributions to the Australian Government at rates determined by an actuary to be sufficient to meet the cost to the Government of the superannuation entitlements of the Archives' employees.

The liability for superannuation recognised as at 30 June 2005 represents outstanding contributions for the final fortnight of the year.

1.7 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets. In operating leases, the lessor effectively retains substantially all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is capitalised at the present value of minimum lease payments at the beginning of the lease term and a liability recognised at the same time and for the same amount. The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a basis that is representative of the pattern of benefits derived from the leased assets. The net present value of future net outlays in respect of surplus space under non-cancellable lease agreements is expensed in the period in which the space becomes surplus.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Lease incentives taking the form of 'free' leasehold improvements are recognised as liabilities. These liabilities are reduced by allocating lease payments between rental expense and reduction of the liability.

1.3 Borrowing Costs

All borrowing costs are expensed as incurred except to the extent that they are directly attributable to qualifying assets, in which case they are capitalised. The amount capitalised in a reporting period does not exceed the amounts of costs incurred in that period.

1.9 Cash

Cash means notes and coins held and any deposits held at call with a bank or financial institution. Cash is recognised at its nominal amount.

1.10 Other Financial Instruments

Trade Creditors

Trade creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods and services have been received (and irrespective of having been invoiced).

1.11 Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Collection assets acquired at no cost are initially recognised as assets and revenues on the date of receipt at average fair value of the previous collection items, that were valued by an independent valuer on 1 July 2004, applied to the amount received.

1.12 Collection, Infrastructure, Plant and Equipment

The collection is represented by records which are held by the Archives in a wide variety of media, from files and card records, account books and ledgers through to architectural models, photographs, films and video tapes, optical disks and computer tapes. High value records are stored in specially designed, temperature and humidity controlled (where required) environments. The Archives has approximately 356,348 shelf metres of records throughout Australia stored generally in their State of Origin.

Asset Recognition Threshold

Purchases of infrastructure, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than $2,000, which are expensed in the year of acquisition.

Revaluations

Basis

The collection, infrastructure, plant and equipment are carried at valuation, being revalued with sufficient frequency such that the carrying amount of each asset class is not materially different, at reporting date, from its fair value. Valuations undertaken in any year are as at 1 July.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Fair values for each class of asset are determined as shown below.

<table>
<thead>
<tr>
<th>Asset class</th>
<th>Fair value measured at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection</td>
<td>Market selling price</td>
</tr>
<tr>
<td>Infrastructure, plant &amp; equipment</td>
<td>Market selling price</td>
</tr>
</tbody>
</table>

Assets which are surplus to requirements are measured at their net realisable value. At 30 June 2005, the Archives reported no surplus assets.

**Frequency**

The infrastructure, plant and equipment are subject to a formal revaluation every 3 years. All current cycles commenced on 1 July 2003. Formal valuations are carried out by an independent qualified valuer.

The collection is subject to a formal revaluation every 3 years. Formal valuations are carried out by an independent valuer. In 2000-01 the collection was revalued at deprival value. The collection was due for revaluation to fair value on 1 July 2003 but this had been deferred to 1 July 2004. Infrastructure, plant and equipment was revalued to fair value on 1 July 2003.

The financial effect of this change in policy related to those assets recognised at fair value for the first time in the current period where the measurement basis for fair value is different to that previously used for deprival value. The financial effect of the change is given by the difference between the fair values obtained for these assets in the current period and the deprival-based values recognised at the end of the previous period. The financial effect by class is as follows:

<table>
<thead>
<tr>
<th>Asset class</th>
<th>Increment / (decrement) to asset class</th>
<th>Contra Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection</td>
<td>July 2004: $236,824,751</td>
<td>Accumulated Result</td>
</tr>
</tbody>
</table>

Total financial effect was to increase the carrying amount of Collection by $236,824,751.

**Depreciation**

Depreciable collection, infrastructure, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the Archives using, in all cases, the straight line method of depreciation. Leasehold improvements are depreciated on a straight-line basis over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

Depreciation rates (useful lives) and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Depreciation and rates applying to each category of depreciable assets are based on the following useful lives:

<table>
<thead>
<tr>
<th>Category</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leasehold improvements</td>
<td>4 - 18 years</td>
<td>4 - 18 years</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>2 - 8 years</td>
<td>2 - 8 years</td>
</tr>
<tr>
<td>Office machines</td>
<td>2 - 8 years</td>
<td>2 - 8 years</td>
</tr>
<tr>
<td>Furniture and fittings</td>
<td>4 - 23 years</td>
<td>4 - 23 years</td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>3 - 23 years</td>
<td>3 - 23 years</td>
</tr>
<tr>
<td>In-house developed software</td>
<td>10 - 20 years</td>
<td>10 - 20 years</td>
</tr>
<tr>
<td>Licensed software</td>
<td>3 - 9 years</td>
<td>3 - 9 years</td>
</tr>
<tr>
<td>Shelving</td>
<td>3 - 23 years</td>
<td>3 - 23 years</td>
</tr>
<tr>
<td>Exhibition equipment</td>
<td>3 - 5 years</td>
<td>3 - 5 years</td>
</tr>
<tr>
<td>Collection</td>
<td>40 - 350 years</td>
<td>40 - 350 years</td>
</tr>
<tr>
<td>Finance lease</td>
<td>3 - 7 years</td>
<td>3 - 7 years</td>
</tr>
<tr>
<td>Preservation equipment</td>
<td>5 - 10 years</td>
<td>5 - 10 years</td>
</tr>
<tr>
<td>In-house developed intangibles</td>
<td>5 - 15 years</td>
<td>5 - 15 years</td>
</tr>
</tbody>
</table>

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in Note 5C.

1.13 Impairment of Non-Current Assets

Non-current assets carried at up to date fair value at the reporting date are not subject to impairment testing.

Non-current assets carried at cost and held to generate net cash inflows have been tested for their recoverable amounts at the reporting date. The test compared the carrying amounts against the net present valued of future net cash inflows. No write-down to recoverable amount was required (2004: nil).

The non-current assets carried at cost, which are not held to generate net cash inflows, have been assessed for indications of impairment. Where indications of impairment exist, the asset is written down to the higher of its net selling price and, if the entity would replace the asset’s service potential, its depreciated replacement cost.

1.14 Intangibles

The Archives' intangibles comprise internally-developed software for internal use, licensed software, and internally developed digitised collection. These assets are carried at cost.

Software and the digitised collection is amortised on a straight-line basis over their anticipated useful life. The useful life of Archives software is 3 to 20 years (2004: 3 to 20 years), and digitised collection is 5 to 15 years (2004: 5 to 15 years).

All software assets were assessed for indications of impairment as at 30 June 2005. No software assets were found to be impaired.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

1.15 Inventories

Publications are the only item of inventory for the Archives.

Inventories held for resale are valued at the lower of cost or net realisable value.

Inventories not held for resale are valued at cost, unless they are no longer required, in which case they are valued at net realisable value.

Costs incurred in bringing each item of inventory to its present location and condition are assigned as follows:
• Raw materials and stores - purchase cost on a first-in-first-out basis;
• Finished goods and work in progress - cost of direct materials and labour plus attributable costs that are capable of being allocated on a reasonable basis.

1.16 Taxation

The Archives is exempt from all forms of taxation except Fringe Benefits Tax and Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST.
• except where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
• except for receivables and payables.

1.17 Foreign Currency

Transactions denominated in a foreign currency are converted at the exchange rate at the date of the transaction. Foreign currency receivables and payables are translated at the exchange rates current as at balance date. Associated currency gains and losses are not material.

1.18 Insurance

The Archives has insured for risks through the Government's insurable risk managed fund, called 'Comcover'. Workers' compensation is insured through the Government's Comcare Australia.

1.19 Comparative Figures

Comparative figures have been adjusted to conform to changes in presentation in these financial statements where required.

1.20 Rounding

Amounts have been rounded to the nearest $1,000 except in relation to the following:
• remuneration of executives;
• remuneration of auditors;
• appropriation note disclosures; and
• special account note disclosure.

1.21 Contingencies

The Archives has a number of legal matters where the Australian Government Solicitor is not able to reasonably assess a contingent loss or gain as at 30 June 2005.

1.22 Events Occurring after Balance Date

The Archives has no events occurring after balance date that require disclosure.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 2 - Adoption of Australian Equivalents to International Financial Reporting Standards from 2005-06

The Australian Accounting Standards Board has issued replacement Australian Accounting Standards to apply from 2005-06. The new standards are the Australian Equivalents to International Financial Reporting Standards (AEIFRS). The International Financial Reporting Standards are issued by the International Accounting Standards Board. The new standards cannot be adopted early. The standards being replaced are to be withdrawn with effect from 2005-06, but continue to apply in the meantime, including reporting periods ending on 30 June 2005.

The purpose of issuing AEIFRS is to enable Australian reporting entities reporting under the Corporations Act 2001 to be able to more readily access overseas capital markets by preparing their financial reports according to accounting standards more widely used overseas.

For-profit entities complying with the AEIFRS will be able to make an explicit and unreserved statement of compliance with International Financial Reporting Standards (IFRS) as well as a statement that the financial report has been prepared in accordance with Australian Accounting Standards.

AEIFRS contain certain additional provisions which will apply to not-for-profit entities, including Australian Government agencies. Some of these provisions are in conflict with the IFRS, and therefore Archives will only be able to assert that the financial report has been prepared in accordance with Australian Accounting Standards.

AASB 29 Financial Reporting by Government Departments will continue to apply under AEIFRS.

Accounting Standard AASB 1047: Disclosing the Impacts of Adopting Australian Equivalents to International Financial Reporting Standards requires that the financial statements for 2004-05 disclose:

- an explanation of how the transition to the AEIFRS is being managed;
- narrative explanations of the key policy differences arising from the adoption of AEIFRS;
- any known or reliably estimable information about the impacts on the financial report had it been prepared using the AEIFRS, and
- if the impacts of the above are not known or reliably estimable, a statement to that effect.

Where an entity is not able to make a reliable estimate, or where quantitative information is not known, the entity should update the narrative disclosures of the key differences in accounting policies that are expected to arise from the adoption of AEIFRS.

The purpose of this Note is to make these disclosures.

Management of the transition to AEIFRS

Archives has taken the following steps for the preparation towards the implementation of AEIFRS:

- Archives' Audit Committee is tasked with oversight of the transition to and implementation of the AEIFRS. The Chief Finance Officer is formally responsible for the project and reports regularly to the Audit Committee on progress against the formal plan approved by the Committee.

- The plan requires the following key steps to be undertaken and sets deadlines for their achievement:

  All major accounting policy differences between current AASB standards and AEIFRS were identified by 30 June 2004.

  Systems changes necessary to be able to report under AEIFRS, including those necessary to capture data under both sets of rules for 2004-05, were completed in September 2004. This included the testing and implementation of those changes.

  A transitional balance sheet as at 1 July 2004 under AEIFRS has been completed and will be presented to the Audit Committee in August 2005.

  An AEIFRS compliant balance sheet as at 30 June 2005 was also prepared during the preparation of the 2004-05 statutory financial reports.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

The 2004-05 Balance Sheet under AEIFRS will be reported to the Department of Finance and Administration in line with their reporting deadlines.

- The plan also addresses the risks to successful achievement of the above objectives and includes strategies to keep implementation on track to meet deadlines.

- Consultants were engaged where necessary to assist with each of the above steps.

Major changes in accounting policy

Archives believes that the first financial report prepared under AEIFRS is at 30 June 2000 will be prepared on the basis that Archives will be a first time adopter under AASS 1 First-time Adoption of Australian Equivalents to International Financial Reporting Standards. Changes in accounting policies under AEIFRS are applied retrospectively i.e., as if the new policy had always been applied except in relation to the exemptions available and prohibitions under AASS 1. This means that an AEIFRS compliant balance sheet has to be prepared as at 1 July 2004. This will enable the 2005-06 financial statements to report comparatives under AEIFRS.

A first time adopter of AEIFRS may elect to use exemptions under paragraphs 13 to 25E. When developing the accounting policies applicable to the preparation of the 1 July opening balance sheet, no exemptions were applied by Archives.

Changes to major accounting policies are discussed in the following paragraphs.

Management’s review of the quantitative impacts of AEIFRS represents the best estimates of the impacts of the changes as at reporting date. The actual effects of the impacts of AEIFRS may differ from these estimates due to:

- continuing review of the impacts of AEIFRS on Archives operations;
- potential amendments to the AEIFRS and AEIFRS Interpretations; and
- emerging interpretation as to the accepted practice in the application of AEIFRS and the AEIFRS Interpretations.

Infrastructure, plant and equipment

It is expected that the 2005-06 Finance Minister’s Orders will continue to require collection, infrastructure, plant and equipment assets to be valued at fair value in 2005-06.

Borrowing costs related to qualifying assets are currently capitalised. It is expected that the FMOs for 2005-06 will elect to expense all borrowing costs under AEIFRS.

Intangible Assets

Archives currently recognises internally-developed software assets on the cost basis.

The Australian Equivalent on Intangibles does not permit intangibles to be measured at valuation unless there is an active market for the intangible. Archives internally-developed software is specific to the needs to the Agency and is not traded.

Impairment of intangibles and Infrastructure, plant and equipment

Archives’ policy on impairment of non-current assets is at note 1.13

Under the AEIFRS these assets will be subject to assessment for impairment and if there are indications of impairment, an assessment of the degree of impairment. (Impairment measurement must also be done, irrespective of any indications of impairment, for intangible assets not yet available for use). The impairment test is that the carrying amount of an asset must not exceed the greater of (a) its fair value less costs to sell and (b) its value in use.

‘Value in use’ is the net present value of net cash inflows for assets of Archives and depreciated replacement cost for other assets which would be replaced if Archives were deprived of them.

The most significant changes are that, for Archives assets, the recoverable amount is only generally to be measured where there is an indication of impairment. Previously all assets’ recoverable amount was tested.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

However, an impairment assessment of the Archives' assets indicated that no adjustments will be required.

Decommissioning, Restoration and Make-good

When assessing accommodation leases for the preparation of the opening balance sheet, obligations under the leases for make-good were determined. Provision for decommissioning, restoration or make-good is measured at the present value of estimated future cash outflows using market yield as at 1 July 2004.

The impact of this change on these financial statements would be an increasing in carrying amount of Infrastructure, plant and equipment of $1,322,104 and an increase in provision for decommissioning, restoration or make-good of $1,322,104.

Inventory

Archives recognises inventory not held for sale at cost, except where no longer required, in which case net realisable value is applied.

The new Australia Equivalent standard will require inventory held for distribution for no consideration or at a nominal amount to be carried at the lower of cost or current replacement cost.

An assessment was made and it was found that in all instances the current replacement cost of inventory was equal to or greater than the original cost. Therefore no adjustment is required.

Employee Benefits

The provision for long service leave is measured at the present value of estimated future cash outflows using market yields as at the reporting date on national government bonds.

The 2003-04 Financial Report noted that the AEIFRS standards may require the market yield on corporate bonds to be used. The AASB has decided that a deep market in high quality corporate bonds does not exist and therefore national government bonds will be referenced.

AEIFRS require that annual leave that is not expected to be taken within 12 months of balance date is to be discounted. After assessing the staff level profile, Archives expects that amounts of the annual leave balance will be taken in the next 12 months. Consequently, adjustments have been made for non-current annual leave.

The impact of this change on these financial statements would be a reduction in liability in relation to provision for employees of $69,000 at 1 July 2004, and of $59,000 at 30 June 2005.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Reconciliation of impacts - AGAAP to AEIFRS

<table>
<thead>
<tr>
<th></th>
<th>30 June 2005</th>
<th>30 June 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>Reconciliation of Departmental Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Departmental Equity under AGAAP</td>
<td>1 189 564</td>
<td>949 751</td>
</tr>
<tr>
<td>Adjustments to accumulated results</td>
<td>(260)</td>
<td>236 894</td>
</tr>
<tr>
<td>Adjustments to other reserves</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Equity under AEIFRS</td>
<td>1 189 304</td>
<td>1 166 645</td>
</tr>
</tbody>
</table>

Reconciliation of Departmental Accumulated Results

<table>
<thead>
<tr>
<th></th>
<th>30 June 2005</th>
<th>30 June 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>Reconciliation of Departmental Accumulated Results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Departmental Accumulated Results under AGAAP</td>
<td>1 188 992</td>
<td>949 179</td>
</tr>
<tr>
<td>Adjustments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work in progress</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assets - Carrying Value</td>
<td>0</td>
<td>236 825</td>
</tr>
<tr>
<td>Assets Revaluation Reserves</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Borrowing cost expense</td>
<td>(101)</td>
<td>0</td>
</tr>
<tr>
<td>Depreciation</td>
<td>(218)</td>
<td>0</td>
</tr>
<tr>
<td>Employee expenses</td>
<td>59</td>
<td>69</td>
</tr>
<tr>
<td>Total Accumulated Results under AEIFRS</td>
<td>1 188 732</td>
<td>1 186 073</td>
</tr>
</tbody>
</table>

Reconciliation of Departmental Reserves

<table>
<thead>
<tr>
<th></th>
<th>30 June 2005</th>
<th>30 June 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>Reconciliation of Departmental Reserves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Departmental Reserves under AGAAP</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Adjustments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets Revaluation Reserves</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Reserves under AEIFRS</td>
<td>300</td>
<td>300</td>
</tr>
</tbody>
</table>

Reconciliation of Departmental Contributed Equity

<table>
<thead>
<tr>
<th></th>
<th>30 June 2005</th>
<th>30 June 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>Reconciliation of Departmental Contributed Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Departmental Contributed Equity under AGAAP</td>
<td>272</td>
<td>272</td>
</tr>
<tr>
<td>Total Contributed Equity under AEIFRS</td>
<td>272</td>
<td>272</td>
</tr>
</tbody>
</table>

Reconciliation of Net surplus/(deficit) from ordinary activities for year ending 30 June 2005

<table>
<thead>
<tr>
<th></th>
<th>30 June 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
</tr>
<tr>
<td>Reconciliation of Net surplus/(deficit) from ordinary activities</td>
<td>2 988</td>
</tr>
</tbody>
</table>

for year ending 30 June 2005

<table>
<thead>
<tr>
<th></th>
<th>30 June 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
</tr>
<tr>
<td>Total Departmental Reserves under AGAAP</td>
<td></td>
</tr>
<tr>
<td>Adjustments:</td>
<td></td>
</tr>
<tr>
<td>Depreciation and amortisation</td>
<td>(319)</td>
</tr>
<tr>
<td>Employee expenses</td>
<td>(10)</td>
</tr>
<tr>
<td>Net surplus / deficit from ordinary activities under AEIFRS</td>
<td>2 659</td>
</tr>
</tbody>
</table>

* 30 June 2005 total represents the accumulated impacts of AEIFRS from the date of transition.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 3 - Operating Revenues

Note 3A - Revenues from Government

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriations for outputs</td>
<td>65,621</td>
<td>64,986</td>
</tr>
<tr>
<td>Resources received free of charge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Revenue from acquisition of assets at no cost</td>
<td>3,795</td>
<td>18,232</td>
</tr>
<tr>
<td>- Australian National Audit Office</td>
<td>63</td>
<td>87</td>
</tr>
<tr>
<td><strong>Total revenues from government</strong></td>
<td><strong>69,679</strong></td>
<td><strong>83,305</strong></td>
</tr>
</tbody>
</table>

Note 3B - Goods and Services

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods</td>
<td>32</td>
<td>47</td>
</tr>
<tr>
<td>Services</td>
<td>1,832</td>
<td>1,386</td>
</tr>
<tr>
<td><strong>Total sales of goods and services</strong></td>
<td><strong>1,864</strong></td>
<td><strong>1,433</strong></td>
</tr>
</tbody>
</table>

Provision of goods to:

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related entities</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>External entities</td>
<td>32</td>
<td>47</td>
</tr>
<tr>
<td><strong>Total sales of goods</strong></td>
<td><strong>32</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

Rendering of services to:

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related entities</td>
<td>453</td>
<td>434</td>
</tr>
<tr>
<td>External entities</td>
<td>1,379</td>
<td>952</td>
</tr>
<tr>
<td><strong>Total rendering of services</strong></td>
<td><strong>1,832</strong></td>
<td><strong>1,386</strong></td>
</tr>
</tbody>
</table>

Cost of sales of goods

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31</td>
<td>48</td>
</tr>
</tbody>
</table>

Note 3C - Interest Revenue

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest on operational accounts</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total interest revenue</strong></td>
<td><strong>7</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Note 3D - Net Loss from Sales of Assets

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds from disposal</td>
<td>48</td>
<td>14</td>
</tr>
<tr>
<td>Net book value of assets disposed</td>
<td>(2,186)</td>
<td>(214)</td>
</tr>
<tr>
<td><strong>Total net loss from disposal of assets</strong></td>
<td><strong>(2,186)</strong></td>
<td><strong>(230)</strong></td>
</tr>
</tbody>
</table>

Note 3E - Fundamental Errors

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net revenue impact</td>
<td>0</td>
<td>170,785</td>
</tr>
<tr>
<td><strong>Total fundamental errors</strong></td>
<td><strong>0</strong></td>
<td><strong>170,785</strong></td>
</tr>
</tbody>
</table>

The audited financial statements for the Archives for the years ended 30 June 2001, 2002 and 2003, were subsequently found to contain fundamental errors pertaining to the collection and leasehold improvements.

The Archives received an independent valuation of its collection in June 2000 and this was recognised in the financial statements for the year ended 30 June 2001. Subsequent to this date, the Archives had not recognised the annual growth of the collection in its financial statements. All materials transferred to the Archives from Commonwealth Agencies during the 2000-01, 2001-02 and 2002-03 financial years, were at no cost to the Archives. During the year ended 30 June 2004, these transfers had been allocated at an average cost based on the previous collection items that were valued by the independent valuer. The effect of this transaction on the financial statements during the past three years was to understate revenue by $177,567,457, understate depreciation by $4,178,933, understate the written down value of the collection by $173,391,394 and understate the retained surpluses by $173,391,394.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

The second fundamental error resulted from an arrangement entered into between the Archives and Department of Defence in February 2001, whereby Defence took over a lease on a property in Dandenong, Victoria, which was previously leased by the Archives. The Archives incurred leasehold improvements during the lease which were transferred to Defence at no cost but were not written off in the records of the Archives. In addition, at 30 June 2002, these leasehold improvements were revalued. The effect of this transaction on the financial statements during the past three years was to understate the write-down of assets by $3,700,038, overstate deprecation by $1,073,683, overstate the written down value of infrastructure plant and equipment by $3,280,889, overstate asset revaluation reserve by $634,514 and overstate the retained surpluses by $2,626,355.

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>from Agency Bank Incentive Scheme</td>
<td>0</td>
<td>42</td>
</tr>
<tr>
<td>Special account revenues</td>
<td>210</td>
<td>166</td>
</tr>
<tr>
<td><strong>Total other revenues</strong></td>
<td>210</td>
<td>208</td>
</tr>
</tbody>
</table>

Note 4A - Other Revenues

Note 4B - Other Expenses

Special account expenses | 247 | 105 |

Note 5 - Operating Expenses

Note 5A - Employees Expenses

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and Salaries</td>
<td>23,841</td>
<td>18,940</td>
</tr>
<tr>
<td>Superannuation</td>
<td>4,393</td>
<td>3,801</td>
</tr>
<tr>
<td>Leave and other entitlements</td>
<td>3,979</td>
<td>3,342</td>
</tr>
<tr>
<td>Separation and redundancies</td>
<td>217</td>
<td>359</td>
</tr>
<tr>
<td>Other employee expenses</td>
<td>351</td>
<td>264</td>
</tr>
<tr>
<td><strong>Total employee benefits expense</strong></td>
<td>32,791</td>
<td>26,725</td>
</tr>
<tr>
<td>Worker compensation premiums</td>
<td>173</td>
<td>318</td>
</tr>
<tr>
<td><strong>Total employee expenses</strong></td>
<td>32,969</td>
<td>27,043</td>
</tr>
</tbody>
</table>

Note 5B - Suppliers Expenses

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods from related entities</td>
<td>0</td>
<td>69</td>
</tr>
<tr>
<td>Goods from external entities</td>
<td>2,339</td>
<td>6,769</td>
</tr>
<tr>
<td>Services from related entities</td>
<td>2,605</td>
<td>3,336</td>
</tr>
<tr>
<td>Services from external entities</td>
<td>6,799</td>
<td>7,493</td>
</tr>
<tr>
<td><strong>Total supplier expenses</strong></td>
<td>18,251</td>
<td>26,509</td>
</tr>
</tbody>
</table>

Note 5C - Depreciation and Amortisation

i) Depreciation

Collection, infrastructure, plant and equipment | 13,956 | 13,004 |

ii) Amortisation

Intangibles - Computer Software | 1,202 | 619 |
Finance leased assets | 0 | 442 |
**Total amortisation** | 1,202 | 1,061 |

**Total depreciation and amortisation** | 15,158 | 14,065 |
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Depreciation expenses are $958,000 higher than they would have been as a result of the revaluation of Collection

The aggregate amounts of depreciation and amortisation expensed during the reporting period for each class of depreciable asset are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Collection</td>
<td>4,763</td>
<td>4,051</td>
</tr>
<tr>
<td>Infrastructure, plant and equipment</td>
<td>9,193</td>
<td>9,395</td>
</tr>
<tr>
<td>Intangibles</td>
<td>1,202</td>
<td>619</td>
</tr>
<tr>
<td><strong>Total depreciation and amortisation</strong></td>
<td><strong>15,158</strong></td>
<td><strong>14,065</strong></td>
</tr>
</tbody>
</table>

No depreciation or amortisation was allocated to the carrying amounts of other assets.

Note 5D - Write Down of Assets

*Financial assets*

Bad and doubtful debts expense

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>189</td>
</tr>
</tbody>
</table>

Note 6 - Borrowing Cost Expenses

Leases

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
<td>62</td>
</tr>
</tbody>
</table>

Note 7 - Financial Assets

Note 7A - Cash

Cash on hand:

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Account</td>
<td>216</td>
<td>234</td>
</tr>
<tr>
<td>Departmental (other than special accounts)</td>
<td>1,065</td>
<td>1,498</td>
</tr>
<tr>
<td><strong>Total cash</strong></td>
<td><strong>1,281</strong></td>
<td><strong>1,732</strong></td>
</tr>
</tbody>
</table>

Note 7B - Receivables

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods and services</td>
<td>375</td>
<td>329</td>
</tr>
<tr>
<td>Less: provision for doubtful debts</td>
<td>(18)</td>
<td>(22)</td>
</tr>
<tr>
<td>Employee entitlement receivable from other agencies</td>
<td>358</td>
<td>307</td>
</tr>
<tr>
<td>GST receivable from the Australian Taxation Office</td>
<td>171</td>
<td>219</td>
</tr>
<tr>
<td>Appropriations receivable - undrawn</td>
<td>338</td>
<td>337</td>
</tr>
<tr>
<td>Other debtors</td>
<td>48,431</td>
<td>39,200</td>
</tr>
<tr>
<td><strong>Total receivables (net)</strong></td>
<td><strong>49,321</strong></td>
<td><strong>40,063</strong></td>
</tr>
</tbody>
</table>

Receivables is represented by:

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>49,232</td>
<td>40,009</td>
</tr>
<tr>
<td>Non-current</td>
<td>69</td>
<td>54</td>
</tr>
<tr>
<td><strong>Total receivables (net)</strong></td>
<td><strong>49,321</strong></td>
<td><strong>40,063</strong></td>
</tr>
</tbody>
</table>

Majority of receivables are with Commonwealth bodies. Credit terms are net 30 days (2004: 30 days).

The interest rate is 0% (2004: 0%)

Appropriations receivable undrawn are appropriations controlled by the Agency but held in the Official Public Account under the Government’s just-in-time drawdown arrangements.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Receivables (gross) are aged as follows:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>49,046</td>
<td>39,568</td>
</tr>
<tr>
<td>Overdue by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 30 days</td>
<td>77</td>
<td>426</td>
</tr>
<tr>
<td>30 to 60 days</td>
<td>113</td>
<td>3</td>
</tr>
<tr>
<td>61 to 90 days</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>More than 90 days</td>
<td>91</td>
<td>98</td>
</tr>
<tr>
<td>Total receivables (gross)</td>
<td>293</td>
<td>527</td>
</tr>
<tr>
<td>The provision for doubtful debts is aged as follows:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overdue by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 30 days</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>30 to 60 days</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>61 to 90 days</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>More than 90 days</td>
<td>18</td>
<td>22</td>
</tr>
<tr>
<td>Total provision for doubtful debts</td>
<td>18</td>
<td>22</td>
</tr>
</tbody>
</table>

Note 8A - Non-Financial Assets

Note 8A - Collection

Collection
- at cost | 3,794 | 212,643 |
  accumulated depreciation | (14)  | (858)   |
  Total Collection | 3,780 | -211,785 |

- at 2000-2002 valuation (deprival) | 0 | 696,263 |
- at fair value | 1,093,401 | 0 |
  accumulated depreciation | (4,749) | (53,473) |
  Total Collection | 1,088,652 | 644,790 |

Note 8B - Infrastructure, plant and equipment

Preservation equipment
- at cost | 711 | 453 |
  accumulated depreciation | (124) | (50) |
  Total preservation equipment | 587 | 403 |
- work in progress - at cost | 742 | 0 |
- at fair value | 843 | 897 |
  accumulated depreciation | (427) | (216) |
  Total preservation equipment | 416 | 681 |

Total preservation equipment | 1,745 | 1,084 |
### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td><strong>Leasehold Improvements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- at cost</td>
<td>3,162</td>
<td>2,162</td>
</tr>
<tr>
<td>accumulated depreciation</td>
<td>(495)</td>
<td>(100)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2,667</td>
<td>2,062</td>
</tr>
<tr>
<td>- work in progress - at cost</td>
<td>1,133</td>
<td>163</td>
</tr>
<tr>
<td>- at fair value</td>
<td>29,881</td>
<td>30,824</td>
</tr>
<tr>
<td>accumulated depreciation</td>
<td>(11,278)</td>
<td>(6,054)</td>
</tr>
<tr>
<td><strong>Total leasehold improvements</strong></td>
<td>18,603</td>
<td>24,770</td>
</tr>
<tr>
<td><strong>Total plant and equipment</strong></td>
<td>22,403</td>
<td>26,995</td>
</tr>
<tr>
<td><strong>Shelving</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- at cost</td>
<td>283</td>
<td>240</td>
</tr>
<tr>
<td>accumulated depreciation</td>
<td>(50)</td>
<td>(50)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>233</td>
<td>190</td>
</tr>
<tr>
<td>- at fair value</td>
<td>1,465</td>
<td>1,465</td>
</tr>
<tr>
<td>accumulated depreciation</td>
<td>(601)</td>
<td>(300)</td>
</tr>
<tr>
<td><strong>Total shelving</strong></td>
<td>864</td>
<td>1,165</td>
</tr>
<tr>
<td><strong>Total furniture and fittings</strong></td>
<td>1,097</td>
<td>1,355</td>
</tr>
<tr>
<td><strong>Office machines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- at cost</td>
<td>436</td>
<td>236</td>
</tr>
<tr>
<td>accumulated depreciation</td>
<td>(90)</td>
<td>(12)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>346</td>
<td>224</td>
</tr>
<tr>
<td>- at fair value</td>
<td>724</td>
<td>771</td>
</tr>
<tr>
<td>accumulated depreciation</td>
<td>(342)</td>
<td>(242)</td>
</tr>
<tr>
<td><strong>Total office machines</strong></td>
<td>382</td>
<td>529</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>728</td>
<td>753</td>
</tr>
</tbody>
</table>
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
</tbody>
</table>

**Computers**
- at cost
  accumulated depreciation
    (305) (82)
  555   635
- at fair value
  accumulated depreciation
    (1,576) (489)
  580   792
**Total computers**
  *Leased computers have been re-classified as Computers*
  1,135 1,427

**Exhibition equipment**
- at cost
  accumulated depreciation
    (262) (137)
  133   128
- work in progress - at cost
  440   130
- at fair value
  accumulated depreciation
    (181) (175)
  63    74
**Total exhibition equipment**
  636   332

**Leased computer equipment**
- at fair value
  accumulated depreciation
    0    903
  0    (443)
**Total leased assets**
  0    460

**Total Infrastructure, Plant and Equipment (non-current)**
  43,360 50,896

Computer equipment under finance lease is subject to revaluation. The carrying amount is included in the valuation figure above and is separately disclosed in Table C - Assets held under finance lease.

All formal revaluations are independent and are conducted in accordance with the revaluation policy stated at Note 1. In 2004-05, the formal revaluations were conducted by an independent valuer Australian Valuation Office.

Revaluation increment of $236,825,000 for Collection (2004: nil) was made to the accumulated results.
### TABLE A - Reconciliation of the opening and closing balances of collection, infrastructure and plant and equipment

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection</td>
<td>$910,907</td>
<td>154,332</td>
<td>965,275</td>
<td>49.34</td>
<td>0</td>
<td>1,097,194</td>
<td>1,057,194</td>
<td>4,762</td>
<td>43,860</td>
</tr>
<tr>
<td>Infrastructure, Plant &amp; Equipment</td>
<td>$69,254</td>
<td>3,794</td>
<td>53,460</td>
<td>0</td>
<td>0</td>
<td>63,690</td>
<td>25,499</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Infrastructure, Plant &amp; Equipment</td>
<td>971,161</td>
<td>4,343</td>
<td>988,735</td>
<td>0</td>
<td>0</td>
<td>907,471</td>
<td>1,082,693</td>
<td>(9,193)</td>
<td>(13,955)</td>
</tr>
</tbody>
</table>

**Note:** Analysis of Collection, infrastructure, and Plant and Equipment

**FINANCIAL STATEMENTS**
### TABLE B - Assets at valuation

<table>
<thead>
<tr>
<th>Item</th>
<th>Collection</th>
<th>Infrastructure, Plant &amp; Equipment</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>As at 30 June 2005</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross value</td>
<td>1 093 401</td>
<td>52 824</td>
<td>1 146 225</td>
</tr>
<tr>
<td>Accumulated depreciation/amortisation</td>
<td>( 4 749)</td>
<td>( 16 281)</td>
<td>( 21 030)</td>
</tr>
<tr>
<td><strong>Net book value</strong></td>
<td>1 088 652</td>
<td>36 543</td>
<td>1 125 195</td>
</tr>
<tr>
<td>As at 30 June 2004</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross value</td>
<td>698 263</td>
<td>55 882</td>
<td>754 145</td>
</tr>
<tr>
<td>Accumulated depreciation/amortisation</td>
<td>( 55 473)</td>
<td>( 9 046)</td>
<td>( 64 519)</td>
</tr>
<tr>
<td><strong>Net book value</strong></td>
<td>642 790</td>
<td>46 836</td>
<td>689 626</td>
</tr>
</tbody>
</table>

### TABLE C - Assets held under finance lease

<table>
<thead>
<tr>
<th>Item</th>
<th>Collection</th>
<th>Infrastructure, Plant &amp; Equipment</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>As at 30 June 2005</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross value</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Accumulated depreciation/amortisation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net book value</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>As at 30 June 2004</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross value</td>
<td>0</td>
<td>903</td>
<td>903</td>
</tr>
<tr>
<td>Accumulated depreciation/amortisation</td>
<td>0</td>
<td>( 443)</td>
<td>( 443)</td>
</tr>
<tr>
<td><strong>Net book value</strong></td>
<td>0</td>
<td>460</td>
<td>460</td>
</tr>
</tbody>
</table>

NB: All finance leases were revalued in 2003-04. Amounts shown are revalued amounts and are also included in Table B above.

### TABLE D - Assets under construction

<table>
<thead>
<tr>
<th>Item</th>
<th>Collection</th>
<th>Infrastructure, Plant &amp; Equipment</th>
<th>Computer software - Total intangibles</th>
<th>In-house developed intangibles</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Gross value at 30 June 2005</td>
<td>0</td>
<td>2 377</td>
<td>1 134</td>
<td>3 880</td>
<td>7 401</td>
</tr>
<tr>
<td>Gross value at 30 June 2004</td>
<td>0</td>
<td>283</td>
<td>0</td>
<td>1 217</td>
<td>1 510</td>
</tr>
</tbody>
</table>
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 8D - Intangibles Assets

Computer software
- Internally developed - in progress (non-current) 1,134 596
- Internally developed - in use (non-current) 8,127 8,127
    accumulated amortisation (2,281) (1,870)
Total internally developed computer software 6,980 6,853

Digitised collection
- Internally developed - in progress (non-current) 3,890 1,217
- Internally developed - in use (non-current) 1,261 549
    accumulated amortisation (235) 0
Total internally developed digitised collection 4,916 1,766

License software
- at cost 2,076 1,906
    Accumulated amortisation (1,411) (894)
Total license software 665 1,052

Total Intangibles
12,561 9,671

TABLE A - Reconciliation of the opening and closing balances of intangibles

<table>
<thead>
<tr>
<th>Item</th>
<th>Computer software</th>
<th>Digitised Collection</th>
<th>Total Intangibles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td><strong>As at 1 July 2004</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross book value</td>
<td>10,630</td>
<td>1,766</td>
<td>12,396</td>
</tr>
<tr>
<td>Accumulated depreciation/amortisation</td>
<td>(2,725)</td>
<td>0</td>
<td>(2,725)</td>
</tr>
<tr>
<td><strong>Net book value</strong></td>
<td>7,905</td>
<td>1,766</td>
<td>9,671</td>
</tr>
<tr>
<td>Additions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>by purchase</td>
<td>708</td>
<td>638</td>
<td>1,346</td>
</tr>
<tr>
<td>by acquired at no cost</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>from acquisition of operations</td>
<td>0</td>
<td>2,747</td>
<td>2,747</td>
</tr>
<tr>
<td>Depreciation/amortisation expense (968)</td>
<td></td>
<td>(235)</td>
<td>(1,203)</td>
</tr>
<tr>
<td>Recoverable amount write-down</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>As at 30 June 2005</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross book value</td>
<td>11,338</td>
<td>5,151</td>
<td>16,489</td>
</tr>
<tr>
<td>Accumulated depreciation/amortisation</td>
<td>(3,693)</td>
<td>(235)</td>
<td>(3,928)</td>
</tr>
<tr>
<td><strong>Net book value</strong></td>
<td>7,645</td>
<td>4,916</td>
<td>12,561</td>
</tr>
</tbody>
</table>
### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
</tr>
</tbody>
</table>

**Note 6E - Inventories**

<table>
<thead>
<tr>
<th>Description</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventories held for sale</td>
<td>223</td>
<td>196</td>
</tr>
<tr>
<td>Inventories not held for sale (cost)</td>
<td>30</td>
<td>48</td>
</tr>
<tr>
<td><strong>Total inventories</strong></td>
<td>253</td>
<td>244</td>
</tr>
</tbody>
</table>

All Archives' inventories are current assets.

**Note 6F - Other Non-Financial Asset**

<table>
<thead>
<tr>
<th>Description</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepayments</td>
<td>948</td>
<td>766</td>
</tr>
</tbody>
</table>

All other non-financial assets are current assets.

**Note 9 - Interest Bearing Liabilities**

**Note 9A - Leases**

Finance lease commitments:

<table>
<thead>
<tr>
<th>Description</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payable:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within one year</td>
<td>0</td>
<td>353</td>
</tr>
<tr>
<td>In one to five years</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>In more than five years</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Minimum lease payments</td>
<td>0</td>
<td>353</td>
</tr>
<tr>
<td>Deduct: future finance charges</td>
<td>0</td>
<td>(24)</td>
</tr>
<tr>
<td><strong>Net lease liability</strong></td>
<td>0</td>
<td>329</td>
</tr>
</tbody>
</table>

Lease liability is represented by:

<table>
<thead>
<tr>
<th>Description</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>0</td>
<td>329</td>
</tr>
<tr>
<td>Non-current</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net lease liability</strong></td>
<td>0</td>
<td>329</td>
</tr>
</tbody>
</table>

**Note 9B - Other Interest Bearing Liabilities**

<table>
<thead>
<tr>
<th>Description</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease incentives</td>
<td>23</td>
<td>77</td>
</tr>
</tbody>
</table>

Other interest bearing liabilities are represented by:

<table>
<thead>
<tr>
<th>Description</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>23</td>
<td>30</td>
</tr>
<tr>
<td>Non-current</td>
<td>0</td>
<td>47</td>
</tr>
<tr>
<td><strong>Total other interest bearing liabilities</strong></td>
<td>23</td>
<td>77</td>
</tr>
</tbody>
</table>

**Note 10 - Provisions**

**Note 10A - Employee Provisions**

<table>
<thead>
<tr>
<th>Description</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td>95</td>
<td>0</td>
</tr>
<tr>
<td>Leave</td>
<td>9 129</td>
<td>8 098</td>
</tr>
<tr>
<td>Superannuation</td>
<td>60</td>
<td>0</td>
</tr>
<tr>
<td><strong>Aggregate employee benefit liability and related on-costs</strong></td>
<td>9 284</td>
<td>8 098</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>6 933</td>
<td>6 520</td>
</tr>
<tr>
<td>Non-current</td>
<td>2 351</td>
<td>1 569</td>
</tr>
<tr>
<td><strong>Total provisions</strong></td>
<td>9 284</td>
<td>8 066</td>
</tr>
</tbody>
</table>
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

2005  2004
$'000  $'000

Note 11 - Payables

Note 11A - Suppliers Payable
Trade creditors  1 004  939
Accrued expenses  801  713
Total suppliers payables  1 805  1 652

Suppliers payables are represented by:
Current  1 805  1 652
Non-current  0  0
Total suppliers payables  1 805  1 652
Settlement is usually made net 30 days.

Note 12 - Cash Flow Reconciliation

Reconciliation of cash per Statement of Financial Position to Statement of Cash Flows
Cash at year end per Statement of Cash Flows  1 301  1 692
Statement of Financial Position items comprising above cash: 'Financial Asset - Cash'  1 301  1 692

Reconciliation of net surplus to net cash from operating activities:
Net surplus  2 988  187 547
Net loss on sale of assets  2 138  200
Bad debts expense  4  204
Provision for doubtful debts  ( 4)  ( 15)
Revenues from acquisition of assets at no cost  ( 3 795)  ( 18 232)
Fundamental errors  0  (170 765)
Depreciation / amortisation  15 158  14 065
(Increase) / decrease in receivables  ( 9 258)  (13 100)
(Increase) / decrease in inventories  ( 9)  192
(Increase) / decrease in prepayments  ( 182)  2 181
Increase / (decrease) in employee provisions  1 186  (31)
Increase / (decrease) in supplier payables  154  406
( 54)  (5)

Net cash from operating activities  8 326  2 647
## Notes to and forming part of the financial statements

### Note 13 - Equity

#### Note 13A - Analysis of Equity

<table>
<thead>
<tr>
<th>Item</th>
<th>Accumulated results</th>
<th>Asset Revaluation Reserves</th>
<th>Contributed Equity</th>
<th>Total Equity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening balance as at 1 July</td>
<td>949 179</td>
<td>746 272</td>
<td>300</td>
<td>935</td>
</tr>
<tr>
<td>Net surplus/deficit</td>
<td>2 988</td>
<td>137 547</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Net revaluation increment (decrement)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Fundamental error adjustment</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>(635)</td>
</tr>
<tr>
<td>Increase in retained surpluses on application of transitional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>provisions in accounting standard AASB 1041</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revaluation of Non-current Assets</td>
<td>236 825</td>
<td>16 360</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Transactions with owner:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distributions to owner:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return on Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividends</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returns of Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restructuring</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returns of contributed equity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions by owner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriations (equity injections)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restructuring</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers to (from) between reserves</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing balance as at 30 June</td>
<td>1 188 892</td>
<td>949 179</td>
<td>300</td>
<td>300</td>
</tr>
</tbody>
</table>
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 14 - Executive Remuneration

The number of executives who received or were due to receive total remuneration of $100,000 or more:

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>$120,000 to $129,999</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>$130,000 to $139,999</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>$150,000 to $159,999</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>$160,000 to $169,999</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>$170,000 to $179,999</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>$210,000 to $219,999</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>$220,000 to $229,999</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

The aggregate amount of total remuneration of executives shown above: $841,665 $632,852

The aggregate amount of separation and redundancy payments during the year to executives shown above: $0 $0

Note 15 - Remuneration of Auditors

Financial statement audit services are provided free of charge to the department.

The fair value of the services provided for the Archives was: $79,500 $57,000

PricewaterhouseCoopers has been contracted by the Australian National Audit Office to provide audit services on the ANAO’s behalf. Fees for these services are included above. In addition, PricewaterhouseCoopers has not been separately contracted by the National Archives and have earned no other fees.

No other services were provided by the Auditor-General during the reporting period.

Note 16 – Average Staffing Levels

Average staffing levels for the Archives during the year were: 447 421
### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

**Note 17 - Financial Instruments**

**Note 17A - Interest Rate Risk**

<table>
<thead>
<tr>
<th>Financial Instrument</th>
<th>Notes</th>
<th>Floating Interest Rate</th>
<th>Fixed Interest Rate Maturing In</th>
<th>Non-Interest Bearing</th>
<th>Total</th>
<th>Weighted Average Effective Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2005 $'000</td>
<td>2004 $'000</td>
<td>2005 $'000</td>
<td>2004 $'000</td>
<td>2005 $'000</td>
</tr>
<tr>
<td>Financial Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash at Bank</td>
<td>7A</td>
<td>1 296</td>
<td>1 687</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Receivables for goods and services (gross)</td>
<td>7B</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>1 296</td>
<td>1 687</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td>1 200 876</td>
<td>959 907</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial Liabilities**

<table>
<thead>
<tr>
<th>Financial Liabilities</th>
<th>Notes</th>
<th>2005 $'000</th>
<th>2004 $'000</th>
<th>2005 $'000</th>
<th>2004 $'000</th>
<th>2005 $'000</th>
<th>2004 $'000</th>
<th>2005 $'000</th>
<th>2004 $'000</th>
<th>%</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance lease liabilities</td>
<td>9A</td>
<td>329</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>329</td>
<td>n/a</td>
</tr>
<tr>
<td>Trade creditors</td>
<td>11A</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 805</td>
<td>1 652</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 805</td>
<td>1 652</td>
<td>1 805</td>
<td>1 652</td>
</tr>
</tbody>
</table>

**Total Liabilities**

|       |       | 11 112    | 10 156     |             |             |             |             |             |             |             |             |
### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

#### Note 17 - Financial Instruments (cont.)

#### Note 17B - Net Fair Values of Financial Assets and Liabilities

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th></th>
<th>2004</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Aggregate</td>
<td>Total</td>
<td>Aggregate</td>
</tr>
<tr>
<td></td>
<td>carrying</td>
<td>net fair</td>
<td>carrying</td>
<td>net fair</td>
</tr>
<tr>
<td>Notes</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>Departmental</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash at bank</td>
<td>7A</td>
<td>1,301</td>
<td>1,301</td>
<td>1,692</td>
</tr>
<tr>
<td>Receivables for goods and services (net)</td>
<td>7B</td>
<td>552</td>
<td>552</td>
<td>526</td>
</tr>
<tr>
<td>GST receivable from Australian Taxation Office</td>
<td>7B</td>
<td>338</td>
<td>338</td>
<td>337</td>
</tr>
<tr>
<td>Appropriations receivable</td>
<td>7B</td>
<td>48,431</td>
<td>48,431</td>
<td>39,200</td>
</tr>
<tr>
<td><strong>Total Financial Assets</strong></td>
<td><strong>50,622</strong></td>
<td><strong>50,622</strong></td>
<td><strong>41,755</strong></td>
<td><strong>41,755</strong></td>
</tr>
<tr>
<td>Financial Liabilities (Recognised)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance lease liabilities</td>
<td>5A</td>
<td>0</td>
<td>0</td>
<td>329</td>
</tr>
<tr>
<td>Trade creditors</td>
<td>5A</td>
<td>1,805</td>
<td>1,805</td>
<td>1,652</td>
</tr>
<tr>
<td><strong>Total Financial Liabilities (Recognised)</strong></td>
<td><strong>1,805</strong></td>
<td><strong>1,805</strong></td>
<td><strong>1,981</strong></td>
<td><strong>1,981</strong></td>
</tr>
</tbody>
</table>

The net fair values of cash and non-interest-bearing monetary financial assets approximate their carrying amounts.

The net fair values for the finance leases are based on discounted cash flows using current interest rates for liabilities with similar risk profiles.

The net fair values for trade creditors are approximated by their carrying amounts.

#### Note 17C - Credit Risk Exposures

The Archives' maximum exposure to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Statement of Financial Performance.

The Archives has no significant exposures to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.
### Note 18 - Appropriations

**Note 18A - Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund (CRF) for Ordinary Annual Services Appropriations**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Departmental Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year ended 30 June 2005</td>
<td>$</td>
</tr>
<tr>
<td>Balance carried from previous year</td>
<td>41,229,000</td>
</tr>
<tr>
<td>Reductions of appropriations (prior years)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Adjusted Balance carried for previous period</strong></td>
<td>41,229,000</td>
</tr>
<tr>
<td>Appropriation Act (No.1) 2004-2005</td>
<td>66,298,000</td>
</tr>
<tr>
<td>Appropriation Act (No.3) 2004-2005</td>
<td>523,000</td>
</tr>
<tr>
<td>Recoveries from Appropriation Act (No.13)</td>
<td>0</td>
</tr>
<tr>
<td>Advance to the Finance Minister</td>
<td>0</td>
</tr>
<tr>
<td>Adjustments to appropriations on change of entity function (FMAA s32)</td>
<td>0</td>
</tr>
<tr>
<td>Refunds credited (FMAA s30)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-total 2004-05 Annual Appropriation</strong></td>
<td>107,050,000</td>
</tr>
<tr>
<td>Appropriations to take account of recoverable GST (FMAA s30A)</td>
<td>2,746,000</td>
</tr>
<tr>
<td>Annotations to 'net appropriations' (FMAA s31)</td>
<td>2,245,000</td>
</tr>
<tr>
<td><strong>Total Appropriations available for payments</strong></td>
<td>112,941,000</td>
</tr>
<tr>
<td>Cash payments made during the year (GST inclusive)</td>
<td>(61,971,000)</td>
</tr>
<tr>
<td>Appropriations credited to Special Accounts (excluding GST)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Balance of Authority to Draw Cash from the CRF for Ordinary Annual Services Appropriations</strong></td>
<td>50,070,000</td>
</tr>
</tbody>
</table>

**Represented by:**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Departmental Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash at bank and on hand</td>
<td>1,301,000</td>
</tr>
<tr>
<td>Receivables - Departmental appropriations</td>
<td>48,431,000</td>
</tr>
<tr>
<td>Receivables - GST receivable from the ATO</td>
<td>338,000</td>
</tr>
<tr>
<td>Receivables - Departmental appropriations - drawing rights withheld by the Finance Minister (FMAA s27(4))</td>
<td>0</td>
</tr>
<tr>
<td>Formal reductions of appropriations</td>
<td>0</td>
</tr>
<tr>
<td>Receivables - Departmental appropriations (appropriation for additional outputs)</td>
<td>0</td>
</tr>
<tr>
<td>Payable - GST payable</td>
<td>0</td>
</tr>
<tr>
<td>Undrawn, unexpired administered appropriations</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>50,070,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Departmental Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year ended 30 June 2004 (comparative period)</td>
<td>$</td>
</tr>
<tr>
<td>Balance carried from previous year</td>
<td>32,558,000</td>
</tr>
<tr>
<td>Appropriation Act (No.1) 2003-2004</td>
<td>64,342,000</td>
</tr>
<tr>
<td>Appropriation Act (No.3) 2003-2004</td>
<td>644,000</td>
</tr>
<tr>
<td>Departmental adjustments by the Finance Minister ( Appropriation Acts)</td>
<td>0</td>
</tr>
<tr>
<td>Advance to the Finance Minister</td>
<td>0</td>
</tr>
<tr>
<td>Refunds credited (FMAA s30)</td>
<td>0</td>
</tr>
<tr>
<td>Appropriations to take account of recoverable GST (FMAA s30A)</td>
<td>2,742,000</td>
</tr>
<tr>
<td>Annotations to 'net appropriations' (FMAA s31)</td>
<td>1,749,000</td>
</tr>
<tr>
<td>Other cash adjustments (please describe)</td>
<td>0</td>
</tr>
<tr>
<td>Adjustment of appropriations on change of entity function (FMAA s32)</td>
<td>0</td>
</tr>
<tr>
<td>Appropriation lapsed</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total appropriations available for payments</strong></td>
<td>102,035,000</td>
</tr>
<tr>
<td>Payments made during the year (GST inclusive)</td>
<td>(69,906,000)</td>
</tr>
<tr>
<td>Appropriations credited to Special Accounts</td>
<td>0</td>
</tr>
<tr>
<td><strong>Balance carried to next period</strong></td>
<td>41,229,000</td>
</tr>
</tbody>
</table>
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 18B - Acquisition of Authority to Draw Cash from the Consolidated Revenue Fund (CRF) for Other than Ordinary Annual Services Appropriations

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Non-operating</th>
<th>Previous years' outputs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year ended 30 June 2005</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance carried from previous year</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reduction of appropriations (prior years)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjusted balance carried from previous period</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appropriation Act (No.2) 2004-2005</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appropriation Act (No.4) 2004-2005</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Departmental Adjustments and Borrowings</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Advance to the Finance Minister</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjustment of appropriations on change of entity function (FMIAA s32)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Refunds credited (net) (FMIAA s30)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appropriation reduced by a section 11 determination (current year)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sub-total 2004-05 Annual Appropriation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appropriations to take account of receivable GST (FMIAA s30 A)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total appropriation available for payments</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cash payments made during the year (GST inclusive)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appropriations credited to Special Accounts (GST exclusive)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Balance of Authority to Draw Cash from the CRF for Other than Ordinary Annual Services Appropriations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Represented by:**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Non-operating</th>
<th>Previous years' outputs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash at bank and on hand</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Departmental appropriation receivable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GST receivable from the ATO</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Departmental appropriation receivable-Drawing rights withheld by the Finance Minister (FMIAA s27(4))</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Formal reductions of appropriation revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Departmental appropriation receivable (appropriation for additional outputs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Undrawn, unexpired, administered appropriations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Year ended 30 June 2004 (Comparative Period)**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Non-operating</th>
<th>Previous years' outputs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance carried from previous year</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appropriation Act (No.2) 2003-2004</td>
<td>0</td>
<td>1 604 000</td>
<td>1 604 000</td>
</tr>
<tr>
<td>Appropriation Act (No.4) 2003-2004</td>
<td>36 000</td>
<td>646 000</td>
<td>682 000</td>
</tr>
<tr>
<td>Adjustments by the Finance Minister</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Advance to the Finance Minister</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Refunds credited (FMIAA s30)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appropriations to take account of receivable GST (FMIAA s30 A)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Annotations to &quot;net appropriations&quot; (FMIAA s31)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other cash adjustments</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjustment of appropriations on change of entity function (FMIAA s32)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appropriation lapsed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total appropriation available for payments</strong></td>
<td>36 000</td>
<td>2 250 000</td>
<td>2 286 000</td>
</tr>
<tr>
<td>Cash payments made during the year (GST inclusive)</td>
<td>(36 000)</td>
<td>(2 250 000)</td>
<td>(2 286 000)</td>
</tr>
<tr>
<td>Appropriations credited to Special Accounts</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Balance carried to next year</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 19 - Special Account - Other trust monies

Note 19A - Australian Archives Projects, and Sponsored Activities

<table>
<thead>
<tr>
<th>Account Name</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Archives Projects and Sponsored Activities Account (Departmental)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Authority: Financial Management and Accountability Act 1997, s20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose: for the receipt of all monies and payment of all expenditure related to the Archives’ special projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance carried from previous year</td>
<td>238,479</td>
<td>172,211</td>
</tr>
<tr>
<td>Appropriation for reporting period</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Costs recovered</td>
<td>156,922</td>
<td>165,813</td>
</tr>
<tr>
<td>GST credits (FMA s30A)</td>
<td>14,688</td>
<td>4,926</td>
</tr>
<tr>
<td>Other receipts</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Available for payments</td>
<td>410,089</td>
<td>342,850</td>
</tr>
<tr>
<td>Payments made to suppliers</td>
<td>(194,012)</td>
<td>(104,471)</td>
</tr>
<tr>
<td>Balance carried to next year</td>
<td>216,077</td>
<td>238,479</td>
</tr>
</tbody>
</table>

Represented by:
Cash - transferred to the Official Public Account                                                                                                                                                                                                                           | 216,077 | 239,479 |
Cash - held by the entity                                                                                                                                                                                                                                                                                                               | 0       | 0       |
Total                                                                                                                                                                                                                                                                                                                                | 216,077 | 238,479 |

Note 19B - Comcare account

<table>
<thead>
<tr>
<th>Account Name</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comcare account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Authority: Financial Management and Accountability Act 1997, s20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose: This account holds monies advanced to Archives by COMCARE for the purpose of distributing compensation payments made in accordance with the Safety Rehabilitation and Compensation Act 1988.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance carried from previous year</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appropriation for reporting period</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Costs recovered from non-government sector</td>
<td>52,828</td>
<td>8,285</td>
</tr>
<tr>
<td>Other receipts - Industry contributions</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GST credits (FMA s30A)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Available for payments</td>
<td>52,828</td>
<td>8,285</td>
</tr>
<tr>
<td>Payments made to employees</td>
<td>(52,828)</td>
<td>(8,285)</td>
</tr>
<tr>
<td>Balance carried to next year</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Represented by:
Cash on call held in the bank                                                                                                                                                                                                                                             | 0    | 0    |
Total                                                                                                                                                                                                                                                                   | 0    | 0    |

Note 20 - Specific Payment Disclosures

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>No payments were made under the 'Defective Administration Scheme' during the reporting period.(2004: No payments made)</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>No payments were made under s73 of the Public Service Act 1999 during the reporting period.(2004: No payments made)</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 21 - Reporting of Outcomes

Archives uses an Activity Based Costing System to determine the attribution of its shared items. The basis of attribution in the table below is consistent used for the 2004-05 Budget.

Note 21A - Net Cost of Outcome Delivery

<table>
<thead>
<tr>
<th></th>
<th>Outcome 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2005</td>
<td>2004</td>
</tr>
<tr>
<td>Departmental expenses</td>
<td>$68 820</td>
<td>$68 187</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td><strong>$68 820</strong></td>
<td><strong>$68 187</strong></td>
</tr>
<tr>
<td>Cost recovered from provision of goods and services to the non-government sector</td>
<td>Departmental</td>
<td>1 411</td>
</tr>
<tr>
<td><strong>Total cost recovered</strong></td>
<td>1 411</td>
<td>999</td>
</tr>
<tr>
<td>Other external revenues</td>
<td>Departmental</td>
<td>7</td>
</tr>
<tr>
<td>Interest on cash deposits</td>
<td>48</td>
<td>14</td>
</tr>
<tr>
<td>Revenue from disposal of assets</td>
<td>453</td>
<td>434</td>
</tr>
<tr>
<td>Goods and services revenue from related entities</td>
<td>Other</td>
<td>210</td>
</tr>
<tr>
<td><strong>Total Departmental</strong></td>
<td><strong>718</strong></td>
<td><strong>665</strong></td>
</tr>
<tr>
<td>Total other external revenues</td>
<td>718</td>
<td>665</td>
</tr>
<tr>
<td><strong>Net cost (contribution) of outcome</strong></td>
<td>66 691</td>
<td>66 523</td>
</tr>
</tbody>
</table>

Outcome 1 is described in Note 1.2. Net costs shown include intra-government costs that are eliminated in calculating the actual Budget outcome. Refer to Outcome 1 Resourcing Table of this Annual Report.
## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 21B - Major Classes of Departmental Revenues and Expenses by Output Groups

<table>
<thead>
<tr>
<th></th>
<th>Outcome 1</th>
<th>Output Group 1</th>
<th>Output Group 2</th>
<th>Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2005</td>
<td>2004</td>
<td>2005</td>
<td>2004</td>
<td></td>
</tr>
<tr>
<td></td>
<td><code>$000</code></td>
<td><code>$000</code></td>
<td><code>$000</code></td>
<td><code>$000</code></td>
<td></td>
</tr>
<tr>
<td><strong>Departmental expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees</td>
<td>13 188</td>
<td>14 603</td>
<td>19 781</td>
<td>12 440</td>
<td>32 969</td>
</tr>
<tr>
<td>Suppliers</td>
<td>7 300</td>
<td>14 315</td>
<td>10 951</td>
<td>12 194</td>
<td>18 251</td>
</tr>
<tr>
<td>Depreciation and amortisation</td>
<td>6 083</td>
<td>7 595</td>
<td>9 095</td>
<td>6 470</td>
<td>15 158</td>
</tr>
<tr>
<td>Other expenses</td>
<td>977</td>
<td>308</td>
<td>1 465</td>
<td>262</td>
<td>2 442</td>
</tr>
<tr>
<td><strong>Total Departmental expenses</strong></td>
<td>27 528</td>
<td>36 821</td>
<td>41 292</td>
<td>31 366</td>
<td>68 820</td>
</tr>
<tr>
<td><strong>Funded by:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues from government</td>
<td>27 872</td>
<td>44 985</td>
<td>41 807</td>
<td>38 320</td>
<td>69 679</td>
</tr>
<tr>
<td>Sale of goods and services</td>
<td>746</td>
<td>774</td>
<td>1 118</td>
<td>659</td>
<td>1 864</td>
</tr>
<tr>
<td>Other non-taxation revenues</td>
<td>106</td>
<td>92 336</td>
<td>159</td>
<td>76 658</td>
<td>265</td>
</tr>
<tr>
<td><strong>Total operating revenues</strong></td>
<td>28 724</td>
<td>138 097</td>
<td>43 084</td>
<td>117 637</td>
<td>255 734</td>
</tr>
</tbody>
</table>

Outcome 1 is described in Note 1.2. Net costs shown include intra-government costs that are eliminated in calculating the actual Budget outcome.
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
APPENDIX A | 91 |
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
Jean Forminas
Kerrie Gray
Pat Gray
Robyn Heggan
Rhonda Kerr
Jo Lilienthal
Lesley McCann
Robyn Middleton
Pauline Neville
Peter Procter
Ruth Rodgers
Tina Russell
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

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:

  
  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

Film Australia

- Historical motion picture film out-takes 1896–1967 (10.92 m) 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

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

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

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

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

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

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

Australian Federal Police, Eastern Division (New South Wales), Sydney office
World War II security investigation dossiers, 1940–45 (100 m) C123

Melbourne

Department of Immigration and Multicultural and Indigenous Affairs, Victoria State Office
Alien registration documents, 1948–71 (73 m) MP1492/2

Hobart

Department of Transport and Regional Services, Central Office
Civil engineering drawings of Tasmanian railways and works, 1860–1946 (1618 m) P1330
Adelaide
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
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
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 |
| Archives of Australia | www.archivenet.gov.au |
| Australia’s Prime Ministers | www.primeministers.naa.gov.au |
| Documenting a Democracy | www.foundingdocs.gov.au |
| National Archives eShop | shop.naa.gov.au |
| Our History | ourhistory.naa.gov.au |
| Vroom | vrroom.naa.gov.au |
| Whitlam research portal | whitlam.naa.gov.au |
# Appendix E

## Exhibitions program

<table>
<thead>
<tr>
<th>Treasures and Federation Galleries</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 July 2004 – 30 June 2005</td>
</tr>
</tbody>
</table>

## Exhibition Gallery

<table>
<thead>
<tr>
<th>National Aboriginal and Torres Strait Islander Art Award</th>
<th>21 April – 23 July 2004</th>
<th>7340*</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Policeman’s Eye: Paul Foelsche’s Photography and Ethnography</td>
<td>19 November 2004 – 6 February 2005</td>
<td>6334</td>
</tr>
<tr>
<td>Just Add Water: Schemes and Dreams for a Sunburnt Country</td>
<td>22 March – 31 July 2005</td>
<td>4441*</td>
</tr>
</tbody>
</table>

## Touring exhibitions

<table>
<thead>
<tr>
<th>It’s a Dog’s Life! Animals in the Public Service</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Museum of the Riverina, Wagga Wagga, NSW</td>
<td>29 November 2004 – 6 March 2005</td>
</tr>
<tr>
<td>Australian Museum Sydney, NSW</td>
<td>18 April – 27 July 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wine! An Australian Social History</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campbelltown City Bicentennial Art Gallery, NSW</td>
<td>4 June – 31 July 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unexpected Archives: Introduced by Robyn Archer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Coast Arts Centre, Qld</td>
<td>30 June – 26 July 2004</td>
</tr>
<tr>
<td>Empire Theatre, Toowoomba, Qld</td>
<td>29 July – 29 August 2004</td>
</tr>
<tr>
<td>Queensland Performing Arts Centre, Qld</td>
<td>1 September – 3 October 2004</td>
</tr>
<tr>
<td>Illawarra Performing Arts Centre, NSW</td>
<td>9 October – 14 November 2004</td>
</tr>
<tr>
<td>Albury Regional Museum, NSW</td>
<td>17 November – 9 December 2004</td>
</tr>
<tr>
<td>Mildura Arts Centre, Vic</td>
<td>14 December 2004 – 30 January 2005</td>
</tr>
<tr>
<td>Griffith Regional Theatre, NSW</td>
<td>2 February – 6 March 2005</td>
</tr>
<tr>
<td>Wagga Wagga Library, NSW</td>
<td>9 March – 10 April 2005</td>
</tr>
<tr>
<td>Bathurst Memorial Theatre, NSW</td>
<td>13 April – 15 May 2005</td>
</tr>
<tr>
<td>Shepparton Performing Arts Centre, Vic</td>
<td>18 May – 12 June 2005</td>
</tr>
<tr>
<td>The Capital, Bendigo, Vic</td>
<td>16 June – 17 July 2005</td>
</tr>
</tbody>
</table>
### Touring exhibitions (continued)

*Beacons by the Sea: Stories of Australian Lighthouses*

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port Pirie Regional Art Gallery, SA</td>
<td>5 June – 1 August 2004</td>
<td>2347*</td>
</tr>
<tr>
<td>Queen Victoria Museum &amp; Art Gallery, Tas</td>
<td>25 September – 28 November 2004</td>
<td>4690</td>
</tr>
<tr>
<td>Burnie Regional Art Gallery, Tas</td>
<td>10 December 2004 – 30 January 2005</td>
<td>2155</td>
</tr>
<tr>
<td>Cape Byron Lightstation, NSW</td>
<td>12 February – 25 April 2005</td>
<td>38 557</td>
</tr>
<tr>
<td>Eden Killer Whale Museum, NSW</td>
<td>7 May – 26 June 2005</td>
<td>3487</td>
</tr>
</tbody>
</table>

* Figures relate to visitor numbers within 2004–05 financial year, though exhibition dates may overlap with other financial years.

| Total visitors to NAA touring exhibitions | 213 958 |
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
- Ian Batterham
- Esther Carey
- Adrian Cunningham
- Paul Ferridge
- Duncan Jamieson
- Emma Jolley
- Sonya Sherman
- Karen Skelton

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

**Records Management Association of Australia**
- Ross Latham
- Mairi Popplewell
- Alan Ralph
- Geoff Smith

**Australian Institute for the Conservation of Cultural Material**
- Ian Batterham
- Carey Garvie
- Sallyanne Gilchrist
- 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 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, 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

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

<table>
<thead>
<tr>
<th>Consultant name</th>
<th>Description</th>
<th>Contract price</th>
<th>Selection process (1)</th>
<th>Justification (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance FM Pty Ltd</td>
<td>Building Condition Indexes for sites</td>
<td>$20 900</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>Cultural Partners Australia</td>
<td>Assess potential demand for the <em>Making Australia Home</em> kit</td>
<td>$10 070</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>Environmetrics Pty Ltd</td>
<td>Manage an omnibus survey and provide a detailed report against findings</td>
<td>$15 500</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Exhibition Services</td>
<td>Design and project management for the exhibition <em>Just Add Water: Schemes and Dreams for a Sunburnt Country</em></td>
<td>$300 000</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Freeman Ryan</td>
<td>Design of Treasures Gallery refurbishment</td>
<td>$20 000</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Freeman Ryan</td>
<td>Production of Treasures/Entrance Gallery report including furniture design, curatorial and architectural work.</td>
<td>$55 000</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Company</td>
<td>Description</td>
<td>Cost</td>
<td>Column 1</td>
<td>Column 2</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Ganley Pope &amp; Johnson</td>
<td>Design and project management works for fitout to premises at Melville Street, Hobart</td>
<td>$15,290</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Jones Lang Lasalle</td>
<td>Undertake a review of the condition of the Chester Hill repository building</td>
<td>$24,832</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Multimatch Australia Pty Ltd</td>
<td>Review of digitisation workflows and recommendations for redesign</td>
<td>$17,600</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Nectarine</td>
<td>Design and programming of an interactive game about state water management for the exhibition <em>Just Add Water</em></td>
<td>$40,000</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Nectarine</td>
<td>Design and programming of the central 'Dreams and schemes' interactive game for the exhibition <em>Just Add Water</em></td>
<td>$25,740</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Project Techniques</td>
<td>Architectural design on installation of air lock in Film Vault Chester Hill, NSW</td>
<td>$20,200</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>Project Techniques</td>
<td>Architectural design on refurbishment of Preservation/ RHU area Chester Hill, NSW</td>
<td>$10,400</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>Quality Management Solutions</td>
<td>People management consultancy</td>
<td>$22,638</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>Results Consulting</td>
<td>Review of organisational structures and performance information</td>
<td>$22,000</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>Stuartfield House Consulting Group P/L</td>
<td>Review of reference service</td>
<td>$10,000</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>Solved at McConchie Pty Ltd</td>
<td>Provide consultancy services for the Recordkeeping Capability Framework project</td>
<td>$88,750</td>
<td>A</td>
<td>B</td>
</tr>
</tbody>
</table>
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

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

The National Archives of Australia Advisory Council is established under subsection 10(1) of the Archives Act 1983.

The principal function of the Council is to provide advice to the Minister and the Director-General on matters that relate to the functions of the Archives.

The Minister or the Director-General may refer matters relating to the functions of the Archives to the Council for advice, or the Council may furnish advice to the Minister or the Director-General.

Advisory Council membership

Composition

The Archives Act 1983 provides for a Council consisting of:

- a Senator chosen by the Senate;
- a member of the House of Representatives chosen by the House of Representatives; and
- eleven other members appointed by the Minister for the Arts and Sport.

Membership during the year

Mr Paul Santamaria, SC (Chairman)
Ms Barbara Belcher
Professor Graeme Davison
Senator the Hon. John Faulkner
Mr Peter Grant
Mr Ian Hancock
Summary of activities
The Council met on four occasions this year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 September 2004</td>
<td>Canberra</td>
</tr>
<tr>
<td>26 November 2004</td>
<td>Canberra</td>
</tr>
<tr>
<td>25 February 2005</td>
<td>Canberra</td>
</tr>
<tr>
<td>27 May 2005</td>
<td>Canberra</td>
</tr>
</tbody>
</table>

Statements required under the Act
The Archives Act requires the Minister and the Archives to place before the Council certain materials that specifically relate to disposal practices and special access matters.

National Archives’ records disposal practices
Under subsection 25(1) of the Archives Act, the Archives is required to inform the Advisory Council of disposal practices followed by the Archives or approved for other agencies. The Council received a briefing on the Archives’ macro-appraisal project on 27 May 2005.

Special access to official records
Under subsection 56(2) of the Archives Act, access may be granted to official records under the 30-year age threshold. Application is made directly to agencies responsible for controlling the relevant records. Deciding whether to grant access is the responsibility of the agency. Special arrangements have been in place since 1988 to assist agencies in this decision-making.

At each Council meeting, members noted reports prepared by the Archives on requests for, and decisions relating to, access requested under section 56(2) of the Act.

Five applications for access to records under section 56(2) of the Archives Act were received.
in the reporting period. Of these, four were granted access by the agencies concerned and one was refused. One request received before the reporting period was approved, and two requests received before the reporting period are pending a decision by the agencies concerned.

**Particular issues**

In addition to regular statements provided in accordance with the Archives Act, the Council is provided with regular reports by the Archives on its activities in managing archival records and its role in ensuring the preservation of essential current records of the Government. Specific areas of focus for the Council during the year are discussed below.

**The cultural sector**

To learn about the Archives’ environment and business, the Advisory Council arranged for guest speakers to attend Council meetings. Speakers included recipients of Archives’ research awards and representatives from other cultural institutions. Guest speakers during the year were:

- Ms Kate Cowie, General Manager, Old Parliament House;
- Mr Bill Bleathman, Director of the Tasmanian Museum and Art Gallery and Chair of Visions of Australia;
- Mr Frank Moorhouse, the 2004 recipient of the National Archives Fredrick Watson Fellowship; and
- Dr Christina Twomey, one of two recipients of the National Archives Margaret George Award in 2004.

The Advisory Council also extended hospitality to staff of the National Portrait Gallery, Manning Clarke House Inc., and the National Library of Australia.

**Public events**

Council members involved themselves in the Archives’ activities through their attendance at State consultative forums. Specifically:

- Mr Paul Santamaria, SC attended a Melbourne consultative forum.
- Dr Jane Wilson attended two Brisbane consultative forums.
- Ms Nina Riemer attended a Sydney consultative forum.
- The Hon. Mr Alex Somlyay MP attended a Brisbane consultative forum.

The Council was represented at a number of exhibition openings throughout the country.

The Council attended a tour of *The Petrov Affair* exhibition at Old Parliament House, to which the Archives contributed material.

**Promotion of the National Archives**

The Council took a keen interest in the promotion of the Archives, particularly in regional and remote areas.

The Council was very interested in *Vroom*, the Archives’ virtual reading room allowing teachers and students to easily access and use records relevant to their curriculum and interests. *Vroom* offers pre-packaged resources for use in the classroom, as well as an online experience in archival research. The Council commended the Archives for its ability to reach into the classroom through *Vroom*, and for other programs written especially for the assistance of teachers.

The Council paid particular attention to the Archives’ exhibition program and events as a means of promoting the Archives. The Council received regular updates of activities including the ‘Find of the Month’ and travelling exhibitions.

**Storage**

The Council monitored the refurbishments and reconfigurations undertaken by the
Archives to best use its increasingly limited storage capacity. The Minister informed the Council that the Archives would share, as an interim measure, storage space within the new National Library of Australia facility. The Council notes the importance of a long-term solution to the storage needs of the Archives.

Archives logo
In early 2005, the Archives received permission from the Government to adopt a co-branding approach to the use of the logo and Commonwealth Coat of Arms. The Council was very pleased with this outcome.

Advisory Council subcommittees
Publications Subcommittee
In November 2001, the Council established a Publications Subcommittee to consider the Archives’ publications program. The subcommittee oversaw a review of the publications program that was completed in November 2004. The review made a number of recommendations, including the creation of an external group to advise the Archives’ publishing program. The membership of the advisory group includes a Council member. In light of the new advisory group, the Council agreed that the Publications Subcommittee would no longer meet. The members of the subcommittee were Ms Nina Riemer, Professor Graeme Davison and Mr Tony Rutherford.

Department of Veterans’ Affairs Subcommittee
The Department of Veterans’ Affairs Subcommittee was formed in May 2003 to identify and advise on the key issues relating to Veteran Affairs case files. The subcommittee has been consulting with the Archives to consider the ongoing storage requirements and treatment of these records. Members of the subcommittee were Mr Peter Grant, Professor Graeme Davison and Dr Jane Wilson.

Financial information and secretariat services
Funds for the operation of the Council are provided from funds allocated to the Archives. Major expenditure items consist of members’ remuneration (a per diem fee) and travel allowances and fares to attend Council and subcommittee meetings.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remuneration</td>
<td>$13,440</td>
</tr>
<tr>
<td>Travelling allowance</td>
<td>$4,994</td>
</tr>
<tr>
<td>Fares</td>
<td>$36,797</td>
</tr>
<tr>
<td>Other travel expenses</td>
<td>$84</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$55,315</strong></td>
</tr>
</tbody>
</table>

In addition to direct financial support, the Archives provides secretariat and administrative services to the Council from its budget.

Freedom of Information section 8 statement
Section 8 of the Freedom of Information Act 1982 (the FOI Act) requires each agency to publish detailed information about the way it is organised, its powers, the kinds of decisions it makes, the documents it holds, the ways 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 establishment and major functions of the Advisory Council. This statement supplements that general information to meet the requirements of section 8 of the FOI Act. It is correct as at 30 June 2005.
Organisation
Secretariat and administrative support for the Council is provided by the National Archives of Australia. The Executive Officer is an officer employed by the National Archives.

The Advisory Council usually meets four times each year. Members serve for terms not exceeding three years and may serve an additional term.

Functions
The functions of the Advisory Council are defined under section 11 of the Archives Act 1983, as follows:

1) The Council shall furnish advice to the Minister and the Director-General with respect to matters to which the functions of the Archives relate.

2) The Minister or the Director-General may refer any matter of the kind referred to in subsection (1) to the Council for advice and the Council may, if it thinks fit, consider and advise the Minister or the Director-General on a matter of that kind of its own motion.

Powers
As an advisory body, the National Archives of Australia Advisory Council has no decision-making or other powers directly affecting members of the public.

Categories of documents
The National Archives of Australia Advisory Council does not hold any documents that are open to the public either on payment of a fee or customarily available free of charge. The Council’s Secretariat maintains files that contain:

- documents relating to the administration of the Council;
- papers discussed at Council meetings; and
- correspondence relating to the activities of the Council.


Freedom of Information procedures and initial contact points
All inquiries concerning access to documents under the Freedom of Information Act 1982 may be directed during normal business hours to:

Executive Officer
National Archives of Australia
Advisory Council
c/- National Archives of Australia
Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425,
Canberra Business Centre
ACT 2610
Tel (02) 6212 3643
Fax (02) 6212 3931
Email execoff@naa.gov.au

The Executive Officer may also be contacted regarding inquiries or comments relating to the National Archives of Australia Advisory Council Annual Report.

Facilities for access
Facilities for access to documents are provided at the office of the National Archives of Australia, Queen Victoria Terrace, Parkes, ACT.

Arrangement for outside participation
Persons or bodies outside the Commonwealth administration may participate in the Council’s advisory role by making representations to the Chairman or any member of the Council.
### Glossary of terms, acronyms and initialisms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>Australian Broadcasting Corporation</td>
</tr>
<tr>
<td>AC</td>
<td>Companion of the Order of Australia</td>
</tr>
<tr>
<td>ADRI</td>
<td>Australasian Digital Recordkeeping Initiative</td>
</tr>
<tr>
<td>AFDA</td>
<td>Administrative Functions Disposal Authority</td>
</tr>
<tr>
<td>a/g</td>
<td>acting</td>
</tr>
<tr>
<td>AGIFT</td>
<td>Australian Government Interactive Functions Thesaurus</td>
</tr>
<tr>
<td>AGLS</td>
<td>Australian Government Locator Service</td>
</tr>
<tr>
<td>AM</td>
<td>Member of the Order of Australia</td>
</tr>
<tr>
<td>ANAO</td>
<td>Australian National Audit Office</td>
</tr>
<tr>
<td>AO</td>
<td>Officer of the Order of Australia</td>
</tr>
<tr>
<td>APS</td>
<td>Australian Public Service</td>
</tr>
<tr>
<td>AusAID</td>
<td>Australian Agency for International Development</td>
</tr>
<tr>
<td>AWA</td>
<td>Australian Workplace Agreement</td>
</tr>
<tr>
<td>CAARA</td>
<td>Council of Australasian Archives and Records Authorities</td>
</tr>
<tr>
<td>CITRA</td>
<td>International Conference of the Round Table on Archives</td>
</tr>
<tr>
<td>DEWR</td>
<td>Department of Employment and Workplace Relations</td>
</tr>
<tr>
<td>DIRKS</td>
<td>Designing and Implementing Recordkeeping Systems</td>
</tr>
<tr>
<td>EDMS</td>
<td>Electronic document management system</td>
</tr>
<tr>
<td>EL</td>
<td>Executive Level</td>
</tr>
<tr>
<td>e-permanence</td>
<td>The Archives’ suite of recordkeeping policies, standards, guidelines and products</td>
</tr>
<tr>
<td>FMA Act</td>
<td>Financial Management and Accountability Act 1997</td>
</tr>
<tr>
<td>FOI</td>
<td>Freedom of Information</td>
</tr>
<tr>
<td>GST</td>
<td>Goods and services tax</td>
</tr>
<tr>
<td>ICT</td>
<td>Information and communications technology</td>
</tr>
<tr>
<td>IT</td>
<td>Information technology</td>
</tr>
<tr>
<td>KPMG</td>
<td>Archives’ contracted internal auditor</td>
</tr>
<tr>
<td>metadata</td>
<td>Descriptions of data which need to be captured with electronic records to ensure they remain identifiable and accessible over time</td>
</tr>
<tr>
<td>MP</td>
<td>Member of Parliament</td>
</tr>
<tr>
<td>OH&amp;S</td>
<td>Occupational health and safety</td>
</tr>
<tr>
<td>PARBICA</td>
<td>Pacific Regional Branch of the International Council on Archives</td>
</tr>
<tr>
<td>PhotoSearch</td>
<td>Archives’ photographic database</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>PSM</td>
<td>Public Service Medal</td>
</tr>
<tr>
<td>QC</td>
<td>Queen’s Counsel</td>
</tr>
<tr>
<td>RecordSearch</td>
<td>Archives’ database of record items, record series and record creators</td>
</tr>
<tr>
<td>RNA</td>
<td>‘retain as national archives’</td>
</tr>
<tr>
<td>SC</td>
<td>Senior Counsel</td>
</tr>
<tr>
<td>SES</td>
<td>Senior Executive Service</td>
</tr>
<tr>
<td>TTY</td>
<td>Teletypewriter</td>
</tr>
<tr>
<td>UNESCO</td>
<td>United National Educational, Scientific and Cultural Organization</td>
</tr>
<tr>
<td>Vroom</td>
<td>Virtual Reading Room, an education website</td>
</tr>
</tbody>
</table>
Compliance Index

This is a guide to the report’s compliance with the Requirements for Annual Reports as approved by the Joint Committee of Public Accounts and Audit in June 2004.

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Correction of material errors in previous annual report
No material errors have been identified in the 2003–04 National Archives of Australia Annual Report or the 2003–04 National Archives of Australia Advisory Council Annual Report.
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