



NATIONAL ARCHIVES OF AUSTRALIA

ANNUAL REPORT

REPORTING PERIOD 2023–24

23-24



NATIONAL ARCHIVES OF AUSTRALIA

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

ANNUAL REPORT 2023–24

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Cover image: National Archives staff and guests at onsite event.

Letter of transmittal

Our reference: 2024/1811

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

17 September 2024

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 2023–24.

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 2023–24 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.

The Director-General, as accountable authority, certifies 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

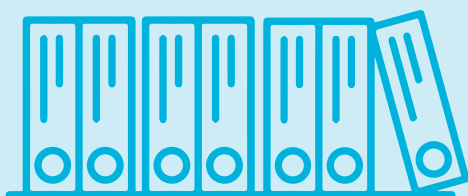
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National Archives
is home to over

52 million
items



Over 3.3
million

visits to our websites

naa.gov.au



That's approximately

375

kilometres

of analogue records and

9.1 petabytes

of digital records

3.8 million

records were accessed via our
online catalogue, RecordSearch



60,852

original records
were viewed
at our



8 research
centres
across our
nation

*Data collected from National Archives of Australia's Annual Report 2023/24 and end of financial year data reporting 2024.

189,907

people attended an
exhibition, program
or event



Length of
service

48.5%

more than 5 years
for ongoing employees only



Census
engagement
in 2024
90%



We employed and
celebrated the work of

410 people



Social media
engagements
reached

567,461



We responded to

32,577

reference enquiries



DIRECTOR- GENERAL'S REVIEW



National Archives of Australia secures, preserves and facilitates access to the most significant records of the Australian Government. We work to strengthen Australia's cultural identity and democracy by ensuring that evidence of government activity and decisions is readily accessible.

Throughout the past year, National Archives has navigated a dynamic period of transformation. This transition reflects broader societal changes in Australia and worldwide, including heightened scrutiny and reduced trust in government and the rapid pace of technological advancement. However, our transformation journey is not just a response to these shifts but also a proactive effort to enhance our ability to serve the Australian public and preserve our history for generations to come.

Commitment to National Cultural Policy

Last year, the Australian Government released its National Cultural Policy, *Revive: A place for every story, a story for every place (Revive)*. National Archives welcomed Revive and its aim to renew and revitalise Australia's arts and cultural sector.

Throughout 2023–24, embedding all 5 pillars of Revive has been a cornerstone of our strategic focus, particularly the commitment to modernise the *Archives Act 1983* (Archives Act). An updated and refreshed Archives Act will enhance National Archives' ability to manage records and information in a way that reflects the digital age. As our overall program of digital transformation continues, we are continuing to progress legislative amendments to the current Archives Act to provide certainty around its functions, powers and responsibilities and to resolve any areas of ambiguity.

Connections with First Nations people

A vital aspect of our work is our engagement with First Nations communities. As a record of our past, it is undeniable that the national archival collection contains evidence of harmful policy decisions and government actions. Today, with culturally safe collaboration with communities, these records can assist in truth-telling and redress.

The Bringing Them Home name index enables First Nations Australians to find information about themselves, their Country and their history. The index was created in response to the *Bringing Them Home Report* (1997) and contains over 425,000 names that have been indexed from records in the national archival collection. Though not all families or individuals are mentioned in our files, and not all files are indexed, the Bringing Them Home name index is a powerful tool to connect First Nations Australians to their own identity.

National Archives is reviewing existing Memoranda of Understanding (MoU) with Link-Up organisations in the Northern Territory and with the Australian Institute of Aboriginal and Torres Strait Islander Studies. We are also developing new MoUs with Link-Up organisations, Aboriginal Land Councils and key state government organisations. These will allow us to continue to increase access to records for First Nations Australians, no matter where they are located.

We remain committed to proactive community engagement and consultation. A key achievement for National Archives in 2023–24 was the continuation of our regional and remote community engagement program. This has enabled us to introduce communities to National Archives and provide information about the national archival collection, and the different ways community members can access records in the collection.

Access to the collection

Though we have a national footprint with offices in every state and territory, National Archives acknowledges that not everyone can attend a physical location to access records. However, we believe that all Australians have the right to access records of government decision making. To assist in overcoming access challenges for Australians in regional, rural and remote locations, we ensure that digitisation on demand meets service standards, the collection is properly described and access examination requests can be completed in a timely manner.

Our exhibitions also enable people to more deeply engage with the national archival collection. In 2023–24, we hosted 7 exhibitions at our Murrulungalang National Office in Canberra and 5 at our state and territory offices. We toured 4 exhibitions to regional areas across the nation.

Preservation of at-risk records

Across our offices, National Archives houses a collection of over 52 million items. This equates to 375 shelf kilometres of analogue records and 9.1 PB of digital records. This is the largest single body of records documenting Australia's history. However, we cannot take our collection for granted. Approximately 15 million items are facing genuine risk of permanent loss, due to deterioration and technological obsolescence of playback equipment. Additionally, more than 2.6 million born-digital items require active management to safeguard against loss and file corruption.

Our most urgent priority is to preserve items that will be progressively lost over the next 5 to 10 years, including audio and video recordings on magnetic tape, motion picture film and photographic negatives. Minimising loss requires a proactive approach, so we have continued to work with Australian Government agencies to identify and target at-risk records to ensure they are transferred to National Archives for preservation.

Our Defend the Past, Protect the Future program exemplifies our commitment to preserving our collection. The program has enabled us to digitise records in a range of critical at-risk formats, including audio, video, film, photographic negatives, aerial film, volumes and plans. To date, the program has successfully digitised 688,667 items that would otherwise be lost forever.

The program is a significant investment towards achieving our vision of a transformed and trusted National Archives, as set out in *Strategy 2030: a transformed and trusted National Archives*. The Defend the Past, Protect the Future program also supports the Australian Government's Data and Digital Government Strategy and its commitment to a reformed Australian Public Service that seeks to modernise public service delivery for all Australians.

By 30 June 2024, we had digitised all but one Second World War service record. The final record was digitised in August, marking the end of this 5-year long project. All these records are available to the public, online and free of charge. This project commenced in 2019, following a \$10 million funding injection from the Australian Government. This initial funding enabled us to digitise 88% of this significant collection.

Additional funding of \$3.3 million provided through the Defend the Past, Protect the Future and Digital First programs enabled us to work on the remaining records. A generous donation of \$1 million from Barbara Mason, philanthropist and long-time supporter of National Archives, enabled the digitisation of photographic portraits stored within the files.

Overall, around 1,058,000 service records have been digitised, including the 858,368 records digitised as part of the critical Second World War digitisation project. Each of these records is an opportunity for the nation to better understand and reflect on the sacrifice of those who have served. Access to these records continues to be one of the most popular requests, as more Australians seek to better understand the lives of their relatives and their role in serving the nation.

Building trust in the public record

Ensuring that appropriate information management practices are followed is a whole-of-government responsibility. National Archives leads information management and works with Australian Government agencies to improve how they create, collect, manage and use information assets. In 2023–24, we continued to implement our *Building trust in the public record* policy through various activities.

Our Check-up survey is conducted annually by National Archives to measure information management maturity in Australian Government agencies. Agencies are invited to undertake an online self-assessment of their maturity and performance in managing their records, information and data. The overall Australian Government information management maturity score for 2023 is 3.65 (out of 5) which is a slight improvement from the 2022 score of 3.6.

National Archives uses the survey findings to shape our contemporary information management advice and to plan our transfer, storage and preservation requirements. Agencies also use the data to achieve best practice information management and set priorities for improvement. Check-up continues to be an invaluable tool to assess information management maturity across government.

National Archives provides advice to Australian Government agencies to ensure information is managed appropriately. In 2023, we worked with agencies, including the Australian Public Service Commission and the Department of the Prime Minister and Cabinet (PM&C), to refine our resource *‘Six actions to manage information with integrity’*. This straightforward, 2-page resource provides simple steps to be followed by anyone working in the Australian Public Service. We look forward to releasing new web-based guidance later in 2024.

On 1 January every year, we release Cabinet records that have reached the open-access period. Each release follows a media briefing in early December. Between 31 December 2023 and 5 January 2024, 82 additional Cabinet records from 2003 were transferred from PM&C to National Archives. These records were not transferred with other Cabinet records in 2020 and were therefore unable to be included in the annual release.

Following this development, Professor Glyn Davis AC, Secretary of PM&C, commissioned Dennis Richardson AC to conduct an independent review of the transfer process for the 2003 Cabinet records. The review found that PM&C’s failure to provide National Archives with a complete set of 2003 Cabinet records was the result of administrative error. The review’s report made 3 recommendations relating to National Archives, all of which have been accepted. As we prepare to release select 2004 Cabinet records on 1 January 2025, we continue to work with key agencies to ensure the seamless transfer of Cabinet records going forward.

Digital First program

Offering a digital end-to-end archival service is a priority area of focus as we strive to meet evolving standards of the digital age. The objectives of the Digital First program are central to this commitment, targeting 3 key areas. Firstly, we aim to upgrade our existing external-facing access engagement technology platforms, including collection search tools, ecommerce platform, payment gateway and request management tools. This will streamline and enhance the user experience for anyone engaging with National Archives online. Secondly, we will uplift our capability to enable effective digitisation of at-risk and high-priority records, ensuring our collection is accessible for future generations. Finally, we are making progress towards modernising our data storage solutions and meeting contemporary technology standards.

The year ahead

In the coming year, we look forward to continuing our digital transformation journey. One key priority will be to undertake a mid-strategy review of *Strategy 2030: a transformed and trusted National Archives* to ensure it aligns with our current strategic direction. We will also continue to embed the 5 pillars of Revive throughout all our work and implement the Minister's Statement of Expectations. Other priorities include managing our growing and evolving collection, continuing to digitise at-risk records, facilitating access to our vast collection and leading information management best practice.

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 Australian Government agencies, researchers and the community.

Role and functions

National Archives is established under the *Archives Act 1983* (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 management requirements for Australian Government entities to ensure records of government actions and decisions are created and kept, demonstrating accountability and evidence of the integrity of the operations of the Australian Government
- selects and preserves the most significant records of the Australian Government and authorises disposal of records with no ongoing value to government or community
- makes these records 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 are strengthened by connecting people with the evidence of Australian Government activities and decisions.

Values



'Our Values' is a set of cultural principles and behaviours that support and underpin our vision.

Importantly, these principles form the foundation of how we work. They are tailored to guide the way we interact with our colleagues, the public and our stakeholders.



Inclusion: We respect and value everyone's uniqueness. We believe everyone should have the opportunity to be heard and to take part. We actively listen to experiences and knowledge and use this to guide decision-making.



Collaboration: We value collaboration and make decisions together. Regular and early consultation enables us to make informed decisions. We seek to develop our knowledge and establish connections across agencies, promoting collaboration and a deeper understanding of shared priorities.



Innovation: We believe innovation can be incremental and is something we can all initiate and take part in. We are curious, explore new ideas and identify opportunities for positive change.

Together with the Australian Public Service (APS) Values and the APS Code of Conduct, 'Our Values' guide us in all that we do.

Outcome and program structure

The 2023–24 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 management by Australian Government entities
- **Secure** and preserve nationally significant Australian Government Information
- **Connect** Australians to the national archival collection
- **Innovate** to lead archival practice in the digital age.

Case study:

Developing digital archivists

In early 2022, National Archives undertook an analysis of the sector-specific skills needed to support an increasingly digital-first archives. This identified the need for increased data, digital preservation and digital archiving skills, in addition to challenges attracting and retaining staff with these skills.

National Archives also completed a scan of tertiary archival courses and identified a gap in digital archiving qualifications among the current tertiary offerings. We discovered that, while they are taught at a tertiary level, these skills are only available as part of full bachelor's degree programs and ordinarily must be chosen as electives. At the same time, a review by the Australian Society of Archivists into provision of tertiary courses identified strong interest in shorter courses, such as graduate certificates.



Visitors exploring *Connections / Mura gadi* exhibition at National Archives of Australia in Canberra.

These findings led National Archives to begin work in late 2022 to collaborate with a tertiary provider to develop a graduate certificate focused on digital archiving. Charles Sturt University already offered relevant subjects as part of other courses, which could be combined to meet National Archives' requirements. A partnership was formed with the goal of Charles Sturt University offering a Graduate Certificate in Digital Archiving.

To support Charles Sturt University, National Archives committed to recruiting 5 digital archiving cadets to work on a part-time basis while they completed the course over a 12-month period. We also supported a cohort of existing National Archives staff to complete the qualification – helping staff develop their professional knowledge and skillset in line with contemporary archival practices.

The Graduate Certificate in Digital Archiving contains 3 mandatory subjects: 'Digital curation and preservation', 'Introduction to data management', and 'Records, archives and society'. Students also select an elective: 'Records and archives practice', 'Data tools and analytics', 'Metadata for resource discovery' or 'Indigenous Australian Cultures, Histories and contemporary realities'. The course advances into a graduate diploma and master program if students wish to continue their studies.

Charles Sturt University approved the new course in June 2023 for commencement in 2024. Promotion and recruitment for the Digital Archiving cadet program generated significant interest, with National Archives receiving over 160 applications of a very high standard. Charles Sturt University has also expressed their satisfaction with the level of interest in the course, with over 20 students now enrolled in the graduate certificate. National Archives will continue the Digital Archiving cadet program in 2025.

Our executive

Accountable authority for 2023–24

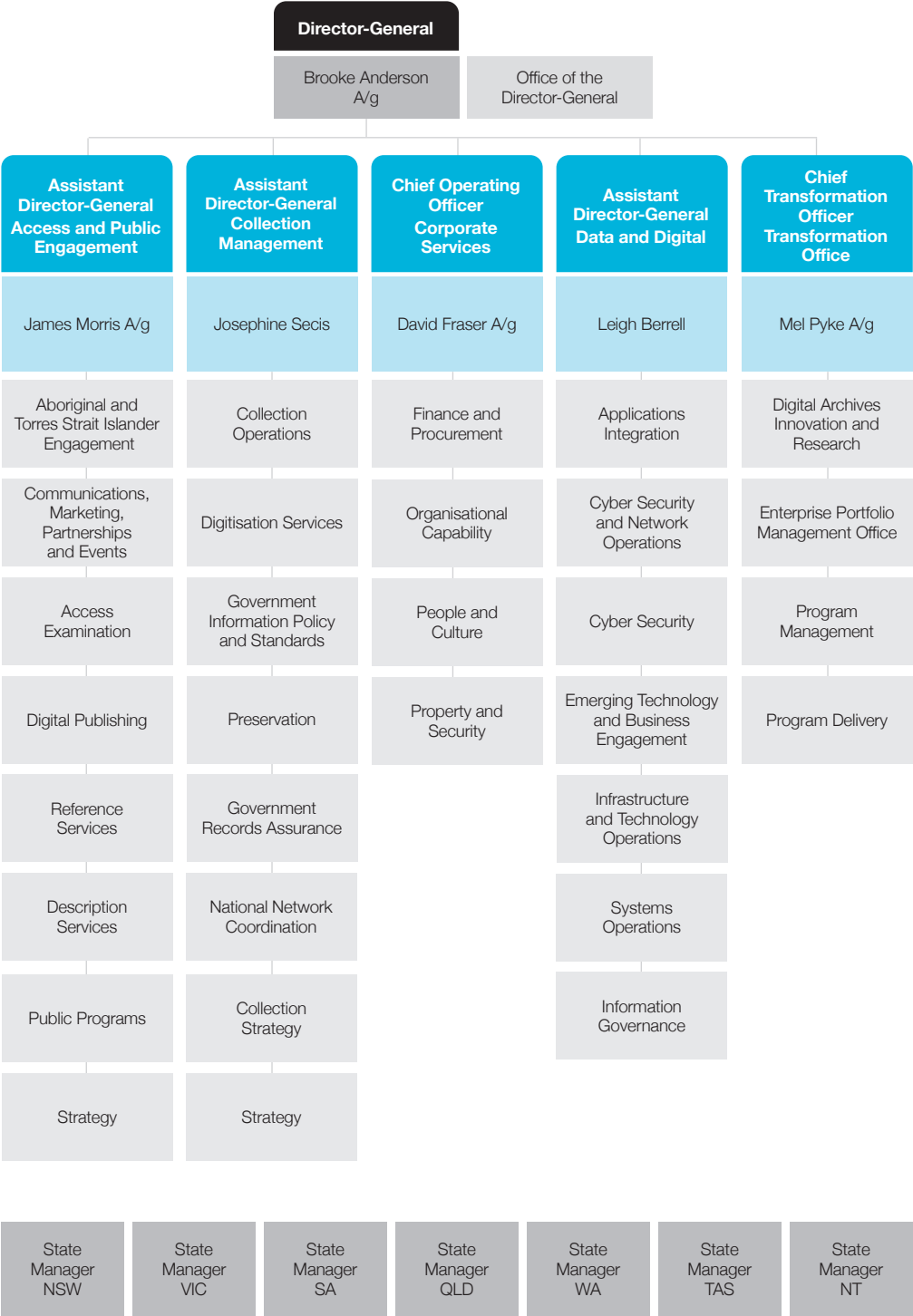
National Archives' accountable authority for 2023–24 was Mr Simon Froude as Director-General. Ms Brooke Anderson acted in the position of Director-General from 27 to 30 June 2024.

Organisational structure

As at 30 June 2024, National Archives operated under a 6-branch structure. The primary function of each branch is summarised as follows:

- **Office of the Director-General** ensures that National Archives meets its obligations as a non-corporate Commonwealth entity. This includes responsibility for corporate governance, risk, legal, integrity and executive support.
- **Access and Public Engagement** connects our audiences with the national archival collection via digital platforms, research centres, volunteer projects, education and lifelong learning programs, exhibitions, the NAA Member program, and national and international partnerships. This work is supported and informed by evolving description practices, access examination framework, and communications and media engagement teams.
- **Collection Management** preserves, manages and protects the Commonwealth's most significant records by upholding archival management standards and practices. It works with agencies to provide disposal authorisation for Commonwealth records and to transfer archival records into our custody. The branch is nationally focused, delivering services in all states and territories to the public and Commonwealth agencies. It also sets whole-of-government information management standards and provides advice and guidance to Australian Government agencies to build their information management capability and increase their compliance with the Archives Act and National Archives policies.
- **Corporate Services** provides the enabling services of human resources, finance, procurement, and property and security management.
- **Data and Digital** provides digital capability and technology, cybersecurity, software, and governance of information and data assets.
- **Transformation Office** oversees the development and execution of National Archives' transformation programs. It plays a key role in ensuring National Archives achieves its vision and objectives through effective reform, undertaking research and innovation in digital archival management, and positioning the organisation to meet current and future demands.

Figure 1: Organisational structure as at 30 June 2024



National Archives senior executive

Table 1: National Archives senior executive as at 30 June 2024

Position title	Name
Director-General	Brooke Anderson (acting for Simon Froude)
Assistant Director-General, Access and Public Engagement	James Morris (acting for Louise Doyle)
Assistant Director-General, Collection Management	Josephine Secis
Assistant Director-General, Data and Digital	Leigh Berrell
Chief Operating Officer	David Fraser (acting for Ruth Fenwick)
Chief Transformation Officer	Mel Pyke (acting for Brooke Anderson)

Our Minister

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



The Hon Tony Burke MP, Minister for the Arts.

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 2023 to 30 June 2024, 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
17 September 2024

Annual performance statements

These annual performance statements provide a comprehensive overview of National Archives’ performance in 2023–24 against the performance measures and targets published in the 2023–24 Portfolio Budget Statements and National Archives of Australia Corporate Plan 2023–24.

Performance overview

The 2023–24 annual performance statements detail how National Archives has delivered against its purpose with the following table providing a summary of overall performance for 2023–24.

Table 2: Summary of results against 2023–24 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 Australian Government agencies, researchers and the community.

Key Activity	Performance measure	Result
Enable	E1 Australian Government agencies actively apply best practice in the creation, collection and use of Australian Government information assets	Partially achieved
Secure	S1 Nationally significant information is appropriately transferred to National Archives	Achieved
	S2 Information of enduring national significance is safeguarded from loss or damage for ongoing preservation and access	Achieved
	S3 All at-risk collections are preserved digitally over time	Achieved
	S4 Managing an evolving national archival collection	Achieved
	S5 Issue records authorities to allow agencies to make decisions about keeping, destroying or transferring Australian Government records	Not achieved

Key Activity	Performance measure	Result
Connect	C1 The ways stakeholders engage with and use the collection meets their expectations within a digital-first approach	Achieved
	C2 National archival collection is discoverable and accessible	Achieved
	C3 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	I1 Partnerships and commercial ventures enable more efficient collection digitisation and preservation, and greater progress of engagement priorities	Not achieved

Performance results

Performance measure E1

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 2023–24, page 21	
Key activity:	Enable best practice information management by Australian Government entities	
Overall result:	Partially achieved	
Planned performance result	Target	2023–24 result
E1.1 Percentage of agencies who have implemented the mandatory actions of the <i>Building trust in the public record</i> policy	Completion of 3 mandatory actions: Action 1: 97% of agencies Action 9: 95% of agencies Action 14: 25% of agencies	Not achieved Action 1: 98% Action 9: 95% Action 14: 17%
E1.2 Percentage of agencies who have implemented the recommended actions of the <i>Building trust in the public record</i> policy	Completion of 12 recommended actions: 34% of agencies	Not achieved 4.22% of agencies completed 12 of the recommended actions
E1.3 Improvement in Australian Government agencies' information management maturity	Annual Check-up survey national average index shows an improvement in Australian Government agencies' information management maturity	Achieved The national average index increased from 3.6 in 2022 to 3.65 in 2023

Analysis of performance

National Archives developed the *Building trust in the public record* policy to help Australian Government agencies improve how they create, collect, manage and use information assets. The policy is in place from January 2021 to end of December 2025.

The policy outlines 17 actions that agencies should or can take to implement best practice information management and help reduce areas of information management inefficiency and risk.

National Archives uses the annual Check-up survey results to measure implementation of the *Building trust in the public record* policy across government. The data helps us to monitor, track and evaluate the performance of agencies. These are some of the ways that we determine if the policy is on track to be successful or whether changes are required to provide more assistance to help agencies improve their results for the life of the policy. Each agency receives a report on its performance benchmarked against the whole of government report.

Check-up is an online self-assessment tool that under Action 1 of the *Building trust in the public record* policy all Australian Government agencies must complete.

The tool identifies agency activity grouped under 3 indices:

- Manage information assets strategically with appropriate governance and reporting;
- Implement fit-for-purpose information management processes, practices and systems and;
- Reduce areas of information management inefficiency and risk.

These indices have supporting actions that agencies must adhere to or are recommended as part of best practice.

The Check-up survey uses the following ratings to score agency performance as follows: 1 = Ad hoc (lowest maturity rating), 2 = Initial, 3 = Formalising, 4 = Operational, and 5 = Embedded (highest maturity rating).

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

In 2023–24, National Archives measured agency implementation of mandatory actions in the *Building trust in the public record* using results from the Check-up survey. In 2023–24, 98% of agencies completed the survey (Action 1), exceeding the target of 97%.

An agency will have completed an action from the *Building trust in the public record* policy if they responded in Check-up as performing the action always or almost always (score of 5) or usually or most of the time (score of 4.0 – 4.9).

We are encouraged by the results for a second target that agencies digitally manage all digital information assets created from 1 January 2016 (Action 9). 95% of agencies perform this action at least most of the time. The result is consistent with 2022, indicating that agencies are maintaining this activity.

The third target related to the transfer of information assets to National Archives within 15 years of creation (Action 14). Only 17% of agencies are performing this action at least most of the time (assessed as a rating of 4 or higher out of 5) which is 8% lower than the target of 25%. These results indicate a reduction in performance from last year, which reported 22% of agencies perform the action at least most of the time.

Less than 10% of agencies had fully implemented Action 14 (assessed as meaning the agency achieved a rating of 5 out of 5). This result suggests that agencies need more time and support to implement this action and identifies a risk that records may not be secured and preserved for future generations by being transferred to National Archives.

The 2023 Check-up survey results showed that only 4.22% of agencies completed 12 of the recommended actions in the policy. This is about 30% below the target.

The strongest result was in relation to Action 13 – Create digital information assets in sustainable digital formats – implemented by 93.37% of agencies. This was followed by Action 15 -Identify remaining analogue processes and plan for transformation to digital, based on business need – implemented by 90.96% of agencies.

In 2022, the performance target was benchmarked based on 12 recommended actions having been implemented by 25% or more of agencies. The 2023 results indicate improvement in certain areas. We are encouraged by the results achieved against Actions 13 and 15 by nearly all agencies. We note that:

- 39.76% of agencies have implemented 9 or more of the recommended actions; and
- 80.12% have implemented 6 or more of the recommended actions.

These results provide a foundation for agencies to continue the digital transformation that will help them manage and mitigate the risks associated with poorly managing information assets and ultimately contribute to building trust in the public record. However, it is clear the results indicate that agencies need more time and support to fully implement the recommended actions.

This is the last year the target E1.2 will be included in this performance measure, as it is not included in the 2024–25 corporate plan. The target was not a suitable indicator of effectiveness given a low percentage of agencies have reached that maturity level.

Australian Government agencies' information management maturity

The 2023 Check-up results have been analysed and compared against the benchmark established from the 2022 results. The national average index increased to 3.65, from 3.6 in 2022, and all but one individual index showed an improved score in 2023. The areas of higher and lower information management maturity have remained constant across the 2022 and 2023 Check-up surveys.

Agencies showed higher levels of maturity in:

- creating information assets (4.31, up from 4.28 in 2022)
- storing, preserving and managing information assets (4.09, up from 4.02 in 2022)
- governance and culture (3.62, up from 3.51 in 2022). Of the higher-level maturity indices, this index showed the greatest improvement).

Agencies showed lower levels of maturity in:

- describing information assets (metadata) (3.33, up from 3.29 in 2022)
- appraising and disposing (3.27, down slightly from 3.29 in 2022). This was the only index that showed a reduction in maturity
- use, reuse and interoperability (3.26, up from 3.22 in 2022).

Table 3: Overall results (averaged) by individual information management maturity indices, 2022 and 2023

Individual information management maturity index	Overall results (averaged)	
	2022	2023
Governance and culture	3.51	3.62
Creating information assets	4.28	4.31
Describing information assets	3.29	3.33
Storing, preserving and managing information assets	4.02	4.09
Appraising and disposing (destruction and transfer)	3.29	3.27
Use, reuse and interoperability	3.22	3.26

Performance measure S1

Nationally significant information is appropriately transferred to National Archives

Source:	National Archives of Australia Corporate Plan 2023–24, page 22	
Key activity:	Secure and preserve nationally significant Australian Government information	
Overall result:	Achieved	
Planned performance result	Target	2023–24 result
S1.1 Nationally significant information identified as at-risk by agencies is prioritised for transfer to National Archives	Engagement with 80% of agencies that have not transferred archival records to National Archives in 10 years or more	Achieved 85% of agencies

Analysis of performance

This performance measure, and successful results for the year, broadens the 2022–23 performance measure, which focused on case studies of agencies managing at-risk record formats. The 2023–24 measure has enabled National Archives to assess whether significant information and data formats identified as at-risk may still be in agency custody, and to enable those agencies to prioritise these records for transfer.

In 2023–24, National Archives engaged with a total of 78 of the 91 agencies that have not transferred archival records to National Archives in 10 years or more. These engagements have provided agencies with advice and support to facilitate transfer outcomes.

The measure will be continued into 2024–25 to progress engagements to date and provide National Archives the opportunity to support Commonwealth agencies to transfer at-risk record formats for preservation and access, as prioritised under the Archives Act.

Performance measure S2

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

Source:	National Archives of Australia Corporate Plan 2023–24, page 22	
Key activity:	Secure and preserve nationally significant Australian Government information	
Overall result:	Achieved	
Planned performance result	Target	2023–24 result
S2.1 Percentage of collection that is stored appropriately	95% or more	Achieved Physical collection: 98.43% Digital collection: 99.92%

Analysis of performance

As of 30 June 2024, 98.43% of analogue records in the national archival collection and 99.92% of digital records 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 format of the record.

The percentage for the digital collection has improved by 0.03% (from 99.89% to 99.92%) since the end of the 2022– 23 financial year. This can be attributed to the continued growth of the digital collection and the ongoing ingest of new collection items (born-digital and digital surrogates) into National Archives’ digital preservation system. Born-digital items are those that originate in a digital format. The digital collection which is not stored in appropriate conditions has remained static. Approximately 3.8 TB of digital collections are stored in digital spaces that are not controlled by the digital preservation system and do not have the required levels of redundancy. Work to scope migration of this data to the digital preservation system is ongoing.

National Archives’ physical collection is stored in accordance with the 9 principles outlined in the *National Archives of Australia Standard for the Storage of Non-digital Archival Records*. These principles identify key requirements that optimise the preservation of analogue records and include environmental controls, shelving, accessibility, handling, privacy and security requirements. Each record medium, or format, requires specific environmental conditions. This performance measure reflects the percentage of the collection that is stored in appropriate environmental conditions.

National Archives' *Digital preservation policy* outlines the requirements for appropriate storage of digital records and aligns with international standards. Digital records in the custody of National Archives are held in a digital repository and this data is replicated across 2 sites and backed up. The records are subject to integrity checks upon transfer and ingest into the digital archive. Integrity checks are continually run against records to identify any preservation concerns.

Our digital repositories align with international best practice, including the principles of an Open Archival Information System (ISO14721). Additionally, we have appropriate cyber and physical security in place to protect against any threats.

This is the final external reporting period for this performance measure, as it is not included in the 2024–25 corporate plan.

Performance measure S3

All at-risk collections are preserved digitally over time

Source:	Portfolio Budget Statements 2023–24, page 315, and National Archives of Australia Corporate Plan 2023–24, page 23	
Key activity:	Secure and preserve nationally significant Australian Government information	
Overall result:	Achieved	
Planned performance result	Target	2023–24 result
S3.1 Digitisation targets are delivered by major projects	100% of digitisation targets are delivered by major projects	Achieved 485.86%, or 687,486 records (target: 141,500)
S3.2 Percentage of at-risk analogue collection items digitally preserved	14% at-risk analogue collection items digitised	Achieved 16.61%
S3.3 At-risk digital collection items assessed for levels of risk of obsolescence or loss	80% digital collection assessed for risk of obsolescence or loss	Achieved 99%

Analysis of performance

At-risk records digitised by major projects

In 2023–24, National Archives had 2 major projects aimed at preserving at-risk and high-use records through digitisation. These were the:

- Defend the Past, Protect the Future (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 defence service files.

In 2023–24, the overall digitisation target for these 2 projects was 141,500 items. However, 687,486 items were digitised. In percentage terms, we achieved 485.86% of our annual target. This significant increase in productivity is due to funding being reallocated from the DPPF budget to the Second World War project.

A recalibration of the DPPF project in January 2024 re-examined the deliverables and targets for the 2024–25 financial year. The overall target for the project has also been reset based on the quantity of items already digitised.

The Second World War digitisation project completed all but one record in 2023-24, with a total of 858,368 records (17,680,537 pages) digitised over the past 5 years. Digitising these records is a major achievement, given service records are a valuable resource for people interested in military history as well as people who have served and their families.



Margaret Williamson (nee McCredie).
NAA: A9301, 98110.

As at 30 June 2024, there remained one Second World War service record to be digitised for Women's Auxiliary Australian Air Force member Margaret Williamson. National Archives sought help from the public to locate Margaret's family, which resulted in finding her son and daughter. They joined us in August 2024 to witness the digitisation of the last Second World War service record. Margaret's service record represents the culmination of years of effort to digitise these paper records, but also an opportunity to honour the memory of the many individuals who served their country.

Analogue at-risk items digitally preserved

The national archival collection includes 15,713,305 analogue at-risk items. To ensure their preservation, these items are progressively being digitised and ingested into National Archives' digital archive. This means the archival information will be preserved digitally in open, uncompressed digital formats.

In 2023–24, 16.61% of analogue at-risk items were digitally preserved, an increase of 4.85% from 11.76% in 2022–23.

The total number of at-risk items digitised to preservation standards in the collection is 2,609,741, compared to 1,847,755 in 2022–23. This result indicates that, through its digitisation and digital preservation programs, National Archives continues to improve the preservation status of at-risk collection items. However, there is still significant work to be done before all at-risk records are preserved for future generations.

Collection items assessed for levels of risk of obsolescence or loss

These performance results are used to improve business processes and ensure that high-and medium-risk file formats are identified and prioritised for preservation. Due to the complexity of the collection, and different data sources and file formats, collection items are manually risk assessed according to a Digital Format Risk Assessment Matrix. We track risks through a Digital Format Risk Register.

In 2023–24, risk assessments were completed on all known digital formats in the national archival collection. Risk assessments have been completed on 97 low-risk formats, 176 moderate-risk formats, 32 high-risk formats, comprising 305 formats. Two formats require more investigation to determine, firstly, what the formats are, and, secondly, their risk rating.

The Digital Format Risk Register allows us to prioritise digital preservation activities based on risk mitigations and remediations for high-risk formats. The register is actively reviewed and updated as unidentified formats are investigated and the status of existing formats change.

Performance measure S4

Managing an evolving national archival collection

Source:	National Archives of Australia Corporate Plan 2023–24, page 23	
Key activity:	Secure and preserve nationally significant Australian Government information	
Overall result:	Achieved	
Planned performance result	Target	2023–24 result
S4.1 National Archives programs secure and preserve the national archival collection	Collection Strategy under development	Achieved Phase one, development of the Collection Strategy was completed by 30 June 2024

Analysis of performance

In 2023–24 development of the Collection Strategy commenced, and phase one, consisting of research and discovery, was completed. This included defining the scope of the strategy, identifying stakeholders, undertaking an environmental scan of similar strategies and mapping current relevant National Archives strategies.

The next phase will see the completion of the Collection Strategy. This will result in a comprehensive strategy outlining the end-to-end collection management activities to be undertaken by National Archives. The development of a comprehensive strategy requires time to plan, research and consult with stakeholders.

Several reviews of the organisation have identified that there is a need for National Archives to develop connected and aligned strategies. An integrated set of strategies that define and address National Archives' major challenges and objectives will assist us in prioritising and planning future work. The Collection Strategy will form part of National Archives' strategy suite, which will be finalised in the first half of 2024–25.

Performance measure S5

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

Source:	Portfolio Budget Statements 2023–24, page 315, and Corporate Plan 2023–24, page 24	
Key activity:	Secure and preserve nationally significant Australian Government information	
Overall result:	Not achieved	
Planned performance result	Target	2023–24 result
S5.1 Issue disposal and retention instruments	Issue 20 or more disposal and retention instruments	Not achieved 15 instruments were issued

Analysis of performance

In 2023–24, National Archives prepared 19 disposal and retention instruments but was only able to formally issue 15. This is an improvement on the 13 instruments issued in 2022–23. Instruments issued in 2023–24 included:

- 6 records authorities issued to the Australian Antarctic Division for the functions of Antarctic environmental and expedition management, Antarctic infrastructure, operations and logistical support, medical services and support, program coordination and governance, and Antarctic scientific research
- 3 records authorities issued to the Attorney-General's Department for the functions of child, family and elder protection policy, strategy and programs; criminal justice policies and programs; and national security policies and programs
- one records authority for SBS for the function of online streaming services.

The 4 remaining instruments still require receipt of a formal agreement from the relevant agencies. It is expected these records authorities will be issued in 2024–25.

Forecasting of instruments to be issued is dependent on active and timely responses from agencies, which is a necessary part of the instrument development process.

This is the final external reporting period for this performance measure, as it is not included in the 2024–25 corporate plan.

Performance measure C1

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

Source:	Portfolio Budget Statements 2023–24, page 315, and Corporate Plan 2023–24, page 24	
Key activity:	Connect Australians to the national archival collection	
Overall result:	Achieved	
Planned performance result	Target	2023–24 result
C1.1 Number of stakeholder engagements with services and programs	Total number of engagements showing the collection is meeting expectations	Achieved 72% of online visits/sessions were engaged
C1.2 Stakeholder expectations of collection programs are met	Case studies of collection programs showing that more than 80% of stakeholder expectations were met	Achieved 90% of stakeholders indicated their expectations were met

Analysis of performance

Online engagement

National Archives continues to see strong performance regarding online visitation and engagement with the collection. In 2023–24, there were 3.3 million visits to our websites. Importantly, 72% of those visits were engaged sessions. Engagement measures whether someone has come to the website and interacted as opposed to coming to the website and immediately leaving. Engaged sessions are those that last longer than 10 seconds, involve a conversion event or have 2 or more conversion events/page views. This is a strong indicator that online visitors were exploring online content in a meaningful way. The most popular content on National Archives’ websites related to defence and war service, passenger arrival, and immigration and citizenship.

Audiences accessed over 3.8 million records via National Archives’ online catalogue, RecordSearch. Around 400,000 more records were accessed online than in 2022–23. National Archives experiences similar peaks and troughs with access to websites and records each year, with spikes in access experienced around Anzac Day and other days of significance.



Foreign delegation from Papua New Guinea viewing records from the national archival collection.

In 2023–24, 1721 social media posts were published across Facebook, Instagram, Twitter and LinkedIn, achieving 567,461 engagements. This is a notable drop on engagements when compared to the 832,591 achieved in 2022–23. However, the figure still exceeds our target of 520,000 engagements. The drop in engagements can be attributed to the lower number of posts published this year. In 2022–23, 2135 posts were published, over 400 more than in 2023–24. The social media strategy for 2023–24 focused on quality of content rather than quantity, and the success of this approach continues to be monitored and evaluated.

Our most popular social media posts are consistently those that encourage the public to reminisce. In 2023–24, Facebook posts sharing collection images relating to the 50th anniversary of the Sydney Opera House, motor racing champion Peter Brock and streets of St Kilda in Melbourne in 1975 generated the most interest. On LinkedIn, posts celebrating International Archives Day and a visit by the Papua New Guinea Prime Minister were most popular.

Onsite and offsite engagement

Engagements with audiences and communities around the nation are made possible by our national presence, including our Murrulangalang National Office in Canberra and offices in every state and territory. We also provide touring exhibitions to third-party venues across the nation. National Archives' public engagement programs are delivered through exhibitions, displays and education and lifelong programs utilising the national archival collection to share stories and inspire Australians to know more about our history.



Simon Froude, Director-General National Archives of Australia; Mervyn Bishop, photographer featured in *Focus: Australian government photographers* exhibition; and the Hon Tony Burke MP, Minister for the Arts.

In 2023–24, our audience engagement was strengthened through a growing schedule of diverse and accessible offers. To measure the satisfaction of our audiences and stakeholders, we ask attendees to undertake a voluntary survey, this includes rating the activity on a scale from very poor to excellent.

Case studies

The 2023–24 case studies proved to be an appropriate method for measuring satisfaction with our activities, with 90% of audiences that completed a survey indicating our programs met their expectations.

Our public engagement activities included inviting audiences to National Archives' Western Australia Office in Perth to hear and, in return, share their stories from the recently digitised 5000 identity records from 1900 to 1955. The collection of records of Asian communities in Western Australia during the era of the White Australia policy is a valuable resource for these communities and interest groups.

Audiences were invited to hear stories of non-British Australian residents from 1900 to 1955 and explore photographs and handprints of Asian communities who shaped early 20th-century Perth as entrepreneurs, market gardeners, hawkers and sportspeople. Attendees were invited, at the end of the event, to complete a survey that helps inform our future program decisions. Around 25% of attendees to this event completed the survey.

Program activities deemed suitable for case studies were identified at the beginning of the reporting period. They are chosen from our onsite, online and offsite activities based on their potential to reach a range of demographics with the aim of connecting audiences with the national archival collection.

Performance measure C2

National archival collection is discoverable and accessible

Source:	National Archives of Australia Corporate Plan 2023–24, page 25	
Key activity:	Connect Australians to the national archival collection	
Overall result:	Achieved	
Planned performance result	Target	2023–24 result
C2.1 Number of new items made discoverable	800,000 new item descriptions added to RecordSearch online	Achieved 886,403 new item descriptions
C2.2 Percentage of reference enquiries completed by National Archives within service standards	85% or more of reference enquiries actioned within service standards	Achieved 89.8% (32,577 were completed overall and 29,267 were completed within service standard turnaround time)
C2.3 Percentage of digitisation on demand actioned by National Archives within service standards	90% or more of digitisation on demand actioned within service standards	Achieved 98% of digitisation on demand actioned
C2.4 Percentage of access applications examined by National Archives within legislated timeframes	80% or more of access applications examined within legislated timeframes	Achieved 87.64% access applications examined within legislated timeframes

Analysis of performance

A key mandate of National Archives is to make public and accessible the national archival collection. Central to providing access to the collection is making it discoverable to the public, as the collection is a national resource that enriches and informs Australia's history.

RecordSearch

We describe records not only to make them discoverable and searchable but also so they can be better understood by audiences. Record descriptions document when, how, why and by whom the record was created, accumulated and managed over time. The record description and context help researchers use and reuse records for a range of purposes. Described records are made discoverable by being added to RecordSearch, our online collection database.

In 2023–24, we described 886,403 records, and added them to RecordSearch, exceeding our target. Alongside the extensive transcription work done by staff, National Archives also has an online transcription portal, archIVE (or HIVE, as it is commonly known). HIVE enables public volunteers to transcribe the titles of records online from digitised item or consignment lists. The transcribed titles are checked by staff and added to RecordSearch, increasing the discoverability of records in the national archival collection.

Reference enquiries

National Archives undertakes basic reference work for free, and we aim to respond to requests within 30 business days. The range of people who make reference enquiries is diverse, and includes professional and community researchers, historians and academic scholars, undergraduate and postgraduate students and the general public. This service helps to connect more Australians to the national archival collection.

We respond to requests through our national enquiry service online, by phone and in-person at our research centres in every state and territory. The annual target for reference enquiries is 85% or more enquiries completed within the service standard turnaround time of 30 business days. In 2023–24, we met our target with 89.8% of enquiries completed within 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 examined for public access. Our service standard for digitisation on demand is to fill orders within 30 business days of receipt. In 2023–24, the annual target of 90% or more of digitisation on demand requests actioned within service standards was met with 98% of requests actioned within standards.

Most requests not completed within the service standard during 2023–24 resulted from:

- the unplanned closure of a section of the repository in the Peter Durack Building (National Archives Preservation Facility) in Canberra, causing limited accessibility to access records or equipment during building maintenance
- preservation action being required on the records prior to digitisation
- staffing shortages within the Digitisation Services team.

Access examination

In 2023–24, National Archives received over 30,000 applications for access. A total of 21,375 (87.64%) decisions were made on applications within the 90-business day consideration period, and decisions were made on 3,014 records (12.36%) outside the consideration period. It is noted these decisions were made on applications submitted in 2023–24, as well as previous financial years. In addition, 122,159 records were examined proactively, see Figure 2 for the number of records access examined and decisions on access made in 2023–24. See Figure 3 for the time taken for access examinations.

Examples of records proactively released this year include Second World War service records, 2003 National Security Committee records, key 2003 Cabinet records, Canberra architectural maps, plans and weather observation books. Proactive release of records plays an important role in building trust in government through transparency and helps ensure records of value to the community can be accessed.

For the 12.36% of access decisions made outside of the consideration period, this reporting is reflective of both resourcing and the complexity of access examination work, which often involves seeking advice from many other Australian Government agencies, consistent with our statutory obligations under the Archives Act.

Figure 2: Number of records access examined and decisions on access, 2023–24

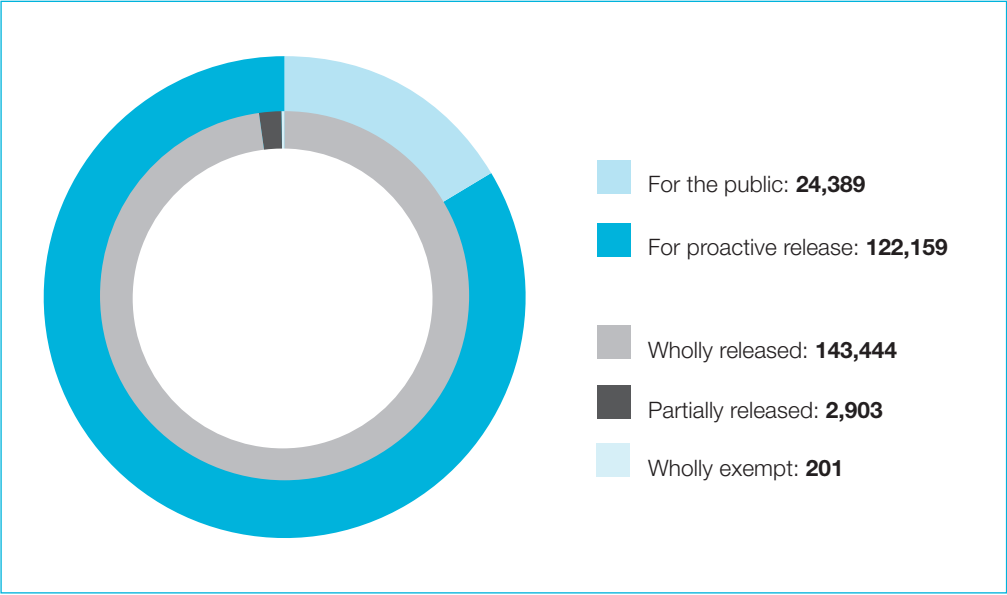
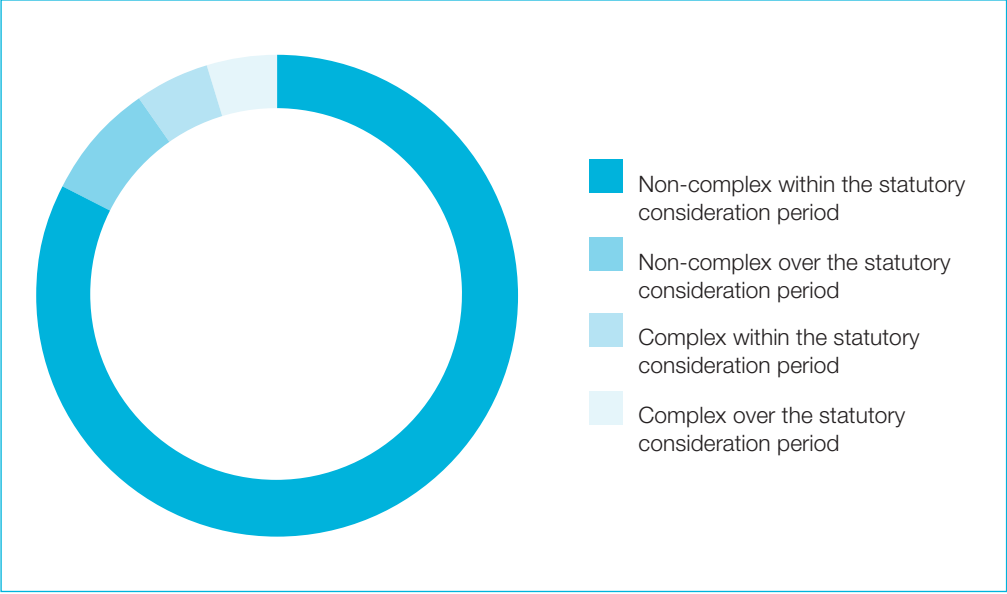


Figure 3: Time taken for complex and non-complex access examinations, 2023–24



Performance measure C3

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 2023–24, page 26	
Key activity:	Connect Australians to the national archival collection	
Overall result:	Achieved	
Planned performance result	Target	2023–24 result
C3.1 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 The Warlpiri Project demonstrated how the commitments of the Aboriginal and Torres Strait Islander Strategy and Tandanya Declaration were embedded through onsite, offsite and online engagement with community

Analysis of performance

National Archives’ Aboriginal and Torres Strait Islander Strategy 2022–2025 demonstrates our commitment to broadening and strengthening connections to Aboriginal and Torres Strait Islander peoples. We actively seek to develop relationships and assist First Nations 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.

The Warlpiri Project focuses on Action 4 of the Aboriginal and Torres Strait Islander Strategy Implementation Plan 2023–2024 – ‘Strengthen and develop partnerships with external stakeholders and relationships with Indigenous communities’. The project helped Warlpiri Elders and men connect with archival records in our collection about family, community and heritage, assisted by the Bringing Them Home name index search results.

Bringing Them Home name index

In 2023–24, National Archives received 904 requests to search the Bringing Them Home name index, 4146 names were searched, and 20,781 names were found from the names searched. There were 148 enquiries under one of the various Memoranda of Understanding in place, which are designed to improve access to records for members and families of the Stolen Generations.

Compared to 2022–23, Bringing Them Home name index search requests have increased by 23%, name searches have increased by 52% and names found increased by 169%. This is a considerable increase in use of the index and is attributable to connecting families and assisting with redress and reparation requests.

National Archives continued to develop relationships directly with Aboriginal and Torres Strait Islander peoples and communities, with 1050 individual and 129 organisational engagements throughout the year.

Significant online and in-person training for National Archives staff and external organisations to support the use of the Bringing Them Home name index continued in 2023–24.

Case study: The Warlpiri Project

In 2023–24, National Archives hosted a visit from 9 senior Warlpiri Elders and men from the Warlpiri Project in Yuendumu, Northern Territory, at our Murrulangkalang National Office. The men viewed records held in the national archival collection relating to the Warlpiri people, and they were able to identify many people and family in the records and provided valuable input on whether the records needed to be restricted or not according to customary law. The records were opened or closed based on their subject matter.

The Bringing Them Home name index was searched and resulted in finding records about the families of the group. National Archives ensured that the visit, and access to records, was carried out according to cultural protocols, and developed a visual presentation of key records for the visitors. The Warlpiri Project will continue to engage with National Archives for a future Warlpiri men's visit to view records held in National Archives' Northern Territory Office in late 2024, and for a visit by a female Warlpiri group. The group will continue discussions and working with National Archives to make records more accessible for the project and the Warlpiri people.

Performance measure I1

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

Source:	National Archives of Australia Corporate Plan 2023–24, page 26	
Key activity:	Innovate to lead archival practice in the digital age	
Overall result:	Not achieved	
Planned performance result	Target	2023–24 result
I1.1 More efficient digitisation of items through partnerships or third-party ventures	25,000 items digitised through partnerships	Not achieved 0 items were digitised by partnership or third-party venture selected for the case studies

Analysis of performance

A partnership agreement was entered with FamilySearch International in April 2024, and digitisation commenced at the end of the reporting period.

Several factors delayed digitisation through partnerships in the reporting period. This included unexpected remediation work to the vinegar syndrome room at our Peter Durack Building (National Archives Preservation Facility) in Canberra which delayed the installation of equipment required to commence digitisation under a partnership agreement with FamilySearch International.

National Archives will continue to increase the number of records digitised through partnerships where it is efficient and appropriate to do so.

This is the final external reporting period for this performance measure, as it is not included in the 2024–25 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. The depreciation and amortisation along with a write-down in valuation for one class of asset (Heritage and Cultural - Digital) within the collection, have contributed to the National Archives reporting an operating loss of \$28.04 million for the 2023–24 financial year. If excluding depreciation and amortisation, the National Archives would have reported an operating surplus of \$12.6 million. The budgeted operating deficit was \$5.6 million.

In accordance with policy, the National Archives revalues the collection once every 3 years, the last revaluation being undertaken in 2019–20. A revaluation of the entire collection was undertaken by a suitably qualified and experienced valuer during 2023–24 which saw an overall increase in the valuation of \$66.19 million. The increase in valuation has seen the National Archives report total comprehensive income of \$38.14 million (\$6.23 million in 2022–23).

Statement of comprehensive income

Income

Total income for 2023–24 was \$96.65 million, \$1.66 million under budget (\$98.31 million) and a decrease of \$11.22 million over 2022–23. The decrease in income was primarily due to lower than budgeted intake of records, a reduction of \$10.64 million over 2022–23.

Expenditure

Total operating expenditure was \$124.69 million, \$20.8 million over budget (\$103.89 million) and \$23.06 million more than 2022–23. The most significant increases in expenses were non-cash and related to the write down and impairment of assets, as well as higher than budgeted amortisation and depreciation. Both of these were as a result of the valuation and a concerted effort to update the current values of all assets and write-off those with no future benefit.

Whilst employee benefits did increase by \$3.50 million when compared to 2022–23, they were \$0.42 million below budget (\$41.17 million). The slight underspend against budget reflects 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 as at 30 June 2024 were \$2.119 billion, an increase of \$52.87 million from 2022–23. The net increase was driven by the revaluation of the collection which appears in the balance sheet under Heritage and Cultural. The collection is the largest asset held by National Archives and makes up \$1.56 billion of the total asset figure. The only other movement was a reduction in the value of software as a result of impairment from \$4.62 million in 2022–23 to \$2.44 million in 2023–24.

National Archives cash balance of \$3.94 million is a small increase of \$1.76 million over 2022–23 (\$2.18 million). Trade receivables has decreased by \$8.9 million from \$22.73 million in 2022–23 to \$13.75 million in 2023–24 and represents the drawdown in 2023–24 of unspent prior year appropriations. Total financial assets provide sufficient liquidity to cover the reported payables and provisions.

Liabilities

Total liabilities were \$472.63 million as at 30 June 2024 which is a modest increase of \$1.18 million over 2022–23. The increase is the net effect of a reduction in supplier payables of \$1.65 million offset by an increase in lease liabilities of \$4.32 million.

A comparison of total liabilities to total assets shows a positive net asset position of \$1.66 billion with the collection providing the buffer between the two.

Equity

Total equity at 30 June 2024 was \$1.646 billion, an increase of \$51.69 million from 2022–23. The net increase was driven by an increase in the contributed equity of \$13.54 million related to uplift funding and an increase in reserves due to the revaluation of the collection of \$66.19 million.

PART 3

MANAGEMENT AND ACCOUNTABILITY

Corporate governance

The Director-General is responsible for both delivering the functions set out in the *Archives Act 1983* (Archives Act) and ensuring National Archives operates within and meets the requirements of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and as an Executive Agency under the *Public Service Act 1999* (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 behaviours. 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 4: 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 (5 Assistant Directors-General). The Executive Board met 10 times in 2023–24. In addition, the Executive Board held 3 strategic discussion meetings in 2023–24.</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 2023–24. See Table 5 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. The Project Assurance Committee met 6 times in 2023–24.</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 once in 2023–24.</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 and 2 external Australian Government agency members. The Cyber Security Governance Committee met 2 times in 2023–24.</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 2023–24.</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 2023–24.</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).</p> <p>The Workplace Relations Committee met 3 times in 2023–24.</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 4 times in 2023–24.</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 5: Audit and Risk Committee members, 2023–24 provides details on Audit and Risk Committee membership and number of committee meetings held for the period 1 July 2023 to 30 June 2024.

Table 5: Audit and Risk Committee members, 2023–24

Member name	Qualifications, knowledge, skills or experience			
Geoff Knuckey	Geoff Knuckey 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), and a Graduate of the Australian Institute of Company Directors.			
	Number of meetings attended	Total number of meetings held	Total annual remuneration (GST inc)	Additional information
	5	5	\$13,068	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

Member name	Qualifications, knowledge, skills or experience			
Janine McMinn	Janine McMinn has over 34 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 Australian 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.			
	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.

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 2023–24, National Archives undertook internal audits to assess the agency’s financial management policies and processes, and management of collection assets. National Archives also commenced an ICT service delivery audit. 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 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 2023–24, National Archives received 27 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 the 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*. While National Archives did not complete any privacy impact assessments in 2023–24, it is noted that our Privacy Impact Assessment Register is published 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 being an exemplar agency when 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 information management 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 2023–24, 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 2023–25 are on track to be met. The Digital Asset Register was improved with preservation ratings based on the Digital Preservation Coalition's Rapid Assessment Model, which was added to provide comparative industry-standard assessment. Each identified asset has an identified custodian and is covered by an information and data management plan that includes recommended actions to improve governance.

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 additional terms.

Table 6: Advisory Council meeting attendance, 2023–24

Member	AC151 29 September 2023	AC152 1 December 2023	AC153 7 March 2024	AC154 21 June 2024
Dr Denver Beanland AM (Chair)	Y	Y	Y	Y
Dr Paul Grimes PSM (Acting Deputy Chair)	N/A	N/A	N/A	Y
Professor Frank Bongiorno AM	N/A	N/A	N/A	N/A
Troy Bramston	N/A	N/A	N/A	N/A
Rachel Connors	Y	N	Y	N
Dr Bella D'Abrera	Y	N	N	N
Dr Anthony Dillon	Y	Y	Y	Y
Suzanne Hampel OAM	Y	N	Y	N
Dr Rosemary Laing	Y	Y	Y	Y
Nicola Laurent	Y	Y	Y	Y
David Smith MP*	N	Y	N	Y
Senator Dean Smith*	Y	N	Y	N
Alice Spalding	Y	Y	Y	N
Associate Professor Joseph Suttie	Y	Y	N	Y
Dr Kirsten Thorpe	N	Y	Y	Y

Key: Y = Attended meeting, N = Did not attend meeting, N/A = Was not an Advisory Council member at the time * Parliamentary representative, not paid remuneration

Dr Paul Grimes PSM was appointed to act as Member and Deputy Chair of the Advisory Council on 19 June 2024. Professor Frank Bongiorno AM and Troy Bramston were appointed as members of the Advisory Council on 25 June 2024. The appointments of Dr Bella D'Abrera, Dr Rosemary Laing and Associate Professor Joseph Suttie ceased on 24 June 2024.

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

The Advisory Council continued to focus on implementation of recommendations made by the Functional and Efficiency Review of National Archives of Australia (Tune Review), including digitising at-risk records and improving cybersecurity. An ongoing area of concern for the Advisory Council was reducing the backlog of access examination requests, including targeted engagement with controlling Australian Government agencies to increase the number of records examined.

Of the 20 recommendations made by the Tune Review, 6 do not require any further work, 9 are being addressed through the DPPF program and 5 are being addressed through business-as-usual activities. The Advisory Council notes the \$67.7 million non-ongoing funding received in response to the Tune Review comes to an end in 2024–25, and remains concerned that additional appropriation is required to provide financial sustainability for National Archives, and to support business-as-usual activities such as access examination, cybersecurity and preservation of at-risk records.

Review of the transfer of the 2003 Cabinet records (Richardson Review)

The Advisory Council notes the thorough independent report from Dennis Richardson AC concerning the review of the transfer of the 2003 Cabinet records from the Department of Prime Minister and Cabinet to National Archives. The Advisory Council was pleased that the review highlights the importance of all Commonwealth agencies investing in information management capability and ensuring that staff are educated on, and adhere to, their obligations under the Archives Act, including the process for transferring records to National Archives.

Minister for the Arts Statement of Expectations

We were pleased to receive the Minister for the Arts, the Hon Tony Burke MP's, Statement of Expectations in January 2024. The Advisory Council in particular notes National Archives' role in the implementation of the Australian Government's National Cultural Policy, *Revive: A place for every story, a story for every place* (Revive). The Advisory Council appreciates communication to other national collecting institutions highlighting the importance of recordkeeping and compliance with the *Building trust in the public record* policy, given the important role National Archives plays in influencing best practice recordkeeping across the Commonwealth.

Amendments to Archives Act

The Advisory Council continues to advocate for amendments to modernise the Archives Act, and notes that this is an action under 'Pillar 4 – Strong Cultural Infrastructure' of *Revive*. It was also a key recommendation of the Tune Review. The proposed amendments, which are being progressed by the Office for the Arts, are critically required to ensure that the Archives Act is effective in a digital world, to resolve areas of ambiguity, and to improve the effectiveness of the legislation, including the ability of National Archives to perform its existing obligations.

National Archives' role in improving government transparency and accountability

Making and keeping evidence of government actions and decisions is vital for transparent and accountable government. While all Australian Government agencies have obligations under the Archives Act to manage their records appropriately, there is no requirement for them to comply with information management standards set by National Archives.

The Advisory Council notes that the effectiveness of National Archives to maintain the national archival collection relies on agency cooperation and proactive investment to improve their information management practices.

While the proposed amendments to the Archives Act would significantly assist with compliance to the Archives Act, the Advisory Council identified additional opportunities for National Archives to build and raise its profile and provide guidance and support to entities. For example, targeted engagement activities with agencies based on their information management capability. The Advisory Council continues to advocate for a new National Office and permanent public exhibition space for National Archives in the National Triangle, which would support raising the agency's public profile, noting the lease to the current National Office expires in 2030.

First Nations engagement

Preserving the records that evidence government decision making and actions is important for future generations, including First Nations peoples. The Advisory Council held a strategic discussion on key Aboriginal and Torres Strait Islander engagement initiatives led by National Archives.

The Advisory Council acknowledges the good work being undertaken and opportunities for National Archives to improve its current strategy in this space. This includes strengthening links to other national collecting institutions and the galleries, libraries, archives and museum sector, as well as the Tandanya Declaration's broader objectives – beyond historical records to current recordkeeping practices and regulation.

Building and embedding a digital-first culture

An area of interest for the Advisory Council has been National Archives' activities to embed a digital-first culture, the importance of which elevates as the digital collection grows. During the reporting period, the Advisory Council was provided an update on National Archives' transformation activities, particularly the coordination and delivery of programs and projects related to the \$67.7 million non-ongoing funding received in response to the Tune Review and the recent additional \$36.5 million Digital First non-ongoing funding.

The Advisory Council notes a key challenge for National Archives is building the required workforce capability and technological infrastructure required to provide a cybersecure digital archival service. National Archives must explore opportunities for new ways of undertaking its business to keep pace with technological change, including artificial intelligence and machine learning.

Digitisation of military service records

The Advisory Council is pleased that National Archives digitised the final Second World War service record in its collection in early 2024–25, marking the end of a large-scale effort that has seen almost 860,000 Second World War service records digitised over 5 years. The project commenced in 2019 following receipt of \$10 million in funding from the Australian Government.

The Advisory Council notes that implementation of a hybrid model of outsourced and in-house digitisation enabled more records to be digitised under this project than was initially estimated. The number of service records now digitised is over a million. Access to these records is an invaluable resource for veterans, their families and the broader community.

Preservation of records at risk

National Archives prioritises preserving and digitising as many at-risk records as possible, for the benefit of future generations. Records that are 'at risk' are those that are in danger of being lost, damaged or destroyed. Examples of records considered at-risk are those that are chemically unstable, in poor condition or stored in obsolete formats.

The national archival collection includes an estimated 15.7 million at-risk items. Although much work has already been done to preserve these records through digitisation, accelerated through programs such as DPPF, we are currently unable to increase the volume and pace of digitisation for at-risk records, particularly as the \$67.7 million non-ongoing funding for the DPPF program comes to an end in 2024–25.

Preserving the records that evidence government decision making and actions is important for future generations, including for First Nations peoples. The Advisory Council continues to advocate for funding and programs that enable the preservation of at-risk records.

The year ahead

This year will be a period of transition for the Advisory Council, with some changes to the membership.

After almost 10 years as Chair, and over 10 years as a member, of the Advisory Council, Dr Denver Beanland AM's time on the Advisory Council will come to an end. As the longest serving Chair of the Advisory Council, Dr Beanland's contribution has been immense, and the Advisory Council and National Archives thanks him for his service.

The appointments of Dr Bella D'Abrera, Dr Rosemary Laing and Associate Professor Joseph Suttie also ended this year, and the Advisory Council and National Archives also thanks each of them for their service.

Dr Paul Grimes PSM has been announced as the incoming Chair and will commence in that role on 30 September 2024. The Advisory Council also welcome Professor Frank Bongiorno AM and Troy Bramston to the Advisory Council, following their respective appointments on 25 June 2024.

The Advisory Council will continue to support, provide advice and advocate for National Archives as it continues its transformation journey as a digital-first archive for the benefit of 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 2023–24, National Archives issued 15 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 Australian Government 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 2023–24, the Advisory Council was notified of one new application for special access to records under subsection 56(2).

External scrutiny

Judicial and administrative decisions

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 2023–24, the AAT received 17 new appeals, and 109 were carried over from the 2022–23 financial year. National Archives attended 28 hearings for AAT matters during the reporting period.

In 2023–24, the AAT affirmed 28 decisions made by National Archives and 5 applicants withdrew 48 applications. As at 30 June 2024, a total of 50 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 2023–24 that had, or may have had, a significant effect on its operations.

Office of the Australian Information Commissioner

No reports were produced by the Information Commissioner concerning actions taken by, or practices of, National Archives. As at 30 June 2024, National Archives has 5 ongoing matters that are with the Information Commissioner for consideration.

Australian National Audit Office

National Archives was not subject to any Australian National Audit Office performance audits during the period.

Parliamentary scrutiny

During 2023–24, National Archives contributed to the following parliamentary committees of inquiry:

- Submission to the Joint Standing Committee on Foreign Affairs, Defence and Trade Inquiry into Australia's response to the priorities of Pacific Island countries and the Pacific region
- Submission to the Joint Standing Committee Inquiry into civics education, engagement, and participation in Australia

- Attended the public hearing of the Joint Standing Committee on the National Capital External Territories Inquiry into Fostering and Promoting the Significance of Australia's National Capital.

National Archives did not appear before the Environment and Communications Legislation Committee in 2023–24. National Archives' responses to written questions on notice are available on the Parliament of Australia website at aph.gov.au.

Agency capability reviews

There were no National Archives capability reviews released during 2023–24.

External engagement

Multicultural access and equity

National Archives continues to contribute to and shape Australia's diverse histories, identities, languages, cultures and communities. Opportunities to further improve multicultural access and equity in 2023–24 included reducing barriers to access and increasing opportunities for participation through publication, collection analysis, exhibitions, events, education programs and staff training. Engagement with the national archival collection material in our exhibitions and programs strengthens the stories we tell around the nation.

In 2023–24, National Archives:

- continued our participation in the Dutch-Australian Shared Histories project supported by the Embassy of the Kingdom of the Netherlands to identify and digitise records of First World War Dutch servicemen
- further cemented our relationship with the Maltese Community Council of Victoria through a range of initiatives supporting this community of interest, including:
 - the *Restricted to assisted* display in our Queensland Office
 - welcoming and supporting volunteers from within the Maltese community to assist with the ongoing digitisation of archival records in our Victoria Office
 - interviews and conversations on-air with SBS Radio
 - in-person presentations to audiences in Queensland and Victoria
 - publishing an article in the *Times of Malta*

- held webinars and workshops to engage with culturally diverse audiences from Jewish, Irish, Austrian and German communities and to encourage engagement with national archival collection material
- hosted visits with government officials from Nauru and Papua New Guinea
- contributed to the joint initiative Australia-France Roadmap Shared Histories Program d'Entrecasteaux Records Collection
- engaged with audiences at the Boorloo Heritage Festival in Perth to share archival images and curated stories of immigration and people who settled in Western Australia
- celebrated Portugal Day with a seminar exploring the history of Portuguese migration to Australia through stories drawn from the national archival 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
- continued publication of blog stories featuring migrant journeys and experiences.

Recognising and respecting First Nations heritage

Reconciliation Action Plan

The Reconciliation Action Plan Working Group (RAPWG) consists of 20 active members across all offices and branches of National Archives. The RAPWG met monthly in 2023–24 with a focus on governance, resourcing and staff consultation. Key deliverables of the RAPWG included:

- consulting with staff and the senior management team to collect input for the new Reflect RAP that will be submitted to Reconciliation Australia for endorsement and accreditation in 2024–25. The new Reflect RAP includes setting a Vision for Reconciliation within National Archives
- ongoing and regular communication from the RAPWG, including development of a communications plan for the upcoming Reflect RAP endorsed by the Executive Board
- revising and modernising the RAPWG charter and governance model. This included recruitment of new members and appointing a Co-Chair model. These governance updates also included establishing a designated budget for reconciliation activities, ensuring that the work is appropriately resourced

- RAPWG celebrating National Reconciliation Week with a morning tea for staff in all locations. For the first time, all offices were provided with the same experience by supporting a First Nations business as the supplier to provide a culturally themed event. A watch party was held, enabling viewing and discussion of significant footage from the collection, providing staff with opportunities for learning and sharing different viewpoints
- providing input and feedback to several projects and working groups. A highlight was increased entitlements for First Nations staff for study leave as part of the enterprise bargaining process. This is in line with National Archives' forward strategy to increase the number of First Nations employees and ensure that existing staff are supported to develop their careers.

Engagement with Aboriginal and Torres Strait Islander peoples

In 2023–24, National Archives continued to engage with Aboriginal and Torres Strait Islander peoples, communities and organisations onsite, offsite and online.

National Archives engaged with various organisations and communities in metropolitan and regional places across Australia, including Adelaide, Broome, Canberra, Darwin, Melbourne and Perth, providing training and information about services, programs and resources.

The Bringing Them Home name index is used for linking individuals with family, community and heritage. Online and in-person training sessions on how to use the Bringing Them Home name index were provided to:

- the Australian Institute of Aboriginal and Torres Strait Islander Studies (Canberra and Alice Springs)
- Aboriginal History Unit
- Western Australia Department of Local Government Sport
- Cultural Generations Aboriginal Corporation
- Link-Up units of Central Australian Aboriginal Congress
- Northern Territory Stolen Generations Aboriginal Corporation.

Information sessions on collections, services, family history resources and how to navigate RecordSearch database were presented to:

- Yorgum Healing Link-Up Service
- Yamatji Marlpa Aboriginal Corporation
- South-West Aboriginal Land and Sea Council
- Native Title Services Goldfields

- Aboriginal History Unit Western Australia Department of Local Government Sport and Cultural Industries
- Jawoyn Association Aboriginal Corporation
- Kimberley Stolen Generations Aboriginal Corporation
- Kimberley Land Council
- Broome Senior High School
- University of South Australia Wurringka Student Services
- South Australia Native Title Services.

The information sessions were successful and resulted in follow-up contact and inquiries from organisations and individuals.

In addition, presentations were made to national Link-Up conferences in Melbourne and Adelaide, focusing on family history resources, collections and services, and sharing information on how to navigate RecordSearch to locate collections which may be useful for redress and reparations, Aboriginal missions and truth-telling.

Engagement was undertaken in New South Wales, Northern Territory and Western Australia to identify peoples in photographs and determine any cultural sensitivities with individuals, groups and organisations. This engagement was vital in seeking endorsement for National Archives to include these images in exhibitions in Canberra and Perth. Positive and supportive responses were received for all photographs, and names of peoples within those photographs have been included in the RecordSearch database, further enabling discoverability.

John T Reid Charitable Trusts supported National Archives for a second year, enabling a deeper engagement with Aboriginal and Torres Strait Islander peoples, organisations and communities in 2024. The APS Level 5 Aboriginal and Torres Strait Islander Engagement Project Officer, funded by the trust, has enabled new relationships and engagement with organisations, groups and individuals in the Northern Territory, South Australia, Victoria and Western Australia.

The Northern Territory Aboriginal Advisory Group met twice in 2023–24: Alice Springs in November 2023 and Canberra in March 2024. National Archives reported on the use of the Bringing Them Home name index, including requests, Memorandum of Understanding applications, the planned move of National Archives' Northern Territory Office from the Northern Territory Archives Centre, Northern Territory collection survey, and redress schemes.

Northern Territory Office relocation

National Archives took the opportunity in 2023–24 to commence relocation of its Northern Territory Office, to establish a new standalone office in the Darwin CBD. This allows National Archives to expand our activities in the Northern Territory, engage with more Northern Territory communities and recruit more local staff. The new Northern Territory Office, which opens in August 2024, is designed and built with a First Nations focus.

Taking into account cultural advice on requirements for Aboriginal and Torres Strait Islander peoples, the new office space will facilitate culturally appropriate access to records and provide a working space appropriate for Aboriginal and Torres Strait Islander staff. The cultural advice provided as part of this project aligns with ***Our way: Aboriginal and Torres Strait Islander protocols*** to acknowledge diversity and, where practical to do so, modify onsite spaces to provide culturally safe areas for individuals and groups to visit and view sensitive, culturally secret or sacred records.

Our people

Managing and developing people

Our new values of Inclusion, Collaboration and Innovation launched on 5 July 2023. These values are a set of behaviours that reflect our ideal culture and support the vision of our agency. During 2023–24, the values have been embedded into everything we do including individual workplans, policies and the National Archives Awards.

With a centralised budget, 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 approaches that can be used to continuously build capability, including learning through work, people, resources and courses. The focus in 2023–24 was on capabilities such as leadership and management, communication, collaboration, working in the APS, innovation, and user-centred design.



Key achievements during 2023–24 include:

- over 220 people attending courses, seminars, workshops and in-house programs delivered in partnership with external providers and the Australian Public Service Commission
- more than 4000 e-learning courses were completed, the most popular of which related to working with recordkeeping, digital archiving, data, cultural awareness and APS fundamentals
- 11 people accessed the Study Assistance Program for financial assistance, study leave or both, in areas of study including information technology, digital archiving, history, project management, and heritage and museum studies
- 79 people attended manager and leadership programs designed to prepare future managers, develop existing managers and strengthen our leadership capabilities.

Workforce profile

We continued to implement actions identified in the Workforce Plan 2022–27. The plan sets an organisation-wide approach to strengthen workforce capability and achieve outcomes outlined in *Strategy 2030: a transformed and trusted National Archives*.

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

Workforce demographics as at 30 June 2024 are provided in Appendix B.

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. Consistent with the Minister's Statement of Expectations, National Archives has policies and procedures in place to promote diversity, sustainability, reconciliation and inclusion, and has commenced work on a Disability Inclusion Action Plan to support people with disability to participate fully in cultural and creative life.

Australia's Disability Strategy 2021–2031 is the Australian Government's overarching framework for inclusive policies, programs and infrastructure that will support people with disability to participate in all areas of Australian life. It sets out where practical changes will be made to improve the lives of people with disability across the country. The strategy acts to ensure that the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia's policies and programs that affect people with disability, their families and carers.

Disability reporting is included in the APS Commission's State of the Service reports and the APS Statistical Bulletin. These reports are available at apsc.gov.au.

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 2023–24 include:

- participating in the 2023 and 2024 APS Graduate Development Program to recruit graduates with diverse skills and develop their technical skill through archival expertise
- launching the Graduate Cadet Program to develop digital archiving and data skills
- delivering the inclusive position assessment to remove barriers to participation and increase workforce representation of people with disability
- delivering inclusive recruitment training to members of recruitment panels to increase awareness of diversity issues and promote inclusive recruitment practices
- participating in the 2024 Indigenous Apprenticeships Program to provide a pathway for Aboriginal and Torres Strait Islander people to their careers in the APS
- supporting the first placement from National Archives in the APS Jawun Secondment program in over 10 years to support reconciliation.

Table 7: National Archives workforce representation as at 30 June 2024

Diversity group	30 June 2023	30 June 2024
Women	60.1%	61.7%
Mature age (>50)	38.1%	40.9%
Cultural and linguistically diverse	19.1%	16.7%
LGBTIQA+ (from employee census)	11%	12%
Disability	5.9%	5.3%
Young people (<25)	5.9%	6.3%
Indigenous	1.5%	1.9%

Workplace conditions

Workplace agreements

National Archives conducted an enterprise bargaining process in 2023–24 with non-Senior Executive Service (SES) employees and their representatives. The National Archives of Australia Enterprise Agreement 2024–2027 was supported by the majority of non-SES employees and came into effect from 16 April 2024.

The enterprise agreement, in conjunction with internal policies and Commonwealth legislation, defines the terms and conditions of employment for non-SES employees. At times, individual flexibility arrangements are made with non-SES employees where they meet the genuine needs of National Archives and the employee.

Employment conditions for substantive SES employees are provided by individual determinations made under section 24(1) of the PS Act, relevant policies and Commonwealth legislation. Mandatory tables relating to PS Act employment arrangements are provided in Appendix B.

Remuneration (including Senior Executive remuneration)

Remuneration for 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, a tablet, a mobile device and car parking. No bonuses are payable to SES employees. Mandatory tables relating to executive remuneration are provided in Appendix C.

Health and wellbeing

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 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 2023–24 included influenza vaccinations, individual health checks and wellbeing sessions.

Table 8: Work health and safety performance, 2021–22 to 2023–24

Action	2021–22	2022–23	2023–24
Investigations conducted that relate to businesses or undertakings by National Archives, including any notices received under Part 10 of the <i>Work Health and Safety Act 2011</i> (WHS Act)	0	0	0
Incidents reported to Comcare under Part 3, section 35 of the WHS Act	0	2	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	0	8	7
Number of staff who received the influenza vaccination	223	220	195
Number of accepted compensation claims	0	2	2

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. The Peter Durack Building (National Archives Preservation Facility) achieved a 6-star NABERS energy rating.

APS 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 9: Greenhouse gas emissions inventory, 2023–24

Emission Source	Scope 1 t CO2-e	Scope 1 t CO2-e	Scope 1 t CO2-e	Total 1 t CO2-e
Electricity	N/A	4,902.662	428.919	5,331.581
Natural Gas	258.773	N/A	49.644	308.416
Solid Waste*	N/A	N/A	0.000	0.000
Refrigerants*†	0.000	N/A	N/A	0.000
Fleet and Other Vehicles	6.388	N/A	1.599	7.987
Domestic Commercial Flights	N/A	N/A	156.546	156.546
Domestic Hire Car*	N/A	N/A	0.111	0.111
Domestic Travel Accommodation*	N/A	N/A	0.000	0.000
Other energy	0.000	N/A	0.000	0.000
Total kg CO2-e	265.161	4,902.662	636.819	5,804.642

Note: the table above presents emission related to electricity usage using the location-based accounting method. CO2-e = carbon dioxide equivalent

* indicates emission sources collected for the first time in 2023–24. The quality of data is expected to improve over time as emissions reporting matures.

† indicates optional emission source for 2023–24 emissions reporting.

Table 10: Greenhouse gas emissions inventory, 2023–24 (market-based approach)

Emission Source	Scope 2 t CO2-e	Scope 3 t CO2-e	Total t CO2-e	Percentage of electricity use
Electricity (Location Based Approach)	4,902.662	428.919	5,331.581	100.00%
Market-based electricity emissions	1,808.447	223.265	2,031.712	31.05%
Total renewable electricity	-	-	-	68.95%
Mandatory renewables ¹	-	-	-	18.72%
Voluntary renewables ²	-	-	-	50.23%

Note: the table above presents emissions related to electricity usage using both the location-based and the market-based accounting methods. CO2-e = Carbon Dioxide Equivalent.

- 1 Mandatory renewables are the portion of electricity consumed from the grid that is generated by renewable sources. This includes the renewable power percentage.
- 2 Voluntary renewables reflect the eligible carbon credit units surrendered by the entity. This may include purchased large-scale generation certificates, power purchasing agreements, GreenPower and the jurisdictional renewable power percentage (ACT only).

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 Australian Government agencies.

The national archival collection consists of tens of millions of items and includes records about First Nations peoples, immigration, military service, transport, 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 2023–24.

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 2023–24, 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:

- a motion picture film cleaning machine
- scoping study for the digitisation of records
- procurement of image capture systems for high resolution digitisation of archival records.

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 2023–24, National Archives entered into 8 new reportable consultancy contracts, involving total actual expenditure of \$1,465,458.

In addition, 1 ongoing reportable consultancy contract was active during the period, involving total actual expenditure of \$103,353.

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 risk management, strategic planning and organisational structure consultation.

Table 11: Expenditure on reportable consultancy contracts, 2023–24

	Number	Expenditure (GST inc)
New contracts entered into during the reporting period	8	\$1,465,458
Ongoing contracts entered into during a previous reporting period	1	\$103,353
Total	9	\$1,568,811

Table 12: Organisations receiving a share of reportable consultancy contract expenditure, 2023–24

Name of organisation	ABN	Expenditure (GST inc)	Proportion of 2023–24 total spend (%)
Hide and Seek Group Pty Ltd	55 649 950 158	\$977,300	61.6
Neoteric Consulting Pty Ltd	44 671 094 769	\$338,828	21.4
Leadability Group Pty Ltd	93 603 687 583	\$72,600	4.6
Cobalt Consulting Services Pty Limited	85 611 696 390	\$40,000	2.5
GHD Pty Ltd	39 008 488 373	\$36,820	2.3
Total of the largest shares		\$1,465,548	92.4

Non-consultancy contracts

In 2023–24, National Archives entered into 208 new reportable non-consultancy contracts, involving total actual expenditure of \$37,206,438.

In addition, 97 ongoing reportable non-consultancy contracts were active during the period, involving total actual expenditure of \$43,663,255.

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 at tenders.gov.au.

Table 13: Expenditure on reportable non-consultancy contracts, 2023–24

	Number	Expenditure (GST inc)
New contracts entered into during the reporting period	208	\$37,206,438
Ongoing contracts entered into during a previous reporting period	97	\$43,663,255
Total	305	\$80,869,693

Table 14: Organisations receiving a share of reportable non-consultancy contract expenditure, 2023–24

Name of organisation	ABN	Expenditure (GST inc)	Proportion of 2023–24 total spend (%)
Colliers International (ACT) Pty Ltd	90 008 480 475	\$9,675,237	12
The Trustee for MITCH ARCH UNIT TRUST	96 509 313 282	\$7,096,943	8.8
The Trustee for Charter Hall Chester Hill Trust	93 661 945 516	\$4,818,821	6
CBRE (V) Pty Ltd	15 083 694 357	\$2,232,029	2.8
Colliers International (Victoria) Pty Limited	69 005 032 940	\$2,173,475	2.7
Total of the largest shares		\$25,996,505	32.3

Australian National Audit Office access clauses

No contract of \$100,000 or more (including GST) was let during 2023–24 that did not provide for the Auditor-General to have access to the contractor's premises.

Exempt contracts

In 2023–24, National Archives had no exempt contracts.

Advertising and market research

In 2023–24, National Archives did not conduct any media advertising or advertising campaigns.

Grant programs

Information on grants awarded by National Archives during 2023–24 is available at naa.gov.au.

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 2023–24 was \$735,567.42.

Significant non-compliance with finance law

No significant instances of non-compliance with finance law were recorded in 2023–24 that required reporting to the responsible Minister in accordance with the PGPA Act.

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 Archives) for the year ended 30 June 2024:

- (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 Archives as at 30 June 2024 and its financial performance and cash flows for the year then ended.

The financial statements of the Archives, which I have audited, comprise the following as at 30 June 2024 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;
- 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 Archives in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and their 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 Archives, 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 Archives to continue as a going concern, taking into account whether the Archives' operations will cease as a result of an

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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.

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 Archives' 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 Archives' 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 Archives 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



Sean Benfield Executive Director
Delegate of the Auditor-General Canberra
28 August 2024

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 2024 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
28 August 2024



David Fraser
Chief Operating Officer
28 August 2024

National Archives of Australia
Statement of Comprehensive Income
for the period ended 30 June 2024

		2024	2023	Original Budget
	Notes	\$'000	\$'000	\$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	1.1A	40,748	37,251	41,170
Suppliers	1.1B	20,105	19,264	17,064
Depreciation and amortisation	2.2	40,691	33,488	34,357
Finance costs	1.1C	11,588	11,629	11,302
Write-down and impairment of assets	1.1D	11,558	-	-
Total expenses		124,690	101,632	103,893
OWN-SOURCE INCOME				
Own-source revenue				
Revenue from contracts with customers	1.2A	1,413	1,594	1,800
Rental income	1.2B	371	389	340
Other revenue	1.2C	80	180	75
Total own-source revenue		1,864	2,163	2,215
Gains				
Intake of records from other agencies	2.2	8,600	19,236	10,000
Other gains		89	-	-
Total gains		8,689	19,236	10,000
Total own-source income		10,553	21,399	12,215
Net (cost of)/contribution by services		(114,137)	(80,233)	(91,678)
Revenue from Government	3.1A	86,093	86,463	86,093
Surplus/(Deficit)		(28,044)	6,230	(5,585)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve		66,188	-	-
Total other comprehensive income/(loss)		66,188	-	-
Total comprehensive income/(loss)		38,144	6,230	(5,585)

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

National Archives of Australia
Statement of Financial Position
as at 30 June 2024

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash on hand		3,936	2,177	5,061
Trade and other receivables	2.1	13,751	22,726	20,384
Total financial assets		17,687	24,903	25,445
Non-financial assets				
Buildings ¹	2.2	415,167	417,575	394,767
Plant and equipment ¹	2.2	26,627	29,340	30,053
Heritage and cultural	2.2	1,600,022	1,535,525	1,559,901
Heritage and cultural digital	2.2	56,235	53,235	44,982
Software	2.2	2,442	4,617	-
Inventories		-	140	140
Prepayments		394	366	626
Total non-financial assets		2,100,887	2,040,799	2,030,469
Total assets		2,118,572	2,065,702	2,055,914
LIABILITIES				
Payables				
Suppliers		1,868	3,523	2,748
Other payables	2.3	1,803	1,507	1,427
Total payables		3,671	5,030	4,175
Interest bearing liabilities				
Leases	2.4	457,280	452,957	437,240
Total interest bearing liabilities		457,280	452,957	437,240
Provisions				
Employee provisions	4.1	11,443	11,328	10,642
Other provisions	2.5	240	2,137	2,163
Total provisions		11,683	13,465	12,805
Total liabilities		472,634	471,452	454,220
Net assets		1,645,938	1,594,250	1,601,694
EQUITY				
Contributed equity		114,410	100,866	114,410
Reserves		496,114	429,926	429,926
Retained surplus		1,035,414	1,063,458	1,057,358
Total equity		1,645,938	1,594,250	1,601,694

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 2024

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
CONTRIBUTED EQUITY				
Opening balance				
Balance carried forward from previous period		100,866	82,171	100,866
Transactions with owners				
Equity injection - Appropriations		7,300	10,600	7,300
Departmental capital budget	3.1A	6,244	8,095	6,244
Closing balance as at 30 June		114,410	100,866	114,410
RETAINED EARNINGS				
Opening balance				
Balance carried forward from previous period		1,063,458	1,057,228	1,062,943
Comprehensive income				
Surplus / (Deficit) for the period		(28,044)	6,230	(5,585)
Closing balance as at 30 June		1,035,414	1,063,458	1,057,358
ASSET REVALUATION RESERVE				
Opening balance				
Balance carried forward from previous period		429,926	429,926	429,926
Transactions with owners				
Revaluation	2.2	64,291	-	-
Re-measurement of provision	2.5	1,897	-	-
Closing balance as at 30 June		496,114	429,926	429,926
TOTAL EQUITY				
Closing balance as at 30 June		1,645,938	1,594,250	1,601,694

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 2024

	2024 \$'000	2023 \$'000	Original Budget \$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	89,725	95,840	87,607
Sale of goods and rendering of services	1,240	1,360	2,140
Net GST received	-	5,831	3,265
Other	738	322	-
Total cash received	91,703	103,353	93,012
Cash used			
Employees	39,920	36,003	41,170
Suppliers	20,677	24,569	20,254
Interest payments lease liabilities	11,445	11,629	11,288
Net GST paid	6,295	-	-
Section 74 receipts transferred to OPA	-	3,270	-
Total cash used	78,337	75,471	72,712
Net cash from operating activities	13,366	27,882	20,300
INVESTING ACTIVITIES			
Cash used			
Purchase of non-financial assets	18,121	16,428	17,844
Net cash used	18,121	16,428	17,844
Net cash used by investing activities	(18,121)	(16,428)	(17,844)
FINANCING ACTIVITIES			
Cash received			
Contributed equity	26,091	1,557	13,544
Total cash received	26,091	1,557	13,544
Cash used			
Principal payments of lease liabilities	19,577	15,895	16,000
Net cash used	19,577	15,895	16,000
Net cash from/(to) financing activities	6,514	(14,388)	(2,456)
Net increase/(decrease) in cash held	1,759	(2,884)	-
Cash at the beginning of the reporting period	2,177	5,061	5,061
Cash at the end of the reporting period	3,936	2,177	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 2024

Budget Variances Commentary
For the period ended 30 June 2024

The following table provides high-level commentary on major variances between the budgeted information for the National Archives as published in the 2023–24 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
Increase in use of professional services and external temporary workers due to sustained shortages in permanent workforce.	3,041	18%	<i>Statement of Comprehensive Income, Suppliers</i>
The National Archives undertook a comprehensive review of asset and work-in-progress balances. The review resulted in recognition of some assets completed in previous financial years, causing a significant adjustment to depreciation and amortisation, and the write-down of obsolete assets not foreseen in the budget. The book value of these asset classes has consequently been reduced.	6,334	18%	<i>Statement of Comprehensive Income, Depreciation and amortisation</i>
In addition, digital items in the archival collection have been written down to reflect the falling fair value of digital records as heritage and cultural assets. Nevertheless, overall value of H&C Digital assets exceeded budget due to significant increase in volume.	731	N/A	<i>Statement of Comprehensive Income, Write-down and impairment of assets Property plant and equipment, Other assets</i>
	10,827	N/A	<i>Statement of Comprehensive Income, Write-down and impairment of assets (H&C Digital)</i>
	(3,426)	(11%)	<i>Statement of Financial Position, Plant and equipment</i>
	11,253	25%	<i>Statement of Financial Position, Heritage and cultural digital</i>
The tri-annual valuation of the archival collection was undertaken by an independent, qualified valuer in 2023-24. The review results are reflected in the increase in the fair value of the collection and the asset revaluation reserve.	66,188	N/A	<i>Statement of Comprehensive Income, Changes in asset revaluation reserve</i>
An additional increase in the asset revaluation reserve was due to a reversal of a prior year reduction associated with makegood assets.	40,121	3%	<i>Statement of Financial Position, Heritage and cultural</i>
	64,291	N/A	<i>Statement of Changes in Equity, Revaluation</i>
	1,897	N/A	<i>Statement of Changes in Equity, Re-measurement of provision</i>
	1,923	89%	<i>Statement of Financial Position, Other provisions</i>

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2024

Explanations of major variances	Variance to budget		Affected line items
	\$'000	%	
The reduction in receivables reflects the significant drawdowns of prior year appropriations to fund capital expenditure, and a holdup of GST refunds due to delays in lodgement of business activity statements.	(6,633)	(33%)	Statement of Financial Position, Trade and other receivables
	(6,295)	N/A	Statement of Cash Flows, Net GST paid
	12,547	93%	Statement of Cash Flows, Contributed equity
The National Archives entered into two new property leases in 2023-24.	20,400	5%	Statement of Financial Position, Buildings
	20,040	5%	Statement of Financial Position, Leases

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2024

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

New, revised and amending standards and interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect on the National Archives' financial statements.

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 2024

1. Financial Performance

This section analyses the financial performance of the National Archives for the year ended 30 June 2024

1.1: Expenses

	2024	2023
	\$'000	\$'000
1.1A: Employee benefits		
Wages and salaries	28,485	25,676
Superannuation		
Defined contribution plans	3,471	2,909
Defined benefit plans	2,377	2,402
Leave and other entitlements	6,127	6,124
Other	288	140
Total employee benefits	40,748	37,251

Accounting Policy

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

1.1B: Suppliers

Goods and services supplied or rendered

Office equipment and supplies	4,285	3,510
Communications	1,091	1,257
Professional services	5,818	5,481
Travel	1,073	623
Managed Services	1,822	1,091
Exhibitions and advertising	327	295
Employee related expenses	1,680	1,453
Utilities	912	1,034
Other property operating expenses	2,544	2,734
Audit Fees	80	75
Other	287	926
Total goods and services supplied or rendered	19,919	18,479

Other suppliers

Workers' compensation expenses	102	103
Short-term leases	84	682
Total other suppliers	186	785
Total suppliers	20,105	19,264

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	11,588	11,629
Total finance costs	11,588	11,629

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

National Archives of Australia
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	2024	2023
	\$'000	\$'000
1.1D: Write-down and impairment of assets		
Write-down of heritage and cultural digital assets	10,827	-
Write-down of property, plant and equipment	564	-
Write-down and impairment of other assets	167	-
Total write-down and impairment of assets	11,558	-

1.2: Own Source Revenue

1.2A: Revenue from contracts with customers

Sale of goods	471	85
Rendering of services	942	1,509
Total revenue from contracts with customers	1,413	1,594

Disaggregation of revenue from contracts with customers

Goods and services transferred at a point in time		
Provision of digital records	585	630
Shop sales	27	4
Other contracts	257	497
	869	1,131
Goods and services transferred over time		
Sponsorships	345	240
Temporary storage	121	195
Exhibition hire	78	28
	544	463

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. Sponsorship agreements are legally enforceable. Where the sponsorship agreement contains sufficiently identifiable performance obligations, funds received from such agreement is classified as revenue from contracts with customers, which is deferred until it is earned. Sponsorship agreements that do not contain sufficiently identifiable obligations are not contracts with customers. Funds received from these agreements are classified as 'Other Revenue' (see note 1.2C).

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 20 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
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1.2: Own Source Revenue

	2024	2023
	\$'000	\$'000
1.2B: Rental income		
Operating lease income	371	389
Total rental income	371	389

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	369	358
One to two years	232	369
Two to three years	-	232
Three to four years	-	-
Four to five years	-	-
Total undiscounted future operating lease income receivables	601	959

1.2C: Other revenue

Resources received free of charge		
Remuneration of auditors	80	75
Other		
Donations	-	50
Other	-	55
Total other revenue	80	180

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.

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

	2024	2023
	\$'000	\$'000
2.1: Trade and other receivables		
Appropriations receivable	4,590	20,768
Trade receivables	1,240	647
GST receivable from the ATO	7,183	888
Other	738	423
Total trade and other receivables	13,751	22,726

Credit terms for goods and services were within 20 days (2023: 20 days).

Accounting Policy

Financial Assets

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
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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 and cultural \$'000	Heritage and cultural digital \$'000	Software \$'000	Total \$'000
As at 1 July 2023						
Gross book value	510,996	32,284	1,549,025	57,524	20,169	2,169,998
Accumulated depreciation and impairment	(93,421)	(2,944)	(13,499)	(4,289)	(15,552)	(129,705)
Total as at 1 July 2023	417,575	29,340	1,535,526	53,235	4,617	2,040,293
Additions						
Purchase	-	3,981	-	12,248	1,892	18,121
Right-of-use assets	22,227	49	-	-	-	22,276
Intake of records from other agencies	-	-	7,022	1,578	-	8,600
Revaluations and impairments recognised in other comprehensive income	-	-	64,292	-	-	64,292
Impairments recognised in net cost of services	-	(563)	-	(10,827)	(168)	(11,558)
Depreciation and amortisation	-	(8,801)	(6,818)	-	(1,238)	(16,857)
Depreciation on right-of-use assets	(23,937)	(41)	-	-	-	(23,978)
Transfers	-	2,661	-	-	(2,661)	-
Disposals	(698)	-	-	-	-	(698)
Total as at 30 June 2024	415,167	26,626	1,600,022	56,234	2,442	2,100,491
Total as at 30 June 2024 represented by						
Gross book value	522,220	38,340	1,600,611	56,234	16,903	2,234,308
Accumulated depreciation and impairment	(107,053)	(11,714)	(589)	-	(14,461)	(133,817)
Total as at 30 June 2024	415,167	26,626	1,600,022	56,234	2,442	2,100,491
Carrying amount of right-of-use assets included above	415,167	62	-	-	-	415,229

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. In May 2024, the heritage and cultural collection was assessed for fair value by an independent qualified valuer specialised in cultural and art collections. The National Archives has performed an assessment as at 30 June 2024 for all tangible assets and determined that the asset carrying amounts do not materially differ from their fair value.

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

As at 30 June 2024, the National Archives has contractual commitments for acquisition of assets, comprising:

	\$'000
Property, plant, equipment	37,206
Software	1,687
	38,893

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 recognition threshold, the amount is expensed in the year of acquisition. Where individual items of value below the recognition threshold form part of a group of similar items which are significant in total, the group of items will be recognised as a single asset.

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.

Leased ROU assets continue to be recognised at cost after initial recognition in National Archives, General Government Sector and Whole of Government financial statements.

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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. The useful lives of these assets are reviewed annually to determine whether events and circumstances continue to support an indefinite useful life assessment.

Heritage and cultural digital assets are not amortised as their useful lives have been determined as indefinite.

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

Assets Class	Useful Life
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
Software	20-20 years

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
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for the period ended 30 June 2024

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 stated at fair value and are subject to the same curatorial and preservation policies as the rest of the collection.

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 archival collection 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. 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. The National Archives will continue to assess the appropriateness of its accounting policy on valuing its collection as the proportion of the digital assets continue to increase.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2024

2.3: Payables

	2024	2023
	\$'000	\$'000
2.3: Other payables		
Salary and wages	975	825
Superannuation	172	151
Contract liabilities ¹	656	531
Total other payables	1,803	1,507

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. This note should be read in conjunction with notes 1.2A and 1.2C.

2.4: Interest Bearing Liabilities

	2024	2023
	\$'000	\$'000
2.4: Interest bearing liabilities		
Lease liabilities	457,280	452,957
Total leases	457,280	452,957

Maturity analysis - contractual undiscounted cash flows

Within one year	29,097	25,666
Between one to five years	120,944	108,105
More than 5 years	458,451	473,226
Total leases	608,492	606,997

The cash outflow for leases for the year ended 30 June 2024 was \$29.3m (2023: \$28.2m).

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
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2.5: Other Provisions

<u>2.5: Other provisions</u>	Provision for restoration \$'000
As at 1 July 2023	2,137
Reduction of makegood provisions	(1,897)
Total as at 30 June 2024	240

The National Archives currently has 2 (2023: 2) agreements for the leasing of premises which have provisions requiring restoration of 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 value of the makegood provision at the beginning of the financial year did not reflect the estimated cost of restoration work required. An adjustment was made during 2023-24 to transfer the excess provision to the Asset Revaluation Reserve.

National Archives of Australia
Notes to and forming the financial statements
for the period ended 30 June 2024

3. Funding

This section identifies the National Archives' funding structure.

3.1: Appropriations

	2024	2023
	\$'000	\$'000
3.1A: Annual appropriations ('Recoverable GST exclusive')		
Departmental		
Ordinary annual services	86,093	86,461
Capital Budget ¹	6,244	8,095
Equity Injection	7,300	10,600
Annual Appropriation	99,637	105,158
PGPA Act Section 74 receipts (ordinary annual services)	1,784	3,270
Total Appropriation	101,421	108,426
Appropriation Applied		
Ordinary annual services	87,965	95,840
Capital Budget	13,664	674
Equity Injection	12,427	883
PGPA Act Section 74 receipts (ordinary annual services)	1,784	3,270
Total Appropriation Applied	115,840	100,667
Variance	(14,419)	7,759

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
Supply Act (No. 2) 2022-23 - Equity Injection	-	3,534
Supply Act (No. 4) 2022-23 - Equity Injection	-	6,183
Supply Act (No. 2) 2023-24 - Equity Injection	4,590	-
Cash	3,936	2,177
Total	8,526	22,945

National Archives of Australia
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3.2: Net Cash Appropriation Arrangements

Total comprehensive income/(loss) - as per the Statement of Comprehensive Income	38,144	6,230
<i>Plus:</i> depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) ¹	9,896	3,306
<i>Plus:</i> depreciation of right-of-use assets ²	23,978	23,642
<i>Less:</i> lease principal repayments ²	(19,577)	(17,924)
	52,441	15,254
Changes in asset revaluation reserve	(66,188)	-
Net Cash Operating Surplus/(Deficit)	(13,747)	15,254

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

	2024 \$'000	2023 \$'000
Note 4.1: Employee provisions		
Annual leave	4,142	3,837
Long service leave	7,301	7,491
Total employee provisions	11,443	11,328

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 2024 represents outstanding contributions and is recognised in other payables.

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4.2: Key Management Personnel Remuneration

	2024	2023
	\$'000	\$'000
<u>Note 4.2: Key management personnel remuneration</u>		
Short-term employee benefits	1,625	1,308
Post-employment benefits	280	212
Long-term employee benefits	42	32
Termination benefits	177	-
Total key management personnel remuneration expenses	2,124	1,552

The total number of key management personnel that are included in the above table is 9 (2023: 5) during the reporting period. The increase over 2023 reflects the extended leave arrangements and the departure of several key management personnel, as well as the cost of their replacements.

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
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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.

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5. Other information

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

	2024	2023
	\$'000	\$'000
5.1: Current/non-current distinction for assets and liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash	3,936	2,177
Trade and other receivables	13,751	22,726
Inventories	-	140
Prepayments	394	366
Total no more than 12 months	18,081	25,409
More than 12 months		
Buildings	415,167	417,575
Plant and equipment	26,627	29,340
Heritage and cultural	1,600,022	1,535,525
Heritage and cultural digital	56,235	53,235
Software	2,442	4,617
Total more than 12 months	2,100,493	2,040,292
Total Assets	2,118,574	2,065,702
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	1,868	3,523
Other payables	1,803	1,507
Leases	14,766	25,666
Employee provisions	4,937	7,122
Total no more than 12 months	23,374	37,818
More than 12 months		
Leases	442,514	427,291
Employee provisions	6,506	4,206
Other provisions	240	2,137
Total more than 12 months	449,260	433,634
Total liabilities	472,634	471,452

PART 5

APPENDICES

Appendix A: Entity resource statements

Table 15: Resources allocated – aggregate figures, 2023–24

	Actual available appropriation for 2023–24 (\$'000) (a)	Payments made 2023–24 (\$'000) (b)	Balance remaining (\$'000) (a) – (b)
Ordinary annual services			
Balance brought forward ¹	22,945	16,483	6,462
Departmental appropriation ²	86,093	87,965	-1,872
Total ordinary annual services	109,038	104,448	4,590
Total net resourcing	109,038	104,448	4,590

- Notes:
1. Prior year departmental appropriations
 2. Includes Appropriation Act no 1

Table 16: Resources allocated to Outcome 1, 2023–24

	Budget 2023–24 (\$'000) (a)	Actual expenses 2023–24 (\$'000) (b)	Variation (\$'000) (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	86,093	86,093	0
Revenue from independent sources	1,784	2,056	-272
Expenses not requiring appropriation in the budget	34,427	40,761	-6,334
Total for program 1.1	122,304	128,910	-6,606
Total expenses for outcome 1	122,304	128,910	-6,606
Average staffing level (number)	376	379	-3

Appendix B: Human resources statistics

Table 17: All ongoing employees, current reporting period, 2023–24

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term		
	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	23	3	26	19	4	23	0	0	0	0	0	0	0	0	0
Qld	0	0	0	6	3	9	0	0	0	0	0	0	0	0	0
SA	1	1	2	1	1	2	0	0	0	0	0	0	0	0	0
Tas	2	0	2	1	0	1	0	0	0	0	0	0	0	0	0
Vic	9	0	9	17	1	18	0	0	0	0	0	0	0	0	0
WA	0	0	0	5	1	6	0	0	0	0	0	0	0	0	0
ACT	85	8	93	118	24	142	2	0	2	0	0	0	0	0	0
NT	0	0	0	3	0	3	0	0	0	0	0	0	0	0	0
External territories	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
Total	120	12	132	170	34	204	2	0	2	0	0	0	0	0	0

Table 18: All non-ongoing employees, current reporting period, 2023–24

	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	5	2	7	0	0	0	0	0	0	0	0	0	11
Qld	0	0	0	1	2	3	0	0	0	0	0	0	0	0	0	3
SA	0	0	0	1	1	2	0	0	0	0	0	0	0	0	0	2
Tas	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Vic	1	0	1	2	3	5	0	0	0	0	0	0	0	0	0	6
WA	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	2
ACT	8	7	15	20	9	29	1	0	1	0	0	0	0	0	0	45
NT	0	0	0	1	1	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	13	9	22	32	18	50	1	0	1	0	0	0	0	0	0	73

Table 19: All ongoing employees, previous 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 20: All non-ongoing employees, previous 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 21: Australian Public Service Act ongoing employees, current reporting period, 2023–24

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term		
	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
SES 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SES 1	2	0	2	3	0	3	0	0	0	0	0	0	0	0	5
EL 2	11	0	11	20	1	21	0	0	0	0	0	0	0	0	32
EL 1	27	2	29	39	8	47	0	0	0	0	0	0	0	0	76
APS 6	31	4	35	45	10	55	0	0	0	0	0	0	0	0	90
APS 5	21	2	23	33	6	39	0	0	0	0	0	0	0	0	62
APS 4	16	1	17	22	5	27	2	0	2	0	0	0	0	0	46
APS 3	6	3	9	2	3	5	0	0	0	0	0	0	0	0	14
APS 2	5	0	5	5	1	6	0	0	0	0	0	0	0	0	11
APS 1	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	119	12	131	170	34	204	2	0	2	0	0	0	0	0	337

Table 22: Australian Public Service Act non-ongoing employees, current reporting period, 2023–24

	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	1	0	1	0	0	0	0	0	0	0	0	0	2
EL 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EL 1	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1
APS 6	3	0	3	4	1	5	0	0	0	0	0	0	0	0	0	8
APS 5	2	0	2	9	1	10	0	0	0	0	0	0	0	0	0	12
APS 4	1	3	4	9	7	16	0	0	0	0	0	0	0	0	0	20
APS 3	1	2	3	3	5	8	0	0	0	0	0	0	0	0	0	11
APS 2	2	0	2	3	0	3	0	0	0	0	0	0	0	0	0	5
APS 1	3	4	7	1	4	5	1	0	1	0	0	0	0	0	0	13
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	13	9	22	31	18	49	1	0	1	0	0	0	0	0	0	72

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

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term		
	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
SES 2	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	4
EL 2	12	0	12	18	1	19	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	64
APS 6	29	2	31	38	16	54	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	56
APS 4	11	1	12	29	6	35	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	17
APS 2	3	0	3	5	0	5	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	3
Other	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	315

Table 24: Australian Public Service Act non-ongoing employees, previous 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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EL 2	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1
EL 1	2	0	2	2	1	3	0	0	0	0	0	0	0	0	0	5
APS 6	3	2	5	4	0	4	0	0	0	0	0	0	0	0	0	9
APS 5	4	0	4	3	1	4	0	0	0	0	0	0	0	0	0	8
APS 4	1	4	5	7	3	10	0	0	0	0	0	0	0	0	0	15
APS 3	2	3	5	2	9	11	0	0	0	0	0	0	1	0	1	17
APS 2	1	0	1	1	1	2	0	0	0	0	0	0	0	0	0	3
APS 1	5	3	8	4	2	6	0	0	0	0	0	0	0	0	0	14
Other	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 25: Australian Public Service Act employees, by full-time and part-time status, current reporting period, 2023–24

	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	2	0	2	7
EL 2	31	1	32	0	0	0	32
EL 1	66	10	76	1	0	1	77
APS 6	76	14	90	7	1	8	98
APS 5	54	8	62	11	1	12	74
APS 4	40	6	46	10	10	20	66
APS 3	8	6	14	4	7	11	25
APS 2	10	1	11	5	0	5	16
APS 1	1	0	1	5	8	13	14
Other	0	0	0	0	0	0	0
Total	291	46	337	45	27	72	409

Table 26: Australian Public Service Act employees, by full-time and part-time status, previous 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 27: Australian Public Service Act employment type, by location, current reporting period, 2023–24

	Ongoing	Non-Ongoing	Total
NSW	49	11	60
Qld	9	3	12
SA	4	2	6
Tas	3	2	5
Vic	27	6	33
WA	6	2	8
ACT	237	45	282
NT	3	2	5
External territories	0	0	0
Overseas	0	0	0
Total	338	73	411

Table 28: Australian Public Service Act employment type, by location, previous 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 29: Australian Public Service Act Indigenous employment, current reporting period, 2023–24

Ongoing	Non-Ongoing	Total
7	1	8

Table 30: Australian Public Service Act Indigenous employment, previous reporting period, 2022–23

Ongoing	Non-Ongoing	Total
5	1	6

Workplace agreements

Table 31: Australian Public Service Act employment arrangements, current reporting period, 2023–24

	SES	Non-SES	Total
<i>National Archives of Australia Enterprise Agreement 2024–2027</i>	0	400	400
Individual determinations	5	5	10
Total	5	405	410

Table 32: Australian Public Service Act employment salary ranges, by classification level (minimum/maximum), current reporting period, 2023–24

	Minimum salary	Maximum salary
SES 3	-	-
SES 2	-	-
SES 1	\$203,918.40	\$303,850.00
EL 2	\$137,790.00	\$182,000.00
EL 1	\$114,825.00	\$135,659.00
APS 6	\$92,817.00	\$110,534.00
APS 5	\$82,291.00	\$88,273.00
APS 4	\$74,638.00	\$81,373.00
APS 3	\$66,984.00	\$72,581.00
APS 2	\$59,615.00	\$65,029.00
APS 1	\$52,152.00	\$57,379.00
Other	-	-
Minimum/Maximum range	\$52,152.00	\$303,850.00

Appendix C: Executive remuneration statistics

Table 33: Information about remuneration for key management personnel

Name	Position title	Short-term benefits		Post-employment benefits		Other long-term benefits		Termination benefits	Total remuneration
		Base salary	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits		
Froude, Simon	Director General	\$368,696.47	\$0.00	\$0.00	\$37,256.66	\$9,038.38	\$0.00	\$0.00	\$414,991.50
Secis, Josephine	Assistant Director-General Collection Management	\$100,259.63	\$0.00	\$0.00	\$14,581.37	\$2,383.38	\$0.00	\$0.00	\$117,224.38
Berrell, Leigh	Assistant Director-General Data & Digital	\$112,867.23	\$0.00	\$0.00	\$16,145.82	\$2,615.10	\$0.00	\$0.00	\$131,628.15
Anderson, Brooke	Chief Transformation Officer	\$220,527.88	\$0.00	\$0.00	\$46,894.50	\$5,391.97	\$0.00	\$0.00	\$272,814.36
Fraser, David	Chief Operating Officer	\$214,177.35	\$0.00	\$0.00	\$32,443.39	\$5,022.13	\$0.00	\$0.00	\$251,642.86
Doyle, Louise	Assistant Director-General Access & Public Engagement	\$175,747.94	\$0.00	\$0.00	\$45,608.15	\$6,288.34	\$0.00	\$0.00	\$227,644.42

Name	Position title	Short-term benefits		Post-employment benefits		Other long-term benefits		Termination benefits	Total remuneration
		Base salary	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits		
Fox, Steven	Assistant Director-General Collection Management	\$50,811.95	\$0.00	\$0.00	\$9,308.94	\$1,282.49	\$0.00	\$0.00	\$61,403.38
Arumugam, Yaso	Assistant Director-General Data & Digital	\$163,083.97	\$0.00	\$0.00	\$29,640.40	\$4,000.69	\$0.00	\$131,650.00	\$328,375.06
Fenwick, Ruth	Chief Operating Officer	\$218,858.89	\$0.00	\$0.00	\$47,852.72	\$6,338.75	\$0.00	\$45,000.00	\$318,050.36

Table 34: 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	3	\$87,979.60	\$0.00	\$0.00	\$13,345.37	\$2,093.66	\$0.00	\$0.00	\$103,418.63			
\$220,001–\$245,000	1	\$175,748	\$0.00	\$0.00	\$45,608.15	\$6,288.34	\$0.00	\$0.00	\$227,644.42			
\$245,001–\$270,000	1	\$214,177	\$0.00	\$0.00	\$32,443.39	\$5,022.13	\$0.00	\$0.00	\$251,642.86			
\$270,001–\$295,000	1	\$220,528	\$0.00	\$0.00	\$46,894.50	\$5,391.97	\$0.00	\$0.00	\$272,814.36			
\$295,001–\$320,000	1	\$218,859	\$0.00	\$0.00	\$47,852.72	\$6,338.75	\$0.00	\$45,000.00	\$318,050.36			
\$320,001–\$345,000	1	\$163,084	\$0.00	\$0.00	\$29,640.40	\$4,000.69	\$0.00	\$131,650.00	\$328,375.06			
\$345,001–\$370,000	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$370,001–\$395,000	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$395,001–\$420,000	1	\$368,696	\$0.00	\$0.00	\$37,256.66	\$9,038.38	\$0.00	\$0.00	\$414,991.50			
\$420,001–\$445,000	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$445,001–\$470,000	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$470,001–\$495,000	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$495,001–...	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

Table 35: Information about remuneration for other highly paid staff

Total remuneration bands	Number of other highly paid staff	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			
\$250,000–\$270,000	0	0	0	0	0	0	0	0	0	0	0	0
\$270,001–\$295,000	0	0	0	0	0	0	0	0	0	0	0	0
\$295,001–\$320,000	0	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	0
\$345,001–\$370,000	0	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	0
\$395,001–\$420,000	0	0	0	0	0	0	0	0	0	0	0	0
\$420,001–\$445,000	0	0	0	0	0	0	0	0	0	0	0	0
\$445,001–\$470,000	0	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	0
\$495,001–...	0	0	0	0	0	0	0	0	0	0	0	0

Note: Other Highly Paid Staff (OHPS) reporting – the lower threshold has increased to \$250,000–\$270,000.

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.
Born-digital	Items that originate in a digital format.
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.
Exempt	As defined in the Archives Act, legislation.gov.au/C2004A02796/latest/text
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 while 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.

Abbreviations and acronyms

AASB	Australian Accounting Standards Board
AAT	Administrative Appeals Tribunal
ABN	Australian Business Number
AC	Companion of the Order of Australia
ACT	Australian Capital Territory
Advisory Council	National Archives of Australia Advisory Council
AM	Member of the Order of Australia
APP	Australian Privacy Principle
APS	Australian Public Service
Archives Act	Archives Act 1983
CBD	Central Business District
CO2-e	carbon dioxide
CSS	Commonwealth Superannuation Scheme
DPPF	Defend the Past, Protect the Future program
EL	Executive Level
FBT	Fringe Benefits Tax
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
GST	goods and services tax
Hon	Honourable
ICT	Information and communication technologies
IPS	Information Publication Scheme
kg	kilograms
LGBTIQA+	lesbian, gay, bisexual, transgender/transsexual, intersex, queer/questioning, asexual and many other terms (such as non-binary and pansexual)
MOU	memorandum of understanding
MP	Member of Parliament
N/A	Not applicable
NAA	National Archives of Australia

National Archives	National Archives of Australia
NABERS	National Australian Built Environment Rating System
NSW	New South Wales
NT	Northern Territory
OAM	Medal of the Order of Australia
OPA	Official Public Account
PB	petabyte
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PGPA Rule	<i>Public Governance, Performance and Accountability Rule 2014</i>
PM&C	Department of the Prime Minister and Cabinet
PS Act	<i>Public Service Act 1999</i>
Qld	Queensland
RAPWG	Reconciliation Action Plan Working Group
SA	South Australia
SBS	Special Broadcasting Service
SES	Senior Executive Service
SME	Small and Medium Enterprises
Tas	Tasmania
TB	terabyte
Tune Review	Functional and Efficiency Review of the National Archives of Australia
Vic	Victoria
WA	Western Australia
WHS Act	<i>Work Health and Safety Act 2011</i>

List of requirements

PGPA Rule reference	Part of report	Description	Requirement	Page no
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.	Mandatory	vi
17AJ(b)	Index	Alphabetical index.	Mandatory	145
17AJ(c)	Glossary Abbreviations and acronyms	Glossary of abbreviations and acronyms.	Mandatory	128
17AJ(d)	List of requirements	List of requirements.	Mandatory	131
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 no
17AE(1)(a)(ii)	Organisational structure	A description of the organisational structure of the entity.	Mandatory	14
17AE(1)(a)(iii)	Outcome and program structure	A description of the outcomes and programmes administered by the entity.	Mandatory	10
17AE(1)(a)(iv)	Purpose, role and function	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	14
17AE(1)(aa)(ii)	Accountable authority	Position title of the accountable authority or each member of the accountable authority.	Mandatory	14
17AE(1)(aa)(iii)	Accountable authority	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory	14
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 statements in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	18

PGPA Rule reference	Part of report	Description	Requirement	Page no
17AD(c)(ii)	Report on financial performance			
17AF(1)(a)	Financial performance	A discussion and analysis of the entity's financial performance.	Mandatory	42
17AF(1)(b)	Appendix A: Entity resource statements	A table summarising the total resources and total payments of the entity.	Mandatory	108
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	51
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 no
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	46
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 non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, mandatory	78
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	49
17AG(2A)(b)	Audit and Risk Committee	The name of each member of the entity's audit committee.	Mandatory	49
17AG(2A)(c)	Audit and Risk Committee	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory	49
17AG(2A)(d)	Audit and Risk Committee	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	49
17AG(2A)(e)	Audit and Risk Committee	The remuneration of each member of the entity's audit committee.	Mandatory	49

PGPA Rule reference	Part of report	Description	Requirement	Page no
External scrutiny				
17AG(3)	External scrutiny	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	60
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	60
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	60
17AG(3)(c)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory	
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	66
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 full-time employees (b) statistics on part-time employees (c) statistics on gender (d) statistics on staff location.	Mandatory	110

PGPA Rule reference	Part of report	Description	Requirement	Page no
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 full-time employees • statistics on part-time employees • statistics on gender • statistics on staff location • statistics on employees who identify as Indigenous. 	Mandatory	110
17AG(4)(c)	Workplace agreements	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory	69
17AG(4)(c)(i)	Appendix B: Human resources statistics	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	110
17AG(4)(c)(ii)	Appendix B: Human resources statistics	The salary ranges available for APS employees by classification level.	Mandatory	110
17AG(4)(c)(iii)	Remuneration (including Senior Executive Remuneration)	A description of non-salary benefits provided to employees.	Mandatory	69
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

PGPA Rule reference	Part of report	Description	Requirement	Page no
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)	Assets management	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, mandatory	73
Purchasing				
17AG(6)	Purchasing	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory	76
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	75

PGPA Rule reference	Part of report	Description	Requirement	Page no
17AG(7)(b)	Contracts	A statement that ‘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]’.	Mandatory	75
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	75
17AG(7)(d)	Contracts	A statement that ‘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’.	Mandatory	75
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	75

PGPA Rule reference	Part of report	Description	Requirement	Page no
17AG(7A)(b)	Contracts	A statement that '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'.	Mandatory	75
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	75
Australian National Audit Office Access Clauses				
17AG(8)	National Audit Office Access Clauses	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	78

PGPA Rule reference	Part of report	Description	Requirement	Page no
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	78
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	75
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	75
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	75

PGPA Rule reference	Part of report	Description	Requirement	Page no
Financial statements				
17AD(e)	Financial statements	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	82
Executive remuneration				
17AD(da)	Appendix C: Executive remuneration statistics	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2–3 of the Rule.	Mandatory	123
17AD(f) Other mandatory information				
17AH(1)(a)(i)	N/A	If the entity conducted advertising campaigns, a statement that ‘During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website’.	If applicable, mandatory	N/A
17AH(1)(a)(ii)	Advertising and market research	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory	78
17AH(1)(b)	Grants programs	A statement that ‘Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website]’.	If applicable, mandatory	78

PGPA Rule reference	Part of report	Description	Requirement	Page no
17AH(1)(c)	Inclusion and diversity	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	67
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	51
17AH(1)(e)	N/A	Correction of material errors in previous annual report.	If applicable, mandatory	N/A
17AH(2)	Advisory Council Health and Wellbeing Program Environmental performance	Information required by other legislation.	Mandatory	53
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