



NATIONAL ARCHIVES OF AUSTRALIA

ANNUAL REPORT

REPORTING PERIOD 2022-23

2023



NATIONAL ARCHIVES OF AUSTRALIA

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

ANNUAL REPORT 2022–23

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Letter of transmittal

Our reference: 2022/3421

The Hon Tony Burke MP
Minister for the Arts
PO Box 6022
Parliament House
CANBERRA ACT 2600

29 November 2023

Dear Minister

We present to you the annual report on the operations of National Archives of Australia (National Archives), including a report of the proceedings of National Archives of Australia Advisory Council, for the financial year 2022–23.

The report has been prepared for the purposes of section 46 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and subsections 68(1) and 68(2) of the *Archives Act 1983*, which require National Archives and National Archives of Australia Advisory Council to prepare and provide annual reports to you for presentation to the parliament.

National Archives' annual performance statements have been prepared in accordance with paragraph 39(1)(a) of the PGPA Act and accurately present the entities' performance for the 2022–23 financial year in accordance with subsection 39(2) of the PGPA Act.

The report includes National Archives' audited financial statements as required by subsection 43(4) of the PGPA Act.

We, as the Director-General and Chair, certify that National Archives has prepared fraud risk assessments and a fraud control plan in accordance with section 10 of the *Public Governance, Performance and Accountability Rule 2014*. National Archives has fraud prevention, detection, investigation and reporting mechanisms that meet our needs and has taken all reasonable measures to deal with fraud relating to National Archives.



Simon Froude
Director-General



Dr Denver Beanland AM
Chair, Advisory Council

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DIRECTOR- GENERAL'S REVIEW



National Archives of Australia contributes to the preservation, promotion and accessibility of Australia's cultural and historical legacy. The national archival collection is immense and irreplaceable. It comprises over 45 million records, both physical and digital, that weave the narrative of the collective journey of the Australian people.

National Archives is unique among Australia's cultural and collecting institutions. In addition to our role as a public archive, we set the information management standards for the Commonwealth and provide best practice advice to Australian Government agencies. By collecting, preserving and making accessible essential evidence of government activity and decisions, we provide a comprehensive mechanism for the accountability of current and future Australian governments.

In January 2023, the Australian Government released a new National Cultural Policy, *Revive*, a 5-year blueprint aimed at enhancing Australia's arts, entertainment and cultural sectors. We welcome the policy, as do all sector partners across the country. The commitment to modernise the *Archives Act 1983* (Archives Act) is a pivotal step towards strengthening our ability to manage the national archival collection in the digital era.

The recently announced additional funding boost of \$36.5 million over 4 years for National Archives is a significant investment in our future. This funding will enable us to strengthen our core functions and improve resources for our priority work. Central to this is taking a digital-first and audience-centred service approach that empowers all Australians to develop a deeper understanding of their own identity and their part in the story of this nation through access to historical records. This includes strengthening our connection with First Nations people to facilitate culturally appropriate access to collections, services and resources.

As we reflect on the achievements and progress made in the last year, we recommit ourselves to our fundamental mission: to safeguard Australia's history and heritage for present and future generations.

Connections with First Nations people

We are committed to broadening and strengthening connections to Aboriginal and Torres Strait Islander peoples. One way this can be achieved is through bilateral engagement: developing relationships, facilitating trust and respect, and assisting peoples in accessing collections, services and resources in culturally appropriate ways.

A key achievement in 2022–23 was the commencement of the regional and remote community engagement program to introduce communities to National Archives, provide information about the national archival collection and demonstrate different ways to access records. The program saw visits to communities in East Arnhem Land and Central Australia.

In June 2023, copies of the Larrakia petition were presented to the Larrakia Development Corporation and Gwalwa Daraniki Association at Government House Northern Territory. This occasion marked the 50th anniversary of the petition, one of the most significant documents created by First Nations activists in their fight for land rights and political representation.

The handover of copies of the Larrakia petition is one way National Archives has contributed to self-determination and reconciliation for the Larrakia people. Evidence and stories in archival documents play an important role in redress and truth-telling for First Nations people and others impacted by past events.

We continue to engage with Commonwealth agencies that create and manage records related to Aboriginal and Torres Strait Islander peoples, including records relating to Native Title determinations. This allows us to determine the future transfer of eligible records to National Archives. These engagement activities are guided by our Aboriginal and Torres Strait Islander Strategy 2022–2025 and engagement with our stakeholders and communities. All engagement is also underpinned by culturally appropriate practices for the transfer, handling, storage and access of records.

Access to the collection

National Archives continues to expand regional, rural and remote engagement through broader online access to the growing collection. During 2022–23, there were over 3 million interactions with records via our online RecordSearch, which manages, controls and holds information on the national archival collection. Online archival sources provide equitable access to education and historical resources relating to Australia, with more opportunity for interaction through touring exhibitions.

To mark the 75th anniversary of the Malta-Australia Migration Agreement, our Victoria Office held *From restricted to assisted* from 6 May to 20 July 2023. This exhibition explored the important history of Maltese migration to Australia during the twentieth century and offered Maltese migrants the opportunity to share their stories and experiences.

Exhibitions are integral to providing access in ways that give meaning and context to records for all Australians. They enable people to engage with and understand the value of the national archival collection, whether that be onsite at our National Office in Canberra, at one of our state and territory offices or on tour to regional and rural Australia.

Preservation of at-risk records

Digitisation is a key factor in providing equitable access to records. As with all archival collections, our collection of digital records faces many risks, including technical obsolescence, deterioration and physical damage.

The Defend the Past, Protect the Future (DPPF) program enables the digital preservation of critical at-risk collection material. The program is a significant investment in the future of National Archives. It will enable the important next steps to the vision set out in Strategy 2030: a transformed and trusted National Archives (Strategy 2030) – a world-leading archive empowered and resourced to ensure that authentic government information is created, secured, preserved and accessible to government and the community.

In 2022–23, we successfully partnered with Ancestry.com to digitise 95,000 records of individuals who applied to enlist in the Australian Imperial Force (AIF) during the First World War but were either rejected, discharged while still in training or went on to serve within Australia only. This series of records joins more than 376,000 other AIF records already digitised by National Archives.

In 2023, we reached the major milestone of digitising more than 1 million Second World War service records. A significant portion of these records have been digitised as part of the Second World War Digitisation Project. This project commenced in 2019 following a \$10 million funding injection from the Australian Government. A generous donation of \$1 million from Barbara Mason, a long-time supporter and philanthropist, enabled the digitisation of photographic portraits stored on the Second World War service files, helping us to put faces to names. These records are an invaluable resource and offer a glimpse into Australia's wartime history and the lives of veterans. They also provide a clear example of the importance of digitisation in records management.

Building trust in the public record

National Archives, like many government agencies, continues to navigate external challenges, including technological change, global shifts in leadership and populations, cybersecurity threats, tight fiscal environments and reduced public trust. We continued to implement our Building trust in the public record policy in 2022–23. Through various activities, including releasing guidance and resources for agency heads and senior leaders, we are working to support agencies in achieving best practice information management.

As part of the Australian National Audit Office's performance audit report Management of Information Assets, the Auditor-General made 3 recommendations to National Archives, including improving the targeting of engagement with entities, ongoing publication of the annual Check-up survey, and improving monitoring, reporting and assurance regarding implementation of the Building trust in the public record policy. We welcome the findings in the report and accept the recommendations made for the agency to strengthen integrity and accountability. Work is underway to address key areas of focus identified in the report.

Operating model

Over the past year, in my role as Director-General, I have focused on leading National Archives through a process of necessary change. To meet the future needs of government and expectations of the Australian public, our operating model will be digital-first and audience-centred, with national offices supported by local expertise.

1. Digital-first. In all aspects of our organisation, in the tools we use to manage our collection, in how we meet audience needs, how we work internally and in the capabilities we develop. We are not digital-only, but we are analogue by exception.
2. Audience-centred. We base our decisions and shape our services around the needs of the people, and we serve the public, government and our staff. We test our services, gather feedback and data, and use this evidence to inform decisions and iterations.
3. National offices, local expertise. We are a national organisation with a presence in each state and territory, but we work together collaboratively on national, location-agnostic programs. We leverage local capability and expertise that exists in each location, for the benefit of our organisation and our audiences.

Continuing to embed this model will enable us to manage an evolving national archival collection, share the collection in an equitable and efficient way that provides access to all Australians and lead government accountability.

The year ahead

In the coming year, we will continue to embed a digital-first focus through a highly collaborative and audience-centred design approach to preserve, secure and provide access to the national archival collection. We will continue to progress legislative amendments to the Archives Act, which will complement our digital transformation program to modernise operations and provide certainty around our functions, powers and responsibilities. Other priorities include managing an evolving collection, continuing to digitise at-risk formats, sharing and interpreting the collection, and leading government accountability to strengthen information management integrity in the Commonwealth.

PART 1

**ABOUT
NATIONAL
ARCHIVES**

Purpose, role and functions

Purpose

National Archives provides leadership in best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Role and functions

National Archives is established under the Archives Act. It is a non-corporate Commonwealth entity (a listed entity) under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and an Executive Agency under the *Public Service Act 1999* (PS Act).

National Archives provides advice and assurance that the Australian Government has access to authentic, reliable and usable Commonwealth records to enable evidence-based decisions, provide sound advice, develop good policy, deliver programs effectively, and to facilitate access to the archival resources of the Commonwealth.

National Archives:

- sets information and data management requirements for Australian Government entities
- ensures the Australian Government creates and keeps records of its actions and decisions to demonstrate accountability to the community and evidence of the integrity of the operations of the Australian Public Service
- authorises destruction of information assets with no ongoing value to government or community
- selects and preserves the most significant records of the Australian Government, and makes these available to government and the public as a national resource to enrich and inform how Australians live today and into the future.

Guiding principles

Vision

Australia's cultural identity and democracy is strengthened through connecting people with the evidence of Australian Government activities and decisions.

Values

Service excellence: deliver quality and responsive services that meet the needs and expectations of our clients and partners.

Leadership: strive to be national and international leaders in information management policy, digital transformation, archival collection management and creative public engagement.

Innovation: look for new and better ways to do business and deliver digital services that are user centred and embrace the future.

Responsibility: take responsibility for delivering the goals and priorities comprising a transformational program of work.

Collaboration: work with the public, private and civil society sectors to achieve shared goals and outcomes.

Outcome and program structure

The October 2022–23 Portfolio Budget Statements set out National Archives' outcome and program structure, as follows:

Outcome: To promote the creation, management and preservation of authentic, reliable and useable Commonwealth records, and to facilitate Australians' access to the archival resources of the Commonwealth.

Program: National Archives provides stewardship of the records of the Australian Government to provide access to the evidence and memory of our nation, connecting Australians with their identity, history and place in the world.

Key activities

The key activities for delivering this program are:

- **Enable** best practice information and data management by Australian Government entities.
- **Secure** and preserve nationally significant Australian Government information and data.
- **Connect** Australians to the national archival collection.
- **Innovate** to lead archival practice in the digital age.

Our executive

Accountable authority for 2022–23

Table 1: Details of accountable authority during the reporting period, 2022–23

Name	Position title / Position held	Period as the accountable authority or member within the reporting period	
		Start date (1 July 2022 or after)	End date (30 June 2023 or before)
Froude, Simon	Director-General	1 July 2022	30 June 2023
Fox, Steven*	Director-General	13 March 2023	17 March 2023

* Mr Steven Fox acted in the position of Director-General at the time listed.

Organisational structure

As at 30 June 2023, National Archives operated under a 4-branch structure. The primary function of each branch is summarised as follows:

- **Access and Public Engagement** branch ensures access to the collection through digital platforms, research centres, reference services, access examination, public education and exhibition programs, partnerships, publishing, marketing, communications and media engagement and corporate events.
- **Collection Management** branch protects records of archival value by transferring them into custody; manages the collection to ensure its authenticity, integrity, preservation, digitisation, usability and availability, and sets whole-of-government information management policy and standards. The branch is also responsible for delivery of services through the network of National Archives offices in each capital city.
- **Corporate Services** branch provides the enabling services of governance, human resources, finance, procurement, property, security management; undertakes research and innovation in digital archival management, special corporate projects and capability development.
- **Data and Digital** branch contributes towards National Archives’ transformation to a state-of-the-art digital archive, supports the achievement of strategic goals through services, technology, infrastructure, software and governance of information and data assets. It also works with Australian Government agencies to build their information and data management maturity by providing advice and guidance on compliance with the Archives Act and National Archives’ requirements and standards, including the disposal and retention arrangements for Australian Government records.

Figure 1: Organisational structure as at 30 June 2023



* indicates temporary section within organisational structure

National Archives senior executive

Table 2: National Archives senior executive as at 30 June 2023

Position title	Name
Director-General	Mr Simon Froude
Assistant Director-General	Ms Yaso Arumugam
Assistant Director-General	Ms Louise Doyle
Assistant Director-General	Mr Steven Fox
Chief Operating Officer	Ms Ruth Fenwick

Our Minister

The agency sits within the Arts portfolio and reports to the Minister for the Arts, the Hon Tony Burke MP.

PART 2

REPORT ON PERFORMANCE

Statement of preparation

I, Simon Froude, as the accountable authority of National Archives of Australia, present the annual performance statements of National Archives of Australia for the period from 1 July 2022 to 30 June 2023, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

In my opinion, these annual performance statements are based on properly maintained records, accurately reflect the performance of the entity, and comply with subsection 39(2) of the PGPA Act.



Simon Froude
Director-General
National Archives of Australia
29 November 2023

Annual performance statements

These annual performance statements provide a comprehensive overview of National Archives’ performance in 2022–23 against the performance measures and targets published in the October 2022–23 Portfolio Budget Statements and National Archives of Australia Corporate Plan 2022-23.

Performance overview

The 2022–23 annual performance statements detail how National Archives has delivered against its purpose, with the following table providing a summary of overall performance for 2022–23.

Table 3: Summary of results against 2022–23 performance measures

Purpose: National Archives provides leadership in best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Key activity	Performance measure	Result
Enable	Australian Government agencies actively apply best practice in the creation, collection and use of Australian Government information assets	Achieved
	Provide leadership of whole-of-government information and data management policy, including implementation of Building trust in the public record policy	Achieved

Key activity	Performance measure	Result
Secure	Nationally significant information and data is appropriately transferred to National Archives	Achieved
	Information and data of enduring national significance is safeguarded from loss or damage for ongoing preservation and access	Achieved
	All at-risk collections are preserved digitally over time	Partially achieved
	Sustain the nation's archive of physical and digital collections in accordance with the National Preservation Strategy	Not achieved
	Issue records authorities to allow agencies to make decisions about keeping, destroying or transferring Australian Government records	Not achieved
Connect	The ways stakeholders engage with and use the collection meets their expectations within a digital-first approach	Achieved
	National archival collection is discoverable and accessible	Partially achieved
	Embed commitments and values of the Aboriginal and Torres Strait Islander Strategy and the Tandanya Declaration through respectful engagement with community onsite, offsite and online	Achieved
Innovate	Partnerships and commercial ventures enable more efficient collection digitisation and preservation, and greater progress of engagement priorities	Achieved
	Provide support to Pacific-region national archives, including implementing a digital archive to preserve documentary heritage	Achieved
	National Archives has appropriate digital capability to efficiently deliver, maintain and use a cybersecure next-generation digital archive	Achieved

Performance results

Performance measure

Australian Government agencies actively apply best practice in the creation, collection and use of Australian Government information assets

Source:	National Archives of Australia Corporate Plan 2022-23, page 15	
Key activity:	Enable best practice information and data management by Australian Government entities	
Overall result:	Achieved	
Planned performance result	Target	Results
Percentage of agencies who have implemented the requirements of the Building trust in the public record policy	Establish baseline for implementation by agencies through first year of Check-up survey	<p>Achieved</p> <p>Completion of mandatory actions:</p> <p>Action 1 = 97% complete; mean score 4.85</p> <p>Action 9 = 95% complete, mean score 4.62</p> <p>Action 14 = 22% complete, mean score 2.18</p> <p>Completion of recommended actions:</p> <p>there were 12 recommended actions where 25% or more agencies declared they had fully implemented the action (mapped to questions in the 2022 Check-up survey)</p>
Review and analyse Australian Government agencies' information management maturity	<p>Check-up survey results, including:</p> <p>national average index</p> <p>number of agencies with individual index scores less than 2, 3 and 4</p> <p>percentage of agencies showing improvement in maturity</p>	<p>Achieved</p> <p>Overall information management maturity index score for the Australian Government in 2022 was 3.6 out of 5</p> <p>Agencies with individual index scores:</p> <p><2 = 0 agencies</p> <p><3 = 26 agencies</p> <p><4 = 88 agencies</p> <p>The 2022 Check-up survey provided a baseline for the revised survey so percentage of improvement will be reported in future years</p>

Analysis of performance

Check-up is National Archives' information management survey. It is an online self-assessment tool designed to measure Australian Government agencies' maturity and performance in managing their information assets (records, information and data).

The 2022 Check-up survey was the first one conducted since the release of our Building trust in the public record policy in January 2021. The 2022 survey was revised to measure implementation against the objectives and actions of the new policy, remain current in the information management environment and increase alignment with our Information Management Standard for Australian Government.

The survey is based around 6 information management maturity indices with maturity ratings scored as follows: 1 = ad hoc (lowest maturity rating), 2 = Initial, 3 = Formalising, 4 = Operational, and 5 = Embedded (highest maturity rating).

Australian Government agencies' information management maturity

In 2022, the overall average information management maturity index score for the Australian Government was 3.6 out of 5. The overall average from the last survey in 2021 under the previous Digital continuity 2020 policy was 3.38. As the questions were not the same between the 2 surveys a direct comparison cannot be made, but indicatively the average score has improved between the 2 surveys.

Table 4: Overall average results for each individual information management maturity index in 2022

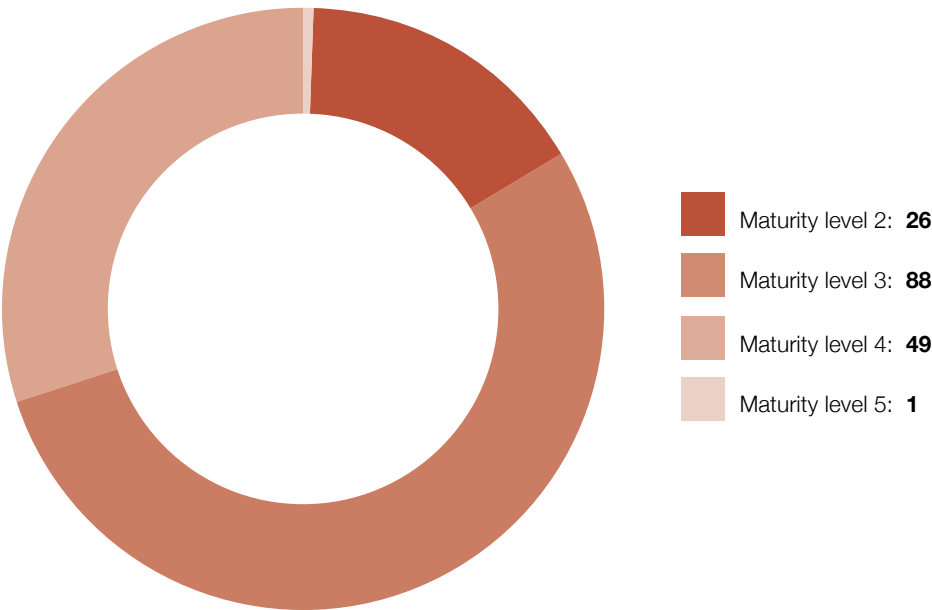
Individual information management maturity index	Australian Government average score
Creating information assets	4.28
Storing, preserving and managing information assets	4.02
Governance and culture	3.51
Describing information assets (metadata)	3.29
Appraising and disposing (destruction and transfer)	3.29
Use, reuse and interoperability	3.22
Overall (the overall maturity index calculated as an average of the above 6 information management maturity indices)	3.60

The survey results show that information management is progressing at varying rates across the Australian Government. Agencies showed strong results in creating information assets and did well in the information management processes of storing, preserving and managing information assets. The 3 principal areas of risk that received the lowest levels of maturity across agencies were:

- describing information assets (metadata) – agencies need to describe information so that it can be found, understood and accessed appropriately when needed
- appraising and disposing of information – these activities ensure information is kept for as long as required and can be accountably destroyed when no longer needed, or transferred to National Archives
- use, reuse and interoperability of information – this allows agencies to ensure that the government creates and manages information so that it can be effectively accessed over time by staff and other users with a right of access.

Out of 169 agencies in scope, 164 submitted survey responses. Of the agencies that submitted responses, the majority had an overall maturity level of 3 or above and no agency had an overall maturity level of 1 or below.

Figure 2: Overall distribution of Australian Government maturity levels in 2022



The survey revealed certain trends, including:

- the Australian Government has increased working digitally by default, moving upwards from 92% at the end of 2020 to 96% as at 30 June 2022
- the total volume of digital information assets continues to increase over time, the most recent increase from 226,314 TB at the end of 2020 to 314,384 TB as at 30 June 2022
- the Australian Government's use of the cloud has increased, with 81% of agencies using cloud-based storage and 65% of agencies using cloud-based services as at 30 June 2022.

Australian Government agency implementation of Building trust in the public record policy

The survey also contained a section detailing the questions that were aligned to specific policy implementation actions. The policy has 3 mandatory actions and 14 recommended actions.

In 2022, the Australian Government achieved an overall policy-related score of 3.56 out of 5. The national averaged score for each key requirement of the policy was:

- Manage information assets strategically with appropriate governance and reporting to meet current and future needs of government and community – 3.56 out of 5.
- Implement fit for purpose information management processes, practices and systems that meet identified needs for information asset creation, use and reuse – 3.77 out of 5.
- Reduce areas of information management inefficiency and risk to ensure public resources are managed effectively – 3.31 out of 5.

The survey showed that, for completion of the mandatory actions:

- 97% of agencies have completed Action 1: Assess your information management capability annually using National Archives' survey tool
- 95% of respondents have completed Action 9: Manage all digital information assets, created from 1 January 2016, digitally
- 22% of respondents have completed Action 14: Transfer Retain as national archive (RNA) information assets as soon as practicable, or within 15 years of creation, to the care of National Archives.

The survey showed that of the recommended actions, 25% or more agencies that responded have completed:

- 6 actions under Requirement 1: Manage information assets strategically with appropriate governance and reporting
- 3 actions under Requirement 2: Implement fit-for-purpose information management processes, practices and systems
- 3 actions under Requirement 3: Reduce areas of information management inefficiency and risk.

Performance measure

Provide leadership of whole-of-government information and data management policy, including implementation of Building trust in the public record policy

Source:	October 2022–23 Portfolio Budget Statements, page 308 National Archives of Australia Corporate Plan 2022-23, page 16	
Key activity:	Enable best practice information and data management by Australian Government entities	
Overall result:	Achieved	
Planned performance result	Target	Result
Deliver guidance that is fit-for-purpose to help agencies implement the Building trust in the public record policy	Publication of the 3 products as listed in the Building trust in the public record release schedule 2022–23	Achieved Five products covering 3 topics were published in 2022–23

Analysis of performance

National Archives provides support to assist agencies to meet the actions outlined in the Building trust in the public record policy by publishing products and advice on our website. Regular release of guidance and other supporting information ensures that we continue to lead and support the Australian Government's wider agenda to provide responsive and efficient delivery of services through digital transformation.

In 2022–23, we delivered the final scheduled products that were listed on the public release schedule for the Building trust in the public record policy. The public release schedule for 2022–23 listed 3 products for publication related to 4 recommended actions for implementation:

- Managing social media and instant messaging (updated advice) by 31 December 2022 (Actions 10 and 12)
- Using General Records Authority 31 (GRA 31) to support digitisation (updated advice) by 30 June 2023 (Action 13)
- Role of senior managers – induction resource (new advice) by 30 June 2023 (Action 7).

We published the following new advice and products related to Action 7 on our website in June 2023:

- the role of senior managers – 6 actions for senior executive leadership to stay ahead in management of information, a supporting downloadable infographic and a video message from the Director-General to that audience
- quick overview – 6 actions for senior managers
- Chief Information and Data Governance Officer – role description example.

Related to actions 10 and 12, we published an updated version of the Managing social media and instant messaging – Advice in February 2023. The advice was revised to include references to assist Australian Government agencies to capture and save the records published.

We released the new resource Advice on using General Records Authority 31 (GRA 31) to support digitisation related to action 13 in June 2023. The resource outlines key requirements for GRA 31 specifications and digitisation standards and links to directly relevant National Archives advice to make navigating resources easier for Australian Government agencies.

This is the final external reporting period for this target.

Performance measure

Nationally significant information and data is appropriately transferred to National Archives

Source:	National Archives of Australia Corporate Plan 2022-23, page 17	
Key activity:	Secure and preserve nationally significant Australian Government information and data	
Overall result:	Achieved	
Planned performance result	Target	Result
Nationally significant information and data identified as at-risk by agencies is prioritised for transfer to National Archives	2 case studies of at-risk records on ABS Census data (digital) and Indigenous records (analogue) controlled by the Wreck Bay Aboriginal Community Council.	Achieved

Analysis of performance

Case study: Australian Bureau of Statistics

Over the course of 2022–23, National Archives worked with the Australian Bureau of Statistics (ABS) to complete the secure archival transfer of the 2021 Census of Population and Housing data to National Archives, for individuals who provided their consent.

This data is identified as RNA and will be archived and not released until 99 years after the census date, consistent with section 8 of the *Census and Statistics Act 1905*. It will then be made publicly available for access under the Archives Act.

This transfer has been successfully completed in accordance with shared legislative requirements and agreed supporting arrangements between National Archives and ABS. These records were identified as at-risk due to the requirement to transfer and ingest to National Archives systems prior to the legislated deletion of all 2021 census data held on ABS systems in February 2023.

A collaborative approach between the agencies ensured early detection and resolution of issues arising throughout the transfer process. Rigorous quality-assurance processes to verify the integrity of the data ensured the application of a zero-tolerance approach to collection loss or damage.

Case study: Wreck Bay Aboriginal Community Council

National Archives engages with Commonwealth agencies who have not transferred RNA records to National Archives in the last 10 years and may have 'at-risk' records. Analysis of transfer data identified Wreck Bay Aboriginal Community Council (WBACC) as an agency that has not transferred records to National Archives for 10 years or more. These records are considered at-risk as they are currently housed in uncontrolled environmental conditions.

Early engagement and analysis of RNA records held by WBACC showed that most of these records are still actively used by the agency and would not be ready for transfer for some time. This engagement identified that the initial focus of the case study on one Australian Government agency highlighted an opportunity for broader engagement with those agencies creating or managing records relating to Aboriginal and Torres Strait Islander peoples and communities, which are identified as RNA.

In 2022–23, we proactively engaged with 7 Australian Government agencies creating or managing records relating to Aboriginal and Torres Strait Islander peoples and communities. This engagement included advice and guidance for the management of records and transfer activities to National Archives, including records relating to Native Title determinations.

We will continue this important program of work, to determine the future transfer of RNA records to National Archives. This includes discussions to determine the most appropriate custody arrangements for records relating to Aboriginal and Torres Strait Islander peoples and communities through ongoing engagement activities. These activities are guided by our Aboriginal and Torres Strait Islander Strategy 2022–2025 and Our way: Aboriginal and Torres Strait Islander protocols, underpinned by culturally appropriate practices for the transfer, handling, storage and access of records.

Performance measure

Information and data of enduring national significance is safeguarded from loss or damage for ongoing preservation and access

Source:	National Archives of Australia Corporate Plan 2022-23, page 17	
Key activity:	Secure and preserve nationally significant Australian Government information and data	
Overall result:	Achieved	
Planned performance result	Target	Result
Percentage of collection that is stored appropriately	95% or more of the collection is stored appropriately	Achieved 98.51% of the physical collection and 99.89% of the digital collection was stored appropriately

Analysis of performance

As at 30 June 2023, 98.51% of analogue items in the national archival collection and 99.89% of digital items in the national archival collection are stored in appropriate conditions. Collection items are stored appropriately when the environmental conditions (or systems for digital records) align with the conditions required by the record.

The national archival collection is stored in accordance with the principles outlined in National Archives Standard for the Storage of Non-Digital Archival Records. These principles identify the required location, design, environmental controls, shelving, accessibility, handling, privacy and security, disaster management, and monitoring and maintenance activity that is necessary for the appropriate storage of the collection.

Each medium and format has specific storage requirements. In particular, the appropriate storage of digital records is governed by our Digital Preservation Policy. Digital records are categorised as being stored appropriately when they are managed by our digital collection management systems and repositories. These digital records are replicated across 2 sites.

Our digital repositories align with international best practice, including the principles of an Open Archival Information System (ISO14721).

Performance measure

All at-risk collections are preserved digitally over time

Source:	October 2022–23 Portfolio Budget Statements, page 308 National Archives of Australia Corporate Plan 2022-23, page 17	
Key activity:	Secure and preserve nationally significant Australian Government information and data	
Overall result:	Partially achieved	
Planned performance result	Target	Result
Percentage of annual digitisation targets delivered	100% of digitisation targets are delivered by major projects	Achieved 182% of digitisation targets were delivered by 2 major projects
Percentage of at-risk collection items digitally preserved	10% analogue at-risk items digitally preserved	Achieved 11.76% analogue at-risk items were digitally preserved
	Establish baseline for digital at-risk items digitally preserved	Not achieved 2 of 4 key activities were completed in 2022–23 to establish a baseline for digital at-risk items digitally preserved

Analysis of performance

In 2022–23, National Archives had 2 major projects aimed at preserving at-risk and high-use records through digitisation. These were:

- the DPPF program, which includes digitising at-risk records such as photographic, file and magnetic media, and increasing digitisation on demand services
- digitisation of Second World War service files.

The overall target for these 2 projects in 2022–23 was 411,192 items digitised. National

Archives achieved this target, with 749,280 items digitised in 2022–23, representing achievement of 182% of the annual target.

Key contributors to significantly exceeding this target were the additional non-ongoing funding received for the projects and the panels of digitisation service providers set up as part of the DPPF program. The panels were established specifically to address the need to digitise in bulk and include audiovisual records (SON3682659), paper records (SON3657215) and photographic records (SON3815807).

Fragile, complex or sensitive records will continue to be digitised in-house, while large homogenous collections can be outsourced to multiple vendors for digitisation in bulk. Through DPPF and other work programs, we will increase the volume and pace of digitisation of our at-risk formats.

Analogue at-risk items digitally preserved

The national archival collection includes 15,713,305 analogue items in at-risk formats. The urgent issue we face is preserving items that will potentially be lost over the next 5 to 10 years due to inherent deterioration, degradation or technical obsolescence of playback equipment.

To mitigate such loss, our focus for priority digital preservation is on formats such as audio and video recordings on magnetic tape, motion picture film, photographic negatives and high-use paper records. We progressively digitise and ingest these items into National Archives' digital archive to ensure the information will be preserved in open, uncompressed digital formats for future access.

As at 30 June 2023, we have digitised 1,847,755 of the most critically at-risk analogue items, bringing the overall percentage total of these formats digitally preserved to 11.76%.

Baseline for digital at-risk items digitally preserved

Establishing a baseline of digital at-risk collections to be digitally preserved is reliant on achieving 4 key activities. For a digital collection to be digitally preserved it must:

- be stored in an archival digital repository (with appropriate replication and back up)
- be controlled by a digital preservation or asset management system
- have a system for assessing and recording file format risk and file integrity that is informed and supported by a risk framework, gap analysis and assessment of digital preservation maturity through the Digital Preservation Coalition Rapid Assessment Model (DPC RAM) for digital preservation
- have file formats migrated to new sustainable formats once they reach a critical risk threshold for obsolescence, loss or deterioration.

National Archives completed the first 2 key activities in 2022–23, and the third was underway, representing a significant part of the work. Outcomes included:

- 99.89% of digital collections stored in the digital repositories (3,396 TB, 4,106,780 items, 34,005,287 digital files)
- 99.89% of digital collections managed by digital preservation and audiovisual asset management systems
- development of a risk framework for digital file formats
- a gap analysis for digital preservation planning
- DPC RAM for digital preservation completed – this tool assists organisations in determining their level of maturity for digital preservation.

Of the remaining 2 activities:

- assessing and recording file format risk and file integrity is in progress
- a comprehensive approach for the migration of file formats to new sustainable formats once they reach a critical risk threshold for obsolescence, loss or deterioration has not yet commenced.

Performance measure

Sustain the nation’s archive of physical and digital collections in accordance with the National Preservation Strategy

Source:	National Archives of Australia Corporate Plan 2022-23, page 18	
Key activity:	Secure and preserve nationally significant Australian Government information and data	
Overall result:	Not achieved	
Planned performance result	Target	Result
National Archives programs preserve at-risk records in the national archival collection	Case study shows preservation of at-risk records in accordance with the strategy	Not achieved
Progress implementation of the National Preservation Strategy	Develop and publish revised strategy	Not achieved

Analysis of performance

In 2021–22, we published our Preservation policy 2021–2025 and committed to developing subsequent preservation-related strategies and plans. Development of a preservation strategy commenced in 2022–23 with analysis of the collection, a gap analysis for digital preservation and 2 stakeholder workshops in 2022–23.

During the second half of 2022–23, we reviewed our strategic priorities and roadmap to implementing Strategy 2030. A key action for implementing this roadmap is the development of a collection strategy that plans, coordinates and prioritises description, digitisation, access examination, preservation, storage, retrieval and records movement activities. This will provide National Archives with a comprehensive strategy for end-to-end collection management activities.

In response to this roadmap and change in strategic priorities, we ceased the development of a preservation strategy. As the preservation strategy was not implemented, it was not possible to develop a case study to show preservation of at-risk records in accordance with the strategy. Developing a collection strategy has been included as a target in our 2023–24 corporate plan.



Preservation work being undertaken at the National Archives Preservation Facility in Canberra.

Performance measure

Issue records authorities to allow agencies to make decisions about keeping, destroying or transferring Australian Government records

Source:	October 2022–23 Portfolio Budget Statements, page 308 National Archives of Australia Corporate Plan 2022-23, page 18	
Key activity:	Secure and preserve nationally significant Australian Government information and data	
Overall result:	Not achieved	
Planned performance result	Target	Result
Issue disposal and retention instruments	Issue 20 or more disposal and retention instruments	Not achieved 13 instruments were issued

Analysis of performance

National Archives issued 13 disposal and retention instruments in 2022–23. These included:

- an amendment to a general records authority for records of research and development activities in government
- a disposal freeze to support the Royal Commission into the Robodebt scheme
- records authorities issued to the Federal Court of Australia, Australian Competition and Consumer Commission and the Australian Energy Regulator, Bureau of Meteorology, Australian Trade and Investment Commission, Attorney-General’s Department and Department of Defence.

We completed but did not issue 7 more disposal and retention instruments in 2022–23, which we expect to issue in early 2023–24. Our ability to issue these instruments is highly dependent on Australian Government agency engagement throughout the process. For example, responses from agencies may not be timely due to competing organisational priorities, which can cause unexpected delays.

All disposal and retention instruments issued by National Archives are published on our website.

Performance measure

The ways stakeholders engage with and use the collection meets their expectations within a digital-first approach

Source: October 2022–23 Portfolio Budget Statements, page 308
National Archives of Australia Corporate Plan 2022-23, page 19

Key activity: Connect Australians to the national archival collection

Overall result: Achieved

Planned performance result	Target	Result
Number of stakeholder engagements with services and programs	Total number of engagements showing the collection is meeting expectations	Achieved 75,854 onsite visitors 230,619 offsite visitors 6,628,991 online visitors, including social media engagements but excluding RecordSearch 3,474,025 online interactions with RecordSearch
Stakeholder expectations of collection programs are met	Case studies of collection programs showing that more than 80% of stakeholder expectations were met	Achieved

Analysis of performance

Onsite and offsite engagement

National Archives significantly increased our onsite and offsite visitation in 2022–23, in comparison to 2021–22. In 2022–23, visitation to National Archives increased to 75,854 for onsite programs and 230,619 for offsite programs. The increase in visitation demonstrates a steady improvement from the impacts of COVID-19 restrictions in previous years and indicates audiences are resuming public engagement activities.

Delivery of onsite programs across our offices continues to build, with targeted lifelong learning programs and community partnerships increasing visitation and engagement. Collaboration with industry partners is proving to be an effective way for us to provide access programs and services offsite. Key to this success was the receipt of funding from 3 grant programs to support exhibitions and lifelong learning programs.

Online engagement

Online engagement continues to be the most significant way Australians engage with us, with most seeking information about how to find records or to request access to records. In 2022–23, we had 6,628,991 online engagements (including social media but excluding RecordSearch) and 3,474,025 interactions with RecordSearch, our online collection database.

Most searches on RecordSearch related to identifying and accessing records related to family history, the most common being defence service and immigration records. We saw a particular increase in service record searches this year, following the completion of projects to make available records from the world wars.

In 2022–23, we focused on strengthening our social media activities. We now have over 100,000 followers across 4 social media channels. In 2022–23, we met the expectations of online engagement through social media channels, consistently exceeding our target of 130,000 engagements per quarter. Key to this success was a change in focus to curating story-and-image-based content and promoting the completion of the Ancestry.com partnership and new exhibition openings.

Case studies: Lifelong learning programs

Our public engagement program incorporates delivery of exhibitions, displays and lifelong learning programs. The 2022–23 case studies highlight our lifelong learning programs, both at the National Office in Canberra and at our state and territory offices. To assess that more than 80% of stakeholder expectations were met, we provided participants with a voluntary survey, which included a question asking the individual to rate the event overall on a scale from excellent to very poor.

At the National Office, over 95% of survey respondents rated events as either excellent (76.34%) or good (19.35%) at meeting their expectations. At our state and territory offices, over 99% of survey respondents rated events as either excellent (69.78%) or good (29.67%) at meeting their expectations. In both cases, we exceeded the target for meeting more than 80% of stakeholder expectations.



Visitor exploring the Connections | Mura gadi exhibition at National Archives of Australia in Canberra.

Performance measure

National archival collection is discoverable and accessible

Source:	National Archives of Australia Corporate Plan 2022-23, page 19	
Key activity:	Connect Australians to the national archival collection	
Overall result:	Partially achieved	
Planned performance result	Target	Result
Number of new items made discoverable	Total number of new item descriptions added to RecordSearch online	Achieved
Percentage of service requests actioned by National Archives within service standards	Percentage of requests and applications actioned within service standards and legislative timeframes	Not achieved 91.7% reference inquiries 98% digitisation on demand 75.9% decisions on access applications

Analysis of performance

A key mandate of National Archives is to make public the archival resources of the Commonwealth. Central to achieving this mandate is providing access to the national archival collection by making it discoverable and available to government and the public as a national resource to enrich and inform how Australians live today and into the future.

RecordSearch

We describe records to document when, how, why and by whom Australian Government records were created, accumulated and managed over time. The description of a record and the context within which it was created ensures a record can be understood, is discoverable and can be used and reused by researchers for a range of different purposes. These records are made discoverable by being added to RecordSearch, our online collection database.

In 2022–23, we achieved 908,145 new item descriptions added to RecordSearch. This result informs the target for 2023–24, which is the average number of items described over the past 5 financial years.

Service requests

We receive service requests for access to Commonwealth records through reference inquiries, digitisation on demand requests and access requests. The results achieved in 2022–23 inform the targets established for 2023–24.

Reference inquiries

People making reference inquiries are diverse and include the general public, professional researchers, historians and academics. We respond to enquiries received through our national enquiry service, and deliver online and onsite programs and services that educate and connect communities to the national archival collection. Our service standard for reference inquiries is 85% of inquiries completed within the service standard turnaround time of 30 business days. In 2022–23, we achieved this target with 91.7% of reference inquiries completed within service standards.

Digitisation on demand

Our digitisation on demand service responds to orders for digital copies of paper records listed on RecordSearch that are A3 or smaller and have been released for public access. Our service standard for digitisation on demand is to fill orders within 30 business days of receipt. Requests for digital copies of Second World War service records may take up to 90 business days for copies to be made available on RecordSearch if they first need to be examined for public access. In 2022–23, we completed 98% of digitisation on demand requests within service standard timeframes. Factors that impacted meeting these standards every time included:

- anomalies identified early in 2022–23 in both the ecommerce ordering and reporting systems, which led to a small number of orders not being dispatched to clients within the required dates – the issue was rectified by the end of 2022
- the unplanned closure of a section of the repository in the Peter Durack Building in Canberra to repair shelving, which impacted the retrieval of records requested by the public in April – lending service resumed in May and all outstanding records from Canberra were digitised and dispatched within 48 hours.

Access examination

National Archives releases records in the open access period, in line with Division 3 of the Archives Act. This is in response to applications for access from the public or as part of our program of proactive release.

The Archives Act provides a general right of access to records after 20 years, unless they fall under one or more of the 16 exemption categories defined in section 33 of the Archives Act. Before they are released, records are examined for any information that should be exempt.

When required, policy agencies are consulted to inform the assessment process.

The standard time (statutory consideration period) for access examination is 90 business days for public applications. Legislated timeframes for access requests are outlined in section 40 of the Archives Act.

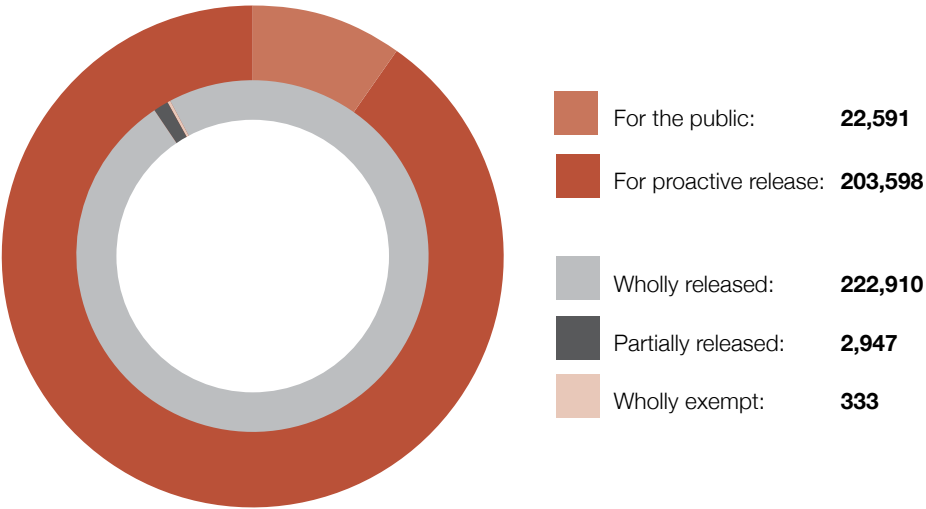
In 2022–23, we actioned 75.9% of decisions on access applications within legislative timeframes. We access examined 226,189 records for release in 2022–23. Of these, 203,598 records were examined proactively, and 22,591 were in response to applications for access by the public. Factors that impacted meeting legislated timeframes included:

- loss of experienced staff and the time and resources required to train new staff
- extensive delays in the security-clearance process for new staff
- a growing backlog of applications under existing resourcing limitations
- the significant time it can take to receive advice from Australian Government agencies on some records, who sometimes have to seek advice from other agencies or international partners
- significant resources required to respond to matters before the Administrative Appeals Tribunal
- resources redistributed to the backlog of applications as part of the DPPF program
- dedicated resourcing for proactive release of records, such as the annual Cabinet release, the DPPF program and the digitisation of service records.

This year's proactive releases included Second World War service records, bankruptcy estate and proceedings files, sequestration order files, civil drawings, Royal Australian Air Force Air Board and Air Council Agendas, CSIRO photographs, Director of Works photographs of buildings and installations, Telstra historical collection, customs bonds and key Cabinet records from 2002.

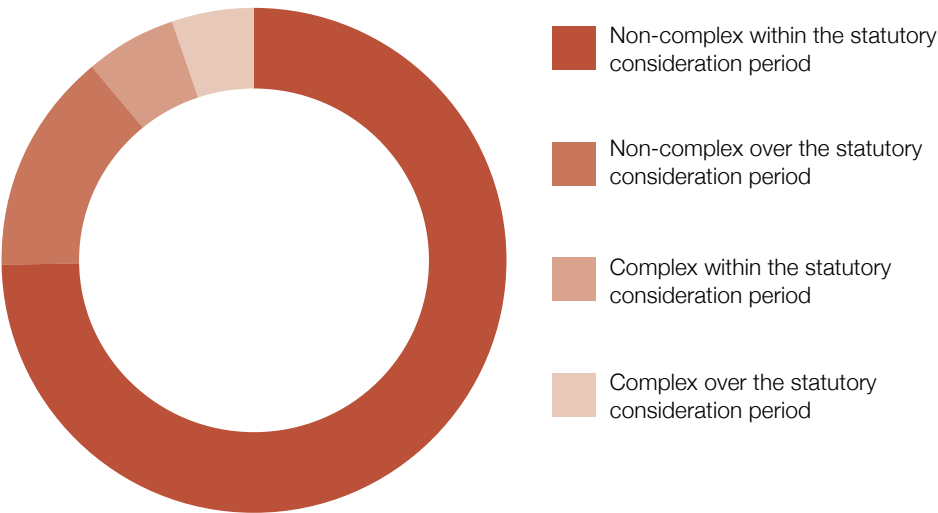
In 2022–23, we received 29,009 new applications for access to records and examined 22,591 records that were subject to applications from the public. In some cases, there is more than one applicant for a record, and more than one record may be requested in a single application. Consequently, the examination of a single record can sometimes result in the completion of more than one application. In addition, there were 20,451 existing applications for access to records in review process. See Figure 3 for the number of records access examined and decisions on access made in 2022–23.

Figure 3: Number of records access examined and decisions on access, 2022–23



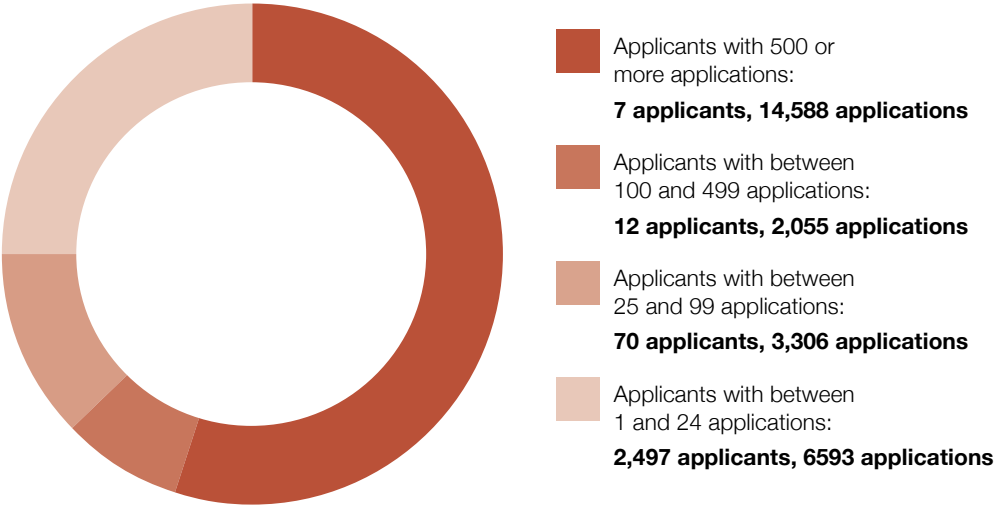
In 2022–23, 18,170 records were released within the statutory consideration period (90 business days). Of the 4,422 where the access examination was over the statutory consideration period, 3,187 were non-complex cases and 1,235 were complex cases. See Figure 5 for the time taken for access examinations.

Figure 4: Time taken for complex and non-complex access examinations, 2022–23



Currently, 7 applicants account for over 14,500 applications. To ensure that their high-volume requests do not disadvantage access to records for other researchers, we carefully manage the flow of examination. Figure 5 provides a breakdown of the number of applications requested by the high-volume applicant group.

Figure 5: Number of applications by applicant group as at 30 June 2023



The application cap, which came into effect with legislative amendments in April 2019, has reduced the impact of high-volume applications, as the consideration period for notifying decisions on access is extended for any applications submitted after 25 April 2019 where the applicant applies for more than 25 items.

As at 30 June 2023, there were 2,739 records relating to 6,297 applications on referral to agencies for advice on continuing sensitivity. There were 24,103 applications still to be processed, a significant proportion of which were for records that require referral to the Department of Foreign Affairs and Trade. See Table 5 for records on referral to agencies as at 30 June 2023.

Table 5: Records on referral to agencies as at 30 June 2023

Records currently on referral to agencies as at 30 June 2023	Number of records
Attorney-General's Department	40
Australian Federal Police	30
Australian Security Intelligence Organisation	408
Department of Defence	417
Department of Foreign Affairs and Trade	1,399
Department of Home Affairs	28
Department of the Prime Minister and Cabinet	231
Office of National Intelligence	171
Other	15
TOTAL	2,739

As at 30 June 2023, there were 26,842 current applications from the public for access to records pending examination. We continue to manage the queue of applications in addition to responding to new requests for access. See Table 6 for application progress statistics.

Table 6: Application progress, 2011–12 to 2022–23

Summary of progress on applications received from 2011–12 to 2022–23 as at 30 June 2023							
Financial year	Records released without exemption (%)	Records released with some exemptions (%)	Records wholly exempt (%)	Records withheld pending advice from agencies (%)	Applications withdrawn by applicant (%)	Applications still to be processed* (%)	Total applications received
Business as usual							
2022–23	64.5%	7.4%	0.9%	2.6%	3.1%	21.5%	29,009
2021–22	85.5%	6.3%	0.4%	1.5%	2.1%	4.2%	34,100
Backlog							
2020–21	82.1%	7.2%	0.8%	0.8%	6.9%	2.1%	47,177
2019–20	86.3%	7.2%	0.2%	0.6%	4.6%	1.2%	45,297
2018–19	87.3%	7.6%	0.4%	0.6%	2%	2%	46,298
2017–18	83%	8.4%	0.4%	1%	1.8%	5.4%	43,325
2016–17	75.8%	12%	0.6%	0.6%	7.2%	3.9%	46,613
2015–16	83.8%	9.4%	1.3%	0.7%	3.1%	1.7%	53,477
2014–15	76.2%	16.4%	0.9%	1.3%	3.3%	1.8%	56,112
2013–14	79.9%	10.2%	0.9%	1.1%	4.4%	3.5%	60,607
2012–13	84%	9.7%	0.5%	1.5%	3.9%	0.4%	48,228
2011–12	81.5%	10%	0.5%	1.3%	3.7%	3%	57,914

Notes

- All applications received prior to 2011–12 have been completed.
- The backlog is defined as applications received before 30 June 2021.

Performance measure

Embed commitments and values of the Aboriginal and Torres Strait Islander Strategy and the Tandanya Declaration through respectful engagement with community onsite, offsite and online

Source: National Archives of Australia Corporate Plan 2022-23, page 19

Key activity: Connect Australians to the national archival collection

Overall result: Achieved

Planned performance result	Target	Result
Commitments and values of the Aboriginal and Torres Strait Islander Strategy and the Tandanya Declaration are embedded	Case study shows the Aboriginal and Torres Strait Islander Strategy and the Tandanya Declaration implementation plan actions are successfully implemented	Achieved

Analysis of performance

In 2022, National Archives launched our Aboriginal and Torres Strait Islander Strategy 2022–2025, which built on the initiatives from its previous iteration. The strategy demonstrates our commitment to broadening and strengthening connections to Aboriginal and Torres Strait Islander peoples. We actively seek to develop relationships and assist peoples to access collections, services and resources in culturally appropriate ways. Our way: Aboriginal and Torres Strait Islander protocols is our guiding document for this and our key initiative to implement and embed the Tandanya Declaration in our work.

A further key initiative of the strategy is to strengthen and develop partnerships with external stakeholders and relationships with Indigenous communities, including remote communities in the Northern Territory (2), Western Australia (2) and South Australia (2), and the Aboriginal Land Councils in those regions. This engagement occurs onsite, offsite and online.

In 2022–23, we commenced our regional and remote community engagement program, starting in the Northern Territory, which has led to a significant increase in the agency’s engagement activities. Key to the success in achieving this result has been grant funding from John T Reid Charitable Trusts until March 2024, which funds a non-ongoing Project Officer role. This role delivers regional and remote community engagement activities.

In 2022–23, these activities included a new program of remote community visits, outreach first contact engagement and engagement with existing stakeholders. Rather than one-off engagements, we are seeking to develop relationships that will help communities connect

with the national archival collection and our services and resources, particularly those for family history and heritage information, including native title evidence.

Engagement also continued through our Bringing Them Home name index and direct requests for other resources and program information for family history and community heritage. There were substantial increases from 2021–22 to 2022–23 in the use of:

- the Bringing Them Home name index – 145% increase
- Memoranda of Understanding for access to records – 32% increase.

National Archives engages respectfully with First Nations people and communities and in line with Our way protocols. We consult with Aboriginal and Torres Strait Islander peoples on the use of records relating to them, whether for use by National Archives or as part of an external request. The result of this engagement has been met with positive responses from direct family members, extended family and community, with overwhelming agreement, surprise and pride of their family connection in the national archival collection.

Individuals and communities are also pleased to hear about other related archival records and resources. We will build on engagement activities with these individuals and communities to enable this connection.

Case study: Regional and remote community engagement program

In-person remote engagement activities commenced in February and March 2023, in 2 remote communities with 8 organisations in Yirrkala, Alice Springs and Papunya in the Northern Territory.

The purpose of these visits was to build deeper engagement with Aboriginal peoples and communities. Introduction to National Archives sessions were held for these organisations, including information on our services and resources, demonstrations on how to navigate RecordSearch and an introduction to our Bringing Them Home name index.

Organisations included the Central Land Council, Central Australian Aboriginal Congress and Tangentyere Council. Presentations were also provided to the Central Land Council Executive Board, Stolen Generations elders at the Batchelor Institute, Desert Precinct Partners, and Papunya community members at the Papunya Tjupi Arts Centre. The presentation and discussions focused on the national archival collection and how it relates to Aboriginal and Torres Strait Islander peoples and communities, namely around Central Australia.

This engagement resulted in a positive experience for both individuals and communities and National Archives, as demonstrated by direct feedback and invitations received for further engagement. We are currently looking at how we can grow our engagement activities to create further connections for First Nations people and communities with National Archives and the national archival collection.



Papunya community members at the Papunya Tjupi Arts Centre, Alice Springs.



Staff with Stolen Generation members at the Batchelor Institute, Alice Springs.

Performance measure

Partnerships and commercial ventures enable more efficient collection digitisation and preservation, and greater progress of engagement priorities

Source:	National Archives of Australia Corporate Plan 2022-23, page 20	
Key activity:	Innovate to lead archival practice in the digital age	
Overall result:	Achieved	
Planned performance result	Target	Result
More efficient digitisation of items through partnerships or third-party ventures	25,000 items digitised by partnership or third-party selected for case study	Achieved 29,038 items were digitised by Ancestry.com

Analysis of performance

National Archives digitised 29,038 items in 2022–23 under the Ancestry.com partnership, exceeding the target of 25,000 and bringing the total number of records digitised over the course of the partnership to 95,119 since it began in August 2019. The most recent records digitised relate to individuals who applied to enlist in the AIF but were either rejected, discharged while in training or went on to serve within Australia only. These important, high-value records were simultaneously released to the public on RecordSearch and the Ancestry.com platform on 18 April 2023. Partnerships such as this enable us to digitise more records than we can alone.

Key to the success of the Ancestry.com partnership was the operating model. Work was undertaken at our repository in Burwood East, Victoria, which has a specialised digitisation hub. Ancestry.com undertook the digitisation of records and our staff undertook the quality assurance, processing and loading of the images to both the preservation and access databases. The records also never left the repository, ensuring security and best practice digitisation for the project.

This partnership was greatly disrupted in previous years by the COVID-19 lockdowns experienced in Melbourne over the course of the pandemic. However, Ancestry.com remained committed to the partnership, despite the impact of the lockdown on their workforce and invested resourcing to ensure work was completed in 2022–23. We are currently negotiating continuing the partnership to digitise further records relating to the First World War.

Performance measure

Provide support to Pacific-region national archives, including implementing a digital archive to preserve documentary heritage

Source: National Archives of Australia Corporate Plan 2022-23, page 20

Key activity: Innovate to lead archival practice in the digital age

Overall result: Achieved

Planned performance result	Target	Result
Provide support to Pacific-region national archives	Engagement with the national archives of Pacific-region nations	Achieved Supported and engaged with Pacific-region national archives through PARBICA

Analysis of performance

National Archives engaged with archives in the Pacific-region in 2022–23 through the Pacific Regional Branch of the International Council on Archives (PARBICA). As a member of the PARBICA Bureau, we hold the position of Treasurer of PARBICA. In this role, we provide treasury and finance services, manage updates and additions to the PARBICA website and manage PARBICA memberships. In 2022–23, we supported the attendance of the PARBICA President at the International Council on Archives (ICA) Conference in Rome in September 2022.

We coordinated the publication of a new Recordkeeping for Good Governance Toolkit module ‘Guideline 25: Implementing Access to Memory (AtoM) in the Pacific’. This was the result of a PARBICA partnership with the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and the ICA. The guideline was made available on the PARBICA website in August 2022. It explains how best to approach implementing description and access using an online hosted software such as AtoM.

Demonstrating our ongoing leadership role within the Pacific-region, we formalised arrangements for the temporary storage of East Timor Relief Association archival records in our New South Wales Office free of charge under a supporting memorandum of understanding. The records were deposited in August 2022 and the MOU provides secure and safe storage while arrangements are made for the long-term preservation of these important records.

We are digitising approximately 10,000 architectural plans relating to Papua New Guinea held by our Queensland Office. These plans detail works carried out in PNG by the

Australian Government prior to its independence in 1975. We are currently considering technological solutions to enable access to the digitised plans to the PNG Office of Libraries and Archives and the University of PNG.

This is the final external reporting period for this performance measure as it is not included in the 2023–24 corporate plan.

Performance measure

National Archives has appropriate digital capability to efficiently deliver, maintain and use a cybersecure next-generation digital archive

Source:	October 2022–23 Portfolio Budget Statements, page 308 National Archives of Australia Corporate Plan 2022-23, page 20	
Key activity:	Innovate to lead archival practice in the digital age	
Overall result:	Achieved	
Planned performance result	Target	Result
Number of Essential Eight cybersecurity mitigation strategies implemented	All 8 mitigation strategies implemented and rated as maturity level 2	Achieved

Analysis of performance

In 2022–23, National Archives continued to invest in a cyber-resilient culture to secure the national archival collection. We uplifted our security posture and implemented the Essential Eight strategies across all environments in compliance with the Protective Security Policy Framework mandate and in line with the Information Security Manual. The cybersecurity domain requires continuous review and refresh to address and defeat adversarial innovations. Sensitive information, including specific actions and deliverables, is not included in this report.

This is the final external reporting period for this performance measure as it is not included in the 2023–24 corporate plan.

Financial performance

National Archives receives ongoing funding from the Australian Government to secure, preserve and make available Australian Government information of enduring significance. The collection under its management incurs a substantial depreciation and amortisation expense which is not funded, however, with increased investment from Government since 2020-21 National Archives is able to report a surplus for the year.

In 2022–23, excluding depreciation and amortisation, National Archives had a surplus of \$39.72 million, \$14.85 million over budget (\$24.87 million). National Archives remains in a sound financial position largely due to the increase in funding provided by the DPPF measure in 2020-21 for 4 years. Including unfunded depreciation and amortisation, National Archives recorded a net surplus of \$6.23 million, \$15.71 million over a budgeted deficit of \$9.48 million and total comprehensive surplus of \$6.23 million.

Statement of comprehensive income

Income

Total income for 2022–23 was \$107.86 million, \$16.47 million over budget (\$91.39 million) and an increase of \$23.95 million over 2021–22. The increase in income was primarily due to the intake of records from other agencies of \$19.24 million, an increase of \$8.21 million over 2021-22 and recognition of additional appropriation announced in MYEFO 2021-22 of \$15.80 million.

Expenditure

Total operating expenditure was \$101.63 million, \$0.75 million over budget (\$100.88 million) and \$3.86 million more than 2021–22. The minor increase in expenditure related to supplier costs being \$4.84 million over budget (\$14.42 million) which was offset by a lower than budget Employee Benefits of \$37.25 million which was \$3.21 million under budget (\$40.46 million) which indicates a continuation of the previous year's spend as a result of engaging contractors associated with delivering on the DPPF program.

Balance Sheet

Assets

Total assets at 30 June 2023 were \$2.065 billion, an increase of \$11 million from 2021–22. The net increase was driven by asset additions offset by the reduction in lease right-of-use assets.

Liabilities

Total liabilities were \$471.45 million as at 30 June 2023 which is a decrease of \$13.92 million from 2021-22. The decrease reflects the reduction in lease liabilities (\$15.66 million) offset by provisions and payables of (\$1.73 million).

Equity

Total equity at 30 June 2023 was \$1.59 billion, an increase of \$24.9 million from 2021-22. The net increase was driven by an increase in the contributed equity of \$18.69 million, as well as the operating surplus for 2022-23 of \$6.23 million.

PART 3

MANAGEMENT AND ACCOUNTABILITY

Corporate governance

The Director-General is responsible for both delivering the functions set out in the Archives Act and ensuring National Archives operates within and meets the requirements of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and PS Act.

Our corporate governance framework guides good public sector governance by setting the standard for accountability and sound business practices across all areas of National Archives. It outlines the principles, elements and mechanisms we use for effective governance.

A strong governance system supports us to achieve our overall organisational objectives. Our governance framework is based on principles of public sector governance and guides our behaviour. Principles include:

- minimum effective regulation
- engaging effectively with risk
- clear, open and effective management
- planned business capability
- valuing people
- partnering with our stakeholders.

Committees

National Archives has 9 governance committees that support the Director-General and Executive Board to fulfill their corporate governance responsibilities by providing advice, assurance and recommendations that enable risk-based decision-making consistent with the strategic direction of National Archives.

Table 7: Governance committees and their purpose

Committee	Purpose
Executive Board	<p>The Executive Board is National Archives' principal governance and decision-making body. It provides overall corporate governance and ensures the activities of National Archives are aligned with its strategic goals.</p> <p>It comprises the Director-General (Chair) and Senior Executive (4 Assistant Directors-General). The Executive Board meets monthly, except in January, unless required.</p>
Audit and Risk Committee	<p>The Audit and Risk Committee provides independent advice to the accountable authority, the Director-General, and assists them to meet their duties and obligations. It provides advice on financial reporting, performance reporting, systems of risk oversight and management and systems of internal control.</p> <p>It comprises 3 external appointments, Geoff Knuckey (Chair), Dr Wendy Southern and Janine McMinn. The Audit and Risk Committee met 5 times in 2022–23. See Table 8 for further details.</p>
Project Assurance Committee	<p>The Project Assurance Committee provides assurance to the Executive Board and Director-General about the management of significant or complex projects being undertaken by National Archives.</p> <p>It comprises 2 external appointments, Clive Lines (Chair) and Rochelle Fittler, and the Chief Operating Officer. The Project Assurance Committee met 6 times in 2022–23.</p>
Security Committee	<p>The Security Committee ensures National Archives is implementing effective security strategies, programs and measures to protect National Archives on security matters relating to physical, personnel, information and governance.</p> <p>It comprises the Chief Operating Officer (Chair) and 2 internal members. The Security Committee met 3 times in 2022–23.</p>
Cyber Security Governance Committee	<p>The Cyber Security Governance Committee ensures that National Archives is implementing effective cybersecurity strategies, programs and measures to protect National Archives information security systems.</p> <p>It comprises the Assistant Director-General, Data and Digital (Chair), 3 internal members, 2 external members and 2 observers. The Cyber Security Governance Committee met 3 times in 2022–23.</p>

Committee	Purpose
Information and Data Governance Committee	<p>The Information and Data Governance Committee provides oversight, assurance and direction for National Archives' response to meeting whole-of-government policies and standards for information and data governance.</p> <p>It comprises the Assistant Director-General, Data and Digital (Chair), and 4 internal members. The Information and Data Governance Committee met 4 times in 2022–23.</p>
Business Continuity Committee	<p>The Business Continuity Committee oversees National Archives' business continuity management program. It provides subject matter input to the ongoing management of the business continuity program, including reviewing the business continuity framework and building a culture of resilience through planning, engagement and training.</p> <p>It comprises the Director, Property and Security (Chair), and 4 internal members. The Business Continuity Committee met 3 times in 2022–23.</p>
Workplace Relations Committee	<p>The Workplace Relations Committee is a consultative forum to seek views from employees on employment-related matters. It supports open communication and consultation between management and employees on developing and reviewing employment-related policies and matters that have significant impact across National Archives.</p> <p>It comprises the Chief Operating Officer (ex-officio Chair) and 7 internal members (up to 3 management representatives and up to 4 employee representatives). The Workplace Relations Committee met 2 times in 2022–23.</p>
Health and Safety Committee	<p>The Health and Safety Committee is a consultative forum to support the management of work health and safety issues and ensure National Archives fulfils its obligations under work health and safety legislation.</p> <p>It comprises the Director, People and Culture (ex-officio Chair), and 5 internal members (including management and Health and Safety Representatives). The Health and Safety Committee met 3 times in 2022–23.</p>

Audit and Risk Committee

The Audit and Risk Committee charter sets out the committee's role, authority, responsibilities, composition and tenure, reporting and administrative arrangements. The charter can be found on our website at: www.naa.gov.au/about-us/who-we-are/accountability-and-reporting/audit-and-risk-committee-charter.

Table 8 provides details on Audit and Risk Committee membership and number of committee meetings held for the period 1 July 2022 to 30 June 2023.

Table 8: Audit and Risk Committee members, 2022–23

Member name	Qualifications, knowledge, skills or experience			
Geoff Knuckey	Geoff Knuckey was appointed to the Audit and Risk Committee in 2011. He has extensive experience as an audit committee member and chair in the public and private sectors. In 2009, after a 32- year career with Ernst & Young, he became a full-time company director and member of audit committees. He has a Bachelor in Economics and is a Fellow of the Institute of Chartered Accountants Australia (FICA), Graduate of the Australian Institute of Company Directors and registered Company Auditor.			
	Number of meetings attended	Total number of meetings held	Total annual remuneration (GST inc)	Additional information
	5	5	\$10,978	Chair
Dr Wendy Southern	Dr Wendy Southern is a retired senior public servant. She has been a member of the Audit and Risk Committee since February 2021. She previously held the roles of Deputy Director-General at the Australian Security Intelligence Organisation and Deputy Secretary at both the Department of Health and the Department of Immigration and Border Protection. Her responsibilities ranged across strategic policy, program management, organisational reform, and governance and corporate management.			
	Number of meetings attended	Total number of meetings held	Total annual remuneration (GST inc)	Additional information
	5	5	\$15,000	Member

Janine McMinn	<p>Janine McMinn has over 32 years' experience in internal audit and information technology. She was Internal Audit & ICT Security Partner at Oakton before she retired. She has worked with several large and small federal government clients and has gained practical experience of the issues faced by government agencies in achieving outcomes. She is currently serving on audit and risk committees for both Commonwealth and state entities and is a member of the Audit and Risk Committee for the Australian National University.</p>		
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Number of meetings attended	Total number of meetings held	Total annual remuneration (GST inc)	Additional information
5	5	\$16,500	Member

Risk management

National Archives has an integrated approach to risk, which is managed through monitoring and reporting as part of our business planning and review processes. National Archives’ risk management framework and policy outlines the requirements for and approach towards effective risk management at National Archives.

Risks are considered and managed at different levels. Enterprise and high-level program risks are reviewed regularly by the executive and monitored by the Audit and Risk Committee. National Archives was a finalist in the 2022 Commonwealth Awards for Excellence in Risk Management in the Risk Initiative Category for the DPPF program.

Internal audit

The internal audit program is delivered by independent, contracted professional auditors and improves National Archives’ operations, performance and management of risks. Audit topics are based on strategic priorities, risk management and governance controls. In 2022–23, National Archives undertook a proactive internal audit to assess the agency’s maturity against the Commonwealth Integrity Maturity Framework. The Audit and Risk Committee monitors the progress of the internal audit program during the year, including monitoring the implementation of agreed recommendations from completed audits, both internal and external.

Fraud control

National Archives' Fraud and Corruption Control Framework outlines the strategies, governance and procedures in place to protect against fraud and corruption-related risks to staff, information and assets. Staff are required to undertake fraud awareness training via e-learning.

Ethical standards

Staff are required to uphold the Australian Public Service (APS) values, employment principles and code of conduct, as well as our values. National Archives operates a program of mandatory e-learning for staff to understand ethical standards and behaviour expectations. The program includes courses such as security awareness and Commonwealth resource management. New employees also participate in an induction program that includes training on ethical standards.

Freedom of information

In 2022–23, National Archives received 19 requests for access to documents under the *Freedom of Information Act 1982* (FOI Act).

Information Publication Scheme

Under Part II, section 8, of the FOI Act, we are required to publish information as part of the Information Publication Scheme (IPS). Our website naa.gov.au includes National Archives' IPS Plan, which outlines what information National Archives publishes in accordance with the IPS requirements, and an FOI disclosure log, which provides a list of information released in response to an FOI request.

Privacy

National Archives has a privacy policy and a privacy management plan consistent with its obligations under the Privacy (Australian Government Agencies – Governance) APP Code 2017. In 2022–23, National Archives received 8 privacy impact assessments for review, all of which were finalised within the financial year and published in the Privacy Impact Assessment Register on our website naa.gov.au.

Information governance

National Archives aims to be forward-looking and innovative, employing best practice approaches for the management of information and data assets. This includes implementing our Building trust in the public record policy and the Information Management Standard for Australian Government as well as meeting other whole-of-government requirements.

Our information and data governance framework:

- affirms our commitment to effective governance and management for all information and data assets
- clearly defines the standards, expectations and responsibilities for managing information and data
- ensures that our information and data management practices meet legal obligations, accountability requirements, business needs and stakeholder expectations.

In 2022–23, we continued to strengthen our information governance framework, policies and processes. Progress was made on meeting the targets identified in the Building trust in the public record policy and the Foundational Four requirements of the Office of the National Data Commissioner, with planned targets met.

Targets under National Archives' Data strategy 2020–2022 were completed and a new strategy for 2023–25 released. The Digital Asset Register was improved with data analysis dashboards added to identify where governance can be improved.

National Archives of Australia Advisory Council

Establishment and functions

National Archives of Australia Advisory Council (Advisory Council) is established under subsection 10(1) of the Archives Act. The main purpose of the Advisory Council is to provide advice to the Minister responsible for National Archives and the Director-General on matters that relate to National Archives.

Under section 11 of the Archives Act, the Advisory Council is an advisory body with the following functions:

1. The Advisory 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) (above) 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.

Advisory Council membership

The Archives Act provides for an advisory council consisting of:

- one senator chosen by the Senate
- one member of the House of Representatives chosen by the House
- 11 other members appointed by the Minister.

Members serve for terms not exceeding 3 years and may serve an additional term.

Table 9: Advisory Council meeting attendance, 2022–23

Member	AC147 16 September 2022	AC148 25 November 2022	AC149 3 March 2023	AC150 16 June 2023
Dr Denver Beanland AM (Chair)	✓	✓	✓	✓
Ms Rachel Connors	✓	✗	✓	✓
Dr Bella D'Abrera	✓	✗	✗	✓
Dr Anthony Dillon	✓	✓	✓	✗
Ms Suzanne Hampel OAM	✓	✗	✓	✗
Ms Anne Henderson AM	✓	✓	✓	n/a
Dr Rosemary Laing	✓	✓	✓	✓
Ms Amy Low	✓	✗	✓	n/a
Ms Alice Spalding	✓	✓	✓	✗
Associate Professor Joseph Suttie	✓	✓	✓	✓
Professor (Emeritus) Sally Walker AM	✓	✓	✓	n/a
Mr David Smith MP*	✓	✓	✗	✓
Senator Dean Smith*	✗	✓	✓	✓

Key: ✓ Attended meeting ✗ Did not attend meeting n/a Was not an Advisory Council member at the time * Parliamentary representative, not paid remuneration

Professor (Emeritus) Sally Walker AM, Ms Anne Henderson AM and Ms Amy Low resigned from the Advisory Council on 27 March 2023, 18 May 2023 and 9 June 2023 respectively.

Advisory Council members are paid remuneration and allowances as determined by the Remuneration Tribunal.

The PGPA Act requires members to notify other members of any material personal interest when a real or perceived conflict arises. Advisory Council members are asked to declare any new conflicts of interest at each Advisory Council meeting.

Summary of activities

Functional and efficiency review

National Archives continues to make significant achievements in the implementation of the recommendations made by the Functional and Efficiency Review of National Archives of Australia (Tune Review), including digitising at-risk records and improving its cybersecurity. National Archives is also undertaking substantial work regarding records authorities to ensure appropriate disposal coverage across the Commonwealth and to reduce the backlog of access applications, including actively engaging with controlling agencies to increase the number of records examined.

The Advisory Council is pleased to note the significant progress made on this important work. Of the 20 recommendations by the Tune Review, 6 do not require any further work, 12 are being addressed through the DPPF program and 2 are being addressed through business-as-usual activities.

Amendments to Archives Act

The Advisory Council continues to advocate for amendments to the Archives Act and is pleased to see that modernising the Act has been prioritised as an action under 'Pillar 4 – Strong Cultural Infrastructure' of the Australian Government's National Cultural Policy, Revive, which was released in January 2023. It is also a key recommendation of the Tune Review.

The amendments are critically required to ensure that the legislation remains effective in a digital world, to resolve areas of ambiguity, and to improve the effectiveness of the Archives Act, including the ability of National Archives to perform its existing obligations under the Act.

The proposed amendments, which are being progressed with the Office for the Arts, will not only complement National Archives' embedding a digital-first culture but also provide greater certainty around its functions, powers and responsibilities, as well as create opportunities for future partnerships and commercial activities.

Strengthening the role and increasing the profile of National Archives

The Advisory Council notes the importance of Commonwealth entities engaging with their responsibilities under the Archives Act, and the risk to and impact on National Archives' ability to perform its statutory role if this does not occur.

While the proposed amendments to the Archives Act would significantly assist this, the Advisory Council identified additional opportunities for National Archives to build and raise its profile. For example, through targeted engagement activities with entities that differ in intensity based on requirements to build information management and governance capability and modernise guidance and support provided to entities.

The Advisory Council continues to advocate for a new National Office and permanent public exhibition space for National Archives in the Parliamentary Triangle, which would support raising the agency's public profile, noting the lease to the current National Office expires in 2030.

Building and embedding a digital-first culture

As its digital collection grows, National Archives must continue to upscale the cybersecure next-generation digital archive to preserve and protect the national archival collection, and ensure it is accessible for government and the community. The Advisory Council noted National Archives must explore opportunities for new ways of undertaking its business to keep pace with technological change, including artificial intelligence and machine learning. With this comes the need for National Archives to build the required workforce capability and technological infrastructure.

The Advisory Council also noted challenges for National Archives regarding cybersecurity and proactive release and access to records. It is important that sustainable funding is provided for National Archives to mature and maintain cybersecure systems.

The Advisory Council welcomed the \$36.5 million in funding National Archives received over 4 years that will enable the agency to deliver and strengthen core functions and increase resources to continue priority work, including proactively digitising at-risk and high-use records, increasing digital storage and moving public-facing websites to more secure platforms. However, the Advisory Council notes the ongoing increase to National Archives' appropriation from 2027–28 of \$8.2 million does not provide long-term financial sustainability.

Digitisation of military service records

The Advisory Council congratulates National Archives on reaching one million Second World War service records digitised, of which over 800,000 have been done under the Second World War digitisation project. The project commenced in 2019, following \$10 million of funding from the Australian Government. The Advisory Council played a significant role in

securing this funding through representations made to the then Minister for Veterans' Affairs. Access to these records free of charge to the public is invaluable.

The Advisory Council noted the efficiencies made by National Archives to digitise more records with the funding than initially estimated, because of implementing a hybrid model of outsourced and in-house digitisation.

The Advisory Council requests that in 2023–24, National Archives receives funding from the Australian Government to support the digitisation of the approximately 89,000 service records from the Vietnam War, Korean War, and Borneo and Malayan confrontations. This is an important program of work that must be completed for veterans, their families and the Australian people.

Preservation of records at-risk

The Advisory Council continues to advocate for sustainable funding for National Archives to preserve, digitise and make available valuable at-risk records to the public, in addition to the \$67.7 million non-ongoing funding received in 2021 in response to the Tune Review and the recent additional \$36.5 million non-ongoing funding. Financial sustainability is critically important to ensure that National Archives can secure and preserve Australian Government information of enduring significance, and connect all Australians with the national archival collection to tell the stories and memory of our nation.

There are an estimated 15 million at-risk items within the national archival collection. The most urgent issue is the digitisation of items, such as magnetic tape media, that will be progressively lost over the next 5 to 10 years due to inherent deterioration or obsolescence.

As at 30 June 2023, National Archives has copied 69% (211,700 items) of the magnetic tape collection (audio and video formats), leaving approximately 31% (86,546 items) to assess for preservation and digitisation. Although much work has already been done to preserve these records through digitisation, National Archives seeks, through DPPF and other programs, to increase the volume and pace of digitisation for at-risk formats.

The year ahead

In the year ahead, the Advisory Council will continue to support, provide advice and advocate for National Archives, in particular its digital-first and audience-centred transformation agenda, progressing legislative amendments to the Archives Act, financial sustainability and securing, preserving and providing access to the national archival collection for all Australians.

Statements required under the Archives Act

Record disposal practices

Section 25 of the Archives Act requires the Director-General to provide the Advisory Council with a statement setting out practices relating to the disposal of Commonwealth records. At each Advisory Council meeting, National Archives also provides information on records authorities issued to Australian Government agencies.

In 2022–23, National Archives issued 13 instruments under the Archives Act, including records authorities developed in consultation with individual entities.

Special access to official records

Subsection 56(2) of the Archives Act provides that an individual may be granted access to Commonwealth records not available for public access. This includes records not yet in the open-access period and records assessed as being exempt from public access.

Applications to access closed-period or exempt records are made directly to the agencies responsible for controlling them. Decisions on whether to grant access are the responsibility of those agencies.

Special-access arrangements have been in place since 1988 to help agencies make decisions about records that are subject to an application for special access.

In accordance with the requirements of subsection 56(5) of the Archives Act, at each Advisory Council meeting, National Archives tables a statement detailing requests for, and decisions relating to, access under subsection 56(2).

In 2022–23, the Advisory Council was notified of 16 new applications for special access to records under subsection 56(2). One additional application approved in 2021–22 was extended to allow special access to continue in 2022–23. One application lodged in 2019, still under consideration in 2021–22, has now been cancelled and is no longer current. The Advisory Council was previously notified that further consultation about the application was paused due to COVID-19 pandemic response priorities.

External scrutiny

External audit

In 2022–23, National Archives participated in one cross-entity performance audit by the Australian National Audit Office (ANAO), the Auditor-General Report No 44 of 2022–23, Management of Information Assets, tabled in the Parliament on 28 June 2023. The report is available on the ANAO's website: Performance audit reports | Australian National Audit Office ([anao.gov.au](https://www.anao.gov.au)).

Joint Standing Committee on the National Capital and External Territories

In 2022–23, National Archives provided a submission to the Joint Standing Committee on the National Capital and External Territories inquiry into fostering and promoting the significance of Australia's National Capital.

Estimates

National Archives appeared before the Environment and Communications Legislation Committee on 25 May 2023. National Archives' responses to questions taken on notice (written and taken during the hearings) and transcripts of committee hearings are available on the Parliament of Australia website.

Office of the Australian Information Commissioner

In 2022–23, the Office of the Australian Information Commissioner conducted a desktop audit of National Archives' Public Interest Disclosure log and confirmed that National Archives is meeting its obligations.

No reports were produced by the Information Commissioner concerning actions taken by, or practices of, National Archives. As at 30 June 2023, National Archives has 7 ongoing matters that are with the Information Commissioner for consideration.

Judicial decisions and other external scrutiny

National Archives makes decisions on access to Australian Government records under the Archives Act. Individuals can appeal an access decision, in certain circumstances, and seek a review from the Administrative Appeals Tribunal (AAT). In 2022–23, the AAT received 79 new appeals, and 33 were carried over from the 2021–22 financial year. National Archives attended a hearing for one AAT matter during the reporting period.

In 2022–23, the AAT affirmed one decision made by National Archives, one applicant withdrew their application, and the AAT made a decision in accordance with subsection 42C(2) of the *Administrative Appeals Tribunal Act 1975* for one matter, and the records were released to the applicant. As at 30 June 2023, a total of 110 appeals remained before the AAT.

No reports were produced by the Commonwealth Ombudsman. National Archives was not party to any judicial decisions or decisions of administrative tribunals or any other external body in 2022–23 that had, or may have had, a significant effect on its operations.

Legal services and expenditure

The Legal Services Directions 2017, issued by the Attorney-General under the *Judiciary Act 1903*, require Australian Government agencies to ensure that legal services expenditure is appropriately recorded and monitored. National Archives' total expenditure on external legal services for 2022–23 was \$468,868.42.

Significant non-compliance with finance law

No significant instances of non-compliance with finance law were recorded in 2022–23 that required reporting to the responsible minister in accordance with the PGPA Act.

External engagement

Multicultural access and equity

National Archives continues to contribute to a shared understanding and appreciation of Australia's diverse heritage. Initiatives to increase multicultural access and equity in 2022–23 focused on internal training, publication, collection analysis, exhibitions, events and education programs. These initiatives featured records in permanent exhibitions and state-based displays that tell stories of Australia's diverse heritage.

In 2022–23, National Archives:

- held webinars and workshops to engage with culturally diverse audiences
- participated in the Dutch-Australian Shared Histories project supported by the Embassy of the Kingdom of the Netherlands, involving the identification, digitisation and promotion of Dutch-Australian migrant records
- celebrated the 75th anniversary of the Malta-Australia Migration Agreement with an open day and the launch of the display *From restricted to assisted: Maltese migration to Australia*

- engaged with audiences at the Japan Festival in Perth to share collection images and curated stories from the *Lasting impressions: love, family and the White Australia Policy exhibition*
- collaborated with the Black Diasporas Melbourne project to connect African-Australian communities with the collection
- celebrated Portuguese Week by hosting an event to share the history of Portuguese migration to Australia based on stories drawn from the collection
- continued to provide translated reference services via telephone
- actively identified opportunities to rewrite website content in plain English for maximum accessibility regardless of background
- increased publication of blog stories featuring migrant journeys and experiences
- engaged with artist Peter Drew and created an online classroom resource that explores how he uses archival records to interrogate cultural assumptions about what it means to be 'Aussie' and draw attention to the racial diversity that existed in Australia during the White Australia Policy
- redeveloped the dictation test onsite education activity to include stories of culturally diverse Australians impacted by the White Australia Policy in a manner that is sensitive to the cultural diversity of our audience.



From left to right: His Excellency Mario Farrugia Borg, High Commissioner of Malta to Australia and New Zealand; Dr Mary Elizabeth Calwell, daughter of former Australian Immigration Minister Arthur Calwell; Maria Vamvakinou MP, Chair of the Joint Standing Committee on Migration; and Simon Froude, Director-General National Archives of Australia.

Recognising and respecting First Nations heritage

Reconciliation Action Plan

The Reconciliation Action Plan Working Group (RAPWG) consists of 13 members across all offices and branches of National Archives. The RAPWG met 6 times in 2022–23. Key deliverables of the RAPWG included the:

- celebration of National Reconciliation Week – reconciliation was promoted through internal and external communication channels and employees were provided with resources about cultural safety in the workplace
- celebration of NAIDOC Week – the theme ‘For Our Elders’ was promoted through internal and external communication channels with a focus on the significant number of records held by National Archives that show Elders’ contributions to Australian life, laws and culture
- ongoing and regular communication from the RAPWG to employees through the internal Indigenous Forum, highlighting current events, popular culture, opportunities and training
- promotion of days of significance, making available email signatures, banners and logos for the use of employees
- registration with Reconciliation Australia to develop a new Reconciliation Action Plan.

Engagement with Aboriginal and Torres Strait Islander peoples

In 2022–23, National Archives continued to engage with Aboriginal and Torres Strait Islander peoples.

National Archives engaged with various organisations and communities, providing training and information about services, programs and resources in 2022–23. These included:

- a presentation of ‘Tracking families’ – discovering Aboriginal and Torres Strait Islander family history resources – at an online conference hosted by the Australian Institute of Aboriginal and Torres Strait Islander Studies in August 2022
- information sessions on services and family history resources presented to FORWAARD Aboriginal Corporation, Darwin; Central Land Council, Alice Springs; and Stolen Generations elders, Batchelor Institute, Alice Springs
- community visits to Yirrkala and Papunya to meet with community and provide information sessions on family history resources
- an introduction session on National Archives services and resources provided to Queensland State Archives, State Library of Queensland, First Nations data team and Link-Up (Qld).

These visits and information sessions were very successful and have resulted in further engagement requests from organisations and community.

The Bringing Them Home name index is used for linking individuals with family and community. In 2022–23, 736 enquiries were received, 2,731 names searched and 7,717 names found. Information provided also supported a Link-Up family reunion. A total of 111 Memorandum of Understanding access applications were received for family and community history information.

Training was provided on the use of the Bringing Them Home name index to family history staff of the Victorian Aboriginal Community Care Health Organisation and Northern Territory Stolen Generations Aboriginal Corporation. Enhancements to the Bringing Them Home name index were undertaken during 2022–23 to improve functionality, data maintenance and reporting.

National Archives acknowledges support of John T Reid Charitable Trusts to undertake deeper engagement with Aboriginal and Torres Strait Islander peoples, organisations and communities from 2022 to 2024. An APS Level 5 Aboriginal and Torres Strait Islander Project Engagement Officer, engaged in April 2022, has established new relationships and progressed deeper engagement with various organisations and communities. Our engagement work will continue in 2023–24, working with Western Australian and South Australian organisations and communities.

The Northern Territory Aboriginal Advisory Group met twice in 2022–23. On 12 August 2022, papers were presented and discussed on the Aboriginal and Torres Strait Islander Engagement section and DPPF program's collection consolidation. On 8 June 2023, the group received an update about consolidating the Northern Territory Office collection and provided comments about Indigenous-related collections.

Our people

Staff profile, separations and employment

As at 30 June 2023, the number of ongoing employees at National Archives was slightly lower than the number on the same date in 2022 (from 324 in 2022 to 316 in 2023). There was a slight reduction in temporary (non-ongoing and casual) employees over the same period (from 79 to 72). Our workforce was carefully managed within National Archives' constrained financial resourcing and average staffing level (ASL) cap (363).

Workforce demographics as at 30 June 2023 are provided in the tables in Appendix B. In summary, our workforce:

- is largely Canberra-based (71.4%) with a geographical footprint in every capital city
- is predominantly female (60.1%)
- includes people with disability (5.5%), Indigenous employees (1.2%), people of mature age (40.2%), people who are culturally and linguistically diverse (19.6%), and young people (4.7%)
- includes part-time (19.3%) and temporary (18.6%) workers, offering flexibility to achieve National Archives' objectives.

The separation rate for ongoing employees in 2022–23 was 8.8%, a decrease from the 2021–22 rate of 11.9%. The separation rate includes all separations (terminations, resignations and retirements) excluding promotions and permanent transfers to other Commonwealth agencies. Results from the exit survey indicate the main reason workers left was they were seeking other opportunities, mostly due to the lack of permanent roles, opportunities for promotion or better remuneration.

Senior Executive Service remuneration

Remuneration for Senior Executive Service (SES) employees is governed by the APS executive remuneration management policy and National Archives' SES remuneration policy.

The Director-General and individual SES employees enter into an agreement under subsection 24(1) of the PS Act consistent with National Archives' SES remuneration policy. Each SES employee developed an individual work plan with the Director-General, which is assessed against a 5-point scale rating system.

A range of non-salary benefits are available to SES employees, including the provision of a laptop, tablet and mobile device and car parking. No bonuses are payable to SES employees. Mandatory tables relating to executive remuneration are provided in Appendix C.

Instruments of employment

In 2022–23, National Archives' non-SES employees were covered by the *National Archives of Australia Enterprise Agreement 2017–2020* and a determination made under subsection 24(1) of the PS Act, effective from 24 June 2023.

As at 30 June 2023, 4 SES employees were covered by individual determinations under subsection 24(1) of the PS Act. In addition, the salaries of 4 non-SES employees were varied by individual determinations.

No employees had provisions for performance pay. Mandatory tables relating to National Archives' employment arrangements and salary details are provided in Appendix B.

Workforce strategies

Our values

In 2022–23, we reviewed our corporate values in broad consultation across the agency. We established a working group comprised of members from every branch to support the process. The working group oversaw a series of workshops and surveys to ensure a large array of perspectives were captured. As at 30 June 2023, the review was in its final stages, with the new values to be launched and implemented in early 2023–24.

Workforce planning

National Archives continued with the implementation of actions identified in the Workforce Plan 2022–27, released in 2021–22. The plan sets an organisation-wide approach to strengthen workforce capability and achieve the outcomes outlined in Strategy 2030 and National Archives of Australia Corporate Plan 2021–22.

The 4 key priorities of the workforce plan include uplifting recruitment and attraction strategies, strengthening retention, enhancing professional management capabilities and amplifying digital skills.

Key achievements in 2022–23 include:

- delivering digital archiving training by the Australian Society of Archivists as part of the professional development calendar
- participating in the 2023 APS Graduate Development Program to recruit graduates with diverse skills and develop their technical skill through archival expertise
- commencing the Hybrid Workplace Pilot Program to understand viability for broader rollout in National Archives
- extending our Mentoring Program to APS5/6 employees to support performance, retention and career advancement with support from more experienced employees
- developing and delivering a 12-month senior leadership series to enhance professional management capabilities
- launching the Management in Action for Technical Experts Program to increase professional management capabilities and prepare technical employees for management and leadership roles.

Inclusion and diversity

National Archives values and supports a diverse and inclusive workplace. We are committed to fostering a culture of belonging and empowerment where all employees can contribute to the best of their ability. Our Diversity Plan 2022–25 is supported by the Chief Operating Officer, as Diversity Champion, who leads inclusion awareness, education and strategy and policy.

We embrace the diverse skills, perspectives and experiences of our staff to improve service delivery. We acknowledge that diversity is multifaceted and encompasses cultural backgrounds, ethnicity, age, gender identity, disability, sexual orientation, cultural sensitivities, religious diversity, language and education, as well as characteristics such as professional skills, working styles, location and life experiences.

Our diversity plan has a specific focus on increasing the representation of young people (aged less than 25 years), people with disability and Aboriginal and Torres Strait Islander peoples.

Key achievements in 2022–23 include:

- launching the Diversity and Inclusion Network, a forum that focuses on building relationships, raising awareness and making diversity and inclusion initiatives more visible across the agency
- increasing the profile of the Jawun program and selection of employees to contribute to the capability of Indigenous leaders, organisations and communities to achieve their own development goals in 2023
- celebrating diversity campaigns – including National Reconciliation Week, Harmony Week, NAIDOC Week and Pride Month – to increase awareness of diversity issues and promote an inclusive culture
- membership with the Australian Network on Disability, Diversity Council Australia and Pride in Diversity to provide employee training and advice on program and policy review
- releasing guidance to support employees to use inclusive language in all policies and official communications
- continuing to provide reasonable adjustments to support equal participation in recruitment exercises and other working life
- continuing to use the RecruitAbility scheme for all vacancies.

In 2022–23, we continued to build employees’ cultural capability. Online cultural awareness training packages developed by SBS were available to staff and built into the ongoing mandatory training program.

Work commenced on an inclusive position assessment to understand the physical and cognitive demands of roles and options for increased recruitment of people with disability and to identify reasonable adjustments. Table 10 details workforce representation of National Archives as at 30 June 2023.

Table 10: National Archives workforce representation as at 30 June 2023

Diversity group	30 June 2023	30 June 2022
Women	60.1%	58.8%
Mature age (>50)	38.1%	40.2%
Cultural and linguistically diverse (CALD)	19.1%	19.6%
LGBTIQA+ (from employee census)	11%	11%
Disability	5.9%	5.5%
Young people (<25)	5.9%	4.7%
Indigenous	1.5%	1.2%

Disability reporting

Australia's Disability Strategy 2021–2031 sets out a plan over 10 years to change the lives of people with disability, and the supporting employment-targeted action plan sets a target of 7% of employees with disability in the APS by 2024. This target is also included in the Australian Public Service Disability Employment Strategy 2020–25. Inclusion and diversity workforce information, including but not limited to information relating to National Archives employees with disability, is publicly reported in the APS employment data release and Australian Public Service Commission's State of the Service reports and the APS Statistical Bulletin. These reports are available at apsc.gov.au.

Learning and development

National Archives supports employees to pursue learning and development opportunities to meet the professional needs of both National Archives and the employee. Our learning is informed by the APS Continuous Learning Model. The model recognises the broad range of learning methods that can be used to build capability continuously, including learning through work, people, resources and courses. The focus in 2022–23 was on capabilities such as leadership and management, communication, working in the APS, health and wellbeing, mentoring and digital capabilities.

We continue to provide a comprehensive suite of professional development programs as part of the professional development calendar. Courses, seminars, workshops and in-house programs were delivered in partnership with external providers, and the Australian Public Service Commission, with over 440 places filled. More than 3,500 e-learning programs were completed through the learning management systems. The most popular courses related to working with data, cultural awareness, communication skills and record keeping.

In June 2022, the Capability Implementation Plan: Leadership was finalised as part of our Workforce Plan 2022–27. The implementation plan outlines our approach to developing and strengthening leadership capability. It includes pathways to build leadership capability, formally and informally, through on-the-job and off-the-job training and initiatives. We developed and delivered a 12-month senior leadership series to enhance professional management and offered a Mentoring Program for executive levels to APS5 employees in 2022–23.

The Studies Assistance Program provided employees with the opportunity to complete relevant study supported with financial assistance, study leave or both. In 2022–23, 12 employees accessed the program. Areas of study included information management, data management, business administration studies and history.

Online courses continued as business-as-usual in 2022–23. As a geographically dispersed agency, virtual delivery provided a consistent experience to all employees regardless of their location.

In 2022–23, employees also undertook an approved program of online mandatory training to strengthen cultural awareness and maintain compliance with regulatory requirements.

Performance management

National Archives’ performance management policy supported organisational performance and development by providing the opportunity to align individual standards, behaviours and professional development to organisational goals set out in Strategy 2030, corporate plan and other business plans. The policy applied to all employees and included mid-cycle check-ins and an end-of-cycle review. Work commenced on the review of the Performance Management Policy in 2021–22, and an updated policy is expected to be released in 2023–24.

Employees were provided with guidance to assist them in preparing for formal performance conversations, setting specific, measurable, achievable and realistic goals at the beginning of the performance year, and providing regular informal feedback.

Probation continued to be applied as a condition of engagement for all new ongoing and non-ongoing employees.

Health and Wellbeing Program

National Archives remains committed to providing and maintaining a safe and healthy working environment for all employees through workplace audits, support for injured and ill workers, and initiatives under the Health and Wellbeing Program.

The Health and Safety Committee (HSC) continues to facilitate cooperation between employees and management on work health and safety matters through quarterly meetings.

We provide an annual program of health and wellbeing activities to engage staff in healthier work practices. Activities during 2022–23 included influenza vaccinations, individual health checks and wellbeing sessions.

In 2022–23, National Archives received 4 compensation claims. A total of 220 staff received the influenza vaccination. Table 11 outlines National Archives’ work health and safety performance statistics.

Table 11: Work health and safety performance, 2020–21 to 2022–23

Action	2020–21	2021–22	2022–23
Investigations conducted that relate to businesses or undertakings by National Archives, including any notices received under Part 10 of the Work Health and Safety Act 2011 (WHS Act)	0	0	0
Incidents reported to Comcare under Part 3, Section 35 of the WHS Act	1	0	2
Investigations carried out, or notices given, under Part 10 of the WHS Act	0	0	0
Work-related incidents notifiable as per National Archives' work health and safety incident reporting and hazard management policy	14	0	8
Number of staff who received the influenza vaccination	212	223	220
Number of accepted compensation claims	0	0	2

Our Health and Wellbeing Program was recognised by the ACT Healthier Work Program and maintained Platinum+ status.

We continued to provide an Employee Assistance Program to employees and their immediate family members, to support both work-related and personal issues. Available services included career advice, manager assistance and financial counselling.

Environmental performance

National Archives aims to reduce the environmental impact associated with business operations while complying with the *Environment Protection and Biodiversity Conservation Act 1999*. We are committed to ecologically sustainable development and to improving environmental performance in the areas of energy usage, waste and water management.

The following initiatives demonstrate our ongoing commitment to environmental sustainability:

- temperature-controlled storage conditions in line with conservation and preservation

standards for collection material and heritage artefacts on exhibition and in repositories

- working closely with landlords to maximise the efficiency of base building plant and control systems, including the replacement of ageing plant and equipment with updated technologies
- continual focus on enhanced digital platforms to support flexible and work-from-home arrangements
- implementing energy-efficient equipment such as smart lighting systems
- maintaining a segregated waste management system to handle paper, cardboard, mixed recyclables, toners and chemicals, and waste to landfill
- using environmentally friendly cleaning products.

National Australian Built Environment Rating System energy rating

The National Australian Built Environment Rating System (NABERS) measures the environmental performance of buildings, tenancies and homes. It measures the energy efficiency, water usage, waste management and indoor environment quality and its impact on the environment. National Archives achieved a 5.5-star NABERS energy rating for the Peter Durack Building (National Archives Preservation Facility).

Australian Public Service Net Zero 2030

Greenhouse gas emissions reporting has been developed with a methodology that is consistent with the whole-of-government approach as part of the APS Net Zero 2030 policy.

Table 12: Greenhouse gas emissions inventory, 2022–23

Emission source	Scope 1 kg CO2-e	Scope 2 kg CO2-e	Scope 3 kg CO2-e	Total kg CO2-e
Electricity	n/a	3,572,455	322,573	3,895,027
Natural Gas	334,897	n/a	68,287	403,184
Fleet vehicles	7,294	n/a	1,833	9,127
Domestic flights	n/a	n/a	121,569	121,569
Other energy	n/a	n/a	n/a	n/a
Total kg CO2-e	342,191	3,572,455	514,262	4,428,907

CO2-e = carbon dioxide equivalent

The electricity emissions reported in Table 12 are calculated using the location-based approach. When applying the market-based method – which accounts for activities such as GreenPower, purchased large-scale generation certificates and being located in the Australian Capital Territory – the total emissions for electricity are in Table 13.

Table 13: Greenhouse gas emissions inventory, 2022–23 (market-based approach)

Emission source	Scope 1 kg CO2-e	Scope 2 kg CO2-e	Scope 3 kg CO2-e	Total kg CO2-e
Electricity	n/a	2,511,913	332,459	2,844,372
Natural Gas	334,897	n/a	68,287	403,184
Fleet vehicles	7,294	n/a	1,833	9,127
Domestic flights	n/a	n/a	121,569	121,569
Other energy	n/a	n/a	n/a	n/a
Total kg CO2-e	342,191	2,511,913	524,148	3,378,252

CO2-e = carbon dioxide equivalent

Asset management, purchasing and grants

Asset management

National Archives manages diverse and complex assets, including:

- the national archival collection
- building plant supporting critical infrastructure, such as low-temperature storage vaults
- intangible assets, such as digital copies of collection items
- fit out of office, storage, preservation and exhibition spaces
- preservation equipment
- high-quality digital imaging equipment and cameras
- exhibition infrastructure
- information technology infrastructure supporting corporate and archival systems.

Asset management policy

We apply best practice asset management principles to our facilities and associated assets and continue to progressively review and refine our asset management policies and practices.

Heritage assets

The heritage and cultural assets held by National Archives form part of the national archival collection. This irreplaceable collection is valued at more than \$1.5 billion.

We are responsible for caring for the most significant records of the Australian Government. Most of these records are created, received or held by government agencies.

The national archival collection consists of tens of millions of items and includes records about immigration, military service, transport, Aboriginal and Torres Strait Islander peoples, science and the environment.

Curatorial and preservation policies for heritage and cultural assets can be accessed via National Archives' website at naa.gov.au.

Capital works

No significant capital works projects were completed during 2022–23.

Purchasing

Procurement

National Archives' approach to the procurement of goods and services, including consultancies, is consistent with the requirements of the Commonwealth Procurement Rules. The rules are applied to procurement activities through accountable authority instructions and supporting guidelines and templates.

In 2022–23, National Archives sourced goods and services through mandated Australian Government panels and cooperative procurement arrangements, such as panels established by Australian Government agencies deemed appropriate to meet National Archives' requirements. Open approaches to market included procurements of:

- preservation digitisation of paper and printed material records
- outsourced digitisation services for audiovisual format material
- delivery and implementation of Essential Eight maturity-level measures.

Procurement initiatives to support small business

National Archives supports small business participation in the Australian Government procurement market by:

- using the Commonwealth Contracting Suite for low-risk procurements
- communicating clearly in accessible formats
- using electronic payment systems to expedite payments.

National Archives recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury website at treasury.gov.au.

Small and medium-sized enterprises and small enterprise participation statistics are available on the Department of Finance website at finance.gov.au.

Contracts

Consultancy contracts

Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website at tenders.gov.au.

In 2022–23, National Archives entered into 7 new consultancy contracts, involving total actual expenditure of \$344,801.08. In addition, 2 ongoing consultancy contracts were active during the period, involving total actual expenditure of \$49,087.50.

Decisions to engage consultants were made in accordance with the PGPA Act and related regulations, including the Commonwealth Procurement Rules and relevant internal policies. National Archives selects consultants via panel arrangements or by making an open approach to market.

Typical reasons for engaging consultancy services included a requirement for specialist or professional skills, independent research or assessment.

Table 14: Expenditure on reportable consultancy contracts, 2022–23

	Number	Expenditure (GST inc)
New contracts entered into during the reporting period	7	\$344,801.08
Ongoing contracts entered into during a previous reporting period	2	\$49,087.50
Total	9	\$393,888.58

Table 15: Organisations receiving a share of reportable consultancy contract expenditure, 2022–23

Name of Organisation	Organisation ABN	Expenditure (GST inc)
Meld Studios Pty Ltd	70141246611	\$230,829.03
KPMG Australia	51194660183	\$91,416.00
Challenge Your Thinking	41528785160	\$26,400.00
International Conservation Services Pty Ltd	64052402981	\$22,556.05
Synergy Group Australia Pty Ltd	65119369827	\$13,777.50

Non-consultancy contracts

In 2022–23, National Archives entered into 83 new reportable non-consultancy contracts, involving total actual expenditure of \$13,265,212.78. In addition, 92 ongoing reportable non-consultancy contracts were active during the period, involving total actual expenditure of \$44,330,512.75.

Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.

Table 16: Expenditure on reportable non-consultancy contracts, 2022–23

	Number	Expenditure (GST inc)
New contracts entered into during the reporting period	83	\$13,265,212.78
Ongoing contracts entered into during a previous reporting period	92	\$44,330,512.75
Total	175	\$57,595,725.53

Table 17: Organisations receiving a share of reportable non-consultancy contract expenditure, 2022–23

Name of organisation	Organisation ABN	Expenditure (GST inc)
Colliers International (ACT) Pty Limited	90008480475	\$9,474,638.06
The Trustee for MITCH ARCH UNIT TRUST	96509313282	\$7,090,062.16
Charter Hall Real Estate Management	93661945516	\$5,172,307.87
CBRE (V) Pty Ltd	15083694357	\$2,897,327.12
Colliers International (Victoria) Pty Limited	69005032940	\$2,581,995.19

Australian National Audit Office access clauses

No contract of \$100,000 or more (including GST) was let during 2022–23 that did not provide for the Auditor-General to have access to the contractor's premises.

Exempt contracts

In 2022–23, National Archives had no exempt contracts.

Advertising and market research

In 2022–23, National Archives did not conduct any media advertising or advertising campaigns.

Grant programs

Information on grants awarded by National Archives during 2022–23 is available at naa.gov.au.

PART 4

FINANCIAL STATEMENTS



INDEPENDENT AUDITOR'S REPORT

To the Minister for the Arts

Opinion

In my opinion, the financial statements of the National Archives of Australia (the Entity) for the year ended 30 June 2023:

- (a) comply with Australian Accounting Standards – Simplified Disclosures and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2023 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2023 and for the year then ended:

- Statement by the Director-General and Chief Operating Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement; and
- Notes to the financial statements, comprising a summary of significant accounting policies and other explanatory information.

Basis for opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's responsibility for the financial statements

As the Accountable Authority of the Entity, the Director-General is responsible under the *Public Governance, Performance and Accountability Act 2013* (the Act) for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Simplified Disclosures and the rules made under the Act. The Director-General is also responsible for such internal control as the Director-General determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Director-General is responsible for assessing the ability of the Entity to continue as a going concern, taking into account whether the Entity's operations will cease as a result of an administrative restructure or for any other reason. The Director-General is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the assessment indicates that it is not appropriate.

GPO Box 707, Canberra ACT 2601
38 Sydney Avenue, Forrest ACT 2603
Phone (02) 6203 7300

Auditor's responsibilities for the audit of the financial statements

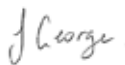
My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Authority regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Jodi George
Senior Executive Director
Delegate of the Auditor-General

Canberra

17 November 2023

National Archives of Australia

STATEMENT BY THE DIRECTOR-GENERAL AND CHIEF OPERATING OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2023 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the National Archives of Australia will be able to pay its debts as and when they fall due.



Simon Froude
Director- General
16 November 2023



David Fraser
Chief Operating Officer
16 November 2023

National Archives of Australia
Statement of Comprehensive Income
for the period ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	1.1A	37,251	34,136	40,462
Suppliers	1.1B	19,264	16,466	14,424
Depreciation and amortisation	2.2	33,488	34,849	34,356
Finance costs	1.1C	11,629	11,956	11,637
Write-down and impairment of assets		-	365	-
Total expenses		101,632	97,772	100,879
OWN-SOURCE INCOME				
Own-source revenue				
Revenue from contracts with customers	1.2A	1,594	1,720	1,720
Rental income	1.2B	389	338	336
Other revenue	1.2C	180	96	75
Total own-source revenue		2,163	2,154	2,131
Gains				
Intake of records from other agencies	2.2	19,236	11,024	-
Gains from asset sales		-	6	-
Other gains		-	28	10,000
Total gains		19,236	11,058	10,000
Total own-source income		21,399	13,212	12,131
Net (cost of)/contribution by services		(80,233)	(84,560)	(88,748)
Revenue from Government	3.1A	86,463	70,697	79,263
Surplus/(Deficit)		6,230	(13,863)	(9,485)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve		-	620	-
Total comprehensive income/(loss)		6,230	(13,243)	(9,485)

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

National Archives of Australia
Statement of Financial Position
as at 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash on hand		2,177	5,061	1,744
Trade and other receivables	2.1	22,726	10,994	19,519
Total financial assets		24,903	16,055	21,263
Non-financial assets				
Buildings ¹	2.2	417,575	440,990	415,724
Plant and equipment ¹	2.2	29,340	29,018	24,720
Heritage and cultural	2.2	1,535,525	1,525,555	1,544,223
Heritage and cultural digital	2.2	18,503	15,776	-
Software	2.2	4,617	3,605	44,134
Other intangibles	2.2	34,732	22,933	-
Inventories		140	140	111
Prepayments		366	626	-
Total non-financial assets		2,040,799	2,038,643	2,028,912
Total assets		2,065,702	2,054,698	2,050,175
LIABILITIES				
Payables				
Suppliers		3,459	2,982	2,962
Other payables	2.3	1,571	1,427	1,051
Total payables		5,030	4,409	4,013
Interest bearing liabilities				
Leases	2.4	452,957	468,614	451,895
Total interest bearing liabilities		452,957	468,614	451,895
Provisions				
Employee provisions	4.1	11,328	10,214	11,900
Other provisions	2.5	2,137	2,136	974
Total provisions		13,465	12,350	12,874
Total liabilities		471,452	485,373	468,782
Net assets		1,594,250	1,569,325	1,581,393
EQUITY				
Contributed equity		100,866	82,171	100,866
Reserves		429,926	429,926	429,306
Retained surplus		1,063,458	1,057,228	1,051,221
Total equity		1,594,250	1,569,325	1,581,393

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

1. Right-of-use assets are included in the following line items: Buildings, Plant and Equipment.

National Archives of Australia
Statement of Changes in Equity
for the period ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
CONTRIBUTED EQUITY				
Opening balance				
Balance carried forward from previous period		82,171	68,760	86,171
Transactions with owners				
Equity injection - Appropriations		10,600	5,400	6,600
Departmental capital budget	3.1A	8,095	8,011	8,095
Closing balance as at 30 June		100,866	82,171	100,866
RETAINED EARNINGS				
Opening balance				
Balance carried forward from previous period		1,057,228	1,071,091	1,060,706
Comprehensive income				
Surplus / (Deficit) for the period		6,230	(13,863)	(9,485)
Closing balance as at 30 June		1,063,458	1,057,228	1,051,221
ASSET REVALUATION RESERVE				
Opening balance				
Balance carried forward from previous period		429,926	429,306	429,306
Transactions with owners				
Revaluation	2.2	-	1,795	-
Re-measurement of provision	2.5	-	(1,175)	-
Other		-	-	-
Closing balance as at 30 June		429,926	429,926	429,306
TOTAL EQUITY				
Closing balance as at 30 June		1,594,250	1,569,325	1,581,393

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

National Archives of Australia
Cash Flow Statement
for the period ended 30 June 2023

	2023	2022	Original
	\$'000	\$'000	Budget
			\$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	95,840	79,448	75,559
Sale of goods and rendering of services	1,360	1,956	2,056
Net GST received	5,831	4,936	3,265
Other	322	15	-
Total cash received	103,353	86,355	80,880
Cash used			
Employees	36,003	35,075	37,045
Suppliers	24,569	21,524	17,572
Interest payments lease liabilities	11,629	11,944	11,624
Section 74 receipts transferred to OPA	3,270	2,520	-
Total cash used	75,471	71,063	66,241
Net cash from operating activities	27,882	15,292	14,639
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of non-financial assets	-	6	-
Net cash received	-	6	-
Cash used			
Purchase of non-financial assets	16,428	11,926	14,695
Net cash used	16,428	11,926	14,695
Net cash used by investing activities	(16,428)	(11,920)	(14,695)
FINANCING ACTIVITIES			
Cash received			
Contributed equity	1,557	15,670	18,695
Total cash received	1,557	15,670	18,695
Cash used			
Principal payments of lease liabilities	15,895	15,725	15,374
Net cash used	15,895	15,725	15,374
Net cash from/(to) financing activities	(14,388)	(55)	3,321
Net increase/(decrease) in cash held	(2,884)	3,317	-
Cash at the beginning of the reporting period	5,061	1,744	5,061
Cash at the end of the reporting period	2,177	5,061	5,061

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

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

Budget Variances Commentary
For the period ended 30 June 2023

The following table provides high-level commentary on major variances between the budgeted information for the National Archives as published in the 2022–23 Portfolio Budget Statements, and the final financial outcome as presented in accordance with Australian accounting standards.

Major variances are those relevant to an analysis of the performance of the National Archives and not focused merely on numerical differences between budget numbers and actual outcomes.

Explanations of major variances	Variance to budget \$'000	%	Affected line items
The 'Preserving Australia's Cultural Heritage budget measure (Defend the Past, Protect the Future – DPPF) was announced in Mid-Year Economic and Fiscal Outlook, (MYEFO) 2021-22. The measure includes \$67.7M of funding over four years of which approximately \$15.8M was recognised in 2022-23, as well as \$3.4M worth of Departmental Capital budget funding. The measure progressed through 2022-23 due to additional contractors and a modest increase in Full Time Equivalents, (FTE).	4,840	34%	Statement of Comprehensive Income, Suppliers
Whilst a decrease on the 2021-22 Cash balance, the 2022-23 variance to Budget can largely be attributed to a larger than normal drawdown at year end to accommodate payment timings.	15,766	22%	Statement of Comprehensive Income, Revenue from Government
Whilst Plant and equipment assets saw only a minor increase when compared to 2021-22, the moderate increase against budget did not factor in additional purchases above depreciation.	3,400	52%	Statement of Changes in Equity, Equity Injection
The large increase in Other Provisions is a related to the inclusion of a makegood good provision for a Property Lease.	433	25%	Statement of Financial Position, Cash
	4,620	(19)%	Statement of Financial Position, Plant and equipment
	1,163	119%	Statement of Financial Position, Other provisions

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

Overview

Objectives of the National Archives of Australia

The National Archives of Australia (the National Archives) is an Australian Government controlled not-for-profit entity. The National Archives' role is to preserve Australia's most valuable government records, encourage their use by the public and promote good records management by Australian Government agencies.

The National Archives is structured to meet the single outcome: To promote the creation, management and preservation of authentic, reliable and useable Commonwealth records and to facilitate Australians' access to the archival resources of the Commonwealth.

The continued existence of the entity in its present form and with its present programs is dependent on Government policy and on continuing funding by Parliament for the entity's administration and programs.

The Basis of Preparation

The financial statements are required by section 42 of the *Public Governance, Performance, and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

- a) *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR); and
- b) Australian Accounting Standards and Interpretations - including simplified disclosures for Tier 2 Entities under AASB 1060 issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

New Accounting Standards

Adoption of New Australian Accounting Standard Requirements

Two amending standards (AASB 2021-2 and AASB 2021-6) were adopted earlier than the application date as stated in the standard. These amending standards have been adopted for the 2022-23 reporting period.

The following amending standards were issued prior to the signing of the statement by the accountable authority and chief financial officer, were applicable to the current reporting period did not have a material effect on the entity's financial statements.

Standard/ Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 2021-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates (AASB 2021-2) and	AASB 2021-2 amends AASB 7, AASB 101, AASB 108, AASB 134 and AASB Practice Statement 2. The amending standard requires the disclosure of material, rather than significant, accounting policies, and clarifies what is considered a change in accounting policy compared to a change in accounting estimate.
AASB 2021-6 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards (AASB 2021-6)	<p>AASB 2021-6 amends the Tier 2 reporting requirements set out in AASB 1049, AASB 1054 and AASB 1060 to reflect the changes made by AASB 2021-2.</p> <p>The details of the changes in accounting policies and adjustments are disclosed below and in the relevant notes to the financial statements. This amending standard is [amend as needed - not expected to have a material impact] on the entity's financial statements for the current reporting period or future reporting periods.</p>

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

Taxation

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

Events After the Reporting Period

There were no events that occurred after the balance date that would affect the balances in the Financial Statements.

Breach of Section 83 of the Constitution

There have been no known breaches of Section 83 of the Constitution for the reporting period.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

1. Financial Performance

This section analyses the financial performance of the National Archives for the year ended 30 June 2023

1.1: Expenses

	2023	2022
	\$'000	\$'000
1.1A: Employee benefits		
Wages and salaries	25,676	24,614
Superannuation		
Defined contribution plans	2,909	2,561
Defined benefit plans	2,402	2,845
Leave and other entitlements	6,124	3,989
Other	140	127
Total employee benefits	37,251	34,136

Accounting Policy

Accounting policies for employee related expenses are constrained in the People and Relationships section.

1.1B: Suppliers

Goods and services supplied or rendered

Office equipment and supplies	3,510	2,826
Communications	1,257	995
Professional services	5,481	5,677
Travel	623	246
Managed Services	1,091	938
Exhibitions and advertising	295	198
Employee related expenses	1,453	947
Utilities	1,034	837
Grants	-	49
Other property operating expenses	2,734	2,256
Audit Fees	75	75
Other	926	979
Total goods and services supplied or rendered	18,479	16,023

Other suppliers

Workers compensation expenses	103	87
Short-term leases	682	356
Total other suppliers	785	443
Total suppliers	19,264	16,466

Accounting Policy

Short-term Leases and Leases of Low-value Assets

The National Archives has elected not to recognise right-of-use assets and lease liabilities for short-term leases of assets that have a lease term of 12 months or less and leases of low-value assets (less than \$10,000). The National Archives recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

1.1C: Finance costs

Interest on lease liabilities	11,629	11,944
Unwinding of discount	-	12
Total finance costs	11,629	11,956

National Archives of Australia

Notes to and forming the financial statements

for the period ended 30 June 2023

The above lease disclosures should be read in conjunction with the accompanying notes 1.1B, 1.2B, and 2.2.

1.2: Own Source Revenue

	2023	2022
	\$'000	\$'000
1.2A: Revenue from contracts with customers		
Sale of goods	85	545
Rendering of services	1,509	1,175
Total revenue from contracts with customers	1,594	1,720
Disaggregation of revenue from contracts with customers		
Goods and services transferred at a point in time		
Provision of digital records	630	809
Shop sales	4	29
Other revenue	497	42
	1,131	880
Goods and services transferred over time		
Sponsorships	240	106
Grants	-	131
Notional payments	-	322
Temporary storage	195	268
Exhibition hire	28	13
	463	840

Accounting Policy

Revenue from the sale of goods and services is recognised when control has been transferred to the buyer.

Description of principal revenue-raising activities

The primary source of revenue from contracts with customers for the National Archives is from the provision of digitised records when requested by private or government entities. The fee is set by legislation and is on a cost recovery basis. A small amount of revenue is received from sales by the shop, venue hire and running of exhibition tours.

Revenue is also received from sponsorships and grants. In all cases, the agreements are enforceable and the transaction price can be readily determined. However, for some sponsorships, the performance obligations are not sufficiently identifiable and therefore they cannot be classified as revenue from contracts with customers; these are classified as 'Other Revenue' (see note 1.2C). In other cases, the obligations are clearly detailed and the revenue can be classified as contracts with customers. The revenue is deferred until it is earned.

The National Archives receives revenue from other agencies for temporary storage of their records until they are ready to transfer the records to permanent custody of the National Archives. Such revenue is recognised over the term of the storage, which is usually annually by financial year.

Occasionally, third parties hire exhibitions created by the National Archives; this revenue is recognised over the term of the hire.

The transaction price is the total amount of consideration to which the National Archives expects to be entitled in exchange for transferring the goods or services to a customer. The consideration promised in a contract with a customer may include fixed amounts, variable amounts, or both. Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

1.2: Own Source Revenue

	2023 \$'000	2022 \$'000
1.2B: Rental income		
Operating lease income	389	338
Total rental income	389	338

Operating leases

The National Archives in its capacity as lessor has sub-lease agreements for rental properties for fixed terms expiring in 2026. Premises at Sandford Street in Mitchell, ACT, are sub-leased to two government agencies for various terms.

Maturity analysis for future operating lease income receivables

Within one year	358	348
One to two years	369	358
Two to three years	232	369
Three to four years	-	232
Four to five years	-	-
Total undiscounted future operating lease income receivables	959	1,307

The above lease disclosures should be read in conjunction with the accompanying notes 1.1B, 1.1C, and 2.2.

1.2C: Other revenue

Resources received free of charge		
Remuneration of auditors	75	75
Gifted assets	-	6
Other		
Donations	50	15
Other	55	-
Total other revenue	180	96

Accounting Policy

Resources Received Free of Charge

Resources 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. Resources received free of charge are recorded as either revenue or gains depending on their nature.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

2. Financial Position

This section analyses the National Archives' assets used to conduct its operations and the operating liabilities incurred as a result. Employee related information is disclosed in the People and Relationships section.

2.1: Financial Assets

	2023	2022
	\$'000	\$'000
2.1: Trade and other receivables		
Appropriations receivable	20,768	9,739
Trade receivables	693	413
GST receivable from the ATO	888	666
Other	377	176
Total trade and other receivables (gross)	22,726	10,994

Credit terms for goods and services were within 20 days (2022: 20 days).

Accounting Policy
<u>Financial Assets</u>
Trade receivables, loans and other receivables that are held for the purpose of collecting the contractual cash flows where the cash flows are solely payments of principal and interest, that are not provided at below-market interest rates, are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method adjusted for any loss allowance.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

2.2: Non-Financial Assets

2.2: Reconciliation of the Opening and Closing Balances of Heritage and Cultural, Buildings, Plant and Equipment and Software

	Buildings \$'000	Plant and equipment \$'000	Heritage cultural ¹ \$'000	Heritage and cultural digital ¹ \$'000	Software ² \$'000	Other intangibles \$'000	Total \$'000
As at 1 July 2022							
Gross book value	510,797	29,062	1,532,515	15,776	18,723	27,222	2,134,095
Accumulated depreciation and impairment	(69,807)	(44)	(6,960)	-	(15,118)	(4,289)	(96,218)
Total as at 1 July 2022	440,990	29,018	1,525,555	15,776	3,605	22,933	2,037,877
Additions							
Purchase	-	3,183	-	-	1,446	11,799	16,428
Right-of-use assets	199	40	-	-	-	-	238
Asset Cost Adjustments	-	-	-	-	-	-	-
Intake of records from other agencies	-	-	16,510	2,727	-	-	19,236
Revaluations and impairments recognised in other comprehensive income	-	-	-	-	-	-	-
Impairments recognised in net cost of services	-	-	-	-	-	-	-
Depreciation and amortisation	-	(2,872)	(6,539)	-	(434)	-	(9,845)
Depreciation on right-of-use assets	(23,613)	(29)	-	-	-	-	(23,642)
Other movements right-of-use assets	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-
Total as at 30 June 2023	417,575	29,340	1,535,526	18,503	4,617	34,732	2,040,292
Total as at 30 June 2023 represented by							
Gross book value	510,996	32,284	1,549,025	18,503	20,169	39,021	2,169,997
Accumulated depreciation and impairment	(93,421)	(2,944)	(13,499)	-	(15,552)	(4,289)	(129,705)
Total as at 30 June 2023	417,575	29,340	1,535,526	18,503	4,617	34,732	2,040,292
Carrying amount of right-of-use assets included above	-	-	-	-	-	-	-

1. The carrying amount of computer software included \$3,922m purchased software and \$0.689m internally generated software.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

2.2: Non-Financial Assets

Revaluations of non-financial assets

Revaluations were conducted in accordance with the Revaluation policy shown in the Accounting Policy notes. The National Archives has performed an assessment as at 30 June 2023 for all assets and determined that the asset carrying amounts do not materially differ from their fair value. The heritage and cultural collection was professionally reviewed for any instances of material impairment by an independent valuer on 30 June 2023.

Contractual commitments for the acquisition of property, plant, equipment, software and other intangible assets

As at 30 June 2023, the National Archives has contractual commitments for acquisition of assets, comprising:

	\$'000
Property, plant, equipment	21,339
Software	13,135
Other Intangibles	18,604
	<u>53,078</u>

Accounting Policy

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. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

Asset Recognition Threshold

Asset purchases are recognised initially at cost in the statement of financial position, except for purchases costing less than \$2,000 (excl GST). Where the cost is below the respective threshold, the amount is expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. This is particularly relevant to 'make good' provisions in property leases taken up by the National Archives where there exists an obligation to restore the premises to its original condition. These costs are included in the value of the National Archives' plant and equipment with a corresponding provision for the 'make good' recognised. (Refer to the provision for restoration obligations in note 2.5.)

Lease Right-of-Use (ROU) Assets

Leased ROU assets are capitalised at the commencement date of the lease and comprise the initial lease liability amount, initial direct costs incurred when entering into the lease, less any lease incentives received. These assets are accounted for by the National Archives as separate asset classes to the corresponding assets owned outright, but are included in the same column in the reconciliation table as where the corresponding underlying assets would be presented if they were owned.

An impairment review is undertaken for any right-of-use asset that shows indicators of impairment and an impairment loss is recognised against any right-of-use asset which is impaired.

Lease right-of-use assets continue to be recognised at cost after initial recognition in National Archives, General Government Sector and Whole of Government financial statements.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

2.2: Non-Financial Assets

Accounting Policy

Revaluation

Following initial recognition at cost, heritage and cultural, heritage and cultural digital, and plant and equipment assets (excluding right-of-use assets) are carried at fair value (or an amount not materially different from fair value) less accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reverse a previous increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount.

Depreciation and Amortisation

Depreciable buildings, property, plant and equipment, and heritage and cultural assets are written-off to their estimated residual values over their estimated useful lives to the National Archives using, in all cases, the straight-line method of depreciation.

Heritage and cultural digital assets and other intangibles are not amortised as their useful lives have been determined as indefinite. The useful lives of these assets are reviewed annually to determine whether events and circumstances continue to support an indefinite useful life assessment.

Depreciation and amortisation rates applying to each class of depreciable asset are based on the following useful lives (no change from the prior period):

<u>Assets Class</u>	<u>Useful Life</u>
Buildings (all right-of-use assets)	Lease Term
Plant and equipment (including right-of-use assets)	2-30 years
Heritage and cultural	29-349 years
Heritage and cultural digital	Indefinite
Other intangibles	Indefinite
<u>Software</u>	<u>2-20 years</u>

Depreciation and amortisation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods. The depreciation rates for right-of-use assets are based on the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term.

Impairment

All classes of assets are assessed for impairment annually. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment loss recognised if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the National Archives were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

2.2: Non-Financial Assets

Accounting Policy

Derecognition

Non-financial assets are derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Heritage and Cultural Assets

The national archival collection includes records in a wide variety of media including files and card records, account books and ledgers, architectural models, photographs, films and video tapes, optical disks and computer tapes. High value records are stored in specially designed temperature and humidity-controlled environments. Curatorial and preservation policies for heritage and cultural assets can be accessed at the National Archives website at naa.gov.au.

Heritage and Cultural Digital Assets

The heritage and cultural digital asset class is made up of born-digital assets (received in a digital format). Heritage and cultural digital assets are held at fair value and are subject to the same curatorial and preservation policies as the rest of the collection.

Inventories

Inventories held for sale are valued at the lower of cost and net realisable value.

Inventories held for distribution are valued at cost, adjusted for any loss of service potential.

Costs incurred in bringing each item of inventory to its present location and condition are assigned as follows:

- a) raw materials and stores – purchase cost on a first-in-first-out basis; and
- b) finished goods and work-in-progress – cost of direct materials and labour plus attributable costs that can be allocated on a reasonable basis.

Inventories acquired at no cost or nominal consideration are initially measured at current replacement cost at the date of acquisition.

Other Intangibles

The National Archives' other intangibles comprise of a digitised collection that is both internally and externally digitised. Intangibles are held at cost.

Significant accounting estimates and judgements

The fair value of plant and equipment is taken to be the depreciated replacement cost or market value of similar assets. An assessment is conducted by an independent valuer every three years.

The fair value of heritage and cultural assets is based on market observations as assessed by an independent valuer every three years. The archival collection is diverse with many objects being iconic with limited markets for comparison. A sampling methodology is adopted for some categories and an average value applied to the entire collection category. Some collection categories use value per shelf metre or file size. Values for the sample are determined by reference to the archival materials markets. The National Archives has made significant estimates of the impact of provenance to the value of collection objects.

The valuation of the collection is subject to a high level of estimation uncertainty. This is due to: the unique nature of many of the collection items; very few comparable transactions; the limited (if any) active market for most of the items in the collection; there is no sale activity to validate market testing; and the significant scale and diversity of the collection relies on sampling with its inherent risks.

Change in accounting policy

The National Archives acknowledges the future composition of the collection will change with the rise in digital assets. Given the scale of the analogue collection, there will be a generational shift towards a dominance in digital assets.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

2.3: Payables

	2023	2022
	\$'000	\$'000
2.3: Other payables		
Salary and wages	825	718
Superannuation	151	124
Contract liabilities ¹	595	585
Total other payables	1,571	1,427

1. Contract liabilities are funds received in advance from contracts with customers where the National Archives has an obligation to transfer goods or services to the customers. The contract liabilities are associated with revenue received from sponsorships which are judged to be contracts with customers. Contract liabilities should be read in conjunction with notes 1.2A and 1.2C.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

2.4: Interest Bearing Liabilities

	2023 \$'000	2022 \$'000
2.4: Interest bearing liabilities		
Lease liabilities	452,957	468,614
Total leases	452,957	468,614
Maturity analysis - contractual undiscounted cash flows		
Within one year	25,666	25,241
Between one to five years	108,105	108,438
More than 5 years	473,226	500,695
Total leases	606,997	634,374

The cash outflow for leases for the year ended 30 June 2023 was \$28.2m (2022: \$27.7m).

The National Archives has a number of long term property leases for storage facilities and office space in locations around Australia, for terms ranging from 2 to 30 years, some with up to two options of 1 to 5 years. These leases contain a wide range of terms and conditions. There are also a small number of leased vehicles with fixed terms of 3 years.

The above lease disclosures should be read in conjunction with the accompanying notes 1.1B, 1.1C, and 2.2.

Accounting Policy

For all new contracts entered into, the National Archives considers whether the contract is, or contains a lease. A lease is defined as 'a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration'.

Once it has been determined that a contract is, or contains a lease, the lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease, if that rate is readily determinable, or the National Archives' incremental borrowing rate.

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification to the lease. When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset or profit and loss depending on the nature of the reassessment or modification.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

2.5: Other Provisions

2.5: Other provisions

	Provision for restoration \$'000
As at 1 July 2022	2,137
Amounts increased as a result of asset re-measurement	-
Unwinding of discount or change in discount rate	-
Total as at 30 June 2023	2,137

The National Archives currently has 2 (2022: 2) agreements for the leasing of premises which have provisions requiring us to restore the premises to their original condition at the conclusion of the lease.

The National Archives has made a provision to reflect the present value of this obligation. The provision was informed by independent valuer, Colliers Valuation & Advisory Services, in June 2022.

Accounting Policy

The National Archives recognises the cost of restoring its leased premises. At 30 June 2022 following advice from the valuer, the change in cost is treated as a re-measurement which is the process of re-establishing the value of an asset to provide a more accurate financial record of its value. This is accounted for through the asset revaluation reserve.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2023

3. Funding

This section identifies the National Archives' funding structure.

3.1: Appropriations

	2023	2022
	\$'000	\$'000
3.1A: Annual appropriations ('Recoverable GST exclusive')		
Departmental		
Ordinary annual services	86,461	70,697
Capital Budget ¹	8,095	8,011
Equity Injection	10,600	5,400
Annual Appropriation	105,158	84,108
PGPA Act Section 74 receipts (ordinary annual services)	3,270	2,520
Total Appropriation	108,426	86,628
Appropriation Applied		
Ordinary annual services	95,840	79,448
Capital Budget	674	10,270
Equity Injection	883	5,400
Total Appropriation Applied	97,397	95,118
Variance	11,029	(8,490)

1. Departmental Capital Budgets are appropriated through Appropriation Act (No. 1). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.

3.1B: Unspent annual appropriations ('Recoverable GST exclusive')

Departmental		
Supply Act (No. 1) 2022-23 - Departmental Capital Budget	2,698	-
Supply Act (No. 3) 2022-23 - Operating	3,631	-
Supply Act (No. 3) 2022-23 - Departmental Capital Budget	4,722	-
Appropriation Act (No. 1) 2021-22 - Operating	-	9,739
Supply Act (No. 2) 2022-23 - Equity Injection	3,534	-
Supply Act (No. 4) 2022-23 - Equity Injection	6,183	-
Cash	2,177	5,061
Total	22,945	14,800

3.2: Net Cash Appropriation Arrangements

Total comprehensive income/(loss) - as per the Statement of Comprehensive Income	6,230	(13,863)
Plus: depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) ¹	3,306	4,392
Plus: depreciation of right-of-use assets ²	23,642	23,911
Less: lease principal repayments ²	(17,924)	(15,725)
Net Cash Operating Surplus/(Deficit)	15,254	(1,285)

1. From 2010–11, the Government introduced net cash appropriation arrangements where revenue appropriations for depreciation/amortisation expenses of non-corporate Commonwealth entities and selected corporate Commonwealth entities were replaced with a separate capital budget provided through equity injections. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required. Depreciation expenses relating to heritage and cultural assets have been excluded from this calculation as they are not funded through appropriations.
2. The inclusion of depreciation/amortisation expenses related to ROU leased assets and the lease liability principal repayment amount reflects the impact of AASB 16 Leases, which does not directly reflect a change in appropriation arrangements.

4. People and relationships

This section describes a range of employment and post employment benefits provided to our people and our relationships with other key people.

4.1: Employee Provisions

	2023	2022
	\$'000	\$'000
Note 4.1: Employee provisions		
Annual leave	3,837	3,854
Long service leave	7,491	6,360
Total employee provisions	11,328	10,214

Accounting policy

Liabilities for short-term employee benefits and termination benefits expected within twelve months of the end of reporting period are measured at their nominal amounts.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

Leave

The liability for employee benefits includes provision for annual leave and long service leave. The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the employer superannuation contribution rates pertinent to the National Archives, 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 using the long service leave shorthand model issued by the Department of Finance. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

The National Archives' staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), or the PSS accumulation plan (PSSap), or other superannuation funds held outside the Australian Government.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

The National Archives makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The National Archives accounts for the contributions as if they were contributions to defined contribution plans. The liability for superannuation recognised as at 30 June 2023 represents outstanding contributions and is recognised in other payables.

National Archives of Australia
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for the period ended 30 June 2023

4.2: Key Management Personnel Remuneration

	2023	2022
	\$'000	\$'000
Note 4.2: Key management personnel remuneration		
Short-term employee benefits	1,308	1,200
Post-employment benefits	212	197
Long-term employee benefits	32	29
Total key management personnel remuneration expenses	1,552	1,426

The total number of key management personnel that are included in the above table is 5 (2022: 6) during the reporting period. The increase over 2022 reflects the reduced expenditure in 2022 due to the departure of the previous Director General and acting arrangements for some SES positions which did not meet the definition.

Key Management Personnel

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the National Archives directly or indirectly. The National Archives has determined the key management personnel to be the Executive Leadership Team and Portfolio Minister.

The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister's remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the National Archives.

National Archives of Australia
Notes to and forming the financial statements
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4.3: Related Party Disclosures

Related party relationships:

The National Archives of Australia is an Australian Government controlled entity. Related parties to the National Archives are Key Management Personnel including the Portfolio Minister, the Chief Executive Officer, and other Australian Government entities.

Transactions with related parties:

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions include exhibition entry fees, archival record services and donations. These transactions have not been separately disclosed in this note.

Significant transactions with related parties can include:

- the payments of grants or loans;
- purchases of goods and services;
- asset purchases, sales transfers or leases;
- debts forgiven; and
- guarantees.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the National Archives, it has been determined that there are no related party transactions to be separately disclosed.

National Archives of Australia
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5. Other information

5.1: Current/non-current distinction for assets and liabilities

	2023 \$'000	2022 \$'000
5.1: Current/non-current distinction for assets and liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash	2,177	5,061
Trade and other receivables	22,726	10,994
Inventories	140	140
Prepayments	366	611
Total no more than 12 months	25,409	16,806
More than 12 months		
Buildings	417,575	440,990
Plant and equipment	29,340	29,018
Heritage and cultural	1,535,525	1,525,555
Heritage and cultural digital	18,503	15,776
Software	4,617	3,605
Other intangibles	34,732	22,933
Prepayments	-	15
Total more than 12 months	2,040,292	2,037,892
Total Assets	2,065,702	2,054,698
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	3,459	2,982
Other payables	1,571	1,427
Leases	25,666	15,616
Employee provisions	7,122	4,585
Total no more than 12 months	37,818	24,610
More than 12 months		
Leases	427,291	452,998
Employee provisions	4,206	5,629
Other provisions	2,137	2,136
Total more than 12 months	433,634	460,763
Total liabilities	471,452	485,373

PART 5

APPENDICES

Appendix A: Entity resource statements

Table 18: Resources allocated – aggregate figures, 2022-23

	Actual available appropriation for 2022-23 (\$'000)	Payments made 2022-23 (\$'000)	Balance remaining (\$'000)
	(a)	(b)	(a) – (b)
Ordinary annual services			
Balance brought forward ¹	9,739	9,739	0
Departmental appropriation ²	105,158	83,191	21,967
Total ordinary annual services	114,897	92,930	21,967
Total net resourcing	114,897	92,930	21,967

Notes:

1) Prior year departmental appropriations

2) Includes Appropriation Act nos 1, 3 & 4 (2021-22) plus the departmental capital budget and equity injection.

Table 19: Resources allocated to Outcome 1, 2022–23

	Budget 2022–23 (\$'000)	Actual expenses 2022–23 (\$'000)	Variation 2022–23 (\$'000)
	(a)	(b)	(a) – (b)
Outcome 1: To promote the creation, management and preservation of authentic, reliable and usable Commonwealth records, and to facilitate Australians' access to the archival resources of the Commonwealth.			
Program 1.1: National Archives of Australia			
Departmental expenses			
Ordinary annual services	86,463	86,461	0
Revenue from independent sources	2,056	3,270	1,214
Expenses not requiring appropriation in the budget	19,560	9,920	(9,640)
Total for program 1.1	108,079	99,651	(8,428)
Total expenses for outcome 1	108,079	99,651	(8,428)
Average staffing level (number)	343	323.9	19.1

Appendix B: Human resources statistics

Table 20: All ongoing employees, current reporting period, 2022–23

	Man/Male				Woman/Female				Non-binary				Prefers not to answer				Uses a different term				Total
	Full-time	Part-time	Total		Full-time	Part-time	Total		Full-time	Part-time	Total		Full-time	Part-time	Total		Full-time	Part-time	Total		
NSW	17	3	20		19	3	22		0	0	0		0	0	0		0	0	0		42
Qld	2	0	2		8	3	11		0	0	0		0	0	0		0	0	0		13
SA	1	1	2		1	1	2		0	0	0		0	0	0		0	0	0		4
Tas	2	0	2		1	0	1		0	0	0		0	0	0		0	0	0		3
Vic	9	0	9		12	1	13		0	0	0		0	0	0		0	0	0		22
WA	0	0	0		5	2	7		0	0	0		0	0	0		0	0	0		7
ACT	82	7	89		109	25	134		0	0	0		0	0	0		0	0	0		223
NT	0	0	0		2	0	2		0	0	0		0	0	0		0	0	0		2
External territories	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0		0
Overseas	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0		0
Total	113	11	124		157	35	192		0	0	0		0	0	0		0	0	0		316

Table 21: All non-ongoing employees, current reporting period, 2022–23

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
NSW	2	2	4	4	3	7	0	0	0	0	0	0	0	0	0	11
Qld	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SA	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1
Tas	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Vic	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1
WA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ACT	16	8	24	17	12	29	0	0	0	0	0	0	1	0	1	54
NT	0	0	0	2	1	3	0	0	0	0	0	0	0	0	0	3
External territories	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	18	12	30	24	17	41	0	0	0	0	0	0	1	0	1	72

Table 22: All ongoing employees, previous reporting period, 2021–22

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
NSW	18	5	23	19	4	23	0	0	0	0	0	0	0	0	0	46
Qld	2	0	2	4	2	6	0	0	0	0	0	0	0	0	0	8
SA	1	1	2	2	0	2	0	0	0	0	0	0	0	0	0	4
Tas	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	2
Vic	10	0	10	12	1	13	0	0	0	0	0	0	0	0	0	23
WA	0	0	0	5	2	7	0	0	0	0	0	0	0	0	0	7
ACT	86	7	93	116	22	138	0	0	0	0	0	0	0	0	0	231
NT	0	0	0	3	0	3	0	0	0	0	0	0	0	0	0	3
External territories	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	118	13	131	162	31	193	0	0	0	0	0	0	0	0	0	324

Table 23: All non-ongoing employees, previous reporting period, 2021–22

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
NSW	4	0	4	6	2	8	0	0	0	0	0	0	0	0	0	12
Qld	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1
SA	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1
Tas	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Vic	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
WA	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1
ACT	20	7	27	22	8	30	0	0	0	0	0	0	1	0	1	58
NT	0	0	0	2	1	3	0	0	0	0	0	0	0	0	0	3
External territories	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	25	9	34	30	14	44	0	0	0	0	0	0	1	0	1	79

Table 24: Australian Public Service Act ongoing employees, current reporting period, 2022–23

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES 1	1	0	1	3	0	3	0	0	0	0	0	0	0	0	0	4
EL 2	12	0	12	18	1	19	0	0	0	0	0	0	0	0	0	31
EL 1	22	2	24	32	8	40	0	0	0	0	0	0	0	0	0	64
APS 6	29	2	31	38	16	54	0	0	0	0	0	0	0	0	0	85
APS 5	25	2	27	26	3	29	0	0	0	0	0	0	0	0	0	56
APS 4	11	1	12	29	6	35	0	0	0	0	0	0	0	0	0	47
APS 3	7	4	11	5	1	6	0	0	0	0	0	0	0	0	0	17
APS 2	3	0	3	5	0	5	0	0	0	0	0	0	0	0	0	8
APS 1	2	0	2	1	0	1	0	0	0	0	0	0	0	0	0	3
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	112	11	123	157	35	192	0	0	0	0	0	0	0	0	0	315

Table 25: Australian Public Service Act non-ongoing employees, current reporting period, 2022–23

	Man/Male		Woman/Female		Non-binary		Prefers not to answer		Uses a different term		Total
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	
SES 3	0	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0	0
SES 1	0	0	0	0	0	0	0	0	0	0	0
EL 2	0	0	1	0	0	0	0	0	0	0	1
EL 1	2	0	2	1	0	0	0	0	0	0	5
APS 6	3	2	4	0	0	0	0	0	0	0	9
APS 5	4	0	3	1	0	0	0	0	0	0	8
APS 4	1	4	7	3	0	0	0	0	0	0	15
APS 3	2	3	2	9	0	0	0	0	1	0	17
APS 2	1	0	1	1	0	0	0	0	0	0	3
APS 1	5	3	4	2	0	0	0	0	0	0	14
Other	0	0	0	0	0	0	0	0	0	0	0
TOTAL	18	12	24	17	0	0	0	0	1	0	72

Table 26: Australian Public Service Act ongoing employees, previous reporting period, 2021–22

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES 1	1	0	1	4	0	4	0	0	0	0	0	0	0	0	0	5
EL 2	8	0	8	16	1	17	0	0	0	0	0	0	0	0	0	25
EL 1	26	2	28	30	7	37	0	0	0	0	0	0	0	0	0	65
APS 6	29	1	30	44	12	56	0	0	0	0	0	0	0	0	0	86
APS 5	23	4	27	21	4	25	0	0	0	0	0	0	0	0	0	52
APS 4	17	2	19	35	4	39	0	0	0	0	0	0	0	0	0	58
APS 3	6	3	9	8	3	11	0	0	0	0	0	0	0	0	0	20
APS 2	4	0	4	2	0	2	0	0	0	0	0	0	0	0	0	6
APS 1	3	1	4	2	0	2	0	0	0	0	0	0	0	0	0	6
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	117	13	130	162	31	193	0	0	0	0	0	0	0	0	0	323

Table 27: Australian Public Service Act non-ongoing employees, previous reporting period, 2021–22

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EL 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EL 1	1	0	1	2	0	2	0	0	0	0	0	0	0	0	0	3
APS 6	2	3	5	2	1	3	0	0	0	0	0	0	0	0	0	8
APS 5	1	1	2	6	1	7	0	0	0	0	0	0	0	0	0	9
APS 4	4	2	6	7	4	11	0	0	0	0	0	0	0	0	0	17
APS 3	4	2	6	4	5	9	0	0	0	0	0	0	0	0	0	15
APS 2	1	0	1	2	0	2	0	0	0	0	0	0	0	0	0	3
APS 1	12	1	13	7	3	10	0	0	0	0	0	0	1	0	1	24
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	25	9	34	30	14	44	0	0	0	0	0	0	1	0	1	79

Table 28: Australian Public Service Act employees, by full-time and part-time status, current reporting period, 2022–23

	Ongoing			Non-Ongoing			Total
	Full-time	Part-time	Total ongoing	Full-time	Part-time	Total non-ongoing	
SES 3	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0
SES 1	4	0	4	0	0	0	4
EL 2	30	1	31	1	0	1	32
EL 1	54	10	64	4	1	5	69
APS 6	67	18	85	7	2	9	94
APS 5	51	5	56	7	1	8	64
APS 4	40	7	47	8	7	15	62
APS 3	12	5	17	5	12	17	34
APS 2	8	0	8	2	1	3	11
APS 1	3	0	3	9	5	14	17
Other	0	0	0	0	0	0	0
TOTAL	269	46	315	43	29	72	387

Table 29: Australian Public Service Act employees, by full-time and part-time status, previous reporting period, 2021–22

	Ongoing			Non-Ongoing			Total
	Full-time	Part-time	Total ongoing	Full-time	Part-time	Total non-ongoing	
SES 3	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0
SES 1	5	0	5	0	0	0	5
EL 2	24	1	25	0	0	0	25
EL 1	56	9	65	3	0	3	68
APS 6	73	13	86	4	4	8	94
APS 5	44	8	52	7	2	9	61
APS 4	52	6	58	11	6	17	75
APS 3	14	6	20	8	7	15	35
APS 2	6	0	6	3	0	3	9
APS 1	5	1	6	20	4	24	30
Other	0	0	0	0	0	0	0
TOTAL	279	44	323	56	23	79	402

Table 30: Australian Public Service Act employment type, by location, current reporting period, 2022-23

	Ongoing	Non ongoing	Total
NSW	42	11	53
Qld	13	0	13
SA	4	1	5
Tas	3	2	5
Vic	22	1	23
WA	7	0	7
ACT	223	54	277
NT	2	3	5
External Territories	0	0	0
Overseas	0	0	0
Total	316	72	388

Table 31: Australian Public Service Act employment type, by location, previous reporting period, 2021–22

	Ongoing	Non ongoing	Total
NSW	46	12	58
Qld	8	1	9
SA	4	1	5
Tas	2	2	4
Vic	23	1	24
WA	7	1	8
ACT	231	58	289
NT	3	3	6
External Territories	0	0	0
Overseas	0	0	0
Total	324	79	403

Table 32: Australian Public Service Act Indigenous employment, current reporting period, 2022–23

	Total
Ongoing	5
Non-ongoing	1
Total	6

Table 33: Australian Public Service Act Indigenous employment, previous reporting period, 2021–22

	Total
Ongoing	4
Non-ongoing	1
Total	5

Workplace agreements

Table 34: Australian Public Service Act employment arrangements, current reporting period, 2022-23

	SES	Non-SES	Total
<i>National Archives of Australia Enterprise Agreement 2017–2020</i>	-	379	379
Individual determinations	4	4	8
Total	4	383	387

Table 35: Australian Public Service Act employment salary ranges, by classification level (minimum/maximum), current reporting period, 2022-23

	Minimum salary	Maximum salary
SES 3	-	-
SES 2	-	-
SES 1	\$243,839	\$253,550
EL 2	\$132,490	\$159,827
EL 1	\$110,409	\$134,286
APS 6	\$89,247	\$101,605
APS 5	\$79,126	\$84,878
APS 4	\$71,767	\$77,333
APS 3	\$64,408	\$69,789
APS 2	\$57,322	\$62,528
APS 1	\$50,146	\$55,172
Other	-	-
Minimum/maximum range	\$50,146	\$253,550

Appendix C: Executive remuneration statistics

Table 36: Information about remuneration for key management personnel

Name	Position	Short-term benefits				Post-employment benefits		Termination benefits	Total remuneration ⁴
		Base salary ¹	Bonuses	Other benefits and allowances ²	Super contributions	Long-service leave ³	Other benefits		
Doyle, Louise	Assistant Director-General, Access & Public Engagement	\$221,987.95	\$0.00	\$0.00	\$42,941.03	\$5,542.65	\$0.00	\$0.00	\$270,471.63
Fox, Steven	Assistant Director-General, Collection Management	\$228,618.18	\$0.00	\$0.00	\$43,764.90	\$5,542.65	\$0.00	\$0.00	\$277,925.73
Fenwick, Ruth	Chief Operating Officer	\$232,998.64	\$0.00	\$0.00	\$43,329.31	\$5,746.05	\$0.00	\$0.00	\$282,074.00
Arumugam, Yaso	Assistant Director-General, Data & Digital	\$242,043.31	\$0.00	\$0.00	\$44,837.34	\$5,974.88	\$0.00	\$0.00	\$292,855.52
Froude, Simon	Director-General	\$382,956.41	\$0.00	\$0.00	\$37,256.66	\$8,716.60	\$0.00	\$0.00	\$428,929.66

1. Includes annual leave paid and the net movement in annual leave balance in the current reporting period
2. Includes benefits that form part of the individuals remuneration package, car parking or motor vehicle fringe benefits, and other allowances
3. Includes Long Service Leave (LSL) paid and the net movement in LSL balance in the current reporting period
4. All amounts are calculated on an accrual basis, which means there will be differences between the total remuneration amount disclosed in the annual report and the amount included on an individual's annual payment summary (on a cash basis).

Table 37: Information about remuneration for senior executives

Total remuneration bands	Number of senior executives	Short term benefits			Post employment benefits		Other long term benefits		Termination benefits		Total remuneration
		Average base salary	Average bonuses	Average other benefits and allowances	Average superannuation contributions	Average long service leave	Average other long term benefits	Average termination benefits	Average total remuneration		
\$0- \$220,000	0	0	0	0	0	0	0	0	0	0	0
\$220,001- \$245,000	0	0	0	0	0	0	0	0	0	0	0
\$245,001- \$270,000	0	0	0	0	0	0	0	0	0	0	0
\$270,001- \$295,000	4	\$231,412.02	\$0.00	\$0.00	\$43,718.14	\$5,701.56	\$0.00	\$0.00	\$0.00	\$280,831.72	
\$295,001- \$320,000	0	0	0	0	0	0	0	0	0	0	0
\$320,001- \$345,000	0	0	0	0	0	0	0	0	0	0	0
\$345,001- \$370,000	0	0	0	0	0	0	0	0	0	0	0
\$370,001- \$395,000	0	0	0	0	0	0	0	0	0	0	0
\$395,001- \$420,000	0	0	0	0	0	0	0	0	0	0	0
\$420,001- \$445,000	1	\$382,956.41	\$0.00	\$0.00	\$37,256.66	\$8,716.60	\$0.00	\$0.00	\$0.00	\$428,929.66	
\$445,001- \$470,000	0	0	0	0	0	0	0	0	0	0	0
\$470,001- \$495,000	0	0	0	0	0	0	0	0	0	0	0
\$495,001-	0	0	0	0	0	0	0	0	0	0	0

Table 38: Information about remuneration for other highly paid staff

Total remuneration bands	Number of other highly paid staff	Shortterm benefits				Postemployment benefits	Other longterm benefits		Termination benefits	Total remuneration
		Average base salary	Average bonuses	Average other benefits and allowances	Average superannuation contributions	Average long service leave	Average other longterm benefits			
\$240,000- \$245,000	0	0	0	0	0	0	0	0	0	0
\$245,001- \$270,000	0	0	0	0	0	0	0	0	0	0
\$270,001- \$295,000	0	0	0	0	0	0	0	0	0	0
\$295,001- \$320,000	0	0	0	0	0	0	0	0	0	0
\$320,001- \$345,000	0	0	0	0	0	0	0	0	0	0
\$345,001- \$370,000	0	0	0	0	0	0	0	0	0	0
\$370,001- \$395,000	0	0	0	0	0	0	0	0	0	0
\$395,001- \$420,000	0	0	0	0	0	0	0	0	0	0
\$420,001- \$445,000	0	0	0	0	0	0	0	0	0	0
\$445,001- \$470,000	0	0	0	0	0	0	0	0	0	0
\$470,001- \$495,000	0	0	0	0	0	0	0	0	0	0
\$495,001-	0	0	0	0	0	0	0	0	0	0

PART 6

GLOSSARY AND INDEXES

Glossary

Access	The right, opportunity or means of finding, using or retrieving information, usually subject to rules and conditions.
Access examination	The process of examining records to identify any information that falls within the definition of 'exempt' as prescribed by the Archives Act
Application	A request for access to a record under the Archives Act.
Building Trust in the Public Record	A whole-of-government approach to information governance, developed by National Archives, identifying key requirements for managing Australian Government information assets (records, information and data).
Check-up survey	National Archives' online survey tool to collect data from Australian Government entities on their information management capabilities.
Custody	The responsibility for the care of records and archives, usually based on their physical possession. It does not necessarily include legal ownership.
Digital Continuity 2020	Superseded by the Building Trust in the Public Record policy.
Exempt	As defined in the Archives Act, legislation.gov.au/Details/C2021C00218 .
Item	The smallest intellectually indivisible archival unit. For example, a letter, memorandum, report, photograph or sound recording.
Open access period	The time when Commonwealth records are eligible for release under the Archives Act. The public has a general right of access to Commonwealth records in the open access period, subject to certain exemptions.

Preservation	The processes and operations involved in ensuring the technical and intellectual survival of authentic records through time. Encompasses environmental control, security, creation, storage, handling and disaster planning for records in all formats – maintaining accessibility and usability.
Record	Any information created, sent or received in the course of carrying out the business of an agency. Records have many formats, including paper documents, photographs, audiovisual items and digital material.
Records authority	The legal instrument issued by National Archives that defines the permissible disposal of records. Records authorities define how long records are to be kept and identify those records that must be transferred to National Archives for permanent retention.
RecordSearch	National Archives' online database of records in its collection.
Retain as national archive	Retain as national archive (RNA) means that the records have been confirmed as being of archival value in accordance with current appraisal standards and processes.

Abbreviations and acronyms

AASB	Australian Accounting Standards Board
AAT	Administrative Appeals Tribunal
ABN	Australian Business Number
ACT	Australian Capital Territory
Advisory Council	National Archives of Australia Advisory Council
AIF	Australian Imperial Force
ANAO	Australian National Audit Office
AM	Member of the Order of Australia
AO	Officer of the Order of Australia
APP	Australian Privacy Principle
APS	Australian Public Service
ASL	Average Staffing Level
Archives Act	<i>Archives Act 1983</i>
CO ₂	carbon dioxide
COVID-19	2019 novel coronavirus
CPA	Certified Practising Accountant
CSIRO	Commonwealth Scientific and Industrial Research Organisation
DPC RAM	Digital Preservation Coalition Rapid Assessment Model
EL	Executive Level
FICA	Fellow of the Institute of Chartered Accountants Australia
FOI	freedom of information
FOI Act	<i>Freedom of Information Act 1982</i>
FRR	Financial Reporting Rule
FTE	full-time equivalent
GRA 31	General Records Authority 31
GST	goods and services tax
Hon	Honourable
ICA	International Council on Archives
ICT	Information and communication technologies
IPS	Information Publication Scheme
kg	kilograms
LGBTIQ+,	lesbian, gay, bisexual, transgender/transsexual, intersex, queer/questioning, asexual and many other terms (such as non-binary and pansexual)
LSL	long service leave

m	million
MOU	memorandum of understanding
MP	Member of Parliament
MYEFO	Mid-Year Economic and Fiscal Outlook
N/A	not applicable
NABERS	National Australian Built Environment Rating System
National Archives	National Archives of Australia
NABERS	National Australian Built Environment Rating System
NAIDOC	National Aboriginal and Islanders Day Observance Committee
NSW	New South Wales
NT	Northern Territory
OAM	Medal of the Order of Australia
PARBICA	Pacific Regional Branch International Council on Archives
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PGPA Rule	<i>Public Governance, Performance and Accountability Rule 2014</i>
PNG	Papua New Guinea
PS Act	Public Service Act 1999
Qld	Queensland
RAAF	Royal Australian Air Force
RAPWG	Reconciliation Action Plan Working Group
RFT	Request for Tender
RNA	Retain as national archive
SA	South Australia
SBS	Special Broadcasting Service
SES	Senior Executive Service
SME	Small and Medium Enterprises
Strategy 2030	<i>Strategy 2030: a transformed and trusted National Archives</i>
Tas	Tasmania
TB	terabyte
Tune Review	Functional and Efficiency Review of the National Archives of Australia
UNESCO	United Nations Educational, Scientific and Cultural Organisation
Vic	Victoria
WA	Western Australia
WBACC	Wreck Bay Aboriginal Community Council
WHS Act	Work Health and Safety Act 2011

List of requirements

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AD(g)	Letter of transmittal			
17AI	Letter of transmittal	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	v
17AD(h)	Aids to access			
17AJ(a)	Contents	Table of contents (print only).	Mandatory	vi
17AJ(b)	Index	Alphabetical index (print only).	Mandatory	148
17AJ(c)	Glossary Abbreviations and acronyms	Glossary of abbreviations and acronyms.	Mandatory	130
17AJ(d)	List of requirements	List of requirements.	Mandatory	134
17AJ(e)	Contact	Details of contact officer.	Mandatory	iv
17AJ(f)	Contact	Entity's website address.	Mandatory	iv
17AJ(g)	Contact	Electronic address of report.	Mandatory	iv
17AD(a)	Review by accountable authority			
17AD(a)	Director-General's review	A review by the accountable authority of the entity.	Mandatory	2
17AD(b)	Overview of the entity			
17AE(1) (a)(i)	Purpose, role and functions	A description of the role and functions of the entity.	Mandatory	8

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AE(1)(a)(ii)	Organisational Structure	A description of the organisational structure of the entity.	Mandatory	10
17AE(1)(a)(iii)	Outcome and program structure	A description of the outcomes and programmes administered by the entity.	Mandatory	9
17AE(1)(a)(iv)	Purpose, role and functions	A description of the purposes of the entity as included in corporate plan.	Mandatory	8
17AE(1)(aa)(i)	Accountable authority	Name of the accountable authority or each member of the accountable authority	Mandatory	10
17AE(1)(aa)(ii)	Accountable authority	Position title of the accountable authority or each member of the accountable authority	Mandatory	10
17AE(1)(aa)(iii)	Accountable authority	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory	10
17AE(1)(b)	N/A	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory	N/A
17AE(2)	N/A	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory	N/A
17AD(c) Report on the Performance of the entity				
Annual performance Statements				
17AD(c)(i); 16F	Annual performance statements	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	15

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AD(c)(ii) Report on Financial Performance				
17AF(1)(a)	Financial performance	A discussion and analysis of the entity's financial performance.	Mandatory	46
17AF(1)(b)	Appendix A: Entity resource statements	A table summarising the total resources and total payments of the entity.	Mandatory	110
17AF(2)	N/A	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.	N/A
17AD(d) Management and Accountability				
Corporate Governance				
17AG(2)(a)	Fraud control	Information on compliance with section 10 (fraud systems)	Mandatory	55
17AG(2)(b)(i)	Letter of transmittal	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	v
17AG(2)(b)(ii)	Letter of transmittal	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory	v

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AG(2)(b)(iii)	Letter of transmittal	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	v
17AG(2)(c)	Corporate governance	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	50
17AG(2)(d) – (e)	Significant non-compliance with finance law	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to noncompliance with Finance law and action taken to remedy noncompliance.	If applicable, Mandatory	63
Audit Committee				
17AG(2A)(a)	Audit and Risk Committee	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory	53
17AG(2A)(b)	Audit and Risk Committee	The name of each member of the entity's audit committee.	Mandatory	53
17AG(2A)(c)	Audit and Risk Committee	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory	53
17AG(2A)(d)	Audit and Risk Committee	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	53
17AG(2A)(e)	Audit and Risk Committee	The remuneration of each member of the entity's audit committee.	Mandatory	53

PGPA Rule Reference	Part of Report	Description	Requirement	Page
External Scrutiny				
17AG(3)	External scrutiny	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	62
17AG(3)(a)	External scrutiny	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory	62
17AG(3)(b)	External scrutiny	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory	62
17AG(3)(c)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	N/A
Management of Human Resources				
17AG(4)(a)	Our people	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory	67
17AG(4)(aa)	Appendix B: Human resources statistics	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: (a) statistics on fulltime employees; (b) statistics on parttime employees; (c) statistics on gender (d) statistics on staff location	Mandatory	112

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AG(4)(b)	Appendix B: Human resources statistics	<p>Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following:</p> <ul style="list-style-type: none"> • Statistics on staffing classification level; • Statistics on fulltime employees; • Statistics on parttime employees; • Statistics on gender; • Statistics on staff location; • Statistics on employees who identify as Indigenous. 	Mandatory	116
17AG(4)(c)	Instruments of employment	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the Public Service Act 1999.	Mandatory	68
17AG(4)(c)(i)	<p>Appendix B: Human resources statistics</p> <p>Workplace agreements</p>	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	124
17AG(4)(c)(ii)	<p>Appendix B: Human resources statistics</p> <p>Workplace agreements</p>	The salary ranges available for APS employees by classification level.	Mandatory	125

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AG(4)(c)(iii)	Senior Executive Service remuneration	A description of non-salary benefits provided to employees.	Mandatory	68
17AG(4)(d)(i)	N/A	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory	N/A
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory	N/A
17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	N/A
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments.	If applicable, Mandatory	N/A
Assets Management				
17AG(5)	Asset Management	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory	75
Purchasing				
17AG(6)	Purchasing	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory	76

PGPA Rule Reference	Part of Report	Description	Requirement	Page
Reportable consultancy contracts				
17AG(7)(a)	Contracts	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory	77
17AG(7)(b)	Contracts	A statement that <i>"During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]"</i> .	Mandatory	77
17AG(7)(c)	Contracts	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory	77
17AG(7)(d)	Contracts	A statement that <i>"Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website."</i>	Mandatory	77

PGPA Rule Reference	Part of Report	Description	Requirement	Page
Reportable non-consultancy contracts				
17AG(7A) (a)	Contracts	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory	78
17AG(7A) (b)	Contracts	A statement that “ <i>Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.</i> ”	Mandatory	78
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts			
17AGA	Contracts	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory	78

PGPA Rule Reference	Part of Report	Description	Requirement	Page
Australian National Audit Office Access Clauses				
17AG(8)	Contracts	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory	79
Exempt contracts				
17AG(9)	Exempt contracts	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory	79

PGPA Rule Reference	Part of Report	Description	Requirement	Page
Small business				
17AG(10) (a)	Procurement initiatives to support small business	A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”	Mandatory	77
17AG(10) (b)	Procurement initiatives to support small business	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	77
17AG(10) (c)	Procurement initiatives to support small business	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.”	If applicable, Mandatory	77
Financial Statements				
17AD(e)	Financial Statements	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	81
Executive Remuneration				
17AD(da)	Appendix C: Executive remuneration statistics	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 23 of the Rule.	Mandatory	126

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AD(f)	Other Mandatory Information			
17AH(1)(a)(ii)	Advertising and market research	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	80
17AH(1)(b)	Grant programs	A statement that <i>"Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website]."</i>	If applicable, Mandatory	80
17AH(1)(c)	Disability reporting	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	71
17AH(1)(d)	Freedom of information	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	55
17AH(1)(e)	N/A	Correction of material errors in previous annual report	If applicable, mandatory	N/A
17AH(2)	Advisory Council	Information required by other legislation	Mandatory	56
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